

**Twin Hills Union School District
Board of Trustees Regular Meeting
November 14, 2024
Agenda**

November 14, 2024

Location: Apple Blossom Elementary Room #13

OPEN SESSION 4:30pm

ADA Compliance

In compliance with Government Code § 54954.2(a), the Twin Hills Union School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Acts of 1990 (42 U.S.C. § 12132), and the federal rules and regulations adopted in implementation thereof.

Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Laurie Brown, Administrative Assistant, Twin Hills Union School District, 700 Watertrough Rd, Sebastopol, CA 95472 Telephone (707) 823-0871.

AB2449 Virtual Meeting Requirements: Board Member and members of the public attending virtually must disclose whether any individual 18 years or older are present in the same room and the nature of the relationship. Zoom instructions are on page 3.

All open session documents distributed to the Board of Trustees are available for public review in the Twin Hills Union School District Office. The agenda is available at www.twinhillsusd.org.

- | | |
|--|-------------|
| 1. Call to Order | 4:30 |
| A. Flag Salute | |
| B. Roll Call/ Establishment of Quorum | |
| 2. Approval of Agenda | Action 4:32 |
| 3. Approval of Minutes: | Action 4:33 |
| A. Regular Meeting of October 10, 2024 | |
| B. Special Meeting of October 28, 2024 | |
| 4. Open Session | 4:35 |

PUBLIC COMMENT

The Board values constructive community comments and welcomes your participation in the democratic process. The President may choose to limit comments on any topic if substantial numbers of people wish to address the Board. Public comments deemed by the Board President to be unrelated to district business or are offensive or hateful will not be permitted.

NON-AGENDA ITEMS: Anyone wishing to address the Board on any topic not listed on the agenda should make a request to the Board President at this time. The President will recognize those who desire to speak, allocating each speaker a maximum of 3 minutes. Please be advised that the Board may not discuss a topic not on the agenda although they may ask brief clarifying questions. Members of the public may also submit written or video-recorded comments to the Superintendent no later than 5:00 p.m. the day before the board meeting and have those comments communicated at this time.

**Twin Hills Union School District
Board of Trustees Regular Meeting
November 14, 2024
Agenda**

AGENDA ITEMS: If you wish to address the Board on a topic listed on the agenda, the Board President will offer an opportunity for public comment following the Board discussion on the topic.

- | | | |
|---|--------|------|
| 5. Consent | Action | 4:40 |
| The following items are presented for overall approval: | | |
| A. Donation Report | | |
| B. Payroll and Expenditures | | |
| C. Purchase Order Report | | |
| D. Employment: See attached exhibit for details | | |
| E. Williams Settlement Quarterly Report July – September 2024 | | |
| F. RESIG 2023-24 Public Self-Insurer’s Annual Report | | |
| 6. Administrative Reports | | 4:50 |
| A. Twin Hills School District, Anna-Maria Guzman, Ed.D., Superintendent | | |
| B. Erin Elliott, Principal, Apple Blossom Elementary School | | |
| C. Shawna Whitestone, Principal, Twin Hills Charter Middle School | | |
| D. Monthly Financial Report, Patty Nosecchi, Business Manager | | |
| 7. Board Reports | | 5:10 |
| Congratulations to Terry Beck, Michael Ost, and Rebecca Houghton on their appointments as if elected to the Twin Hills Union School District Board of Trustees. This process, known as “appointment in place of election,” occurs when the number of candidates equals the number of available seats, eliminating the need for a formal election. | | |
| 8. Request Approval of Budget Updates | Action | 5:25 |
| 9. Request Approval of Safety Plans: | Action | 5:30 |
| A. Apple Blossom Elementary School | | |
| B. Twin Hills Charter Middle School | | |
| C. Orchard View Charter School | | |
| D. SunRidge Charter School | | |
| 10. Request Approval of Overnight Field Trips | Action | 5:40 |
| A. Apple Blossom, 5 th Grade, Westminster Woods, March 12 – 14, 2025 | | |
| 11. Closed Session | | 5:45 |
| A. Public Comment: At this time members of the public may express opinions or make statements regarding items in the Closed Session. | | |
| Action may not be taken on statements or testimony made regarding any | | |

Zoom instructions on page 3

**Twin Hills Union School District
Board of Trustees Regular Meeting
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item not on the Agenda. In the interest of time, there will be a limit of two minutes placed on each individual making a statement. Comments for closed session are limited to ten minutes per item.

B. Public Employee Performance Evaluation: Superintendent
[Gov. Code § 54957]

C. Return to Open Session and report on any action in Closed Session.

12. Adjournment

6:30

Dr. Anna-Maria Guzman, Twin Hills USD is inviting you to a scheduled Zoom meeting.

Topic: November Board Meeting

Time: Nov 14, 2024 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://twinhillsusd-org.zoom.us/j/86063944592>

Meeting ID: 860 6394 4592

One tap mobile

+16468769923,,86063944592# US (New York)

+16469313860,,86063944592# US

Dial by your location • +1 646 876 9923 US (New York) • +1 646 931 3860 US • +1 301 715 8592 US

(Washington DC) • +1 305 224 1968 US • +1 309 205 3325 US • +1 312 626 6799 US (Chicago) • +1 386

347 5053 US • +1 408 638 0968 US (San Jose) • +1 507 473 4847 US • +1 564 217 2000 US • +1 669 444

9171 US • +1 669 900 6833 US (San Jose) • +1 689 278 1000 US • +1 719 359 4580 US • +1 253 205 0468

US • +1 253 215 8782 US (Tacoma) • +1 346 248 7799 US (Houston) • +1 360 209 5623 US

Meeting ID: 860 6394 4592

Find your local number: <https://twinhillsusd-org.zoom.us/j/86063944592>

**TWIN HILLS UNION SCHOOL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
October 10, 2024
MINUTES**

1. The Board Meeting was called to order at 4:30 pm by President Ost.
 - A. Flag salute
 - B. Roll Call: Trustee Moise absent.
2. Motion to approve agenda with movement of Item 5D to separate item by Trustee Harding and Second by Trustee Beck. Approved 4-0.
3. Motion to approve the minutes of the Regular meeting of September 12, 2024, by Trustee Houghton and Second by Trustee Beck. Approved 4-0.
4. Open Session.
5. Motion to approve consent items A, B, C, E by Trustee Harding and Second by Trustee Houghton. Approved 4-0.
Motion to approve consent item D by Trustee Beck and Second by Trustee Houghton. Approved 4-0.
6. Administrative reports including safety report by Dr. Guzman and Bill Welch, LCAP goals for OV and SR involving absenteeism and educational choices.
7. Board of Trustees reports including Ad Hoc Committee work.
8. Motion to approve 2024-25 Orchard View High School Adopted Textbook list by Trustee Harding and Second by Trustee Beck. Approved 4-0.
9. Closed Session. Returned to Open Session with nothing to report
10. Adjournment at 7:05pm.

Respectfully submitted,

Anna-Maria Guzman, Ed.D.
Recording Secretary to the Board of Trustees

Approved:

John Moise, Board Clerk

Michael Ost, Board President

**TWIN HILLS UNION SCHOOL DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING
October 28, 2024
MINUTES**

- A. The Board Meeting was called to order at 4:00 pm by Trustee Harding.
 - 1. Roll Call. President Ost and Trustee Moise absent. Pledge of Allegiance.
- B. Public Comment on Closed Session.
- C. Closed session.
- D. Reconvened to open session with no action to report.
- E. Public Comment on Open Session
- D. Adjournment 4:35pm.

Respectfully submitted,

Anna-Maria Guzman, Ed.D.
Recording Secretary to the Board of Trustees

Approved:

John Moise, Board Clerk

Michael Ost, Board President

TWIN HILLS UNION SCHOOL DISTRICT

Consent Calendar: Acceptance of Donations

OCTOBER 1 THROUGH OCTOBER 31, 2024

Date Received	Donor	Amount	Purpose
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District 53, Fund 01: Apple Blossom Elementary School /General District

10/15/24	Various Families	848.00	Teacher Designated Funds
10/10-21/24	Various Families	\$31,538.32	Walk-Jog Athon: Instructional Assist wages and benefits
<u>Total</u>		<u>\$32,386.32</u>	

District 53, Fund 03: Twin Hills Charter Middle School

<u>Total</u>		<u>\$0.00</u>	
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District 53, Fund 09: Orchard View Charter School

<u>Total</u>		<u>\$0.00</u>	
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District 53, Fund 12: Apple Blossom After School Program

<u>Total</u>		<u>\$0.00</u>	
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District 21, Fund 09: SunRidge Charter School

10/01-31/24	Various families	\$25,189.33	Pledges/specialty pgm 2024-25
<u>Total</u>		<u>\$25,189.33</u>	

Thank you to all our donors, your support is greatly appreciated.

Note: Generally, donations are recorded here when funds are deposited to SCOE account.

Donations marked * have not yet been deposited to SCOE.

{Date Received may actually be date deposited to bank or SCOE}

For the November 14, 2024 board meeting.

Checks Dated 10/01/2024 through 10/31/2024

Board Meeting Date November 14, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2056277	10/04/2024	Affronti, Jude	324.19
2056278	10/04/2024	Apple Inc.	3,837.83
2056279	10/04/2024	Atamaniuk, Andy	35.00
2056280	10/04/2024	CA Poets in the Schools	1,127.50
2056281	10/04/2024	Douglas, Liat	70.74
2056282	10/04/2024	Alhambra	64.92
2056283	10/04/2024	Elliott, Erin	27.98
2056284	10/04/2024	Greene, Janet	1,575.00
2056285	10/04/2024	Roberts Mechanical & Elect Inc	7,413.64
2056286	10/04/2024	T-Mobile	160.00
2056287	10/04/2024	T-Mobile	88.29
2056288	10/04/2024	National Academy of Athletics	8,060.00
2056289	10/04/2024	ODP Business Solutions, LLC	1,075.31
2056290	10/04/2024	Pace Supply Corp.	494.85
2056291	10/04/2024	Pacific Gas & Electric	831.55
2056292	10/04/2024	Rising Phoenix Psych Ed Svcs	17,640.00
2056293	10/04/2024	Rosewurtz, Jennie	35.00
2056294	10/04/2024	Sebastopol Hardware Center	100.36
2056295	10/04/2024	Sill, Kathy	136.90
2056296	10/04/2024	Stehling, Stefan	2,300.00
2056297	10/04/2024	Sylvan Learning Center	420.00
2056298	10/04/2024	Edclub, Inc.	754.25
2056299	10/04/2024	Vogen, Sarah	30.00
2056300	10/04/2024	West County Transport. Agency	110.20
2056301	10/04/2024	Zoom Video Communications Inc.	2,772.64
2057694	10/11/2024	Benchmark Education Company	14,812.50
Unpaid Tax			106.25
Expensed Amount			14,918.75
2057695	10/11/2024	Revolution Foods PBC	30,029.70
2057696	10/11/2024	Kyocera Document Solutions Northern CA , Inc.	261.62
2057697	10/11/2024	Dienamics	351.41
2057698	10/11/2024	Recology Sonoma Marin	1,032.39
2057699	10/11/2024	Recology Sonoma Marin	518.57
2057700	10/11/2024	Mountain Fresh Spring Water	52.50
2057701	10/11/2024	Employment Development Dept.	670.32
2057702	10/11/2024	Guzman, Anna	44.10
2057703	10/11/2024	Higgins, Brian	200.00
2057704	10/11/2024	Humphrey, Ann	2,349.62
2057705	10/11/2024	Redwood Lock, Inc.	484.92
2057706	10/11/2024	Starfall Education Foundation	355.00
2057707	10/11/2024	Mobile Modular Mgmt Corp.	1,929.00
2057708	10/11/2024	ODP Business Solutions, LLC	2,408.38
2057709	10/11/2024	Terminix Processing Center	151.86
2057710	10/11/2024	Terminix Processing Center	89.00
2057711	10/11/2024	Terminix Processing Center	83.00
2057712	10/11/2024	Sill, Kathy	116.19
2059130	10/18/2024	ACSA	949.00
2059131	10/18/2024	ATT	349.33
2059132	10/18/2024	ATT	30.25

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



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Checks Dated 10/01/2024 through 10/31/2024

Board Meeting Date November 14, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2059133	10/18/2024	ATT	125.89
2059134	10/18/2024	ATT	181.78
2059135	10/18/2024	ATT	30.42
2059136	10/18/2024	ATT	30.42
2059137	10/18/2024	Kyocera Document Solutions Northern CA , Inc.	440.46
2059138	10/18/2024	Kyocera Document Solutions Northern CA , Inc.	634.38
2059139	10/18/2024	Department Of Justice	228.00
2059140	10/18/2024	Alhambra	116.36
2059141	10/18/2024	EverBank, N.A.	332.01
2059142	10/18/2024	Brady Industries, LLC	2,715.00
2059143	10/18/2024	Savvas Learning Company LLC	2,835.00
2059144	10/18/2024	Mystery Science Inc.	3,455.73
2059145	10/18/2024	Mondragon, Joana	30.00
2059146	10/18/2024	ODP Business Solutions, LLC	3,434.78
2059147	10/18/2024	OTC Brands Inc.	456.14
2059148	10/18/2024	NCS Pearson Inc.	420.00
2059149	10/18/2024	FHEG Santa Rosa Junior College	56.49
2059150	10/18/2024	Collin, Mark	253.02
2059151	10/18/2024	Twin Hills Usd Afterschool Pgm	4,498.82
2059152	10/18/2024	Zoo-phonics, Inc.	414.70
2060408	10/25/2024	BMO Bank N.A.	3,475.27
2060409	10/25/2024	Benchmark Education Company	462.15
2060410	10/25/2024	PresenceLearning, Inc.	6,145.60
2060411	10/25/2024	Alpha Analytical Laboratories	1,679.00
2060412	10/25/2024	Flyers Energy LLC	224.76
2060413	10/25/2024	Terminix Processing Center	175.00
2060414	10/25/2024	Terminix Processing Center	89.00
2060415	10/25/2024	TCI	7,479.95
2060416	10/25/2024	West County Transport. Agency	6,639.97
2060417	10/25/2024	Zoo-phonics, Inc.	99.00
2061119	10/30/2024	Bellefeuille, Adonna	30.00
2061120	10/30/2024	Bolt, Dennis	856.00
2061121	10/30/2024	Chambara, Maxwell	15.34
2061122	10/30/2024	Cirimele, Terri	142.46
2061123	10/30/2024	Sud, Anil	1,000.00
2061124	10/30/2024	Kyocera Document Solutions Northern CA	1,967.68
2061125	10/30/2024	Shura, Samantha	5,031.25
2061126	10/30/2024	Guzman, Anna	136.97
2061127	10/30/2024	Higgins, Brian	554.76
2061128	10/30/2024	T-Mobile	160.00
2061129	10/30/2024	Huynh, Nicole	126.00
2061130	10/30/2024	LaLonde, Therese	523.64
2061131	10/30/2024	SHI International Corp.	3,209.32
2061132	10/30/2024	ODP Business Solutions, LLC	398.88
2061133	10/30/2024	Ohlin, Sally	461.75
2061134	10/30/2024	Sequoia Landscape Materials	2,792.65
2061135	10/30/2024	Sheedy, Nathan	79.31
2061136	10/30/2024	Sill, Kathy	52.69
2061137	10/30/2024	Ventris Learning LLC	574.18

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



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Checks Dated 10/01/2024 through 10/31/2024

Board Meeting Date November 14, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2061138	10/30/2024	Walsh, Colleen	13.04
2061139	10/30/2024	Weeks Drilling & Pump Co.	782.50
2061140	10/30/2024	Zago, Caroline	181.19
5479628	10/10/2024	Sally Ohlin	461.75 *

Cancelled on 11/01/2024

Total Number of Checks 100 173,465.27

	Count	Amount
Cancel	1	461.75
Net Issue		173,003.52

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	65	98,689.20
03	Charter School: Twin Hills	31	15,844.54
09	Charter School Fund: Orchrd Vw	19	22,422.94
12	Child Development Fund	9	5,700.88
13	Cafeteria Fund	2	30,452.21
Total Number of Checks		99	173,109.77
Less Unpaid Tax Liability			106.25
Net (Check Amount)			173,003.52

Total Expenditures October 2024

Total Vendor Warrants, October 31, 2024	\$	173,003.52
Payroll: October 10, 2024 Supplemental		16,258.49
Payroll: October 31, 2024 Regular		595,102.83
Total PR & Expenditures	\$	784,364.84

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ERP for California

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Checks Dated 10/01/2024 through 10/31/2024			Board Meeting Date November 14, 2024
Check Number	Check Date	Pay to the Order of	Check Amount
2056063	10/04/2024	Allen, Trisha	9.68
2056064	10/04/2024	Gosling, Maria	185.16
2056065	10/04/2024	Oberti-Rinn, Beatrice	203.40
2056066	10/04/2024	Pace Supply Corporation	38.49
2056067	10/04/2024	Terminix Processing Center	141.00
2056068	10/04/2024	EdClub, Inc.	668.05
2056069	10/04/2024	Wells Fargo Vendor Fin Serv	393.30
2056070	10/04/2024	Zoom Video Communications Inc.	360.00
2057566	10/11/2024	Andy's Produce Market	905.59
2057567	10/11/2024	Revolution Foods PBC	12,907.71
2057568	10/11/2024	Colby-Sereano, Heather	277.90
2057569	10/11/2024	Recology Sonoma Marin	682.61
2057570	10/11/2024	Employment Development Dept.	161.62
2057571	10/11/2024	Brady Industries, LLC	775.41
2057572	10/11/2024	McKenzie, Laurie	32.50
2057573	10/11/2024	Open Up Resources	5,282.25
2057574	10/11/2024	Rodriguez, Ana	220.99
2057575	10/11/2024	Russell, Katharine	453.73
2057576	10/11/2024	Sebastopol Hardware Center	710.34
2057577	10/11/2024	Smith, Snowma	135.00
2058895	10/18/2024	Anova Center for Education	6,393.41
2058896	10/18/2024	ATT	272.74
2058897	10/18/2024	Department Of Justice	96.00
2058898	10/18/2024	Imagine Learning LLC	1,125.00
2058899	10/18/2024	Redwood Lock, Inc.	553.13
2058900	10/18/2024	Plumfield Academy	5,292.65
2058901	10/18/2024	Sebastopol City of	3,729.88
2058902	10/18/2024	Sebastopol City of	2,172.36
2058903	10/18/2024	Tombe Realty, Inc.	18,586.61
2058904	10/18/2024	Kyocera Document Solutions	205.23
2060233	10/25/2024	Allen, Trisha	92.03
2060234	10/25/2024	Allison, Esther	145.35
2060235	10/25/2024	BMO Bank N.A.	707.49
2060236	10/25/2024	Kyocera Document Solutions Northern CA	89.95
2060237	10/25/2024	Gosling, Maria	166.29
2060238	10/25/2024	PG&E	79.22
2060239	10/25/2024	Tel Con Communications	783.21
2060240	10/25/2024	Prosser, Sasha	302.27
2060241	10/25/2024	Thomasson, Theresa	325.47
2060242	10/25/2024	Thurber, Dale	275.22
2060861	10/30/2024	Kyocera Document Solutions Northern CA	811.96
2060862	10/30/2024	Davey, Kara	156.53
2060863	10/30/2024	Fircrest Market	852.64
2060864	10/30/2024	Heacock, Molly	30.00
2060865	10/30/2024	Plumfield Academy	3,114.69
2060866	10/30/2024	ODP Business Solutions, LLC	533.53
2060867	10/30/2024	H & M Landscape Materials	302.62
2060868	10/30/2024	Rodriguez, Ana	71.34
2060869	10/30/2024	Riverside Community Care	500.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

 ERP for California

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Checks Dated 10/01/2024 through 10/31/2024

Board Meeting Date November 14, 2024

Check Number	Check Date	Pay to the Order of	Check Amount
2060870	10/30/2024	Wells Fargo Vendor Fin Serv	395.10
Total Number of Checks			50
			72,706.65

Fund Recap

Fund	Description	Check Count	Expensed Amount
09	General Fund (charter Schools)	50	72,706.65
Total Number of Checks		50	72,706.65
Less Unpaid Tax Liability			.00
Net (Check Amount)			72,706.65

Total Expenditures October 2024

Total Vendor Warrants, October 31, 2024	\$	72,706.65
Payroll: October 10, 2024 Supplemental		3,131.44
Payroll: October 31, 2024 Regular		165,228.19
Total PR & Expenditures	\$	241,066.28

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Description

Includes Purchase Orders dated 10/01/2024 - 10/31/2024			Board Meeting Date November 14, 2024			
PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
P25-00231	BMO Bank N.A.	PO #8134 - TH PAPER SHREDDER	2THS	03	State Lottery	34.87
P25-00232	Bolt, Dennis	PO #8192 - BUSINESS CARDS	7DSW	01	Unrestricted/no	856.00
P25-00233	BMO Bank N.A.	PO #8194 - DO STAMPED ENVELOPES	9DSO	01	Unrestricted/no	905.20
P25-00234	BMO Bank N.A.	PO #8133 - TH STAMPED WINDOW ENVELOPES	2THS	03	Unrestricted/no	1,345.60
P25-00235	DocuSign, Inc. Lock	PO #8193 - DOCUMENT SIGNING SRVC	7DSW	01	Special Educati	3,565.00
P25-00236	Kyocera Document So	PO #8132 - TH RISO INK	2THS	03	State Lottery	66.90
P25-00237	NCS Pearson Inc.	PO #8175 - Q-INTERACTIVE LICENSE & DAL MHS-EDUC	7DSW	01	Special Educati	420.00
P25-00238	OTC Brands Inc.	PO #8142 - AB WJOG BRACELETS	1ABS	01	Walk-a-thon, Jo	456.14
P25-00239	Roberts Mechanical	PO #8207 - AB RM 15 HVAC REPAIRS	1ABS	14	Unrestricted/no	7,561.00
P25-00240	West County Transpo	PO #8195 - SPEC ED TRANSPORTATION	7DSW	01	Unrestricted/no	20,000.00
Total						35,210.71

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ERP for California

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Description

Includes Purchase Orders dated 10/01/2024 - 10/31/2024				Board Meeting Date November 14, 2024		
PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
P25-00092	Zoom Video Communic	PO #8140 - ZOOM EDUC ANNUAL	4HAY	09	State Lottery	360.00
P25-00093	EdClub, Inc.	PO #7984 - SR TYPING CLUB LICENSES	4HAY	09	Unrestricted/no	668.05
P25-00094	H & M Landscape Mat	PO #8101 - SR TOPSOIL	4HAY	09	Unrestricted/no	302.62
P25-00095	Kyocera Document So	PO #8103 - SR COPIER STAPLES	4HAY	09	State Lottery	89.95
P25-00096	ODP Business Soluti	PO #8163 - SR M.S. MATH SUPLS	4HAY	09	Other Local	90.41
P25-00097	ODP Business Soluti	PO #8206 - SR COPY PAPER	4HAY	09	State Lottery	443.12
P25-00098	Riverside Community	PO #8189 - SR SOS LICENSE	4HAY	09	Learning Recov	500.00
P25-00099	School Mate	PO #8162 - SR 7TH GR STUDENT PLANNERS	4HAY	09	State Lottery	127.58
P25-00100	Tel Con Communicati	PO #8161 - SR CNSL ADD PHONE LINE	4HAY	09	Unrestricted/no	783.21
P25-00101	Uline Attn Accounts	PO #8102 - SR FLAMMABLE STORAGE CABINET	4HAY	09	Unrestricted/no	722.47
Total						4,087.41

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ERP for California

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Twin Hills USD

Monthly Personnel Report

November 14, 2024

Certificated

Additions:

Changes:

- Russell, Kate – SR Teacher - Request for Personal Leave of Absence November 4, 2024 through December 4, 2024

Separations:

Classified

Additions:

- Heacock, Molly – SR Instructional Assistant @ 0.69 FTE starting November 5, 2024
- Mondragon, Joana – AB Substitute Instructional and Yard Assistant as of October 17, 2024

Changes:

- Mondragon, Joana – Move to AB Instructional and Yard Assistant as of November 4, 2024

Separations:

- Beaton, Kerrily – SR Aftercare Assistant resigned effective November 23, 2024



Sonoma County

Office of Education

Quarterly Report – Williams Uniform Complaints [Education Code § 35186]

District: Twin Hills Union School District

Name & Title of Preparer: Patty Nosecchi, Business Manager

Quarter Reported: (check one)

- ☒ 1st Quarter: July 2024 through September 2024 – Due October 2024
- ☐ 2nd Quarter: October 2024 through December 2024 – Due January 2025
- ☐ 3rd Quarter: January 2025 through March 2025 – Due April 2025
- ☐ 4th Quarter: April 2025 through June 2025 – Due July 2025

Date for information to be reported publicly at governing board meeting: 11/14/2024

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints. **Copies of the complaint and the district's written response will be submitted along with this report.**

General Subject Area	Number of Complaints Received	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials and Textbooks	0	0	0
Facility Conditions	0	0	0
Teacher Vacancy or Misassignment	0	0	0
TOTAL	0	0	0

Name & Signature of Superintendent

Date: 11/14/2024

Sign and date the report **after** it is presented at your board meeting.
Please submit the executed report to SCOE EES via email at williams@scoe.org

CYNTHIA M. WILKERSON
EXECUTIVE DIRECTOR
CALIFORNIA LICENSE 0736606



(707) 836-0779
(707) 836-9079 ADMIN. FAX
(707) 836-8671 BENEFITS FAX
(707) 836-9479 W/C FAX

October 1, 2024

MEMORANDUM

TO: District Superintendents, Chief Business Officials, Business Officials, and Workers' Comp Contacts

FROM: Cindy Wilkerson, Executive Director

SUBJECT: 2023-2024 Public Self-Insurer's Annual Report

RESIG is self-funded for workers' compensation claims and retains the liability for all workers' compensation claims for past years. RESIG is required to report to the Department of Industrial Relations (DIR) details of these claims annually. Attached is a copy of the summary portion of the 2023-2024 report.

Member Districts are required to advise their governing board, before December 31, 2024, of the amount of total liabilities reported (Labor Code §3702.6(b)). This total undiscounted amount is \$12,013,787 as of June 30, 2024. RESIG has sufficient funds to pay all of these outstanding liabilities. Member Districts are also required to report whether the funding of these liabilities is in compliance with GASB 10 standards; RESIG's accountants have certified compliance.

This does not require any action by RESIG's Member Districts' Board of Trustees. RESIG recommends that the report be placed on the agenda as an informational item, as part of the superintendent's report, or simply as part of the Consent Calendar to be received and filed.

If you have any questions, please feel free to contact Chris Spencer, RESIG's Director of Workers' Compensation at (707) 836-0779 ext. 114 or myself at ext. 104.



Public Self Insurers ER Annual Report

For Fiscal Year 2023-24

September 30, 2024
Redwood Empire Schools Insurance Group
5760 Skylane Blvd, Ste 100
Windsor, CA 95492 9742

State of California

Employer

General Information:

Certificate Number	5536	Period Of Report	Annual
(Period) From	07/01/2023	(Period) To	06/30/2024

Master Certificate Holder:

Name	Redwood Empire Schools Insurance Group		
Address 1	5760 Skylane Blvd, Ste 100		
Address 2		FTIN	68-0019280
City	Windsor	State	CA Zip 95492 9742
State of Incorporation			

Affiliates:

	Full Legal Name	Subsidiaries Affiliate Certificate Number	State
1)	Alexander Valley Union School District	5536-001	
2)	West Sonoma County Union High School District	5536-002	
3)	Bellevue Union School District	5536-003	
4)	Bennett Valley Union School District	5536-004	
5)	Cloverdale Unified School District	5536-005	
6)	Cotati-Rohnert Park Unified School District	5536-006	
7)	Dunham School District	5536-007	
8)	Gravenstein Union School District	5536-008	
9)	Liberty School District	5536-009	
10)	Mark West Union School District	5536-010	
11)	Montgomery School District	5536-011	
12)	Oak Grove Union School District	5536-012	
13)	Old Adobe Union School District	5536-013	
14)	Rincon Valley Union School District	5536-014	
15)	Sebastopol Union Elementary School District	5536-015	
16)	Sonoma County Office of Education	5536-017	
17)	Sonoma Valley Unified School District	5536-018	
18)	Twin Hills Union School District	5536-019	
19)	Waugh School District	5536-020	
20)	Forestville Union School District	5536-021	
21)	Wilmar Union School District	5536-022	
22)	Piner-Olivet Union School District	5536-023	
23)	Windsor Unified School District	5536-026	
24)	Santa Rosa Elementary School District	5536-027	
25)	Santa Rosa High School District	5536-028	

State of California

Subsidiaries: (continued...)

	Full Legal Name	Subsidiaries Affiliate Certificate Number	State
26)	Harmony Union School District	5536-029	
27)	Petaluma City Union School District	5536-030	
28)	Petaluma City Joint Union High School District	5536-031	
29)	Guerneville School District	5536-032	
30)	Two Rock Union School District	5536-033	
31)	Cinnabar School District	5536-034	
32)	Geyserville Unified School District	5536-035	
33)	Monte Rio Union School	5536-036	
34)	Fort Ross School District	5536-037	
35)	Wright Elementary School District	5536-038	
36)	West Side Union School District	5536-039	
37)	Horicon School District	5536-040	
38)	Kenwood Elementary School District	5536-041	
39)	Roseland School District	5536-042	
40)	Kashia School District	5536-043	
41)	West County Transportation Agency	5536-044	
42)	Redwood Empire School Insurance Group	5536-045	
43)	Healdsburg Unified School District	5536-046	
44)	Sebastopol Independent Charter School	5536-047	
45)	Sonoma Charter School	5536-048	
46)	Santa Rosa Education Cooperative	5536-049	
47)	Piner Olivet Charter School	5536-050	
48)	Live Oak Charter School	5536-053	
49)	Woodland Star Charter School	5536-057	
50)	Shoreline Unified School District	5536-0058	

State of California

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder for any affiliate?

None

Any additions to the Self Insurance Program?

