

Comprehensive School Safety Plan SB 187 Compliance Document

2023-24 School Year

School: Lo-Inyo Elementary School
CDS Code: 14-63289-6008775
District: Lone Pine Unified School District
Address: 223 East Locust St.
 Lone Pine, CA 93545
Date of Adoption: February 28, 2024

Approved by:

Name	Title	Signature	Date
Edward Campbell	Superintendent		
Billy Rowan	Maintenance		
Ana Velazquez	LPUSD Representative		
Michael Durbin	Investigator		
Daniel Burton	Deputy		
Kyle Oney	Deputy		
Juan Martinez	Lieutenant		
Carl Bursell	Fire Department Chief		
David McCabe	Principal		

Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	7
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	7
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines	9
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	12
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	12
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)	13
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)	14
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)	17
(J) Hate Crime Reporting Procedures and Policies.....	18
Safety Plan Appendices.....	19
Emergency Contact Numbers	20
Safety Plan Review, Evaluation and Amendment Procedures	21
Lo-Inyo Elementary School Incident Command System	22
Incident Command Team Responsibilities.....	24
Types of Emergencies & Specific Procedures.....	25
Aircraft Crash	25
Animal Disturbance.....	25
Armed Assault on Campus	26
Bomb Threat/ Threat Of violence	28
Bus Disaster.....	29
Disorderly Conduct	29
Earthquake	29
Explosion or Risk Of Explosion	30
Fire in Surrounding Area	30

Fire on School Grounds30

Flooding30

Loss or Failure Of Utilities30

Motor Vehicle Crash31

Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines 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.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

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 Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at District Office.

Safety Plan Vision

Lo-Inyo Elementary School is committed to providing a safe environment for students, employees and shareholders. This site has established a Safe School Plan to assist in preparing for emergencies, managing emergency response efforts, and maintaining a safe school environment.

The comprehensive Safe School Plan requires the identification of security needs, development of prevention and intervention techniques, evacuation of the physical facilities, and communications with staff and students. Through planning, training, and practice, the students and staff at our school will be prepared to respond appropriately to any emergency. This Safe School Plan will assist us in providing a safe school conducive to learning.

The plan has been developed in compliance with California Code of Regulations, Title V, Education, Section 560, and in cooperation with state, county and city emergency service officials. The major goal of this plan is to assist us in preparing for potential emergency situations.

Lo-Inyo Elementary School recognizes that each school community has unique needs which must be addressed to complete the Safe School Plan. This plan has been customized with specific information regarding the physical, social, and cultural aspects of this school environment.

This plan is active, not static. It must evolve and adapt to meet the needs of our community that it serves and the Safe School Goals of the elementary school district.

In order to maximize the effectiveness of this plan, certain personnel have been identified to act as the Crisis Response Team (CRT) in the case of a school emergency. The Crisis Response Team includes key personnel who are knowledgeable of school procedures, the school building layout, first aid precautions, etc.

Components of the Comprehensive School Safety Plan (EC 32281)

Lo-Inyo Elementary School Safety Committee

Assessment of School Safety

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Imminent Danger – (Remain on Campus)

An extreme emergency exists when one or more of the following situations occur on campus:

1. Drive-by/Show-by
2. Armed intruder
3. Mass protest
4. Helicopter searches or SWAT Team operations
5. Escaped prisoner
6. Natural environmental threats

Imminent Danger Signal – Will be an announcement over the phone system, megaphone, 2-way radios, and email of “Lockdown.” When the extreme emergency no longer exists, the on site CRT Commanding Officer will announce “All Clear” over the intercom, megaphone, 2-way radios and email.

Assigned Duties:

- A. The school principal will assume the CRT Commanding Officer role. The CRT Commanding Officer will set up the Crisis Management Center in the front office or the pre-designated safe area (Multipurpose Room/Cafeteria)
- B. The teachers will serve as emergency locators to parents, guardians, and/or doctors of injured persons.
- C. The Principal will serve as the public information contact.
- D. The staff appointed by the CRT Commanding Officer will be responsible for locking any doors that need to be locked, clearing all restrooms, and directing students to their next assigned class, or in the event of gunfire, to the safest area of the building.
- E. Staff who are unassigned during a “Lockdown” (non-gunfire situation) will go check the hallways and encourage students to hasten to their next assigned class. They will return to their safe area when all students are inside classrooms.

