

**ROUND VALLEY ELEMENTARY / MIDDLE SCHOOL  
SAFE SCHOOL PLAN**



**SCHOOL YEAR 2025-2026**

*Approved by RVEMS School Site Council: January 7, 2025*

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## SCHOOL SITE COUNCIL MEMBERS

SY 2024-2025

- Kristen Gonzales, President – Parent
- Brenda Nunez-Davila, Vice-President – Parent
- Brianna Morales, Secretary – Classified Staff
- Janelle Brayton – Parent
- Maricrus Carrillo – Parent
- Noah Powell – Parent
- Serena Inda – Teacher
- Angelica Pete – Teacher
- Allison Shubin – Teacher
- Joe Dukepoo - Administrator

## **Round Valley Elementary Middle School's Vision**

**RVEMS is committed to providing a safe, nurturing environment while meeting the diverse needs of every child. RVEMS strives to educate and motivate all students to reach their academic potential by providing rigorous learning opportunities. RVES staff is dedicated to inspire and prepare our students to become life-long stewards of their community, land, and culture, as well as citizens of a global society.**

### **The Mission of Round Valley Elementary / Middle School is to**

#### **provide;**

- R Rigorous curriculum and educational programs that challenge our students to become life-long learners**
- V Validate assessment data that exemplifies highest student achievement**
- E Equal and equitable educational learning opportunities**
- M Meaningful curriculum and subject matter that prepares students as 21<sup>st</sup> century learners**
- S Successful learning experiences for all students**

## **ROUND VALLEY ELEMENTARY SCHOOL**

Round Valley Elementary School is located in the beautiful Round Valley in Covelo, CA. Our district student attendance area incorporates the valley floor and the surrounding mountain areas. Our schools include the following: Round Valley Elementary / Middle School, Round Valley High School, the Community Day School, and Yolla Bolly Continuation High School. Our schools are situated on approximately 27.5 acres of land on the west edge of the community. Round Valley Unified School District has been in existence for over 50 years.

One of the best things about Round Valley is the neighborliness of those who live here. Simply put, we care about each other. The Round Valley Unified School District believes that developing positive, life-long relationships with our students and their families is critical to our success. Our staff is committed to providing a high quality education to our students!

Round Valley Elementary School has a staff of fourteen regular classroom teachers, two special education teachers, an ELL teacher, two native language teachers, one counselor, one behaviorist, a health technician, school secretary and a principal. We currently have twelve instructional and behavioral aides, including two bilingual aides, three Title I reading aides, and three Title I math aides to assist students. We also provide speech services via tele therapy and have three speech technicians to facilitate this.

Our teachers and support staff are working hard to provide high quality learning experiences that are engaging and will lead to increased student achievement. We believe that if the school staff, students, and parents work together, we can increase student success. Our staff is using the 95% program to increase student reading levels and Dibels testing to monitor student progress and this is showing that our students are improving in their reading skills.

The goals on the following page reflect our efforts to improve student behavior and to reduce behavioral incidents on campus.

GOALS / ACTIVITIES	WHO IS RESPONSIBLE?	COMPLETION DATE/BUDGET	RESOURCES NEEDED	HOW WILL WE MONITOR/EVALUATE?
By the end of SY 2024-2025 we will reduce classroom disruptions by 5%	RVES STAFF	June 2025		Run a discipline report on SWISS data at the end of the year and look from month to month to see if we have improved. Next year compare year to year.
By the end of SY 2024-2025 we will reduce student disrespect / defiance by 5%	RVES STAFF	June 2025		Run a discipline report on SWISS data at the end of the year and look from month to month to see if we have improved. Next year compare year to year.
ACTIVITIES				
Reinforce positive behavior with colt cash	RVES STAFF	On-going		See colt cash containers at assemblies
Hold bi-weekly colt cash stores	Admin. / Staff	On-going Monthly		Students earn colt cash in their classrooms and around the school.

Counseling groups	Counselor	On-going		Counselor report out at monthly meeting with Admin.
Expectation Stations 3 times during the year	RVES STAFF	Quarterly		Visual Observation
Focus Weeks	Admin	Twice a month		PBIS Calendar and Weekly Bulletin
Analysis of behavioral data	Leadership Team	Monthly		Leadership Team Meetings
PBIS Team / Staff Meetings	RVES STAFF	Monthly		Staff Discussion

## BUDDY CLASSES

In the event that a teacher has to give first aid to a student, the buddy teacher can watch the other teacher's class.

