

# 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

## Travis Education Center

Principal: Janelle Preston

Governing Board Approval Date: February 6, 2024

**SECTION 1 – CALIFORNIA EDUCATION C/ODE 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 plan is reviewed and submitted to the Fairfield Fire Department.

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: **TEC School Site Council**

**Council/Committee Members [EC Section 32281 (b)(2)]:**

<b>Name</b>	<b>Position</b>	<b>Role</b>
Janelle Preston	Administrator	Secretary
Carol Roye	Parent	Member
Vacant	Parent	Member
Dee Donaldson	Community Member	Member
Mercedes Reed	Student	Member
Janiya Lacy	Student	Member
Julie Spaulding	Teacher	Member
Doug Ivie	Teacher	Chair
Rhonda Hopson	Teacher	Member
Elizabeth Urabe	Counselor	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 the Fairfield Fire and Police Departments [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)]:*

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

- [California School Dashboard](#)
- [SARC Report Card](#)
- [Dataquest](#)
- [LCAP](#)

Most Current Attendance:

<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
84.31%	85%	91.72 (10/30/23)

Most Current Discipline Referrals

<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
31	30	9

Most Current Suspension Rate

<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
8 (at home sus.)	14 (class sus.) / 5 (at home sus.)	2 (class sus.) / 4 (at home sus.)

**SECTION 4 – CALIFORNIA EDUCATION CODE SECTION 32282 (A)(2)**

*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:

**Tactical Response:** TEC takes criminal incidents seriously. When an incident occurs, restoring order to the school community and ensuring the safety of students and staff is the top priority. Law enforcement are notified in accordance with Education Code [48902](#) and [49393](#). Administration conducts a thorough investigation and determines corrective action based on board policy, administrative regulations, and education code.

As issues arise around any incidents that occur that impact potential safety of students/staff the administrator and/or TUSD student services (if appropriate) would work on a process for reintegration of students and families. This would often take place in a meeting with all stakeholders to develop an action plan moving forward.

**Opioid Exposure:** In response to the rising number of opioid related fatalities in the nation, state, and Solano County, TEC has staff trained in the identification of opioid exposure and in the administration of an opioid antagonist medication. 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.

**SRO – School Resource Officer, SSS – Student Support Specialist, SSW – School Social Worker, ABW- A Better Way, MTSS – Multi-Tiered System of Support, PBIS – Positive Behavior Support System**

<b>Objectives (Specific)</b>	<b>Goals (general)</b>	<b>Activities</b>	<b>Individuals Responsible</b>	<b>Resources</b>
Identify students who need emotional and/or mental health support and connect them with resources.	Increase school safety and support mental health and wellbeing	Conduct IEP/504 assessments Refer to students to SRO as appropriate Refer students to counselor or School Psychologist or School Social Worker as appropriate. Utilize services from <b>A Better Way</b> . Implement PBIS Tier II MTSS Referral form to determine needs i.e. as Check-in, Check-out Referral to <b>Care Solace</b> for counseling services as appropriate	Case manager/ Counselor Administrator Counselor Admin. SSS MTSS Tier II team Counselor Teachers/Staff SSS/ Counselor	Time SRO A Better Way partnership and School Social Worker Team Care Solace service Teachers and district funding for Ripple Effects Partnership w/SCOE

		<p>Use of SEL curriculum to provide students with information regarding wellness in various areas in life</p> <p>Train students on how to best use Wellness Center and activities</p> <p>Allow students to use Wellness Center</p> <p>Review Wellness Center data to follow up on frequent visitors</p> <p>School Crisis Team trained in SIS screener and use of Mobile Crisis Team through SCOE</p> <p>Keep MSW services at least 1 day a week</p> <p>Parent meetings as concerns come up</p> <p>Be vigilant in reporting written work or art that may be of a safety concern</p> <p>Refer students to Student Support Specialist and school counselor as needed</p> <p>Encourage use of the on-line resource for students to report information related to student who may need mental health support (STOPiT)</p> <p>Train students on how their brain works (stress responses) and implement mindfulness practices</p>	<p>SSW and Counselor</p> <p>Staff</p> <p>MTSS Tier II team</p> <p>SSW will train Crisis Team (Counselor, Admin, SSS)</p> <p>Admin.</p> <p>Counselor/Staff Teachers/Staff</p> <p>Teachers teach in guidance beginning of the year and again on National See Something Say Something day</p> <p>SSW &amp; ABW</p> <p>SSW, ABW, Counselor Admin., Counselor, &amp; Case manager</p>	<p>Time and SSW</p> <p>SSW time given from Student Services</p> <p>Time Link on website</p> <p>Time in the Spring during guidance</p> <p>Time in May</p>
--	--	--	--	--