Imminent Danger (Class in Session)

- A. Shelter in place; keep as far away from windows and doors as possible.
- B. If office aides, student aides, or other non-threatening students are observed outside your classroom, bring them into your classroom. Inform Crisis Management Center.
- C. Lock your doors, and turn off your lights.
- D. Take roll. Contact the office via radio or phone with your roll and give names of missing students and extra students held in your class.
- E. Students are to remain in the classroom until an “All Clear” announcement is given.

Imminent Danger (Classes Not in Session)

- A. Staff and students proceed immediately with all haste to their next assigned classroom. (This must be a very quick reaction, students and staff will be given 3 minutes to get to their next assigned class.) Students need not run, but walk quickly to secure shelter within the 3 minute window.
- B. Supervise the area outside your classroom until your students are inside.
- C. Lock doors, turn off lights and close any window coverings.
- D. Students are to stay in place until the “All Clear” is announced.

(In a gunfire situation, proceed to the alternate safe sites, or the nearest cover if unable to return to class.)

A school official will contact the Sheriff's Department or call 911.

In the event that gunfire is heard in your immediate area, students and staff should lie down on the ground and start a low crawl to the nearest cover.

Staff members who are in their rooms, or can safely get back to their rooms, should stand by their locked door and direct as many students to safety as possible. When your room is at a maximum capacity or you can no longer safely keep your room door open, close and lock the door, turn out the lights and take roll. Contact the office via radio or phone with your roll and give names of missing students and extra students held in your class.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

Imminent Danger – (Remain on Campus)

An extreme emergency exists when one or more of the following situations occur on campus:

1. Drive-by/Show-by
2. Armed intruder
3. Mass protest
4. Helicopter searches or SWAT Team operations
5. Escaped prisoner
6. Natural environmental threats

Imminent Danger Signal – Will be an announcement over the phone system, megaphone, 2-way radios, and email of "Code Red." When the extreme emergency no longer exists, the on site CRT Commanding Officer will announce "All Clear" over the intercom, megaphone, 2-way radios and email.

Assigned Duties:

- A. The school principal will assume the CRT Commanding Officer role. The CRT Commanding Officer will set up the Crisis Management Center in the front office or the predesignated safe area (Multipurpose Room/Cafeteria)
- B. The teachers will serve as emergency locators to parents, guardians, and/or doctors of injured persons.

- C. The Principal will serve as the public information contact.
- D. The staff appointed by the CRT Commanding Officer will be responsible for locking any doors that need to be locked, clearing all restrooms, and directing students to their next assigned class, or in the event of gunfire, to the safest area of the building.
- E. Staff who are unassigned during a "Code Red" (non-gunfire situation) will go check the hallways and encourage students to hasten to their next assigned class. They will return to their safe area when all students are inside classrooms.

Imminent Danger (Class in Session)

- A. Shelter in place; keep as far away from windows and doors as possible.
- B. If office aides, student aides, or other non-threatening students are observed outside your classroom, bring them into your classroom. Inform Crisis Management Center.
- C. Lock your doors, and turn off your lights.
- D. Take roll. Contact the office via radio or phone with your roll and give names of missing students and extra students held in your class.
- E. Students are to remain in the classroom until an "All Clear" announcement is given.

Imminent Danger (Classes Not in Session)

(In a gunfire situation, proceed to the nearest cover/classroom if unable to return to assigned classroom.)

- A. Staff and students proceed immediately with all haste to the nearest classroom.
- B. Supervise the area outside your classroom until your students are inside.
- C. Lock doors, turn off lights and close any window coverings.
- D. Students are to stay in place until the "All Clear" is announced.

A school official will contact the Sheriff's Department or call 911.

In the event that gunfire is heard in your immediate area, students and staff should seek the nearest cover.

Staff members who are in their rooms, or can safely get back to their rooms, should stand by their locked door and direct as many students to safety as possible. When your room is at a maximum capacity or you can no longer safely keep your room door open, close and lock the door, turn out the lights and take roll. Contact the office via radio or phone with your roll and give names of missing students and extra students held in your class.

