

**Santa Barbara High School**  
**Santa Barbara Unified School District**  
700 East Anapamu St. Santa Barbara, CA 93103  
(805) 966-9101  
<https://sbhs.sbunified.org/>

# Comprehensive School Safety & Wellness Plan

## SCHOOL YEAR 2023-24

**“Campus safety and wellness, and emergency preparedness are not passive activities.”**

This document is available for public inspection at <https://sbhs.sbunified.org/> and on our website at [sbhs.unified.org](https://sbhs.unified.org/)

Plan adopted by School Site Council: February 27, 2023

Plan approved by Santa Barbara Unified School District on June 13, 2023

### **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.**

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[LINK](#) - SBHS COVID Safety Plan

# Assessment of the Current Status of School Climate

Data sources provided by:

- California Healthy Kids Survey (CHKS) and staff climate survey
- Student referrals, assertive discipline, suspensions and expulsions in SB Unified Aeries SSRS

There was 1 student recommended for expulsions during the 2021-22 school year.

There was 1 student expelled during the 2021-2022 school year.

The expulsion rate was less than 1% during the 2021-2022 school year.

During the 2021-22 school year, we had 55 total suspensions. We had a suspension rate of 2.4%.

**Total Suspension Count** (Total number of suspensions in the school year, this includes individual students being suspended multiple times.)

- **2021-22: 55 total suspensions**
  - EML: 5.2%
  - Hispanic/Latino: 3.5%
  - Black/AA: 0%
  - SED: 3.8%
  - SPED: 4.6%
  - White: 0.7%
- **2022-23 Semester 1: 16 total suspensions**
  - EML: 0%
  - Hispanic/Latino: 1.1%
  - Black/AA: 0%
  - SED: 1.1%
  - SPED: 2.1%
  - White: 0.1%

**Chronic Absenteeism Rate** (students who are absent from school, **excused or unexcused**, for 10% or more of the school year)

- **2021-22: 30.7% chronically absent**
  - EML: 34.6%
  - Hispanic/Latino: 33.9%
  - Black/AA: 22.7%
  - SED: 30.5%
  - SPED: 39.9%
  - White: 19.3%
- **2022-23 Semester 1: 29% chronically absent**
  - EML: 41.3%
  - Hispanic/Latino: 31%
  - Black/AA: 25%
  - SED: 32.2%
  - SPED: 43.2%
  - White: 26.6%

## California Healthy Kids Survey (CHKS) Data from 2021-2022:

- **School Engagement and Supports**
  - School connectedness: 9th grade - 58%, 11th grade - 56%
  - Caring adult relationships: 9th grade - 54%, 11th grade - 63%
  - Academic motivation: 9th grade - 64%, 11th grade - 66%
- **School Safety**
  - School perceived as very safe or safe: 9th grade - 61%, 11th grade - 69%
  - Experienced any harassment or bullying: 9th grade - 26%, 11th grade - 20%
  - Seen a weapon on campus: 9th grade - 8%, 11th grade - 6%
- **Adult and Peer Relationships**
  - Adult supports: 9th grade - 54%, 11th grade - 63%
  - Cyberbullying: 9th grade - 21%, 11th grade - 14%
- **Social and Emotional Health**
  - Experience chronic sadness/hopelessness: 9th grade - 33%, 11th grade - 35%
  - Optimism: 9th grade - 49%, 11th grade - 46%

## Child Abuse Reporting Procedures

1. Initial Telephone Report
  - a. Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Child Welfare Services  
234 Camino del Remedio  
Santa Barbara, CA 93110-1369  
1-800-367-0166

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report
  - a. Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

For more specific details, refer to Santa Barbara Unified School District Board Policy [5141.4](#) and Administrative Regulation [5141.4](#)

## Suspension and Expulsion Procedures

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

## Procedures for Teachers Notification

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of student who have engaged in any 48900 violation, except for subdivision (h) or Sections 48900.2, 48900.3, 48900.4 or 48900.7; and specific felony and misdemeanors noticed by the courts, the SBUSD has incorporated this notification into the existing "Attendance Reporting Screen". On the daily attendance report, when a student has engaged or reasonably suspected to have engaged in the above violations, it will be indicated on the attendance screen. The administrator who determined the Education Code violation will notify that student's current teacher(s) of the specific violation, 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 shall expeditiously disseminate the information to those teachers, counselors and administrators supervising or reporting on the behavior or progress of the student, whom the principal believes needs the information to work with the student in an appropriate fashion to avoid being needlessly vulnerable or to protect other persons from needless vulnerability. Per Education Code 49079, this information must be kept confidential. This information is also forwarded to all administrators and the student's counselor.

