

TRAVIS UNIFIED SCHOOL DISTRICT



Reaching beyond the boundaries
to build a community of learners.

SCHOOL SAFETY PLAN

Travis Unified School District
2751 De Ronde Drive
Fairfield, CA 94533

Scandia Elementary School

Principal: Sandra Rushford

Assistant Principal: Ashley Livingston

Governing Board Approval Date: February 6, 2024

SECTION 1 – CALIFORNIA EDUCATION CODE SECTION 32281 (B)(1), (B)(2)

The school has partnered with local law enforcement and community responders to develop our Standard Response Protocol for threats such as active shooter, air pollution/chemical release, bomb threat, civil disturbance on campus, earthquake, fire, evacuation, severe windstorm/tornado, lockdown, lockout and threat of explosion/gas leaks/aircraft accident.

Our goal is to use a Standard Response Protocol to practice simple responses to emergency situations. Staff members have been trained in emergency response and hold regular drills with students. Precautionary measures are used to secure buildings such as fencing, security cameras and visitor sign in.

The School Safety Plan was written and developed by the [EC Section 32281 (b)(1) and 32281 (b)(2)]:

Name of committee: **School Site Council**
Council/Committee Members [EC Section 32281 (b)(2)]:

Name	Position	Role
Saundra Rushford	Principal	Admin
Ashley Livingston	Assistant Principal	Admin
Kerry Sullivan	TOSA/Intervention Teacher	Member
Valerie Stevens	Intervention Teacher	Member/SSC Chair
Robin Harper	Sped Teacher	Member
Lee Ann Caradine	Teacher & Parent	Member
Kristy Aguilar	SSS Classified Staff/Parent	Member
Tim Montgomery	Classified Staff	Member
Christina Butcher	Parent	Member
Alyssa Hutton	Parent	Member

SECTION 2 – CALIFORNIA EDUCATION CODE SECTION 32281 (B)(3)

The School Safety Plan was written and developed through consultation with local law enforcement agencies including Security Forces at TAFB, Agent Vu [EC Section 32281 (b)(3)].

SECTION 3 – CALIFORNIA EDUCATION CODE SECTION 32282 (A)(1)

The comprehensive school safety plan includes, but is not limited to all of the following [EC Section 32282 (a)]:

An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information [EC Section 32282 (a)(1)]:

- Attendance rates / SARB data –93.91% for 22-23 school year
- [DataQuest Chronic](#) / [Dataquest Truancy](#)
- Suspension / Expulsion data –

Ed Code Violation	Ed Code Violation Description	Number of Incidents
48900(a)(1)	Caused or attempted to cause or threatened to cause physical injury to another person	23
48900(a)(2)	Willfully used force or violence upon the person of another	1
48900(c)	Unlawful possessed used, sold, or otherwise furnished or been under the influence of a controlled substance.	1
48900(d)	Unlawfully offered, arranged or negotiated to sell any controlled substance listed in Chapter 2	1

- [DataQuest](#)

Additional school specific data can be located at the following links:

- [California Dashboard](#)
- California Dashboard – [Additional Reports and Data](#)
- [Dataquest](#)
- [LCAP](#)
- [LCAP – Accountability Model](#)
- [SARC](#)

The above data was shared with the School Site Council on: **November 28, 2023**

SECTION 4 – CALIFORNIA EDUCATION CODE SECTION 32282 (A)(2) ACTION PLAN

The comprehensive school safety plan includes, but is not limited to all of the following [EC Section 32282 (a)]: Identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety [ED Section 32282 (a)(2)]:

Our school has implemented the following programs and strategies to maintain a high level of school safety:

Scandia Elementary School Staff are committed to providing students a safe and productive learning environment. Safety is our number one priority. Over the past few years, as a site team we have implemented safety systems that strategically address safety needs in the area of student and staff physical safety, socio-emotional safety, and school facilities.

School Facilities:

- Our school facilities are maintained by Travis Unified School District maintenance and leadership to ensure that our site meets safety guidelines and regulations in the school site and district safety plans.
- Moreover, our custodians are key members of the plan reviewing site needs regularly and touring the school with the school administrator to discuss on-going projects, areas of concern, and the progress of work orders.
- Both day and evening custodians work diligently to ensure that all classrooms, and school meeting areas are clean and in good working order. When there is a facility concern, staff report to site custodian and office staff for a work order to be placed that day. The work orders are routinely reviewed for completion.
- Alarm Tech Security System has been installed and utilized daily.
- Safety lock blocks have been added to classroom doors.
- School site distributes a site building master key to designated staff.
- School site has modified locking system to enable site staff to lock/unlock Building 2, and Wings A, B, C, and D.
- Larger scale improvement projects are communicated to district administration and followed through as funds allow.