Evacuation/Relocation Procedures

Evacuation: (Classes in Session)

The signal for an evacuation is the same as for a fire drill, but is preceded by an announcement over the intercom/bullhorn: "This is an Evacuation." All students and staff are to immediately evacuate the building, utilizing fire drill procedures (to designated roll call areas).

Procedure:

- A. Advise the students that they are to leave all their personal items in the classroom.
- B. Take your class list, radio and keys with you to all fire and evacuation drills.
- C. Assign a responsible student to lead the class from your room to the fire drill assembly area. Insist that the students move in a single file line to prevent congestion. (You will have a good view of your class if you bring up the rear.)
- D. Block your door open so students can file out in an orderly manner. Shut and lock the door when the last student files out.
- E. Maintain single file as you call roll in your fire drill area.
- F. Please do not move your classes until instructed to do so by an administrator.
- G. We will release one class and area at a time to prevent congestion.
- H. Insist that your class stay in single file as they begin to move by designated routes.

State of California Government Code Chapter 8, Division IV, Title I

The State of California Government Code states that all public employees become emergency service workers in the event of a declared emergency. This means that all school district employees will be required to work in that capacity in case a disaster occurs and a state of emergency is declared.

Complete Evacuation or Relocation (Plan Evacuation Routes)

All unassigned staff will meet in front of the maintenance shed.

Evacuation (Classes not in Session)

A. An announcement will be broadcast over the intercom/bullhorn that states, "All students and staff, please evacuate to your designated areas."

B. Staff members in their rooms during the evacuation announcement should lock their doors and proceed immediately toward their designated areas "herding" students as they go.

C. All school staff should move quickly to their designated spots.

D. The school administrative assistant will bring class rosters, sign out book, and student emergency phone numbers to the evacuation area.

E. Teachers will report to the school administrative assistant as their names are called and pick up their emergency attendance rosters.

F. When all students have reported to their class, and roll has been taken, the attendance will be collected by the school administrative assistant.

G. When it is safe to return to class, students will be released, one class at a time. It is imperative that you maintain a single file formation to prevent congestion while moving in to the school. (Return to class by the shortest route.)

Complete Evacuation

Staging Area – Will be on the front lawn of the elementary school.

1. Personnel will bring out a table and 3 chairs.

2. School personnel will bring out cell phones and a megaphone.

3. The school administrative assistant will bring out emergency phone numbers and master school student list, medical kits and student medications.

4. Students will be given the opportunity to phone a parent or guardian. Please limit the conversation to, "I am being evacuated from Lo-Inyo Elementary School. I am fine, but you need to come and pick me up in front of the school immediately. When you arrive, stay in line in the car. I will be escorted to you." An "all-call" will be initiated.

5. A staff member will escort students and release them to their parent/guardian. Only persons listed on a student emergency card may pick up a student. This person will be asked to show the proper identification. The school administrative assistant / classroom teacher will write down who and what time a student was picked up by the parent/guardian. The person picking up a student must sign-out the student with the teacher.

Public Agency Use of School Buildings for Emergency Shelters

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Appropriate Use of Suspension Authority

Except when a student commits an act that violates Education Code 48900(a)-(e) as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in a public session.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

49079. (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994–95 school year, the information provided shall be from the previous two school years. For the 1996–97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.
(Amended by Stats. 2000, Ch. 345, Sec. 2. Effective January 1, 2001.)

(E) Sexual Harassment Policies (EC 212.6 [b])

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

Evacuation/Relocation Procedures

Evacuation: (Classes in Session)

The signal for an evacuation is the same as for a fire drill, but is preceded by an announcement over the intercom/bullhorn: "This is an Evacuation." All students and staff are to immediately evacuate the building, utilizing fire drill procedures (to designated roll call areas).

Procedure:

- A. Advise the students that they are to leave all their personal items in the classroom.
- B. Take your class list, radio and keys with you to all fire and evacuation drills.
- C. Assign a responsible student to lead the class from your room to the fire drill assembly area. Insist that the students move in a single file line to prevent congestion. (You will have a good view of your class if you bring up the rear.)
- D. Block your door open so students can file out in an orderly manner. Shut and lock the door when the last student files out.
- E. Maintain single file as you call roll in your fire drill area.
- F. Please do not move your classes until instructed to do so by an administrator.
- G. We will release one class and area at a time to prevent congestion.
- H. Insist that your class stay in single file as they begin to move by designated routes.

