

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

Vanden High School

Principal: Kristin Shields

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: Leadership Team/School Site Council

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

School Site Council

Name	Position	Role
Kristin Shields	School Principal	Chair
Chris Carter	Parent	Member
Holly Trejo	Parent	Member
Jaymond O’Quinn (12 th)	Student	Member
Layla O’Quinn (11 th)	Student	Member
Kaitlyn Kang (11 th)	Student	Member
Malika (Zero) Minhas (10 th)	Student	Member
Sydney Oyedeji Montgomery (10 th)	Student	Member
Lilyana Atkinson (9 th)	Student	Member

Tracy Rech	Counseling Tech	Member
Carrie Nast	Science Teacher	Member
Brent Manuel	CTE Teacher	Member
Anna Paivinen	English Teacher	Member

Additional Committee Members

Name	Position	Role
Diane Johnson	Administrator/Assistant Principal	Member
Sheila McCumber	Administrator /Assistant Principal	Member
Keedrick Gardner	Administrator/Assistant Principal	Member
Renee Brasher	SPED Teacher	Member
Shauna Carr	Math Teacher	Member
Rafael Gavidia	Social Worker	Member
Ashly Henry	Counselor	Member
Eira Santos	Classified Employee	Member
Michael Lopez	Social Science Teacher	Member
Jim Marianno	Activities Director	Member
Lisa McFadden	CTE Teacher	Member
Tyrell Espy	Student Support Specialist	Member
Sean Murphy	Athletic Director	Member

Carrie Nast	Science Teacher	Member
Heather Post	MFLC (Military Family Life Counselor)	Member
Catherine Rivera	World Languages Teacher	Member
Julie Russo Kumler	Librarian/English Teacher	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 and Vacaville Police Departments [EC Section 32281 (b)(3)].

Resources such as “I Love U Guys” Foundation, Sandy Hook Promise and The Complete Crisis Communication Management Manual for Schools - National School Public Relations Association were utilized in the development of this plan.

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 – [DataQuest Chronic](#) / [Dataquest Truancy](#)
 - Attendance rate (2022-23) – 92.35%
- Discipline referral/ Suspension / Expulsion data - [DataQuest Suspension](#) / [DataQuest Expulsion](#)
 - Discipline Referrals (2022-23) – 1,108
 - Suspensions (2022-23) – 137
 - Expulsions (2022-23) -- 0

22-23 Suspension Data:

School of Incident	Ed Code Violation	Ed Code Violation Description	Incidents
Vanden	48900(a)(1)	Caused, attempted to cause, or threatened to cause physical injury to another person.	24
Vanden	48900(a)(2)	Willfully used force or violence upon the person of another, except in self-defense.	19
Vanden	48900(c)	Unlawful possessed, used, sold or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind.	20
Vanden	48900(g)	Stolen or attempted to steal school property or private property.	2
Vanden	48900(h)	Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.	27

Vanden	48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity.	7
Vanden	48900(k)(1)	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.	26
Vanden	48900(r)	Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.	5
Vanden	48900.4	A pupil enrolled in any of grades 4-12 inclusive, may be suspended from school or recommended for expulsion if the Superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effort of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.	2
Vanden	48900.7	A pupil may be suspended from school or recommended for expulsion if the Superintendent or the Principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.	3
Vanden	48915(a)(1)(B)	Possession of any knife or other dangerous object of no reasonable use to the pupil.	1
Vanden	48915(a)(1)(C)	Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.	

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 Leadership Team/School Site Council on: November 13, 2023

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:

Vanden High School serves 1,622 students who live in Fairfield, Vacaville, and on Travis AFB. The school has a high graduation rate (98.2%), and approximately 39% of its students are socioeconomically disadvantaged. The school is implementing MTSS, both academic and mental health supports, to maintain a high level of student success, improve school climate and increase school safety (strategies summarized below).

Objective	Goal	Individuals Responsible	Actions
Increase supervision on campus	<p>Increase school safety</p> <p>Make restrooms safe and usable for all students</p>	Campus monitors, admin, student support specialists, SRO, noon lunch duty	<p>Conduct campus-wide supervision and campus security.</p> <p>Employment of surveillance camera improvements.</p> <p>Use of lunch duty campus monitors</p> <p>Hired a second Student Support Specialist</p> <p>Installation of vape sensors and implementation of a restroom use system</p> <p>Enforcing the “No Door Dash” policy during school hours</p>
Identify students at risk for mental health issues	Increase safety, increase academic achievement, improve school climate and student interactions	All staff	<p>Meet with parents and students to identify concerns</p> <p>Constructed a CARE team</p> <p>Refer students to School Social Worker, intern Social Worker, A Better Way and MFLC. These staff members then provide service to students or connections with services available in the community</p> <p>Identify students with or who need IEP assessment</p>
Increase opportunities for students to feel connected to school	Increase school safety and increase academic and decrease the occurrence of bullying.	All staff, Link Crew students and anchored for Life	<p>Link Crew program utilized to help incoming student have successful transition into the school community.</p> <p>School Clubs and Sports</p>