K – Andersen and Ronkainen

1<sup>st</sup> –Bolton and J. Whipple

2<sup>nd</sup> – Inda and Padilla

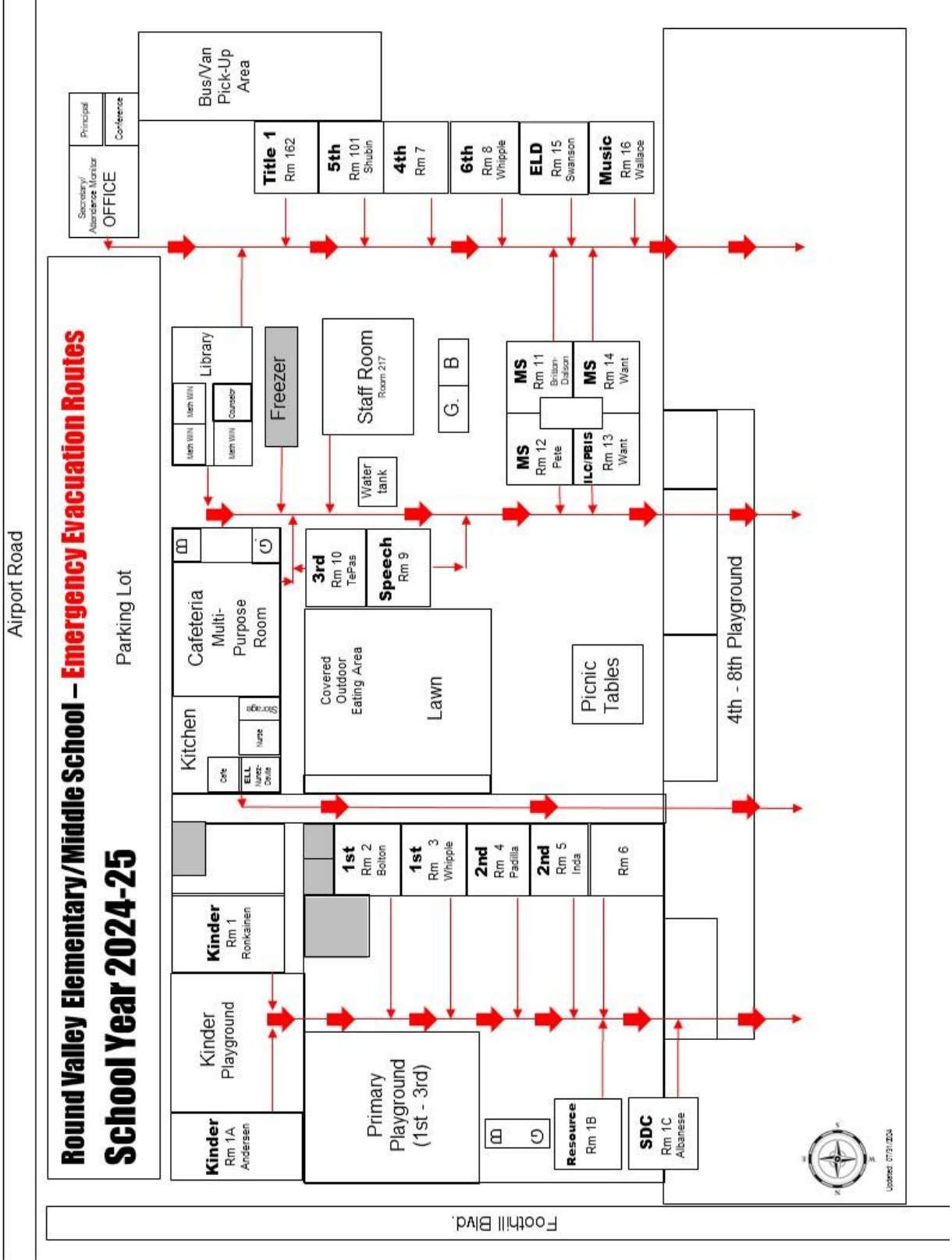
3<sup>rd</sup>/5<sup>th</sup> – Tepas and Shubin

4<sup>th</sup> – Bauer and Petitt

6<sup>th</sup> – 8<sup>th</sup> Britton-Dalson, Pete, Want



# Campus Map Evacuation Routes



**ROUND VALLEY ELEMENTARY SCHOOL**  
**SCHOOL CRISIS RESPONSE PLAN**  
**DIASTER GUIDE**

## **MEDIA – POWER OUTAGE**

### **MEDIA**

**Reporting or responding to the news media in any emergency situation shall be the responsibility of the superintendent or Incident Commander and shall be coordinated with law enforcement, firefighting officials or emergency services officials, as appropriate.**

