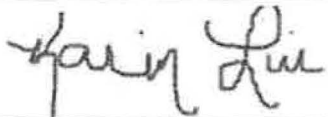

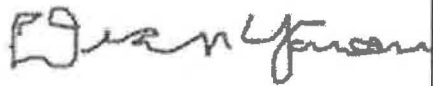
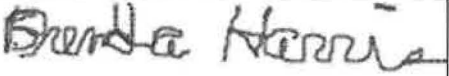


# Comprehensive School Safety Plan

**2022-23  
School Year**

**School:** Woodland Adult Education  
**CDS Code:** 57 72710 5738703  
**District:** Woodland Joint Unified School District  
**Address:** 575 Hays Street  
Woodland Adult Education  
**Date of Adoption:** September 23, 2022

**Approved by:**

Name	Title	Signature	Date
Karin Liu	Principal		9/23/2022
Lena Yamasaki	Office Coordinator		9/23/2022
Dean Yamasaki	Dean Yamasaki Adult Basic Education, Adult Independent study, and High School Equivalency Teacher & Secondary Department Chair		9/23/2022
Brenda Harris	ESL Level 4 and Adult Independent Study Teacher		9/23/2022

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## Important Emergency Numbers

### FOR ANY EMERGENCY

#### Community Numbers

Police Department ( <i>non-emergency</i> )	530-666-2411
Yolo County Sheriff ( <i>non-emergency</i> )	530-666-6612 530-666-8282
Poison Control	1-800-222-1222
Child Protective Services	530-669-2345
Fire Department ( <i>non-emergency</i> )	530-661-5860

#### District Numbers

Superintendent's Office	530-406-3202
Business Services	530-406-3220
Human Resources	530-406-3208
Ed Services	530-406-3241
Student Services	530-406-3178
M&O	530-406-5930
Food Services	530-406-5956
Technology	530-406-3100

### 9-911

#### School Numbers

##### Elementary Schools

Preschool	530-406-5951
Beamer Elementary	530-662-1769
Dingle Elementary	530-662-7084
Freeman Elementary	530-662-1758
Gibson Elementary	530-662-3944
Maxwell Elementary	530-662-1784
Plainfield Elementary	530-662-9301
Sci-Tech Charter at KL	530-735-6435
Spring Lake Elementary	530-406-5899
Tafoya Elementary	530-666-4324
Whitehead Elementary	530-662-2824
Woodland Prairie	530-662-2898
Zamora Elementary	530-666-3641
K-8 Home Study	530-661-2568

##### Middle Schools

Douglass Middle School	530-666-2191
Lee Middle School	530-662-0251

##### High Schools

Pioneer High School	530-406-1148
Woodland High School	530-662-4678
Cache Creek High School	530-662-4331
Independent Learning Center	530-666-0264

##### Alternative Educational Settings

Community Day School	530-406-3178
Adult Education	530-662-0798

## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

<https://adulthood.wjusc.org/> (Pending Approval)

A copy of the Comprehensive School Safety Plan is available for review at .

### **Safety Plan Vision**

To maintain a safe and healthy working and learning environment for staff and students by fostering a culture based upon support, communication, awareness, and safety education.

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

### Woodland Adult Education Safety Committee

#### Assessment of School Safety

Woodland Adult Education (WAE) Principal routinely monitors the campus and classrooms to look for any potential safety concerns. Teachers and staff are routinely encouraged to report any issues that may pose a safety hazard so that the site Principal can work with the Maintenance and Operations Department to resolve concerns quickly.

Additionally, Woodland Adult Education was selected for a Schools Insurance Authority Site Inspection on April 22, 2021. During this time, site inspector Lita Chang, evaluated select classrooms and work spaces on our campus. In preparation for the visit, teachers and staff looked over their classrooms and workspaces to do the following:

- Make sure items with a heating element (coffee pots, refrigerators, microwaves, space heaters) were plugged directly into the wall outlet and NOT into a power strip.
- Power strips were plugged directly into a wall outlet and not plugged into another power strip.
- Look for things that may pose trips or falls and try to alleviate this hazard.
- Look for items that may be unsafe or could potentially cause harm to you or a student. This might include such things as a broken desk or chair, items stacked too high, clutter, or items that may impede a quick exit from the classroom or workspace in the event of an emergency.
- Heavy items needed to be placed on the lower shelves of books cases and lighter items should be on the top shelves.

Potential safety issues that were identified by Ms. Change during her visit were addressed and rectified by site Principal and Maintenance and Operations personnel. A copy of the completed "Site Inspection for Woodland Adult Education" is included as an attachment to the WAE Comprehensive School Safety Plan.

Teachers and staff are routinely advised of the following in an effort to further promote school safety and support emotional well-being:

- Woodland Joint Unified School District has an Injury and Illness Prevention Program (IIPP) Plan. All school sites are required to maintain a copy and have it available to staff. Teachers and staff were made aware of the IIPP and the necessary Health and Safety Plan for COVID 19 and the IIPP The binders labeled Injury and Illness Prevention Plan and it is located in the front office. Teachers and staff are aware that they are not to remove this binder from the front office.
- WAE also has a Safety Data Sheets (SDS) binder which contains information and instructions for the safe use and potential hazards associated with a particular material or product, along with spill-handling procedures. This binder is located on the back shelf area in the front office and it is not to be removed.
- An Automated External Defibrillator (AED) is located in the front office on the wall to the left just as you enter from the foyer. An AED is a type of computerized defibrillator that automatically analyzes the heart rhythm in people who are experiencing cardiac arrest. When appropriate, it delivers an electrical shock to the heart to restore its normal rhythm. Instructions for use of the AED are inside the storage box for the device.
- WAE has an EpiPen in a drawer of the counter of the front office. The medication in this is used in emergencies to treat very serious allergic reactions to insect stings/bites, foods, drugs, or other substances. Epinephrine acts quickly to improve breathing, stimulate the heart, raise a dropping blood pressure, reverse hives, and reduce swelling of the face, lips, and throat.

Teachers and staff are reminded each year of the aforementioned things to look for list. They are also reminded of the IIPP, the EpiPen location, and the AED location. All classrooms and work station areas have an "Emergency Guide for Schools" flipchart and a evacuation route map clearly displayed.

#### Summary of Student Input/Participation

Students provided input in the WAE Safety Plan by participating in a "Woodland Adult Education Student Safety Survey". This survey consisted of the following 6 basic statements with yes or no as a response.

1. Our school grounds and buildings are well maintained and clean.

2. My classroom is a well organized learning space.
3. My teacher respects me.
4. Diversity is celebrated and respected at my school.
5. I am aware of the support services offered at Woodland Adult Education.
6. I feel safe at Woodland Adult Education.

Survey results indicate that students feel positive about the school, their learning environment, and the school culture. 98% of student respondents indicated they felt safe at WAE. Despite staff efforts to promote available support services, 20% of respondents indicated that they were not aware of these services. Student lack of awareness about support services will be addressed in the "Opportunity for Improvement" section of Component 2 of our Safety Plan.

