Comprehensive School Safety Plan

2024-25
School Year

School:	Silva Valley Elementary School
CDS Code:	09618386110456
District:	Buckeye Union Elementary School District
Address:	3001 Golden Eagle Lane El Dorado Hills, CA 95762
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- with Fire Authority	EDCOE District Emergency Plans shared Google folder

Approved by:

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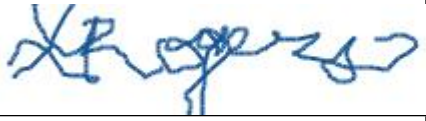
Gwendolyn Rogers	Secretary - Classified		
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Ann Cannedy	Teacher - Certificated		
Sean Ginnodo	Parent		

Name	Title	Signature	Date
Ann Petersen	Parent		

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Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

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 ofthe 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 I, 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 www.buckeyeusd.org/csms.

Safety Plan Vision

1.Silva Valley Elementary School will provide a safe, orderly, and secure environment conducive to learning.

2. Silva Valley Elementary School will create a school in which pupils will attend regularly and be safe from both physical, verbal, and psychological harm.

3. Silva Valley Elementary School staff will work collaboratively with administrators and the school board to identify, establish and use strategies and programs to comply with school safety laws.

4. Silva Valley Elementary School will develop a plan to work cooperatively and collaboratively with parents, pupils, teachers, administrators, counselors and community agencies, including law enforcement, to provide a safe and orderly school.

5. Silva Valley Elementary School will develop an academic program that will focus on high expectations of pupil performance and behavior in all aspects of the school experience.

Components of the Comprehensive School Safety Plan (EC 32281)

Silva Valley Elementary School Safety Committee
Brandon Beadle, Principal
Lisa Boeker (Teacher)
Ann Cannedy (Teacher)
Gwendolyn Rogers (Classified)
Ann Petersen (Parent)
Sean Ginnodo (Parent)

Assessment of School Safety
Annual assessments of School Safety at Silva Valley Elementary School are conducted and include a review of data from the BUSD Parent Survey, discipline data, and attendance data as collected through our student information system, survey results, and the California School Dashboard. Additional input is received from the school staff and members of the Silva Valley Elementary Site Council.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)
Silva Valley Elementary School recognizes the importance of providing a safe school environment that is conducive to learning and helps to ensure student safety and the prevention of student injury. The staff shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

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

Child Abuse Reporting

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

Parents/Guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school sit.

Legal Reference:

EDUCATION CODE
33308.1 Guidelines on procedure for filing child abuse complaints
44690-44691 Staff development in the detection of child abuse and neglect
48906 Notification when student released to peace officer
48987 Dissemination of reporting guidelines to parents
49001 Prohibition of corporal punishment

PENAL CODE
152.3 Duty to report murder, rape, or lewd or lascivious act
273a Willful cruelty or unjustifiable punishment of child; endangering life or health
288 Definition of lewd or lascivious act requiring reporting
11164-11174.4 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE
15630-15637 Dependent adult abuse reporting
CODE OF REGULATIONS, TITLE 5
4650 Filing complaints with CDE, special education students
Management Resources:
CDE LEGAL ADVISORIES
0514.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at a school site

WEB SITES
California Attorney General's Office, Crime and Violence Prevention Center: www.safestate.org
California Department of Education, Safe Schools: www.cde.ca.gov/ls/ss
California Department of Social Services, Children and Family Services Division: www.childsworld.ca.gov
California Department of Social Services: www.dss.cahwnet.gov
U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect Information: www.nccanch.acf.hhs.gov

Administrative Regulation 5141.4

Child Abuse Prevention and Reporting Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2

4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4
6. Abuse or neglect of a child in out-of-home care, including at school, as defined in Penal Code 11165.5

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, Vice Principal, Principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An amount of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001) (cf. 5144.1 - Discipline)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include, but are not limited to, teachers; instructional aides; classified employees; site and district administrators; administrators and employees of a licensed day care facility; Head Start teachers; school resource officers; campus security officers. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the agency designated below. (Penal Code 11166.05) Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166) AR 5141.4 (c)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately, or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to the El Dorado County Child Protective Services at (530) 642-7100 or their 24-hour hotline at 1-844-756-3699. (Penal Code 11166)

2. Written Report

Within 36 hours of receiving information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form. (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the Department of Justice form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter

b. The child's name and address, present location and, where applicable, school, grade, and class

c. The names, addresses, and telephone numbers of the child's parents/guardians

d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to an appropriate agency are encouraged to notify the Principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the Principal shall inform the Superintendent or designee.

The Principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Governing Board policy, and administrative regulation. At the mandated reporter's request, the Principal may assist in completing and filing the necessary forms.

The mandated reporter shall not be required to disclose his/her identity to the Principal. (Penal Code 11166)

He/she may provide or mail a copy of the written report to the Principal or Superintendent or designee without his/her signature or name.

Reporting the information to an employer, supervisor, Principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Training of mandated reporters shall include child abuse and neglect identification and mandated reporting. All employees receiving such training shall receive written notice of state reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

Victim Interviews

Upon request, a representative of an agency investigating suspected child abuse or neglect or the state Department of Social Services deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the Principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or Principal shall not notify the parent/guardian, as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form. (cf. 5145.11 - Questioning and Apprehension)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of the district's administrative regulation that describes how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures."

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650(a) (viii)(C) (cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

TO REPORT SUSPECTED CHILD ABUSE
Telephone 24-Hour Hotline 844-756-3699
El Dorado County Child Protective Services Telephone (530) 642-7100
Website: https://www.edcgov.us/Government/HumanServices

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

Disaster Plan (See Appendix C-F)
The district recognizes that in order to save lives and protect property, all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events, which threaten to result in disaster. The Superintendent/Principal shall develop and maintain a disaster preparedness plan that details provisions for handling all foreseeable emergencies and disasters. The Superintendent/Principal will utilize School Site Council to regularly review the disaster preparedness plan and recommend changes.

Plans shall address at least the following situations:

1. Fire on or off school grounds which endangers students
2. Natural or man-made disasters
3. Bomb threat or actual detonations
4. Attack or disturbance by individuals or groups

The Superintendent/Principal shall ensure that the plan includes:

1. Procedures for personal safety and security
2. Ways to ensure smooth administrative control of operations during a crisis
3. Proceures to establish a clear, effective communication system
4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis

The Superintendent/Principal shall use state-approved Standard Emergency Management System guidelines when updating emergency and disaster preparedness plans. The Superintendent/Principal shall consult with county agencies so that district plans provide the best possible way of handling each situation and also provide for emergency communications systems between the agencies. The Superintendent/Principal may provide a plan that allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. Disaster preparedness exercises shall be held regularly at the school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All students and employees shall receive instruction regarding emergency plans.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent/Principal shall ascertain that at least one staff member holds a valid certificate in these areas. The Superintendent/Principal shall provide for CPR in-service training to be offered at least once a year for staff.

Public Agency Use of School Buildings for Emergency Shelters
Through a coordinated effort with local emergency service providers, the district will provide temporary shelter through the use of all school facilities during a community disaster or emergency. District staff will work in a coordinated effort with emergency response providers to promote a safe shelter for community members in need.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines
Suspension and Expulsion

Students may be subject to suspension and/or expulsion and/or arrest for committing any of the acts listed below (or any other pertinent education codes not listed):
1. EC 48900 (a1) Caused, attempted to cause, or threatened to cause physical injury to another person
2. EC 48900 (a2) Willfully used force or violence upon the person of another, except in self-defense
3. EC 48900 (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
4. EC 48900 (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind
5. EC 48900 (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
6. EC 48900 (e) Committed or attempted to commit robbery or extortion
7. EC 48900 (f) Caused or attempted to cause damage to school property or private property
8. EC 48900 (g) Stolen or attempted to steal school property or private property
9. EC 48900 (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel
10. EC 48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity
11. EC 48900 (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code
12. EC 48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
13. EC 48900 (l) Knowingly received stolen school property or private property
14. EC 48900 (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm
15. EC 48900 (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code
16. EC 48900 (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
17. EC 48900 (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
18. EC 48900 (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050
19. EC 48900 (r) Cyber bullying
20. EC 48900 (s) A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person
21. EC 48900.2 - Committed sexual harassment as defined in Section 212.5
22. EC 48900.3 - Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233
23. EC 48900.4 - Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that disrupts class work, creates substantial disorder, and invades the rights of either school personnel or pupils by creating an intimidating or hostile educational environment
24. EC 48900.7 - Has made terrorist threats against school officials or school property, or both.

A student may be suspended or expelled (and face arrest) for any of the acts listed above (as well as other board policy and/or administrative regulations) if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances:

(Education Code 48900)

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

Harassment, Discrimination, Bullying

BUSD is determined to provide all students an environment free from harassment, discrimination, bullying, and hazing. This includes but is not limited to: harassment of any grade level or age of students, ethnic group, religion, gender, gender identify, color, race, sexual orientation, national origin and physical or mental disability. The Board of Trustees and Education Code 48900 prohibits the intimidation, harassment, hazing or retaliatory behavior against any group or individual student. Students who harass, bully, or haze other students shall be subject to appropriate school discipline, up to and including suspension/expulsion, and may be liable for damages in private legal action. Students who intimidate or threaten a witness (a potential felony) face suspension and possible arrest. Any student who feels that she/he is being intimidated, sexually harassed, bullied, hazed or discriminated against in any way must IMMEDIATELY tell a teacher, administrator or any school personnel.

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

Based on Education Code 49079 the Superintendent or designee shall inform the teacher of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7.

The shared information is based on district records maintained in the ordinary course of business or records received from a law enforcement agency. Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall so inform the Principal, who shall disseminate this information to the counselor(s) who directly supervises or reports on the student's behavior or progress. The Principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. All court-initiated information that a teacher, counselor or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff and probation officer is necessary to rehabilitate the student or to protect students and staff.

