

**SB 187
Comprehensive
School Safety Plan
Process & Templates**

Anderson School



5800 Calpine Dr, San Jose, CA 95123

Phone: [\(408\) 225-6556](tel:(408)225-6556)

Fax: (408) 224-6964

Board Adopted _____

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The following document is an addendum to the District Comprehensive Safety Plan. The District Comprehensive Safety Plan is the main body of the document. Each school has a site specific document that works in tandem with the District’s plan. The Comprehensive Safety Plan is designed to be utilized as a resource for prevention/mitigation, preparedness, response and recovery planning and training as well as for meeting the guidelines of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and Title 1, Division 4, Chapter 8 Government Code. It is a living document to meet site, district and community needs, forms or requirements. It is NOT to be a “grab and go” guide in an actual emergency.

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All sites will refer to the District Comprehensive Safety Plan for all emergency preparedness, safety and operation protocol. All procedures have been standardized throughout the District.

The following information is school-site specific.

School Safety Planning Committee

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. (Ed. Code 35294.1)

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Local law enforcement has been consulted (Ed. Code 39294,1) Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)

Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee. Additional members may include:

- A representative from the local law enforcement agency
- School Resource Officers
- Guidance Counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Disciplinary team member
- Staff leaders
- Additional parent representatives

ANDERSON SCHOOL SAFETY TEAM

The undersigned members of the Anderson School Safety Planning Committee certify that the requirements of the SB 187 Safety Plan have been met.

Kellee Humphrey Butler

Kellee Humphrey Butler, Principal

Brittney Kimball

School Site Council President: Brittney Kimball

Lori Gitin-Garcia

Teacher Association Representative: Lori Gitin-Garcia

Angela Brown

Parent Representative: Angela Brown

Dr. Genieve Dorsey

Genieve Dorsey, District Safety Committee Co-Chair

THE ANDERSON SAFE SCHOOL PLAN WAS APPROVED VIRTUALLY BY THE ANDERSON SCHOOL SITE COUNCIL ON December 17, 2025.

ANDERSON ELEMENTARY SCHOOL

Safety Plan Goals

Annual Safety Goals

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2)

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

- Mental Health Data
- State, District or Site Surveys (such as the Youth Risk Behavior Survey)
- Disciplinary Data
- Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well.

Based on data analysis, the School Safety Planning Committee identifies one or two **safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals**. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least three brief meetings be held to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed in May and reported.

Alex Anderson Elementary School
Safety Plan Goals
2025-2027

GOAL 1: Strengthen the Positive Behavioral Interventions and Supports (PBIS) Team and establish a learning community where students feel safe and connected at school.

Strategy 1.1: Convene the PBIS Team Monthly to discuss discipline data and determine action plans to address areas of concern.

Assessment 1.1: Provide appropriate consequences, including alternatives to suspensions.

Strategy 1.2: Create incentives, rewards, and awards to recognize positive student behavior.

Assessment 1.2: Provide a choice menu for incentives and rewards, award students weekly and monthly for displaying BARK (Be Safe, Academic, Respectful and Kind) behaviors.

Strategy 1.3: Review the Fall and Spring Safety Connectedness and Belonging (SCB) Survey.

Assessment 1.3: Provide a summary of survey results to share with staff and parent groups.

GOAL 2: The Safety Team will update the ARCC to ensure adequate supplies are available in an emergency.

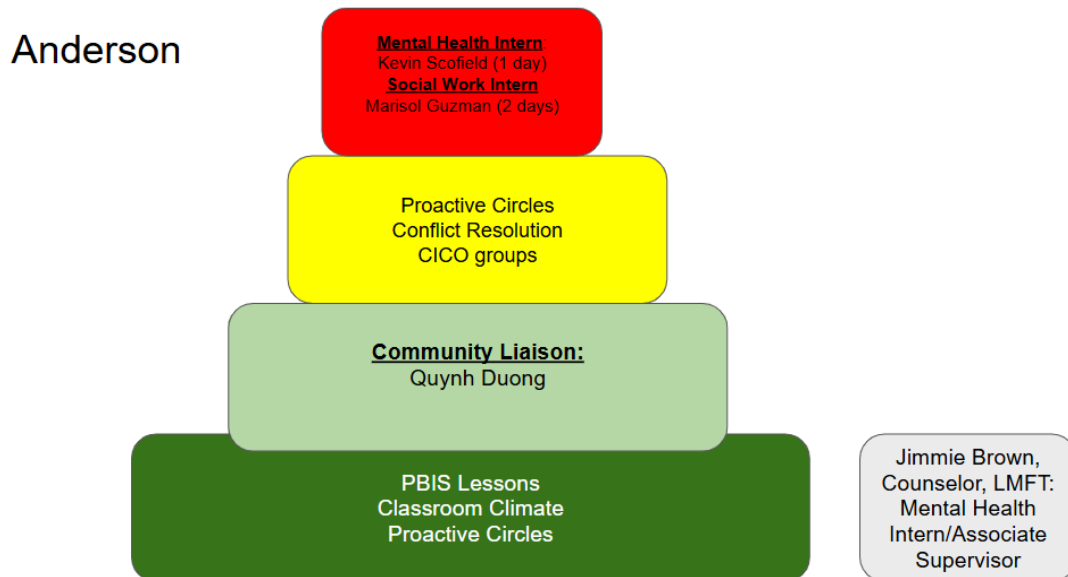
Strategy 2.1: Each student will receive a gallon-sized plastic bag with a closure as an emergency bag. A family letter is sent home requesting suggested items (such as snacks, pictures, notes, and small toys) to be placed in the provided gallon-sized bag. Each classroom teacher will receive a storage bin for the student emergency bags. The bins are stored inside the ARCC for easy accessibility during an emergency.