## Sexual Harassment Policy

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer without delay. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

For specific details, refer to Santa Barbara Unified School District Board Policy [5145.7](#) and Administrative Regulation [5145.7](#)

## School-wide Dress Code

For specific details, refer to Santa Barbara Unified School District Board Policy [5132](#), Administrative Regulation [5132](#) and 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 [1250](#) and Administrative Regulation [1250](#)

For specific school hours, refer to the SBHS student bell schedule which can be found at <https://sbhs.sbunified.org/about-sbhs/bell-schedules>

Arriving to and departing from Campus: Student drop-off and pick up should occur in the roundabout off of Anapamu St./Canon Perdido St. or the student parking lots off of Anapamu St. Visitors may park in the Roundabout/Flagpole area off of Anapamu St./Canon Perdido St.. Students may park cars in the student parking lots accessible from Anapamu St.

Bus transportation: Bus transportation to and from school is provided by the Metropolitan Transit District of Santa Barbara. Bus schedules are available at [www.sbmtd.gov](http://www.sbmtd.gov). Questions regarding schedules should be directed to the MTD. MTD Bus Passes are sold before school, lunch and after school in the Business Office.

Bicycles: *Helmets must be worn by all students who ride bikes.* Bicycles must be locked in the bike rack located near the front of 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.

Prohibited: Skateboards, scooters, and inline/roller skates are not allowed on school grounds and are not to be ridden anywhere on perimeter sidewalks. AR [5142](#). There is a skateboard rack near the front of the school where the bike rack is located for safekeeping during the day.

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](#))

Visitors: All visitors to campus must check in at the Main Office and show valid picture ID. While in the Main Office, visitors sign in, get a visitor pass for use while on campus, and sign out before they leave.

Procedures to Ensure a Physically, Mentally, Emotionally and Socially Safe Learning Environment.

## Safety Plan Goals for 2023-2024

### **Component 1: Physical Environment of the School**

Objective 1: The Santa Barbara High staff commits to the continued maintenance and update/upgrade of facilities as well as the safety of all students.

○ Related Activities:

- In conjunction with the Alumni association the groundskeepers are committed to keeping our 48 acres of campus updated with new irrigation and greenery.
- The CSAs together with custodial staff will work with staff to survey the campus grounds for safety needs and will establish and maintain a master list of items that need attention.
- Maintaining our 40 million dollar stadium that offers an array of new and beautiful landscape and hardscape. The new playing surface on the field and updated track is utilized not only by our students and staff but also our community members during non-school hours.
- The CSAs will continue to monitor and enforce safe drop-off zones throughout the school year to minimize congestion and monitor student safety.
- Concrete trash cans were transformed to large planters that were designed by students to help assist traffic patterns as you enter through our school at the Anapamu St. entrance
- Maintaining cleanliness of our newly donated weight room underneath the football stadium bleachers.
- Windows around campus and heaters in the English Building will be replaced in the summer of 2023.
- Two new buildings for the VADA have begun its construction in winter

2022 and we anticipate the construction being completed in the winter of 2024.

- Repave, line, and add speed bumps to the student parking lots anticipated start date summer 2023.
- Solar panels in the student parking lots will be activated in May 2023.
- Person(s) responsible for implementation: Foundation for SBHS, CSAs, SBHS Groundskeepers, SBHS Custodial Crew, SBHS Alumni Association, SBUSD maintenance, all staff, parents, and students.
- Timeline for implementation: ongoing.

Objective 2: Staff will receive disaster and safety training practice evacuation, lockdown, lockout, and shelter-in-place drills with students monthly throughout the year.