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

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and 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 gender

2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contacts his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the Principal or designee. Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the Principal or designee, whether or not the victim files a complaint. In any case of sexual harassment involving the Principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to a site administrator, Superintendent or designee. The Principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the Principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The Principal or designee shall also advise the victim of any other remedies that may be available. The Principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

Disciplinary Measures

Any student who engages in sexual harassment directed towards anyone 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 8, 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.

Recordkeeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(F) AED Program

The Buckeye Union School District (BUSD) has developed an Automated External Defibrillation (AED) Program to allow us to be better prepared to respond to heart-related emergencies.

The American Heart Association strongly encourages organizations to implement AED programs to increase the chances of survival for people who have heart-related emergencies. An AED is a device that analyzes a heart rhythm and prompts the user to deliver a shock when necessary. With an AED program, a person will be better prepared to save the life of a person with a heart-related emergency.

AED’s have been placed in the following visible and accessible locations:

- Nurse’s Offices
- Multi-Purpose Rooms
- Gyms (Middle School Locations)
- Transportation
- District Office

A full description of the Buckeye Union School District AED Program can be found on our website www.buckeyeusd.org > Parent Resources > Nurse/Health Services.

(G) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)
The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

The Board also acknowledges that gang activity is dangerous and threatening. Therefore, to ensure the health and safety of the students and staff in the District, the wearing or carrying of any clothing or symbol that denotes membership in such gangs or other groups which a detrimental effect on the academic atmosphere of the schools is not condoned. Action will be taken to keep District schools and students free from the threats or harmful influences of gangs or other groups which advocate drug or illegal, intimidating behavior.

The Board of Education thus authorizes the adoption of regulations prohibiting students from wearing inappropriate apparel as defined in the Rules and Regulations. In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5) In addition, the following guidelines shall apply to all regular school activities:
1. The district and school dress codes shall be enforced equitably on the school campus and at any school-sponsored activity by all staff members.
2. Shoes must be worn at all times.
3. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.)shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, depict weapons or images of violence, bear drug, alcohol or tobacco company advertising, or any likeness of, or reference to, the aforementioned subjects.
4. Clothing shall not advocate racial, ethnic or religious prejudice.
5. Clothes shall be sufficient to conceal undergarments at all times, covering the body from torso to mid-thigh. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than deamed appropriate by school administration.
6. Students maintain their freedom of speech/expression even if the school does not like the message; however, administration can limit expression if it results in a substantial disruption of the school environment or an invasion of the rights of others.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The Principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

The Governing Board believes that appropriate dress and grooming contributes to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate, including clothing that provides appropriate sun protection. Students' dress and grooming must not present a health or safety hazard to themselves or others or a distraction that would interfere with the education process. Personal appearance standards for students are defined in the dress code. A student who violates the dress code may be subject to disciplinary action. (Board Policy 5132)

The development of attitudes and behavior patterns in dress and grooming should be a part of each student's total educational experience. School clothing is, in some degree, a reflection of one's attitude about self and school. We try to maintain a professional, friendly atmosphere in which teachers can teach and students can learn.Students are expected to attend school in clean, neat clothing. Dress, hairstyle, or makeup that is distracting in nature or interferes with the study habits of students in the class or school shall not be acceptable. The following guidelines are intended to define appropriate student attire and personal grooming.

* Shoes must be worn at all times. Backless shoes, "wheelies", or shoes with wedges or heels higher than 1" are not permitted.

* Hair shall be clean and neatly groomed and may not distract the learning environment.
* Shorts and other appropriate undergarments shall be worn under dresses and blouses for the sake of modesty and while participating in PE or playing on equipment.
* Sunglasses may be worn out to recess unless they are deemed a distraction or a problem of any kind. They must be put away when in the classroom.
* Other articles or apparel which may be considered objectionable or dangerous may be prohibited by the site administration.
* Inappropriate shirts include halter tops, crop tops, spaghetti straps, mesh or see-through sheer tops. Shirts must not expose the midriff or cleavage. Tank top straps must be at least one inch wide.
* Pants should be worn at the waist without “sagging;” no undergarments should be visible.
* Clothing with inappropriate lettering, printing, message patches, and artwork is prohibited. This includes references to drugs, alcohol, satanic themes, sex, and violence.
* Chains of any kind (such as wallet chains), and clothing or jewelry with protrusions that could be considered dangerous or unsafe are not allowed.
* Gang-related attire is strictly prohibited and subject to the interpretation of the administration.
* Hats with brims may be worn but must be removed when inside any building. Hats must be worn with the brim in the front. Hats must be stored while in class.
* Flannel/satin pajama type pants/shorts are not allowed.

Students wearing inappropriate attire or footwear may be sent to the office and will be asked to call their parent or guardian. Students will be given the opportunity to change into appropriate clothing, if available at the school site, or request the parent to bring a change of clothing or footwear. Students will return to class upon meeting dress code standards. If you have any questions regarding dress and grooming, please call the school office.{Reference: Board Policy and Administrative Regulation 5132}

(H) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)
The Governing Board recognizes the importance of providing safe ingress, and egress to and from a school site. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including practices relative to school facilities and equipment, outdoor environment, educational programs, and school-sponsored activities.

Staff is responsible for the proper supervision of students during school hours, while at school-sponsored activities, and while students are using district transportation to and from school. Certificated staff members are assigned supervision duties 15 minutes before and after school at appropriate locations. The following procedures are also utilized to ensure safe ingress and egress:

CAMPUS VISITORS
All visitors to the campus are required to check in with the site administration office and receive a visitor's pass. The visitor's pass must be worn in a visible location and clearly displayed. Persons on campus who are not displaying an appropriate visitor's pass will be challenged and directed to the office.

VEHICLE TRAFFIC
• When entering or leaving a school campus, drivers of vehicles shall follow all applicable traffic laws and:
o All traffic flow and direction patterns established, whether temporary or permanent, using cones, markings or other instructional signage.
o The physical and/or verbal directions of school staff assigned to parking or traffic flow duties.
o All directions provided by law enforcement or other school or public safety official.
o The school may partner with local law enforcement to provide traffic monitoring and enforcement of traffic laws if deemed necessary.

PEDESTRIAN & BICYCLE TRAFFIC
• Students who ride bicycles to school are encouraged to wear appropriate safety helmets and must do so if required by law. Additional information on CA helmet laws can be found at: https://www.bicyclelaw.com/california-bicycle-laws/california-bicycle-helmet-law/
• Students who walk or ride bicycles to or from school should follow all general pedestrian safety guidelines including:
o Appropriate use of sidewalks.
o Use crosswalks where available and safe street crossing strategies where not marked.
o Use of crossing signals and or following the direction of crossing guards (where stationed).
o Walk in groups or pairs whenever possible.
• Students who are approached by strangers or observe any concerning behavior should report it to an adult on campus as soon as possible.

The Governing Board also recognizes the importance of providing safe ingress and egress for individuals with access or functional needs. Information regarding students that may require assistance with ingress, and egress to and from a school site is contained in our SIS system. This information will be shared with the appropriate parties (in accordance with all applicable laws & regulations) to ensure that these individuals have a safe means of ingress, and egress to and from school. Special care will also be given to emergency situations, and means of emergency egress will be confirmed from all locations on a site to the designated evacuation sites. The appropriate parties will be trained on the emergency procedures, and these procedures will be practiced during any emergency preparedness drills.

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

Component:
One - Programs to promote a positive learning environment

Element:
Our plan helps us to create culture where students are safe, respectful, and responsible.

Opportunity for Improvement:
Since discipline is essential to academic progress, the teachers and staff of the Buckeye Union School District work together to encourage productive behavior in a firm, fair, and consistent manner. Silva Valley Elementary School has implemented the Positive Behavior Intervention and Supports (PBIS) program approximately six years ago. During the 2019 - 2020 school year, a team of classified staff, certificated staff, Silva Valley parents, and school administration participated in Tier 1 training at the Placer County Office of Education (PCOE). During the 2021 - 2022 school year, the PBIS team conducted a PBIS roll out at the beginning of the school year. Each student has PBIS passport that used to monitor when each instructional lesson for each area has been completed. During the 2022 - 2023 school year, the PBIS Tier 1 team continues to expand and refine the universal supports for all students. During the 2022-2023 school year, the staff participated in Tier 2 team training with the Placer County Office of Education. Beginning the 2023 - 2024 school year, Silva Valley began implementation of the Tier 2 systems of supports such as check-in-check-out.

PBIS is a systems approach to preventing and responding to classroom and school discipline problems. PBIS develops school-wide systems that support staff to teach and promote appropriate behavior in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers at Silva Valley can teach and students can learn.
Purpose of PBIS
1) Increase consistent use of positive teaching and reinforcement strategies among all school staff at school-wide, classroom, and individual student levels.
2) Reduce use of reactive discipline measures (office discipline, referrals, etc.) in schools for all students.
3) Increase data-based decision-making about behavior and academic instruction and reinforcement across all school settings.
4) Implement effective comprehensive supports/services/interventions for students with the most intensive behavioral/emotional needs.

