



Redlands Unified School District Comprehensive School Safety Plan

McKINLEY ELEMENTARY SCHOOL



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This Comprehensive School Safety Plan (CSSP) has been developed in compliance with California Education Code §§32280–32289.5 to ensure that all students and staff are provided a safe and supportive learning environment. The plan combines districtwide policies with site-specific information and is reviewed and updated annually in consultation with educational partners, law enforcement, and community agencies.

The CSSP is organized into the following sections:

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Section 1 - Introduction & Compliance

In accordance with California Education Code §§32280–32289.5, Redlands Unified School District develops and updates a Comprehensive School Safety Plan (CSSP) for each school site on an annual basis. The purpose of the CSSP is to ensure that students and staff are provided with a safe, supportive, and orderly environment that promotes learning and well-being. The plans are designed to prevent and respond effectively to emergencies, to establish clear procedures for maintaining safety, and to comply with all applicable state requirements.

Districtwide policies and procedures are outlined within this plan to ensure consistency across all schools and to align with Board-adopted policies and regulations. Each school supplements these district standards with site-specific details to address the unique conditions and needs of its campus community.

The sections that follow integrate districtwide policies with site-level input, creating a comprehensive plan for McKinley Elementary School.

Plan Development & Consultation

In accordance with Education Code §32282(b)(2), the District coordinates annual consultation with local law enforcement and fire protection agencies to review and refine emergency procedures. This consultation ensures that District and school site emergency operations are aligned with community response protocols and reflect best practices for school safety.

Each site will identify the specific law enforcement and fire agencies that provide primary support for their campus (e.g., city police or county sheriff), while the District maintains overall coordination of the consultation process. Documentation of this consultation is kept on file with the District.

In accordance with Education Code §32282(b)(1), each school site consults with its School Site Council (SSC) or a designated safety planning committee during the development and annual

update of the Comprehensive School Safety Plan. Input is gathered from members representing administration, teachers, classified staff, parents/guardians, and, for secondary schools, students.

The District provides a standardized template and process to ensure compliance, while each site documents the date of consultation and the composition of its committee. Documentation is maintained at both the site and District levels.

Approval & Signatures

In accordance with Education Code §32288, the Comprehensive School Safety Plan for each site must be reviewed and approved annually by the school's School Site Council (SSC) or designated safety planning committee by March 1 of each year. Plans are submitted to the Governing Board for adoption at a regularly scheduled public meeting, with certification documented by Board resolution.

Each site is responsible for maintaining a signed approval page documenting SSC/committee review and approval. The District maintains verification of Board approval. The signed approval page for each site is attached to the plan as evidence of compliance.

The Comprehensive School Safety Plan for McKinley Elementary School was formally approved on December 5, 2025 as documented by the signed approval page attached to this plan.

As part of the annual update to the Comprehensive School Safety Plan, McKinley Elementary School consulted with Redlands Police Department and Redlands Fire Department on 1/1/2026 to review emergency procedures and ensure alignment with community response protocols.

Section 2 - Assessment of School Safety

In accordance with Education Code §32282(a)(1), the District reviews data on crime, disciplinary incidents, attendance, and school climate to assess the current status of school safety. Redlands Unified School District is committed to maintaining safe and supportive learning environments and regularly analyzes districtwide indicators such as suspension and expulsion rates, chronic absenteeism, California Healthy Kids Survey results, and reported incidents of crime or violence. This information is used to identify trends, guide prevention and intervention efforts, and strengthen policies and procedures that protect students and staff.

The following summary describes conditions specific to McKinley Elementary School. Based on data from the 2025–26 school year, McKinley Elementary School experienced a stable trend in incidents related to arguments/disagreements between students and recess game accidents. The majority of incidents occurred on the playground and most often involved students in grades TK through 5th grade. In response, the site has implemented an extensive PBIS program with tiered supports and will continue to collaborate with the district office and community partners to promote a safe and supportive environment.

