

Comprehensive School Safety Plan

LEA: Mt. Diablo Unified School District
School: College Park High School
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School Year: 2024-2025
Public Hearing Date(s): 01/30/2025

X The school certifies completion of this safety plan.

School Site Council Approval:

Board of Education Approval:

Introduction

The Comprehensive School Safety Plan shall be used to provide details regarding each school's strategies, programs and procedures to support a safe school environment. The California Education Code sections **32280-32289** outline the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school. Requirements are:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The information contained in a school's safety plan may be supplemented by information not specified in the California Education Code sections **32280-32289**.

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School's Vision Statement EC 32282 (a)(2)(H)

The vision of College Park High School is the belief that all students can learn in a safe and orderly environment conducive to learning. All students will realize academic success, think creatively, make responsible choices, resolve differences peacefully, and be reflective and involved members of our global community. We work as a team to ensure student achievement by providing the content, skills, and processes needed to be successful.

Safety Committee Mission: To create a plan so all everyone on campus knows and understands safety procedures from any place on campus and trust the procedures will be followed through with integrity.

Our mission at College Park High School is to prepare our students for their futures. Student-centered learning is fostered in an environment which encourages personal achievement, self-reliance, independent thinking, and good decision-making. We expect appropriate behavior and the acceptance of individual and cultural differences.

Safety Plan Development and Review Committee EC 32282(e)

<p align="center">School Site Council EC 32281(b)(1) or Delegated School Safety Planning Committee EC 32281(2)(A-E) Members</p>	Principal or Designee	Other School Staff	Law Enforcement	Parent	Community Member	Student	Other Other School Staff
	(B)	(E)	(F)	(G)	(H)	(I)	
1. Levrit Griffin	X						
2. Ryan Murrow	X						
3. Tammy Wooden			X				
4. Mitzi Chacon		X					
5. Magali Mecado		X					
6. K'mya Davidson						X	
7. Wynne Wsunza					X		
8. Noelle Cummings				X			
9. John Altschull							X
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

Safety Plan Annual Training and Review Log BP 0450; BP 3516

School Year 2024-2025

Meeting Type	Meeting Date			Comments
	Month	Day	Time	
OTHER	September	10	12:00	Work on School Safety Plan, Committe and Updates to procedure
Faculty Meeting	October	17	2:30	Drill procedures were covered by admin.
Staff Development	November	17	12:10	Lock Down, Intruder, Earthquake
Staff Development	December	4	12:10	Fire Drill
SSC Meeting	January	22	2:30	Safety Plan up for approval form SSC
Public Hearing	January	30	4:00	Presentation of safety plan.

Meeting agendas, sign in sheets and minutes for all meetings listed on this log are maintained at the school as evidence of compliance.

Complete texts of Board Policies (BP) and Administrative Regulations (AR) are accessed via the District website. www.MDUSD.org.

School Climate

Current Status of School Crime

Each school is required to assess the current status of school crime committed on the school campus and at school-related functions. You may accomplish this by reviewing the following type of information: Local law enforcement crime data; suspension/expulsion data; behavior referrals; counseling referrals; attendance rates; SART/SARB data; CHK Survey data; SPSA data; property damage/vandalism data; or any other data pertinent to your assessment.

Data Source	2021-22	2022-23	2023-24	2024-25
Suspensions (number of incidents)	59	68	119	81
- Violence	24	33	63	36
- Tobacco	0	1	1	0
- Drugs/Alcohol	27	32	31	19
- Weapons	0	2	10	2
Expulsions	0	0	0	0
Attendance, general ed. (%)	93.3%	93.8%	93.7 %	94.82%
Attendance, special ed. (%)	89.7%	88.3%	88.4%	91.04%
SART (number of referrals)	963 COVID	310	293	306
SARB (number of referrals)	20	23	29	17

SARB (number referred to Court)	0	3	0	0
SST (number referrals)	58	64	25	49
Coordinated Care Team (number of referrals)	101	58	32	59
Positive Behavior Team Referrals	0	0	0	0
Vandalism Reports	5	8	6	2

Assessment of the Current Status of School Crime EC 32282(a)(1) Assessment of the Current Status of School Crime EC 32282(a)(1) with Parent, Teacher, and Student Input

Your assessment conclusions should reflect input from staff, students, parents and community members, as appropriate. Administrative and Support Structure: The College Park High School (CPHS) community is committed to fostering a safe and supportive environment for students and staff. The administrative team consists of the principal, three vice principals, one wellness administrator, five counselors, five campus supervisors, and an on school resource officer (for the 2024-2025 school year). This comprehensive support network ensures that the diverse needs of our large school population are met effectively.

The CPHS Wellness Center, now in its sixth year of operation and second year with a dedicated administrator, provides critical support for students facing serious challenges. This resource complements the work of our school counselors, who manage high caseloads and cannot address all high-need issues daily. The Wellness Center serves as a cornerstone of the school’s efforts to promote mental health and well-being.

Cultural and Behavioral Initiatives: Several initiatives have been implemented to enhance school culture and clarify behavioral expectations. These include:

Tardy Sweeps: Addressing punctuality issues.

Cell Phone and Behavior Contracts: Encouraging responsible behavior and minimizing distractions.

Anti-Racism Education: Promoting inclusivity and equity.

TUPE & AOD Programs: Educating students about tobacco, vaping, and alcohol and drug prevention.

Campus Beautification Projects: Improving the physical environment to foster pride and respect.

No Contact Contracts: Mediating conflicts and preventing harassment or bullying.

Attendance Focus: Attendance remains a top priority at CPHS, with current rates at 94.82% for the 2024-2025 school year—a 1.1% improvement compared to last year. Strategies to sustain and improve attendance include:

After-School Detentions: An alternative to suspension for lower behavior issues.

School Attendance Review Team (SART): Addressing attendance and behavior issues early, with a team including administrators, counselors, welfare workers, students, and parents.

Student Attendance Review Board (SARB): Managing escalated attendance issues with additional district administrators and student services staff.

Activity Restrictions: Limiting participation in extracurricular activities for students with poor attendance, or suspensions.

Sexual Harassment Prevention: CPHS enforces a strict zero-tolerance policy for sexual harassment, as outlined in Board of Education Policy 5145.7. Students are encouraged to report incidents to the principal or other administrators. Affected students may file complaints through the Uniform Complaint Procedures described in Board Policy 1312.1. All reports are promptly investigated to ensure a safe environment for everyone.

Campus Security Measures A surveillance system of 87 cameras monitors activity on campus 24/7, reducing hazing, bullying, vandalism, and false fire alarms. Regular maintenance ensures the cameras remain operational, providing a reliable tool for enhancing campus safety.

Looking Ahead: The CPHS community remains dedicated to creating a safe, inclusive, and engaging environment for all. By investing in student wellness, refining disciplinary practices, and promoting a culture of respect, we aim to empower students and staff to thrive. Continued collaboration with stakeholders will ensure the sustained success of these efforts.

We welcome feedback and involvement from parents, staff, and students to further strengthen our initiatives and maintain a vibrant school culture.

Provide and Maintain a High Level of School Safety EC 32282(a)(2)

Identify appropriate strategies and programs that provide and maintain a high level of school safety.

Student Demographics:

The student body of 1,936 reflects significant cultural diversity:

Hispanic or Latino: 598 students (30.89%).
White (Non-Hispanic): 756 students (39.05%).
Asian (Non-Hispanic): 180 students (9.30%).
Pacific Islander (Non-Hispanic): 4 students (0.21%).
Filipino (Non-Hispanic): 64 students (3.31%).
Black (Non-Hispanic): 48 students (2.48%).
Multi-Ethnic (Non-Hispanic): 219 students (11.31%).
Unknown Ethnicity: 67 students (3.46%).

Student Involvement:

Students take pride in their school and actively participate in various extracurricular activities, such as:

Multicultural rallies.

Drama, dance, and music performances.

Talent shows and leadership groups.

Extracurricular clubs.

24 athletic teams.

PTSA Contributions:

The Parent-Teacher-Student Association (PTSA) has played a vital role in campus improvements, including:

Supporting annual Community Clean-Up Days.

Purchasing and maintaining landscaping supplies, including trees and plants.

Enhancing the school's outdoor environment year-round.

Safety and Emergency Preparedness:

Emergency Supplies:

Eight fully stocked emergency bins are located in each building.

Red classroom safety backpacks are updated regularly with batteries, medical supplies, and more.

Safety Drills:

Regular fire, earthquake, and intruder drills are conducted per Education Code requirements.

K-12 Standard Response Protocol:

School Interventions and Support Systems BP 5144; AR 5149

MDUSD BP 5144

Discipline

List and describe interventions and support systems that are in place as a deterrent to suspension and expulsion.

Activity Restriction List - for students who have been suspended, and for poor daily attendance at school.

After school Detention - used as a deterrent for being tardy to school/class and as an alternative to suspension for lower level discipline incidents.

Campus Beautification- Campus Clean up.

Cell Phone Contract- used for students who are not following cell phone policy

Ant Racism Intervention - used for students who use hate speech / or racial derogatory comments

Behavior Contract- Used for students who have behavior issues to set expectations

No Contact Contract- Used to keep students from making contact with one another if there is an issue between them,

Lunch Detention - used when after school detention is not feasible.

Apology letters written by offender.

Essays explaining preventative measures.

Parent/teacher/student conferences.

Restitution.

Loss of activities - placed on Activity Restriction List.

CARE Team referral/Student Study Team.

Student Success Team referral.

On site counseling referrals (teachers, parents, administrators).

TUPE-tobacco prevention education class

AOD- Drug/Alcohol workshops.

Wellness Center - used for timeouts and homework completion.

Describe the guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, counselors, school resource officers and police officers on your campus.

Counseling and Psychological Support:

College Park High School provides comprehensive support services for students' academic, emotional, and mental health needs:

School Psychologist:

Facilitates testing and assessments for Special Education students.

Offers crisis counseling for students in urgent need.

Requires parental approval for students needing ongoing counseling beyond an initial session.

Counseling Team:

Includes one full-time Wellness Administrator and five counselors.

Counselors assist with:

Transcript reviews and academic planning.

Social-emotional needs support.

College and career guidance.

Available to all students by appointment or immediately during a crisis.

Law Enforcement Involvement:

School officials reserve the right to involve law enforcement when deemed necessary or appropriate to address school matters.

See Appendix A

Ensuring a Safe and Orderly Environment AR 0450
Component I: The Social Climate, People, and Programs

Identify proposed changes to or the addition of curriculum, strategies and programs that ensure a safe and orderly environment.

Goal #1:
 Connect all students to the school by increasing awareness and acceptance of others through school pride and mutual respect..

Component I The Social Climate People and Programs	Who will take the Lead	Completion Date and Budget	Resources Needed	How We Will Monitor and Evaluate
Activities				

<p>1.0 Improve parent communication and involvement on campus, including but not limited to</p> <ul style="list-style-type: none"> • SSC • Parent Liaison • Sport Boosters • African American Parent Advisory Committee meetings (Quarterly) • Latinx parent meetings (Quarterly) • Fall, winter and spring athletic parent meetings • PTSA meeting 	<p>Administration Teachers Presidents of organizations Leader Parents Parent Liaisons SSC</p>	<p>June 2025 District Budget General Site Budget</p>	<p>Bulk mailings School Messenger weekly calls Language line to be used by teachers Parent Square Emails Parent volunteers</p>	<p>Quarterly review of data Quarterly report to School Site Council. Data to be reviewed: Documentation of alternative forms of intervention Attendance Data Referrals, Drug and Alcohol suspensions, verbal/physical altercations. Data related to parent attendance at school functions</p>
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<p>2.0 Wellness Center: Provide socio-emotional support</p>	<p>Principal /Designee</p>	<p>June 2025 District budget General site budget</p>	<p>Confidential Space Needed in Wellness Center</p>	<p>Quarterly review of data administration. Quarterly report to Leadership Team Quarterly report to School Site Council. Data to be reviewed: Incidence of repeat referrals Documentation of alternative forms of intervention Support call data Attendance Data Referrals, Drug and Alcohol suspensions, verbal/physical altercations. Data provided by Pleasant Hill Police regarding crime reports</p>
<p>3.0 Increase Campus Safety</p> <p>Hire an additional campus supervisor to have a full campus supervisor team of five.</p> <p>Have teachers stand at doors during passing period</p> <p>All admin out during passing period, brunch, lunch and end of school day.</p>	<p>Administration Camous Site Supervisors Teachers SRO</p>	<p>June 2025 District budget LCFF City Budget</p>	<p>Site/District training Site funds to hire a full supervisor team and/or have a sub supervisor on campus Develop a consistent set of expectations for Campus Supervisors</p>	<p>Quarterly review of data administration. Quarterly report to Leadership Team Quarterly report to School Site Council. Data to be reviewed: Incidence of repeat referrals Documentation of alternative forms of intervention Support call data Attendance Data Referrals, Drug and Alcohol suspensions, verbal/physical altercations.</p>

<p>4.0 Review and update safety plan as needed.</p> <p>Review discipline data regularly.</p>	<p>Administration</p>	<p>June 2025 LCFF</p>	<p>AERIES Data Meeting agendas</p>	<p>Quarterly review of data by administration. Quarterly report to Leadership Team Quarterly report to School Site Council. Data to be reviewed: Documentation of alternative forms of intervention Attendance Data Referrals, Drug and Alcohol suspensions, verbal/physical altercations.</p>
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Goal #2:
 Establish discipline procedures that emphasize early intervention, student support, and positive school culture as a means to reduce and/or prevent negative behaviors. Student behavior will be improved by creating a school culture of success and by increasing communication between students, staff, and parents.

Component I The Social Climate People and Programs	Who will take the Lead	Completion Date and Budget	Resources Needed	How We Will Monitor and Evaluate
Activities				
1.0 Evaluate effectiveness of RTI. Evaluate academic and behavioral interventions and develop programs and systems to support students who are not successful academically, behaviorally, and who are habitually truant or tardy. Coordinate better use of a referral system	Administration Leadership Committee School Support Service Personnel Psychologists Counselors Wellness Administrator	June 2025 General site budget	Technology Support Email / Parent Square AERIES Online referral process	Quarterly review of data by administration. Quarterly report to Leadership Team Quarterly review of data by staff. Quarterly review of data by School Site Council. Data to be reviewed: Incidence of repeat referrals Documentation of alternative forms of intervention Attendance Data Support call data Referrals, Drug and Alcohol suspensions, verbal/physical altercations

<p>2.0 Provide training for staff that integrates a focus on safety and discipline.</p> <p>Training will focus on culturally relevant instruction, positive behavioral Intervention & Support training</p> <p>Disaster preparation training, continued training and implementation on restorative justice, and anti-racism education.</p> <p>Create opportunities for staff to share best practices</p>	<p>Administration, Leadership Committee Counselors</p>	<p>June 2025 General site budget</p>	<p>Technology Support Email / Parent Square Personnel Emergency Preparedness Survey CPR & First Aid Training</p>	<p>Quarterly review of data by administration. Quarterly report to Leadership Team Quarterly report to School Site Council. Data to be reviewed: Incidence of repeat referrals Documentation of alternative forms of intervention Attendance Data Referrals, Drug and Alcohol suspensions, verbal/physical altercations. Teacher feedback regarding training</p>
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<p>3.0 Build student awareness through, conversations in classrooms based on attendance, respect, safety & discipline issues.</p> <p>Evaluate the effectiveness of the student behavioral contract (earn privilege of Proms, rallies and games)</p> <p>Restorative practices and classroom management practices (i.e. Restorative Circles)</p> <p>Need to come up with a positive behavior intervention for recognition of students who are making positive impact or self-improvement.</p>	<p>Administration Teachers Students College and Career Center Student Leadership Counselors</p>	<p>June 2025 General site budget</p>	<p>Survey, questions regarding school climate Email / Parent Square Teacher feedback Lesson plans Student work Workshops</p>	<p>Quarterly review of data by administration. Quarterly report to Leadership Team Quarterly report to School Site Council. Data to be reviewed: Incidence of repeat referrals Documentation of alternative forms of intervention Attendance Data Referrals, Drug and Alcohol suspensions, verbal/physical altercations. Teacher & student feedback about</p>
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Goal #3:				
Component I The Social Climate People and Programs	Who will take the Lead	Completion Date and Budget	Resources Needed	How We Will Monitor and Evaluate
Activities				

Ensuring a Safe and Orderly Environment AR 0450
Component II: Physical Environment

Identify proposed changes to or the addition of strategies and programs that ensure a safe and orderly environment.