Silva Valley Elementary School-Wide Rules:

Be Safe
Be Respectful
Be Responsible

Objectives	Action Steps	Resources	Lead Person	Evaluation
To support the mental health needs of the students.	1) Counselor will meet with students individually and in groups as needed. 2) Counselor will provide monthly bulletins and videos to support the mental health needs of the students. 3) Counselor will meet monthly with students in their classrooms to discuss mental health topics such as Zones of Regulation.	Scheduling of counselor's time	Counselor	1) Log of counselor's visit to classrooms.
The Silva Valley staff will continue to implement the Positive Behavior Intervention and Supports (PBIS) program.	1) Classroom teachers will review school/class rules at the beginning of the school year with students and throughout the school year as needed. 2) The PBIS Team will conduct an annual review of the program by completing the Tiered Fidelity Inventory and use this as guide to fully implement PBIS. 3) Educate students and parents through the Parent/Student Handbook and monthly parent bulletins regarding school rules and PBIS implementation procedures. 4) Tier 1 PBIS meetings will be held monthly. 5) Office will monitor the number of referrals using the SWIS program. 6) Tier 2 PBIS meetings will be held twice monthly.	1) Parent/Student handbook. 2) Class time allocated for reviewing school/class rules and PBIS. 3) Scheduling of counselor's time. 4) Supplies for positive acknowledge ticket system. 5) Monthly Tier 1 meetings. 6) Review of PBIS procedures at monthly collaboration meetings. 7) Monthly Tier 2 meetings.	Principal PBIS Tier 1 team lead PBIS Tier 2 team lead	1) Monitor office referrals monthly. 2) Log of counselor classroom visits. 3) Monthly PBIS meetings held. 4) SWIS implemented. 5) Annual Tiered Fidelity Survey

Objectives	Action Steps	Resources	Lead Person	Evaluation
To reduce the number of disciplinary issues on the playground during recess.	1) The PE teacher will update the playground game rules for the yard duties. 2) The PE teacher will teach specific games for the students to play on the playground during recess. 3) The counselor will build the Team Eagle program to support students having conflicts on the playground during recess.	None	Counselor PE teacher Principal	1) Reduction in the number of conflicts during recess
Zones of Regulation	1) Staff and students will be trained on Zones of Regulation by the school counselor.	None	Counselor	1) Documentation of trainings with staff

Component:
Two - Physical Environment

Element:
Our plan helps us to create culture where students are safe, respectful, and responsible.

Opportunity for Improvement:
To continue to foster a safe, positive learning environment by improving student well-being in the school and community.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Traffic procedures during arrival and departure times will continue to be reviewed and monitored by the Silva Valley staff.	1) Traffic procedures, rules, and expectations will be communicated to parents and students at the beginning of the school year and reminders sent to parents throughout the school year. 2) Seek assistance from the California Highway Patrol for monitoring traffic safety during pick up and drop off times, as needed. 3) Silva Valley staff will be assigned to specific locations before and after school to monitor students arriving and departing school. 4) Two crossing guards will be assigned to intersection of Silva Valley Parkway and Golden Eagle Way before and after school. 5) Signage and cones will be installed in staff parking area to limit parents from driving back into staff parking area.	Funds allocated for two crossing guard (District)	Principal District staff	Monitoring of traffic procedures

Objectives	Action Steps	Resources	Lead Person	Evaluation
Community members, staff, and students arriving and departing campus and throughout the day will be carefully monitored.	1) Yard duty personnel will use 2-way radios to communicate with the office to notify office of suspicious people on campus. 2) Yard duty meetings will be held periodically to review and clarify expectations. 3) Students checked out during lunch or recess will be sent to the office to be checked out in the presence of school personnel. 4) School staff will check identification of any person checking out a student if they do not recognize that person. 5) Signs posted on either side of front office reminding parents to sign-in before entering campus. 6) Supervision will be provided by staff fifteen minutes before arrival of students and during departure times.	1) Parents and students will be regularly reminded of the procedures. 2) Emergency cards will be updated annually. 3) 2-way radios.	Principal Office Staff Yard Duty Supervisors	Monitoring of check in/out procedures.
Parent volunteers will follow District volunteer procedures.	1) All new parent volunteers to be fingerprinted each year. 2) All parent volunteers will sign in at the school office and wear lanyards while on site. 3) Volunteer sign-in process to be monitored for accountability. 4) School secretary to review all volunteers to make sure they are fingerprinted and have completed the District requirements.	No funds allocated	Principal School Secretaries	Monitor parent volunteers.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Signs at Entry Points	1) Signs will be updated at entry point to the school.	District allocated funds	Lead Custodians	Evident of installation of signs

Component:
Three - Emergency Procedures

Element:
Our plan helps us to develop procedures to prepare for emergency situations.

Opportunity for Improvement:
To foster a safe, positive learning environment by improving student well-being in the school community and neighborhood.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Emergency Procedures will continue to be reviewed, refined, and practiced by Silva Valley staff.	1) Safety folders in all classrooms will be updated by teachers. 2) Regular emergency drills will be conducted. 3) Incident Command Team will be updated annually. 4) All classrooms and incident command team will be issued two-way radios.	1) SEMS manual. 2) Red emergency folders in all rooms. 3) Secure two-way radios.	Principal Teachers	1) Red safety folders posted in classrooms. 2) Log of monthly fire drills and lockdown drills held.
Fire Inspection	1) Annual Fire Inspection will occur in the fall of the school year. 2) Fire Inspection report will be reviewed and analyzed for ways to reduce action steps by fire inspector.	No funds allocated	Lead Custodian Principal	Fire Inspection Report
Williams Act Inspection	1) Maintenance and Silva Valley Custodial staff will conduct a facility inspection in the fall of the school year.	No funds allocated	Lead Custodian Maintenance Staff	Inspection Report

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

Silva Valley Elementary School Student Conduct Code
Under California Law, students will be held strictly accountable for disorderly conduct on school property and on the way to and from school. Students are expected to follow the directions of school personnel while on school property, on the way to and from school, and at any school function. Students are expected to conduct themselves in a manner that will bring credit to themselves, their parents, and the school at all times.

Conduct Code Procedures
Since discipline is essential to academic progress, the teachers and staff of the Buckeye Union School District work together to encourage productive behavior in a firm, fair, and consistent manner. As a staff we follow the Positive Behavior Interventions and Supports (PBIS) model. PBIS is a systems approach to preventing and responding to classroom and school discipline problems. PBIS develops school-wide systems that support staff to teach and promote appropriate behavior in all students. By reducing behavioral problems, PBIS promotes and maintains safe learning environments where teachers at Silva Valley can teach and students can learn.

Purpose of PBIS:
1) Increase consistent use of positive teaching and reinforcement strategies among all school staff at school-wide, classroom, and individual student levels.
2) Reduce use of reactive discipline measures (office discipline, referrals, etc.) in schools for all students.
3) Increase data-based decision-making about behavior and academic instruction and reinforcement across all school settings.
4) Implement effective comprehensive supports/services/interventions for students with the most intensive behavioral/emotional needs.

Silva Valley Elementary School-Wide Rules
BE RESPONSIBLE
BE RESPECTFUL
BE SAFE

(K) 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, gender identity, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

(L) Procedures to Prepare for Active Shooters

Procedures for Active Shooter

PURPOSE: These procedures are intended to provide guidance in the event an individual is actively shooting persons at the school site and to comply with the applicable regulations of the Occupational Safety and Health Administration (OSHA). Our active shooter response plan is based on giving employees authority to make crucial decisions that will save lives. School shootings typically end within just a few minutes, before law enforcement arrives.

DEFINITIONS: An active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on Buckeye Union School District's grounds. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional harm to victims and act as an impediment to police and emergency responders. These devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

A Lockdown may be a component of any emergency but is not an automatic response to an active shooter killing students and staff on campus. Instead, it is recommended you RUN, HIDE, or FIGHT.

PROCEDURES:
The first employee to identify an active shooter situation will alert others at the site. Use the loudest, most wide-ranging form of communication available. At Silva Valley Elementary School we will use the emergency lockdown alarm, PA system, radios, telephones, and email. Do not use the fire alarm. Speak in plain language, using the words ACTIVE SHOOTER.
Location of the incident.
Physical description of the shooter(s).
Type of weapon (if known).
Any employee who is at a location distant and out of immediate threat from the active shooter will immediately call 911 to inform them of all details available.
The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the 911 operator:
Description of shooter(s) and possible location.
Number and types of weapons.
Shooter's direction of travel.
Location and condition of any victims.

POTENTIAL RESPONSES
In response to an active shooter event there will be three potential courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome for them and their students.
You can choose to RUN, HIDE, or if necessary FIGHT.

RUN
If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:
Have an escape route and plan in mind that will get you and your students out of danger.
Assist children or others who cannot run to the best of your ability.
Leave your belongings behind.
If not in charge of students, evacuate regardless of whether others agree to follow.
Prevent others from entering an area where the active shooter may be.
Keep your hands visible.
Follow the instructions of any Police Officers/First Responders.
Do not attempt to move wounded people.
Call 911 when you are safe.
Go to the pre-arranged site(s) agreed upon for your site. Silva Valley Elementary identified evacuation sites are Oak Meadow Elementary and Rolling Hills Middle School.

HIDE
If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:
IF AN ACTIVE SHOOTER IS NEARBY
Lock the door and barricade with all heavy furniture and equipment in the room.

Silence cell phones and keep students quiet. Dial 911 so the operator can listen to what is going on, even if you cannot talk.
Turn off any source of noise: Radios/TV/Learning devices.
USE COVER (anything that will protect you from bullets): Full bookcase, masonry wall, heavy desk, etc. and stay low.
USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
Have a plan for an alternate means of escape if possible (through a window, adjoining room, etc). Use your escape route as soon as you determine it will enhance your survivability. See RUN above.
IF AN ACTIVE SHOOTER IS VERY CLOSE
Lock the door if possible but do not make noise moving items in the room to barricade the door. Follow all the other recommendations above. Get ready to RUN or FIGHT if the shooter gains access.

FIGHT
If it is not possible to Run or Hide and you are confronted face-to-face with an active shooter then you may choose to distract or incapacitate the shooter long enough to increase survivability for yourself and your students. Follow these recommendations:
Act as aggressively as possible against the shooter.
Yell, create confusion, and distract the shooter in any way possible.
Throw items at the shooter.
Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block or hit with chairs and desks).
Help others when possible if you see them attempting to incapacitate the shooter.
Ensure students are evacuating as rapidly as possible from the active engagement area.
Once started, commit yourself to the defensive physical actions.