Staff/Student Physical Safety

- Scandia Elementary School partners with the Travis Air Force Base Security Forces periodically and Fire Safety staff to practice drill procedures monthly. We practice: Fire, Earthquake, and Lock Down drills to be ready for emergency situations. We practice with the entire school community using the terminology Lock Out (Perimeters are locked, but business as usual within classrooms) and Lock Down (Doors are locked, lights are off, and students/staff are hidden). We have drills that are communicated in advance as well as unannounced so that we will be ready in the case of an emergency.
- Each module is equipped with a radio within a designated classroom to quickly verify the status of their section during drills and in emergency situations.
- Every classroom has a staff computer to verify their status of their classroom for emergency drills.
- Each module has a designated charged laptop cart to access.
- Staff communicate with the office through our phone system and by email when there is a health concern or emergency.

- Lunch supervisors and our student support specialist use radios to ensure site safety during lunch and recess times.
- The office staff and administration have radios on at all times to monitor site needs and maintain a safe campus.
- Key NCI trained staff use radios to communicate when needed and maintain a safe campus.
- Students are supervised by site staff before and after school as well as at every recess. We have a school rotation to ensure that all entrances/exits of the school are supervised daily. Students follow safe school practices when walking in the hallways and entering and leaving the school.
- All visitors to campus are asked to sign in directly at the front office on the paper log.
- Volunteers sign in on the paper log and on the district CERVIS computer. This provides us an accurate record of visitors to our campus. All visitors to campus are asked to place a colored sticker on their upper body identifying them as an approved campus visitor.
- Through school newsletters, and the automatic phone dialer, school and district website and Facebook page; parents are informed of areas of concern and constructive solutions that help our school community partner together for student safety. These include traffic patterns, honoring cross walks, parking in designated areas, driving at safe speeds around campus, and keeping an eye out for all students to and from school. Orientation at the beginning of the year is used to inform parents of safe school practices.
- Scandia school LVN and DO nurse have established a medical cart to be brought to the emergency location and is housed at the main office - nurses office.
- Emergency Binders are updated by school LVN and located in medical cart.

Socio-Emotional Safety

- Our school values and the character traits we teach our students regularly what it is to be responsible, trustworthy, respectful, fair, caring, and good citizen. Our mission is for the Scandia School Community to be committed to student learning, in a safe and nurturing environment, where everyone is held to high expectations and strives to reach their maximum potential.
- To achieve our mission, we teach the character traits and address the socio-emotional and academic needs of every child.
- We have a unified school Positive Behavior Intervention and Support system that includes common classroom management plans, weekly communication from teachers and administrators, recognizing students for displaying our school character traits showing responsibility, trustworthiness, respect, fairness, caring, and citizenship. We recognize students who exhibit these traits with Sabre Celebrations awarded when observed celebrating and recognizing these traits.
- Scandia site PBIS and Leadership teams support ongoing SEL needs of the school with a school wide PBIS focus of We Are Respectful, We Are Responsible and We Are Safe
- Each classroom conducts classroom character and weekly Second Step (Social Emotional Learning) lessons.
- First Step Next is a program available for selected Kindergarten students to improve safety and redirection.
- Each class has a break space in their grade level module to support students who may find themselves overwhelmed. In addition, to a site Mindfulness/Wellness classroom utilized by our SSS and TOSA.
- We have a school social worker (if needed), intervention specialist, behavior support specialists, School Psychologist, Military Family and Life Counselor (MFLC), and a student support specialist on staff to additionally provide support to students and staff. We believe in a team approach to support students, staff, and families.

