

Comprehensive School Safety Plan SB 187 Compliance Document

2024-25 School Year

School: Roseville Adult School
CDS Code: 31669283136496
District: Roseville Joint Union High School District
Address: 200 Branstetter Street
Date of Adoption: December 17, 2024

Approved by:






Name	Title	Signature	Date
Jason Harm	Assistant Principal		
Sandy Garrison	Principal's Secretary		
Mike Brockman	Counselor		
Monique Johnson	Teacher		
ADHS SRO Chad Quirarte	SRO		

Table of Contents

Comprehensive School Safety Plan Purpose [EC 32280]	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	6
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	6
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines	7
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	7
(E) Discrimination and Harassment Policies (EC 212.6 [b])	7
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	7
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)	8
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) Site specific school goals; reviewed and updated yearly.....	8
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)	9
(J) Procedures for Tactical Response	9
(K) Procedures to Assess and Respond to Threats or Acts of Violence on School Campus	10
(L) Procedures to Respond to Opioid Overdose on Campus.....	10
(M) Instructional Continuity Plan (38882 3(A)).....	10
Safety Plan Review, Evaluation and Amendment Procedures	11
Safety Plan Review, Evaluation and Amendment Procedures	11
Emergency Contact Numbers	12
Roseville Adult School Incident Command System.....	13
Incident Command Team Responsibilities	14
Principal or designee:	14
Safety Plan Appendices A-Q.....	19
Standard Response Protocol (I love you guys Foundation https://iloveguys.org/The-Standard-Response-Protocol.html).....	19
Tactical Response.....	20
Types of Emergencies & Specific Procedures.....	21
(A) Aircraft Crash.....	21

(B) Animal Disturbance21

(C) Armed Assault on Campus.....22

(D) Biological or Chemical Release23

(E) Bomb Threat/ Threat Of violence24

(F) Bus Disaster25

(G) Disorderly Conduct.....26

(H) Earthquake27

(I) Explosion or Risk Of Explosion28

(J) Fire in Surrounding Area.....28

(K) Fire on School Grounds.....29

(L) Flooding29

(M) Loss or Failure Of Utilities.....30

(N) Motor Vehicle Crash.....30

(O) Psychological Trauma.....31

(P) Suspected Contamination of Food or Water31

(Q) Unlawful Demonstration or Walkout.....31

Emergency Evacuation Map.....33

Comprehensive School Safety Plan Purpose [EC 32280]

The California Education Code Article 5. School Safety plans (sections 32280-32289.5) 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.

It is the intent of the Legislature that all California public schools, K-12 in inclusive operated by school districts, in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, classifies employees, and other interested in supporting comprehensive school safety. Schools will develop a comprehensive school safety plan address the safety concerns identified through systematic planning and evaluation process. It is also the intent of legislature to ensure all school staff is trained on the comprehensive school plan. A "safety plan" means a plan to develop strategies aimed at the prevention of and education about, potential incidents involving crime, violence, crisis management and response.

Comprehensive School Safety Plans shall include, according to EC 32282 the following elements:

1. Assessing current status of school crime committed on school campuses and at school related functions.
2. Identifying appropriate strategies and programs that will provide and maintain a high level of school safety and address school's procedures for complying with existing laws related to school safety which include the following:
 - (A) Child abuse reporting procedures
 - (B) Disaster response procedures (including adaptations for pupils with disabilities)
 - (C) Suspension and expulsion policies
 - (D) Procedures to notify teachers of dangerous pupils
 - (E) Discrimination and harassment policies
 - (F) School wide dress code policies
 - (G) Procedures for safe ingress and egress
 - (H) Policies enacted to maintain a safe and orderly environment
 - (I) Rules and procedures on school discipline
 - (J) Procedures for Tactical Response
 - (K) Procedures to assess and respond to threats of violence
 - (L) Procedures to assess and respond to opioid overdose on campus

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

A copy of the Comprehensive School Safety Plan is available for review at the school site and school website (some elements of the plan are not publicly posted for the overall safety of the campus).

Safety Plan Vision

Roseville Adult School is an integral part of the Roseville Joint Union High School District.

The RAS staff's vision is for RAS to be a school:

Where staff actively engage their students in relevant experiences.

Where adult students become confident, forward-thinking and ready for college, career and community leadership.

Where welcoming staff focus on meeting the unique needs of adult learners in a safe and supportive learning environment

Components of the Comprehensive School Safety Plan (EC 32281)

Roseville Joint Union High School District Safety Committee

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The school site council at each district school shall approve a comprehensive school safety plan (CSSP) relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286) The CSSP is developed, monitored and reviewed by each school site safety team within the district annually.

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board Policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education (CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan:

Notwithstanding the process described above, any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Access to Safety Plan(s) and Reporting:

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

The Superintendent or designee shall also provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

Assessment of School Safety

Discipline Data

CHKS

Perception data CSI Co-Vitality Data Drill processes
Catapult Data and Reports Attendance Data
Behavior Threat Assessment Data Vulnerability Assessments California Dashboard

In review of the data above the site safety team continues to work in area for improvement with campus infrastructure, vulnerability and threat assessment recommendations and building positive school climate through collaboration with all stakeholders. See site goals in Section (H) of this document that are updated yearly in response to analysis of the data referenced above.

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

- Staff and students review safety protocols twice a year and monthly safety drills are conducted to ensure all stakeholders are prepared.
- All staff is connected to the Catapult EMS System to ensure proper communication during an emergency.
- WeTip serves as our anonymous reporting system for staff, students and community members to report safety concerns. Each school site has access through a link on their webpage and QR codes posted throughout campus.
- Safety Committee has monthly meetings to discuss school safety; physical and psychological.
- District Safety monthly meetings
- Site Behavior Threat Assessment team meetings (Minimum once a month and as needed for referrals) District Behavior Threat Assessment Quarterly meetings
- Full time SRO, nurse are on campus to support safety / health needs of students.
- Behavior Threat Assessment Management Protocol districtwide. BTAM is conducted in partnership with our law enforcement agencies that serve RJUHSD.
- MTSS / PBIS / Climate and Culture teams to focus on building positive and inclusive school climate
- Comprehensive School counseling teams, Wellness Centers on site, Family and Community Liaison, Learning Support Specialists, Program specialist (Special education)
- Voluntary health and safety training is being offered to staff through district experts (nurses, SROs and safety team staff): to include, but not limited to STOP the Bleed, Epipen, AED, Active Shooter training, Behavior Threat Assessment and Narcan.

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

[BP 5141.4](#)

[AR 5141.4](#)

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

[BP 3516: Emergencies and Disaster Preparedness Plan](#)

[AR 3516: Emergencies and Disaster preparedness plan](#)

Emergency Disaster Procedures (See Emergency and Crisis Response Appendix)

RJUHSD adopted the Standard Response Protocol from the I Love You Guys foundation in 2022 and we use CatapultEMS for all emergency communication with staff. Emergency notifications go out to students through CatapultEMS, so they receive direct information of the action alert and guidance on directed response. Parents receive details of the event or emergency through student information system communication platform (Parent Square) through multiple platforms: text, automated phone calls and email notifications. Drills are conducted on a monthly basis. Documentation is maintained and reviewed by site safety teams.

Safety Procedures to support Students with Disabilities [32282 B(i)]

Emergency response procedures are reviewed and updated to ensure the plans for responses (and drills) do have clearly defined and support process for supporting students with disabilities. These practices are included in all drills for students and staff on campus. These practices are in alignment with federal Americans with disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), the federal Individuals with disabilities Education Act (20 U.S.C. Sec 1400 et seq.) and Sections 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 7949a)). Students with disabilities requiring an individual safety plan due to their unique needs have a plan created by their IEP team in conjunction with the site safety administration. These plans are kept as part of the students records and accessible for anyone involved in supporting the plan in the event of an emergency.

Public Agency Use of School Buildings for Emergency Shelters

RJUSHD holds an MOU with Red Cross, County entities and Roseville city organizations for use of facilities during a designated state of emergencies and crisis when response and /or reunification protocols are activated.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

[BP 5144.1: Suspension and Expulsion Due Process](#)

[BP 5144: Discipline](#)

[AR 5144.1: Suspension and Expulsion Due Process](#)

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

A school district must inform any teacher, counselor or administrator in a supervisory or disciplinary position when, based on records maintained by the district or received from law enforcement, it has information that, during the three previous school years, a pupil has engaged in, or is reasonably suspected to have engaged in, the following criminal or disruptive conduct at school, while going to or from school, or during a school sponsored activity: Violations of Ed Code 48900 (a-l); and 48915 (a-c)

- 48900 a1: Causing, attempting, or threatening physical injury to another;
- 48900 b: Possessing, selling, or otherwise furnishing, a firearm, knife, or other dangerous object
- 48900 c: Possessing, using or selling illegal drugs, alcohol, or drug paraphernalia;
- 48900 e: Committing or attempting to commit robbery or extortion
- 48900 f: Damaging or attempting to damage school property
- 48900 g: Stealing or attempting to steal school or private property
- 48900 i: Committing an obscene act or engaging in habitual profanity or vulgarity
- 48900 h: Possessing, offering, arranging or negotiating to sell, any drug paraphernalia
- 48900 l: Knowingly receiving stolen school or private property
- 48915 c: serious physical injury, possession of firearm, brandishing a weapon, possession / sale of controlled substance, robbery / extortion, Assault / battery on school personnel

Prior to the first day of each term, District staff will notify teachers, counselors and administrators that they have access to their students discipline records through the District Student Information System (SIS) Aeries.

Please remember that student records are confidential and are not to be shared with anyone other than the students teachers, counselor and administrators. Sharing of confidential student information may result in disciplinary action.

Upon notification by District, staff teachers can use their Aeries access code to open individual students discipline records for students in their classes. Staff will have the ability to review student discipline records throughout the term (in the event there are any additions or changes to a student's discipline record).

Additionally, site administrators will notify a student's teachers and counselors, (thru an email notification) in the event there is notification by local law enforcement (throughout the school year), of criminal activity that falls within the requirements as outlined in Ed. Code 49079.

(E) Discrimination and Harassment Policies (EC 212.6 [b])

[BP 5145.3: Nondiscrimination and Harassment Policy](#)

[BP 5145.7: Sexual Harassment](#)

[AR 5145.3: Nondiscrimination and Harassment](#)

[AR 5145.7: Sexual Harassment](#)

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

[BP 5132: Dress and Grooming](#)

[AR 5132: Dress and Grooming](#)

Dress code policy is published in the student handbook for each site in RJUSHD. The dress code is reviewed annually, with students, during the first 2 weeks of school starting.

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

All sites are equip with fences and gates around the perimeter of their campuses. These gates are open in the morning and afternoon prior to the school day starting and after the end of the school day to allow students entry and exit to campus. During the school day all gates are locked and the front office is open, allowing one monitored entry to campus. All students that entering campus late have to check in through the front office. Visitors are required to check in through this one entry point. Visitors are run through a visitor entry process using the Raptor Technologies to scan their Driver’s License and create a visitors sticker (includes a picture of the visitor) in which they are required to wear while on campus.

When employees of RJUHSD are visiting another site they are required to show their district ID and sign in at the front desk to ensure we are monitoring all staff on campus in the event of an emergency.

Parking lots are marked for entry and exit at each campus. Parking lots are monitored by Campus monitors, when available during high traffic hours. Both staff and students are required to have a parking permit displayed in their window to ensure it is an authorized vehicle in the parking lot during school hours.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) Site specific school goals; reviewed and updated yearly.

Component:

Component I: People / Programs

Element:

Roseville Adult School's intake process will continue to provide a New Student Orientation screen cast for newly-enrolling high school diploma and GED preparation program students along with resources covering topics related to overdose and drug addictions.

Opportunity for Improvement:

Assuring all staff have the resources necessary to assess common warning signs of mental health conditions and equip staff with the latest resources on common opioid drug use and overdose warnings/signs

Objectives	Action Steps	Resources	Lead Person	Evaluation
Train staff on warning signs of mental health conditions	Send and confirm all staff have watched the Kognito Training	Counseling Department	Mike Brockman	All Students and Staff appropriately trained
Train staff on use of Narcan and CPR/First Aid	Confirm that all staff are trained	Admin and Nurse	Nurse	All staff are trained or updated on annual basis

Component:

Component II: Campus / Facilities

Element:

After updating our lobby in 2022 we recognized the need to add the panic button feature to the main entrance into the lobby. Several incidents have required our office staff to have the ability to lock the main entrance from inside the office. Similarly, our P-2 teachers work late into the evening and have asked for Ring-Type video to see outside the door whenever students and/or visitors arrive.

