Comprehensive School Safety Plan

2026-2027
School Year

School: Cienega Elementary School

CDS Code:

District: Cienega Union Elementary School District

Date of Adoption: February 2026

Date of Review:
- **Staff**
- **Site Council**

Approved By:

Name	Title	Signature	Date
Patrick Wirz	Board President		
Richard Bay-Raymon	Board Vice President		
Sandra Barker	Board Secretary		
Nancy Wirz	Board Clerk		
Sara Steiner	Board Member		
Sarah Fruit	Superintendent/Principal		

Purpose

This plan is designed to provide a framework for protecting students, staff, and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with the legal requirements established by the California Administrative Code.
In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance. This plan assumes that the school must be self-sufficient for a time and may be required to provide shelter to the immediate community.
All employees are expected to be familiar with this plan so they are prepared to carry out their responsibilities in the event of an emergency. The major objective of this emergency services plan is to provide a model for the development of school plans, and in so doing, to save lives and protect property in the event of a disaster. In addition to the assigned duties of the employees, the plan contains specific procedures to be followed in each of several emergency situations. Also, the post-disaster process is outlined for the Cienega Union Elementary School District.

In keeping with the most current standards, this preparedness plan incorporates the following:

1. A description of all predictable disaster situations.
2. An explanation of the basic emergency actions.
3. A map describing evacuation plan from classrooms and buildings, as well as the location of water hose connections, fire extinguishers, master electrical panel and emergency shut-off for power, as well as main water supply and gas main shut-off locations.
4. Provisions for a workable and reasonable communications system involving students, parents, staff, and emergency services authorities.
5. Specific organizational provisions citing the responsibilities of all personnel. 6. Any other pertinent information that is unique to the school or which will help implement emergency actions and controls.

Plan Implementation

The Plan will be:
• initiated by the principal or designee when conditions exist which warrant its execution; • implemented by all staff who will remain at school and perform those duties as assigned until released by the principal; and
• reviewed at least annually.

Levels of Emergencies

- **Level 1**: School Emergencies
  Situations in which the scope is limited to school settings and school-based personnel and little/no assistance is needed.
- **Level 2**: School Emergencies Needing Outside Help
  These are events where support and involvement are required from personnel from outside the school. While these events may require help from non-school employees, they do not reach the scope and gravity of community-level disasters requiring community-wide support. ● **Level 3**: Community/Countywide Emergencies
  These include large-scale events during which coordination of services from the school and local community response agencies is warranted. In many of these situations, the school's role is to implement protocols until appropriate community agencies (e.g., police, fire, and rescue) respond and assume responsibility. However, the school must rely on its own resources until they arrive.

CIENEGA UNION ELEMENTARY SCHOOL DISTRICT-Safety Contact List District

Off-Site Primary Contact: Pat Wirz (Board President) **831-801-3913 or 831-637-9400**

Secondary Off-Site Contact: Richard Bay-Ramyon (Board VP) **408-810-5122 or 831-636-1506**

Maintenance/Operations/Custodial Contact: Pablo Ramirez. **831-207-1026**

Community Emergency Contact Information:

TO REPORT EMERGENCY (Police/Fire/Ambulance): 9-1-1

Sheriff: 831-636-4080 (Non-emergency Assistance)

Ranger Station/Hollister Hills: 831-637-3874 (General Local Assistance)

Amateur Radio **(see salmon colored direction sheet)**

PG&E: 1-888-544-4877 (Report Electrical Issues) or **1-800-743-5000** (to speak to a person)

Dassel's: (Propane) **1-831-636-5100 or 1-888-327-7357**

Family Communication System: via Mrs. Fruit (Principal) **831-207-1302**

Primary Relocation Sites (Unless specifically instructed otherwise):
(A) Bolado Park, 9000 Pinnacles Natl Pk Hwy.
-OR- (B) Christ Fellowship Church, 2066 San Benito St. (Prefer to be called first, if possible: **637-4350)**

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Section B School Climate Survey

Section C School Policies & Regulations

Section D Discipline Policies/Suspension Reports

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Section G Drills (Including Cellphone Policy) and Scheduled Maintenance

Section H Safety Inspections

Section I Injury and Illness Prevention Program (IIPP)

Section J Chemical Use Near School Reporting

Section K Government Agents On Campus

Section L

Appendix A -COVID 19 specific procedures and precautions

Appendix B-Bomb Threat Checklist

CIENEGA AMATEUR ("HAM") RADIO
Emergency Call Procedure

** Radio located in School Office near Fax machine**

1. Power radio ON

2. Tune to Channel 2 (Call Mountain repeater) or Channel 1 (Park Hill, Hollister repeater).

3. Listen to hear if other transmissions are occurring.

4. If an emergency, interrupt with "Emergency Break." Otherwise wait until quiet to transmit.

5. Say your call sign, first name, and station location (Cienega School).

6. If calling specific person, say their call sign or name, then your call sign.

7. Release call button (repeater will sound with a tone) 8. Wait for response.

9. REPEAT AS NECESSARY TO BE HEARD. 10. Explain emergency and

current plan. 11. Leave radio ON to monitor traffic.