- We conduct Student Study Team meetings when students are not making typical progress. We conduct SART and SARB meetings to address attendance concerns and support students being present on time and every day. Daily phone notifications are utilized to notify parents of absences.
- Our District Behaviorist conducts staff training to help accommodate and address our students' needs when they arise in the classroom. Staff have been trained in NCI de-escalation strategies to help implement when they are needed. Our staff is supportive and nurturing seeking to help all of our students maintain and gain a positive learning experience in a safe environment.
- School administration is in communication with the Travis AFB School Liaison and our Travis AFB Youth Center Program Director.
- Scandia Elementary participates in Anchored for Life to support our military students experiencing different transitions.
- PTA helps maintain a school climate and culture that is conducive to a safe school environment by hosting student and community events on and off campus (per Covid Protocol).
- School Site Council members review the safe school plan and give feedback that is useful in maintaining a safe school environment.

Scandia Discipline Matrix/Student Code of Conduct

Compliance with the following procedures and expectations on the next page is necessary for everyone's safety, success, and educational excellence.

	Be <i>Respectful</i> .	Be <i>Responsible</i> .	Be <i>Safe</i> .
School-wide	<ul style="list-style-type: none"> • Listen and be considerate • Positive conversations • Use kind words and actions • Maintain personal space • Respect school property • Use the space for its intended purpose 	<ul style="list-style-type: none"> • Follow all school rules • Walk directly to your destination • Use appropriate manners • Use, share, and return equipment correctly • Eat in designated locations • Be prepared for learning • Arrive and depart on time • Keep the area clean • Stay with your class. 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Use equipment and materials correctly • Sit in chairs with all four legs on the floor • Be aware of your surroundings • Walk facing forward • Walk on the blacktop and while indoors • Walk with scooters and bicycles • Report all incidents to staff
Jumpstart	<ul style="list-style-type: none"> • Follow school rules • Respect self and others • Listen to staff directions • Positively participate with our Scandia school community 	<ul style="list-style-type: none"> • Place personal travel equipment safely in the bike rack area • Pick up after yourself • Remind others to do the same 	<ul style="list-style-type: none"> • Walk to your designated class area • Walk calmly and quietly to your classroom

	Be <i>Respectful</i> .	Be <i>Responsible</i> .	Be <i>Safe</i> .
Classroom	<ul style="list-style-type: none"> • Raise your hand • Follow directions • Use kind words and actions • Have a growth mindset 	<ul style="list-style-type: none"> • Be prepared for learning • Have your work done on time • Stay on task • Arrive and depart on time 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Use equipment and materials correctly
Recess	<ul style="list-style-type: none"> • Voice level at play: 4 • Voice level at lineup: 2 • Listen to staff • Take turns • Use kind words and actions • i.e. " Good job, nice try!" 	<ul style="list-style-type: none"> • Use, share, and return equipment correctly • Find an adult as needed • Follow school, playground, and game rules • Eat in designated locations • When the whistle blows- freeze, and take a knee 	<ul style="list-style-type: none"> • Keep hands, feet and equipment to yourself • Walk on the blacktop • Walk to and from your line • Be aware of your surroundings
Hallway	<ul style="list-style-type: none"> • Voice level: 0 • Maintain personal space • Walk on the right side • Use kind words and actions 	<ul style="list-style-type: none"> • Have a hall pass • Walk directly to your destination • Follow school rules • Arrive and depart on time 	<ul style="list-style-type: none"> • Keep your hands, feet and objects to yourself • Walk facing forward • Use equipment and materials correctly
Bathroom	<ul style="list-style-type: none"> • Voice level: 0-1 • Maintain privacy • Use the space for its intended purpose • Respect school property • Leave food items outside of the restroom 	<ul style="list-style-type: none"> • Keep the area clean • Flush, wash, and exit • Follow school rules 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Get adult help for accidents and spills • Flush, wash, and exit
Cafeteria	<ul style="list-style-type: none"> • Voice level: 0-1 • Raise your hand for help • Positive conversations • Listen/follow directions from adults 	<ul style="list-style-type: none"> • Use appropriate manners • Eat your own food • Clean up after yourself • Wait to be dismissed • Get help for accidents and spills 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Walk facing forward • Stay seated on benches