Goal #1:				
Maintain a clean, safe and beautiful campus by providing an atmosphere conducive to student pride, ownership, and safety.				
Component II Physical Environment Place	Who will take the Lead	Completion Date and Budget	Resources Needed	How We Will Monitor and Evaluate
Activities				
1.0 Facility meetings that develop strategies for <ul style="list-style-type: none"> • school wide campus clean-ups • increased visible supervision during brunch and lunch • increased response to physical environment concerns 	Administrators Support Personnel Campus Supervisors Head Custodian District Maintenance	June 2025 Site Budget District Budget	Data regarding property damage claims Campus Maps Camera footage of sensitive areas	Quarterly report to School Site Council. Data to be reviewed: Property damage and/or vandalism Review Quarterly report of data by administration.
2.0 Maintain security of school by ensuring fences, gates and cameras are maintained	Administrators Campus Supervisors Head Custodian District Maintenance and Operations	June 2025 Site Budget District Budget	Assistance from district personnel to conduct regular maintenance of equipment and data regarding students skipping classes. or exiting school before day is completed.	Quarterly review of data by administration. Quarterly report to School Site Council. Data to be reviewed: Student truancy Property damage and/or vandalism reports

<p>3.0 Provide training to faculty through safety practice drills</p>	<p>Administrators</p>	<p>Yearly on-going practice drills</p>	<p>MDUSD Emergency Preparedness and Crisis Response Plan</p>	<p>Quarterly review of data by administration. Quarterly report to School Site Council. Data to be reviewed: Safety Drill recorded</p>
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Goal #2: Safe confidential space in wellness center to support the wellbeing of students and their privacy.				
Component II Physical Environment Place	Who will take the Lead	Completion Date and Budget	Resources Needed	How We Will Monitor and Evaluate
Activities				
1.0 Moving wellness center to IMC	Vice Principal,	June 2025	M&O IMA	Check in with IMA Check In with M&O Vice Principal monitor progress Quarterly report to Leadership Team Quarterly report to SSC
2.0 Turn the IMC into a wellness center	Vice Principal	June 2025	M&O IMA Furniture Doors to be made private Room to be cleared for 1:1 private room Room to be cleared for group sessions Clean building and set- up as a wellness center	Check in with IMA Check In with M&O Vice Principal monitor progress Quarterly report to Leadership Team Quarterly report to SSC

Goal #3:				
Component II Physical Environment Place	Who will take the Lead	Completion Date and Budget	Resources Needed	How We Will Monitor and Evaluate
Activities				

School-wide Dress Code BP/AR 5132

MDUSD BP 5132

Dress and Grooming

School Dress Code

CPHS Clothing Guidelines

CPHS believes that students should be given as much choice as possible in how they dress for school. We believe students should be comfortable at school and be allowed to express themselves; however, we do believe that students should dress safely and appropriately for an academic setting.

1. Basic Principle: Certain body parts must always be covered for all students. Clothes must be worn in such a way that private parts and buttocks are covered with opaque material. All items in the categories below must meet that principle.

2. Students must wear:

- a. Opaque Shirt
- b. Bottom: pants/sweatpants/shorts/skirt/leggings/dress
- c. Shoes: activity specific shoe requirements are permitted (sports, PE)

3. Students may wear:

- a. Hats, including religious headwear
- b. Hoodie sweatshirts
- c. Pajamas
- d. Ripped jeans as long as underwear is not exposed
- e. Tank tops, including spaghetti straps, crop tops, halter tops and tube tops Athletic attire
- f. Clothing with commercial or athletic logos provided they do not violate #4 below.

4. Students cannot wear:

- a. Violent images or languages
- b. Images or language depicting drugs, alcohol or any other illegal item or activity
- c. Hate speech, profanity, pornography
- d. Images that create a hostile or intimidating environment
- e. Visible underwear, including bralettes and swimwear. (Exception: Visible waistbands or straps/undergarments worn under other clothing are not a violation)

CONSEQUENCES FOR DRESS CODE VIOLATION(S)

A policy of progressive discipline will be followed with regard to enforcement of the College Park High School Dress Code.

STUDENTS WILL NOT BE SENT HOME TO CHANGE CLOTHES

Consequences for Dress Code violation(s) include:

- *Parent/guardian contacted
- *Turn apparel inside out
- *Remove offensive apparel, when possible
- *Confiscation of offensive apparel/accessories and returned to parent or guardian
- *Change into clean clothing provided by College Park High School. In this case, clothes must be laundered before being returned to College Park High School. Failure to return College Park-issued clothing within three (3) school days will result in a fine.

Repeated violation of the CPHS Dress Code will be considered defiance of valid authority and may result in suspension from College Park High School.

Legal Reference

Education Code 35185; 48907

Title 5, Section 302 Penal Code 186.22; 13826-13836.7 (cf. 5333)

See Appendix A

School Discipline, Rules and Consequences BP 5131; BP 5144

MDUSD BP 5131

Conduct

School, Discipline, Program, Rules and Consequences.

The College Park High School discipline policy is based on the philosophy that no student will be allowed to engage in behavior that is not in their best interest and/or the best interest of other students or members of the school staff. Our primary responsibility is the education, safety, and general welfare of all College Park students.

Teachers establish supplemental class policies, suitable to grade level and subject taught which support a positive learning environment in classroom. Referral to the vice principal is used as a last resort after teachers have employed a progressive discipline policy and have exhausted all other appropriate preventative and corrective measures. Each disciplinary case will be handled as rapidly, firmly, and fairly as possible. In most instances, the student's parent/guardian will be notified by a teacher and/or administrator regarding the particular disciplinary issue.

FOUR STEP CLASSROOM DISCIPLINE POLICY is applied when student behavior disrupts the learning environment. Disruptive and defiant student behavior is defined as "any behavior which actively disrupts the learning environment for other students and/or challenges, refuses to obey, or respect the directive, authority or position of the classroom teacher." Note: In the case of serious classroom disruption or defiance of authority, the teacher may proceed directly to Step Three and submit a disciplinary referral to an administrator.

Step One - Teacher warns and counsels student regarding inappropriate behavior.

Step Two - Teacher contacts parent/guardian and makes record of contact

Step Three - Teacher submits a disciplinary referral to an administrator AND/OR teacher suspends student from the remainder of the current class, with the option of continuing the suspension through the next class period. In the case of a class suspension initiated by a teacher, the teacher completes the class suspension form, notifies parent/guardian, and submits the completed class suspension form to the appropriate Vice Principal.

Step Four - Teacher submits a disciplinary referral to the appropriate Vice Principal for administrative disciplinary action, which may include student suspension from school.

CLASSROOM SUSPENSION

Classroom suspension per Ed. Code is the temporary removal of a student from their regular classroom by a teacher or administrator. In the case of a teacher suspension from class, the student will remain on campus and report to the designated Vice Principal's office during the period from which he/she is suspended. Teacher suspensions may be for the remainder of the class period OR the remainder of the class period AND the following class period. The suspending teacher will contact the student's parent(s)/guardian(s) and make a record of contact.

DETENTIONS- California Ed Code Section 307- students may be detained up to one hour after the close of the maximum school day for disciplinary reason per administration.

SCHOOL SUSPENSION

School suspension is the removal of a student from school from one (1) to five (5) days by an administrator. While on suspension, the student may not participate in any school activity or be on any MDUSD school campus. If suspension encompasses the weekend, the student will be excluded from all school activities during the weekend.

E.C. 48900.5

Suspension shall be imposed only when Other Means of Correction (OMC) fail to bring about proper conduct. However, a Pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Amend.Stats. 1985, Ch. 907.) Except in the case of an emergency situation, the school administrator will attempt to contact the parent/guardian prior to a school suspension. Parents/guardians will be encouraged to attend an administrative conference regarding the matter. Students suspended from school may NOT return to College Park High School or any other Mt. Diablo Unified School District campus during the suspension. Supervision of the student on suspension is the sole responsibility of the student's parent/legal guardian. Students are not allowed to participate in or attend any school activities, including practices and/or rehearsals, for the duration of the suspension. Per district policy for every 1 day of Suspension = 5 days on Activity Restriction List.

EXPULSION

Expulsion is the removal from enrollment in all district schools as ordered by the Mt. Diablo Unified School District Board of Education. The MDUSD Board of Education may order expulsion when other means of correcting student behavior have failed or if the continued presence of the student on the school campus is considered to be dangerous to the physical safety of others. Students may not be on any campus in the school district or attend any school-sponsored activities once they are expelled by the Board of Education.

It is the policy of the Mt. Diablo Unified School District that any school-related possession, use, sale, furnishing, or receiving of any weapon, including but not limited to a firearm, knife, explosive or any other injurious object not necessary for the academic purposes of the student and capable of inflicting substantial bodily injury—shall not be tolerated. Law enforcement shall be notified regarding student violations of this policy. In addition, students who violate this policy shall be subject to disciplinary action up to and including expulsion from the Mount Diablo Unified School District.

Law Enforcement Involvement

The primary responsibility of College Park High School is the education and safety of all students. Therefore, school officials reserve the right to contact and involve law enforcement officials/agencies in school matters when such intervention is deemed necessary and/or appropriate. A School Resource Officer (SRO) from the Pleasant Hill Police Department joined our staff in the Fall of 2018 and is funded and monitored by the City of Pleasant Hill.

See Appendix A

General Emergency Preparedness

EMERGENCY PREPAREDNESS AND CRISIS RESPONSE PLAN

Purpose of the Plan

This response plan is designed to assist school staff, students, parents and local agencies organize resources of the school and community to respond to a crisis situation while school is in session.

Regulatory Authority

State laws and regulations require school districts develop emergency plans and train staff in emergency response procedures. These include laws applicable to school staff and students as well as Cal/OSHA regulations specifically addressing the safety of district employees.

The Katz Act [California Education Code, §35295-35297] requires schools plan for earthquakes and other emergencies. It also requires training in earthquake preparedness procedures for both certificated and classified staff.

The Petris Bill [Government Code, §8607] requires school districts be prepared to utilize the Standardized Emergency Management System (SEMS) when responding to emergencies. This requires that principles of SEMS are incorporated in District plans; that the Incident Command System (ICS) are used at school sites; that all school personnel are trained in how the respective systems work and correlate; and that schools have drills and exercises in order to practice using the systems.

This plan is designed and structured to ensure compliance with the mandates of state law as well as with Cal/OSHA's Emergency Action Plan Standard Title 8, California Code of Regulations §3220. This regulation requires each employer facility have an Emergency Action Plan which focuses on specific emergency contingencies, response personnel roles, and evacuation plans of each employer's site where employees work. Schools and school districts are included in this mandate.

School Site Emergency Preparedness and Response Coordination

Each principal shall supervise the planning, operating and testing of their respective school's Emergency Preparedness and Crisis Response Plan. Each principal will also ensure that all school staff and students are familiar with the basic elements of the District's Emergency Operations Plan, which will be utilized at the district office in the event of a major emergency or district-wide disaster. The principal must ensure that the Incident Command System are utilized by all staff personnel in the event of an emergency incident and shall serve as the Incident Commander at all school crises or emergencies.

Campus and Facility Site Preparedness Duties

This school and the District have designated specific persons to assume emergency position responsibilities in the event of a site emergency or District-wide disaster. The following information provides a breakdown of these responsibilities:

All School Staff:

- Become familiar with the school's emergency and evacuation procedures.
- Participate in First Aid and CPR training, as appropriate.

Annually each principal shall:

- Designate Staff Incident Command Structure Assignments.
- Update this site Emergency Preparedness and Crisis Response Plan.
- Ensure personnel are properly trained in their respective assignments.
- Conduct survey of personnel to determine CPR/First Aid/Disaster Preparedness/Medical Training.
- Survey parents to determine who may wish to volunteer during an extended emergency or disaster.
- Ensure needs of students and staff with disabilities are provided for in the event of an emergency.
- Designate primary and alternate locations for command post, evacuation, first aid, student release, and morgue.
- See that parents are informed of the plan and its effect upon students.
- Compile/maintain list of local emergency agencies including telephone numbers and addresses.
- Practice building evacuation plans including testing of warning systems, alarm signals, and communications methods.
- With Maintenance and Operations, complete a site and building hazard survey.
- Ensure all emergency equipment and supplies are in usable condition at all times.

Teachers:

- Teachers are responsible for the supervision of students in their charge.
- Understand emergency response procedures.
- Have planned activities for use during disasters to lessen possible tension.

School Office Managers or Designee:

- Organize and maintain the emergency first aid supplies and distribute back-up supplies.
- Assist principal in developing procedures to protect essential records.
- Ensure battery-operated AM/FM radio is available in working condition; know the call number and frequency of disaster information station.
- Maintain an up-to-date list of students and staff who require life sustaining medication.

School Custodians or designee:

- Assist principal in planning control procedures for different types of building damage.
- Routinely check that battery-operated equipment is in working condition.

CRISIS/EMERGENCY INCIDENT RESPONSE SYSTEM

Crisis Response

The primary goals of crisis response are to:

- Prevent a potentially chaotic situation from escalating into a catastrophic event.
- Help those affected to return, as quickly as possible, to a normal level of functioning.
- Decrease the potential long-term effects of the crisis.

Incident Command System (ICS)

The Incident Command System is an emergency response system used to manage an emergency incident at a specific facility or site. The ICS, as designated by the MDUSD, will be used by this school as the formal emergency response structure. This is in contrast to the Standardized Emergency Management System (SEMS) which is used to manage resources at a district-wide level.

The organization of the Incident Command System is based on five major management functions or sections, which are also utilized in the SEMS response structure:

- Command (Management) Team - Provides overall direction of response at the school site
- Operations Team- Supports on-scene response at school site
- Planning Team- Collects, evaluates and documents information about the incident
- Logistics Team - Provides services, personnel and supplies in support of incident response
- Finance Team - Provides financial tracking, procurement and cost accounting of incident response

COMMAND AND ORGANIZATION DURING A CRISIS

Foundations of Crisis Response

The primary foundation for any emergency or crisis response system is to ensure, as much as is humanly possible, the application of the three C's at all times.

These three C's are:

- **Control** – Control is the cornerstone of every crisis/emergency response. In emergency response this is initiated and maintained through the effective use of the Incident Command System.
- **Communication** - Communication is essential to maintaining effective coordination of all response actions. Ongoing communication must be maintained between response persons, school staff, and the command team.
- **Coordination** - Coordination is essential to ensure that the most effective and appropriate response actions are used throughout a response operation. Proper utilization of the Incident Command System will ensure that all response operations are coordinated from a central point and that no response action is taken at cross purposes to any other.

CHAIN OF COMMAND

An appropriate Incident Command System will be utilized during all school emergencies. This will facilitate the maintenance of effective control and coordination at campus emergencies.

In the event of a crisis, the principal will act as the Incident Commander at all school emergencies and is responsible for initiating and carrying out any emergency actions as required. The principal directs the ICS Team members and other school staff in the implementation of the response actions through the assignment of appropriate duties. If the principal/site administrator is not present, or cannot assume control for any other reason, the Chain of Command is as follows:

Incident Commander (Principal/Site Administrator)	Levirt Griffin, Principal/Levirt Griffin, Principal
IC Alternate #1	Neal Finch-VP
IC Alternate #2	Ryan Murrow-VP
IC Alternate #3	Stephaine Marple-VP

INCIDENT COMMAND SYSTEM (ICS)

During campus emergencies, designated school staff function within the Incident Command System until the arrival of outside response personnel. Upon arrival of outside response agencies, the Incident Commander will turn over command of the incident to the ranking response person. The school Incident Commander will document the time of the relinquishing of command and will remain at the Incident Command Post as part of a unified command structure.

The school will coordinate activities with the District Office during a major emergency or disaster. As deemed necessary by the principal or other person acting as the Incident Commander, resource requests will be made by the campus Logistics Team Leader directly to the District Office. All requests for initial emergency assistance will be made to the local emergency response agencies.

Note: Not all members of the ICS will be activated at every emergency. Decisions as to the extent of the response and staff activation will be made by the Incident Commander at the initiation of the response. School staff designated as the primary person for each position is shown following each position title.