Immediate/Dire Threat to Life: **Intruder** (Human or Animal)

Level 3

Order of Authority Related to This Situation:

First Responders (Sheriff, Ranger, Police) – Develop Plan

Principal- Coordinate/Implement Plans; Develop Plan in Absence of other Authority

Staff – Follow Instructions; Keep students calm and safe

Notification: On-site witness; Call from community member or Safety Personnel

Classification: Stand-By

● Direct all students, staff, and visitors into designated classroom. Teachers should quickly check outside the school and **get ALL students into designated classroom.** ● Secure the room: Lock all doors, close blinds, turn off lights, and keep students down and away from the windows and door. **(Stay out of sight and stay as quiet as possible)** ● Allow no one into or out of classroom until the principal gives an all-clear signal.

▪ Parents are not allowed on campus during active Lock-Down (see *Follow-Up*)

Actions:

Take Cover – If safe to do so, all students, staff, and visitors should make it indoors to a designated classroom area to await further instructions. If traveling to the school building is NOT considered safe, individuals should move to a pre-determined "safe-place" outdoors.

▪ **CALL 9-1-1 as soon as it is safe to do so**

▪ **Stand By** -Stay in place until further directions are given.

Hostage situation

If hostage taker is unaware of your presence, do not intervene. Call 911 immediately.
Provide details of situation. Notify Principal if possible. Seal off area near hostage scene.

Follow-Up: Should a lockdown occur, parents are asked to remain calm as school and local authorities manage the situation. If it appears the lockdown will last for an extended period of time, or go beyond dismissal time, school staff will attempt to notify parents by phone, as students will not be allowed to leave until recommended by the appropriate authorities.

Parents may be required to pick children up from school or another designated safe area, once it is determined to be safe to do so. To further ensure student safety, parents may be required to present identification. The reunification location will be given to parents over the phone, if possible, and will always be publicized to the media.

Immediate/Dire Threat to Life: Explosion

Level 3

Order of Authority Related to This Situation:

First Responders (Sheriff, Fire, Ranger, Police)
Principal
Staff

Notification: Event Itself; Contact from Community Member or Safety Personnel

Classification: Evacuation/Relocation

- **Call 911, if necessary.**
- Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.
- Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible, **BUT be sure to leave quickly** ● Principal determines if students and staff should be evacuated outside of school buildings(s), or to relocations centers (checking in with local authorities as possible)

Teachers:

- Make sure you have your keys and **emergency backpack**/s at all times. ● Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous.
- When outside building, account for all students. Inform principal immediately if students are missing.
- If students are evacuated to a relocation center, stay with your class.

Actions:

Drop – To assume the ***protective position***, drop to knees, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes and cover ears with forearms. Be sure that body is turned away from any glass that may shatter. **Leave Building –**Consists of the orderly movement of students and staff from inside buildings to an outside area of safety. This will mimic the response to other Alarms. **Evacuate** will be determined when an area is unsafe. Related decisions will be made by the principal. **Relocation** details would be directed by Safety Personnel in the Community, if/when necessary.

-OR –

Go Home should be considered by the principal only if there is time to return students safely to their home and consists of returning students to their home by their parents or designees when possible.

Follow-Up:

If the students have not yet gone home, parents will be informed as to where they can pick up their children safely. To further ensure student safety, parents may be required to present identification. The reunification location will be given to parents over the phone, and will always be publicized to the media.

Immediate/Dire Threat to Life: Landslide/Wildfire

Level 3

Order of Authority Related to This Situation:

First Responders (Fire Department, Sheriff, Ranger, Police)
Principal
Staff

Notification: Event Itself; Contact from Safety Personnel or Community Member

Classification: Evacuation/Relocation

- **Call 911** as soon as possible, if Safety Personnel are not yet on-site.
- Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.
- Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible, **BUT be sure to leave quickly** ● Principal determines if students and staff should be evacuated outside of school buildings(s), or to relocations centers (checking in with local authorities as possible)

Teachers:

- Make sure you have your keys and **emergency backpack**/s at all times. ● Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous.
- When outside building, account for all students. Inform principal immediately if students are missing.
- If students are evacuated to a relocation center, stay with your class.

Actions:

Leave Building –Consists of the orderly movement of students and staff from inside buildings to an outside area of safety.

Evacuate will be determined when an area is unsafe. Related decisions will be made by the principal.

Relocation details would be directed by Safety Personnel in the Community, if/when necessary.

-OR –

Go Home should be considered by the principal only if there is time to return students safely to their home and consists of returning students to their home by their parents or designees when possible.

Follow-Up:

If the students have not yet gone home, parents will be informed as to where they can pick up their children safely. To further ensure student safety, parents may be required to present identification. The reunification location will be given to parents over the phone, and will always be publicized to the media.

Immediate/Dire Threat to Life: Chemical Exposure/Gas Leak Level 3

Order of Authority Related to This Situation:

First Responders (Fire Department, Sheriff, Ranger, Police)
Principal
Staff

Notification: Event Itself; Contact from Safety Personnel or Community Member

If Danger is Outdoors:

Classification: Stand-By

● **Call 911** as soon as possible, if Safety Personnel are not yet on-site.