Assessment 2.1: Communicate a time frame for the collection of student emergency bags. Confirm storage of classroom bins by October.

Strategy 2.2: Update First Aid materials for the Emergency Red Backpacks and ARCC. Dispose of outdated supplies and refresh items such as band-aids and bandages every 5 years.

Assessment 2.2: The Safety Committee will verify that emergency bags and the ARCC have been checked and updated. The Safety Committee will ensure replacement items have been ordered and delivered.

GOAL 3: Provide mental health support for students.



Strategy 3.1: Mental Health Intern and Social Work Intern support for 4 days per week. (There is an additional MHI for one day per week)

Assessment 3.1 Analyze the usage of referrals and the number of students being served by mental health supports.

Strategy 3.2: Include our Community Liaison in Support Staff meetings as a resource to engage and support students and families.

Assessment 3.2: Monitor trends and patterns among students and families who require additional support.

Strategy 3.3: School-wide Strategies, such as Calm Down Corners, Community Circles, SEL Lessons.

Assessment 3.3 Implementation and review of Calming Corners throughout the school. Resources readily available for SEL Lessons and Community Circles

Additional Safety Actions - Immigration Enforcement Safety Education and Practices

During the 2025-2026 school year, Oak Grove has updated the Comprehensive Safety Plan to align with updates in Education Code 234.7. Additional actions include:

- All site administrators attended Immigration Protection Training for Administrators in July or August.
- Updates and communications to school administration and office staff regarding Oak Grove School District's response to Immigration-Enforcement Officer Visits to School Campus including the documentation process, restrictions, and parent notification.
- "Red Cards" were distributed to all school sites in February 2025 and offered again in October 2026.
- Held District "Know Your Rights" Parent Presentations
- Staff Members sent "Know Your Rights" Communications from HR (February, 2026)
- Know Your Rights Postings Due to be Sent to School Sites and District Administrative Buildings (February, 2026)

ANDERSON ELEMENTARY SCHOOL

Review tardies, absenteeism, expulsion, and suspension data.

Attendance Factor:

The attendance factor accounts for the difference between enrollment and attendance. It is the average percentage of enrolled students typically attending school on any given day. The factor is calculated annually using prior school year data.

- 2022-2023 Attendance Factor: 91.98%
- 2023-2024 Attendance Factor: 92.74%
- 2024-2025 Attendance Factor: 92.16%

Chronic absenteeism:

Students are considered chronically absent if they are absent at least 10 percent of the instructional days that they were enrolled to attend in a school. A distinguishing feature of this measure is that the goal is reversed (i.e. a decrease in chronic absenteeism is an improvement on that dashboard measure).

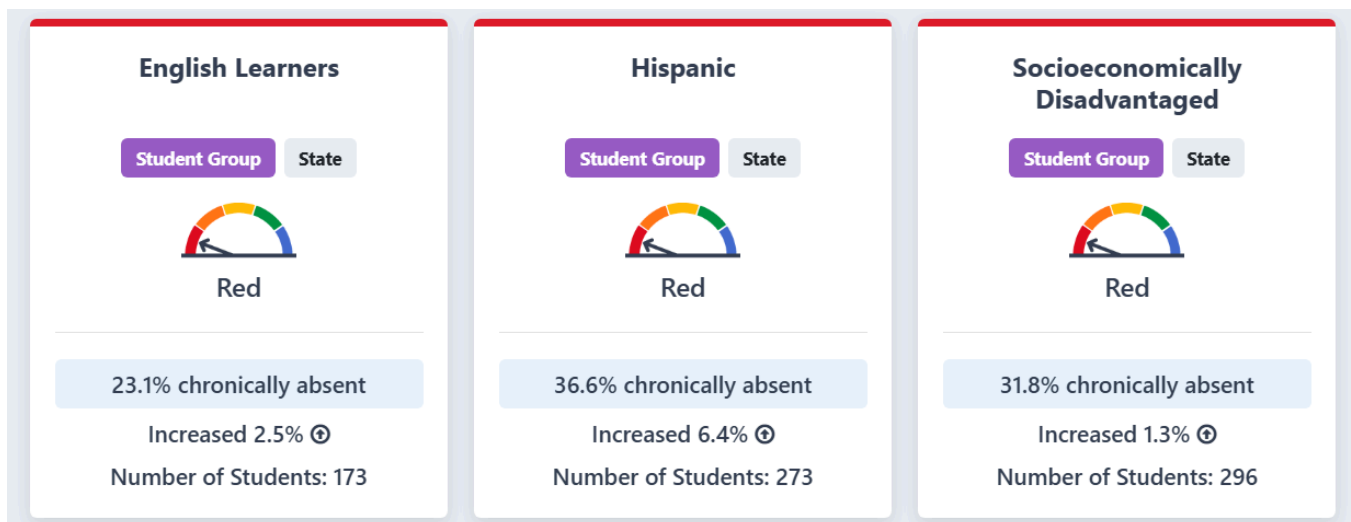
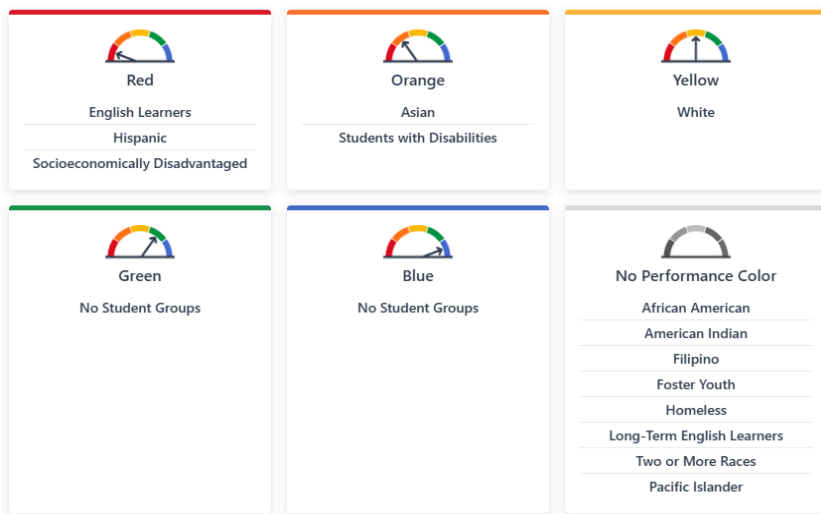
- 2022-2023 Chronic Absenteeism Rate: 29.4%
- 2023-2024 Chronic Absenteeism Rate: 25.4%
- 2024-2025 Chronic Absenteeism Rate: 27.3%

