

# Comprehensive School Safety Plan

## 2025-2026 School Year

**School:** Santa Rosa High School  
**CDS Code:** 49709204936803  
**District:** Santa Rosa High  
**Address:** 1235 Mendocino Ave.  
Santa Rosa, CA 95401  
**Date of Adoption:** 2025-2026  
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- with Staff April 8, 2025  
- with Law Enforcement  
- with Fire Authority

**Approved by:**

Name	Title	Signature	Date
Pete Parkinson	SSC Chair		on attachment
Dr. Monica Fong	Principal		on attachment
Paul Lowenthal (signed on separate page)	SRFD - Division Chief Fire Marshal		
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## **Comprehensive School Safety Plan Purpose**

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) 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.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. 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 719 & AB 115 and contains 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
- Discrimination and 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
- Hate crime reporting procedures

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

A copy of the Comprehensive School Safety Plan is available for review at 1235 Mendocino Ave, Santa Rosa CA 95401.

## **Safety Plan Vision**

SRHS Mission

The mission of Santa Rosa High School is to produce students who are educated, productive citizens of our society prepared to enter post-secondary education and employment opportunities. They will be critical thinkers and consumers aware of the social and political consequences of their choices.

SRHS Vision

Santa Rosa High School has an uncompromising commitment to achieve powerful results for all students. Students are confident, inquisitive, principled, and respectful. All students are actively engaged, share in the responsibility for their own learning, and attain high standards. Personal and interpersonal growth, leadership, and service are valued and fostered. Each student graduates prepared for success.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Santa Rosa High School Safety Committee**

Under California Education Code (EC) 32281, a comprehensive school safety plan (CSSP) must be developed and maintained by each school. The plan should address safety concerns for students and staff and include the following key components:

1. Assessment of School Safety
2. Child Abuse Reporting Procedures
3. Disaster and Emergency Response Plans
4. Policies to Address Student Safety
5. Rules and Procedures on School Discipline
6. Schoolwide Dress Code (if applicable)
7. Safe Ingress and Egress Procedures
8. Role of Law Enforcement and Mental Health Professionals
9. School Suspension and Expulsion Policies
10. Hate Crime Reporting Procedures
11. Plan Approval and Updates

Santa Rosa City School Board has adopted these provisions into Board Policy and Administrative Regulations 5140.2: This policy and regulation specify the process that will be followed in developing a plan. Details about the contents of the plan are provided.

### **Assessment of School Safety**

This Comprehensive School Safety Plan (CSSP) serves several purposes. Primarily, it fulfills our obligations under California law to have a document where certain required information is centralized. In addition, it serves to memorialize emergency response plans. The following information also Education Code 48900 and 48915 Violations of school rules are made available through reports from the District's student information system.

The District Child Welfare and Attendance office maintains records of crimes committed on campus. Summary data is reported by SAFE to school administrators throughout the year. This information outlines overall categories of student suspensions, expulsions, SARBs (Student Attendance and Review Board). This information is presented to the school board and is made available to the public through district records.

Results of The Youth Truth Survey will be reviewed and will provide data which guides development of the safety plan. The link to the key take aways from the Youth Truth survey are provided to the School Site Councils.

The school provides appropriate administrative, counseling, and support services for students, and the curriculum provides students with opportunities to learn effective communication skills.

Board Policies 5144.1-5144.2 provide due process and a set of actions designed to prevent and to deal with behavior problems of students.

The Educational Services Director who oversees the disciplinary processes for the district meets monthly with the City of Santa Rosa Violence Prevention Partnership to discuss common issues and make referrals for outside services. A variety of non-profit partners and a representative from the Juvenile Probation Department are represented at the meetings.

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded. Santa Rosa High School is equipped with an electronic security system which is activated after 11:30 PM and on weekends. Santa Rosa High School's campus is monitored 24 hours a day, seven days a week, by 25 security cameras that are accessible to site and district administration at any time.

Staff is trained in identifying hate crimes and in delivering curriculum designed to decrease hate-motivated behavior. When any form of a hate-motivated crime takes place on campus, all staff know that they are to report this to an administrator immediately.

Key take aways from the responses from the locally developed Student Safety Survey are featured below:  
Overall responses on safety districtwide have declined from 2020-2024.

Students at SRHS feel less safe than other schools, except for MHS. However, on the SRHS survey, feelings of safety have improved.

17% of students report being bullied, primarily for how they look at 62%, sexual orientation at 29%, gender at 23%, and race at 16%.

60% of our students, the highest of all the high schools, cite depression as a major obstacle.

Generally students feel they know what to do for major emergencies, but need to emphasize more clearly about procedures during breaks.

71.6% believe teachers take safety seriously and address concerns, but only 49.4% believe the same of administrators.

About a third of our students feel that discipline is not being implemented fairly or consistently.

About 44% of students are only somewhat familiar or unfamiliar with how to report incidents of harassment.

A slight majority of students somewhat support or support the ID lanyards. A quarter are very unsupportive.

Over 3/4ths of students are at least somewhat supportive of the Restorative Practices.

Administrators believe that the work of the Restorative Specialists, the Family Engagement Facilitators and the Campus Safety Advisors have contributed significantly to a decline in major behavior incidents on the campus. Staff members that get to know students in need and develop relationships with them have proved invaluable to understanding different student groups and their needs.

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

#### **Strategies and Programs**

To provide a high level of school safety and procedures to provide an orderly environment conducive to learning.

All District Policies, Regulations, and Procedures may also be accessed on line at the district website [www.srcs.k12.ca.us](http://www.srcs.k12.ca.us) under the Board of Education heading. Each year staff receives the updates of the board policies.

In accordance with Board Policy 5142, the administrative team establishes rules to ensure the welfare, safety, and security of all students. These rules are outlined to students, staff and parents in the following methods:

District and School Policies and rules are outlined in the student handbook. The student handbook is given free of charge to each student at the beginning of the year and to new enrolling students throughout the year.

Teachers are presented with topics of immediate concern and discuss in the classroom as requested.

Daily school bulletins are read throughout the school campus during the third period. These bulletins include clarifications to existing school rules and reminders of school rules.

Parent Rights notification letter given to all parents at the beginning of the year and to new enrolling parents throughout the year through the SRCS Information Handbook.

Weekly Newsletters that remind parents of school concerns in English and Spanish.

Parents and students can make reports of danger or threats by reporting the event using the "Stop It" App. Students are introduced to the App at orientation.

Administrators visit all freshman classrooms in the first weeks of school to review rules and policies with students.

Administration holds 9, 10, 11, 12 grade student assemblies to review rules and policies.

For ongoing safety evaluations the SRHS Safety Committee, the subgroup of the SSC, administer an annual Safety survey to students, families and staff. The SRHS Safety Committee keep minutes and notes regarding the outcomes of these surveys.

All students at SRHS are required to wear their ID badges and have their planner books to sign in and out of their classrooms for bathroom and excusal from class.

Regular disaster drills are scheduled throughout the year.

The school implements Board Policy/Administrative Regulations 5131.6 regarding Drug and Alcohol Abuse. Santa Rosa High is within a Drug Free Zone established by the City of Santa Rosa and is posted as such.

Santa Rosa High School is a closed campus as provided in Board Policy 5112.5. The forthcoming perimeter fence should help school personnel enforce this policy. There is currently no way to keep students on campus.

Administrators believe that the work of the Restorative Specialists, the Family Engagement Facilitators and the Campus Safety Advisors have contributed significantly to a decline in major behavior incidents on the campus. Staff members that get to know students in need and develop relationships with them have proved invaluable to understanding different student groups and their needs.

Parents are held responsible for damage caused by student vandalism in accordance with Board policy 5131.6.

In accordance with Administrative Regulation and Board Policy 1250 visitors to Santa Rosa High School are required to sign in at the Main Office and receive a visitor pass.

These regulations also provide direction in dealing with unwelcome visitors or trespassers who cause disturbances or loiter. Visitors who do not follow these regulations are subject to school consequences if they are students from another campus or police citations if they are non-students.

## **Promoting School Safety**

### **Safe Firearm Storage Annual Notification**

Parents and legal guardians in the Santa Rosa City School District have responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition. To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades transition kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.<sup>1</sup>

Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.<sup>2</sup>

In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>3</sup>

Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.<sup>4</sup>

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

<sup>1</sup> See California Penal Code sections 25100 through 25125 and 25200 through 25220.2

<sup>2</sup> See California Penal Code section 25100(c).3

<sup>3</sup> See California Civil Code Section 29805.

<sup>4</sup> See California Civil Code Section 1714.3.

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

Board Policy and Administrative Regulation 3516 describe Emergency Response and Civil Defense Plans.

Santa Rosa High School staff is in the process of receiving an updated Standardized Emergency Management System (SEMS) and have on file a Crisis Response Plan keeping with the SEMS model. This is a model response protocol for outside emergency agencies to assist Santa Rosa High in a case of a school or community emergency. Schools develop their crisis plans as in accordance with Board Policy.

Santa Rosa High School has received assistance from the County Office of Emergency Services in reviewing the school Crisis Response Plan.

An emergency evacuation and/or lockdown drill is scheduled on an annual basis. A log of drills is maintained and reviewed by officials for improvements.

Automated external defibrillators (AED) and the boxes that hold the AEDs have been installed in the lobby of the main office and in the South Gym as well as on Never's Field. Santa Rosa High School faculty and staff has been trained in the use of AEDs as of our site staff development days beginning the 21-22 school year.

Santa Rosa High has emergency equipment and communication devices in a storage container adjacent to our Football Stadium. The use and color of vests to identify key members of the crisis response team has been standardized throughout the district.

A protocol for dealing with suicide or other loss of life has been developed by the school, with assistance from the District. A district system for providing counseling services following a tragedy is in place. These services are coordinated by the Director of Special Services.

#### (C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Students who violate a section of the Education Code are subject to suspension. Consequences for infractions of school rules are delineated in a Discipline Matrix developed by District administrators so that discipline has consistency district-wide and suspensions/expulsions are administered equitably.

Students who are expelled are enrolled in Community schools, a program operated by the Sonoma County Office of Education.

Students who are expelled but have the expulsion suspended are enrolled in a regular or alternative program in the Santa Rosa City Schools.

The following procedures are used for violations of Education Code 48900:

Suspension:

Parents or guardians of students suspended from school are sent a suspension letter that lists the educational code for the offense.

Parents or guardians are also notified via telephone or in person.

All teachers can access suspension information in the attendance office. Those teachers with students who have been suspended will receive notification of the suspension and a request for homework for the student to be turned into the attendance office.

**Expulsion:**

Students who are recommended for Expulsion are suspended for five school days and an extended suspension is requested. They are then generally removed from campus for the duration of the expulsion process.

Students who are expelled are placed in a Community School operated by the Sonoma County Office of Education. Students may also have the expulsion suspended, and then are enrolled in a regular or alternative program within the district.

All Students who return from an expulsion either within or from outside the Santa Rosa School District must have a meeting with an administrator prior to entry at Santa Rosa High School.

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

Procedures are in place for notifying teachers regarding dangerous students.

All teachers are confidentially notified of a student who has been suspended from their class by the student information system via the attendance portal; the student appears on their attendance rosters as "suspended". Teacher may then review a brief summary of that suspension by moving to specific information about that student.

Teachers are notified of students who have been convicted of violent crimes directed toward school personnel. This is done by the Wellness & Engagement Office in a memo.

**(E) Sexual Harassment Policies (EC 212.6 [b])**

Board Policy and Administrative Regulation 5145.7 contains the District Policies on sexual harassment. The policies are designed to prevent sexual harassment, to provide due process and to respond immediately to any complaints that are made. All staff take mandatory training on these policies.

At Santa Rosa High School a clear message that students do not have to endure sexual harassment is communicated through our student handbook, class assembly at beginning of the year with administrators and through class discussions. In addition, all students are informed of sexual harassment policies at the start of each school year via a slide presentation discussed in the classroom.

Students are encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained.