● Direct all students, staff, and visitors into designated classroom. Teachers should quickly check outside the school and **get ALL students into designated classroom.** ● Shut Off Main Supply, notify Safety Personnel and/or Service Provider as needed. ● Keep all windows and doors closed tightly. Place a cloth barrier at bottom or side of any door where outdoor air may leak in. Keep air conditioning off for as long as possible. ● Allow no one into or out of classroom until the principal gives an all-clear signal.

▪ Parents are not allowed on campus during active Lock-Down (see *Follow-Up*)

Actions:

• **Stand by**: Consists of bringing students into the classroom or holding them in their classroom. This will apply if danger is immediate and outside the building.

If Danger is Indoors:

Classification: Evacuation/Relocation

Actions:

Leave Building –Consists of the orderly movement of students and staff from inside buildings to an outside area of safety.

Evacuate when an area is unsafe. Related decisions will be made by the principal.

Relocation details would be directed by Safety Personnel in the Community, if/when necessary.

-OR –

Go Home should be considered by the principal only if there is time to return students safely to their home and consists of returning students to their home by their parents or designees when possible.

Follow-Up:

If the students have not yet gone home, parents will be informed as to where they can pick up their children safely. To further ensure student safety, parents may be required to present identification. The reunification location will be given to parents over the phone, and will always be publicized to the media.

COVID-19 Policies and Procedures

Student and Family COVID 19 Guidance - Updated July 1, 2022

	Guideline Details	
	**Symptom Monitoring**	All students, staff, and visitors will continue to be screened for symptoms and exposure upon arrival at school. This includes temperature and symptoms checks. Symptoms include: fever, cough, shortness of breath, fatigue, body aches, headache, new loss of taste or smell, sore throat, runny nose, nausea, and/ or diarrhea.
	**Face Masks**	Face masks are currently optional in all areas of the school (indoors and outdoors) and all persons are made aware that wearing a mask, or not, is a personal/family choice. No person(s) should feel pressured regarding their individual decision. Mask will be provided for anyone who doesn't have one but wishes to wear a mask. **Field Trips and Providing Transportation:** If a student is traveling with someone outside of that student's immediate family, masks are requested to be worn inside the vehicle at all times. If a group is visiting an area with mask requirements, all individuals must comply with that location's protocols.
	**Illness and Isolation**	Stay home for at least 5 days after start of symptoms (or after date of first positive test if no symptoms). • Isolation can end after Day 5 if symptoms are not present, resolving and Day 5 or later tests negative. • If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications. • If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms persist they should see a Doctor immediately.

	Quarantine after Exposure	A student may continue to attend school even after close exposure to someone who has tested positive for COVID, provided they remain asymptomatic and/or testnegative.

	**Visitors and Volunteers at School**	All Visitors must take part in the screening process which includes a temperature check before continuing with their visit.

Date: _____
Visitor Name:
_____ Passed
Questions: Y N
Notes:
_____
_____
_ _
Temperature: _____
Verified by:
_____

Date: _____
Visitor Name:
_____ Passed
Questions: Y N
Notes:
_____
_____
_ _
Temperature: _____
Verified by:
_____

Date: _____
Visitor Name:
_____ Passed
Questions: Y N
Notes:
_____
_____
_ _
Temperature: _____
Verified by:

_____

Date: _____
Visitor Name:
_____ Passed
Questions: Y N
Notes:
_____
_____
_ _
Temperature: _____
Verified by: _____

Serious Situation Requiring Immediate Action**: Medical Condition/Severe Accident**

Level 2

Order of Authority Related to This Situation:

First Responders (Ambulance, Paramedic, Fire, Sheriff and/or Police – if available and/or necessary)

Principal

Staff

Notification: Staff/Student witnesses; On-Site Observation

Classification: Medical Emergencies

Actions:

Call 9-1-1 IMMEDIATELY

Responsibilities of Personnel

Principal: The principal is the **emergency services coordinator at the school**. In the absence of orders from any highly trained Safety Personnel, the principal is authorized and directed to implement plans as deemed necessary and/or take such actions as may, in her/his judgment, be necessary to save lives and mitigate the effects of the danger.

Staff: In the event of a medical emergency, school staff should calmly and carefully assess the situation and immediately notify 9-1-1. School staff should **follow applicable and appropriate directions given during CPR, First Aid, and/or EpiPen training**. Staff should only take measures that they are qualified to do, or if necessary, under the direction of someone highly qualified. When handling medical emergencies, latex or rubber gloves must be worn at all times. Safety masks should also be worn if CPR is needed.

Follow Up:

Parents of student(s) involved in the situation should be notified as soon as possible. An official Incident Report should be completed and filed, and the family should be given a copy in case it is needed for further medical care. The Principal should address any children who were not directly involved, but who may have questions and/or concerns related to the incident.