Opportunity for Improvement:

Improve the safety of our front office ingress, glass privacy, and gate/classroom door access.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Design and build safe lobby	Work with office staff and facilities to design safe office entry	Facilities and Maintenance	Jason Harm	Monitor the student and community entry points on the campus
Safe classroom and campus ingress	Install working keypads at gate and Classroom	Facilities and Maintenance	Jason Harm	Usage by students and staff
Safe classroom and campus ingress	Install dark reflective window film on front windows	Vendor	Jason Harm	Use and effectiveness of new window film from staff input
Safe classroom and campus ingress	Install the "Panic" button option to the front door access	Facilities and Maintenance	Jason Harm and Kris Knapp	Usage of the button during drills to ensure it is working effectively to instantly lock the front door access without having to step into the lobby to lock the door.
Safe classroom and campus ingress	Install camera for p-2 and train staff on use	Cameras and training	Jason Harm and Tony Ham	Camera is working with staff trained and accessing the camera during the evening hours.

Component:

Component III: Policies and Procedures

Element:

Send out the newly updated BTAM referral forms to all staff with training in person in February for all staff to learn how to submit a student referral. Establish quarterly BTAM team meetings for any current student referrals. Continue to monitor district BTAM trainings and designate representatives from RAS to attend.

Opportunity for Improvement:

Practice with sample student scenarios and ensure all staff are trained in BTAM process.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Attend BTAM training and practice	Finished Forms and adapted for RAS use	BTAM District Resource Folder	Counselor and Admin	Use of BTAM forms and tracking forms.

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

[BP 5144: Discipline](#)

[AR 5144: School Discipline](#)

RJUHS school discipline practices and guidelines are reviewed with students during the first few weeks of school annually. They are published in student handbook.

(J) Procedures for Tactical Response

RJUHS works alongside our Law Enforcement Partners, which include the Roseville Police Department, Placer County Sheriff's Office, and the Sacramento Sheriff's Office. Throughout these longstanding partnerships, we have built a collaborative, supportive, response model where additional resources can quickly be utilized, with the common goal of safely and efficiently stabilizing situations that jeopardize the safety of our campus communities. Some of these additional resources include local members of

multi-jurisdictional agencies who are knowledgeable in the Nationally Recognized Incident Command Structure, tactical response teams, including crisis negotiators with advanced training in de-escalation strategies, and Law Enforcement Personnel with specialty equipment and expertise in stabilizing unpredictable, dynamic, emergency situations. Tactical response plans created by the RJUHSD are kept within Law Enforcement documents and are not shared with the public. In addition, the district holds a MOU with Roseville Police Department and Placer County Sheriff's Office to allow access the security cameras to support emergency and tactical response during a critical event on campuses within their jurisdictions.

(K) Procedures to Assess and Respond to Threats or Acts of Violence on School Campus

[BP 5132.6: Behavior Threat Assessment and Management](#)

RJUHS D has worked on implementation of Behavior Threat Assessment and Management (BTAM) teams since 2022. RJUHSD works in collaboration with our law enforcement partners (Roseville Police Department, Placer County Sheriff's Office and Sacramento Sheriff's Office) to assess and response to threats or acts of violence on our school campuses. RJUHSD has an anonymous reporting system established through Catapult EMS and it is monitored by WeTip 24 hours a day to ensure information regarding threats to the safety of any of our schools is addresses quickly and appropriately. BTAM is an established and researched based process to promote prevention of targeted violence. Our BTAM teams and staff are trained yearly on response to threats or acts of violence on our school campuses.

(L) Procedures to Respond to Opioid Overdose on Campus

Prevention:

- Awareness of risks of fentanyl use are embedded in the school drug presentations that take place during Health classes. Schools participate in substance abuse prevention campaigns throughout the school year.(i.e. "One Pill Can Kill", Every Fifteen minutes)
- Health curriculum provides education on drug use and effects of drug use
- Wellness referral for Teen Intervene (controlled substance intervention curriculum)
- Voluntary training for all staff on administration of Narcan in the event of an overdose on campus All sites have doses of Narcan available on site in multiple locations

Response:

- Notification to School nurse, administration and SRO if student is exhibiting symptoms of an opioid use
- Call 911 for emergency response to be dispatched
- Evaluation by trained personnel to identify the need for the use of Narcan on the student / victim of opioid use or exposure prior to the arrival of EMS if necessary
- Staff notifies parents / guardians
- Place school on HOLD if necessary to help support the privacy of the response to the student experiencing the emergency
- Crisis response protocol activate for student returning from a hospitalization: return to learn meeting, safety planning (if needed), family guardian support, appropriate and timely supports are offered for student s in crisis.

(M) Instructional Continuity Plan (38882 3(A))

An instructional continuity plan is required to be established by the school district to ensure communication about continuity of in person instruction for pupils in the event of emergency event that occurs in the learning environment. When in person learning is disrupted by any type of emergency event the school district will assess the situation to determine the best environment and timing for pupils and staff to return to campus effected or if alternative location will be developed for in person learning to resume. This decision will be communicated as soon as practicable, and no later than 5 days following the emergency event. Communication about instructional continuity will be provided through district communication platform via emails, text messages and automated phone calls. The instructional program guidance will be posted on the district website (<https://www.rjuhsd.us/>).

Safety Plan Review, Evaluation and Amendment Procedures

The annual Comprehensive School Safety Plan (CSSP) starts the review process at monthly safety committee meetings. The evaluation cycle of the CSSP starts on the first day of the following school year of approval and continues through February of the active school year. The evaluation processes ends the current school year when the plan is officially adopted by the school board (approximately March 1st). Goals are set based on needs as determined by each site safety team. Each month the goals are reviewed and can be updated within the Evaluation section of the goals to show evidence of movement toward reaching goals and accountability references. Once updates have been made and approved by Safety team, the plan goes to School Site Council for approval. The plan is then sent to RJUHSD School Board for final approval prior to March 1st. Evaluation of goals is by documentation of completion of tasks or action steps to meet goals. Goals are updated based on progress of goals from the prior year, updated legislation requirement and/ or relevance to safety needs of the site.

Goals and Site Safety plan can be amended through the Site Safety team as needed throughout the year. If a pupil’s parent / guardian or Ed right’s holder, school employee, or a pupil bring a concern about an individual pupil’s ability to access disaster safety procedures described in the CSSP or an individual pupil’s safety plan, it should be presented to the school principal for consideration. If the Principal determines there is merit for the concern it is brought to the school safety team for review. If there is a need for a modification the site safety team can make those modifications to the plan after the approval of the plan and make them effective during the evaluation cycle of the plan.

Safety drills, exercises and training are monitored and documented through the school year to ensure compliance with safety practices expected to support a safe school environment. The documentation is maintained by the site safety personnel, district safety personnel and the district safety team.

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Safety Team Committee Review and Approval	December 17, 2024	Safety Committee RAS Office
Public Safety Officer Review, Vulnerability Assessment Walk Thru, and Approval	January 28, 2024	Campus Vulnerability Assessment Walk-Thru
Site Staff Safety Plan Practice and Review (All Staff)	August 9, 2024	Classroom P-2

Emergency and Crisis Response Procedures
Emergency Contact Numbers

Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Roseville Non Emergency	916-774-5000	
School District	Julie Winkel, Safety Director	916-786-2051	
Law Enforcement/Fire/Paramedic	Roseville Fire	916-774-5800	
Local Hospitals	Sutter	916-781-1000	
Local Hospitals	Kaiser	916-784-4000	
Other	Animal Control	530-886-5500	
Other	Poison Control	800-222-1222	
City Services	Gas PGE	800-743-5000	
City Services	Roseville Power	916-774-5428	
City Services	Water and Sewer	916-774-5770	

Roseville Adult School Incident Command System

Incident Commander: Jason Harm	
	Command Staff
	Public Information Officer: Lisa Voss
	Safety Officer: Sandy Garrison and Chad Quirarte
	Liaison Officer: Monique Johnson
	Mental Health Officer: Mike Brockman

General Staff

OPERATIONS (Doers who support on-scene school site response)	PLANNING (Thinkers who collect, monitor, evaluate, & documents incident information)	LOGISTICS (Getters who provide personnel, supplies, & services to support response)	FINANCE & ADMINISTRATION (Payers who track incident costs, claims, compensation, & reimbursements)
Security & Traffic: Chad Quirarte	Situation: Jason Harm	Facilities: Kris Knapp	Personnel: Sandy Garrison
Search & Rescue: Chad Quirarte and Jason	Documentation: Jen Harvey	Food: Melinda Jordan	Purchasing: Sandy Garrison
Crisis Intervention & Student Care: Mike Brockman	Resources: Melinda Jordan	Supplies & Equipment: Melinda Jordan	Accounting & Record Keeping: Melinda Jordan
Evacuation: Jason and Lisa	Demobilization: Jason Harm	Transportation: Singh Larkhy	Compensation & Claims: Sandy Garrison
Release & Reunification: Lisa Voss		Communications & IT Support: Jason Harm and Tony Ham	
Emergency Medical: Chad Quirarte and Mike Brockman			
Translation: Mike Brockman			

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:

Incident Team Responsibilities Section:

INCIDENT COMMAND POST

Principal or designee:

1. Enactment of entire school emergency operation
2. Activate emergency alarms/announcements/ Catapult EMS communication
3. Activate all emergency teams
4. Immediately proceed to Incident Command Post with cell phone, walkie-talkie, and Orange vest (if available).
5. Establish communication with the Superintendent as to the status of emergency. Report condition of students, staff, and school facilities.
6. Determine if Student Release Area will be on or off site and communicate location to team members.
7. Responsible for all communications, bulletins, announcements both internal to staff and students as well as external to parents and families
8. PIO is responsible for conducting and coordinating communication law enforcement PIO, the news media and the community
9. CatapultEMS updates for staff and/or P.A. announcements every 15-20 minutes, if possible
10. Phone and/ or e-mail updates for families every 15-20 minutes, if possible
11. Maintain communication with liaison between emergency personnel and the Incident Command Post
12. Give the directive to begin documentation of the incident to assigned personnel

Incident Commander

Establishes incident command post Assess the evolving emergency situation Sets priorities for the event

Determines which teams are opened in the incident command system to manage the event based on the priorities (Possible Teams: Inner and Outer Perimeter, Damage Assessment, Building Restoration, Campus Evacuation, Classroom Reassignment, Incident Investigation)

Approves all plans, resource orders, media releases

Demobilizes the organization, closing down teams as the incident winds down

Public Information (District communications / PIO)

Establishes an information center separate from all other activities Conducts frequent media briefings – after IC approves releases

Handles VIPs, and Media personnel

Maintains a log of communication sent out

Liaison

Maintains all contact with anyone who is assisting with the management of the incident

Keeps higher management and all agencies command centers informed of the progress of the incident Maintains and periodically distributes a situation report

Ensures all messages are appropriately routed Maintains a log

Safety

Maintains overall operation safety Inspect the area

Verifies task completion by functional areas Checks on the welfare of all staff and students

Coordinates with Mental Health Officer to create response and deployment of counseling personnel

Maintains a log of actions and communications

Mental Health

Activates the crisis response team to respond to student need

Coordinates between mental health teams (counseling, wellness, school psychologists, county service teams) to support students and staff in crisis immediately
Develops plans for support for long term recovery

Management

During an emergency, the Incident Commander (IC) directs response actions from a designated Command Post. This function is typically filled by the school principal. 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. The IC 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.

Operations = “Doer”

Works with the coordinated tactical responses of the incident Coordinates and supervises all team leaders
Works with IC to determine best place for staging area and command center Maintains a log

Planning and Intelligence = “Thinker”

Gathers all intelligence on the scope of the occurrence, people involved, things involved Keeps groups focused on the Action Plan
Maintains status on all staff and resources committed to the event Works with IC to initiate reunification plan
Plans for the future – next 12 hours, 24 hours, 72 hours? Maintains a log

Logistics = “Getter”

Obtains all the things needed (batteries, water, food, fencing, generators, toilets, etc...) Finds people needed for the operations
Maintains a staging area where all supplies are delivered as well as personnel signs in and out Maintains a log

Administration and Finance = “Payer”

Pays for all items purchased, rented, leased Accounts for all timekeeping and payroll issues Tracks all expenses during the operations
Accounts for all the paperwork during the operations – teams and divisions submit a log of their activities every 12 hours Maintains a log

Team Assignments

SECURITY, SEARCH & RESCUE TEAM

Fire and police personnel will probably conduct the sweep team process. If site staff is directed by fire personnel to conduct the sweep team process, utilize the following procedures.