None

Employment and wages paid in current fiscal year:

Number of Employees 13,649

Total Wages and Salaries Paid \$695,274,518

Addressed Correspondence For Related Self-Insurance Matters:

Company Name Redwood Empire Schools' Insurance Group

Name Chris Spencer

Title WC Claims Manager

Phone (707) 836-0779

Fax (707) 836-9479

Email Address cspencer@resig.org

Address 1 5760 Skylane Blvd. #100

Address 2

City Windsor

State CA Zip 95492

Web Site

TPA Adjusting Locations:

Has there been a change in TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Have you added any new TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Record Storage:

Are there open and closed claims stored at a location other than the adjusting location? No

Insurance Coverage:

1) During this reporting period, does your company maintain a standard workers' compensation insurance policy to cover any of your California liabilities? No

2) During this reporting period, does your company have a specific excess workers' compensation policy in force to cover any of your California liabilities? Yes

	Insurance Company Name	Policy Number	Policy Issue Date
1)	Safety National	SP4066599	07/01/2023
	Attachment	Safety National Policy.pdf	
	Retention Limit	1,000,000.00	

3) Do you carry an aggregate(stop loss) workers' compensation insurance policy? No

State of California

Certification By Authorized Representative:

Company Name Redwood Empire Schools' Insurance Group

Name Chris Spencer

Title WC Claims Manager

Phone (707) 836-0779

Fax (707) 836-9479

Email Address cspencer@resig.org

Address 1 5760 Skyline Blvd. #100

Address 2

City Windsor

State CA **Zip** 95492

Name of Person Legally Responsible for this Electronic Signature:

Christopher Spencer (Date/Time of Signature) - 09/27/2024 14:03

State of California

Report Location Number:

5536-17-171 A

Identification of Location

NORTH BAY SCHOOLS INSURANCE AUTHORITY at
FAIRFIELD

Certificate Holder

Redwood Empire Schools Insurance Group

CASES AND BENEFITS (to the nearest dollar)				From Date-	07/01/2023	To Date-	06/30/2024
		Incurred Liability		Paid To Date		Future Liability	
Date	#	Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2024 reported prior to 2019/20	0	\$0	\$0	\$0	\$0	\$0	\$0
2) Open and closed Liabilities							
A) All Cases reported in 2019/20	0	\$0	\$0	\$0	\$0	\$0	\$0
2019/20 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0
B) All Cases reported in 2020/21	0	\$0	\$0	\$0	\$0	\$0	\$0
2020/21 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0
C) All Cases reported in 2021/22	4	\$0	\$6,100	\$0	\$0	\$0	\$6,100
2021/22 Cases open	1	\$0	\$6,100	\$0	\$0	\$0	\$6,100
D) All Cases reported in 2022/23	0	\$0	\$0	\$0	\$0	\$0	\$0
2022/23 Cases open	0	\$0	\$0	\$0	\$0	\$0	\$0
E) All Cases reported in 2023/24	1	\$0	\$8,670	\$0	\$1,764	\$0	\$6,906
2023/24 Cases open	1	\$0	\$8,670	\$0	\$1,764	\$0	\$6,906

	\$ Indemnity	\$ Medical
SUBTOTAL	\$0	\$13,006

TOTAL \$13,006

	\$ Indemnity	\$ Medical
	\$0	\$1,764

3) Estimate Future Liability (Indemnity Plus Medical)

4) Total Benefits Paid During 2023/24 (Including all case expenditures). The indemnity amount includes the amount of LC § 4800/4850 benefits paid for the year (total of Lines 11 and 12)

5) Number of MEDICAL-ONLY Cases Reported in 2023/24

6) Number of INDEMNITY Cases Reported in 2023/24

7) Total of 5 and 6 (Also entered in 2E above)

8) Total Number of open Indemnity Cases (All Years)

9) Number of Fatality Cases Reported In 2023/24

10) (a) Number of FY 2023/24 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2023/24

10) (a) Number of non-FY 2023/24 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2023/24

11) Amount from salary continuation payments made pursuant to LC § 4800/4850 that is in excess of the applicable temporary disability rate for the period paid.

12) Amount from salary continuation payments made pursuant to LC § 4800/4850 capped at the temporary disability rate for the period paid.

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ALL Open Indemnity Claims (by reporting and by year) reported and with claims: FY2023-24_SIPSummary-Cert5536-RESIG.pdf

State of California

Dual Jurisdiction Claims

Please note that California Labor Code Section 3702.2(b) requires that "... the annual report of a self-insured employer who has self-insured both state and federal workers' compensation liability shall also be set forth (1) amount of all compensation liability incurred, paid-to-date, the estimated future liability under both this chapter and under the federal longshore and Harbor Worker's Compensation Act (33 U.S.C Sec. 901 et seq.), and (2) the identity and the amount of the security deposit securing the employer's liability under state and federal self-insured programs."

Accordingly, please indicate all California exposure on your Self Insurer's Annual Report, and, in addition identify each Claim with dual jurisdiction on Separate List of Open Indemnity Claims. For those claims, indicate the incurred, paid-to-date, and estimated future liabilities for federal exposure. Please also indicate the amount and the type of security deposit securing those claims.

Instructions To Claims Administrator For Specific Excess Insurance

The TPA should provide a sum of the unpaid excess carrier excess liability under "Calculation of Specific Excess Coverage Entry for the Annual Reports". In addition, provide a list of claims for which specific excess credit is being claimed. This may be provided as a spreadsheet. Indicate in the list of claims the following information:

The list shall include the name of the claimant, claim number, date of injury, description of injury, carrier name and policy number, policy coverage period, retention level of policy and paid to date in indemnity or medical benefits, and the estimated future liability of the claim minus the total unpaid employer retention, which equals the total unpaid carrier liability, whether the claim has been reported to a carrier, if the claim has been accepted by the carrier, if the carrier has denied any part of the liability of the claim.

Refer to OSIP website for sample format of the Excess Credit Calculation form.

Calculation Of Specific Excess Coverage Entry For Annual Reports:

Enter the sum of the total unpaid carrier excess liability claimed from the "Specific Excess Insurance Policy Coverage". If none enter "0".

\$

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Certification

Administrating Agency's Certificate Number 171

☐ Or Self Administered

I declare under penalty of perjury that I have prepared or caused this report to be prepared and I have examined this liabilities report to be prepared and I have examined this liabilities report of this self insurer's worker's compensation liabilities. To the best of my knowledge and belief this report is true, correct and complete with respect to the worker's compensation liabilities incurred and paid. I further declare under the penalty of perjury that the estimates of future liability of worker's compensation claims made in this report reflect the administrator's best judgement as to the future liability of claims, using prevailing industry standards, and the signatory intends Self Insurance Plans to rely upon the representation.

Agency Name NORTH BAY SCHOOLS INSURANCE AUTHORITY

Name Kami Linan

Phone (707) 428-1830

Fax

Email Address kamil@nbsia.org

Address 1 380A Chadbourne Rd

Address 2

City Fairfield

State CA Zip 94534

Name of Person Legally Responsible for this Electronic Signature:

Veronica Hudley (Date/Time of Signature) - 09/30/2024 14:30

State of California

Report Location Number: 5536-05-157 A
Identification of Location: REDWOOD EMPIRE SCHOOLS INSURANCE GROUP at SANTA ROSA
Certificate Holder: Redwood Empire Schools Insurance Group

CASES AND BENEFITS (to the nearest dollar)				From Date-	07/01/2023	To Date-	06/30/2024
		Incurred Liability		Paid To Date		Future Liability	
Date	#	Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2024 reported prior to 2019/20	118	\$4,122,585	\$12,306,178	\$3,632,294	\$8,049,343	\$490,291	\$4,256,835
2) Open and closed Liabilities							
A) All Cases reported in 2019/20	368	\$1,081,135	\$3,973,093	\$943,348	\$3,375,858	\$137,787	\$597,235
2019/20 Cases open	16	\$500,722	\$3,140,497	\$362,935	\$2,543,262	\$137,787	\$597,235
B) All Cases reported in 2020/21	209	\$1,336,773	\$2,043,272	\$824,032	\$1,216,205	\$512,741	\$827,067
2020/21 Cases open	38	\$1,219,385	\$1,732,807	\$706,644	\$905,740	\$512,741	\$827,067
C) All Cases reported in 2021/22	472	\$1,795,572	\$2,698,876	\$1,303,349	\$1,538,930	\$492,223	\$1,159,946
2021/22 Cases open	57	\$1,451,452	\$2,188,507	\$959,229	\$1,028,561	\$492,223	\$1,159,946
D) All Cases reported in 2022/23	521	\$1,757,664	\$2,242,798	\$1,078,168	\$1,213,817	\$679,496	\$1,028,981
2022/23 Cases open	76	\$1,453,917	\$1,798,142	\$774,421	\$769,161	\$679,496	\$1,028,981
E) All Cases reported in 2023/24	511	\$1,447,339	\$1,833,966	\$667,791	\$782,329	\$779,548	\$1,051,637
2023/24 Cases open	205	\$1,348,797	\$1,679,314	\$569,249	\$627,677	\$779,548	\$1,051,637

	\$ Indemnity	\$ Medical
SUBTOTAL	\$3,092,086	\$8,921,701
TOTAL		\$12,013,787
	\$ Indemnity	\$ Medical
	\$1,936,891	\$2,609,277

3) Estimate Future Liability (Indemnity Plus Medical)

4) Total Benefits Paid During 2023/24 (Including all case expenditures). The indemnity amount includes the amount of LC § 4800/4850 benefits paid for the year (total of Lines 11 and 12)

5) Number of MEDICAL-ONLY Cases Reported in 2023/24

6) Number of INDEMNITY Cases Reported in 2023/24

7) Total of 5 and 6 (Also entered in 2E above)

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10) (a) Number of FY 2023/24 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2023/24

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11) Amount from salary continuation payments made pursuant to LC § 4800/4850 that is in excess of the applicable temporary disability rate for the period paid.

12) Amount from salary continuation payments made pursuant to LC § 4800/4850 capped at the temporary disability rate for the period paid.

329
182
511
373
0
15
16
\$0
\$0

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ALL Open Indemnity Claims (by reporting and by year) reported and with claims: OSIP- All open Claims.xlsx

Dual Jurisdiction Claims

Please note that California Labor Code Section 3702.2(b) requires that "... the annual report of a self-insured employer who has self-insured both state and federal workers' compensation liability shall also be set forth (1) amount of all compensation liability incurred, paid-to-date, the estimated future liability under both this chapter and under the federal longshore and Harbor Worker's Compensation Act (33 U.S.C Sec. 901 et seq.), and (2) the identity and the amount of the security deposit securing the employer's liability under state and federal self-insured programs."

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The list shall include the name of the claimant, claim number, date of injury, description of injury, carrier name and policy number, policy coverage period, retention level of policy and paid to date in indemnity or medical benefits, and the estimated future liability of the claim minus the total unpaid employer retention, which equals the total unpaid carrier liability, whether the claim has been reported to a carrier, if the claim has been accepted by the carrier, if the carrier has denied any part of the liability of the claim.

Refer to OSIP website for sample format of the Excess Credit Calculation form.

Calculation Of Specific Excess Coverage Entry For Annual Reports:

Enter the sum of the total unpaid carrier excess liability claimed from the "Specific Excess Insurance Policy Coverage". If none enter "0".

\$ 660346

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Specific Excess Insurance Policy pages: Excess Credit Calculation Form- Final 2024.xlsx

Certification

Administrating Agency's Certificate Number 157

☐ **Or Self Administered**

I declare under penalty of perjury that I have prepared or caused this report to be prepared and I have examined this liabilities report to be prepared and I have examined this liabilities report of this self insurer's worker's compensation liabilities. To the best of my knowledge and belief this report is true, correct and complete with respect to the worker's compensation liabilities incurred and paid. I further declare under the penalty of perjury that the estimates of future liability of worker's compensation claims made in this report reflect the administrator's best judgement as to the future liability of claims, using prevailing industry standards, and the signatory intends Self Insurance Plans to rely upon the representation.

Agency Name REDWOOD EMPIRE SCHOOLS INSURANCE GROUP

Name Chris Spencer

Phone (707) 836-0779

Fax

Email Address cspencer@resig.org

Address 1 5760 Skylane Blvd., Ste 100

Address 2

City Windsor

State CA **Zip** 95492

Name of Person Legally Responsible for this Electronic Signature:

Christopher Spencer (Date/Time of Signature) - 09/30/2024 10:08

TWIN HILLS UNION SCHOOL DISTRICT

SUPERINTENDENT'S MONTHLY ENROLLMENT REPORT 2024-25

For the November 14, 2024 board meeting

ENROLLMENT MO/YR	2016-17		2017-18		2018-19		2019-20		2020-21				2021-22			
	Sep 16	Jun 17	Sep 17	Jun18	Sep18	Jun19	Sep19	Jun20	Sep20	Jan 21	Apr21	Jun21	Sep21	Jan 22	Apr22	Jun22
Apple Blossom	431	423	406	399	416	404	396	408	355	348	344	343	322	319	317	317
Twin Hills CMS	330	309	269	262	281	267	246	240	225	219	220	219	207	210	210	206
Sub Total	761	732	675	661	697	671	642	648	580	567	564	562	529	529	527	523
Orchard View	234	228	236	237	236	226	228	233	247	245	229	227	222	224	219	219
SunRidge	276	279	283	281	275	276	282	279	272	268	263	261	213	220	221	221
Total	1,271	1,239	1,194	1,179	1,208	1,173	1,152	1,160	1,099	1,080	1,056	1,050	964	973	967	963

ENROLLMENT MO/YR	2022-23					2023-24						2024-25				Net +Inc/ /-Dec
	Aug 22	Nov 22	Jan23	Apr23	Jun23	Aug 23	Nov23	Feb24	Mar24	24-Jun	Est. @ AB*	Aug 24	Sep 24	Oct24	Est. @ AB*	
Apple Blossom	295	299	302	299	298	288	288	292	292	292	285	307	307	306	294	+12
Twin Hills CMS	204	201	199	198	198	205	208	207	207	207	205	204	207	207	205	+2
Sub Total	499	500	501	497	496	493	496	499	499	499	490	511	514	513	499	
Orchard View	216	215	211	212	212	226	227	227	227	227	240	219	224	222	230	-8
SunRidge	241	238	226	230	230	235	238	236	234	235	251	255	257	256	258	-2
Total	956	953	938	939	938	954	961	962	960	961	981	985	995	991	987	+4

*AB = Adopted Budget

BUDGET TRANSFERS

October, 2024 - Page 1 of 2		REVENUE		EXPENDITURES		NET CHANGE TO FUND BALANCE	
BR/BT #	GENERAL BUDGET CATEGORY	BUDGET INCREASE	BUDGET DECREASE	BUDGET INCREASE	BUDGET DECREASE	INCREASE (DECREASE)	ADDITIONAL INFORMATION
		Increases FB	Decreases FB	Decreases FB	Increases FB		
District 53, Fund 01							
BR 01	Starting Fund Balance	557,363				557,363	Set up by SCOE to revise starting balances after 23-24 close.
BR 02	Carryover/Fund Balance			166,663		(166,663)	Set up all Restricted: Carryover from 23-24.
BR 13+14	BR13 had wrong date, BR14 reverses it, see BR15					0	
BR 15	Rev/Exp: Other State/ Supplies +Services	10,782		10,782		0	Update Res1100+Res6300: Lottery based on actual enrollment and updated funding estimates by CDE with expenses to match.
BR 16	Rev/Exp: Federal+Other State +Local / Salaries +Benefits + Supplies +Services		7,994	64,492		(72,486)	Update Restricted Resources 2600, 3010, 3214, 3310, 4035, 6053, 6266, 6762, 6770, 8150, 9050, 9090: See below.
Res2600 ELOP revenue decreased, reduced fund balance. Federal Title 1 (Res3010) and Title 2 (Res4035) revenue and expenses decreased. Res3214 summer school expenses updated to match actual expenses. Res3310 Special Ed IDEA salaries & benefits for classified personnel updated based on Escape pay calculations Res6053 UPK expenses updated, moved yard IA to unrestricted. Res6266 and Res6762 updated per spending plan. Res6770 Art and Music in Schools added costs for an art IA, music supplies and a music keyboard lab. Res8150 salaries & benefits for classified personnel updated based on Escape pay calculations plus changed supply expenses to offset changes in salary/benefit costs. Set up ResIG safety funds and expenses to match in Res9090.							
BR 17	Rev/Exp: TF+Local/ Salaries +Benefits +Services	203,497		203,497		0	Update Res6500, Res6546, Res6547: Special Education. See below.
Special Ed SELPA revenue transfer increased, SunRidge payment for services increased, Orchard View direct funding is set up. Service expenses updated based on new information from the West County Special Ed Consortium. Salary and benefits updated based on actual payroll. Update Res6546 to include transfer of ERMHS to the SELPA high cost pool. Set up Res6547 state preschool funding with expenses.							
BR 18	Rev/Exp: State / Salaries+Benefits +Supplies +Services	269,301		487,617		(218,316)	Update Unrestricted Resources: See below.
LCFF Calculator updated based on current CBEDS enrollment (October 2) and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 294/279 (funded at rolling average of 284*), now at 1st Interim enrollment/ADA are 306/292, net increase to ADA of 8. *The 22-23 state adopted budget allowed for a 3 year rolling average to fund ADA resulting in this school being funded on an ADA of 284 at adopted budget. Property tax estimated revenue increased by \$100k to \$4.7 million. Transfers in from SunRidge, Twin Hills CMS, and Orchard View as well as transfers out of BAS funds to those schools all increased. Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Update supplies/services as needed based on currently known expenses.							
BR 19	Rev/Exp: Other State/ Benefits	5,077		5,077		0	Update Res7690: STRS on Behalf of State based on current STRS costs at 1st Interim.
BT 01	Fund Balance			5,000		(5,000)	Set up revolving cash balance.
	Totals	1,046,020	7,994	943,128	0	94,898	Net Increase/(Decrease) to Fund Balance
District 53, Fund 03 Twin Hills Charter Middle							
BR 01	Starting Fund Balance	147,402				147,402	Set up by SCOE to revise starting balances after 23-24 close.
BR 02	Carryover/Fund Balance			76,966		(76,966)	Set up all Restricted: Carryover from 23-24.
BR 09	Rev/Exp: Other State/ Supplies +Services	4,896		4,896		0	Update Res1100+Res6300: Lottery based on actual enrollment and updated funding estimates by CDE with expenses to match.
BR 10	Rev/Exp: Other State+Local/ Supplies +Services	411		10,160		(9,749)	Update Restricted Resources 6546, 6762, 6770, 9010: See below.
Update Res6546 to include transfer of ERMHS to the SELPA high cost pool. Update Res6762 expenses as needed. Set up Res6770 video production supplies. Set up revenue and expense for culinary arts grant and costs for this program.							
BR 12	Rev/Exp: State / Salaries+Benefits +Supplies +Services	42,813		104,605		(61,792)	Update Unrestricted Resources: See below.
LCFF Calculator updated with CBEDS enrollment (October 2) and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 205/195, now at 1st Interim enrollment/ADA are 207/195, no change to funded ADA. New LCFF Calculator includes a change to EPA funding (Res1400). Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Update supplies/services as needed based on currently known expenses. Updated Special Ed excess cost transfer to district and a matching transfer in of BAS to cover this increased cost.							
BR 19	Rev/Exp: Other State/ Benefits		3,095	3,095		0	Update Res7690: STRS on Behalf of State based on current STRS costs at 1st Interim.
	Totals	195,522	3,095	196,627	3,095	(1,105)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 08: Student Body: All Schools							
BR 01	Starting Fund Balance		361			(361)	Set up by SCOE to revise starting balances after 23-24 close.
	Totals	0	361	0	0	(361)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 09: Orchard View							
BR 01	Starting Fund Balance	85,211				85,211	Set up by SCOE to revise starting balances after 23-24 close.
BR 02	Carryover/Fund Balance			73,412		(73,412)	Set up all Restricted: Carryover from 23-24
BR 06	Rev/Exp: Other State/ Supplies +Services	4,203		4,203		0	Update Res1100+Res6300: Lottery based on actual enrollment and updated funding estimates by CDE with expenses to match.
BR 07	Rev/Exp: Other State+Local/ Salaries+Benefits +Supplies +Services	12,806		54,047		(41,241)	Update Restricted Resources 6266, 6546, 6770, 7435, 9010: See below.
Update Res6266 employee benefits due to change in cost for workers compensation. Update Res6546 to include transfer of ERMHS to the SELPA high cost pool. Set up Res6770 technology/art position salaries and benefits. Set up Res7435 math position salaries and benefits. Set up revenue and expense for CTE grant and cost for the Magnolia Project.							
BR 08	Exp/FB: Supplies +Services			1,800		(1,800)	Update Res1100 and Res6762: Fine tune lottery expenses and set up software and operational expenses in Res6762.
BR 11	Rev/Exp: State/ Salaries/Benefits +Supplies +Services	179,273		181,150		(1,877)	Update Unrestricted Resources: See below.
LCFF Calculator updated with lower ADA based on current CBEDS enrollment and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 230/222, now at 1st Interim enrollment/ADA are 222/217 net reduction in funded ADA of 5. New LCFF Calculator includes a change to EPA funding (Res1400). Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Update supplies/services as needed based on currently known expenses. Transfers out updated based on increased cost for this year's MOU and special education of \$150,000. Revenue increase shown is due to BAS transfer from Fund 01 of \$240,000 allowing this charter to have a positive fund balance.							
BR 19	Rev/Exp: Other State/ Benefits		1,982	1,982		0	Update Res7690: STRS on Behalf of State based on current STRS costs at 1st Interim.
	Totals	281,493	1,982	314,612	1,982	(33,119)	Net Increase/(Decrease) to Fund Balance

BUDGET TRANSFERS

October 2024 - Page 2 of 2		REVENUE		EXPENDITURES		NET CHANGE TO FUND BALANCE	
BR/BT #	GENERAL BUDGET CATEGORY	BUDGET INCREASE	BUDGET DECREASE	BUDGET INCREASE	BUDGET DECREASE	INCREASE (DECREASE)	ADDITIONAL INFORMATION
		Increases FB	Decrease FB	Decrease FB	Increases FB		
District 53, Fund 12: Child Development							
BR 01	Starting Fund Balance		41,860			(41,860)	Set up by SCOE to revise starting balances after 23-24 close.
BR 05	Rev/Exp: Local/ Salaries +Benefits +Supplies +Services	12,980		6,980		6,000	Update revenue as summer camp ended. Update salary with employer costs based on individual pay calcs and expenses to tighten budget.
BT 01	Fund Balance			4,000		(4,000)	Set up revolving cash balance.
	Totals	12,980	41,860	10,980	0	(39,860)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 13: Cafeteria							
BR 01	Starting Fund Balance		310			(310)	Set up by SCOE to revise starting balances after 23-24 close.
BR 03	Rev/Exp: Federal+State / Salaries +Benefits +Services	1,736		1,736		0	Update revenue for summer program, salary with employer costs based on individual pay calcs and expenses to tighten budget.
BT 01	Fund Balance			4,457		(4,457)	Set up revolving cash and inventory balances.
	Totals	1,736	310	6,193	0	(4,767)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 14: Deferred Maintenance							
BR 01	Starting Fund Balance	27,040				27,040	Set up by SCOE to revise starting balances after 23-24 close.
BR 04	Exp: Facilities			14,500		(14,500)	Update based on replacing AB upper restroom ramp.
	Totals	27,040	0	14,500	0	12,540	Net Increase/(Decrease) to Fund Balance
District 53, Fund 17: Reserve for Other Than Capital Outlay							
BR 01	Starting Fund Balance	6,900				6,900	Set up by SCOE to revise starting balances after 23-24 close.
	Totals	6,900	0	0	0	6,900	Net Increase/(Decrease) to Fund Balance
District 53, Fund 20: Reserve for Postemployment Benefits							
BR 01	Starting Fund Balance	12,787				12,787	Set up by SCOE to revise starting balances after 23-24 close.
BR 04	TF/FB			6		(6)	Increase cost for CRSP program payments.
	Totals	12,787	0	6	0	12,781	Net Increase/(Decrease) to Fund Balance
District 53, Fund 21: Bond (Measure M)							
BR 01	Starting Fund Balance	2,721				2,721	Set up by SCOE to revise starting balances after 23-24 close.
	Totals	2,721	0	0	0	2,721	Net Increase/(Decrease) to Fund Balance
District 53, Fund 25: Capital Facilities							
BR 01	Starting Fund Balance		28			(28)	Set up by SCOE to revise starting balances after 23-24 close.
	Totals	0	28	0	0	(28)	Net Increase/(Decrease) to Fund Balance
District 53, Fund 40: Capital Outlay							
BR 01	Starting Fund Balance		3,944			(3,944)	Set up by SCOE to revise starting balances after 23-24 close.
	Totals	0	3,944	0	0	(3,944)	Net Increase/(Decrease) to Fund Balance
District 21: SunRidge							
BR 01	Starting Fund Balance	130,859				130,859	Set up by SCOE to revise starting balances after 23-24 close.
BR 02	FB/Exp: Carryover			79,858		(79,858)	Set up all Restricted: Carryover from 23-24.
BR 03	Rev/Exp: Contribution+Other State/ Salaries +Benefits +Services	87,476	86,870	87,476		(86,870)	Update Res6500 + Res6546: Special Ed.
Res6500 update salaries and benefits based on pay calculations, add costs for 2 Non Public Schools, update consortium costs paid to the district. Update Res6546 to include transfer of ERMHS to the SELPA high cost pool.							
BR 04	Rev/Exp: Other State/ Supplies +Services	6,048		6,048		0	Update Res1100+Res6300: Lottery based on actual enrollment and updated funding estimates by CDE with expenses to match.
BR 05	Rev/Exp: Other State+Local/ Salaries+Benefits +Supplies +Services	22,750		76,831		(54,081)	Update Restricted Resources 6770, 6762, 7435, 9013, 9041, 9042: See below.
Update Res6770 changing expense year coding. Update Res6762 employee benefits due to change in cost for workers compensation. Set up Res7435 counselor salary and benefits and remove amount from services. Update Res9013 employee benefits due to change in cost for workers compensation. Update Res9041 specialty program instructors based on pay calculations. Update Res9042 After Care Program due to adding staff and increasing revenue as the program grows.							
BR 06	Rev/Exp: State/ Salaries +Benefits +Supplies +Services	132,211		37,664		169,875	Update Unrestricted Resources: See below.
LCFF Calculator updated with higher ADA based on current CBEDS enrollment and Aeries ADA information for August through October. Adopted Budget enrollment/ADA was 258/235, now at 1st Interim enrollment/ADA are 258/241 net increase in funded ADA of 6. Adjusted Salaries & Benefits for all Certificated, Administrative, and Classified personnel based on Escape pay calculations. Update supplies/services as needed based on currently known expenses.							
BR 07	Rev/Exp: Transfer/ Salaries +Benefits +Supplies		32,000		32,000	0	Update Res6500: Special Ed cost of one IA removed (now unrestricted) and revenue transfer from SELPA decreased based on the prior year amount which is lower than estimated for adopted budget.
BR 08	FB/Exp: Salaries +Benefits			29,395		(29,395)	Update Unr Res0000: Instructional assistant salary & benefits previously coded as special ed are actually academic intervention, cost to unrestricted reduces fund balance.
BR 09	Rev/FB: Other State/ Fund Balance		8,155			(8,155)	Update Restricted Resource 2600 ELOP for decreased revenue based on 1st Principal Apportionment.
BT 03	Fund Balance			4,000		(4,000)	Set up revolving cash balance.
	Totals	379,344	127,025	283,608	69,664	38,375	Net Increase/(Decrease) to Fund Balance

For the November 14, 2024 board meeting



Apple Blossom School

Comprehensive School Safety Plan

Mitigation • Preparedness • Response • Recovery

August 2024

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Emergency Phone Numbers and Resources

Police/Fire/Medical	911
Sebastopol Police Department Police	(707) 829-4400
Sebastopol Fire Department	(707) 823-8061
Sonoma County Sheriff Office	(707) 565-2650
PG&E	1-800-743-5002
Forestville Water District	(707) 887-1551
California Highway Patrol (CHP) Santa Rosa Office	(707) 588-1400
Security Consulting (NBSG) Bill Welch	(415) 235-2340
California Poison Control Center	1-800-222-1222
Redwood Empire Schools Insurance	(707) 836-0779
Sonoma County Office of Education Emergency Coordinator –	(707) 524-2600
Sonoma County Emergency Services	(707) 5665-1152
SCOE Superintendent Amie Carter	(707) 524-2603
Kaiser Medical Center Santa Rosa	(707) 393-4000
Alarm Company - Honeywell - Major Alarm	800-766-8098 800-310-0513

SCHOOL SITE ROSTER OF ALL STAFF

(Admin, Teachers, Office Staff, Food, Custodians, Resource, Library Tech, etc. with mobile phone numbers)

We use parentsquare to communicate with all staff - as long as they have been added to Parentsquare this is a GREAT form of communication for staff and families.