LAW ENFORCEMENT RESPONSE
Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:
Comply with all police instructions. The first responding officers will be focused on stopping the active shooter and that is all. As others arrive they will be clearing areas for follow-on emergency and medical teams.
Remain calm, do what you are told without arguing or second-guessing. If you have information about additional shooters or hazards inform them clearly.
Put down any items in your hands, raise your hands when coming in contact with officers.
Keep your hands visible at all times.
Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety.
Avoid pointing, screaming, yelling.
If you find a weapon or have taken a weapon from an active shooter DO NOT carry it out in your hands. If safe, leave it where it is. If it is not safe to leave it where it is then attempt to put in a safe location, or bring out in a small container such as an office trash can. Put it down as soon as you see law enforcement and tell them what it is.
When evacuating, go the direction the officers are coming from. Do not ask for directions or help.

When appropriate, be able to provide information that you know:
Number of shooters.
Identity and description.
Number of victims you saw and location.
Type of problem that caused the situation.
Type and number of weapons possibly in the possession of the shooter.
Number and location of individuals still in the building or in danger.
Keys, codes, or access information to all areas.

POST-INCIDENT ACTION
When the police have determined that the active shooter emergency is under control, an “ALL CLEAR” will be given. You may not be allowed back into the school.

Medical Assistance:
Ensure first aid is applied as soon as possible, when in a safe area.
Treat severe bleeding and life-threatening wounds first.
Enlist all available help to prevent loss of blood, shock, and other trauma conditions.
Report all injuries to medical authorities on site as soon as possible.
For non-emergency employee injuries, contact the SIA (Schools Insurance Authority) at (916) 364-1281 for treatment instructions. In

emergency medical situations, call the number as soon as you can following treatment to ensure your Workers Compensation Benefits are engaged.
Accountability:
If in charge of students, attempt to gain accountability as soon as possible.
Communicate your status and the accountability of your students by phone, email, or Blackboard Connect.
Students will be returned to parents in the following manner: Students will be gathered in the Multi-Purpose Room, Gym, or one of the two predetermined evacuation sites (Blue Oak Elementary or Holy Trinity Church).
Counseling:
Following an active shooter event, counseling and support will be provided.
Employees and family members can contact the El Dorado County Behavioral Health Department at https://www.edcgov.us/Government/MentalHealth or (530) 621-6290. for additional resources.
OSHA. In the event there is a fatality or an employee is hospitalized for treatment, OSHA must be notified. If there is a fatality, OSHA must be notified within 8 hours. In the event of a hospitalization, OSHA must be notified within 24 hours. Human Resources/Office personnel will ensure that the SIA Early Intervention Nurse has all the information needed to make this report on the district's behalf.
Media. The district will designate a representative(s) who will respond to any media requests for information. The representative(s) will carefully consider the nature of any such requests to avoid disclosing confidential and/or protected information that is protected by Federal and State privacy and medical information laws and regulations. Care will be taken to avoid relaying information that could interfere with any ongoing federal or local law enforcement or district investigation.

REFERENCES:
US Department of Homeland Security Active Shooter How-To-Respond, October 2008
US FBI Active Shooter Planning and Response in a Healthcare Setting, April 2015
ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training Institute Active Shooter Response Procedures, 2016
www.alicetraining.com
WORKPLACE VIOLENCE - ACTIVE SHOOTER RESPONSE, Mark A. Lies, II. www.seyfarth.com

Procedures for Preventing Acts of Bullying and Cyber-bullying
The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyber-bully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the Principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Definitions

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

Cyber-bullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyber-bullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures

2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm

3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public

4. Cyber-bullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, website, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

2. Providing to students, through student handbooks and other age-appropriate means, information about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying

3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously

4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias

5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall make the California Department of Education's online training module on the dynamics of bullying and cyber-bullying, which includes the identification of bullying and cyber-bullying and the implementation of strategies to address bullying, available annually to all certificated staff and to other employees who have regular interaction with students. (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences

2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims

3. Identify the signs of bullying or harassing behavior

4. Take immediate corrective action when bullying is observed

5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyber-bullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, Principal, Vice Principal, or any other available school employee.

When a report of bullying is submitted, the Principal or designee shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the Principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the Principal or designee, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyber-bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyber-bullying and to notify a teacher, the Principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, Principal, or Principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

Safety Plan Review, Evaluation and Amendment Procedures

The Silva Valley Elementary School comprehensive safety plan will be reviewed, evaluated and amended annually each year.

Pursuant to Education Code Section 35294.6(a), the Buckeye Union School District adopts this comprehensive school safety plan at a regular meeting of the Board of Trustees. An opportunity for public comment will be provided during this meeting, prior to the plan's adoption.

Safety Plan Appendices

Emergency Contact Numbers

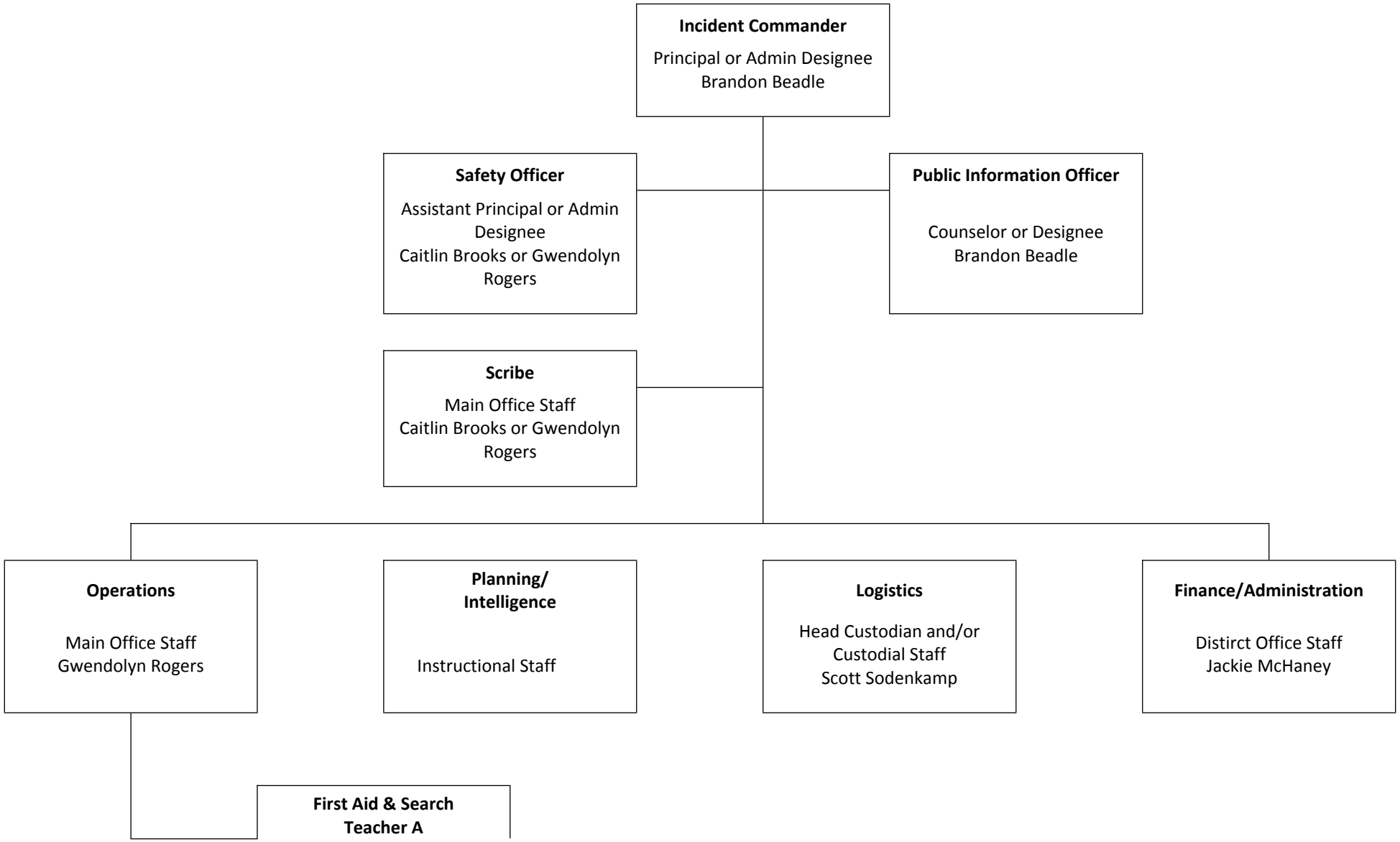
Utilities, Responders and Communication Resources

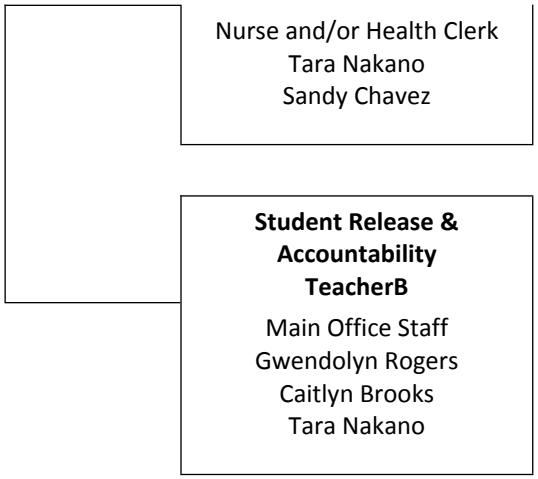
Type	Vendor	Number	Comments
School District	Buckeye Union School District Office	(530) 677-2261 or (916) 985-2183	District
Emergency Services	El Dorado County Sheriff's Department	(530) 621-5655 or 9-1-1	law enforcement
Public Utilities	Pacific, Gas and Electric	(800) 743-5000 or 9-1-1	electric and gas
Emergency Services	El Dorado Hills Fire Department (Station 85)	9-1-1 or (916) 933-6623	fire
Local Hospitals	Mercy Hospital of Folsom	(916) 983-7400	hospital
City Services	El Dorado County Air Quality Management District	(530) 621-7501	
City Services	El Dorado County Animal Services	(530) 621-5795	animal conttrol
Public Utilities	El Doardo Irrigation District	(530) 622-4513	water / sewage
City Services	El Dorado County Child Protective Services	(844) 756-3699 or (530) 642-7100	Child Protective Services
City Services	El Dorado County Disaster Preparedness and Response	(530) 621-7560	

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)
Safety Team Meeting - Safety Plan Review and approval	N/A	
School Site Council - Safety Plan review	11/14/24	Site Council Meeting
School Site Council - Safety Plan approval	11/14/24	Site Council Meeting
Board Meeting - CSMS Safety Plan Reivew		Buckeye Union School District School Board Meeting

Silva Valley Elementary School Incident Command System




Nurse and/or Health Clerk
Tara Nakano
Sandy Chavez
Student Release & Accountability
TeacherB
Main Office Staff
Gwendolyn Rogers
Caitlyn Brooks
Tara Nakano

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.

