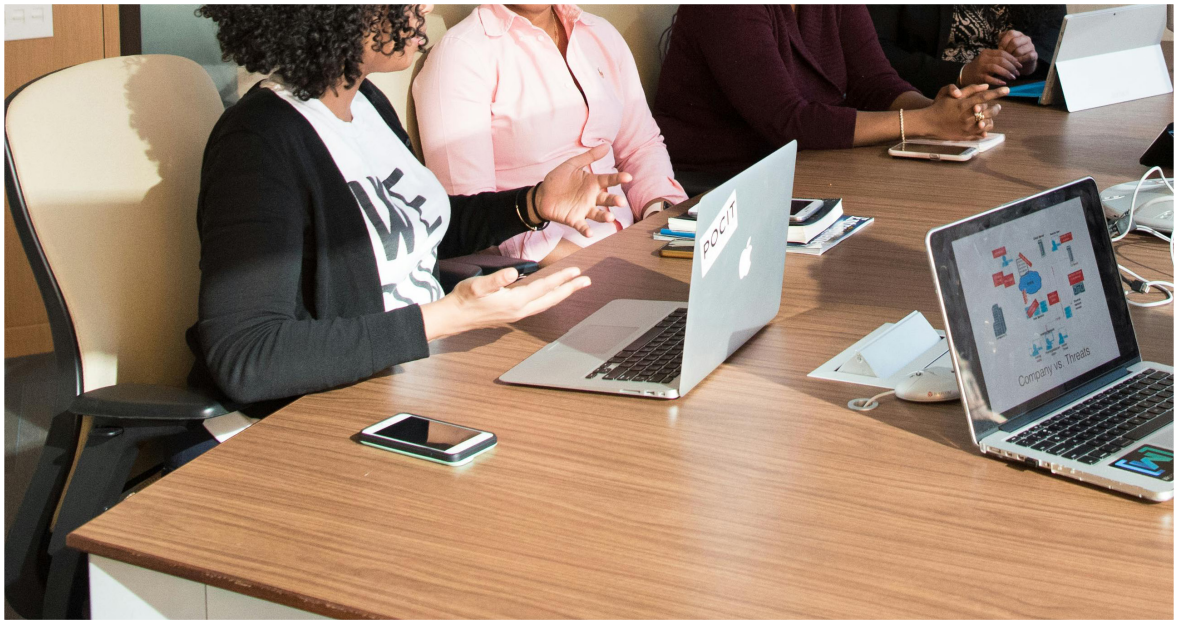
The Big Five

Comprehensive School Safety Plan

School Safety Planning Guide



Coalition for Safe Schools & Communities

Coalition for Safe Schools & Communities

SAN MATEO COUNTY OFFICE OF EDUCATION

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INTRODUCTION

BACKGROUND

California Education Code Section 32281 requires the School Site Council or designated safety planning committee of each K-12 public and public charter school to write, develop, and adopt a Comprehensive School Safety Plan (CSSP). The safety plan describes site programs, protocols, and strategies in place for continued improvement in providing a safe, orderly, school environment that is nurturing and conducive to learning. San Mateo County schools utilize The Big Five immediate action emergency response protocols and additional San Mateo County Office of Education safety resources developed through the Coalition for Safe Schools and Communities for school safety planning and implementation.

POLICY

Board policy 0450 of each public school district or governing public charter school specifies the development and review of the Comprehensive School Safety Plan.

PURPOSE

This toolkit provides state requirements for the school safety plan, information, planning guidance, and resources for the site administrator, School Site Council or designated safety planning committee, and school safety teams to support effective development and implementation of the safety plan.

COMMITTEE MEMBERS

SCHOOL SITE COUNCIL (SSC)

The School Site Council consists of a minimum of ten members, including: Principal or designee, three teachers, five parents and/or community members, and one other school staff member. The secondary level parent/community group must include a minimum of one parent and one student. Sites with under 300 students enrolled can have six members, with approval through the governing board or Local Education Agency (LEA) from the local bargaining unit, consisting of a principal, one teacher, one staff, and three parents/community members/students. With equal representation of both staff and parents/community members. Shared School Site Council: A School Site Council can be shared if the site administration is the same at schools with student populations under 300. A School Site Council of 10 members can be shared among no more than three schools with a shared campus or geographic proximity with similar student populations and have a total combined enrollment of less than 1,000.