Lastly, the survey included the question, "What would you change about Woodland Adult Education to make it safer?" Students were asked to list their recommendations. Most respondents stated they wouldn't change anything. Two students did offer the recommendation that there needs to be a fence around campus. One student suggested having brighter lights, one suggested having a campus security guard, one suggested having student ID badges, and one student requested safety training. Increasing the frequency of safety drills is addressed in Component 3 of our Safety Plan.

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

Consultation with local public safety agencies (Woodland Police Department/Woodland Fire Department)

- Consultation with risk management specialists (Cal OSHA)
- Continuing education and training of school staff (ALICE, CPR, Bullying Prevention & Intervention)
- Inspections and evaluations of school facilities (Cal-OSHA WJUSD IIPP Evaluation Process/Protocol)
- Evaluation of safety-related policies and procedures
- Annual review and revision of Comprehensive School Safety Plan done by school site safety committee

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

School district employees are mandated reporters and shall make a report whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to Yolo County Child Welfare Services (530) 669-2355 or Woodland Police Department (530) 666-2411. Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to Yolo County Child Welfare Services a written follow-up report, which includes a completed Suspected Child Abuse Report form (SS 8572). (Penal Code 11166, 11168)

For complete policies and procedures see Board Policy and Administrative Regulation BP 5141.4 Child Abuse Reporting Procedures available on the District Website under Board of Education and at: [www.gamutonline.net/district/woodlandjointusd/](http://www.gamutonline.net/district/woodlandjointusd/)

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

#### **Disaster Plan - Classroom Emergency Protocols**

The following BP and ARs give information on our disaster procedures. In addition, each site's crisis team has an Emergency Response binder which contains the comprehensive safety plan as well as our emergency policies and procedures. Each working space that has students or staff has Emergency Classroom Flip Chart which contains lockdown, shelter in place, and evacuation procedures, emergency contact numbers, basic first aid information, class roster, and site evacuation maps. Drills are done with staff and students at least twice a year to practice the emergency procedures.

BP and AR 0450 Comprehensive Safety Plan

BP and AR 3516 Emergencies and Disaster Preparedness Plan

AR 3516.3 Earthquake Emergency Procedure System

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

The school site is available to governmental agencies such as law enforcement and fire as directed and needed.

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

A student may be suspended or expelled for any of the causes listed in state Education Code 48900 through 48915 and Board Policies. A summary of the causes is listed in AR 5144.1

A student may be suspended or expelled for acts related to school activity or attendance that occur at any time, including, but not limited to (1) while the student is on school grounds; (2) while the student is going to or coming from school; (3) during the lunch period, whether on campus or off campus; or (4) during or while a student is going to or coming from a school-sponsored activity.

Suspension must be preceded by an informal conference with the student, unless the principal or designee believes an emergency exists and orders the student to immediately leave the school because the student's presence is a danger to persons or property, or is a threat to the academic program. In such cases the conference will be held as soon as practical, but within two (2) school days.

At the informal conference, the decision to suspend will be explained by the principal or the principal's designee. The conference will include the following steps: (1) The student will be informed of the reason for the disciplinary action and the evidence against them; (2) The student will be provided an opportunity to present their written and/or verbal statement and evidence in their defense. If the student needs assistance with a written statement, they will be assisted. Those statements will be attached to the school file copy of this form.

If not delivered at the time of the suspension, the Notice of Suspension shall be delivered or mailed to the parent/legal guardian within one (1) school day of the beginning of the suspension. State law (Education Code 48911) makes it the student's and parent/legal guardian's duty to respond to school official's request to attend a conference concerning his/her child's behavior. The conference may be held at the time of suspension or at re-entry.

The parent/legal guardians were given the Woodland Joint Unified School District Standards of Behavior at the start of the school year. Upon request, a school site can supply the parent/guardian/student with another copy of the document as well as any applicable policies or regulations.

Appeal of Suspension: The student/parent(s) may appeal a suspension. Parents shall put their request for appeal in writing, clearly stating the reason for the appeal, which shall be one or both of the following contentions: 1) Procedural due process was not followed or 2) The reason to suspend was not in compliance with District policies and procedures and/or law. Unless there is clear evidence that a procedural or legal violation and/or District procedures were violated, the school administration's decision to suspend will be upheld.

If someone other than the principal has suspended the student, the principal receives the appeal. Upon receipt of the written request, the principal shall delay the implementation of the suspension for one (1) day following the day of the request, if the appeal cannot be considered the day of the request. However, if the principal concludes that the student poses a danger to self or others or is a serious threat of disruption of the educational process, the principal shall not delay for one (1) day the implementation of the suspension. The principal will conduct fact finding in regards to the appeal and render a timely decision. Fact finding will include input from school administration and the person appealing the suspension. The decision of the Principal is final and, thus, ends the appeal process.

If the principal is not available within 24 hours of the request for appeal or if the principal initiated the suspension, the parent should appeal directly to the Executive Director of Student Support or designee. The Executive Director of Student Support or designee will conduct the fact finding in regards to the appeal and render a decision in a timely manner. The decision of the Director or designee is final and, thus, ends the appeal process.

Additional information on the suspension and expulsion process can be found in: BP and AR 4158 Employee Security

BP 5119 Students Expelled from Other Districts

BP 5131 Conduct

BP and AR 5144 Discipline

BP and AR 5144.1 Suspension and Expulsion/Due Process

BP and AR 5144.2 Suspension and Expulsion/Due Process, students with disabilities

Available on website under Board of Education and at: [www.gamutonline.net/district/woodlandjointusd/](http://www.gamutonline.net/district/woodlandjointusd/)

**(D) Procedures to Notify Teachers of Student Safety Concerns (EC 49079)**

The Principal or designee shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, the Police Department may provide written notification to the Superintendent or designee. (Welfare and Institutions Code 828.1)

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institution Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)

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

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment or sexual violence of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant or respondent in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3- Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy and to ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Any student who engages in sexual harassment at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to appropriate interventions and/or disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. Any student who engages in sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to appropriate interventions and/or disciplinary action, up to and including suspension and/or expulsion.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

For additional information see:

BP and AR 1312.1 Complaints Concerning District Employees

BP and AR 1312.3 Uniform Complaint Procedures

BP and AR 5145.7 Sexual Harassment

See WJUSD website under Board of Education and at: [www.gamutonline.net/district/woodland/](http://www.gamutonline.net/district/woodland/)

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

WJUSD Dress Code Policy

Our goals are to promote school safety and enhance the learning environment, while at the same time discourage distractions that inhibit learning. If a student's dress is not in accordance with this policy, any staff member may ask the student to make an appropriate correction.