Harassment policies, investigative procedures, and letters to be used in communicating with the parents of the victim and accused have been provided to all administrative staff and they are available electronically on the student discipline program.

Policies and the school's response to sexual harassment are detailed in the Student Handbook. Students receive copies of this and classroom teachers and Administrators familiarize them with it at the beginning of every year.

At Santa Rosa High School, the administrators speak with all students in freshman classrooms and upper grade class assemblies about harassment each fall. New enrollees are trained upon entry.

Santa Rosa High School has a group of student peer counselors available through the counseling office and available every period to speak directly with students.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

Appropriate administrative, counseling, guidance and support services are provided at Santa Rosa High School. Our staff includes four administrators (one principal, one vice-principal, and two assistant principals, four counselors, one school-based therapist, one college and career counselor, one student advisor, one restorative justice specialists, and five campus supervisors.

District and school rules promote respect for diversity and personal/social responsibility. School discipline strategies contain elements relating to anger management, conflict resolution, harassment and sexual harassment.

The Student Handbook is posted on the SRHS Website.

The handbook contains behavioral expectations and a copy of the Education Code pertaining to student discipline and sexual harassment, including timelines for enforcement of these rules.

The handbook is available in both English and Spanish, and is included in the printed planner all students receive.

Annual student orientations are held at the beginning of each school year to discuss and review the Santa Rosa High School's Student/Parent/Guardian Handbook with students. The Administrative team members stress to students that the Education Code is in effect from the moment a student leaves his/her home for school in the morning until he/she returns home after school. Students are also informed that these rules apply while going to, attending, and returning from any school-sponsored activity.

The SRHS Safety Committee can draft documents to be uploaded to the DTS system under the title "Safety Plan Review." We can capture here when our safety committee meets, and any minutes that are relevant. If our safety team writes goals, they can be uploaded in the section called Components.

Future updates to increase safety at Santa Rosa High School for the 2025-2026 school year include a perimeter fence that will enclose the school campus with a combination of electric gates and manual gates. Staff will be issued electronic pass keys to access school gates and buildings. The camera system will be evaluated for blind spots and additional cameras may be added. Maintenance and Operations have received a request to expand the opening for the Emergency Evacuation location (Nevers Field) so that the current bottleneck of entry and exit can be avoided.

The principal has requested that Restorative Resource Specialists stay on campus for next year (and not be centrally located) and have asked for a maximum number of Campus Safety Advisors to help supervise the expanded student body comprised of students in grades 7-12.

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

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

##### Actions:

All school personnel are made aware through staff meetings and written notification of their obligation to report child abuse. Board Policy 5141.4 provides direction to school employees for reporting child abuse. All school personnel understand that they are mandated reporters.

Child abuse forms are located in the counseling office readily available for confidential use.

All staff are required to complete mandatory training on Child Abuse reporting through the district office.

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

##### **Disaster Plan (See Appendix C-F)**

Santa Rosa City Schools has adopted the Essential 5 Emergency Response System.

##### OBJECTIVES

This plan has the following objectives in an emergency:

1. To provide for effective action to minimize injuries and the loss of life among students and school personnel in case of an emergency during school hours.
2. To provide for the maximum utilization of school personnel and facilities to care for victims in an emergency.
3. To provide for the safety and well being of students and staff remaining at the school site following an emergency until released.
4. To provide for the safe and orderly release of students and staff as conditions permit.

##### PUPIL PROTECTION POLICY

The policy of the Board of Education for pupil protection is as follows:

1. The safety and security of students and school staff are of paramount importance. All actions taken shall bear in mind the safety and well being of both students and district employees.
2. Under no circumstances shall any child be released from the custody of school personnel unless and until such can be done with safety.
3. Any adult calling for a pupil at a school site will be required to identify himself/herself to an assigned staff member, be identified on the student's emergency card as an adult approved by the parent/guardian before being permitted to take a pupil from the school premises.
4. All visitors to the campus, including regular volunteers, must check into the office, and wear a visitor or volunteer badge. All volunteers must also sign-in on our volunteer log. Visitors from SCOE and related agencies must sign in and they also wear SCOE or other agency badges.

5. Student discipline and a positive school climate are important contributors to a safe and secure environment. All students are held accountable for their behavior and are aware of safety and security procedures (please see student discipline). All staff upholds the student discipline policy.

6. AB 2855 states “Each teacher will ascertain which students have disabilities which could cause these students to experience difficulties complying with emergency procedures. A plan for each student will be developed to ensure their safety.

### **Adaptations for Students with Disabilities**

Per Senate Bill 323, Students with Disabilities should have adaptations to the safety plan to meet their needs.

#### **Emergency Evacuation Procedures**

Schools must outline how students with mobility impairments, sensory disabilities, or cognitive challenges will safely evacuate.

Special services will assign staff responsibilities for assisting students with disabilities.

Ensure that accessible evacuation routes are clearly identified. Students with disabilities attend classes that have ADA compliant evacuation routes.

#### **Individualized Emergency Plans**

SRHS staff and special services integrate emergency plans into students’ Individualized Education Programs (IEPs) or Section 504 Plans.

These plans should address communication needs, medical needs, and behavioral supports during an emergency.

#### **Training for Staff and First Responders**

Staff must be trained on how to assist students with disabilities during drills and emergencies.

Schools should coordinate with local emergency responders to ensure they understand students’ unique needs.

#### **Behavioral and Sensory Considerations**

Plans must account for students with autism or sensory processing disorders, who may respond differently to alarms or emergency instructions.

Quiet areas or alternative evacuation procedures should be included when needed.

#### **Shelter-in-Place & Lockdown Plans**

Schools must ensure that safe areas are accessible for students with disabilities.

Special services staff work with families to address how to communicate with non-verbal students during a lockdown.

#### **Compliance with Federal & State Laws**

Must align with ADA (Americans with Disabilities Act) and Section 504 of the Rehabilitation Act.

Schools should collaborate with families to ensure individualized safety needs are met.

### **Public Agency Use of School Buildings for Emergency Shelters**

#### **Emergency Facility Use & Procedures**

In an emergency event where a shelter is needed, the following link can assist with the use of SRCS Online Facility Use Permits:

<https://srcs.civicpermits.com/Account/Login>

This procedure can be used to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency. The district office is notified and an agreement is signed between both parties to formalize the usage.

#### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Students who violate a section of the Education Code are subject to suspension. Consequences for infractions of school rules are delineated in a Discipline Matrix developed by District administrators so that discipline has consistency district-wide and suspensions/expulsions are administered equitably.

Students who are expelled are enrolled in Community schools, a program operated by the Sonoma County Office of Education. Students who are expelled but have the expulsion suspended are enrolled in a regular or alternative program in the Santa Rosa City Schools.

The following procedures are used for violations of Education Code 48900:

Suspension:

Parents or guardians of students suspended from school are sent a suspension letter that lists the educational code for the offense. Parents or guardians are also notified via telephone or in person.

All teachers can access suspension information in the attendance office. Those teachers with students who have been suspended will receive notification of the suspension and a request for homework for the student to be turned into the attendance office.

A review of SRHS suspension data from the Aeries system reveals:

How many suspensions this year to date?

There were 82 incidents by primary violation of 48990 this year. How does this compare to last year? There were 169 incidents of primary violation of 48900 in the 2023-24 school year. If you filter to remove non-violent offenses the data shows that violent offenses 23/24 = 102 were 102 and Violent offenses 24/25 = were 18.

In the 2023-24 school year, SRHS had 169 incidents of primary violation of Education Code 48900 (i.e., suspension). In the 2024-25 school year, the school has had 82 such incidents as of 04/02/2025, a 51 percent decline in violations. The decline in violent incidents is even more dramatic with 18 in the current year compared to 102 in 2023-24, a 82 percent decrease.

These decreases in suspension incidents are welcome, but further analysis is needed to understand why those reductions have occurred so that effective policies or practices can be continued and reinforced and new approaches identified. One goal in this CSSP is to maintain an active Safety Committee tasked with making this type of analysis and developing appropriate recommendations.

We know that school restrooms have been a locus for problematic behavior. One goal in this year's SPSA will be to continue to monitor campus safety, including restrooms, with the intent of restricting the number of students going in at the same time. We will also use Student Safety Advisors for Tier 1 conflict resolution and other restorative processes.

The school staff has requested that Restorative Resource Specialists stay on campus for next year (and not be centrally located) and have asked for a maximum number of Campus Safety Advisors to help supervise the expanded student body comprised of students in grades 7-12.

How does your Use of Profanity/Obscenity compare to last year?

Profanity/Obscenity 23/24 = 9

Profanity/Obscenity 24/25 = 2

Expulsion:

Students who are recommended for Expulsion are suspended for five school days and an extended suspension is requested. They are then generally removed from campus for the duration or the expulsion process.

Students who are expelled are placed in a Community School operated by the Sonoma County Office of Education. Students may also have the expulsion suspended, and then are enrolled in a regular or alternative program within the district.

All Students who return from an expulsion either within or from outside the Santa Rosa School District must have a meeting with an administrator prior to entry at Santa Rosa High School.

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

In accordance with California Education Code 49079, A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

In order to maintain confidentiality when providing information about student school related offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written or emailed notification that one of his/her students has committed an offense that requires his/her review of a student's records in the student information system.

**(E) Sexual Harassment Policies (EC 212.6 [b])**

SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917) Each district is required to have adopted a written policy on sexual harassment and shall provide a copy of such policy, as it pertains to students, with the annual notification. Districts are also required to display such policies in a prominent location and include it in orientation for employees and students, and provide a copy of such policies to new and continuing students. For information on Santa Rosa City Schools Sexual Harassment Policy and Nondiscrimination/Harassment Policy please see Your Rights page on the SRCS website. Also, please refer to Board Policy 5145.7 Sexual Harassment (students) and Board Policy 5145.3 Nondiscrimination/Harassment.

The Title IX coordinator/compliance officer(s) may be contacted at:

Title IX / Gender Equity / Sexual Harassment / Discrimination (All Students):

Stacy Desideri  
110 Stony Point ste. 105  
Santa Rosa, CA 95401  
(707) 890-3800 x 80413  
sdesideri@srcs.k12.ca.us

Title IX / Sexual Harassment / Discrimination (All Employees):

Vicki Zands, Assistant Superintendent of Human Resources  
110 Stony Point ste. 150  
Santa Rosa, CA 95401  
(707) 890-3800 ext. 80605  
vzands@srcs.k12.ca.us

Complaints should be filed as soon as reasonably possible after the conduct in question has arisen. All complaints shall be promptly and thoroughly investigated.

Santa Rosa City Schools Sexual Harassment policy is intended to supplement, and not replace, any applicable state and federal laws and regulations. Formal complaints under those laws and regulations shall be processed through the procedures established by applicable state and federal agencies. If questions arise concerning Santa Rosa City Schools' prohibition of sexual harassment, or any other form of unlawful discrimination, or the methods and procedures to be followed in the investigation of complaints, please contact the above referenced compliance officer(s)/Title IX coordinator(s).

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

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

Board Policy 5132 and Administrative Regulation 5132 specifically addresses "gang-related" apparel and behavior.

This policy is reviewed each fall with all students and with new students upon enrollment. Students who violate this policy are counseled (with parent notification) for a first violation, counseled (with parent notification) and informed of possible suspension on the second violation, and may be suspended for further infractions.

School administrators receive updated information throughout the year at monthly meetings with the SAFE Office. When necessary, adjustments are made to these policies. When “gang” related clothing or markings are newly identified, dress code standards are modified to ensure a safe and orderly environment for Santa Rosa High School students. When necessary, this information is updated in the Santa Rosa High School Handbook and updates to parents and students as needed via the school newsletter and website.

The Santa Rosa High School Handbook is posted to the Santa Rosa High School Website. This handbook is reviewed with students annually in the class assemblies for upper grades and in class visits by administrators to freshman classes. Santa Rosa High School does not permit attire which is unsafe, unhealthy, disrespects others, causes a classroom distraction, is gang related, or promotes sex, drugs, alcohol, tobacco, violence, profanity or discriminates against any person or group.