Serious Situation Requiring Immediate Action**: Building on Fire**
Level 2

Order of Authority Related to This Situation:
First Responders (Fire Department, Sheriff, Ranger, Police)
Principal
Staff

Notification: Smoke and/or Fire Alarm; Staff/Student witness

(If small fire is realized, trained staff could use extinguisher to put fire out if applicable)

Classification: Evacuation/Relocation

- Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.
- Close doors behind while exiting if possible.
- Principal determines if students and staff should be evacuated farther from school buildings(s), or to relocations centers (checking in with local authorities as possible)

Actions:

- **Call 9-1-1**

- **Leave Building –**Consists of the orderly movement of students and staff from inside buildings to an outside area of safety.

- **Evacuate** when an area is unsafe. Related decisions will be made by the principal.

- **Relocation** details would be directed by Safety Personnel in the Community, if/when necessary.

-OR –

- **Go Home** should be considered by the principal only if there is time to return students safely to their home and consists of returning students to their home by their parents or designees when possible.

Follow-Up:
If the students have not yet gone home, parents will be informed as to where they can pick up their children safely. To further ensure student safety, parents may be required to present identification. The reunification location will be given to parents over the phone, and will always be publicized to the media.

Serious Situation Requiring Immediate Action**:**

Major Earthquake Level 2

Order of Authority Related to This Situation:

First Responders (Fire Department, Sheriff, Ranger, Police)

Principal

Staff

Notification: Staff/Student Notification; On-Site Awareness

Classification: Evacuation/Relocation

● Once it is determined safe to move, direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route. ● **Call 9-1-1** if additional dangers are suspected or additional assistance is needed. ● Shut Off Main Gas Supplies, notify Safety Personnel and/or Service Provider as needed. ● Principal determines if students and staff should be evacuated farther from school buildings(s), or to relocations centers (checking in with local authorities as possible)

Actions:

Drop – To assume the ***protective position***, drop to knees, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes and cover ears with forearms. Be sure that body is turned away from any glass that may shatter.

Leave Building –Consists of the orderly movement of students and staff from inside buildings to an outside area of safety. This will occur once a person in authority has determined that it is safe to do so. This action will mimic the response to other Alarms.

Evacuate will be determined when an area is unsafe. Related decisions will be made by the principal.

Relocation details would be directed by Safety Personnel in the Community, if/when necessary.

-OR –

Go Home should be considered by the principal only if there is time to return students safely to their home, and consists of returning students to their home by their parents or designees when possible.

Follow-Up:

If the students have not yet gone home, parents will be informed as to where they can pick up their children safely. To further ensure student safety, parents may be required to present identification. The reunification location will be given to parents over the phone and will always be publicized to the media.

Serious Situation Requiring Immediate Action**: Impending Danger**

Level 2

Notification: Call from Safety Personnel or community member

(verify validity @ 9-1-1)

Order of Authority Related to This Situation:

First Responders (Possibly Department that Informed School of Issue)
Principal
Staff

If Danger is Reported to be Outdoors:

Classification: Stand-By

- Direct all students, staff, and visitors into designated classroom. Teachers should quickly check outside the school and **get ALL students into designated classroom.**

Actions:

• **Stand by**: Consists of bringing students into the classroom or holding them in their classroom. This will apply if danger is immediate and outside the building. • *Refer to previous sections for addressing specific threat category*.

If Danger is Reported to be Inside the Building:

Classification: Evacuation/Relocation

Actions:

Leave Building –Consists of the orderly movement of students and staff from inside buildings to an outside area of safety.

Evacuate when an area is unsafe. Related decisions will be made by the principal.

Relocation details would be directed by Safety Personnel in the Community, if/when necessary.

-OR –

Go Home should be considered by the principal only if there is time to return students safely to their home and consists of returning students to their home by their parents or designees when possible.

Follow-Up:

If the students have not yet gone home, parents will be informed as to where they can pick up their children safely. To further ensure student safety, parents may be required to present identification. The reunification location will be given to parents over the phone and will always be publicized to the media.

Serious Situation Requiring Immediate Action**: Earthquake (minor)**

Level 1

Minor Earthquake

Order of Authority Related to This Situation:

Principal

Staff

Notification: Staff/Student Notification; On-Site Awareness

Classification: Evacuation/Relocation

- Follow
  Stop * Cover * Hold procedures as practiced during drills
- Once it is determined safe to move, direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.

Actions:

Drop – To assume the ***protective position***, drop to knees, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes and cover ears with forearms. Be sure that body is turned away from any glass that may shatter.

Leave Building –Consists of the orderly movement of students and staff from inside buildings to an outside area of safety. This will mimic the response to other Alarms.

Follow-Up:

None needed at this level. Quarterly drills should be conducted to be sure that all students are familiar with the procedure of staying safe during and after a minor earthquake. Discussions can and will follow if minor adjustments are needed or any safety issues come up during these drills so that the process is as smooth as possible if/when a small earthquake should happen.

Note: If earthquakes continue and/or become more severe, creating increased level of danger or concern, refer to Pg. 11 for instructions on what to do in the case of a Major Earthquake.

