Comprehensive School Safety Plan

2024-2025
School Year

School: Panoche Elementary School District

CDS Code: 35-67520-6035109

District: Panoche Elementary School District

Address: 31441 Panoche Road
Paicines

Date of Adoption: February 10, 2025

Date of Update: January 2025

Date of Review:

- **with Staff**
- **with Law Enforcement**
- **with Fire Authority**

Approved by:

Name	Title	Signature	Date
Amanda McCraw	Teacher/Principal/Superintendent		
Panoche School Board	Unanimously approved by all members 2/10/2025		

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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.

https://www.sbcoe.org/District/1248-Panoche.html
A copy of the Comprehensive School Safety Plan is available for review at .

Safety Plan Vision

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

- An assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress

- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The information contained in a school's safety plan may be supplemented by information not specified in the California Education code sections 32280-32289. This plan contains additional, relevant information.
This plan was created in conjunction with the school safety committee, first responders, and members of the community. All staff were trained on all elements of this plan.

Components of the Comprehensive School Safety Plan (EC 32281)

Panoche Elementary School District Safety Committee

Assessment of School Safety

School safety is a key element to ensuring that the Panoche Elementary School District strategic priority of a "Safe unified community for all" can be achieved.

Conclusions: The school safety team reviewed the data including the following types of information: Local law enforcement crime data; suspension/expulsion data; behavior referrals; counseling referrals; attendance rates; SART/SARB data; CHK Survey data; SPSA data; property damage/vandalism data; and other data pertinent to the assessment. Through review and research of this data, the school safety team believes Panoche School is a safe school for students and staff. Very few and often zero types of the incidents/data detailed above have been recorded at or around Panoche School in the last 3-5 years. The committee also believes that continuing to create and cultivate a positive culture on campus will continue to aide in the overall safety of the school.

Stakeholder feedback indicates a desire for a stronger campus security system, including upgrades to gates and fences. These actions were included in the current years' LCAP and are in the process of being implemented.

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

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

A. Child Abuse Reporting Procedures

Panoche School District employees annually train using the Mandated Reporter online training module from Keenan & Associates Insurance. New hires are required to complete the training withing the first 6 weeks of employment.

Child Abuse and/or Child Neglect Can Be Any of the Following:

- A physical injury inflicted on a child by another person other than by accidental means.
- The sexual abuse, assault, or exploitation of a child.
- The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. This is whether the harm or threatened harm is from acts or omissions on the part of the responsible person.

- The willful harming or endangerment of the person or health of a child, any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition.

One does not have to be physically present or witness the abuse to identify suspected cases of abuse, or even have definite proof that a child may be subject to child abuse or neglect. Rather, the law requires that a person have a "reasonable suspicion" that a child has been the subject of child abuse or neglect. Under the law, this means that it is reasonable for a person to entertain a suspicion of child abuse or neglect, based upon facts that could cause a reasonable person, in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.
Red flags for abuse and neglect are often identified by observing a child's behavior at school, recognizing physical signs, and observations of dynamics during routine interactions with certain adults. While the following signs are not proof that a child is the subject of abuse or neglect, they should prompt one to look further.
Warning Signs of Emotional Abuse in Children

- Excessively withdrawn, fearful, or anxious about doing something wrong.
- Shows extremes in behavior (extremely compliant or extremely demanding; extremely passive or extremely aggressive).
- Does not seem to be attached to the parent or caregiver.
- Acts either inappropriately adult-like (taking care of other children) or inappropriately infantile (rocking, thumb-sucking, throwing tantrums).

Warning Signs of Physical Abuse in Children

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and "on alert" as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.

Warning Signs of Neglect in Children

- Clothes are ill-fitting, filthy, or inappropriate for the weather.
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor).
- Untreated illnesses and physical injuries.
- Is frequently unsupervised or left alone or allowed to play in unsafe situations and environments.
- Is frequently late or missing from school.

Warning Signs of Sexual Abuse in Children

- Trouble walking or sitting.
- Displays knowledge or interest in sexual acts inappropriate to his or her age, or even seductive behavior.
- Makes strong efforts to avoid a specific person, without an obvious reason.
- Does not want to change clothes in front of others or participate in physical activities.
- A sexually transmitted disease (STD) or pregnancy, especially under the age of fourteen.
- Runs away from home.

The report should be made immediately over the telephone and should be followed up in writing. The law enforcement agency has special forms for this purpose that they will ask you to complete. If a report cannot be made immediately over the telephone, then an initial report may be made via e-mail or fax. A report may also be filed at the same time with your school district or county office of education (COE).
School districts and COEs, however, do not investigate child abuse allegations, nor do they attempt to contact the person suspected of child abuse or neglect.

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

Disaster Plan (See Appendix C-F)

This Site Emergency Plan has been designed for use during the planning, response, and recovery phases of an emergency or disaster that affects the school's operations and facilities. It has been prepared in compliance with State disaster planning requirements, City and County Emergency Management Plans, and SEMS/NIMS, which incorporates the use of the INcident Command System (ICS), existing mutual aid systems, the San Benito County Office of Education, and multi-agency coordination.
The Site Manager, with assistance from the parent/teacher organization, will see to it that the information required by the plan is supplied and that this information is reviewed and updated annually or as conditions change which affect this plan. The Site Manager or designed has the ultimate responsibility for all local decisions in an emergency/disaster situation. The Site Manager must be available to all emergency teams, the emergency radio equipment, police and fire personnel, parents, and the news media. Through the Site Emergency Teams, the Site Manager will asses student safety and health, building damage, casualties, and facility statues, and report it to the County Office of Education.

Annual Review

Site Emergency Plans shall be reviewed annually and no later than October 30th. The Site manager, in coordination with the Site Safety Committee or its designees, shall ensure that the site disaster procedures are annual reviewed with the purpose of:

- Updating staff assignments
- Verifying status and location of supplies and equipment
- Reviewing and Modifying site procedures
- Planning for staff in-service activities and training
- Reviewing emergency signals for evacuation, fire alarm, run-hide-defend alerts, etc.

This annual review will be completed by October 30th of each year and an updated site plan will be submitted to the County Office of Education.

Staff Awareness

By October 30th each year, the site shall train staff on preparedness planning and training, including team assignments, evacuation procedures, and basic District policies during emergencies. The Comprehensive Site Safety Plan is to be made available electronically or to be given to each staff member by this date.

Community Awareness-School Emergency Recall Plan

The disaster procedures in this plan deal primarily with emergency situations that occur during the school day. The possibility remains, however, that a severe earthquake or other emergency could occur after school hours (during after school activates or at night/weekend/holiday. If an earthquake were strong enough to cause structural damage to private homes, the Red Cross may request to use public school building for mass care centers. All public employees, however, could be pressed into service by City or County Offices of Emergency Services as disaster service workers. In that case, the Superintendent would be directed to secure district employees to open and work at the designated mass care center. Additionally, each Site Manager shall prepare and keep current a telephone list of emergency number for all site personnel. This list can be found in the entryway of the school mounted over the lightswitch area.

District Responsibility For Students

If the Superintendent declares a District emergency during the school day, The District has a statement of publicity governing its actions. Panoche Elementary's policy is as follows:
"In case of a declared emergency by the Superintendent during school hours, all students will be required to remain at school, safe on site under the supervision of district personnel until regular dismissal time and then released only if it is considered safe, OR until released to an adult authorized by the parent or legal guardian whose name appears on District records. If students are on their way to school they will be brought to school, or they should proceed to school. If students are on their way home from school, they are to continue home."
To provide this supervision and care, Panoche School personnel will be utilized under Title 1, Division 4, Chapter 8 Government Code and other legal statues included in the County Emergency Service Guide. The statutes state that all public employees are designated disaster service workers when and emergency is declared. The District Superintendent, or designee, has the legal authority to declare and emergency in this District. The authority also extends to the City of HOllister and to San Benito County to declare an emergency and impress public employees into service as disaster service workers.

Public Agency Use of School Buildings for Emergency Shelters
The Superintendent shall be trained in disaster relief procedures so as to be prepared to execute the appropriate Emergency Plan, including the disbursement of any disaster relief monies, should an emergency occur which requires that scholol be used as an Emergency Shelter.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines
Panoche School shall follow its school discipline plan and consider suspension only when other means have not been successful or where the student's presence would constitute a danger to persons or property of seriously disrupt the educational process.
Grounds for Suspension/Expulsion
Please refer to California Education Code 48900 for a complete list of offenses that constitute grounds for suspension and/or expulsion from the Panoche Elementary School District. A student may not be suspended or expelled ro any of the acts enumerated in EC 48900 , unless that act is related to a school activity or takes place while attending a school under the jurisdiction of the superintendent or principal or occurring within any other school district.
A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time including, but not limited to, any of the following:
1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period whether on or off the campus; or
4. During, or while going to or coming from, school sponsored activities.

