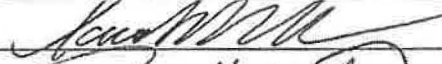

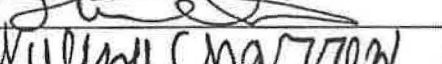
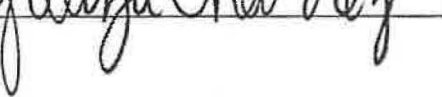


# Comprehensive School Safety Plan

**2022-23  
School Year**

**School:** Pioneer High School  
**CDS Code:** 57727100000000  
**District:** Woodland Joint Unified School District  
**Address:** 1400 Pioneer Ave  
Woodland, CA 95776  
**Date of Adoption:** September 21, 2022

**Approved by:**

| Name          | Title           | Signature                                                                            | Date     |
|---------------|-----------------|--------------------------------------------------------------------------------------|----------|
| Sandi Reese   | Principal       |  | 10/10/22 |
| Lisa Gaskill  | SSC Chair       |  | 10/10/22 |
| Laura Nielsen | ELAC/SSC        |  | 10/10/22 |
| Yuliza Chavez | SSC Student Rep |  | 10/10/22 |

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## Important Emergency Numbers

### FOR ANY EMERGENCY

#### Community Numbers

|                                                 |                              |
|-------------------------------------------------|------------------------------|
| Police Department ( <i>non-emergency</i> )      | 530-666-2411                 |
| Yolo County Sheriff<br>( <i>non-emergency</i> ) | 530-666-6612<br>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.

A copy of the Comprehensive School Safety Plan is available for review at WJUSD Superintendent's Office.

### **Safety Plan Vision**

Maintaining a safe environment is critical to success and is everyone's responsibility. This means school and district officials work towards ensuring that grounds and buildings are safe. We believe that our students have a right to learn in a safe environment.

The primary purpose of the safety plan is to help school officials protect the lives and well-being of students and staff through emergency preparedness planning to ensure prompt and appropriate response of trained school personnel when a school crisis occurs. Rational and effective thinking on the part of each staff person is key to that goal. The safety plan is intended to help each site maximize safety by reducing panic and facilitating effective action during the CRITICAL FIRST TEN MINUTES of a crisis.

School officials must recognize that emergencies are fluid events and the emergency procedures outlined may not fit every situation. Administrators and staff must remain flexible and be prepared to promptly adapt their actions as necessary.

The most critical element in any crisis is to STAY CALM since students will mirror the attitude/actions of the adults around them. The ability to manage fear and remain calm in the midst of chaos is the most effective tool for minimizing the impact of any crisis.

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

### **Pioneer High School Safety Committee**

Assistant Principal Lyn Bigelow, Campus Supervisor Skylar Jansen, Healthcare Technician Desirae Leverett, Office Coordinator Esmeralda Andrade, Custodian Art Baker, Officer Matt Gray (WPD), Student representatives Mohini Sharma & Ryan Cristo

### **Assessment of School Safety**

Regular review and assessment of the current safety needs will be conducted. In order to complete a comprehensive review, PHS reviews student academic and behavioral data including the Healthy Kids Survey and PHS's own student and staff surveys. Following the accrual of data, that data is then presented for input and review to the Safety Committee, English Learner Articulation Committee, our Student Advisory Council and the school's Site Council. That input then helps to inform what areas of safety need to be updated and addressed. For example, the Safety Committee studied the data from the 2022 California Healthy Kids Survey and observed that female students are more likely to be victimized and feel less safe than male students; as a result, it was determined that we need to take harassment claims more seriously and work with all stakeholders—students and student leaders, teachers, administrators, families, and support staff—to make our campus safer for everyone.

### **Summary of Student Input/Participation**

In surveys and Student Advisory Council meetings, students report feeling safe in classrooms library, and front offices—places where adults are present. They report feeling less safe in bathrooms, where they sometimes witness other students smoking, drinking, or vaping. They also report that most bullying takes place during passing periods, at lunch, in bathrooms, or online—places with fewer adults present. They would like these areas to be supervised more closely by our administrators and campus supervisors.

