

**SB 187  
Comprehensive  
School Safety Plan  
Process**

**Bernal Intermediate School**



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Board Adopted FEB. 16, 2023

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The following document is an addendum to the District Comprehensive Safety Plan. The District Comprehensive Safety Plan is the main body of the document. Each school has a site specific document that works in tandem with the District's plan. The Comprehensive Safety Plan is designed to be utilized as a resource for prevention/mitigation, preparedness, response and recovery planning and training as well as for meeting the guidelines of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and Title 1, Division 4, Chapter 8 Government Code.

It is a living document to meet site, district and community needs, forms or requirements. It is NOT to be a "grab and go" guide in an actual emergency.

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**All sites will refer to the District Comprehensive Safety Plan for all emergency preparedness, safety and operation protocol. All procedures have been standardized throughout the District.**

**The following information is school site specific.**

## School Safety Planning Committee

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. (Ed. Code 35294.1)

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Local law enforcement has been consulted (Ed. Code 39294.1) Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)

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

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

## Safe School Planning Committee

### BERNAL INTERMEDIATE SCHOOL SAFETY TEAM

The undersigned members of the Bernal Intermediate School Safety Planning Committee certify that the requirements of the SB 187 Safety Plan have been met.

Tiffany McFarren

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Title - Teacher

Amelia Hill

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Title - Community Liaison

Natalie Cerussi

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Title - Parent Representative

Maria Smith

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Title - Assistant Principal

Oscar A. Ortiz

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District Safety Committee Chair

THE BERNAL SAFE SCHOOL PLAN WAS APPROVED VIRTUALLY BY THE BERNAL SCHOOL SITE COUNCIL ON 1/24/2023.

## **Background of School**

Bernal Intermediate School is a school of 755 students in the Oak Grove School District of South San Jose. The focus of the school is California Common Core literacy, mathematics, Next Generation Science Standards, Special Education and our English Language Learners. The belief that all students can be successful is strongly internalized throughout the school. The mission statement of our school is: Bernal Intermediate School prepares students for the academic, social, and behavioral rigors of high school. Through a combination of clear expectations, targeted instruction, and responsive supports, all students leave Bernal ready to be successful in high school and beyond.

Providing a Safe School has always been a high priority for Bernal Intermediate School. With the collaborative efforts to maintain Safe Schools in the district, an emphasis has been in place within the district and throughout the community to ensure that safety is our number one concern. District safety measures in place include Safe Schools Specialists, a Community Liaison, Board policies, and collaboration with the San Jose Police Department for Run Hide Defend. Student safety is monitored by staff, administration, and Leadership at the school level. To this end, there are continuous improvement processes and collaborative efforts that provide a strong academic foundation within a safe and secure learning environment that ensures success for all students.

Prevention education at Bernal Intermediate School includes supplemental programs and policies including and not limited to: PBIS (Positive Behavior Intervention Supports), conflict/peer mediation, prevention education and awareness training on bullying, cyberbullying, and harassment, and socio-emotional/behavioral skills through the Advisory period, and physical education and nutrition education.

Attendance is closely monitored and students with unexcused absences of 10% or more receive law/school district/partnership intervention. Truancy abatement is a common goal of the school/district and other agency collaborative partnerships. The Safe School Specialist and the Community Liaison work in conjunction with the school to monitor and problem solve with students and families with attendance issues. Currently, Bernal Intermediate School has instituted attendance incentive procedures and programs through PBIS and Hero, which target tardies.

This Safe School Action Plan is approved through the work of the School Safety Committee and based on the results of the surveys administered to students, staff, and community as well as the Oak Grove District. The School Site Council of Bernal Intermediate School approved the Safe School Action Plan in the winter of 2023.

**BERNAL INTERMEDIATE ELEMENTARY SCHOOL**  
**Safety Plan Goals**

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Annual Safety Goals

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2)

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

- Mental Health Data
- State, District or Site Surveys (such as the Youth Risk Behavior Survey)
- Disciplinary Data
- Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well.

***Based on data analysis***, the School Safety Planning Committee identifies one or two **safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals**. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least three brief meetings be held to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed in May and reported.

## **Bernal Intermediate School Safe School Action Plan Component 1**

**Goal 1:** During the 2022-2023 school year, all staff will be trained on and will practice emergency procedures.

**Strategy 1.1:** At least 10 times per school year, there will be 8 fire/earthquake drills and a presentation on the National Incident Management System (NIMS). Gates will remain locked during the instructional day, except the office gate and update any maps or disaster routines (repaint the classroom numbers in the 100s on the blacktop to eliminate classes crossing over one another during a drill).

**Strategy 1.2** Emergency (Preparedness) Operations Plan (including the National Incident Management System, NIMS) reviewed annually.

**Strategy 1.3** Monthly fire and/or duck and cover drills during each period.

**Strategy 1.4** Emergency supplies housed on campus are annually inventoried, updated, recycled, and augmented.

**Strategy 1.5** Each classroom contains a first aid kit and backpack which is updated annually which includes class rosters. Each classroom has red straps for each door for Run/Hide/Defend drills. For the 2022-2023 school year, radios will be added in each classroom.