Emergency Response Guidelines

Step One: Identify the Type of Emergency
The first reponse to an emergency is to determine the type of emergency that has occurred. Procedures for several different types of emergencies are listed in the following section.

Step Two: Identify the Level of Emergency
The second step in reponding to an emergency is to determine the level of emergency. To assist schools in classifying emergency situations there is a three tiered rating below:

- Level 1 Emergency: A minor emergency that is handled by school personnel without the assistance from outside agencies, e.g., a temporary power outage, a minor injury during PE.
- Level 2 Emergency: A moderate emergency that requires assistance from outside agencies, such as a fire or an injury which requires an ambulance.
- Level 3 Emergency: A major emergency event that requires assistance from outside agencies such as a major earthquake, a civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

Step Three: Determine the Immediate Response Action
Once the type and extent of an emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are:

- Duck and Cover: Students and staff protect themselves by crouching under a table, desk, or chair until the danger passes.
- Shelter in Place: Students and staff are kept indoors in order to isolate them from the outdoor environment.
- Lock Down: Students and staff are kept in a designated locked area with blinds closed and lights off and sitting quietly until danger has passed, such as an intruder being on campus.
- Evacuate Building: Students and staff are escorted outside to an assembly area if it has been determined that it is too dangerous to remain indoors. Assist individuals who are unable to evacuate on their own to the best of your ability.
- Evacuate Campus: Students and staff are escorted to an off-site assembly area if it has been determined that it is too dangerous to remain on campus. Assist individuals who are unable to evacuate on their own to the best of your ability.
- All Clear: Notification is given that normal school operations should resume.

Step Four: Communicate the Appropriate Response Action
Once the type of immediate response action is determined, the incident commander must immediately inform the site's staff which response action to take. The most important method of communication depends on the response action selected. When announcing what response to take, avoid codes, jargon, or any other potentially confusing vocabulary. Be calm, direct, and clear in your announcements.

- Duck and Cover: Immediately use the site's school-wide communication system to instruct students and staff to protect themselves by moving into a "duck and cover" position by crouching under a table, desk, or chair until the danger passes. Time is the most urgent matter with this response action as the emergency may take place before the announcement can be made. However, do not assume that all members of the site are already in a "duck and cover" position. Make the announcement even if the immediate crisis has passed.

- Shelter in Place: Immediately use the site's school-wide communication system to instruct students and staff that they are to stay indoors until further notice, even if the heating and air conditioning system is disabled.

- Lock Down: Immediately use the site's school-wide communication system to instruct staff to lock all exterior doors, to close any open windows along with blinds, and to keep students as far away as possible from any windows until further notice.

- Evacuate Building: Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the sites outside assembly area. Assist individuals who are unable to evacuate on their own to the best of your ability.

- Evacuate Campus: Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the sites outside assembly area. From there, notify staff and students using a bullhorn that it has been determined that it is too dangerous to remain on campus. Provide instructions on how staff and students will be relocated. Assist individuals who are unable to evacuate on their own to the best of your ability.

Types of Emergencies & Specific Procedures

Aircraft Crash
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

Emergency response will depend on the size of the aircraft, nature of the crash, and proximity to the school. If it is safe to remain inside the building, all students should be kept in the school under supervision. The crash may also result in an explosion, chemical spill or utility interruption. The procedures below are recommendations:

Aircraft crashes into the school

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify police and fire department (call 9-1-1).
- Determine immediate response procedures, which may include EVACUATION, OFF-SITE EVACUATION or DIRECTED TRANSPORTATION.
- Notify District Superintendent, who will contact the Office of Emergency Services. Arrange for first aid treatment and removal of injured occupants from building.
- Secure area to prevent unauthorized access until the Fire Department arrives. Ensure that students and staff remain at a safe distance from the crash.
- Account for all building occupants and determine extent of injuries.
- Do not re-enter building until the authorities provide clearance to do so.

STAFF ACTIONS:

- Notify Principal.
- Move students away from immediate vicinity of the crash. Assist individuals who are unable to move on their own to the best of your ability.
- EVACUATE students from the building using primary and/or alternate fire routes to a safe assembly area away from the crash scene. Assist individuals who are unable to evacuate on their own to the best of your ability.
- Take Go Box.
- Check school site to assure that all students have evacuated. Take attendance at the assembly area.
- Report missing students to the Principal/designee and emergency response personnel. Maintain control of the students a safe distance from the crash site.
- Care for the injured, if any.
- Escort students back to the to the school site when emergency response officials have determined it is safe to return to the building.

Aircraft crashes near school

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify police and fire department (call 9-1-1).
- Initiate SHELTER IN PLACE, if warranted.
- Ensure that students and staff remain at a safe distance from the crash.
- Notify District Superintendent, who will contact the El Dorado County Office of Emergency Services.
- Fire department officials will secure area to prevent unauthorized access. Do not enter affected areas until the appropriate authorities provide clearance to do so.

STAFF ACTIONS:

- Notify Principal.

- Move students away from immediate vicinity of the crash. Assist individuals who are unable to move on their own to the best of your ability.
- Remain inside with students unless subsequent explosions or fire endanger the building.

Animal Disturbance
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

El Dorado County Animal Control/Services
Phone: (530) 621-5795 and from El Dorado Hills - Phone: (916) 358-3555 ext. 5795
Address: 6435 Capitol Ave., Diamond Springs, CA 95619

If there is a rabid or uncontrollable animal on campus, implement this procedure when any wild animal threatens the safety of the students and staff.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Isolate the students from the animal.
- Close doors and use tables as a means to isolating the animal.
- If the animal is outside, keep students inside and institute a LOCKDOWN.
- If the animal is inside, initiate an EVACUATION outside to a protected area away from the animal.
- Contact the Animal Control for assistance in removing the animal.
- If the animal injures anyone, seek medical assistance from the school nurse or call 9-1-1.
- Notify parent/guardian and recommended health advisor.

STAFF/TEACHER ACTIONS:

- If the animal is outside, keep students inside.
- Lock doors and keep students away from the windows.
- If the animal is inside, EVACUATE students to a sheltered area away from the animal. Assist individuals who are unable to evacuate on their own to the best of your ability.
- Notify the Principal if there are any injuries.

Armed Assault on Campus

Procedures for Active Shooter

PURPOSE: These procedures are intended to provide guidance in the event an individual is actively shooting persons at the school site and to comply with the applicable regulations of the Occupational Safety and Health Administration (OSHA). Our active shooter response plan is based on giving employees authority to make crucial decisions that will save lives. School shootings typically end within just a few minutes, before law enforcement arrives.

DEFINITIONS: An active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on Buckeye Union School District's grounds. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These devices may detonate immediately, have delayed detonation fuses, or detonate on contact.
A lock down may be a component of any emergency but is not an automatic response to an active shooter killing students and staff on campus. Instead, it is recommended you RUN, HIDE, or FIGHT.

PROCEDURES:
The first employee to identify an active shooter situation will alert others at the site. Use the loudest, most wide-ranging form of communication available. At Silva Valley Elementary School we will use the emergency lock down alarm, PA system, radios, telephones, and email. Do not use the fire alarm.
Speak in plain language, using the words ACTIVE SHOOTER.
Location of the incident.
Physical description of the shooter(s).
Type of weapon (if known).
Any employee who is at a location distant and out of immediate threat from the active shooter will immediately call 911 to inform them of all details available.
The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the 911 operator:
Description of shooter(s) and possible location.
Number and types of weapons.
Shooter's direction of travel.
Location and condition of any victims.

POTENTIAL RESPONSES
In response to an active shooter event there will be three potential courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome for them and their students.
You can choose to RUN, HIDE, or if necessary FIGHT.

RUN
If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:
Have an escape route and plan in mind that will get you and your students out of danger.
Assist children or others who cannot run to the best of your ability.
Leave your belongings behind.
If not in charge of students, evacuate regardless of whether others agree to follow.
Prevent others from entering an area where the active shooter may be.
Keep your hands visible.
Follow the instructions of any Police Officers/First Responders.
Do not attempt to move wounded people.
Call 911 when you are safe.
Go to the pre-arranged site(s) agreed upon for your site. Silva Valley identified evacuation sites are Oak Meadow Elementary School and Rolling Hills Middle School.