Serious Situation Requiring Immediate Action**: Smoke* Alarm**

(No tangible evidence of smoke or flames)

Level 1

*Also applies if the **Carbon Monoxide** Alarm Sounds

Order of Authority Related to This Situation:

Principal
Staff

Notification: Smoke, Fire, Carbon Monoxide Alarm Sounds; Staff/Student witness

Classification: Evacuation/Relocation

- Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.
- Close doors behind while exiting if possible.

Actions:

- **Leave Building –**Consists of the orderly movement of students and staff from inside buildings to an outside area of safety.
- At earliest, safe, moment… **Call 9-1-1**
- If it is small in size, properly trained staff can **use the closest fire extinguisher** to address the fire, but even extinguished fires should be cleared by trained Safety Personnel. ● **Evacuation should remain in effect** until it is determined by either a Safety Personnel, or the School Principal, that there is no longer any danger.

Follow Up: None needed at this level. Monthly drills should be conducted to be sure that all students are familiar with the procedure of staying safe during and after a small fire. Discussions can and will follow if minor adjustments are needed or any safety issues come up during these drills so that the process is as smooth as possible if/when a site fire should happen.

Serious Situation Requiring Immediate Action**: Minor Injury/Illness**

Level 1

Order of Authority Related to This Situation:

Principal

Staff

Notification: Student reports directly to the Staff; Staff/Student witness

Classification: Case to Case Resolutions:

Although extensive efforts are made to avoid hazardous situations or areas, injuries can and will happen with active children. General First Aid procedures should be used for such things as:

Minor Cuts
Scrapes
Bumps/Bruises
Splinters
Headache
Bloody Noses
Stomach Ache
Muscle Cramps
Minor Burn
Loose/Fallen Out Tooth
Suspected Fever

Supplies to have on hand for such occasions are:

Self-Adhesive Fabric Bandages
Thermometer (Touchless is preferred. If an Ear Thermometer: Proper sanitary covers for the item) Ice Packs/Heat Packs
Tweezers
Tissues
Hand Washing Area
Red Hazard Bags for Disposal of Biohazard Materials

In case of fever or vomiting, The child should be sent home.

In case the situation becomes more severe:

Procedures on Pg. 7 should be considered immediately.

Under NO CIRCUMSTANCES should ANY ingested medication or topical treatment be offered to, or given to a student without a very specific doctor's prescription per Administrative Regulation AR 5141.21 (a-c); and E 5141.21 (a-c)

Other Possible Situations-Level and Action Determined on Case to Case Basis

Convert School: Traditionally, public schools have been used for emergency services activities in time of natural and man-made disasters. Schools are numerous, normally centrally located, and usually have first aid and food preparation facilities. Because school sites are a public resource, arrangements for their use by emergency services authorities, particularly the Red Cross, have been made with many school districts.

Notification that a school is to be converted into a congregate care center or fist aid center will come only from the district board, or from the Director of County Emergency Services offices.

When notification arrives that Cienega School is to be converted, the following actions are to be taken:

1. Dismissal of all students.
2. Preparation of the school for conversion into an emergency hospital, first aid stations, or congregate care center.
3. If school is not in session, employees are to be alerted and directed to return to the school as required and/or directed by the administrator or designee.
4. All school personnel will cooperate fully with Red Cross representatives and other emergency services authorities in the event that the school is converted.

Directed Transportation: Under certain disaster conditions, emergency services authorities may attempt to move an entire community, and the school populations within it, from an area of danger to an area of safety. Instructions from the authorities could be received via telephone, the emergency broadcast system, and/or a messenger. In the event that action is commanded, the following actions are to be taken as appropriate:

1. If instructions to action: **Directed Transportation** come from an authority other than the district board or designee, confirm, if at all possible, instructions with district board president before proceeding.
2. Inform students and staff as quickly as possible that they are to be relocated. 3. Load students and staff into any available vehicle and proceed with them to the instructed location or area of safety (child safety seats are preferred when needed but not necessary if lack of them creates a larger safety issue).
4. Drivers are to maintain record of all passengers and delivery point.

Action: **Directed Transportation** will, as appropriate, be taken in the event of a fire, chemical or biological spill, or flood.

Action: **Directed Transportation** is a difficult procedure and will be attempted only if there is no other alternative.

EVACUATION / RELOCATION

- Call 911, when safe to do so, with updated information on situation.
- Principal determines evacuation procedures after consulting with authorities. ● Principal determines if students and staff should be evacuated outside of school buildings(s), or to relocations centers.
- Principal notifies relocation center, as applicable.
- Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.
- Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.
- Place evacuation sign in window (e.g., 8 ½ x 11 paper with words "Cienega School Evacuated" in large, legible letters).

Teachers:

- Make sure you have your keys at all times.
- Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous.
- Take class roster.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform principal immediately if students are missing.
- If students are evacuated to a relocation center, have them stay with the class if possible.
- Take roll again when you arrive at the relocation center.

Relocation Centers:

Each school should have a primary center close by, and a secondary relocation center further away in the event of a community-wide emergency.