#### Dress Code Related to Gangs

For purposes of this policy, a gang is defined as two or more people who form an allegiance for a common purpose and engage, individually or collectively, in acts which may be threatening or criminal, and which may include such behaviors as intimidation, threats, and violence. The wearing of clothing; marking on one’s skin (tattooing); writing on books, papers, backpacks, and school property; and words or gestures not related to the curriculum which may be associated with these gangs are not allowed and include, but not limited to: Red or blue bandannas; red or blue shoe laces; red or blue belts; belt buckles with 13, 14; initials, three or four dots, or hand signs indicating 13 or 14 or known gang signs; three items or articles of clothing of any one color is also prohibited. Every effort will be made to initially address gang related issues from an educational, counseling perspective and to communicate to parents about any concerns. Except in severe situations which involve aggression, serious threats, or disruption of school activities, suspension will be the consequence of last resort.

CONSEQUENCES: Progressive Discipline applies, which is listed above.

Dress Code Related to Gangs: For purposes of this policy, a gang is defined as two or more people who form an allegiance for a common purpose and engage, individually or collectively, in acts which may be threatening or criminal, and which may include such behaviors as intimidation, threats, and violence. The wearing of clothing; marking on one’s skin (tattooing); writing on books, papers, backpacks, and school property; and words or gestures not related to the curriculum which may be associated with these gangs are not allowed and include but not limited to: \*Red or blue bandanas, red or blue shoe laces, red or blue belts, belt buckles with 13, 14 or initials three or four dots, hand signs indicating 13 or 14 or known gang signs; inflammatory gang related terms such as ‘scrap’, ‘scrapa’, ‘buster’, ‘chap’, ‘chapete’ or other inflammatory verbal references. Three items or articles of clothing of any one color are also prohibited. Every effort will be made to initially address gang related issues from an educational, counseling perspective and to communicate to parents about any concerns. Except in severe situations which involve aggression, serious threats, or disruption of school activities, suspension will be the consequence of last resort.

#### General Dress Code

A student dress code should accomplish several goals:

Maintain a safe learning environment in classes where protective or supporting clothing is needed, such as lab classes (eye or body protection), dance (bare feet, flexible clothing), or PE (PE clothing/shoes).

Allow students to wear clothing of their choice that is comfortable.

Allow students to wear clothing that expresses their self-identified gender.

Allow students to wear religious attire without fear of discipline or discrimination.

Prevent students from wearing clothing with offensive images or language, including profanity, hate speech and pornography.

Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.

Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

The primary responsibility for a student’s attire resides with the student and parents or guardians. Santa Rosa High School is responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Students shall be given the most choice possible in how they dress for school. Any restrictions necessarily support the overall educational goals of the school and are explained within the dress code below.

### 1. Basic Principle: Certain body parts must be covered for all students

Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque (cannot be seen through) material. Cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

### 2. Students Must Wear:\*

Shirt.

Bottom: pants/sweatpants/shorts/skirt/dress/leggings

Shoes; activity-specific shoes requirements are permitted (for example, for sports)

High-school courses that include attire as part of the curriculum (for professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering girls’ bodies or promoting culturally-specific attire.

### 3. Students May Wear:

Hats, including religious headwear

Hoodie sweatshirts (overhead is allowed)

Fitted pants, including leggings, yoga pants and “skinny jeans”

Midriff baring shirts

Pajamas

Ripped jeans, as long as underwear is not exposed.

Tank tops, including spaghetti straps, halter tops, and “tube” (strapless)

tops

Athletic attire

Clothing with commercial or athletic logos provided they do not violate Section 3 above.

### 4. Students Cannot Wear:

Violent language or images.

Images or language depicting drugs or alcohol (or any illegal item or activity) or the same use. This includes name bands drug and alcohol associated logos such as, but not limited, to Backwoods, Cookies, etc. If we google and it comes back associated with drugs or alcohol you will not be allowed to wear it.

Hate speech, profanity, pornography.

Images or language that create a hostile or intimidating environment based on any protected class.

Visible underwear. Visible waistbands or straps on undergarments worn under other clothing is not a violation.

Bathing suits.

Helmets or headgear that obscures the face (except as a religious observance) or in the instance of mandated health and safety rules around wearing masks.

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

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

Santa Rosa High School is a closed campus. Students are not permitted to leave without parent permission and checking out through the health or attendance office.

The school parking lots are monitored by staff before, after and throughout the school day.

Signs directing visitors to the Main Office are posted at every entrance.

Visitors to the campus are required to sign in at the Main Office and receive a visitors pass prior to proceeding to offices or the classroom areas.

Students are informed that they may be suspended for illegal activity, which occurs on the way to school and from home, and from school to home, and at school sponsored activities as well as on campus. Students that drive are not permitted to leave in their vehicles during the school day and the student parking lot is locked during the majority of the school day.

Students who leave the campus and return to campus are subject to a search. In an effort to maintain a closed campus Santa Rosa City Schools is moving forward with perimeter fencing with a keyed entry for the 2025-26 school year.

Evacuation routes and safety procedures are posted in each classroom.

## **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

### **Component:**

((H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Appropriate administrative, counseling, guidance and support services are provided at Santa Rosa High School. Our staff includes four administrators (one principal, one vice-principal, and two assistant principals, four counselors, one wellness co-ordinator, one college and career counselor, one student advisor, one restorative resource specialist, and four campus safety supervisors.

District and school rules promote respect for diversity and personal/social responsibility. School discipline strategies contain elements relating to anger management, conflict resolution, harassment and sexual harassment.

The Student Handbook is posted on the SRHS Website.

The handbook contains behavioral expectations and a copy of the Education Code pertaining to student discipline and sexual harassment, including timelines for enforcement of these rules.

The handbook is available in both English and Spanish, and is included in the printed planner all students receive.

Annual student orientations are held at the beginning of each school year to discuss and review the Santa Rosa High School's Student/Parent/Guardian Handbook with students. The Administrative team members stress to students that the Education Code is in effect from the moment a student leaves his/her home for school in the morning until he/she returns home after school. Students are also informed that these rules apply while going to, attending, and returning from any school-sponsored activity.

### **Element:**

Action Plan for Component 1: People and Programs

Goal One: Maintain an active Safety Committee at Santa Rosa High School to regularly review safety data, including but not limited to Education Code violations, suspensions/expulsions, and violent incidents, as well as the results of annual safety surveys administered by the District and the school. The Committee shall focus on identifying policies, practices and programs that are effective at reducing safety incidents and improving the perception of school safety among students, staff and families.

The Safety Committee shall regularly report its findings and recommendations to the School Site Council.

#### Measures of Success:

Each School Site Council meeting agenda shall include a standing item for a Safety Committee Report. The number of school safety incidents will continue to decline.

The perceptions of school safety, as demonstrated in annual surveys, shall continue to improve.

The Safety Committee shall be responsible for the annual update of the CSSP and shall provide its recommended updates to the School Site Council no later than March 1 each year.

Person(s) responsible for implementation: SRHS Administration, School Site Council, Safety Committee members. Timeline for implementation: Ongoing throughout the school year. The Safety Committee shall be appointed at the first meeting of the School Site Council each school year and shall meet no fewer than six times during each school year.

Opportunities for Improvement: Each updated CSSP should contain an Assessment of School Safety that includes data on safety incidents, an analysis of that data and correlation with school safety practices. The goal of this assessment is to evaluate the effectiveness of current practices and recommend changes to improve school safety. Starting in 2025-26, SRHS will welcome middle school students to the campus. This will necessitate adaptations to ensure the safety of this new student cohort.

Assessment and programs aimed at middle school student safety should be included in the CSSP starting with the 2026-27 update.

Goal Two: To continue implementation and refinement of a restorative approach to student support and consequences on campus, thus making students more responsible and reflective of their actions and creating a more safe and orderly campus.

Measure of Success:

There will be a decrease in the number of days of behavior incidents and suspensions for the school year.

There will be a decrease in repeat education code violations.

The number of smoking (vape, tobacco, and marijuana) infractions will decrease overall.

Santa Rosa High School will see a reduction in suspensions for fights overall.

Santa Rosa High School expects to see suspensions and expulsions for violent behaviors continue to decline.

Person(s) responsible for implementation:

Santa Rosa High School Administration (Assistant Principals), Restorative Resource Specialist, and staff/faculty

Timeline for implementation:

Is ongoing and reviewed on a yearly basis by the School Site Safety Team, Management Advisory Committee (MAC) and School Site Council (SSC).

Board Policy and Administrative Regulation:

As of February 2011, the Board of Education modified Board Policy (BP) 5145.12 (Search and Seizure) and adopted the accompanying Administrative Regulation (AR) for Grades K-12. This BP/AR outlines:

Individual Student Searches

Searches of Student Lockers/Desks-Administrators have to right to search student book bags, lockers or desks at anytime based on a suspicion of tobacco, marijuana or drug possession.

In the 2024-25 school year the staff was trained for gang awareness/identification in conjunction with school policies on dress code with regards to gang attire. Staff also received a in-depth Safety training at an all day PD day and learned when to use the Essential 5 drills.

In the 2024-25 school year "Wellness Wednesdays" mini-SEL lessons have been implemented every Wednesday by staff via a slide deck that was shared.

The District is making every effort to keep students safe on campus, as well as maintaining a drug free zone within the District.

**Opportunity for Improvement:**

Wellness Center - Development and implementation of physical space to support student mental health and wellness, community resource engagement.

Wellness Youth Council - Student organization to identify, review and address mental health and experience of safety on campus.

Explore Sexual Harassment Policies, jurisdiction and enforcement.

Flow chart/visual representation of consistent discipline practices and classroom management across the campus - accessible to students, parents

SRHS will be a pilot school for a perimeter fence with a keyed entry for staff and visitors. Preliminary work has started on both of these initiatives. Discipline procedures regarding leaving campus will be enforced and new policies will be reviewed at orientation.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>There were 82 incidents by primary violation of 48990 this year. How does this compare to last year? There were 169 incidents of primary violation of 48900 in the 2023-24 school year.</p> <p>If you filter to remove non-violent offenses the data shows that violent offenses 23/24 = 102 and Violent offenses 24/25 = were 18.</p>	<p>Continue to monitor bathrooms and restrict the number of students going in at the same time.</p> <p>Utilize SSA's for Tier 1 conflict resolution and other restorative processes.</p>	<p>Student Safety Advisors</p>	<p>Assistant Principal</p>	<p>Pull suspension data next year to compare to this years.</p>

**Component:**

Action Plan for Component 2: Places

Goal 1: Enhance and update our Emergency Preparedness Policies and Procedures

An Assistant Principal has been assigned to oversee preparedness and training.

SEMS charts and emergency team duties are updated at the beginning of each school year and all procedures and duties are reviewed.

Classroom teachers will have appropriate emergency information relevant for their classroom and for their roles in the SEMS chart. They will give feedback, formally and informally, about how well safety procedures work so that the plans can be continually improved through the safety committee.

Evacuation routes will be reviewed and updated with input from both the Fire Department and Law Enforcement. Evacuation routes in all offices and classrooms will be visibly posted.

Santa Rosa High School Administration (Assistant Principal) will attend training through Redwood Empire Schools Insurance Group (RESIG) regarding search and rescue training.

Appropriate drills will be used to review these procedures and action steps will be documented for improvements.

An intruder on campus/lockdown drill during non-classroom time will be developed. Hyperdocs of all of these procedures shall be created, reviewed, and placed in the school's intranet to ensure access for all staff.

Goal 2: A comprehensive list of necessary items for emergency teacher duffel bags was compiled. This list was used to identify emergency bags that do not have sufficient supplies. Teacher bags will be checked to ensure that they have the needed supplies and all bags will be resupplied.

A survey of staff to identify the priority of staff release during an actual emergency.

A survey of current staff members on what skills in an emergency they may have.  
 A survey of staff, students, and parents will be conducted annually to assess opinions on the effectiveness of school safety measures.

**Measure of Success:**

Staff will be able to continue to self-identify their role with basic procedures for their duties in the SEMS chart. The staff received training and SEMS assignments at a staff meeting this year.