SECTION CHIEFS

<p>Incident Commander: Levirt Griffin, Principal</p> <p>Provides overall direction of response at school site; determines level of staffing; communicates with local public safety and District Office</p> <ul style="list-style-type: none"> Communicate and coordinate with Section Chiefs Release teachers according to school’s first opportunity release. Account for the presence of all students and staff as reported by Assembly/Shelter and Care Officer Direct the evacuation of the building, if necessary, using prescribed procedures for emergency type and safest evacuation location.
<p>Public Information Officer: Levirt Griffin, Principal</p> <p>Media liaison, official spokesperson for school; coordinates information for parent community</p> <ul style="list-style-type: none"> Ensures parents and guardians are notified as soon as possible of seriously injured children transported to hospital or other emergency treatment centers. <p>Reports to Incident Commander</p>
<p>Disaster Response Officer: Ryan Murrow, Vice Principal</p> <p>Ensures activities are conducted in safe manner, assures safety of personnel (staff, students, volunteers and responders)</p> <p>Reports to Incident Commander</p>
<p>Agency Liaison: Charisse Segee, Wellness Administrator</p> <p>Assists in establishing and coordinating outside agencies that provide services or resources</p> <ul style="list-style-type: none"> Serve as the principal's chief communication agent between school site and District Emergency Operations Center. Keep principal informed regarding District directives, injury reports, damage reports, status of students, etc. As directed by the Incident Commander, reports the emergency to appropriate emergency response agencies and the Superintendent. <p>Reports to Incident Commander</p>

DISASTER RESPONSE TEAMS

Operations Team: Supports on-scene response at school site

Operations Team Leader: Ryan Murrow, Vice Principal

Supports on-scene response at school site; develops Incident Action Plan with Incident Commander

Reports to Disaster Response Officer

Search and Recovery: Andrew (Jocko) Rodriguez, Campus Supervisor

Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression

Security/Traffic: Neal Finch Vice Principal

Coordinates security needs; establishes traffic and crowd control; restores utilities; secures perimeter and isolates Fire and Hazardous Materials

Crisis Intervention: Charisse Segee, Wellness Administrator

Provides onsite counseling and intervention; determines need for outside mental health support

First Aid: Ron Roberts, Sports Trainer

Provides triage and medical care; establishes morgue, if needed.

Assembly/Shelter and Care: Office Manager

Provides accounting and long-term care for all students until reunited with parents/guardians; manages food and sanitation needs. Teachers report roll and status of student condition to Assembly/Shelter and Care

Student Release: Levirt Griffin, Principal

Provides for systematic and efficient reunification of student with parents/caretakers; maintains records of student release

Planning Team: Collects, evaluates and documents information about the incident

Planning Team Leader: Office Manager

Reports to Disaster Response Officer

Situation: Office Manager

Processes and organizes all incident information, including staff student and facility status, maintains ICS status boards and school site map

Documentation: Office Manager

Collects and archives all incident documents

Documentation is to be maintained at the site and a copy forwarded to Risk Management at the Dent Center.

Resources/Staffing: Office Manager

Tracks equipment and personnel assigned to the incident, checks in all resources (incoming equipment, personnel and volunteers).

Demobilization: Office Manager

Coordinates orderly and safe release of assigned resources and deactivation of incident response at the site

Logistics Team - Provides services, personnel and supplies in support of incident response

Logistics Team Leader: Stephanie Russom, Campus Supervisor

Review report from Facilities Officer on conditions of utilities to determine if they should be turned off.

Reports to Disaster Response Officer

<p>Food and Supply: Cafeteria Manager</p> <p>Assesses supply resources at site, including food and water, procures supplies and provides personnel, as requested, including volunteers</p> <ul style="list-style-type: none"> Cover and preserve all usable food and water. Direct the rationing, use and preparation of cafeteria food stock and water supply, whenever the feeding of students, staff and/or the community becomes necessary. Report the condition of the kitchen, including any damage, to the Facilities Team Leader..
<p>Transportation: Julie Hood, Registrar</p> <p>Arranges transportation for staff, students and supplies. Call Transportation for buses, if necessary.</p>
<p>Facilities: Neal Finch, Vice Principal</p> <p>Recommended filled by School Custodial Team</p> <p>Coordinates site repairs and use of school facilities; arranges for debris removal</p> <ul style="list-style-type: none"> Check water, gas and electricity and report findings to the Incident Commander. Turn off utilities and intake valves on water heaters if directed. Utilities should not be turned off unless absolutely necessary (e.g., broken gas or water mains, or downed electrical wires) Help set up emergency sanitation facilities if needed. Safeguard all usable water within the building.
<p>Communications/IT: Ryan Murrow, Vice Principal</p> <p>Maintains all communication equipment, including radios; provides services to support information technology. Monitor radio emergency broadcasts.</p>

<p>Finance Team - Provides financial tracking, procurement and cost accounting of incident response</p>
<p>Finance Team Leader: Hasmig Gregorian, Treasurer</p> <p>Provides for the preservation of essential school records. Takes student emergency information cards and AM/FM radio as the building is evacuated.</p> <p>Reports to Disaster Response Officer</p>
<p>Time: Office Manager</p> <p>Maintains incident time logs for all personnel.</p>
<p>Procurement: Hasmig Gregorian, Treasurer</p> <p>Tracks and maintains complete records of site expenditures and purchases made by Logistics; manages vendor contracts</p>
<p>Cost: Hasmig Gregorian, Treasurer</p> <p>Provides cost estimates, analysis and recommendations for cost savings</p>
<p>Compensation/Claims: Office Manager</p> <p>Processes compensation/injury claims related to incident</p>

Teachers - Supervise students in their charge, remain with the students unless assigned to an activated ICS position, or released by Incident Commander

Evacuate safely; take emergency kit and current class list

Take roll as soon as conditions permit such action. **Report missing students to Assembly/Shelter and Care Officer**; if there is reason to believe that a student might be endangered, report need for rescue.

Check with buddy classes when evacuating. If there are seriously-injured persons who cannot be moved report to Search and Recovery Officer

Provide minor first aid until emergency first aid station is established. Indicate need for major first aid assistance. Document first aid provided.

Help to restore order/assist other teachers and students. Talk with students about incident/disaster to help reduce anxiety.

Release students according to the site student release plans as directed by Student Release Officer. When all students are released, physically report to Command Post. Remain on site until released by Incident Commander.

EMERGENCY RESPONSE COMMUNICATIONS

During an emergency:

- Manage your environment to reduce confusion.
- Communicate with students to reduce anxiety and confusion.
- Call 911 if the emergency is in your area (e.g. your classroom) and inform office of the call.
- When evacuating your area communicate all clear by Link to Cliff Notes Evacuation #3 and lock the door. Keep room unlocked if a victim is still inside the room.
- During evacuation do not call the office unless you witnessed the emergency incident or suspects.
- Students should be allowed to text that they are safe but should not talk on the phone.
- Communication may be achieved by the use of intercom, walkie-talkies, telephones, messengers, bullhorns.
- School site direct dial telephones lines will continue to operate. This is usually the line that serves the fax machine. Each site should have one direct-dial telephone unit that can be plugged into this line.
- District school buses have a radio that can call the district. If on campus, the bus radio can be used to communicate with the district.

LOCATIONS

Command Post: The Command Post will be located such that the full emergency assembly area is in view, while maintaining adequate separation from students, evacuation assembly areas, the medical treatment area and student release areas. School personnel designated to contact outside emergency response agencies will notify the responding agency of the location of the Command Post at the school.

Primary Location	Principal's Office
Alternate Location	P-2

Evacuation Area: Whenever an evacuation is called ensure that the area is not a potential danger to the evacuees and/or is not in the path of the event. This includes danger from natural disasters, chemical/hazardous materials, explosive devices and potential violence threats. Notify the Incident Commander immediately if evacuation is deemed unsafe.

Primary Location	Stadium
Alternate Location	South field area
Off-Site Location	Valley View

Alternate Off-Site	DVC
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First Aid/Emergency Medical Response Center: In the event of a major disaster the First Aid area will act as both triage and treatment units. Two assumptions must be made regarding medical services:

- During a major event, local emergency medical service services may not be available and transportation of the injured may be delayed.
- District employees and visitors will be dependent on first aid rendered by trained district employees.

Primary Location	Small Gym
Alternate Location	Large Gym

Morgue: In the event of a major incident or disaster resulting in fatalities, the local emergency response agencies may need to set up a morgue at the school. Area should be separate from student evacuation locations.

Primary Location	J- Pod
Alternate Location	H-hall

Student Release: Students will be released only to authorized adults listed on Emergency Release Cards. Adults picking up students must sign the Student Release Log. Identification must be checked

Primary Location	J-Pod.
Alternate Location	Locker Room Boys/Girls
Off-Site Location	DVC
Alternate Off-Site	YMCA

SCHOOL STAFF EMERGENCY RESPONSIBILITIES

General Staff Responsibilities

All staff members are directly responsible for the protection of students, members of the public and school assets. School administrators and teachers must ensure that appropriate steps are taken during emergencies. General responsibilities for ALL school staff in case of emergency include, but are not necessarily limited to, the following:

- Ensure that students are properly notified of the emergency.
- Take appropriate action with students as conditions require.
- Initiate first aid, rescue, equipment shutdown or damage control as needed.
- Account for all students.
- Notify the Assembly/Shelter and Care Officer of missing persons, or of any employees or students who require medical assistance.
- Contact parents or guardians as appropriate.

District Staff as Disaster Workers

The California Government Code [§3100 et. seq.], declares that all public government employees are disaster workers subject to such disaster service activities as may be assigned to them by their superiors or by law. In accordance with these legal responsibilities of public employees, all district personnel are subject to be called upon and must be prepared if at home or elsewhere, to report for duty in the event of an extreme emergency. Arrangements for care of one's family should be prearranged in order to permit discharge of this emergency responsibility. This law applies to District employees in the following cases:

- When a local emergency has been proclaimed

- When a state emergency has been proclaimed by the governor
- When a federal disaster declaration has been made by the president

All staff members should have a personal plan for themselves and their families that can be implemented during an emergency. Staff members should be prepared to remain on site for as long as 72 hours or longer following an emergency, possibly without contacting their home and families. Staff members with special home considerations should discuss these with the principal prior to any emergency.

Release of Teachers/Staff from Duties as Disaster Workers

Government Code §3100 declares that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term public employee includes all persons employed by the state or any county, city, state agency or public district, excluding aliens legally employed.

This means all school staff are considered disaster workers during a major emergency. School personnel assigned to school level Incident Command System positions and responsibilities will assume their posts as assigned by the site Incident Commander. Others will remain at a central staging location to await assignment as needed. No staff person will be released from their normal or emergency response duties without the expressed permission of the principal or designee as directed by the superintendent or a designee. School principals will not allow such releases of their staff without first obtaining authorization from the superintendent or a designee.

Priority Release of Employees:

Staff members with special home conditions, such as infant children or invalid relatives, are invited to submit a written petition for “first opportunity” release after the crisis stages of an emergency. The administrator in charge will exercise this release at the earliest opportunity as follows:

- Those with dependents
- Those with no dependents
- Administrators

Potential Emergency Types and Responses Part One

School Administrators, teachers, and other staff will, at some time, be forced to deal with different types of potential or actual crises or emergency situations. The following sections describe the most probable situations, with specific response action directions included for each emergency type. The response actions are determined in coordination with the MDUSD Emergency Response Plan, the Incident Command System, and other district policies and guidelines.

ACTIVE SHOOTER SITUATIONS: RESPONDING TO AN ACTIVE SHOOTER SITUATION

School Comprehensive School Safety Plans should include courses of action that will describe how students and staff can most effectively respond to an active shooter situation to minimize the loss of life, and teach and train on these practices, as deemed appropriate by the school.

Law enforcement officers may not be present when a shooting begins. The first law enforcement officers on the scene may arrive after the shooting has ended. Making sure the staff knows how to respond and instruct their students can help prevent and reduce the loss of life.

No single response fits all active shooter situations; however, making sure each individual knows his or her options for response and can react decisively will save valuable time. Depicting scenarios and considering response options in advance will assist individuals and groups in quickly selecting their best course of action.

Understandably, this is a sensitive topic. There is no single answer for what to do, but a survival mindset can increase the odds of surviving. As appropriate for your community, it may be valuable to schedule a time for an open conversation regarding this topic. Though some parents or personnel may find the conversation uncomfortable, they may also find it reassuring to know that, as a whole, their school is thinking about how best to deal with this situation.

During an active shooter situation, the natural human reaction, even if you are highly trained, is to be startled, feel fear and anxiety, and even experience initial disbelief and denial. You can expect to hear noise from alarms, gunfire and explosions, and people shouting and screaming. Training provides the means to regain your composure, recall at least some of what you have learned, and commit to action. There are three basic options: run, hide, or fight. You can run away from the shooter, seek a secure place where you can hide and/or deny the shooter access, or incapacitate the shooter to survive and protect others from harm.

As the situation develops, it is possible that students and staff will need to use more than one option. During an active shooter situation, staff will rarely have all of the information they need to make a fully informed decision about which option is best. While they should follow the plan and any instructions given during an incident, often they will have to rely on their own judgment to decide which option will best protect lives.

RESPOND IMMEDIATELY

It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. An investigation by the National Institute of Standards and Technology (2005) into the collapse of the World Trade Center towers on September 11, 2001, found that people close to the floors impacted waited longer to start evacuating than those on unaffected floors.²¹ Similarly, during the Virginia Tech shooting, individuals on campus responded to the shooting with varying degrees of urgency.²² These studies highlight this delayed response or denial. For example, some people report hearing firecrackers when in fact they heard gunfire.

Train staff to overcome denial and to respond immediately, including fulfilling their responsibilities for individuals in their charge. For example, train staff to recognize the sounds of danger, act, and forcefully communicate the danger and necessary action (e.g., "Gun! Get out!") to those in their charge. In addition, those closest to the public address or other communications system, or otherwise able to alert others, should communicate the danger and necessary action. Repetition in training and preparedness shortens the time it takes to orient, observe, and act.

Upon recognizing the danger, as soon as it is safe to do so, staff or others must alert responders by contacting 911 with as clear and accurate information as possible.

As part of its preparedness mission, Ready Houston produces “Run, Hide, Fight” videos, handouts, and trainings to promote preparedness among residents of the Houston region. These materials are not specific to a school setting but may still be helpful. These videos are not recommended for viewing by minors. All of these items are available free of charge, and many are available at <http://www.readyhouston.tx.gov/videos.html>

Occupants of both towers delayed initiating their evacuation after World Trade Center 1 was hit. In World Trade Center 1, the median time to initiate evacuation was 3 minutes for occupants from the ground floor to floor 76, and 5 minutes for occupants near the impact region (floors 77 to 91). See National Institute of Standards and Technology, 2005. Federal Building and Fire Safety Investigation of the World Trade Center Disaster Occupant Behavior, Egress, and Emergency Communications. Available at http://www.mingerfoundation.org/downloads/mobility/nist_world_trade_center.pdf

Report of the Virginia Tech Review Team, available at <http://www.washingtonpost.com/wpsrv/metro/documents/vatechreport.pdf> and <http://www.washingtonpost.com/wpsrv/metro/documents/vatechreport.pdf>.

23J. Pete Blair with M. Hunter Martaindale, United States Active Shooter Events from 2000 to 2010: Training and Equipment Implications. San Marcos, Texas: Texas State University, 2013. Available at <http://alerrt.org/files/research/ActiveShooterEvents.pdf>

RUN

If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location.

Students and staff should be trained to

- Leave personal belongings behind;
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs;
- Avoid escalators and elevators;
- Take others with them, but not to stay behind because others will not go;
- Call 911 when safe to do so; and
- Let a responsible adult know where they are.

HIDE

If running is not a safe option, hide in as safe a place as possible.

Students and staff should be trained to hide in a location where the walls might be thicker and have fewer windows. In addition:

- Lock the doors;
- Barricade the doors with heavy furniture;
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices;
- Remain silent;
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room);
- Use strategies to silently communicate with first responders if possible, for example, in rooms with exterior windows make signs to silently signal law enforcement officers and emergency responders to indicate the status of the room's occupants; and
- Remain in place until given an all clear by identifiable law enforcement officers.

FIGHT

If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, and chairs. In a study of 41 active shooter events that ended before law enforcement officers arrived, the potential victims stopped the attacker themselves in 16 instances. In 13 of those cases they physically subdued the attacker.²³ While talking to staff about confronting a shooter may be daunting and upsetting for some, they should know that they may be able to successfully take action to save lives. To be clear, confronting an active shooter should never be a requirement in any school employee's job description; how each staff member chooses to respond if directly confronted by an active shooter is up to him or her. Further, the possibility of an active shooter situation is not justification for the presence of firearms on campus in the hands of any personnel other than law enforcement officers.