Safe & Orderly Environment

In accordance with Education Code §32282(a)(2)(H), the District is committed to providing a safe and orderly environment that supports student learning and well-being. Redlands Unified School District promotes positive school climates through the implementation of Positive Behavioral Interventions, Social-Emotional Learning (SEL), and restorative practices that encourage responsibility, respect, and community. The District prohibits disruptive or unsafe behaviors and sets clear expectations for conduct through Board Policy/Administrative Regulation 5137 – Positive School Climate and Board Policy/Administrative Regulation 5131 – Conduct. These policies outline standards for student behavior, strategies to promote engagement, and responses to misconduct that emphasize prevention, intervention, and restoration rather than solely punitive measures. These efforts also support the prevention of abuse, exploitation, and misconduct by fostering positive adult-student relationships, maintaining

appropriate supervision, and promoting a school culture in which students feel safe to report concerns.

The District also provides ongoing staff development to ensure consistent implementation of these practices and to foster safe, inclusive school environments where students can thrive academically, socially, and emotionally. Full text of Board Policies and Administrative Regulations is available on the District website.

Section 3 - Districtwide Policies & Procedures

Child Abuse Reporting

In accordance with Education Code §32282(a)(2)(A) and §44691, all district employees are mandated reporters of suspected child abuse or neglect. Annual training in recognizing and reporting child abuse is provided to all staff at the beginning of each school year, with verification of completion maintained electronically by the District. Reporting procedures are established by Board Policy/Administrative Regulation 5141.4 – Child Abuse Prevention and Reporting. Staff are required to immediately report all known or suspected cases of child abuse or neglect to Child Protective Services or local law enforcement, as outlined in law and district regulation. Full text of Board Policies and Administrative Regulations is available on the District website. These requirements apply to all District employees, volunteers, and contractors who have direct contact with students, consistent with state law and District policy.

Prevention of Sexual Abuse and Sexual Misconduct

In accordance with Education Code §32282, as amended by AB 848, the District is committed not only to the reporting of suspected child abuse and neglect, but also to the prevention of sexual abuse, sexual misconduct, and exploitation of students.

The District establishes clear expectations for professional boundaries between adults and students and implements practices designed to reduce the risk of abuse or misconduct. These practices include, but are not limited to:

- Appropriate supervision of students in instructional and non-instructional settings, including classrooms, athletic programs, extracurricular activities, locker rooms, and during before- and after-school activities;
- Avoidance of isolated one-on-one interactions between adults and students when practicable, or ensuring such interactions are observable and interruptible;

- Clear expectations regarding physical contact, electronic communication, transportation, and social interactions between adults and students;
- Prompt reporting of boundary-crossing behaviors or suspected grooming behaviors, even when abuse has not been confirmed.

All concerns related to potential sexual misconduct, boundary violations, or grooming behaviors must be reported in accordance with District procedures and applicable law. Retaliation against individuals who report concerns in good faith is strictly prohibited.

Suspension & Expulsion

In accordance with Education Code §32282(a)(2)(C), the Comprehensive School Safety Plan must include the District's suspension and expulsion policies. Redlands Unified School District has established procedures through Board Policy/Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process. These policies define the grounds for suspension and expulsion, outline due process rights of students and parents/guardians, and describe alternatives to suspension, such as restorative practices and behavioral interventions. The District ensures consistent application of these procedures across all schools, in alignment with state law. Full text of Board Policies and Administrative Regulations is available on the District website.

Notification Procedures

In accordance with Education Code §32282(a)(2)(D) and §49079, the District has procedures to ensure that teachers are informed of students who have engaged in or are reasonably suspected to have engaged in certain acts that constitute grounds for suspension or expulsion. Notification is carried out in a manner that maintains student confidentiality while providing teachers with information necessary to protect the safety of all students and staff. These procedures are established through Board Policy/Administrative Regulation 4158/4258/4358 – Employee Security. Teachers receiving such information are required by law to keep it confidential and to use it solely for the purpose of maintaining safety and security within the educational environment. Full text of Board Policies and Administrative Regulations is available on the District website.