Office Staff

Erin Elliott, Principal

Terri Hamilton, School Manager

Annie Lambert, Office Assistant

<u>Room</u>	<u>Assignment</u>	<u>Teacher Name</u>	<u>Instructional Assistant</u>
12A	Transitional Kindergarten	Diana Castleberry	Amanda Petersen
12B	Transitional Kindergarten	Cassie Redding	Marti Sullivan
10A	Kindergarten	Elisha Knapp	Karen Dyer
10B	Kindergarten	Bonny Russell Larrain	Joana Mondragon
9	1st Grade	Liat Douglas	Joana Mondragon
11	1st Grade	Harvest Weiss	Karen Dyer
5	2nd Grade	Heather Kleinschmidt	Cyndi Rudeegraap
6	2nd Grade	Calli Behler	Melissa Brown
7	3rd Grade	Samantha Kim	Tamera Rocheleau
8	3rd Grade	Jessica McDowell	Liz Johnson
15	4th Grade	Colleen Walsh	Cyndi Rudeegraap
29	4th/5th Grade	Mark Jensen	Jamie Skikos
14	5th Grade	Courtney Diedrich	Melissa Brown
27	5th Grade	Karen McKenna/Carrie Miller	Liz Johnson
1/2	SPED	Kellie Gurule	Amy Ryan 1-1 Kara Gonsalves 1-1 Amy Morgan 1-1 Grace Wingard
25	TK-3 Support w/ K-3 Innovation	Jacqueline Komrij	
LF 1/3	Art TK - 5th	Therese LaLonde	Grace Wingard (1pm - 3pm)
LF 2	Music 3rd - 5th	Nate Riebli	
16	Music TK - 2nd	Janet Greene	
Garden/28	Garden	Stefan Stehling	

Additional Staff

Library	Librarian/IA 3rd	Tamera Rocheleau	
21/22	ELD Support	Alejandra Sanchez	
18	Intervention Specialist 4th/5th	Debbie Cesaretti	
3	K-3 Innovation Support Staff	Ashley Tatman Margaret Scott Terri Corgono	Danielle Morris Kara Gonsalves
20	Counselor	Giulianna Zocchetti	
19	Psychologist	Melissa McCarthy-Jacobsen	
Hallway	Speech Therapist	Cassidy Kennedy	
28	Occupational Therapist	Vanessa Bird	
Office	Health Tech	Gina Schlosser	
Office	Nurse - Consortium	Renee LaBerge	
Cafeteria	Food Service	Jamey Muzio	
PIP/SEL/ 13	Social Emotional Learning Coordinator	Robyn Fisher-Tachouet	
31/32	AB After School Program	Kathy Sill	
All Campus	Head Custodian/Grounds	Brian Higgins	

Drill Schedule

SCHOOL NAME:

APPLE BLOSSOM SCHOOL

SCHOOL YEAR:

2024-2025

Staff Trainings			
	Month	Date	Time
1	Intruder Training	September 11, 2024	2:45pm - 3:30pm
2	Incident Command/Disaster Training	November 1, 2024	10:15am - 11:00am

Fire Drill Schedule			
	Month	Date	Time
Elementary (8 Drills)			
1	Fire Drill with Evacuation	August 29, 2024	9:40am
2	Fire Drill with Evacuation	September 19, 2024	1:15pm
3	Fire Drill with Evacuation	October 1, 2024	1:15pm
4	Fire Drill with Evacuation	November 13, 2024	10:40am
5	Fire Drill with Evacuation	December 9, 2024	9:00am
6	Fire Drill with Evacuation	January 15, 2025	9:30am
7	Fire Drill with Evacuation	February 4, 2025	1:15pm
8	Fire Drill with Evacuation	March, 4, 2025	12:55pm
9	Fire Drill with Evacuation	April 4, 2025	9:30am
10	Fire Drill with Evacuation	May 8, 2025	1:15pm

Comprehensive Disaster Drill Schedule (complete prior to March 31)			
	Type	Date	Time
1	Student Release/Emergency Evacuation Drill with Orchard View and Tree House Hollow Preschool	November 19, 2024	2:00pm - 2:30pm

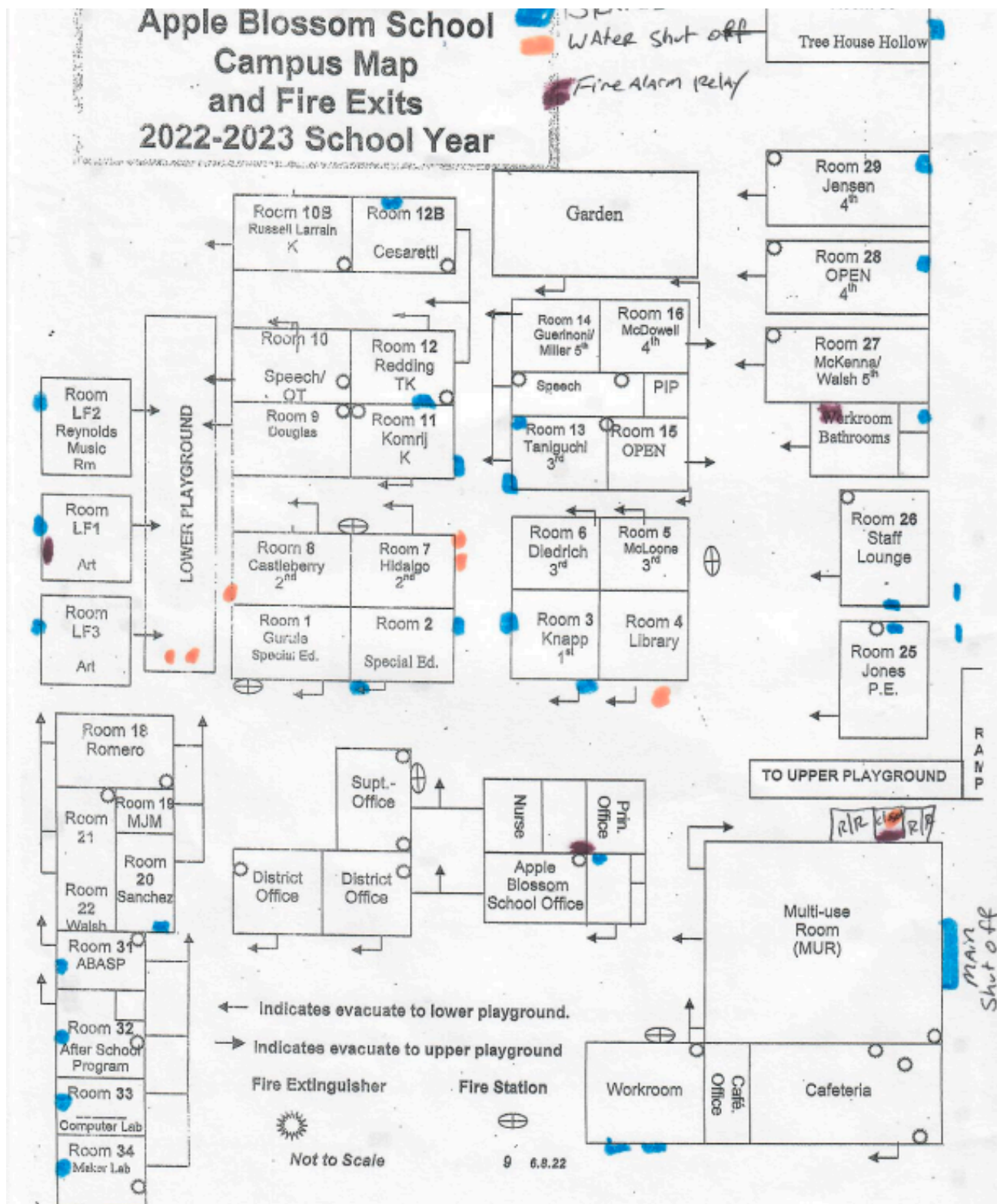
Earthquake Drill Schedule			
	Month	Date	Time
Elementary (4 Drills)			
1	October (Great California Shakeout)	October 17, 2024	10:17am
2	Earthquake Drill to Fire Evacuation	December 9, 2024	9:00am
3	Earthquake Drill (no evac)	February 13, 2025	2:30pm
4	Earthquake Drill to Fire Evacuation	April 4, 2025	9:30am

Secure the Campus/Lockdown Disaster Drill Schedule			
	Type	Date	Time
1	Secure the Campus (in class)	September 26, 2024	9:15am
2	Secure the Campus transition to Lockdown	January 23, 2025	9:00am
3	Secure the Campus transition to Fire Evac (from recess to class)	April 4, 2025	12:55pm

Site Maps

Please include the following on School Site Map designating:

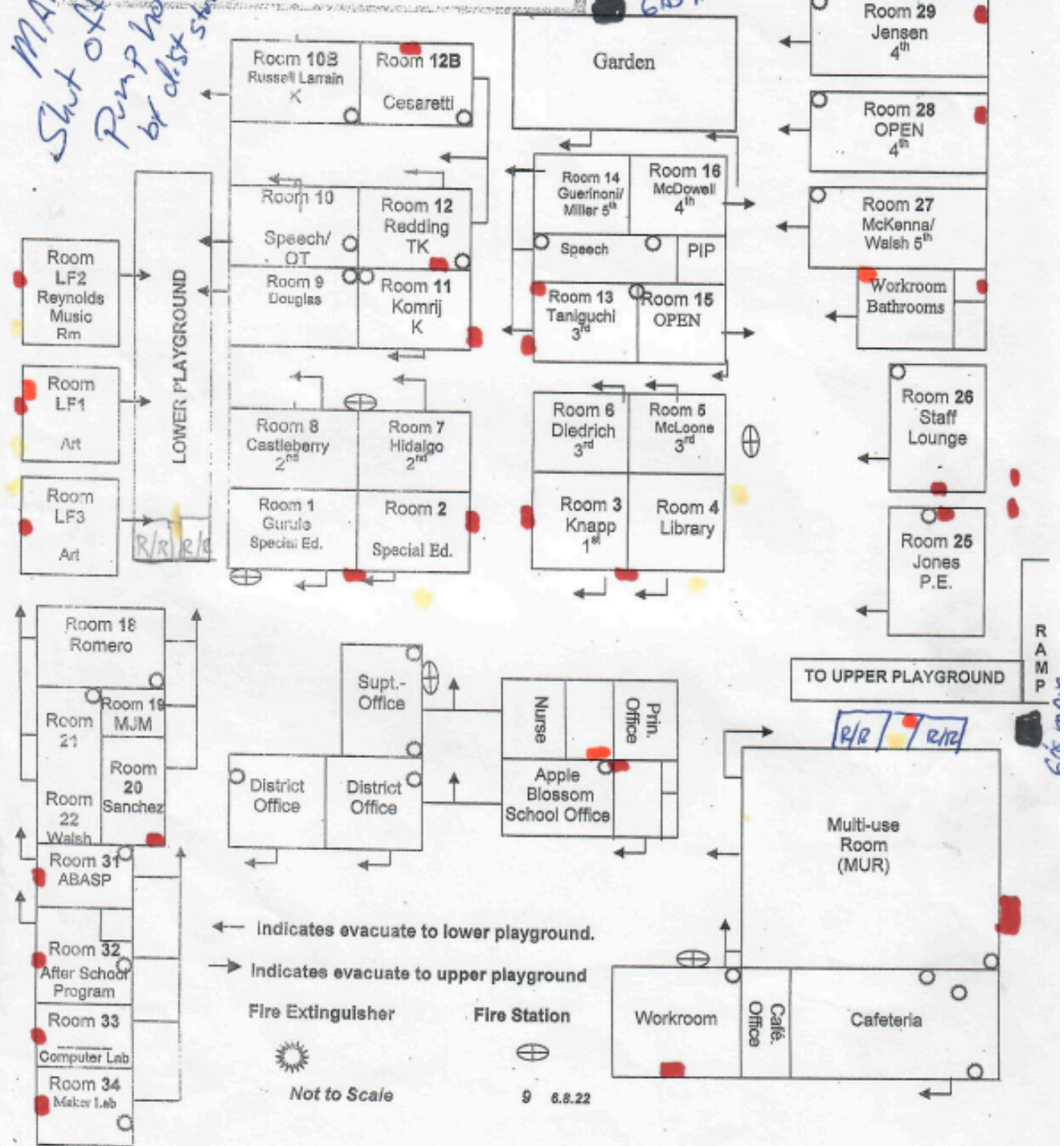
1. Primary / Secondary (includes Evacuation Routes, Gas, Electric and Water Shut-Offs)



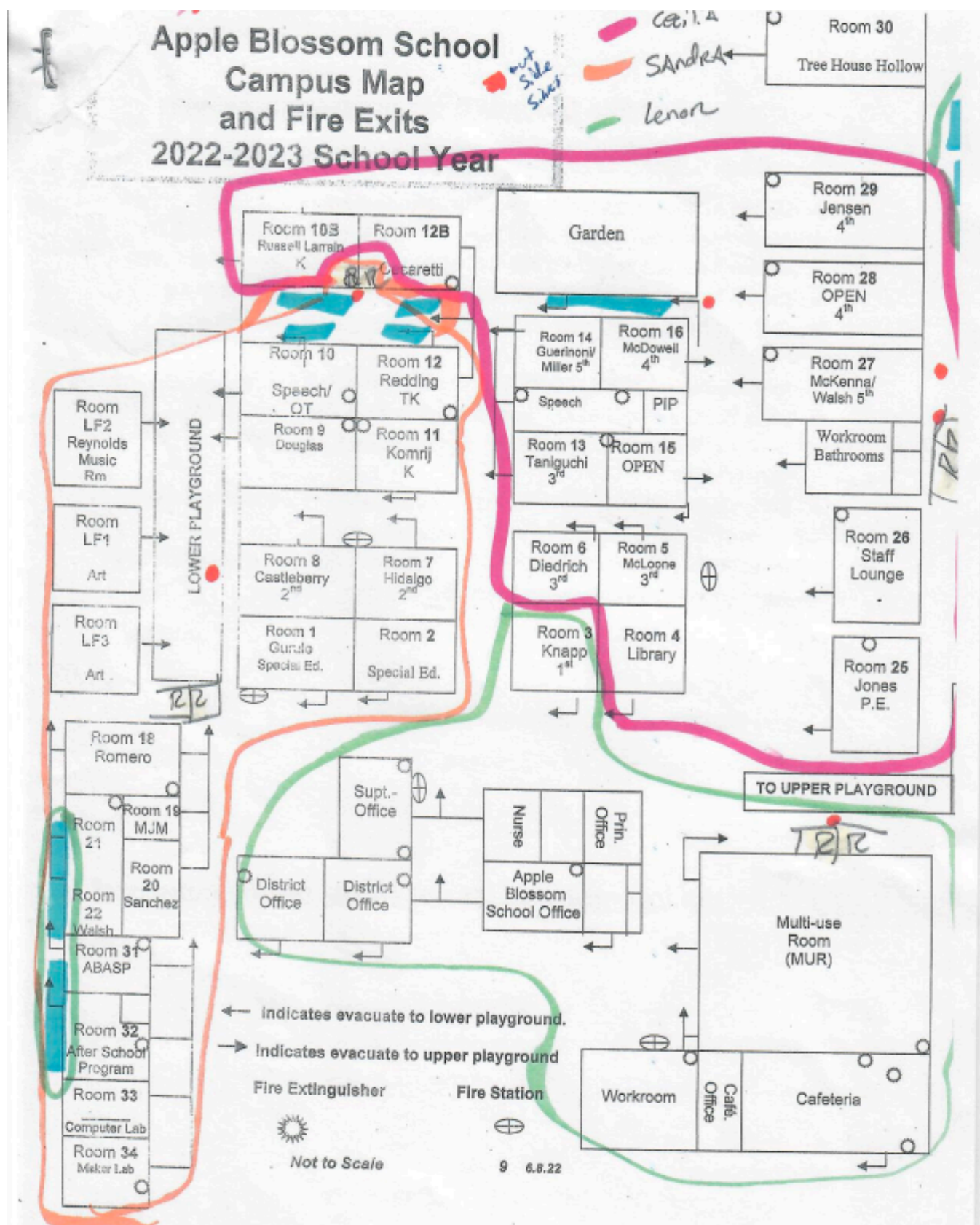
MAIN Water
Shut off is in
Pump house
by dist. stage

Apple Blossom School Campus Map and Fire Exits 2022-2023 School Year

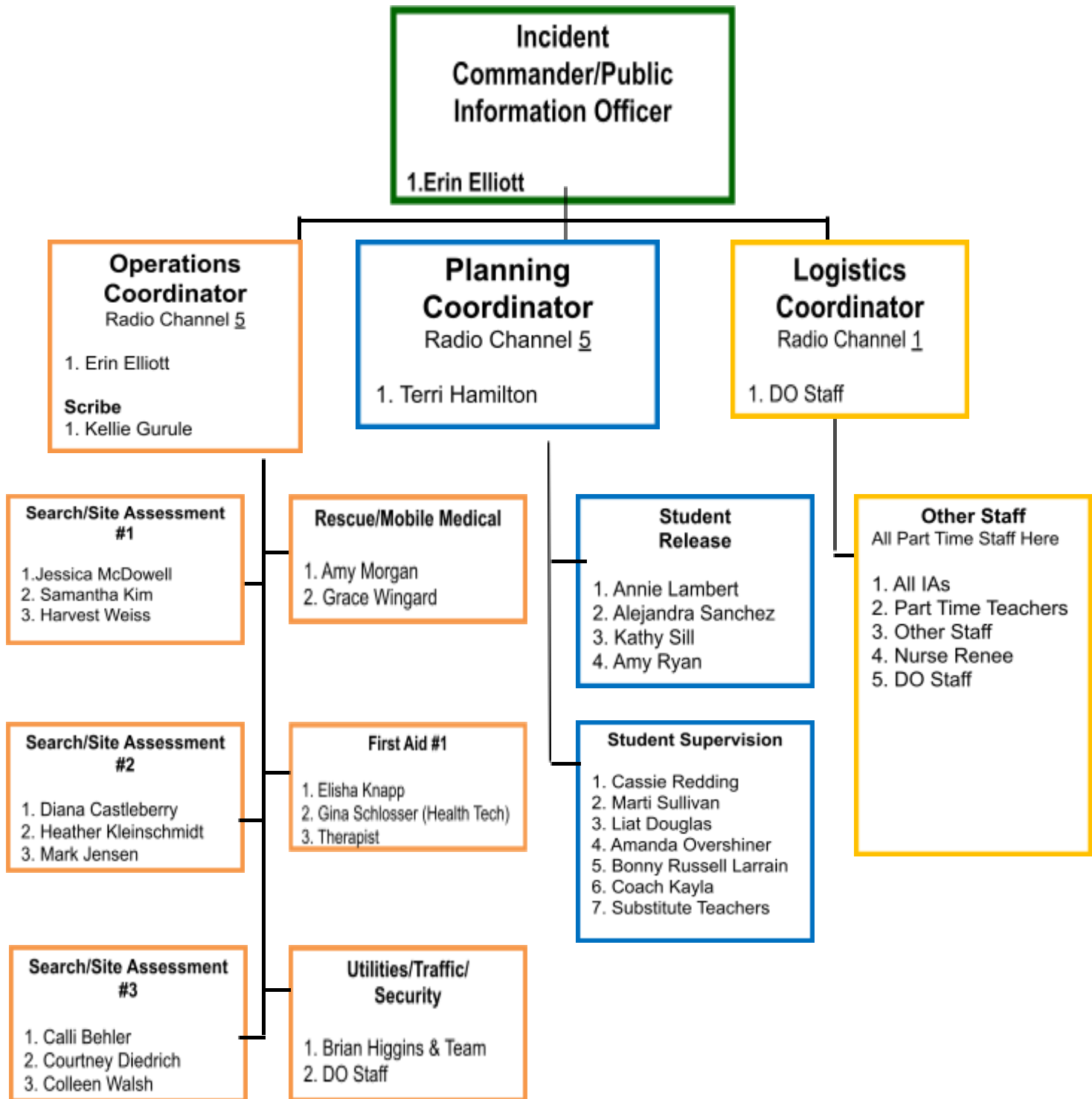
Electrical panel
Fire Sub panel
Water Shut off
GAS main



3. Custodial Routes - also the easiest routes to follow during Search and Rescue



Incident Command Organization



Annual Emergency Preparedness Best Practices

SCHOOL NAME:

APPLE BLOSSOM SCHOOL

SCHOOL YEAR:

2024-2025

Date	Activity	Responsible Person	Date Completed
Summer	Review School Safety Plan	Erin Elliott	11/8/2024
Summer	School facilities hazard assessment (buildings, grounds, evacuation routes, shut-off valves) walk through with public safety.	Brian Higgins	August
August	Identify school resources and survey special staff skills.	Erin Elliott	End of August
August	Survey staff dismissal priorities.	Erin Elliott	End of August
August	Update staff and emergency phone numbers and resources. Update emergency team assignments.	Erin Elliott	End of August
August	Assign school staff to Incident Command System (ICS) functions.	Erin Elliott	End of August
August	Parent orientation/information on School Safety Plan.	Erin Elliott	End of August
August	If new construction is completed at your site, get new updated maps and site plans from Maintenance and Operations Director.	Erin Elliott	N/A
Fall	Inventory/restock emergency supplies. Test communication equipment.	Erin Elliott	End of August
Fall	Staff orientation of School Safety Plan, emergency response actions, policies and performance expectations during various drills.	Erin Elliott	End of August
Fall	Assess training needs and schedule workshops.	Erin Elliott	End of August
Fall	Disaster service worker and ICS training for new staff.	Erin Elliott	End of August
Date	Activity	Responsible Person	Date Completed
Fall	Recruit parent disaster/safety committee.	Erin Elliott	September/October

Fall	Replenish emergency supply cache and classroom backpack.	Erin Elliott	September/October
Fall	CPR/first aid training if possible.	Erin Elliott	Completed last year 2024
September	Update classroom backpacks (rosters, etc.).	Erin Elliott/All Staff	October 2024
September	Parent back to school assembly.	Erin Elliott	N/A
March	Complete comprehensive disaster drill.	Erin Elliott	November 2025
May	Recruit new parent disaster committee members.	Erin Elliott	N/A
May	Review drill assessment.	Erin Elliott	September
Quarterly	Create and attend parent disaster/safety committee meetings.	Erin Elliott	
Other Drills (Yearly)	California Education Code, Section 32001 Fire alarm and drill at least once each month in elementary schools, at least 4 times every school year in middle schools and at least twice every school year in secondary schools.		
Other Drills (Yearly)	California Education Code, Section 35297 Drop, Cover, Hold On Drill at least once each school quarter in elementary schools, once a semester in secondary schools.		
Other Trainings (as needed)	Special ICS functions for staff (damage assessment, search and rescue, CERT) CPR – every other year Basic First Aid – every other year NIMS-IS- 100.SCa for new staff		

Prepared By: _____ Date: _____

School Resources

Resource	Yes/No	Location (bldg/room #/site location)	How Many?
Safety Container	Yes	Shed on the lower playground	1
Safety Closet	No		
AED #1 (up to 6)	Yes	Nurse's Office	1
Portable PA System	Yes	All Staff have radios	35
Generator	No		
Golf Carts	Yes	Brian's Cart located at the shed by the garbage bin in the parking lot	1
School Vans	No		

Summary of Job Responsibilities

Management: Incident Commander/PIO/Agency Liaison	Responsible for development of school's plan and overall management of emergency; establishes/manages Command Post; activates ICS; determine strategies to implement protocols and adapt as needed. Provides public information as required. Monitors and supervises Operations, Planning and Logistic Coordinators.
Operations Coordinator	Supervises Search and Site Assessment, Utilities/Traffic/Security, Rescue Mobile, and First Aid.
Search and Site Assessment	Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression. Assess buildings, etc for damage and/or injured persons.
Utilities/Traffic/Security	Coordinates security needs; establishes traffic and crowd control; secures perimeter, evaluates the sites utilities as needed.
Rescue/Mobile Medical	Responds to the location of injured or trapped, provides basic medical support and transports if appropriate to medical station on site.
First Aid	Provides basic medical care, triage and supplies to the injured. Provides accounting and long-term care for all students until reunited with parents/caretakers.
Planning Coordinator	Supervises Scribe(s), Student Release and Student Supervision
Scribe and Documentation	Helps maintain record and written communications for members of the incident command post. Evaluates incident information and maintains ICS status boards, collects and archives all incident documents, tracks equipment and personnel assigned to the incident.
Student Release	Provides for systematic and efficient reunification of students with parents/caretakers, maintains records of student release.
Student Supervision	Supervises students in a safe location, coordinates with Student Release for the safe transfer of students to their parents or guardians.
Logistics Coordinator	Coordinates access to and distribution of food, water and supplies; provides personnel as requested, including volunteers.

Job Description Summaries

Incident Commander

The Incident Commander directs on-scene operations and is responsible for overall management of the incident. It is their responsibility to prepare the strategic objectives that, in turn, will be the foundation upon which subsequent incident action planning will be based. Incident Objectives should be broad, measurable and follow an ordered sequence of events.

The Incident Commander at the school leads the Incident Management Team which may include the Operations, Planning and Logistics Coordinators, and Scribe(s) for the school.

Responsibilities: The Incident Commander (IC) is responsible for on-scene emergency/disaster operations and remains at or near the Incident Command Post (ICP) to observe and direct all operations.

- Assess the scene
- Ensure the safety of students, staff and others on campus
- Activate and manage the ICP
- Develop strategies for appropriate response
- Coordinate response efforts
- Monitor action plan and organizational effectiveness
- Guide, manage and assist Operations, Planning and Logistics Coordinators with their assigned duties

Start-Up Actions

- Assess type and scope of emergency
- Determine threat to human life and structures
- Activate the appropriate emergency action
- If evacuation is necessary, verify that the route and assembly area are safe:
 - Direct the opening of the emergency cache
 - Set up the ICP
 - Obtain personal safety equipment
- Establish appropriate level of organization
- Activate organizational functions as needed
- Contact the District Office
- Develop an Incident Action Plan with objectives and a time frame

Operational Actions

- Determine the need for and request inter-agency assistance
- Monitor and assess the total site situation
- View site map periodically for response team progress
- Check with section Coordinators for periodic updates
- Revise Incident Action Plan, as needed
- Update status to District EOC or District Office
- Reassign personnel as needed
- Begin student release, if appropriate, after student accounting is complete.
Refer media inquiries to District Office or PIO.
If transfer of command is necessary, e.g., when public safety officials arrive, provide a face-to-face briefing with the following minimum essential information:
 - situation status
 - objectives and priorities

- o current organization and personnel assignments
- o resources enroute and/or ordered
- o facilities established
- o communications plan
- o prognosis, concerns, related issues
- Release teachers as appropriate per district guidelines.
- Remain in charge of campus until redirected or released by the Superintendent of Schools.
- Be prepared for requests by the American Red Cross to use facility as a shelter.

Deactivation

- Receive briefing from public safety agency to obtain "All Clear".
- Contact the District Office to obtain authorization for deactivation.
- Authorize deactivation of response teams as they are no longer required.
- Check with section Coordinators to ensure that any open actions will be taken care of before demobilization
 - o Logistics: Ensure the return of all equipment and reusable supplies
 - o Planning: Close out all logs. Complete other relevant documents and provide to the Documentation Unit for archive
- Provide input to the After-Action Report
- Proclaim termination of the emergency.
- Proceed with recovery operations, if necessary

Operations Coordinator

Responsibilities: Operations manages the on-scene, immediate response to the disaster, which can include the following:

- Site Facility Check/Damage Assessment
- Security, Utilities and Traffic
- Search and Site Assessment
- First Aid and Crisis Intervention
- Rescue Mobile

Start-up Actions

- Check in with Incident Commander or Command Post for situation briefing.
- Put on personal safety equipment, e.g. hard hat and vest, walkie-talkie.
- Obtain necessary equipment and supplies from Logistics.

Operational Duties

- Assume the duties of all operations positions until staff is available and assigned.
- Brief assigned staff on the situation and supervise their activities, utilizing the position checklists.
- Check with IC to assure Emergency Plan is implemented.
- Initiate and coordinate with Search and Site Assessment, Rescue Mobile and First Aid operations, as needed.
- Notify Logistics If additional supplies or personnel are needed for the Operations Section, as additional staff arrive, brief them on the situation, and assign them as needed.
- As information is received from Operations staff, pass it on to the Incident Commander, providing a description of tasks and priorities.
- Monitor operational activities, ensuring that Operations staff follows standard procedures, utilizes appropriate safety gear, and documents their activities.

Closing Down

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by IC, deactivate the section and close out all logs.
- Provide logs and other relevant documents to the Documentation Unit in Planning.

Search and Site Assessment Team(s)

Objectives: Search school buildings and grounds to identify the location of trapped or injured students and staff, and potential hazards on campus. Notify ICS of the trapped/injured, potential hazards and exact locations. Coordinate with Operations team for treatment of the injured.

Safety Rules: Buddy system: 3 people per team; team leader identified. Take no action that might endanger you. Use appropriate safety gear. Size up the situation first. Follow all operational and standard safety procedures. Team members should be certified in First Aid and trained in SAR techniques.

Start-Up Actions

- Put on personal safety gear.
- Obtain all necessary equipment from container (see below).
- Check at Command Post (ICP) for assignment.

Operational Duties

- Before entering a building, walk around and inspect the complete exterior of the building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
- Team leader stays out of building with site map, Sharpie, and tape, as two team members enter building. The team leader will place a diagonal piece of tape on the doorframe after teammates clear building. Then add a 2nd piece of tape forming an "X" to indicate the room is clear. This practice will be continued at each room/building until or if a situation requiring medical assistance occurs.
- Search and Site Assessment will make every effort to manage medical issues without requesting assistance from Mobile Rescue (example; small laceration, broken arm).
- If a medical situation arises that is beyond the scope of the Site Assessment team, contact Rescue Mobile for additional support.
 - The team leader will place a diagonal piece of tape on the doorframe, with a short description of the medical issue (example; "head injury").
 - The team leader and one teammate will continue searching the area. The 3rd team member will stay with the patient until Rescue Mobile arrives.
 - The 3rd team member will then catch up with the other team members and continue searching as a team of three.
- Report by radio to Incident Command after a cluster has been cleared (example; rooms 1-6) or broadcast immediately if a medical situation warrants Rescue Mobile involvement.
- Follow directions from Operations/Incident Command Post.
- Report gas leaks, fires, or structural damage to Operations Coordinator immediately upon discovery. Handle small situations when possible (example; light fire suppression).
- Record exact location of damage and triage on map and report information to Operations Coordinator.
- Keep radio communication brief and simple. Use common language, no codes.

Closing Down

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

Rescue Mobile Team(s)

Operational Duties

- Be prepared to respond to search and site assessment locations with a stretcher or wheelchair to assist patients with major injuries.
- When exiting a room with the patient, put 2nd piece of tape diagonally over the first, forming an “X” on doorframe indicating the room is clear.
- Advise Operations of extent of injuries and report you are enroute to First Aid with patient.
- If a patient has a possible severe spinal injury, stay with the patient until paramedics arrive.
- When requested by Operations, respond to specific building(s) and act as site assessment member.