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

Pioneer High School and the Woodland Joint Unified School District are committed to providing a safe environment for students, staff and visitors. Several strategies will be utilized to maintain a high level of school safety. Strategies include, but are not limited to:

- Consultation with local public safety agencies
- Consultation with risk management specialists
- Continuing education and training of school staff
- Inspections and evaluations of school facilities
- Evaluation of safety-related policies and procedures
- Annual review and revision of Comprehensive School Safety Plan

Such strategies will ensure that a safe and orderly environment, conducive to learning is maintained. Such strategies will also ensure compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

### **(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 <http://www.gamutonline.net/district/woodland>.

### **(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 a red emergency folder 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  
BP and AR 4158 Employee Security

### **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 <http://www.gamutonline.net/district/woodland>

### **(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 <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 a t-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 <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<br>Director of Student Services | Director of Student Services | Governing Board Review & Approve Safety Plans during the 2022-2023 school year (by October 1). |

| <b>Objectives</b>                                                                              | <b>Action Steps</b>                                                                                                                                                                                                            | <b>Resources</b>                                                                                   | <b>Lead Person</b>                                                                          | <b>Evaluation</b>                                                             |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Provide ALICE Training to all school sites, district departments and central office staff.     | ALICE Training by WPD and WJUSD Representative                                                                                                                                                                                 | Current School Safety Plan<br>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<br>WPD Site Level Safety Team                                                 | Director of Student Services<br>School Site Administrator(s)<br>School Site Emergency Teams | 2022-2023 Emergency Drill Documentation                                       |
| 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<br>Provide Calendar of Training Dates                                                                                                                                                | Time during Staff Meetings                                                                         | Site Administrator(s)<br>Director of Student Services                                       | CSSP Plan<br>Incident Command Structure<br>District/Site Emergency Procedures |
| Update and maintain surveillance, bell, PA and Fire Alarm Systems.                             | Test and maintain systems at regular intervals                                                                                                                                                                                 | Maintenance & Operations Department<br>Technology Department                                       | Maintenance & Operations Department<br>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                                    |
| Update emergency folders                                                                       | Update, print, and distribute emergency materials to all staff                                                                                                                                                                 | Evacuation maps, drill schedules, binders, class rosters, emergency contacts, emergency procedures | Site Administrator(s)                                                                       | 2022-2023 Emergency Drill Documentation                                       |
| Implement new telephone alert system                                                           | Install new telephone features on classroom phone, communicate to staff directions for use, download and set up InformaCast app on cell phones of administrators, office coordinator, and campus supervisors, answer questions | Infographic directions handout, cell phones, classroom phones, emails                              | Director of Student Service                                                                 | InformaCast Notifications                                                     |

**Component:**  
School Climate

**Element:**  
We will provide a multi-tiered system of supports for all students to create a safe and caring environment for all.

**Opportunity for Improvement:**  
As we work to provide a safe and caring environment for all students, we will include positively and actively communication with parents/guardians, and offer social and emotional support for students suffering from trauma.

| Objectives                                                             | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Resources                                                                                                                                                               | Lead Person                                    | Evaluation |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------|
| Offer social and emotional support for students suffering from trauma. | In order to address the many social/emotional needs of our school, a full time therapeutic counselor will be brought on to the campus through contracted services with Communicare and Victor Services. The counselor will work with students dealing with issues including, but not limited to, substance abuse, anger management, bullying, and mediation.                                                                                                                                                                                    | District funded contracted services.                                                                                                                                    | Nick Latteri                                   | 2022-2023  |
| Provide a safe and caring learning environment for all students.       | <p>School will implement a positive reinforcement plan using postcards, praise slips, gift cards, snack breaks, and other incentives to reward Patriot Positivity as well as attendance goals.</p> <p>Pioneer High School will implement LINK class to work closely with ASB/Leadership to bring Patriots Lead the Way Patriot lessons and assemblies to the school.</p> <p>Pioneer High School Link Crew will provide orientation for all incoming freshman and will facilitate opportunities for freshmen to connect throughout the year.</p> | <p>Patriot Positivity/PBIS supplemental concentration funds</p> <p>LINK Crew program costs, personnel and supplies, general funding</p> <p>District and site funded</p> | Jennifer Nichols, Laura Neilson, Monica Craggs | 2022-2023  |