SAFETY PLANNING COMMITTEE

If a safety planning committee is designated by a school site's School Site Council to develop the Comprehensive School Safety Plan, the members of the Safety Planning Committee include: Principal or designee, one teacher, one parent/guardian, one classified employee, and others, if desired.

ROLES AND RESPONSIBILITIES

COMPREHENSIVE SCHOOL SAFETY PLAN (CSSP):

The School Site Council or designated safety committee for each site develops and ensures the Comprehensive School Safety Plan complies with current state timelines and guidelines, in alignment with school district board policy, and adopts the site plan.

COMPREHENSIVE SCHOOL SAFETY PLAN TIMELINE:

August/September	September	December	October - March
Site SSC or designated School Safety Planning Committee develops and adopts the plan	District uploads the plan to the SMCOE Vault for review*	SMCOE reviews plan and provides feedback	District makes any needed edits and submits site plans for board approval
Within the first two months of school	After SSC adoption; by end of November	By end of December	CDE Recommendation: Within one month of SSC adoption but no later than March 1

COMPREHENSIVE SCHOOL SAFETY PLAN CHECKLIST

In addition to the required components, the safety plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school. Districts and County Offices of Education are encouraged to include strategies to create and maintain a positive school climate, mental health protocols for the care of students who have witnessed a violent act at any time, and clear guidelines for the roles and responsibilities of the following positions (if used): Mental Health professionals, school counselors, Community Intervention Professionals, School Resource Offices, and police officers on campus. Utilize the following checklist, adapted from the California Department of Education website, to ensure that all required components are included in the site Comprehensive School Safety Plan with details specific to the school district and site.

ROLES AND RESPONSIBILITIES

Part 1: PUBLIC

Section 32281

- ☐ Plan developed by SSC or safety planning committee
- ☐ Consulted with law enforcement, fire department, and other first responder entities in the writing and development of the CSSP

Section 32282

- ☐ Assessment of school crime at school and school-related functions
- ☐ Strategies and programs that maintain high level of school safety
- ☐ Child Abuse Reporting procedures
- ☐ Disaster plan emergency procedures and drills
- ☐ Established procedures for public agency emergency use of site and equipment
- ☐ Suspension/Expulsion policies and procedures
- ☐ Procedures to notify teachers of dangerous pupils
- ☐ Discrimination and Harassment Policy
- ☐ If Schoolwide Dress Code, includes prohibition of gang-related apparel
- ☐ Procedures for safe ingress and egress to and from school site
- ☐ Safe and orderly environment conducive to learning at the school
- ☐ Established school discipline rules and procedures
- ☐ Procedures for criminal, gun and active shooter incidents
- ☐ Procedures to respond to a cardiac arrest of similar life-threatening emergency
- ☐ Protocol for opioid overdose

  Instructional Continuity Plan
- ☐ Where practical: Consult, cooperate and coordinate with other SSC/planning committees
- ☐ Bullying policies and procedures
- ☐ Evaluate and amend CSSP as needed; non-sensitive safety-related plans/materials readily available for inspection by the public

Section 49392

- ☐ Inclusion of safe storage of firearms in annual parent notification

Section 49393

- ☐ School official threat report: report to law enforcement

Section 32286

- ☐ Plan completed (review, update, and adopt by the site)

Section 49394

- ☐ Provide support to law enforcement in its investigation and threat assessment

Section 32288

- ☐ Plan submitted for review to district office or COE for approval

Part 2: NON-PUBLIC: TACTICAL

Section 32280

- ☐ School staff trained on the CSSP

Section 32288

- ☐ CSSP presented at school site public meeting that allowed for public opinions

ROLES AND RESPONSIBILITIES

INCIDENT COMMAND STRUCTURE

The site administrator develops the Incident Command Structure in collaboration with the site staff, using the Staff Survey of Skills and Incident Command chart and forms.

SITE SAFETY PLANNING AND IMPLEMENTATION

Safety Walkthrough

The Hazard Mitigation/School Safety Checklist, located within the The Big Five Facilities Report, is performed annually by the site safety team to review the school's strengths and areas to target for improvement related to hazard mitigation and school safety procedures and policies. Every person on the school campus has a responsibility in following facility safety measures.

School Safety Teams

The core and specialized safety teams determined by the Incident Command Structure may include some of the same staff members as the safety committee. Some school sites may have more safety teams than listed within this document per the needs of the specific site.