	Be <i>Respectful</i> .	Be <i>Responsible</i> .	Be <i>Safe</i> .
Library/ Computer Lab	<ul style="list-style-type: none"> • Voice level: 0-1 • Listen and be considerate • Treat books and computers with care • Follow directions 	<ul style="list-style-type: none"> • Return books when due • Use a shelf marker • Leave food/drinks in your backpack • Keep passwords private 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Walk facing forward • Sit in chairs with all four legs on the floor • Use approved websites
Assembly	<ul style="list-style-type: none"> • Volume Level 0-3 • Arrive and be seated on time • Respond appropriately • Use kind words and actions 	<ul style="list-style-type: none"> • Actively listen to speaker • Stay with your class • Follow school rules 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Keep aisles clear • Exit safely when directed
Dismissal	<ul style="list-style-type: none"> • Voice level: 3-4 • Walk out for pick-up • Maintain personal space • Use kind words and actions 	<ul style="list-style-type: none"> • Listen to staff • Leave with your belongings and materials • Follow school rules 	<ul style="list-style-type: none"> • Use sidewalks and Crosswalks • Only go with planned pick-ups • Walk in hallways • Walk scooters and bicycles • Go straight to exit location

Playground Violations

If students violate the playground procedures and expectations i.e., not freezing, running to line up, etc., students may be offered other means of correction, restorative justice practices or may receive additional consequences including loss of recess, and privileges. Serious infractions such as hitting and fighting may result in suspensions and other loss of school privileges.

Minor Incidents

- Any incident that warrants interventions beyond the classroom management system will be documented in our Aeries data system. Ex., when a student is repeatedly being unkind to a friend or not following class or playground rules, you can expect a phone call from a staff member describing what occurred as well as any consequences that were issued. We appreciate your support at this level, as our goal is to partner with families to guide students toward demonstrating appropriate behaviors.
- If a child receives three Minor Incidents of the same nature in a relatively short period of time, the student will be referred to the office with an Office Disciplinary Referral

Office Disciplinary Referral (ODR)

- If a child engages in a major behavior such as fighting or aggression, he or she will be immediately referred to an administrator with an Office Disciplinary Referral. You can expect to

receive communication from an administrator to inform you of any supports and consequences that have been put into place to guide your student toward demonstrating appropriate behaviors. Major behaviors will be documented in our Aeries data system

Suspension – Parent/Student Rights

Our intention is that our school environment be a positive and successful one. Under certain circumstances, it may become necessary to suspend a student from school. According to Travis USD Board Policy, 5114(c), and California Education Code, 48900, students may be suspended from school for any of the following reasons.

- Caused/attempted to cause physical injury to another person.
- Willfully used force or violence upon the person of another (Victim did not hit aggressor back).
- Possessed, sold or furnished any firearm, knife, or other dangerous object.
- Possessed, used, sold, furnished or under the influence of an alcoholic beverage or intoxicant.
- Offered/arranged/negotiated to sell a controlled substance, then sold/delivered/furnished a substance in lieu of a controlled substance.
- Committed robbery or extortion.
- Caused or attempted to cause damage to private or school property (Value over \$100).
- Stole or attempted to steal private or school property.
- Possessed or used tobacco.
- Committed an obscene act or engaged in habitual profanity/vulgarity.
- Offered, arranged or negotiated to sell, or possessed any drug paraphernalia.
- Disrupted school activities/willfully defied school personnel in performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault.
- Harasses, threatened, intimidated or retaliated against a witness.
- Committed sexual harassment.
- Caused, attempted to cause, and threatened to cause an act of hate violence.
- Engaged in disruption of class work, invaded rights of pupil or groups of pupils by creating an intimidating or hostile environment.
- Made terrorist threats against school officials, property or both.

In the event of suspension, parents and pupils have the right to due process (Education Code 48911, 8914, 48915) and to review student's records. A parent conference with administration and student will occur before the student is readmitted to school.

Tactical Response

Scandia Elementary takes criminal incidents seriously. When an incident occurs, restoring order to the school community and ensuring the safety of students and staff is our top priority. Law enforcement are notified in accordance with Education Code [48902](#) and [49393](#). We notify Travis Air Force Base Security Forces when incidents occur in school. Administration conducts a thorough investigation and determines corrective action based on board policy, administrative regulations and education code.

Opioid Overdose

In response to the rising number of opioid related fatalities in the nation, state, and Solano County, Scandia Elementary school has staff trained in the identification of opioid exposure and in the

administration of an opioid antagonist medication such as Naloxone. In the event that any person on campus is suffering or is perceived to be suffering from an opioid overdose, school staff will call 911 while trained staff administer naloxone. Naloxone is available at each school site in Travis Unified School District.

Drug, Alcohol, and Vaping Intervention

Catch My Breath Studies show that youth are experimenting with vaping at younger ages. To support our students in making a decision to not vape, teachers are sharing four anti-vaping lessons with 6th grade students. These lessons are part of a program called [Catch my Breath](#) that is endorsed by the California Department of Education.