| Objectives                                                                                                               | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Resources                                                            | Lead Person                                                                          | Evaluation                        |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------|
|                                                                                                                          | Implement a summer Patriots Lead the Way academy to welcome and acclimate at-risk incoming 9th graders to Pioneer High School.                                                                                                                                                                                                                                                                                                                                                           |                                                                      |                                                                                      |                                   |
| Positively and actively communicate with parents/guardians.                                                              | <p>The district supports a CAFE specialist who serves in a parent liaison role to assist with parent communication.</p> <p>Principal will deliver weekly messages in both Spanish and English.</p> <p>The school will compensate "webmaster" for work done to keep the website up-to-date.</p>                                                                                                                                                                                           | <p>Personnel</p> <p>Personnel time card expense</p>                  | Sandi Reese                                                                          | 2022-2023                         |
| Promote and support activities that provide students with both a sense of connection to the school and offer enrichment. | <p>The school will actively budget for and support activities to facilitate student connection to school through sports, clubs, field trips, and school functions.</p> <p>Funds will be set aside to expose first time college students, economically disadvantages students and at-risk students to experience off-campus experiences which enhance their understanding of college life and various career opportunities, such as guest speakers, field trips, class projects, etc.</p> | <p>1) Site discretionary funds</p> <p>2) Funding for field trips</p> | <p>1) Administration, athletic director, coaches, teachers</p> <p>2) Sandi Reese</p> | <p>2022-2023</p> <p>2022-2023</p> |

**Component:**  
Staff Cohesion

**Element:**  
We will provide a consistent message regarding behavior expectations for students.

**Opportunity for Improvement:**

We will work to increase communication to staff and students in detailing expectations for student behavior.

| Objectives                                                                                                       | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Resources                                                                                                          | Lead Person                                                       | Evaluation                        |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------|
| <p>Increase communication with staff regarding student discipline.</p>                                           | <p>The school will form a Tier Team designed to address school issues around discipline, suspension, detention, and restorative justice.</p> <p>All faculty will work on school-wide Points of Emphasis to address common behavioral/disciplinary issues in class (Tier 1 level).</p> <p>Teachers will receive ongoing training regarding office-managed vs. classroom managed behaviors in order to cut down on office referrals. (Tier 1 interventions vs. Tier 2 or 3)</p> | <p>Meeting time, staff development time</p>                                                                        | <p>Principal</p>                                                  | <p>2022-2023</p>                  |
| <p>Provide consistent messaging to students about behavior expectations and consequences for poor decisions.</p> | <p>Administration will personally visit all students in classes to deliver unified message regarding school-wide expectations.</p> <p>The RTI specialist and LINK Crew teacher will develop lessons and activities to teach Patriots Lead the Way Patriot behavior expectations to all students. - PASS Program</p>                                                                                                                                                           | <p>Administrative time</p> <p>RTI specialist and LINK teacher meeting time.</p>                                    | <p>Administration Team</p> <p>RTI specialist and LINK teacher</p> | <p>2022-2023</p> <p>2022-2023</p> |
| <p>PBIS updated our School Focus to Safe, Responsible, &amp; Respectful</p>                                      | <p>All classrooms were given posters that highlight The Patriot Way.</p> <p>Three key areas - Safe, Responsible, and Respectful. Reviewed</p>                                                                                                                                                                                                                                                                                                                                 | <p>Posters to give a visual to all students and staff the school wide expectations and community expectations.</p> | <p>Administration Team</p>                                        | <p>2022-2023</p>                  |

| Objectives                                                                                                  | Action Steps                                                                                                                                                           | Resources                      | Lead Person                            | Evaluation |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------|------------|
|                                                                                                             | content in staff newsletter.                                                                                                                                           |                                |                                        |            |
| Create new guidelines for electronics use during class in order to reduce distractions and enhance learning | Department chairs developed rules for electronics use. Guidelines for implementation were clarified during staff development days. Poster was created and distributed. | Staff development time, poster | Administration Team, Department Chairs | 2022-2023  |

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

**Pioneer High School Student Conduct Code**

It is important to establish an atmosphere in which students can learn and teachers can teach. No students will be allowed to infringe upon the rights of others. Teachers are expected to be the manager of student behavior in their classrooms and should proactively support students in their effort to make appropriate decisions regarding behavior. The administration will support teachers in maintaining discipline of students. Students are responsible for their behavior and are subject to suspension or expulsion for any of the acts listed in Education Code 48900 when the act is related to school activity or school attendance. A pupil may be suspended or expelled for acts related to school activity or attendance which occur at any time, including, but not limited to, and of the following: while on school grounds, while going to or coming from school, or coming from a school sponsored activity.