• Primary: Bolado Park 9000 Pinnacles Natl Park Hwy (formerly Airline Hwy) • Secondary: Christ Fellowship Church, 2275 San Benito St. (please call ahead)

GUIDELINES FOR SPEAKING TO THE MEDIA

When speaking to the press about school emergencies, it is extremely important to adhere to the following guidelines:

- **READ** all press statements.
- **BE AVAILABLE** for press inquiry.
- **RE-STATE** the nature of the incident; its cause and time of origin.
- **DESCRIBE** the size and scope of the incident.
- **REPORT ON** the ***current*** situation.
- **SPEAK ABOUT** the resources being utilized in response activities.
- **REASSURE** the public that everything possible is being done.
- **DO NOT RELEASE** students' names.
- **BE TRUTHFUL** but consider the emotional impact the information could have upon listeners.
- **AVOID** speculation; do not talk "off the record".
- **DO NOT USE** the phrase "no comment".
- **SET UP** press times for updates.
- **CONTROL** media location.

Emergency Actions-Detailed Definitions and Considerations:

This section covers eight basic emergency actions, what it entails, and when it should be taken. Each action should become familiar to all school employees.

In the absence of orders from superiors, the principal is authorized and directed to implement plans as described herein; or take such other action as is necessary to save lives and mitigate the effect of the disasters. As soon as possible, thereafter, the principal is directed to notify the county office of education and the district board of trustees of the disaster situation.

- **Stand by**: Action **Stand By** consists of bringing students into the classroom or holding them in their classroom. The command for action **Stand By** will be conveyed by word of mouth, or other signals, as practiced during quarterly drills. Action **Stand By** will be taken when students and staff are awaiting instructions or information.

- **Leave Building**: Action **Leave Building** consists of the orderly movement of students and staff from inside buildings to an outside area of safety. The command for action **Leave Building** will be given by sounding the fire alarm, or by announcing "Fire" as practiced in monthly drills. Action **Leave Building** will, as appropriate, be taken in the event of the following:
  1. Fire
  2. Bomb threat
  3. Chemical accident indoors
  4. Explosion, or threat of explosion indoors
  5. Post-earthquake
  6. Other similar occurrences which make the school building uninhabitable.

- **Go Home**: Acton **Go Home** should be considered by the principal only if there is time to return students safely to their homes. Notification of parents by telephone, email, or by other means, about early dismissal is vital, IF at all possible, all staff should be notified prior to releasing the students. Action **Go Home** is conveyed in person to all staff.

  Action **Go Home** consists of returning students to their home by their parents or designees when possible. Teachers will maintain responsibility for the students waiting for applicable rides in an area that has been designated safe.

- **Evacuate:** Action **Evacuate** will be determined when an area is unsafe. The evacuation routes will be the same as the fire escape routes when possible. The decision of when and where to **Evacuate** will be made by the principal. Fire evacuation procedures should be followed. This immediate action will be taken in event of the following:

  1. Earthquake
  2. Flood
  3. Fire
  4. Chemical Spill
  5. Fallen aircraft
  6. Windstorm or tornado damage

• **Drop**: Action **Drop** is to be taken at the instant a disaster such as an earthquake or a blast is detected. Action Drop is accomplished by assuming the emergency plan protective position.

To assume the ***protective position***, drop to knees, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. Be sure that the body is turned away from windows and other glass that may shatter.

The command for action **Drop** will be given by word of mouth. A disaster itself, such as the shaking of the earth in an earthquake, will also signal action **Drop**.

If inside the building, immediately take the emergency plan protective position under desks or furniture with backs to windows. If outside the building, move away from the building and immediately take the emergency plan protective position.

Action **Drop** will, as appropriate, be taken in the event of the following:

1. Earthquake
2. Explosion
3. Sniper fire (DROP AND TAKE COVER)

Students and staff should be taught to react instantaneously when action **DROP** is commanded. They should also know under what conditions they should assume the position on their own.

• **Take Cover**: The command for action **Take Cover** directs students and staff to immediately move to a properly sheltered area, if available. If adequate shelters are not available, rooms or buildings with the greatest amount of shielding and protection possible will be used. These would include rooms with few windows and other glass, and with solid internal bearing walls. The following are considerations that should be made when selecting and preparing an alternate shelter:

1. Shift tables, chairs, and desks forming protective areas.
2. Close doors (for fresh air, some windows should remain open, if possible). 3. Take precautions to minimize the possibility of persons being struck by flying objects such as glass and Venetian blinds.
4. If water supply is available and safe, fill sink with clean water for emergency supply.
5. Review emergency plan and protective position with staff.

• **Convert School**: Traditionally, public schools have been used for emergency services activities in times of natural and man-made disasters. Schools are numerous, normally centrally located, and usually have first aid and food preparation facilities. Because school sites area public resource, arrangements for their use by emergency services authorities, particularly the Red Cross, have been made with many school districts.
(cont. on the next page)

Notification that a school is to be converted into a congregate care center or first aid center will come only from the district board or from the Director of County Emergency Services offices.