Discrimination & Harassment

In accordance with Education Code §32282(a)(2)(E) and the Safe Place to Learn Act (Ed Code §234.1), the District prohibits discrimination, harassment, intimidation, and bullying on the basis of actual or perceived characteristics protected by law. The District has adopted policies and procedures to address these requirements, including Board Policy/Administrative Regulation 5145.3 – Nondiscrimination/Harassment, Board Policy/Administrative Regulation 5131.2 – Bullying, and Board Policy/Administrative Regulation 5145.7 – Sexual Harassment. These policies establish clear expectations for student and staff conduct, provide procedures for reporting and investigating complaints, and outline protections against retaliation. Staff members receive annual training on these policies to ensure consistent implementation across all schools. Full text of Board Policies and Administrative Regulations is available on the District website.

Dress Code

In accordance with Education Code §32282(a)(2)(F), the Comprehensive School Safety Plan must include a dress code policy that prohibits students from wearing attire that has been identified as gang-related apparel. Redlands Unified School District has adopted Board Policy/Administrative Regulation 5132.16 – Student Dress Code, which sets standards for attire that support a safe and positive learning environment while respecting student rights. The policy establishes that students may not wear clothing, accessories, or insignia that disrupt the educational process or present a safety concern, including apparel identified as gang-related by law enforcement or district administration. Full text of Board Policies and Administrative Regulations is available on the District website.

Additional site-specific dress code expectations are provided in the School Handbook.

School Discipline

In accordance with Education Code §32282(a)(2)(I), the District has established rules and procedures to maintain safe and respectful school environments. These are set forth in Board Policy/Administrative Regulation 5144 – Discipline and emphasize proactive strategies, progressive discipline, and alternatives to suspension such as counseling, restorative practices,

and behavioral interventions. The procedures outline staff responsibilities, student expectations, and the use of interventions designed to address misconduct while promoting student growth. Full text of Board Policies and Administrative Regulations is available on the District website.

Site-specific discipline rules and procedures are detailed in the School Handbook.

Section 4 - Emergency & Disaster Procedures

In accordance with Education Code §32282(a)(2), Redlands Unified School District has established procedures to ensure an effective and coordinated response to emergencies and disasters at every school site. These procedures are aligned with the District's Emergency Operations Plan (EOP), the Standardized Emergency Management System (SEMS), and the federal National Incident Management System (NIMS). This ensures that all schools use a common Incident Command Structure (ICS) and consistent terminology for emergency response. By following SEMS and NIMS, the District and its schools can coordinate effectively with local law enforcement, fire, medical, and emergency management agencies. Emergency functions are organized into the five SEMS components—Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration—so that staff roles and responsibilities are clearly defined and compatible with those of community partners.

Fire, Earthquake, and Other Emergencies

In accordance with Education Code §32282(a)(2)(B), the plan includes procedures for fire, earthquake, and other emergencies such as hazardous materials incidents, bomb threats, floods, and wildfires.

- Fire Drills: Elementary schools conduct monthly drills; secondary schools conduct drills at least twice annually.
- Earthquake Drills: Elementary schools conduct drills once per quarter; secondary schools conduct drills each semester. All drills include Drop, Cover, and Hold On procedures.
- Lockdown/Shelter-in-Place Drills: Conducted at least annually at all schools.

Evacuation Maps. Each site maintains posted evacuation maps in classrooms and common areas and includes current maps in the plan's appendices.

These procedures are established through Board Policy/Administrative Regulation 3516 – Emergencies and Disaster Preparedness; 3516.1 – Fire Drills and Fires; 3516.2 – Bomb Threats and Other Emergencies; and 3516.3 – Earthquake Emergency Procedure System. Full text of Board Policies and Administrative Regulations is available on the District website.

Adaptations for Students with Disabilities

All evacuation and supervision procedures include adaptations to ensure the safe movement and care of students with disabilities. Staff are assigned to assist students requiring additional support during drills and emergencies.

Safe Ingress and Egress

Each site identifies and maintains safe ingress and egress routes for students, staff, and families, including traffic control measures as appropriate, and coordinates these routes with local law enforcement and fire agencies.

Visitor Management and Campus Access Policy

Single Point of Campus Entry During School Hours

To ensure the safety and security of all students and staff, schools maintain a controlled access system during school hours. Once the school day has begun, all visitors, volunteers, contractors, and guests must enter the campus through the designated single point of entry at the front office.