Students are expected to follow the Patriots Lead the Way expectations for student behavior:

PATRIOTS LEAD THE WAY

Safe: Clean, Kind, & Controlled

Responsible: Accountable, Advocating, & Aware

Respectful: Polite, Professional, & Prepared

Administrators visit every English class at the beginning of the year to review student conduct expectations as delineated in The Pioneer High School Student Handbook.

**Conduct Code Procedures**

Our goal at Pioneer High School is to provide a safe learning environment for all of our students. To that end, we have instituted steps to ensure a more positive climate, including LINK Crew Freshmen Orientation and a LINK Crew class to provide ongoing connections to our freshmen throughout the year; a freshman LINK Academy which provided an introduction to our school for our most at risk incoming 9th graders; and our ongoing work with PBIS, incorporating our LINK Patriot expectations for behavior. Our efforts are working as we have had a decrease in problem behaviors as evidenced by our suspension data.

**First Semester 2016-2017**

Fighting 44 suspensions  
 Alcohol/Intoxicant 46 suspensions  
 Defiance of authority 157 suspensions  
 Obscene act 19 suspensions

**First Semester 2017-2018**

Fighting 15 suspensions  
 Alcohol/Intoxicant 28 suspensions  
 Defiance of authority 123 suspensions  
 Obscene act 13 suspensions

**First Semester 2018-2019**

Fighting 9 suspensions  
Alcohol/Intoxicant 7 suspensions  
Defiance of authority 7 suspensions  
Obscene act 7 suspensions

#### First Semester 2019-2020

Fighting 19 suspensions  
Alcohol/Intoxicant 25 suspensions  
Defiance of authority 15 suspensions  
Obscene act 6 suspensions

\* No data for 2020-2021 due to distance learning with some modifications to an in person hybrid model for two months.

#### First Semester 2021-2022

Alcohol/intoxicant 11 suspensions  
Fighting 11 suspensions  
Obscene act 7 suspensions  
Stealing 4 suspensions

#### 2nd Semester 2021-2022

Fighting 22 suspensions  
Alcohol/Intoxicant 18 suspensions  
Obscene act 5 suspensions  
Defiance of authority 4 suspensions  
Use/possess tobacco 4 suspensions

Students who become involved in areas of problem behavior will be subject to progressive disciplinary actions. Severe or dangerous behavior may require an immediate move to step three at the discretion of the teacher or school personnel.

#### Step One: INFORMAL TALK

The teacher will talk to the student about the behavior in question and the expected/desired student behavior.

#### Step Two: CONFERENCE/CONSEQUENCE

The teacher will call parents about the problem behavior and assign a consequence and/or intervention.

#### Step Three: ADMINISTRATIVE REFERRAL

The teacher will write a disciplinary referral to an administrator who will assign appropriate consequences and interventions including detention or any of the following:

#### CONSEQUENCES:

##### BEHAVIOR CONTRACT

Students who have progressed through all levels of Progressive Discipline and accompanying interventions may be placed on a full or modified Behavior Contract to specifically address areas of concern. Parents/Guardians will always be involved in that process and the Behavior Contract will remain in force for the full school year.

##### DETENTION

Administrative detention is a supervised period held during lunch or after school. Students are required to come to detention with materials prepared to study. Student participation in an extra-curricular activity is not an excuse for missing detention.

##### WEDNESDAY AFTER-SCHOOL INTERVENTION

After-School Intervention is assigned to students as a result of unexcused absences, excessive class cuts, excessive tardies, or other disciplinary actions. An academic atmosphere is maintained under the close supervision of school staff. All regular school rules apply. Students who fail to report to After-School Intervention will receive two After-School Interventions or an in-school suspension.

## IN-SCHOOL SUSPENSION

A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses for which suspension is permitted.

## SUSPENSION

Serious infractions of discipline standards may result in suspension in accordance with E.C. 48900. Students who are suspended will be informed of their right to a hearing. Students who are suspended may not be on the school campus, may not attend any school functions, and may not participate in any extra/co-curricular activities. Teachers may permit students to make-up work missed during suspension, but it is at their discretion.

## EXPULSION

Students with serious violations and/or repeated violations of Education Code #48900-48918 may be recommended for expulsion from schools of the Woodland Joint Unified School District. The student will be informed that he/she is subject to expulsion, and will be informed of all rights due him/her. The Board of Education will have determination as to the expulsion of the student.