1. Student dress shall be safe and appropriate, and not disturb the educational environment. (For example: collars or bracelets with spikes and clothing with revealing holes and cutouts are inappropriate for school wear.)
2. Clothing may not glorify, advertise, or reference drugs, alcohol, tobacco, tobacco products, violence, vulgarity, sexual behavior, or obscenities in any way, shape or form.
3. Footwear must be worn at all times. Footwear must be safe, practical, and not limit student participation in school activities.
4. Clothing, backpacks, tattoos, and other adornment may not demonstrate or suggest gang-related symbols, or colors. No bandanas are allowed at school.
5. Undergarments/underwear must be covered at all times.

- 6. Shirts and blouses must cover the stomach and chest. Shirts and pants/skirts must be touching in both front and back, and shirts must not be see-through or strapless.
- 7. Clothing must cover buttocks completely whether standing, sitting, walking, or bending.

Generally, students who do not follow the dress code will be referred to the office to correct the issue. Corrective action may include changing into PE clothes, wearing at-shirt provided by the school or in certain circumstances being sent home to change. All corrective actions will be reported to parents/guardians.

For additional information, see BP and AR 5132 Dress and Grooming available on District website under Board of Education and at : [www.gamutonline.net/district/woodland/](http://www.gamutonline.net/district/woodland/)

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

School Staff will ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To assist school staff in conducting evaluations, the school may utilize consultants to conduct periodic inspections of the school.

Any problems associated with safe ingress and egress will be addressed immediately.

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

**Component:**

Safe Physical Environment

**Element:**

Creating a physical environment that ensures school-wide safety.

**Opportunity for Improvement:**

Update the procedures and address physical environmental needs to ensure a safe school environment.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Maintain a current Comprehensive School Safety Plan to ensure school-wide safety.	Develop and update Safety Plans	Current School Safety Plan Director of Student Services	Director of Student Services	Governing Board Review & Approve Safety Plans during the 2022-2023 school year (by October 1).
Provide ALICE Training to all school sites, district departments and central office staff.	ALICE Training by WPD and WJUSD Representative	Current School Safety Plan Director of Student Services	Director of Student Services	Individual School Site Sign-Sheets
Ensure student safety by practicing emergency drills with students and staff on regular basis.	Conduct emergency drills: Fire, Lock Down, Earthquake Drills	District Safety Team WPD Site Level Safety Team	Director of Student Services School Site Administrator(s) School Site Emergency Teams	2022-2023 Emergency Drill Documentation

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide Prevention & Intervention curriculum on Tobacco and Vaping.	7-12 Grade Tobacco/Vaping Prevention & Intervention	TUPE Grant	Director of Student Services	District Level Year End Reports
Provide Staff Development for Roles/Responsibilities during site emergency.	Develop Roles and Responsibilities, Tasks Provide Calendar of Training Dates	Time during Staff Meetings	Site Administrator(s) Director of Student Services	CSSP Plan Incident Command Structure District/Site Emergency Procedures
Update and maintain surveillance, bell, PA and Fire Alarm Systems.	Test and maintain systems at regular intervals	Maintenance & Operations Department Technology Department	Maintenance & Operations Department Technology Department	2022-2023 Quarterly Review
Establish COVID Safety Protocols.	Implement current COVID Safety Protocols as directed through the Yolo County's Health Department	COVID District and Site Safety Committee	District COVID-19 Planning Team (Human Resources and Student Services))	Worksite Specific COVID-19 Prevention Plan

**Component:**

Students and staff will thrive together in an environment of mutual respect, personal responsibility, and a commitment to excellence.

**Element:**

We will continue to provide rigorous instructional programs in a safe, supportive, and positive learning environment.

**Opportunity for Improvement:**

Work to increase communication with students regarding wrap around support services so that all students have knowledge and awareness of these services.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide a safe, positive, and nurturing learning environment for all students.	Continue to promote responsibility, respect, civility, and academic excellence in a safe, supportive learning and teaching environment. Continue to foster a positive school climate where all members of the school community feel safe, included, and accepted. Continue to strive for high teacher accessibility and an uncompromised assurance that lines of	Instructional time, meeting time, collaboration time, professional development time, Navigator time, and supplies for resource board.	Principal	2022-2023

Objectives	Action Steps	Resources	Lead Person	Evaluation
	<p>communication between student and teacher are kept open. Continue to tailor curriculum and the delivery modes of instruction to help meet students' personal and educational needs. Continue to provide a nurturing and supportive learning environment that preserves and promotes personal responsibility, and teacher accessibility through one-on-one time, emails, phone call, and text messages. Continue to develop working relationships with personnel in community agencies, as well as, in the Woodland Joint Unified School District, that provide guidance and services that can benefit students. Teachers will continue to have a list of community agencies in their classroom. Continue to create and update the community resource bulletin board in the hallway of the main building in order to provide students with information about jobs, employment agencies, the food bank, and other community resources.</p>			
<p>Provide Tier III Social Emotional Learning wrap around supports for students in need.</p>	<p>Direct student referrals are made to our Student Workforce Specialist/Navigator based upon needs or barriers expressed by Adult Basic Education, High School Diploma, or High School Equivalency students during their one-on-one</p>	<p>Adult Education Workforce Specialist/Student Navigator time. Time for Individual teachers to create referrals to Navigator and also time to share information with students about available resource.</p>	<p>Principal and Navigator</p>	<p>2022-2023</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
	<p>Student Intake Appointment meetings or based upon teacher referral. Because our Navigator has an open-door policy and because of the relationships with a variety of community, student needs can be addressed in a timely and professional manner.</p> <p>English as a Second Language students receive information about the services that are available to them through our Program Technicians at our orientation sessions, from our Onboarding class teacher, and from assigned level classroom teachers These individuals work to help support students, make referrals to our Navigator, and provide relevant information on service providers in our area whenever possible and/or appropriate.</p> <p>WAE supports student development, success, and transition through our Navigator. The role of the Navigator is to assist in:</p> <p>1) Eliminating barriers by connecting them to community resources. The type of barrier will determine where the referral goes. For example, if a student is in need of eyeglasses, our Navigator would refer to the Short Term Emergency Aid Committee (S.T.E.A.C.) and request funds to</p>			

Objectives	Action Steps	Resources	Lead Person	Evaluation
	<p>purchase glasses in collaboration with the Walmart Vision Center. If the barrier is housing, Yolo County Housing Authority would be the partnering agency to which our Navigator would refer students. If a student were in a situation of domestic violence or in need of rental assistance, he or she would be referred to Empower Yolo. Empower Yolo has several programs including a safe house in the county for those escaping domestic violence.</p> <p>2) Assisting students with transitions and helping them navigate through the systems of post-secondary, special trade, and or workforce. Teachers, administration, social workers, or partner agencies make referrals. The Navigator, assists those students seeking to enter the workforce by creating master applications, resume building, mock interviews, and informing students of upcoming job fairs. Students who are unemployed or under employed are referred to the Health and Human Service Agency (HHS) to determine eligibility for various programs provided by the county. Additional services provided by WAE's Navigator include: Updating job board with current employers</p>			