- Related activities:
  - The school will practice monthly safety drills, and will include safety planning for our students with disabilities.
  - The school will continue to participate in the Great California ShakeOut activities.
  - The school will install door safety LockBlocks on all exterior doors to ensure LockOuts and LockDowns in a timely manner.
  - The school will maintain the three Automated External Defibrillators (AED) that are on campus (Health Office, PE Equipment Room (field house), and the Student and Family Engagement Office). Research placing a 4th AED in the south end of campus.
  - The school will commit to maintaining the Disaster Shed with relevant and in-date supplies.
  - The school will commit to revamping the Disaster Plan and practice full scale Disaster Drills once per semester. These drills will include teams of staff who will have different responsibilities and tasks.
  - Admin and CSAs will be trained to administer NARCAN. There will be NARCAN sprays located near all AEDs on campus. Work towards training all staff on the use of NARCAN.
- Person(s) responsible for implementation: SBHS Admin, CSAs, all staff, parents, and students.
- Timeline for implementation: ongoing.

## **Component 2: Environment Supporting Mental Wellness**

Objective 1: The Santa Barbara High School Administration will remain vigilant to addressing any incidences of bullying and respectful treatment of all persons amongst students.

- Related activities:
  - Students and parents will be informed about the school's online anonymous Incident Reporting link SafetoSpeakUP (accessible on the school website) so students can report incidents of bullying, theft, and other crimes immediately and without worry.

- An individual Student Safety Plan will be developed, with Administration and student/parent(s), anytime a student and/or parent has concerns regarding their student's safety at Santa Barbara High.
  - Principal Dr. Simmons strategically funded in her school budget for an additional Campus Safety Assistant. SBHS now has five Campus Safety Assistants. One CSA is dedicated to keeping the campus safe during non-school hours while students are still engaged with athletics, activities and tutoring after school.
  - IYouWE Campaign - Adopted by the District in 2023 and implemented by SBHS. This program emphasizes the Respectful Treatment of all Persons.
  - Anti-Bias Coalition - SBHS has formed a cohort of staff to develop Thought Partner Work with Presentations/Workshops for all staff to benefit from.
- Person(s) responsible for implementation: Santa Barbara High Administration and Counseling Department.
  - Timeline for implementation: ongoing.

Objective 2: Support programs for students struggling with stress, anxiety and depression.

- Related Activities:
  - The district has contracted with the Family Service Agency to have 3 therapists on campus who provide therapeutic counseling services to our students.
  - The Foundation has also funded the furnishing and staffing of the new "Wellness Center" located in the main hall. This will be accessible to all students, as well as staff.
  - Comprehensive Counseling Program that includes - Counseling Presentations - Junior Stress Presentation, Signs of Suicide Presentations for 9th and 12th graders
  - Counselors meet with their caseload 1:1
  - Referrals to outside agencies - BeWell and DayBreak programs support SBHS with referrals.
  - Crisis Care Specialists and Youth Outreach Workers - support individuals and groups.
- Person(s) responsible for implementation: Santa Barbara High Administration, Counseling Department, Campus Safety Assistants, MTSS Specialist
- Timeline for implementation: ongoing

### **Component 3: Social Environment of the School**

Objective 1: Embed time within the school day for teachers to build community amongst their students and to explore diversity, cultural sensitivity, and related

issues in the classroom.

- Related activities:
  - The school bell schedule has two periods per week (Homeroom) dedicated to supporting our students with their academic and social emotional needs. This occurs on Mondays and Thursdays for 76 total minutes.
  - The school will continue to implement the Goals for Homeroom which include: Community Building, Improving Communication, Establishing & Teaching Common Expectations and Study Hall.
  - Students will continue to take advantage of clubs, organizations and course offerings that intensively address issues of diversity and tolerance.
  - Continued Staff participation in IEE. HSI Anti-Bias and Anti-Racist modules and staff meetings related to this work.
- Person(s) responsible for implementation: Santa Barbara High School Administration, staff, and students.
- Timeline for implementation: ongoing.

Objective 2: The Santa Barbara High staff will continue the Restorative Approaches (RA) techniques and philosophies for its general disciplinary strategies and school-wide culture to promote greater student self-discipline and personal responsibility.

- Related activities:
  - Campus Safety Assistants and Student Center Staff were given four days of training explaining and implementing appropriate de-escalation tools and techniques.
  - Staff were given an opportunity to engage in a five hour Mental Health First Aid training on how to identify, understand and respond to signs of mental illness and substance use within our youth.
  - Training in Restorative Approaches for all Campus Safety Assistants and Student Center Staff given by the SBUSD TOSA, Laura Wooster-Dorfman.
  - Posters of the 5 R's: (Respect/Responsibility/Repair/Relationship/Reintegration) are displayed all around campus and in classrooms and offices.
  - Implementation of an educational component in addition to/or in lieu of a punitive component for discipline includes the completion of an Anti-Racism Restorative Assignment.
  - Classroom presentations and overview to students, throughout the first term, of school rules and expectations given by the Administration team.
  - Monitoring of all responses to behaviors to assess whether RA is appropriate.
  - Threat Assessment Protocol - when there is a threat
- Person(s) responsible for implementation: SBHS Administrators,

- counselors and staff.
- Timeline for implementation: ongoing.