		<p>Recognize Mental Health month and promote wellness strategies with students</p> <p>Utilize the IEP Process, 504 Process, SST Process, SART Process, the Placement Review Board, and SARB to connect students with appropriate accommodations and resources, as needed.</p>		
<p>Have a concise process and procedure to investigate and assess possible targeted behavior threat.</p>	<p>Ensure students and staff are safe from potential threat of harm, Having a tactical response</p>	<p>Participate in district training that support identification of potential threat.</p> <p>Use staff meeting to review what to look for in writings, drawings, social media of concerning behaviors</p> <p>Incorporated the National #See SomethingSay Somethingday and show video during guidance and inform students where to find StopIt link to report any concerns</p> <p>If a potential threat is reported go through appropriate steps to investigate:</p> <ol style="list-style-type: none"> <li>1. Gather information</li> <li>2. Determine/ Partner with appropriate stakeholders i.e. Student Services</li> </ol>	<p>Administrator</p> <p>Administrator</p> <p>Teachers</p> <p>Administrator</p>	<p>Training provided by district</p> <p><b><i>Recognizing Behaviors of Targeted Violence &amp; Threat</i></b></p> <p>Information from training</p> <p>Incorporate time in Guidance on 9/25 Video on YouTube from City of Brea <b><i>See Something, Say Something/ Students</i></b></p> <p>Time</p>

		<p>Director, SRO, Parents etc.</p> <p>3. Investigate and collaborate to determine safety risk</p>		
Intervene/Report incidents of bullying	Reduce Bullying and support skill development for conflict management	<p>Continue with a School Ambassador Group (students and staff) to keep connected with issues on campus</p> <p>Identify bullying behavior and address it appropriately</p> <p>Social Workers can provide AntiBullying awareness during Safety month of October which includes cyber bullying</p> <p>Partner with SRO for cyber bullying information</p> <p>Encourage students and families to use the on-line resource for students to report information related to bullying. (STOPiT)</p> <p>Continue to offer opportunities to learn about the implications for bullying within the context of lessons in English and appropriate elective classes and cover during Ripple Effects lesson</p>	<p>Counselor/ SSS</p> <p>Counselor/SSS/ Admin.</p> <p>SSW/ ABW</p> <p>Admin. or Counselor, SRO</p> <p>Teach in guidance beginning of the year and again on National See Something Say Something day</p> <p>Parents are also encouraged to use</p> <p>Teachers Students Parents Teachers/Staff Staff &amp; leadership and art class</p>	<p>Calendared Time</p> <p>Time</p> <p>SRO Time</p> <p>Staff time; maintain website and respond when issues are reported on-line.</p> <p>Class time Ripple effects</p> <p>Class time Calendared time/ staff time TED</p>

		<p>Bring awareness of cell phone usage and social media and their impacts on health and wellness</p> <p>Recognize the various months that promote awareness ie. Mental Health, Safety, Suicide Prevention, Great Kindness Challenge</p>		<p>talks around social media</p> <p>Time</p>
<p>Provide educational resources for students regarding the impact of drug and alcohol use</p>	<p>Reduce the use of drugs and alcohol</p>	<p>Build opportunities to learn about the implications for drug/alcohol use within the context of lessons in English, Science and appropriate elective classes, i.e. Health</p> <p>Arrange for guest speakers to present information to students regarding implications for drug and alcohol use</p> <p>Use specific Anti-Vaping curriculum in Health and Biology</p> <p>Implementation of Red Ribbon week activities</p> <p>Refer students to district's Drug Intervention Program as needed</p> <p>Provide routine morning "check-in" for students who are</p>	<p>All staff</p> <p>Health teacher</p> <p>Biology and Health teacher</p> <p>Counselor/SSW/SSSAdmin. Referral through MTSS team/SSS</p>	<p>Time</p> <p>Speakers</p> <p>Time in class curriculum provided by SCOE through <b><i>Standford's You and Me, Together Vape-Free &amp; Catch my Breath</i></b></p> <p>Time</p> <p>YVape program access and District Drug/Alcohol class As needed</p>