Objectives	Action Steps	Resources	Lead Person	Evaluation
	<p>seeking new employees, updating community resource board with upcoming events, Exit interview- transition planning with graduates, attending collaborative meetings with various agencies in the community in order to build partnerships for smoother transitions, working closely with Cal Works workers to assist their students with the completion of their HSD and navigating them through transition as they graduate, assisting students with financial aid applications, assisting students with registration at our local community college or career and technical training centers, arranging transportation for students, reviewing interviewing skills, and arranging for mock interviews</p>			
<p>Create Student Success Center</p>	<p>Woodland Adult Education regularly evaluates student needs in order to provide support services that increase the likelihood of success for all students.</p> <p>As part of our safety evaluation, it was determined that the creation of a Student Success Center would give students a positive, dedicated space to access the aforementioned support services. Additionally, we are now able to provide more visibility</p>	<p>Funding for remodeling of classroom and supplies for Student Success Center. Time for Navigator to meet with students and operate SSC.</p>	<p>Principal, Navigator, Office Coordinator</p>	<p>2022-2023</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
	regarding available support services to our students because the Student Support Center is be located across the hall from our Student Orientation and Registration computer lab.			
Build Student Self-Esteem	<p>WAE's ESL program promotes self-esteem by recognizing student achievement, benchmark achievement, and learning gains.</p> <p>Diploma and High School Equivalency graduates are recognized at our yearly graduation ceremony each June.</p> <p>Promoting and celebrating student success is critical to having an enhanced, positive learning environment.</p>	Supplies/ for student achievement recognition. Classified and Administrative time.	Principal, Designated Classified Staff	2022-22023

**Component:**

Promote campus safety so that students and staff can learn, achieve, and thrive.

**Element:**

Continue to offer staff and teachers training on crisis response.

**Opportunity for Improvement:**

Work to increase frequency of practice drills.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Continue to implement and practice crisis response drills.	Increase frequency of practice drills.	Administrative time and M&O personnel time	Principal	2022-2023
Administration will continue to assess potentially unsafe situations and develop	Consult with M&O, local fire department, and law enforcement agencies to ensure adequate preparation.	Administrative time and M&O personnel time	Principal	2022-2023

Objectives	Action Steps	Resources	Lead Person	Evaluation
procedures to address them.				
Administration will continue to encourage teachers and staff to report items or issues that could pose a potential safety hazard.	Address safety concerns or identified hazards as quickly as possible.	Administrative time and M&O personnel time	Principal	2022-2023

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

**Woodland Adult Education Student Conduct Code**

**Conduct Code Procedures**

**STUDENT ATTENDANCE AND PRODUCTIVITY COMPLIANCE:**

Adhering to Woodland Adult Education's (WAE) attendance policy is mandatory. Students are required to maintain consistent attendance and may be dropped after two consecutive absences if there is no communication with the teacher. It is required that students notify their teacher if they are going to be absent. Measurable productivity is required in order to be successful and remain in our programs.

**CLASS PROCEDURES AND CONDUCT**

- Students are expected to arrive to class on time.
- Clothing, jewelry and personal items (backpack, fanny packs, gym bags, water bottles, etc.) shall be free of any images or writing which may be interpreted as crude, sexually suggestive, advertise or promote a drug, alcohol or tobacco product or which may advocate a racial or religious prejudice or implies gang affiliation. Clothing must be modest when sitting or standing and adequately cover undergarments at all times.
- Students are expected to maintain a level of respect for everyone while in the classroom and therefore inappropriate language/behavior is not tolerated.
- Beverages, such as water and juice, are allowed as long as they come in containers with lids and are stored away from the computers.
- Smoking or possession of tobacco products, drugs, alcohol and weapons are prohibited at any time in . Possession and or use of these items/products may result in disciplinary action and may include suspension or expulsion from the program.
- Harassment, in any instance, will not be tolerated. If any student believes that he/she is being harassed, that student should notify the classroom teacher so that this matter may be addressed.
- A student who displays unethical behavior and/or is involved in any other activity for the purpose of cheating, altering, removing or copying any materials shall receive a letter grade of "F" for that assignment or exam and may also be suspended or dropped from WAE.
- Sharing passwords is not allowed
- Visitors, including all children, family and friends, are not allowed in the classroom during class sessions.

**(J) Hate Crime Reporting Procedures and Policies**

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

Woodland Adult Education site Principal and Safety Committee members will review and evaluate the Comprehensive School Safety Plan (CSSP) at quarterly meetings.

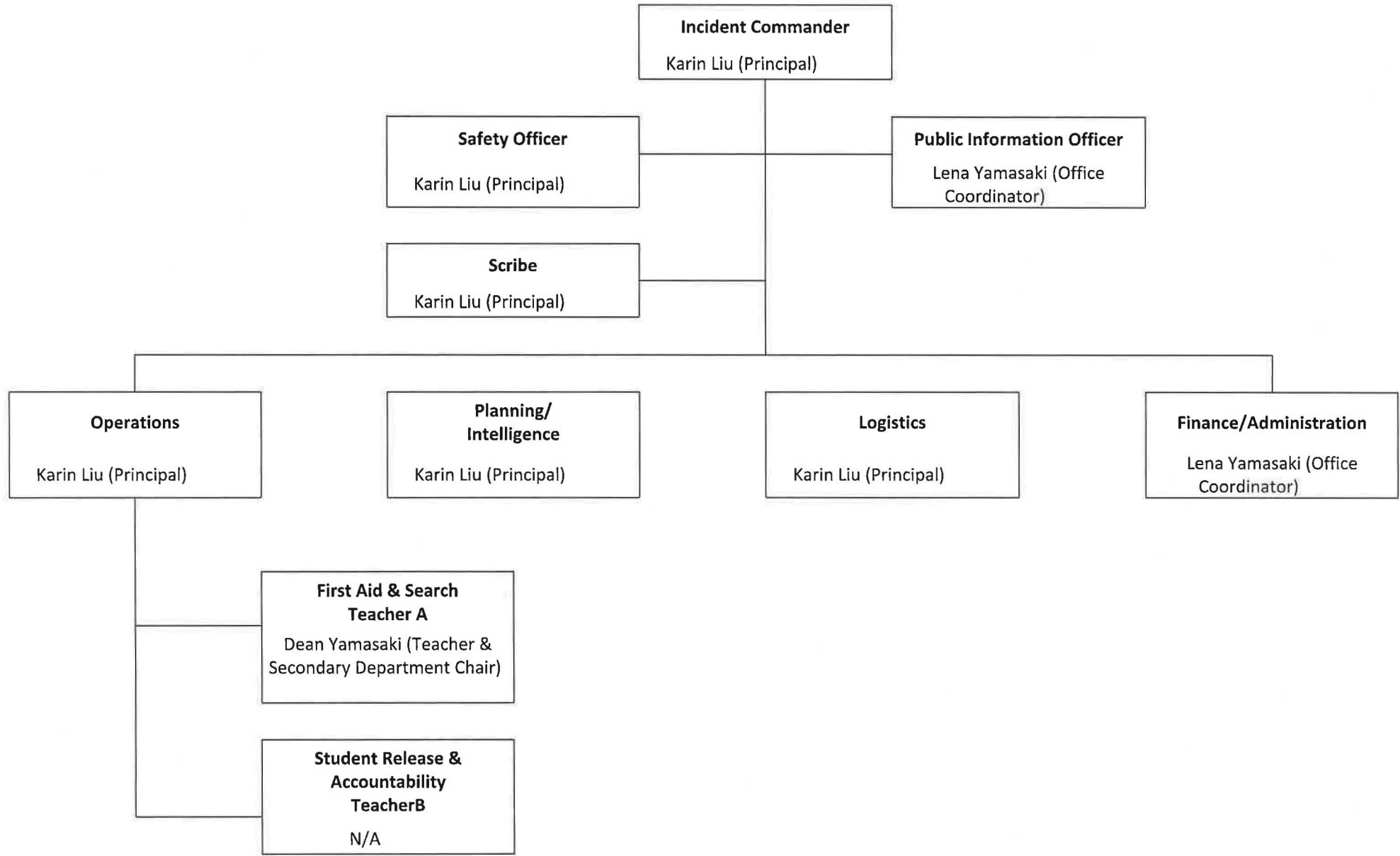
1. Quarterly Review meetings will occur in September, December, March, June and the CCSP will be amended at this time, if necessary.
2. Quarterly meetings will include a review of new data from school stakeholders, District, and/or community.