**Assessment:** Will hold school safety meetings as needed to assess overall school safety data.

**Objective 1:** Each school year, all staff and students will be educated, trained, and have practiced on an on- going basis of the National Incident Management System (NIMS).

**Baseline Data 1.1:** Classroom numbers in the 100s need to be repainted on the blacktop to avoid cross-traffic and close contact.

### **Related Activities:**

- A. Annual NIMS training.
- B. Annual First Aid and CPR certification required for Admin.
- C. Classroom presentations on emergency procedures for school and home.
- D. Annual Run Hide Defend/earthquake/fire drill practices including evacuations.
- E. Annual update of emergency and first aid supplies.
- F. Annual update of site emergency evacuation maps.
- G. Annual evaluation of the accessibility of emergency supplies.
- H. NIMS site committee.
- I. Annual review of emergency system communication.
- J. All staff and students wear school ID badges for easy identification and to ensure safety.

**Resources Needed:** NIMS training, First Aid training, SIP funding or donations for first aid materials/Health Clerk, MOT and modernization support

**Person(s) responsible for Implementation:**

District NIMS/Safety Committee, MOT and modernization, Administration, Health Clerk, and Health Liaison

**Timeline:** June, 2022-2024

**Bernal Intermediate School Safe School Action Plan Component 2**

**Goal 2:** School will update the ARCC to ensure adequate necessary supplies in the event of an emergency.

**Strategy 2.1:** Parent letters will ask them to provide snacks to be stored inside the ARCC for students with food allergies.

**Assessment 2.1:** Confirm snacks and water are purchased and stored in the ARCC by March.

**Strategy 2.2:** Updated materials include facemasks, hand sanitizer, batteries, and blue tarps. Ask the community for donations.

**Assessment 2.2:** Verify items have been delivered and placed in the ARCC by January.

**Baseline Data 3.1:** 3 pop up tents were stolen out of the ARCC last school year and must be replaced. The lock and key were replaced.

**Bernal Intermediate School Safe School Action Plan Component 3**

**Goal 3:** To balance the school discipline plans with positive incentives, as well as appropriate alternative consequences.

**Areas of Pride and Desired Change:** The Positive Behavioral Intervention & Supports (PBIS) Committee of Bernal Intermediate School recognizes and commends the students, staff, and families for the following conditions and programs that communicate standards and expectations for student behavior.

**Strategy 3.1** School-wide behavior assembly scheduled in August. Cyberbullying and Internet Safety presentation in the fall for students and parents and Drugs and Alcohol presentation for students in the winter/spring provided by SJPD's Crime Prevention Specialists. School-wide behavior expectations posted in every classroom and around the school with the mantra of R2ISE: Respect, Responsibility, Integrity, Safety, and Excellence. Implement hate speech contract and consequence in August. Each student signs the contract.

**Strategy 3.2** PBIS Incentives and programs offered for exhibiting R2ISE, such as Bronco Bucks and Bravo, Broncos!. Students who are awarded Bronco Bucks may use them at the Student Store for spirit wear, school supplies and other prizes. Leadership and AVID students assist every day during break and lunch in the Student Store.



**Strategy 3.3** As part of the Bravo, Bronco Program, Bravo, Bronco slips will be read on morning announcements, with those winners receiving a prize.

**Strategy 3.4** Oak Grove School District incentives, Honor Roll, Dreamkeepers, Hispanic Student Recognition Program, Every Student Succeeding awards, and student recognition.

**Strategy 3.5** Training for PBIS including supplemental programs and not limited to de-escalation and restorative justice practices for all teachers.

**Strategy 3.6** Advisory lessons to reinforce R2ISE expectations - build positive teacher-student and peer relationships.

**Strategy 3.7** Alternatives are reviewed as options to discipline, i.e. behavior contracts, campus projects, incentives programs, community services, research related behavior topics and write an essay of understanding, when students return from suspension, they must check in with their counselor before going to class, Check in Check out (CICO) to encourage and build towards goals setting, Friday School, site or off-site group or individual counseling or programs, and/or alternative site placements for a fresh start.

**Baseline Data 3.1:** During the 2021 - 2022 school year, there were 76 total suspensions from 49 students.

**Assessment Data 3.1:** Will monitor data monthly and make necessary adjustments to impact the data.

**Objective 1:** On an on-going basis, review and revise incentives, positive discipline, and appropriate alternative consequence plans.

**Related Activities:**

- A. Orientation meetings with staff, students and parents/families.
- B. Communication and collaboration of school sites (elementary and intermediate) for continuity through and across Learning Communities.
- C. Staff and support staff discussions, training/professional development, activities, training and awareness related to teasing, bullying, harassment, and developmental assets, Wellness policies around physical education and nutrition, implementation of AB537 which occur at sites and the district level.
- D. Climate/leadership team/support staff and regular staff meetings discuss and revise programs on an ongoing basis.
- E. Outreach into the community at large and tap into available resources, grants and donations such as SJPD's Crime Prevention Specialists and Safe School/Youth Outreach Specialists.
- F. Koffee Klatches, HABLA, families/students/community meetings (i.e. District Wellness Committee, District Advisory Council, Student Advisory Council), recognition programs, and participation in community events work to develop caring relationships with students, families, and community.