BOMB THREAT/SUSPICIOUS PACKAGE

BOMB THREAT

An employee receiving a bomb threat by telephone or other means will utilize the Bomb/Phone Threat Information Checklist form, if possible. The employee, in using the form, will attempt to obtain the following information:

Try to ascertain as much information from the caller or source as possible. Verbatim responses to the following questions are especially desired:

- ✓ When is the bomb to explode?
- ✓ Where is the bomb right now?
- ✓ What kind of bomb is it?
- ✓ What does it look like?
- ✓ Why was the bomb placed here?
- ✓ Note on checklist a description of the caller's voice (sex, age, tone, accent, etc.) and whether it was familiar or not.
- ✓ Note any background noises (train, machinery, airplanes, ocean, traffic, etc.).

Notify the principal or designee.

Principal will notify the police department, the fire department, and the superintendent.

Upon notification of a threat, the principal will decide whether to clear the building for the safety of staff and students. If the emergency action to leave building is ordered, students will move under the full control of their teacher to the designated assembly point. Follow Evacuation procedures.

SUSPICIOUS PACKAGE

Anyone discovering a suspicious package, box or strange device will do the following:

- Not touch or remove strange objects.
- Notify the principal.
- Principal will notify the police department, the fire department and the superintendent.
- Principal will evacuate the buildings.

Whenever a bomb threat is received or a suspicious package is found, a police officer will evaluate the threat or object before instituting a search of the buildings or sounding the signal for staff and students to return to the buildings.

The superintendent is to be kept informed of all actions.

EARTHQUAKE

Although the probability of an earthquake occurring is lower than most other emergency types, the potential for injuries and damage from one is high. It is essential that students and staff remain aware of the following basic actions:

If an earthquake or other situation warrants, drop to the floor, take protective position under desks or furniture with backs to windows and hands covering head and face. Stay in position until directed to evacuate or take other protective action.

If outside, move away from buildings and trees and take protective position. When situation permits, proceed to the designated assembly point. Standby: Alert students in your area to stand by for further information. Make whatever assessment of the situation is possible. Render emergency first aid as required.

If inside, stay inside during ground shaking. In classrooms or offices, move away from windows, shelves and heavy objects or furniture that may fall. Take cover under a safe table, desk or counter. At the teacher's command, students should take the DROP position.

If a "shelter" (table, desk, etc.) is not available, move to an inside wall or corner, turn away from windows, kneel alongside wall, and bend head close to knees, with elbows firmly behind neck protecting face.

If notebooks or jackets are handy, hold these overhead for added protection from flying glass and ceilings debris. Remain in sheltered position for at least 60 seconds or until directed to move by an adult.

If in halls, on stairways, or other areas where no cover is available, students must follow the directions of the nearest teacher or school employee.

If in the library, immediately move away from windows and bookshelves and take appropriate cover. In the science lab or shops, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.

The duration of ground shaking depends on a number of factors, including the severity of the earthquake. Advise students to anticipate shorter or longer episodes of ground shaking during actual earthquakes and their aftershocks.

EARTHQUAKE HAZARDS COMMONLY FOUND IN SCHOOL BUILDINGS:

- Glass that shatters or flies around
- Objects stored above head-level on shelves, walls, and ceilings (such as unused projectors, books, science equipment, boxes)
- Objects that block movement to safe places (books on floors, tipped desks and bookcases)
- Cabinets without latches
- Objects stored on wheels
- Open shelving without a lip or restraining wire
- Free standing cabinets
- Blocked exits
- Objects in hallways that block movement (glass, tables, locker contents)

SETTLING DOWN AFTER THE FIRST SHOCK:

After the first shock, teachers will evacuate the classrooms, being alert to the possibility of aftershocks.

When leaving the classroom, teachers should make every effort to take with them the roll book and emergency supplies.

Announce that no student is to return to the room unless directed to do so.

Teachers will take classes to pre-arranged places on the campus.

Teachers and students will remain in designated areas until re-entry to the building has been approved or they are directed to move elsewhere.

School will remain open indefinitely until every student has been released to parents or to an authorized person.

Do not light any fires after the earthquake because of possible gas leaks.

If possible, notify utility companies of any break or suspected breaks in service.

The **Incident Commander** should procure the advice of the Director of Maintenance and Operations regarding the safety of the buildings.

The **Incident Commander** should keep the superintendent informed of conditions at the school.

Whenever possible disaster supplies should be kept in a locked shed away from the school buildings and accessible once all personnel and students are safely accounted for and secured in the evacuation area.

STUDENT RELEASE

Reunification of families with students will begin at the designated student release station and overseen by the **Student Release** team leader. Emergency contacts are listed on the Emergency Information Cards. ID is required and responsible contact will sign out the student and provide phone information.

Students will be released only to authorized adults listed on Emergency Release Card.

- Staff will check identification.
- Adults picking up students must sign Student Release Log and indicate destination.
- If designated student release stations on campus are not usable, release will take place from one of the offsite locations.
- Incident Commander will advise the location and process for students release.
- Additional site practices: YMCA

THE GREAT SHAKEOUT EARTHQUAKE DRILLS

All Mt. Diablo USD schools are encouraged to participate in the annual Great ShakeOut Earthquake Drills. See <https://www.shakeout.org/index.html> for more information.

FIRE

In the event a fire is detected within a school building, the school fire alarm will be sounded. This will automatically implement the action to LEAVE THE BUILDING.

Upon receiving the order to evacuate, staff will assume their designated positions in the hallways of the school. They will then monitor the evacuation procedures and assure that all persons have left the building. Staff are also responsible to ensure that all disabled persons in the building are assisted as necessary.

1. Take emergency backpack, and attendance information.
2. Teachers evacuate with current class. If evacuation occurs outside of a class period: proceed to nearest Quad.
3. Upon exit lock door to indicate room is all clear and lock door. Keep unlocked if victim is inside.
4. Check with buddy teacher. Assist/evacuate both classes if needed.
5. If on prep or don't have a class: proceed to nearest Quad
6. Check common areas while evacuating.
7. Evacuate to primary location via assigned route, adjust as needed.
8. At evacuation location, line up, and take attendance.
9. Hold up GREEN card if all students are accounted for. RED card if missing students or assistance required. If not used, describe alternate practice:
Currently using Red and Green
10. Stay with class unless you are released to assume other duties.
11. Release from drill will be PA announcement/bell
12. Communicate with your students and maintain control.

The fire department will be notified. The police and superintendent should also be notified.

Access roads to the school campus should be kept open by **Security/Traffic** team personnel.

Students and staff will not return to the buildings until the fire department declares the area safe and the **Incident Commander** has announced the ALL CLEAR.

Clothing on fire: STOP. DROP. ROLL. Use other pieces of clothing to help smother the flames. Immediately call 911. Render first aid.

INTRUDER ALERT/ANTI-VIOLENCE RESPONSE

All school visitors must report to the office before moving around the school campus. Visitors will be provided with a brightly colored, easily-recognizable visitor's pass that will be worn in a visible location. Unknown persons without a visitor's pass should be directed to report to the office.

An administrator or a noon/campus supervisor should be called if assistance is needed by another staff person in dealing with an unidentified person on campus.

If anyone sees a threatening intruder on campus who is behaving in a dangerous or unacceptable manner, the office should be notified immediately. Police assistance will be requested if needed. Based on the intruder's behavior, a LOCK DOWN may be initiated. The purpose of a LOCK DOWN is to completely lock down the school. By securing students in their respective classrooms, identifying and isolating the problem becomes easier. Do not attempt to contact the office via the intercom or internal phone system unless you witnessed the incident or saw the suspects. The intercom/telephones will become inoperable if too many people try to use them at the same time. Follow these procedures:

ACTIVE ALERT: LOCK DOWN

The principal will announce via the intercom, "This is a LOCK DOWN alert. Teachers and students please take your places."

STAFF ROLES DURING ACTIVE LOCK DOWN

1. Remain calm, lock door immediately!
2. Do not call office unless you witnessed incident or suspects.
3. Pull in as many students as you can while locking door.
4. Students not in their classroom-report to nearest classroom as quickly as possible. Not able to get in: Go to nearest safe location
5. Close windows and curtains or blinds.
6. Shut off all lights in classroom.
7. Turn off all electrical equipment – TV's, etc. (Leave on one computer so classroom and office can communicate via e-mail.)
8. Move students to floor in darkest, safest part of the room away from doors and windows.
9. Take roll.
10. Office will account for students by: attendance
11. Keep students completely quiet.
12. Ignore all bells until further notice.
13. Do not allow anyone to leave or enter classroom.
14. Wait quietly for instructions that will follow via the intercom or other means of communication.
15. Do not leave your classroom until you are told to do so by someone who communicates the "All Clear" password for your site. Teachers will be instructed not to allow their students out of their secured classrooms until told to do so by someone who knows the "All Clear" password or a uniformed police officer, if clearly identifiable, tells them it is safe to do so.

PRACTICE ALERT: LOCK DOWN

16. The principal will announce, Levirt Griffin, Vice Principal
17. Follow the instructions above for an Active Alert. Release from Drill is: PA announcement/bell

Intruder drills are practiced each year. Staff training is provided. Ample warning and preparation are made so that students and families are aware of the drills. Law enforcement should be invited to participate in these drills

Potential Emergency Types and Responses Part Two

CHEMICAL SPILLS WITHIN THE SCHOOL

In the event of a chemical spill or incident at school, the site administrator will determine what emergency action to take depending upon the circumstances. Teachers in the area shall do the following:

- Restrict the area of the incident and evacuate the area as deemed necessary.
- Rescue injured or trapped persons and remove from area, if trained to do so.
- Provide first aid as needed.
- If possible, determine the name(s) of the chemical(s) and provide that to the emergency respondents.
- Allow no one in the immediate area of the spill except emergency personnel.
- The office will alert classes to, "Shelter-in-Place."
- Notify the Superintendent's office.

CHEMICAL ACCIDENT NEAR THE SCHOOL

Warning of a chemical accident is usually received from fire and/or police departments or from emergency services officials when such accident occurs sufficiently near a school to be a threat to the safety of students and staff. An overturned tanker, a broken fuel line, and an accident in a commercial establishment that uses chemicals are all potential hazards. Whether the accident occurs at the school or off the school grounds, the site administrator shall determine if there is need to EVACUATE or to SHELTER-IN-PLACE. This decision will be made in coordination with offsite emergency respondents. If it is necessary to evacuate the area, move crosswind, never directly with or against the wind which may be carrying fumes. Get upwind as quickly as possible.

CRISIS INVOLVING INDIVIDUAL STUDENTS AND/OR STAFF

The sudden death, serious injury to a student or staff member either through natural causes, accidents or as the result of an act of violence, such as school shooting, missing students (known or suspected abduction), physical assault, sexual assault, non-natural or non-accidental causes or other unexpected events are, without question, a crisis. Responding to these kinds of crisis situations in a timely and effective manner is as critical as dealing with an earthquake or a fire.

1. Contact Student Services to request the District Crisis Intervention Team immediately following a serious injury, accident or death of a student or staff member.
2. Work with your school psychologist to determine identification of short- and long-term interventions for students or staff traumatized by the event.
3. Work with the Superintendent's office to formulate a public statement.
4. Discuss the crisis in a factual manner in follow up meetings and/or communications.
5. Be sensitive to latent behavior problems that are trauma-related.

A general message will be prepared and whenever possible parents will be contacted first in order to be the first adults to provide the information and support their children. All staff will be debriefed and supported. Activities to best meet the needs of the community will be provided aimed at providing counseling, a way for all to process (writing, drawing, and sharing). Activities such as games, music and reading may be planned over a short period of time to reduce anxiety and work demands. Follow and close monitoring for students and staff to insure latent reactions and responses.

DISCARDED WEAPON OR DRUG LAB/PARAPHERNALIA

DISCARDED WEAPON: GUN OR RELATED ITEM

A staff person may discover a discarded gun or related item or a student may also bring this to a staff person's attention.

In these circumstances:

- Staff will remain at the location and notify the office of the situation.
- The office will immediately notify the local authorities.
- Staff will not take any active response role in these situations.
- Keep the area clear of students and faculty until local authorities have arrived.
- As appropriate, conduct a Shelter in Place.

DISCARDED WEAPON: KNIFE OR RELATED ITEM

A staff person may discover a discarded knife or related item or a student may also bring this to a staff person's attention.

In these circumstances:

- Staff will remain at the location and notify the office of the situation.
- Trained staff as designated by principal or designee will recover the item and notify the authorities as appropriate.

DISCARDED DRUG LAB OR DRUG USE PARAPHERNALIA

A staff person may discover a discarded drug lab or drug use paraphernalia or a student may also bring this to a staff person's attention.

In these circumstances:

- Staff will remain at the location and notify the office of the situation.
- The office will immediately notify the local authorities.
- Staff will not take any active response role in these situations.
- Keep the area clear of students and faculty until local authorities have arrived.
- As appropriate, conduct a Shelter in Place.

EXPLOSION

The DROP command is to be given immediately in the event of an explosion at the school or within a school building.

If the explosion occurs within the building or threatens the building, the teacher will then implement the school evacuation plan. Assemble at the designated assembly area.

Sound the fire alarm and proceed as above for a fire.

Notify the superintendent's office.

FALLEN AIRCRAFT

Warning of a failing or fallen aircraft is usually by sight, sound or fire. If an aircraft falls near the school, the following actions will be taken:

- The site administrator will determine which emergency actions should be implemented. When necessary, teachers will take immediate action to ensure the safety of students if the site administrator is unable to direct emergency action.
- Students and staff must be kept at a safe distance from the aircraft, as it may explode. Move crosswind or stay up wind to avoid fumes.
- Call 911

Notify the Superintendent's office.

NATURAL GAS LEAK OR RUPTURED GAS LINE

The site administrator will evaluate the situation and determine the need for a building evacuation.

Offsite emergency respondents will be called if a leak is suspected.

In general, an evacuation of the building(s) will be conducted whenever there is a strong smell of natural gas within the school. Evacuations under other circumstances will be decided upon based on discussions with offsite emergency respondents. The site administrator will then initiate whatever emergency action is required.

Notify the superintendent's office.

RABID OR VICIOUS ANIMAL

If a rabid or vicious animal is at or in the vicinity of the school, the Animal Control Center should be notified immediately. Teachers shall be notified Shelter In Place. Students outside of the building will be quietly and cautiously sent into the nearest building and secured in a room behind closed doors.

Notify the Superintendent's Office.

SEVERE WINDSTORM

Warning of an impending windstorm is usually received via radio, television or civil defense officials. The United States Weather Bureau can usually forecast severe windstorms. If high winds develop during school hours without sufficient warning, the following emergency actions should be taken:

- Implement action to TAKE COVER. Students and staff should assemble inside shelters or buildings.
- Close windows and window coverings. Seek shelter away from windows.
- Remain near an inside, ground level wall if the building is more than one level.
- Evacuate classrooms that bear the full force of the wind.
- Avoid auditoriums, gymnasiums and other enclosures that have long roof spans.
- Keep tuned to a local radio station for the latest advisory information.
- Take roll and complete a Student Accountability Form.
- Notify site administrator of any break or suspected break in utility lines or buildings which might present an additional hazard.
- If possible, contact and report conditions to the superintendent.
- Don't permit any staff to leave the building until the winds have subsided and it is safe to do so.

UTILITIES LOSS OR FAILURE

LOSS OF ELECTRICAL POWER:

Consult PG&E website for grid of outages: www.pge.com
Contact PG&E to report a Power Outage 1 800-743-5002

WATER EMERGENCY:

Contra Costa Water District Emergency Number 925-688-8374
Golden State Water Company Emergency 800-999-4033, 877-933-9533 (TTY- hearing impaired)

PHONE ISSUES:

Contact Technology Information Services (TIS) at extensions 4094 or 4105 to report phone issues.

ADDITIONAL INFORMATION:

Contact Maintenance, Operations & Facilities at extension 3884 if any utility will be off for an extended period of time.

Notify the superintendent of the situation.

If necessary, make appropriate arrangements with Maintenance and Operations for temporary communications, water delivery and portable rest rooms.

In the event of an extended outage, consult with the cafeteria manager. The cafeteria manager will consult with Food and Nutritional Services x4124.

If an extended outage is likely, provide a School Messenger update to keep parents/guardians informed.

EMERGENCY PREPAREDNESS AND CRISIS RESPONSE PLAN

EVACUATION PROCEDURES

EVACUATION ALARM SYSTEM

A crisis or emergency may warrant an evacuation of the school building(s). Once notified of an emergency situation, the **Incident Commander**, will carry out the initial response actions delineated in the **Emergency Preparedness and Crisis Response Plan**. In consultation with members of the **Incident Command Team**, the principal will determine whether an evacuation is warranted or is the safest action given the character of the emergency.

