

Comprehensive School Safety Plan SB 187 Compliance Document

2018-19 School Year

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

Approved by:

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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 the San Pasqual Union School District main office.

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 and socio-emotional safety/security.

Components of the Comprehensive School Safety Plan (EC 32281)

San Pasqual Union School 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 twice 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, 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 school community of safety plan and procedures.

San Pasqual Union School District:

- Assesses hazards, vulnerabilities, and capacities/resources;
- Plans for physical risk reduction, maintenance of safe facilities, standard operating procedures, and training for disaster response;
- Creates preparedness plans and conducts regular drills for a variety of potential incidents; and
- Monitors and improves through reflection, assessment, and plan improvement.

In addition, San Pasqual Union School's physical safety plan includes measures such as volunteer clearance, visitor check-in, and identification badges. The school district's 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. San Pasqual Union School also uses 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 16 security cameras that monitor and record activities 24 hours per day, 7 days per week at campus perimeter gates, main entrances, and other areas of campus. The school campus is also monitored by the facilities and maintenance staff from 6:30 am to 9:00 pm. Both certificated and classified staff supervise students before school, during recess/nutrition, 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. The District proactively implements an annual 'Expectations Expo' where students are explicitly taught and encouraged to practice 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 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). Students participate in Say Hello week, sponsored by the Sandy Hook Promise, to create a more friendly and inclusive environment. Staff participate as mentors in 2 x 10, a strategy where a caring adult meets with a high need student for at least 2 minutes for 10 consecutive days leading to more students feeling supported. Middle school students attend homeroom daily fostering a sense of community and belonging. Students and community may alert the school of safety concerns through an anonymous app posted on the school website. Student support through a behavior interventionist, a social worker intern, and a school psychologist are available to provide counseling support to all students. The District has a Safety Planning Committee that meets at least twice annually to review and update the school safety plan and to reflect upon current needs.

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, which shall include the development of all of 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 Anonymous Alerts.
- Healthy Kids Survey administered to 5th and 7th grade students, staff, and parent groups.
- Staff and parent volunteers required to wear identification badges.

School safety is the job 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 administration, health office, and classroom emergency backpacks
- Check and re-supply four emergency bins
- Update student emergency cards
- Communicate emergency plans with families
- Communicate student-family reunification procedures to parents
- Implement a variety of emergency drills and procedures
- Reflect, update, and plan

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

School district staff and Governing Board members are required by law to report cases of suspected child abuse and neglect to the appropriate 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 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 faxed to the hotline. All incident reports are confidential.

When investigating incidents of suspected abuse and/or neglect, Social Services representatives are required to sign in at the front office and provide appropriate court orders/identification (all confidential reports of suspected child abuse are maintained on file in the school office).

Board Policy is available on our website www.sanpasqualunion.net and in our 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 emergency 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 as specified in student records. 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 the teacher's red 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.

Board Policy is available on our website www.sanpasqualunion.net and in our district office

Public Agency Use of School Buildings for Emergency Shelters

The San Pasqual Union School site 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 which is 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 been documented to 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 (including electronic cigarettes), 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.

Board Policy is available on our website www.sanpasqualunion.net and in our district office. Additional disciplinary information may 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 provides disciplinary reports to teachers and 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). Pursuant to Welfare and 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. Board Policy is available on our website www.sanpasqualunion.net and in our 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.

Board Policy is available on our website www.sanpasqualunion.net and in our district office. 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.

California Administration Code 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 prepare for school, or shall be required to prepare himself for the schoolroom before entering.

Board Policy is available on our website www.sanpasqualunion.net and in our district office. Additional information, including the full SPUSD dress code, can be found in the San Pasqual Union 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 Safe 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.

Board Policy is available on our website www.sanpasqualunion.net and in our district office.

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

Component:

Facilities in Good Repair & Student Safety

Element:

Sustain a safe, clean, and well-maintained school facility and campus as measured by a score of good or better on the Facility Inspection Tool (FIT) and survey results - LCAP Goal 1D

Opportunity for Improvement:

Maintain a safe and secure school environment.