Site: Meet at evacuation site. Check in with Operations Section Leader for further direction.

Know the location of: (use facility marked maps)

- a. fire extinguishers
- b. central cut-off for water and electricity
- c. emergency supply/tool barrels

EMERGENCY RESPONSE TEAM

Check in with Operations Section Leader for sweep area assignment and master keys. Get a walkie-talkie, keys and orange vest (for visibility) from staff, if available.

Initiate sweep of your designated area (see site Map)

If possible, sweep teams will sweep the campus in pairs, checking all rooms including storage areas, bathrooms, hallways, etc.

Assigned areas will be explored visually, vocally, and physically.

Proceed as quietly as possible in order to hear calls for help.

Upon entering an area, call out and wait for an answer. Then proceed with inspection of that area. If safe, actively search through the assigned area.

Upon discovery of an injured person unable to walk, one member of the team is to remain with the individual while the other summons aid.

If possible, maintain communication with Site Command Post and First-Aid Team in case injuries occur or are discovered and to ensure that rescue aid is provided to those most in need.

Clearly mark each door with an X in masking tape (white means everything okay, red means victim is in room) after inspection is completed. Communicate with ICP of rooms cleared.

Sweep teams should always defer to directions from emergency personnel.

If fatalities occur, all bodies should not be moved unless directed by Incident Command Post.

When search and rescue is complete, check in at the Incident Command Post for next the assignment.

MEDICAL TEAM

PREPARATION:

Keep all first aid kits (Go Bags) updated and complete.

Develop triage procedures and forms.

Notify and update all team members of location of first aid supplies.

Keep team members up to date with training on emergency medical procedures (i.e. AEDs, wound packing, tourniquet application, ect.)

EMERGENCY:

Check in with Safety Officer or Report to the first aid center.

Take student "health logs" to the first aid/triage area.

Take a walkie-talkie for communication with Incident Command Post. Activate triage and administer first aid as necessary.

Maintain communication with the Incident Command Post and notify of any staff and student injuries. Assist emergency services with injured.

Maintain complete records of staff and/or students injured; nature or first aid administered; time, reason, destination, and names of all persons removed from site for emergency treatment.

Team members shall provide information regarding any first aid administered to accompany and person evacuated for further treatment.

Medical Team should always defer to directions given by emergency personnel.

STUDENT REUNIFICATION TEAM & STUDENT CARE AND SUPERVISION TEAM

Certain situations may involve a controlled release of students from school or relocating them and conducting reunification from an offsite location. Student controlled release or reunification will be implemented by a school administrator in times of extreme emergency that warrant its execution. Whenever possible, it is preferred that students remain at school during the academic day.

INCIDENT COMMANDER (PRINCIPAL/SITE ADMINISTRATOR) ACTIONS:

Set up Incident Command Post (ICP)

Analyze situation; re-evaluate evacuation spot to determine if students should be moved.

Notify staff reunification / controlled release has been activated

Designate if this will be on site or off site process

Designate the Student Assembly Area or direct teachers to a pre-designated spot.

Determine medical and assistance needs after population assessment. Determine search and rescue needs. Reassess as situation changes. Reassign emergency teams as needed.

Keep staff informed as to status of the incident / action alert.

TEACHER and STAFF ACTIONS:

On Site:

Evacuate students to designated area, with students grouped as determined by district or school site. Take roll on Catapult EMS or by physical roster.

Report population assessment if you have specific medical needs for a student in your care, through CatapultEMS or section leader.

Keep account of all students.

Monitor students' medical and emotional condition.

If you do not have students assigned to you report to report to operations leader to be assigned to additional support for students or staff.

TRAFFIC CONTROLLER / PARKING MANAGERS (Staff members (maintenance) and/or LEO):

Set out traffic cones to cordon off parking for emergency vehicles.

Maintain order in parking areas; direct cars away from areas for emergency vehicles.

Report to Incident Command Post any crowd control issues in parking lot and on school grounds.

GUARDIAN CHECK-IN

Take supplies to designated location (Alpha breakdown signs, laptops, SIS binder for verification)

Set out tables at least 20 feet apart to reduce crowding.

Post signs and set out laptop to log in to Aeries.

Identify volunteer runners and review where to find students.

Check-in / Greeters: Distributes Student Request Forms to parents in line, informs parents of the process.

Check-in Manager: Monitor CatapultEMS and Radio communication for updated information of absent, injured and missing students. Verify Photo IDs for student release

Waiting Area Manager: directs parents to waiting room for reunification, manages parent flow in and out of designates areas, including notification room (if required).

STUDENT ASSEMBLY ZONE

Take supplies to designated location (place markers, ect)

Coordinate with food services to get food and water available for students upon arrival

Assembly Zone Manager: manages flow of teachers and students into the holding area. Checks in teacher and assigns location marker in student holding zone.

Holding Zone Manager: manages teachers in assigned areas, monitors runners to locate student in a timely manner, directs students to reunification area

Runners (clerical and support staff): CatapultEMS or walkie-talkie may be used to request a student from the Assembly Area.

Additionally runner can take Student Request Form (hard copy) to Student Assembly Area to find requested student.

Retrieve student and escort him/her to reunification zone or release table; or report to crisis intervention zone with status information on those who are not in the Student Assembly Area.

REUNIFICATION ZONE

Take supplies to designated area (water, tissues, radios,ect)

Manager: verifies parent and student relationship and allows access to crisis intervention room or exit

Exit Manager: talks to parents and student upon exit and maintains exit only area to ensure nobody is gaining access from incorrect area.

CRISIS INTERVENTION ZONE

Staffed by mental health team members (Health practitioner, Counselors, School psychologists, Wellness Staff)

Crisis Manager: Facilitate delivery of information to parents of students with special circumstances (e.g. missing, injured, deceased).

Escort parents to First Aid Station to reunite with injured students.

Crisis Team members: Support students in crisis upon arrival, support building an atmosphere of safety and calm

Safety Plan Appendices A-Q

Standard Response Protocol (I love you guys Foundation <https://iloveguys.org/The-Standard-Response-Protocol.html>)

THE STANDARD RESPONSE PROTOCOL (SRP) OVERVIEW

A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

SRP IS ACTION BASED

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary. The premise is simple: there are five specific actions that can be performed during an incident. When communicating these actions, each is followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.



Hold is followed by "In your Room or Area. Clear the Halls" and is the protocol used when the hallways need to be kept clear of people.



Secure is followed by "Get Inside, Lock Doors, Secure perimeter of the buildings or campus" and is the protocol used to safeguard students and staff within the campus.



Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.



Evacuate may be followed by a location, and is the protocol used to move students and staff from one location to a different location in or out of the building. This action can include Police led evacuation or self-evacuation. If an evacuation takes place during Intervention, lunch or passing periods, students should report to their 3rd period teacher's designated location.



Shelter is always followed by the hazard and a safety strategy and is the protocol for group and self-protection.

ACTION ALERTS

Each response has specific student and staff actions. The Evacuate action might be followed by a location: "Evacuate to the Bus Zone." Actions can be chained. For instance, "Evacuate to Hallway. Shelter for Earthquake. Drop, Cover and Hold."

CatapultEMS Action Alerts notify staff through the PA system, via text alert and email alerts. CatapultEMS Action Alerts also notify students via text alert (if cell number is in SIS) and email.

If any type of emergency situation happens during a period in which a teacher is on their prep or does not have students assigned to them please report to your location / status to the Site Safety Team via CatapultEMS to ensure you are accounted for and able to help in another area that may need support.

During an emergency event all staff is responsible for accountability of the students under their supervision for the duration of the event or until reunified with parent / guardian.

In the event that CatapultEMS is not functioning due to failure of technology systems use the emergency response documents in posted in classrooms. Check in with section/ operations leads to support radio communication with Incident Commander and emergency services personnel.

Tactical Response

SRP also acknowledges that some school incidents involve a tactical response from law enforcement. RJUHSD works in collaboration with our law enforcement partners to ensure tactical responses are in alignment with emergency needs of the event and is a partnered decision for the situation. These responses are not published for public view.

Types of Emergencies & Specific Procedures

(A) Aircraft Crash

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

Aircraft crashes into the school

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Notify police and fire department (call 911).
Determine immediate SRP Action Alert procedures, which may include SECURE, SHELTER, or EVACUATION.
Initiate determined action alert through CatapultEMS
Access campus with support of SRO, search and rescue team or First responders on site
Secure area to prevent unauthorized access until the Fire Department arrives.
Ensure that students and staff remain at a safe distance from the crash.
Account for all building occupants and determine extent of injuries.
Notify families of incident and details about response and safety of students.
Arrange for first aid treatment and removal of injured occupants from building / area.
Do not re-enter building until the authorities provide clearance to do so.

STAFF/TEACHER ACTIONS

Notify Safety team
Move students away from immediate vicinity of the crash.
Safety Team initiates the proper SRP Action Alert
If safe, initiate an EVACUATION Action Alert via CatapultEMS, PA announcement (depending on functionality).
Use primary and/or alternate fire routes to a safe assembly area away from the crash scene.
Take mobile (Chromebook or phone) device to allow access to CatapultEMS for reporting student status and location; and printed roster for back up in case cell data or wifi is interrupted.
Check classroom / office area to assure all students have evacuated.
Take attendance via CatapultEMS at the assembly area.
Report missing students via CatapultEMS or to section lead.
Maintain control of the students a safe distance from the crash site.
Care for the injured, if able; or request medical support.
Remain at secure location and account for all students in your care at all times, until an all clear is called
Escort students back to the to the school site when emergency response officials have determined it is safe to return to the building.

Aircraft crashes near school

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Notify police and fire department (call 911).
Initiate SHELTER Action Alert, via CatapultEMS, if warranted.
Ensure that students and staff remain at a safe distance from the crash.
Notify families of incident and details about response and safety of students.
Fire department officials will secure area to prevent unauthorized access.
Do not enter affected areas until the appropriate authorities provide clearance to do so.

STAFF/TEACHER ACTIONS

Notify Safety Team
Move students away from immediate vicinity of the crash.
Remain inside (SHELTER Action Alert) with students unless subsequent explosions or fire endanger the building.

(B) Animal Disturbance

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

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Isolate the students from the animal.

Close doors or gates as a means to isolating the animal.

If the animal is outside, keep students inside and institute a HOLD Action Alert.

If the animal is inside, initiate an EVACUATION of that location to an outside protected area away from the animal Contact the ANIMAL CONTROL for assistance in removing the animal.

If the animal injures anyone, seek medical assistance from the school nurse.

If injuries are life threatening or severe call 911 for immediate Emergency response. Notify parent/guardian and recommended health advisor.

STAFF/TEACHER ACTIONS:

If the animal is outside, keep students inside.

HOLD procedures; keep students away from the windows.

If the animal is inside, EVACUATE students to a sheltered area away from the animal.

Notify the safety team

(C) Armed Assault on Campus

The brandishing of any weapons poses an immediate threat to students and staff. Response is the same whether the weapon is used, seen or suspected but not in use. Safety must always be the foremost consideration

Active Assailant (using the weapon to cause harm or threaten to cause harm)

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Remain calm. Depending on how the situation unfolds, initiate LOCKDOWN Action Alert.

Call 911.

Provide essential details of the situation, i.e., suspect, location, weapons, number of persons involved, motive, actions taken by the school (e.g. LOCKDOWN).

Identify command post for police to respond. Assist police to enter the school.

Provide officers with critical information and keys.

If suspect has left, secure all exterior doors to prevent re-entry.

If student is isolated and contained lead officers to location and allow them to take over the situation.

Monitor CatapultEMS to account for staff and students in LOCKDOWN

Gather information about injuries and staff / students that may have fled campus

Send communication to parent / guardians of LOCKDOWN situation

Update Catapult as the event unfolds to alert staff of evolving situation

When threat is neutralized Activate Reunification

STAFF/TEACHER ACTIONS

Remain calm. Take immediate action to prevent casualties.

Isolate the suspect and/or area.

Move others to a safe area to protect them from danger. Lock and Barricade door to delay or deny entry of the assailant

Alert the Site Safety team.