Closing Down

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

First Aid

Objectives Establish the First Aid treatment area, triage, emergency medical response and counseling. Ensure that appropriate actions are taken in the event of deaths. Coordinate with the Operations Coordinator when the situation requires health or medical services that staff cannot provide.

Personnel: First aid trained staff and volunteers

Start-Up Actions

- Set up First Aid Station if directed by Operations Coordinator.
- Obtain and put on personal safety equipment including vests and non-latex or nitrile gloves.
- Check with Medical Team Leader for assignment.

Operational Duties

- Admit injured students/staff to First Aid Station, listing name on master log.
- Administer appropriate first aid.
- Keep accurate records of care given.
- Continue to assess victims at regular intervals.
- Report deaths immediately to Incident Commander.
- When transport is available, do a final assessment. Keep records for reference.
- A copy of the Student's Emergency Card must accompany students removed from campus to receive advanced medical attention. Give a copy of the card to the paramedic.

First Aid Stations:

Triage - Locate triage (injury sorting area) at the entry of the First Aid Station. This area is for the injured to be quickly evaluated for severity of injury and directed to the appropriate treatment area.

- **Immediate Care** - For people with life and limb threatening injuries that require immediate attention, such as difficulty breathing, severe bleeding, major burns and shock. Locate immediate care in an area out of sight of most students and staff but accessible to emergency vehicles.
- **Delayed Care** - For injured individuals who do not require attention within the first hour. Such people may have lacerations, broken bones or need medication. Locate near the immediate care area but shield from the sight of the injured in immediate care area.

Crisis Counseling - Mild to moderate anxiety is best handled by teachers in class groups. Severe anxiety warrants special attention in a secluded area away from other First Aid areas, since the sight of injured people may worsen the hysteria. This area should be away from the student population, because hysteria can rapidly get out of control.

Closing Down

- Return equipment and unused supplies to Logistics.
- Clean up the first aid area. Dispose of hazardous waste safely.
- Complete all paperwork and turn it into the Documentation Unit (scribe).

Utilities, Traffic and Security

Responsibilities:

- Manage traffic control!
- Turn off water, gas, electricity as requested.
- Assist in securing the campus during the emergency.

Start Up Actions

- Check in with Incident Command for situation briefing.
- Obtain and put on personal protective equipment (PPE).
- Obtain necessary equipment and supplies from Logistics.

Operational Duties

- Coordinate security needs, establish traffic and crowd control.
- Secure perimeters.

- Evaluate site utilities as needed.

Closing Down

- Return equipment to Logistics.

Other Staff, Volunteers and Other Adults on Campus

Objectives

Respond to Incident Command Post if you are not assigned to a specific role.
Incident Command will assign you to an operation's or planning role.

Operational Duties

- Refer to summary of job responsibilities and assume your assigned role. Respond to the designated area to do your job.
- Respond to Logistics to get needed supplies.

Closing Down

- Return equipment and reusable supplies to Logistics.

Planning Coordinator

Responsibilities: Planning oversees student supervision and student release. Also provide ongoing analysis of situation and resource status.

Start Up Actions

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as vest, if available.

Operational Duties

- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Assist Incident Commander in writing Incident Action Plans.
- Maintain accurate records of missing /injured students and staff.
- Maintain accurate records of students released to parents/guardians.
- Student Release requires heavy staffing, so begin preparations early for well-separated and well-marked Parent Request and Student Release gates.
- Work with Planning scribe to record and maintain all accurate records.

Closing Down

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Archive all incident records.
- Verify that closing tasks of all Planning positions have been accomplished.
- Return equipment and reusable supplies to Logistics.

Student Supervision

Objectives: Ensure the care and safety of all students on campus except those who are in the First Aid Station.

Personnel: Classroom teachers, substitute teachers, and staff as assigned.

Start Up Actions

- Identify team leader(s).
- Put on a safety vest or position identifier.
- Check in with the Planning Coordinator for situation briefing.
- If school is evacuating:
 - Verify that the assembly area and routes to it are safe.
 - Count students or observe the classrooms as they exit, to make sure that all classes evacuate.
 - Initiate the set-up of portable toilet facilities and hand-washing stations.

Operational Duties

- Take role of all students and staff to determine who is missing and report to the Planning Coordinator immediately.
- Monitor the safety and well-being of the students and staff in the Assembly Area.
- Administer minor first aid as needed or refer to First Aid Station
- Support the Student Release process by releasing students with appropriate paperwork.
- When necessary, provide water and food for students and staff.
- Update records of the number of students and staff in the assembly area that have been released.
- Direct all requests for information to the Command Post.

Closing Down

- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, close out all logs.
- Provide logs and other relevant documents to the Documentation Unit.

Student Release

Objective: Assist teachers and staff in the release of students from the campus to parents and designated adults.

Start-Up Actions:

- Identify team leader(s).
 - Put on a safety vest or position identifier.
 - Check with the Planning Coordinator for assignment to Request Table or Release Table.
 - Obtain necessary equipment and forms from Logistics or emergency container.
 - Secure area against unauthorized access. Mark gates with signs.
 - Set up a Request Table at the main student access area. Use grade level grouping signs to organize parent requests.
-
- Have Student Release Forms available for parents outside at Request Table. Assign volunteers to assist.
 - Set up Release Table at some distance from Request Table.

Operational Duties

Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.

Procedures

- Requesting adult fills out Student Release Form, gives it to staff member, and shows photo identification.
- Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is authorized on the card.
- Staff instructs the requester to proceed to the Release Table and files the Emergency Card in the out box.
- The runner takes the Student Release Form to Student Assembly Area and walks the requested student to Student Release table.
- Staff matches student to requester, asks parent/requester to sign student Release Form, and requests both to leave the campus area to reduce congestion.

Note: If a parent is hostile or refuses to wait in line, don't argue. Step aside with the agitated parent so that Request Table can continue processing other parent requests. Document all incidents.

If student is with class in the Assembly Area:

- The runner shows Student Release Form to the teacher.
- Teacher marks box, "Sent with Runner."
- Runner walks student to Release Table
- Runner hands paperwork to release personnel.
- Release staff match student to requester, verify proof of identification.

If student is not with the class:

- Teacher makes appropriate notation on Student Log.
- "Absent" if student was not in school that day.
- "First Aid" if student is at First Aid Station.
- "Missing" if student was in school but now cannot be located.
- Runner takes Student Log to Planning/ICP.
- Planning verifies student location if known and directs runner accordingly.
- Parent should be notified of missing student status and escorted to Crisis Counselor.
- If a student is in First Aid, a parent should be escorted to the Medical Treatment Area.

- If a student was marked absent, a parent will be notified by a staff member.

Closing Down

- At the direction of the Operations Coordinator, return equipment and unused supplies to Logistics.
- Complete all paperwork and turn it into the Documentation Unit (Scribe).

Logistics

Responsibilities: Logistics is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Start-up Actions

- Check in with Incident Commander for situation briefing.
- Open the supplies containers or other storage facility.
- Put on a position identifier, such as vest.
- Begin distribution of supplies and equipment as needed.
- Ensure that the Incident Command Post and other facilities are set up as needed in safe locations.

Operational Duties

- Coordinate supplies, equipment, and personnel needs with the Operations Coordinator.
- Maintain security of cargo container, supplies and equipment.

Closing Down

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Objectives: Collection, evaluation, documentation, and use of information about the development of the incident and the status of resources.

Start-Up Actions

- Check in with Incident Commander, Operations and Planning Coordinators for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a safety vest or position identifier.

Operational Duties

Records

- Maintain information pertaining to incidents on whiteboards at the Command Center noting all actions and reports.
- Prior to dismantling whiteboards, take photos for recreating incident and for information gathering.
- Maintain time log of the incident, noting all actions and reports, hazards and missing or injured students and staff.

Important: A permanent log may be typed or rewritten later for clarity and better understanding. Keep all original notes and records—they are legal documents.

Closing Down

- Collect and file all paperwork and documentation from deactivating sections.
- Return equipment and reusable supplies to Logistics.

Secure the Campus Protocol

SECURE THE CAMPUS is a measure implemented when there is a need to isolate students and staff from the outdoor environment. The procedures include closing and locking doors and windows, and blinds/shades. If safe to do so, you may send supervised small groups of students to the bathroom.

SECURE THE CAMPUS allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in bungalows and buildings with exterior passageways must remain in the classroom while **SECURE THE CAMPUS** is instituted. It is appropriate for, but not limited to, gas leaks, police action in the area or dangerous animals.

ANNOUNCEMENT:

Make an announcement in person directly or over the public address system:

Example: **"Attention please. We have a hazard in the community and are instituting SECURE THE CAMPUS procedures. Students and staff should remain inside with windows and doors securely closed. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."**

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Make an announcement on the public address system. Give clear instructions, remain calm and convey reassurance that the situation is under control.
- When clearance is received from appropriate agencies, give the **ALL-CLEAR** instruction to indicate that the normal school routine can resume.
- Walk around the interior of the campus to ensure all exterior doors are locked.

TEACHER and STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and windows.
- Keep all students in the classroom until further instructions are received. Assist those needing special assistance.
- Secure individual classrooms: close and lock doors and windows.
- Take attendance and call report in to Office Manager. Wait for further instructions.

STUDENT ACTIONS:

Proceed to your classroom if it is safe to do so. If not, follow the teacher or staff directions to nearby classrooms or other rooms (e.g., auditorium, library, cafeteria, multi-purpose room). If these are unsafe, follow instructions to proceed to an alternative indoor location.

Lockdown Protocol

LOCKDOWN is initiated to isolate students and school staff from danger when there is a crisis on campus and movement within the school might put students and staff in jeopardy. **LOCKDOWN** is used to prevent intruders from entering occupied areas of the building. The concept of **LOCKDOWN** is **no one in, no one out**. All exterior doors are locked, and students and staff must always remain in the classrooms or designated locations. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. **LOCKDOWN** is not normally preceded with an announcement. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Extreme violence outside the classroom

ANNOUNCEMENT:

1. Make an announcement in person directly, over walkies or over the public address system and/or sound the special lockdown alarm tone:

Example: "Attention please. (Pause) **LOCKDOWN**. (Pause) **LOCKDOWN**. (Pause) **LOCKDOWN**. (Pause) **Additional information may follow.**"

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Make the announcement. Teachers and staff are to immediately lock doors and remain in the classroom or secured area until further instructions are provided. Put your cell phone on silent or vibrate mode!
- 1.) Call 911, 2) call North Bay Security (415) 235-2340, and 3) call the District Office/Superintendent Provide location, status of campus, all available details of situation.
- When a school official or authorized official unlocks the door from the outside, it is safe to leave the room.
- If appropriate, send home with students a brief written description of the emergency, how it was handled and what steps are being taken in its aftermath, or do an "all call" notification via text, phone call or mass email.

STAFF ACTIONS:

- If it is safe to clear the hallways, bathrooms and open areas, direct students to the closest safe classroom. **DO NOT ANSWER YOUR ROOM PHONE!**
- Immediately lock doors and instruct students to sit or lie down on the floor.
- Turn off lights, close any shades and/or blinds if it appears safe to do so.
- Put cell phones on silent or vibrate mode. Do not answer a ringing phone.
- Remain quiet and calm in the classroom or secure area until further instructions are provided by the principal or law enforcement.

STUDENT ACTIONS:

- Move quickly and quietly to the closest safe classroom.
- Put your cellphone on silent or vibrate mode. Do not answer a ringing phone.
- If rooms are locked, immediately hide in the closest safe zone: bathroom, janitorial closet, office area, library. Lock the door or move furniture or trash can to bar access to the room. Remain quiet until further instructions are provided by the principal or police.

On-Site Fire Protocol

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction.

Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to confirm that the "fire is out".

Within School Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Sound the fire alarm to implement **EVACUATION** of the building.
- Immediately **EVACUATE** the school using the primary or alternate fire routes.
- Call 911.
- Direct search and rescue team to be sure all students and personnel have left the building.
- Ensure that access roads are kept open for emergency vehicles.
- Notify District Office 1(415)897-4211 of situation.
- Notify appropriate utility company of suspected breaks in utility lines or pipes.
- If needed, notify bus dispatch for **OFF-SITE EVACUATION** by **DIRECTED TRANSPORTATION**.
- Do not allow staff and students to return to the building until the Fire Department declares it safe.

STAFF ACTIONS:

- **EVACUATE** students from the building using primary or alternate fire routes Take emergency backpack. Maintain control of the students a safe distance from the fire and firefighting equipment.
- Take attendance. Report missing students to the principal/designee and emergency response personnel.
- Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

Near the School

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911. The Fire Marshall will direct operations once on site.
- Determine the need to implement an **EVACUATION**. If the fire threatens the school, execute the actions above. If not, continue with the school routine.

Off-Site Evacuation

OFF-SITE EVACUATION is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety.

OFF-SITE EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Post earthquake

OFF-SITE EVACUATION may require **DIRECTED TRANSPORTATION**.

ANNOUNCEMENT:

1. Fire alarm (bell or horn signal).
2. Make an announcement over the public address system:

Example: **“Attention please. We need to institute an Off-Site Evacuation. Teachers are to take their students to the designated offsite assembly area (enter location). Students are to remain with their teacher.”**

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location.
- Call 911. Provide school name and location of off-site evacuation, reason for evacuation, number of staff and students being evacuated.
- When clearance is received from appropriate agencies, give the **ALL-CLEAR** instruction and authorize students and staff to return to the classrooms.
- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Take attendance before leaving campus. Instruct students to evacuate the building, following designated routes, and assemble in their assigned offsite Assembly Area. Bring along the emergency classroom backpack.
- If walking to a nearby site, keep students lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site.
- Take the student roster when leaving the building. Take attendance when the class is reassembled in a safe offsite location. Report attendance to Principal/designee. Remain in place until further instructions are given.

Earthquake Protocol

Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. Elevators and stairways will need to be inspected for damage before they can be used. The major shock is usually followed by numerous aftershocks, which may last for weeks.

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If people are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

Inside Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders and the Superintendent's office 1(415)897-4211.
- Send search and rescue team to look for trapped students and staff.
- Post guards a safe distance away from building entrances to assure no one re-enters.
- Notify District Office of school and personnel status. Determine who will inform public information media as appropriate.
- Do NOT re-enter the building until it is determined to be safe by an appropriate facilities inspector.
- Determine whether to close school. If school must be closed, notify staff members, students, and parents.

STAFF ACTIONS:

- Give **DROP, COVER and HOLD ON** command. Instruct students to move away from windows, bookshelves, and heavy suspended light fixtures. Get under a table or other sturdy furniture with back to windows.
- After shaking stops, **EVACUATE** building. The focus should be on doing the best for the most people. Do not hold up the class from evacuating while administering first aid to someone. If the injured person can be evacuated, then bring them out and render first aid once clear. If the person can't be included in the evacuation, then note the number and location of the injured and report to Operations once your group is safely evacuated. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring attendance roster and emergency backpack.

Staff that are outside, after the shaking stops, should immediately direct students to the evacuation/rally point. Assist injured victims that can be moved to an evacuation site. Report to Search & Rescue the number and location of victims that can't be moved.

- Check attendance at the assembly area. Report any missing/injured students to principal/site administrator.
- Check for injuries and render First Aid.
- Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.

- Stay alert for aftershocks!
- Do NOT re-enter the building until it is determined to be safe.

Outside Building

STAFF ACTIONS:

- Move students away from buildings, trees, overhead wires, and poles. Get under a table or other sturdy furniture with back to windows. If not near any furniture, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. If notebooks or jackets are handy, hold over head for added protection. Maintain position until shaking stops.
- After shaking stops, check for injuries, and render first aid. Direct students to evacuation points.
- Check attendance. Report any missing students to principal/site administrator.
- Stay alert for aftershocks.
- Keep a safe distance from any downed power lines.
- Do NOT re-enter the building until it is determined to be safe.
- Follow instructions of principal/site administrator.

During non-school hours**PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- Inspect school buildings with Maintenance/Building and Grounds Manager to assess damage and determine corrective actions.
- Confer with the District Superintendent if damage is apparent to determine the advisability of closing the school.
- Notify the fire department and utility company of suspected breaks in utility lines or pipes.
- If school must be closed, notify staff members, students, and parents. Arrange for alternative learning arrangement such as portable classrooms if damage is significant and school closing will be of some duration.
- Notify the District Office, who will inform public information media as appropriate.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

Medical Emergency Protocol

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention. **This is not a First Aid manual.** When in doubt, dial 911. Medical emergencies involving any student or employee must be reported to the Principal/Site Administrator.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Assess the victim (ABC – Airway, Breathing, Circulation. Call 911, if appropriate. Provide:
 - School name, address including nearest cross street(s)
 - and the fastest way for ambulances to reach the building.
 - Exact location within the building
 - Nature of the emergency and how it occurred.
 - Approximate age of injured person
 - Caller's name and phone number
 - Do not hang up until advised to do so by the dispatcher.
- Assign staff members to meet rescue service and show medical responder where the injured person is.
- Assemble emergency care and contact information of victims.
- Monitor the medical status of the victim, even if he or she is transported to the hospital.
- Assign a staff member to remain with an individual, even if he or she is transported to the hospital.
- Notify parents/guardian if the victim is a student. Describe type of illness or injury, medical care being administered, and location where student has been transported.
- Advise staff of the situation (when appropriate). Follow-up with parents.

Universal Precautions when Treating a Medical Emergency

- Always use non-latex or nitrile gloves and, if necessary, mask and gown, to reduce the risk of transmission of body fluids.
- Wash hands thoroughly after providing care.

STAFF ACTIONS:

- Assess the scene to determine what assistance is needed. Direct students away from the scene of the emergency.
- Notify Principal/Site Administrator.
- Stay calm. Keep the individual warm with a coat or blanket.
- Ask the school nurse to begin first aid until paramedics arrive. Do not move the individual unless there is danger of further injury.
- Do not give the individual anything to eat or drink.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

Bomb Threat

If the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

- Listen. Do not interrupt the caller.
- Keep the caller on the line with statements such as *"I am sorry, I did not understand you. What did you say?"*
- Alert someone else by prearranged signal to call 911.
- Notify site administrator immediately after completing the call.
- Complete the Bomb Threat Checklist.

Telephone Bomb Threats

Remain calm/courteous.
Read phone's visual display.
Listen, don't interrupt.
Keep caller talking. Pretend hearing difficulty.
Notice details: background noises, voice description.
Ask: When? Where? What? How?
Don't touch any suspicious objects.
Call 911

PERSON RECEIVING THREAT BY MAIL:

- Note the way the threat was delivered, where it was found and who found it.
- Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Notify law enforcement as soon as possible.
- Notify principal or site administrator.
- Caution students against picking up or touching any strange objects or packages.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Call 911.

Call North Bay Security 1(415)235-2340.

- Notify the District Superintendent 1(415) 897-4211 of the situation.
- Instruct staff to turn off cellular phones or two-way radios. Do not use devices during a threat since explosive devices can be triggered by radio frequencies.
- Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Use the intercom, personal notification by designated persons, or the PA system to evacuate students and staff to designated areas.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- Evacuate students as quickly as possible, using primary or alternate routes.
- Upon arrival at the designated safe site, take attendance.
- Notify the principal/site administrator of any missing students.
- Do not return to the building until emergency response officials determine it is safe.

If a suspicious item is observed, make no attempt to examine the object and immediately notify site administrator or law enforcement.



Comprehensive School Safety Plan

Mitigation • Preparedness • Response • Recovery



Twin Hills Charter Middle School



August 2024



Emergency Phone Numbers and Resources

Police/Fire/Medical	911
Sonoma County Sheriff Office	(707) 565-2650
Gold Ridge Fire Protection District	(707) 823-1084
Sebastopol Police Department Police	(707) 829-4400
PG&E	1-800-743-5002
Forestville Water District	(707) 887-1551
California Highway Patrol (CHP) Santa Rosa Office	(707) 588-1400
Security Consulting (NBSG) Bill Welch	(415) 235-2340
California Poison Control Center	1-800-222-1222
Redwood Empire Schools Insurance	(707) 836-0779
Sonoma County Office of Education Emergency Coordinator –	(707) 524-2600
Sonoma County Emergency Services	(707) 5665-1152
SCOE Superintendent Amie Carter	(707) 524-2603
Kaiser Medical Center Santa Rosa	(707) 393-4000
Alarm Company: Honeywell	(800) 644-8273

FIRE DRILL SCHEDULE

SCHOOL NAME:

SCHOOL YEAR:

TWIN HILLS CHARTER MIDDLE SCHOOL

2024-2025

Staff Training			
	Month	Date	Time
1	Intruder Training	Nov. 1, 2024	9:00-9:45
2	Incident Command/ Disaster Training	Feb. 26, 2025	2:30-3:15

Fire Drill Schedule			
	Month	Date	Time
1	Fire Drill w/ evacuation	Oct. 17, 2024	9:45-10:00
2	Fire Drill w/ evacuation	Feb. 5, 2025	1:40-1:55

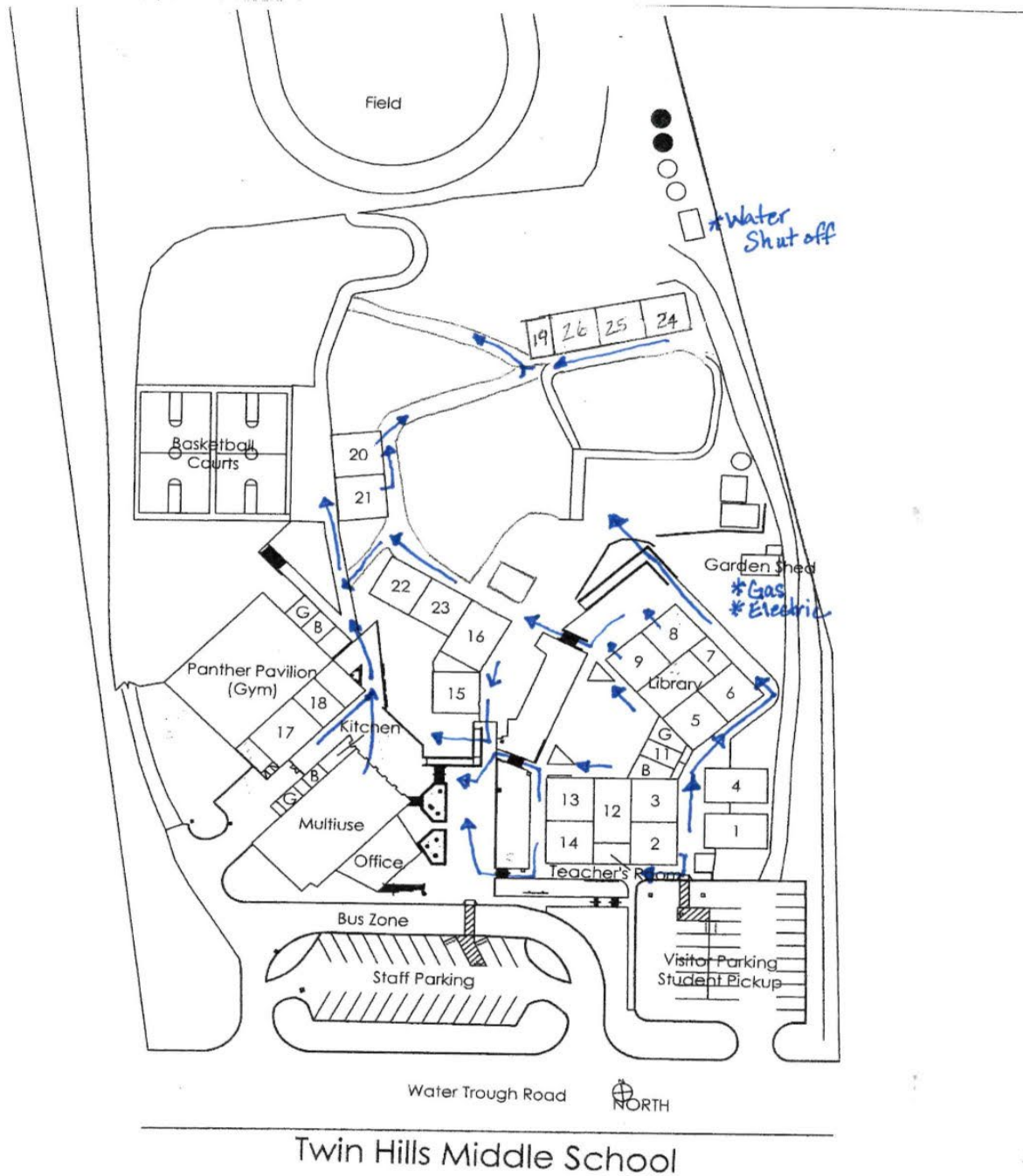
Comprehensive Disaster Drill Schedule (complete prior to March 31)			
	Month	Date	Time
1	Disaster	Mar. 4, 2025	11:15-12:00

Earthquake Drill Schedule			
	Month	Date	Time
1	Earthquake Drill w/ evacuation	Oct. 17, 2024	10:15-10:30
2	Earthquake Drill w/ evacuation	Feb. 5, 2025	1:40-1:55

Shelter in Place/Lockdown Disaster Drill Schedule			
	Month	Date	Time
1	Secure the Campus	Nov. 14, 2024	10:20-10:30
2	Secure the Campus Transition to Lockdown (in class)	Jan. 17, 2025	1:50-2:05
3	Secure the Campus before school	Apr. 15, 2025	8:55-9:10

Site Map

Includes Evacuation Routes, Gas, Electric and Water Shut-Offs



Site Map

Incident Command Stations: First Aid, Student Release and Student Supervision Locations. Also shows Search Grid Areas – highlighted in different colors



Twin Hills Middle School

*SR = Student Release Search & Rescue 1
 Search & Rescue 2

**Incident
Commander/Public
Information Officer**

Shawna Whitestine

**Operations
Coordinator**

Radio Channel: 1

Shawna Whitestine

Scribe

Cat Capriola

**Planning
Coordinator**

Radio Channel: 2

Leslie Konvalinka

Scribe

Bobbie Meyer

**Logistics
Coordinator**

Radio Channel 1

Shawna Whitestine

**Search/Site
Assessment #1**

1. Nick Royer
2. Stefanie Maddocks
3. Andrea Hagan

Rescue Mobile

1. Christa Brown
2. Mariko Wesley-Fagundes

**Student
Release**

1. Dawn Salas
2. Jen Simoncini

Other Staff

1. Robyn F-T
2. Ann Humphrey
3. Nicole Huynh
4. Therese LaLonde
5. Nate Riebli
6. Nora Rodriguez
7. Alejandra Sanchez
8. Jude Affronti

**Search/Site
Assessment #2**

1. Tracy Rosemark
2. Amy Franceschi
3. Vanessa Barboza

First Aid #1

1. Caroline Zago
2. Jenna Hales

Student Supervision

1. Nicole Ellwood
2. Jason Greenwald
3. Heather Osbun
4. Michael Hardison
(Rm 25)

**Utilities/Traffic/
Security**

1. John Poncey

ANNUAL EMERGENCY PREPAREDNESS BEST PRACTICES

SCHOOL NAME:

SCHOOL YEAR:

TWIN HILLS CHARTER MIDDLE SCHOOL

2024-2025

Date	Activity	Responsible Person	Date Completed
Summer	Review School Safety Plan	Shawna Whitestine	Aug. 2024
Summer	School facilities hazard assessment (buildings, grounds, evacuation routes, shut-off valves) walk through with public safety.	Shawna Whitestine and John Poncey	Aug. 2024
August	Identify school resources and survey special staff skills.	Shawna Whitestine	Aug. 2024
August	Survey staff dismissal priorities.	Shawna Whitestine	Sept. 2024
August	Update staff and emergency phone numbers and resources. Update emergency team assignments.	Shawna Whitestine	Sept. 2024
August	Assign school staff to Incident Command System (ICS) functions.	Shawna Whitestine	Aug. 2024
August	Parent orientation/information on School Safety Plan.	Shawna Whitestine	October 2024
August	If new construction is completed at your site, get new updated maps and site plans from Maintenance and Operations Director.	Shawna Whitestine	N/A
Fall	Inventory/restock emergency supplies. Test communication equipment.	Shawna Whitestine and John Poncey	October 2024
Fall	Staff orientation of School Safety Plan, emergency response actions, policies and performance expectations during various drills.	Shawna Whitestine	Sept. 2024
Fall	Assess training needs and schedule workshops.	Shawna Whitestine	Aug. 2024
Fall	Disaster service worker and ICS training for new staff.	Shawna Whitestine	Nov. 2024

Date	Activity	Responsible Person	Date Completed
Fall	Recruit parent disaster/safety committee.	Shawna Whitestine	October 2024
Fall	Replenish emergency supply cache and classroom backpack.	Shawna Whitestine and Teachers	October 2024
Fall	CPR/first aid training if possible.	Shawna Whitestine and Staff	N/A
September	Update classroom backpacks (rosters, etc.).	Staff	September 2024
September	Parent back to school assembly (Orientation).	Shawna Whitestine	Aug. 2024
March	Complete comprehensive disaster drill.	Shawna Whitestine	March 2025
May	Recruit new parent disaster committee members.	Shawna Whitestine	May 2025
May	Review drill assessment.	Shawna Whitestine	June 2025
Quarterly	Create and attend parent disaster/safety committee meetings.	Shawna Whitestine	
Other Drills (Yearly)	California Education Code, Section 32001 Fire alarm and drill at least once each month in elementary schools, at least 4 times every school year in middle schools and at least twice every school year in secondary schools.		
Other Drills (Yearly)	California Education Code, Section 35297 Drop, Cover, Hold One Drill at least once each school quarter in elementary schools, once a semester in secondary schools.		
Other Trainings (as needed)	Special ICS functions for staff (damage assessment, search and rescue, CERT) CPR – every other year Basic First Aid – every other year NIMS-IS- 100.SCa for new staff		

Prepared By: _____ Date: _____

School Resources

Resource	Yes/No	Location (bldg/room #/site location)	How Many?
Safety Containers	Yes	Shed next to volleyball court	3
Safety Closet	No	Shed	0
AED #1	Yes	Gym	1
Portable PA System	No	None- Walkies are supplied for all staff	30
Generator	Yes	Garden Shed	1
Golf Carts	No	Water Shut Off Bldg. behind Rm 24	1
School Vans	No	None	0

Summary of Job Responsibilities

Title	Role/Responsibilities
Management: Incident Commander/PIO/Agency Liaison	Responsible for development of school's plan and overall management of emergency; establishes/manages Command Post; activates ICS; determine strategies to implement protocols and adapt as needed. Provides public information as required. Monitors and supervises Operations, Planning and Logistic Coordinators.
Operations Coordinator	Supervises Search and Site Assessment, Utilities/Traffic/Security, Rescue Mobile, and First Aid.
Search and Site Assessment	Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression. Assess buildings, etc for damage and/or injured persons.
Utilities/Traffic/Security	Coordinates security needs; establishes traffic and crowd control; secures perimeter, evaluates the sites utilities as needed.
Rescue/Mobile Medical	Responds to the location of injured or trapped, provides basic medical support and transports if appropriate to medical station on site.
First Aid	Provides basic medical care, triage and supplies to the injured. Provides accounting and long-term care for all students until reunited with parents/caretakers.
Planning Coordinator	Supervises Scribe(s), Student Release and Student Supervision
Scribe and Documentation	Helps maintain record and written communications for members of the incident command post. Evaluates incident information and maintains ICS status boards, collects and archives all incident documents, tracks equipment and personnel assigned to the incident.
Student Release	Provides for systematic and efficient reunification of students with parents/caretakers, maintains records of student release.
Student Supervision	Supervises students in a safe location, coordinates with Student Release for the safe transfer of students to their parents or guardians.
Logistics Coordinator	Coordinates access to and distribution of food, water and supplies; provides personnel as requested, including volunteers.