Incident Command Team members will immediately assume their designated response duties as activated by the **Incident Commander**. The **Disaster Response Officer** will ensure, during the evacuation itself, that all evacuation assistance personnel are operative and performing their respective duties as assigned.

When a decision is made to evacuate, the **Assembly /Shelter and Care Team** leader will immediately report to the assembly area and inspect the area for hazards. The **Assembly /Shelter and Care Team** leader will notify the **Disaster Response Officer** immediately if the area is safe. If not, the **Assembly /Shelter and Care Team** will advise that the evacuation be done to the alternate assembly location.

This evacuation may be a partial evacuation of only portions of the building in a localized emergency [e.g., a small chemical spill] or it may be a general evacuation of all building. When an evacuation is ordered, students and staff will be notified according to the site's **Preparedness and Crisis Response Cliff Notes**.

If deemed appropriate and safe, the school's fire alarm will sound in the event of a general building evacuation. If neither mechanical system is operable, the Incident Commander will utilize office, custodial or student personnel to notify classrooms of the need to evacuate.

COORDINATING THE EVACUATION

Upon receiving the order to evacuate, staff will assume their designated positions in the school. They will then monitor the evacuation procedures and assure that all persons have left the building. Staff are also responsible to ensure that all disabled persons in the building are assisted as necessary.

1. Take emergency backpack, and attendance information.
2. Teachers evacuate with current class. If evacuation occurs outside of a class period: proceed to nearest Quad.
3. Upon exit lock door to indicate room is all clear and lock door. Keep unlocked if victim is inside.
4. Check with buddy teacher. Assist/evacuate both classes if needed.
5. If on prep or don't have a class: proceed to nearest Quad
6. Check common areas while evacuating.
7. Evacuate to primary location via assigned route, adjust as needed.
8. At evacuation location, line up, and take attendance.
9. Hold up GREEN card if all students are accounted for. RED card if missing students or assistance required. If not used, describe alternate practice:
Currently using Red and Green
10. Stay with class unless you are released to assume other duties.
11. Release from drill will be PA announcement/bell
12. Communicate with your students and maintain control.

EVACUATION ASSEMBLY AREAS

When ordered to evacuate, students and staff will follow the evacuation route prescribed for their respective areas and exit the building in an orderly and controlled manner. Any volunteers or visitors to the classroom should be advised to go with the classroom to the assembly area.

ALL students and staff must report to the assembly area and remain there until the **Incident Command Team**, via the **Assembly /Shelter and Care Team**, notifies them it is clear to return to the building. Under no circumstances are students to leave the area unless released by the teacher in strict accordance with the school's **Student Release Procedures** as outlined in the site's **Preparedness and Crisis Response Cliff Notes**. This will not be done unless it is authorized by the **Incident Command Team**.

Teachers MUST take a head count of all persons under their care to ensure that all students, volunteers and visitors are present. This will be reported to the **Assembly /Shelter and Care Team** as outlined in the site's **Preparedness and Crisis Response Cliff Notes**. If someone is deemed missing, the teacher is to immediately report this fact to the **Assembly /Shelter and Care Team** as outlined in the site's **Preparedness and Crisis Response Cliff Notes**.

ACCESS CONTROL PERSONNEL

Whenever an evacuation is called, the designated **Security/Traffic** response team (designated prior to an emergency) will automatically assume duties as traffic controllers to prevent unauthorized public vehicles or persons access to the school campus and building(s). They will function according to the duties delineation shown in the **Emergency Preparedness and Crisis Response Plan**.

EMERGENCY PREPAREDNESS AND CRISIS RESPONSE PLAN

STUDENT EARLY DISMISSAL AND EMERGENCY SCHOOL CLOSURE

During school hours, all students are considered under the care and supervision of school staff. In all circumstances, and especially in the event of emergency incidents or circumstances, the safety of the students and the school staff is of paramount importance. All actions taken shall bear in mind the safety and well-being of both students and school employees.

Thus, in the event of a major emergency incident or disaster during school hours, school will not be dismissed without the expressed and clear authorization of the District Superintendent or a designee, and children will remain under the supervision of school authorities. Students will only be released from school and District responsibility in strict accordance with the procedures outlined in the District's Early Release Policy as described below. Parents/guardians or designated emergency contacts who come to the school to pick up students must properly identify themselves in order for their children to be released.

RELEASE OF STUDENTS FROM SCHOOL

MDUSD and this school want to reunite parents with their children at the earliest time possible after an emergency situation or major disaster event. However, if it is not possible for parents to pick up their children or make arrangements for others to do so, students will be held at the school or other area until such time as they can be safely released. Each year the school will notify all parents of the procedure for reuniting parents with children in the event of an emergency at school. Parents are encouraged to print out and complete the **ABC's – Three Steps to Protect Your Child during Emergencies in the School Day (Appendix B)**

In the event students are held at a school, they may be released only to the student's own parent(s) or a person authorized beforehand by the parent. As a part of annual registration, sites collect emergency contact information in AERIES. From AERIES, **Emergency Cards** shall be printed and used for this purpose. It is recommended sites print copies for teachers to have on hand in their emergency packs along with roll information. Office shall also print out the **Emergency Student List** or **Emergency Cards** and maintain that in the office emergency evacuation kits.

Parents or others must check with this school's **Student Release** team at the emergency **Student Release Location** prior to pick up of their children. Teachers will release students according to the procedure outlined under the **Emergency Student Release Procedures** described below.

EMERGENCY RELEASE PLAN PROCEDURES

Teachers will utilize the following procedures to properly release students from their care to a parent, legal guardian or person authorized in writing to pick up the student:

1. At time of emergency, students remain with their current classes. Teacher takes roll on an Accountability Form and await direction from **Incident Commander** via **Student Release** team.
2. **Incident Command** will communicate with district office for dismissal directive. Students will report to (first period or other) classes, upon **Student Release** team directive.
3. Adults picking up students will identify self at designated **Student Release Location**: Primary On-Site J-Pod. or Alternate On-Site Locker Room Boys/Girls. If campus must be evacuated, Off-Site DVC or Alternate Off-Site YMCA
4. Students will be released only to authorized adults listed on the **Emergency Card** or **Emergency Student List**. Adults picking up students must sign **Student Release Log** and indicate destination. Unless otherwise directed by **Incident Commander** via **Student Release officer**, a runner takes message to teacher with name of student being released and name of adult picking up student. Teacher double-checks sign-out sheet, stamps/marks student and releases.
5. Students may go home with people listed on **Emergency Card** or **Emergency Student List** if parent can't be reached.
6. Periodically, as students are released, remaining students will be consolidated.
7. Teacher takes attendance after each consolidation, informs **Assembly/Shelter and Care** team as well as the **Student Release** team, and keeps all documentation.

EMERGENCY PREPAREDNESS AND CRISIS RESPONSE PLAN

TRAINING

The key to effective and coordinated emergency response efforts is the proper training of school response personnel as to their duties in an emergency or disaster. Proper training is mandated under the SEMS requirements for District staff and students and by Cal/OSHA for employees of the District.

ALL DISTRICT RESPONSE STAFF AND STUDENTS

All non-response District staff, as well as all students, will receive training in the following areas:

- Brief overview of the District Emergency Operations Center (EOC) plan and its coordination with School Crisis Response plans.
- Brief overview of the School Crisis Response Plans and its coordination with the District EOC plan.
- Responder positions within each plan and the duty to follow instructions of the response team personnel.
- Use of drills and exercises to provide hands-on instruction to staff and students.

SCHOOL CRISIS RESPONSE TEAM PERSONNEL

All school staff will receive training and detailed information on the **Incident Command System** and its use at a school crisis or disaster response. This will include but is not limited to:

- Initiation and functioning of the ICS Command Post.
- ICS response positions, their responsibilities, and the use of position checklists.
- Development of site Incident Action Plans and the utilization of, and coordination with, EOC actions at the District level.
- Importance of documentation of site ICS activities and damage assessment information.
- Demobilization procedures for down-sizing and closing the ICS Command Post.

DRILLS AND EXERCISES

Because emergencies occur without warning, life-protecting actions must be taken immediately at the first indication of emergency conditions. There may be no time to think through all of the options for what must be done. Emergency drills will be conducted periodically to help familiarize everyone with basic procedures and to help students and staff learn how to react immediately and appropriately.

Exercises and drills will be conducted at the school site level. The essential components of school site emergency drills are classroom training and discussions, demonstrations and exercises designed to help staff and students learn and practice where to seek shelter and how to protect themselves based on the kind of emergency they are facing.

EMERGENCY PREPAREDNESS AND CRISIS RESPONSE PLAN

RECOMMENDED EMERGENCY SUPPLIES

The school shall maintain a quantity of emergency supplies that will be utilized by trained personnel in the event of a school crisis or a district-wide disaster. Some materials should be stored in a central location on campus as a means of providing ready access to assist any area in the school.

Each classroom should also have its own supply of first aid and other equipment to facilitate each teacher in helping the students they are responsible for.

CENTRAL SCHOOL EMERGENCY SUPPLIES

Central School Emergency Supplies are recommended to include at least the following items:

- Two first aid kits (see below)
- Two tool kits (see below)
- Radio (battery-operated) wrapped in plastic bag
- Batteries (left in original packages; replaced in years ending with 0, 3, or 7)
- 5 gallon buckets to be used as water carrier
- Water packets (2-per student)
- Toilet paper
- Hard hats- assembled and ready to use
- Blankets (4 wool, 5 space blankets)
- Large plastic tarps
- Sheets for medical use (slings) or to signal for specific help. (Sheets will be spread out on the lawn as needed. (Colored or labeled depicting triage type- Red/ Yellow/Green)

TEACHER EMERGENCY KITS

Teacher Emergency Kits are located in each classroom. It is recommended they contain at least the following:

- Class lists (updated by the teacher as necessary) with a place for parent signatures when releasing students and to assist in the taking of roll.
- Student Accountability Forms
- List of Special Needs students and Medication(s) Information
- Disaster Emergency Cards (one for each student)
- Simple first aid supplies
- Orange/ ID arm band and name card with teacher's name to be worn by the teacher
- Copy of the Campus Response Plan and the District Disaster Plan (Cliff Notes/Summary of plan)
- Water - 2 packets per student
- Flashlight

- Work gloves
- 40 Plastic garbage bags to be used as rain gear
- Clip board
- Pens/pencils/permanent markers (at least one permanent marker to use for triaging student emergency needs)
- Pad of paper

Each employee should have a personal survival kit available at all times containing prescription medicines, extra eye glasses, change of clothes, toiletries, comfortable shoes, jacket and other necessary items.

FIRST AID KITS

School First Aid Kits are recommended to contain at least the following items:

- First aid manual
- Disposable gloves
- Face masks
- 3 triangular bandages
- 6 stretch gauze bandages
- 2 instant ice packs
- 1 after-burn treatment spray
- 2 packages long bandages
- 30 boxes sterile pads for small wounds (120 pads)
- 2 bottles liquid soap
- 6 bottles aspirin
- Hydrogen peroxide
- Paper towels
- Felt pens to identify injured children sent elsewhere for treatment. Write name on child's arm; non-water soluble
- Sheets
- Needle nose pliers for removal of glass
- 6 sanitary napkins (for severe bleeding)
- A zip lock bag containing:
 - 1 tube medicated ointment
 - 5 smelling salts (ammonia inhalant)
 - 2 rolls tape
 - Tweezers
 - Scissors

TOOL KIT(S)

The school Tool Kit(s) is recommended to contain at least the following items:

- Work gloves
- Goggles
- Flashlight (batteries in package)
- Lantern (batteries in box)
- Duct tape
- Masking tape
- Utility knives
- Hammer
- Blade screwdrivers (small, medium, large)
- Crowbar (a longer crowbar is stored in custodian's office)
- Waterproof matches
- Rope
- Nails
- Sheets (to signal for help)
- Spray paint (used to identify "Condition of Search" X)

- Radio
- Large shovel located in custodian's office

LIST OF STAFF WITH SPECIAL SKILLS

Each Central School Emergency Kit and each Teacher Emergency Kit will also contain a list of school staff members with specialized emergency skills. These include, but are not limited to:

- Medical or first aid experience
- Search and rescue experience
- Fire-fighting, chemical spill containment experience
- Communications equipment experience (indicate type)
- Emergency vehicle (indicate type)
- Multilingual Speakers

Site Emergency Preparedness Plan

Safety Plan Timeline and Checklist

The timeline and checklist will assist in addressing mandates and determining that the Incident Command System portion of your comprehensive safety plan is in place and functional.

2024-2025 MDUSD ANNUAL SAFETY PLAN TIMELINE		
MONTH	ACTIVITY	PERSON(S) RESPONSIBLE/DATE
August	Facility Hazard Assessment Update School Map(s) Inventory and Replace Supplies Update Staff Roster and Buddy Lists Update Incident Command System (ICS) Assignments and Procedures Staff Review of Safety Plan Mandates ¹ Calendar all Safety Drills Student Instruction on Safety Drills First Fire Drill within 10 days of start of school Parent Advisement Re: Plan	Levirt Griffin, Principal - August 2024; Ryan Murrow, Vice Principal - August 2024
August/September	Staff Review of ICS Procedures Staff Review of Safety Drill Procedures First Aid Review Conduct Survey of Staff Skills Survey Parents for Emergency Volunteers Update List of Resources	Ryan Murrow - September 2024
August - June	<ul style="list-style-type: none"> * Fire Alarm (EC 32001): All principals shall cause the fire alarm to be sounded at least once every month * Fire Drills (Title 5 TS 550, EC 32001): Elementary and Middle - at least once a month High schools - at least once per semester. Fire Alarm to be sounded in months without a drill * Intruder Drills: all levels at least once per semester * Earthquake Drills (E.C. 35297): Elementary and Middle - once per quarter High schools - once per semester * Shelter in Place Drills: at least once a year (Typically part of county-wide drill first Wednesday of November) 	Levirt Griffin, Principal - August 2024-June 2025; Ryan Murrow, Vice Principal - August 2024-June 2025
November	Shelter-in-Place	Ryan Murrow - November 2024
January - February	Assessment of Crime Related Data by Staff, Students, SSC, Parents Safety Plan Goals Reviewed/Updated Updated Safety Plan Approved by SSC	Levirt Griffin Principal - January/February 2025; Ryan Murrow, Vice Principal - January/February 2025.

Emergency Alarm and Drill Log AR 3516.1

School Year 2024-2025

School: College Park High School

Principal: Levirt Griffin

Type	Month	Day	Time of Day	Comments (Include length of fire drills)
Earthquake Drill	November	17	12:10	drill went well - 5 minutes
Shelter-in-Place Drill	November	17	12:18	drill went well- 5 minutes
Intruder Alert Drill	November	17	12:25	drill went well- 6 minutes
Fire Drill	December	4	12:10	drill went well / needed to make sure fence at back gets unlocked sooner- 15 minutes to check and clear- need to do better on time
Earthquake Drill	February	13	12:10	TBA
Shelter-in-Place Drill	February	13	TBA	TBA
Intruder Alert Drill	February	13	TBA	TBA
Fire Drill	April	17	12:10	TBA
Fire Alarm Testing	August	30	7:00AM	
Fire Alarm Testing	September	27	7:00 AM	
Fire Alarm Testing	October	25	7:00 AM	
Fire Alarm Testing	November	22	7:00 AM	
Fire Alarm Testing	December	19	7:00AM	
Fire Alarm Testing	January		TBA	
Fire Alarm Testing	February		TBA	
Fire Alarm Testing	March		TBA	
Fire Alarm Testing	April		TBA	
Fire Alarm Testing	May		TBA	
Fire Alarm Testing	June		TBA	

- * **Fire Alarm Testing:** All principals shall cause the fire alarm to be sounded at least once every month
- * **Fire Drills (Title 5 TS 550, EC 32001):**
Elementary and Middle - at least once a month
High schools - at least once per semester. Fire Alarm to be sounded in months without a drill
- * **Intruder Drills:** all levels at least once per semester
- * **Earthquake Drills (E.C. 35297):**
Elementary and Middle - once per quarter
High schools - once per semester
- * **Shelter-in-Place:** at least once a year (Typically part of county-wide drill first Wednesday of November)

The Fire Marshall requires that a fire drill log be maintained at the school site for two years and presented during an inspection or by request of the Fire Department.