A successful emergency evacuation will occur during non-classroom time.

Santa Rosa High School Administration (Assistant Principal) and individual classroom teachers will be aware of the contents of their classroom emergency bags.

A successful intruder on campus/lockdown drill during non-classroom time, where campus personnel are secure within 5 minutes from the beginning of the drill, will occur during the 2025-2026 school year.

**Person(s) responsible for implementation:**

Santa Rosa High School Administration (Assistant Principal), the Santa Rosa High School Safety Committee, and staff/faculty.

**Timeline for implementation:**

School year 2025-2026 and ongoing.

**Element:**

Timeline for implementation: ongoing

**Opportunity for Improvement:**

Continue to have Safety Drills

Revise the plan to include incoming 7th and 8th grade students.

Request the opening of the Nevers Field fence to be widened for emergencies.

Ask staff to check for keys that will open perimeter fences.

Objectives	Action Steps	Resources	Lead Person	Evaluation

**Component:**

N/A

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

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

### **Santa Rosa High School Student Conduct Code**

#### **Conduct Code Procedures**

##### Section 11: School discipline rules and procedures

-Rules regarding student behavior, including areas such as drugs, alcohol, tobacco, and violence are clearly stated and published in the student handbook that is updated yearly and clarified regularly through a parent newsletter and daily bulletin.

-Students are informed that firearms, including pistols, revolvers, or any device designed to be used as a weapon such as pellet and BB guns are not allowed at school.

-The school and district codes and gang policy are also reviewed and enforced.

-In addition to the mandatory expellable offenses, students with an accumulation of E.C. 48900 offenses during his/her academic school year may be referred for an expulsion hearing. A student with excessive behavior referrals may be referred for Administrative Review(ARPC), possibly being placed at another school.

-All incoming students with serious conduct issues meet with an administrator prior to enrolling.

-Special Education students are provided with a Behavioral Support Plan when 10 days of suspension are accrued.

-Parents are notified of suspensions by phone call and letter or in person.

-Student Study Team meetings are held for students needing assistance to succeed (attendance, behavior, grades, social, psychological, medical, etc.) The team consists of parents, student, counselor, assistant principal, school psychologist, content area teachers, and others as needed.

-The SRCS Informational Handbook distributed each fall includes information regarding violence, harassment, alcohol and other drugs. It also includes the information that all District schools are tobacco free environments.

-Rules regarding student behavior, including such areas as drugs, alcohol, tobacco, and violence are clearly stated and published in the student handbook that is updated yearly and clarified regularly through a parent newsletter and daily bulletin.

## **(J) Tactical Responses (See EOP, ANNEX B) (EC 32282(a)[2](J))**

#### **Non-Discrimination Statement**

The Santa Rosa City Schools District prohibits, at any district school or school activity, discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, national origin, race or ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, medical information or association with a person or a group with one or more of these actual or perceived characteristics. This shall apply to interns, volunteers, and job applicants when applicable.

The District Equity Compliance Officer(s) may be contacted at: The District Equity/Discrimination officer(s) may be contacted at:

District Equity/Discrimination (All Students):

Stacy Desideri

110 Stony Point ste. 105

Santa Rosa, CA 95401

(707) 890-3800 x 80413  
sdesideri@srcs.k12.ca.us

District Equity/Discrimination (All Employees):  
Vicki Zands, Assistant Superintendent of Human Resources  
110 Stony Point ste. 150  
Santa Rosa, CA 95401  
(707) 890-3800 ext. 80605  
vzands@srcs.k12.ca.us

Complaints should be filed as soon as reasonably possible after the conduct in question has arisen. All complaints shall be promptly and thoroughly investigated.

Santa Rosa City Schools Sexual Harassment policy is intended to supplement, and not replace, any applicable state and federal laws and regulations. Formal complaints under those laws and regulations shall be processed through the procedures established by applicable state and federal agencies. If questions arise concerning Santa Rosa City Schools' prohibition of sexual harassment, or any other form of unlawful discrimination, or the methods and procedures to be followed in the investigation of complaints, please contact the above referenced District Equity/Discrimination coordinator(s).

#### **(K) Procedures for Preventing Acts of Bullying and Cyber-bullying**

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes for students to submit anonymous reports of bullying, including the use of the StopIT app. Complaints of bullying or harassment shall be investigated and resolved in accordance with site level grievance procedures specified in law and practice. When a student is suspected of or is reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of its impact.

Students are encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. Any student who engages in cyberbullying using district-owned equipment, on school premises, or off-campus in a manner that impacts a school activity or school attendance will be subject to discipline in accordance with district policies and regulations. If the student is using a social-networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee may file a complaint with the Internet site or service to have the material removed. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to report incidences of bullying please contact the district office. These policies shall be posted in schools and offices.

#### **Opioid Prevention and Life-Saving Response Procedures**

##### **Opioid Prevention and Life-Saving Response Procedures**

##### **Purpose & Scope**

This plan provides a structured approach for opioid prevention, response, and intervention in accordance with California Education Code § 49414.3 and § 49423.1, California Department of Education recommendations, and Board Policy 5141.21 and Administrative Regulation 5141.21, this plan is designed to protect students, staff, and visitors by addressing opioid-related risks and ensuring prompt life-saving responses in school environments and includes:

##### **Prevention Strategies**

##### **Education & Awareness**

Implement evidence-based opioid prevention curricula in health education classes.  
Conduct annual training for students, staff, and parents on opioid risks, including fentanyl dangers.  
Display information and resources about opioid dangers and available support services.

#### Partnerships & Community Engagement

Collaborate with local health departments, law enforcement, and community organizations to enhance prevention efforts.  
Provide parent workshops on substance abuse prevention and intervention strategies.  
Engage peer support groups for at-risk students.

#### Life-Saving Response Procedures

##### Emergency Protocols for Suspected Overdose

Recognize Symptoms – Signs of opioid overdose include slow or no breathing, blue lips/nails, unresponsiveness, and pinpoint pupils.  
Call 9-1-1 Immediately – Report a suspected overdose and follow dispatcher instructions.  
Administer Naloxone (Narcan) – If available, trained staff should administer intranasal naloxone following CDE guidelines.  
Perform Rescue Breathing/CPR – If the individual is not breathing, initiate rescue breathing or CPR as needed.  
Monitor & Support – Stay with the individual, monitoring for responsiveness and signs of improvement.  
Inform Parents/Guardians – Contact the student’s emergency contacts as per school policy.  
Incident Reporting – Document the response in accordance with district and CDE policies.

##### Naloxone (Narcan) Availability & Training

Schools will stock naloxone kits in designated areas (e.g., nurse’s office, front office, security stations).

Staff training (including school nurses, administrators, and volunteers) on naloxone administration will be conducted annually.  
Good Samaritan protections apply to staff administering naloxone in good faith.

##### Post-Incident Follow-Up & Student Support

Provide counseling and substance use intervention for affected students.  
Refer students to community treatment programs as needed.  
Conduct a debriefing with staff and responders to assess response effectiveness and identify areas for improvement.  
Offer re-entry planning and support for students returning to school after substance use treatment.

##### Staff Roles & Responsibilities

School Nurses & Health Personnel: Primary responders, oversee naloxone administration and training.

Administrators: Ensure compliance with state laws and facilitate staff training.

Teachers & Staff: Recognize signs of opioid use/overdose and follow emergency protocols.

##### Communication & Reporting

Maintain confidentiality while ensuring appropriate notifications.

Submit incident reports per school district and state requirements.

Notify local health agencies for additional support and monitoring trends in opioid use.

##### Review & Continuous Improvement

Conduct annual policy reviews to ensure alignment with updated laws and best practices.

Perform annual training for opioid overdose response.

Gather feedback from staff, students, and community partners to refine strategies.

#### **Response Procedures for Dangerous, Violent, or Unlawful Activities**

SB 906

Education Code 49390 link

SB 906 (California Senate Bill 906, 2022) requires school officials to immediately report any homicidal threats or perceived credible threats of mass violence on school grounds to law enforcement.

#### Key Obligations for School Sites:

**Mandatory Reporting** – School staff must report threats of mass violence (such as shootings or attacks) to law enforcement or school safety teams.

**Threat Assessment Protocols** – Schools must conduct assessments to evaluate the credibility and severity of threats.

**Parental Notification** – If a student is involved, parents or guardians must be notified as appropriate, following school and legal guidelines.

**Coordination with Law Enforcement** – Schools must collaborate with law enforcement agencies to determine appropriate safety measures and responses.

**Firearm Access Review** – If a credible threat is identified, law enforcement may investigate whether the individual has access to firearms.

The law aims to enhance early intervention and prevention of school violence while ensuring that threats are handled responsibly to protect students and staff.

Notify Law Enforcement right away, not after your own investigation has been concluded

### **Continuity of Operations**

#### Purpose & Scope

This plan establishes procedures to ensure the continuity of instruction, student support services, and essential school operations in the event of an emergency, natural disaster, public health crisis, or other significant disruptions. It is developed in accordance with California Education Code (CEC) §§ 32280-32289, which mandate school safety and crisis response planning, and CDE emergency preparedness guidelines.

#### Emergency Operations & Decision-Making

##### a. Incident Command Structure (ICS)

The school shall implement the Incident Command for coordinated emergency response. Roles include:

**Incident Commander** – Principal or designated administrator.

**Operations Chief** – Oversees immediate response actions.

**Logistics Chief** – Manages supplies, facilities, and technology.

**Planning Chief** – Evaluates response effectiveness and continuity strategies.

**Finance/Admin Chief** – Tracks costs, payroll, and emergency funding.

##### b. Decision-Making Authority

The Superintendent or designee has final authority on school closures and emergency declarations.

Decisions align with CDE, local health departments, and emergency management agencies.

#### Instructional Continuity

##### a. Short-Term Disruptions (1-5 Days)

Teachers will use asynchronous learning via district-approved learning management systems (e.g., Google Classroom, Canvas).

Assignments will be provided through take-home packets if technology access is limited.

##### b. Long-Term Disruptions (More than 5 Days)

Schools will transition to distance learning per CEC § 43500-43511 (Independent Study regulations).

Special education services will be provided per Individualized Education Programs (IEPs) via telehealth or alternative methods.

The district will ensure equitable technology access, including device distribution and internet access support.

#### Student & Staff Support Services

Mental Health & Counseling: Schools will maintain access to mental health services through counselors, social workers, and telehealth services.

Food & Nutrition Services: Meal distribution plans will align with CEC § 49550, ensuring students receive meals during closures.

Childcare & Supervision: Schools will coordinate with local agencies to provide emergency childcare for essential workers.

#### Communication Plan

Schools will maintain multiple communication channels (phone, email, website, SMS alerts, social media).

Emergency notifications will comply with CEC § 32282, ensuring timely parent and community updates.

Language access will be provided in accordance with CEC § 48985, ensuring communication in families' primary languages.

#### Recovery & Reopening

Schools will assess facility safety, staff readiness, and student needs before reopening.

A phased return plan will be implemented in coordination with public health and emergency management officials.

The district will apply for emergency funding assistance (FEMA, CDE grants) as needed.

#### Plan Review & Training

The Continuity Plan will be reviewed annually in compliance with CEC § 32286.

Staff will receive annual training on emergency roles, distance learning, and student support procedures.

Schools will conduct emergency drills per CEC § 35297 for preparedness.

## **Safety Plan Review, Evaluation and Amendment Procedures**

The attached Comprehensive School Safety Plan is compliant with the provisions required for Senate Bill 187, Chapter 73 and the No Child Left Behind Act of 2001. This plan has met the following requirements:

The attached Comprehensive School Safety Plan contains the required components of the Education Code 32280-32289.

The School Site Council includes the following representatives: Principal, SRTA Certificated employees, CSEA classified employee, and parents.

The School Site Council consulted with law enforcement and fire agencies and the acting District Emergency Preparedness Coordinator when writing this plan.