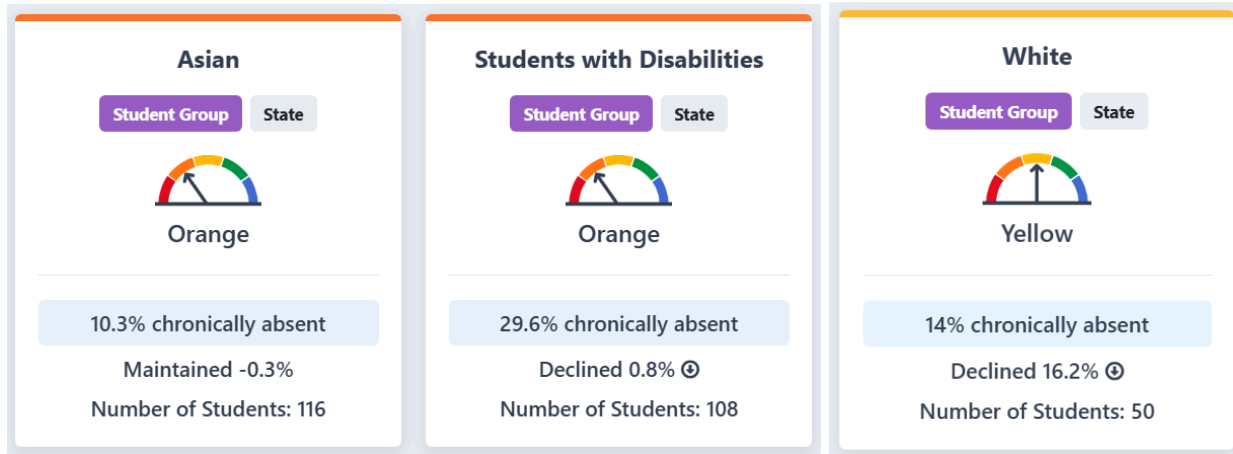
CA School Dashboard Absenteeism by Student Group

