

Comprehensive School Safety Plan SB 187 Compliance Document

**2022-2023
School Year**

School: San Pasqual Union School District
CDS Code: 37-68353-6040331
District: San Pasqual Union Elementary School District
Address: 15305 Rockwood Road
Escondido, CA 92027
Date of Adoption: 2/14/23

Approved by:

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Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	8
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	8
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	9
(E) Sexual Harassment Policies (EC 212.6 [b]).....	10
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	10
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)	10
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)	10
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)	13
(J) Hate Crime Reporting Procedures and Policies.....	14
Safety Plan Review, Evaluation and Amendment Procedures	15
Safety Plan Appendices.....	16
Emergency Contact Numbers	17
Safety Plan Review, Evaluation and Amendment Procedures	18
Incident Command Team Responsibilities.....	19
Emergency Response Guidelines	20
Step One: Identify the Type of Emergency	20
Step Two: Identify the Level of Emergency.....	20
Step Three: Determine the Immediate Response Action	20
Step Four: Communicate the Appropriate Response Action	20
Types of Emergencies & Specific Procedures.....	21
Aircraft Crash	21
Animal Disturbance.....	21
Armed Assault on Campus	21
Biological or Chemical Release.....	21

Bomb Threat/ Threat Of violence22

Bus Disaster.....22

Disorderly Conduct23

Earthquake23

Explosion or Risk Of Explosion23

Fire in Surrounding Area23

Fire on School Grounds24

Flooding24

Loss or Failure Of Utilities24

Motor Vehicle Crash25

Psychological Trauma.....25

Suspected Contamination of Food or Water25

Unlawful Demonstration or Walkout.....25

Emergency Evacuation Map.....26

Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at www.sanpasqualunion.net.

Safety Plan Vision

San Pasqual Union School District is committed to creating a safe, secure, orderly, and caring learning environment. Safety is central to the daily operation of the school with a purposeful connection between physical safety/security and social-emotional wellness.

Components of the Comprehensive School Safety Plan (EC 32281)

San Pasqual Union School District Safety Committee

The San Pasqual Union School District safety committee is comprised of school staff and community members. While the committee welcomes diverse viewpoints, committee members are encouraged to possess law enforcement, public safety, military, and/or other relevant experience. The committee, led by school administration, meets at least once annually. The committee reviews potential threats and makes recommendations to improve plans, policies, and procedures.

Assessment of School Safety

San Pasqual Union School District uses the process of assessment and planning, physical protection and response capacity development designed to: 1) Protect students and staff from physical harm; 2) Minimize disruption and ensure the continuity of education for all children; 3) Develop and maintain a culture of safety; and 4) Inform parents of safety planning and procedures. SPU assesses hazards, vulnerabilities, capacities and resources; plans for risk reduction and maintenance of safe facilities; and trains staff for disaster response. SPU practices, monitors, and improves by facilitating monthly drills to practice, reflect, and update policies, procedures, and protocols.

Additionally, San Pasqual Union School's safety plan includes measures such as volunteer clearance, visitor check-in and identification badges. The school district Comprehensive School Safety Plan is aligned with the recommendations from the San Diego County Office Education, state Homeland Security, local emergency responders, and public safety officials and use the general response practices outlined in the National Incident Management System (NIMS). Review and assessment of the current safety needs are conducted regularly.

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

San Pasqual Union School's 27-acre facility is completely fenced and locked. There are 15 security cameras that monitor and record activities at campus perimeter gates and main entrances. The school campus is monitored by staff from 6:30 am to 9:00 pm. Both certificated and classified staff supervise students before school, during recess/nutrition breaks, lunch, and after school. The District has adopted and proactively implements 'Character Counts' with the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Students are taught to be people of character and these values are reinforced daily. Students are explicitly taught and encouraged to practice S.O.A.R. - Safe, On task, Accepting, and Respectful behaviors.