Objectives	Action Steps	Resources	Lead Person	Evaluation
District will maintain playground equipment structures, blacktop playgrounds, and grass fields as designated.	Facility Inspection Tool (FIT) will be completed annually to evaluate campus conditions. Focus will be on facility maintenance, cleanliness, and student, staff, and campus safety.	Maintenance & Facilities	Administration and Facilities & Maintenance Manager	Annually, as required.
District will maintain property in compliance with fire and safety requirements.	Annual Fire and Safety Inspection by the San Diego Fire Department.	Maintenance & Facilities	Administration and Facilities & Maintenance Manager	Annually, as required.
District will set aside funds for routine restricted maintenance, plus additional funds for deferred maintenance as needed.	Review of Budget in June, 1st Interim in December, 2nd Interim in March, and Unaudited Actuals in September.	Business Office	Administration, Chief Business Officer, and Facilities & Maintenance Manager	As required
Energy efficiency upgrades will occur as needed.	HVAC repair and replacement plan	Maintenance & Facilities	Administration and Facilities & Maintenance Manager	Annually, as required.
High quality instructional program in a safe and supporting environment.	Students are to be inside the classroom only when a teacher or adult supervisor is present. Students are to remain in their assigned areas before/after school, during breaks, and at lunchtime. Playing	Staff & Administration	Administration	As needed

Objectives	Action Steps	Resources	Lead Person	Evaluation
	<p>around restrooms and classrooms is not permitted.</p> <p>A pass is required for any student out of class, except for scheduled breaks and passing periods.</p> <p>Students are expected to be quiet, courteous, and respectful while in the office.</p> <p>Defacing school property is a major offense. Students will be disciplined and parents are liable to pay for repairs or replacement.</p> <p>Closed Campus - a student may not leave campus at any time before school is dismissed without being checked out through the Main Office by a parent, guardian, or other approved adult.</p>			

Component:

Pupil Engagement

Element:

Increase student achievement through student, staff, parent, and community engagement, involvement, and connectedness within the school environment - LCAP Goal 3

Opportunity for Improvement:

Programs and strategies implemented for student attendance, chronic absenteeism, and discipline rates. Students and staff receive ongoing training and resources to meet the changing needs of the individual students and the student body.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Character Education curriculum and programs.</p>	<p>District will continue to develop and implement Character Education, student activities, and student leadership opportunities.</p>	<p>Teachers</p>	<p>Administration</p>	<p>Review of student academic, discipline, and attendance records.</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
Positive Behavior Interventions and Supports (PBIS).	District will provide professional development for all staff. For example, Trauma Informed Care, Restorative Justice, Positive Behavior Intervention Support (PBIS), ASB Leadership Conference, Character curriculum.	Teachers and counselors	Administration	Review of student academic, discipline, and attendance records.
Mental Health Support.	District will continue to provide mental health professionals; including counselor, school psychologist, and social worker intern(s) (based on funding).	School Psychologist	Administration	Review of student academic, discipline, and attendance records.
Visual and Performing Arts	District will continue 'Red Barn Art' committee and programs. All students will have access to VAPA opportunities.	Red Barn Art Committee & VAPA teacher	Administration	Review of student academic, discipline, and attendance records.
Outdoor Education	District will continue with school Garden "SAGE" - Students Are Growing Everyday. All students will have access to garden opportunities.	SAGE Committee & Custodian	Administration	Review of student academic, discipline, and attendance records.
After School Athletics & Activities	District will continue with after school athletics and choir programs. All students will have access to after school opportunities.	Athletic Director & VAPA teacher	Administration	Review of student academic, discipline, and attendance records.

Component:

School Climate - Local Control Accountability Plan (LCAP) Priority 6

Element:

Positive school climate for teaching and learning.