HIDE
If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:

IF AN ACTIVE SHOOTER IS NEARBY

Lock the door and barricade with all heavy furniture and equipment in the room.
Silence cell phones and keep students quiet. Dial 911 so the operator can listen to what is going on, even if you cannot talk.
Turn off any source of noise: Radios/TV/Learning devices.
USE COVER (anything that will protect you from bullets): Full bookcase, masonry wall, heavy desk, etc. and stay low.
USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
Have a plan for an alternate means of escape if possible (through a window, adjoining room, etc). Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

IF AN ACTIVE SHOOTER IS VERY CLOSE

Lock the door if possible but do not make noise moving items in the room to barricade the door. Follow all the other recommendations above. Get ready to RUN or FIGHT if the shooter gains access.

FIGHT

If it is not possible to Run or Hide and you are confronted face-to-face with an active shooter then you may choose to distract or incapacitate the shooter long enough to increase survivability for yourself and your students. Follow these recommendations:
Act as aggressively as possible against the shooter.
Yell, create confusion, and distract the shooter in any way possible.
Throw items at the shooter.
Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block or hit with chairs and desks).
Help others when possible if you see them attempting to incapacitate the shooter.
Ensure students are evacuating as rapidly as possible from the active engagement area.
Once started, commit yourself to the defensive physical actions.

LAW ENFORCEMENT RESPONSE

Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:
Comply with all police instructions. The first responding officers will be focused on stopping the active shooter and that is all. As others arrive they will be clearing areas for follow-on emergency and medical teams.
Remain calm, do what you are told without arguing or second-guessing. If you have information about additional shooters or hazards inform them clearly.
Put down any items in your hands, raise your hands when coming in contact with officers.
Keep your hands visible at all times.
Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety.
Avoid pointing, screaming, yelling.
If you find a weapon or have taken a weapon from an active shooter DO NOT carry it out in your hands. If safe, leave it where it is. If it is not safe to leave it where it is then attempt to put in a safe location, or bring out in a small container such as an office trash can. Put it down as soon as you see law enforcement and tell them what it is.
When evacuating, go the direction the officers are coming from. Do not ask for directions or help.

When appropriate, be able to provide information that you know:
Number of shooters.
Identity and description.
Number of victims you saw and location.
Type of problem that caused the situation.
Type and number of weapons possibly in the possession of the shooter.
Number and location of individuals still in the building or in danger.
Keys, codes, or access information to all areas.

POST-INCIDENT ACTION

When the police have determined that the active shooter emergency is under control, an “ALL CLEAR” will be given. You may not be allowed back into the school.

Medical Assistance:
Ensure first aid is applied as soon as possible, when in a safe area.
Treat severe bleeding and life-threatening wounds first.
Enlist all available help to prevent loss of blood, shock, and other trauma conditions.

Report all injuries to medical authorities on site as soon as possible.
For non-emergency employee injuries, contact the SIA (Schools Insurance Authority) at (916) 364-1281 for treatment instructions. In emergency medical situations, call the number as soon as you can following treatment to ensure your Workers Compensation Benefits are engaged.
Accountability:
If in charge of students, attempt to gain accountability as soon as possible.
Communicate your status and the accountability of your students by phone, email, or Blackboard Connect.
Students will be returned to parents in the following manner: Students will be gathered in the Multi-Purpose Room, Gym, or one of the two predetermined evacuation sites (Blue Oak Elementary or Holy Trinity Church).
Counseling:
Following an active shooter event, counseling and support will be provided.
Employees and family members can contact the El Dorado County Behavioral Health Department at https://www.edcgov.us/Government/MentalHealth or (530) 621-6290. for additional resources.
OSHA. In the event there is a fatality or an employee is hospitalized for treatment, OSHA must be notified. If there is a fatality, OSHA must be notified within 8 hours. In the event of a hospitalization, OSHA must be notified within 24 hours. Human Resources/Office personnel will ensure that the SIA Early Intervention Nurse has all the information needed to make this report on the district's behalf.
Media. The district will designate a representative(s) who will respond to any media requests for information. The representative(s) will carefully consider the nature of any such requests to avoid disclosing confidential and/or protected information that is protected by Federal and State privacy and medical information laws and regulations. Care will be taken to avoid relaying information that could interfere with any ongoing federal or local law enforcement or district investigation.

REFERENCES:
US Department of Homeland Security Active Shooter How-To-Respond, October 2008
US FBI Active Shooter Planning and Response in a Healthcare Setting, April 2015
ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training Institute Active Shooter Response Procedures, 2016
www.alicetraining.com
WORKPLACE VIOLENCE - ACTIVE SHOOTER RESPONSE, Mark A. Lies, II. www.seyfarth.com

Biological or Chemical Release
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

Such incidents may include the release of radioactive materials. A biological agent can be introduced through:

- postal mail, via a contaminated letter or package
- a building's ventilation system
- a small explosive device to help it become airborne
- a contaminated item such as a backpack, book bag, or other parcel left unattended
- the food supply
- aerosol release (for example, with a crop duster or spray equipment)

Defense against biological release (e.g. anthrax, smallpox, plague, ricin, etc.) is difficult because it usually appears after some time has lapsed. Indicators that may suggest the release of a biological or chemical substance include multiple victims suffering from: watery eyes, choking or breathing difficulty, twitching or the loss of coordination. Another indicator is the presence of distressed animals or dead birds. Determine which scenario applies and implement the appropriate response and/or procedures.

Outside the Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Initiate SHELTER IN PLACE. Shut off HVAC units and call 9-1-1. Provide location and nature of the emergency and school actions taken.

- Move to central location where windows and doors can be sealed with duct tape.
- Notify District supervisors of the situation.
- Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.
- Arrange for psychological counseling for students and staff.

STAFF ACTIONS:

- Notify Principal.
- Move students away from immediate vicinity of danger (if outside, implement REVERSE EVACUATION). Assist individuals who are unable to move on their own to the best of your ability.
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.
- Send affected individuals to a designated area for medical attention.
- Follow standard student assembly, accounting and reporting procedures.

Inside the Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Initiate EVACUATION of building or OFF-SITE EVACUATION to move students away from immediate vicinity of danger. Move upwind from the potential danger.
- Call 9-1-1. Provide exact location and nature of emergency.
- Designate security team to isolate and restrict access to potentially contaminated areas.
- Wait for instructions from emergency responders-Health or Fire Department.
- Notify District Supervisors of the situation.
- Arrange for immediate psychological counseling for students and staff.
- Wait to return to the building until it has been declared safe by local Haz Mat or appropriate agency.

STAFF ACTIONS:

- Notify Principal or site administrator.
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.
- Implement EVACUATION or OFF-SITE EVACUATION, as appropriate. Assist individuals who are unable to evacuate on their own to the best of your ability.
- Send affected individuals to a designated area for medical attention.
- Follow standard student assembly, accounting and reporting procedures.
- Prepare a list of those who are in the affected area to provide to emergency response personnel.

THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT:

- Wash affected areas with soap and water.
- Immediately remove and contain contaminated clothing
- Do not use bleach on potentially exposed skins.
- Remain in safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive.

Bomb Threat/ Threat Of violence

(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

1. lf phone call, attempt to keep the caller on the line.
2. CAII 9-1-1 - OFF THE AIR- DO NOT USE CELL PHONES, TEXT MESSAGE, OR USE WALKIE-TALKIES.
3. Principal notifies (or assigns a designee to notify) Asst. Principal, Support staff, Superintendent and other district administrators.
4. lntercom announcement, "Please do a quick 1-minute scan of your classroom or office for anything unusual."

a. (A Professional/law enforcement officer will decide (if it is a bomb-device or not).

5. Follow the directions of law enforcement, they will search perimeter, public areas, pool, etc. and assist with crowd control. Have extra school maps available for law enforcement.
6. Principal activates SEMS Plan (Standardized Emergency Management System), as needed.
7. Secure campus perimeter.
8. Evacuate, if deemed necessary. Help students with disabilities. Teachers take roll sheets and office staff takes emergency cards to evacuation area.
9. Take roll and alert command center of any student not accounted for (telephone, intercom, communication devices, and/or email).
10. All Clear will be signaled by Principal after authorization from law enforcement.
11. Principal debriefs staff, parents/community, and students.
12. Student Release Procedures (only send students home before end of day if directed by Superintendent).
a. Use signs to designate "Request Student Pick-up Area and Release Students Area.
b. Use signs to direct parents how to line -up (e.g. alpha, grade levels, or room numbers).
c. Release younger students first.
d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" to verify authorized adults who can pick-up student. (RETAIN RECORDS)
e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical Area, if necessary.

Bus Disaster
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

The BUSD transportation department maintains a record for each bus serving the district. These records contain rosters, including an emergency telephone number for each student assigned to ride the bus. On school field trips, the Teacher-in-Charge of a special activity trip should prepare trip bus folders; one copy of the student emergency contact information should be placed in the trip folder and a second copy should accompany the teacher on the trip. Bus drivers may need to make spontaneous, independent decisions, based on the nature of the emergency, age of children, location of bus and other unique circumstances.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify law enforcement.
- Notify parents/guardians of all students on the bus as soon as accurate information is available.
- Designate a school staff representative to proceed to any medical treatment facility to which an injured student has been taken to assist parents and provide support to students, as appropriate. Notify District supervisors or designee.
- Notify school community about the incident and status of injured students and/or staff.
- Prepare news release for media, if appropriate.

STAFF ACTIONS AT THE SCENE:

- Call 9-1-1, if warranted.
- Notify Transportation Supervisor and site Principal.
- Implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.
- Move all uninjured students to a safe distance from the accident. Assist individuals who are unable to move on their own to the best of your ability.
- Document the names of all injured students and their first aid needs.

BUS DRIVER:

- Turn off power, ignition and headlights.
- Use safety lights, as appropriate.
- Evaluate the need for evacuation.
- Remain with the vehicle.

- Notify California Highway Patrol.