Safety Meeting Agendas

The Incident Command team meets quarterly, at a minimum, and outlines short term and long-term goals for safe facilities. Scheduling meetings throughout the year that include safety topics ensures timely communication and review of the school safety measures in place. Recommendations for meeting topics for the School Site Council, site safety team, and staff meetings can be found in Section 7: Safety Meeting Agenda Topics.

SCHOOL SAFETY TEAMS

While all school personnel are required to respond appropriately to a site emergency situation, Incident Command serves as the core school safety team. Each school is encouraged to create a Cardiac Emergency Response Team and Crisis Response Team with members trained, respectively, in cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use, and in crisis response. Each school site's teams will be comprised differently based on resources available and can include overlap of staff members for key roles on the safety committee and safety teams.

INCIDENT COMMAND

The **School Incident Commander**, most often the site administrator, has the sole authority to activate the school's Emergency Plan. The Incident Commander must be familiar with the plan and the available resources as well as be able to coordinate and communicate all response actions effectively to others.

The **School Safety Officer** ensures all activities are conducted safely given existing conditions. The School Safety Officer must be alert to secondary emergencies that may occur within the larger emergency event. Responsibilities include:

- Monitoring drills, exercises, and emergency response activities for safety
- Identifying and mitigating safety hazards and situations
- Stopping or modifies all unsafe operations
- Anticipating situations and problems before they occur
- Overseeing traffic, utilities, and access for emergency vehicles
- Keeping the School Incident Commander advised of status and activity

The **School Public Information Officer** manages the media in collaboration with the district-level Public Information Officer. The site level Public Information Officer ensures the media sets up in the designated media staging area and communicates the timeline for release of information.

- Provides periodic informational updates to School Incident Commander
- In collaboration with district or county Public Information Officer, sends out communication to staff and students about the current emergency
- Ensures announcements and other information are translated into community's home languages as needed

- Prepares ongoing communication for parents and community
- Establishes appropriate location for media staging area (away from Command Post and students) and escorts all media to area
- Advises media of scheduled press releases

The **School Liaison Officer** serves as the point of contact with community representatives and agencies and assists in coordinating effective distribution of resources.

- Maintains contact between the District and County Office (if needed) and the School Incident Command
- Ensures coordination of efforts by keeping School Incident Command informed of agencies' action plans
- Briefs agency representatives on current situation, priorities, and incident action plan Collaborates with Fire Department to track transport and location of injured students and staff
- Works as assistant to School Incident Commander

Expanded incident command includes the following section leaders: Operations, Logistics, Planning, and Finance/Administration with accompanying sub roles within each section.

Incident Command Cards, located in Section 8: School Safety Resources, outline the qualities needed and responsibilities of all Incident Command Structure positions.

CARDIAC EMERGENCY RESPONSE TEAM (CERT)

The Cardiac Emergency Response Team (CERT), as part of the Operations section of the Incident Command Structure, provides prompt, skilled action for an individual experiencing cardiac arrest or similar life-threatening emergency. Members of the CERT team consist of staff members trained in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), and are activated on school grounds during a medical emergency until transfer of Incident Command to emergency personnel. Additional information can be found in Section 10: School Safety Resources: Hazard Responses: Medical Emergency.

SCHOOL SAFETY TEAMS

CRISIS RESPONSE TEAM (CRT)

The Crisis Response Team, as part of the Operations section of the Incident Command Structure, guides the response of staff to a mental health crisis. The CRT is a multidisciplinary team consisting of an administrator, mental health and safety professionals, and support staff whose primary focus is to address crisis prevention, provide intervention/response to crisis situations, and implement post-crisis response plans. Additional information specific to suicide prevention can be found in Section 10: Suicide Prevention Protocol.

POSITIVE BEHAVIORAL INTERVENTIONS AND SYSTEMS TEAM (PBIS)

Tier I: School-Wide

The team guides the development and implementation of a school-wide system for a positive school climate. The team includes a site administrator and representatives from across the school site, including grade span or department representatives, special education teachers, counselor or social worker, and site-based coaches. High school teams should consider including a student team member.

Tier 2: Targeted Interventions

The team guides the development and implementation of Tier Two targeted interventions and Check In Check Out (CICO). The school team includes a site administrator, special education team representative (e.g. psychologist, teacher, etc.), specialty teacher (e.g. TOSA, library teacher, physical education, art, reading intervention), and one additional general education staff member. High school teams should consider including a student team member.