Student Group Details

All Student Groups by Performance Level

14 Total Student Groups



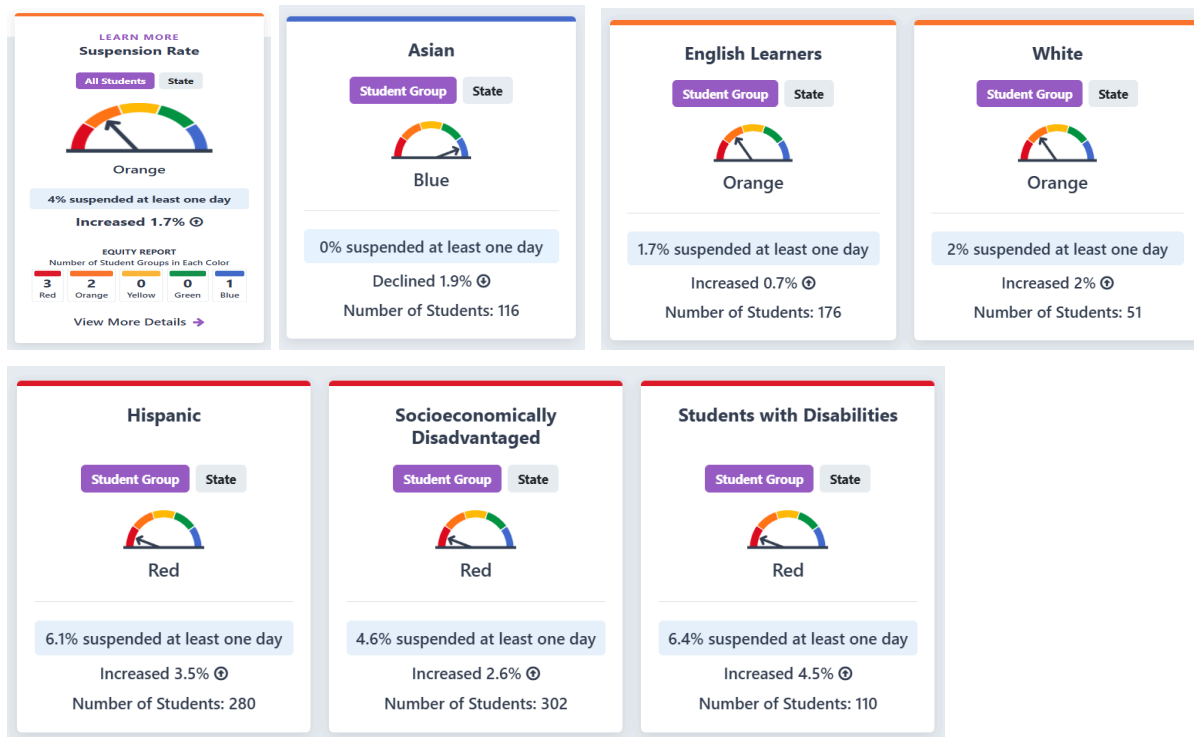


2024-2025 Suspension Rate

The table below displays the suspension and expulsion rates at the school, in the district, and throughout the state. Expulsions occur only when required by law or when all other alternatives are exhausted.

Name	Cumulative Enrollment	Total Suspensions	Unduplicated Count of Students Suspended	Suspension Rate	Percent of Students Suspended with One Suspension	Percent of Students Suspended with Multiple Suspensions
Anderson (Alex) Elementary	526	33	21	4.0%	71.4%	28.6%
Oak Grove Elementary	9,047	292	186	2.1%	74.7%	25.3%
Santa Clara County	240,074	8,431	5,362	2.2%	71.7%	28.3%
Statewide	5,965,383	272,698	175,084	2.9%	71.0%	29.0%

2024-2025 Suspension Rate by Student Group



2024-2025 Expulsion Rate

Name	Cumulative Enrollment	Total Expulsions	Unduplicated Count of Students Expelled	Expulsion Rate
Anderson (Alex) Elementary	526	0	0	0.0%
Oak Grove Elementary	9,047	0	0	0.0%
Santa Clara County	240,074	66	65	0.0%
Statewide	5,965,383	3,671	3,643	0.1%

School Facilities & Safety

Anderson strives to provide a safe and healthy environment for our students and staff.

Anderson School is one of 18 schools in the Oak Grove School District in South San Jose (15 elementary and 3 intermediate schools). Anderson serves approximately 500 transitional kindergarten through sixth-grade students. The school is rich in ethnic diversity, with 17 languages spoken amongst students. There are 5 special education classrooms that meet the needs of approximately 75 students with unique learning abilities ranging from specific learning challenges to autism. We have implemented inclusion practices for academic and social learning, as well as participation in school events and activities. Students are taught and expected to engage in positive behavior practices following “BARK Rules” for behavior (Be Safe, Academic, Respectful, and Kind).

The table below shows the results of the most recent school facilities inspection. While reviewing this report, please note that even minor discrepancies are reported in the inspection process. The items noted in the table have been corrected or are in the process of remediation. The data in the table was collected January 2025.

Year and month of the most recent FIT report: January 2025

System Inspected	Rating	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	At the time of the inspection overall condition was good. Small work orders need to be done for some lights, and ceiling tiles.
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Fair	A work order was placed for pest found on campus.
Electrical: Electrical	Poor	A work order was placed to repair lighting, electrical runway, broken outlets, and ballasts.
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Facility Rate