Raptor Visitor Management System

In accordance with Redlands Unified School District policy, all school sites are required to use the Raptor Visitor Management System to screen and grant access to all campus visitors. Upon arrival at the front office, all visitors must:

1. Present a valid government-issued identification (such as a Driver's License), which will be scanned or manually entered into the Raptor system

2. If a visitor does not have a United States government-issued ID, school staff may use any form of identification and manually enter the person's information into the Raptor system
3. Wait for system clearance before proceeding onto campus

Once cleared, visitors will receive a badge identifying them as an approved visitor, including the date and purpose of their visit. This badge must be visibly worn for the duration of the campus visit. Visitors who are only dropping off items at the office or picking up paperwork do not require a visitor's badge.

This single-point entry policy and Raptor system requirement applies to all district school sites and is a critical component of our comprehensive school safety and emergency management plan. All campus gates and perimeter access points remain locked during school hours, with the front office serving as the sole controlled entry point for visitor screening and campus access.

Emergency Communications and Notifications

The District uses ParentSquare and other established communication systems to notify parents/guardians, staff, and the community during emergencies. All notifications prioritize the safety and well-being of students, staff, and the school community and are coordinated through the Superintendent or designee.

In accordance with Senate Bill 98 (Education Code §32282(a)(2)(N)), these procedures also include notification if immigration enforcement is confirmed on a school site. Notifications will be issued promptly via ParentSquare and may include links to resources on families' educational rights, state laws safeguarding privacy and confidentiality, and, where available, counseling or support services.

Medical Emergencies

In accordance with Education Code §32282(a)(2)(L), the District has established procedures for responding to a suspected opioid overdose. Each secondary school site maintains naloxone (Narcan) kits in designated locations, and staff members are trained to recognize the signs of an

opioid overdose and to administer Narcan in accordance with district protocols. Following administration, emergency medical services are contacted immediately, and parents/guardians are notified.

These procedures are aligned with guidance from the California Department of Public Health and are established through Board Policy/Administrative Regulation 5141.21 – Administering Emergency Medication. Full text of Board Policies and Administrative Regulations is available on the District website.

Instructional Continuity Plan (ICP)

In accordance with Education Code §32282(a)(2)(M), as added by Senate Bill 153 (2023), the District has developed an Instructional Continuity Plan (ICP) to ensure that learning can continue during emergencies that disrupt normal school operations. The ICP addresses procedures for maintaining access to instruction through distance learning platforms, device and connectivity support, and alternate methods of communication with students and families.

The ICP is adopted by the Governing Board and is incorporated into the Comprehensive School Safety Plan as an appendix item. Full text of the ICP is included in Appendix A of this plan and is also available through the District website.

Site Emergency Operations & Disaster Procedures

In alignment with the District’s Emergency Operations Plan and the Standardized Emergency Management System (SEMS), McKinley Elementary School has designated staff to serve in the required emergency roles. The following assignments ensure that essential functions—such as incident command, safety monitoring, communications, student supervision, first aid, and reunification—are carried out during an emergency.

Site-Specific Emergency Role Assignments

Incident Commander (Primary): Minerva Castorena

Incident Commander (Backup): Deserea Caldera

Communication/Parent Liaison: Edith Saldana

Agency Liaison: Alyssa Cavanaugh

Security/Supervision: Nicholas Garcia, Jacob Arroyo

Operations (Lead): Patty Ramirez

Operations (Backup): Patrick Walker

Search & Rescue: Patrick Walker, Pietro Corsaro

Evacuation/Student Supervision: All classroom teachers not otherwise assigned

Reunification: Angel Jones

First Aid/Medical: Nancy Sanchez-Tapia, Mandy Daniel

Planning/Intelligence (Lead): Tonya Hollinrake

Planning/Intelligence (Backup): Angel Jones

Documentation/Check-Out: Alicia Higuera-Barbo

Planning & Intelligence Team: Christina Stuart

Logistics (Lead): Susan Abt

Logistics (Backup): Custodian

Finance/Administration (Lead): Deserea Caldera

Finance/Administration (Backup): Edith Saldana

During an emergency at McKinley Elementary School, the Command Post will be established at the Multi-Purpose Room or Back field, depending on building accessibility. The Incident Commander and emergency team will coordinate response operations from this location. Students and staff will gather at the designated assembly area on the Field for accountability and further instructions. If primary locations become inaccessible, alternate sites will be used. The plan includes specific provisions for safely evacuating and supervising students with disabilities. An evacuation map showing these designated locations is included with this plan.