Job Description Summaries

Incident Commander

The Incident Commander directs on-scene operations and is responsible for overall management of the incident. It is their responsibility to prepare the strategic objectives that, in turn, will be the foundation upon which subsequent incident action planning will be based. Incident Objectives should be broad, measurable and follow an ordered sequence of events.

The Incident Commander at the school leads the Incident Management Team which may include the Operations, Planning and Logistics Coordinators, and Scribe(s) for the school.

Responsibilities: The Incident Commander (IC) is responsible for on-scene emergency/disaster operations and remains at or near the Incident Command Post (ICP) to observe and direct all operations.

- Assess the scene
- Ensure the safety of students, staff and others on campus
- Activate and manage the ICP
- Develop strategies for appropriate response
- Coordinate response efforts
- Monitor action plan and organizational effectiveness
- Guide, manage and assist Operations, Planning and Logistics Coordinators with their assigned duties

Start-Up Actions

- Assess type and scope of emergency
- Determine threat to human life and structures
- Activate the appropriate emergency action
- If evacuation is necessary, verify that the route and assembly area are safe:
 - Direct the opening of the emergency cache
 - Set up the ICP
 - Obtain personal safety equipment
- Establish appropriate level of organization
- Activate organizational functions as needed
- Contact the District Office
- Develop an Incident Action Plan with objectives and a time frame

Operational Actions

- Determine the need for and request inter-agency assistance
 - Monitor and assess the total site situation
 - View site map periodically for response team progress
 - Check with section Coordinators for periodic updates
 - Revise Incident Action Plan, as needed
 - Update status to District EOC or District Office
 - Reassign personnel as needed
 - Begin student release, if appropriate, after student accounting is complete.
- Refer media inquiries to District Office or PIO.
- If transfer of command is necessary, e.g., when public safety officials arrive, provide a face-to-face briefing with the following minimum essential information:

- situation status
- objectives and priorities
- current organization and personnel assignments
- resources enroute and/or ordered
- facilities established
- communications plan
- prognosis, concerns, related issues
- Release teachers as appropriate per district guidelines.
- Remain in charge of campus until redirected or released by the Superintendent of Schools.
- Be prepared for requests by the American Red Cross to use facility as a shelter.

Deactivation

- Receive briefing from public safety agency to obtain “All Clear”.
- Contact the District Office to obtain authorization for deactivation.
- Authorize deactivation of response teams as they are no longer required.
- Check with section Coordinators to ensure that any open actions will be taken care of before demobilization
 - Logistics: Ensure the return of all equipment and reusable supplies
 - Planning: Close out all logs. Complete other relevant documents and provide to the Documentation Unit for archive
- Provide input to the After-Action Report
- Proclaim termination of the emergency.
- Proceed with recovery operations, if necessary

Operations Coordinator

Responsibilities: Operations manages the on-scene, immediate response to the disaster, which can include the following:

- Site Facility Check/Damage Assessment
- Security, Utilities and Traffic
- Search and Site Assessment
- First Aid and Crisis Intervention
- Rescue Mobile

Start-up Actions

- Check in with Incident Commander or Command Post for situation briefing.
- Put on personal safety equipment, e.g. hard hat and vest, walkie-talkie.
- Obtain necessary equipment and supplies from Logistics.

Operational Duties

- Assume the duties of all operations positions until staff is available and assigned.
- Brief assigned staff on the situation and supervise their activities, utilizing the position checklists.
- Check with IC to assure Emergency Plan is implemented.
- Initiate and coordinate with Search and Site Assessment, Rescue Mobile and First Aid operations, as needed.
- Notify Logistics If additional supplies or personnel are needed for the Operations Section, as additional staff arrive, brief them on the situation, and assign them as needed.
- As information is received from Operations staff, pass it on to the Incident Commander, providing a description of tasks and priorities.
- Monitor operational activities, ensuring that Operations staff follows standard procedures, utilizes appropriate safety gear, and documents their activities.

Closing Down

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by IC, deactivate the section and close out all logs.
- Provide logs and other relevant documents to the Documentation Unit in Planning.

Search and Site Assessment Team(s)

Objectives: Search school buildings and grounds to identify the location of trapped or injured students and staff, and potential hazards on campus. Notify ICS of the trapped/injured, potential hazards and exact locations. Coordinate with Operations team for treatment of the injured.

Safety Rules: Buddy system: 3 people per team; team leader identified. Take no action that might endanger you. Use appropriate safety gear. Size up the situation first. Follow all operational and standard safety procedures. Team members should be certified in First Aid and trained in SAR techniques.

Start-Up Actions

- Put on personal safety gear.
- Obtain all necessary equipment from container (see below).
- Check at Command Post (ICP) for assignment.

Operational Duties

- Before entering a building, walk around and inspect the complete exterior of the building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
- Team leader stays out of building with site map, Sharpie, and tape, as two team members enter building. The team leader will place a diagonal piece of tape on the doorframe after teammates clear building. Then add a 2nd piece of tape forming an "X" to indicate the room is clear. This practice will be continued at each room/building until or if a situation requiring medical assistance occurs.
- Search and Site Assessment will make every effort to manage medical issues without requesting assistance from Mobile Rescue (example; small laceration, broken arm).
- If a medical situation arises that is beyond the scope of the Site Assessment team, contact Rescue Mobile for additional support.
 - The team leader will place a diagonal piece of tape on the doorframe, with a short description of the medical issue (example; "head injury").
 - The team leader and one teammate will continue searching the area. The 3rd team member will stay with the patient until Rescue Mobile arrives.
 - The 3rd team member will then catch up with the other team members and continue searching as a team of three.
- Report by radio to Incident Command after a cluster has been cleared (example; rooms 1-6) or broadcast immediately if a medical situation warrants Rescue Mobile involvement.
- Follow directions from Operations/Incident Command Post.
- Report gas leaks, fires, or structural damage to Operations Coordinator immediately upon discovery. Handle small situations when possible (example; light fire suppression).
- Record exact location of damage and triage on map and report information to Operations Coordinator.
- Keep radio communication brief and simple. Use common language, no codes.

Closing Down

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

Rescue Mobile Team(s)

Operational Duties

- Be prepared to respond to search and site assessment locations with a stretcher or wheelchair to assist patients with major injuries.
- When exiting a room with the patient, put 2nd piece of tape diagonally over the first, forming an "X" on doorframe indicating the room is clear.
- Advise Operations of extent of injuries and report you are enroute to First Aid with patient.
- If a patient has a possible severe spinal injury, stay with the patient until paramedics arrive.
- When requested by Operations, respond to specific building(s) and act as site assessment member.

Closing Down

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

First Aid and Mental Health Support

Objectives Establish the First Aid treatment area, triage, emergency medical response and counseling. Ensure that appropriate actions are taken in the event of deaths. Coordinate with the Operations Coordinator when the situation requires health or medical services that staff cannot provide.

Personnel: First aid trained staff and volunteers

Start-Up Actions

- Set up First Aid Station if directed by Operations Coordinator.
- Obtain and put on personal safety equipment including vests and non-latex or nitrile gloves.
- Check with Medical Team Leader for assignment.

Operational Duties

- Admit injured students/staff to First Aid Station, listing name on master log.
- Administer appropriate first aid.
- Keep accurate records of care given.
- Continue to assess victims at regular intervals.
- Report deaths immediately to Incident Commander.
- When transport is available, do a final assessment. Keep records for reference.
- A copy of the Student's Emergency Card must accompany students removed from campus to receive advanced medical attention. Give a copy of the card to the paramedic.

First Aid Stations:

Triage - Locate triage (injury sorting area) at the entry of the First Aid Station. This area is for the injured to be quickly evaluated for severity of injury and directed to the appropriate treatment area.

- **Immediate Care** - For people with life and limb threatening injuries that require immediate attention, such as difficulty breathing, severe bleeding, major burns and shock. Locate immediate care in an area out of sight of most students and staff but accessible to emergency vehicles.
- **Delayed Care** - For injured individuals who do not require attention within the first hour. Such people may have lacerations, broken bones or need medication. Locate near the immediate care area but shield from the sight of the injured in immediate care area.

Crisis Counseling - Mild to moderate anxiety is best handled by teachers in class groups. Severe anxiety warrants special attention in a secluded area away from other First Aid areas, since the sight of injured people may worsen the hysteria. This area should be away from the student population, because hysteria can rapidly get out of control.

Closing Down

- Return equipment and unused supplies to Logistics.
- Clean up the first aid area. Dispose of hazardous waste safely.
- Complete all paperwork and turn it into the Documentation Unit (scribe).

Utilities, Traffic and Security

Responsibilities:

- Manage traffic control!
- Turn off water, gas, electricity as requested.
- Assist in securing the campus during the emergency.

Start Up Actions

- Check in with Incident Command for situation briefing.
- Obtain and put on personal protective equipment (PPE).
- Obtain necessary equipment and supplies from Logistics.

Operational Duties

- Coordinate security needs, establish traffic and crowd control.
- Secure perimeters.
- Evaluate site utilities as needed.

Closing Down

- Return equipment to Logistics.

Other Staff, Volunteers and Other Adults on Campus

Objectives

Respond to Incident Command Post if you are not assigned to a specific role.
Incident Command will assign you to an operation's or planning role.

Operational Duties

- Refer to summary of job responsibilities and assume your assigned role. Respond to the designated area to do your job.
- Respond to Logistics to get needed supplies.

Closing Down

- Return equipment and reusable supplies to Logistics.

Planning Coordinator

Responsibilities: Planning oversees student supervision and student release. Also provide ongoing analysis of situation and resource status.

Start Up Actions

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as vest, if available.

Operational Duties

- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Assist Incident Commander in writing Incident Action Plans.
- Maintain accurate records of missing /injured students and staff.
- Maintain accurate records of students released to parents/guardians.
- Student Release requires heavy staffing, so begin preparations early for well-separated and well-marked Parent Request and Student Release gates.
- Work with Planning scribe to record and maintain all accurate records.

Closing Down

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Archive all incident records.
- Verify that closing tasks of all Planning positions have been accomplished.
- Return equipment and reusable supplies to Logistics.

Student Supervision

Objectives: Ensure the care and safety of all students on campus except those who are in the First Aid Station.

Personnel: Classroom teachers, substitute teachers, and staff as assigned.

Start Up Actions

- Identify team leader(s).
- Put on a safety vest or position identifier.
- Check in with the Planning Coordinator for situation briefing.
- If school is evacuating:
 - Verify that the assembly area and routes to it are safe.
 - Count students or observe the classrooms as they exit, to make sure that all classes evacuate.
 - Initiate the set-up of portable toilet facilities and hand-washing stations.

Operational Duties

- Take role of all students and staff to determine who is missing and report to the Planning Coordinator immediately.
- Monitor the safety and well-being of the students and staff in the Assembly Area.
- Administer minor first aid as needed or refer to First Aid Station
- Support the Student Release process by releasing students with appropriate paperwork.
- When necessary, provide water and food for students and staff.
- Update records of the number of students and staff in the assembly area that have been released.
- Direct all requests for information to the Command Post.

Closing Down

- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, close out all logs.
- Provide logs and other relevant documents to the Documentation Unit.

Student Release

Objective: Assist teachers and staff in the release of students from the campus to parents and designated adults.

Start-Up Actions:

- Identify team leader(s).
- Put on a safety vest or position identifier.
- Check with the Planning Coordinator for assignment to Request Table or Release Table.
- Obtain necessary equipment and forms from Logistics or emergency container.
- Secure area against unauthorized access. Mark gates with signs.
- Set up a Request Table at the main student access area. Use grade level grouping signs to organize parent requests.
- Have Student Release Forms available for parents outside at Request Table. Assign volunteers to assist.
- Set up Release Table at some distance from Request Table.

Operational Duties

Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.

Procedures

- Requesting adult fills out Student Release Form, gives it to staff member, and shows photo identification.
- Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is authorized on the card.
- Staff instructs the requester to proceed to the Release Table and files the Emergency Card in the out box.
- The runner takes the Student Release Form to Student Assembly Area and walks the requested student to Student Release table.
- Staff matches student to requester, asks parent/requester to sign student Release Form, and requests both to leave the campus area to reduce congestion.

Note: If a parent is hostile or refuses to wait in line, don't argue. Step aside with the agitated parent so that Request Table can continue processing other parent requests. Document all incidents.

If student is with class in the Assembly Area:

- The runner shows Student Release Form to the teacher.
- Teacher marks box, "Sent with Runner."
- Runner walks student to Release Table
- Runner hands paperwork to release personnel.
- Release staff match student to requester, verify proof of identification.

If student is not with the class:

- Teacher makes appropriate notation on Student Log.
- "Absent" if student was not in school that day.
- "First Aid" if student is at First Aid Station.
- "Missing" if student was in school but now cannot be located.
- Runner takes Student Log to Planning/ICP.
- Planning verifies student location if known and directs runner accordingly.
- Parent should be notified of missing student status and escorted to Crisis Counselor.
- If a student is in First Aid, a parent should be escorted to the Medical Treatment Area.
- If a student was marked absent, a parent will be notified by a staff member.

Closing Down

- At the direction of the Operations Coordinator, return equipment and unused supplies to Logistics.
- Complete all paperwork and turn it into the Documentation Unit (Scribe).

Logistics

Responsibilities: Logistics is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Start-up Actions

- Check in with Incident Commander for situation briefing.
- Open the supplies containers or other storage facility.
- Put on a position identifier, such as vest.
- Begin distribution of supplies and equipment as needed.
- Ensure that the Incident Command Post and other facilities are set up as needed in safe locations.

Operational Duties

- Coordinate supplies, equipment, and personnel needs with the Operations Coordinator.
- Maintain security of cargo container, supplies and equipment.

Closing Down

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Objectives: Collection, evaluation, documentation, and use of information about the development of the incident and the status of resources.

Start-Up Actions

- Check in with Incident Commander, Operations and Planning Coordinators for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a safety vest or position identifier.

Operational Duties

Records

- Maintain information pertaining to incidents on whiteboards at the Command Center noting all actions and reports.
- Prior to dismantling whiteboards, take photos for recreating incident and for information gathering.
- Maintain time log of the incident, noting all actions and reports, hazards and missing or injured students and staff.

Important: A permanent log may be typed or rewritten later for clarity and better understanding. Keep all original notes and records—they are legal documents.

Closing Down

- Collect and file all paperwork and documentation from deactivating sections.
- Return equipment and reusable supplies to Logistics.

Secure the Campus Protocol

SECURE THE CAMPUS is a measure implemented when there is a need to isolate students and staff from the outdoor environment. The procedures include closing and locking doors and windows, and blinds/shades. If safe to do so, you may send supervised small groups of students to the bathroom.

SECURE THE CAMPUS allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in bungalows and buildings with exterior passageways must remain in the classroom while **SECURE THE CAMPUS** is instituted. It is appropriate for, but not limited to, gas leaks, police action in the area or dangerous animals.

ANNOUNCEMENT:

Make an announcement in person directly or over the public address system:

Example: **"Attention please. We have a hazard in the community and are instituting SECURE THE CAMPUS procedures. Students and staff should remain inside with windows and doors securely closed. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."**

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Make an announcement on the public address system. Give clear instructions, remain calm and convey reassurance that the situation is under control.
- When clearance is received from appropriate agencies, give the **ALL-CLEAR** instruction to indicate that the normal school routine can resume.
- Walk around the interior of the campus to ensure all exterior doors are locked.

TEACHER and STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and windows.
- Keep all students in the classroom until further instructions are received. Assist those needing special assistance.
- Secure individual classrooms: close and lock doors and windows.
- Take attendance and call report in to Office Manager. Wait for further instructions.

STUDENT ACTIONS:

Proceed to your classroom if it is safe to do so. If not, follow the teacher or staff directions to nearby classrooms or other rooms (e.g., auditorium, library, cafeteria, multi-purpose room). If these are unsafe, follow instructions to proceed to an alternative indoor location.

Lockdown Protocol

LOCKDOWN is initiated to isolate students and school staff from danger when there is a crisis on campus and movement within the school might put students and staff in jeopardy. **LOCKDOWN** is used to prevent intruders from entering occupied areas of the building. The concept of **LOCKDOWN** is **no one in, no one out**. All exterior doors are locked, and students and staff must always remain in the classrooms or designated locations. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. **LOCKDOWN** is not normally preceded with an announcement. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Extreme violence outside the classroom

ANNOUNCEMENT:

1. Make an announcement in person directly, over walkies or over the public address system and/or sound the special lockdown alarm tone:

Example: "Attention please. (Pause) **LOCKDOWN**. (Pause) **LOCKDOWN**. (Pause) **LOCKDOWN**. (Pause) **Additional information may follow.**"

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Make the announcement. Teachers and staff are to immediately lock doors and remain in the classroom or secured area until further instructions are provided. Put your cell phone on silent or vibrate mode!
- 1.) Call 911, 2) call North Bay Security (415) 235-2340, and 3) call the District Office/Superintendent. Provide location, status of campus, all available details of situation.
- When a school official or authorized official unlocks the door from the outside, it is safe to leave the room.
- If appropriate, send home with students a brief written description of the emergency, how it was handled and what steps are being taken in its aftermath, or do an "all call" notification via text, phone call or mass email.

STAFF ACTIONS:

- If it is safe to clear the hallways, bathrooms and open areas, direct students to the closest safe classroom. **DO NOT ANSWER YOUR ROOM PHONE!**
- Immediately lock doors and instruct students to sit or lie down on the floor.
- Turn off lights, close any shades and/or blinds if it appears safe to do so.
- Put cell phones on silent or vibrate mode. Do not answer a ringing phone.
- Remain quiet and calm in the classroom or secure area until further instructions are provided by the principal or law enforcement.

STUDENT ACTIONS:

- Move quickly and quietly to the closest safe classroom.
- Put your cellphone on silent or vibrate mode. Do not answer a ringing phone.
- If rooms are locked, immediately hide in the closest safe zone: bathroom, janitorial closet, office area, library. Lock the door or move furniture or trash can to bar access to the room. Remain quiet until further instructions are provided by the principal or police.

On-Site Fire Protocol

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction.

Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to confirm that the "fire is out".

Within School Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Sound the fire alarm to implement **EVACUATION** of the building.
- Immediately **EVACUATE** the school using the primary or alternate fire routes.
- Call 911.
- Direct search and rescue team to be sure all students and personnel have left the building.
- Ensure that access roads are kept open for emergency vehicles.
- Notify District Office 1(415)897-4211 of situation.
- Notify appropriate utility company of suspected breaks in utility lines or pipes.
- If needed, notify bus dispatch for **OFF-SITE EVACUATION** by **DIRECTED TRANSPORTATION**.
- Do not allow staff and students to return to the building until the Fire Department declares it safe.

STAFF ACTIONS:

- **EVACUATE** students from the building using primary or alternate fire routes Take emergency backpack. Maintain control of the students a safe distance from the fire and firefighting equipment.
- Take attendance. Report missing students to the principal/designee and emergency response personnel.
- Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

Near the School

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911. The Fire Marshall will direct operations once on site.
- Determine the need to implement an **EVACUATION**. If the fire threatens the school, execute the actions above. If not, continue with the school routine.

Off-Site Evacuation

OFF-SITE EVACUATION is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety. **OFF-SITE EVACUATION** is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Post earthquake

OFF-SITE EVACUATION may require **DIRECTED TRANSPORTATION**.

ANNOUNCEMENT:

1. Fire alarm (bell or horn signal).
2. Make an announcement over the public address system:

Example: **“Attention please. We need to institute an Off-Site Evacuation. Teachers are to take their students to the designated offsite assembly area (Most likely Pleasant Hill Cemetery). Students are to remain with their teacher.”**

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location.
- Call 911. Provide school name and location of off-site evacuation, reason for evacuation, number of staff and students being evacuated.
- When clearance is received from appropriate agencies, give the **ALL-CLEAR** instruction and authorize students and staff to return to the classrooms.
- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Take attendance before leaving campus. Instruct students to evacuate the building, following designated routes, and assemble in their assigned offsite Assembly Area. Bring along the emergency classroom backpack.
- If walking to a nearby site, keep students lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site.
- Take the student roster when leaving the building. Take attendance when the class is reassembled in a safe offsite location. Report attendance to Principal/designee. Remain in place until further instructions are given.

Earthquake Protocol

Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. Elevators and stairways will need to be inspected for damage before they can be used. The major shock is usually followed by numerous aftershocks, which may last for weeks.

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If people are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

Inside Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders and the Superintendent's office 1(415)897-4211.
- Send search and rescue team to look for trapped students and staff.
- Post guards a safe distance away from building entrances to assure no one re-enters.
- Notify District Office of school and personnel status. Determine who will inform public information media as appropriate.
- Do NOT re-enter the building until it is determined to be safe by an appropriate facilities inspector.
- Determine whether to close school. If school must be closed, notify staff members, students, and parents.

STAFF ACTIONS:

- Give **DROP, COVER and HOLD ON** command. Instruct students to move away from windows, bookshelves, and heavy suspended light fixtures. Get under a table or other sturdy furniture with back to windows.
- After shaking stops, **EVACUATE** building. The focus should be on doing the best for the most people. Do not hold up the class from evacuating while administering first aid to someone. If the injured person can be evacuated, then bring them out and render first aid once clear. If the person can't be included in the evacuation, then note the number and location of the injured and report to Operations once your group is safely evacuated. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring attendance roster and emergency backpack.

Staff that are outside, after the shaking stops, should immediately direct students to the evacuation/rally point. Assist injured victims that can be moved to an evacuation site. Report to Search & Rescue the number and location of victims that can't be moved.

- Check attendance at the assembly area. Report any missing/injured students to principal/site administrator.
- Check for injuries and render First Aid.
- Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
- Stay alert for aftershocks!

- Do NOT re-enter the building until it is determined to be safe.

Outside Building

STAFF ACTIONS:

- Move students away from buildings, trees, overhead wires, and poles. Get under a table or other sturdy furniture with back to windows. If not near any furniture, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. If notebooks or jackets are handy, hold over head for added protection. Maintain position until shaking stops.
- After shaking stops, check for injuries, and render first aid. Direct students to evacuation points.
- Check attendance. Report any missing students to principal/site administrator.
- Stay alert for aftershocks.
- Keep a safe distance from any downed power lines.
- Do NOT re-enter the building until it is determined to be safe.
- Follow instructions of principal/site administrator.

During non-school hours

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Inspect school buildings with Maintenance/Building and Grounds Manager to assess damage and determine corrective actions.
- Confer with the District Superintendent if damage is apparent to determine the advisability of closing the school.
- Notify the fire department and utility company of suspected breaks in utility lines or pipes.
- If school must be closed, notify staff members, students, and parents. Arrange for alternative learning arrangement such as portable classrooms if damage is significant and school closing will be of some duration.
- Notify the District Office, who will inform public information media as appropriate.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

Medical Emergency Protocol

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention. **This is not a First Aid manual.** When in doubt, dial 911. Medical emergencies involving any student or employee must be reported to the Principal/Site Administrator.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Assess the victim (ABC – Airway, Breathing, Circulation). Call 911, if appropriate.
Provide:
 - School name, address including nearest cross street(s)
 - and the fastest way for ambulances to reach the building.
 - Exact location within the building
 - Nature of the emergency and how it occurred.
 - Approximate age of injured person
 - Caller's name and phone number
 - Do not hang up until advised to do so by the dispatcher.
- Assign staff members to meet rescue service and show medical responder where the injured person is.
- Assemble emergency care and contact information of victims.
- Monitor the medical status of the victim, even if he or she is transported to the hospital.
- Assign a staff member to remain with an individual, even if he or she is transported to the hospital.
- Notify parents/guardian if the victim is a student. Describe type of illness or injury, medical care being administered, and location where student has been transported.
- Advise staff of the situation (when appropriate). Follow-up with parents.

Universal Precautions when Treating a Medical Emergency

Always use non-latex or nitrile gloves and, if necessary, mask and gown, to reduce the risk of transmission of body fluids. Wash hands thoroughly after providing care

STAFF ACTIONS:

- Assess the scene to determine what assistance is needed. Direct students away from the scene of the emergency.
- Notify Principal/Site Administrator.
- Stay calm. Keep the individual warm with a coat or blanket.
- Ask the school nurse to begin first aid until paramedics arrive. Do not move the individual unless there is danger of further injury.
- Do not give the individual anything to eat or drink.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

Bomb Threat

If the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

- Listen. Do not interrupt the caller.
- Keep the caller on the line with statements such as *"I am sorry, I did not understand you. What did you say?"*
- Alert someone else by prearranged signal to call 911.
- Notify site administrator immediately after completing the call.
- Complete the Bomb Threat Checklist.

Telephone Bomb Threats

Remain calm/courteous.
Read phone's visual display.
Listen, don't interrupt.
Keep caller talking. Pretend hearing difficulty.
Notice details: background noises, voice description.
Ask: When? Where? What? How?
Don't touch any suspicious objects.

Call 911

PERSON RECEIVING THREAT BY MAIL:

- Note the way the threat was delivered, where it was found and who found it.
- Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Notify law enforcement as soon as possible.
- Notify principal or site administrator.
- Caution students against picking up or touching any strange objects or packages.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Call 911.

Call North Bay Security 1(415)235-2340.

- Notify the District Superintendent 1(415) 897-4211 of the situation.
- Instruct staff to turn off cellular phones or two-way radios. Do not use devices during a threat since explosive devices can be triggered by radio frequencies.
- Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Use the intercom, personal notification by designated persons, or the PA system to evacuate students and staff to designated areas.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- Evacuate students as quickly as possible, using primary or alternate routes.
- Upon arrival at the designated safe site, take attendance.
- Notify the principal/site administrator of any missing students.
- Do not return to the building until emergency response officials determine it is safe.

If a suspicious item is observed, make no attempt to examine the object and immediately notify site administrator or law enforcement.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

Suspension and Expulsion Rates Perceptions of School Safety by Students, Parents/Guardians, and Staff

Suspensions 2023-2024: 8

Expulsions 2023-2024: None

School Safety Perspectives (Youth Truth Survey January 2024)

- Family- 85% positive
- Staff- 90% positive
- Student (Belonging)- 63% positive



Comprehensive School Safety Plan

Mitigation • Preparedness • Response • Recovery



Orchard View School

August 2024



Emergency Phone Numbers and Resources

Police/Fire/Medical	911
Sebastopol Police Department Police	(707) 829-4400
Sebastopol Fire Department	(707) 823-8061
Sonoma County Sheriff Office	(707) 565-2650
PG&E	1-800-743-5002
Forestville Water District	(707) 887-1551
California Highway Patrol (CHP) Santa Rosa Office	(707) 588-1400
Security Consulting (NBSG) Bill Welch	(415) 235-2340
California Poison Control Center	1-800-222-1222
Redwood Empire Schools Insurance	(707) 836-0779
Sonoma County Office of Education Emergency Coordinator –	(707) 524-2600
Sonoma County Emergency Services	(707) 5665-1152
SCOE Superintendent Amie Carter	(707) 524-2603
Kaiser Medical Center Santa Rosa	(707) 393-4000
Alarm Company Stanley Security	(877) 476-4968

This page must be updated annually and submitted to the Superintendent's Office by September 15.