Suspension
A student may be suspended from school for violation of district disciplinary rules. Unless a student poses a danger to the life, safety, or health of students or school personnel, a suspension will be preceded by an informal conference between the principal and student, during which the student will be informed of the reason and evidence for the suspension and have the opportunity to present a defense. At the time of suspension, a school employee will make a reasonable effort to contact the student's parent in person or via phone or email. The parent will be given written notice of the suspension. While on suspension from the school, the student may not be present on or about any school grounds at any time, nor attend any Panoche Elementary activity at any time, no matter where such activity may be taking place. Violation may result in further disciplinary action.
Authority To Suspend
1. A teacher may suspend a student from their classroom for two days, including the day of suspension plus the following school day.
2. The principal or designee may suspend a student from class, classes, or the school campus for a period not to exceed five (5) school days.
3. The superintendent or designee may extend a student's suspension pending final decision by the Board of Education on a recommendation for expulsion.
4.A special education student being considered for expulsion may be suspended for ten (10) days pending assessment and an IEP Team meeting.
5. The Board of Education may suspend a regular education student for no more than twenty (20) days in one academic year.

On-Campus Suspension Notification
A teacher who imposes a classroom suspension will report all suspensions in writing to the appropriate school administrator and inform the parent(s)/guardians(s) of the student within 24 hours. Teachers and administrators may directly assign any student to a site-based responsibility center. This is a pone-period center to which students are sent by the teacher when the student is disruptive or refuses to follow the teacher's directions. Parents will be notified of any assignment by phone, mail, or email. The referred student is required to follow all rules. Any disruption or defiance will result in immediate referral to an administrator for possible suspension from school. Offenses that may result in on-campus suspension include but are not limited to inappropriate physical education attire; missed classroom detention, disruption in class', defiance of a teacher; or generally inappropriate behavior.
Parent/Guardian Notification
In the even of a classroom suspension, the teacher shall ask the parent to attend a parent-teacher conference as soon as possible. In the event of a suspension from school, a school employee shall make a reasonable effort to conference with the student's parent/guardian in person or by phone, and a written notice will be sent.

Hearings and Transfers

When repeated interventions have failed and/or a student's actions have created an unsafe environment for other students or staff on campus,the District may recommend that a student be transferred to another comprehensive or alternative school. The student will have the opportunity to oppose a transfer at an informal hearing. The informal hearing will include notice to the student and parents of the charges against the student and/or the reasons for the proposed action, an opportunity for the student and parents to rebut or respond to the charges, and a review of the student's record. The meeting may include the student, parents, administrators, and district personnel. The Superintendent will notify the student and parents of the district's final decision. Disciplinary action may result in a recommendation to return to the present school, or for the student to be placed at another school or placed in an alternative program, and/or other educational intervention.

Expulsion

Expulsion is the involuntary removal of a student from comprehensive schools and programs for one to two semesters for acts of specified misconduct.l Final action is taken only by vote of the Board of Educatin.l Expulsion proceedings for a currently identified special education student require additional due process procedures. While under expulsion, a student cannot enroll in another California school district without approval of that district's Board of Education. Certain expelled students may enroll only in Juvenile Court Schools or County Community Schools during the duration of the expulsion.

The Board of Education, upon voting to expel a student, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition of the suspension of enforcement, assign the student to a school. class, or program that is deemed appropriate for rehabilitation. The rehabilitation program to which the student is assigned may provide for the involvement of the student's parent/guardian in their child's education in ways specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program will not be considered in the board's determination as to whether the student has satisfactorily completed the rehabilitation program.

In the event a student is recommended for expulsion, they are entitled to a hearing and, among other things, advance written notice of their rights and responsibilities. Written notice of these due process rights shall be provided as least 10 days in advance of the date set for hearing. All decisions to expel are final but may be appealed to the County Board of Education. A statement of rights is given in writing to parents for students who have been expelled. The appeal process is detailed in EC 48919.

School-Sponsored Events

Any student who has been suspended or expelled may not attend any school-sponsored events during the period of that suspension or expulsion. This includes, but is not limited to, dances, performances, and athletic events.

Recess Restriction

Recess or Free Time restriction (i.e. detention) limits, for disciplinary purposes, the free time allotted to a student during morning or afternoon recess, at the lunch period, or any snack period. Students will not be restricted from eating lunch nor from taking care of personal health needs.

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

Procedures to notify teachers of dangerous pupils

State law requires courts to notify school districts when a student is found guilty of certain drug violations and/or violent crimes. Any information received from the court is confidential' unlawful dissemination of this information is a misdemeanor. The information will be transferred to the student's subsequent schools and maintained until the student graduates from high school. is released from juvenile court jurisdiction, or reaches the age of 19, whichever occurs first. After that time, the confidential record will be destroyed. Stat law also requires teachers to be notified of each student who has engaged in, or been suspected to have been engaged in, any misconduct for which the student can be suspended other than for use and possession of tobacco products. The above information must be maintained in confidence and transmitted to teachers and supervisory personnel in confidence for a period of three (3) years after receiving such notification of from the time the student returns to school. Panoche Elementary receives such official notification, and site administrators are duly notified. The district is required to notify teachers of every student who has caused or attempted to cause serious bodily injury to another person. The purpose of this regulation is to protect individuals from needless vulnerability. Teachers or other staff receiving such information must keep it in strict confidence.

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

The Panoche School Governing Board prohibits sexual harassment of any student by another student, an employee or any other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy. Sexual harassment includes but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, and other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex (Education Code 212.5;, 5 CCR 4916):

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexuall degrading descriptions
- Graphich verbal comments about an individual's body, or overly personal conversation
- Sexusal jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures or computer-generated images of a sexual nature
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking, or brushing the body
- Touching an individual's body or clothes in a sexual way
- Purposefully cornering or blocking normal movements or any physical interference with school activities when directed at an individual based on sex
- Displaying sexually suggestive objects
- Sexual assault, sexual better, or sexual coercion and/or under the following conditions:
- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress
- Submission to or rejection of the conduct by a student is used as the basis for academic decisions affection a student
- The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment
- Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Any student who feels that he/she is being or has been subjected to sexual harassment on school grounds or at a school-sponsored or school-related activity (e.g. ny a visiting athlete or coach) shall immediately contact a school employee.

A school employee to whom a complaint is made shall, within 24 hours of his/hedr getting the complaint, report it to the principal.

Any school employee who observes any incident of sexual harassment or any student shall similarly report his/her observation to the principal, whether the victim makes a complaint. If the alleged harasser is the principal, the employee may report the complaint or his/her observation of the incident to the superintendent of designee who shall investigate the complaint.

The principal, superintendent, or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the superintendent of designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

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

Panoche Elementary believes that the responsibility for the dress and grooming of a student rests primarily with the student and their parents of guardians and that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code will be gender neutral and consistent.

Except in cases where schools require uniforms, schools may not enact policies with more restrictive or less restrictive dress and grooming codes.

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.
a. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggins, or shorts) and shoes
b. Hats and other head coverings are not permitted on school grounds except when worn as sun-protective clothing as prescribed by the student's physician or as an expression of religious beliefs. (See below)
c. Clothing must cover the chest, torso, and lower extremities.
d. Clothing must cover undergarments.
e. Clothing must not be see-through.
f. Professional sports attire may not be worn except for special occasions determined by the principal.
g. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, and other activities where unique hazards or specialized attire of safety gear is required.

Attire or grooming depicting or advocating violence, criminal activity, gang-related activity (including professional sports wear and/or colors identified by the San Benito County Sheriff or Hollister Police Department as gang-affiliated), use of alcohol or drugs, pornography , or hate speech are prohibited.
Students will be allowed to wear sun protective clothing and hats. Sun-protective hats may be worn for outdoor use only. Students will be required to wear a hat for sun-protection that has a brim large enough to protect the face and/or back of neck and/or ears. A parent/guardian or doctor's authorization will be required for a student to wear a sun-protective hat and that note shall include the type and extent of the coverage required.
A student who violates these standards shall be subject to appropriate disciplinary action.

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

Before School Procedures:
Students are encouraged to arrive on time each day, with classes beginning promptly at 8:00am. Students should not be dropped off prior to 7:50am. If there are special circumstances requiring an early drop off, arrangements should be made in advance with Panoche School administration.
When entering the parking area, please use caution, low speed, and park in designated spots.

Once the student arrives at school, the must remain on campus (in classroom) and not go out into the parking area without adult permission and supervision. Students who arrive after the 8:00 starting time may need to check in at the front entrance before moving on to class. Late arrivals are disruptive to the classroom and promptness is appreciated. Excessive tardiness may result in a conference with parents, student, teacher, and administrator to strategize solutions for the remainder of the school year.
Upon arrival, students should enter the classroom respectfully and begin their morning work.

After School Procedures:
At 12:00pm (early release) or 2:45pm students will be in front of the school for pick-up. Please park only in designated spots in parking areas. Students must use the sidewalk to walk to pick up vehicles.

We ask that all drivers are vigilant, courteous, and patient as you enter and exit the parking areas. Our ability to safely load students in/out of the care will become increasingly efficient over time, especially with your support. Lastly, if you have someone other than yourself pick up your children, please call the school ahead of time so the staff is aware and can inform your children.