## Safety Plan Appendices

### 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)
Safety Plan Approval	Date: September 23, 2022 Time: 9:00 a.m.	Description: Safety Plan committee members reviewed and approved plan. Location: Woodland Adult Education
Note: Woodland Adult Education (WAE) has and maintains a Safety Plan that is reviewed, evaluated, and amended annually. However, this year, WAE was asked to complete our Safety Plan using Document Tracking Services format.		

Woodland Adult Education Incident Command System



## **Incident Command Team Responsibilities**

Woodland Adult Education's Incident Command Team (See Incident Command Chart for Assigned Personnel) Will be Responsible for the Following:

### **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. There are five functions of the SEMS: Management, Planning/Intelligence, Operations, Logistics, and Finance/Administration. The roles used to carry out these functions are listed below.

### **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.

### **Incident Commander**

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.

### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders, as well as arranging for transportation needs.

### **Operations**

The Operations Chief manages and directs emergency response activities on campus. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students. The Operations Chief allows for the Incident Commander to carry out their responsibilities.

### **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.

### **Public Information Officer**

The role of the Public Information Officer is to serve as the primary contact for anyone who wants information about the incident, including the media, public and parents. The Public Information Officer develops, reviews and coordinates all incident related information and public and agency briefings and releases, as well as communications to staff and students.

### **Safety Officer**

The role of the Safety Officer is to monitor safety conditions and develop measures for assuring the safety of students and staff. The Safety Officer also reports unsafe acts or conditions to the Incident Commander before taking action unless immediate action is necessary to preserve life or property.

### **Scribe**

The Liaison Officer is the primary contact for supporting agencies (police, fire, Red Cross, etc.) assisting at an incident. There is no need for a Liaison Officer if other agencies are not involved. The Incident Commander may decide to act as the Liaison Officer instead of appointing another staff member to handle these duties.

## **Emergency Response Guidelines**

### **Standard Response Guidelines:**

#### **4 ACTIONS**

Each protocol has specific staff and student actions that are unique to the action.

In the event a student or staff identifies the initial threat, calling 911 and administration is essential.

#### **LOCKOUT - "GET INSIDE. LOCK OUTSIDE DOORS"**

##### **Students are trained to:**

- Return to inside of building
- Do business as usual

##### **Teachers are trained to:**

- Recover students and staff from outside building
- Increased situational awareness
- Take roll, account for students
- Do business as usual

#### **LOCKDOWN - "LOCKS, LIGHTS, OUT OF SIGHT"**

##### **Students are trained to:**

- Move away from field of view
- Maintain silence

##### **Teachers are trained to:**

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Take roll, account for students

## **EVACUATE - "TO A LOCATION"**

### **Students are trained to:**

- Leave stuff behind
- Bring their phone
- Form a single file line

### **Teachers are trained to:**

- Grab roll sheet if possible
- Lead students to Evacuation location
- Take roll, account for students

## **SHELTER - "FOR HAZARD USING A SAFETY STRATEGY"**

### **Hazards might include:**

- Tornado
- Hazmat
- Earthquake
- Tsunami Safety
- Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

### **Strategies might include:**

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

### **Students are trained in:**

- Appropriate Hazards and Safety Strategies

### **Teachers are trained in:**

- Appropriate Hazards and Safety Strategies
- Take roll, account for students
- Report injuries or problems, at the Evacuation Assembly, to first responders using the Red Card/ Green Card method.

**1 DEMAND** The protocol also carries an obligation. Kids are smart. An implicit part of the SRP is that authorities and teachers tell them what's going on. Certainly, tempered at the elementary school. But middle school and above needs accurate information for the greatest survivability, to minimize panic and to mitigate recovery.

## Types of Emergencies & Specific Procedures

### Classroom Lockdown Procedures Reportable Incident

A lockdown is declared when, in the opinion of the Administrator, a situation exists threatening the safety of students and staff and requires that they remain in their classrooms.

#### Administrator's Responsibilities

- Immediately declare "**lockdown.**" (Shelter in Place)
- Call **911**, if necessary.
- Direct the school bells to be turned off.
- Escort any students in the hallways to a safe location.
- Isolate the **lockdown** area.
- Await the arrival of emergency responders.
- Coordinate with police/EMS personnel.

#### Staff's Responsibilities

- Teachers/staff with or without a class during a **lockdown** should immediately do a quick sweep of the hallway, instruct students to come into their rooms, record their names, and remain in a secure location to await further instruction.
- Lock your classroom door and close window blinds. Doors must never be opened. Proper authorities will have keys.
- Stay with and direct students, take attendance, and provide assistance.
- Keep students quiet and out of the line of sight from windows. Turn off all classroom lights.
- Maintain calm in the classroom – keep all students inside the classroom; No hall passes.
- Listen for announcements for further instructions, e.g., continue classroom instruction, reporting of missing students, etc.
- Wait with the students until a uniformed officer or school official known to you invites you out. Do not respond to the fire alarm during a **lockdown** unless a known Administrator makes a supporting announcement.
- Wait for an "**All Clear.**"

#### After Hours Responsibilities

- In the absence of an Administrator or supervisory staff member, an on-site staff member will declare a "**lockdown**" with specific reason, i.e., **lockdown – Take Cover.**
- Call **911.**

## **Accidents/Medical Emergencies Reportable Incident**

### **Administrator's Responsibilities**

- Call **911**.
- Report to the scene.
- Secure and isolate the area.
- Call medical code lockdown if an incident occurs during a passing or lunch period.
- Have staff trained in first aid/CPR respond to the area to assist.
- Assign an individual to meet and escort the emergency medical responders to the scene.
- Notify the parent/guardian.
- Provide the police/EMS emergency information.
- Accompany the student/staff to the hospital if the parent/guardian cannot be there.
- Call the Superintendent's Office at 530-406-3202.
- Initiate support services for students/staff immediately through the Student Support Team.