Increase opportunity for student achievement	Increase safety and academic achievement.	Credentialed staff Student and staff tutors	Identify students struggling academically and behaviorally and utilize the PTC/ SST/504/IEP process to increase success. Identify students to participate in Guidance class. Analyze data to identify students most at risk and connect them to a mentor on campus. Tutoring program
Decrease behavioral interventions by establishing and maintaining positive school culture	Increase school safety, attendance, and academic achievement.	All staff	Implement PBIS Tier I and Tier II, utilize the PTC/SST/504/IEP process, and connect students to SSW and other mental health supports. Green ticket system for rewarding students who exemplify Core Values Anti-vaping program Drug and Alcohol prevention classes MFLC/SSW Tier 1 conflict resolution training for all PE classes (9 th and 10 th graders) and to targets extra-curricular groups (JROTC, Band, Drama, Robotics, Aca Deca)
Develop and practice protocols for safety drills (fire, lockdown, lockout, earthquake, and other disasters)	Increase school safety	All staff	Educate staff on procedures and execute drills.
Provide Tier 1 health and wellness	Provide health education lessons to all 9 th graders	Health TOSA	9 th graders attend weekly health class during scheduled PE period.

<p>education to students</p>	<p>Provide Tier 1 anti-vaping and other health education topic training to all students</p> <p>Tier 3 Anti-Vaping education for students identified as nicotine dependent</p>	<p>Health TOSA</p> <p>Student Support Specialist</p>	<p>Health TOSA does push-in lesson on identified topics</p> <p>After school anti-vape lessons with Student Support Specialist</p>
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Tactical Response: *Vanden High School* 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.

Opioid Overdose: In response to the rising number of opioid related fatalities in the nation, state, and Solano County, *Vanden High School* 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.

Vanden High School Discipline Matrix 2023-2024

The following consequences are established with the principle of progressive discipline in mind, ensuring a systemic approach that begins with milder repercussions and escalates accordingly to address and correct student behavior.

	Consequences
1st Tardy	Teacher may assign classroom consequences
2nd Tardy (same class)	Teacher may assign classroom consequences. Teacher contacts parent
3rd Tardy (same class)	1day administrative detention assigned by teacher
4th Tardy (same class) and for each additional tardy	Referral to Administration 1 day Saturday School/Tardy contract

	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE & BEYOND
Leaving Class Under False Pretenses	1 Detention	2 Detentions	1 Saturday School Admin Conference
Class cuts (1 period)	1 Detention	2 Detentions	Admin conference/ 1 Saturday School
Class cut after 3 tardies to the same class	1 Saturday School	1 Saturday School	Admin conference/ 1 Saturday School
Class cuts (Multiple periods)	1 Saturday School	2 Saturday Schools	Admin conference/ 2 Saturday Schools
Dress Code Violation	Verbal Warning/Reminded of Dress Code Policy Change of clothes & Teacher/administrator records violation in Aeries Parent/Guardian Notification 1 Detention	Verbal Warning/Reminded of Dress Code Policy Change of clothes & Teacher/administrator records violation in Aeries Parent/Guardian Notification 1 Saturday School Admin Conference	Verbal Warning/Reminded of Dress Code Policy Change of clothes & Teacher/administrator records violation in Aeries Parent/Guardian Notification 2 Saturday Schools Admin Conference