If student is in a classroom attempt to evacuate classroom to remove any risk to others.

If you self-evacuate with your students, account for students with you and share location with Safety team via CatapultEMS

Allow a law enforcement officer to take possession of the weapon. Provide first aid for victims, if needed.

Inform site safety team and first responders with information about the assailant if able. Identity (name), location (where they are and where they are going) and description of individual and weapons.

Threat of assault on Campus

STAFF/TEACHER ACTIONS:

Report information about threat to Site Safety team (phone call, Catapult Incident alert)

Send reporting party to the office

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

- Identify person if concern and confirm if they are on campus
- Gather BTAM team to assess information for immediacy (including SRO / Law Enforcement)
- Activate Catapult Action Alert with proper SRP protocol (Hold, Secure, Lockdown)
- Collect Witness Statements / Interview fearful 3rd party
- Make contact with person of concern.
- Assign an administrator to remove all of the suspected student's belongings (book bag, clothing, etc.) from the classroom
- Do not allow the student to pick-up or carry his own belongings.
- Search student's belongings, including--but not limited to --backpack, purse, locker, and auto, if applicable.
- Police officer should take possession of and secure any weapon located. Take photo
- Notify parents/guardian
- Send Parent Communication out to minimize rumors and assumptions
- Follow procedures for student Behavior Threat Assessment and Management.
- Secure a detailed written statement from witnesses including staff.
- Update Catapult Action Alert to maintain clear communication with staff
- Provide post-event trauma counseling for students and staff, as needed.
- Provide informational updates to staff, students and their families during next few days to squelch rumors.

(D) Biological or Chemical Release

This is an incident involving the discharge of a biological substance in a solid, liquid or gaseous state. Such incidents may include the release of radioactive materials. A biological agent can be introduced through:

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

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

Outside

STAFF/TEACHER ACTIONS:

- Notify the site safety team.
- Move students away from the immediate vicinity of danger.
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.
- Send affected individuals to a designated area for medical attention.
- Follow standard student assembly, accounting and reporting procedures through CatapultEMS.

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

- Activate CatapultEMS Action Alert SHELTER
- Contact maintenance and Shut off HVAC units (if airborne)
- Call 911. Provide location and nature of the emergency and school actions taken.
- Shelter students and staff in a location where windows and doors can be sealed with duct tape.
- Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.
- Arrange for psychological counseling for students and staff.

Inside

STAFF/TEACHER ACTIONS:

- Notify the site safety team.
- Move students away from the immediate vicinity of danger.
- Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.

Send affected individuals to a designated area for medical attention.
Follow standard student assembly, accounting and reporting procedures through CatapultEMS.

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Initiate Catapult Action Alert EVACUATION
Call 911. Provide exact location and nature of emergency.
Conduct site assessment of areas affected
Move up-wind from the potential danger.
Designate a security team to isolate and restrict access to potentially contaminated areas.
Wait for instructions from emergency responders-- Health or Fire Department.
Arrange for immediate psychological counseling for students and staff.
Remain in a safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive
Wait to return to the building until it has been declared safe by local HazMat or appropriate agency.

THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT:

Wash affected areas with soap and water.
Immediately remove and contain contaminated clothing
Do not use bleach on potentially exposed skin.

(E) Bomb Threat/ Threat Of violence

EMERGENCY RESPONSE - BOMB THREAT

[DHS - Bomb Threat Guidance](#) (all site staff should be provided with this checklist guidance)

The following procedure shall be followed when a bomb threat is received:

Any employee or other school official who receives a bomb threat shall immediately call 911 and report the threat or perceived threat to law enforcement.

If a bomb threat is received by phone:

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately
 - Caller's gender
 - age
 - any distinctive features of voice or speech
 - any background noises such as music, traffic, machinery, or voices.

If you receive a written threat:

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

Any student or employee who sees a suspicious package shall promptly notify the site safety team / administrator.

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Immediately contact law enforcement if not yet done, assess the situation
Standard Response Protocol (HOLD, SECURE, or EVACUATION) would be activated through CatapultEMS.
If Evacuation is necessary do not activate until evacuation areas are cleared and deemed safe by Site Safety personnel, administrators or Law enforcement onsite.

STAFF/TEACHER ACTIONS:

Respond to Action Alert
Notify administration if you have a witness, injuries and location
Account for students under your supervision

(F) Bus Disaster

EMERGENCY RESPONSE - BUS ACCIDENT

Regular Bus Route:

[Bus Accident Response](#) (Driver on site)

[Supervisor Responsibilities](#)

Field Trip:

Each school should maintain a folder for each bus serving the school. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus / van.

The teacher in charge of a special activity trip should prepare trip bus folders; one copy of the student emergency contact information should be placed in the trip folder and a second copy should accompany the teacher on the trip.

Bus / Van drivers may need to make spontaneous, independent decisions, based on the nature of the emergency, age of children, location of bus / van and other unique circumstances.

IF DRIVER IS UNABLE TO HELP, STAFF NEEDS TO:

Turn off power, ignition and headlights. Use safety lights, as appropriate.

Evaluate proper emergency response

Remain with the vehicle

Call 911 - Notify California Highway Patrol

STAFF / TEACHER ACTIONS AT THE SCENE:

Call 911, if warranted

Notify site administration

Implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.

Move all uninjured students to a safe distance from the accident. Document the names of all injured students and their first aid needs.

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Notify parents/guardians of all students on the bus/ van as soon as accurate information is available.

Designate a school staff representative to proceed to any medical treatment facility to which an injured student has been taken to assist parents and provide support to students, as appropriate.

Notify school community about the incident and status of injured students and/or staff.

Earthquake during bus / van trip

STAFF / TEACHER ACTIONS AT THE SCENE:

Issue DUCK, COVER and HOLD ON instruction.

Stop bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees or other dangerous situations.

Set brake, turn off ignition and wait for shaking to stop. Check for injuries and provide first aid, as appropriate.

Contact the school administrator and bus dispatch to report location and condition of students and the bus. Do not attempt to cross bridges, overpasses or tunnels that may have been damaged.

If instructed to continue route, Enroute to school, continue to pick up students.

Leaving school, continue dropping off students, provided there is a responsible adult at the bus stop.

If it is impossible to return to school, proceed to nearest designated shelter indicated on the bus route.

Upon arriving at the shelter, notify the dispatch and school administrator of your location and students under your supervision.

Remain with students until further instructions are received from site administrator, emergency personnel or supervisor.

Account for all students and staff throughout the emergency

Flood during bus trip

STAFF / TEACHER ACTIONS AT THE SCENE:

Do not drive through flooded streets and/or roads.

Take an alternate route or wait for public safety personnel to determine safe route. If the bus is disabled, stay in place until help arrives

Contact the school administrator and bus dispatch to report location and condition of students and the bus. Do not attempt to cross bridges, overpasses or tunnels that may have been damaged.

Account for all students and staff throughout the emergency.

Situation Description Each school should maintain a bus folder for each bus serving the school. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus or van. The teacher in charge of a special activity trip should prepare trip bus/van folders, one copy of the student field trip permission form should be placed in the trip folder and a second copy should accompany the teacher on the trip.

Bus drivers should have designed procedures for handling emergency situations. As a general rule, student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation. If so doing does not expose them to unnecessary risk or injury. The decision to evacuate the bus must be a timely one.

A decision to evacuate should include consideration of the following conditions:

- Is there a fire or danger of fire?
- Is there a smell of leaking fuel?
- Is there a chance the bus could be hit by other vehicles?
- Is the bus in the path of a sighted tornado or rising waters?
- Are there downed power lines? Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
- Would moving students complicate injuries such as neck and back injuries and fractures?
- Is there a hazardous spill involved? Sometimes, it may be safer to remain on the bus and not come in contact with the material.

Mandatory Evacuations – The driver must evacuate the bus when:

- The bus is on fire or there is a threat of a fire.
- The bus is stalled on or adjacent to a railroad highway crossing.
- The position of the bus may change and increase the danger.
- There is an imminent danger of collision.
- There is a need to quickly evacuate because of a hazardous material spill.

The following protocol is intended to outline steps to be taken by school personnel should an accident occur at the scene:

- Call 911, if warranted.
- Call School Principal or designee.
- School Staff at the scene of a bus accident will help to implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.
- School staff at the scene of a bus accident will move all uninjured students to a location that is a safe distance from the accident.
- The names of all injured students and the location to which they may be taken for medical treatment will be provided to the school.

Administration / Safety Team:

- Ascertain the names of any injured students and the nearest location of any medical treatment facility
- Parents/guardians of all students on the bus will be notified as quickly as accurate information is available
- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken to assist parents and to provide support to students, as appropriate
- Complete appropriate documentation

(G) 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 judgment 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.

STAFF / TEACHER ACTIONS:

Take immediate action to isolate the individual and provide safety to the student body. (Evacuate all other students from classroom or area)

Do not leave the irrational individual alone.

Notify site safety team / administration

Protect individual from injury, if able.

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Activate Standard Response Protocol of HOLD if necessary through Catapult EMS to ensure student privacy/security.

Keep the individual under continuous adult supervision.

Keep the individual on campus until 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, 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 an immediate contact with a therapist.

Request that parents/guardian 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 Develop a safety plan prior to the student's return to school. (Conduct Re-entry or Return to Learn)

Document actions taken on behalf of the student in Aeries Interventions (referrals, phone contacts, follow-up activities, etc.)

(H) Earthquake

Whenever the earth shakes (announcement for a drill), please do the following:

Activate SHELTER: Drop, Duck, Cover, and Hold Action Alert on CatapultEMS

Stay SHELTER until the event is over; if not in immediate danger or serious injury stay in SHELTER until cleared for additional directives are given.

SITE SAFETY TEAM / ADMINISTRATION ACTION:

Activate Catapult EMS for emergency response communication and protocols. Initiate a SHELTER via CatapultEMS to account for students and staff locations and status.

DO NOT EVACUATE IMMEDIATELY FOR EARTHQUAKES

Assess surrounding area looking for hazardous conditions; use fire extinguisher, clean spills if needed to improve conditions.

Stay away from building and overhangs.

Assess if on site or off site reunification will be necessary due conditions on campus.

- If Reunification is activated, see Reunification process for details.
- If OFF SITE Reunification notify district office and activate district reunification team
- Activate Reunification in CatapultEMS

STAFF / TEACHER ACTIONS:

Report status, account for students and any injuries via CatapultEMS

If prompted to EVACUATE (use fire evacuation routes), TAKE YOUR PERSONAL DEVICE WITH YOU FOR CATAPULT ACCESS. (Red Binder for staff who cannot access CatapultEMS and in case WiFi towers are damaged and not working).

Students and staff need to WALK QUIETLY to their designated locations and leave personal belongings behind. Each classroom should have a red binder with a student rosters and map and CatapultEMS will have a map as well.

Once they reach their location, the teacher or other adult will take roll from the CatapultEMS system. Staff with a red binder should use the roster inside the binder

(I) Explosion or Risk Of Explosion

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

SITE SAFETY TEAM / ADMINISTRATION ACTION:

Determine the proper Standard Response Protocol (SRP) for the event: EVACUATION, SHELTER or HOLD.

Initiate CatapultEMS Action Alert for determined response

Notify Fire Department (call 911).

Communicate a parent message

Secure area to prevent unauthorized access until the Fire Department arrives

Notify utility company of breaks or suspected breaks in utility lines or pipes.

Direct a systematic, rapid and thorough approach to search the building and surrounding areas.

Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).

Determine if Student Reunification should be implemented. (on site or off site)

If imitating Reunification follow Reunification protocols

STAFF / TEACHER ACTIONS:

Notify Site Safety team – Send Catapult Incident notification (if able)

Respond to initiated Catapult EMS Action Alert with selected SRP

If explosion occurred inside your immediate school building, EVACUATE to outdoor assembly area.

If explosion occurred in the surrounding area, initiate SHELTER. Keep students at a safe distance from site of the explosion.

Check in and mark status of yourself and students through Catapult EMS once you have reached a secure area or shelter in classroom

Remain with students throughout the event.

Report injuries or need for first aid through CatapultEMS

Render first aid as necessary (if able) until emergency response personnel arrive to take over.

Do not return to the building until the emergency response personnel determine it is safe to do so.

(J) Fire in Surrounding Area

FIRE (offsite)

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.