### **Staff's Responsibilities**

- Evaluate the accident scene.
- If appropriate, remove students from the area so school/emergency personnel can attend to students or staff members in need.
- Direct any unaffected persons to a safe and secure area.
- Notify the Administrator. Advise them of the number of injured and of the situation. Give the location.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim and administer first aid, if needed.
- Assist the emergency medical responders.
- If the scene is not safe, e.g. electric shock, downed wires, etc., wait for EMS.

### **After Hours' Responsibilities**

- Same as Administrator's Responsibilities.
- Call the Superintendent's office at 530-406-3202 for further direction.

### **Weapons On School Property Reportable Incident**

Follow these procedures within the building whenever you know or suspect a student may have a weapon in a locker, car, or anywhere else on school property.

#### **Administrator's Responsibilities**

- Declare a **"lockdown"** if the situation appears threatening to the safety of students and staff.
- Call 911
- Call the Superintendent's Office at 530-406-3202.
- Determine if a reasonable suspicion exists to search for a weapon.

#### **Staff's Responsibilities**

- Notify the Administrator.
- Do not attempt to approach or confiscate.

**IF A WEAPON IS FOUND, ISOLATE THE AREA  
AND DO NOT TOUCH THE WEAPON. POLICE WILL SECURE IT FOR EVIDENCE.**

- Await further instructions from the Administrator.

#### **After Hours' Responsibilities**

- Same as Administrator's Responsibilities.
- Call 911.
- Call the Superintendent's office at 530-406-3202 for further direction.

### **Intruder/Trespassing Reportable Incident**

**Definition:** Being present on school property without permission. Unauthorized presence in restricted areas of buildings, school grounds or bus (including students suspended or expelled from school).

#### **Administrator's Responsibilities**

- Assess the situation.
- Determine the location of the person and his/her description.
- If appropriate, declare "**lockdown.**"
- Call **911**.
- Meet the police and direct them to the location.
- Call the Superintendent's Office at 530-406-3202.
- When the situation is stabilized, announce "**All Clear.**"

#### **Staff's Responsibilities**

- Report the intruder to the office, with his/her description, location and other facts.
- Keep classrooms/students secure. If necessary, move to a safer area.
- Wait for the "**All Clear**" announcement.

#### **After Hours' Responsibilities**

- Same as Administrator's Responsibilities.
- Call the "On-Call" Supervisor for further direction (530) 308-1115

**ALL VISITORS MUST CHECK IN THE OFFICE  
AND DISPLAY A VISITOR'S PASS.**

## Unidentified Person on School Site Reportable Incident

### Administrator's Responsibilities

- Identify the problem and the location.
- Approach the subject and determine the nature of their business on campus.
- Ask for their identification.
- Request for them to accompany you to the office. If the suspect is looking for a specific student, check their file for court orders, e.g. personal protection orders, custody orders.
- If there is no acceptable reason to be on campus, ask the intruder to leave the campus.
- **If they refuse to leave:**
  - Call **911**
  - Call the Superintendent's Office at 530-406-3202.
  - Await a police response.
  - If appropriate, declare "**lockdown.**"

### Staff's Responsibilities

- Approach the subject and determine the nature of their business.
- Request that the subject report to the office.
- If possible, accompany the person to the office.
- If suspicious, notify the Administrator ASAP.
- Trust your instincts

### After Hours' Responsibilities

- Identify the problem and the location.
- Approach the subject and determine the nature of their business.
- Call the police if you suspect a problem at 911 and provide the suspect's description.
- Call the Superintendent's office at 530-406-3202 for further direction.

**Death On School Site (Natural Causes, Accidental Or Suicide)  
Reportable Incident**

Survey scene to determine safe approach.

**Administrator's Responsibilities**

- Identify the problem and the location. Secure and isolate the area. Determine if there is to be a **lockdown**.
- Call **911**. Limit student movement.
- Call the Superintendent's Office at 530-406-3202.
- Immediately initiate support services for students/staff through the Pupil Services Department.
- Secure emergency contact information on the deceased, if possible, and provide to police/EMS.

**Staff's Responsibilities**

- Identify the problem and the location. Secure and isolate the area.
- Call **911**.
- Notify the Administrator.
- Calmly remove the students from the area.
- Discourage discussion.
- Wait for the police/EMS responders to arrive.
- Identify students in need of immediate support.

**After Hours' Responsibilities**

- Same as Administrator's Responsibilities.
- Call the Administrator of Communications at 530-406-3202 for further direction.

**When a Trauma or Loss Occurs**

**Administrator's Responsibilities**

- Contact emergency responders if necessary.
- Secure the area and limit student movement.
- Contact the Superintendent's Office at 530-406-3202, who will inform the School Board and appoint Spokesperson to the media.
- Contact Pupil Services, who will engage the Student Support Team.
- Appoint or act as the Incident Commander.
- Verify the facts in writing.
- Develop appropriate communication for students, staff and families with district support.

## Active Shooter On School Site Reportable Incident

### Administrator's Responsibilities

- Declare a "lockdown".
- Identify the problem and the location. Secure and isolate the area if possible.
- Call **911**.
- Call the Superintendent's Office at 530-406-3202.
- Assist the police in locating and identifying the possible suspects and victims.
- Provide the police/EMS with emergency information.
- Immediately initiate support services for students and staff through the Student Support Team.

### Staff's Responsibilities

- Stay calm.
- **If a shooting occurs while inside school buildings, get to a safe place. DO NOT** wait to initiate lockdown procedure.
  - Close and lock your classroom door after ushering students in the hallway into your room.
  - Students should lie flat on the floor and out of sight of windows.
  - Turn off the lights and remain quiet. Turn tables and desks on their sides to use as concealment as needed.
  - DO NOT leave your safe location until you are told to do so by law enforcement.
  - Do not evacuate a safe location if you hear a fire alarm or other warning.
- **If a shooting occurs while in open areas** (i.e. outside, during lunch or passing periods), assist students in running for cover and get to a safe place.
  - Run in a zig-zag pattern away from the shooting.
  - Take cover behind buildings, trees or other large objects.
  - If no cover is available, lie flat until it is safe to run.
  - Follow directions given by law enforcement.
  - Keep others calm. Assess injuries of students/staff with you.
  - Keep phone lines open for emergency personnel.
  - Wait for the police/EMS responders to arrive.