Notification of meeting on Comprehensive School Safety Plan sent to appropriate individuals (EC 32288(b) (2) (A-F)\*)

The School Site Council conducted a public hearing to gain public input into the plan. Appropriate revisions were made.

The School Site Council adopted the recommended School Safety Plan.

A copy of the School's plan has been provided to the Acting District Safety Coordinator.

The Board of Education adopts the plan by September for the present school year.

Information in the plan will be disseminated to all teachers, parents, and students.

**Safety Plan Appendices**

## Emergency Contact Numbers

### Utilities, Responders and Communication Resources

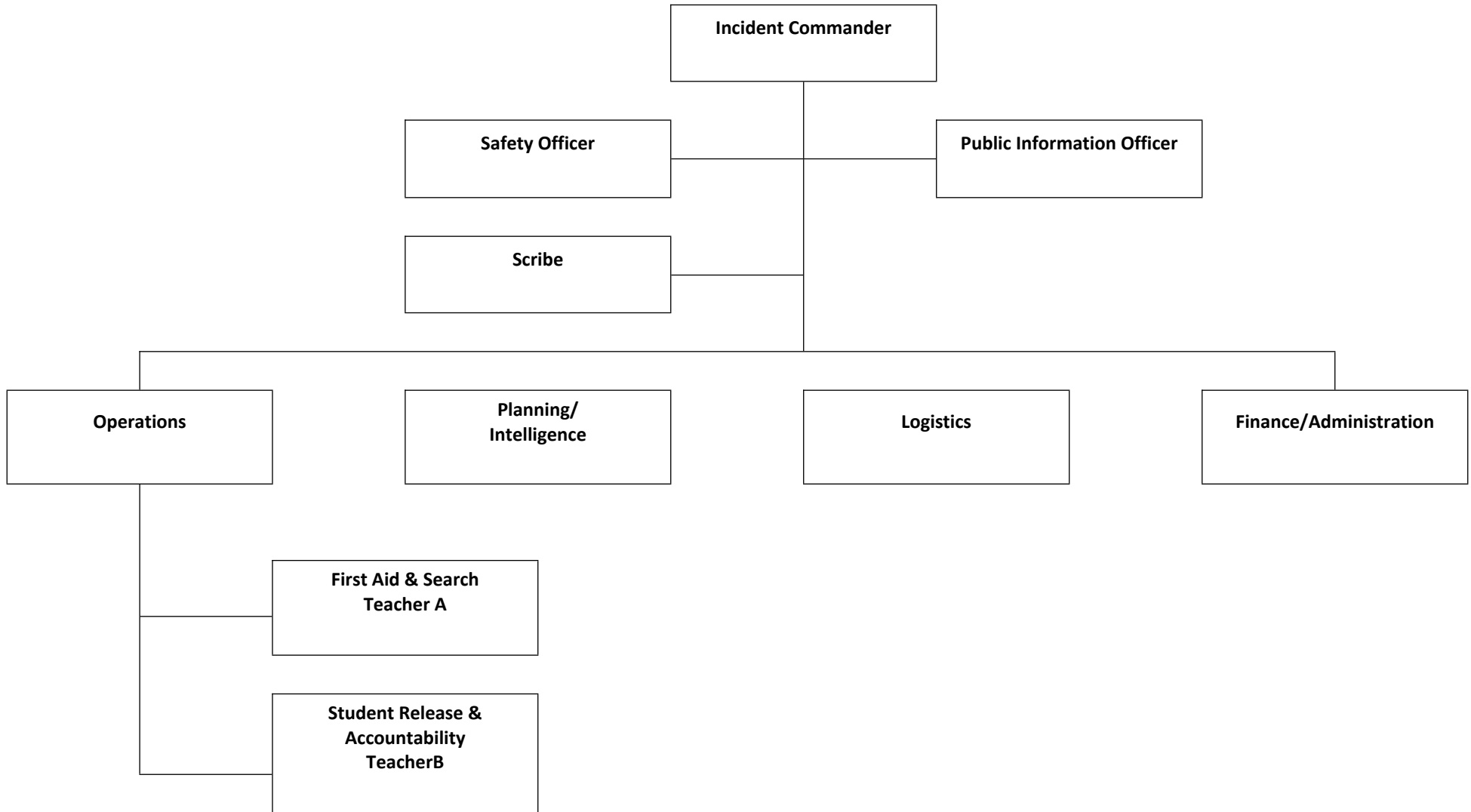
Type	Vendor	Number	Comments
Emergency Services	Fire & EMS Dispatch	911 or 707-568-5933	Emergency REDCOM Dispatch
Law Enforcement/Fire/Paramedic	SR Fire Department	707-543-3500	Business Office
Law Enforcement/Fire/Paramedic	SR Police Department	911 or 707-543-3600	Emergency or Business Office
Law Enforcement/Fire/Paramedic	SR Police Department (Non-Dispatch)	707-528-5222	Non-Emergency Dispatch
Local Hospitals	Memorial / Kaiser / Sutter Hospitals	525-5300/393-4000/576-4000	Local Hospitals
School District	Office of the Superintendent	707-890-3800 x 80101	Dr. Daisy Morales
School District	SRCS District Communications Team Branch Director	707-890-3800 x 80301	Dr. Roderick Castro
Public Utilities	Pacific Gas & Electric Company	800-743-5002	Outages
Public Utilities	SR Utilities Dept. (Water)	707-543-4200	Water
Other	Animal Regulation, (Sonoma County)	707-565-7100	Animal Control

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Annual Updates (B) Disaster Procedures - Section: Disaster Plan Incident Command Staff Assignments & Responsibilities General Staff: Section Chief Assignments General Staff: Section Team Leader/Alternates/Team Members General Staff: Buddy Assignments Pre-designated Emergency Station Locations (E) Sexual Harassment Policies - Title IX Officer (as needed) (H) A Safe and Orderly School Environment Conducive to Learning (EC355294.2) - Component 1-3 Incident Command Team Responsibilities (SEMS) Staff Training Exercise Design Worksheet for Staff Training (Attachment N) Safety Plan Appendices Update responsible persons & their titles in Incident Command System Chart	Updated annually starting March 12, 2023	
Maps/Schedules/list/form updates: Maps (as needed) Staff Release Order List Emergency Drill Schedule/Line-Up Areas Staff Emergency Contact - Medical Information	Updated annually starting in March 12, 2023	Emergency Action Plan

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
<p>Emergency Supplies (H) A Safe and Orderly School Environment Conducive to Learning (EC355294.2) - Component 3 Update Emergency Supplies inventory/Go Kits Replenish any missing supplies, dead batteries or expired items. Research new supplies</p> <p>Evacuation &amp; Post-emergency Procedures Post emergency procedures by doors (LockDown, Emergency Numbers, Evacuation Map)</p> <p>Emergency Contacts Update individuals and contact information found on emergency contact charts. (B) Disaster Procedures - Section: Disaster Plan</p> <p>Student Information Update list of students with medical needs (binder) Update list of students' emergency information Update list of students with disabilities - ensure students have special evacuation procedures established if special assistance is required during an evacuation such as noise-canceling headphones in the emergency bag and classroom assistant available to support students.</p> <p>Documentation &amp; Recordkeeping (Attachment G) Ensure the necessary records are properly maintained Update Student Release forms as needed (Attachment G)</p>	<p>Update annually &amp; Securely maintained starting August 1, 2022</p>	<p>Emergency Action Plan</p>
<p>Safety Plan reviewed and approved by SSC</p>	<p>Annually in April-May Starting April, 2024</p>	<p>SSC Minutes</p>
<p>Safety plan approved by law enforcement and fire department</p>	<p>Annually starting July 1, 2024</p>	<p>Signature page attached</p>
<p>Safety Plan amended to include an updated ICS staff chart with current school staff</p>	<p>Annually starting August 1, 2024</p>	<p>Attached in the Incident Command System section</p>
<p>Safety Plan reviewed by Staff</p>	<p>Annually starting August 1, 2024</p>	<p>Staff Meeting Minutes</p>
<p>Youth Truth climate survey report reviewed by SSC</p>	<p>Annually in the Spring when report is received Starting February 2025</p>	<p>SSC Minutes</p>
<p>CA Dashboard report reviewed by SSC with attendance &amp; discipline</p>	<p>Annually when the report is made available</p>	<p>SSC Minutes</p>
<p>Documentation of Dashboard data for suspension/discipline to compare 2023-24 data versus 2024-25 data</p>	<p>Annually starting in 2025</p>	<p>SSC minutes and attached to this report</p>

**Santa Rosa High School Incident Command System**



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Our Comprehensive Site Safety Plans are written in the format of the Incident Command System. We must operationalize ICS with any person being able to do any job at any time. The Santa Rosa City Schools ICS is available within our "Safety--Comprehensive Framework" on the shared drive.

### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

Step One: Identify the Type of Emergency  
Refer to the Essential 5 Emergency Response Guidelines

### **Step Two: Identify the Level of Emergency**

Step Two: Identify the level of Emergency  
Initiate the Incident Command System relevant to the Emergency Response

### **Step Three: Determine the Immediate Response Action**

Step Three: Determine the Immediate Response Action  
Engage the Incident Command team appropriate to the situation

### **Step Four: Communicate the Appropriate Response Action**

Step Four: Communicate the Appropriate Response Action  
Inform all relevant stakeholders based on the Emergency Tree  
Collaborate with district PIO to create messaging for staff, students and parents

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

#### Aircraft Crash

Immediately engage the "Shelter in Place" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

If aircraft crashes on or near school buildings, or if an explosion erupts inside the school, teachers give the DROP, COVER, AND HOLD command to protect children against blast and falling objects.

Teachers take immediate action to remove children from assembly areas and follow the evacuation procedures.

Staff performs necessary rescue measures to help injured or trapped students.

Call police and fire departments.

The principal ensures that students and staff are kept at a safe distance from aircraft in danger of possible explosion.

The principal advises parents of the release of students to an alternate location.

The principal notifies the Superintendent/ District Emergency Preparedness Director.

### **Animal Disturbance**

#### Animal Disturbance

Evaluate and consider engaging the "Shelter in Place" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

The first consideration is the safety of the pupils and personnel.

Isolate the pupils from the animal.

If an animal is outside, keep pupils inside.

If an animal is inside; keep pupils outside or in some other sheltered area.

Call the office to report.

The principal notifies the Superintendent/ District Emergency Preparedness Director.

### **Armed Assault on Campus**

#### Armed Assault on Campus

Immediately engage the "Lockdown" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

#### Profile of an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Characteristics of an Active Shooter situation

Victims are predominately selected at random

The event is unpredictable and evolves quickly

Unless confronted, law enforcement is required to resolve the violent situation

#### Coping with an Active Shooter situation

Be aware of your environment and any possible dangers

Take notes of the two nearest exits in any facility/location you enter

If you are in an office and can't escape, stay there and secure/barricade the door

Attempt to take the Active Shooter down as a last resort

In a dynamic drill where students are outside of their classroom during recess, break, passing period or lunch, each student will report to a designated site area according to their drill plan.

#### Active Shooter Procedures

##### INSIDE

##### RUN...

- Know where the threat is and run away from it
- Know your escape routes
- Leave your belongings behind
- Take your cell phone
- Keep hands visible for responding Law Enforcement

##### HIDE...

- Call 911 for assistance if possible
- Lock and barricade door(s)
- Cover windows, close blinds, and curtains
- Tell students to be quiet and silence cell phones
- Stay low to the ground and hide away from windows
- Spread out (if possible)
- Be prepared to FIGHT
- Call 911 and notify the District Superintendent/District Emergency Preparedness Coordinator when it is safe to do so.
- Information to provide to Law Enforcement or 911 Operator
- The specific location of the active shooter
- Number of Shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

##### FIGHT...

- As a last resort and only when your life is in imminent danger
- If an intruder comes in the classroom, be prepared to fight
- Use a weapon (fire extinguisher, chair, books, etc.)
- Use your surroundings to create distractions: yelling, trip hazards, throwing items, turning off lights, putting furniture in front of the door

##### OUTSIDE

- If shots fired - immediately "Drop and cover"
- If it is safe, move away from the shooting
- How to respond when Law Enforcement Arrives
- Remain calm and follow instructions
- Remove any items in your hands (i.e., cell phones, bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating
- The principal notifies the Superintendent/District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.
- The principal advises parents of the release of students to an alternate location when it is safe to do so.