**Individual staff members are instructed not to respond to new and media questions and should direct those individuals to the Incident Commander.**

#### **Outside Communication (including cell phones)**

**If staff members contact family members to notify them that they are safe, they are not to provide any additional information regarding the emergency. This will prevent possible miscommunication from circulating in the community.**

### **POWER OUTAGE:**

**In the event of a power outage prior to school starting the superintendent will make the decision to cancel school or proceed with school.**

#### **POWER OUTAGE DURING SCHOOL:**

**If winter conditions exist: Close doors to conserve heat in class. Open curtains for light as needed. Students using restroom may need flashlight.**

**Wait for direction from site administrator. If necessary, dismissal of students will occur approximately 1 hour following the outage. Notification to parents will occur by the Blackboard All-Call System, KYBU 98.6 radio station announcements, and or phone calls.**

## **FIRE – WILDFIRE – EVACUATION**

### **FIRE – EVACUATE**

**Signal – The fire alarm bells will sound.**

**Action:**

- **Teachers will determine that the room is cleared at the time of the alarm and the doors and windows are closed to confine fire.**
- **Teachers will lead their classes to the designated safety zone – follow evacuation route map located in classrooms.**
- **Teachers will conduct roll call and forward the information to the Incident Commander via the red card/green card process.**
  - **Hold up a red card, for IC to see, if any students are missing.**
  - **Hold up green card, for IC to see, if all students are accounted for.**
- **Teachers and staff will take students who may be in areas other than the classroom at the time of a fire, i.e. restroom, library, computer lab, office, cafeteria, playground, etc., to their class designated safety zone.**
- **Teachers and staff will prevent student from re-entering the building during the time of the emergency.**

### **WILDFIRE**

**Depending upon location of the fire and if evacuation is required we will evacuate according to evacuation instructions. If evacuation is not necessary, but smoke is a problem: Return to classroom and shelter in place until school is dismissed or evacuation takes place.**

**ROUND VALLEY UNIFIED SCHOOL DISTRICT**  
**SCHOOL LOCKDOWN PROCEDURES**

**I. SCHOOL LOCKDOWN** *(Call 911 for emergency)*

This is the highest state of readiness that is activated when violence is occurring or is imminent on or near campus, or any other situation deemed by the police or school staff to warrant a total lockdown of the campus.

**II. PERSONS WHO MAY ACTIVATE A SCHOOL LOCKDOWN**

1. An officer may notify, or request the Superintendent's office to notify a school to activate a school lockdown.
2. An administrator / manager may, in an immediate, life-threatening situation, activate a school lockdown.
3. Any member of a school staff who observes or suspects a dangerous situation shall immediately notify the principal's office.
4. The Superintendent's office shall immediately notify the 911 emergency operator of the existing conditions and all pertinent information and make a lockdown announcement by dialing 799. Additional notifications must be done for TK and Pre-School. All buses in transit must be notified via radio.
5. **Announcement codes are; LOCKDOWN-(RED), PRACTICE-(YELLOW), RELEASE-(GREEN), EVACUATION -(ORANGE)**

**III. CONDITIONS IN WHICH TO ACTIVATE A SCHOOL LOCKDOWN**

1. Someone has a gun/weapon on campus.
2. Someone with a gun/weapon is en route to a campus.
3. Shots are heard on campus.
4. A law enforcement action
5. The immediate pursuit of a dangerous suspect.
6. The execution of a high risk search or arrest warrant.
7. A large-scale enforcement operation involving potentially dangerous suspects.