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

Component:
Creating a safe and orderly school environment

Element:
Decrease the number of students who have experienced any harassment/sexual harassment, and/or bullying as measured by school recording of incidences and/or CHK Survey results or equivalent

Opportunity for Improvement:
Safe and Orderly Environment: Emphasize Safety, Respect, and Responsibility

Objectives	Action Steps	Resources	Lead Person	Evaluation
Reduce the events of harassment, sexual harassment, fighting, and/or bullying on campus.	Student mentors/buddies SEL support including mental health therapist	School staff (administrator/teacher), mental health therapist	teacher/principal Mrs. McCraw	school recording of incidences and/or CHK Survey results or equivalent

Component:
Maintaining a safe and orderly school environment

Element:
Increase the percentage of students and staff who feel safe at school as measured by the California Healthy Kids Survey or equivalent

Opportunity for Improvement:
Maintain a sense of safety amongst students and staff and optimize conditions for student learning

Objectives	Action Steps	Resources	Lead Person	Evaluation
Increase the percentage of students who feel safe at school as measured by the California Healthy Kids Survey or equivalent	Complete 21-22 LCAP Goal 1	21-22 LCAP Goal 1 and associated actions, Panoche School Board, local community and parent support	teacher/principal Amanda McCraw	California Healthy Kids Survey or equivalent

Component:
Maintaining a safe and orderly environment and a positive school culture and climate

Element:
Increase student agency to navigate and negotiate peer interactions and conflicts

Opportunity for Improvement:
Develop positive social skills and healthy communication, create connections and deepen authentic relationships, manage feelings of anger, frustration, and disappointment, and promote feelings of self worth.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Through peer buddies/mentors, increase student agency to navigate and manage student conflict and strengthen relationships.	peer buddies/mentors	Student modeling, peer interactions, classroom presentations	teachers and students	California Healthy Kids survey data or equivalent

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

Panoche Elementary School District Student Conduct Code

Conduct Code Procedures

It is crucial for a school to provide a safe and orderly environment that is conducive to learning for all students. To achieve this goal, it is important to set standards defining what citizens in the school can and cannot do. Students are always expected to follow the rules in the classroom and throughout the campus. The Student Rights and Rules for Behavior guide the philosophy of discipline at Panoche School.

1. Each person has the right to an orderly environment.
    - Everyone will walk quietly in and around the building.
    - Running will not be permitted anywhere on campus with the exception of organized activities during P.E. or recess.
    - Use the sidewalk as a crossing lane to walk across the parking lot, walking in front of (never behind) vehicles.
    - Littering is not allowed, and students will clean up after themselves.
    - Yelling and loud behavior is not allowed in the buildings or lunch area.
    - Students will not play in the restrooms and will not invade others' privacy.
2. Each person has the right to be different.
    - Students and staff will respect the uniqueness of each individual.
    - Negative remarks are not to be made regarding a person's physical appearance, ethnicity, religious affiliation, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics.
    - Teasing will not be tolerated.
3. Each person has the right to be treated with courtesy.
    - Respect, kindness, and good manners need to be shown toward other people at all times.
    - Name-calling, put-downs, cutting in line, profanity, hurtful language, abusive gestures, harassment, and bullying are not permitted.
    - Exclusion of a particular student is not allowed.
4. Each person has the right to use and own property.
    - Personal belongings are not to be used or played with during instructional time.
    - Taking or causing damage to another people's property is not permitted.
    - Vandalism and destruction of school property is not allowed.
    - Students will help keep the restrooms neat after use.
5. Each person has the right to be safe.
    - Rough play, hitting, kicking, biting, tripping, pinching, choking, pushing throwing objects, and any other forms of physical abuse are never permitted. Bullying, sexual harassment, drugs and weapons are prohibited
    - All lunch and playground safety rules are to be followed, including appropriate use of playground equipment.

(K) Hate Crime Reporting Procedures and Policies

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

(J) Procedures to Prepare for Active Shooters

ACTIVE SHOOTER/ ARMED ASSAILANT SITUATIONS

"Active shooter situations" are defined as those where an individual or individuals is "actively engaged in killing or attempting to kill people in a confined and populated area." Active shooters/armed assailants frequently use firearms but attacks of this type can also be made with other types of weapons (knifes, swords, etc.) These situations are unpredictable and evolve quickly. Because of this, individuals must be prepared to deal with an active shooter/armed assailant situation before law enforcement personnel arrive on the scene.

NO single response fits all active shooter/armed assailant situations; therefore it is essential all members of the school staff know their options for response and are prepared to act decisively to protect their students and themselves.

ACTIONS- ALL SCHOOL STAFF

1. All employees are authorized to take immediate action to protect themselves and students if they see or hear anything that causes them to believe an active shooter/armed assailant situation is occurring or is about to occur.

a. Act immediately if you or your students:

- hear a sound that might be gunfire
- see something that looks like a weapon being carried or used on or near the campus
- sense any other indication or active shooter/armed assailant threat

b.Quickly evaluate which option (run, hide, or fight) will best protect you and your students.
c. Be decisive. Communicate your plan to your students and act quickly.
d. Call 911 and the County Office as soon as it is safe to do so.

2. Options: Run, Hide, or Fight

a. Run: If you can get yourself and your students safely away from danger, do so immediately.

- Do not evacuate unless you know with certainty the exact location of assailant (do not trust unofficial, second hand accounts), and can visualize a route that will get your students and yourself safely off campus.
- Don't carry anything with you. Police may mistake an item in your hands as a weapon. Leave everything behind.
- If you encounter people along the way....

Adults: Warn them and take them with you if you can bu don't stop if they refuse to come
Students: Warn any students you encounter and take them with you. You may use reasonable force to take a student with you if you can do so without endangering yourself or the other students in your care.

- Place terrain and buildings between you and the assailant to cover your escape
- Keep going until you are certain you are out of danger
- Call 911 as soon as it is safe to do so
- Keep your students with you. Call 911 to report your location and obtain instructions.

b. Hide: If you do not know the exact location of the assailant, get your students and yourself into the most secure location available and LOCKDOWN.

- Lock the doors
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Barricade the doors with heavy furniture; be sure your barricade covers any glass in or near the door;
- Silence all electronic devices
- Remain silent;
- Position occupants spread out and out of line of site from room entrance
- Prepare to take action if the assailant attempts to get in the room
- Use text or email to communicate your location, the number of students or staff with you, if you have any wounded, and the extend of the injuries
- Call 911 as soon as it is safe to do so
- Remain in place until evacuated by identifiable law enforcement officers.

c. Fight: Never seek out confrontation with an active shooter/armed assailant. If you are confronted by an active shooter/armed assailant and you have no safer option, take immediate action to disrupt or incapacitate the assailant. If you choose the FIGHT option, commit to your actions.

- If you are in LOCKDOWN (hide), prepare yourself and your students for the possibility that the assailant may attempt to get in the room you are in.
- Construct a strong barricade
- If you have another way out (a window or back door), use it while the assailant is attempting to get it.
- If no other exit is available be prepared to disrupt the assailant by throwing objects at the assailant and running for the exit as soon as the assailant enters the room.
- Use items in the environment as improvised weapons (fire extinguishers, staplers, books, cups, etc.) Staff members may consider using aggressive and violent force to surprise and overwhelm the assailant

3.l Call 911 and initiate a school-wide LOCKDOWN announcement as soon as you can do so safely. Work with the people you are with to do both call simultaneously if possible.
a. provide as much information as possible (slow down-be calm):

- State the Emergency: "I hear gunfire." "I saw..."
- Give information on people who are wounded
- Location of the assailant (if known)
- Description of the assailant (if known)
- Your precise location

The number of children with you
b. Keep the line open, even if you can't talk, unless instructed by the dispatcher to end the call.

4. Special Topics
a. Injuries: Your response to injured persons will need to vary given the specific circumstances that are present and the response option (Run, Hide, or Fight) you are engaged in.

- Run-if you encounter injured persons while you are trying to get out of danger and you have children with you, you must place their safety ahead of the injured person. Take note of where the injured person is and report the location as soon as you get to safety.
- Hide- If someone is injured where you are hiding, secure the room before tending to the wounded. As soon as it is safe to do so, apply first aid using any supplies that are available. If necessary, use articles of clothing as improvised dressing for wounds and apply direct pressure to control bleeding.
- Fight-This is always the option of last resort because the probability of injury is highest when you are in close proximity to the assailant. Commit to your plan. Do not stop to tend to the wounded until it is safe to do so.
- If your intention is to disrupt the assailant to allow as many people to escape as possible, stick to that plan.
- If your plan is to incapacitate the assailant, keep fighting until the assailant is incapacitated and the weapon and assailant are under control.

b. Law Enforcement: If you encounter law enforcement officers...

- Immediately raise your hands in the air and display your open palms
- Don't run up to officers or attempt to hug or talk to them
- Don't talk unless they ask you a question
- Do exactly what they tell you to do.

c. Weapons: If the assailant loses control of a weapon, exercise extreme care with securing it.