**Resources Needed:** Local Funding Sources, donations, District in-kind funds

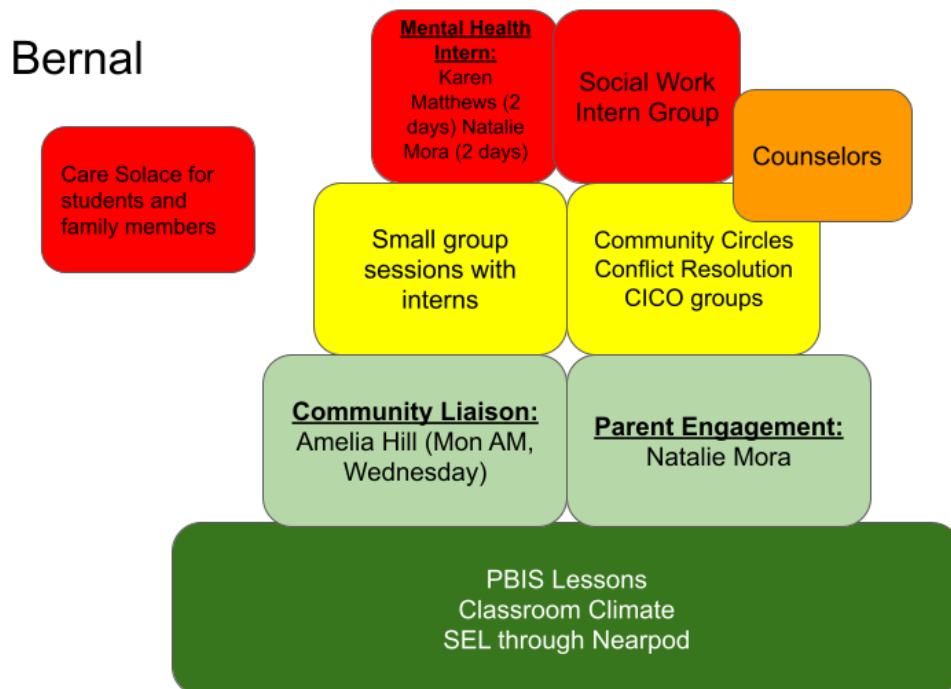
**Person(s) responsible for implementation:**

Climate, leadership team, support staff, regular staff, administration, counselors, staff, parents, families, students and district personnel.

**4. Timeline:** June 2024

**Bernal Intermediate School Safe School Action Plan Component 4**

**Goal 4:** To provide mental health support for students.



**Mental Health Providers/Therapists:**

- Eamon Burke (from outside agency)
  - Mondays, Wednesdays, Thursdays
- Haley
  - Mondays
- Katherine Active (Kat)
  - Tuesdays, Wednesdays
- Karin Whitman
  - Tuesdays, Thursdays
- Natalie Mora
  - Thursdays, Fridays

**Strategy 4.1:** Mental Health/Social Worker Interns in person support for 5 days

**Assessment 4.1:** Number of students being served by mental health support systems.

**Strategy 4.2:** Parents and students can be referred through Care Solace via online or telephone

**Strategy 4.3:** Individual School Strategies, such as CICO, Community Circles, weekly SEL lessons via Advisory slides

**Assessment 3.7:** Connectedness and Belonging Survey results and Bernal Student Safety Survey results

**Baseline Data 2.1 /2.2:** Bernal had 2 social worker interns during the 2021-2022 school year.

### Review tardies, absenteeism, expulsion and suspension data.

The table displays the suspension and expulsion rates at the school, in the district, and throughout the state. Expulsions occur only when required by law or when all other alternatives are exhausted.

#### State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

#### Suspensions and Expulsions

(data collected between July through June, each full school year respectively)

Rate	School 2018-2019	School 2020-2021	District 2018-2019	District 2020-2021	State 2018-2019	State 2020-2021
Suspensions	6.19%	0.13%	2.87%	0.02%	3.47%	0.20%
Expulsions	0.00%	0.00%	0.00%	0.00%	0.08%	0.00%

Note: Data collected during the 2020-21 school year may not be comparable to earlier years of this collection due to differences in learning mode instruction in response to the COVID-19 pandemic.

#### Suspensions and Expulsions for School Year 2019—2020 Only

(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019-2020	District 2019-2020	State 2019-2020
Suspensions	2.87%	0.84%	2.45%
Expulsions	0.00%	0.00%	0.05%

Note: The 2019-2020 suspensions and expulsions rate data are not comparable to other year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to other school years.