Disorderly Conduct
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

A civil disturbance is an unauthorized assemblage on the school grounds with the potential to: disrupt school activities; cause injury to staff and students; and/or damage property.

Precautionary measures must be taken to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students in their classrooms.

Inside School

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- If the students are engaging in civil disobedience, keep the students confined to one room in the school building.
- Set up a communication exchange with the students, staff and Principal. Try to restore order.
- If unable to calm students and violent or uncontrolled behavior is probable, notify police of situation and request assistance.
- Notify District supervisors or designee
- Send home with students, for their parents/guardians, a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Report disruptive circumstances to Principal/Site Administrator.
- Avoid arguing with participant(s).
- Have all students and employees leave the immediate area of disturbance. Assist individuals who are unable to leave on their own to the best of your ability.
- Lock doors.
- Account for all students and remain in classroom unless instructed otherwise by the Principal or law enforcement.
- Stay away from windows and exterior doors.

Outside of School

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 9-1-1.
- Move any students who are outside into the school building. If unable to do so, have students lie down and cover their heads. Assist individuals who are unable to move on their own to the best of your ability. If unable to move, assist individuals who are unable to lie down and cover up on their own to the best of your ability.
- Once students are in the school building, lock and secure all exterior doors, including restrooms.
- Have custodians remove trash containers and other burnable items from public access.
- Cancel all outside activities.
- Notify District supervisors or designee.
- Maintain an accurate record of events, conversations and actions.
- Assign staff members to assist nurse as necessary.

STAFF ACTIONS:

- Close and lock classroom doors.
- Close all curtains and blinds.

- Keep students away from windows and take precautions to protect them from flying glass in the event windows are broken.
- Instruct students to DUCK AND COVER, lie on the floor and keep students calm. Assist individuals who are unable to DUCK AND COVER on their own to the best of your ability.
- Care for the injured, if any.
- Remain with students within locked classrooms until All Clear is given, regardless of bells and the school schedule.

Earthquake
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

Practice and follow safety procedures:

- Post drill information on or near the classroom door and place in substitute folder.
- Take class list with you during the drill and take roll.
- Walk safely when safe to do so during evacuation.
- Close windows.
- Turn off lights and fans.
- Close classroom doors.

PRINCPAL/SITE ADMINISTRATOR:

- Determine whether site evacuation should be implemented. If so, sound fire alarm.
- This will automatically implement action to EVACUATE the building. EVACUATION may be warranted in some buildings but others may be used for SHELTER IN PLACE.
- If severe, notify the Superintendent or designee of status.
- If necessary, notify Fire Department (call 9-1-1). Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.
- Secure area to prevent unauthorized access until the Fire Department arrives.
- Advise the District supervisors of school status.
- Notify emergency response personnel of any missing students.
- Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within building, your name and phone.
- Direct a systematic, rapid and thorough approach to search the building and surrounding areas.
- Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- Determine if Student Release should be implemented. If so, notify Superintendent or designee, staff, students and parents.
- If damage requires the school to be closed, notify parents and staff of school status and alternate site for classroom instruction. Do not return to the school building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- Keep students, staff away from windows.
- Initiate DROP, COVER AND HOLD ON.
- If explosion occurred inside the school building, EVACUATE to outdoor assembly area.
- Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.
- Check to be sure all students have left the school site.
- Remain with students throughout evacuation process. Upon arrival at assembly area, check attendance. Report status to site administrator immediately.
- Render first aid as necessary.

- Do not return to the building until the emergency response personnel determines it is safe to do so.
- If explosion occurred in the surrounding area, initiate SHELTER IN PLACE. Keep students at a safe distance from site of the explosion.

SPECIAL NEEDS CONSIDERATIONS:

- If you have a special needsstudent who has difficulty getting onto the ground, or cannot get back up again without the help of assistance, then follow these recommendations:
- If your student or a staff member uses a cane: DROP, COVER, and HOLD ON or have them sit on a chair and cover their head and neck with both hands. Their cane should be near them so it can be used when the shaking stops.
- If your student or a staff member uses a walker or wheelchair: They should LOCK their wheels (if applicable). If using a walker, carefully get as low as possible. They should bend over and COVER their head/neck with their arms, a book, or a pillow. Then HOLD ON until shaking stops.
- People who are Deaf or Hard of Hearing:
- Prior to an earthquake, identify and test multiple ways to receive warnings and evacuation information.
- People who are Blind or have Low Vision:
- Earthquakes can cause items to fall and furniture to shift. Regular sound clues may not be available afterwards. Move with caution.

Explosion or Risk Of Explosion

(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.) and proximity to the school. All students should be kept away from the explosion and under supervision.

PRINCIPAL/SITE ADMINISTRATOR:

- Determine whether site evacuation should be implemented. If so, sound fire alarm.
- This will automatically implement action to EVACUATE the building. EVACUATION may be warranted in some buildings but others may be used for SHELTER IN PLACE.
- Notify Fire Department (call 9-1-1). Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.
- Secure area to prevent unauthorized access until the Fire Department arrives.
- Advise the District supervisors of school status.
- Notify emergency response personnel of any missing students.
- Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within building, your name and phone.
- Direct a systematic, rapid and thorough approach to search the building and surrounding areas.
- Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- Determine if Student Release should be implemented. If so, notify staff, students and parents.
- If damage requires the school to be closed, notify parents and staff of school status and alternate site for classroom instruction. Do not return to the school building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- Initiate DROP, COVER and HOLD ON.
- If explosion occurred inside the school building, EVACUATE to outdoor assembly area.
- Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.
- Check to be sure all students have left the school site.

- Remain with students throughout evacuation process. Upon arrival at assembly area, check attendance. Report status to site administrator immediately.
- Render first aid as necessary.
- Do not return to the building until the emergency response personnel determines it is safe to do so.
- If explosion occurred in the surrounding area, initiate SHELTER IN PLACE. Keep students at a safe distance from site of the explosion.

SPECIAL NEEDS CONSIDERATIONS:

- If you have a special needs student who has difficulty getting onto the ground, or cannot get back up again without the help of assistance, then follow these recommendations:
- If your student or a staff member uses a cane: DROP, COVER, and HOLD ON or have them sit on a chair and cover their head and neck with both hands. Their cane should be near them so it can be used when the shaking stops.
- If your student or a staff member uses a walker or wheelchair: They should LOCK their wheels (if applicable). If using a walker, carefully get as low as possible. They should bend over and COVER their head/neck with their arms, a book, or a pillow. Then HOLD ON until shaking stops.

People who are Deaf or Hard of Hearing: Prior to an earthquake, identify and test multiple ways to receive warnings and evacuation information.

People who are Blind or have Low Vision: Earthquakes can cause items to fall and furniture to shift. Regular sound clues may not be available afterwards. Move with caution.

Fire in Surrounding Area
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

A fire in an adjoining area, such as a wild land fire, can threaten the school building and endanger the students and staff. Response actions are determined by location and size of the fire, its proximity to the school and the likelihood that it may endanger the school community.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Determine if EVACUATION of school site is necessary.
- Contact local fire department (call 9-1-1) to determine the correct action for your school site.
- If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan. Assist individuals who are unable to evacuate on their own to the best of your ability.
- Notify district supervisors as needed.
- If needed, contact Transportation (530) 677-5023 or (916) 933-0398 ext. 1195 for OFF-SITE EVACUATION and DIRECTED TRANSPORTATION by bus.
- Direct inspection of premises to assure that all students and personnel have left the building.
- Notify the school district where the school has relocated and post a notice on the office door stating the temporary new location.
- Monitor radio station for information.
- Do not return to the building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- If students are to be evacuated, take attendance to be sure all students are present before leaving the building site. Assist individuals who are unable to evacuate on their own to the best of your ability.
- Stay calm and maintain control of the students and keep them a safe distance from the fire and firefighting equipment.
- Take attendance at the assembly area. Report any missing students to the Principal/site administrator and emergency response personnel.

- Remain with students until the building has been inspected and it has been determined safe to return to.

Fire on School Grounds

(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

When the site's fire alarm is activated, the local fire department receives the alert and is automatically dispatched. When feasible, office staff will make a follow-up call to 9-1-1 to advise emergency personnel the details of the event, but only when and if the call can be made from a safe place. As soon as practicable, administrative staff should notify the district office.

Evacuations should begin immediately:

- Prior to exiting a room staff should ensure it is safe to exit and the pre-identified evacuation route appears clear and safe to travel.
- Staff leading a classroom should check to ensure all students have safely left the classroom before closing the door behind them. Individuals unable to leave on their own should be helped to the best of the staff members ability.
- Upon exit, all doors should be closed.
- Staff should lead students to the predetermined onsite evacuation area using the appropriate and assigned evacuation route. If the route is blocked or unsafe an alternate safe route to the evacuation area should be used.
- Each class should move as quickly, orderly and safely as possible (walk quickly – don't run).
- Upon arrival at the evacuation location - staff will update administration with the status of their class and advise whether all students / staff are accounted for.
- Staff will be responsible for the order and safety of the classroom they supervise while at the evacuation area.
- Do not re-enter buildings until authorized by the fire department or the site administration.

Other recommended safety and response actions:

- Preidentified site safety team staff should immediately respond to predetermined, designated areas of the site to direct non-emergency related vehicle and pedestrian traffic away from danger and limit access to the site. Suggested locations include the parking lot entrance and other pedestrian ingress / egress points.
- Staff who are not directly engaged in supervising students should advise and report to the administration for possible reassignment to a safety position.
- Safety team members should be prepared to receive and direct emergency response personnel to the impacted area.
- Only trained personnel should operate fire extinguishers or other fire suppression equipment, and only after all students have been safely evacuated from the area.
- Remain at least 100 feet away from buildings.
- Contact administration or a firefighter if an individual is missing.