- Do not pick up the weapon. Law enforcement may shoot you if they see you holding a weapon.
- Secure the weapon by placing an empty trash can over it and sliding it to a location where it can be kept covered and under control until a law enforcement officer can take possession of it.

d. Ongoing communication: School and district staff should develop means to safely provide updates to staff to keep them informed during the incident.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Follow the All Staff guidance described above
- Call 911 and initiate a LOCKDOWN announcement as soon as you can do so safely. Work with nearby staff to do them simultaneously if possible.

- Include as much actional information on the announcement as possible. Example: "LOCKDOWN LOCKDOWN LOCKDOWN. Man with a gun on campus. LOCKDOWN now."
- If you have surveillance capabilities, and can safely provide real time announcements, broadcast continuous and accurate information on the location of the assailant. This will disrupt and distract the assailant. It will also provide people on campus with information that they can use to better evaluate their options. Example: "The gunman is now in the D wing headed south. He is armed with a shotgun and is wearing a hooded jacket and blue jeans."
- Notify the district after you call 911
- If possible, assist emergency personnel.Assist police in entering the school; provide officers with keys, maps, and any other information requested.

DISTRICT STAFF ACTIONS: Because Panoche is a single district with a single employee, district staff actions will be carried out/supported by San Benito County Office of Education.

- Emergency Operations Center (EOC)
- Activate the district's Emergency Operations Center
- Dispatch a back-up ICS steam to take over responsibility for ICS functions from site staff who will be impacted by this emergency.
- Offsite Reunification
- The Operations Center should prepare an off-site evacuation site for reunification. This should be a location large enough to accommodate the evacuation, with parking available for parents coming to get their children.
- Once the assailant is neutralized, emergency responders will begin working to treat and evacuate the wounded.
- School staff and students will remain in lockdown until evacuated on a room by room basis.
- Buses should be placed on standby for evacuation
- Teams and materials should be mobilized to conduct an orderly reunification in which all student sand staff are accounted for.
- Crisis Intervention
- A Mental Health strike team should also be assembled to assist with stabilizing acutely impacted students, staff, and parents during reunification.
- This team will also provide ongoing support throughout the recovery phase of the emergency response.
- Psychoeducational materials should also be developed/selected by the Planning Section for distribution to parents and other caregivers to assist them in supporting crisis recovery.
- Mental Health staff should also be involved in plans related to reopening the school following and active shooter/armed assailant event.

Procedures for Preventing Acts of Bullying and Cyber-bullying

Bullying

Bullying is defined as repeated and systematic abuse and harassment of another or others. Bullying and ridiculing-type conduct includes name-calling, mimicking, isolation, and/or exclusion, invasions of personal space, inappropriate touching, physical violence (hitting, kicking, pushing , shoving), gender and sex-based bullying, and extortion. Panoche Elementary prohibits discrimination, harassment, intimidation, inappropriate behavior, and/or "bullying" of any student. This includes students singled out because of, but not limited to:
Age, marital, parental, or family status, sex, color, sexual orientation, religion, gender, gender expression, gender identity, race, ethnic group identification, ancestry, native language or perceived lack of national origin, English language ability, mental or physical ability, or based on a person's association with a person or group with one or more of these actual or perceived characteristics in it's educational programs and activities or employment practices.

Behaviors inappropriate at school and in the community:

- Deliberately hurtful teasing, taunting, name calling, ridicule, intimidation, belittling, degradation, threats, and/or demands
- Derisive and unfriendly mockery and laughter
- Physically aggressive moves

Panoche Elementary believes that the best way to address bullying and inappropriate behavior is through education and intervention. We also recognize that words can be used as weapons. School administrators are the best judges of when and what type of interventions will be most effective on a case-by-case basis.

Safety Plan Review, Evaluation and Amendment Procedures

The Comprehensive School Safety Plan for Panoche Elementary School District is reviewed, evaluated, and amended (if needed) annually by the Panoche School Board and administration at each December board meeting.

Safety Plan Appendices

Emergency Contact Numbers

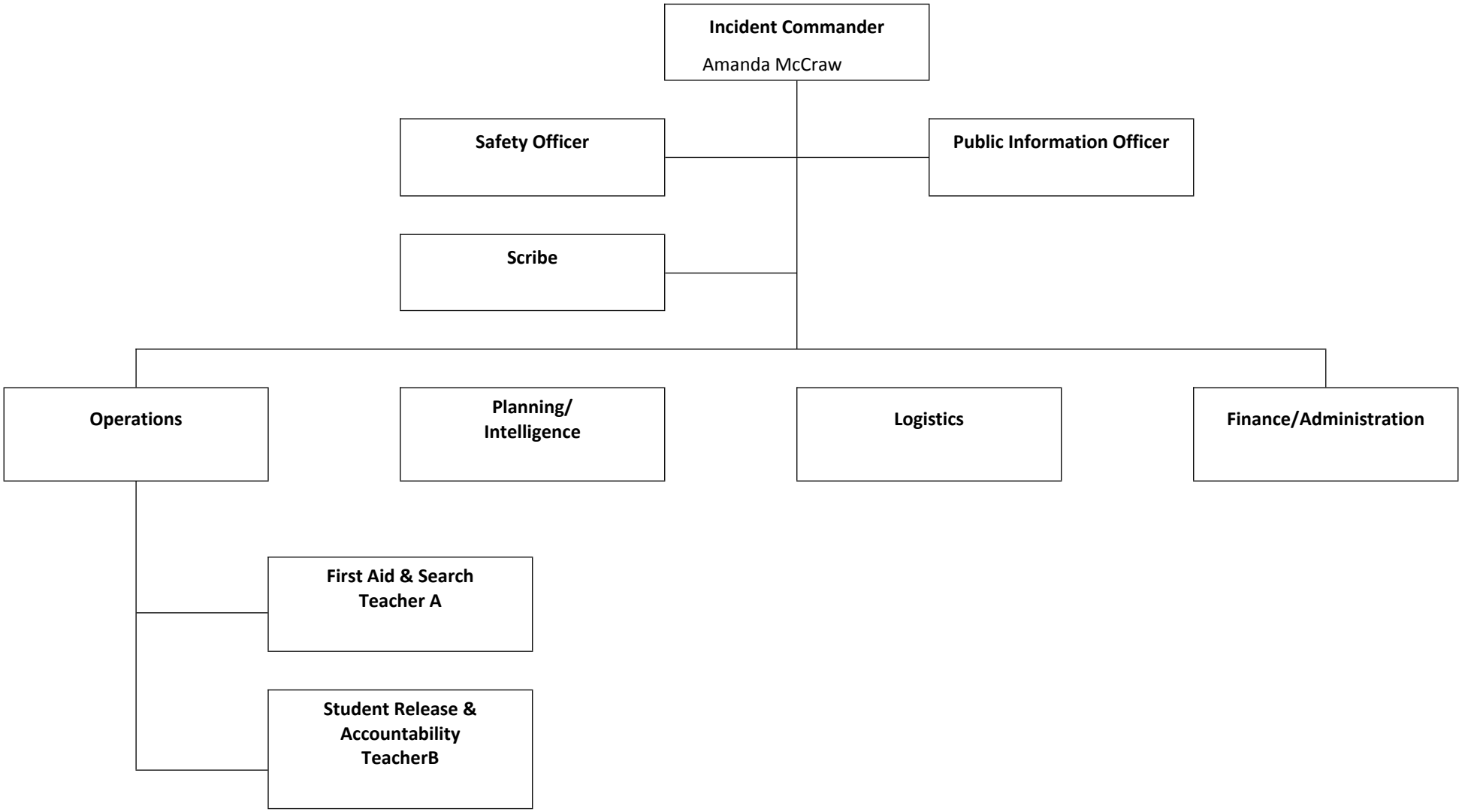
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	San Benito County Sheriff	831-636-4080	
Law Enforcement/Fire/Paramedic	Hollister Police Department	831-636-4330	
Law Enforcement/Fire/Paramedic	Hollister Fire Department	831-636-4325	
Law Enforcement/Fire/Paramedic	Cal Fire Bear Valley Station	(831) 389-4591	closest to Panoche Elementary
Law Enforcement/Fire/Paramedic	San Benito Medical Services Agency	831-636-4168	
Public Utilities	San Benito Office of Emergency Services	831-636-4168	
Local Hospitals	Hazel Hawkins Memorial Hospital	831-637-5711	
Law Enforcement/Fire/Paramedic	Cal Fire	916-653-5123	
City Services	San Benito Public Information Officer	831-636-4168	
School District	San Benito County Office of Education	831-637-5393	

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)
Annual board meeting	January 8th, 2024	

Panoche Elementary School District Incident Command System



Incident Command Team Responsibilities

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

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

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

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

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

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

Emergency Response Guidelines

Step One: Identify the Type of Emergency

The first step in responding to an emergency is to determine the type of emergency that has occurred. Emergency procedures for 20 different types of emergencies listed below are provided in this plan.