#### **IV. ELEMENTS OF A SCHOOL LOCKDOWN (WHAT TO DO)**

1. The Superintendent's office will declare "This is a "CODE RED" alerting staff and students by dialing 799 and additional calls (see #4 under Section II) and following additional procedures as set forth in paragraph 2. If a 911 call has been made and completed, the **Superintendent's Office must be notified**. The district office designee will radio emergency response staff to activate lockdown duties. District Office will notify the Preschool of a lock down.
2. Elementary Office will instruct yard duty staff, via cell phone, to evacuate to the Middle School building.
3. The High School Office will instruct yard duty staff, via radio, to evacuate to the Gym girl's locker room.
4. All students and staff will go to the nearest room, take cover and stay low.
5. All lights will be shut off and Doors and windows will be locked, and opened only to students and staff seeking safety, or police.
6. Students and staff will remain quiet and shut off all audio-visual equipment.
7. Students requests to use restroom to be addressed on a case-by-case basis. Allow if possible, nearest restroom available.
8. Students out of class will go to their next scheduled classroom.
9. Following the period of bringing students inside to safety, assigned staff members will begin a safe sweep of campuses under radio instruction from the District Office or Police.
10. Should a **CODE ORANGE** –evacuation outside be called by the District/Police, teachers will bring students outside to their designated fire drill location. If they have other students in the classroom, they are to make note of all student names.
11. Parent requesting information will be advised to contact the District's emergency information center. All information released must be cleared by the Superintendent and Law enforcement.
12. Teachers will take roll and maintain calmness in the classroom. The school will remain in the School Lockdown Mode until an **all-clear signal – GREEN** --is given.
13. First aid will be rendered by staff as necessary.
14. Staff will update police with information on any imminent danger.
15. The schools will remain in the lockdown mode and Emergency response staff activated until notified otherwise by *District Office or law enforcement of a "GREEN" all clear announcement*.
16. The District office designee will then dial 799 and announce (CODE GREEN, ALL CLEAR) All other notifications as set forth in paragraph 2, item 4, must also be made.

## **VI. LOCKDOWN DRILL:**

1. Lockdown drills will be scheduled and practiced initially with full awareness of staff, students and parents. Written notice and Alert Now will be used to provide information to parents prior to the drill so that parents can follow procedures as well.
2. Drill signal will be given by **superintendent or designee and established by radio with the announcement being given 5 minutes prior to the drill's beginning time: Lockdown Drill will begin at 12:00 (i.e.). Then at 12:00 "This is a Code Yellow Drill" will be announced.**
3. Then all procedures used in a real Lockdown will be followed---see below.

### **Round Valley Unified School District Earthquake Occurrence Procedures**

**In the event of an earthquake everyone should follow a DROP, COVER, and HOLD procedure as follows:**

1. **Drop to knees facing away from windows.**
2. **Get under desks, tables or next to a solid wall.**
3. **Place your head between your knees and cover.**
4. **Stay in place until danger has passed.**
5. **Gather emergency bag and roll book.**
6. **Follow fire drill evacuation procedures when signaled.**

**Teachers and persons responsible for the evacuation of their specific areas should take note of; evacuation head count, injured or missing count and pertinent information regarding hazardous conditions and structural damage which may aid in rescue efforts. The district will provide a form to record this information. This form should be kept with your ROLL BOOK or EMERGENCY GO BAG.**

**Round Valley Unified School District  
Fire and General Evacuation Procedures**

**In the event of a fire alarm activation, or when the fire alarm is activated as a means of general evacuation. Everyone should practice the following procedures.**

- 1. Evacuate all buildings according to the maps posted at each door.**
- 2. All teachers shall gather attendance books and evacuate students to designated areas in an orderly manner and immediately take attendance.**
- 3. District site designees shall gather attendance information from teachers to determine student accountability.**
- 4. While the initial evacuation is underway, a second set of district site designees, shall determine the source of the alarm activation indicated at the alarm panel. If the source is determined to be a non-emergency a call to Gossett Alarm Co. @ 263-3567 should be made to stand down emergency responders.**
- 5. The second set of district site designees shall then perform a sweep of the site to assure complete evacuation.**
- 6. All district site designees will assess all information to determine student accountability and site safety before issuing clearance to reset the alarm system.**
- 7. At no time shall any one reenter any buildings until the alarm system is reset.**



**R.V.E.S. EMERGENCY LOG SHEET**

**1. RM # \_\_\_\_\_**

**2. no. # evacuated: \_\_\_\_\_**

**3. no. # injured: \_\_\_\_\_**

**4. no. # missing: \_\_\_\_\_**

**5. Hazardous information notations: \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

PLEASE SUBMIT THIS FORM, WHEN REQUESTED, AFTER EVACUATING.