During fire preparedness drills:

- Post drill information on or near the classroom door and place in substitute folder.
- Take class list with you during the drill.
- Walk safely and in single file when possible.
- Close the classroom door once all individuals have exited the classroom.
- Check that all individuals under your supervision are accounted for when you reach your safe destination.
- Contact administration if an individual you are supervising is missing.
- Continue supervision until the "All Clear" has been given, and all individuals have been safely returned to the classroom.
- During practice drills each and every staff member needs to participate until the "All Clear" has been given.

Flooding
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Issue STAND BY instruction.
- Determine if evacuation is required.
- Notify local police department of intent to EVACUATE, the location of the safe evacuation site and the route to be taken to that site.
- Notify District supervisors as needed
- Delegate a search team to assure that all students have been evacuated.
- Issue DIRECTED TRANSPORTATION instruction if students will be evacuated to a safer location by means of buses and cars.
- Post a notice on the office door stating where the school has relocated and inform the District Office.
- Monitor internet or radio station for flood information.
- Notify District Superintendent of school status and action taken.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

STAFF ACTIONS:

- If warranted, EVACUATE students using evacuation plan. Assist individuals who are unable to evacuate on their own to the best of your ability.
- Take the class roster, if applicable, the emergency backpack and student comfort kits.
- Take attendance before leaving the campus.
- Remain with students throughout the evacuation process.
- Upon arrival at the safe site, take attendance.
- Report any missing students to Principal/site administrator and emergency response personnel.
- Do not return to school building until it has been inspected and determined safe by property authorities.

Loss or Failure Of Utilities
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

Failure of any of the utilities (electricity, gas, water) during school hours constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of service. In many cases, such loss of service will be of short duration and require no special action other than notifying staff of the temporary interruption of service.

PRINCIPAL/SITE ADMINISTRATOR:

- Notify appropriate utility company. Provide the following information:
- Affected areas of the school site.
- Type of problem or outage.
- Expected duration of the outage. If known determine length of time service will be interrupted.
- Determine desired action, which may include relocation of students and staff, notification of parents, and alternate food service.
- Contract district supervisors as needed.

- If disruption in service will severely hamper school operation, notify students and staff by appropriate means.
- Use messengers with oral or written word as an alternate means of faculty notification.
- Implement plan to provide services without utilities or with alternate utilities.

Motor Vehicle Crash

(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

A motor vehicle crash may result in a fuel or chemical spill on school property. If the crash results in a utility interruption, refer to the section on Loss or Failure of Utilities.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify police and fire department (call 9-1-1).
- Determine immediate response procedures, which may include EVACUATION, OFF-SITE EVACUATION or DIRECTED

TRANSPORTATION.

- Notify district supervisors as necessary.
- Arrange for first aid treatment and removal of injured occupants from building.
- Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive. Ensure that students and staff remain at a safe distance from the crash.
- Account for all building occupants and determine extent of injuries.

STAFF ACTIONS:

- Notify Principal.
- Move students away from immediate vicinity of the crash. Assist individuals who are unable to move on their own to the best of your ability.
- EVACUATE students to a safe assembly area away from the crash scene. Assist individuals who are unable to evacuate on their own to the best of your ability.
- Take class roster/name tags and, if applicable, the emergency backpack.
- Check school site to assure that all students have evacuated.
- Take attendance at the assembly area.
- Report missing students to the Principal/designee and emergency response personnel.
- Maintain control of the students a safe distance from the crash site.
- Care for the injured, if any.
- Escort students back to the school site when emergency response officials have determined it is safe to return to the building.

Pandemic

(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

Procedures for Pandemic

According to the CDC (Centers for Disease Control and Prevention), an influenza pandemic is a global outbreak of a new influenza, a virus that is very different from current and recently circulating human seasonal influenza A viruses. Pandemics happen when new (novel) influenza A viruses emerge which are able to infect people easily and spread from person to person in an efficient and sustained way. Different animals—including birds and pigs—are hosts to influenza A viruses that do not normally infect people. Influenza A viruses are constantly changing, making it possible on very rare occasions for non-human influenza viruses to change in such a way that they can infect people easily and spread efficiently from person to person. When a pandemic influenza virus emerges, the virus can spread quickly because most people will not be immune and a vaccine might not be widely available to offer immediate protection. Spread of a pandemic influenza virus may occur in multiple disease "waves" that are separated by several months. As a pandemic influenza virus spreads, large numbers of people may need medical care worldwide. Schools, childcare centers, workplaces, and other places for mass gatherings may experience more absenteeism. Public health and healthcare systems can become overloaded, with elevated rates of hospitalizations and deaths. Other critical infrastructure, such as law enforcement, emergency medical services, and transportation industry may also be affected.

Goals:
Limit the number of illnesses
Reduce the spread of the virus within school facilities
Preserve continuity of essential school functions
Minimize educational and social disruption
Minimize economic and academic losses
Work with local and state health departments to coordinate pandemic plans

Procedures:
Ensure that staff members are trained in preventative measures such as respiratory etiquette and universal precautions.
Ensure that staff members understand early detection and report any children exhibiting signs of illness to the school nurse.
School campus will closely monitor attendance of students and staff and report findings.
Set up prominent notices at all entry points to facility, advising staff, students and visitors not to enter if they have symptoms of influenza.
Ensure that all personnel are informed with latest developments of any pandemic episode.
Maximize communication with parents and school community related to health and safety and any pandemic episode. Educate about what each person can do to prepare of respond to minimize health risks. Information may be disseminated through parent letters, website postings or school newsletters.
Educate employees, students, parents and visitors on how to stop the spread of the virus and notices may be placed around the school (including entrances, notice boards, meeting rooms and restrooms.) Notices should contain information regarding hand hygiene, covering coughs and sneezes, and student spacing.
Ensure maximum support and education for ill and affected children.
Follow guidelines of local and state health departments related to school closings and guidelines for pandemic episode.
Support and work with local/state departments in the event vaccinations are offered through school sites.
Follow the health department recommendations/guidelines related to social distancing, extracurricular activities, and school closings.
Discourage prolonged congregation in the hallways, walkways, lunch rooms, etc.
Limit group activities and interaction between classes.

School Cleaning:
Ensure adequate supplies of tissues, hand sanitizer, soap and water and cleaning supplies are available for employees and students.
Disinfecting shared work areas, counters, railings, and door knobs should be performed more frequently during the influenza pandemic.
Filters of air conditioning systems should be cleaned and changed frequently.
Telephones should not be shared if at all possible.
Specialized cleaning solutions are not essential. Standard cleaning products are adequate (including soap and water) and can disinfect surfaces so most important is the frequency of cleaning.

Where operationally possible, during the day increase ventilation to the facility to decrease spread of disease and following each school day the school may be thoroughly ventilated and cleaned (either opening all doors and windows or turning up the air conditioning/heating systems.)
As a last resort and in consultation with public health officials, dependent upon the significance of the outbreak, consider if/when the school will close. School closures may actually increase disease transmission if not orchestrated correctly. Education, communication and guidance to the community that closing schools is a last resort and is only effective for disease containment if the staff and students are directed to stay at home during the school closure.

Recovery:
In the event of a school closing, school recovery from an influenza pandemic will begin when school officials determine that normal supplies, resources and response systems can manage ongoing school activities. School officials will assess the economic and educational impact of the pandemic. The district will follow public health recommendations in the event specific actions are required to return to school including environmental sanitation. School opening will be communicated through district and school websites, Blackboard Connect communications, and social media outlets.

Resources:
https://www.cdc.gov/flu/pandemic-resources/basics/faq.html
https://www.cdc.gov/flu/pandemic-resources/archived/schools-child-care-planning.html
https://www.cdc.gov/flu/pandemic-resources/index.htm

Psychological Trauma
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

Crisis management at a school site specifies actions during and subsequent to any emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies like those described above usually produce one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

Procedure

1. Contact District supervisors as needed.
2. The School Administrator will establish Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
3. The Psychological First Aid Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Psychological First Aid Team will provide direct intervention services.
5. If there is a need for additional assistance, the School Administrator will notify the Local District Superintendent.
6. The Psychological First Aid Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
7. In performing their duties, the Psychological First Aid Team members will limit exposure to scenes of trauma, injury and death.
8. The Psychological First Aid Team will provide ongoing assessment of needs and follow-up services as required.

Suspected Contamination of Food or Water
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The School Administrator will isolate the suspected contaminated food/water to prevent consumption and will restrict access to the area.
2. The School Administrator will notify "9-1-1", District Office, and the El Doardo Public Health Department.
3. The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
5. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The School Administrator will notify parents of the incident, as appropriate.

Tactical Responses to Criminal Incidents
The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282) However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed. The Buckeye Union School District uses the BowMac REDI III Online Emergency Planning System. The software has six modules designed to assist school districts in their planning, response, management, and National Incident Management System (NIMS) compliance to make their environments safer.

Unlawful Demonstration or Walkout
(The Buckeye Union School District understands each emergency situation comes with a unique set of circumstances. The following bulleted items are general recommendations. The safety of students and staff will be the top priority when emergency situations occur.)

When an advance notice of a planned protest is given, inform the staff of the planned demonstration. An information letter to parents should be developed.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Obtain information on when, why and how many people are expected.
- Identify the spokesperson for the group.
- Contact local police department for the school's jurisdiction and advise them of the situation.
- Notify staff of the planned demonstration.
- Develop an information letter to parents.
- Assign a staff member to act as liaison with police, media and, possibly the demonstrating group.
- Designate a staff member to handle incoming calls during the demonstration.
- Establish areas where demonstrators can set up without affecting the operation of the school.
- Notify Transportation, Food Service and the District Office of demonstration and any possible impact buses and/or District vehicles may encounter arriving at or departing from the school.

STAFF ACTION

- Remain with students and provide supervision as needed.

Emergency Evacuation Map