Additionally, Drug and Alcohol Intervention class are held at Golden West and led by teacher Mrs. Dailey. Administrators can refer students from any TUSD site. The 5-hour class covers the use of drugs and alcohol as well as smoking and vaping. The course requires students to participate in discussions on the usage of these substances both mentally and physically as well as the legal aspects of their use in adolescents.

Students with Disabilities

For the purposes of this section, students with special needs are those who cannot safely access and use the standard resources offered in disaster preparedness, relief and recovery, whether their disability is chronic or temporary. For individuals with special needs, physical environments become a great deal more hostile and difficult to deal with during and after an emergency. The ability to get to accessible exits and personal items may be reduced. To comply with statutes involving students with special needs, individuals responsible for evacuation and emergency operation plans, notification protocols, shelter identification, emergency medical care and other emergency response and recovery programs must:

- have sound working knowledge of the accessibility and nondiscrimination requirements applicable under Federal disability rights laws;
- know the special needs demographics of the students attending classes on site;
- involve students with different types of disabilities and staff and teachers in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that they may need during an emergency;
- consider emergency accommodations for those with temporary disabilities;
- identify existing resources within the school and local community that meet the special needs of these students; develop new community partners and resources, as needed;
- inform parents about the efforts to keep their child safe at school;
- identify medical needs and make an appropriate plan;
- determine transportation needs, special vans and buses for students;
- identify any necessary tools such as evacuation equipment or visual aids;
- include local responders and as appropriate assist in establishing a relationship between first responders and individual students with disabilities and their educational support staff.

SECTION 5 – CALIFORNIA EDUCATION CODE SECTION 32282

Our school follows procedures for complying with laws related to school safety, including but not limited to the following Board Policies, Administrative Regulations and other documents, which can be viewed in their entirety using the corresponding links [EC Sections 32282 (a)(2)(A) – 32282 (e)]:

- A. Child Abuse Reporting procedures ([BP 5141.4](#) and [AR 5141.4](#)) [EC Section 32282 (a)(2)(A)]
- B. Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following. [EC Section 32282 (a)(2)(B)]
 - i. Earthquake emergency procedures that include. [EC Section 32282 (a)(2)(B)(i)]
 - I. A school building disaster plan. [EC Section 32282 (a)(2)(B)(i)(I)]
 - II. A drop procedure. [EC Section 32282 (a)(2)(B)(i)(II)] Dates/Times of drop procedure drills held at least once each quarter in elementary; once each semester in secondary schools
 - III. Protective measures to be taken before, during and after an earthquake. [EC Section 32282 (a)(2)(B)(i)(III)]
 - IV. A program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures. [EC Section 32282 (a)(2)(B)(i)(IV)]
 - Travis USD Emergency Response Protocol
 - Emergency Response/Disaster Procedures (Document 1)
 - District Drill Schedule (Document 3)
 - ii. Establish procedures to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency. ([BP 1330](#) and [AR 1330](#)) [EC Section 32282 (a)(2)(B)(ii)]
- C. Suspension/Expulsion policies and procedures ([BP 5144.1](#), [AR 5144.1](#) and [AR 5144.2](#)) [EC Section 32282 (a)(2)(C)]
- D. Procedures to notify teachers of dangerous pupils ([BP 4158/4258/4358](#) and [AR 4158/4258/4358](#)) [EC Section 32282 (a)(2)(D)]
- E. Discrimination and Harassment Policy. Include hate crime reporting procedures and policies ([BP 4112.9/4212.9/4312.9](#), [BP 4119.11/4219.11/4319.11](#), [AR 4119.11/4219.11/4319.11](#), [BP 5145.3](#), [AR 5145.3](#) and [BP 5131.2](#)) [EC Section 32282 (a)(2)(E)]
- F. Schoolwide Dress Code, if it exists, including prohibition of gang-related apparel ([BP 5132/5136](#) and [AR 5132/5136](#)) [EC Section 32282 (a)(2)(F)]
- G. Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site ([BP 1250](#) and [AR 1250](#)) [EC Section 32282 (a)(2)(G)]
 - Safe Ingress and Egress Procedures (Document 2)
- H. A safe and orderly environment conducive to learning at the school ([BP 5137](#)) [EC Section 32282 (a)(2)(H)]
- I. Rules and procedures on school discipline ([BP 5144](#), [AR 5144](#) and [BP 5131](#)) [EC Section 32282 (a)(2)(I)]
- J. Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees. [EC Section 32282 (c)]