#### **Component 4: Healthy, Positive Staff-Student Relationships**

Objective 1: Santa Barbara High School will continue to improve student attendance and decrease student truancy rates by providing safe and affirming classrooms that will lead to an increase in attendance.

- Related Activities:
  - In partnership with the Santa Barbara District Attorney's Office, the district is continuing to utilize the Student Attendance Review Board (SARB) process. Parents receive a progression of letters as their student's unexcused absences accumulate. Student-Guardian meetings with school administrators, representatives from law enforcement and the District Attorney's office are held to impress upon all the consequences of violating mandatory attendance laws.
  - We will work directly with the Community Liaison Officers with Santa Barbara Police Department to help mitigate off campus loitering during school hours.
  - All staff, especially the Campus Safety Assistants (CSA's), will continue to work together to keep students in class and out of the hallways and parking lots during the school day.
  - Administration will monitor chronic tardiness and trancies and follow up with appropriate interventions. Students are assigned lunch detention for 7 or more tardies in a week. That will keep students with chronic tardiness on campus, afterschool, to get tutored and work on life-skills development.
  - ELAC will conduct an annual parent meeting in which the importance of regular attendance is reviewed.
- Person(s) responsible for implementation: Santa Barbara High School Administration, Santa Barbara District Attorney's Office, Santa Barbara Police Department Community Liaison Officers, teachers, Campus Safety Assistants (CSA), classified and certificated staff, and students.
- Timeline for implementation: ongoing.

Objective 2: Santa Barbara High School will employ a Student Engagement Coordinator whose goal is work towards every student being connected to at least one program or club and to have at least one trusted adult on campus.

- Related Activities:
  - Act as the Activities Director and teach one class of Leadership / ASB
  - Oversee Leadership events (dances, pep rallies, Club Rush, etc.)
  - Support engagement activities for new students, that includes the development of a homeroom course for freshman, new student orientation, and new student protocols.
  - Work with students who have previously been disengaged from school to brainstorm ways to get students connected to school in

some way (club, sport, academy, etc.) with a team of people (admin, MTSS TOSA, counselors, etc.).

- Conduct tracking of students' Trusted Adults on campus and connect students who might not have one to be sure students have at least one on campus.
  - Conduct tracking of students' involvement in programs, clubs, athletics, etc. and working with their counselor, connect those that do not have one with something of interest.
  - Work to get clubs created that students would like to see, support a robust club system.
  - Work with student voice and feedback to see what opportunities are missing at SBHS to see how we can address gaps and come up with solutions.
  - Coordinate with Admin and the Principal around the work of the Student UN.
  - Support the MTSS TOSA, SST team, Check In/Check Out work, and Dean of Student Engagement.
- Person(s) responsible for implementation: Santa Barbara High School Administration, Counselors, Teachers and students.
  - Timeline for implementation: ongoing.

## Rules and Procedures on School Discipline

Santa Barbara Unified School District is committed to creating and sustaining safe and affirming learning environments that support the well-being of all students. Students, staff and parents/guardians value fair and consistent guidelines for implementing and developing a culture of appropriate response to student behavior based on clear expectations and developmentally appropriate interventions that move away from punitive approaches that infringe on instructional time. Behavior interventions and supports should ensure that students have the opportunity to continue to be engaged in their school community and to reflect upon and learn from their experiences. These guidelines have been developed to address disproportionate suspensions of African American, Latino students, and Students with Disabilities by helping school sites to identify appropriate alternative approaches to suspension and to build consistency in school site responses to similar types of behavior.

For more specific details, refer to Santa Barbara Unified School District Board Policy [5144](#), Administrative Regulation [5144](#), and Exhibit [5144](#) Discipline Guidelines.