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Contact local fire department (call 911) to determine the correct action for your school site. (SHELTER, HOLD, SECURE, EVACUATION)

Activate CatapultEMS to communicate to staff action steps for Emergency Response

Send communication to families about Emergency orders and status of student safety

Determine if EVACUATION of school site is necessary.

If necessary, begin SRP for Evacuation of school site to previously identified safe site using school evacuation plan.

If needed, contact bus dispatch for OFF-SITE EVACUATION and DIRECTED TRANSPORTATION by bus.

Off-site EVACUATION and REUNIFICATION – contact district office to activate support team

Direct inspection of premises to assure that all students and personnel have left the building.

STAFF / TEACHER ACTIONS:

SRP directive from CatapultEMS (HOLD, SHELTER, EVACUATION)

Ensure you take attendance and account for students present with you

If Evacuation directive is given EVACUATE to give location (primary / secondary)

Take attendance at the assembly area through CatapultEMS system. Report any missing students. Stay calm. Maintain control of the students a safe distance from the fire and fire fighting equipment.

Remain with students until you return to your classroom or the student has been reunified with approved guardian.
Do not return to classroom area until inspected and it has been determined safe to return to and emergency incident is resolved on CatapultEMS.

(K) Fire on School Grounds

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Contact local fire department (call 911) to determine the correct action for your school site. (SHELTER, HOLD, SECURE, EVACUATION)
Activate CatapultEMS to communicate to staff action steps for Emergency Response
Send communication to families about Emergency orders and status of student safety
EVACUATION PROCEDURES

- We will use this for either a fire or a hazardous material spill.
- You will hear the fire alarm sound
- Catapult EMS will alert to Evacuate
- Shut doors when you leave the room.
- Take your personal device Chromebook and/ or phone and take emergency binder with you, in case of WiFi failure

STAFF / TEACHER ACTIONS:

Follow Procedures for EVACUATE directive from CatapultEMS
If Evacuation directive is given EVACUATE to give location (primary / secondary)
Students and staff need to WALK QUIETLY to their designated locations and leave personal belongings behind.
Take attendance at the assembly area through CatapultEMS system. Report any missing students. Stay calm. Maintain control of the students a safe distance from the fire and fire fighting equipment.
Monitor Catapult for updates; report any injuries via Catapult messaging
IF CatapultEMS is not working report to section lead to update status and report injuries, if any
Remain with students until you return to your classroom or the student has been reunified with approved guardian.
If an evacuation takes place during Intervention, lunch or passing periods, students should report to their 3rd period teacher's designated location.

(L) Flooding

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather related alerts and advisories are sent via local notifications. If it is projected to effect a school site precautions that may be put into action would be delay in start of school day, cancellation of school or school early release.

Flooding Event on Campus

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Determine if EVACUATION and / or REUNIFICATION is required.
Notify local police department of intent to EVACUATE and move off site if necessary
If moving off site determine off site reunification location
Initiate CatapultEMS Action Alert
Send communication to families / parents about Action Alert
Confirm with local law enforcement the location of the safe evacuation site and the route to be taken to that site.
Contact district transportation if students need to be transported by means of buses and district vans.
Activate search team to assure that all students have been located and evacuated from school site.

Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

STAFF / TEACHER ACTIONS:

Follow Catapult EMS Action Alert
If warranted, EVACUATE students using evacuation plan.
Account for students on CatapultEMS when you and students are safe in evacuation location
Remain with students throughout the evacuation / reunification process.

Upon arrival at the safe site for reunification, take attendance. Report any missing students through CatapultEMS.

(M) Loss or Failure Of Utilities

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

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Notify utility company.

Provide the following information:

Affected areas of the school site Type of problem or outage

Verify expected duration of the outage, if known

If loss of Utilities (Water, Electricity, Natural Gas) for longer than 30 minutes and school cannot provide basic services of restroom use, heating or air conditioning within a reasonable amount of time school needs to move to dismissal of students and reunification with parent/guardians.

If disruption in service will severely hamper school operation, notify students, parent / guardians and staff through School communication and / or CatapultEMS of determined desired action (see list below).

Determine desired action:

1. Relocation of Students / Staff (If designated to one area of campus)
2. Need for alternative food service
3. School Dismissal
4. Shelter
5. Evacuation
6. Student Reunification

Use Catapult EMS for all communication to staff; if not function due to outage use alternative means of communication to site messengers / runners with oral or written word, PA announcements.

Implement plan to provide services without utilities or with alternate utilities.

STAFF / TEACHER ACTIONS:

Follow Catapult EMS Action Alert

If warranted, EVACUATE students using evacuation plan.

Account for students on CatapultEMS

Remain with students throughout the process.

Upon arrival at the safe site for reunification, take attendance. Report any missing students through CatapultEMS.

(N) Motor Vehicle Crash

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

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Notify police and fire department (call 911).

Determine immediate response procedures, which may include HOLD or SECURE

Activate CatapultEMS Action to communicate to staff action steps for response

Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive. Ensure that students and staff remain at a safe distance from the crash.

STAFF / TEACHER ACTIONS:

Notify Site Safety Team / Administration

Move students away from immediate vicinity of the crash.

Move students to a safe assembly area away from the crash scene.

Account for students in the safe location with you through CatapultEMS

Report injured or missing students through CatapultEMS or to the principal /designee and emergency response personnel.

Maintain control of the students a safe distance from the crash site.

Care for the injured, if any.

(O) Psychological Trauma

In the event of any emergency response or crisis event staff and students may experience psychological trauma. These events require activation of our crisis response teams to access the situation and determine supports necessary for post-vention and start recovery from the event.

Activate School Crisis Response Team: (Reference RJUHSD Crisis response plan)

SRO, School administrators, Counselors, Psychologists, Wellness Center Staff, Nurse, District personnel (PIO, Crisis response)

Follow the direction of the Incident Commander/District Office

Reference School Crisis Response Plan for details of response. [INSERT LINK](#)

Initiate Communication to staff through CatapultEMS; One – way messaging or activate Caution Alert for further messaging to manage incident.

(P) 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.

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Call 911.

Activate CatapultEMS Action to communicate to staff action steps for response (HOLD, EVACUATE)

Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.

Provide list of potentially affected students and staff to responding authorities. Provide staff with information on possible poisonous materials in the building.

Notify District of situation and number of students and staff affected.

Confer with Department of Health and Human Services before the resumption of normal school activities. Prepare communication for families advising them of situation and actions taken.

STAFF / TEACHER ACTIONS:

Notify site safety team / administration or Nurse

Call the Poison Center Hotline 1-800-222-1222.

Administer first aid as directed by poison information center. Seek additional medical attention as needed.

Account for students under your supervision and if exposed or affected by incident

PREVENTATIVE MEASURES:

Keep poisonous materials in a locked and secure location.

Post the Poison Control Center emergency number in the front office, school clinic and on all phones that can call outside.

(Q) Unlawful Demonstration or Walkout

Stay In The School, Well Away From the Demonstrators.

Continue business as usual, and do not become part of the problem.

If walking past the demonstration, do not engage in confrontational behavior.

If you observe problem behavior on the part of the demonstrators, report it to the School Office immediately. If accessible, utilize the Catapult EMS resource to report incident.

EMERGENCY RESPONSE - PUBLIC DEMONSTRATION

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.

SITE SAFETY TEAM / ADMINISTRATOR ACTIONS:

Obtain information on when, why and how many people are expected. Identify the spokesperson for the group Contact local police department for the school's jurisdiction and advise them of the situation.

Notify staff of the planned demonstration. Develop an information letter to parents.
Assign administrator / PIO / District personnel to act as liaison with police, media and, possibly the demonstrating group.
Designate a script for all staff receiving phone calls
Do not allow students to be interviewed by the media
Establish areas where demonstrators can set up without affecting the operation of the school
Notify transportation of demonstration and any possible impact buses may encounter arriving at or departing from the school.

STAFF / TEACHER ACTIONS:

Follow directives from Site Safety team to maintain safety inside the classroom
Do not interact with demonstrators
Do not engage in interviews with media
Do not allow students to be interviewed by the media

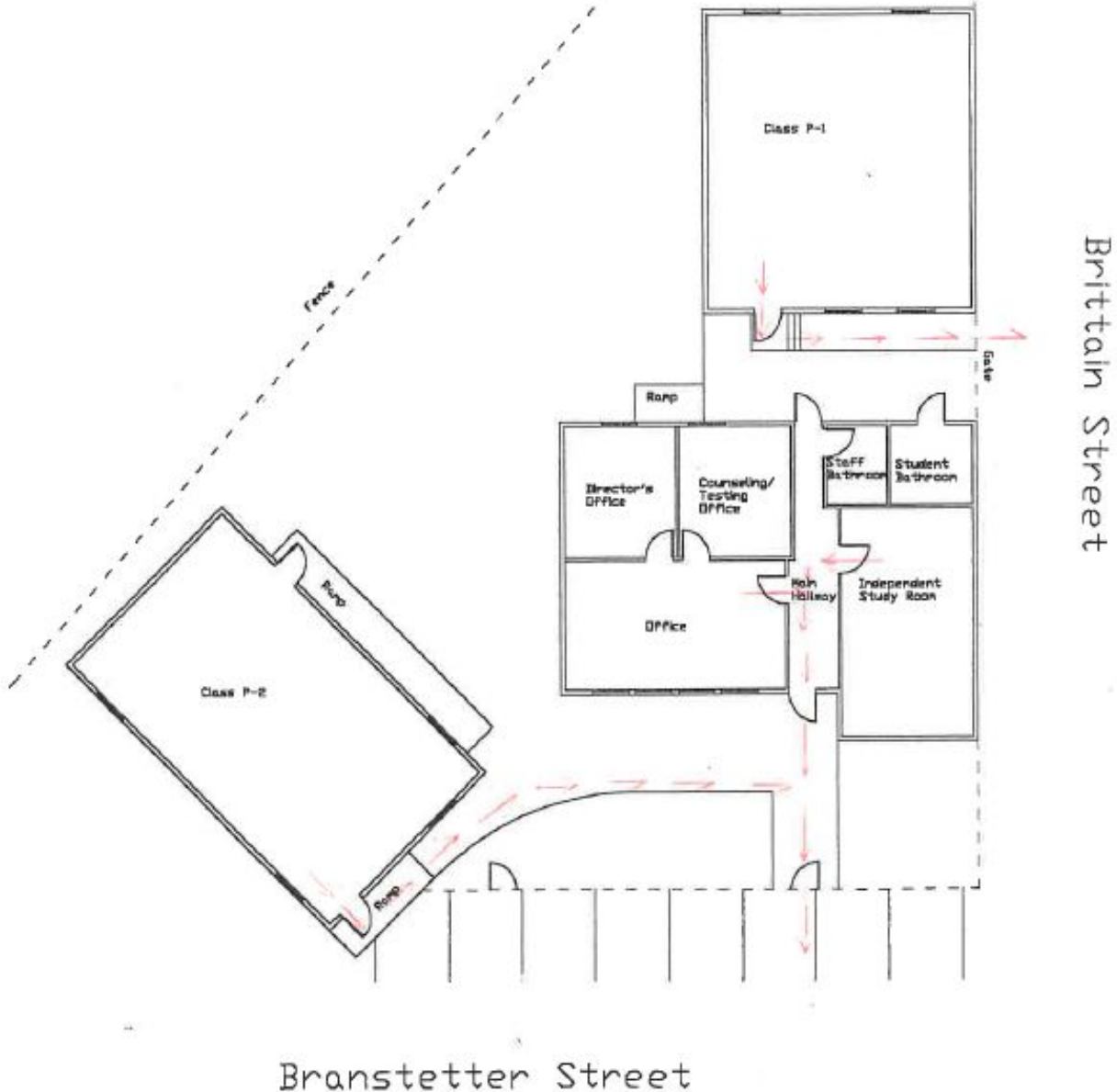
Emergency Evacuation Map

These are not posted to public forum to ensure safety for school campuses. Contact site safety administrator to view documents.