1. Aircraft Crash
2. Intruder on Campus
3. Biological or Chemical Release
4. Bomb Threat
5. Bus Accident
6. Child Abuse-Procedures are outlined in Board of Education Policy, Administrative Regulation and Exhibit 5141.4
7. Disorderly Conduct
8. Earthquake
9. Explosion/Risk of Explosion
10. Fire
11. Flooding
12. Loss or Failure of Utilities
13. Motor Vehicle Crash
14. Psychological Trauma
15. Medical Emergency
16. Suspected Contamination of Food or Water
17. Threat of Violence
18. Civil Unrest
19. Pandemic Influenza/Avian Flu
20. Tsunami Watch/Warning

Step Two: Identify the Level of Emergency

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a four-tiered rating system is described below.

Level 1 Emergency: A minor event that is handled by school personnel without assistance from outside agencies.

Level 2 Emergency: A moderate event in which many school community members are affected but school-site resources can independently manage the response.

Level 3 Emergency: A major event in which many school community members are affected, and even after reorganizing staff, school site resources cannot independently manage and support the response. Additional District resources are required.

Level 4 Emergency: A major event in which many school community members are affected and additional District resources are insufficient to manage and support the response.

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:

- Drop, Cover, and Hold On
- Lockdown
- Alternate Response to a Violent Intruder
- Shelter-in Place-Community Disturbance
- Shelter-in Place-Environmental Incident
- Evacuate Building
- Off-Site Evacuation
- All Clear
- Student Release

Procedures for each of these are included in this section. Immediate response actions

- Drop, Cover, and Hold On-This action is take to protect students and staff from falling debris.

Description of Action
1) Upon the first indication of an earthquake, students and staff should immediately drop, cover, ad hold on.
2) If inside, school staff must instruct students to drop under their desks and cover their heads with their arms and hands, while holding onto the desk. For those students and staff who are physically unable to drop into a protected position under a table or desk, they should remain seated or, if possible, move to an interior wall way from windows and heavy objects, and cover their heads and arms.

- Shelter-in-Place

Description of Action
1) If an emergency occurs that requires occupants to lockdown, the Incident Commander (Principal or designee) at each site must make an announcement to lockdown inside a building.
2) If outside, students should proceed to their classrooms if it is safe to do so. If it is not safe, staff must direct students to nearby structures or school buildings.
3. Once inside, occupants should close and lock all doors. If a door cannot be locked, barricade the door with furniture. Turn off all windows and doors and should take cover behind heavy objects (e.g. tables, filing cabinets). Occupants should remain silent.
4. School staff and students must remain in the classroom or secured area until further instructions are given by the Incident Commander (Principal or designee) or law enforcement.
5.All campus entrances and exits must be locked and no visitors other than appropriate law enforcement or emergency personnel are allowed on campus.
6. If safe to do so, the Incident Commander (Principal or designee) should communicate to the district that the site is on Lockdown.

- Alternative Response to a Violent Intruder-While lockdown is the primary response to the threat of violent intruder; in some circumstances, an alternate response may increase chance of survival.

1) Relocation-Flee the attacker. This response is most appropriate if:
a. The location of the attacker is known;
b. A clear pathway exists in a safe location away from the attacker and;
c. There are times and the ability to evacuate both yourself and the students under your care.
2) Self Defense- Mount an assault against the attacker so as to subdue the person until law enforcement can arrive. This response should only be taken as a response of last resort and the event the attacker has penetrated an occupied room. If this tactic is chose, the appropriate (strong and able to do so) occupants should mount an attack using suitable objects such as fire extinguishers, laptops, and chairs as weapons.

Shelter in Place-Community Disturbance-This action is taken to protect occupants when a violent or potentially violent action arises in the vicinity of the campus. A shelter-in-Place Community Disturbance may be initiated by the Principal or designee as necessary or as directed by law enforcement. Initially, a shelter-in-place may start as a full-scale lockdown, then be scaled back to become a shelter-in place-community disturbance.
Description of Action
1) The Incident Commander (Principal or designee) must make an announcement to announce that Shelter-in Place-Community Disturbance is in effect and that occupants should take shelter inside a building.
2) The site should be closed to all incoming and outgoing traffic. Exterior doors and gates should be locked and signs placed informing visitors that the site is in a state of lockdown. Visitors should be directed to leave the premises and seek refuge.
3) Students, staff, and visitors should remain indoors with intra-building trips reserved to meet essential personal, medical, and/pr security needs.
4) Staff should be on standby to implement a full lockdown if required by the incident commander (Principal or designee) or law enforcement.

Shelter in place-Environmental Incident-This action in order to place and/or keep students indoors in the event that airborne contaminants are found in the outside air. Shelter in place-environmental incidence is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shutting down of the classroom and/or building heating, ventilation, and air-conditioning (HVAC) systems. During shelter-in-place, every precaution should be take to avoid exposure to the outside air.
Description of Acton
1) If an emergency occurs that requires students and staff to shelter-in-place-environmental incident, the incident commander (principal or designee) at each site will make an announcement to take shelter inside a building.
2) If inside, school staff should keep students in the classroom until further instructions are given.
3) If outside, students must proceed to their classroom if it is safe to do so. School staff and students who were exposed to outside air should congregate in indoor locations away from individuals who were not exposed to the outside air. Anyone exhibiting symptoms should be provided first aid treatment.
4) School staff are responsible for securing individual classrooms and for completing the following procedures as needed: shut down the classroom/building HVAC system; turn off local fans in the area' close and lock doors and windows; and if necessary, seal gaps under doors and windows with wet towels or duct tape' seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

Evacuation-On Site- This action is taken after the decision is made that it is unsafe to remain in the building.
Description of Action
1) In the event of a fire within a building, the staff member who discovers the fire should initiate a fire alarm.
2) School staff must instruct occupants to evacuate the building, in accordance with the school site evacuation plan and using designated routes and assemble in their assigned assembly area.
3) School staff must take their student rosters when leaving the building and take attendance once the class is assembled in a safe location. Similarly, the incident commander (principal or designee) should make a proper accounting of all staff once the evacuation is complete.
4) Once assemble, school staff and students will stay in place until further instructions are given.

Evacuation-Off Site relocation-This action is taken after a decision is made that it is unsafe to remain on the campus and evacuation to an off-site assembly area is required.
Description of Action
1) If an off-campus evacuation is necessary, the incident commander (Principal or designee) will make an announcement.
2) The District's Emergency Operation Center (EOC), in collaboration with the incident commander (principal of designee) will determine the safest method for evacuating the campus. The EOC transportation director is responsible for identifying appropriate

evacuation.
3) School staff shall secure student rosters when leaving the classroom and take attendance once the class is assembled in a predesignated safe location.
4) Once assembled off-campus, school staff and students will stay in place until clearance is received to return to their school or parent-child reunification is complete.

Student Release-This action is taken after a decision to release students has been made. The following procedures shall be followed in releasin g pupils in the event of an emergency or disaster.
Description of Action
1) The Principal or designee shall receive authorization from the District EOC and/or Superintendent of designee before releasing pupils.
2)Individual pupils shall not leave a school site without receiving permission from the incident commander (principal or designee)
3) Staff shall release pupils only to persons authorized on the pupil emergency card.
4) In absence of an emergency card or in an emergency in which reference to the emergency card is impossible, individual pupils shall be released, upon presentation of identification, to parents/guardian's, persons authorized by the parents/guardians, or to authorized persons representing public agenices that may take responsibility, when necessary, for the safety of the pupil.
5) The principal or designee shall record the release of all pupils

All Clear-This action is taken to notify school staff that normal school operations can resume.
Description of Action
1) The incident Commander (principal or designee) will make an announcement.
2) This action signifies the emergency is over.
3)If appropriate, teachers should immediately begin discussions and activities to address students' fears, anxieties, and other concerns.

Step Four: Communicate the Appropriate Response Action
This CSSP is reviewe dand updated annually by the principal, staff, and district personnel. Drills and exercises are conducted in accordance with Education Code requirements in order to acquaint both students and staff with the school's emergency procedures.

There is always the possibility that an emergency or disaster may occur when classes are not in session or when our school is being used for extended before/after school activities. While the structure of the plan remains the same, the management system may expand or contract depending on the emergency and availability of personnel.
A disaster container with some emergency supplies and equipment are located on campus and documented in this plan. Contents will be inventoried and replenished as necessary. Emergency food and water are also maintained at the school.
The principal and faculty will inform students about emergency procedures. All employees will make every effort to use appropriate procedures while providing students with direction and guidance, which emphasizes their physical psychological well being. Staff members need to review3 their evacuation routes and assembly area locations in preparation for an emergency. All substitute staff should be provided with a copy of the school's emergency procedures, a description of the role they would plan in an emergency. Parents will be informed of the Emergency Plan and a copy of the Plan will remain in the administrative offices. A copy of this Plan is submitted to the San Benito County Office of Education each year. The Board of Education will review and adopt this plan by March 1, annually.