State of California Government Code Chapter 8, Division IV, Title I

The State of California Government Code states that all public employees become emergency service workers in the event of a declared emergency. This means that all school district employees will be required to work in that capacity in case a disaster occurs and a state of emergency is declared.

Complete Evacuation or Relocation (Plan Evacuation Routes)

All unassigned staff will meet in front of the maintenance shed.

Evacuation (Classes not in Session)

- A. An announcement will be broadcasted over the intercom/bullhorn that states, "All students and staff, please evacuate to your designated areas."
- B. Staff members in their rooms during the evacuation announcement should lock their doors and proceed immediately toward their designated areas "herding" students as they go.
- C. All school staff should move quickly to their designated spots.
- D. The school administrative assistant will bring class rosters, sign out book, and student emergency phone numbers to the evacuation area.
- E. Teachers will report to the school administrative assistant as their names are called and pick up their emergency attendance rosters.
- F. When all students have reported to their class, and roll has been taken, the attendance will be collected by the school administrative assistant.
- G. When it is safe to return to class, students will be released, one class at a time. It is imperative that you maintain a single file formation to prevent congestion. (Return to class by the shortest route.)

Complete Evacuation

Staging Area – Will be on the front lawn of the school.

1. School personnel will bring out cell phones and a megaphone.
2. The school administrative assistant will bring out emergency phone numbers and master school student list, medical kits and student medications.

3. An "all-call" will be initiated. Staff will call parent/guardians.
4. A staff member will escort students and release them to their parent/guardian. Only persons listed on a student emergency card may pick up a student. This person will be asked to show the proper identification. The school administrative assistant / classroom teacher will write down who and what time a student was picked up by the parent/guardian. The person picking up a student must sign-out the student with the teacher.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Evacuation

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
FIRE	Leave building by posted route or alternate if necessary.		Principal and/or Office Secretary	Intercom/Radio Announcement/bells
FLOOD	Stand by for directions; Possible relocation.		Principal and/or Office Secretary	Intercom/Announcement/Weather Conditions
FALLEN AIRCRAFT	1. Duck, cover, hold. 2. Evacuate building if necessary moving through rear gates to fields.		Principal and/or Office Secretary	Loud explosion
EARTHQUAKE	1. Duck, cover, hold. 2. If necessary, evacuate building at cessation of quake.		Principal and/or Office Secretary	Shaking
CHEMICAL ACCIDENT	1. Stand by for directions.		Principal and/or Office Secretary	
WINDSTORM	1. Duck and cover if outside. 2. Stand by for directions.		Principal and/or Office Secretary	Intercom Announcement
BOMB THREAT	1. Evacuate building taking all known backpacks. 2. Search classrooms/grounds. 3. DO NOT APPROACH ANY SUSPICIOUS DEVICE OR OBJECT. 4. If suspicious object is found, notify Commanding Officer.		Principal and/or Office Secretary	Private Messenger/Email Do not use two way radios which might trigger the bomb.
CIVIL DEFENSE	1. Duck and cover. 2. Evacuate building. 3. Dismissal.		Principal and/or Office Secretary	Intercom Announcement/ Radios
IMMINENT DANGER (Drive By Shooting, Weapon On Campus)	Shelter in place: 1. All students should duck, cover and hold. 2. Lock doors including hallways, if possible, close window coverings. 3. Remain inside. 4. Stand by for directions.		Principal and/or Office Secretary	Intercom/ 2-Way Radios Announcement of "LOCKDOWN"

Objectives	Action Steps	Resources	Lead Person	Evaluation
Dangerous Animal on Campus	<ol style="list-style-type: none"> 1. Notify the teachers and Students 2. Do not allow to go to area of sighting 3. Contact Animal Control/DFG 3. Monitor until danger is gone 		Principal and/or Office Secretary	Radio/ Phone Call/ Email

Component:

EARLY EMERGENCY SCHOOL CLOSURE

Element:

In the event that the school needs to close early due to inclement weather (wind, snow, fire danger, etc.) the following procedures will be followed:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
1. An emergency "All Call" will go out to all parents to come and pick up their student.			Principal and/or Office Secretary	
2. All students will be moved to the multipurpose room or remain in their classrooms.			Principal and/or Office Secretary	
3. When parents arrive, they will go directly to the multipurpose room, or remain in their classrooms and their child's teacher will check the student out.			Principal and/or Office Secretary	
4. If a child is released to another parent or individual, the child's parent must be notified first and/or should be on the child's emergency card.			Principal and/or Office Secretary	
5. Teachers will document on the designated form who picked up each child and when, and have the parent sign the student out.			Principal and/or Office Secretary	
6. When all children are picked up from the classroom teacher, the teacher will give the office the sign-out sheet for their classroom.			Principal and/or Office Secretary	

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Lo-Inyo Elementary School Student Conduct Code

The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health.

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's particular needs.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

Conduct Code Procedures

(J) Hate Crime Reporting Procedures and Policies

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

Grievance Procedures

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

Safety Plan Appendices

Emergency Contact Numbers

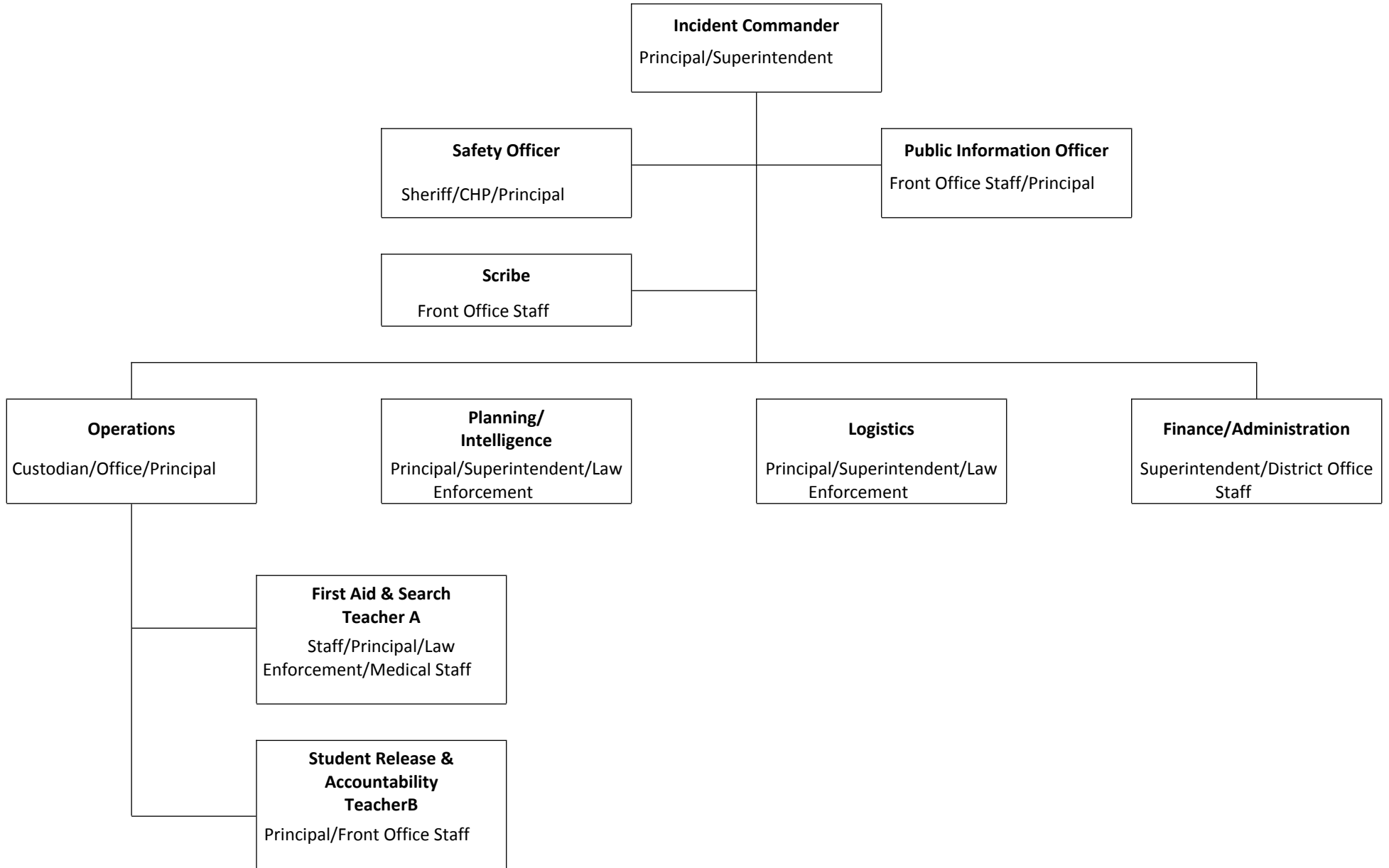
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	California Highway Patrol	760-872-5150	
Law Enforcement/Fire/Paramedic	Sheriff	760-876-4340	
School District	District Office	760-876-5579	
School District	David McCabe, Principal	760-876-5581	
School District	Billy Rowan, Maintenance	760-876-5579	
School District	Taylor Hill, Custodian	760-876-5581	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Meeting with Emergency Personnel		Lone Pine Unified School District Office
Meeting with School Site Council/Parents/Staff	January & February 2023	email