#### **Biological or Chemical Release**

##### Biological or Chemical Release

Immediately engage the "Shelter in Place" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

Stay indoors, do not attempt to evacuate the building until instructed to evacuate.  
Shut all doors and windows, use duct tape (from Red Emergency bags) to seal off all seams on the doors and windows. 3. The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

The principal arranges for the evacuation of students and staff to a safe location if warranted.  
The principal advises parents of the removal of students to an alternate location.  
Students released to parents from alternate/safe locations.

All teachers have a RED emergency bag in their classroom that includes an updated annual emergency release information (teachers update from the Student Information System (SIS) assuring that children are released to parent/guardian approved individuals.)

### **Bomb Threat/ Threat Of violence**

Bomb Threat/ Threat Of violence

Immediately engage the "Secure the Campus" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

If a threat by telephone comes directly to a school

The person receiving a call should attempt to keep the caller on the telephone as long as possible and alert someone else by a prearranged signal so they can get on an extension and notify the telephone company to trace the call. \* Dial "911" -- tell operator, 'This is (name of the caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is ( ). Please trace the call."

\* Give any additional information needed by the operator. This must be done quickly. (The call cannot be traced once the caller has hung up.)

The principal/designee notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

Try to determine if the caller is a student or an adult. If it is a student, it may be easier to discover identity.

The principal shall determine whether to evacuate the building(s) threatened.

Upon a decision to evacuate (principal and law enforcement), if one specific building has been threatened, it should be evacuated along with adjoining buildings and a search should be instituted by office staff.

Avoid the use of the general alarm, if possible.

Use the personal notification by designated persons or the PA system to evacuate the threatened rooms.

If it is necessary to evacuate the entire school, use the fire alarm.

Students and staff will return to the buildings only when they have been cleared by Law Enforcement and the Principal or designee has authorized the reoccupation and return to classrooms upon hearing the ALL CLEAR through the PA system.

The principal may also decide to call the fire department or police, if, in his/her opinion, it is warranted.

The principal notifies parents of the situation.

If students have been removed to an alternate/safe location for pick up.

Resume school after the building(s) have been inspected and determined safe by proper authorities.

Do not publicize the threat any more than necessary.

\*A written threat should be turned over to the police department.

\*\*Individual receiving the call should complete the Bomb Threat Report

### **Unsafe School Conditions**

\* If the school becomes unsafe, move students to a closest suitable alternate shelter.

Location:

Primary and secondary reunification/evacuation sites are shared with Santa Rosa Fire & Police

Procedure for movement to shelter:

Walking or bus transportation depending on the emergency

**Bus Disaster****BUS DRIVERS/SCHOOL STAFF**

Immediately engage the appropriate emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

Supervise the care of children if an emergency occurs while children are on the bus.

Issue DUCK, COVER AND HOLD command if an earthquake or surprise attack occurs while children are on a bus.

Transfer students to new locations, when directed by the principal.

The principal notifies parents.

The principal notifies the Superintendent/ District Emergency Preparedness Director.

**Disorderly Conduct**

A civil disturbance is an unauthorized assemblage on the school grounds with the potential to disrupt school activities; cause injury to staff and students; and/or damage property.

Immediately engage the "Secure the Campus" emergency response from Essential 5 and initiate the Incident Command System.

When safe to do so, initiate the Emergency Communication

Precautionary measures must be taken to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students in their classrooms.

The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

**Inside School****STAFF ACTIONS:**

Report disruptive circumstances to principal/sit administrator.

Avoid arguing with the participant(s).

Have all students and staff leave the immediate area of disturbance.

Lock doors. Account for all students and remain in the classroom unless instructed otherwise by the principal or Law Enforcement.

Stay away from windows and exterior doors.

**PRINCIPAL/DESIGNEE ACTIONS:**

If the students are engaging in civil disobedience, keep the students confined to one room in the school building.

Set up a communication exchange with the students, staff, and principal. Try to restore order.

If unable to calm students and violent or uncontrolled behavior is probable, notify police of the situation and request assistance.

Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

**Outside of School****PRINCIPAL/DESIGNEE ACTIONS:**

Call 911.

Move any students who are outside the school building inside. If unable to do so, have students lie down and cover their heads.

Once students are in the school building, lock and secure all exterior doors, including restrooms. Have custodians remove trash containers and other burnable items from public access.

Cancel all outside activities.

Maintain an accurate record of events, conversations, and actions.

Assign staff members to assist as necessary.

**STAFF ACTIONS:**

Close and lock classroom doors. Close all curtains and blinds. Keep students away from windows and take precautions to protect them from flying glass in the event windows are broken.  
Instruct students to DUCK, COVER AND HOLD, lie on the floor and keep students calm.  
Care for the injured, if any.  
Remain with students within locked classrooms until ALL CLEAR is announced over the PA system, regardless of bells and the school schedule.

## **Earthquake**

Earthquake:

Immediately engage the “Drop, Cover and Hold On” emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

1. Personally execute Action DROP, COVER AND HOLD upon the first indication of the 'quake.
2. At the conclusion of the initial tremors, teachers will lead students in evacuating the building and proceeding to the their assigned rally points.

The principal notifies the Superintendent/ District Emergency Preparedness Director.  
The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

### **Mitigation**

- Assess existing or potential hazards on and off campus
- Identify nonstructural hazards on campus and develop a plan of action to address the hazards

### **Preparedness**

- Establish and Train in NIMS/SEMS and ICS
- Conduct Drills for Students and Staff in Drop/Cover/Hold
- Conduct Evacuation Drills for Students and Staff
- Conduct Drills for Students, Staff and Family in the Student Release Procedures
- Coordinate, plan and train with Law Enforcement and Fire
- Acquire emergency equipment and supplies
- Coordinate with SCOE S.O.S. Crisis Response Team

### **Response**

- Evacuate buildings and the school campus if necessary
- Release students as needed
- Initiate search and rescue efforts as needed
- Handle triage, medical aid, and mental health emergencies as needed

### **Recovery and Reconstruction**

- Assess building and campus safety and damage
- Identify contacts for support as needed
- Mobilize the Crisis Response team as needed
- Make plans to relocate classes and other academic business at an alternate site as needed
- Track costs to delineate expenditures
- Debrief
- Update plan as needed

### **Explosion or Risk Of Explosion**

Immediately engage the “Drop, Cover and Hold On” emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

Personally execute Action DROP, COVER AND HOLD upon the first indication of the explosion.

If the explosion occurred within the school buildings, immediately upon passage of the blast wave, initiate Action LEAVE BUILDING.

Threat of Explosion

Initiate Action LEAVE BUILDING.

Responsibility of Principal, Lead Teacher or School Office Manager

Unsafe School Conditions

\* If SRHS becomes unsafe, move students to a closest suitable alternate shelter.

Location: Santa Rosa Junior College Softball Field

The principal notifies the Superintendent/ District Emergency Preparedness Director.

The decision to evacuate students off-site depends on the situation and will be made by the

Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

### **Fire in Surrounding Area**

Immediately evaluate the situation and potentially engage the “Secure the Campus” emergency response from Essential 5 and initiate the Incident Command System. If needed, engage the “Evacuate” emergency response from the Essential 5. When safe to do so, initiate the Emergency Communication Tree.

Each classroom and facility on the campus has a functioning fire extinguisher and a manual pull switch to activate the fire alarm. In addition, evacuation routes are posted by the exits in each classroom. For the protection of all occupants on campus in case of a fire, the following evacuation procedures have been established should there be a need to EVACUATE off-site.

1. The set alarm is distinctive and recognizable as a signal to evacuate. The evacuation alarm signal is continuous. The PA system can also be used to EVACUATE. EVACUATION - xx909 - signal is audible and consists of a pre-tone, voice message ENG/SPN (EVACUATE), post-tone sequence repeated 2 times, scrolling text until stopped in ENG/SPN (!!! Evacuate !!!), flashing lights go on.
2. Order a verbal evacuation if the fire alarm does not sound.
3. Notify emergency responders, Call 911.
4. Notify the Superintendent/ District Emergency Preparedness Director of the evacuation and location.
5. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
6. Everyone should clear the building immediately. WALK - Do not run.
7. Teachers will supervise egress from the classrooms into the designated Evacuation Areas according to the Emergency Evacuation Routes marked on the maps posted in every classroom and office. The teacher leaves the classroom last closing doors (not locked) and if safe windows.
8. If heavy smoke is present, crawl or stay near the floor for breathable air.
9. In the case of FIRE ONLY, close the doors upon evacuating.

If there is no need to evacuate the following procedures have been established.

Air Quality

1. Air Quality Index located on the SRCS District website will be used to determine if activities should be moved indoors.
2. The Principal will communicate to staff and students via the PA System when activities will remain indoors.
3. The Principal will communicate to parents that students are safe and due to the air quality activities will resume and remain indoors.
4. The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

### **Fire on School Grounds**

Emergency- Fire on School Grounds

Immediately engage the “Evacuate” emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

Each classroom and facility on the campus has a functioning fire extinguisher and a manual pull switch to activate the fire alarm. In addition, evacuation routes are posted by the exits in each classroom. For the protection of all occupants on campus in case of a fire, the following evacuation procedures have been established should there be a need to EVACUATE off-site.

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2. Order a verbal evacuation if the fire alarm does not sound.
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5. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
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8. If heavy smoke is present, crawl or stay near the floor for breathable air.
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If there is no need to evacuate the following procedures have been established.

#### Air Quality

1. Air Quality Index located on the SRCS District website will be used to determine if activities should be moved indoors.
2. The Principal will communicate to staff and students via the PA System when activities will remain indoors.
3. The Principal will communicate to parents that students are safe and due to the air quality activities will resume and remain indoors.
4. The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.

#### Flooding

Immediately evaluate the situation and potentially engage the “Shelter in Place” emergency response from Essential 5 and initiate the Incident Command System. If needed, engage the “Evacuate” emergency response from the Essential 5. When safe to do so, initiate the Emergency Communication Tree.

Flooding could threaten the safety of students and staff whenever stormwater or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as drains. If weather-related, an alert message will be broadcast over the weather radio station. In the event of a flood, the following guidelines should be followed as much as possible:

#### Incident Commander

1. Determine if evacuation is required.
2. Notify the Superintendent/ District Emergency Preparedness Director of intent to evacuate, the location of the safe evacuation site and the route to be taken to that site.
3. The decision to evacuate students off-site will be made by the Principal/Superintendent/and/or District Emergency Preparedness Director.
4. Instruct on the means of which students will be evacuated to a safer location. Other guidelines should be kept in mind if students are going to be transported by buses or cars.
5. Post a notice on the office door stating where the school has relocated and inform the relocation site to the Superintendent/ District Emergency Preparedness Director.
6. Monitor local radio and television stations for flood information.

7. Delegate a search team if students or staff have been determined to be missing.
9. Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

#### General Staff:

1. If warranted, evacuate students using an evacuation plan.
2. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
3. Teachers will supervise egress from the classrooms into the designated Evacuation Area according to the established Emergency Evacuation Routes marked on the maps posted in every classroom and office.
4. Teachers will take their roll books to the evacuation site, take roll, and complete an attendance report.
5. Teachers will submit a report and identify any missing student(s), Staff Buddies, or other Staff to the Evacuation Area Lead.
6. If students or staff have been determined to be missing, a search & rescue team will conduct their duties.
7. Follow the Student Request and Release Procedures, if school dismissal is warranted by the Superintendent/ District Emergency Preparedness Director.

Students and staff will be notified if and when it is safe to return to the school site and/or building under the direction of emergency responders and in consultation with the Principal/Designee/Superintendent/District Emergency Preparedness Director. Do not return to the school building until it has been inspected and determined safe by property authorities.