Emergency Planning for Students with Special Needs-The director of Special Education or designee is responsible for developing an emergency plan that ensures all staff is aware of students with special conditions and the care and treatment to be provided to those students in an emergency. The Director of Special Education/designee must ensure that an emergency plan is developed for each student with special needs if the school standardized emergency management plan needs to be modified to meet the student's needs. A form to document the needs of special education students is contained in this plan. Site administrators shall ensure that unassigned staff report to self-contained special education programs to assist staff with the emergency evacuation. One staff member may be responsible for more than one special needs student, if necessary.

Categories of Students with Special Needs/Health Conditions--Student that have seizures, diabetes, asthma, or other breathing difficulties, severe allergic reactions, or technology-dependent or medically fragile conditions have special emergency concerns that may include the need for maintaining a current supply of medication at the school for emergency purposes.

Physical Abilities-Students with physical impairments may require special assistance during an emergency. This includes but is not limited to students in wheelchairs, students that are temporarily on crutches or that temporarily have walking casts, and students that may otherwise have problems walking or getting up and downstairs. The teachers of these students should ensure that a buddy is pre-assigned to these students and that this information is provided to the principal or other individual designated as the incident commander.

Communication Challenges-Students with sensory challenges have special needs in an emergency. This includes students with vision impairment, hearing impairment, processing disorders, limited English language abilities, behavior or developmental disorders, or emotional or mental health issues. The Director of Pupil services in coordination with the Director of Educational Services is responsible for developing an emergency communication plan.

Types of Emergencies & Specific Procedures

Aircraft Crash
FALLEN AIRCRAFT
DROP-COVER-HOLD
1) DROP to the floor
2) Take COVER under a sturdy desk or table, or against an interior wall. Avoid windows, tall furniture, or hanging objects.
3) HOLD onto the furniture and HOLD your position until it is safe to move
4) EVACUATE THE BUILDING when it is safe. Do not run.
5) ASSEMBLE without delay in your evacuation assembly area.
6) Report all absences to the designated emergency roll person (i.e., secretary, dept. supervisor, teacher)
7) Report for duty if you are a member of an emergency team
8) WAIT FOR INSTRUCTIONS from the site/school administrator
9) DO NOT return to the building until it has been declared safe
10) DO NOT light matches, candles or other fires.

Animal Disturbance
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/TEACHER/SITE ADMINISTRATOR ACTIONS:

- Isolate the students from the animal. Close doors and block with tables as a means to isolating the animals
- If the animal is outside, keep students inside and institute Secure Campus
- If the animal ins inside, initiate and EVACUATION outside to a protected area away from the animal
- Contact Hollister Animal Control for assistance in removing the animal
- If the animal injures anyone, seek medical assistance
- Notify parent/guardian and recommended health advisor

Armed Assault on Campus
ACTIVE SHOOTER/ ARMED ASSAILANT SITUATIONS
"Active shooter situations" are defined as those where an individual or individuals is "actively engaged in killing or attempting to kill people in a confined and populated area." Active shooters/armed assailants frequently use firearms but attacks of this type can also be made with other types of weapons (knifes, swords, etc.) These situations are unpredictable and evolve quickly. Because of this, individuals must be prepared to deal with an active shooter/armed assailant situation before law enforcement personnel arrive on the scene.
NO single response fits all active shooter/armed assailant situations; therefore it is essential all members of the school staff know their options for response and are prepared to act decisively to protect their students and themselves.

ACTIONS- ALL SCHOOL STAFF

1. All employees are authorized to take immediate action to protect themselves and students if they see or hear anything that causes them to believe an active shooter/armed assailant situation is occurring or is about to occur.

a. Act immediately if you or your students:

- hear a sound that might be gunfire
- see something that looks like a weapon being carried or used on or near the campus
- sense any other indication or active shooter/armed assailant threat

b.Quickly evaluate which option (run, hide, or fight) will best protect you and your students.
c. Be decisive. Communicate your plan to your students and act quickly.
d. Call 911 and the County Office as soon as it is safe to do so.

2. Options: Run, Hide, or Fight

a. Run: If you can get yourself and your students safely away from danger, do so immediately.

- Do not evacuate unless you know with certainty the exact location of assailant (do not trust unofficial, second hand accounts), and can visualize a route that will get your students and yourself safely off campus.
- Don't carry anything with you. Police may mistake an item in your hands as a weapon. Leave everything behind.
- If you encounter people along the way....

Adults: Warn them and take them with you if you can bu don't stop if they refuse to come
Students: Warn any students you encounter and take them with you. You may use reasonable force to take a student with you if you can do so without endangering yourself or the other students in your care.

- Place terrain and buildings between you and the assailant to cover your escape
- Keep going until you are certain you are out of danger
- Call 911 as soon as it is safe to do so
- Keep your students with you. Call 911 to report your location and obtain instructions.

b. Hide: If you do not know the exact location of the assailant, get your students and yourself into the most secure location available and LOCKDOWN.

- Lock the doors
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Barricade the doors with heavy furniture; be sure your barricade covers any glass in or near the door;
- Silence all electronic devices
- Remain silent;
- Position occupants spread out and out of line of site from room entrance
- Prepare to take action if the assailant attempts to get in the room
- Use text or email to communicate your location, the number of students or staff with you, if you have any wounded, and the extend of the injuries
- Call 911 as soon as it is safe to do so
- Remain in place until evacuated by identifiable law enforcement officers.

c. Fight: Never seek out confrontation with an active shooter/armed assailant. If you are confronted by an active shooter/armed assailant and you have no safer option, take immediate action to disrupt or incapacitate the assailant. If you choose the FIGHT option, commit to your actions.

- If you are in LOCKDOWN (hide), prepare yourself and your students for the possibility that the assailant may attempt to get in the room you are in.
- Construct a strong barricade
- If you have another way out (a window or back door), use it while the assailant is attempting to get it.
- If no other exit is available be prepared to disrupt the assailant by throwing objects at the assailant and running for the exit as soon as the assailant enters the room.
- Use items in the environment as improvised weapons (fire extinguishers, staplers, books, cups, etc.) Staff members may consider using aggressive and violent force to surprise and overwhelm the assailant

3.l Call 911 and initiate a school-wide LOCKDOWN announcement as soon as you can do so safely. Work with the people you are with to do both call simultaneously if possible.
a. provide as much information as possible (slow down-be calm):

- State the Emergency: "I hear gunfire." "I saw..."
- Give information on people who are wounded
- Location of the assailant (if known)
- Description of the assailant (if known)
- Your precise location

The number of children with you
b. Keep the line open, even if you can't talk, unless instructed by the dispatcher to end the call.

4. Special Topics

a. Injuries: Your response to injured persons will need to vary given the specific circumstances that are present and the response option (Run, Hide, or Fight) you are engaged in.

- Run-if you encounter injured persons while you are trying to get out of danger and you have children with you, you must place their safety ahead of the injured person. Take note of where the injured person is and report the location as soon as you get to safety.
- Hide- If someone is injured where you are hiding, secure the room before tending to the wounded. As soon as it is safe to do so, apply first aid using any supplies that are available. If necessary, use articles of clothing as improvised dressing for wounds and apply direct pressure to control bleeding.
- Fight-This is always the option of last resort because the probability of injury is highest when you are in close proximity to the assailant. Commit to your plan. Do not stop to tend to the wounded until it is safe to do so.
- If your intention is to disrupt the assailant to allow as many people to escape as possible, stick to that plan.
- If your plan is to incapacitate the assailant, keep fighting until the assailant is incapacitated and the weapon and assailant are under control.

b. Law Enforcement: If you encounter law enforcement officers...

- Immediately raise your hands in the air and display your open palms
- Don't run up to officers or attempt to hug or talk to them
- Don't talk unless they ask you a question
- Do exactly what they tell you to do.

c. Weapons: If the assailant loses control of a weapon, exercise extreme care with securing it.

- Do not pick up the weapon. Law enforcement may shoot you if they see you holding a weapon.
- Secure the weapon by placing an empty trash can over it and sliding it to a location where it can be kept covered and under control until a law enforcement officer can take possession of it.

d. Ongoing communication: School and district staff should develop means to safely provide updates to staff to keep them informed during the incident.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Follow the All Staff guidance described above
- Call 911 and initiate a LOCKDOWN announcement as soon as you can do so safely. Work with nearby staff to do them simultaneously if possible.
- Include as much actional information on the announcement as possible. Example: "LOCKDOWN LOCKDOWN LOCKDOWN. Man with a gun on campus. LOCKDOWN now."
- If you have surveillance capabilities, and can safely provide real time announcements, broadcast continuous and accurate information on the location of the assailant. This will disrupt and distract the assailant. It will also provide people on campus with information that they can use to better evaluate their options. Example: "The gunman is now in the D wing headed south. He is armed with a shotgun and is wearing a hooded jacket and blue jeans."
- Notify the district after you call 911
- If possible, assist emergency personnel.Assist police in entering the school; provide officers with keys, maps, and any other information requested.

DISTRICT STAFF ACTIONS: Because Panoche is a single district with a single employee, district staff actions will be carried out/supported by San Benito County Office of Education.