Monthly training and practice drills for staff, students, and volunteers are held to prepare for a potential crisis event. The District has response protocols for emergency situations and/or students who are at-risk or in crisis. Interventions are designed for students who may not respond to prevention efforts. Staff is trained in Trauma Informed Care, Restorative Practices, and Positive Behavior Intervention Supports (PBIS). Student social-emotional and counseling needs are supported through a credentialed school social worker and school psychologist.

Appropriate strategies and programs are in place to provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, includes the following:

- Child abuse reporting procedures consistent with Penal Code 11164
- Routine and emergency disaster preparedness and procedures
- Policies pursuant to Ed Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations
- Procedures to notify teachers of dangerous students pursuant to Ed Code 49079
- Discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Ed Code 200-262.4
- Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
- Safe and orderly environment conducive to learning
- Rules and procedures on school discipline adopted pursuant to Ed Code 35291 and 35291.5
- Procedures for reporting bullying and school crimes, including but not limited to We Tip and Say Something
- Healthy Kids Survey administered to 5th and 7th grade students, staff, and parents/guardians.

Recent initiatives include:

- Multi-Tiered Systems of Support implementation
- Positive Behavior Intervention & Supports (PBIS) implementation, including Saint S.O.A.R.
- Social Emotional Arts Learning (SEAL) teacher
- Care Solace counseling referral service (<https://caresolace.com/site/spusdfamilies/>)
- Founding member of Escondido Regional Safety Consortium
- Partner with Sandy Hook Promise (<https://www.sandyhookpromise.org/>), including Say Something (<https://www.sandyhookpromise.org/say-something-tips/>) and Start with Hello (<https://www.sandyhookpromise.org/our-programs/start-with-hello/>) programs
- Raptor visitor management system (<https://raptortech.com/protect-your-school/raptor-visitor-management-system/>)
- SPU WatchD.O.G.S. program (<https://dadsogreatstudents.com/>; WatchDOGS@sanpasqualunion.net)
- LockBlok (<https://doorblok.com/index.php/lock-blok/>) installed on all classroom doors
- Ballistic film applied in main office
- Additional lighting and cameras installed on campus
- SmartSocial online safety tool (<https://smartsocial.com/sanpasqual>)
- Controlled entry system in office (installation pending)
- Classroom blind replacement (purchase and installation pending)

School safety is the responsibility of the entire school community. The Safety Plan is a continuous process that focuses on:

- Committee representation
- Staff training
- Review of basic emergency and standard operating procedures
- School Evacuation Route Maps posted in each classroom
- Identification of campus and neighborhood risks and hazards
- Check and re-supply of administration, health office, and classroom emergency backpacks
- Check and re-supply of four emergency bins
- Updated student emergency cards

- Communicate with school community
- Monthly emergency drills and procedures
- Reflect, update, and plan

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

School district staff is required by law to report cases of suspected child abuse and neglect to the appropriate law enforcement agency when they have a reasonable suspicion that a child has been a victim of child abuse and/or neglect. As mandated reporters, the staff of the San Pasqual Union School District has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. As per Board Policy 5141, "The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters." SPU uses a portion of its staff development time at the beginning of each year to train staff on the laws, policies, and procedures required of school employees as mandatory reporters.

Each incident report is prepared on the Social Services Suspected Child Abuse Report (SS8572) form. Reports are made by telephone and followed up with a written report. All reports are confidential and copies maintained on file in the school office. When investigating claims of abuse or neglect, all Social Services representatives are required to sign in the main office and provide appropriate court orders/identification.

Current San Pasqual Union School District Board Policy is available at <https://simbli.eboardsolutions.com/index.aspx?S=36030425> and in the District Office.

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

Disaster Plan (See Appendix C-F)

Per Board Policy 3516, through on-going emergency training and drills for all staff, students, and visitors, the Superintendent or designee shall ensure that the District plan addresses:

- Fire on/off school grounds which endangers students, staff, and visitors
- Earthquake or natural disasters
- Environmental hazards
- Attack or disturbance, or threat of attack or disturbance, by an individual or group
- Bomb threat or actual detonation
- Biological, radiological, chemical, and other activities, or heightened warning of such activities
- Medical emergencies and quarantines

The dismissal of students from school shall be governed by the emergency procedures outlined in this plan and consistent with the Incident Command System. Students may only be released to parent, guardian or other adult specified on the Emergency Card. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student. Each teacher is in possession of a student enrollment sheet and a copy is kept in each teacher's Emergency Backpack. Teachers are required to remain with students until directed otherwise. San Pasqual Union prepares and implements a school disaster plan that designates responsibilities, action steps, and an established chain of command.