#### Heat (Excessive) and Air Quality

Immediately evaluate the situation and potentially engage the "Shelter in Place" emergency response from Essential 5 and initiate the Incident Command System. If needed, engage the "Evacuate" emergency response from the Essential 5. When safe to do so, initiate the Emergency Communication Tree.

There are days where the city of Santa Rosa will experience record high temperatures during a week and the National Weather Service will place the city in an Excessive Heat Warning. As a result, leaders at our school sites will follow the Excessive Heat Warning/Heat Advisory and Air Quality guidelines regarding recess, physical education, and outdoor sports. The health and safety of our students and staff are our top priority. The heat and air quality will be closely monitored and decisions on the level of activities will be guided by our local and state guidelines.

Using the location's "HeatRisk" level. Cancel all outdoor and unconditioned indoor activities when the HeatRisk level is Red or Magenta during the heat of the day. Find your HeatRisk level here: [NWS HeatRisk forecast](#) (for details, see grid on next page). If in doubt, cancel. Charts are attached.

Other heat advisory related resources that may be helpful:

Santa Rosa City Schools Heat & Air Quality Advisory:

<https://drive.google.com/file/d/1zHoNMWJHkyOAqIYUJeHAswsG7fKUSI13/view?usp=sharing>

NWS HeatRisk forecast web page: <https://www.wrh.noaa.gov/wrh/heatrisk/>

California Department of Education (CDE) Excessive Heat web page: <https://www.cde.ca.gov/ls/ep/extremeheat.asp>

Centers for Disease Control and Prevention Tips for Preventing Heat Related Illness web page:

<https://www.cdc.gov/disasters/extremeheat/heattips.html>

California Interscholastic Federation Heat Illness web page: [https://cifstate.org/sports-medicine/heat\\_illness/index](https://cifstate.org/sports-medicine/heat_illness/index)

#### Loss or Failure Of Utilities

Notify the District Superintendent

Unexpected equipment failure causing loss of power, failure of utilities or deliberate power outages, due to excessive rain, heat or cold weather conditions, has the potential to affect our schools.

#### During the School Day

If a power outage occurs during school hours, students will remain at school until the end of the school day. All after school activities and programs for that day will be canceled.

Schools will assess food preparation facilities, estimate the number of persons requiring shelter and for what period of time, assess the adequacy of available water, food, blankets, and other supplies, and control conservation of water. In addition, they will establish a list of all persons on campus and determine any special needs, report additional equipment and supply needs to the District Emergency Operations Center (EOC) and set up portable latrines as needed.

#### Before the Start of the School Day

If the loss of power is before the start of school hours, the Superintendent will make the decision to close schools before 5:30 am and send a communication through Parent Square. The principal can also send a message via the message system to the school community (parents and staff) in English and Spanish.

The SRCS District Office may also choose to send a message to the school community if multiple sites will be closed due to the loss or failure of utilities.

School closure and event cancellation is ultimately a school district-by school decision based on local conditions.

#### **Motor Vehicle Crash**

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

#### PRINCIPAL/DESIGNEE ACTIONS:

Notify the police and fire department (CALL 911).

Determine immediate response procedures, which may include EVACUATION or OFF-SITE EVACUATION which may include the use of busses or alternate transportation.

Arrange for first aid treatment and removal of injured occupants from the building.

Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive.

Ensure that students and staff remain at a safe distance from the crash.

Account for all building occupants and determine the extent of injuries.

Notify the Superintendent/ District Emergency Preparedness Director.

The decision to relocate students will be made by Law Enforcement/Principal/Superintendent/District Emergency Preparedness Director.

Follow the Student Request and Release Procedures if school dismissal is warranted by the Office of the Superintendent/ District Emergency Preparedness Director.

The principal advises parents of the removal of students to an alternate location.

Students released to parents from alternate/safe location.

#### STAFF ACTIONS:

Notify Principal

Move students away from the immediate vicinity of the crash.

EVACUATE student to the evacuation assembly/safe area away from the crash. Take the class list and red emergency backpack.

Check the school site to assure that all student have evacuated.

Take attendance at the evacuation assembly area

Report missing students (pink form) to the principal/designee and emergency response personnel.

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

Care for the injured, if any.

Escort students back to the school site when emergency response officials have determined it is safe to return to the building.

(All teachers have a RED emergency bag in their classroom that includes an updated annual emergency release information (teachers update from the Student Information System (SIS) assuring that children are released to parent/guardian approved individuals.)

School closure and event cancellation is ultimately a school district-by school district decision based on local conditions.

## **Pandemic**

**For the most current information please use the Santa Rosa City Schools' website under: COVID-19 Information (<https://www.srcschools.org/Page/4485>)**

## **Psychological Trauma**

When a staff or student experiences Psychological Trauma, certain mental health symptoms may appear. Possible symptoms include the following: hallucinations, extreme paranoia, impaired judgment that may lead to unsafe decision-making and dangerous behavior (to self or others), incoherent or disjointed speech and self-injurious behavior such as: hitting the head, cutting self. Attempts should be made to use de-escalation strategies, calming techniques (e.g., deep breathing), and to implement behavior plans, crisis plans or strategies in IEP, if in place.

### **PRINCIPAL/DESIGNEE ACTIONS:**

Keep the individual under continuous adult supervision.

Keep the individual on campus until the parent/guardian has been notified.

Arrange appropriate support services for the necessary care of the individual.

If the individual actively displays dangerous behavior or there is a reason to believe the student cannot be safely transported, call agencies as appropriate to coordinate emergency mental health services (e.g., mental health facilities, juvenile court, law enforcement).

School progression (psychologist, counselor, social worker, nurse) should recommend the next steps to the principal. The next steps may include:

Provide parents/guardian with the names and phone numbers of mental health resources

Recommend that the parents/guardian make an immediate contract with a therapist.

Request that the parents/guardian to sign release forms to allow two-way communication between the school and the treating agency.

Make a follow-up check with the treating agency, family and student as appropriate, to ensure that appropriate care has been arranged.

Provide follow-up collaborative support for the student and parents (as indicated) within the school.

Develop a safety plan prior to the student's return to school.

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

### **STAFF ACTIONS:**

Take immediate action to isolate the individual and provide safety to the student body. Do not leave the irrational individual alone.

Notify principal/designee

Notify school nurse, school psychologist, counselor or social worker.

Protect the individual from injury.

## **Suspected Contamination of Food or Water**

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in the proximity of food or water supplies or suspicion of possible food/water contamination. Indicators of the contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illness.

### **PRINCIPAL/DESIGNEE ACTIONS:**

CALL 911

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

Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated, the quantity and character of products consumed and other pertinent information.

Provide a list of potentially affected students and staff to responding authorities.

Provide staff with information on possible poisonous materials in the building.

Notify District Superintendent/District Emergency Preparedness Director of situation and number of students and staff affected.

**STAFF ACTIONS:**

Notify principal/designee

CALL the POISON CENTER HOTLINE 1-800-222-1222.

Administer first aid as directed by the poison information center.

Seek additional medical attention as needed.

**PREVENTATIVE MEASURES:**

Keep poisonous materials in a locked and secure location.

Post the Poison Control Center emergency number in the front office, school health room (located in the main office) and on all phones that can call outside.

Post the names of building personnel who have special paramedic, first aid training or other special lifesaving or life-sustaining training.

**Tactical Responses to Criminal Incidents**

Emergencies - Tactical Responses to Criminal Events

Immediately engage the "Lockdown" emergency response from Essential 5 and initiate the Incident Command System. When safe to do so, initiate the Emergency Communication Tree.

.(e) (1) When a principal or his or her designee verifies through local law enforcement officials that a report has been filed of the occurrence of a violent crime on the school site of an elementary or secondary school at which he or she is the principal, the principal or the principal's designee may send to each pupil's parent or legal guardian and each school employee a written notice of the occurrence and general nature of the crime. If the principal or his or her designee chooses to send the written notice, the Legislature encourages the notice to be sent no later than the end of business on the second regular workday after the verification. If, at the time of verification, local law enforcement officials determine that notification of the violent crime would hinder an ongoing investigation, the notification authorized by this subdivision shall be made within a reasonable period of time, to be determined by the local law enforcement agency and the school district. For purposes of this section, an act that is considered a "violent crime" shall meet the definition of Section 67381 and be an act for which a pupil could or would be expelled pursuant to Section 48915.

(2) Nothing in this subdivision shall create any liability in a school district or its employees for complying with paragraph (1).

(f) (1) Notwithstanding subdivision (b), a school district or county office of education may, in consultation with law enforcement officials, elect to not have its school site council develop and write those portions of its comprehensive school safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site. The portions of a school safety plan that include tactical responses to criminal incidents may be developed by administrators of the school district or county office of education in consultation with law enforcement officials and with a representative of an exclusive bargaining unit of employees of that school district or county office of education, if he or she chooses to participate. The school district or county office of education may elect not to disclose those portions of the comprehensive school safety plan that include tactical responses to criminal incidents.

(2) As used in this article, "tactical responses to criminal incidents" means steps taken to safeguard pupils and staff, to secure the affected school premises, and to apprehend the criminal perpetrator or perpetrators.

(3) Nothing in this subdivision precludes the governing board of a school district or county office of education from conferring in a closed session with law enforcement officials pursuant to Section 54957 of the Government Code to approve a tactical response plan developed in consultation with those officials pursuant to this subdivision. Any vote to approve the tactical response plan shall be announced in open session following the closed session.

(4) Nothing in this subdivision shall be construed to reduce or eliminate the requirements of Section 32282.

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district

administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

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

Note: "Lockdown," like "Drop, Cover, and Hold On" can be initiated by a teacher or employee in response to violent behavior, shots fired, or any other activity that threatens the safety of students and staff. When initiated by a teacher or employee, it is their responsibility to get a message to the school office about the nature of the incident, when it is safe to do so.

### **Unlawful Demonstration or Walkout**

In California, student protests are protected under the First Amendment and California Education Code, ensuring students' rights to free speech and expression, but these rights are not absolute and can be limited if protests disrupt school operations or incite unlawful acts.

Per EdCode EDC § 48205, a student has the right to engage in a political protest:

(12)(A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.

(B)(i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.

(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

Administration will respond to student protest per Board Policy 5131.4.

### **Wildland/Urban Interface Fire**

Immediately evaluate the situation and potentially engage the "Secure the Campus" emergency response from Essential 5 and initiate the Incident Command System. If needed, engage the "Evacuate" emergency response from the Essential 5. When safe to do so, initiate the Emergency Communication

- During: Identify and take protective measures to protect the health of the whole school community, including students, faculty, staff members, families, and visitors.
- After: Ensure proper cleanup of the site.

During a wildfire

- Communicate the needs and status of school to the district who will communicate with the local EOC and state education agency.
- Communicate school status continually (e.g., 2 to 3 times a day via social media, each morning on website) with students and families, even if to say there is no change in status.

Keep detailed records of the entity's response and recovery, including the events and expenses incurred. Documentation that describes the who, what, when, where, why, and how much for each item of recovery work can help with later reimbursement of expenses.