When notification arrives that Cienega School is to be converted, the following actions are to be taken:

5. Dismissal of all students. Parents will be notified immediately.
6. Preparation of the school for conversion into an emergency hospital, first aid stations, or congregate care center.
7. If school is not in session, employees are to be alerted and directed to return to the school as required and directed by the administrator or designee.
8. All school personnel will cooperate fully with Red Cross representatives and other emergency services authorities in the event that the school is converted.

• **Directed Transportation**: Under certain disaster conditions, emergency services authorities may attempt to move an entire community, and the school populations within it, from an area of danger to an area of safety. Instructions from the authorities could be received via telephone, the emergency broadcast system, and/or a messenger. In the event that action is commanded, the following actions are to be taken as appropriate:

5. If instructions for action **Directed Transportation** come from an authority other than the district board or designee, confirm, if at all possible, instructions with the district board president before proceeding.
6. Inform students and staff by messenger that they are to be relocated. 7. Load students and staff onto buses, cars, and other means of transportation and proceed with them to the instructed location or area of safety.
8. Drivers are to maintain a record of all passengers and delivery points.

Action **Directed Transportation** will, as appropriate, be taken in the event of a fire, chemical or biological spill, or flood.

Action **Directed Transportation** is a difficult procedure and will be attempted only if there is no other alternative.

• **All Clear**: Action **All Clear** directs all personnel to proceed to normal operation as soon as practicable. The command for action All Clear will be transmitted via intercom, phone, or by a messenger.

General Emergency Supplies On-Site:

Backpacks have been filled and are kept on site to be used in case of emergency. Within each backpack, there are:
Non-perishable foods

Water bottles; Emergency Blanket; Toilet Paper

Paper & Pencil/Pen; Toys and/or Games

Flashlight (batteries); Poncho

A supply of backpacks is kept in three large metal garbage cans outside the building on the street side of the lower grade classroom.
Each classroom also has one backpack, complete with supplies, that in addition contain the current class list and Emergency Call List.

COVID-19 Supplies:

A supply of disposable face masks
Hand sanitizer
Disinfectant spray and wipes
Touchless thermometers*

First Aid Supplies:

A cupboard above the sink in the kitchen area, marked with large First Aid-type crosses, contains:
A variety of fabric bandages
Thermometer (ear*)
Gauze and Tape for larger injuries
Latex Gloves
Red Bio-bags for disposal of biohazard materials
*Additional Touchless thermometers are located throughout the building.

CHILD ABUSE REPORTING PROCEDURES
PENAL CODE SECTION 11164-11174.3

11164. (a) This article shall be known and may be cited as the Child Abuse and Neglect Reporting Act. The intent and purpose of this article is to protect children from abuse and neglect. **(b)** The intent and purpose of this article is to protect children from abuse and neglect. In any investigation of suspected child abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the child victim and shall do whatever is necessary to prevent psychological harm to the child victim.
11165. (a) As used in this article "child" means a person under the age of 18 years.

WHAT MUST BE REPORTED: Any of acts of abuse or severe neglect, putting the health, welfare, and/or safety of anyone under the age of 18 years of age at risk. The mandated reporter must only have reasonable suspicion that a child has been mistreated; no evidence or proof is required prior to making a report. The case will be further investigated by law enforcement and/or child welfare services.

Mandated Reporters Include:

1. A teacher
2. An instructional aide
3. A teacher's aide or teacher's assistant employed by any public or private school
4. A classified employee of any public school
5. An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school
6. An employee of a school district police or security department
7. Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school
8. A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage family and child counselor, clinical social worker, or any other person who is currently under Division 2. (Commencing with Section 500) of the Business and Professions Code.
9. An athletic coach, athletic administrator, or athletic director employed by any public or private school that provides any combination of instruction for kindergarten, or grades 1 to 12, inclusive.

HOW TO REPORT

1. **By Phone**: Immediately, or as soon as possible, make a telephone report to child welfare services and/or to a Police or Sheriff's department.

    - Child Welfare Services phone number ***(831) 636-4190***
    - San Benito County Sheriff's Department phone number Non-Emergency ***(831) 636-4080***

2. **In Writing**: Within 36 hours, a written report must be sent, faxed or submitted electronically. The written report should be completed on a state form called 8572, which can be downloaded at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf or http://DCFS.Co.Ca.us