- Emergency Operations Center (EOC)
- Activate the district's Emergency Operations Center
- Dispatch a back-up ICS steam to take over responsibility for ICS functions from site staff who will be impacted by this emergency.
- Offsite Reunification
- The Operations Center should prepare an off-site evacuation site for reunification. This should be a location large enough to accommodate the evacuation, with parking available for parents coming to get their children.
- Once the assailant is neutralized, emergency responders will begin working to treat and evacuate the wounded.
- School staff and students will remain in lockdown until evacuated on a room by room basis.
- Buses should be placed on standby for evacuation

- Teams and materials should be mobilized to conduct an orderly reunification in which all student sand staff are accounted for.
- Crisis Intervention
- A Mental Health strike team should also be assembled to assist with stabilizing acutely impacted students, staff, and parents during reunification.
- This team will also provide ongoing support throughout the recovery phase of the emergency response.
- Psychoeducational materials should also be developed/selected by the Planning Section for distribution to parents and other caregivers to assist them in supporting crisis recovery.
- Mental Health staff should also be involved in plans related to reopening the school following and active shooter/armed assailant event.

Biological or Chemical Release

BIOLOGICAL

Biological agents are bacteria and toxins that can cause disease in people. Depending on the biological event, you may need to be immunized, evacuated, or "sheltered in place". Listen to the radio, check news and county websites, and wait for authorities to provide further instructions.

If you become aware of a suspicious substance, follow these steps:

1. Get away from the substance
2. Protect yourself by covering your mouth and nose with layers of fabric or paper towels that will filter air but still allow breathing.
3. Wash your body with soap and water
4. Contact authorities
5. Listen to radio/check online for news and information
6. If you become sick, get medical attention.

If you are exposed to a biological agent:

1. Get away from the substance
2. Remove clothes and put in a sealed plastic bag
3. Wash skin with a solution of 9 parts water to 1 part bleach. Do not use bleach solution on open wounds.
4. SEEK MEDICAL ATTENTION

CHEMICAL ATTACK

A chemical attack is the deliberate release of a toxic gas, liquid or solid, into the environment. Signs of a chemical attack:

- Watery eyes
- Twitching
- Problems breathing
- Choking
- Losing coordination
- Many sick or dead birds, fish, or small animals are cause for suspicion

If you see signs of a chemical attack, follow these steps.

1. Quickly get away from the contaminated area.
2. If the chemical is inside the building, exit the building without passing through the contaminated area.
3. If you can't get out of the building, find clean air without passing through the contaminated area.
4. Move as far away as possible from the contaminated area and shelter in place.
5. If you are outside, go to the closest place where you can get clean air.

USING A FACE MASK FOR PROTECTION DURING A CHEMICAL ATTACK

A face mask or barrier can help protect from air contaminants. Here are a few ideas for creating a face mask or barrier.

- Improvise with available materials and create a barrier to protect eyes, nose, mouth, and cuts in the skin.
- Use fabric that fits snugly over nose and mouth-achieve best fit possible for children.
- Include face masks in disaster planning kit.

If you are exposed to a chemical agent, you will be given orders by the local authorities to evacuate or shelter-in-place. If exposed, here are the steps for decontamination:
1. Remove clothing and place in a plastic bag
2. Remove clothing and place in sealed plastic bag
3. Seek medical attention

CHEMICAL ACCIDENT-Indoor
Chemical spills may result from tank truck or railroad car accidents. In rare cases, they may originate inside the building. If you discover a chemical spill, call 911, inform the site/school administrator, and follow these steps:
1. Evacuate the building. Avoid the area where the chemical spill occurred.
2. DO NOT light matches, candles, or other fires.
3. Assemble without delay in your evacuation assembly area.
4. Report all absences to the designated emergency roll person
5. Report for duty if you are a member of an emergency team

CHEMICAL ACCIDENT-Outdoor
SHELTER-IN-PLACE
The term "shelter-in-place" means remaining inside your site/school building and protecting yourself there from a hazardous outside environment. Staff and students should continue their regular activities if possible. There are a number of reasons authorities might direct you to shelter-in-place; such as: radiological, chemical or biological emergencies, local police activity, a fire in the area, and/or smoke in the air.
STEPS FOR SHELTER-IN-PLACE-STAY CALM
1. Go inside the building and bring students indoors immediately.
2. You can provide a minimal amount of protection to your breathing by covering your mouth and nose with a damp cloth.
3. Close and lock all windows and outside doors.
4.Turn off all fans, heating, and air conditioning systems.
5. Gather your disaster supplies and battery-powered radio.
6. Go to an interior room, ideally without windows.
7. Use duct tape (wet towels if you don't have duct tape) to seal doors, exhaust fans, vents, and windows.
8. Wait for instruction from your site/school administrator.

Bomb Threat/ Threat Of violence
BOMB THREAT
There is information in this section that is not being made available to the public at this time. Please contact your site administrator if you have questions.

Bus Disaster
Panoche Elementary School district does not currently utilize a busing system.

Disorderly Conduct
A risk to the life and safety of students and staff may exist there is a serious display of disordered thought or behavior. Possible symptoms include: hallucinations, extreme paranoia, impaired judgement that may lead to unsafe decision-making and dangerous behavior (to self or others), incoherent or disjointed speech and self -injurious behavior such as: hitting head, cutting self. Attempts should be made to use de-escalation strategies, calming techniques (e.g. deep breathing), and to implement behavior plans, crisis plans, or strategies in IEP, if in place.

Principal/Site Administrator Actions:
- Keep the individual under continuous adult supervision
- Keep the individual on campus until the parent/guardian has been notified
- Arrange appropriate support services for necessary care of individual
- If the individual actively displays dangerous behavior or there is reason to believe the student cannot be safely transported, call agencies as appropriate to coordinate emergency mental health services (e.g., mental health facilities, juvenile court, law enforcement).

School professional (psychologist, counselor, social worker, nurse) should recommend next steps to the principal. The next steps may include:

- Provide parents/guardian with the names and phone numbers of mental health resources
- Recommend that the parents make immediate contact with a therapist
- Request that parents/guardians to sign release forms to allow two-way communication between the school and the treating agency.
- Make a follow up check with the treating agency, family, and student as appropriate, to ensure that appropriate care has been arranged.
- Provide follow-up collaborative support for the student and parents (as indicated) within the school
- Document actions taken on behalf of the student (referrals, phone contacts, follow up activities, etc.)

Earthquake

EARTHQUAKE

Earthquakes occur without warning. The initial tremor is usually the most sever, however aftershocks may also be sever.

INSIDE BUILDING

1) Drop-Cover-Hold

a. DROP to the floor

b. Take COVER under a sturdy desk or table, or against an interior wall. Avoid windows, tall furniture, or hanging objects.

c. HOLD onto the furniture and HOLD your position until it is safe to move

2. Evacuate the building after the tremor stops. Do not run.

3. Assemble without delay in your evacuation assembly area.

4. Report all absences to the designated emergency roll person (ie.e secretary, dept. supervisor, teacher)

5. Report for duty if you are a member of an emergency team

6. Wait for Instructions from the Emergency Operating Center Director/INcident Commander

7. Do Not return to the building before it has been declared safe. Don't light matches, candles, or other fires.

OUTSIDE BUILDING

1. Move away from buildings, trees, and other hazards.

2. Drop to the ground

3. Cover your head and neck with your arms

4. Hold your position until earthquake is over

Follow steps 4-7 from "Inside building" instructions

IN A VEHICLE

1. Pull off to the side of the road away from buildings, overpasses, and power lines.

2. Set the brakes and turn off ignition.

3. Wait until the quake is over. Do not leave the car unless unsafe conditions warrant. Never leave car if power lines are down nearby or have fallen over the vehicle.

4. Check the road and surrounding terrain for safe conditions.

5. Proceed when conditions are safe.

Explosion or Risk Of Explosion
EXPLOSION

DROP-COVER-HOLD
1. Drop to the floor
2. Take cover under a sturdy desk or table, or against an interior wall. Avoid windows, tall furniture, or hanging objects.
3. Hold onto the furniture and hold your position until it is safe to move.
4. Evacuate the building when it is safe. Do not run.
5. Assemble without delay in your evacuation assembly area.
6. Report all absences to the designated emergency roll person (i.e. secretary, dept. supervisor, teacher)
7. Report for duty if you are a member of an emergency team
8. Wait for instructions from the site/school administrator.
   - Do not return to the building before it has been declared safe.
   - Don't light matches, candles, or other fires.

THREAT OF EXPLOSION
1. Do not light matches, candles, or other fires
2. Evacuate the building.
3. Assemble without delay in your evacuation assembly area.
4. Report all absences to the designated emergency roll person (i.e. secretary, dept. supervisor, teacher)
5. Report for duty if you are a member of an emergency team
6. Wait for instructions from the site/school administrator.
7. Do not return to the building before it has been declared safe.