Wildfires or Wildland/Urban Interface Fires have occurred almost on a yearly basis around Sonoma County and or nearby local counties and schools may have a lot of warning about a wildfire that may affect their location, or they may have very little time to respond. In the response phase, the principal or school district will:

1. Follow the directions of emergency responders and the local public health department. If the entity is not in immediate danger from a wildfire, officials may recommend the campus shelter-in-place or take other actions (e.g., curtail outdoor activities). Schools, however, should be prepared to take other actions, such as evacuate. As always, educational staff members do not have to wait for instructions from local officials to respond—they should do whatever is needed to protect their students, staff members, and faculty.
2. Regularly monitor the following:
  - o The situation via community partners (e.g., local emergency management and public health department). Air quality may be provided on a state or local government's website or [airnow.gov](http://airnow.gov), including its link to current fire conditions. Current fire locations and their perimeters are provided on this U.S. Geological Survey tool. Some areas of the country are also able to sign up for air quality alerts.
  - o The health of students, staff members, and faculty, especially those who have respiratory problems. Consider using portable air cleaners in designated rooms. Air quality will probably be better in rooms that have fewer doors and windows.
3. Implement ICS, if necessary.
4. Provide Psychological First Aid (PFA). PFA is an early, brief, and focused intervention that can help reduce the social and emotional distress of children and adults after traumatic events. More information on Psychological First Aid for Schools (PFA-S), which is an evidence-informed intervention specifically designed to assist students, staff, and families, can be found in a REMS TA Center Web page Psychological First Aid for Schools (PFA-S), Helpful Hints publication Psychological First Aid (PFA) for Students and Teachers: Listen, Protect, Connect—Model & Teach, and Webinar Implementing Psychological First Aid (PFA) in School and Postsecondary Settings.
5. Plan for managing donations and volunteers. If the school or IHE is directly affected by a wildfire, and especially if the incident garners a lot of media attention, the entity will need to manage volunteers who want to help the school/IHE and/or provide donations. Systems and processes should be identified and created before an incident. More information is provided in this REMS TA Center Webinar and fact sheet.
6. Keep families informed about the situation (including resources and psychological support available to them) and campus openings, closings, and delayed opening times.

It is important for the district to constantly monitor the status of these fires as well as the air quality. Students should remain indoors away from the smoke and ash debris.

#### Air Quality

1. The Air Quality Index located on the SRCS District website will be used to determine if activities should be moved indoors.
2. The principal will communicate to staff and students via the PA System when activities will remain indoors.
3. The principal will communicate to parents that students are safe and due to the air quality activities will resume and remain indoors.
4. The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.



**Emergency Evacuation Map**




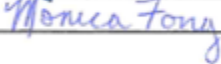


# Comprehensive School Safety Plan


## 2025-2026 School Year

**School:** Santa Rosa High School-see attachment  
**CDS Code:** 49709204936803  
**District:** Santa Rosa High  
**Address:** 1235 Mendocino Ave.  
 Santa Rosa, CA 95401  
**Date of Adoption:** 2025-2026  
**Date of Update:** April 6, 2025  
**Date of Review:**  
 - with Staff April 8, 2025  
 - with Law Enforcement  
 - with Fire Authority

**Approved by:**

Name	Title	Signature	Date
Pete Parkinson	SSC Chair		4/10/2025
Dr. Monica Fong	Principal		4/14/25
Paul Lowenthal (signed on separate page)	SRFD - Division Chief Fire Marshal		
Matt Crosbie (signed on separate page)	SRPD - Sergeant		

*EAAC Committee*

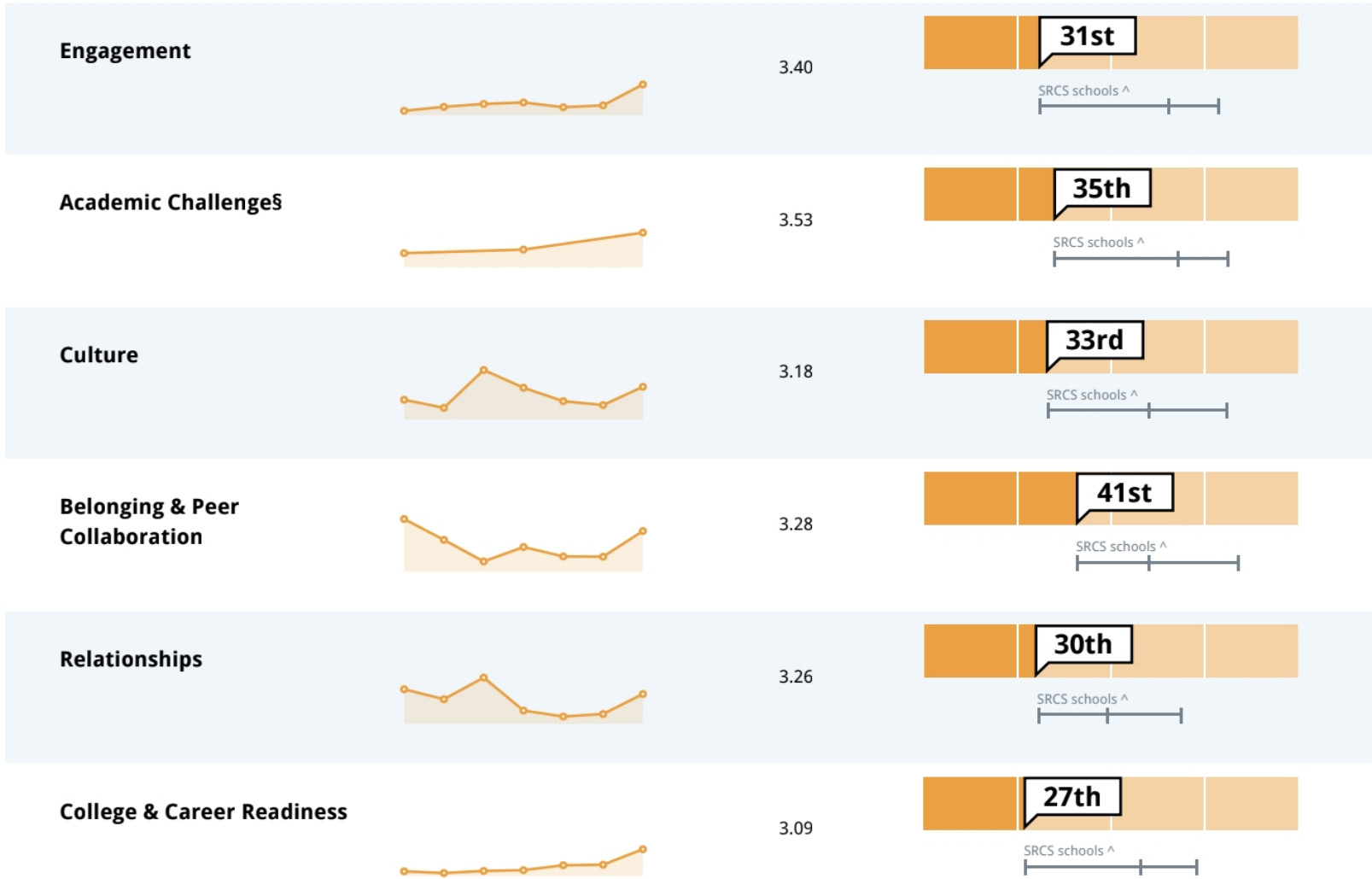
*Ben Jue* 4/14/25  
*Martin Garcia* 4/14/25  
 4/14/25

Key Measures

Trend Data 

Average Rating 

Percentile Rank 



# EMERGENCY RESPONSE ACTIONS



## 1. SHELTER IN PLACE

Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife.

- Close doors & windows
- Monitor communications
- Students/Staff remain in room & continue class as “normal”
- Call office/campus supervisors if assistance is needed
- No Students IN/OUT of class unless essential & safe (\*supervision required)
- Shut off air conditioner/heater if warranted



## 2. DROP, COVER & HOLD ON

Implement during an earthquake or explosion to protect occupants from flying and falling debris.

- Drop to the ground
- Take cover under a sturdy desk or table
- Hold on until shaking stops
- If no cover available, protect your head and neck with your arms
- Stay away from windows and objects that could fall
- Evacuate when safe, if there is damage to the building



## 3. SECURE THE CAMPUS

Initiate for a potential threat of danger in the surrounding community.

- Lock Doors/Windows/Halls/Gates
- Windows covered at staff discretion
- Remain in classroom and continue class as “normal”
- No students IN/OUT of class unless essential & safe (\*supervision required)
- Monitor communications
- Students remain in class until “ALL CLEAR”



## 4. LOCKDOWN/BARRICADE

Initiate for an immediate threat of danger to occupants of a campus or school building.

- Lock Doors/Windows & Halls/Gates if safe
- Do not open the door for anyone
- Close Blinds/Cover Windows/Lights Off
- Hide & Protect. No people In/Out of Class (not even for the restroom)
- Silence electronics & phones, may text parent/guardian location & status
- Monitor communications
- If immediate threat- Run to safety if able to escape & keep hands visible



## 5. EVACUATION

Implement when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to a pre-determined safe location.

- Take account of unique needs of individuals with access and functional needs
- If appropriate, bring your keys, emergency kit, roll sheets, and radio with you when you exit the building
- Follow evacuation route & procedure for safe exit
- Report to pre-assigned gathering location
- Take roll and report missing students, student injury, or surplus students/staff to administrator
- Run, Hide, Fight if necessary

THE ESSENTIAL  
**FIVE**

Emergency Response Actions



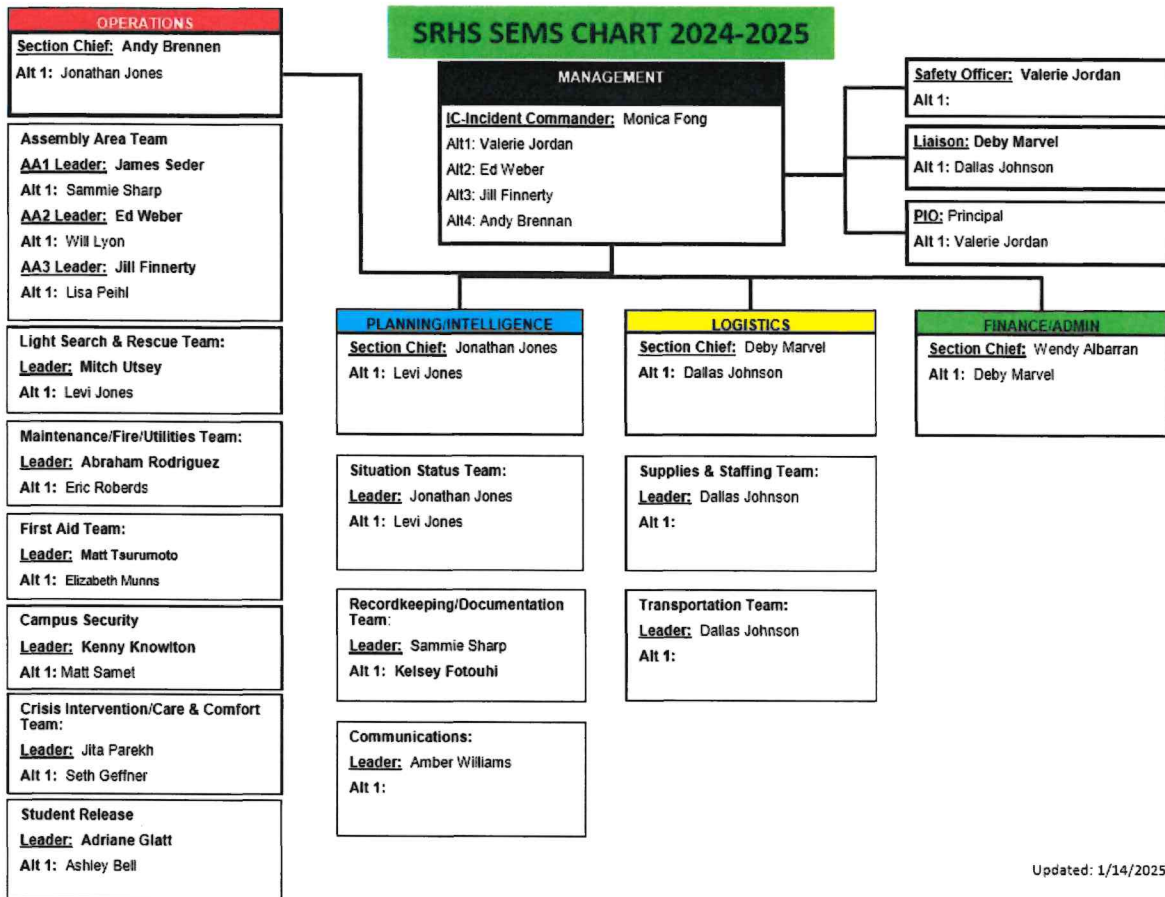
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Office of Education

**RESIG**

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Last Update November 2024

# Santa Rosa High School Incident Command System



## Incident Command Team Responsibilities

### Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

### Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to