<p>Cell Phone / Electronic Devices</p> <p>* The administration reserves the right to confiscate electronic devices from students who disrupt the learning environment or fail to comply with staff instructions and/or the electronic devices policy.</p>	<p>Verbal Warning</p> <p>Student must put device away</p>	<p>Verbal Warning</p> <p>Student must put device away</p> <p>1 After School</p>	<p>Verbal Warning</p> <p>Student must put device away</p> <p>1 Saturday School</p> <p>Parent conference</p> <p>Administrative Discretion.</p>
<p>Use of Cell phone/ camera/ other device in locker room or restroom</p>	<p>Referral to the administrative office (no warning necessary)</p> <p>Possible School Resource Officer involvement</p> <p>Saturday School assigned</p>		
<p>COMPUTER USAGE LEVEL 1</p> <p>Examples (but not limited to):</p> <ul style="list-style-type: none"> Gaming Software piracy. Unauthorized downloading of files/software Use of AI Tools to get unauthorized help on class work or homework Unauthorized use of personal communication/email 	<p>Computer use privileges will be revoked for 5 to 15 school days</p>	<p>Computer use privileges will be revoked for 5 to 15 school days</p> <p>1 Saturday School</p>	<p>Computer use privileges will be revoked for 5 to 15 school days</p> <p>2 Saturday Schools</p>
<p>COMPUTER USAGE: LEVEL 2</p> <p>Examples (but not limited to):</p> <ul style="list-style-type: none"> Hacking (single computer systems) Tampering with a computer's security system Distribution of another's password Use of profanity, vulgarity, or disrespectful language (includes messages to request the opening of blocked Internet sites) 2 or more Level 1 violations 	<p>1 Saturday School</p> <p>Teacher classroom consequences</p>	<p>2 Saturday Schools</p> <p>Teacher classroom consequences</p> <p>Loss of all possible credit</p>	<p>3 Saturday Schools</p> <p>Teacher classroom consequences</p> <p>Loss of all possible credit</p>
<p>COMPUTER USAGE: LEVEL 3</p> <p>Examples (but not limited to):</p> <ul style="list-style-type: none"> Pornography Threats Harassment Hacking (Internet/Network) Distribution and/or use of system password Modifying/Deleting Another Person's Data or Files 	<p>Computer privileges will be withdrawn for the semester or for 9 weeks (approximately 2 months), whichever is longer.</p>	<p>Computer privileges are revoked for the rest of the semester or 9 weeks (about 2 months) (whichever is greater)</p> <p>School Resource Officer involvement</p> <p>1 Saturday School</p>	<p>Computer privileges are revoked for the rest of the semester or 9 weeks (about 2 months) (whichever is greater)</p> <p>School Resource Officer involvement</p> <p>2 Saturday Schools</p>

<p>Academic Dishonesty: LEVEL 1 [Homework & Classwork] Examples (but not limited to):</p> <ul style="list-style-type: none"> • Copying • Copying classwork or homework • Providing work to another student without teacher authorization • Plagiarism of classwork 	<p>Teacher/ Classroom Consequences</p> <p>Possible Detention</p>	<p>1 Saturday School</p>	<p>1 Saturday School Detention</p> <p>*Additional Level 1 infractions will result in <u>two additional Saturday Schools per offense</u>*</p> <p>Administrative Discretion for Further Consequences</p>
<p>Academic Dishonesty: LEVEL 2 Homework & Classwork] Examples (but not limited to):</p> <ul style="list-style-type: none"> • Copying • Copying classwork or homework • Providing work to another student without teacher authorization • Plagiarism of classwork 	<p>1 Saturday School</p>	<p>2 Saturday Schools</p> <p>Loss of <u>ALL</u> Possible Credit</p>	<p>2 Saturday Schools</p> <p>Loss of <u>ALL</u> Possible Credit</p> <p>Administrative Discretion for Further Consequences</p>
<p>Academic Dishonesty: LEVEL 3 [Stealing tests] Examples (but not limited to):</p> <ul style="list-style-type: none"> • Stealing a test • Selling a test • Receiving a stolen test • Electronically or digitally copying a test • Changing a grade in the grade database (Also violates Level 3 Computer Use Contract) 	<p>Loss of credit for test copied, stolen, or received</p> <p>Possible Loss of TUSD (Travis Unified School District) Technology and Internet Access</p> <p>School Resource Officer Notified</p>	<p>Loss of credit for test copied, stolen, or received</p> <p>Loss of TUSD Technology and Internet Access</p> <p>Teacher Consequence</p> <p>School Resource Officer Notified</p> <p>Possible Suspension</p>	<p>Loss of credit for test copied, stolen, or received</p> <p>Loss of TUSD Technology and Internet Access</p> <p>Teacher Consequence</p> <p>School Resource Officer Notified</p> <p>Possible suspension</p> <p>Administrative discretion for further consequences</p>
<p>Leaving School Ground without a Pass</p>	<p>1 Saturday School</p>	<p>2 Saturday Schools</p>	<p>Admin Discretion</p> <p>SARB Referral</p>
<p>Saturday School: <u>No Show</u></p>	<p>2 Saturday Schools</p> <p>Possible loss of privilege to attend</p>	<p>Admin Discretion</p> <p>Possible loss of privilege to attend</p>	<p>Admin Discretion</p> <p>Possible loss of privilege to attend</p>