ROSEVILLE ADULT SCHOOL EVACUATION PLAN

Adult School

Drawn By:
Casey Hood and Mitch
Recker





Roseville Adult School Safety Committee Meeting

AGENDA

December 17, 2024 @ 2:00 p.m. in RAS Office

**Members: Jason Harm, Monique Johnson, Sandy Garrison, Mike Brockman, SRO
Chad Quirarte**

Comprehensive School Safety Plan Review and Approve/Modify Existing Goals

A Safe and Orderly School Environment Conducive to Learning

Roseville Adult School continues to utilize New Student Orientation screencast for newly-enrolling high school diploma and GED preparation program students.--Ensuring all staff have the resources necessary to assess common warning signs of mental health conditions. **We also decided to add a section on providing resources to students and staff on the warning signs and dangers related to opioid (fentanyl) overdose and usage.**

Ongoing Safety Updates to Campus and Facilities

After updating our lobby in 2022 we recognized the need to add the panic button feature to the main entrance into the lobby. Added Key Code Entrances to P-1 and P-2. Requested cameras closer to the front of the campus to see activities at the front entrance and near the picnic table in the bark. Added P-2 Teachers to the camera system to see who is on campus during the evening hours--This will be a feature available starting in January, 2025.

Safe Students Policies and Procedures

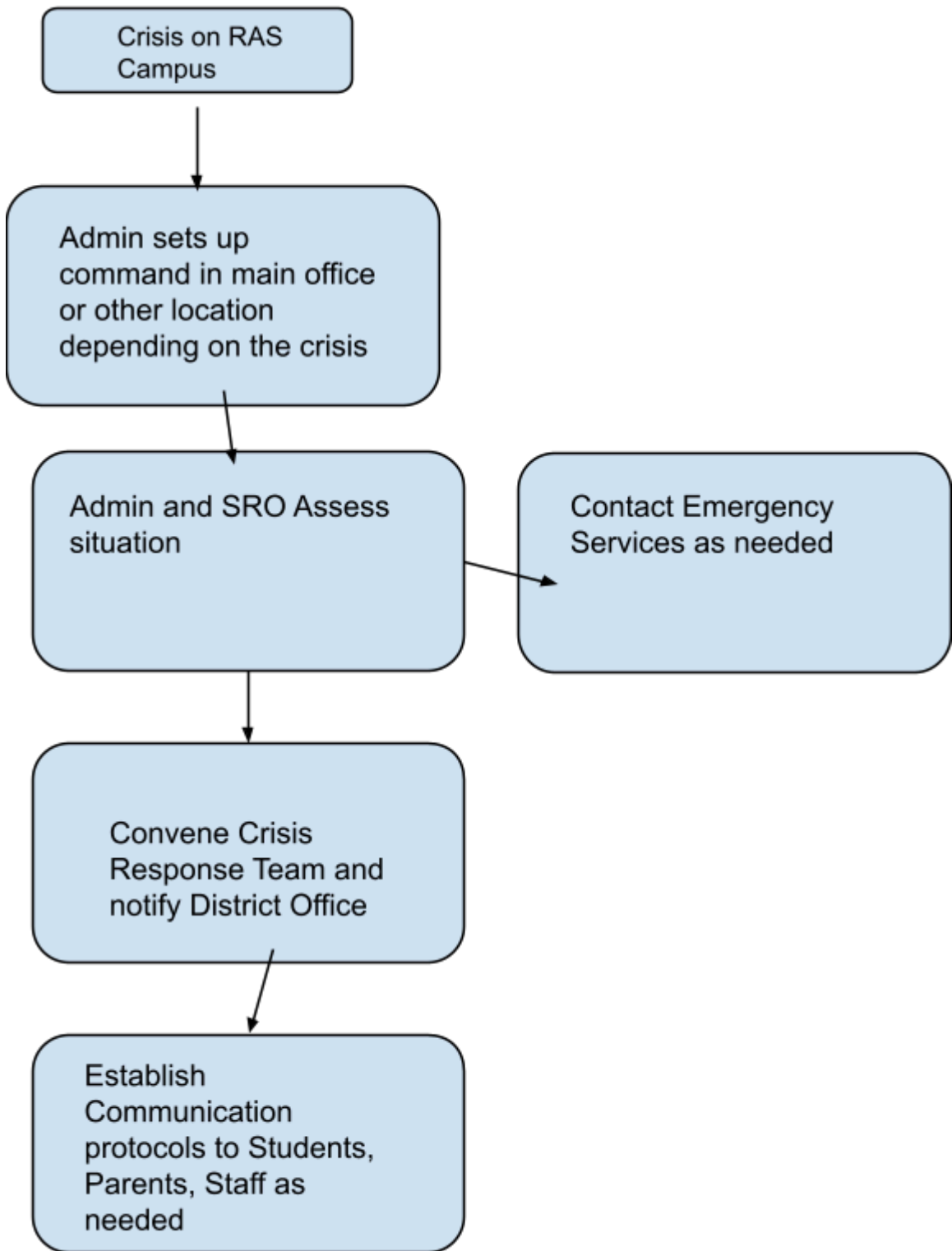
Establish quarterly BTAM team meetings when we have any current student referrals. Continue to monitor district BTAM trainings and designate representatives from RAS to attend.



1. District Safety Funds Update–Radios!
2. New Locks and Badge System Proposal
3. Site Safety Drills–Ongoing–New Legislation re: Active Shooter Drills; Sudden Cardiac Arrest;
4. BTAM Referrals to put forward?
5. Other for the good of the order–Locked Door Policy still in place from the District.

Roseville Adult School CRISIS RESPONSE SITE PLAN

Roseville Adult School
200 Branstetter Street
Roseville, CA 95678



Administrative Role During an Emergency - “Establishing the Incident Command Post”

In the event of an emergency incident, we establish an **Incident Command Post (ICP)** in the Main Office with a minimum of 4 personnel.

1. **Lead Admin**
 - a. Initiates the incident (Evac Alarm, Lockdown Alarm, 911, PA System)
 - b. Maintains communication with first responder personnel / District personnel
 2. **Catapult Admin/**
 - a. Initiates/monitors the [EMS Catapult System](#) to communicate with staff
 - b. “Resolves” the EMS Catapult System when situation is resolved
 3. **Camera Admin**
 - a. Initiates Avigilon Camera System
 - b. Communication with personnel (first responder / district personnel)
 4. **Security Admin**
 - a. Coordinates safety of the main office, directing the other administrators as needed
 - b. Identifies those that are not staff, visitors, etc.
- Evacuation - The ICP is Main RAS Office Fire Panel
 - The **Lead** engages the panel/alarm and stays in the ICP
 - The **Catapult** logs into EMS Catapult and stays in the ICP
 - The **Security** goes to the identified location of the alarm
 - The Principal’s & AP Secretary stay in the ICP to provide support
 - The **Camera** logs into Avigilon and monitors
 - Lock Out - The ICP is Lisa or Jason’s office
 - The **Lead** initiates by making an announcement over PA System and stays in the ICP
 - The **Catapult** logs into EMS, communicates with staff via Catapult, stays in the ICP
 - The **Security** coordinates locking the 4 office doors
 - The **Camera** logs into Avigilon and communicates with district office personnel
 - Lockdown - The ICP is Main RAS Office or location secured during lockdown
 - The **Lead** initiates the alarm and stays in the ICP
 - The **Catapult** logs into EMS, communicates with Staff via Catapult, stays in the ICP
 - The **Security** coordinates locking the office doors and getting people into secure area
 - Principal’s Secretary notify subs and makes sure the bells are off
 - The **Camera** logs into Avigilon and communicates with district office personnel

ADDITIONAL INFORMATION:

- Primary goal: secure the school and communicate what is happening
- Secondary goal: become an investigation of the incident after our primary goal is achieved
- If Local Emergency Services (LES) arrive on campus, The Lead should transfer control to them
- With control transferred to LES, the Admin. Team is available to support the investigation

School Crisis Response Team Tasks

Revised: December, 2024

1. Assist teachers who have asked for help in talking with students.
2. Staff a safe room for students to access, if needed.
3. Establish and staff a safe room for staff to access.
4. Discuss the needs of the identified at-risk students and staff; plan possible interventions.
5. Plan the communication with parents, if appropriate.
6. Decide if any athletic or other event should be canceled.
7. Obtain pertinent information from the family contact person.
8. Discuss a school memorial, if appropriate.
9. Plan support groups for at-risk students, if needed.
10. Plan for the debriefing meeting for staff, to be held at the end of the day.
11. Check in with one another for support.
12. Decide if more support people are needed. If so, make arrangements to get them to your site.

School Crisis Response Team

Revised: December, 2024

Administrators' Basic Duties

Administrators: Voss, Harm

Basic Duties: Your position is to coordinate all activities and to communicate with the District Superintendent.

- Confirm facts. Obtain accurate information about the total situation. Determine the degree of impact on the school.
- Authorize contact of police or fire, as necessary.
- If there is a bomb threat, turn off the bell system.
- Refer to **Action Plans**.
- Contact District Superintendent and appropriate District personnel
- Contact School **Crisis Response Team (CRT) Leaders**. Deal with the immediate situation.
- With CRT leaders, verify information through Law Enforcement and other sources.
- Convene the School **Crisis Response Team** when safe to do so.
- Inform the **First Aid Station** to be set up by the Crisis Response Team.
Location of First Aid Station: Cafeteria, Gym, Media/Library Center.
- Authorize the CRT to set up the **Command Center**.
Location of Command Center: Main Office, Cafeteria, Gym, Media/Library Center.
- Decide what information to be shared with staff. **Prepare statement and script** for teachers to share with students. Approve any material to be sent home with students.
- Authorize CRT to activate the student and adult **Accountability System (CatapultEMS)**.
- Facilitate communication with students, staff, parents, and media as incident develops.
- **Prepare written statement for media and conduct press conference.**
- Initiate Staff Phone Message
- If there are victims, contact their families or use outside agencies to assist in notification (Law Enforcement Chaplaincy) (Scripts can be found in CRT Manual).
- Authorize **Orderly Check-Out System** when safe to do so.
- Contact your own family to assess their safety and to advise them of your situation.
- Notify Staff Liaison to contact the District Office to arrange for substitutes.
- Contact **Critical Incident Stress Management Debriefing Personnel** for faculty.

Revised: December, 2024

(Post-Vention activities)

- Take a leadership role in conducting parent and community meetings.
- ***Plan and send appreciation to people who helped. A letter to the editor, potluck, etc. are appropriate responses to retain a feeling of community.***

School Crisis Response Team Members and Roles

School Crisis Team Leader – Harm

- Call the team together to plan response
- Summarize crisis situation
- Facilitate development of the crisis response plan.
- Respond to requests from the media for information, either personally or through the District's Public Information Officer (rumor control).
- Act as liaison with district officers.
- Conduct debriefing or evaluation of a crisis response plan.

Staff Liaison –Voss

- Keep staff informed of the progress of the crisis response plan.
- Coordinate classroom activities dealing with trauma.
- Coordinate referral system for highly traumatized students.
- Conduct staff debriefing meetings.

Parent Liaison – Voss

- Contact the victim's family.
- Contact parents, as needed.
- Coordinate any communication that needs to be sent to students' homes.
- Conduct parent meetings, if appropriate.

Community Liaison – Garrison

- Network with community agencies that are involved in the plan.
- Coordinate community involvement with school psychologists.
- Keep records of all community agency involvement at site.
- Update other team members, as necessary.

School Psychologist/Counselor – Brockman

- Act as a referral resource for students and staff.
- Serve as intake counselor for highly traumatized students.
- Consult with staff.
- Help screen students at risk.
- Develop support systems, as needed.
- Conduct group meetings with parents or staff, as needed.

School Crisis Response Team Team Leaders

Team Leaders: Brockman

Basic Duties: Your position is Assistant to the Incident Command Lead. Crisis Response Team (CRT) Members report to you, so the Administrator is free to deal with other duties.

- Engage with the situation as directed by the Administrator; verify information.
- Call the Crisis Response Team together.
- Determine location of Command Center. Require name tags on authorized personnel. Put up Command Post Signs. Name Tags and Command Post signs are stored in the _____.
- Check on ***Building Safety***. Report to Administrator at Command Center.
- CRT Members: _____
- Activate the ***Accountability System (Catapult EMS)***. Request list of staff positions on site.
- CRT Members: _____
- Activate the ***First Aid Station***. Decide how extensive the response will be.
- CRT Members: _____
- Plan for ***Post-Ventilation Safe Rooms***, if necessary.
CRT Members: _____
- Activate ***Orderly Check-Out System***, when authorized by Administrator.
CRT Members: _____
- Assign jobs not previously assigned.
- Distribute checklists to CRT Members responsible for above areas.
- Supervise evacuation, if necessary. Determine assembly area, if evacuating.
- Consult with ***District Crisis Response Team Leaders*** to decide needed resources.
- Make sure statements are prepared and delivered to staff and students. Request information on status of teachers from ***Staff Liaison***. Update staff positions on site.
CRT Members: _____
- Consult with ***Parent Liaison*** to coordinate activities.
CRT Members: _____

School Crisis Response Team Staff Liaison's Basic Duties

Staff Liaison: Voss

Basic Duties: Your position is to care for staff members and to report back to the Crisis Response Team (CRT).