## 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](#).

## Discrimination and Harassment Policy and Procedures

The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the Uniform Complaint Procedures (UCP) compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the UCP compliance officer or principal, whether or not the alleged victim files a complaint. Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the UCP compliance officer or principal within a school day, whether or not the alleged victim files a complaint. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

For more specific details, refer to Santa Barbara Unified School District Board Policy [5145.3](#) and 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](#).

## Site Council Committee Members Signatures

| <u>Role</u>         | <u>Name</u>      | <u>Signature</u> | <u>Date</u> |
|---------------------|------------------|------------------|-------------|
| Chairperson         | Alicia Gerbac    | via meeting      | 2/27/23     |
| Teacher             | Krystine Hastie  | via meeting      | 2/27/23     |
| Teacher             | Miranda Jue      | via meeting      | 2/27/23     |
| Teacher             | Sherri Bryan     | via meeting      | 2/27/23     |
| Non-Classroom Staff | Primrose Buenluz | via meeting      | 2/27/23     |
| Non-Classroom Staff | Esther Butros    | via meeting      | 2/27/23     |
| Parent              | Kraig Rice       | via meeting      | 2/27/23     |
| Parent              | Krystal Barajas  | via meeting      | 2/27/23     |
| Parent              | Cindy Hann       | via meeting      | 2/27/23     |
| Student             | Abby Weber       | via meeting      | 2/27/23     |
| Student             | Jeamy Cruz       | via meeting      | 2/27/23     |
| Student             | Chloe Adams      | via meeting      | 2/27/23     |



# Comprehensive School Safety Plan

## Approval Signatures

  
\_\_\_\_\_  
School Site Administrator                      Date  
3/1/23

  
\_\_\_\_\_  
School Safety Coordinator                      Date  
3/1/23

\_\_\_\_\_  
Assistant Superintendent                      Date  
(Primary Schools/Secondary Schools)

\_\_\_\_\_  
Assistant Superintendent                      Date  
Student Services

\_\_\_\_\_  
Assistant Superintendent                      Date  
Human Resources

\_\_\_\_\_  
Assistant Superintendent                      Date  
Business Services

\_\_\_\_\_  
School Board Representative                      Date

\_\_\_\_\_  
Superintendent                      Date

## 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:

Emergency Number: **9-1-1**

Principal: Elise Simmons

Contact Number: (805) 966-9101 ext. 5001

Assistant Principal: Natalie Spevak

Contact Number: (805) 966-9101 ext. 5002

Assistant Principal: Brenda Clarke

Contact Number: (805) 966-9101 ext. 5003

Assistant Principal: Nathan Mendoza

Contact Number: (805) 966-9101 ext. 5005

School Staff Responsible for Emergency Operations: Mary Ziegler  
Contact Number: (805) 966-9101 ext. 5004