Tier 3: Intensive and Individualized Interventions

The team guides the development and implementation of a function-based approach to addressing behavior. The team includes a site administrator, MFT, LCSW, or mental health coordinator/point person, and behavior specialist or special education staff member with behavioral expertise.

SAFETY DRILLS AND EXERCISES

Conduct regular safety drills and exercises throughout the school year with time to debrief with both students and staff.

SAFETY DRILLS

DRILL TYPE	Elementary/Intermediate	Secondary
REQUIRED		
EVACUATION	• Within 10 days of School Start • Once per month	• Within 10 days of School Start • Twice annually
EVACUATION: TSUNAMI	Once annually for schools in Red Zone; optional for schools in Yellow Zone	Once annually for schools in Red Zone; optional for schools in Yellow Zone
DROP, COVER, HOLD ON	Once each quarter	Once each semester
RECOMMENDED		
SHELTER-IN-PLACE	Annually	Annually
SECURE CAMPUS	Annually	Annually
LOCKDOWN/BARRICADE*	Staff; annually	Staff; annually
STUDENT RELEASE/ REUNIFICATION	Annually, in abridged form	Annually, in abridged form

LOCKDOWN/BARRICADE

Comprehensive School Safety Plans are required to include procedures for responding to individuals with guns on campus or at school functions; procedures to prepare are determined by the specific needs and context of the school and community. Education Code 32282(J).

***Lockdown/Barricade** drills are not permitted to be high-intensity. A high-intensity drill is defined by the state as:

> "a drill that includes simulations that mimic an actual school shooter or other armed assailant incident, including, but not limited to, theatrical makeup or other materials to give an image of blood or gunshot wounds, acting by an individual posing to be the assailant, acting by individuals posing as victims, or simulations that instruct pupils to actively resist an assailant by throwing objects, attacking, or swarming the assailant." Education Code 32282(K)."

SAFETY DRILLS AND EXERCISES

***If conducting a lockdown/barricade with students, compliance of all of the following is required:**

- No real weapons, gunfire blanks, or explosions
- Use a trauma-informed approach: age and developmentally appropriate content and terminology; involving school staff, including site-based mental health staff, in the development of the drill
- Notice to the school community in advance of the drill and the expected length
- A provision for parents/guardians to opt their child out of participating in the drill
- An announcement made to students and staff immediately prior to and immediately after the drill
- Notice to parents/guardians after the conclusion of the drill
- Provide contact information for local organizations that focus on reduction of gun violence or provide mental health counseling to any school community member experiencing a negative impact by the drill, with prioritization of use of school-based resources where available

Safety Exercises

In addition to drills, conducting periodic safety exercises like tabletop exercises or scenarios with staff builds safety preparedness in the event of an emergency. After any school emergency event, debrief the event as close as possible after the event.

PLANNING CALENDAR

The Big Five Emergency Planning Calendar administrator planning tool maps out emergency planning action steps and safety drills for the school year.

MONTH	FOCUS
JULY/AUGUST	☐ Conduct Hazard Mitigation School Safety Checklist ☐ Update staff phone numbers, student rosters, and community contact list ☐ Inspect fire alarms, fire panel and fire extinguishers with Fire Department ☐ Inspect Automated External Defibrillators (AED) ☐ Meet with building partners, contractors, and community partners, including local Fire and Police representatives to review emergency plan ☐ Ensure distribution of Emergency Cards/Student Release information for Go Bags ☐ Plan annual emergency training schedule
SEPTEMBER - APRIL	☐ Communicate School Safety/School Climate/Wellness Tips Ex. Social Emotional Learning, bike/scooter/walk safety ☐ Update student/staff rosters ☐ October: Communicate The Great Shake Out drill details

SAFETY MEETING AGENDA TOPICS

The Part 2 non-public, tactical, and internal component of the Comprehensive School Safety Plan includes safety planning committee meeting dates and the purpose of each meeting. This section outlines recommendations for site administrators when planning safety focused meeting agendas for the School Site Council, safety planning committee, and staff meetings. Specialized site safety teams are encouraged to create a schedule to meet throughout the school year to review responsibilities, refresh skills, debrief events, and discuss specific site needs.