## ADMINISTRATIVE CONFERENCE

An Administrative Conference is required to consider disciplinary consequences when a student is believed to be involved in the possession, use, sale and/or furnishing of any controlled substance, 5 day suspensions, or any other serious infraction of school rules. The Administrative Conference determines the manner in which a student will be allowed to continue attending Pioneer High School. The members in attendance at the Administrative Conference are the principal or the principal's designee, student, and parent.

## CLASS SUSPENSION BY A TEACHER (EC 48910)

A teacher may suspend a student from class for the duration of that period and the day following.

The teacher suspending the student must be the student's teacher.

The teacher will send the suspended student with a referral immediately to the assistant principal.

The student is required to remain on school site under appropriate supervision.

The teacher must contact the parent by phone within twenty-four hours and request a parent/teacher conference.

## INTERVENTIONS

Whenever a disciplinary consequence has been assigned, administrators will attempt to apply an assertive intervention to guide students so as to prevent the need for disciplinary action in the future. A copy of the Intervention/Discipline matrix is available upon request and may be viewed at the school's website.

## SUSPENSION

Our goal is to use progressive discipline and interventions to avoid the necessity for suspension. However, from time to time, it may be the case that a student commits an infraction so severe that suspension is our only recourse. Students may be suspended for violations of California Education Code 48900-48918. Those suspendable offenses are listed below:

### 48900

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force/violence upon another person;
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object;
- c. Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind;
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, or an intoxicant of any kind, and then either sold, delivered or furnished another liquid, substance or material and represented it as the controlled substance, or intoxicant;
- e. Committed robbery or extortion;
- f. Caused or attempted to cause damage to school property or private property;
- g. Stole or attempted to steal school property or private property;
- h. Possessed or used tobacco;
- i. Committed an obscene act or engaged in habitual profanity or vulgarity;
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia;
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisor, teachers, administrators, school officials, or other school personnel engaged in the performance of duties;

- l. Knowingly received stolen property or private property;
- m. Possessed an imitation firearm;
- n. Committed or attempted to commit a sexual assault or committed sexual battery;
- o. harassed, threatened, intimidated or retaliated against a pupil witness who is (was) a witness in a school disciplinary proceeding;
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma;
- q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil;
- r. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (i) A message, text, sound, video, or image.
- (ii) A post on a social network Internet Web site, including, but not limited to:
  - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
  - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

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

No individual student or group of students 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 other student or school personnel. To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying. As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and/or appropriate online behavior. Staff shall receive related professional development, including information about early warning signs of bullying, harassing, and intimidating behaviors and effective response. Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias. Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement. The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, prevention and crisis counselor, social worker, child welfare attendance personnel, school nurse, or other support services personnel for case management, counseling, and/or participation in a restorative practice program as appropriate. (Education Code 48900.9) Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3- Uniform Complaint Procedures. Corrective actions for a student who commits an act of bullying of any type on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption to the campus, may include counseling, restorative practice, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion, in accordance with district policies and regulations. Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal. For additional information see: BP and AR 1312.3 Uniform Complaint Procedures BP 4119.11, 4219.11, 4319.11 Sexual Harassment BP 5131.2 Bullying BP and AR 5144.1 Suspension and Expulsion/Due Process BP 5145.3 Nondiscrimination/Harassment See District website under Board of Education and at <http://www.gamutonline.net/district/woodland>

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

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

The Superintendent/Principal or designee oversees the development of a comprehensive district-wide safety plan that identifies major safety concerns as well as the district's goals and priorities for safe schools. The plan includes violence prevention strategies and actions to be taken in the event of a crisis.

School safety plan is reviewed, updated, and approved by governing board by March 1st of each year.