Opportunity for Improvement:

Increase staff, student and parent involvement. Increase school spirit and pride. Involve all stakeholders in creating a positive teaching & learning environment that emphasizes high expectations for school citizenship.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Student academic achievement recognition.	<ul style="list-style-type: none"> Student certificates for character traits, 	Teachers and Librarian	Administrator	Student participation and achievement

	<p>attendance, teacher recognition, and honor roll.</p> <ul style="list-style-type: none"> • Student award assemblies. • Accelerated Reader program to recognize students in multiple ways: Word of the Month, AR Star, and whole class achievement. • All students have an opportunity to participate and achieve. 			
Staff achievement recognition.	<ul style="list-style-type: none"> • Monthly staff inspirational employee as nominated by peers. • Teacher of the Year selection and recognition. • Teacher appreciation day/week activities. 	Teachers, parents & administration	Administration	Teacher morale as measured by teacher attendance and survey results
Character Development	<ul style="list-style-type: none"> • Character education for all students. • Patriotic Character Assemblies and activities • Character Cards for K-3 students. 	Teachers	Administration	As measured by attendance, discipline, and survey results.
Anti-Bullying Measures	Anti-Bullying and Cyber Bullying education and assemblies for staff,	Teachers & administration	Administration	As measured by attendance, discipline, Anonymous Alerts, and

	students, and parents.			survey results
Staff, Student, Parent/Guardian and Community Activities	<ul style="list-style-type: none"> • Family Nights • Book Fairs • VAPA events • Award assemblies • Loved One's Luncheon • ART Day (Red Barn Art) • Harvest Day (SAGE) • Other PTO and <p>Foundation events</p>	Teachers, parents & administration	Administration	As measured by parent involvement and event attendance

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

San Pasqual Union School Student Conduct Code

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

- Safe and Self-Controlled
- On-Task
- Accepting of Others
- Responsible and Respectful

Conduct Code Procedures

All students receive 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 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.

Per Ed Code 44807 and 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. Per 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 Superintendent or designee's strategies 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)

Board Policy is available on our web site www.sanpasqualunion.net and in our District Office. Information can also be found in the San Pasqual Union School Family Resource Book.

(J) Hate Crime Reporting Procedures and Policies

Per 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 his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated. Any student who feels that he/she is 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.

Board Policy is available on our website www.sanpasqualunion.net and in our district office. Information can also be found in the San Pasqual Union School Family Resource Book.

Safety Plan Review, Evaluation and Amendment Procedures

San Pasqual Union School District Administration, School Site Council, and Safety Committee shall consult with local law enforcement and review, evaluate, and update the plan annually. The School Site Council and the Governing Board will 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 Dist.	(760) 745-4931	15305 Rockwood Road, Escondido, CA 92027
Law Enforcement/Fire/Paramedic	San Diego Police Dept.	(619) 531-2000	
Law Enforcement/Fire/Paramedic	Escondido Police Dept.	(760) 839-4721	
Law Enforcement/Fire/Paramedic	San Diego Sheriff's Dept.	(858) 565-5200	
Law Enforcement/Fire/Paramedic	San Diego Fire Dept.	(619) 533-4300	
Law Enforcement/Fire/Paramedic	San Pasqual Fire Dept.	(760) 480-9924	
Law Enforcement/Fire/Paramedic	Escondido Fire Dept.	(760) 839-5400	
Local Hospitals	Palomar Medical Center - Escondido	(442) 281-5000	2185 Citracado Pkwy, Escondido, CA 92029
Local Hospitals	Palomar Medical Center - Poway	(858) 613-4000	15615 Pomerado Rd, Poway, CA 92064
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 at least twice annually	Fall and Spring	Meeting notes and attendees are maintained with the Office Manager
Safety Plan review, update, and approval with School Site Council annually	Fall and Spring	Meeting notes and attendees are maintained with the Office Manager. Copies are filed as required.
Contents of Safety Plan reviewed with staff at beginning of year staff meeting, reviewed throughout year at staff meetings	Monthly throughout the school year	Meeting notes and attendees are 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 almost always include one or more of the following Emergency Actions: Lockdown; Secure Campus; Shelter in Place; Take Cover; Duck, Cover, and Hold on; Evacuation; Off-Site Evacuation; Early Release; Active Threat; Structured Reunification; All Clear.