Daily ingress and egress at McKinley Elementary School occur through the Cafeteria Door, GATE #1, GATE #3 (Kinder and TK only), and GATE #5, with bus loading and unloading at the curb on Olive Ave and Michigan Street and parent pick-up/drop-off at GATE #3 for TK & Kinder and GATE #1 or GATE #5 for 1st through 5th grade. Staff parking is located at the curbs that surround the school (there is no parking lot), and designated routes provide access for emergency vehicles through the gate on Michigan Ave. These procedures are designed to support safe arrival and dismissal and to ensure that emergency personnel can reach the campus quickly if needed. Supervision is provided during arrival and dismissal, with adaptations in place to support students with disabilities.

In the event of an emergency requiring student release to parents/guardians, McKinley Elementary School has designated the following reunification location(s) to ensure a safe and orderly process:

- GATE #1
- GATE #5

Families will be notified of reunification procedures through the District's communication systems, and identification will be verified before students are released to authorized parents/guardians.

Medical Emergencies

At McKinley Elementary School, the Automated External Defibrillator (AED) is located in the front office. Designated staff members, including Terry (Anne) Blanchard and Nancy Sanchez-Tapia, have completed CPR and AED training. In the event of a sudden cardiac arrest or other life-threatening medical emergency, staff will activate 911/EMS, provide CPR, and use the AED as appropriate until emergency responders arrive.

Section 5 - Training & Drills

Staff Training

In accordance with state law, Redlands Unified School District provides annual mandatory training for all employees. These trainings include Mandated Reporter training on child abuse and neglect reporting (Ed Code §44691), Bullying and Harassment Prevention (Ed Code §234.1), Suicide Prevention for secondary staff (Ed Code §215), and Emergency Procedures training covering lockdowns, evacuations, and disaster response. Training also includes information on recognizing grooming behaviors, maintaining appropriate professional boundaries, and understanding responsibilities related to the prevention of sexual misconduct.

Completion of these trainings is verified electronically and maintained by the District. Records of staff participation are available for review upon request.

Staff at McKinley Elementary School completed all required trainings provided through the District's annual beginning-of-year sessions, including Child Abuse and Neglect/Mandated Reporter responsibilities and Bullying and Harassment Prevention. Verification of staff participation is maintained electronically at the District office. Emergency Procedures (fire, earthquake, disaster response) training was completed at the school site on August 4, 2025.

Drills

During the 2025–26 school year, McKinley Elementary School conducted required emergency drills, including fire and earthquake preparedness, as documented in the attached drill logs. Additional drills such as lockdown or shelter-in-place were also conducted as appropriate to ensure readiness.

Section 6 - Committees & Membership

In accordance with Education Code §32282(b)(1), McKinley Elementary School consults with its School Site Council (SSC) in the development and annual review of the Comprehensive School Safety Plan. Membership of the SSC includes representatives of administration, teachers, other school staff, parents/guardians, and, for secondary schools, students.

The School Site Council designated a School Safety Committee to support the development and implementation of safety procedures. Membership includes representatives of staff, parents/guardians, and community partners, as designated by the site.

Safety Committee

Principal/Designee: Minerva Castorena

Teachers: Pietro Corsaro

Other School Staff: Nicholas Garcia

Parents/Guardians: Julissa Ayala

Other Members: Deserea Caldera, Office Manager

The Redlands Unified School District and each of its schools are committed to maintaining safe, supportive, and orderly environments where students can thrive academically, socially, and emotionally. This Comprehensive School Safety Plan reflects both districtwide policies and site-specific input, ensuring alignment with California Education Code and responsiveness to the unique needs of each school community.

The District will review and update this plan annually in consultation with educational partners, law enforcement, and community agencies. Through this ongoing process, the District affirms its commitment to protecting the safety and well-being of all students, staff, and families.