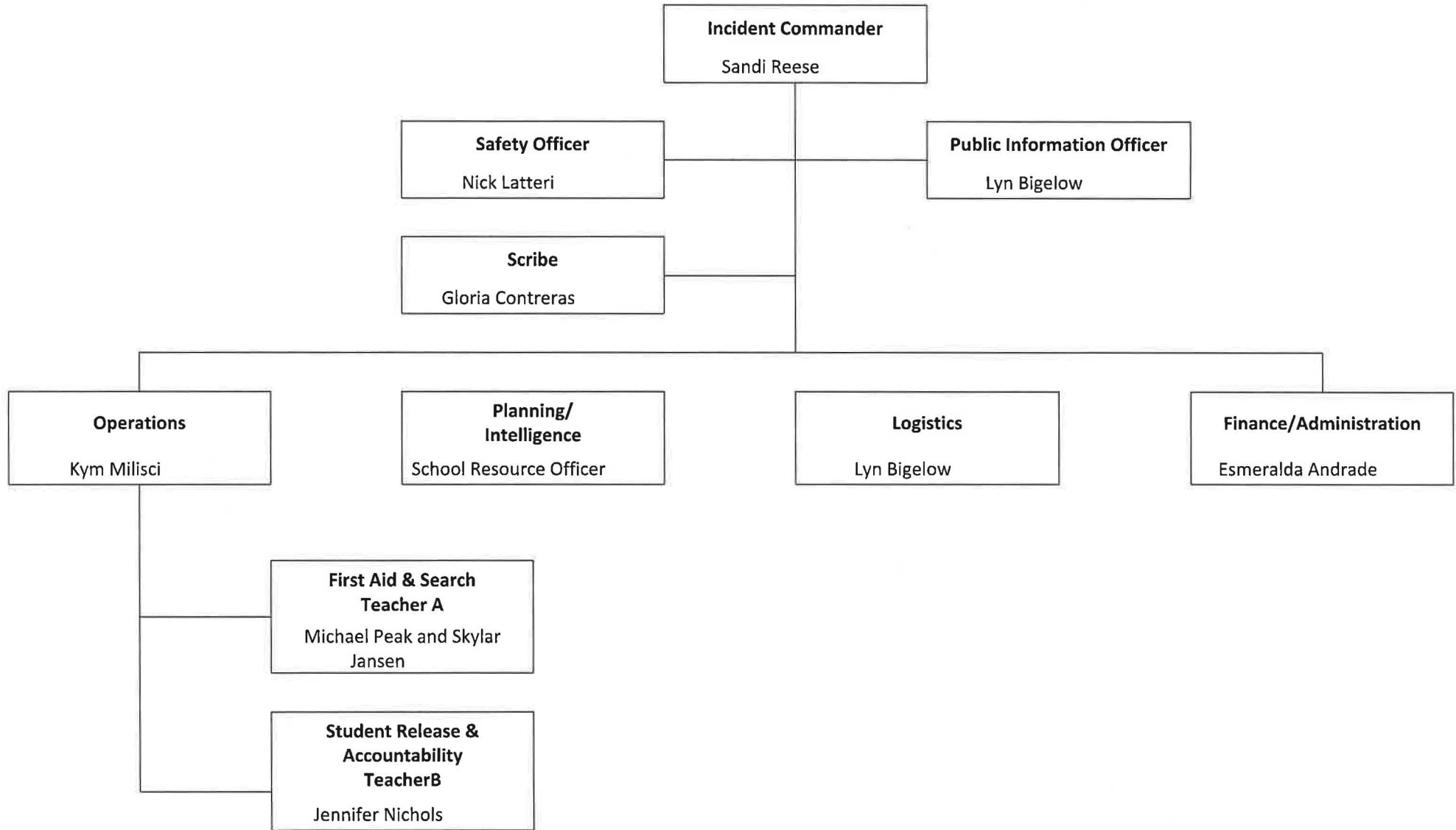
The Board reviews the comprehensive District and School safety plans in order to ensure compliance with state law, Board policy, and Administrative Regulation and approves the plan at a regularly scheduled meeting of the Board.

## Safety Plan Appendices

### Safety Plan Review, Evaluation and Amendment Procedures

| Activity Description<br>(i.e. review steps, meetings conducted, approvals, etc) | Date and Time  | Attached Document<br>(description and location)                                                                                                                                    |
|---------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School Safety Committee reviews CHKS data and safety plan                       | September 2022 | Agenda and minutes (attached)                                                                                                                                                      |
| Staff Safety Drills Procedures/Protocols Training                               | 2022-2023      | Safety Drills Procedures (attached) are in staff emergency binders.                                                                                                                |
| Conduct Safety Drills                                                           | 2022-2023      | Evacuation maps - Fire and Earthquake (attached)<br>General Emergency Protocols (attached)<br>Drill Schedule (attached)<br><br>All these documents are in staff emergency binders. |
| School Site Council - Approves Safety Plans                                     | October 2022   | Agenda and minutes will be attached.                                                                                                                                               |
| ELAC - Review key components of the Safety Plan                                 | October 2022   | Agenda and minutes will be attached.                                                                                                                                               |
| Student Advisory Council - Review Safety Plan                                   | October 2022   | Agenda and minutes will be attached.                                                                                                                                               |

Pioneer 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. 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.