Lo-Inyo Elementary School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Types of Emergencies & Specific Procedures

Aircraft Crash

In the event of a fallen aircraft, teachers, administrators should instruct students to implement Duck, Cover and Hold procedures. If building(s) or site is evacuated, all students/staff shall:

1. Maintain a safe distance from aircraft (for jet aircraft 400 yards; for military aircraft, use greater caution).
2. Move away and up wind from aircraft, allowing for explosion.
3. If evacuation is necessary, proceed to rear gates and exit to adjoining fields.

In the event of an explosion, the CRT Commanding Officer or school official should determine the extent of damage and the potential for life-threatening hazards. If an explosion is in or near a building, immediately order evacuation according to the "Site Plan." In the case of a life-threatening situation, the school principal should enlist immediate assistance from other school staff to ensure safety of and accountability for all students and staff. (Teachers must keep class roll with them at all times.) The principal should ensure that no one return to the building for any reason until such building is officially declared safe by the fire department.

Animal Disturbance

In the event of an animal disturbance, staff that notices the animal will report to the front office. Administrator will notify the staff and students of animal presence, all students/staff shall:

1. Maintain a safe distance from animal
2. No one will be allowed in the area of the sighting until "all clear" has been given.

The front office or administrator will contact Animal Control and or Fish and Game.

Armed Assault on Campus

WORKPLACE VIOLENCE

When threatened by an individual, take these steps in defusing hostility and aggression:

1. Remain calm and non-threatening.
2. When given the opportunity, call 911. Give your name, site name, and location of threatening violence.
3. Keep a distance of at least 3 to 6 feet from the individual.
4. Avoid any type of challenging stance (hands on hip, face to face, etc.)
5. Speak clearly with a moderate tone, volume, rate of speech.
6. Listen to what the person is really saying. Be supportive and empathetic.
7. Do not talk with your hands.
8. Do not point at the individual.
9. Do not threaten, argue, or treat the individual in a disrespectful manner.
10. Offer to give assistance provided by the supervisor.

If a weapon is involved:

1. Do not make any quick movements.
2. Explain your movements at all times.
3. Speak softly and clearly.
4. Cooperate fully with all demands.
5. Attempt to negotiate increased distance between yourself and the individual.
6. Withdraw and summon assistance when able by dialing 911.

HOSTAGE CRISIS

It is possible that students and/or staff could be drawn into a hostage crisis. If the site is faced with this crisis, the ability to act appropriately will be of extreme importance to the safety of students and personnel.

All students and staff who are on site, but not in imminent danger, should immediately go to the nearest shelter and follow the following procedures: Close and lock all doors including hallway doors, if possible, close curtains, stay away from the doors and windows, and wait quietly for future instructions.