See Appendix A

Emergency Contact Numbers

Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Local Hospitals	John Muir-Concord Emergency	674 2333	2540 East Street Concord CA 94520
Local Hospitals	John Muir-Walnut Creek Emergency	939 5800	1601 Ygnacio Valley Rd Walnut Creek CA 94598
Law Enforcement/Fire/Param edic	Clayton Police	673 7350	6000 Heritage Trail Clayton CA 94517
Law Enforcement/Fire/Param edic	Concord Police	671 3200	1350 Galindo St Concord CA 94520
Law Enforcement/Fire/Param edic	Martinez Police	372 3400	525 Henrietta St Martinez CA 94553
Law Enforcement/Fire/Param edic	Pleasant Hill Police	288 4600	330 Civic Drive Pleasant Hill CA 94523
Law Enforcement/Fire/Param edic	Walnut Creek Police	943 5844	1666 North Main St Walnut Creek CA 94596
Law Enforcement/Fire/Param edic	Contra Costa Sheriff's Department	335 1500	561 Pine St #7 Martinez CA 94553
Public Utilities	PG&E Emergency	1-800-743-5000	If you smell natural gas, see downed power lines, or suspect another emergency situation, leave the area immediately and then call 9-1-1 or PG&E at 1-800-743-5000. Consult PG&E website for grid of outages: www.pge.com
Public Utilities	Contra Costa Water Emergency	M-F 688 8095	Before and after hours and weekend emergencies, call 688 8374
American National Red Cross	Bay Area Red Cross Disaster Relief	(415) 427 8000	1663 Market St San Francisco CA 94103
School District	MDUSD	682 8000	
Other	US Federal Aviation Administration.	(650) 876 2883	603 S.F. International Airport San Francisco, CA 94128

Campus Disturbances and Disruptions BP/AR 5131.4; BP/AR 3515.2

MDUSD AR 5131.4

Campus Disturbances

Campus Disturbance Plan.

College Park High School employs protocols in response to campus disturbances in or the near College Park High School which also includes Valley View Middle School and Diablo Valley College. The type of disturbance will dictate both communication protocol and the response protocol to be used to effectively manage the disruption or disturbance. CPHS will use the telephone, walkie-talkie radios and/or the school wide intercom system to communicate a possible emergency situation on or near the campus. If the emergency originates within a classroom, the teacher generally uses the telephone to notify the office of the disruption. Handheld walkie-talkie radios are generally used to communicate between administration, campus supervisors, and office staff. If the disruption requires school wide notification, then the intercom system is used.

- 1) Shelter in Place Protocol for non-emergency situations requiring students only to remain in their current occupied place for a determined length of time.
- 2) The Intruder Protocol is employed when a potentially dangerous intruder has been identified to be present on campus.
- 3) Evacuation Protocol is employed for disturbances [such as Fire, Earthquakes, gas leaks etc.] where all students and staff need to be moved to a safer location elsewhere on campus or off campus.

See Appendix A

Access to School Campus by Visitors BP/AR 1250

MDUSD BP 1250

Visitors/Outsiders

Visitor Registration Procedure:

Campus Security and Visitor Policies

To ensure safety and security, College Park High School enforces the following protocols for campus visitors:

Visitor Check-In:

All visitors must sign in at the Front Gate Podium/Main Office and obtain a Mt. Diablo Unified School District visitor's pass.

All IDs are checked to ensure that name and sign in match and are accurate.

Parents/guardians are welcome on campus but must adhere to the check-in procedure.

Visitors not recognized by staff will be questioned.

Student Visitors:

School-aged visitors are generally not permitted on campus during school hours.

Students are not allowed to bring guests during regular school hours unless they can present an active CPHS ID or MINGA account.

Enhanced Campus Supervision:

Campus Supervisors now have increased mobility across the entire campus using golf carts.

Weekly rotation schedules ensure specific duty posts are assigned for both campus supervisors and administrators.

See Appendix A

Procedures for Safe Ingress and Egress of Pupils, Parents, and Staff AR 0450

Describe the procedures for safe passage when students and adults are entering and leaving school grounds. Identify your site's access points. Describe the utilization of campus supervisors, security personnel, and security equipment.
Safe Ingress and Egress Procedures

Student Entry and Exit:

Students can enter or exit the campus through:

Two gates off Civic Drive:

1. Near the YMCA.
2. Near the Pleasant Hill Parks and Recreation Center.

The main entrance off Viking Drive at the front of the school.

Bicycle Access:

A bike rack is available for students to secure their bikes, located on the backside of the Multi-Use (MU) Room.

Parking and Drop-Off Areas:

Parking Facilities:

Three parking lots are designated for staff and visitors, accessible via Viking Drive.

A separate student parking lot, also accessed via Viking Drive, is available.

Drop-Off Procedure:

Parents must use the student parking lot for student drop-offs.

To ensure a smooth flow of traffic, the lot has one designated entrance and one exit.

Visitor Procedures:

Visitors must:

Sign in at the front gate podium or main office.

Obtain a visitor badge and a temporary parking permit.

Campus Supervision and Safety:

Staffing:

Five campus supervisors monitor the campus daily.

Campus supervisors are assigned to specific areas during:

Brunch and lunch periods.

Class time, when they patrol the entire campus.

Administration walks campus also to assist with campus supervision.

When only two campus supervisors are on duty:

One supervises the front gate.

The other monitors the student and staff parking lots.

Administrator Roles:

Administrators are assigned specific duty areas during brunch and lunch periods and are expected to report to these posts daily.

After-School Supervision:

After school, campus supervisors primarily monitor the front and back parking lots but are deployed to other areas as needed during emergencies.

Communication and Mobility:

Walkie-talkies are used for real-time communication among supervisors and administrators.

A golf cart is utilized for quick access to all areas of the campus, including the stadium.

Extended Hours:

Campus supervisors are available from 7:30 AM to 4:00 PM, ensuring extended coverage during critical times.

See Appendix A

Students with Disabilities

If you have not described them elsewhere in your safety plan, include adaptations for students with disabilities in accordance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. SEC §. 12101 et seq.) for disaster procedures, routine and emergency.

Emergency Evacuation Procedures for Students with Disabilities

Outdoors:

Students with wheelchair have wheelchair accessible evacuation routes.

Teachers and staff provide additional assistance to students with disabilities, including:

Supporting students with autism or sensitivity to loud noises.

Ensuring provisions for medication and prescription supplies are available.

Addressing socioemotional needs or crises that may arise during emergencies.

Indoors:

Standard Procedure for Earthquakes:

If able, students and staff should:

Drop to the ground immediately.

Take Cover under a sturdy desk or table.

Hold On until the shaking stops.

For Those with Mobility Impairments:

Protect your head and neck with a pillow or your arms and bend over to shield yourself if possible.

Do not attempt to move to a safer location or exit the building during the shaking.

Special Education Support:

Classroom Special Education Assistants (SEAs) and one-on-one SEAs are familiar with the specific needs of the students they support.

Monthly check-ins are conducted to assess and address any changes in students' needs.

College Park High School Incident Command Structure

Incident Commander
Levirt Griffin, Principal
Provides overall direction of response at school site; determines level of staffing; communicates with local public safety and District EOC

Public Information Officer
Levirt Griffin, Principal
Media liaison, official spokesperson for school; coordinates information for parent community

Disaster Response Officer
Ryan Murrow, Vice Principal
Ensures activities are conducted in safe manner, assures safety of personnel (staff, students, volunteers and responders)>

Agency Liaison
Charisse Segee, Wellness Administrator
Assists in establishing and coordinating outside agencies that provide services or resources (E.G. Red Cross)

Operations
Ryan Murrow, Vice Principal
Supports on-scene response at school site; develops Incident Action Plan with Incident Commander, coordinates After Action Report with section chiefs

Planning
Office Manager
Collects, evaluates and documents information about incident, including status of students staff and facilities, coordinates demobilization of ICS response

Logistics
Stephanie Russom, Campus Supervisor
Provides services, personnel and supplies in support of incident response.

Finance/Administration
Hasmig Gregorian, Treasurer
Provides financial tracking, procurement and cost accounting of incident response, administers incident-related compensation and claims

Search and Recovery
Andrew (Jocko) Rodriguez, Campus Supervisor
Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression

First Aid
Ron Roberts, Sports Trainer
Provides triage and medical care; establishes morgue, if needed.

Situation
Office Manager
Processes and organizes all incident information, including staff student and facility status, maintains ICS status boards and school site map

Food and Supplies
Cafeteria Manager
Assesses supply resources at site, including food and water, procures supplies and provides personnel, as requested, including volunteers.

Time
Office Manager
Maintains incident time logs for all personnel.

Security/Traffic
Neal Finch Vice Principal
Coordinates security needs; establishes traffic and crowd control; restores utilities; secures perimeter and isolates ire/HazMat

Assembly/Shelter and Care
Office Manager
Provides accounting and long-term care for all students until reunited with parents caretakers; manages food and sanitation needs of students.

Documentation
Office Manager
Collects and archives all incident documents

Transportation
Julie Hood, Registrar
Arranges transportation for staff, students and supplies.

Procurement
Hasmig Gregorian, Treasurer
Tracks and maintains complete records of site expenditures and purchases made by Logistics; manages vendor contracts

Crisis Intervention
Charisse Segee, Wellness Administrator
Provides onsite counseling and intervention; determines need for outside mental health support

Student Release
Levirt Griffin, Principal
Provides for systematic and efficient reunification of student with parents/caretakers; maintains records of student release

Resources/Staffing
Office Manager
Tracks equipment and personnel assigned to the incident, checks in all resources (incoming equipment, personnel and volunteers).

Facilities
Neal Finch, Vice Principal
Coordinates site repairs and use of school facilities; arranges for debris removal

Cost
Hasmig Gregorian, Treasurer
Provides cost estimates, analysis and recommendations for cost savings

Demobilization
Office Manager
Coordinates orderly and safe release of assigned resources and deactivation of incident response at the site

Communications/IT
Ryan Murrow, Vice Principal
Maintains all communication equipment, including radios; provides services to support information technology functions.

Compensation/Claims
Office Manager
Processes compensation/injury claims related to incident

BOMB THREAT OR SUSPICIOUS PACKAGE

- Upon notification of a bomb threat, the principal will decide whether to clear the building for the safety of staff and students.
- Follow Evacuation procedures.

Anyone discovering a suspicious package, box, or strange device will do the following:

- Do not touch or remove strange objects.
- Notify the principal.
- Listen for directions from the principal.

INTRUDER

- Remain calm, lock door immediately!
- Do not call office unless you witnessed incident or suspects.
- Pull in as many students as you can while locking door.
- Students not in their classroom-report to nearest classroom as quickly as possible. Not able to get in: Go to nearest safe location
- Close windows and curtains or blinds.
- Shut off all lights in classroom.
- Turn off all electrical equipment – TV's, etc. (Leave on one computer so classroom and office can communicate via e-mail.)
- Move students to floor in darkest, safest part of the room away from doors and windows.
- Take roll.
- Office will account for students by:
attendance
 - Keep students completely quiet.
 - Ignore all bells until further notice.
 - Do no allow anyone to leave or enter classroom.
 - Release from drill will be:
PA announcement/bell

STUDENT RELEASE

- Students will be released only to authorized adults listed on Emergency Release Card.
- Staff will check identification.
- Adults picking up students must sign Student Release Log and indicate destination.
- If designated assembly areas on campus are not usable, release will take place from one of the off site locations.
- Incident Commander will advise the location and process for students release.
- Describe any additional practices:

CPR and/or FIRST AID TRAINED STAFF

Name	CPR	First Aid
Stephaine Marple	Yes	Yes
Sandy Jones	Yes	Yes
Joe Bautista	Yes	Yes
Scott Wood	Yes	Yes
Lennette Gargalikis	Yes	Yes
Ron Roberts	Yes	Yes

College Park High School

Emergency Cliff Notes

Guiding Principle

Safety for the greatest number.

The 3 C's

- Stay in **Control**
 - Create/Remain calm
 - Stay alert!
- Stay in **Communication**
- Stay **Coordinated**

****STAFF ONLY****

<p style="text-align: center;">CHAIN OF COMMAND</p> <p>Levirt Griffin, Principal = Incident Commander Neal Finch-VP = IC Alternate #1 Ryan Murrow-VP = IC Alternate #2 Stephaine Marple-VP = IC Alternate #3 Refer to complete command structure</p> <p style="text-align: center;">LOCATIONS</p>	<p>School staff will announce drill or emergency. Drill: Levirt Griffin, Vice Principal Emergency: Katie Sanchez, Vice Principal Evacuation Location: Katie Sanchez, Vice Principal</p>	<p style="text-align: center;">FIRE</p> <ul style="list-style-type: none"> • Sound Alarm. • Evacuate immediately. • Follow evacuation procedures. <p>Burning clothing Stop-drop-roll, smother fire with jackets, etc.</p>
<p style="text-align: center;">COMMAND POST</p> <p>Primary: Principal's Office Alternate: P-2</p> <p>Evacuation Primary: Stadium Alternate: South field area Off-site: Valley View Alt Off-site: DVC</p> <p>First Aid/Triage/Supplies/Student Medication Primary: Small Gym Alternate: Large Gym</p> <p>Morgue Primary: J- Pod Alternate: H-hall</p> <p>Student Release Primary: J-Pod. Alternate: Locker Room Boys/Girls Off-site: DVC Alt Off-site: YMCA</p>	<p style="text-align: center;">EVACUATION</p> <p>Evacuation Procedures</p> <ol style="list-style-type: none"> 1. Take emergency backpack, and attendance information. 2. Teachers evacuate with current class. If evacuation occurs outside of a class period: proceed to nearest Quad. 3. Upon exit lock door to indicate room is all clear and lock door. Keep unlocked if victim is inside. 4. Check with buddy teacher. Assist/evacuate both classes if needed. 5. If on prep or don't have a class: proceed to nearest Quad 6. Check common areas while evacuating. 7. Evacuate to primary location via assigned route, adjust as needed. 8. At evacuation location, line up, and take attendance. 9. Hold up GREEN card if all students are accounted for. RED card if missing students or assistance required. If not used, describe alternate practice: Currently using Red and Green 10. Stay with class unless you are released to assume other duties. 11. Release from drill will be PA announcement/bell. 12. Communicate with your students and maintain control. 	<p style="text-align: center;">EARTHQUAKE</p> <p>Inside</p> <ul style="list-style-type: none"> • Move away from windows, shelves, and heavy objects. • Drop to the floor. • Duck, cover, and hold under a table, desk, or doorway. • Stay in position until directed to evacuate or take other protective action. • Follow Evacuation Procedures. <p>Outside</p> <ul style="list-style-type: none"> • Move away from buildings and trees. • Duck to ground and cover head with arms. • When shaking stops, proceed to evacuation site (fire drill location)
<p style="text-align: center;">COMMUNICATIONS</p> <p>Within Your Environment:</p> <ul style="list-style-type: none"> • Manage environment. • Communicate with your students. • Call 911 for emergency in your space only and inform office. • Call office if you need campus support. • Allow students to text that they are safe. • Upon exit check-in with zone to indicate room is all clear and lock door. <p>During Evacuation:</p> <ul style="list-style-type: none"> • Manage environment. • Communicate emergency situation to Incident Commander via walkie-talkie or runner. • Call 911 if emergency response is required. • Do not call office unless you witnessed incident or suspects. • Allow students to text that they are safe. 		<p style="text-align: center;">SHELTER-IN-PLACE/LOCKDOWN</p> <p>Announce alert.</p> <p style="text-align: center;">CHEMICAL SPILL OR RELEASE</p> <ul style="list-style-type: none"> • Do not permit anyone to leave the room. • Close windows, curtains or blinds, and doors. • Turn off heating or air conditioning. • Office will call for student accounting. • Stay inside and keep students calm and working. • Wait for further instructions or an all clear. • Electricity will be left on. Intercoms, radios, and TV's may be used for getting information during the event.

Opioid Prevention and Life-Saving Response Procedures

School Administrators, and staff volunteers, are trained annually to recognize symptoms of an overdose and administer Naloxone. All schools are provided with free Naloxone in the event of a suspected overdose.