Fire in Surrounding Area
A fire in an adjoining area, such as a wildland 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
1. Determine if evacuation of school site is necessary
2. Contact local fire department (call 911) to determine the correct action for your school site
3. If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan.
4.Direct inspection of premises to assure that all students and personnel have left the building.
5. Notify the school district where ther school has relocated and post a notice on the office door stating the temporary new location.
6. Monitor radio station for information
7. Do not return to the building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS
1. If students are to be evacuated, taker attendance to be sure all students are present before leaving the building site
2. Stay calm. Maintain control of the students a safe distance from the fire and firefighting equipment.
3. Take attendance at the assembly area. Report any missing students to the principal/site administrator and emergency response personnel.
4. Remain with students until the building has been inspected and it has been determined safe to return.

Fire on School Grounds
Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate that the fire is out.

WITHIN THE SCHOOL BUILDING

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:
1. Sound the fire alarm to implement evacuation of the building. Take emergency backpack and student kits.
2 Immediately evacuate the school using the primary or alternate fire routes.Note missing/absent students and report to emergency response personnel.
3 Notify the Fire Department (call 911)
4. Direct search and rescue team to be sure all students and personnel have left the building
5. Ensure that access roads are kept open for emergency vehicles.
6. Notify County Office of the situation
7. Notify appropriate utility company of suspected breaks in utility lines or pipes
8. Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

NEAR THE SCHOOL
1. Notify the fire department (call 911). The fire Marshall will direct operations once on site.
2. Determine the need to implement an evacuation. If the fire threatens the school, execute the actions above. If not, continue with the school routine.

Flooding
FLOOD
Flood warnings may be received by telephone, radio, or from emergency services officials. Wait for instructions from the site/school administrator. Possible emergency responses include:

- Evacuate students/staff to higher ground
- Release students/staff to go home if appropriate
- Take measures to minimize hazards to students/employees
- Take measures to protect the building and material resources from damage

Loss or Failure Of Utilities
UTILITIES FAILURE OR PLANNED POWER SHUT OFF
For utility failures caused by gas leaks, ventilation, plumping/flooding, and electrical failure immediately notify the site/school administrator to supply any known details.
Safety Procedures:

- If you smell gas or burning odors, evacuate the area immediately and take roll
- If students are in danger by rising water caused by faulty plumbing, water main break, or severe weather, immediately move the students to a dry area or higher ground to take rolle
- Remain calm and follow directions
- The teacher/principal is the only one who will determine whether the school will close or authorize an early release
- If evacuation is necessary, do not re-enter area/building unless you are told it is safe
- If personal safety allows, custodian or teacher/principal may shut off electrical equipment, gas, and or/water as needed

Motor Vehicle Crash
A motor vehicle crass may result in a fuel or chemical spill on school property. If the crash results in a utility interruption, refer to the section on Utility Failure.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS
1. Notify police and fire department (call 911)
2. Determine immediate response procedures, which may include evacuation or off-site evacuation. Move students away from immediate vicinity of crash. If evacuation is required,take class roster and emergency backpack.
3. Arrange for first aid treatment and removal of injured occupants from building
4. Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive. Report missing students to emergency personnel.
5. Ensure that students and staff remain at a safe distance from the crash
6. Account for all building occupants and determine the extent of injuries

7. Notify county superintendent
8.Escort students back to the school site when emergency response officials have determined it is safe to return to the building.

Pandemic

FOR COVID-19 SPECIFIC INFORMATION, INCLUDING SAFE RETURN TO INSTRUCTION, PLEASE SEE COVID-19 SCHOOL REOPENING PLAN

Influenza is a highly contagious viral disease. Pandemic influenza differs from both seasonal influenza (flu) and avian influenza in the following aspects:

- It is a rare global outbreak which can affect populations around the world
- It is caused by a new influenza virus to which people to not have immunity.
- Depending upon the specific virus, it can cause more sever illness than regular flu and can affect young healthy people more so than older, sick people.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

1. Activate heightened surveillance of illness within the school site. Gather data on symptoms of students and staff who are sick at home
2. Insure that students and staff members who are ill stay home
3. Provide fact sheets and guidelines for school families to make them aware of symptoms and remind them of respiratory hygiene etiquette
4. Monitor bulletins and alerts from the Department of Health and Human Services.
5. Keep staff informed of developing issues
6. Assist the Department of Health and Human Services in monitoring outbreaks
7. Respond to media inquires regarding school attendance status
8. Implement online education/distance learning if necessary, so that students can stay home
9. Maintain surveillance after the initial epidemic in the event that a second wave passes through the community

ALL STAFF/STUDENTS

1. Stay home when ill with cough or other flue-like symptoms (chills, fever, muscle aches, sore throat)
2. Practice respiratory hygiene etiquette.
3. Implement online/distance learning/independent study so that students can stay home.

Psychological Trauma

Suicide, attempted suicide, and suicidal gestures have a significant detrimental effect, not only on the involved student, but also on others in the school community. There is no way to predict who will commit suicide, or when, but there are warning signs, including :increasing talk of death, talk about not being worth living, and reckless behavior. School staff with reasonable cause to believe that a student is suicidal should begin the intervention process immediately. Parents must always be contacted. Attention should focus on the safety and best interest of the student whose health. life, or safety may be endangered.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS

1. Call ambulance in the event of overdose or injury requiring medical attention
2. Call 911 if immediate threat exists to the safety of the student or others. Move other students away from the immediate area but remain with the troubled students until assistance arrives.
3. Calm student by talking and reassuring until police arrive. Try to have the student relinquish devices for and means of harming self. If individual is armed with any type of weapon, use extreme caution. Do not attempt to remove the weapon from the possession of the individual. Allow police to do so.
4. Cancel all outside activities
5. Determine if the student's distress appears to be the result of parent or caretaker abuse, neglect, or exploitation. If not, contact parents/guardians and encourage them to have the child evacuated. Provide a list of referral sources and telephone numbers.
6. If allegations warrant, refer student to Child Protective Services. Contact parents/guardians and inform them of actions taken.
7. Arrange for medical or counseling resources that may provide assistance.

Suspected Contamination of Food or Water

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or suspicion of possible food/water contamination. Indicators of contamination may include unusual odor, color, and/or taste or multiple individuals with unexplained nausea, vomiting or other illnesses.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS

1. Call 911
2. Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.
3. Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
4. Provide list of potentially affected students and staff to responding authorities.
5. Provide staff with information on possible poisonous materials in the building
6. Notify County Superintendent of situation and umber of students and staff affected
7. Confer with Department of Health and Human services before the resumption of normal school activities
8. Prepare communication for families advising them of situation and actions taken

PREVENTATIVE MEASURES

1. Keep poisonous materials in a locked and secure location
2. Post the Poison Control Center emergency number in the front office, school clinic, and on all phones that can call outside.
3. Post the names of building personnel who have special paramedic, first aid training, or other special lifesaving or life-sustaining training.

Tactical Responses to Criminal Incidents

Threats occur when a belligerent or armed person on the school site bullies, intimidates, or coerces others, targeting an individual, particular group, or the entire school community. Threats are presented as overt hostility. They may be received by written note, email, communication, phone call, or orally. The procedure below applies to an oral threat.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS

- Assess the type of threat to determine the level of risk to the safety of students and staff. In categorizing the risk, attempt to determine:

1. Is the individual moving towards violent action?
2. Is there evidence to suggest movement from thought to action?

- High violence potential qualifies for arrest or hospitalization
- Safety is endangered when there is: (a) sufficient evidence of repetitive/intentional infliction of emotional distress upon others or (b) sufficient evidence of the unintentional infliction of emotional distress upon others.

3. Notify police (dial 911) if the safety of students or staff is endangered. Provide exact location an dnature of incident and school response actions.
4. Isolate the threatening person from other students and staff, if it is safe to do so. Initiate appropriate response actions, which may be lockdown or evacuation. Cancel all outside activities.
5. Respond to students who are prone to overt displays of anger in a calm, non confrontational manner. AIf an immediate threat is not clearly evident, attempt to diffuse the situation.
6. If an individual is armed with any type of weapon, use extreme caution. Do not attempt to remove the weapon from the possession of the individual. Allow police to do so.
7. Facilitate a meeting with student(s) and family to review expectations.
8. Facilitate a staff meeting to review plans for keeping school safe. Enlist the support of community service providers.

STAFF ACTIONS

1. If any students are outside, move them inside the building or away from the site of the threat/assault. If unable to do so, have students lie down and over their heads. Keeps students calm.
2. Inside the classroom, institute lockdown. Close all curtains and blinds.
3. Disconnect the school internet system if appropriate so that the individual cannot view news coverage and see locations of police/students/etc.
4. Remain with students until ALL CLEAR is given.

Unlawful Demonstration or Walkout

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

1. Obtain information on when, why, and how many people are expected. Identify the spokesperson for the group.
2. Contact local police department for the school's jurisdiction and advise them of the situation.
3. Notify staff of the planned demonstration
4. Develop an information letter to parents
5. Assign a staff member to act as a liaison with police, media, and possibly the demonstrating group.
6. Designate a staff member to handle incoming calls during the demonstration.
7. Establish areas where demonstrators can set up without affecting the operations of the school
8. Notify parents of demonstration and any possible impact parents may encounter when arriving at or departing from the school
9. Do not allow students to be interviewed by the media or join in the demonstration.

Emergency Evacuation Map