Year and month of the most recent FIT report: January 2025

Overall Rating	Good
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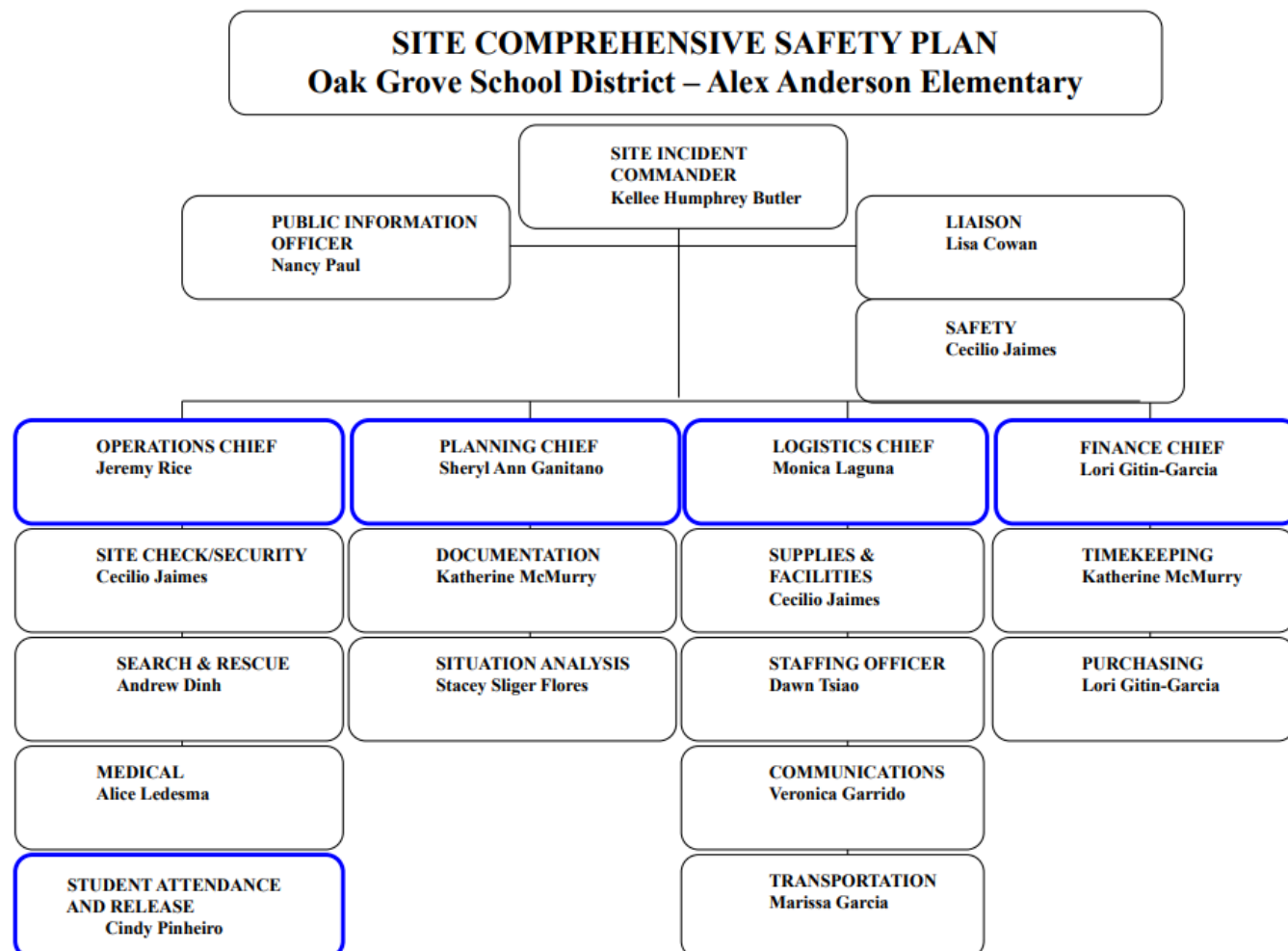
Cleaning Process

Anderson provides a safe and clean environment for students, staff, and volunteers. The district has adopted cleaning standards for all schools. Basic cleaning operations are performed on a daily basis throughout the school year with emphasis on classrooms and restrooms. A joint effort between students and staff helps keep the campus clean and litter-free. The principal works daily with the custodial staff to develop sanitation schedules that ensure a clean, safe, and functional learning environment.

Maintenance & Repair A scheduled maintenance program is administered by Anderson's custodial staff on a regular basis, with heavy maintenance functions occurring during vacation periods. Additionally, a scheduled maintenance program is administered by Oak Grove School District to ensure that school grounds and facilities remain in excellent repair. A work order process is used when issues arise that require immediate attention. Emergency repairs are given the highest priority; repair requests are completed efficiently and in the order in which they are received.

ANDERSON SCHOOL EMERGENCY PROCEDURES

ANDERSON ICS TEAM



Staging Areas – **Anderson**

Insert Primary and Secondary Locations

Command Posts

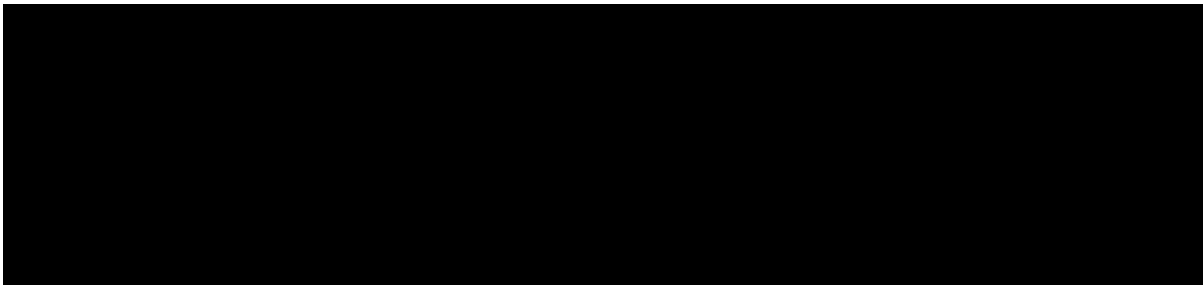
One indoor and one outdoor area for the Command Center to be stationed in the event of a district emergency.

Primary: Front Office

Secondary: Outside near the parking lot gate on Bangor St.

Off-Site School Evacuation Centers

To be determined in conjunction with the Director of Facilities



Emergency Response Teams

Operations

Team	Team Leader:	Staff Members:
Site Incident Commander	Kellee Humphrey Butler	Lisa Cowan Nancy Paul
Operations Chief	Jeremy Rice	
Security	Cecilio Jaimes	Cesar Morales Pimental
Search & Rescue	Andrew Dinh	Chris Correra Bindu Pandya
Medical	Alice Ledesma	Caryn Daughters Jennifer Gonzalez Zuniga
Student Attendance and Release	Cindy Pinheiro	Daisy Dalida Blanca Plascencia Romina Rodriguez

Planning

Team	Team Leader:	Staff Members:
Planning Chief	Sheryl-Ann Ganitano	
Documentation	Katherine McMurry	-Blanca Plascenia
Situation Analysis	Stacey Sliger Flores	-Veronica Garrido -Ariel Rice