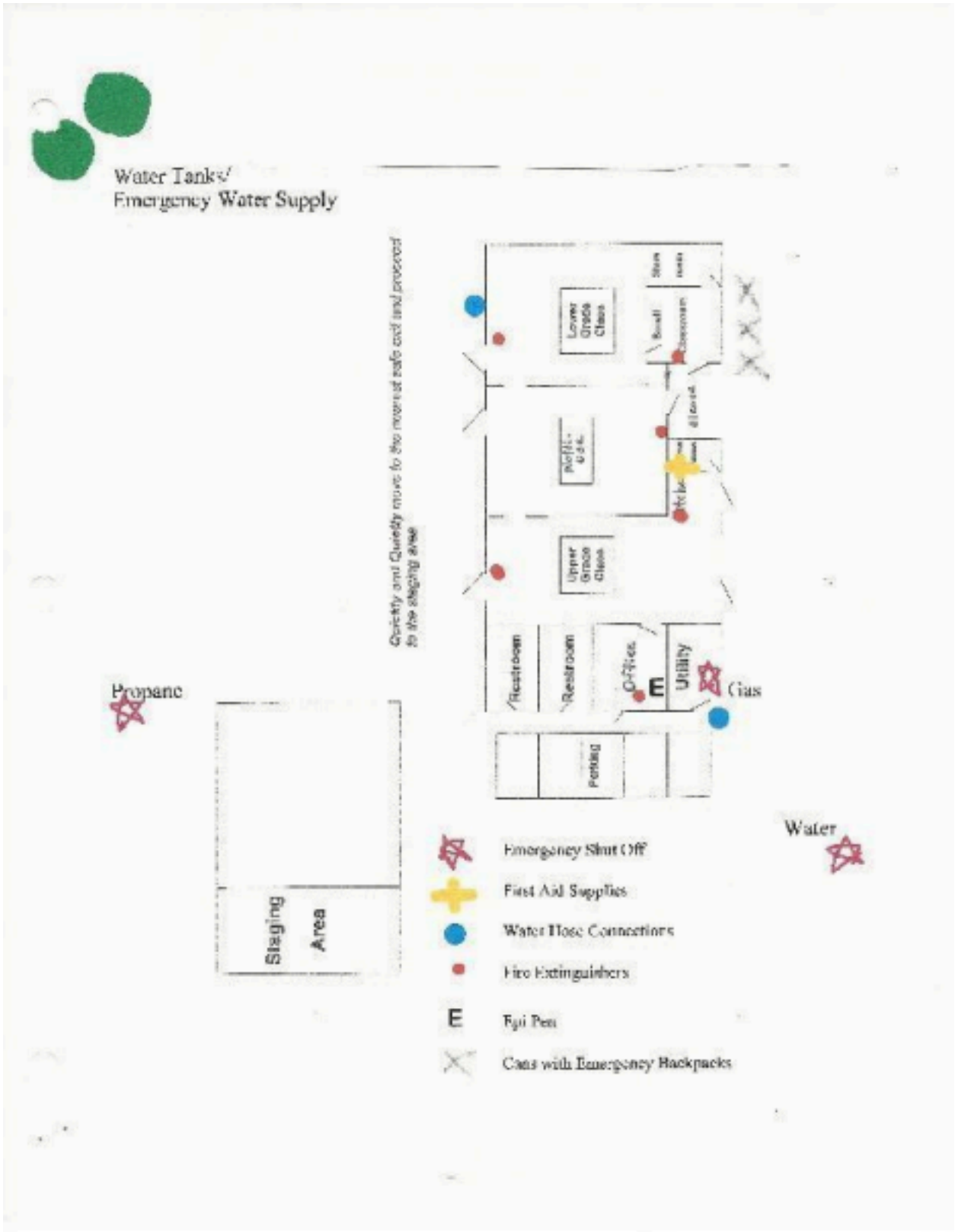
3. Other information:

- Safeguards for Mandated Reporters: The Child Abuse and Neglect Reporting Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigative parties working on the case. As long as a report is filed in good faith, a mandated reporter cannot be held liable in civil or criminal court.

4. Failure to report:

● Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to a $1,000 fine. ● For the complete law and a list of mandated reporters refer to California Penal Code 11164- 11174.3.

COVID supplies



1
Additional safety-related forms are found in the hard copy of this plan at the site.

These include:
Enrollment counts and attendance Certifications;
School Climate Surveys;
Annual Parent Notifications; (Dress code, Code of Conduct, etc)
Discipline Procedures for the School;
Anti-Bullying Proclamation from the School Board of Trustees;
Certificate of Insurance Coverage;
Schedules for Safety Drills
Safety and Facility Inspections/On-Going Maintenance
Injury and Illness Prevention Program
Information about Notification of Pesticide, and other
Chemical Use Near Campus
Bomb Threat Checklist

Appendix A

Bomb Threat Checklist
To be completed by person receiving the call

CALL RECEIVED BY: _____ Date: _____ Time:_____

REMAIN CALM! Notify other staff by prearranged signal while caller is on the line. Listen. Do not interpret the caller except to ask:

1. What time is the bomb set for?_____
2. Where has it been placed? _____
3. What does it look like?_____
4. Why are you doing this?_____
5. Who are you?_____

List words used by caller: _____

_____

Description of the caller: □ Male □ Female

Estimated age of caller: _____

Voice characteristics: □ Loud □ Soft □ Deep □ High Pitched □ Raspy □ Pleasant □ Intoxicated □ Nasal

Other: _____

Manner: □ Calm □ Angry □ Irrational □ Excited □ Coherent □ Incoherent □ Deliberate □ Crying □ Emotional □Righteous □ Laughing □ Foul

Accent: □ Local □ Foreign □ Regional

Other: _____

Background Noises: □ Airplane □ Animals □ Industrial Machines □ Static □ Motors □ Office Machines □ Quiet □ Music □ Party Scene □ Street Traffic □ Trains □ PA System □ TV □ Voices □ Other:____