## **SEVERE WINDSTORM – SHELTER IN PLACE**

- **If high winds develop during school hours, the following emergency actions will be in effect.**
- **Implementation action: Take cover. Students and staff should be assembled inside buildings.**
- **Close windows and blinds / curtains; move everyone away from windows.**
- **Evacuate classrooms that bear the full force of the wind.**
  - **Evacuate to cafeteria if it is safe to do so.**
- **Take roll and place green or red card in the class window or door window to indicate.**
  - **Red = missing students**
  - **Green = all student present**
- **Students and staff should be kept at the school until the winds have subsided and it is safe to return them to the classrooms or send them home.**

## **FLOOD/ SHELTER IN PLACE OR EVACUATE**

**The predicted extent of the flood and the amount of time available before it arrives will determine the course of action to be taken.**

### **EITHER**

- **Provide care for students at school.**
- **Initiate – leave building or site**
- **Execute action – direct transportation or coordinate with local and county agencies.**

**After the course of action has been decided.**

- **The incident Commander or superintendent will notify the media**

## **CHEMICAL ACCIDENT**

### **Chemical Accident**

**Warning of a chemical accident is usually received from fire or law enforcement officials when such accidents occur in close enough proximity to be a threat to the safety of the school. Such accidents could also happen on our campus or on the high school campus. An overturned tanker, a broken fuel line, or an accident in a nearby building (i.e. water treatment plant) are all possible hazards.**

**If such an accident occurs, the following procedures will be followed:**

- **Determine the need to implement appropriate action, evacuate or shelter in place (close doors and windows, shut off heat/cooling systems and stay inside)**
- **If it is necessary to evacuate the area, move crosswind, never directly with or against the wind, which may be carrying fumes.**
- **Take roll.**
  - **Either hold up or put in window your red card = students missing, green card = all accounted for and okay.**
- **The Site administrator will direct further action as required. If evacuated, students and staff must not return to school until fire department or law enforcement officials have declared the area safe.**

### **Asbestos Fiber Release**

**Disruption of asbestos-containing material could result in a fiber release episode. Damage to asbestos-containing surfacing material, insulation, or floor tiles could produce microscopic fibers that require specialized cleaning techniques and equipment.**

**If such an accident occurs, the following procedures will be followed:**

- **Evacuate the room, notify school administration**
- **Turn off any heating and cooling equipment for the area that might distribute fibers**
- **Restrict access to area until trained personnel investigate**
- **Do not return to the room until qualified personnel have declared the area to be safe**
- **Appropriate cleaning procedures will be completed by trained professional (as contracted by the district)**

## **BOMB THREAT**

### **Procedures:**

**If an anonymous telephone call or written threat is received by school personnel regarding the placement of bombs or other explosives in a building, the following procedures will be followed immediately:**

*The teacher will follow the usual evacuation procedure unless otherwise instructed. (i.e. fire evacuation)*

**Directions will be given by Incident Commander for location to evacuate to, once safety area is established. If a suspicious object is found – DO NOT DISTURB.**

**Avoid two-way radio communication / cell phone use in the area, and turn off electronic devices (turn off pagers and beepers)**

### **Telephone Call**

**Person receiving threat, keep caller on the line. Delay the caller with such statements as “I am sorry. I did not understand you. What did you say?”**

**Get as much information as possible from the caller. Ask the caller where the bomb is located, what time is it scheduled to explode, why he placed the bomb at the site, and what the bomb looks like.**

**Note the following if possible.**

- **Sex of the caller**
- **Approximate age**
- **Voice quality, accent, peculiar speech**
- **Exact time call was received**
- **Background noises: music, motors, traffic**

**AS SOON AS CALL IS COMPLETE, REPORT IT TO THE OFFICE (SITE ADMINISTRATOR)**

### **Letter – received**

**If the message is in the form of a letter, note manner in which it arrived, who found it, and where it was found. Take care in holding the message by immediately placing it in an envelope (zip lock, if possible for viewing) for fingerprint detection.**

### **Notification of Proper Authorities**

- **Immediately upon receipt of the threat, by whatever form, notify by phone**

- **Attempt to notify supervisor first, then**
  - **Appropriate law enforcement agency**
  - **Superintendent**

**Evacuation:**

**Following Bomb Threat Procedures**

**Explosive and Fire**

**In case of explosion, and a fire, the emergency procedure for fire shall be followed**

**Publicity**

**No publicity shall be issued at or within the schools, as this is a responsibility of the law enforcement and firefighting officials, or the district superintendent.**

## **REUNIFICATION – EVACUATION OFF CAMPUS**

### **Parent/student – Reunification / After Care**

**It may become necessary after an emergency to keep students until they can be picked up by their parents (i.e. significant earthquake has occurred and the district does not want to transport students to potentially damaged houses where parents may not be present)**

**A table / area will be designated for checking students out of school by parents/guardians.**

- If the parent arrives to pick up a child from the class direct them to the appropriate check out area to sign the student out, if they do not do this record the time and their name to keep for records.**
- Release students only to the adults listed as their emergency contacts (if other than parent /guardian.)**
- If a second authorized adult comes to pick up a student it is important to be able to inform them of the time and with whom the child was released to.**