## Suspensions and Expulsions by Student Group

ncdoe.org/public/print/43886256872377/2020-2021[2/6/2022 9:32:06 AM]

Accountability Report Card

(School Year 2020—2021)

Student Group	Suspensions Rate	Expulsions Rate
All Students	0.13	0
Female	0	0
Male	0.25	0
Non-Binary	0	0
American Indian or Alaska Native	0	0
Asian	0	0
Black or African American	0	0
Filipino	0	0
Hispanic or Latino	0.33	0
Native Hawaiian or Pacific Islander	0	0
Two or More Races	0	0
White	0	0
English Learners	0	0
Foster Youth	0	0
Homeless	0	0
Socioeconomically Disadvantaged	0.45	0
Students Receiving Migrant Education Services	0	0
Students with Disabilities	0	0

### Attendance Factor:

The attendance factor accounts for the difference between enrollment and attendance. It is the average percentage of enrolled students typically attending school on any given day. The factor is calculated annually using prior school year data.

- 2017-2018 Attendance Factor: 96.51%
- 2018-2019 Attendance Factor: 96.21%
- 2019-2020 Attendance Factor: COVID
- 2020-2021 Attendance Factor: 98.3%
- 2021-2022 Attendance Factor: 93.20%

## Chronic absenteeism:

Students are considered chronically absent if they are absent at least 10 percent of the instructional days that they were enrolled to attend in a school. A distinguishing feature of this measure is that the goal is reversed.

- 2017-2018 Chronic Absenteeism Rate: 9.0%
- 2018-2019 Chronic Absenteeism Rate: 9.1%
- 2019-2020 COVID
- 2020-2021 Chronic Absenteeism Rate: 7.5%

**Chronic Absenteeism by Student Group**  
(School Year 2020—2021)

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	746	736	55	7.5
Female	347	341	22	6.5
Male	399	395	33	8.4
American Indian or Alaska Native	202	199	3	8.4
Asian	3	3	0	0.0
Black or African American	23	22	3	13.6
Filipino	42	41	0	0.0
Hispanic or Latino	307	303	40	13.2
Native Hawaiian or Pacific Islander	9	9	0	0.0
Two or More Races	45	45	2	4.4
White	114	113	6	5.3
English Learners	103	99	12	12.1
Foster Youth	3	3	1	33.3
Homeless	4	4	2	50.0
Socioeconomically Disadvantaged	223	219	37	16.9
Students Receiving Migrant Education Services	0	0	0	0.0

[www.sdsd.net/public/print/43696256072177/2020-2021](https://www.sdsd.net/public/print/43696256072177/2020-2021) [2/8/2022 9:32:16 AM]

### Accountability Report Card

Students with Disabilities	104	103	24	23.3
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Last updated:

**School Facilities & Safety**

Bernal Intermediate strives to provide a safe and healthy environment for our students and staff.

Bernal Intermediate School is one of 18 schools in the Oak Grove School District in South San Jose. Each year goals relating to school safety and for preventing the use of tobacco, drugs, alcohol, and school violence are established by the Student Services Advisory Committee and submitted to the State of California. Providing a safe school is a high priority for Bernal Intermediate School. To this end, there are continuous improvement processes and collaborative efforts that provide comprehensive health education and a strong academic foundation within a safe and secure learning environment that ensures success for all students.

The table shows the results of the most recent school facilities inspection. While reviewing this report, please note that even minor discrepancies are reported in the inspection process. The items noted in the table have been corrected or are in the process of remediation. The data in the table was collected in January 2023.

## School Facility Good Repair Status

Using the most recently collected Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: January 2022

<https://online.azdhs.gov/public/print/43696256072077/2020-2021/2/6/2022%209%2032%2016%20AM>

### Accountability Report Card

System Inspected	Rating	Repair Needed and Action Taken or Planned
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer	Good	No action needed.
<b>Interior:</b> Interior Surfaces	Good	No action needed.
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermin Infestation	Good	No action needed.
<b>Electrical:</b> Electrical	Poor	Several lights were out site wide, including interior of classrooms and exterior lights. All work orders have been generated for maintenance staff to address.
<b>Restrooms/Fountains:</b> Restrooms, Sinks/Fountains	Good	No action needed.
<b>Safety:</b> Fire Safety, Hazardous Materials	Good	No action needed.
<b>Structural:</b> Structural Damage, Roofs	Good	No action needed.
<b>External:</b> Playground/School Grounds, Windows/Doors/Gates/Fences	Good	No action needed.

## Overall Facility Rate

Year and month of the most recent FIT report: January 2022

Overall Rating	Fair
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Last updated: 1/27/22

## Cleaning Process

Bernal provides a safe and clean environment for students, staff, and volunteers. The district has adopted cleaning standards for all schools. Basic cleaning operations are performed on a daily basis throughout the school year with emphasis on classrooms and restrooms. A joint effort between students and staff helps keep the campus clean and litter-free. The principal works daily with the custodial staff to develop sanitation schedules that ensure a clean, safe, and functional learning environment.

**Maintenance & Repair** A scheduled maintenance program is administered by Baldwin's custodial staff on a regular basis, with heavy maintenance functions occurring during vacation periods. Additionally, a scheduled maintenance program is administered by Oak Grove School District to ensure that school grounds and facilities remain in excellent repair. A work order process is used when issues arise that require immediate attention. Emergency repairs are given the highest priority; repair requests are completed efficiently and in the order in which they are received.

Additionally, due to COVID-19 pandemic:

Hand sanitizing stations are located in common areas such as lunch areas, front offices, and priority locations identified by the principal.