Current San Pasqual Union School District Board Policy is available at <https://simbli.eboardsolutions.com/index.aspx?S=36030425> and in the District Office.

Public Agency Use of School Buildings for Emergency Shelters

San Pasqual Union School will be available to governmental agencies, such as law enforcement, fire, and the Red Cross, as directed and needed.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Per Board Policy 5144, the Board of Trustees is committed to providing a safe, supportive, and positive school environment conducive to learning and preparing students for responsible citizenship by fostering self-discipline and personal responsibility. As per Ed Code 48900, disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have failed.

Ensuring all students are in class every day and have access to learning is a priority of San Pasqual Union School. However, there are times when behaviors can impact the safety and learning of others. In these cases, administrators may choose to suspend a student from school for behavior if other interventions and corrective actions have not been successful. Students may be suspended or expelled for the following acts committed while on school grounds, while going to or coming from school or at a school-sponsored activity/event on or off-campus, including in another school district: 1) Assault or Battery, 2) Controlled Substances, 3) Damage to School or Private Property, 4) Defiance or Disruption, 5) Drug Paraphernalia, 6) Harassment, Threats, Intimidation, 7) Hate Violence, 8) Imitation Firearms, 9) Physical Injury to Others, 10) Profanity or Obscenity, 11) Robbery or Extortion, 12) Sale of Controlled Substances, 13) Sexual Assault, 14) Sexual Harassment, 15) Stealing, 16) Terrorist Threats, 17) Tobacco and Nicotine, 18) Weapons or Other Dangerous Objects, 19) Laser Pointers, 20) Hazing, and 21) Bullying.

Alternative and Other Means of Correction (EC 48900, 48900.5) - SPU may document other means of corrections short of suspension and expulsion and place the documentation in the pupil's record. Other means of correction may include: a conference between school personnel, the pupil's parent and the pupil; referrals to the school counselor, social worker, and/or psychologist; Student Success Team (SST); or other intervention-related teams that assess behavior and develop and implement behavior plans.

Current San Pasqual Union School District Board Policy is available at <https://simbli.eboardsolutions.com/index.aspx?S=36030425> and in the District Office. Additional information can be found in San Pasqual Union School Family Resource Book.

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

Ed Code 49079 and Welfare and Institutions Code 827 require that teachers must be notified of the reason(s) a student has been suspended. The San Pasqual Union School District has incorporated this notification into the existing attendance reporting and discipline screens. All information regarding suspension and expulsion is confidential and may not be shared with any other student(s) or parent(s)/guardian(s). Pursuant to Welfare & Institution Code 827(b) and Ed Code 59378, the Court notifies the Superintendent regarding students who have engaged in certain criminal conduct.

Board Policy and Administrative Regulation 4158 address employee security, authorizing the Superintendent or designee to develop strategies for protecting employees from potentially dangerous persons and situations.

Current San Pasqual Union School District Board Policy is available at <https://simbli.eboardsolutions.com/index.aspx?S=36030425> and in the District Office.

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

Sexual harassment of any student by any employee, student or other person at school or at any school related activity is prohibited. Staff and students must be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at San Pasqual Union School. Any forms of harassment must be reported to administration. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Per Board Policy 5145.7 (Students), the Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint process.

Per Board Policy 4119.11 (Personnel), prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting (Ed Code 212.5). Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser. SPU uses a portion of its staff development time each year to train staff on the laws, policies, and procedures required regarding sexual harassment.

Current San Pasqual Union School District Board Policy is available at <https://simbli.eboardsolutions.com/index.aspx?S=36030425> and in the District Office. Additional information can also be found in the San Pasqual Union School Family Resource Book.