Your actions during the crisis will enhance your chances of survival. As a hostage, follow the guidelines below:

1. Obey terrorist orders, do not become antagonistic.
2. Be courteous and polite to the terrorist and other hostages.
3. Do not debate, argue, or discuss political issues with the terrorist or other hostages.
4. Talk in a normal voice. Avoid whispering when talking to hostages and avoid raising your voice when talking to the terrorist.
5. Avoid abrupt movements. Keep movement to a minimum and in view.
6. Locate students and yourself away from the windows and doors, and as far away from the terrorist as possible.
7. Answer all questions unless your position may pose a threat to the terrorist or to their ideologies.
8. Inform captors of any medical conditions or special disabilities of all hostages.
9. Do not discuss possible actions to be taken by other agencies, school district, colleagues, medical or parents.
10. STAY CALM.

TRY TO INFORM THE FOLLOWING AGENCY, BUT NOT AT THE RISK OF LIVES:

Emergency Dispatch 911

REMEMBER, Time and calmness are your greatest allies.

DRIVE BY SHOOTING/SHOW BY

With the availability of weapons and the increase in gang activity, it is possible that a drive-by shooting could occur at or near a school site. The immediate concern is the safety of students and staff.

The locations of greatest risk are the perimeters of the school and the entrance areas due to accessibility of vehicles.

If you suspect that shots may be fired from a passing vehicle:

1. Have staff and students lie flat on the ground and keep as low as possible.
 - License
 - Make, Model, Year of Vehicle
 - Occupants
 - Weapons

Immediately after the vehicle is gone:

1. CALL 911.
2. Assess injuries, if any.
3. Have students move safely and quickly to the nearest shelter (building).
4. Do not move those seriously injured. If they are ambulatory, move them to a shelter.
5. Immediately notify the Crisis Management Center in the Front Office or designated area. Report the situation and the extent of any injuries.
6. Stay with the injured until emergency services arrive.
7. If the media arrive, they should be directed to the CRT Commanding Officer.
8. Assist the police with as much detail as possible.
9. Alert nearby schools of the incident if the potential exists for them to be affected.

REMEMBER – Students will model their emotional reaction after yours. STAY CALM AND IN CONTROL.

Bomb Threat/ Threat Of violence

All threats directed toward the school must be taken seriously. The site administrator must determine appropriate action in response to a bomb threat. Selective evacuation or full school evacuation may be necessary. Law enforcement must be notified and they will determine if the “Bomb Squad” will be dispatched. If a suspicious object is found, evacuate the area and call 911. Do not transmit with two-way radio during a search as explosives may be detonated by electronic signals. Search each area for foreign or suspicious objects, packages, etc. If one is found, DO NOT TOUCH IT.

Action: Person receiving call:

1. Keep the caller on the line. Delay the caller with questions:
“What did you say?” – “Can you repeat that?” – “I did not understand you.”
2. Gather and record all information about the call. Ask:
“Where is the bomb?”
“What kind of bomb is it?”
“What time will it detonate?”
“What does the bomb look like?”
“How large of a bomb is it?”
3. Note and record all information about the call:
 - Estimate the age of the caller.
 - Gender of the caller.
 - Voice quality, accents, and peculiar speech mannerisms.
 - Exact time call was received.
 - Background noises, other people, traffic, music, etc.

4. Repeat all information to the CRT Commanding Officer.

Action Steps:

- A. Call 911.
- B. Send runners to evacuate the building.
- C. Direct systematic search of the office and entire school for unusual or out of place items. This includes mechanical rooms, utility supply rooms, and grounds.
- D. Make necessary reports to the police and fire departments

Bus Disaster

In an emergency evacuation situation

Fire in the bus engine, gas fires, head-on collision, rear-end collision:

Use the farthest exit from danger. Possibly only one door will be clear. Pupils will get away from the bus quickly

Side collision, stall on railroad tracks:

Use of both exits may be the best case depending on the position of the school bus to other dangers such as traffic.

Flat tire, stall on street or highway, illness of bus driver, bus has skidded off road, bus has overturned:

Depending on the position of the bus to outside dangers, the pupils may be safer remaining in their seats. If evacuation is necessary, the procedure will be dictated by the situation. The pupils must not only get off the bus safely, they must be safe after they get off.