- Report to the Command Center to check-in and put on proper I.D.
- Assist Accountability Staff in office. It is essential that we verify our list of staff members and their current positions on campus. Notify Command Center.
- Locate and review staff questionnaires, which were filled out during the crisis response planning process. Questionnaires are located in the Nurse station.
- Reposition staff as authorized and report all changes to the Command Center.
- Facilitate staff informational meetings/debriefings.
- Notify teachers who are not at school (absent due to sickness, leave).
- Arrange for Critical Incident Stress Management activities.
- Coordinate ongoing resources for staff.

School Crisis Response Team Building Safety's Basic Duties

Building Safety: Garrison

Basic Duties: Your position is to determine and ensure the safety of the school buildings and to report back to the Command Center.

Supplies Needed: School blueprints, flashlights, traffic cones, master keys, gas shut-off tools, bolt cutters.

- If a gas leak or utility line breakage is suspected, turn off gas or electricity at the main valve or circuit breaker.
- Meet with the fire department or other emergency responders to provide information.
- Locate and distribute flashlights and other emergency supplies.
 - Flashlights are stored in _____ AP Office _____.
- Coordinate with the Maintenance Supervisor to assess the extent of damage to buildings and grounds.
- Coordinate with the Administrator or Crisis Response Leader to decide which areas are to be barricaded and closed.
- Activate Search and Rescue Team.
- Check restrooms for students.
- Lock all gates, if necessary.
- Contact your own family to assess their safety and to advise them of your situation.

School Crisis Response Team Sweep and Rescue's Basic Duties

Sweep and Rescue: Adelante SRO

Basic Duties: Your position is to determine and ensure the safety of the school buildings and note students needing first aid transport. Report back to the Command Center.

Supplies Needed: Paper, pens and magnets

- Proceed in an orderly and pre-established sweep pattern. Visually, vocally and physically check classrooms, storage areas, closets, etc.,
- Teachers have green "CLEAR" magnet signs that they will place high on their doors if the room is clear when they leave. These rooms, therefore, would not need to be searched.
- Place "CLEAR" magnet signs on doors of rooms that do not have one and that you have deemed clear.
- Report location of injured students and staff to the First Aid Team.
- Arrange for a teacher to cover your Sweep & Rescue in the event of absence or injury. This assignment should be a full time staff member, not a substitute teacher.

School Crisis Response Team
Office Staff/Attendance Basic Duties

Office Staff/Attendance: Jordan, Harvey

Basic Duties: Your position is to collect the following important data and equipment from the office area. Report back to the Command Center.

Supplies Needed: Paper, pens, clipboards

- Visitor's Log:
- Daily Absence List:
- Substitute Teacher List:
- Student Check-in/Check-out Log:
- Student Emergency Cards:
- Staff Confidential Medical/Crisis Binder:
- Room and Phone Listing:
- Student Files:
- All Student Medications:
- Diabetic Test Kits:
- Student Health Concerns List:
- Emergency Go Bag (Red):
- Walkie Talkies:
- In case of evacuation, teachers will take roll and send you their roll sheets with names of any missing students.

School Crisis Response Team Nurse/First Aid Basic Duties

Nurse/First Aid: Wilder

Basic Duties: Your position is to set up and run the First Aid area. You must keep accurate records of treatment. Report back to the Command Center.

Supplies Needed: Medical/First Aid supplies, student list, nametags, permanent markers, paper, pens/pencils, signs, masking tape, blankets, latex gloves, stethoscope, blood pressure cuff, health problem list.

- Crisis Response Team (CRT) members will have current Standard First Aid/CPR certification.
- Report to the Command Center to check in and put on proper I.D.
- Assess needs and decide on the extent of medical response needed.
- Plan procedures for caring for the injured; set up a First Aid Team.
- Determine areas for Triage and First Aid; Health Center, Cafeteria, Gym, Library
- Organize and distribute First Aid supplies
- Report the extent of injuries to the Disaster Director at Command Center.
- Assist in tracking injured students.
- Assist CRT with parent or community meetings.
- Provide the following at the First Aid Station:
 1. Water
 2. First Aid Supplies
 3. Blankets
 4. Emergency cards
 5. Health problem list
 6. Staff emergency contact information cards (District office has copies)

School Crisis Response Team School Psychologist Basic Duties

School Psychologist: TBD/Brockman

Basic Duties: Your position is to attend to the counseling needs of the students and staff.

Supplies Needed: Current Community Resource list, assessment forms, Kleenex, stuffed animals, log book, pens/pencils, highlighters.

- Maintain current list of community resources to use as referral source.
- Triage for psychological trauma, during and following a crisis event.
- Staff post-vention rooms.
- Meet individually with affected students and staff, as needed.
- Conduct group meetings with affected students and staff, as needed.
- Notify and meet with families of affected students and staff, as needed.
- Organize and arrange Critical Stress Management activities.

School Crisis Response Team
Post-Vention Safe Rooms & Community Liaison
Basic Duties

Post-Vention Safe Rooms & Community Liaison: Brockman

Basic Duties: Your position is to set up and run the student and staff Safe Rooms, dealing with emotional trauma and coordinate resources and assistance from community agencies. You must keep accurate records of activities and report back to the Crisis Response Team Leader.

Supplies Needed: Community resource list, sign-in sheets, referral forms, ED badges, permanent markers, notepad, black ballpoint pens.

- Report to the Command Center to check in and put on proper I.D.
- Assess needs and decide on the extent of emotional support needed.
- Decide on sites for Safe Rooms.
- Set up directional signs.
- Send preliminary update to Command Center on the following:
 1. Staffing
 2. Community assistance
 3. Supplies
 4. Other needs
- Set up check-in and check-out for staff and students.
- Send ongoing updates to the Command Center.
- Contact your own family to assess their safety and to advise them of your situation.
- After talking to the Crisis Response Team, decide which community resources might be helpful.
- Contact community agencies to enlist their support.
- Keep a current list of all community agency personnel who will be on site. Include both office and home phone numbers.
- Maintain check-in log for all community personnel to sign when they arrive on site.
- Educate agency personnel as to sign-in procedures, documentation requirements, attendance and accountability systems, postvention Safe Room locations, and any other pertinent information.
- Create a central location for agency referral forms to be used by students and staff.
- Keep ongoing records of all community agency involvement on site.
- Collect all appropriate written documentation.
- Coordinate all follow-up activities.

School Crisis Response Team

Revised: December, 2024

Counselors' Basic Duties

Counselors: Brockman

Basic Duties: Your position is to attend to the counseling needs of students and staff.

Supplies Needed: Current community resource list, assessment forms, crisis resources

- Obtain accurate information. In particular, specifics on incident, persons who may be injured, etc.
- With information, contact parent/family members of those persons injured using the emergency information in Aeries and/or contact reports located at the Student Services office.
- Establish counseling support network: contact counselors (at least one) at other sites to advise them of the situation. Responsible party: Brockman
 - ❑ OHS Lorri Perkins, Counselor (2013)
 - ❑ RHS Philomena Crone, Counselor (3025)
 - ❑ GBHS Tiffani Gieck, Counselor (5117)
 - ❑ WHS TBD, Counselor (4024)
 - ❑ AnHS Brian Hewitt, Counselor (6023)
 - ❑ IHS Denise Burns, Counselor (1305)
 - ❑ AdHS Kim Wolfe, Counselor (1603)
- Have other counselors available to be on our site, as needed, especially district psychologists and at-risk counselors.
 - ❑ RHS Shelly Davis, School Psychologist (3360)
 - ❑ RHS Angela Sanchez, School Psychologist (3362)
 - ❑ GBHS Jan Lucas, Sp Svcs Coord (5842)
 - ❑ OHS Lisa Benavides, Sp Svcs Coord (2011)
 - ❑ WHS Karen Hummel, Sp Svcs Coord (4026)
 - ❑ AnHS Sheila Noyes, Sp Svcs Coord (6026)
- Serve as intake counselor for highly traumatized students and be available to students who need counseling services and provide referral services, as needed.
- Provide follow-up information with other sites, as known.
- Obtain information of injured persons and follow up, as needed, with staff and students.
- Continue to be updated via administration, police officers and nurses in order to disseminate accurate information to parents, students and faculty.
- Notify and/or meet with parents of victims. Utilize outside agencies, i.e. Chaplaincy.

Revised: December, 2024

- Obtain a current list of community resources to use for referrals for students, parents and staff.
- Work with Student Liaison and other counselors to identify students who need additional resources.
- Facilitate meetings with students, as needed.
- Assist school Crisis Response Team (CRT) members in getting all students appropriate support.
- Conduct psychological triage and assessment for students and staff.
- Assist with staffing the Post-Ventions Safe Rooms for students and staff (utilize outside agencies, if possible).
- Assist team members with classroom information (samples in training manuals)
- Be available on school grounds during breaks.
- If an incident included the death of a teacher, pay particular attention to that classroom.
- Consult with a District Psychologist and advise him/her of resources needed.
- Conduct group meetings with students, parents, or staff, as needed.
- With Staff and Community Liaisons, arrange for Critical Incident Stress Management activities.
- Contact your own family to assess their safety and to advise them of your situation.

School Crisis Response Team Notification Guidelines

1. After the administration team has met to debrief any type of crisis, the **admin representative to the Crisis Team will notify the team leader.**
2. Notification will include a summary of the event, including what information is appropriate to be released to faculty, students and parents and the following:
 - How this information is to be released.
 - Who the information contact person will be.
 - Administration's viewpoint on what should happen.
 - Administration's ideas on possible prevention.
 - Review of how the situation was handled.

Roseville Adult School
200 Branstetter Street
916-782-3952 Phone 916-782-4361 FAX

**Critical Incident
Telephone Roster**

<u>Institutions/Contacts</u>	<u>Phone Number</u>	<u>FAX Number</u>
<u>RJUHSD District Office</u>	(916) 786-2051	(916) 786-2681
John Becker, Superintendent	(916) 786-1100	
<u>RJUHSD Support Services</u>		
Brad Basham, Asst. Sup. Personnel	(916)	
TBD, Asst. Sup. Cur(916)		
Joe Landon, Asst. Sup. Business	(916)	
TBD, Director, PPS	(916)	
Craig Garabedian, Director, Sp Ed	(916) 771-6570 X 4901	(916) 771-6585
TBD, Media	(916)	
<u>RJUHSD Transportation</u>	(916) 786-2723	(916) 786-6435
Julie Guerrero	(916)	
<u>RJUHSD Schools</u>		
Adelante	(916) 782-3155	(916) 782-4064
Antelope	(916) 726-1400	(916) 726-0700
Challenge	(916) 771-6570	(916) 771-6585
Granite Bay	(916) 786-8676	(916) 786-0766
Independence	(916) 786-0793	(916) 786-3389
Oakmont	(916) 782-3781	(916) 782-4943
Roseville	(916) 782-3753	(916) 786-3846
<u>Local Law Enforcement</u>		
Roseville Police Dept	(916) 774-5100	(916) 781-2344
Sacramento County Sheriff Dept	(916) 727-4790	(916) 727-4799
Placer County Sheriff Dept	(530) 889-7800	(530) 889-7899
Placer County Law Enforcement		
<u>Institutions/Contacts</u>	<u>Phone Number</u>	<u>FAX Number</u>