Students are encouraged to bring their own water bottles to use the available water bottle filling stations. All water fountains are available for students.

The District will provide face masks for staff. All staff are required to wear fabric face coverings unless prevented due to health conditions or instructional/communication needs. In those instances, staff will be provided with a clear face shield. Additional disposable masks and gloves are also available, as needed. HVAC schedules will be set to run at least two hours before and after occupied hours.

HVAC systems have been serviced and inspected across the District to ensure proper operation and circulation of outside air.

Strict cleaning and disinfecting protocols are in place throughout the school campuses. In classrooms, teachers and age-appropriate students will have access to non-toxic materials to maintain the cleanliness of their environment.



**BERNAL INTERMEDIATE SCHOOL  
EMERGENCY PROCEDURES**

**BERNAL INTERMEDIATE ICS TEAM**

Team Leader/Incident Commander: (Primary) Smith, (Secondary) Brown

Public Information Officer/Liaison: Unck

Situation Analysis: Unck, Smith

Operations: Rodriguez-Garcia

Site Check/Security: Fuller

Safety/Search and Rescue: Hernandez, Hoffman, Muong, Nichol

Medical: Paolini

Student Attendance/Release: Renteria, Karim, Hill

Transportation: Karim

Planning Chief/Staffing Officer: Brown

Documentation/Incident Log: Miguel

Logistics: Bui

Supplies/Facilities: Medina

Communications/Finance/Purchasing: Ash

Timekeeping: Rozanski

**Insert Primary and Secondary Locations**

**Command Posts**

One indoor and one outdoor area for the Command Center to be stationed in the event of a district emergency.

Primary: Front of big gym on the parking lot side.

Secondary: Arc near the first aid station benches.

**Off Site School Evacuation Centers**

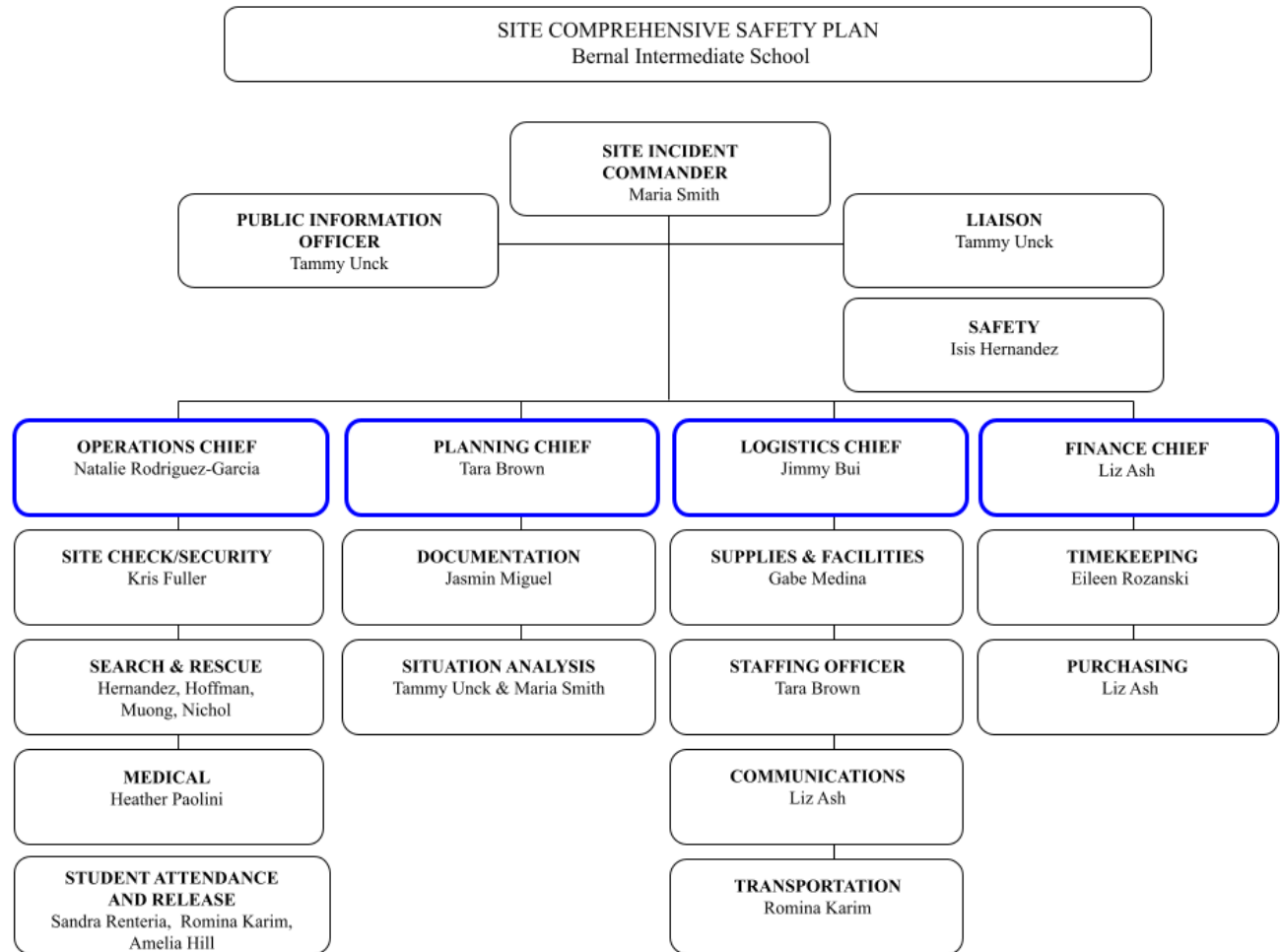
To be determined in conjunction with the Director of Facilities