	Extracurricular Activities	Extracurricular Activities	Extracurricular Activities
After School Detention: <u>No Show</u>	1 Detention	1 Saturday School Possible loss of privilege to attend Extracurricular Activities	2 Saturday Schools Admin Discretion Possible loss of privilege to attend Extracurricular Activities
On Another School's Campus During School Hours and/ or Causing a Disruption at Another Campus	Administrative Discretion		
Confrontation Between 2 or more Students (Non-Physical)	Administrative Discretion; No Contact Contract; Conflict Resolution		
Excessive and/or Inappropriate display of Affection (PDA)	Warning	1 Detention	1 Detention
Failure to Give Name to School Official	1 Detention	Administrative Discretion	
Failure to Report to Office When sent by a Staff Member	1 Detention	Administrative Discretion	
Forgery	1 Saturday School	Service Resource Officer/Administrative discretion	
Gambling	1 Saturday School School Resource Officer Involvement	School Resource Officer Involvement Administrative Conference	School Resource Officer Involvement Administrative Conference referral to SARB
Horseplay* with physical contact (may also be considered violation of ED 48900.(a) and result in suspension)	Verbal Redirection/ Correction	1 Detention	2 Detentions Administrative Discretion
Contraband/ Possession of Items Disruptive to the campus	Item Confiscated 1 Detention	Item Confiscated 1 Saturday School	Item Confiscated Administrative Discretion
Profanity Directed at (or in relation to) a Staff Member	Detention, Saturday School, Community Service, Restorative Process at the Discretion of Admin		
Profanity / Vulgarity	1 Detention	Detention, Saturday School, Community Service, Administrative discretion	
Pulling Fire Alarm	School Resource Officer Involvement/ Restitution/ Administrative Discretion/ Possible Referral to SARB		
Refusal to Disperse	School Resource Officer Involvement/ Administrative Conference/ Restitution		
Refusal to Give Up Prohibited Item	School Resource Officer Involvement/ Administrative Conference/ Restitution		
Safety Violation in Class	1 Detention	1 Saturday School	Administrative Discretion

Use of Laser Pen	Confiscation/ School Resource Officer involvement/ Administrative Discretion
Vandalism/ Destruction of Property	Restitution /community Service/ Administrative discretion/ Possible School Resource Officer Involvement

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, 2000, 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 was submitted to the Student Services Department of the Travis Unified School District on December 13, 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 council on December 11, 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 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.
- Follow shelter-in-place instructions (such as close doors/windows), if applicable.

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

Receiving Threats:

- **Phone:** keep caller on line, gather info re: location, timing of the bomb, person(s) responsible. Note gender, age, voice features, background noises.
- **Mailed/Written:** handle letter, note or package as little as possible.
- **Electronic (ex: e-mail, text):** do not delete message.

Response Protocol:

- Call 911 immediately.
- Promptly report threat or suspicious package to Administrator.
- Place written threat into envelope, note where & by whom it was found.
- Turn off 2-way radio equipment located in threatened building.
- Public safety officials or school staff may conduct bomb search.
- School staff shall not handle any explosive or incendiary device.
- If evacuated, do not reenter threatened building until cleared to do so.

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: bring phones; 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.
- 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.



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER

Lockdown (Locks, Lights, Out of Sight)

Announcement – “Lockdown” will be made over the intercom

- Lock perimeter doors, close and lock all windows, draw blinds, and turn off lights.
- Move away from sight.
- Do not open door.
- Maintain silence; silence cell phones that are on person.
- Take attendance.
- Listen for further instructions.

If students are outside:

- Direct students into any available classroom/indoor location.
- If students scatter and run, let them go.

Lockout (Secure the Perimeter)

Announcement – “Lockout” will be made over the intercom

- Bring everyone indoors.
- Lock perimeter doors.
- Increase situational awareness.
- Keep all students/staff in classroom.
- Staff can continue to teach/work in locked classrooms/offices.
- Take attendance.
- 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

Severe Windstorm/Tornado: 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.

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**Fairfield**

Emergency.....911
 Cell..... (707) 428-7373
 Sheriff/Fire.... (707) 421-7090

Non-Emergency

Police/Fire..... (707)428-7300
 Sheriff/Fire.... (707)784-7030

Vacaville

Emergency.....911
 Cell..... (707) 421-6622
 Sheriff/Fire.... (707) 421-7090

Non-Emergency

Police/Fire..... (707) 421-7373
 Sheriff/Fire.... (707)784-7030

Travis AFB

Emergency.... (707) 424-4911
 Cell..... (707) 424-4911

Non-Emergency

Military Police Desk... (707) 424-2800
 or (707) 424-2227
 Sheriff/Fire.... (707)784-7030

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

Travis Unified School District Main Number (707) 437-4604

Tune in to Radio Frequencies 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.



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER

v2 11.6.19

Vanden High School Tentative Drill Schedule

Fire/Evacuation Drill:

September 13, 2023

Lock Down:

October 17, 2023

Earthquake Drill:

October 19, 2023

Lock Down:

January 25, 2024

Fire/Evacuation Drill:

February 15, 2024

Lock Down:

March 21, 2024