Office Manager: Barbara Bermudez

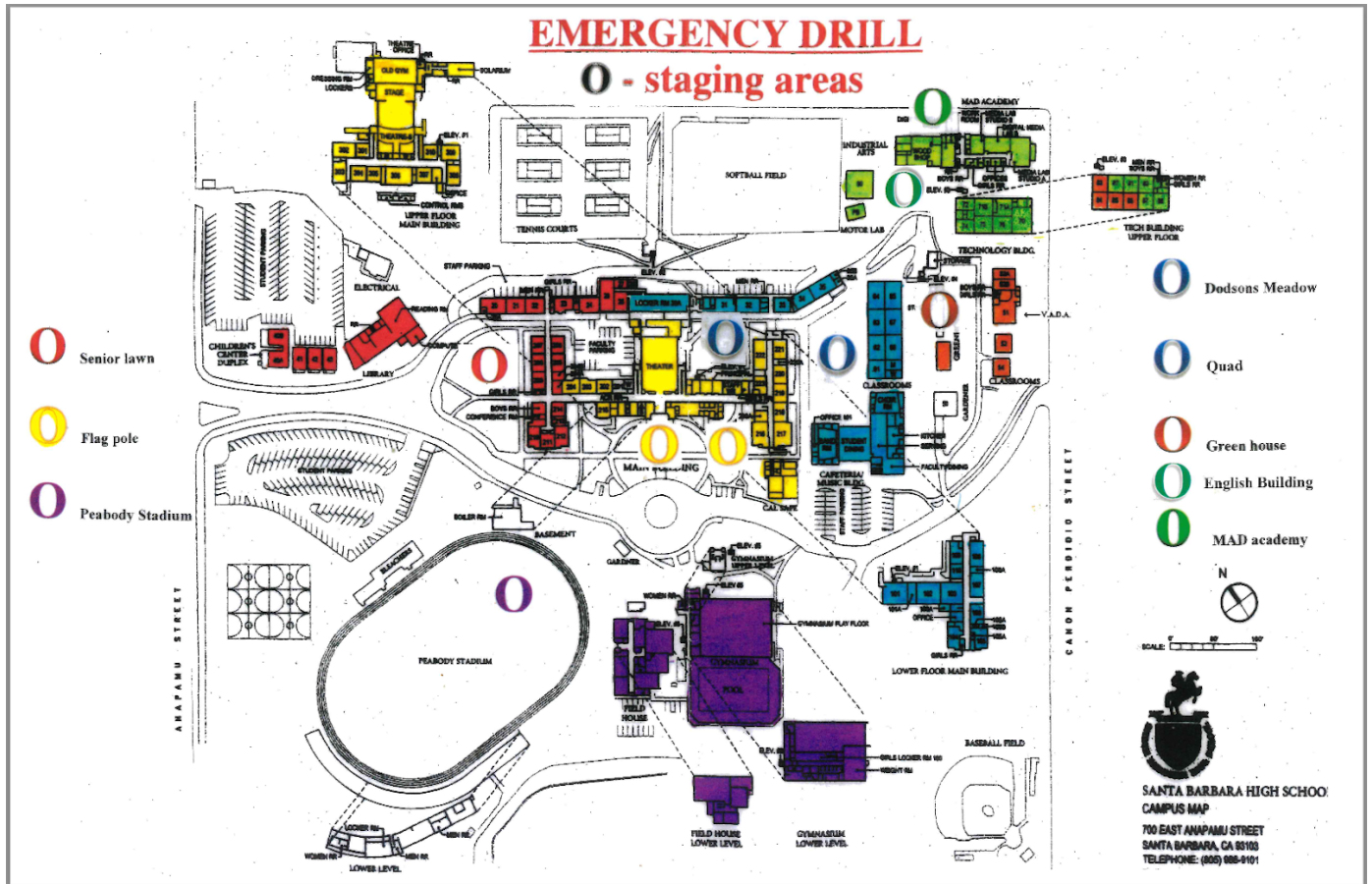
Contact Number: (805) 966-9101 ext. 5006

On-site Facilities: Emmanuel Diaz

Contact Number: (805) 966-9101 ext. 5229

Campus Safety Assistants: Carlina Gonzalez, Gabe Renteria, Briana Lopez, Wes Warracker and Jalen Roberson (On Campus M-F 7:30-4:00)

# Site/Evacuation Map:



## 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.

## 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

| WHEN AN ACTIVE SHOOTER IS IN YOUR AREA   | WHEN LAW ENFORCEMENT ARRIVES  |
|--|---|
| <b>1. RUN (Avoid)</b>  | <ul style="list-style-type: none"> <li>● Remain calm and follow instructions</li> <li>● Put down any items in your hands (i.e., bags/jackets)</li> <li>● Raise your hands and spread your fingers</li> <li>● Keep your hands visible at all times</li> <li>● Avoid quick movements towards officers such as holding onto them for safety</li> <li>● Avoid pointing, screaming, or yelling</li> <li>● Do not stop ask officers for help or directions when evacuating</li> </ul> |
| <ul style="list-style-type: none"> <li>● Have an escape route and plan in mind</li> <li>● Leave your belongings behind</li> <li>● Keep your hands visible</li> </ul>   |   |
| <b>2. HIDE (Deny)</b>  | <ul style="list-style-type: none"> <li>● Remain calm and follow instructions</li> <li>● Put down any items in your hands (i.e., bags/jackets)</li> <li>● Raise your hands and spread your fingers</li> <li>● Keep your hands visible at all times</li> <li>● Avoid quick movements towards officers such as holding onto them for safety</li> <li>● Avoid pointing, screaming, or yelling</li> <li>● Do not stop ask officers for help or directions when evacuating</li> </ul> |
| <ul style="list-style-type: none"> <li>● Hide in an area out of the shooter's view</li> <li>● Block entry to your hiding place and lock the doors</li> <li>● Silence your cell phone and/or electronic device</li> </ul>                     |   |
| <b>3. FIGHT (Defend)</b>   | <b>INFORMATION</b>  |
| <ul style="list-style-type: none"> <li>● As a last resort and only when your life is imminent danger</li> <li>● Attempt to incapacitate the shooter</li> <li>● Act with physical aggression and throw items at the active shooter</li> </ul> | YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 9-1-1 OPERATOR   |
|  | <ul style="list-style-type: none"> <li>● Location of the active shooter</li> <li>● Number of shooters</li> <li>● Physical description of the shooter</li> <li>● Number and type of weapons held by the shooters</li> <li>● Number of potential victim at the location.</li> </ul>   |