### After Hours' Responsibilities

- Same as the *Administrator's* Responsibilities.
- Call **911**.
- Call the Superintendent's office at 530-406-3202 for further direction.
- Assist the police in locating and identifying any possible suspects and victims.

## Unauthorized Removal/Missing/Abducted Person(s) Reportable Incident

### Overall Procedures

- If an abduction is observed or suspected, call **911**.
  - Provide a detailed description of the abductor (physical appearance, type/color of clothing, and make model/color/license number of any vehicle seen and direction of travel).
- If a person is missing/abducted, immediately notify the Administrator.
  - Provide a detailed description of clothing/time/location when person was last seen, and photograph of the person.

### Administrator's Responsibilities

#### Missing Person(s)

- Determine level of threat (K-6 vs 7-12)
- Conduct an immediate search of the school/school grounds.
- Call **911**.
- Call the District Office at 530-406-3202.
- Contact the custodial parent/guardian of the missing student.

#### Abduction

- Call **911**, provide suspect/vehicle information.
- Call the Superintendent's Office at 530-406-3202.
- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.

### Staff's Responsibilities

#### Missing Student(s)

- Notify the Administrator.
- Assist the Administrator with questioning friends/classmates.
- Maintain control of the remaining students.

#### Abduction

- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.
- Do not place yourself or students in harm's way.

### After Hours' Responsibilities

- Same as *Administrator's* Responsibilities.
- Call the Superintendent's office at 530-406-3202 for further direction.

## Armed Subject, Armed Robbery Or Hostage Reportable Incident

Follow these procedures within the building whenever a person:

- Has a weapon.
- Says they have a weapon.
- Is holding another person against their will.

**Building Moves to “Lockdown”  
Procedure Immediately.**

### Overall Procedures

- Call **911**.
- Notify the Administrator. Relay accurate information.
- Where in the building is the event occurring?
- How many are involved (perpetrators and hostages)?
- What demands, if any, have been made?
- Is anyone injured?
- Render the appropriate assistance.

### Administrator’s Responsibilities

- Immediately declare “**lockdown**.”
- Call **911**.
- Escort any students in hallways to a safe location.
- Isolate the **lockdown** area.
- Await the arrival of the emergency responders.
- Provide assistance as needed.
- Coordinate with the police/EMS personnel.
- Call the Superintendent’s Office at 530-406-3202.
- Mobilize the Crisis Management Team.

### Staff’s Responsibilities

- If a weapon has been seen, follow the above procedures.
- Close and lock your classroom door.
- Identify missing/additional students, notify administration as possible
- If directed to leave your classroom, take your class record book with you, if possible.
- Do not attempt to contact the office unless you have pertinent information or require immediate medical attention.
- Await further instructions from the Administrator.

### After Hours’ Responsibilities

- Same as *Administrator’s Responsibilities*.
- Call the Superintendent’s office at 530-406-3202 for further direction.

## Earthquake Reportable Incident

### Administrator's Responsibilities

- Evacuate with an Emergency bucket/bag to the evacuation meeting site.
- Initiate components of the Incident Command System as needed (maintenance/security, search and locate, first-aid, etc. as necessary for the severity of the situation).
- Account for all students and staff to the incident commander, detailing missing or injured students/staff.
- Call **911** for students/staff with injuries.
- Call the Superintendent's Office at 530-406-3202.
- Work with local fire, police agencies to secure the scene, if needed.

### Staff's Responsibilities

- Instruct students to protect their face and head from flying debris with arms, coats, books, etc.
- Take cover under a desk or table.
- Stay in position until the building tremors and/or flying debris ceases.
- When the earthquake tremors stop, assess student/staff injuries.
  - If necessary, call 911 and administer first-aid until help arrives.
- Remain calm.
- If the fire alarm sounds or is advised by the school administrator, evacuate a safe distance from the building, following standard evacuation procedures.
- Students who are injured and cannot be moved should be left in the classroom.
  - Teachers should remain with the injured students, having a "buddy" teacher take their class to the evacuation point.
- Do not allow students to re-enter an area after being evacuated.
- All missing or injured students should be reported to the school administrator and the evacuation meeting sites.

### After Hours' Responsibilities

- Document and report incident.
- Have victims complete an Incident Report Form.
- If physical injury occurred, assist with first-aid, if needed and call police.
- Call the Superintendent's office at 530-406-3202 for further direction.

## Severe Weather/Flooding

### Administrator's Responsibilities

- Administrators should monitor developing weather conditions.
- If conditions warrant, the following protective measures should be taken:
  - Determine whether any utilities need to be shut off for safety.
  - Identify safe areas of campus.
  - Order students and staff to proceed to the 'shelter in place' area.
- If there is a medical emergency call **911**.
- Call the Superintendent's Office at 530-406-3202.
- Administrator announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the Administrator is to evacuate the affected areas/campus.
- Discourage the release of students until the severe weather passes.

### Staff's Responsibilities

- Follow directions to shelter in place, or proceed to other areas of the campus, directed by the school administrator.
- If the classroom becomes flooded, follow evacuation directions from the school administrator.
- Account for all classroom occupants.
- Remain calm.
- Close windows and doors; do not lock.
- If there are high winds, direct students to stay away from windows.
- Wait for "All Clear" to end shelter in place protocols.
- **If moving to a different location:**
  - Take your record/attendance book and "Emergency Response Flipchart."
  - Report to your designated area and call roll.
  - If you have additional or missing students, notify the Administrator/emergency responders.
  - Await further instruction from the Administrator.
  - Return to your designated area when "**All Clear**" is announced.

### After Hours' Responsibilities

- Monitor developing weather conditions.
- Call the Superintendent's office at 530-406-3202 for further direction.
- If conditions warrant, protective measures should be taken.
- Order students and staff to proceed to the shelter in place area.
- If there is a medical emergency, call **911**.
- If damage has occurred to the building, evacuate the affected areas/campus.

## Fire Reportable Incident

### Administrator's Responsibilities

- Evacuate the building by using the fire alarm.
- Call **911**; give the specific location, if known.
- Determine if students/staff need to evacuate campus, request transportation to the designated site.
- Call the Superintendent's Office at 530-406-3202.
- Clear exterior access to the building for emergency personnel.
- Assist the fire department with locating the utilities.
- Ensure the building is evacuated.
- Signal an "**All Clear**" when appropriate.

### Staff's Responsibilities

- Close windows and doors; Keep Door Locked.
- Be alert to assist any student with a disability, if needed.
- Evacuate students quietly and in an orderly fashion.
- Bring Emergency Response Flipchart and class roster.
- Report to your designated area and call roll; utilize missing students form.
- Report any missing students to the Administrator.
- Return to the building only after the building Administrator or fire department gives the "**All Clear**" signal.