- K. Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Keep an updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public. [EC Section 32282 (d)]
- L. Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan. See (E) above ([BP 5131.2](#)) [EC Section 32282 (e)]

SECTION 6 – CALIFORNIA EDUCATION CODE SECTION 32286

- Each school shall adopt its comprehensive school safety plan by March 1, 2021, and shall review and update its plan by March 1, every year thereafter. [EC Section 32286 (a)]
- Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual [school accountability report card](#) prepared pursuant to Section 33126 and 35256. [EC Section 32286 (b)]

SECTION 7 – CALIFORNIA EDUCATION CODE SECTION 32288

This plan is submitted to the Student Services Department of the Travis Unified School District on **December 22, 2023** for approval by the Travis Unified School District Board of Education.

[EC Section 32288 (a)]

This Safety Plan was communicated to the public at a public meeting held at the school site on **November 28, 2023** [EC Section 32288 (b)(1)]

TUSD EMERGENCY RESPONSE PROCEDURES

Active Shooter: Sounds of gunfire. Announcement may be made over intercom.

- Try to remain calm, listen to ascertain if active shooter is within your vicinity, and determine whether to Run, Hide, or Fight.
- **Run:** If there is an escape path, attempt to evacuate yourself and students. Leave your personal belongings behind.
- **Hide:** If evacuation is not possible, hide. Lock and/or blockade the door. Close the blinds. Silence your cell phone and direct your students to do as well. Hide behind large objects. Remain very quiet.
- **Fight:** As a last resort, and only if you and your students' lives are in danger, attempt to incapacitate the shooter. Act with physical aggression. Improvise weapons.
- **When law enforcement arrives:**
 - Remain calm and follow instructions.
 - Keep your hands visible at all times.
 - Avoid pointing or yelling.
 - Know that help for the injured is on its way.

Air Pollution/Chemical Release: Announcement will be made over intercom.

- Staff will be notified to discontinue all athletic activity on campus.
- Call parents and dismiss students who are susceptible to respiratory problems.
- Turn off air intake systems by custodial staff or emergency responders.
- Follow shelter-in-place instructions (such as close doors/windows), if applicable.

Bomb Threat: Fire alarm will signal evacuation.

- Follow evacuation procedures.
- Students may return to class only when given the "All Clear" signal.
- **Students or staff may not remove any suspicious objects.**

Civil Disturbance on Campus: Announcement will be made over intercom.

Such an event would most likely occur if a large number of students caused a disturbance and refused efforts of administrators and teaching staff to maintain order. The following will take place:

A civil disturbance situation will be announced.

- Police will be contacted.
- Move disturbance to an isolated area, if possible. The administration will meet with concerned parties.
- Daily instruction will continue. Staff should attempt to persuade all uninvolved students to go to class. Teachers who have students in class will keep them until further notice.

Earthquake: Ground will start shaking. For drills: announcement will be made over intercom.

- Implement "Duck, Cover and Hold" (students and staff should take protective positions under desks or tables away from and with backs to windows).
- Fire alarm will sound if students need to be evacuated (see fire procedures).
- Students may return to class only when given the "All Clear" signal.

Evacuation/Fire: Fire alarm will signal. Specific information may be relayed by intercom, if applicable.

- Fire alarm will signal evacuation unless inoperable. A bullhorn or messenger will be used if the alarm is not functioning.
- Teachers will direct students to the evacuation area(s). Teachers will be the last person out of the room and will bring their roll books.
- Students are to line up by class (according to evacuation map) in a straight line during the entire emergency.
- Teachers are to take attendance quickly and return to the front of the line to account for missing students. Implement colored card coding system once attendance is taken.
 - **Green Status Card:** Everyone is ok and accounted for.
 - **Red Status Card:** Missing or extra student(s). Report missing students to administration.
 - **Red Cross on White Status Card:** Medical Attention Needed.
- Students may return to class only when given the "All Clear" signal.
- Students are not to be released unless instructed to do so by administration.
- Parent staging area should be established and communicated.

Lockdown – Police Activity in the area or Threatening Individual/Violent Intruder:
Announcement – "Lockdown" will be made over the intercom.