**REMEMBER EMOTIONS ARE CONTAGIOUS. IF YOU REMAIN CALM AND PROFESSIONAL, THE STUDENTS AND PARENTS WILL ALSO REMAIN CALM.**

### **After Care**

- Look for signs of stress in students and peers.**
- Recommend counseling for those needing emotional recovery support.**
- Remember to take care of yourself and allow for a period of recovery.**

<b>ON-SITE REUNIFICATION CENTER</b> Cafeteria/Multi-purpose Room or Elem. field
<b>OFF-SITE REUNIFICATION CENTER</b> RVHS Football Field

## **EVACUATION**

By Bus:

Bus personnel will direct with Incident Command (IC)

Load bus in usual manner behind the office, unless necessary to relocate loading zone. Teachers remain with students and take roll. Hold up red card for missing students and green card for all students accounted for/safe.

Bus Routes: 1 and 2 By Foot:

Primary Evacuation Point: High School Gym, Secondary Evacuation Point: Community Library

## **SUGGESTED ACTIVITIES AND DRILLS FOR TEACHERS**

### **1. DROP AND COVER DRILL**

**Review classroom earthquake drill procedures with students and have them practice the drop, cover and hold routine. You may do the drill with or without the simulation script.**

### **2. Evacuation Drill**

**Walk the class through the designated earthquake evacuation route(s) to the appointed reception area(s) outdoors. Ask students to make mental notes, as they go along, of things that might become hazards during an earthquake. When you reach the designated site, talk about what they noticed or hazards they thought of. A list of such hazards is below.**

- **Power failure (is there emergency lighting?)**
- **Halls or stairways cluttered with debris – ceiling tiles or plaster from walls**
- **Halls blocked by fallen lockers or trophy cabinets**
- **Smoke in the hallway**
- **Exit doors and windows that jam and will not open**
- **Aftershocks could hit while they're evacuating (in which case, students drop and cover where they are.**
- **Bricks, glass and debris piled up, outside electrical wires on the ground**



**When you return to class, discuss with the students how the hazards could be reduced, and/or how they could cope with them if they happened.**

### **3. Safety Considerations**

**Explain to the class that if there is a strong earthquake, each student's first responsibility is for his or her own personal safety. Every student should learn, however, how to help someone else who is injured. Present some "what if" questions to provoke discussion.**

- **What if the teacher is injured?**
- **What if a student is cut by shattered glass and is bleeding?**
- **What if someone is hit by a falling light fixture or heavy object and knocked out?**
- **What if a student is very upset by the earthquake?**

**Lead a discussion with the students about the reactions they may have to an earthquake. Mention that it is normal to feel very frightened, worried, or even physically sick. Some people respond to the fear by crying and some by laughing.**

**Have the students talk about what they can do after an earthquake to help themselves and their classmates feel less scared and worried.**

**It may take a long time for parents or caretakers to get to the school, so everyone should be prepared to wait patiently. Students may be very concerned about their parents or siblings, they may in fact be "worried sick". Have students discuss what they can do to help each other pass the time and not worry so much. Point out that if their family has made an earthquake plan, they will have a better idea of what to expect from each family member.**

#### **1. Teacher Reminders**

##### **A. Duck and Cover**

- **Take cover yourself**
- **Consider special needs students**
- **Talk calmly to the students**
- **Stay covered at least 60 seconds**

- **Give instructions for what to do after the shaking stops**

**B. When No Cover is Available**

- **Move to an inside wall and**
- **Kneel next to wall, facing away from windows**
- **Cover head and neck with hands and elbows; if coats are available, cover heads with them to protect from glass**

**C. When Outside**

- **Stay Outside**
- **Take cover in an open area away from falling hazards**
- **Talk calmly and give instructions**

**D. If in Bus or Car**

- **Driver should stop as quickly as possible**
- **Park away from buildings, highway overpasses, power poles, tree**
- **Passengers should stay in vehicle and duck and cover as well as possible there**

**ROUND VALLEY UNIFIED SCHOOL DISTRICT**

**EMERGENCY CONTACT LIST**

- 2. Stephanie Stefano-Davis, Superintendent (707) 983-6171, ext. 103**
- 3. Joe Dukepoo, RVEMS Principal (707) 496-4179**
- 4. Justin Pinches, Director of MOT (707) 277-0559**
- 5. Kat Willits, Confidential HR (707) 272-7993**