Disorderly Conduct

If a civil defense reaction should be required, cooperate with local civil defense procedure. The goal is to protect students and all personnel from injury or harassment until proper help can be summoned, and to keep property losses and damages to a minimum.

Action: Shelter in place – secure everyone indoors:

1. Teachers are to get everyone inside, including students seeking shelter.
2. Supervise the area outside until most students are in the rooms.
3. Lock the doors.
4. Students are to be seated and roll taken.
5. Remain in room until “all clear” announcement is given.

Earthquake

Earthquakes are a form of disaster that gives no advanced warning. Therefore, earthquake drills should be conducted on a semi-annual basis. To ensure student and staff safety, use the following procedures.

1. INSIDE BUILDINGS

- A. All pupils and staff should immediately turn away from glass areas and place themselves under tables and desks in the Duck, Cover and Hold position.
- B. Students are to remain in this position until the teacher determines if is safe to resume normal class operations. If the teacher is incapacitated, a pre designated student shall contact the office immediately and inform the classroom teacher next door.
- C. If structural damage, window breakage, etc. has been sustained, the teacher is to follow normal fire drill procedures following termination of the quake.
- D. The principal, in coordination with qualified personnel, will determine the extent of damage and will call the maintenance department for clearance before having students and staff re-enter the building if structural damage is noted.

2. OUTSIDE THE BUILDING

- A. Students and staff are to remain in a clear area free from any potential falling objects. Examples: Trees, power lines, buildings, light poles, etc.
- B. Students are to be under direct supervision of adults who in turn will wait for instruction from the principal or designee as to the appropriate dismissal of the students.
- C. Under no circumstances should students or adults attempt to return to the building during an earthquake.

3. FOLLOW UP SURVEY

A survey of injuries should be made as soon as possible. Notify the front office of any injuries if help is needed. List names of students and description of any injuries. Further instructions will be given over the intercom as soon as possible.

4. INSPECTIONS

DO NOT RE-ENTER ANY BUILDING WITH VISIBLE STRUCTURAL DAMAGE UNTIL IT HAS BEEN INSPECTED BY QUALIFIED PERSONNEL.

Explosion or Risk Of Explosion

Contact Law Enforcement

Fire in Surrounding Area

Decision of Administration

Fire on School Grounds

In case of fire at this location, the first priority is to protect human life. Secondary consideration is to preserve the property.

1. Announce on intercom/megaphone to evacuate the building and activate fire alarm.
2. Direct personnel to re-route classrooms whose exit path is affected by the location of the fire.
3. Students are to take nothing.
4. Teachers must clear their rooms; take attendance list, radios, keys, and relevant student information, close doors.
5. Teachers accompany students to designated areas and conduct roll call.
6. All students and staff are to remain in the assembly area until the all clear signal is given. This will be an announcement of "ALL CLEAR" by the CRT Commanding Officer.

Before A Fire Occurs

1. Facilitate annual fire prevention inspections by the local fire agency or State Fire Marshall's office.
2. Ensure correct handling of hazardous materials.
3. Remove damaged electrical or gas equipment from use.
4. Direct a quarterly visual inspection and a yearly recertification of all fire extinguishers.
5. Conduct, evaluate, and document fire drills.

After A Fire Occurs

1. Ensure that the facility is safe before announcing "ALL CLEAR."
2. Report all fires to the local fire department. Report all suspected arson to enforcement.
3. Cooperate with investigation and implement prevention measures if recommended by the fire agency.

Flooding

Loss or Failure Of Utilities

In the event that the school needs to close early due to loss or failure of utilities the following procedures will be followed:

1. An emergency "All Call" will go out to all parents to come and pick up their student.
2. All students will be moved to the multipurpose room.

3. When parents arrive, they will go directly to the multipurpose room, and their child's teacher will check the student out.
4. If a child is released to another parent or individual, the child's parent must be notified first and/or should be on the child's emergency card.
5. Teachers will document on the designated form who picked up each child and when, and have the parent sign the student out.
6. When all children are picked up from the classroom teacher, the teacher will give the office the sign-out sheet for their classroom.

Motor Vehicle Crash