Procedure when students are outside:

- Teachers should direct students into any available classroom.
- If students scatter and run, teachers are to let them go.
- Staff will follow site Accountability Check of students outside or off campus.

Procedure when all students are in class:

- Teachers should check immediately outside their room to escort any students into their class.
- PE teachers are to direct their students to an indoor location.
- Teacher should lock the door, close and lock all windows, draw blinds, close drapes and turn off lights.
- Staff will complete site Accountability Check of all students in a designated classroom.
- If safe to do so, monitor e-mail for possible updates or further instructions.

Severe Windstorm/Tornado "FLOOD": Announcement will be made over the intercom including words "SEVERE WINDSTORM" or "TORNADO WARNING."

- All students remain in classrooms. If students are outside, they should report to class. If this emergency occurs at lunch, all students will go to open rooms (multiuse room, gymnasium).
- Teachers should shut all blinds and drapes. Do not close windows all the way.
- Students should stay away from windows and should turn their backs to them.
- Refrain from touching any downed electrical wires.
- If "**FLOOD**" occurs prior to schools opening, "School Messenger" will send out information.

Threat of Explosion/Gas Leaks/Aircraft Accident: Announcement will be made over the intercom.

- A Duck and Cover Command will be issued, or evacuation will be ordered with the fire alarm, depending on the situation.
- In the event of gas leak, teachers will be instructed to close all windows and to wait for further instructions.

Emergency Telephone Numbers

From an outside line CALL 911

Stay calm*Speak clearly*State your emergency*Give name/address*Allow dispatcher to direct conversation*Stay on phone

Travis Unified School District

Main Number (707) 437-4604

Non-emergency Police:

Sheriff/Fire (707) 784-7030
Fairfield Police/Fire Dept (707) 428-7300
Vacaville Police/Fire Dept (707) 421-7373
TAFB Military Police Desk (707) 424-2800 or (707) 424-2227

Emergency: Police/Fire/Sheriff/Medical 911
TAFB EMERGENCY (707) 424-4911
Cell Phone Emergency # - Fairfield (707) 428-7373
Cell Phone Emergency # - Vacaville (707) 449-5200

Poison Control (800) 876-4766
Gas/Power Failure (800) 743-5000
Red Cross (707) 429-3131

Tune in to Radio Frequencies TV for emergency broadcasts:

KUIC **95.3 FM**
KCRA **Channel 3**

It is the teacher's responsibility to ensure these safety procedures are followed. Teachers are required to keep accurate lists of students. Teachers are responsible for the safety of their students. Teachers shall refer to site emergency evacuation plan for designated evacuation locations.