Section 7 - Appendices

The appendices of this Comprehensive School Safety Plan provide required documents that verify compliance with state law and support site-level implementation. Each site plan will include the District's Instructional Continuity Plan (Appendix A), the Board Policy Reference Sheet (Appendix B), and Evacuation Map(s) (Appendix C). Additional appendices may be included at the site level, such as drill logs, hazard assessments, or other safety resources.

The Approval & Signature Page follows as the final page of this plan.

1. Introduction

- Purpose: To ensure all students access instruction during emergencies disrupting in-person learning.
- Scope: All TK-12 schools in Redlands Unified School District.

2. Communication Protocol

- The district will establish two-way communication with students and families within 5 calendar days of an emergency, using methods accessible in English, Spanish, and other primary languages.
 - Methods & Accessibility:
 - Aeries Communications for text and email alerts to families, with phone calls for non-responders, starting within 5 calendar days.
 - Post updates on redlandsusd.net.
 - Provide messages in English and Spanish, with bilingual staff available for other languages as needed.

3. Instructional Strategy

- The district will provide instruction within 10 school days of an emergency via:
 - Offer remote instruction via Google Classroom within 10 school days, following independent study guidelines.
 - If feasible, provide in-person instruction at a community center or nearby school.
 - Arrange temporary enrollment in neighboring districts for students unable to access RUSD programs.

4. Student Supports

- The district will support students' social-emotional, mental health, and academic needs during emergencies, including trauma response.
 - Provide virtual counseling for social-emotional and mental health needs, with trauma-informed resources from school psychologists, counselors, RCSS team, and the Child, Welfare, and Attendance department.
 - Offer flexible assignments and tutoring to support academic progress during disruptions.

5. Compliance and Integration

- CSSP Inclusion: This ICP is part of the Comprehensive School Safety Plan, reviewed by March 1 and adopted by July 1, 2025.
- Consultation: Developed with input from local law enforcement, fire departments, and first responders.
- Public Access: Posted on www.redlandsusd.net
- Funding Eligibility: Aligns with Form J-13A requirements for state funding during emergency closures.

Appendix B

Redlands Unified School District Board Policies & Administrative Regulations

In support of this Comprehensive School Safety Plan, the District references Board Policies (BP) and Administrative Regulations (AR) that govern school safety, discipline, emergency procedures, and student well-being.

The full, most up-to-date versions of all Board Policies and Administrative Regulations are maintained online and accessible to the public. They can be found through the **District website** at:

■ <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030396>

Community members, staff, and families are encouraged to review these policies for detailed guidance on specific topics referenced throughout this plan.



3 LEVELS OF STUDENT SAFETY IN A CRISIS

Safe and Secure Mode

(Limit Outside Movement)

YELLOW

Safe and Secure Mode is a security procedure used to reduce student and staff movement outside school buildings. This may be due to a medical emergency, area disturbance, isolated site disturbance, etc. It is designed to allow for school to carry forward but have the ability to move to Lockdown quickly if needed. During the Safe and Secure mode, there is heightened vigilance on campus by all school staff.

Generally, recesses and outdoor activities are reduced. Parents/guardians can have access to their student(s) and may check them out of school if they see fit to do so.

- Teachers should continue teaching as normal
- Allow students restroom use with clear administrator/ teacher direction
- Increased available staff presence during passing periods and student dismissal
- Lunch/activities monitored more closely for movement outside of lunch area, unless site admin decides otherwise
- Standard inclement weather schedule/routine in place, unless site administrator/designee decides otherwise
- Perimeter gates, where applicable, will be locked and monitored by available staff, allowing for central access points
- PE classes will be monitored more closely for movement outside of PE area; classes may be moved off all fields into more secure locations (e.g., gym, class, & MPR)

Lock Down

(Prevent All Outside Movement)

ORANGE

Lock Down is called when a law enforcement event is happening in the vicinity of a school or on campus. With the support of law enforcement, a school site will call a Lock Down as a precautionary measure. This means all students and staff must stay inside behind locked doors; however, it does not mean that there is an active threat occurring on campus.