		suspected as new drug/alcohol users		
In response to the rising number of opioid related fatalities in Solano County, TEC has staff trained in the identification of opioid exposure and in the administration of an opioid antagonist medication.	Ensure that various staff members are trained to identify possible opioid exposure and provide medication.	Any person on campus is suffering or is perceived to be suffering from an opioid overdose, school staff will call 911 while trained staff give naloxone. Naloxone is available at each school site in Travis Unified School District.	Trained staff members to administer Naloxone  District Nurse provides year training to interested staff on how to administer Naloxone	Time to setup training at the start of the year  Naloxone located where AED is stored
PBIS implementation	Teach schoolwide expectations through positive means in order to reduce behavior incidents	Attend trainings and workshops to keep validity of the program  Collect data to review and measure progress using the PBIS Fidelity Inventory at the end of the year  Award of character cash  Maintain student store  Work with leadership/TEC ambassadors to maintain buy-in  Review codes of conduct at least quarterly with students  Keep PBIS Handbook up to date and Use to review staff and student expectations	PBIS team and staff  PBIS Team  Staff  SSS  Counselor/SSS Teachers PBIS team, Admin	Partnership with SCOE to keep accountability  Time dedicated to implementation and review  Time to distribute  Donations  TEC Ambassador meetings  Time in guidance and posters  Time in staff meetings and handbook for all
Maintain supervision	Reduce all incidents of inappropriate behavior	Teachers will actively monitor their classes, using proximity to	Teachers	Teacher time

		<p>supervise student behavior</p> <p>The Student Support Specialist and Campus Monitor will supervise campus before school, during breaks, during lunch, and after school and throughout the day</p> <p>Teachers will increase their visibility during the scheduled class breaks</p> <p>Teachers will not leave students unsupervised in the classrooms</p> <p>Principal, Student Support Specialist, and campus monitor will monitor students during lunch to prevent students from accessing unsupervised areas</p> <p>During lunch have engaging activities for student to stay occupied</p>	<p>Campus Monitor SSS</p> <p>Teachers Principal, SSS, and Campus Monitor</p> <p>SSS and Campus Monitor</p>	<p>Student Support Specialist &amp; Campus Monitor</p> <p>Teachers time</p> <p>Time Activity supplies and sports equipment</p>
Continue opportunities for students to feel connected at school	Improves students feeling connected	<p>Provide additional opportunities for students to be involved with school activities and school governance (TEC Ambassadors &amp; leadership)</p> <p>Implementation of Fun Fridays, March Madness</p>	<p>All staff</p> <p>Staff</p>	<p>Time</p> <p>Student ambassadors</p> <p>Teachers</p> <p>Time</p>
Increase spirit wear on campus	Improve school spirit and pride	Make spirit wear available to purchase	All staff	Merchandise
Include parents in more activities	Increase family engagement	Invite parents to events during the school day, including	Teachers Admin. SSS	Time

		<p>some Fun Friday events</p> <p>Keep parents informed with weekly updates via parent square</p> <p>Stay up to date with Webpage, FB, IG</p> <p>Parent Orientations prior to start of school</p> <p>Slides available on website for parents</p>	<p>Admin. and SSS</p> <p>Admin.</p>	<p>Various times allotted before the start of school maintained website</p> <p>Time before 1<sup>st</sup> day of school, make available on website</p>
<p>Campaign the use of the Parent Square App</p>	<p>Increase family communication /info. sharing</p>	<p>At orientation train parents on how to use parent square &amp; Aeries, will provide One-on-one assistance</p>	<p>Admin.</p>	<p>Time</p>

<b>Objectives</b>	<b>Goal</b>	<b>Activities</b>	<b>Individuals Responsible</b>	<b>Resources</b>
Request for grounds to place gravel or cover behind BBall courts	Improve safety for students during PE and lunch	Resubmit request to district facilities supervisor	Principal	District funds Maintenance Time
Request an intercom system for campus or paging system via phones	Improve student safety during emergency situations	Submit request to district facilities supervisor, IT and CBO	Principal	District funds Maintenance Time
Install automatic door openers or "buzz-in" button	Increase accessibility for wheelchairs and added layer of safety	Submit request to district facilities supervisor	District	District funds and time
Request maintenance for ceiling tile replacements for rainy season	Improve student safety keep tiles from sagging & water leaking in classes	Submit request to district facilities supervisor	District	District funds Maintenance Time
Permanent shade structures	Improve student safety and comfort for eating and time spent outside	Submit request to district facilities supervisor, waiting for new shade	District	District funds Maintenance Time
Fencing to enclose entire campus	Improve safety and maintain a more secure campus	Ongoing item on District's facility master plan	District	District funds Maintenance Time