Logistics

Team	Team Leader:	Staff Members:
Logistic Chief	Monica Laguna	
Supplies/Facilities	Cecilio Jaimes	-Cesar Morales Pimental -
Staffing Officer	Dawn Tsiao	-
Communication	Veronica Garrido	-Katherine McMurry
Transportation	Marissa Garcia	-Chiraz Khouri -Florence Woo

Finance

Team	Team Leader:	Staff:
Finance Chief	Lori Gitin-Garcia	
Timekeeping	Katherine McMurry	Monica Laguna
Purchasing	Lori Gitin-Garcia	Marissa Godinez Cindy Pinheiro

Buddy Teacher System Roster

Site:	Anderson Elementary School	School Year:	2025-2026
Updated prepared by:	Kellee Humphrey Butler	Date:	10/14/2025

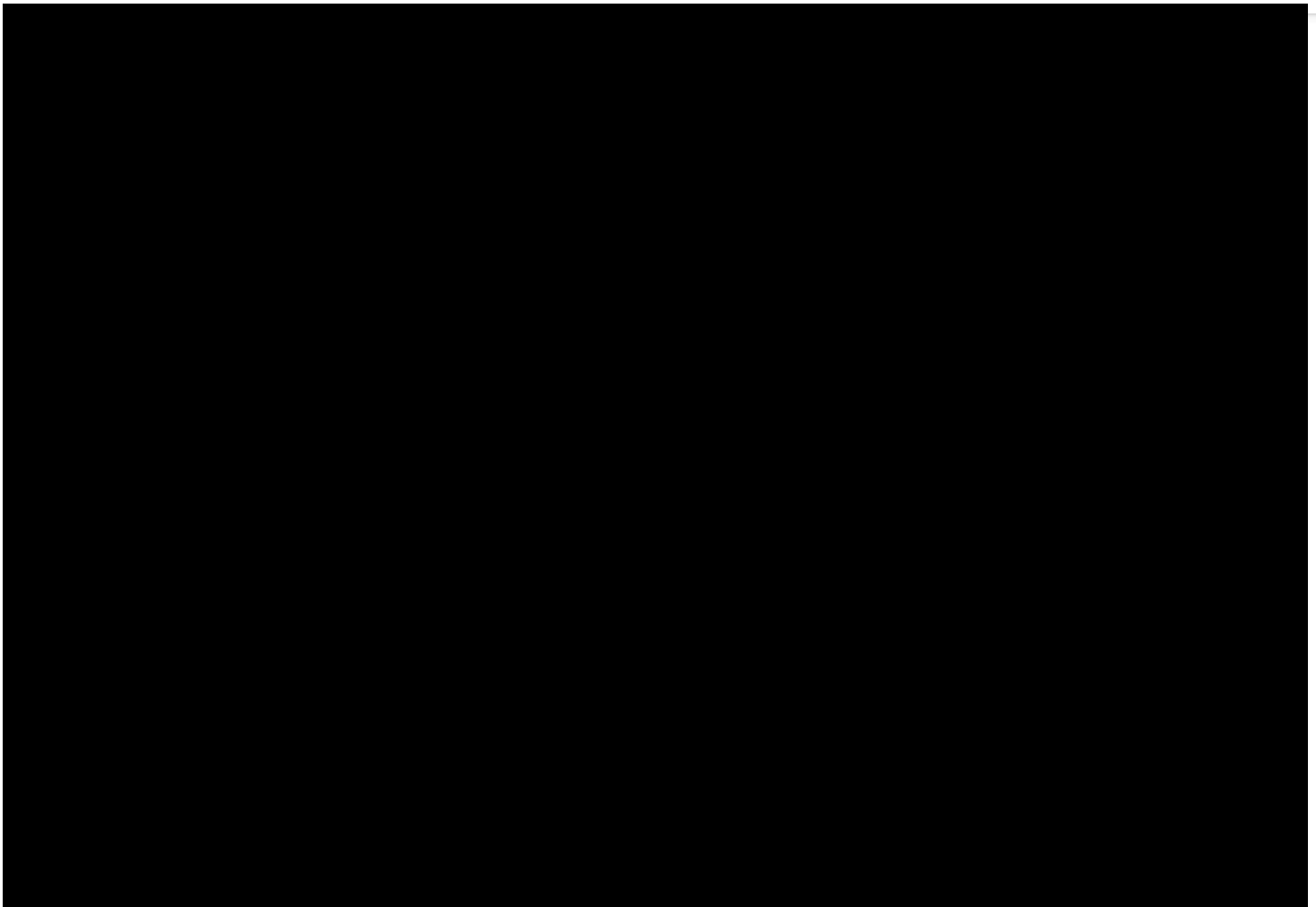
This list should be updated in September of each school year to accommodate any staff changes.

Note: Teachers assigned to lead or have staff assignments should be paired with teachers assigned to the student assembly area. In an emergency, when directed to evacuate to the assembly area, all teachers will take any emergency items and move their classes to the assembly area. Teachers assigned to lead or have staff assignments will then “hand off” responsibility for their class to their Buddy Teacher and report to their emergency assignment.

