Comprehensive School Safety Plan

2023-2024
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:

Date of Update:

Date of Review:

  - with Staff

  - with Law Enforcement

  - with Fire Authority

Approved by:

Name	Title	Signature	Date
Angie Baker	Governing Board President		
Marjolein Legge-Beekman	School Site Council Chairperson		
Mark Burroughs	Superintendent/Principal		
Nicole Zdunich	Assistant Principal		
Ray Sifuentes	Maintenance/Transportation Director		

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Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

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 ofthe 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 I, 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 as we build purposeful connections 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. 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 facilitates monthly drills to practice, reflect, and update policies, procedures, and protocols.

San Pasqual Union School's safety plan includes 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 of Education, state Homeland Security, local emergency responders, and public safety officials. 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. 25 security cameras monitor and record activities at campus perimeter gates and main entrances. When school is in session, 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 emergencies 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, Positive Behavior Intervention Supports (PBIS), and crisis intervention (CPI). Students' 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, including the following:
• Child abuse reporting procedures consistent with Penal Code 11164
• Routine and emergency disaster preparedness and procedures
• Policies under Ed Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations
• Procedures to notify teachers of dangerous students under Ed Code 49079
• Discrimination and harassment policy consistent with the prohibition against discrimination under 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 under Ed Code 35291 and 35291.5
• Procedures for reporting bullying and school crimes, including the Say Something program
• Healthy Kids Survey administered to 5th and 7th-grade students, staff, and parents/guardians

Safety initiatives include:
• Multi-Tiered Systems of Support (MTSS) implementation
• Positive Behavior Intervention & Supports (PBIS) implementation, including Saint S.O.A.R.
• Social Emotional Arts Learning (SEAL) teacher
• 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://dadsofgreatstudents.com/ ; WatchDOGS@sanpasqualunion.net)
• LockBloks (https://doorblok.com/index.php/lock-blok/) installed on all classroom doors
• Ballistic film applied in main office entryway
• Additional lighting and cameras installed on campus
• SmartSocial online safety tool (https://smartsocial.com/sanpasqual)
• Controlled entry system in office
• Classroom blind replacement

(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 are 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.

The 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, the Superintendent or designee shall ensure that the District plan addresses:
• Fire on/off school grounds which endangers students, staff, and/or 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

San Pasqual Union prepares and implements a school disaster plan that designates responsibilities, action steps, and an established chain of command. The dismissal of students from school shall be governed by the emergency procedures outlined in this plan and will be consistent with the Incident Command System. Students may only be released to parents, guardians, or other adults 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 has 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.

The 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 rescue services, and the Red Cross, during emergencies 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) Possession/Distribution of Controlled Substances, 3) Damage to School or Private Property, 4) Possession of Drug Paraphernalia, 5) Harassment, Threats, Intimidation, 6) Hate Violence, 7) Possession of Imitation Firearms, 8) Physical Injury to Others, 9) Use of Profanity or Obscenity, 10) Robbery or Extortion, 11) Sale of Controlled Substances, 12) Sexual Assault, 13) Sexual Harassment, 14) Stealing, 15) Terrorist Threats, 16) Possession of Tobacco and Nicotine, 17) Possession of Weapons or Other Dangerous Objects, 18) Possession of Laser Pointers, 19) Hazing, and 20) Bullying.

Alternative and Other Means of Correction (EC 48900, 48900.5) - The San Pasqual Union School District 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; referral to the school counselor, social worker, psychologist, and/or Student Success Team (SST); or other intervention-related teams that assess behavior and develop/implement behavior plans.

The 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 the 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 other parent(s)/guardian(s). Under 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 addresses employee security, authorizing the Superintendent or designee to develop strategies for protecting employees from potentially dangerous persons and situations.

The 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 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 form of harassment must be reported to the 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 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 the 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. The San Pasqual Union School District uses a portion of its staff development time each year to train staff on the laws, policies, and procedures required regarding sexual harassment.

The 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 that 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 themself for the schoolroom before entering.

The 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 San Pasqual Union School District 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.

The 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	Implement Multi-Tiered Systems of Support (MTSS), including Positive Behavior Intervention and Support (PBIS)	School Climate Transformation Grant	Assistant Principal	Received 2023 PBIS Silver Award from CA Department of Education
Social Emotional Learning (SEL) Program	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.	CARES funding	S.E.A.L. Teacher	Annual teacher surveys

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	See "Strategies and Programs to Provide and Maintain a High Level of Safety"	Community partners, parent volunteers	Superintendent, Assistant Principal	2022 Students: 81% 2023 Students: 97% 2022 Staff: 97% 2022 Staff: 97% Source: CA Healthy Kids Survey
Increase percentage of students and staff who report campus is well-maintained	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	2022 Students: 68% 2023 Students: 68% 2022 Staff: 97% 2022 Staff: 97% Source: Annual CA Healthy Kids Survey

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

(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 expected to demonstrate S.O.A.R. principles, as reflected in behaviors that are:

Safe
On-Task
Accepting of Others
Respectful

Conduct Code Procedures

Board Policy 5144 - The Board of Trustees is committed to providing a safe, supportive, and positive school environment conducive to student learning and 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). Staff is trained in Trauma Informed Care, Restorative Practices, Positive Behavior Intervention Supports (PBIS), and crisis intervention (CPI).

All students are expected to demonstrate acceptable behavior and adhere to state laws and school rules established to ensure a safe campus and a productive learning environment. Students receive positive privileges and awards for appropriate behavior. Students who choose to disobey the rules receive fair, consistent consequences for their actions. The San Pasqual Union School District 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. 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.

The 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 available in the San Pasqual Union School District Family Handbook.

(K) 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 based on 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.

The 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 available in the San Pasqual Union School District Family Handbook.

(J) Procedures to Prepare for Active Shooters
This section is confidential and not included in the public plan.

Opioid Prevention and Life-Saving Response Procedures
San Pasqual Union School will use the following prevention strategies:

Distribute materials to and/or discuss with students content conducive to preventing drug use/abuse such as, but not limited to:
   • How opioids and fentanyl affect the body's systems.

- Refusal strategies
- The signs and symptoms of use/abuse
- The science of addiction
- Distribute safety advice to families regarding opioid overdose prevention.
- Creating a supportive, safe and orderly environment conducive to learning by regularly assessing school climate and using data to develop goals and objectives to address gaps.
- Providing training to staff on building protective factors in students, as well as recognizing the signs and symptoms of use/abuse.

The following steps are recommended in response to a possible opioid overdose:
- Evaluate for signs of opioid overdose
- Call 911 for help
- Administer Naloxone (San Pasqual Union maintains a supply of intranasal spray and trains key staff on its use)
- Support the person's breathing
- Monitor the person's response

Safety Plan Review, Evaluation and Amendment Procedures

San Pasqual Union School District administration 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 Deparment	(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 Deparment	(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/update	Summer/Fall	
SSC Safety Plan review/approval	Winter	
Governing Board review/approval	January/February	

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

Fentanyl Safety Plan
See "Opioid Prevention and Life-Saving Response Procedures" section.

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 will be 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

Tactical Responses to Criminal Incidents

This section is confidential and not included in the public plan.

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