Rescue steps include:

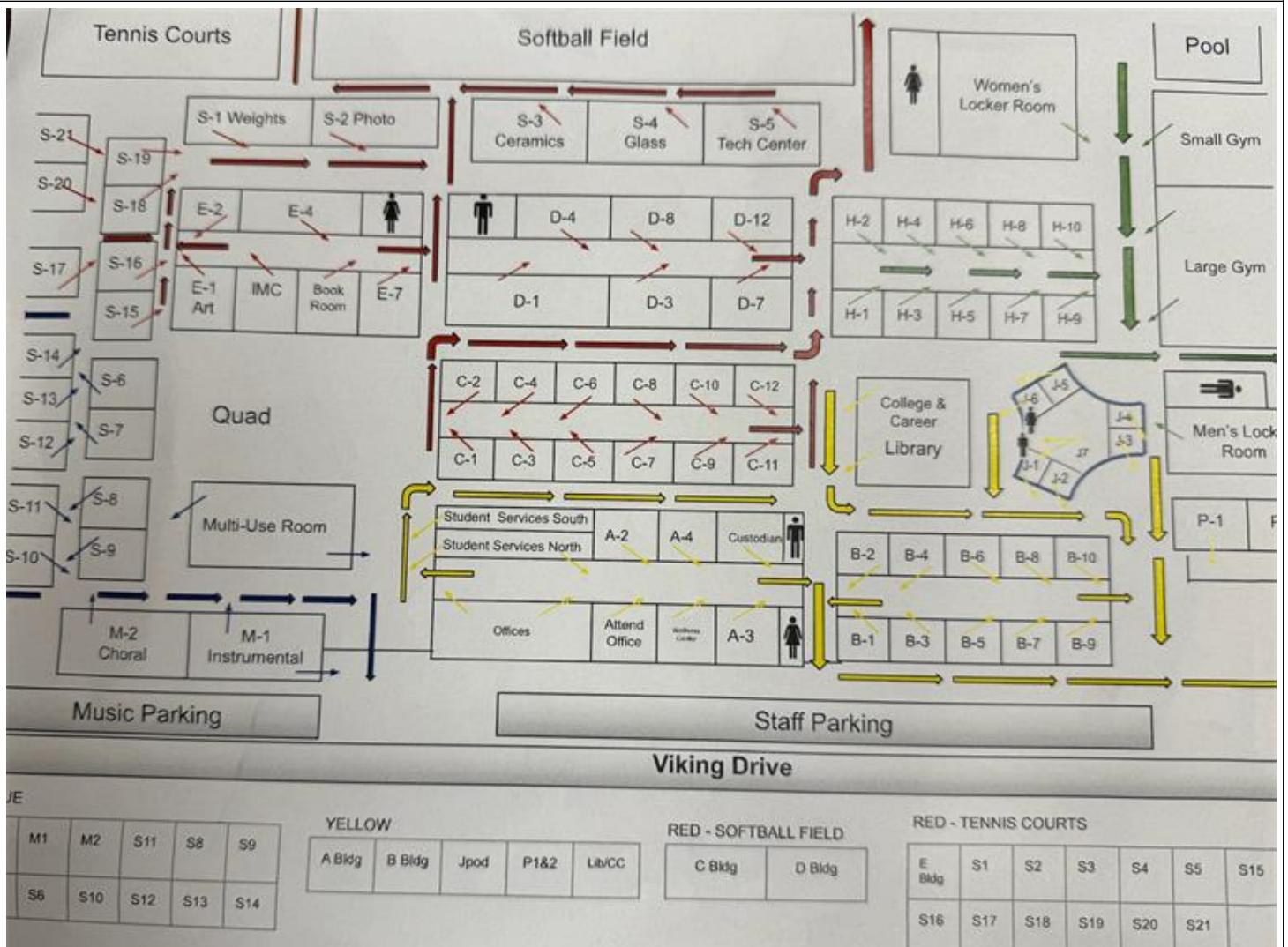
- Step 1: Checking for signs of overdose
 - o Loss of consciousness
 - o Fingernails or lips blue/ purplish black
 - o Can't rouse - unable to speak
 - o Face pale or clammy
 - o Limp body
 - o Vomiting
 - o Breathing/heartbeat slow or stopped
 - o Choking sounds or snore-like gurgling
- Step 2: Call 911
- Step 3: Administer Naloxone and rescue breathing
- Step 4: Monitor and administer Naloxone again, if necessary

Naloxone lasts for 30 to 90 minutes and may wear off before the effects of opioids wear off, resulting in another overdose. If possible, stay with the person for several hours to ensure they don't overdose again. If the person cannot walk and talk well after waking up, it is very important that they are taken to the hospital for additional medical support.

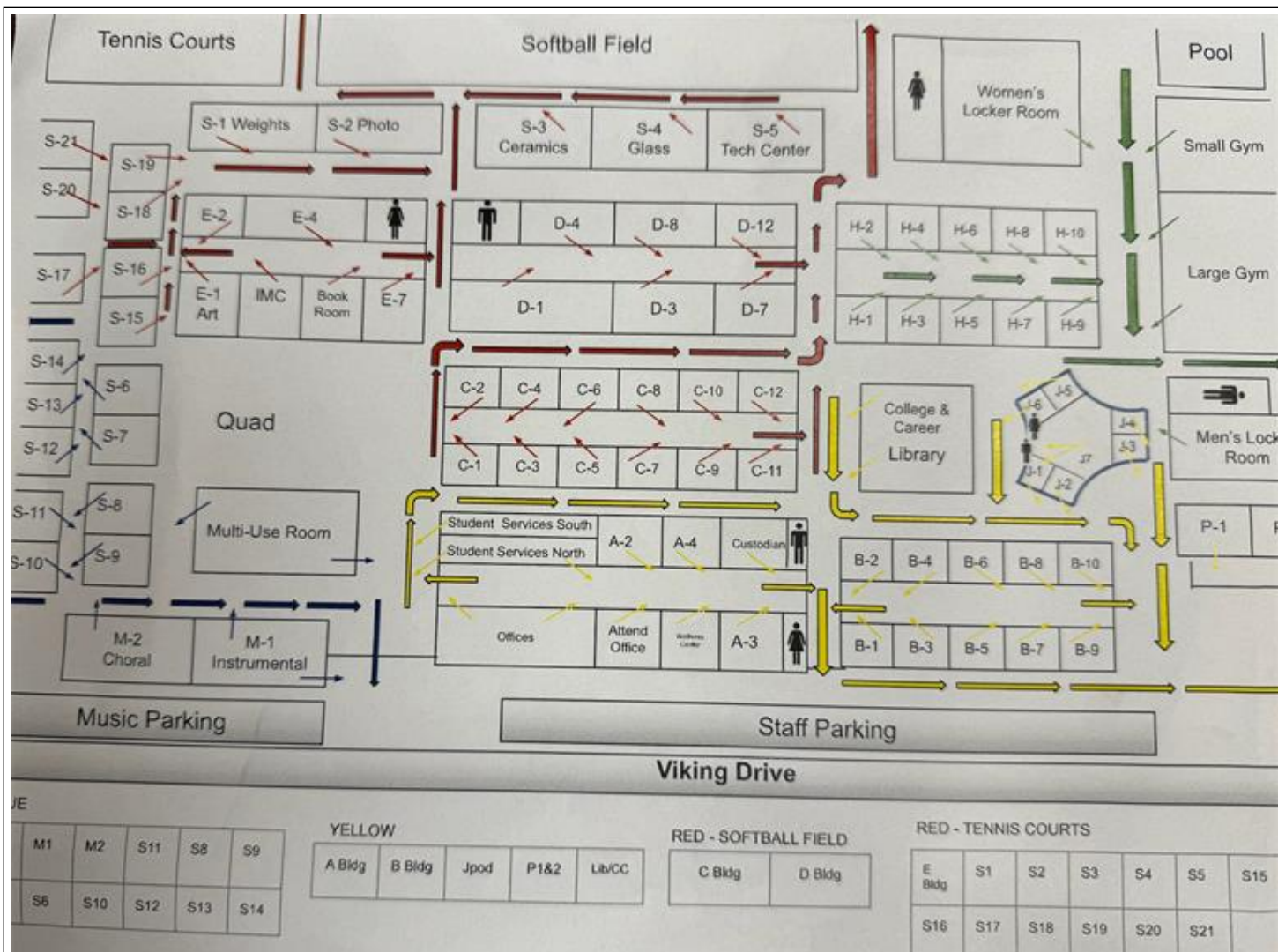
Maps

Insert labeled site maps that contain the following information:

1. Ingress and egress patterns.



2. Evacuation routes.



3. Incident Command System locations: command post, morgue, first aid center, evacuation assembly area, student release area, media area.