- Take a look outside your classroom and gather up any stray students in the hallways
- Ensure that your door is locked
- Project a calm demeanor to help students remain calm; reassure students that they are safe
- Do not allow anyone to leave the classroom
- Staff and parents/guardians frequently check their emails for updates from their site administrators
- If students are out on the playground or athletic fields, quickly move them to a secure classroom, locker room, or multi-purpose room
- Teachers continue to keep students engaged in learning

Critical Alert

(Locks, Lights, Out of Sight)

RED

Critical Alert is called when a significant, threatening event is happening on campus or adjacent to campus that creates a potential danger to students and staff. While this may be communicated to the school by law enforcement, it may also be determined by school officials on the scene. Critical Alert assumes that everyone is prepared for a potential significant threat/event on campus.

- Turn off or reduce lighting, so it will appear that the room is vacant
- Keep all students sitting on the floor, away from the door or windows
- Do not look out the windows
- Advise the students that there is a serious situation; project a calm demeanor and reassure students that you are taking steps to keep them safe
- Ensure that everyone in the room turns the ringer off on their cell phones
- Do not allow students to talk on their cell phones (keep room as quiet as possible)
- Limit calls to the school office; phones are being used to communicate with parents/guardians and first responders
- Quietly take roll and make a list of missing students and any extra students that are in your room. Email this list to your administrators and school site secretaries
- When staff determines, they will direct the evacuation of students they oversee to the designated area; each staff will make this determination based on their specific situation
- Do not open the door, even if someone knocks and claims to be a staff member (administrator/custodian will have a master key)
- If students are out on the PE field, do not return them to the locker room. Move them to a safe place (this may be the farthest part of the campus or off campus); Staff must remain with students until reunification

C L A R K S T .

GRASS FIELD

GATE #5

Classes line up behind their number

16 15 14 13 12 11 10 9 1 2 3 4 5 6 7 17 18 19 20 21 22

No
Entry

5th Grade
Ramirez
Room 21

5th Grade
Martinez
Room 22

4th Grade
Flynn
Room 23

PE
Walker
Room 20

4th Grade
Sternberg
Room 19

Intervention/ASES
Room 18

Student
Restroom
Boys

Student
Restroom
Girls

GATE #6

Block
House

Library
Room 8

AMS & ASES
Room 7

Center Based
Speech/Infants
Spears
Weiss
Room 6
School
Psychologist

Textbook

No
Entry

RESTROOMS

MPR

McKinley Elementary School EVACUATION MAP

2025-2026

All Rooms Evacuate to the grass field.

ASES Rooms
(after school):
19, 18, 7,
cafeteria



Kinder Playground

SLP & SLPA
17B
Counselor
Cavanaugh
17C

GATE #2

17B & 17C

Room 17A
Preschool Assess.
Center

No
Entry

2nd Grade
Corsaro
Room 1

2nd Grade
Hollinrake
Room 2

1st Grade
Bays/Saab
Room 3

Spec. Ed.
Ramos
Room 4

1st Grade
Jones
Room 5

School
Office

GATE
#1

O L I V E A V E .

M I C H I G A N S T .

C E N T E R S T .

Redlands Unified School District

School Safety Plan Consultation Confirmation

Confirmation of Consultation with Local Fire and Law Enforcement Agencies

This document serves as a confirmation that the Redlands Unified School District has consulted with local fire and law enforcement agencies in the development and review of its school safety plans, in accordance with California Education Code 32281.

Fire Department Consultation

This section is to be completed by the fire department consultation representative.

Agency Name: Redlands Fire Department

Representative Name: Ester Martinez

Title: Emergency Operations Specialist

Signature: 

Date: 1/20/26

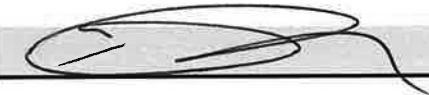
Law Enforcement Consultation

This section is to be completed by the law enforcement consultation representative.

Agency Name: Redlands Police Department

Representative Name: Darren Beck

Title: SRO Police Officer

Signature: 

Date: 1/22/26

School District Representative Matt Yost, Director of Safety & Disaster Preparedness