SCHOOL SITE ROSTER OF ALL STAFF Public version: Phone numbers and addresses removed

<u>Name & e-mail</u>	<u>Phone</u>	<u>Address</u>
Maura DuVall mduvall@twinhillsusd.org		
Terri Cirimele tcirimele@twinhillsusd.org		
Maxwell Chambara mchambara@twinhillsusd.org		
Sarah Amador samador@twinhillsusd.org		
Andy Atamaniuk aatamaniuk@twinhillsusd.org		
Christina Bush cbush@twinhillsusd.org		
Karen Correa kcorrea@twinhillsusd.org		
Davida Elsbree delsbree@twinhillsusd.org		
Tim Forslund tforslund@twinhillsusd.org		
Sunny Galbraith sgalbraith@twinhillsusd.org		
Nell Hergenrather nhergenrather@twinhillsusd.org		
Jen Lofchie jlofchie@twinhillsusd.org		
Lisa Loughran lloughran@twinhillsusd.org		
Alison Malisa amalisa@twinhillsusd.org		
Kari O'Kane kokane@twinhillsusd.org		
Kayla Ruiz		
Nate Sheedy nsheedy@twinhillsusd.org		
Jason Stevens jstevens@twinhillsusd.org		
Amanda TimberMoon atimbermoon@twinhillsusd.org		
Elise Turner eturner@twinhillsusd.org		
Ondrejka Yaconelli Oyaconelli@twinhillsusd.org		
Brian Higgins		
Daniel (Custodian)		

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FIRE DRILL SCHEDULE

SCHOOL NAME:

SCHOOL YEAR:

ORCHARD VIEW SCHOOL

2024-2025

Fire Drill Schedule			
	Month	Date	Time
Elementary & Middle (8 Drills)			
1	August	29	9:40 AM
2	October	1	1:15 PM
3	February	4	1:15 PM
4	May	8	1:15 PM
5			
6			
7			
8			
High School (4 Drills)			
1	September	13	1:15 PM
2	November	6	10:40 AM
3	December	9	9:00 AM
4	January	15	9:40 AM
5	March	4	9:30 AM
6	April	4	9:40 AM

Comprehensive Disaster Drill Schedule (complete prior to March 31)			
	Type	Date	Time
1	Disaster Drill	11/12/24	2:00 PM

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Superintendent's Office by September 15.

DISASTER DRILL SCHEDULE

SCHOOL NAME:

SCHOOL YEAR:

ORCHARD VIEW SCHOOL

2024-2025

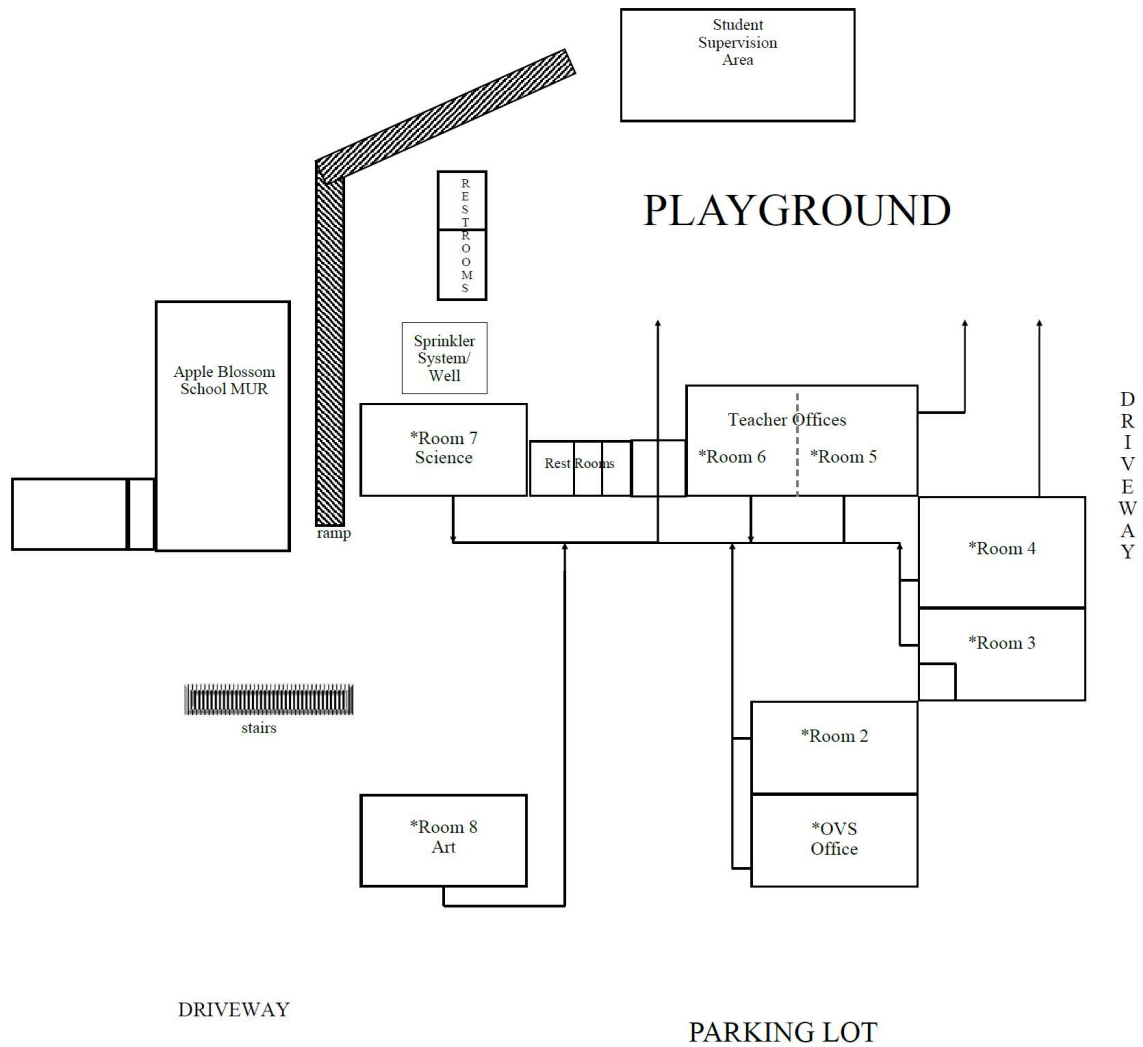
Earthquake Drill Schedule			
	Month	Date	Time
Elementary & Middle (4 Drills)			
1	October (Great American Shakeout)	10/17/2024	10:17 AM
2			
3			
4			
High School (2 Drills)			
1	March Earthquake Drill to Evacuation	3/4/2025	9:30 AM
2			

Shelter in Place/Lockdown Disaster Drill Schedule			
	Type	Date	Time
1	Shelter in Place (in class)	1/16/2025	10:40-11:05 AM
2	Shelter in Place Transition to Lockdown (in class)	3/4/2025	10:00-10:15 AM
3	Shelter in Place Transition to Lockdown (access or recess)	4/29/2025	11:45-12:05

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Orchard View School
Campus Map

Fire Exits for
Orchard View
2024-2025

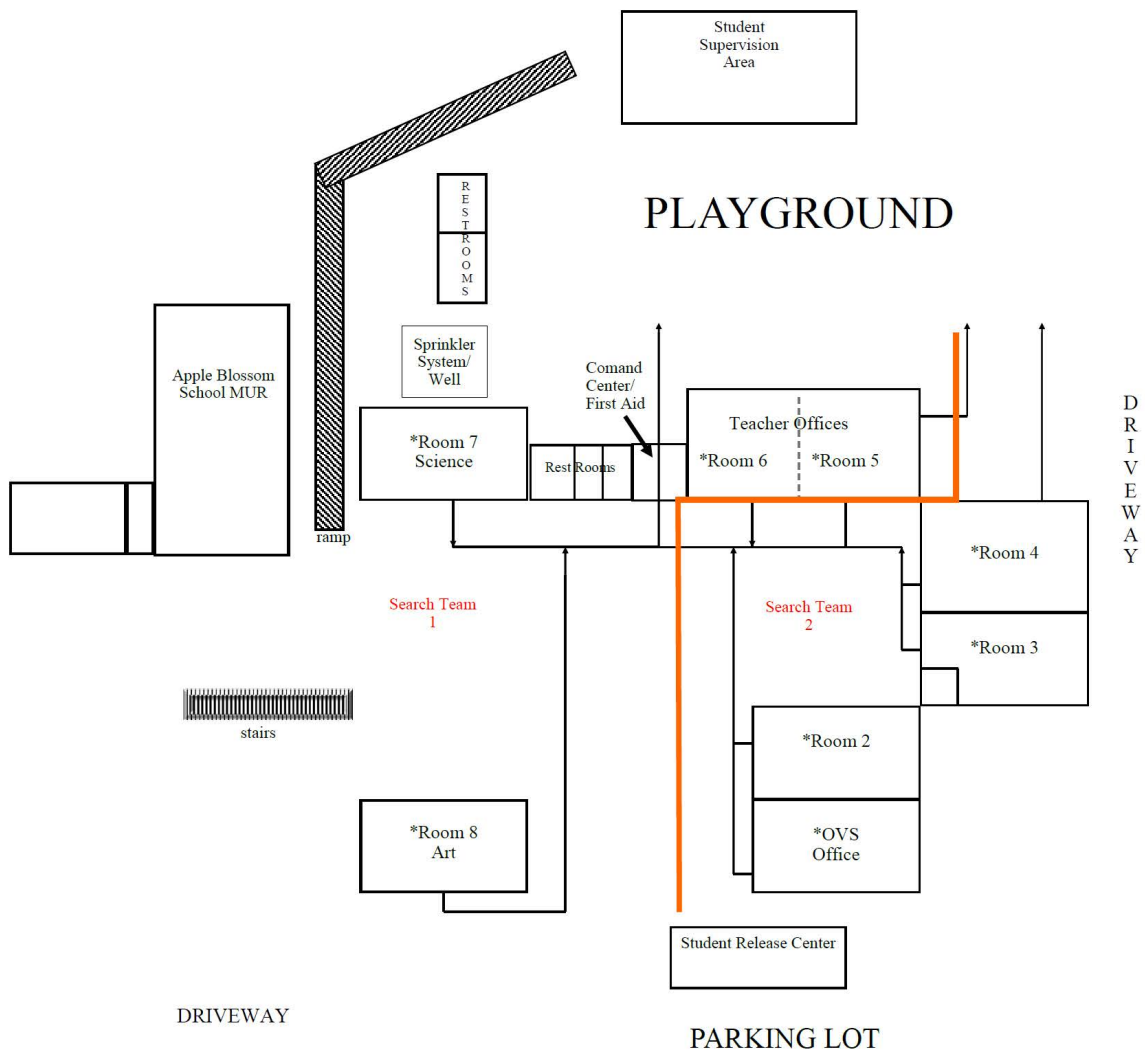


* Fire Extinguisher

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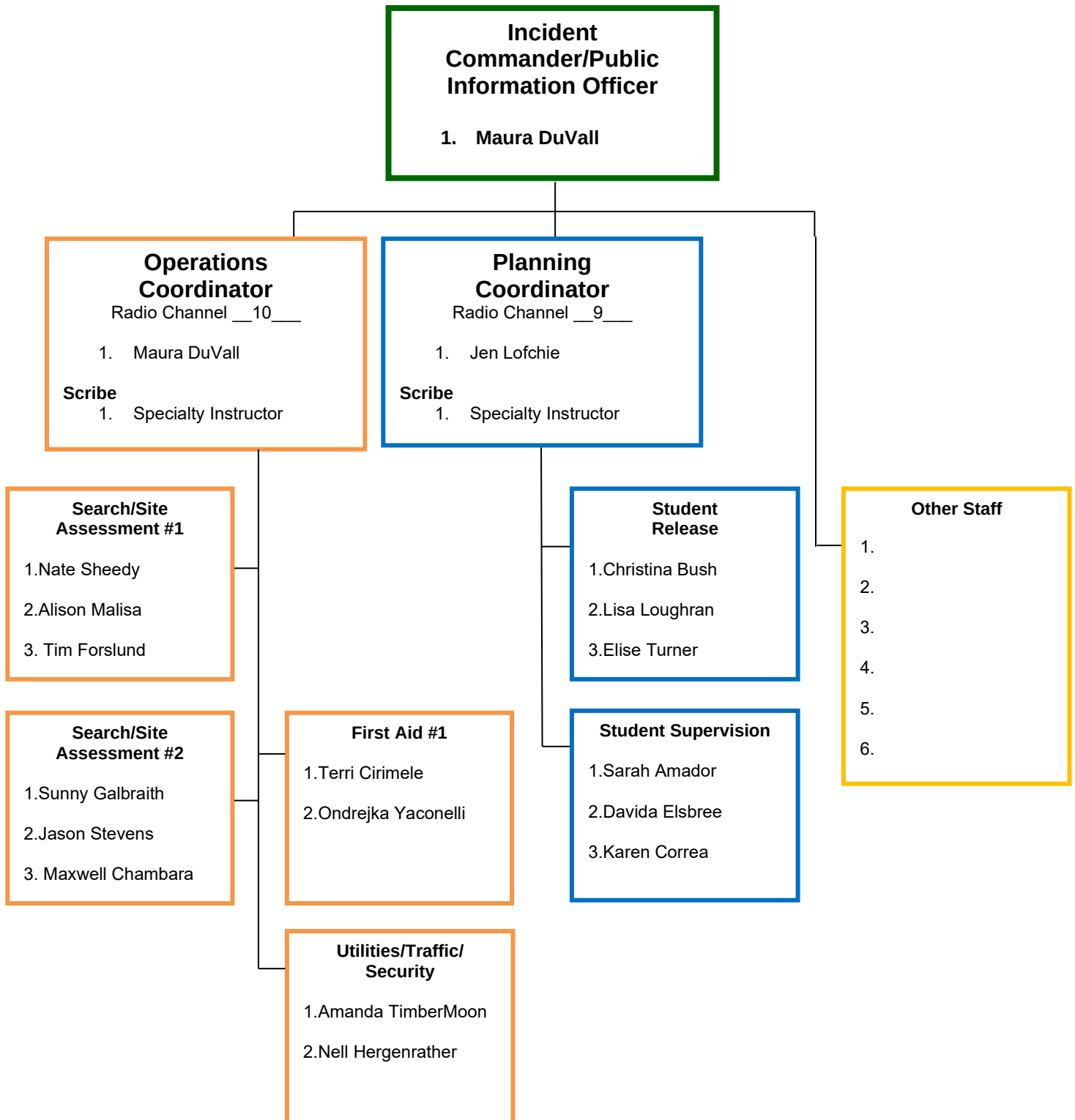
Campus Incident Map

Orchard View
2024-2025



* Fire Extinguisher

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Superintendent's Office by September 15.

ANNUAL EMERGENCY PREPAREDNESS BEST PRACTICES

SCHOOL NAME:

SCHOOL YEAR:

2024-2025

Date	Activity	Responsible Person	Date Completed
Summer	Review School Safety Plan		
Summer	School facilities hazard assessment (buildings, grounds, evacuation routes, shut-off valves) walk through with public safety.		
August	Identify school resources and survey special staff skills.		
August	Survey staff dismissal priorities.		
August	Update staff and emergency phone numbers and resources. Update emergency team assignments.		
August	Assign school staff to Incident Command System (ICS) functions.		
August	Parent orientation/information on School Safety Plan.		
August	If new construction is completed at your site, get new updated maps and site plans from Maintenance and Operations Director.		
Fall	Inventory/restock emergency supplies. Test communication equipment.		
Fall	Staff orientation of School Safety Plan, emergency response actions, policies and performance expectations during various drills.		
Fall	Assess training needs and schedule workshops.		
Fall	Disaster service worker and ICS training for new staff.		

Date	Activity	Responsible Person	Date Completed
Fall	Recruit parent disaster/safety committee.		
Fall	Replenish emergency supply cache and classroom backpack.		
Fall	CPR/first aid training if possible.		
September	Update classroom backpacks (rosters, etc.).		
September	Parent back to school assembly.		
March	Complete comprehensive disaster drill.		
May	Recruit new parent disaster committee members.		
May	Review drill assessment.		
Quarterly	Create and attend parent disaster/safety committee meetings.		
Other Drills (Yearly)	California Education Code, Section 32001 Fire alarm and drill at least once each month in elementary schools, at least 4 times every school year in middle schools and at least twice every school year in secondary schools.		
Other Drills (Yearly)	California Education Code, Section 35297 Drop, Cover, Hold On Drill at least once each school quarter in elementary schools, once a semester in secondary schools.		
Other Trainings (as needed)	Special ICS functions for staff (damage assessment, search and rescue, CERT) CPR – every other year Basic First Aid – every other year NIMS-IS- 100.SCa for new staff		

Prepared By: _____ Date: _____

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School Resources

Resource	Yes/No	Location (bldg/room #/site location)	How Many?
Safety Container			
Safety Closet			
AED #1 (up to 6)			
AED #2			
AED #3			
AED #4			
AED #5			
AED #6			
Portable PA System			
Generator			
Golf Carts			
School Vans			

Summary of Job Responsibilities

Title	Role/Responsibilities
Management: Incident Commander/PIO/Agency Liaison	Responsible for development of school's plan and overall management of emergency; establishes/manages Command Post; activates ICS; determine strategies to implement protocols and adapt as needed. Provides public information as required. Monitors and supervises Operations, Planning and Logistic Coordinators.
Operations Coordinator	Supervises Search and Site Assessment, Utilities/Traffic/Security, Rescue Mobile, and First Aid.
Search and Site Assessment	Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression. Assess buildings, etc for damage and/or injured persons.
Utilities/Traffic/Security	Coordinates security needs; establishes traffic and crowd control; secures perimeter, evaluates the sites utilities as needed.
Rescue/Mobile Medical	Responds to the location of injured or trapped, provides basic medical support and transports if appropriate to medical station on site.
First Aid	Provides basic medical care, triage and supplies to the injured. Provides accounting and long-term care for all students until reunited with parents/caretakers.
Planning Coordinator	Supervises Scribe(s), Student Release and Student Supervision
Scribe and Documentation	Helps maintain record and written communications for members of the incident command post. Evaluates incident information and maintains ICS status boards, collects and archives all incident documents, tracks equipment and personnel assigned to the incident.
Student Release	Provides for systematic and efficient reunification of students with parents/caretakers, maintains records of student release.
Student Supervision	Supervises students in a safe location, coordinates with Student Release for the safe transfer of students to their parents or guardians.
Logistics Coordinator	Coordinates access to and distribution of food, water and supplies; provides personnel as requested, including volunteers.

Job Description Summaries

Incident Commander

The Incident Commander directs on-scene operations and is responsible for overall management of the incident. It is their responsibility to prepare the strategic objectives that, in turn, will be the foundation upon which subsequent incident action planning will be based. Incident Objectives should be broad, measurable and follow an ordered sequence of events.

The Incident Commander at the school leads the Incident Management Team which may include the Operations, Planning and Logistics Coordinators, and Scribe(s) for the school.

Responsibilities: The Incident Commander (IC) is responsible for on-scene emergency/disaster operations and remains at or near the Incident Command Post (ICP) to observe and direct all operations.

- Assess the scene
- Ensure the safety of students, staff and others on campus
- Activate and manage the ICP
- Develop strategies for appropriate response
- Coordinate response efforts
- Monitor action plan and organizational effectiveness
- Guide, manage and assist Operations, Planning and Logistics Coordinators with their assigned duties

Start-Up Actions

- Assess type and scope of emergency
- Determine threat to human life and structures
- Activate the appropriate emergency action
- If evacuation is necessary, verify that the route and assembly area are safe:
 - Direct the opening of the emergency cache
 - Set up the ICP
 - Obtain personal safety equipment
- Establish appropriate level of organization
- Activate organizational functions as needed
- Contact the District Office
- Develop an Incident Action Plan with objectives and a time frame

Operational Actions

- Determine the need for and request inter-agency assistance
- Monitor and assess the total site situation
- View site map periodically for response team progress
- Check with section Coordinators for periodic updates
- Revise Incident Action Plan, as needed
- Update status to District EOC or District Office
- Reassign personnel as needed
- Begin student release, if appropriate, after student accounting is complete.
Refer media inquiries to District Office or PIO.
If transfer of command is necessary, e.g., when public safety officials arrive, provide a face-to-face briefing with the following minimum essential information:

- situation status
- objectives and priorities
- current organization and personnel assignments
- resources enroute and/or ordered
- facilities established
- communications plan
- prognosis, concerns, related issues
- Release teachers as appropriate per district guidelines.
- Remain in charge of campus until redirected or released by the Superintendent of Schools.
- Be prepared for requests by the American Red Cross to use facility as a shelter.

Deactivation

- Receive briefing from public safety agency to obtain “All Clear”.
- Contact the District Office to obtain authorization for deactivation.
- Authorize deactivation of response teams as they are no longer required.
- Check with section Coordinators to ensure that any open actions will be taken care of before demobilization
 - Logistics: Ensure the return of all equipment and reusable supplies
 - Planning: Close out all logs. Complete other relevant documents and provide to the Documentation Unit for archive
- Provide input to the After-Action Report
- Proclaim termination of the emergency.
- Proceed with recovery operations, if necessary

Operations Coordinator

Responsibilities: Operations manages the on-scene, immediate response to the disaster, which can include the following:

- Site Facility Check/Damage Assessment
- Security, Utilities and Traffic
- Search and Site Assessment
- First Aid and Crisis Intervention
- Rescue Mobile

Start-up Actions

- Check in with Incident Commander or Command Post for situation briefing.
- Put on personal safety equipment, e.g. hard hat and vest, walkie-talkie.
- Obtain necessary equipment and supplies from Logistics.

Operational Duties

- Assume the duties of all operations positions until staff is available and assigned.
- Brief assigned staff on the situation and supervise their activities, utilizing the position checklists.
- Check with IC to assure Emergency Plan is implemented.
- Initiate and coordinate with Search and Site Assessment, Rescue Mobile and First Aid operations, as needed.

- Notify Logistics If additional supplies or personnel are needed for the Operations Section, as additional staff arrive, brief them on the situation, and assign them as needed.
- As information is received from Operations staff, pass it on to the Incident Commander, providing a description of tasks and priorities.
- Monitor operational activities, ensuring that Operations staff follows standard procedures, utilizes appropriate safety gear, and documents their activities.

Closing Down

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by IC, deactivate the section and close out all logs.
- Provide logs and other relevant documents to the Documentation Unit in Planning.

Search and Site Assessment Team(s)

Objectives: Search school buildings and grounds to identify the location of trapped or injured students and staff, and potential hazards on campus. Notify ICS of the trapped/injured, potential hazards and exact locations. Coordinate with Operations team for treatment of the injured.

Safety Rules: Buddy system: 3 people per team; team leader identified. Take no action that might endanger you. Use appropriate safety gear. Size up the situation first. Follow all operational and standard safety procedures. Team members should be certified in First Aid and trained in SAR techniques.

Start-Up Actions

- Put on personal safety gear.
- Obtain all necessary equipment from container (see below).
- Check at Command Post (ICP) for assignment.

Operational Duties

- Before entering a building, walk around and inspect the complete exterior of the building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
- Team leader stays out of building with site map, Sharpie, and tape, as two team members enter building. The team leader will place a diagonal piece of tape on the doorframe after teammates clear building. Then add a 2nd piece of tape forming an "X" to indicate the room is clear. This practice will be continued at each room/building until or if a situation requiring medical assistance occurs.
- Search and Site Assessment will make every effort to manage medical issues without requesting assistance from Mobile Rescue (example; small laceration, broken arm).
- If a medical situation arises that is beyond the scope of the Site Assessment team, contact Rescue Mobile for additional support.
 - The team leader will place a diagonal piece of tape on the doorframe, with a short description of the medical issue (example; "head injury").
 - The team leader and one teammate will continue searching the area. The 3rd team member will stay with the patient until Rescue Mobile arrives.

- The 3rd team member will then catch up with the other team members and continue searching as a team of three.
- Report by radio to Incident Command after a cluster has been cleared (example; rooms 1-6) or broadcast immediately if a medical situation warrants Rescue Mobile involvement.
- Follow directions from Operations/Incident Command Post.
- Report gas leaks, fires, or structural damage to Operations Coordinator immediately upon discovery. Handle small situations when possible (example; light fire suppression).
- Record exact location of damage and triage on map and report information to Operations Coordinator.
- Keep radio communication brief and simple. Use common language, no codes.

Closing Down

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

Rescue Mobile Team(s)

Operational Duties

- Be prepared to respond to search and site assessment locations with a stretcher or wheelchair to assist patients with major injuries.
- When exiting a room with the patient, put 2nd piece of tape diagonally over the first, forming an "X" on doorframe indicating the room is clear.
- Advise Operations of extent of injuries and report you are enroute to First Aid with patient.
- If a patient has a possible severe spinal injury, stay with the patient until paramedics arrive.
- When requested by Operations, respond to specific building(s) and act as site assessment member.

Closing Down

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

First Aid

Objectives Establish the First Aid treatment area, triage, emergency medical response and counseling. Ensure that appropriate actions are taken in the event of deaths. Coordinate with the Operations Coordinator when the situation requires health or medical services that staff cannot provide.

Personnel: First aid trained staff and volunteers

Start-Up Actions

- Set up First Aid Station if directed by Operations Coordinator.
- Obtain and put on personal safety equipment including vests and non-latex or nitrile gloves.
- Check with Medical Team Leader for assignment.

Operational Duties

- Admit injured students/staff to First Aid Station, listing name on master log.
- Administer appropriate first aid.
- Keep accurate records of care given.
- Continue to assess victims at regular intervals.
- Report deaths immediately to Incident Commander.
- When transport is available, do a final assessment. Keep records for reference.
- A copy of the Student's Emergency Card must accompany students removed from campus to receive advanced medical attention. Give a copy of the card to the paramedic.

First Aid Stations:

Triage - Locate triage (injury sorting area) at the entry of the First Aid Station. This area is for the injured to be quickly evaluated for severity of injury and directed to the appropriate treatment area.

- **Immediate Care** - For people with life and limb threatening injuries that require immediate attention, such as difficulty breathing, severe bleeding, major burns and shock. Locate immediate care in an area out of sight of most students and staff but accessible to emergency vehicles.
- **Delayed Care** - For injured individuals who do not require attention within the first hour. Such people may have lacerations, broken bones or need medication. Locate near the immediate care area but shield from the sight of the injured in immediate care area.

Crisis Counseling - Mild to moderate anxiety is best handled by teachers in class groups. Severe anxiety warrants special attention in a secluded area away from other First Aid areas, since the sight of injured people may worsen the hysteria. This area should be away from the student population, because hysteria can rapidly get out of control.

Closing Down

- Return equipment and unused supplies to Logistics.
- Clean up the first aid area. Dispose of hazardous waste safely.
- Complete all paperwork and turn it into the Documentation Unit (scribe).

Utilities, Traffic and Security

Responsibilities:

- Manage traffic control!
- Turn off water, gas, electricity as requested.
- Assist in securing the campus during the emergency.

Start Up Actions

- Check in with Incident Command for situation briefing.
- Obtain and put on personal protective equipment (PPE).
- Obtain necessary equipment and supplies from Logistics.

Operational Duties

- Coordinate security needs, establish traffic and crowd control.
- Secure perimeters.
- Evaluate site utilities as needed.

Closing Down

- Return equipment to Logistics.

Other Staff, Volunteers and Other Adults on Campus

Objectives

Respond to Incident Command Post if you are not assigned to a specific role. Incident Command will assign you to an operation's or planning role.

Operational Duties

- Refer to summary of job responsibilities and assume your assigned role. Respond to the designated area to do your job.
- Respond to Logistics to get needed supplies.

Closing Down

- Return equipment and reusable supplies to Logistics.

Planning Coordinator

Responsibilities: Planning oversees student supervision and student release. Also provide ongoing analysis of situation and resource status.

Start Up Actions

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as vest, if available.

Operational Duties

- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Assist Incident Commander in writing Incident Action Plans.
- Maintain accurate records of missing /injured students and staff.
- Maintain accurate records of students released to parents/guardians.
- Student Release requires heavy staffing, so begin preparations early for well-separated and well-marked Parent Request and Student Release gates.
- Work with Planning scribe to record and maintain all accurate records.

Closing Down

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Archive all incident records.

- Verify that closing tasks of all Planning positions have been accomplished.
- Return equipment and reusable supplies to Logistics.

Student Supervision

Objectives: Ensure the care and safety of all students on campus except those who are in the First Aid Station.

Personnel: Classroom teachers, substitute teachers, and staff as assigned.

Start Up Actions

- Identify team leader(s).
- Put on a safety vest or position identifier.
- Check in with the Planning Coordinator for situation briefing.
- If school is evacuating:
 - Verify that the assembly area and routes to it are safe.
 - Count students or observe the classrooms as they exit, to make sure that all classes evacuate.
 - Initiate the set-up of portable toilet facilities and hand-washing stations.

Operational Duties

- Take role of all students and staff to determine who is missing and report to the Planning Coordinator immediately.
- Monitor the safety and well-being of the students and staff in the Assembly Area.
- Administer minor first aid as needed or refer to First Aid Station
- Support the Student Release process by releasing students with appropriate paperwork.
- When necessary, provide water and food for students and staff.
- Update records of the number of students and staff in the assembly area that have been released.
- Direct all requests for information to the Command Post.

Closing Down

- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, close out all logs.
- Provide logs and other relevant documents to the Documentation Unit.

Student Release

Objective: Assist teachers and staff in the release of students from the campus to parents and designated adults.

Start-Up Actions:

- Identify team leader(s).
- Put on a safety vest or position identifier.
- Check with the Planning Coordinator for assignment to Request Table or Release Table.
- Obtain necessary equipment and forms from Logistics or emergency container.

- Secure area against unauthorized access. Mark gates with signs.
- Set up a Request Table at the main student access area. Use grade level grouping signs to organize parent requests.
- Have Student Release Forms available for parents outside at Request Table. Assign volunteers to assist.
- Set up Release Table at some distance from Request Table.

Operational Duties

Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.

Procedures

- Requesting adult fills out Student Release Form, gives it to staff member, and shows photo identification.
- Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is authorized on the card.
- Staff instructs the requester to proceed to the Release Table and files the Emergency Card in the out box. .
- The runner takes the Student Release Form to Student Assembly Area and walks the requested student to Student Release table.
- Staff matches student to requester, asks parent/requester to sign student Release Form, and requests both to leave the campus area to reduce congestion.

Note: If a parent is hostile or refuses to wait in line, don't argue. Step aside with the agitated parent so that Request Table can continue processing other parent requests. Document all incidents.

If student is with class in the Assembly Area:

- The runner shows Student Release Form to the teacher.
- Teacher marks box, "Sent with Runner."
- Runner walks student to Release Table
- Runner hands paperwork to release personnel.
- Release staff match student to requester, verify proof of identification.