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

Per Board Policy 5132, the Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Per EC 35183, students may not wear clothing denoting gang affiliation.

Students who violate the dress code policy will be requested to fix inappropriate clothing, change into District provided clothing, or contact parents/guardians to have proper clothing items brought to school.

CCR Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Current San Pasqual Union School District Board Policy is available at <https://simbli.eboardsolutions.com/index.aspx?S=36030425> and in the District Office. Additional information, including the full SPUSD dress code, can be found in the SPUSD Family Resource Book.

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

San Pasqual Union School collaborates with school staff, parent groups, local public works, public safety departments, and other city/county agencies in the development and implementation of Ingress and Egress procedures.

Per Board Policy 5142 Safe Routes To School Program, the Board of Trustees recognizes that walking, bicycling, and other forms of active transport to school promote students' physical activity and reduce vehicle traffic and air pollution in the vicinity of school. In addition, the Board recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students.

Current San Pasqual Union School District Board Policy is available at <https://simbli.eboardsolutions.com/index.aspx?S=36030425> and in the District Office. Additional information is also available in the San Pasqual Union School District Family Handbook.

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

Component:

Student Well-Being

Element:

Build Students of Character and Confidence (LCAP Goal #2)

Opportunity for Improvement:

Improve and support students' social emotional health

Objectives	Action Steps	Resources	Lead Person	Evaluation
MTSS Implementation	<p>In connection with the School Climate Transformation Grant (SCTG), in partnership with the San Diego County Office of Education, and as led by an onsite school psychologist and school social worker, implement Multi-Tiered Systems of Support (MTSS) to support the academic growth and social-emotional wellness of all students. The program includes specific supports for foster youth, students with disabilities, and socioeconomically disadvantaged students to reduce the rates of suspension and chronic absenteeism.</p> <p>MTSS Team seeks to improve school's Anti-Bullying climate while providing students with resources to seek and obtain support when needed. For situations requiring support beyond the MTSS Framework, Care Solace, a program that ensures that communities can access reliable, ethical, and high-quality mental health care services, is available to all students, families, and staff.</p>	School Climate Transformation Grant	Assistant Principal	Ongoing as determined by grant

Objectives	Action Steps	Resources	Lead Person	Evaluation
Social Emotional Learning (SEL) Program	<p>SEL/Arts Teacher leads a program of social emotional learning through the arts to help improve both the mental wellness and artistic appreciation & competency of all students.</p> <p>Through performing and visual arts and in conjunction with the school psychologist, the teacher uses the arts as a medium to address and explore the four SEL competencies of self awareness:</p> <ol style="list-style-type: none"> 1. Recognize one's feelings and thoughts. 2. Recognize the impact of one's feelings and thoughts on one's own behavior. 3. Recognize one's personal traits, strengths, and limitations. 4. Recognize the importance of self-confidence in handling daily tasks and challenges. 	CARES funding	S.E.A.L. Teacher	Ongoing

Component:

Safe School Campus

Element:

Provide Students, Staff, and Visitors a Safe, Clean, and Well-Maintained School (LCAP Goal #3)

Opportunity for Improvement:

Improve actual and perceived safety of students, staff, and community members.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Increase percentage of students and staff who report campus is a safe place	Maintain an active role/partnership with Escondido School Leaders Safety Committee and Sandy Hook Promise.	Community partners, parent volunteers	Superintendent, Assistant Principal	Annual CA Healthy Kids Survey

Objectives	Action Steps	Resources	Lead Person	Evaluation
	Administrators to work in coordination with SDCOE and local law and fire officials to conduct a comprehensive campus and facilities safety assessment to determine areas of improvement, including safety hazards and potential vulnerabilities. Create and maintain WatchDOGS program.			
Increase percentage of students and staff who report campus is well-maintained	Create preventive and deferred maintenance 5-year and 10-year plans to include plans and anticipated expenditures for plan for HVACs, roofing, security, fire, and public address (PA) systems. Continue preventive and deferred maintenance efforts to maintain a clean, safe, and well-functioning school. Prioritize urgent projects (i.e., playground repair/replacement) that address safety and campus aesthetics.	Preventative and deferred maintenance funding	Maintenance Director	Annual CA Healthy Kids Survey