Primary: St. Julies Church

Secondary: Oak Grove District Office

Unification Site	Staffing	
St. Julies Church	Sarah Woodrow	366 St Julie Dr San Jose, CA 95119
Oak Grove School District	Amelia Hill	6578 Santa Teresa Blvd San Jose, CA 95119

Emergency Response Teams



## Operations

Team	Team Leader:	Staff Members:
Operations Chief	Natalie Rodriguez-Garcia	Natalie Rodriguez-Garcia
Security	Kris Fuller	Kris Fuller
Search & Rescue	Isis Hernandez	Scott Hoffman Angela Muong Kim Nichol
Medical	Heather Paolini	Heather Paolini
Student Attendance and Release	Sandra Renteria	Amelia Hill Romina Karim

## Planning

Team	Team Leader:	Staff Members:
Planning Chief	Tara Brown	Tara Brown
Documentation	Jasmin Miguel	Jasmin Miguel
Situation Analysis	Tammy Unck	Maria Smith

## Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Jimmy Bui	Jimmy Bui
Supplies/Facilities	Gabe Medina	Gabe Medina
Staffing Officer	Tara Brown	Tara Brown
Communication	Liz Ash	Liz Ash
Transportation	Romina Karim	Romina Karim

## Finance

Team	Team Leader:	Staff:
Finance Chief	Liz Ash	Eileen Rozanski
Timekeeping	Eileen Rozanski	Eileen Rozanski
Purchasing	Liz Ash	Liz Ash

Site:	Bernal Intermediate Elementary School	School Year:	2022-2024
Updated prepared by:	Maria Smith	Date:	1/24/2023

*This list should be updated in September of each school year to accommodate any staff changes.*

Note: Teachers assigned to lead or have staff assignments should be paired with teachers assigned to the student assembly area. In an emergency, when directed to evacuate to the assembly area, all teachers will take any emergency items and move their classes to the assembly area. Teachers assigned to lead or have staff assignments will then “hand off” responsibility for their class to their Buddy Teacher and report to their emergency assignment.

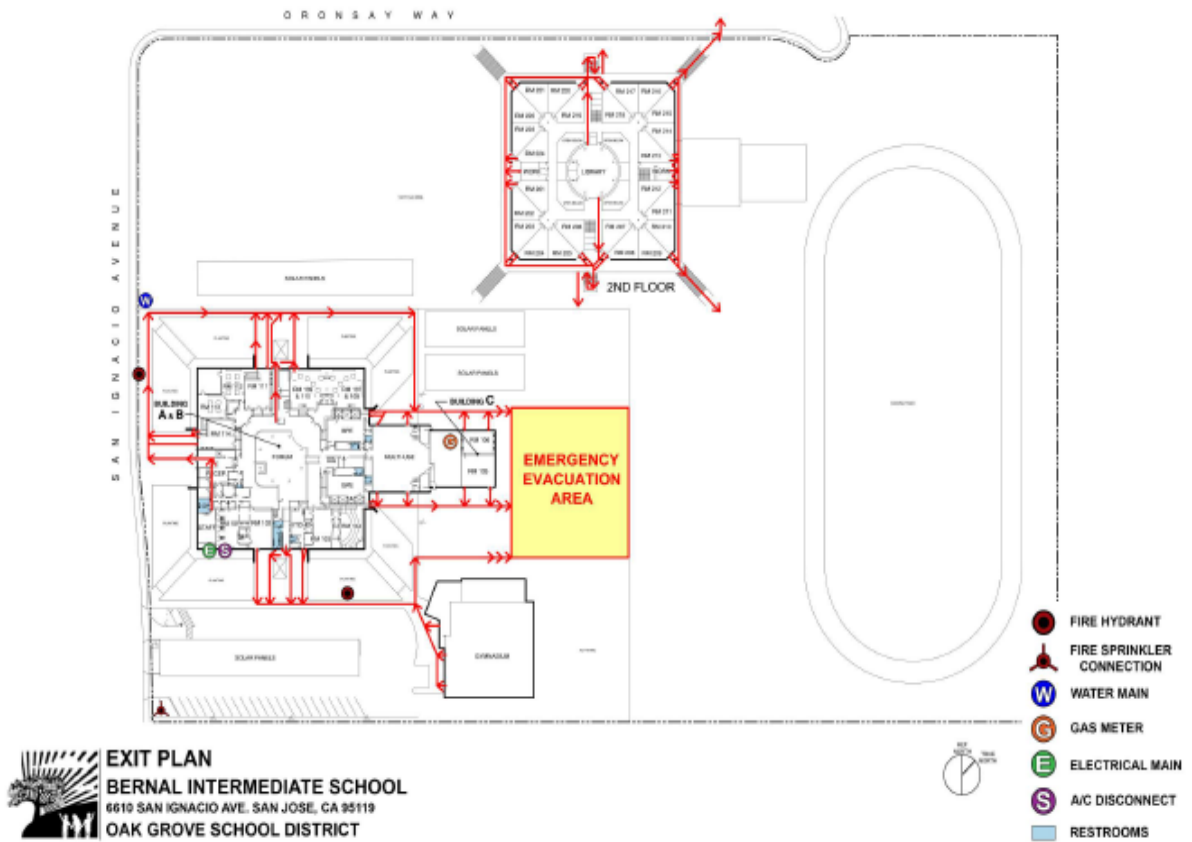
Responsibility for Remaining with Students		Responsibility for Assuming Emergency Task		Emergency Task
Room #	Teacher	Room #	Teacher	
		Office	Smith	Site Incident Commander, Situation Analysis
		Office	Unck	Public Information Officer, Situation Analysis
		Office	Brown	Secondary Incident Commander, Planning Chief, Staffing Officer
		Office	Rodriguez-Garcia	Operations Chief
		Office	Fuller	Security
		Office	Ash	Finance/Administration, Accountability
		Office	Rozanski	Finance/Administration, Accountability
		Office	Paolini	Medical
		Office	Renteria	Student Attendance & Release
		Office	Hill	Student Attendance & Release
		Office	Karim	Student Attendance & Release, Transportation
222	Jahn	223	Hernandez	Safety, Search & Rescue
102/103/104	Fennern	101	Hoffman	Search & Rescue
209	McFarren	210	Muong	Search & Rescue