## 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)]
- c) Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees. [EC Section 32282 (c)]
- d) 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)]
- e) 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, 2024, and shall review and update its plan by March 1, every year thereafter. [EC Section 32286 (a)]
- Commencing in July 2024, 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 was submitted to the Student Services Department of the Travis Unified School District on 11/15/23 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 11/1/2023. [EC Section 32288 (b)(1)]

## DOCUMENT 1

### **TUSD EMERGENCY RESPONSE PROCEDURES**

Active Shooter: Sounds of gunfire. Announcement may be made over Radio and Panic Button Alarm

- 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:**
  - o Remain calm and follow instructions.
  - o Keep your hands visible at all times.
  - o Avoid pointing or yelling.
  - o Know that help for the injured is on its way.

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

- 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.
- Follow shelter-in-place instructions (such as close doors/windows), if applicable.

**Bomb Threat:** Fire alarm will signal evacuation. *If evacuation is indicated.*

- Students or staff may not remove any suspicious objects.

<u>Receiving Threats:</u>	<u>Response Protocol:</u>
<ul style="list-style-type: none"> <li>• Phone: keep caller on line, gather info re: location, timing of the bomb, person(s) responsible. Note gender, age, voice features, background noises.</li> <li>• Mailed/Written: handle letter, note or package as little as possible.</li> <li>• Electronic (ex: e-mail, text): do not delete message.</li> </ul>	<ul style="list-style-type: none"> <li>• Call 911 immediately.</li> <li>• Promptly report threat or suspicious package to Administrator.</li> <li>• Place written threat into envelope, note where &amp; by whom it was found.</li> <li>• Turn off 2-way radio equipment located in threatened building.</li> <li>• Public safety officials or school staff may conduct bomb search.</li> <li>• School staff shall not handle any explosive or incendiary device.</li> <li>• If evacuated, do not reenter threatened building until cleared to do so.</li> </ul>

**Civil Disturbance on Campus:** Announcement will be made over Radios.

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 Bullhorn.

- 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 Radio, 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 bring phones, 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:**

<p><b>Lockdown</b> (Locks, Lights, Out of Sight)                  Announcement – "Lockdown" will be made over the Radio                  Lock perimeter doors, close and lock all windows, draw blinds, and turn off lights.</p> <ul style="list-style-type: none"> <li>• Move away from sight.</li> <li>• Do not open door.</li> <li>• Maintain silence; silence cell phones that are on person.</li> <li>• Take attendance.</li> <li>• Listen for further instructions.</li> </ul> <p><b><u>If students are outside:</u></b></p> <ul style="list-style-type: none"> <li>• Direct students into any available classroom/indoor location.</li> <li>• If students scatter and run, let them go</li> </ul>	<p><b>Lockout</b> (Secure the Perimeter)                  Announcement – "Lockout" will be made over the Radio</p> <ul style="list-style-type: none"> <li>• Bring everyone indoors.</li> <li>• Lock perimeter doors.</li> <li>• Increase situational awareness.</li> <li>• Keep all students/staff in classroom.</li> <li>• Staff can continue to teach/work in locked classrooms/offices.</li> <li>• Take attendance.</li> <li>• Contact school office if staff/students need to use restroom. Admin will confirm with police it is safe to do so prior to authorizing temporary release from class.</li> </ul>
--	--

**Severe Windstorm/Tornado "FLOOD":** Announcement will be made over the Radio

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.