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

San Pasqual Union School District Student Conduct Code

All San Pasqual Union School students are encouraged to S.O.A.R., as reflected in behaviors that are:

- Safe
- On-Task
- Accepting of Others
- Respectful

Conduct Code Procedures

All students receive positive privileges and awards for appropriate behavior. Students who choose to disobey the rules receive fair, consistent consequences for their actions. The SPUSD classroom code of conduct is based on the premise that the teacher has the right to teach and every student has the right to learn. Per EC 48900(k), no student has a right to disrupt the learning environment. All students are expected to demonstrate acceptable behavior and adhere to state laws and school rules, all of which are designed to ensure a safe campus and a productive learning environment. The "Five Rules for Schoolwide Discipline" are as follows:

- 1) Follow directions the first time they are given
- 2) Use appropriate school language
- 3) Keep hands, feet and objects to self
- 4) Treat others and their property with kindness and respect
- 5) Respect all adults and school property and use all school equipment correctly.

Teachers and staff maintain an effective learning environment through engaging lessons and positive classroom management techniques. Teachers are empowered to address incidents of misbehavior directly in their classrooms. Students who behave in inappropriate ways and violate school rules and standards will receive appropriate consequences for their actions. Multiple offenses in one day or repeated violations over time will typically trigger the following sequence of consequences:

First time - Verbal warning

Second time - Change of space or task, parent notified via teacher

Third time - Referred to administrator; parent notified of the infraction and consequences.

Steps may be skipped and consequences elevated for more serious offenses.

Ed Code 44807 & CCR 300, every teacher in the public schools shall hold students to a strict account for their conduct on the way to and from school, on the playground or during recess, and at any school sponsored event.

Board Policy 5144 - The Board of Trustees is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior. The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices. In addition, the strategies of the Superintendent or designee shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Ed Code 48900.5)

Current San Pasqual Union School District Board Policy is available at <https://simbli.eboardsolutions.com/index.aspx?S=36030425> and in the District Office. Additional information is also available in the San Pasqual Union School District Family Handbook.

(J) Hate Crime Reporting Procedures and Policies

Board Policy 5145.9 - The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of their race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated. Any student who feels that they are a victim of hate-motivated behavior shall immediately contact the Principal or designee. Any staff who receive notice of hate-motivated behavior or personally observes such behavior shall notify the Principal, Superintendent, or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board Policy and administrative regulation.

Current San Pasqual Union School District Board Policy is available at <https://simbli.eboardsolutions.com/index.aspx?S=36030425> and in the District Office. Additional information is also available in the San Pasqual Union School District Family Handbook.

Safety Plan Review, Evaluation and Amendment Procedures

San Pasqual Union School District Administration and the School Safety Committee shall consult with local law enforcement to review, evaluate, and update the plan as needed. The School Site Council and the Governing Board will review/approve the updated plan annually.

Safety Plan Appendices

Emergency Contact Numbers

Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
School District	San Pasqual Union School District	(760) 745-4931	15305 Rockwood Road, Escondido, CA 92027
Law Enforcement/Fire/Paramedic	San Diego Police Department	(619) 531-2000	
Law Enforcement/Fire/Paramedic	Escondido Police Department	(760) 839-4721	
Law Enforcement/Fire/Paramedic	San Diego Sheriff's Department	(858) 565-5200	
Law Enforcement/Fire/Paramedic	San Diego Fire Department	(619) 533-4300	
Law Enforcement/Fire/Paramedic	San Pasqual Fire Department	(760) 480-9924	
Law Enforcement/Fire/Paramedic	Escondido Fire Department	(760) 839-5400	
Local Hospitals	Palomar Medical Center	(760) 739-3000	2185 Citracado Pkwy, Escondido, CA 92029
Local Hospitals	Pomerado Hospital	(760) 796-6812	1540 E. Valley Pkwy, Escondido CA 92027
Local Hospitals	Rady Children's Hospital	(858) 576-1700	3020 Children's Way, San Diego, CA 92123

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Safety Plan review and update with Safety Committee twice yearly	August/September & January/February	Meeting notes to be maintained with the Office Manager
Safety Plan review, update, and approval with School Site Council once yearly	February/March	Meeting notes to be maintained with the Office Manager.

Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

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

Management

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

Planning & Intelligence

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

Operations

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

Logistics

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

Finance & Administration

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

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Identification of the emergency by the Incident Commander

Step Two: Identify the Level of Emergency

Determination by the Incident Commander

Step Three: Determine the Immediate Response Action

Response is determined by Safety Plan. Initial response by staff and students will typically be one or more of the four basic 'initial action steps': 1) Duck and Cover, 2) Evacuate Building(s), 3) Shelter-In-Place, and/or 4) Lock-Down

Step Four: Communicate the Appropriate Response Action

The Incident Commander will provide direction either in person or by other means as necessary, including public address system, email, phone, text, and/or use of 'all-call system'. Teachers to follow guidelines from Safety Plan and Incident Command System.

Types of Emergencies & Specific Procedures

Aircraft Crash

- Call 911
- Duck & Cover and Evacuate as needed
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured.
- Deploy Search & Rescue and administer first aid if needed.
- Incident Commander to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Animal Disturbance

- Call Custodian and/or Animal Control to secure animal
- Shelter-in-Place and Evacuate or relocate to another classroom or area as needed
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured and administer first aid if needed.
- Await further instructions from Incident Commander or "All Clear" signal
- Communicate with parents/guardians and community
- Prepare incident status report
- Debrief with staff

Armed Assault on Campus

- Call 911
- Lockdown procedures
- Follow direction from Incident Commander or Law Enforcement (wait for "All Clear" signal)
- Take roll and determine if any students or staff are in immediate danger or injured.
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff and law enforcement

Biological or Chemical Release

- Call 911, HazMat, and/or San Diego Gas & Electric
- Evacuate areas/buildings and/or Shelter-in-Place and remain indoors.
- Shut-off all heating and ventilation systems.
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured. Administer first aid if needed.
- Incident Commander to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Bomb Threat/ Threat Of violence

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information from the bomb threat procedures list (found in Safety Plan and kept at all phones in the office).

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the calling talking to learn more information.
- If possible, write a note to a colleague to call the authorities (flash orange card), or as soon as the caller hangs up, immediately notify authorities.
- If your phone has a display, copy the number and/or letters on the window display.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact Federal Protective Service (FPS) Police immediately

with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 911 and FPS
- Contact Incident Commander (administrator)
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call 911 and FPS
- Contact Incident Commander (administrator)
- Do not delete the message.

Signs of a suspicious Package:

No return address, excessive postage, stains, strange odor, strange sounds, unexpected delivery, poorly handwritten, misspelled words, incorrect titles, foreign postage, restrictive notes.

DO NOT:

- * Use two-way radios or cellular phone (radio signals have the potential to detonate a bomb).
- * Evacuate the building until police arrive and evaluate the threat.
- * Activate the fire alarm.
- * Touch or move a suspicious package.

DO:

- *Take roll and report to Incident Commander
- *Incident Commander/authorities to determine level of response and determine next action steps
- *Communicate with parents/guardians and community
- *Prepare incident status report for emergency response personnel
- *Debrief with staff

Bus Disaster

The following procedures are for use by bus drivers and appropriate school administration in the event of a bus disaster (earthquake, accident) that occurs while students are on a field trip or being transported to or from school. This section addresses a general emergency, however bus drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure student safety.

- Call 911
- Protect student passengers from injuries and the bus from further damage. Administer first aid if needed.
- Turn off the ignition and follow bus inspection guidelines.
- Follow bus evacuation procedures if conditions are safer outside the bus than inside.
- Take roll and report situation to school administrator.
- Bus Driver to remain with students.