Restroom

S-21
S-19

S-20
S-18

S-17
S-16

S-15

S-14
S-13

S-12
Career Center

S-11
S-10

Multi Use Room

Reunification and Holding Area

Student Pick Up Area

Command Center

Search & Rescue

Triage

S-1/Wrights S-2/Photo

E-2 E-4/Foods
E-1/Art IMC Book-room E-7

S-3/Ceramics S-4/Glass S-5/Tech Center

Boys D-4 D-8 D-12
D-1 D-3 D-7

Women's Locker Room

H-2 H-4 H-6 H-8 H-10
H-1 H-3 H-5 H-7 H-9

Sm. Gym Large Gym

S-6

Men's Locker Room

J-4 J-3
J-5 J-6 J-2
Morgue

Library

PORTABLES

SSS A-2 A-4 Boys
SSN Custodian
Main Office Mail Room A-1 A-3 Girls
Atten dance

B-2 B-4 B-6 B-8 B-10
B-1 B-3 B-5 B-7 B-9

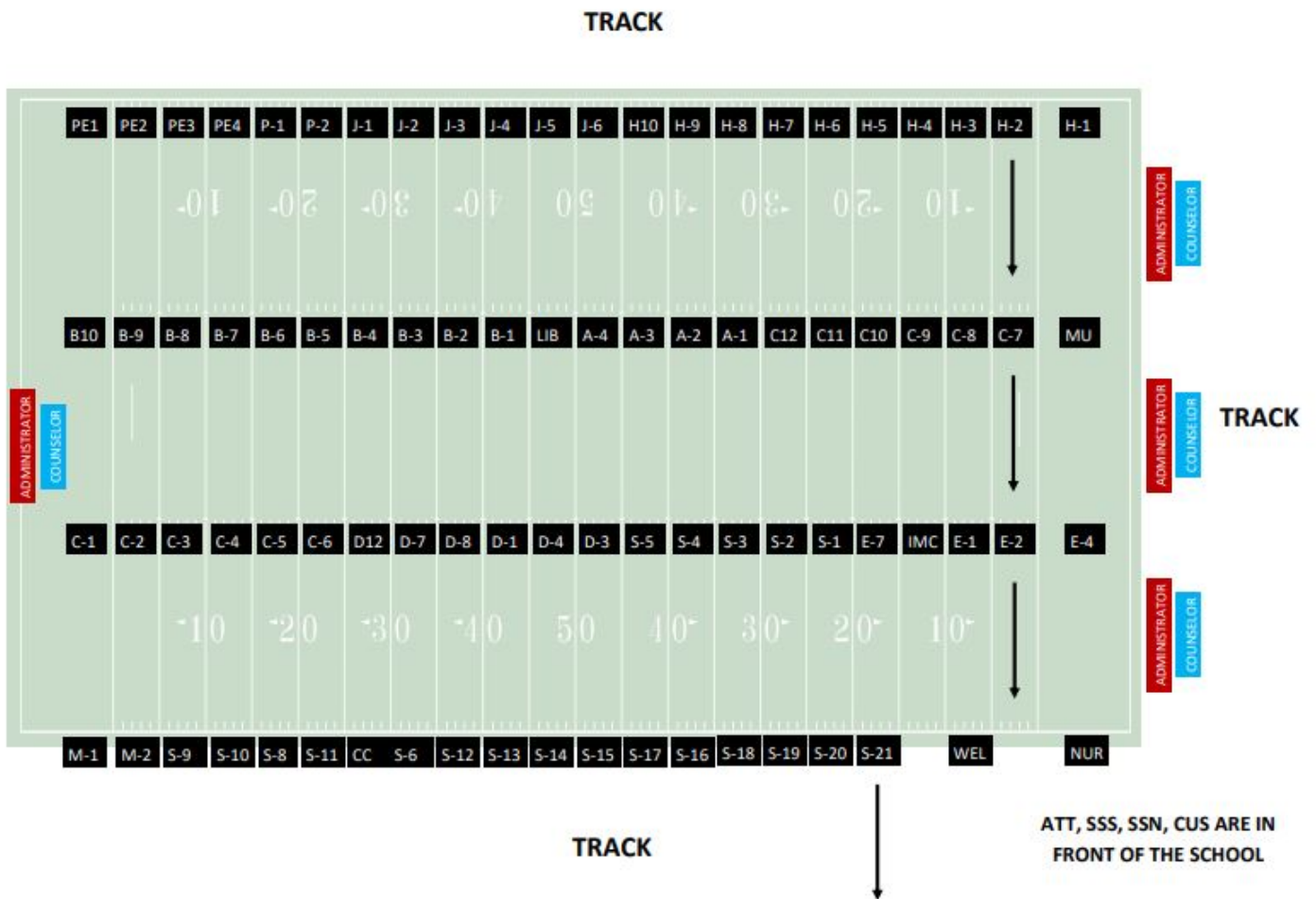
M-2 Choral Music
M-1 Instrumental Music

Music Parking Lot

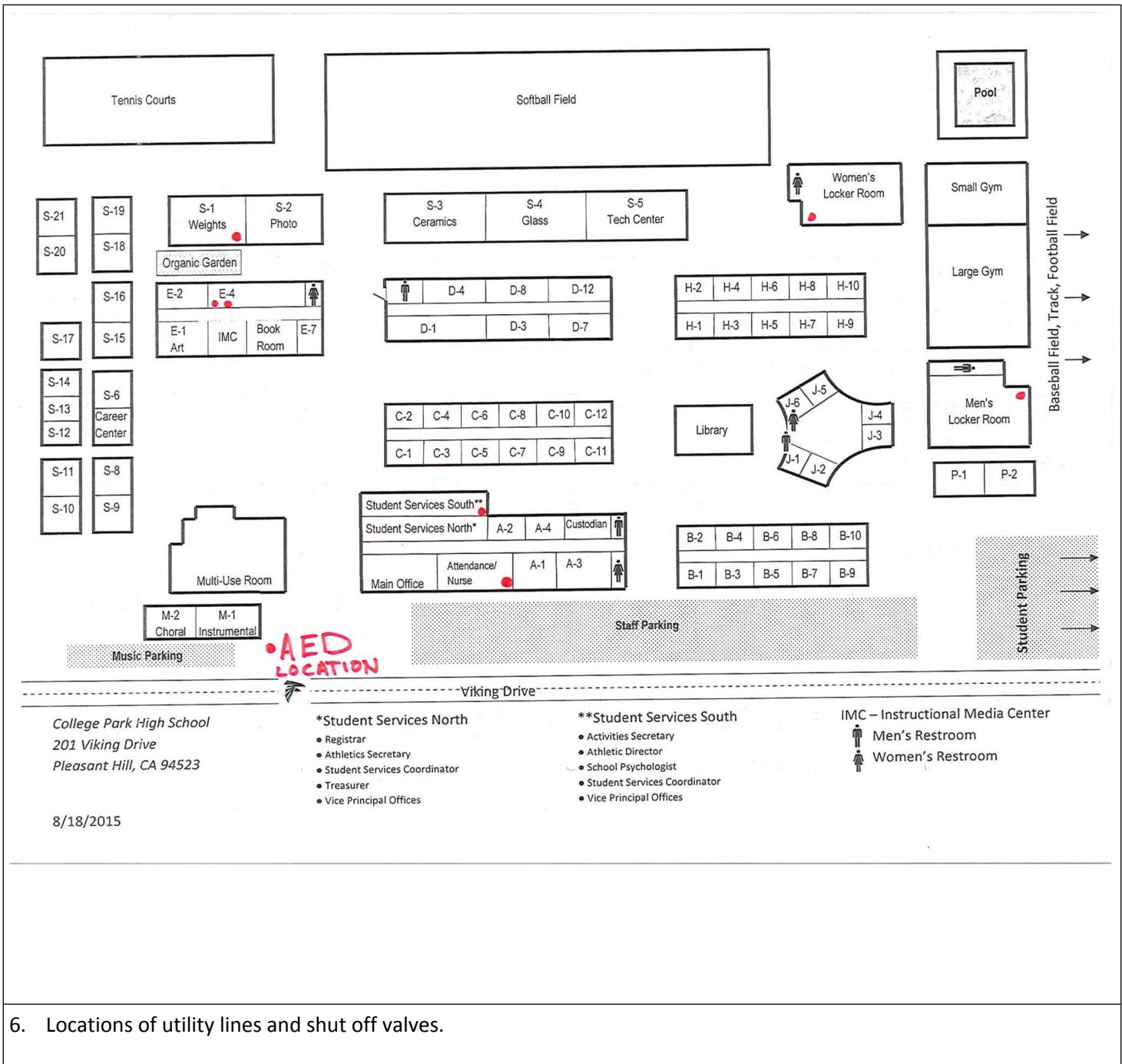
Staff Parking Lot

Student Parking

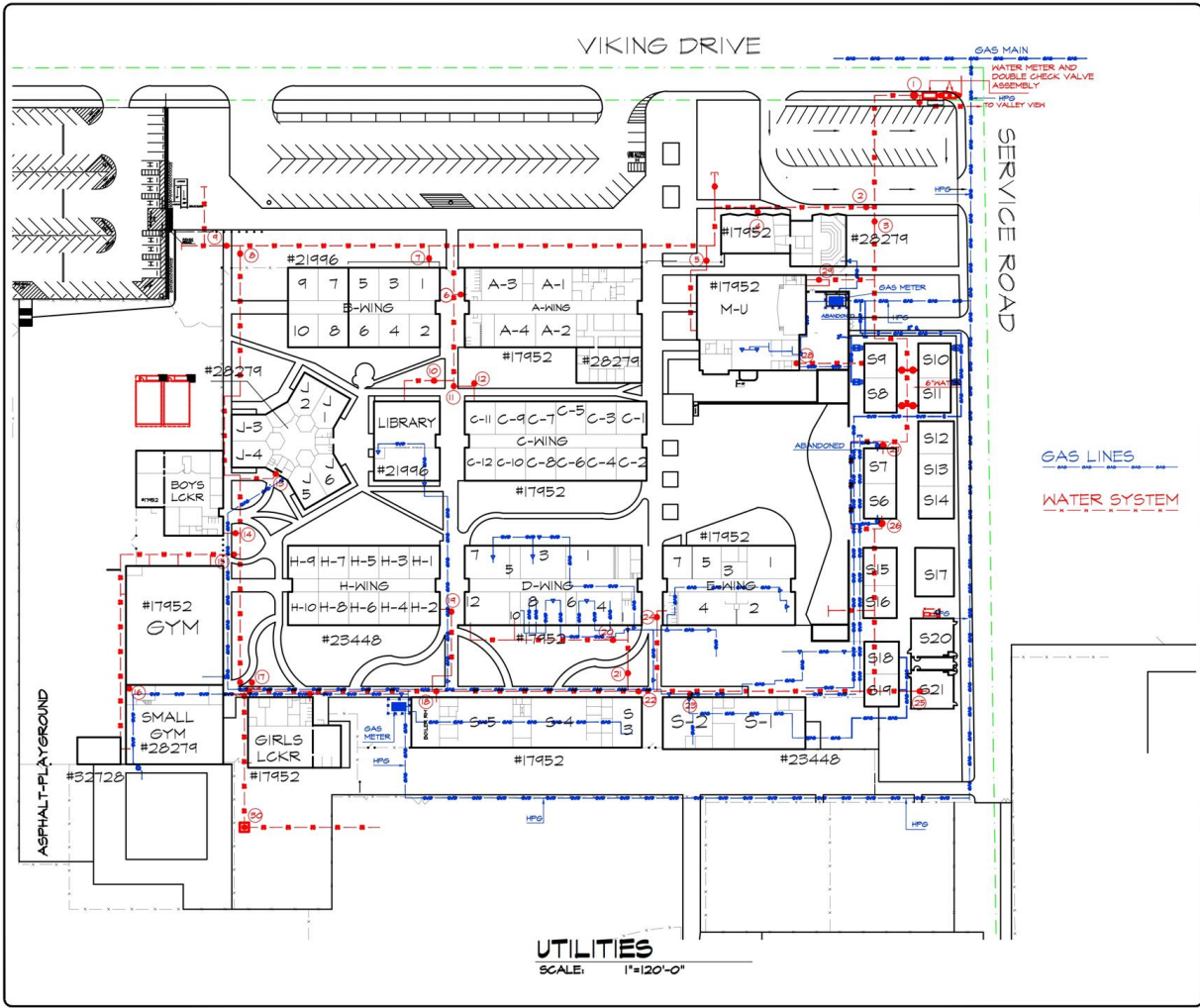
4. Emergency and first aid supply locations, and school tool kit(s) locations.



5. Location of AEDs.



6. Locations of utility lines and shut off valves.



MDUSD
MT. DIABLO UNIFIED SCHOOL DISTRICT
 MAINTENANCE, OPERATIONS AND FACILITIES



1480 GASOLINE ALLEY
 CONCORD, CA 94520

DISTRICT : XXX-XXX-XXXX
 MAINT. : 925-740-7440
 FAX : 925-682-4002

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SITE PLAN UTILITIES	
COLLEGE PARK HIGH SCHOOL	
<small>201 VIKING DR PLEASANT HILL, CA 94523</small>	
DRAWN BY: KMM	DATE: 11/15/06
DESIGNED BY: N/A	DATE: N/A
APPROVED BY: N/A	DATE: N/A
PROJECT NUMBER:	
SCALE: AS NOTED	
SHEET NUMBER: EDU-1	
1 OF 1	

Appendix A: Active Shooter Event Quick Reference Guide

When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

Information to provide to 911 operations:

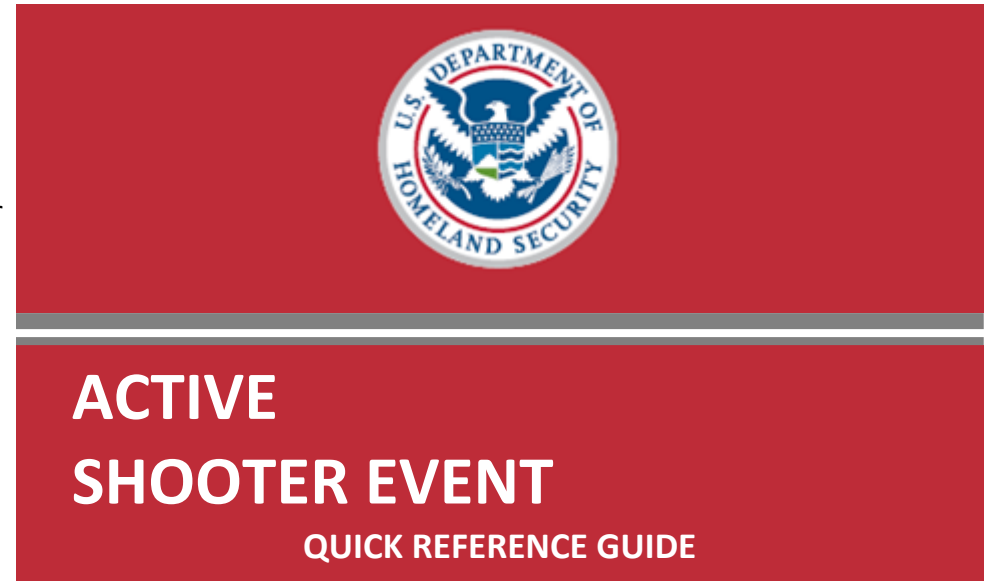
- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location

For questions or additional assistance contact:

Your local law enforcement authorities or FBI Field office:
Pleasant Hill Police Department; School Resource Officer.



Department of Homeland Security
3801 Nebraska Ave, NW
Washington, DC 20528



An “active shooter” is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

- Victims are selected at random
- Event is unpredictable and evolves quickly
- Knowing what to do can save lives

ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.



You have three options:

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

EASY AS ABC

THREE STEPS TO PROTECT YOUR CHILD DURING EMERGENCIES IN THE SCHOOL DAY



ASK how you would be reunited with your child in an emergency or evacuation



BRING extra medications, special food, or supplies your child would need if you were separated overnight



COMPLETE a backpack card and tuck one in your child's backpack and your wallet





ASK how you would be reunited with your child in an emergency or evacuation

How would you find your child if an emergency happened during the school day?

If students had to evacuate, where should parents/guardians go for pick up?

Student Parking Lot or front of school.

How would the school notify you in the event of emergency?

Parent Square Emergency Alert





BRING extra medications, special food, or supplies your child would need if you were separated overnight

An emergency might require a sudden sleepover. Tell school administrators about any extra supplies your child may need to safely make it through a night away from home.

What essential supplies would your child need if separated from you overnight? (Medications? Inhaler? Milk? Diapers? Battery pack for special equipment?)

Does the school have an emergency stockpile of these items? **Yes NoX**

If your child has special medications, can extras be kept at the school? **YesX No**

What is the school policy for how and when medicine can be administered to your child?

All medications are kept in the Attendance/Nurse's Office and administered to student on an as needed basis.



COMPLETE a backpack card and tuck one in your child's backpack and your wallet

Emergencies are chaotic! Make sure your child or their school knows how to reach you, and who should be called if your phone isn't working.

Complete an emergency contact card to make sure you and your child know how to get in touch quickly.

Cut Here

Fold Here

BACKPACK EMERGENCY CARD

Child's Name:
Date of Birth:
Home Phone: Cell Phone:
School Name: College Park High School
School Phone Number: 925-682-7670
Special needs, medical conditions, allergies, important information:

DIAL 911 FOR EMERGENCIES

Parent/Guardian/Caregiver

Name: E-mail:
Cell Phone: Alternative Phone:
Text Okay: Yes No Employer:
Name: E-mail:
Cell Phone: Alternative Phone:
Text Okay: Yes No Employer:

Out of Town Contact

Name: E-mail:
Cell Phone: Alternative Phone:

DIAL 911 FOR EMERGENCIES

For more information on steps you can take now to protect children during emergencies and disasters visit: emergency.cdc.gov/children

Appendix C: Board Policies and Administrative Rules

The Mt. Diablo Unified School District Board Policies and Administrative Regulations listed below can be found on our district website www.mdusd.org under the tab "Board of Education."

Policies in Numerical Order

Community Relations BP 1112 (Emergency Communications)
Campus Security AR 3515
Emergency and Disaster Preparedness BP/AR 3516
Fire Drills and Fires AR 3516.1
Bomb Threats AR 3516.2
Earthquake Emergency Procedure System AR 3516.3
Sexual Harassment Personnel BP/AR 4119.11
Employee Security BP/AR 4258 Workplace Violence Prevention and Reporting (Procedures to Notify Teachers of Dangerous Pupils)
Employee Security BP/AR 4358 Workplace Violence Prevention and Reporting
Conduct (Students) BP 5131
Bullying BP 5131.2
Dress and Grooming BP/AR 5132
Child Abuse Reporting Procedures BP/AR 5141.4
Child Abuse Prevention BP 5141.41
Discipline BP 5144
Suspension and Expulsion/Due Process BP/AR 5144.1
Suspension and Expulsion/Due Process (Students with Disabilities) AR 5144.2
Nondiscrimination / Harassment and Transgender Policy BP/AR 5145.3
Student Conduct and Discipline: Anti-Bullying BP/AR 5145.4
Sexual Harassment Students BP/AR 5145.7
Hate Motivated Behavior BP 5145.9

Policies in Alphabetical Order

Bomb Threats AR 3516.2
Bullying BP 5132.2
Campus Security AR 3515
Child Abuse Prevention BP 5141.41
Child Abuse Reporting Procedures BP/AR 5141.4
Community Relations BP 1112 (Emergency Communications)
Comprehensive Safety Plan BP/AR 0450 (Public Agency Use of School Buildings for Emergency Shelter)
Conduct (Students) BP 5131
Discipline BP 5144
Dress and Grooming BP/AR 5132
Earthquake Emergency Procedure System AR 3516.3
Emergency and Disaster Preparedness BP/AR 3516
Employee Security - Workplace Violence Prevention and Reporting BP 4358
Employee Security- Workplace Violence Prevention and Reporting (Procedures to Notify Teachers of Dangerous Pupils) BP/AR 4258
Fire Drills and Fires AR 3516.1
Hate Motivated Behavior BP 5145.9
Nondiscrimination / Harassment and Transgender Policy BP/AR 5145.3
Sexual Harassment Personnel BP/AR 4119.11
Sexual Harassment Students BP/AR 5145.7
Student Conduct and Discipline: Anti-Bullying BP/AR 5145.4
Suspension and Expulsion/Due Process (Students with Disabilities) AR 5144.2
Suspension and Expulsion/Due Process BP/AR 5144.1

Appendix D: Notice of Public Hearing Letter

Mayor:



MT. DIABLO UNIFIED SCHOOL DISTRICT
JAMES W. DENT EDUCATION CENTER
1936 Carlotta Drive
Concord, California 94519-1358
(925) 682-8000, ext. 4220

The Honorable Mayor Matt Rinn
City of Pleasant Hill
100 Gregory Lane
Pleasant Hill, CA 94523

February 1, 2024

Dear Mayor Rinn:

Each year California public schools are required to prepare and/or update a Comprehensive School Site Safety Plan per California Education Code Section 32286. The Comprehensive School Safety Plan shall include, but is not limited to, the following:

- Assessment of school crimes committed on school campuses and school related activities;
- Identification of appropriate strategies and programs that will ensure a high level of school safety;
- Child Abuse reporting procedures;
- Disaster procedures;
- Policies that lead to student suspension and/or expulsion;
- Procedures to notify teachers of dangerous students;
- Discrimination and Harassment policies;
- Provisions of a school-wide dress code that prohibits pupils from wearing gang related apparel;
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Please contact the school's Safety Plan contact if you are planning to attend a meeting or if you have questions regarding this matter.

Sincerely,
Christina Filios Yiannakopoulos
Christina Filios Yiannakopoulos
Assistant Director, Instructional Support

MDEA:



MT. DIABLO UNIFIED SCHOOL DISTRICT
JAMES W. DENT EDUCATION CENTER
1936 Carlotta Drive
Concord, California 94519-1358
(925) 682-8000, ext. 4220

Dear MDEA, MDSPA, CST, CSEA, and Teamsters representatives:

Each year California public schools are required to prepare and/or update a Comprehensive School Site Safety Plan per California Education Code Section 32286. The Comprehensive School Safety Plan shall include, but is not limited to, the following:

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Christina Filios Yiannakopoulos
Assistant Director, Instructional Support

CST:



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Christina Filios Yiannakopoulos

Christina Filios Yiannakopoulos
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Teamsters:



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Christina Filios Yiannakopoulos

Christina Filios Yiannakopoulos
Assistant Director, Instructional Support

Parent Club:

Notice of Public Hearing

Dear Dorothy Weisenberger, College Park High School-PTSA President,

Each year California public schools are required to prepare and/or update a Comprehensive School Site Safety Plan per California Education Code Section 32286. The Comprehensive School Safety Plan shall include, but is not limited to, the following:

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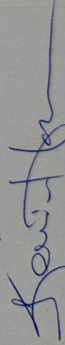
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- All persons who have indicated that they want to be invited.

The date of our school's public meeting at which the school safety plan will be adopted, is February 22, 2024. You are encouraged to attend this meeting. The meeting will be an excellent opportunity for you to become familiar with the school's safety plan and to provide input.

Please contact me at armentag@mdusd.org if you are planning to attend this meeting or if you have questions regarding this matter.

Sincerely,



Kevin Honey
Principal
College Park High School

Student Government:

Notice of Public Hearing

Dear Ava Palermo, College Park High School-ASB President,

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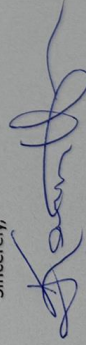
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Sincerely,



Kevin Honey
Principal
College Park High School

Other:



MT. DIABLO UNIFIED SCHOOL DISTRICT
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1936 Carlotta Drive
Concord, California 94519-1358
(925) 682-8000, ext. 4220

Chief of Police Scott Vermillion
City of Pleasant Hill
330 Civic Drive
Pleasant Hill, CA 94523

February 1, 2024

Dear Chief Vermillion:

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Christina Filios Yiannakopoulos
Assistant Director, Instructional Support

Appendix E: Assurances

Directions: Use the mouse to sign your signature in the appropriate areas.

<p>Method for Communicating Plan and Notifying Public: <i>Ed Code 32288</i></p>	<p>Date of Public Hearing: 01/30/2025 The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> - Local Mayor - Representative of the local school employee organization - A representative of each parent organization at the school site, including parent teacher association and parent teacher clubs - A representative of each teacher organization at the school site - A representative of the student body government - All persons who have indicate they want to be notified 		
	<p>The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> - A representative of the local churches - Local civic leaders - Local business organizations - In order to ensure compliance with this article, each school District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with <i>Ed Code 32281</i> 		
<p>Review of Progress for Last Year</p>	<p>February, 2024</p>		
<p>Category</p>	<p>Name</p>	<p>Signature</p>	<p>Date</p>
<p>Law Enforcement Review</p>	<p>Tammy Wooden, School Resource Officer</p>		<p>Date:</p>
<p>Site Council Approval</p>			<p>Date:</p>