SCHOOL SITE COUNCIL MEETING AGENDAS

MONTH	FOCUS
AUGUST/ SEPTEMBER	☐ Update CSSP with opportunity for public review of Part 1 ☐ Communications Guide review ☐ Parent/Community presentation (The Big Five slide deck)
OCTOBER	☐ Approve CSSP with law enforcement representative participation and submit to district safety representative
JANUARY/ FEBRUARY	☐ Review school climate data ☐ Safety tips for families - bike/scooter/walk safety, etc.
MARCH/ APRIL	☐ Student Release Guidance drill review
JUNE	☐ End-of-Year safety feedback from stakeholders

SAFETY MEETING AGENDA TOPICS

SAFETY PLANNING COMMITTEE/ICS MEETING AGENDAS

MONTH	FOCUS
AUGUST	☐ Update site emergency route map and evacuation routes ☐ Conduct site safety walkthrough ☐ Confirm Drill Schedule ☐ Conduct Go-Bags and Emergency Response Box inventory ☐ Review Big Five updates ☐ Update Comprehensive School Safety Plan ☐ Update Incident Command Structure assignments
SEPTEMBER	☐ Finalize Comprehensive School Safety Plan
NOVEMBER	☐ Safety and wellness check-in; alignment with safety plan
JANUARY/ FEBRUARY	☐ Check/replenish Emergency Response Box ☐ Update Incident Command assignments ☐ Update attendance and emergency cards rosters in Go Bags ☐ Update school maps and evacuation routes ☐ Plan tabletop exercise for March with staff
APRIL/MAY	☐ Comprehensive School Safety Plan review for changes ☐ Review evacuation routes and school map; summer planning
JUNE	☐ Comprehensive School Safety Plan draft for the next year ☐ End-of-year site safety walkthrough ☐ Review off-site evacuation location

SAFETY MEETING AGENDA TOPICS

SAFETY PLANNING COMMITTEE/ICS MEETING AGENDAS

MONTH	FOCUS
AUGUST	☐ Staff orientation of The Big Five Protocols ☐ Conduct Staff Skills Survey ☐ Educators' Role (Incident Command Structure;Disaster Workers) ☐ Buddy Teacher List ☐ Go Bags inventory
SEPTEMBER	☐ The Big Five Immediate Action Response Training ☐ Trauma-Informed and Inclusive Practices ☐ Safety Drill Review and Lesson Plans ☐ Epi-Pen training; Automated External Defibrillator training
OCTOBER	☐ Full Comprehensive School Safety Plan Review
JANUARY	☐ Safety Check-In ☐ Review school climate data ☐ Staff development/review emergency plan
MARCH/ APRIL	☐ Tabletop exercise training with Staff or Student Release/ Reunification drill preparation
MAY	☐ Comprehensive School Safety Plan planning ☐ End-of-year safety review

SCHOOL SAFETY RESOURCES

THE BIG FIVE SAFETY RESOURCES

Staff Survey of Skills

Use this survey when building the Incident Command Structure forms to identify helpful staff skills in the event of an emergency.

School Incident Command Chart and Forms

Use this chart and accompanying forms to identify staff members for each role.

Incident Command Staff Cards

Print and provide the appropriate card to the identified staff member for each role.

Emergency Response Box

Use this list to create an Emergency Response Box.

Go Bag

Use this list to create and maintain a classroom Go Bag.

Buddy Teacher List

Use this chart to list Buddy Teachers for the school in the event of an evacuation.

Facilities Report

Use this report to conduct a site safety walkthrough.

When to Close a School

Use this guidance when determining whether or not school/s need to close.

THE BIG FIVE PROTOCOLS

School Administrator Packet

Staff Packet

Community Packet

Hazard Responses

Student Release Guidance for Schools

Violent Threat to Schools Response Guidance

SCHOOL SAFETY RESOURCES

CARDIAC EMERGENCY RESPONSE TEAM

The Big Five Hazard Responses: Medical Emergency

Hazard Response: Medical Emergency Form

American Heart Association CERP Guide

CRISIS RESPONSE TEAM

Suicide Prevention Protocol

POSITIVE BEHAVIOR AND INTERVENTIONS SUPPORTS TEAM

Positive Behavior Interventions and Supports

STUDENT THREAT ASSESSMENT TEAM, LEVEL I

San Mateo County Threat Assessment Level 1 Protocol

COMPREHENSIVE SCHOOL SAFETY PLAN

California Education Code 32280-32289.6

California Education Code 49392-49394