August 10, 2016



LOCKOUT



LOCKDOWN



EVACUATE

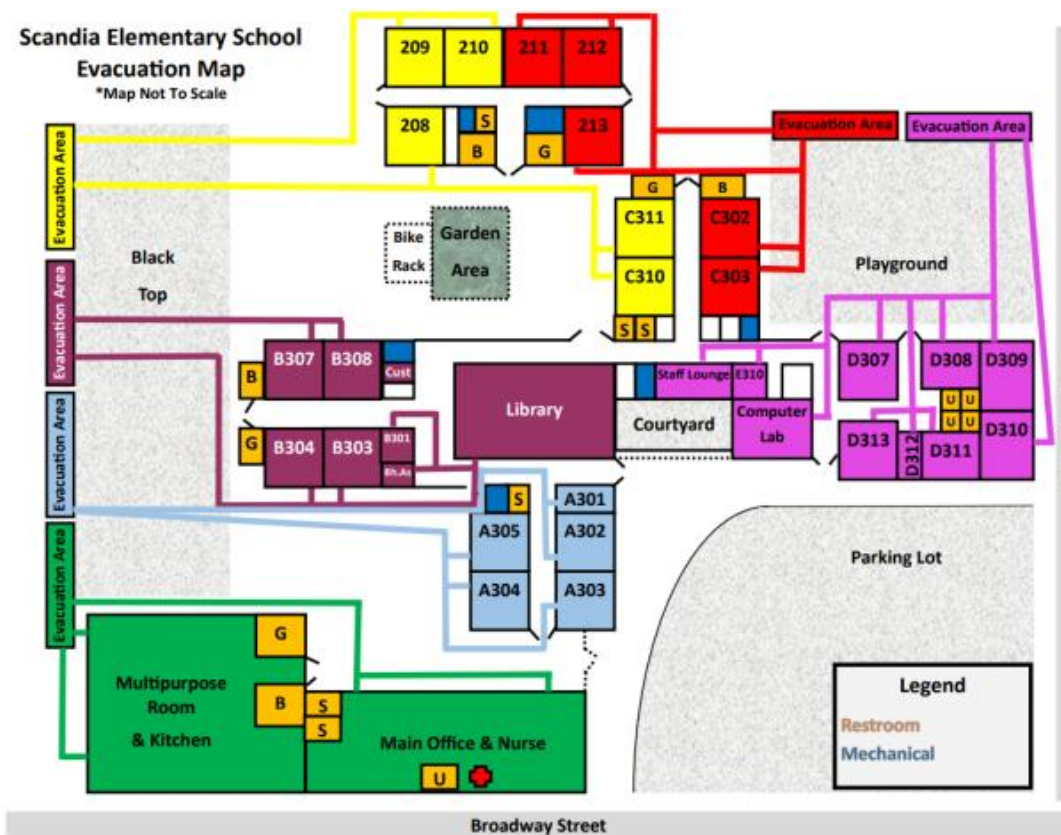


SHELTER

Safe Ingress and Egress Procedures

Ingress	Egress
<p>Traffic Flow</p> <ul style="list-style-type: none"> • Vehicles will reach and leave Scandia by traveling Northwest or Southeast on Broadway. • Cars enter the parking lot using the Southeastern entrance and leave by the Northwestern exit. • Busses enter the parking lot by the Southeastern entrance and leave by the Northwestern exit. 	
<p>Before School:</p> <ul style="list-style-type: none"> • Students and parents enter at the school front gate main entrance on Broadway Street or from the back gate of the school on Wyoming. • Parents drop off their students using the drop off/pick-up lane. • Buses enter from Broadway and drop off students on the sidewalk in front of the main gate of school. • Students enter the school through the front gate and attend the breakfast program or move around to the sides of the school to enter the designated location where the students participate in JumpStart. • Kindergarten students who attend Youth Center, leaders will bring students directly to the Kindergarten classrooms. • Kindergarten students are also escorted to classrooms after breakfast by school staff. • Students enter their classrooms through the outside classroom doors or module doors based on classroom location. 	<p>After School</p> <ul style="list-style-type: none"> • Students riding the bus proceed to the bus zone through the front gate utilizing the school sidewalk. • Students being picked up by parents exit at the school front gate main entrance on Broadway Street or the back gate of the school on Wyoming. Kindergarten students meet at exit classroom doors of parking lot. • Students can walk with bikes/ scooters and exit front gate. And MUST use crosswalk to cross street. • Kindergarten students who attend the Youth Center after school program meet their leaders outside the Kindergarten classroom door. • Youth Center After School Program for Grades 1-6 also meet outside the MPR for dismissal and transportation to the TAFB Youth Center and exit main gate. During inclement weather Youth Center students meet in MPR with their leaders. • Parents pick up their students using the drop off/pick-up lane. • Parent may use the 15-minute visitor spots • Parents may not double-park in the parking lot. • Parents must walk their children to and from the car when in the parking lot using crosswalk.
<p>Dropping off Students During the School Day:</p> <ul style="list-style-type: none"> • Parents may park in the visitor's spot in school parking to bring in students that are tardy. Children should not be unattended in vehicle. • Parents/ students will enter through the Administration building main door into the lobby of the office. • Students are signed in at the office and receive a pass to the classroom. • Students then proceed to their classroom through the Admin side door to their designated classroom module. • Kindergartners are escorted to their individual classroom by a staff person. 	<p>Picking Up Students During the School Day:</p> <ul style="list-style-type: none"> • Parents park in the school parking lot 15-minute visitor's spots and come to the Administration office to sign out their children. • The office calls the classroom for the student. • The student meets the parents at the office lobby located in the Administration building. • Parents are not to go directly to a classroom to pick up children leaving early.

See Addendum Safe Ingress and Egress Procedures in the Event of an Emergency



DOCUMENT 3

2023-2024 Emergency Safety Drill Schedule

Fire	Lockdown	Earthquake
August 30		
September 22		
October 12	October 30	
November 13		October 19
December 14		
January 16		
February 22		
March 11		
April 29		
May 14		
June 3		