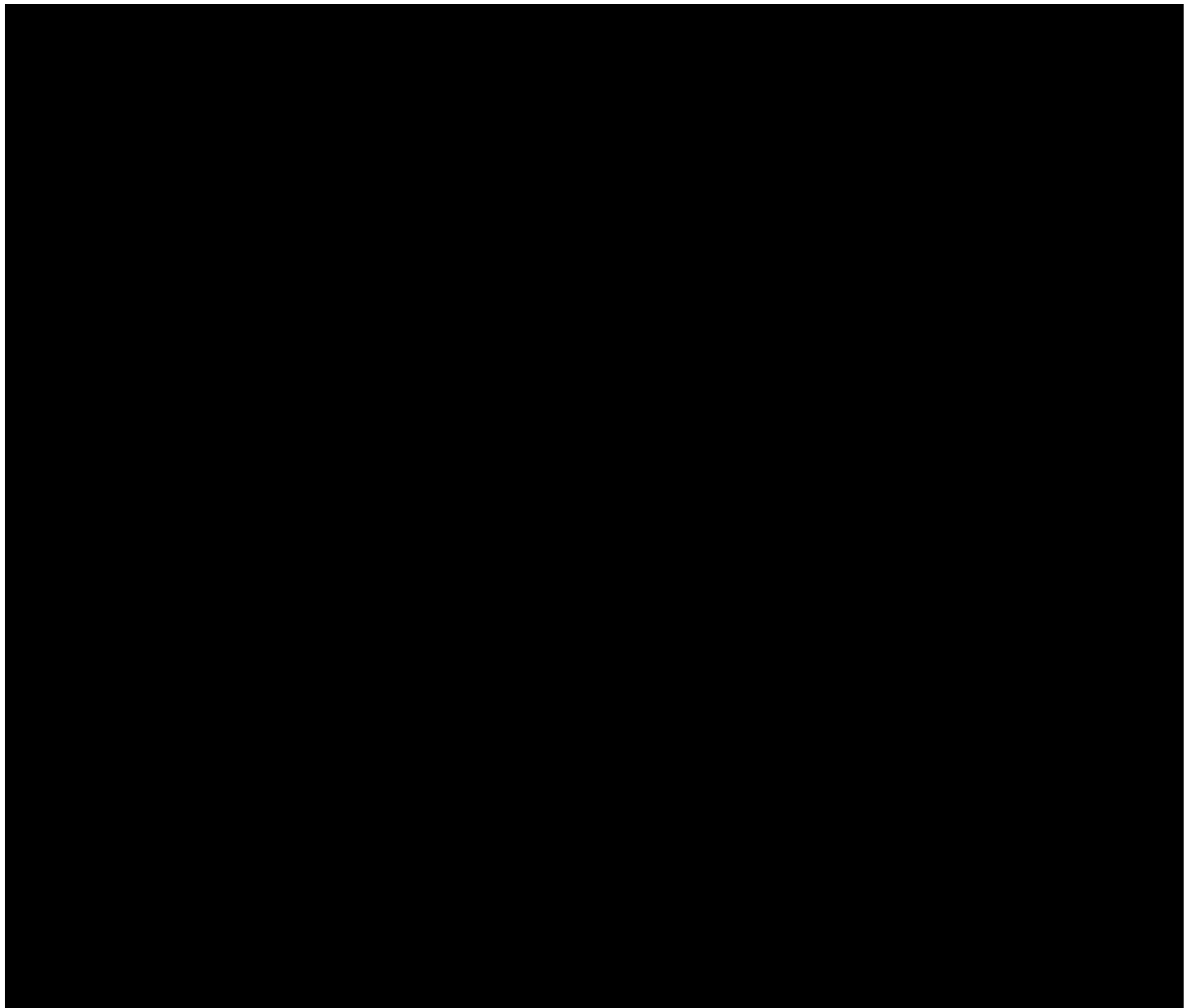
Responsibility for Remaining with Students		Responsibility for Assuming Emergency Task		Emergency Task
Room #	Teacher	Room #	Teacher	
RSP	Rani Reddy			
1	Amy Dang	2	Lisa Cowan	Liasion
2	Lisa Cowan			
3	Christine Wong	5	Lori Gitin Garcia	Finance Chief
4	Jonel Toledo	6	Sheryl-Ann Ganitano	Planning Chief
5	Lori Gitin-Garcia			
6	Sheryl-Ann Ganitano			
7	Nancy Paul			
8	Andrew Dinh			
9	Gutierrez/Scharmer			
10	Nicole Ferla	5	Lori Gitin-Garcia	
Computer Lab	Katherine McMurry			
12	Amanda Boniface			
13	Kaela Bartolome			
14	Nhat Minh Le			

15	Jeremy Rice			
16	Kim Johnson	17	Jeremy Rice	
17	Jayfrey Guerra			
18	Alina Kapilevich			
19	Kathie Jussen			
20	Dawn Tsiao			
21	Cecilia Guevarra	6	Andrew Dinh	Search & Rescue
22	Erica Lizarrago			
23				
Library	Ariel Rice			Situation Analysis
Small Office				
Cafeteria	Marissa Godinez/ Khatol Khaliqi			Purchasing
Portable A	Staff Meeting Room			
Portable B	Book Room			
Portable C	Virtual Learning Academy		Stacey Sliger Flores Daisy Dalida	Situation Analysis Attendance & Release
Portable E	Think Together		On-site Staff	Search & Rescue
Portable F	Think Together		Daisy Marquez	Supplies & Facilities
Portable G	Think Together		On-site Staff	
Portable H	Tri Luong/ Alphonse Manalo		On-site Staff	
Portable I	VAPA/ Design Lab		On-site Staff	Security
Portable J	Right At School		Cecilia On-site Staff	Security