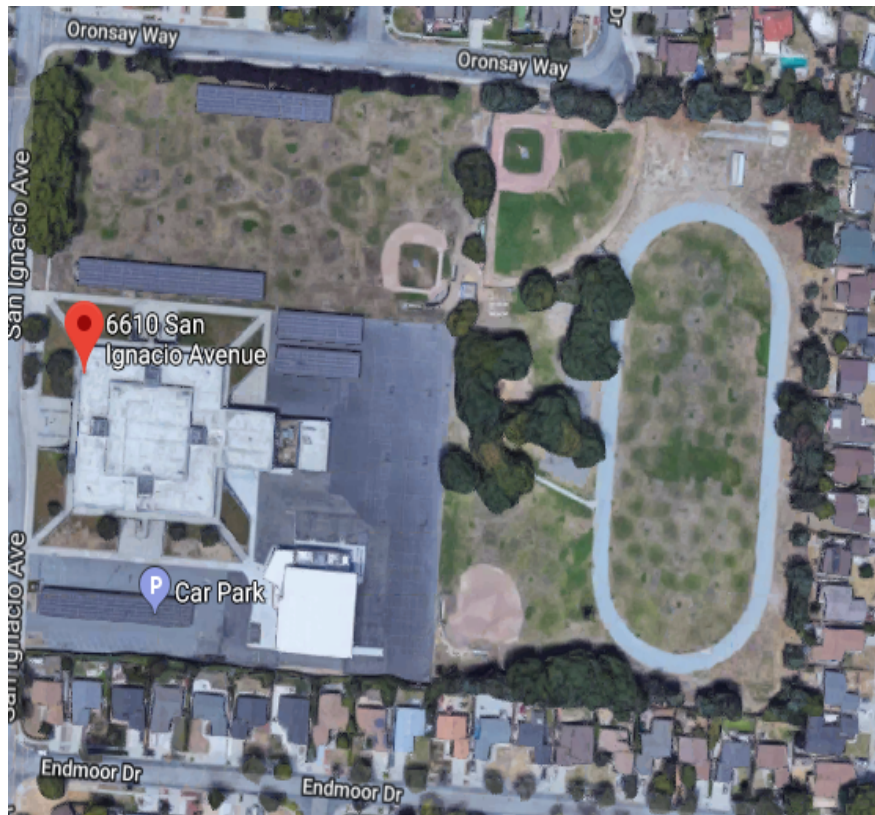


218	Becker	216	Nichol	Search & Rescue
220	Nwankwo	219	Miguel	Documentation/Incident Log
109	Barham	108	Bui	Logistics
206	Guevarra	205	Medina	Supplies & Facilities
Gym	Johnson	Gym	Wyness	
Gym	Punian	Gym	Haneta	
Gym	Miller			
111	Juhasz			
114	Sar	113	Johnson	
201	Austin	202	Slater	
203	Liechty	204	Varney	
207	Huang	208	Barragan	
212	Do			
215	Polentz			
221	Neumiester			
224	Paigen			

Note: Teachers assigned to lead or have staff assignments should be paired with teachers assigned to the student assembly area. In an emergency, when directed to evacuate to the assembly area, all teachers will take any emergency items and move their classes to the assembly area. Teachers assigned to lead or have staff assignments will then “hand off” responsibility for their class to their Buddy Teacher and report to their emergency assignment.