CALL 9-1-1 WHEN IT IS SAFE TO DO SO

# Fire Emergency Action Plan



Activate the closest Fire Alarm Station



Call 9-1-1 if it is safe to do so



Leave the building or affected area by the nearest exit



Do not use the elevator, USE THE STAIRS



Do Not Stop to collect personal belongings



Report to the closest Assembly Area
























Do Not return to the building until Authorized to do so.



Follow the instructions at the Assembly Area



## Earthquake

|  |   |   |  |   |  |                     |   |   |  |                         |   |   |  |
|--|---|---|--|---|--|---------------------|---|---|--|-------------------------|---|---|--|
| <b>If Possible</b>   | <br><b>DROP!</b> <b>COVER!</b> <b>HOLD ON!</b>  |   |  |   |  |                     |   |   |  |                         |   |   |  |
| <b>Look for those who may need assistance and help if you are able</b> | <table border="0"><tr><td data-bbox="581 583 727 676"><b>USING CANE</b></td><td data-bbox="764 527 987 747"><br/><b>DROP!</b></td><td data-bbox="992 527 1214 747"><br/><b>COVER!</b></td><td data-bbox="1219 527 1451 747"><br/><b>HOLD ON!</b></td></tr><tr><td data-bbox="581 865 727 957"><b>USING WALKER</b></td><td data-bbox="764 808 987 1029"><br/><b>LOCK!</b></td><td data-bbox="992 808 1214 1029"><br/><b>COVER!</b></td><td data-bbox="1219 808 1451 1029"><br/><b>HOLD ON!</b></td></tr><tr><td data-bbox="500 1159 727 1251"><b>USING WHEELCHAIR</b></td><td data-bbox="764 1094 987 1314"><br/><b>LOCK!</b></td><td data-bbox="992 1094 1214 1314"><br/><b>COVER!</b></td><td data-bbox="1219 1094 1451 1314"><br/><b>HOLD ON!</b></td></tr></table> | <b>USING CANE</b>   | <br><b>DROP!</b>        | <br><b>COVER!</b> | <br><b>HOLD ON!</b> | <b>USING WALKER</b> | <br><b>LOCK!</b> | <br><b>COVER!</b> | <br><b>HOLD ON!</b> | <b>USING WHEELCHAIR</b> | <br><b>LOCK!</b> | <br><b>COVER!</b> | <br><b>HOLD ON!</b> |
| <b>USING CANE</b>  | <br><b>DROP!</b>   | <br><b>COVER!</b>   | <br><b>HOLD ON!</b>   |   |  |                     |   |   |  |                         |   |   |  |
| <b>USING WALKER</b>  | <br><b>LOCK!</b>   | <br><b>COVER!</b>   | <br><b>HOLD ON!</b>   |   |  |                     |   |   |  |                         |   |   |  |
| <b>USING WHEELCHAIR</b>  | <br><b>LOCK!</b>   | <br><b>COVER!</b> | <br><b>HOLD ON!</b> |   |  |                     |   |   |  |                         |   |   |  |

Immediately following an earthquake:

- Assess your surroundings and your safety
- Assist those around you who need help
- After shaking stops, evacuate to a safe area
- Follow the instructions you will receive from emergency responders

# 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 their 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 Assistant Superintendent of Student Services and Superintendent
3. Protect the scene
4. Convene school crisis team
5. Ensure the family of the deceased is notified through pre-established methods.
6. Alert counselors 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 counseling coordinator to initiate grief counseling 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 - Standard Response Protocol (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

## 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 - Standard Response Protocol (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 - Standard Response Protocol (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
4. Call 9-1-1
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 you weren't notified of the activity by law enforcement
3. Initiate a Lockout (SRP): using the CrisisGo app
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 - Standard Response Protocol (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 sites 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