If student is not with the class:

- Teacher makes appropriate notation on Student Log.
- "Absent" if student was not in school that day.
- "First Aid" if student is at First Aid Station.
- "Missing" if student was in school but now cannot be located.
- Runner takes Student Log to Planning/ICP.
- Planning verifies student location if known and directs runner accordingly.
- Parent should be notified of missing student status and escorted to Crisis Counselor.
- If a student is in First Aid, a parent should be escorted to the Medical Treatment Area.
- If a student was marked absent, a parent will be notified by a staff member.

Closing Down

- At the direction of the Operations Coordinator, return equipment and unused supplies to Logistics.
- Complete all paperwork and turn it into the Documentation Unit (Scribe).

Logistics

Responsibilities: Logistics is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Start-up Actions

- Check in with Incident Commander for situation briefing.
- Open the supplies containers or other storage facility.
- Put on a position identifier, such as vest.
- Begin distribution of supplies and equipment as needed.
- Ensure that the Incident Command Post and other facilities are set up as needed in safe locations.

Operational Duties

- Coordinate supplies, equipment, and personnel needs with the Operations Coordinator.
- Maintain security of cargo container, supplies and equipment.

Closing Down

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Scribe(s)

Objectives: Collection, evaluation, documentation, and use of information about the development of the incident and the status of resources.

Start-Up Actions

- Check in with Incident Commander, Operations and Planning Coordinators for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a safety vest or position identifier.

Operational Duties

Records

- Maintain information pertaining to incidents on whiteboards at the Command Center noting all actions and reports.
- Prior to dismantling whiteboards, take photos for recreating incident and for information gathering.
- Maintain time log of the incident, noting all actions and reports, hazards and missing or injured students and staff.

Important: A permanent log may be typed or rewritten later for clarity and better understanding. Keep all original notes and records—they are legal documents.

Closing Down

- Collect and file all paperwork and documentation from deactivating sections.
- Return equipment and reusable supplies to Logistics.

Shelter in Place Protocol

SHELTER IN PLACE is a measure implemented when there is a need to isolate students and staff from the outdoor environment. The procedures include closing and locking doors and windows, and blinds/shades. If safe to do so, you may send supervised small groups of students to the bathroom.

SHELTER IN PLACE allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in bungalows and buildings with exterior passageways must remain in the classroom while **SHELTER IN PLACE** is instituted. It is appropriate for, but not limited to, gas leaks, police action in the area or dangerous animals.

ANNOUNCEMENT:

Make an announcement in person directly or over the public address system:

Example: "Attention please. We have a hazard in the community and are instituting **SHELTER IN PLACE** procedures. Students and staff should remain inside with windows and doors securely closed. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Make an announcement on the public address system. Give clear instructions, remain calm and convey reassurance that the situation is under control.
- When clearance is received from appropriate agencies, give the **ALL-CLEAR** instruction to indicate that the normal school routine can resume.
- Walk around the interior of the campus to ensure all exterior doors are locked.

TEACHER and STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and windows.
- Keep all students in the classroom until further instructions are received. Assist those needing special assistance.
- Secure individual classrooms: close and lock doors and windows.
- Take attendance and call report in to Office Manager. Wait for further instructions.

STUDENT ACTIONS:

Proceed to your classroom if it is safe to do so. If not, follow the teacher or staff directions to nearby classrooms or other rooms (e.g., auditorium, library, cafeteria, multi-purpose room). If these are unsafe, follow instructions to proceed to an alternative indoor location.

Lockdown Protocol

LOCKDOWN is initiated to isolate students and school staff from danger when there is a crisis on campus and movement within the school might put students and staff in jeopardy. **LOCKDOWN** is used to prevent intruders from entering occupied areas of the building. The concept of **LOCKDOWN** is **no one in, no one out**. All exterior doors are locked, and students and staff must always remain in the classrooms or designated locations. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. **LOCKDOWN** is not normally preceded with an announcement. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Extreme violence outside the classroom

ANNOUNCEMENT:

1. Make an announcement in person directly, over walkies or over the public address system and/or sound the special lockdown alarm tone:

Example: "Attention please. (Pause) **LOCKDOWN**. (Pause) **LOCKDOWN**. (Pause) **LOCKDOWN**. (Pause) Additional information may follow."

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Make the announcement. Teachers and staff are to immediately lock doors and remain in the classroom or secured area until further instructions are provided. Put your cell phone on silent or vibrate mode!
- 1.) Call 911, 2) call North Bay Security (415) 235-2340, and 3) call the District Office/Superintendent Provide location, status of campus, all available details of situation.
- When a school official or authorized official unlocks the door from the outside, it is safe to leave the room.
- If appropriate, send home with students a brief written description of the emergency, how it was handled and what steps are being taken in its aftermath, or do an "all call" notification via text, phone call or mass email.

STAFF ACTIONS:

- If it is safe to clear the hallways, bathrooms and open areas, direct students to the closest safe classroom. **DO NOT ANSWER YOUR ROOM PHONE!**
- Immediately lock doors and instruct students to sit or lie down on the floor.
- Turn off lights, close any shades and/or blinds if it appears safe to do so.
- Put cell phones on silent or vibrate mode. Do not answer a ringing phone.
- Remain quiet and calm in the classroom or secure area until further instructions are provided by the principal or law enforcement.

STUDENT ACTIONS:

- Move quickly and quietly to the closest safe classroom.
- Put your cellphone on silent or vibrate mode. Do not answer a ringing phone.
- If rooms are locked, immediately hide in the closest safe zone: bathroom, janitorial closet, office area, library. Lock the door or move furniture or trash can to bar access to the room. Remain quiet until further instructions are provided by the principal or police.

On-Site Fire Protocol

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction.

Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to confirm that the "fire is out".

Within School Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Sound the fire alarm to implement **EVACUATION** of the building.
- Immediately **EVACUATE** the school using the primary or alternate fire routes.
- Call 911.
- Direct search and rescue team to be sure all students and personnel have left the building.
- Ensure that access roads are kept open for emergency vehicles.
- Notify District Office 1(415)897-4211 of situation.
- Notify appropriate utility company of suspected breaks in utility lines or pipes.
- If needed, notify bus dispatch for **OFF-SITE EVACUATION** by **DIRECTED TRANSPORTATION**.
- Do not allow staff and students to return to the building until the Fire Department declares it safe.

STAFF ACTIONS:

- **EVACUATE** students from the building using primary or alternate fire routes Take emergency backpack. Maintain control of the students a safe distance from the fire and firefighting equipment.
- Take attendance. Report missing students to the principal/designee and emergency response personnel.
- Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

Near the School

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911. The Fire Marshall will direct operations once on site.
- Determine the need to implement an **EVACUATION**. If the fire threatens the school, execute the actions above. If not, continue with the school routine.

Off-Site Evacuation

OFF-SITE EVACUATION is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety. **OFF-SITE EVACUATION** is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Post earthquake

OFF-SITE EVACUATION may require **DIRECTED TRANSPORTATION**.

ANNOUNCEMENT:

1. Fire alarm (bell or horn signal).
2. Make an announcement over the public address system:

Example: **“Attention please. We need to institute an Off-Site Evacuation. Teachers are to take their students to the designated offsite assembly area (enter location). Students are to remain with their teacher.”**

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location.
- Call 911. Provide school name and location of off-site evacuation, reason for evacuation, number of staff and students being evacuated.
- When clearance is received from appropriate agencies, give the **ALL-CLEAR** instruction and authorize students and staff to return to the classrooms.
- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Take attendance before leaving campus. Instruct students to evacuate the building, following designated routes, and assemble in their assigned offsite Assembly Area. Bring along the emergency classroom backpack.
- If walking to a nearby site, keep students lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site.
- Take the student roster when leaving the building. Take attendance when the class is reassembled in a safe offsite location. Report attendance to Principal/designee. Remain in place until further instructions are given.

Earthquake Protocol

Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. Elevators and stairways will need to be inspected for damage before they can be used. The major shock is usually followed by numerous aftershocks, which may last for weeks.

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If people are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

Inside Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders and the Superintendent's office 1(415)897-4211.
- Send search and rescue team to look for trapped students and staff.
- Post guards a safe distance away from building entrances to assure no one re-enters.
- Notify District Office of school and personnel status. Determine who will inform public information media as appropriate.
- Do NOT re-enter the building until it is determined to be safe by an appropriate facilities inspector.
- Determine whether to close school. If school must be closed, notify staff members, students, and parents.

STAFF ACTIONS:

- Give **DROP, COVER and HOLD ON** command. Instruct students to move away from windows, bookshelves, and heavy suspended light fixtures. Get under a table or other sturdy furniture with back to windows.
- After shaking stops, **EVACUATE** building. The focus should be on doing the best for the most people. Do not hold up the class from evacuating while administering first aid to someone. If the injured person can be evacuated, then bring them out and render first aid once clear. If the person can't be included in the evacuation, then note the number and location of the injured and report to Operations once your group is safely evacuated. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring attendance roster and emergency backpack.

Staff that are outside, after the shaking stops, should immediately direct students to the evacuation/rally point. Assist injured victims that can be moved to an evacuation site. Report to Search & Rescue the number and location of victims that can't be moved.

- Check attendance at the assembly area. Report any missing/injured students to principal/site administrator.
- Check for injuries and render First Aid.
- Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.

- Stay alert for aftershocks!
- Do NOT re-enter the building until it is determined to be safe.

Outside Building

STAFF ACTIONS:

- Move students away from buildings, trees, overhead wires, and poles. Get under a table or other sturdy furniture with back to windows. If not near any furniture, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. If notebooks or jackets are handy, hold over head for added protection. Maintain position until shaking stops.
- After shaking stops, check for injuries, and render first aid. Direct students to evacuation points.
- Check attendance. Report any missing students to principal/site administrator.
- Stay alert for aftershocks.
- Keep a safe distance from any downed power lines.
- Do NOT re-enter the building until it is determined to be safe.
- Follow instructions of principal/site administrator.

During non-school hours

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Inspect school buildings with Maintenance/Building and Grounds Manager to assess damage and determine corrective actions.
- Confer with the District Superintendent if damage is apparent to determine the advisability of closing the school.
- Notify the fire department and utility company of suspected breaks in utility lines or pipes.
- If school must be closed, notify staff members, students, and parents. Arrange for alternative learning arrangement such as portable classrooms if damage is significant and school closing will be of some duration.
- Notify the District Office, who will inform public information media as appropriate.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

Medical Emergency Protocol

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention. **This is not a First Aid manual.** When in doubt, dial 911. Medical emergencies involving any student or employee must be reported to the Principal/Site Administrator.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Assess the victim (ABC – Airway, Breathing, Circulation). Call 911, if appropriate.
Provide:
 - School name, address including nearest cross street(s)
 - and the fastest way for ambulances to reach the building.
 - Exact location within the building
 - Nature of the emergency and how it occurred.
 - Approximate age of injured person
 - Caller's name and phone number
 - Do not hang up until advised to do so by the dispatcher.
- Assign staff members to meet rescue service and show medical responder where the injured person is.
- Assemble emergency care and contact information of victims.
- Monitor the medical status of the victim, even if he or she is transported to the hospital.
- Assign a staff member to remain with an individual, even if he or she is transported to the hospital.
- Notify parents/guardian if the victim is a student. Describe type of illness or injury, medical care being administered, and location where student has been transported.
- Advise staff of the situation (when appropriate). Follow-up with parents.

Universal Precautions when Treating a Medical Emergency

- Always use non-latex or nitrile gloves and, if necessary, mask and gown, to reduce the risk of transmission of body fluids.
- Wash hands thoroughly after providing care.

STAFF ACTIONS:

- Assess the scene to determine what assistance is needed. Direct students away from the scene of the emergency.
- Notify Principal/Site Administrator.
- Stay calm. Keep the individual warm with a coat or blanket.
- Ask the school nurse to begin first aid until paramedics arrive. Do not move the individual unless there is danger of further injury.
- Do not give the individual anything to eat or drink.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

Bomb Threat

If the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

- Listen. Do not interrupt the caller.
- Keep the caller on the line with statements such as *"I am sorry, I did not understand you. What did you say?"*
- Alert someone else by prearranged signal to call 911.
- Notify site administrator immediately after completing the call.
- Complete the Bomb Threat Checklist.

Telephone Bomb Threats

- Remain calm/courteous.
- Read phone's visual display.
- Listen, don't interrupt.
- Keep caller talking. Pretend hearing difficulty.
- Notice details: background noises, voice description.
- Ask: When? Where? What? How?
- Don't touch any suspicious objects.

Call 911

PERSON RECEIVING THREAT BY MAIL:

- Note the way the threat was delivered, where it was found and who found it.
- Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Notify law enforcement as soon as possible.
- Notify principal or site administrator.
- Caution students against picking up or touching any strange objects or packages.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Call 911.

Call North Bay Security 1(415)235-2340.

- Notify the District Superintendent 1(415) 897-4211 of the situation.
- Instruct staff to turn off cellular phones or two-way radios. Do not use devices during a threat since explosive devices can be triggered by radio frequencies.
- Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Use the intercom, personal notification by designated persons, or the PA system to evacuate students and staff to designated areas.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- Evacuate students as quickly as possible, using primary or alternate routes.
- Upon arrival at the designated safe site, take attendance.

- Notify the principal/site administrator of any missing students.
- Do not return to the building until emergency response officials determine it is safe.
If a suspicious item is observed, make no attempt to examine the object and immediately notify site administrator or law enforcement.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

**Suspension and Expulsion Rates
Perceptions of School Safety by
Students, Parents/Guardians, and Staff**

Include:

Suspension and Expulsion rates at your school
YouthTruth or California Healthy Kids survey data?

If using YouthTruth data:

“Family Survey” = parents
School Safety Section

“Overall School Experience” = students
School Safety Section

“Staff Survey” = Staff
Relationship Section

Comprehensive School Safety Plan

Mitigation • Preparedness • Response • Recovery

SunRidge School

August 2024

Emergency Phone Numbers and Resources

Police/Fire/Medical	911
Sebastopol Police Department	(707) 829-4400
Sebastopol Fire Department	(707) 823-8061
Sonoma County Sheriff Office	(707) 565-2650
PG&E	1-800-743-5002
City of Sebastopol Water Department	(707) 823-5331
California Highway Patrol (CHP) Santa Rosa Office	(707) 588-1400
Security Consulting (NBSG) Bill Welch	(415) 235-2340
California Poison Control Center	1-800-222-1222
Redwood Empire Schools Insurance	(707) 836-0779
Sonoma County Office of Education Emergency Coordinator –	(707) 524-2600
Sonoma County Emergency Services	(707) 565-1152
SCOE Superintendent Amie Carter	(707) 524-2603
Kaiser Medical Center Santa Rosa	(707) 393-4000
ESP & Alarms	(707) 528-3401

This page must be updated annually and submitted to the Superintendent's Office by September 1.

SCHOOL SITE ROSTER OF ALL STAFF

(Admin, Teachers, Office Staff, FANS, Custodians, Resource, Library Tech, etc. with mobile phone numbers)

SunRidge Staff Directory 2024-25- phone numbers removed for public

Updated 8-26-24

(This list is confidential and for private use by SunRidge faculty and staff only.)

Name	Address	Home Phone #	Cell Phone #	Email address
Allen, Sorrel				sallen@twinhillsusd.org
Allison, Esther				eallison@twinhillsusd.org
Beaton, Kerrily				kbeaton@twinhillsusd.org
Colby-Sereano, Heather			(	hcolbysereano@twinhillsusd.org
Chan, Cheryl			(	cchan@twinhillsusd.org
Davey, Kara			(	kdavey@twinhillsusd.org
Dawe, Tina			(	tdawe@twinhillsusd.org
Daw, Tanessa			(	tdaw@twinhillsusd.org
DeBoer, Kirsten			(	kdeboer@twinhillsusd.org
Dellinger, Jackie			(	jdellinger@twinhillsusd.org
Ferrera, David			(	dferrera@twinhillsusd.org
Fialk, Jen			(	jfialk@twinhillsusd.org
Ghirann, Holly			(	ghirann@twinhillsusd.org
Godfrey-Moldowan, Kathryn			(	kgodfrey@twinhillsusd.org
Gosling, Cristina			(	cgosling@twinhillsusd.org
Haedo, Karina			(	khaedo@twinhillsusd.org
Heras-Schlagel, Fidelina			(	fheras-schlagel@twinhillsusd.org
Hoch, Kimberly			(	
Horton, Jillian			(	jhorton@twinhillsusd.org

Kerlow, Sarah			(	skerlow@twinhillsusd.org
Marconcini, Diana			(	dmarconcini@twinhillsusd.org
Matthews, Taylor			(	tmatthews@twinhillsusd.org
McKenzie, Laurie			(	lmckenzie@twinhillsusd.org
Morris, Rose			(	rmorris@twinhillsusd.org
Obert, Dolly			(	doberti@twinhillsusd.org

Onofre, Jaime			(	jonofre@twinhillsusd.org
Prosser, Sasha			(	sprosser@twinhillsusd.org
Quirt, Mark			(	mquirt@twinhillsusd.org
Rodriguez, Ana			(	arodriguez@twinhillsusd.org
Ramsey, Kate			(	kramsey@twinhillsusd.org
Ronan, Marcela			(	mronan@twinhillsusd.org
Russell, Kate			(	krussell@twinhillsusd.org
Smith, Snowma			(	ssmith@twinhillsusd.org
Thomasson, Theresa			(	tthomasson@twinhillsusd.org
Thurber, Dale			(	dthurber@twinhillsusd.org
Volonts, Alexander				avolonts@twinhillsusd.org

revised 8/26/24

This page must be updated annually and submitted to the Superintendent's Office by September 1.

FIRE DRILL SCHEDULE

SCHOOL NAME:

SCHOOL YEAR:

SUNRIDGE _____

2024/25

Fire Drill Schedule			
	Month	Date	Time
Elementary (8 Drills)			
1	August	29	10:25am
2	September	11	9:00am
3	October-Fire/Earthquake	17	1:40pm
4	November	15	9 am
5	December	16	12:10pm
6	January	22	2:15pm
7	February	18	10am
8	March	25	11:15am
9	April	11	1:40pm
10	May	19	9:30am
Shelter in Place/Lockdown Disaster Drill Schedule			
1	Secure The Campus-November	19	1:45-2pm
2	Secure campus Transition to lockdown-January	16	12:15-12:30pm
3	Secure campus at break-March	25	1:25pm-1:40pm
4			
Comprehensive Disaster Drill Schedule (complete prior to March 31)			
1	Intruder Training	10/3	2-3PM
2	Incident Command Center Training	2/27	2-3PM

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DISASTER DRILL SCHEDULE

SCHOOL NAME:

SCHOOL YEAR:

_SUNRIDGE_____

Shelter in Place/Lockdown Disaster Drill Schedule			
	Type	Date	Time

This page must be updated annually and submitted to the Superintendent's Office by September 1.

(Site Map)
(B&W copy or PDF okay)

Please include the following on School Site Map designating:

2. **Primary / Secondary (Showing ICS, First Aid, Student Release and Student Supervision Locations. Also shows Search Grid Areas – highlighted in different colors)-See Attached**



This page must be updated annually and submitted to the Superintendent's Office by September 1.

**Incident
Commander/Public
Information Officer**

Karina Haedo

**Operations
Coordinator**

Radio Channel 2

1. Theresa Thomasson

Scribe

1. Fidelina Heras-Schlegel

**Planning
Coordinator**

Radio Channel 3

1. Laurie McKenzie

Scribe

1. Sasha Posser

**Logistics
Coordinator**

Radio Channel 3

Rose Morris

**Search/Site
Assessment #1**

1. Cheryl Chan/ Sorrel
Allen

2. Dolly Oberti

3.

**Search/Site
Assessment #2**

1. Dale Thurber

2. Kathryn Godfrey

3.

**Search/Site
Assessment #3**

1. Mark Quirt

2. Esther Allison

3.

Rescue/Mobile Medical

1. Anyone from
Search/Site listings

2.

First Aid #1

1. Jen Fialk

2. Heather
Colby-Sereano

**Utilities/Traffic/
Security**

1. Sarah Kerlow

2.

**Student
Release**

1. Taylor Matthews

2. Holly Ghirann

3. Tina Dawe

Student Supervision

Grades

1. Kirsten DeBoer

2. Kirsten DeBoer

3. Snowma Smith

4. Snowma Smith

5. Cristina Gosling

6. Cristina Gosling

7. Kate Russell

8. Kate Russell

TK/Kinder - Kara Davey

Other Staff

1. Lexie Pence

2. Jillian Horton

3. Kate Ramsey

4. Tanessa Daw

This page must be updated annually and submitted to the Superintendent's Office by September 1.

ANNUAL EMERGENCY PREPAREDNESS BEST PRACTICES

SCHOOL NAME:

SCHOOL YEAR:

2024/25

Date	Activity	Responsible Person	Date Completed
Summer	Review School Safety Plan	Karina Haedo	7/15/24
Summer	School facilities hazard assessment (buildings, grounds, evacuation routes, shut-off valves) walk through with public safety.	Ana Rodriguez	7/15/24
August	Identify school resources and survey special staff skills.	Karina Haedo	8/11/24
August	Survey staff dismissal priorities.	Karina Haedo	8/11/24
August	Update staff and emergency phone numbers and resources. Update emergency team assignments.	Theresa Thomasson/Tina Dawe	8/20/24
August	Assign school staff to Incident Command System (ICS) functions.	Karina Haedo/Theresa Thomasson	8/26/24
August	Parent orientation/information on School Safety Plan.	Karina Haedo	9/11
August	If new construction is completed at your site, get new updated maps and site plans from Maintenance and Operations Director.		N/A
Fall	Inventory/restock emergency supplies. Test communication equipment.	Karina Haedo/Lexie Pence	8/28/24
Fall	Staff orientation of School Safety Plan, emergency response actions, policies and performance expectations during various drills.	Karina Haedo	9/5/24
Fall	Assess training needs and schedule workshops.	Karina Haedo	8/21/24
Fall	Disaster service worker and ICS training for new staff.	Karina Haedo	
Date	Activity	Responsible Person	Date Completed

Fall	Recruit parent disaster/safety committee.	Karina Haedo/Lexie Pence	
Fall	Replenish emergency supply cache and classroom backpack.	Lexie Pence	8/28/24
Fall	CPR/first aid training if possible.	Theresa Thomasson	TBD
September	Update classroom backpacks (rosters, etc.).	Lexie Pence	8/28/24
September	Parent back to school assembly.		
March	Complete comprehensive disaster drill.		
May	Recruit new parent disaster committee members.		
May	Review drill assessment.		
Quarterly	Create and attend parent disaster/safety committee meetings.		
Other Drills (Yearly)	California Education Code, Section 32001 Fire alarm and drill at least once each month in elementary schools, at least 4 times every school year in middle schools and at least twice every school year in secondary schools.		
Other Drills (Yearly)	California Education Code, Section 35297 Drop, Cover, Hold On Drill at least once each school quarter in elementary schools, once a semester in secondary schools.		
Other Trainings (as needed)	Special ICS functions for staff (damage assessment, search and rescue, CERT) CPR – every other year Basic First Aid – every other year NIMS-IS- 100.SCa for new staff		

Prepared By: _____ Date: _____

This page must be updated annually and submitted to the Superintendent's Office by September 1.

School Resources

Resource	Yes/No	Location (bldg/room #/site location)	How Many?
Safety Container			
Safety Closet			
AED #1 (up to 6)	Yes	Admin Office Hallway	
AED #2			
AED #3			
AED #4			
AED #5			
AED #6			
Portable PA System	yes	Office	
Generator			
Golf Carts			
School Vans			

Summary of Job Responsibilities

Management: Incident Commander/PIO/Agency Liaison	Responsible for development of school's plan and overall management of emergency; establishes/manages Command Post; activates ICS; determine strategies to implement protocols and adapt as needed. Provides public information as required. Monitors and supervises Operations, Planning and Logistic Coordinators.
Operations Coordinator	Supervises Search and Site Assessment, Utilities/Traffic/Security, Rescue Mobile, and First Aid.
Search and Site Assessment	Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression. Assess buildings, etc for damage and/or injured persons.
Utilities/Traffic/Security	Coordinates security needs; establishes traffic and crowd control; secures perimeter, evaluates the sites utilities as needed.
Rescue/Mobile Medical	Responds to the location of injured or trapped, provides basic medical support and transports if appropriate to medical station on site.
First Aid	Provides basic medical care, triage and supplies to the injured. Provides accounting and long-term care for all students until reunited with parents/caretakers.
Planning Coordinator	Supervises Scribe(s), Student Release and Student Supervision
Scribe and Documentation	Helps maintain record and written communications for members of the incident command post. Evaluates incident information and maintains ICS status boards, collects and archives all incident documents, tracks equipment and personnel assigned to the incident.
Student Release	Provides for systematic and efficient reunification of students with parents/caretakers, maintains records of student release.
Student Supervision	Supervises students in a safe location, coordinates with Student Release for the safe transfer of students to their parents or guardians.
Logistics Coordinator	Coordinates access to and distribution of food, water and supplies; provides personnel as requested, including volunteers.

Job Description Summaries

Incident Commander

The Incident Commander directs on-scene operations and is responsible for overall management of the incident. It is their responsibility to prepare the strategic objectives that, in turn, will be the foundation upon which subsequent incident action planning will be based. Incident Objectives should be broad, measurable and follow an ordered sequence of events.

The Incident Commander at the school leads the Incident Management Team which may include the Operations, Planning and Logistics Coordinators, and Scribe(s) for the school.

Responsibilities: The Incident Commander (IC) is responsible for on-scene emergency/disaster operations and remains at or near the Incident Command Post (ICP) to observe and direct all operations.

- Assess the scene
- Ensure the safety of students, staff and others on campus
- Activate and manage the ICP
- Develop strategies for appropriate response
- Coordinate response efforts
- Monitor action plan and organizational effectiveness
- Guide, manage and assist Operations, Planning and Logistics Coordinators with their assigned duties

Start-Up Actions

- Assess type and scope of emergency
- Determine threat to human life and structures
- Activate the appropriate emergency action
- If evacuation is necessary, verify that the route and assembly area are safe:
 - o Direct the opening of the emergency cache
 - o Set up the ICP
 - o Obtain personal safety equipment
- Establish appropriate level of organization
- Activate organizational functions as needed
- Contact the District Office
- Develop an Incident Action Plan with objectives and a time frame

Operational Actions

- Determine the need for and request inter-agency assistance
 - Monitor and assess the total site situation
 - View site map periodically for response team progress
 - Check with section Coordinators for periodic updates
 - Revise Incident Action Plan, as needed
 - Update status to District EOC or District Office
 - Reassign personnel as needed
 - Begin student release, if appropriate, after student accounting is complete.
- Refer media inquiries to District Office or PIO.
- If transfer of command is necessary, e.g., when public safety officials arrive, provide a face-to-face briefing with the following minimum essential information:
- o situation status
 - o objectives and priorities

- o current organization and personnel assignments
- o resources en route and/or ordered
- o facilities established
- o communications plan
- o prognosis, concerns, related issues
- Release teachers as appropriate per district guidelines.
- Remain in charge of campus until redirected or released by the Superintendent of Schools.
- Be prepared for requests by the American Red Cross to use facility as a shelter.

Deactivation

- Receive briefing from public safety agency to obtain “All Clear”.
- Contact the District Office to obtain authorization for deactivation.
- Authorize deactivation of response teams as they are no longer required.
- Check with section Coordinators to ensure that any open actions will be taken care of before demobilization
 - o Logistics: Ensure the return of all equipment and reusable supplies
 - o Planning: Close out all logs. Complete other relevant documents and provide to the Documentation Unit for archive
- Provide input to the After-Action Report
- Proclaim termination of the emergency.
- Proceed with recovery operations, if necessary

Operations Coordinator

Responsibilities: Operations manages the on-scene, immediate response to the disaster, which can include the following:

- Site Facility Check/Damage Assessment
- Security, Utilities and Traffic
- Search and Site Assessment
- First Aid and Crisis Intervention
- Rescue Mobile

Start-up Actions

- Check in with Incident Commander or Command Post for situation briefing.
- Put on personal safety equipment, e.g. hard hat and vest, walkie-talkie.
- Obtain necessary equipment and supplies from Logistics.

Operational Duties

- Assume the duties of all operations positions until staff is available and assigned.
- Brief assigned staff on the situation and supervise their activities, utilizing the position checklists.
- Check with IC to assure Emergency Plan is implemented.
- Initiate and coordinate with Search and Site Assessment, Rescue Mobile and First Aid operations, as needed.

- Notify Logistics If additional supplies or personnel are needed for the Operations Section, as additional staff arrive, brief them on the situation, and assign them as needed.
- As information is received from Operations staff, pass it on to the Incident Commander, providing a description of tasks and priorities.
- Monitor operational activities, ensuring that Operations staff follows standard procedures, utilizes appropriate safety gear, and documents their activities.

Closing Down

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by IC, deactivate the section and close out all logs.
- Provide logs and other relevant documents to the Documentation Unit in Planning.

Search and Site Assessment Team(s)

Objectives: Search school buildings and grounds to identify the location of trapped or injured students and staff, and potential hazards on campus. Notify ICS of the trapped/injured, potential hazards and exact locations. Coordinate with Operations team for treatment of the injured.

Safety Rules: Buddy system: 3 people per team; team leader identified. Take no action that might endanger you. Use appropriate safety gear. Size up the situation first. Follow all operational and standard safety procedures. Team members should be certified in First Aid and trained in SAR techniques.

Start-Up Actions

- Put on personal safety gear.
- Obtain all necessary equipment from container (see below).
- Check at Command Post (ICP) for assignment.

Operational Duties

- Before entering a building, walk around and inspect the complete exterior of the building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
- Team leader stays out of building with site map, Sharpie, and tape, as two team members enter building. The team leader will place a diagonal piece of tape on the doorframe after teammates clear building. Then add a 2nd piece of tape forming an "X" to indicate the room is clear. This practice will be continued at each room/building until or if a situation requiring medical assistance occurs.
- Search and Site Assessment will make every effort to manage medical issues without requesting assistance from Mobile Rescue (example; small laceration, broken arm).
- If a medical situation arises that is beyond the scope of the Site Assessment team, contact Rescue Mobile for additional support.
 - o The team leader will place a diagonal piece of tape on the doorframe, with a short description of the medical issue (example; "head injury").
 - o The team leader and one teammate will continue searching the area. The 3rd team member will stay with the patient until Rescue Mobile arrives.
 - o The 3rd team member will then catch up with the other team members and continue searching as a team of three.