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

- 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**

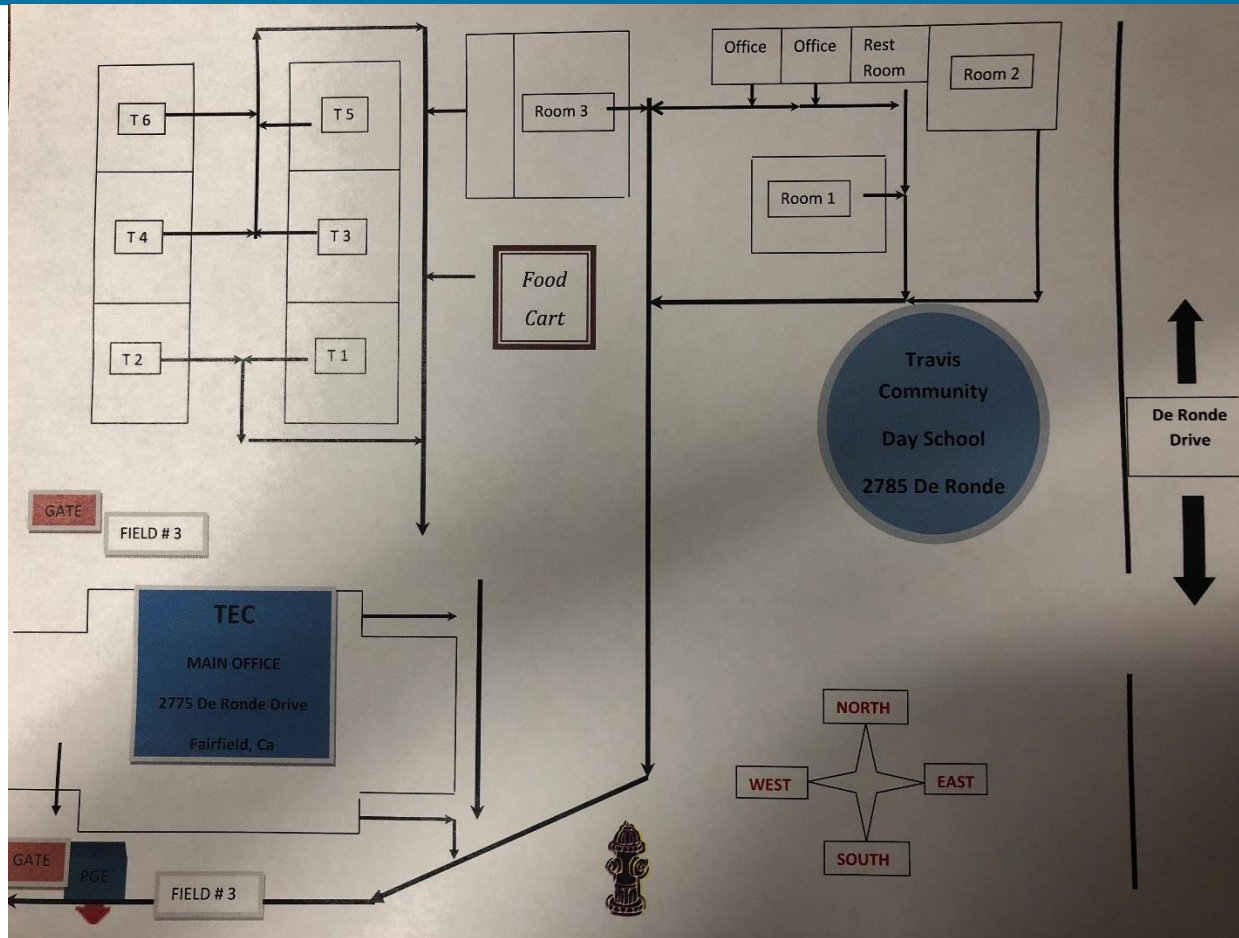
\*Stay calm\*Speak clearly\*State your emergency\*Give name/address\*Allow dispatcher to direct conversation\*Stay on phone\*

### Travis Unified School District

**Main Number . . . . . (707) 437-4604**

Emergency: Police/Fire/Sheriff/Medical . . . . . 911  
 Cell Phone Emergency # - Fairfield . . . . . (707) 428-7373  
 Cell Phone Emergency # - Suisun . . . . . (707) 421-6622  
 Cell Phone Dispatch # - Solano County Sheriff . . . . . (707) 421-7090  
 Poison . . . . . (800) 876-4766  
 Gas/Power Failure . . . . . (800) 743-5000  
 Red Cross . . . . . (707) 438-7060  
 Non-emergency Police:  
 Fairfield Police/Fire Dept . . . . . (707) 428-7300 Suisun Police Dept . . . . . (707) 421-7373  
 TAFB Military Police Desk . . . . . (707) 424-3293  
 Fairfield-Suisun Unified School District - Central Office Main Number . . . . . (707) 399-1201  
 Tune in to Radio Frequencies for emergency broadcasts: KUIC . . . . . 95.3 FM

## DOCUMENT 2



All students, staff, and visitors, evacuate to the south side of the TEC building based on the arrows in the map above.

The schools are equipped appropriately for accessibility (for persons of all abilities) and provide adequate space for the population.

## DOCUMENT 3

### Emergency Drills

Fire Drills	Sept 7
	Feb 6
Earthquake Drill	Oct 19
	Apr 11
Intruder Drill/ Lockdown	Sep 21
	March 19