Evacuation Map



Ingress/Egress Routes for Evacuation



Before and After-School Programs on Oak Grove School District Campuses

As part of SB 187, the Oak Grove School District recognizes the importance of tailoring the Comprehensive Safety Plan for after-school programs. The District requires that all after-school program providers (BASE, Boys & Girls Club, Catalyst, Champions, Right At School, Think Together, Headstart) annually share Agency-specific:

- Safety Plans and Procedures
- Staff Directory and Leadership Contacts

While after-school programs are included in each school's site-specific safety plan, there may be multiple program providers operating on campus after school that may not be addressed in each program provider's or school site's overall plan. To ensure that all preschool, before and after-school programs on OGSD campuses are prepared in the untimely event of an emergency, the district recommends that these partners (BASE, Boys & Girls Club, Catalyst, Champions, Think Together, Headstart) meet annually with their school site administration to:

1. Review and update school-specific Safety Plans to include their program hours
2. Identify the common Hazards of before and after-school access and Locations
3. Collaborate to Identify Key Emergency Roles and Responsibilities Before and After School
4. Understand Facilities, Equipment, and Emergency Supplies Access

To confirm that each school site is adequately prepared after school, the Oak Grove School District will convene all Preschool, Before and Afterschool program providers (BASE, Boys & Girls Club, Catalyst, Champions, Right At School, Think Together, Headstart) annually to review and discuss:

- District Plans and Protocols
- Develop Coordinated Communication Plans
- Coordination and Implementation of Emergency Disaster Drills

Licensed Preschool Programs on Oak Grove School District Campuses

Licensed Preschool Programs will follow all State Regulatory requirements for Disaster and Mass Casualty Planning, including but not limited to:

- Each licensee shall have a disaster and mass casualty plan of action. The plan shall be in writing and shall be readily available.
- The plan shall be subject to review by the Department and shall include:
- Designation of administrative authority and staff assignments.
- Contingency plans for action during fires, floods, and earthquakes including, but not limited to, the following:
 - Fire safety plan.
 - Means of exiting.
 - Transportation arrangements.

- Relocation sites that are equipped to provide safe temporary accommodations for children.
- Supervision of children during evacuation or relocation, and contact after relocation to ensure that relocation has been completed as planned.
- Means of contacting local agencies, including but not limited to the fire department, law enforcement agencies, civil defense, and other disaster authorities.
- Any special methods and procedures necessary for the evacuation and relocation of non-ambulatory children.
- The licensee shall instruct all children, age and abilities permitting, and all childcare personnel, including volunteers, in their duties and responsibilities under the plan.
- Disaster drills shall be conducted at least every six months.
- The drills shall be documented. This documentation shall be kept in the childcare center for at least one year.

RESOURCES:

[Disaster Resources/Department of Social Services](#)
[Disaster Preparedness/CA Childcare Health Program](#)
[Stay Safe Procedures in Early Childhood Programs/Head Start](#)

EMERGENCY COMMUNICATION NUMBERS

Police, Fire & Rescue, Medical, Sheriff, Hazardous Incident		911	
Emergency from mobile phone		408-227-8911	
Police non-emergency	311	City of San Jose Emergency Services	408-277-4595
Sheriff	408-299-3233	Dead Animal Collection	408-578-7297
Regional Medical Center of SJ	408-259-5000	HazMat	408-277-4659
Office of Emergencies Services Santa Clara	408-808-7800	Poison Control	800-876-4766
Fire Department		SDS	800-451-8346
408-277-4619		CAL/EPA	916-323-2514
County of Santa Clara	408-885-4250	San Jose Water Resource Board	
Emergency Medical Services		510-622-2300	
Pacific Gas & Electric	800-743-5000	OSHA	800-321-6742
American Red Cross	408-577-2178	CalOSHA-Fremont	510-794-2521
San Jose Environmental Services		San Jose Water	408-279-7900
408-945-3000			

Highway Patrol	800-835-5247	KGO CH 7	415-954-7777
CHP Non Emergency	707-551-4100	KNTV CH 11	408-452-4780
San Jose Mercury	408-920-5444	KPIX CH 5	415-362-5550
TRANSPORTATION EMERGENCY NUMBERS		KRON CH 4	415-441-4444
CHP Goldengate	707-551-4151	KTVU CH 2	510-834-1212
CHP Gilroy	408-848-2324	SAFETY DATA SHEETS	
RADIO AND TV STATIONS		HOW TO REQUEST A SDS	
		1-800-451-8346	
		3E Company	
		Provide as much of the following product information as possible:	
KARA 105.7 FM	408-575-1057	• Produce Name • Manufacturer Name • Product Number (found on side of container) • UPC Code (if available)	
KCBS 740 AM	415-765-4000		
KFOG 104.5 FM	408-817-5364		
KLIV 1590 AM	408-575-1600		
KLOCK 1170 AM	408-440-0851		

GENERAL INFORMATION – SCHOOL SAFETY

District Commitment to School Safety

It is the policy of the Oak Grove School District Board of Education that all students enrolled in this district, and all employees employed by this district, have the right to attend campuses which are safe and secure. The Board believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The Board intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement, and approved by the Board. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

LEGISLATIVE REQUIREMENTS

The California Education Code (sections 35294.10-35294.15) 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.

This requirement was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause, which stated that this legislation would remain in effect

only until January 1, 2000. **See Appendix B for Senate Bill 187 Text. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.**

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Anti-harassment policy
- Sexual harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Uniform Complaint process
- Goals on providing a safe and healthy environment

The Comprehensive School Safety Plan will be reviewed and updated by **the Anderson School Site Council** 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.