### After Hours' Responsibilities

- Evacuate the building by using the fire alarm.
- Call **911**; give a specific location, if known.
- Call the Administrator of Communications at 530-406-3202
- Assist the fire department in locating the utilities (if appropriate)
- Ensure the building has been evacuated.
- Reoccupy the building when given an "**All Clear.**"

### NOTE:

- If arson is suspected, inform the responding police/fire personnel.
- Assist the police/fire department.
- Help locate any possible suspect and/or witness(es).
- If the fire was extinguished, still report the fire to the fire department for investigation.

**Bomb Threat Procedures (Device Located)  
Reportable Incident**

**Overall Procedures**

- Upon discovery of a suspicious device, immediately notify the Administrator.
- If a device is located in a classroom, immediately and calmly evacuate.

**UNDER NO CONDITION ATTEMPT TO TOUCH  
OR MOVE THE DEVICE.**

**TURN OFF CELL PHONES OR ELECTRONIC DEVICES —  
THEY CAN ACTIVATE EXPLOSIVE DEVICES.**

**Administrator's Responsibilities**

- Upon notification of a device located:
- Don't forget, there may be more than one device.
- Call **911**; use only landlines.
- Call the Superintendent's Office at 530-406-3202.
- Activate Bomb Threat Response Protocol.

**Staff's Responsibilities**

- Call school office on school telephone, not a cell phone.
- Wait for decision on whether to **lockdown** or evacuate.
- If **lockdown** is ordered, follow **lockdown** procedures.
- If **evacuation** is ordered, follow **evacuation procedures** as directed by the Administrator.
- Staff should look for and report all suspicious objects to the Administrator immediately.
- Once evacuated, stay in your designated areas until you are told it is safe to return to the building.

**After Hours' Responsibilities**

- Same as *Administrator's Responsibilities* except do not call the District Office.
- Call the "On-Call" Supervisor for further direction (530-308-1115)

**BOMB THREAT CHECKLIST (IF RECEIVED VIA PHONE)  
Reportable Incident**

**Bomb Threat Checklist (Phone)**

- **Stay Calm.** Take a deep breath and focus on what the caller says.
- **Keep the caller on the phone** as long as possible.
- **Ask the questions** in the bomb threat checklist, at right.
- **Complete the Bomb Threat Checklist** on this page.
- **Immediately contact the designated Administrator who will call 911.**
- **Cell phones and electronic devices must not be used.** They can trigger some types of bombs.
- **DO NOT TOUCH** anything suspicious.
- **Lockdown** the building according to instructions from your Administrator.

**Bomb Threat Checklist (Phone)**

- (Make copies of this page for reporting purposes and retain a copy for school file.)
- Date of call:
- Exact time of call:
- Exact words of caller:
- Person receiving call:
- Telephone number call received at:

**QUESTIONS TO ASK CALLER:**

- When is the bomb going to explode? \_\_\_\_\_ a.m./p.m.
- Where is the bomb?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Yes/No
- Why?
- Where are you calling from?
- What is your address?
- What is your name?

## BACKGROUND SOUNDS

Use back of form to describe sounds.

- Street noises
- Factory Machinery
- Phone Booth
- Animal Noises
- Voices
- Clear
- PA System
- Static
- o Music o House noises
- Long distance
- Local call
- Office machinery
- Motor
- Other:

## CALLER'S VOICE

*If voice is familiar, whom did it sound like?*

Sex:

- M
- F

Age:

- Accent
- Well spoken (educated)
- Incoherent
- Taped
- Foul Language
- Irrational

## THREAT LANGUAGE

- Message scripted by threat maker
- Normal Loud
- Calm Broken
- Slow Sincere
- Crying Giggling
- Slurred Angry
- Stutter Rapid
- Deep Stressed

Other:

**Evacuation Procedures - Utility Emergency**  
**EVACUATION PROCEDURES**

**Administrator's Responsibilities**

- Signal an evacuation from the building by using the fire alarm.
- Involve other staff as necessary.
- Call **911**
- Call the Superintendent's Office at 530-406-3202.
- If an off-site evacuation is needed, request transportation at (530-406-5980) to the designated site.

**COORDINATE YOUR EFFORT WITH CENTRAL OFFICE**  
**AND EMERGENCY RESPONDERS.**

**Staff's Responsibilities**

- Follow the evacuation routes posted in the room unless otherwise advised.
- Take your record/attendance books, your "Emergency Response Flipchart" and exit to the designated evacuation location.
- Close your classroom doors when leaving the room.
- Once outside, take attendance.
- Report missing student(s) ASAP to the Administrator/Emergency Responder.
- Remain with classes and await further instructions from the Administrator.

**After Hours' Responsibilities**

Same as Administrator's *Responsibilities*, except do not call the District Office.

## Utility Emergency

### A utility emergency constitutes any of the following:

- Water Leak
- Gas Leak
- No Heat or Air Conditioning
- Power Outage
- Hazardous Materials
- Sewer Back-Up, and
- Telephone Down

### Administrator's Responsibilities

- Identify the problem and location.
- Notify District Maintenance & Operations at 530-406-5930 so that they can call the utility company.
- Call the Superintendent's Office at 530-406-3202.
- Meet with the Head Custodian and/or M&O to determine the extent of situation and subsequent actions.
- Notify faculty, staff, students and/or families as appropriate concerning information regarding power outages, dangerous situations, utility failures, or information concerning the closing of the school due to power outage.
- If necessary, order the evacuation of an affected building to ensure the safety and welfare of the occupants due to special circumstances which may exist as a result of the emergency (primarily natural gas leaks).
- Keep the district office informed and consult with the Superintendent or designee on whether to keep the school open or close the school, if appropriate.
- If one part of the building is affected by the emergency, find alternate locations.

### Staff's Responsibilities

- Notify the Administrator.
- Evacuate students to an alternate location, if necessary.
- Wait for further instructions from the Administrator.

### After Hours' Responsibilities

- Same as *Administrator's Responsibilities*.
- Call the Superintendent's office at 530-406-3202 for further direction.

**Gas Leaks  
Reportable Incident**

Do not operate electrical devices or cell phones.

**Administrator's Responsibilities**

- Call **911**.
- Contact the Custodian.
- Contact the Maintenance Department to address the problem.
- **Do not turn on or off electrical switches, devices or cell phones.**
- Evacuate the building immediately.
- Call the Superintendent's Office at 530-406-3202
- If students/staff need to evacuate the campus, request transportation to the designated site.
- Signal "**All Clear**" when appropriate.

**Staff's Responsibilities**

- Notify the Administrator-in-Charge.
- **Do not turn on or off electrical switches, devices or cell phones.**
- Evacuate the building immediately.
- Await further instructions.
- When the "**All Clear**" is announced, re-occupy the building.

**After Hours' Responsibilities**

- Call the Superintendent's office at 530-406-3202 for further direction.
- Do not turn on or off electrical switches, devices or cell phones.
- Ventilate the area via opening windows/doors.
- Assist the gas company in the location of the leak.
- Keep the building Administrator advised of the situation.