Revised: December, 2024

<u>Dry Creek Jt. Elementary School District</u>	(916) 771-0655	(916) 771-0650
Dry Creek School	(916) 771-2060	(916) 771-2072
Antelope Crossing Middle School	(916) 745-2100	(916) 745-2135
Antelope Meadows School	(916) 727-0365	(916) 727-0373
Coyote Ridge School	(916) 774-8282	(916) 774-8292
Heritage Oak Elementary School	(916) 773-3960	(916) 773-3955
Olive Grove Elementary	(916) 727-7400	(916) 727-7410
Quail Glenn Elementary School	(916) 789-7100	(916) 789-7113
<u>Roseville City School District</u>	(916) 786-5090	(916) 786-5098
Vencil Brown Elementary	(916) 773-5880	(916) 773-1808
Buljan Middle School	(916) 773-2059	(916) 773-2696
Cirby Elementary School	(916) 783-5274	(916) 783-1020
Cooley Middle School	(916) 786-3030	(916) 786-3003
Crestmont Elementary School	(916) 781-2664	(916) 781-2042
Diamond Creek School	(916) 626-2010	(916) 626-2014
Eich Middle School	(916) 783-5245	(916) 783-7292
Gates Elementary School	(916) 786-4646	(916) 786-2060
Kaseberg Elementary School	(916) 782-2133	(916) 782-4090
Sargeant Elementary School	(916) 782-4961	(916) 782-1090
Sierra Gardens School	(916) 782-3104	(916) 782-4373
Spanger School	(916) 773-5573	(916) 773-2404
Stoneridge Elementary School	(916) 786-6131	(916) 786-5898
Woodbridge School	(916) 782-3757	(916) 782-4363

Local Hospitals

Revised: December, 2024

Sutter Roseville Medical Center	
One Medical Plaza, Roseville	(916) 781-1000
Sutter Memorial Hospital	
F St, Sacramento	(916) 454-3333
Sutter General Hospital	
L St, Sacramento	(916) 454-2222
Mercy San Juan Hospital	
Coyle Ave, Sacramento	(916) 537-5001
Mercy General Hospital	
J St, Sacramento	(916) 453-4545
UC Davis Medical Center	
Stockton Blvd, Sacramento	(916) 734-2011
Kaiser Permanente	
Morse Ave, Sacramento	(916) 973-5000
Kaiser Permanente	
Eureka Rd	(916) 784-5390

Roseville Adult School

Evacuation

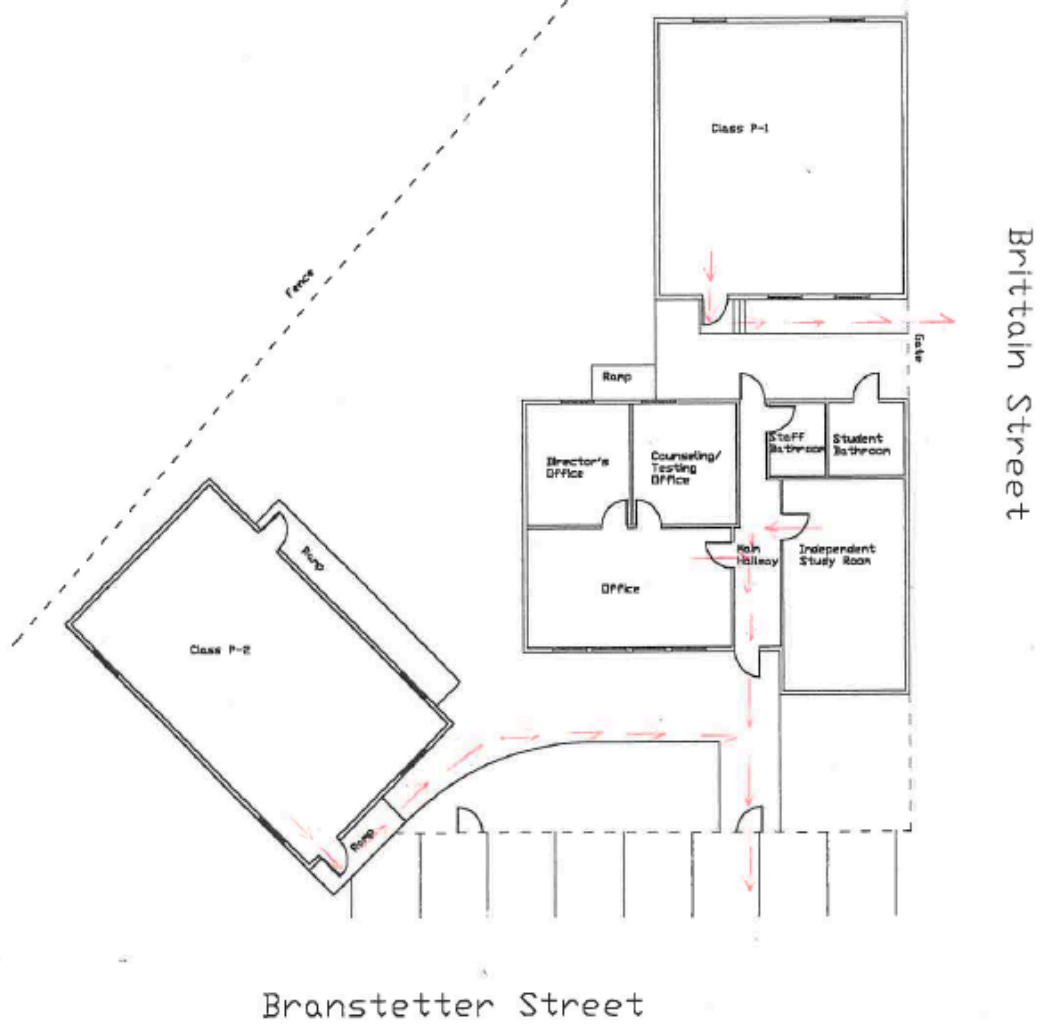
Announced on Phone System, Sent via Catapult, or Sound of the Fire Alarm Horns

- Look on Catapult for any updated announcements to move to a Secondary Evacuation location at Adelante Parking Lot or Roseville High School
- Post a picture of your Attendance Sheet or Make a post on Catapult EMS that all students are accounted for on your roster.
- Quickly and Safely move students to Evacuation Locations for your Area

ROSEVILLE ADULT SCHOOL EVACUATION PLAN

Adult School

Drawn By:
Casey Hood and Mitch
Recker



Lockdown Procedures

Roseville Adult School Lockdown Procedure

This is for a situation of extreme concern because there is an intruder on campus, a shooting nearby, hostage situation, or violent confrontation between groups of students.

The lockdown announcement will be initiated through the classroom phone system and Catapult.

As the warning tone sounds, students are to go to the NEAREST OPEN ROOM. They should not try to make it to their next period classroom.

Teachers will quickly check the hallways near their classrooms, get students inside, and LOCK the door after students are inside.

TEACHERS WILL TAKE ROLL OF STUDENTS IN THEIR CLASSROOMS through the Catapult system--Take a Picture of your sign in sheet and POST to Catapult EMS with your Status. All teachers unable to reach a device should take attendance by hand.

Students should be away from the doorway. Students should be directed to get down on the floor away from doors and windows. Students need to be asked to stay off their phones – in an emergency we need all cell service (data and phone lines) open for emergency staff to use.

Teachers should check their email frequently and/or Catapult for updates and keep their school phone line open. Teachers should not call the office and tie-up the phone line unless they have an immediate issue in their classroom.

Students and staff that cannot get to a locked room need to be aware of their surroundings and first attempt to run away from the situation and then hopefully hide away from the danger. Finally, protecting themselves should be the ultimate goal if they cannot run or hide.

Students will be excused at the verbal instructions via telephone, all-call or from administration. **Only an all call or verbal dismissal** from an administrator will end the lockdown.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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SHELTER

Roseville Adult SCHOOL

SHELTER PROCEDURES

SHELTER is called when specific proactive actions are needed based on a threat or hazard, please do the following:

- There will be announcement on the PA or via Catapult EMS; “ Shelter, Earthquake, Drop, Cover, Hold”
- Drop, Duck, Cover, and Hold.
- Assess surrounding area looking for hazardous conditions; use fire extinguisher, clean spills if needed to improve conditions. Stay away from building and overhangs.
- Check in on Catapult with status, attendance and report any injuries.
-  **IF prompted to evacuate** (use Evacuation routes) via a **Catapult Message**; TAKE YOUR PERSONAL DEVICE (Chromebook or Phone) WITH YOU FOR CATAPULT ACCESS. All teachers need to bring their Red Binders with them.
- Bells will not signal the end of the Shelter. Only a Catapult Message or verbal dismissal from an administrator will end Shelter.



Roseville Adult SCHOOL EVACUATION PROCEDURES

- We will use this for any event that requires us to clear classrooms due to a safety concern (fire, hazardous material, water leak, ect).
- In the event of a Fire you need to prepare to Evacuate to primary Location unless the pathway is inhibited by smoke, flames or other dangerous activity.
- There will be an announcement via the PA system or via Catapult EMS: "Evacuate, to ..." - Wait for this announcement before you leave your room.
- You will also receive notification Catapult for Evacuation. This notification will have details of location. It will direct you to the Secondary Evacuation site (Stadium) **IF** the Primary location is compromised.
- Shut your door when you leave the room.
- **TAKE YOUR PERSONAL DEVICE (Chromebook or phone) WITH YOU FOR CATAPULT ACCESS**
- Students and staff need to WALK QUIETLY to their designated locations and leave personal belongings behind.
- Please report to a designated spot for evacuation location
- When in designated areas take out your device and account for yourself and students via Catapult.
- Students need to be asked to stay off their phones – in an emergency we need all cell service (data and phone lines) open for emergency staff to use.
- Students / Staff will be excused with an alert from Catapult and/ or verbal instructions via all-call or from administration. Bells will not signal the end of the evacuation. Only an all call or verbal dismissal from an administrator will end the evacuation.

Updated 08/2022



HOLD

Roseville Adult SCHOOL

HOLD

- We will use this for a situation when students or staff are required to stay in their classroom or building; we need hallways cleared. (i.e student sick in the hallway, student having medical concerns in hallway,ect). No active threat on campus.
- An announcement will be made over the all call system or Catapult EMS announcing: “Hold in your Room or area, clear hallways”
- Keep all doors closed and proceed with class – teaching continues as normal.
- Students or staff should not leave any rooms or common areas (NO restrooms, hall passes, etc...)
- Students need to be asked to stay off their phones – in an emergency we need all cell service (data and phone lines) open for emergency staff to use.
- If a bell rings, DO NOT allow students to move to the next class. Remain in the classroom until an all call system announcement is made ending the HOLD.

updated 08/2022



LOCKDOWN

Roseville Adult SCHOOL

LOCKDOWN PROCEDURES

This is for a situation of extreme concern because there is a threat or hazard inside a school building or campus.

- There will be a PA announcement and/or Catapult EMS Message: "Lockdown; Locks, Lights, Out of Sight"
- As the announcement sounds, students are to go to NEAREST OPEN ROOM. They should not try to make it to their next period classroom.
- Teachers will quickly check the hallways near their classrooms, get students inside, check locked door, turn off lights and move students out of sight.
- TEACHERS WILL TAKE ROLL OF STUDENTS IN THEIR CLASSROOMS through the Catapult system. All teachers unable to reach a device should take roll by hand.
- Students need to stay silent and off their personal devices (phones, chromebooks, ect) -in an emergency we need all cell service (data and phone lines) open for emergency staff to use.
- Students should be away from the doorway. Students should be directed to get down on the floor away from doors and windows.
- Teachers should check their email frequently and/or Catapult for updates and keep their school phone line open. Teachers should not call the office and tie-up the phone line, all messaging should come through Catapult.
- **DO NOT open or unlock your the door for any reason;** if someone (EMT, Law enforcement, Administration) needs to get in they will have a key.
- Students and staff that cannot get to a locked room need to be aware of their surroundings and first attempt to **EVADE** the threat. Finally, **DEFEND** themselves should be the ultimate goal if they cannot evade.
- Students will be excused at the verbal instructions via telephone, Catapult communication, or all-call or from administration. Bells will not signal the end of the lockdown. Only an all call or verbal dismissal from an administrator will end the lockdown.

Update 08/2022

Revised: December, 2024



SECURE

Roseville Adult SCHOOL

SECURE

- We will use this for a situation when there is something of concern happening near the school. We don't have an intruder, but we want to keep the students and staff inside a building.
- An announcement will be made over the all call system or on Catapult EMS announcing: "Secure, Lock Doors; Secure Perimeter"
- Keep all doors locked and proceed with class – teaching continues as normal. Increase Situational awareness.
- No students or staff should be leaving any rooms (NO restrooms, hall passes, etc...)
- No one will be allowed on or off campus
- Students need to be asked to stay off their phones – in an emergency we need all cell service (data and phone lines) open for emergency staff to use.
- If a bell rings, DO NOT allow students to move to the next class. Remain in the classroom until an all call system announcement is made ending the Secure.

updated 08/2022

Revised: December, 2024

Revised: December, 2024