- Do not release any students to anyone unless told to do so by school administration or law enforcement (record).
- Administer will dispatch a school representative to the bus location and provide support.
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Disorderly Conduct

In the event of civil disturbance, gunfire/police action in vicinity, armed intruder, hostage crisis, other other threat situation as appropriate.

- Call 911
- Lockdown
- Take roll and report to Incident Commander
- Incident Commander and authorities will determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building and injuries.

- Call 911 if needed
- Duck and Cover & Evacuate as needed
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured.
- Deploy Search & Rescue and administer first aid if needed.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Explosion or Risk Of Explosion

- Call 911 if needed
- Duck and Cover - DO NOT approach windows or doors
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured.
- Deploy Search & Rescue and administer first aid if needed.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Fire in Surrounding Area

Notify the office, administration and Incident Commander. Sound the school alarm if needed.

- Call 911 if needed. If threat is not eminent, contact local fire department to determine location and direction of fire.
- Evacuate when directed based on location of fire. Or, shelter-in-place if directed by fire department.
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured.

- Deploy Search & Rescue and administer first aid if needed.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Fire on School Grounds

Notify the office, administration and Incident Commander. Sound the school alarm if needed.

- Call 911 if needed.
- Evacuate when directed based on location of fire. Or, shelter-in-place if directed by fire department.
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured.
- Deploy Search & Rescue and administer first aid if needed.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Flooding

In most instances, school should receive advance warning of impending flood and severe weather. Sources of local information can be accessed via the National Weather Service, AM 760, weather.com, and the SD Emergency app

- Call 911 if needed.
- Keep students indoors until it is determined to be safe, shelter-in-place.
- Take roll and report to Incident Commander
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Loss or Failure Of Utilities

Administration and custodial staff to determine the nature of the source of the utility loss. Isolate the area and shut off the supply of water, gas or electricity to the affected system component or building, if needed. If necessary, shut off the gas, water or electrical supply to the entire campus. Detailed maps indicate utility shut offs and mechanical equipment for heating, ventilation, and air conditioning units.

- *Call 911 if needed.
- * Evacuate when directed or shelter-in-place, depending upon the loss of utility.
- *Take roll and report to Incident Commander
 - Incident Commander and/or authorities to determine level of response and determine next action steps
- *Communicate with parents/guardians and community
- *Prepare incident status report for emergency response personnel
- *Debrief with staff

Caution:

- * If gas leak, do not use the mechanical fire bells as it may create an explosive spark (use speaker system). Do not turn on/off lights or other electrical equipment which may cause a spark. Leave doors open to provide ventilation.
- * If water or sewer break, evacuate the building.

Motor Vehicle Crash

Notify the office, administration and Incident Commander.

- Call 911 if needed.
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured.
- Evacuate to a safe area if necessary. If evacuation is not necessary, students and staff should remain away from accident in either classrooms or in assigned areas.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Psychological Trauma

School administrators, counselors, psychologists, and mental health professionals will follow the necessary steps. Depending on the circumstances, the following actions may be taken:

- * Physical safety of those involved and around the incident will be ensured.
- * Attention will focus on the emotional and psychological needs of students and staff.
- * Threat Assessment conducted (as appropriate)
- * Crisis Intervention Team assesses the range of crisis intervention services needed during and following the emergency.
- * Debrief with staff
- * Communicate with the school community

Suspected Contamination of Food or Water

School administrators and custodians will respond and the safety needs of the students addressed.

- Call 911 if needed.
- Take roll and report to Incident Commander
- Determine if any students or staff are in immediate danger or injured.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Unlawful Demonstration or Walkout

School administrators will respond and contact 911 if necessary. Appropriate steps will be followed for student safety.

- Shelter-in-place and/or Lock Down, Evacuation/Relocation strategies will be employed as needed.
- Take roll and report to Incident Commander
- Communicate with parents/guardians and community
- Prepare incident status report for emergency response personnel
- Debrief with staff

Emergency Evacuation Map