- Report by radio to Incident Command after a cluster has been cleared (example; rooms 1-6) or broadcast immediately if a medical situation warrants Rescue Mobile involvement.
- Follow directions from Operations/Incident Command Post.
- Report gas leaks, fires, or structural damage to Operations Coordinator immediately upon discovery. Handle small situations when possible (example; light fire suppression).
- Record exact location of damage and triage on map and report information to Operations Coordinator.
- Keep radio communication brief and simple. Use common language, no codes.

Closing Down

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

Rescue Mobile Team(s)

Operational Duties

- Be prepared to respond to search and site assessment locations with a stretcher or wheelchair to assist patients with major injuries.
- When exiting a room with the patient, put 2nd piece of tape diagonally over the first, forming an "X" on doorframe indicating the room is clear.
- Advise Operations of extent of injuries and report you are enroute to First Aid with patient.
- If a patient has a possible severe spinal injury, stay with the patient until paramedics arrive.
- When requested by Operations, respond to specific building(s) and act as site assessment member.

Closing Down

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.

First Aid

Objectives Establish the First Aid treatment area, triage, emergency medical response and counseling. Ensure that appropriate actions are taken in the event of deaths. Coordinate with the Operations Coordinator when the situation requires health or medical services that staff cannot provide.

Personnel: First aid trained staff and volunteers

Start-Up Actions

- Set up First Aid Station if directed by Operations Coordinator.
- Obtain and put on personal safety equipment including vests and non-latex or nitrile gloves.
- Check with Medical Team Leader for assignment.

Operational Duties

- Admit injured students/staff to First Aid Station, listing name on master log.

- Administer appropriate first aid.
- Keep accurate records of care given.
- Continue to assess victims at regular intervals.
- Report deaths immediately to Incident Commander.
- When transport is available, do a final assessment. Keep records for reference.
- A copy of the Student's Emergency Card must accompany students removed from campus to receive advanced medical attention. Give a copy of the card to the paramedic.

First Aid Stations:

Triage - Locate triage (injury sorting area) at the entry of the First Aid Station. This area is for the injured to be quickly evaluated for severity of injury and directed to the appropriate treatment area.

- **Immediate Care** - For people with life and limb threatening injuries that require immediate attention, such as difficulty breathing, severe bleeding, major burns and shock. Locate immediate care in an area out of sight of most students and staff but accessible to emergency vehicles.
- **Delayed Care** - For injured individuals who do not require attention within the first hour. Such people may have lacerations, broken bones or need medication. Locate near the immediate care area but shield from the sight of the injured in immediate care area.

Crisis Counseling - Mild to moderate anxiety is best handled by teachers in class groups. Severe anxiety warrants special attention in a secluded area away from other First Aid areas, since the sight of injured people may worsen the hysteria. This area should be away from the student population, because hysteria can rapidly get out of control.

Closing Down

- Return equipment and unused supplies to Logistics.
- Clean up the first aid area. Dispose of hazardous waste safely.
- Complete all paperwork and turn it into the Documentation Unit (scribe).

Utilities, Traffic and Security

Responsibilities:

- Manage traffic control!
- Turn off water, gas, electricity as requested.
- Assist in securing the campus during the emergency.

Start Up Actions

- Check in with Incident Command for situation briefing.
- Obtain and put on personal protective equipment (PPE).
- Obtain necessary equipment and supplies from Logistics.

Operational Duties

- Coordinate security needs, establish traffic and crowd control.
- Secure perimeters.

- Evaluate site utilities as needed.

Closing Down

- Return equipment to Logistics.

Other Staff, Volunteers and Other Adults on Campus

Objectives

Respond to Incident Command Post if you are not assigned to a specific role.

Incident Command will assign you to an operation's or planning role.

Operational Duties

- Refer to summary of job responsibilities and assume your assigned role. Respond to the designated area to do your job.
- Respond to Logistics to get needed supplies.

Closing Down

- Return equipment and reusable supplies to Logistics.

Planning Coordinator

Responsibilities: Planning oversees student supervision and student release. Also provide ongoing analysis of situation and resource status.

Start Up Actions

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as vest, if available.

Operational Duties

- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Assist Incident Commander in writing Incident Action Plans.
- Maintain accurate records of missing /injured students and staff.
- Maintain accurate records of students released to parents/guardians.
- Student Release requires heavy staffing, so begin preparations early for well-separated and well-marked Parent Request and Student Release gates.
- Work with Planning scribe to record and maintain all accurate records.

Closing Down

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Archive all incident records.
- Verify that closing tasks of all Planning positions have been accomplished.
- Return equipment and reusable supplies to Logistics.

Student Supervision

Objectives: Ensure the care and safety of all students on campus except those who are in the First Aid Station.

Personnel: Classroom teachers, substitute teachers, and staff as assigned.

Start Up Actions

- Identify team leader(s).
- Put on a safety vest or position identifier.
- Check in with the Planning Coordinator for situation briefing.
- If school is evacuating:
 - Verify that the assembly area and routes to it are safe.
 - Count students or observe the classrooms as they exit, to make sure that all classes evacuate.
 - Initiate the set-up of portable toilet facilities and hand-washing stations.

Operational Duties

- Take role of all students and staff to determine who is missing and report to the Planning Coordinator immediately.
- Monitor the safety and well-being of the students and staff in the Assembly Area.
- Administer minor first aid as needed or refer to First Aid Station
- Support the Student Release process by releasing students with appropriate paperwork.
- When necessary, provide water and food for students and staff.
- Update records of the number of students and staff in the assembly area that have been released.
- Direct all requests for information to the Command Post.

Closing Down

- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, close out all logs.
- Provide logs and other relevant documents to the Documentation Unit.

Student Release

Objective: Assist teachers and staff in the release of students from the campus to parents and designated adults.

Start-Up Actions:

- Identify team leader(s).
- Put on a safety vest or position identifier.
- Check with the Planning Coordinator for assignment to Request Table or Release Table.
- Obtain necessary equipment and forms from Logistics or emergency container.
- Secure area against unauthorized access. Mark gates with signs.
- Set up a Request Table at the main student access area. Use grade level grouping signs to organize parent requests.

- Have Student Release Forms available for parents outside at Request Table. Assign volunteers to assist.
- Set up Release Table at some distance from Request Table.

Operational Duties

Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.

Procedures

- Requesting adult fills out Student Release Form, gives it to staff member, and shows photo identification.
- Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is authorized on the card.
- Staff instructs the requester to proceed to the Release Table and files the Emergency Card in the out box.
- The runner takes the Student Release Form to Student Assembly Area and walks the requested student to Student Release table.
- Staff matches student to requester, asks parent/requester to sign student Release Form, and requests both to leave the campus area to reduce congestion.

Note: If a parent is hostile or refuses to wait in line, don't argue. Step aside with the agitated parent so that Request Table can continue processing other parent requests. Document all incidents.

If student is with class in the Assembly Area:

- The runner shows Student Release Form to the teacher.
- Teacher marks box, "Sent with Runner."
- Runner walks student to Release Table
- Runner hands paperwork to release personnel.
- Release staff match student to requester, verify proof of identification.

If student is not with the class:

- Teacher makes appropriate notation on Student Log.
- "Absent" if student was not in school that day.
- "First Aid" if student is at First Aid Station.
- "Missing" if student was in school but now cannot be located.
- Runner takes Student Log to Planning/ICP.
- Planning verifies student location if known and directs runner accordingly.
- Parent should be notified of missing student status and escorted to Crisis Counselor.
- If a student is in First Aid, a parent should be escorted to the Medical Treatment Area.
- If a student was marked absent, a parent will be notified by a staff member.

Closing Down

- At the direction of the Operations Coordinator, return equipment and unused supplies to Logistics.
- Complete all paperwork and turn it into the Documentation Unit (Scribe).

Logistics

Responsibilities: Logistics is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Start-up Actions

- Check in with Incident Commander for situation briefing.
- Open the supplies containers or other storage facility.
- Put on a position identifier, such as vest.
- Begin distribution of supplies and equipment as needed.
- Ensure that the Incident Command Post and other facilities are set up as needed in safe locations.

Operational Duties

- Coordinate supplies, equipment, and personnel needs with the Operations Coordinator.
- Maintain security of cargo container, supplies and equipment.

Closing Down

- At the Incident Commander's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

Scribe(s)

Objectives: Collection, evaluation, documentation, and use of information about the development of the incident and the status of resources.

Start-Up Actions

- Check in with Incident Commander, Operations and Planning Coordinators for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a safety vest or position identifier.

Operational Duties

Records

- Maintain information pertaining to incidents on whiteboards at the Command Center noting all actions and reports.
- Prior to dismantling whiteboards, take photos for recreating incident and for information gathering.
- Maintain time log of the incident, noting all actions and reports, hazards and missing or injured students and staff.

Important: A permanent log may be typed or rewritten later for clarity and better understanding. Keep all original notes and records—they are legal documents.

Closing Down

- Collect and file all paperwork and documentation from deactivating sections.
- Return equipment and reusable supplies to Logistics.

Shelter in Place Protocol

SHELTER IN PLACE is a measure implemented when there is a need to isolate students and staff from the outdoor environment. The procedures include closing and locking doors and windows, and blinds/shades. If safe to do so, you may send supervised small groups of students to the bathroom.

SHELTER IN PLACE allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in bungalows and buildings with exterior passageways must remain in the classroom while **SHELTER IN PLACE** is instituted. It is appropriate for, but not limited to, gas leaks, police action in the area or dangerous animals.

ANNOUNCEMENT:

Make an announcement in person directly or over the public address system:

Example: **"Attention please. We have a hazard in the community and are instituting SHELTER IN PLACE procedures. Students and staff should remain inside with windows and doors securely closed. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."**

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Make an announcement on the public address system. Give clear instructions, remain calm and convey reassurance that the situation is under control.
- When clearance is received from appropriate agencies, give the **ALL-CLEAR** instruction to indicate that the normal school routine can resume.
- Walk around the interior of the campus to ensure all exterior doors are locked.

TEACHER and STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and windows.
- Keep all students in the classroom until further instructions are received. Assist those needing special assistance.
- Secure individual classrooms: close and lock doors and windows.
- Take attendance and call report in to Office Manager. Wait for further instructions.

STUDENT ACTIONS:

Proceed to your classroom if it is safe to do so. If not, follow the teacher or staff directions to nearby classrooms or other rooms (e.g., auditorium, library, cafeteria, multi-purpose room). If these are unsafe, follow instructions to proceed to an alternative indoor location.

Lockdown Protocol

LOCKDOWN is initiated to isolate students and school staff from danger when there is a crisis on campus and movement within the school might put students and staff in jeopardy. **LOCKDOWN** is used to prevent intruders from entering occupied areas of the building. The concept of **LOCKDOWN** is **no one in, no one out**. All exterior doors are locked, and students and staff must always remain in the classrooms or designated

locations. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. **LOCKDOWN** is not normally preceded with an announcement. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Extreme violence outside the classroom

ANNOUNCEMENT:

1. Make an announcement in person directly, over walkies or over the public address system and/or sound the special lockdown alarm tone:

Example: "Attention please. (Pause) **LOCKDOWN.** (Pause) **LOCKDOWN.** (Pause) **LOCKDOWN.** (Pause) **Additional information may follow.**"

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Make the announcement. Teachers and staff are to immediately lock doors and remain in the classroom or secured area until further instructions are provided. Put your cell phone on silent or vibrate mode!
- 1.) Call 911, 2) call North Bay Security (415) 235-2340, and 3) call the District Office/Superintendent Provide location, status of campus, all available details of situation.
- When a school official or authorized official unlocks the door from the outside, it is safe to leave the room.
- If appropriate, send home with students a brief written description of the emergency, how it was handled and what steps are being taken in its aftermath, or do an "all call" notification via text, phone call or mass email.

STAFF ACTIONS:

- If it is safe to clear the hallways, bathrooms and open areas, direct students to the closest safe classroom. **DO NOT ANSWER YOUR ROOM PHONE!**
- Immediately lock doors and instruct students to sit or lie down on the floor.
- Turn off lights, close any shades and/or blinds if it appears safe to do so.
- Put cell phones on silent or vibrate mode. Do not answer a ringing phone.
- Remain quiet and calm in the classroom or secure area until further instructions are provided by the principal or law enforcement.

STUDENT ACTIONS:

- Move quickly and quietly to the closest safe classroom.
- Put your cellphone on silent or vibrate mode. Do not answer a ringing phone.
- If rooms are locked, immediately hide in the closest safe zone: bathroom, janitorial closet, office area, library. Lock the door or move furniture or trash can to bar access to the room. Remain quiet until further instructions are provided by the principal or police.

On-Site Fire Protocol

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and

employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction.

Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to confirm that the “fire is out”.

Within School Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Sound the fire alarm to implement **EVACUATION** of the building.
- Immediately **EVACUATE** the school using the primary or alternate fire routes.
- Call 911.
- Direct search and rescue team to be sure all students and personnel have left the building.
- Ensure that access roads are kept open for emergency vehicles.
- Notify District Office 1(415)897-4211 of situation.
- Notify appropriate utility company of suspected breaks in utility lines or pipes.
- If needed, notify bus dispatch for **OFF-SITE EVACUATION** by **DIRECTED TRANSPORTATION**.
- Do not allow staff and students to return to the building until the Fire Department declares it safe.

STAFF ACTIONS:

- **EVACUATE** students from the building using primary or alternate fire routes Take emergency backpack. Maintain control of the students a safe distance from the fire and firefighting equipment.
- Take attendance. Report missing students to the principal/designee and emergency response personnel.
- Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

Near the School

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911. The Fire Marshall will direct operations once on site.
- Determine the need to implement an **EVACUATION**. If the fire threatens the school, execute the actions above. If not, continue with the school routine.

Off-Site Evacuation

OFF-SITE EVACUATION is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety. **OFF-SITE EVACUATION** is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Post earthquake

OFF-SITE EVACUATION may require **DIRECTED TRANSPORTATION**.

ANNOUNCEMENT:

1. Fire alarm (bell or horn signal).
2. Make an announcement over the public address system:

Example: **“Attention please. We need to institute an Off-Site Evacuation. Teachers are to take their students to the designated offsite assembly area (enter location). Students are to remain with their teacher.”**

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location.
- Call 911. Provide school name and location of off-site evacuation, reason for evacuation, number of staff and students being evacuated.
- When clearance is received from appropriate agencies, give the **ALL-CLEAR** instruction and authorize students and staff to return to the classrooms.
- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Take attendance before leaving campus. Instruct students to evacuate the building, following designated routes, and assemble in their assigned offsite Assembly Area. Bring along the emergency classroom backpack.
- If walking to a nearby site, keep students lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site.
- Take the student roster when leaving the building. Take attendance when the class is reassembled in a safe offsite location. Report attendance to Principal/designee. Remain in place until further instructions are given.

Earthquake Protocol

Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. Elevators and stairways will need to be inspected for damage before they can be used. The major shock is usually followed by numerous aftershocks, which may last for weeks.

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If people are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

Inside Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders and the Superintendent's office 1(415)897-4211.
- Send search and rescue team to look for trapped students and staff.
- Post guards a safe distance away from building entrances to assure no one re-enters.
- Notify District Office of school and personnel status. Determine who will inform public information media as appropriate.
- Do NOT re-enter the building until it is determined to be safe by an appropriate facilities inspector.
- Determine whether to close school. If school must be closed, notify staff members, students, and parents.

STAFF ACTIONS:

- Give **DROP, COVER and HOLD ON** command. Instruct students to move away from windows, bookshelves, and heavy suspended light fixtures. Get under a table or other sturdy furniture with back to windows.
- After shaking stops, **EVACUATE** building. The focus should be on doing the best for the most people. Do not hold up the class from evacuating while administering first aid to someone. If the injured person can be evacuated, then bring them out and render first aid once clear. If the person can't be included in the evacuation, then note the number and location of the injured and report to Operations once your group is safely evacuated. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring attendance roster and emergency backpack.

Staff that are outside, after the shaking stops, should immediately direct students to the evacuation/rally point. Assist injured victims that can be moved to an evacuation site. Report to Search & Rescue the number and location of victims that can't be moved.

- Check attendance at the assembly area. Report any missing/injured students to principal/site administrator.
- Check for injuries and render First Aid.
- Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
- Stay alert for aftershocks!

- Do NOT re-enter the building until it is determined to be safe.

Outside Building

STAFF ACTIONS:

- Move students away from buildings, trees, overhead wires, and poles. Get under a table or other sturdy furniture with back to windows. If not near any furniture, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. If notebooks or jackets are handy, hold over head for added protection. Maintain position until shaking stops.
- After shaking stops, check for injuries, and render first aid. Direct students to evacuation points.
- Check attendance. Report any missing students to principal/site administrator.
- Stay alert for aftershocks.
- Keep a safe distance from any downed power lines.
- Do NOT re-enter the building until it is determined to be safe.
- Follow instructions of principal/site administrator.

During non-school hours

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Inspect school buildings with Maintenance/Building and Grounds Manager to assess damage and determine corrective actions.
- Confer with the District Superintendent if damage is apparent to determine the advisability of closing the school.
- Notify the fire department and utility company of suspected breaks in utility lines or pipes.
- If school must be closed, notify staff members, students, and parents. Arrange for alternative learning arrangement such as portable classrooms if damage is significant and school closing will be of some duration.
- Notify the District Office, who will inform public information media as appropriate.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

Medical Emergency Protocol

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention. **This is not a First Aid manual.** When in doubt, dial 911. Medical emergencies involving any student or employee must be reported to the Principal/Site Administrator.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Assess the victim (ABC – Airway, Breathing, Circulation. Call 911, if appropriate. Provide:
 - School name, address including nearest cross street(s)
 - and the fastest way for ambulances to reach the building.
 - Exact location within the building
 - Nature of the emergency and how it occurred.
 - Approximate age of injured person
 - Caller's name and phone number
 - Do not hang up until advised to do so by the dispatcher.
- Assign staff members to meet rescue service and show medical responder where the injured person is.
- Assemble emergency care and contact information of victims.
- Monitor the medical status of the victim, even if he or she is transported to the hospital.
- Assign a staff member to remain with an individual, even if he or she is transported to the hospital.
- Notify parents/guardian if the victim is a student. Describe type of illness or injury, medical care being administered, and location where student has been transported.
- Advise staff of the situation (when appropriate). Follow-up with parents.

Universal Precautions when Treating a Medical Emergency

- Always use non-latex or nitrile gloves and, if necessary, mask and gown, to reduce the risk of transmission of body fluids.
- Wash hands thoroughly after providing care.

STAFF ACTIONS:

- Assess the scene to determine what assistance is needed. Direct students away from the scene of the emergency.
- Notify Principal/Site Administrator.
- Stay calm. Keep the individual warm with a coat or blanket.
- Ask the school nurse to begin first aid until paramedics arrive. Do not move the individual unless there is danger of further injury.
- Do not give the individual anything to eat or drink.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

Bomb Threat

If the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

- Listen. Do not interrupt the caller.
- Keep the caller on the line with statements such as *"I am sorry, I did not understand you. What did you say?"*
- Alert someone else by prearranged signal to call 911.
- Notify site administrator immediately after completing the call.
- Complete the Bomb Threat Checklist.

Telephone Bomb Threats

Remain calm/courteous.

Read phone's visual display.

Listen, don't interrupt.

Keep caller talking. Pretend hearing difficulty.

Notice details: background noises, voice description.

Ask: When? Where? What? How?

Don't touch any suspicious objects.

Call 911

PERSON RECEIVING THREAT BY MAIL:

- Note the way the threat was delivered, where it was found and who found it.
- Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Notify law enforcement as soon as possible.
- Notify principal or site administrator.
- Caution students against picking up or touching any strange objects or packages.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Call 911.

Call North Bay Security 1(415)235-2340.

- Notify the District Superintendent 1(415) 897-4211 of the situation.
- Instruct staff to turn off cellular phones or two-way radios. Do not use devices during a threat since explosive devices can be triggered by radio frequencies.
- Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Use the intercom, personal notification by designated persons, or the PA system to evacuate students and staff to designated areas.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- Evacuate students as quickly as possible, using primary or alternate routes.
- Upon arrival at the designated safe site, take attendance.
- Notify the principal/site administrator of any missing students.

- Do not return to the building until emergency response officials determine it is safe.
If a suspicious item is observed, make no attempt to examine the object and immediately notify site administrator or law enforcement.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

**Suspension and Expulsion Rates
Perceptions of School Safety by
Students, Parents/Guardians, and Staff**

Include:

Suspension and Expulsion rates at your school
YouthTruth or California Healthy Kids survey data

If using YouthTruth data:

“Family Survey” = parents
School Safety Section

“Overall School Experience” = students
School Safety Section

“Staff Survey” = Staff
Relationship Section



Field Trip Checklist

Form E 6153 (1)

TO BE COMPLETED:

Requesting Teacher's Name: Erin Elliott Classes/Teacher's Involved: McKenna/Miller, Diedrich, Jensen
Date of Trip: March 12th-14th Alternate Date: none # of Students/Adults: 66 stu, 8 chap, 4 teach
Destination/Description of Trip: Westminster Woods - Overnight - 5th Grade Outdoor Education Trip

Correlation with subject matter being studied: 5th Grade Science - Learn about our local watershed and more

Departure Time: approx 9am Return Time: approx 1:30pm
of Lunches Needed: Provided at Camp # of Snacks Needed: Provided at Camp

Informational Letter/Permission Note: Develop an Informational Letter using District Form E 6153 (2) as a guideline. Obtain approval from the School Principal and attach completed district provided permission form E 6153 (3) and send home.

- Collect all Permission Notes (Teacher: keep on file until June)
- I have encouraged parents of children who are allergic to bee stings or insect bites or on medication to attend the field trip EE (Yes/No)
- I know where the field trip first aid kit and my student health problems summary are located and will take each along on the field trip EE (Yes/No)
- I WILL take 2 epipens on the field trip from the nurse/office staff EE (Yes/No)
- I have checked in with the School Nurse regarding any health concerns for students EE (Yes/No)

Transportation will be by: (Check Mode Below)

X District School Bus (This date MUST cleared w/West County Transportation) EE Initial
 Private Vehicle (Drivers must be cleared and approved through the district) Initial (Not the Preferred Method)
 Charter Bus (I have completed the Charter Bus Checklist - E 6153 (5) & attached) Initial

Name of Chaperones: 8 total - to be determined in January

Cost of Transportation: approx \$300.00 Cost to Students: \$390.00

To figure the overall cost of the trip, add up the transportation costs and experience costs. Divide by the total number of students. Round up to the nearest whole number and add \$3-\$5 to help offset the cost for students who do not go/adjust for transportation fees.

Calendar: After administrative approval, I will write the date, time and destination on the calendar.

Date Submitted to the Principal: September 30, 2024 Approved: X Yes No

Principal's Signature: Erin Elliott Date: October 4, 2024

Remarks:

To be completed and returned to the principal at least two (2) weeks prior to the proposed field trip.

CC: Bus Supervisor, Cafeteria, School Secretary, District Office

Administrative Regulations December 1982, September 1988, October 2023



SCHOOL PROGRAMS CONTRACT

Contract Name Apple Blossom
Client Name Apple Blossom S25
Program Coordinator Karen McKenna
Billing Coordinator Terri Hamilton
Contract # 363569
Date Issued 10/29/2024
Deposit Amount \$5,600.00
Deposit Due 11/15/2024
Final Payment Due 03/12/2025
Address 700 Watertrough Rd
City / State / Zip Sebastopol/CA/95472
Email kmckenna@twinhillsusd.org
Work Phone

1. Program Arrangements

a. Program Dates Arriving: March 12, 2025 Departing: March 14, 2025
b. First and Last Meals First Meal: Dinner Last Meal: Last Day Lunch
c. Attendees Students: 66 Chaperones: 8 Teachers: 4

2. Guarantee/Finances

- a. Client agrees to issue all payments in the form of a check.
- b. Client understands that a non-refundable, non-transferable deposit is required to hold the space for the dates listed as 1a above.
- c. Client understands and agrees that they will sign and date this agreement and return the original signed copy along with the deposit by the deposit due date listed above.
- d. Client understands that if the signed contract and deposit are not received at Westminster Woods by the deposit due date listed above, Westminster Woods shall be free to release the dates listed above for booking by other groups.
- e. Client understands that the full cost of the program will be specified in an invoice. Client agrees to pay the total amount specified in the final invoice.
- f. Client will submit a Certificate of Insurance with Westminster Woods named as "additionally insured" at least one month prior to program arrival date, in the amount of at least \$1 million.
- g. If different than 1c above, Client will provide final numbers of expected students, chaperones, and teachers to Westminster Woods at least one month prior to program arrival date.
- h. With less than two months until program arrival date, Westminster Woods can accommodate a change of up to 10% from the final student numbers. If Client brings more students, Client will be financially responsible for the additional attendees. If Client brings fewer students, Westminster Woods may reduce the final invoice by as many participants, or no more than a 10% reduction in student numbers, whichever is less.
- i. Client will provide final, complete attendance information on arrival day.
- j. Client agrees to issue final payment by the arrival date listed above.
- k. If the final payment is not received by the arrival date listed above, Client agrees to pay 2% interest per month for any unpaid balance.
- l. If Client is not underwritten by any formal organization, the undersigned agrees to be held individually responsible for the financial obligation in final invoice.

3. Cancellation

- a. If cancellation of this event is necessary before 12/12/2024, the deposit will be forfeited.
- b. If cancellation occurs after 12/12/2024, Client is responsible for the full invoiced amount.
- c. If cancellation occurs due to Force Majeure, defined below, Westminster Woods will use its best efforts to allow, Client, at Client's option, to reschedule a future program, in which case any payments will be applied to the rescheduled program. If Client does not reschedule a future program, any payments will be forfeited.

4. Expectations

- a. Client understands that Westminster Woods assigns cabins, teacher houses, number of trail groups and meeting rooms based upon group sizes and the most effective use of its facilities. Therefore, these assignments may vary from year to year.
- b. Client agrees to follow all policies, protocols, guidelines, trainings, and safety regulations of Westminster Woods, and all applicable local, state and federal laws.
- c. Client agrees that any injury causing accidents will be reported immediately to the Westminster Woods staff person on duty.
- d. Client is responsible for providing at least one representative, employed by Client, who will remain on location (either on Westminster Wood's property or at the location of any off-site trip) for the duration of the program.
- e. If necessary, Client is responsible for providing a vehicle and qualified driver for transporting participants to a local medical facility.
- f. Westminster Woods reserves the right to remove anyone at any time or from the facility. In the event that a participant is removed from their program, Client is responsible for providing supervision to that person until they leave campus and, if necessary, a vehicle and qualified driver for the participant's transportation from the facility.
- g. Westminster Woods is not responsible for loss or damage to any valuables or vehicles while on the premises.
- h. Client is responsible for all damage to Westminster Woods property caused by individuals within their group.
- i. Client may not assign this Agreement without Westminster Woods' written consent.

5. Indemnify and Hold Harmless

- a. Client agrees to indemnify and hold harmless Westminster Woods, its officers, agents, employees, directors and representatives from and against any and all claims, damages, losses of every nature, injuries to person or property (either or both), or expenses of whatever form or nature, including attorneys' fees and other costs of legal defense, whether direct or indirect, occurring in or about or in any way connected with the camp, as a result of or arising out of any acts or omissions of the Client, or any of its respective officers, agents, students, employees, guests or representatives.
- b. Westminster Woods agrees to indemnify and hold harmless the Client, from and against any and all claims, damages, losses of every nature, injuries to persons or property (either or both), occurring in or about or in any way connected with Westminster Woods and its use by the Client, as a result of or arising out of any acts or omissions of Westminster Woods, its officers, agents, or employees.
- c. In the event of any claims, demands, loss or liability arising out of the negligence of both the guest group and Westminster Woods, each party shall be responsible, including reasonable attorney's fees and costs, based upon its proportionate share of negligence.

6. Force Majeure

Should any fire or other casualty, earthquake, flood, epidemic, landslide, enemy act, war, riot, civil commotion, strike, slowdown, boycott or labor dispute or other similar event beyond the reasonable control of either party (any of the foregoing hereinafter referred to as "Force Majeure") prevent performance of this Agreement in accordance with its provisions, performance of this Agreement by either party shall be suspended or excused to the extent commensurate with such interfering occurrence. Force Majeure shall not excuse the payment of any sum of money owing hereunder prior to the occurrence of such Force Majeure. Illness of any guests or employees of the Client shall not be considered a Force Majeure for purposes of this Agreement.

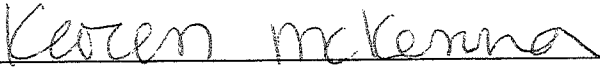
7. COVID-19

In consideration for being permitted to use the Westminster Woods premises, the Client, on behalf of itself, and its respective officers, agents, students, employees, guests and representatives, hereby:

- (a) acknowledges the contagious nature of COVID-19, the fact that it can be difficult to identify in another, and the inherent risks of exposure to those who may be infected with COVID-19 while on Westminster Woods' premises and/or participating in its programs, services, and activities;
- (b) knowingly and voluntarily assumes full responsibility for such risks; and
- (c) agrees to comply with Westminster Woods' safety measures and precautions which may include, but are not limited to, wearing personal protective equipment, hand washing, hand sanitizing, and social distancing.

I have read this agreement and agree to be bound by the terms herein:

School Authorized Representative Name:  Karen McKenna Title: Teacher

Signature:  Date: 10/29/24

Group Name: Apple Blossom S25

Westminster Woods Representative Name: Chris Rhodes Title: Executive Director

Signature:  Date: 10/29/2024

Agenda Item #10: Last Page