## Evacuation Map





### **BEFORE AND AFTER SCHOOL DAY CARE**

Oak Grove School District will ensure after-school programs are educated on key parts of emergency management planning, including keeping emergency contact cards up to date and having the most accurate information from parents on who youths are permitted to leave with.

After-school programs are contained within a school's overall emergency management plan.

However, there are important emergency planning considerations specific to after-school programs that may not be addressed in the school's overall emergency management plan, such as:

- How the Incident Command Structure is to operate after school when most staff have left for the day;
- Training of after-school program staff;
- Emergency procedures, especially when some buildings may be closed; and
- Coordination with local emergency responders.

Similar to emergency management planning for schools, after-school programs should also develop plans based upon site-specific issues. Collaborative exercises, site assessments, needs assessments, inventories, meetings, and emergency exercises, including drills and tabletops, would also assist in validating and encouraging adoption of the plan by administrators while promoting sustainability over time.

The District recommends that after-school programs:

- Parallel the schools' plans and procedures, or incorporate their plans into the schools' plans;
- Consult others (rather than plan in a vacuum);
- Include important contact numbers in their plans;
- Include reunification plans;
- Identify personnel for key roles;
- Orient all staff to the plan; and
- Have the plan available at all times.

Preschools will follow the site's Incident Command System and report to the evacuation area as the plan describes.

The Principal will coordinate with all programs on the site, such as Boys and Girls Club, Champion, BASE, YMCA, etc.

## EMERGENCY COMMUNICATION NUMBERS

Police, Fire & Rescue, Medical, Sheriff, Hazardous Incident 911

Emergency from mobile phone 408-227-8911

Police non-emergency 311

Sheriff 408-299-3233

Regional Medical Center of SJ 408-259-5000

Office of Emergencies Services 408-808-7800  
Santa Clara

Fire Department  
408-277-4619

County of Santa Clara 408-885-4250  
Emergency Medical Services

Pacific Gas & Electric 800-743-5000

American Red Cross 408-577-2178

San Jose Environmental Services  
408-945-3000

City of San Jose Emergency 408-277-4595  
Services

Dead Animal Collection 408-578-7297

HazMat 408-277-4659

Poison Control 800-876-4766  
SDS 800-451-8346

CAL/EPA 916-323-2514

San Jose Water Resource Board  
510-622-2300

OSHA 800-321-6742

CalOSHA-Fremont 510-794-2521

San Jose Water 408-279-7900

Highway Patrol 800-835-5247

CHP Non Emergency 707-551-4100

San Jose Mercury 408-920-5444

## TRANSPORTATION EMERGENCY NUMBERS

CHP Goldengate 707-551-4151

CHP Gilroy 408-848-2324

## RADIO AND TV STATIONS

KARA 105.7 FM 408-575-1057

KCBS 740 AM 415-765-4000

KFOG 104.5 FM 408-817-5364

KLIV 1590 AM 408-575-1600

KLOCK 1170 AM 408-440-0851

KGO CH 7 415-954-7777

KNTV CH 11 408-452-4780

KPIX CH 5 415-362-5550

KRON CH 4 415-441-4444

KTVU CH 2 510-834-1212

## SAFETY DATA SHEETS

### HOW TO REQUEST A SDS

1-800-451-8346

3E Company

Provide as much of the following product information as possible:

- Produce Name
- Manufacturer Name
- Product Number (found on side of container)
- UPC Code (if available)

## GENERAL INFORMATION – SCHOOL SAFETY

### District Commitment to School Safety

It is the policy of the Oak Grove School District Board of Education that all students enrolled in this district, and all employees employed by this district, have the right to attend campuses, which are safe and secure. The Board believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The Board intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement, and approved by the Board. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

### LEGISLATIVE REQUIREMENTS

The California Education Code (sections 35294.10-35294.15) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

This requirement was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause, which stated that this legislation would remain in effect only until January 1, 2000. **See Appendix for Senate Bill 187 Text. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.**

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Anti-harassment policy
- Sexual harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Uniform Complaint process
- Goals on providing a safe and healthy environment

The Comprehensive School Safety Plan will be reviewed and updated by the School Site Council every year. The school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

## **Glossary**

SEMS - Standard Emergency Management System

NIMS – National Incident Management System

ELL – English Language Learner

PTA - Parent Teacher Association

H&SC - Home and School Club

ICS - Incident Command Site

HABLA – Hispanic Advisory Board Learning Assessment

HSA – Home & School Association

MOT - Maintenance and Operations Team

CICO – Check in/ Check out

CEIT – Continuous Equity Improvement Team

AB537 – Assembly Bill related to non-discrimination of sexual orientation or perceived sexual orientation and all aspects related to as such.

PBIS – Positive Behavior Intervention Supports

SIP – School Improvement Plan

GATE – Gifted and Talented Education

PE – Physical Education

N/A – not applicable

District Advisory Council (DAC) – a group of parents representative of each school in the district that meets monthly with the Superintendent to discuss and provide input into district programs.

Student Advisory Council – a group of students representative of each school in the district that meets monthly with the Superintendent to discuss and provide input into district programs.