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 outlined in Safety Plan and Incident Command System.

Types of Emergencies & Specific Procedures

Aircraft Crash

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

Animal Disturbance

- Call Custodian and/or Animal Control to secure animal
- Secure Campus and/or 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
- Prepare incident status report
- Debrief with staff
- Communicate with parents/guardians and community

Armed Assault on Campus

All employees authorized to take immediate action to protect themselves and students if they see or hear anything that causes them to believe an active shooter/armed assailant situation is occurring or about to occur.

- Options include Run, Hide, Fight
- Call 911 and initiate a school-wide "Lockdown"
- Follow direction from Incident Commander or Law Enforcement
- Take roll and determine if any students or staff are in immediate danger or injured.
- Prepare incident status report for emergency response personnel
- Debrief with staff and law enforcement
- Provide Crisis Intervention counseling to students and staff in need
- Communicate with parents/guardians and community

Biological or Chemical Release

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

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 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 police immediately with information and await instructions.

If a bomb threat is received by handwritten note:

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

If a bomb threat is received by email:

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

SUSPICIOUS PACKAGES

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

If received, DO NOT:

- Use two-way radios or cellular phone (radio signals have the potential to detonate a bomb).
- Activate the fire alarm.
- Touch or move a suspicious package.

FOLLOW UP TO BOMB THREAT:

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

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).

- School administrator 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

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

Earthquake

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

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

Explosion or Risk Of Explosion

- Call 911 if needed
- Evacuate, if needed
- Duck, Cover, and Hold On, if appropriate - 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 and Rescue and administer first aid if needed.
- Prepare incident status report for emergency response personnel
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Debrief with staff
- Communicate with parents/guardians and community

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 and Rescue and administer first aid if needed.
- Prepare incident status report for emergency response personnel
- Incident Commander and/or authorities to determine level of response and determine next action steps

- Debrief with staff
- Communicate with parents/guardians and community

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

Flooding

School should receive warning of impending flood and/or severe weather by authorities. The National Weather Service supplies current weather information and warnings via AM 760, weather.com, and the SD Emergency app

- Issue "Stand By" instruction. Determine if evacuation is required.
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Issue "Directed Transportation" instruction if students will be evacuated to a safer location via busses and other vehicles.
- Call 911 if needed.
- Take roll and report to Incident Commander
- Prepare incident status report for emergency response personnel
- Debrief with staff
- Communicate with parents/guardians and community

Loss or Failure Of Utilities

Administration and custodial staff to determine the nature of the source of the utility loss. Isolate the area and remedy or shut off the supply of water, gas, or electricity to the affected system, component, or building. 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. These maps are kept in the custodial barn, the front office, the Safety Plan, and in the Crisis Response Box.

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

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. DO 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 classrooms or other assigned areas.
- Prepare incident status report for emergency response personnel
- Incident Commander and/or authorities to determine level of response and determine next action steps
- Debrief with staff
- Communicate with parents/guardians and community

Psychological Trauma

School administrators, counselors, psychologists, and mental health professionals will follow the necessary steps to support students and staff. A Crisis Intervention Team may assess the range of crisis intervention services needed during and following an emergency. Additional support may be solicited from outside agencies. The physical safety of those involved and around the incident will be ensured while specific attention is focused on the emotional and psychological needs of students and staff.

Suspected Contamination of Food or Water

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

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

Unlawful Demonstration or Walkout

When an advance notice of a planned protest is given, inform the staff of the planned demonstration. An information letter to parents should be developed. In addition:

- Obtain information on when, why and how many people are expected. Identify the spokesperson for the group
- Contact local police department for the school's jurisdiction and advise them of the situation
- Notify staff of the planned demonstration
- Develop an information letter to parents
- Assign a staff member to act as liaison with police, media and, possibly the demonstrating group
- Designate a staff member to handle incoming calls during the demonstration.
- Establish areas where demonstrators can set up without affecting the operation of the school
- Notify transportation of demonstration and any possible impact buses may encounter arriving at or departing from the school

Emergency Evacuation Map