

# 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 Elementary School

Principal: Lindsay Dalske

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)]:**

<b>Name</b>	<b>Position</b>	<b>Role</b>
Lindsay Dalske	Principal	Member
Amy Porquez	Teacher	Member
Nickie Cunningham	Teacher	Vice Chair
Pamela George	Classified Employee	Secretary
Tierra Ekstrom	Parent	Chair
Nary Hoffman	Parent	Member
Aki Amos	Parent	Member
Wendy Zhao	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 the Travis Air Force Base Security Forces [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 Dashboard](#)
- [Dataquest](#)
- [LCAP](#)
- [SARC](#)

Most Current Attendance:

**2022-2023 Average Attendance Rate:** 93.51%

### Discipline Data:

School of Incident	Ed Code Violation	Ed Code Violation Description	Incidents
Travis	48900(a)(1)	Caused, attempted to cause, or threatened to cause physical injury to another person.	5

## 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)]

Travis Elementary 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.

In response to the rising number of opioid related fatalities in the nation, state, and Solano County, Travis Elementary 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.

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

[Behavior Expectations](#)      [Discipline Flowchart](#)

Social Climate			
Goal	Action Items/ Activities	Person Responsible	Resources
Emotional Support/Mental Health & Wellbeing	Establish Multi-Tiered System of Support (MTSS)/Tier 2 staff team	Admin	
	Training on Multi-Tiered Systems of Support	Admin and Teachers	
	Implement Tier 2 strategies including social skills groups, check-in/check-out, self-regulation charts	Admin, TOSA, school psychologist, intervention specialist, teachers	
	Staff Trainings such as Suicidal Ideation Screener (SIS) training	School Social Worker	SSW
	Continued use of wellness center	Admin, TOSA, Student Support Specialists	
	Student referral to Care Solace	Admin	Care Solace Service
	Student referral to MFLC	Admin	MFLC
	SEL/Social Skills groups	TOSA/SSW Intern	Curriculum
	Social-Emotional Lessons	Teachers	Second Step
	De-escalation Strategies Training	District Behaviorist	
School Connectedness	Spirit Days	Student Council	
	Awards: -attendance -reading achievement -academic growth	Admin, Teachers	Recognition awards

	<p>-character trait of the month recognition</p> <p>Student leaders in morning "Team Time"</p> <p>Student Leadership opportunities:          -Student Council          -Play works Junior Coaches          -Transition Team          -Buddy program</p>	<p>Admin, Teacher</p> <p>Admin, Teachers, MTSS Team</p>	
PBIS implementation	<p>PBIS team/admin/district provides ongoing professional learning</p> <p>Grade alike teams develop lessons within the school-wide expectations</p> <p>Teachers teach lessons</p> <p>Staff distribute Falcon Talons to acknowledge behavior</p> <p>School expectations reviewed after each break</p> <p>School expectations on posters throughout campus</p> <p>School expectations posted in each classroom</p>	<p>Teachers and Admin</p> <p>Teachers</p>	<p>Poster printing</p>
Family Involvement	<p>Foster collaboration between parent groups (PTO, Site Council) and staff through monthly meetings</p> <p>Establish new events and bring back past events</p> <p>Regular communication through weekly updates, social media posts and the school website</p> <p>Weekly newsletter</p> <p>Regular principal/parent coffee chats</p>	<p>Admin, parent groups and staff</p> <p>Teachers</p> <p>Admin</p>	

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Physical Climate			
Goal	Action Items/Activities	Person Responsible	Resources
Maintain a safe and functional physical campus	Repair fire alarm so it communicates with emergency services.	Admin, Maintenance	District funds
	Repair areas of blacktop asphalt	Maintenance	District funds, maintenance time
	Provide ongoing trainings and drills to practice emergency procedures (such as Active Shooter)	Admin, Law Enforcement Agencies	
	Repair parking lot lights	Maintenance	District Funds Site Funds
	Fencing to enclose campus (open area near bus stop)	Maintenance	
	Replace padlocks on exterior gates and provide keys to all staff	Admin, Custodial	District Funds
	Replace broken blinds that do not close properly	Maintenance	Site Funds
	Replace missing Lockbloks	Office Staff	Site Funds
	Maintain radios for all staff	Teachers, Office Staff	

**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)(III)]
      - 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 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)]

## DOCUMENT 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.
- 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.

Receiving Threats:	Response Protocol:
<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 (email/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 radio.

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 radio, if applicable.

- Fire alarm will signal evacuation unless inoperable. A bullhorn or radios 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 – (Locks, Lights, Out of Sight) Police Activity in the area or Threatening Individual/Violent Intruder:**

<p><b>Lockdown (Locks, Lights, Out of Sight)</b>          Announcement – "Lockdown" will be made over the Intercom and Radios.          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><i>If students are outside:</i></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 (Secure the Perimeter)</b>          Announcement – "Lockout" will be made over the intercom and Radios.</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 teacher/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 if it is safe to do so prior to authorizing temporary release from class.</li> </ul>
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**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:

TAFB Military Police Desk . . . . . (707) 424-2800 or (707) 424-2227

Sheriff/Fire . . . . . (707) 784-7030

Fairfield Police/Fire Dept . . . . . (707) 428-7300

Vacaville Police/Fire Dept . . . . . (707) 421-7373

**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



LOCKOUT



LOCKDOWN



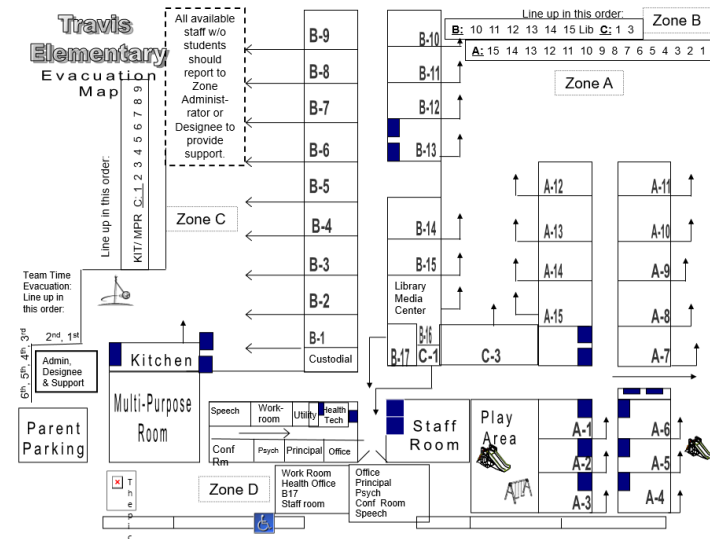
EVACUATE



SHELTER

# DOCUMENT 2: SAFE INGRESS AND EGRESS PROCEDURES

Due to limited visitor parking, all students must be dropped off and picked up using the car drive-thru located in the staff parking lot, identified by the painted lane. Each student has a unique number that must be displayed in the car's front windshield. Students will be released to the car from the multi-purpose room.



*Travis Elementary  
Emergency Drill Schedule  
2023-24 School Year*

<b>Date</b>	<b>Type of Drill</b>
8/29, 9/21, 10/5, 11/9, 12/14, 1/16, 2/22, 3/11, 4/29, 5/14, 6/3	Fire Drill
10/19, 2/8	Earthquake
11/7, 3/28	Lockdown/Lockout