

# Comprehensive School Safety Plan

**2020-2021  
School Year**

**School:** Maria Carrillo High School  
**CDS Code:** 49 70920 4930244  
**District:** Santa Rosa Secondary  
**Address:** 6975 Montecito Blvd.  
Santa Rosa, CA 95409-2787  
**Date of Adoption:** 2020/2021  
**Date of Update:** November 2020  
**Date of Review:**  
- with Staff  
- with Law Enforcement  
- with Fire Authority

**Approved by:**

Name	Title	Signature	Date

## Table of Contents

Comprehensive School Safety Plan Purpose.....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	5
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	5
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	5
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	6
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	6
(E) Sexual Harassment Policies (EC 212.6 [b]).....	6
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	7
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	7
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	7
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	9
(J) Tactical Responses (See EOP, ANNEX B) (EC 32282(a)[2](J)).....	10
(K) Procedures for Preventing Acts of Cyber-bullying.....	10
Safety Plan Review, Evaluation and Amendment Procedures.....	11
Safety Plan Appendices.....	12
Emergency Contact Numbers.....	13
Safety Plan Review, Evaluation and Amendment Procedures.....	14
Maria Carrillo High School Incident Command System.....	15
Incident Command Team Responsibilities.....	16
Emergency Response Guidelines.....	17
Step One: Identify the Type of Emergency.....	17
Step Two: Identify the Level of Emergency.....	17
Step Three: Determine the Immediate Response Action.....	17
Step Four: Communicate the Appropriate Response Action.....	17
Types of Emergencies & Specific Procedures.....	18
Aircraft Crash.....	18
Animal Disturbance.....	18

Armed Assault on Campus .....	18
Biological or Chemical Release.....	19
Bomb Threat/ Threat Of violence .....	20
Bus Disaster.....	20
Disorderly Conduct .....	21
Earthquake.....	21
Explosion or Risk Of Explosion .....	21
Fire in Surrounding Area .....	22
Fire on School Grounds .....	22
Flooding .....	22
Loss or Failure Of Utilities .....	23
Motor Vehicle Crash .....	24
Pandemic .....	25
Psychological Trauma.....	28
Suspected Contamination of Food or Water .....	29
Tactical Responses to Criminal Incidents .....	29
Unlawful Demonstration or Walkout.....	30
Emergency Evacuation Map.....	32
Quick Reference Guide .....	33

## **Comprehensive School Safety Plan Purpose**

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

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

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

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

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

A copy of the Comprehensive School Safety Plan is available for review at 6975 Montecito Blvd., Santa Rosa, CA 95409.

## **Safety Plan Vision**

Maria Carrillo High School is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. This Safety Plan represents our efforts towards promoting sensitivity and respect for all individuals regardless of cultural and ethnic background, an environment of nonviolence, clear behavioral expectations, disciplinary policies that are consistently and fairly administered, and a sense of community on the school campus. Maria Carrillo also recognizes the importance of protecting district property, facilities, and equipment from damage utilizing proactive security procedures, established emergency response plans, and timely maintenance and cleaning.

This vision is aligned with the California Constitution, Article I, Section 28(c): Right to Safe Schools, stating "All students and staff of primary, elementary, junior high, and high schools have the inalienable right to attend campuses which are safe, secure, and peaceful."

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

### **Maria Carrillo High School Safety Committee**

#### **Assessment of School Safety**

The current administration and supervision staff at Maria Carrillo High School continues with a clearly defined discipline plan for addressing behavioral issues on campus. Due to the Coronavirus pandemic and subsequent Sonoma County Shelter in Place order in March 2020, Santa Rosa Schools shifted to distance learning and the overall number of disciplinary incidents decreased significantly. When students return to school, the school administration will continue to seek restorative, logical consequences as an alternative to exclusionary discipline, in order to keep students on campus and engaged in learning. The administration and all school staff continue to work diligently at building relationships within our entire school community, with a specific focus on building positive student-to-student and student-to-staff relationships. We believe that through this work, we will see fewer behavior incidents overall, particularly in the area of classroom disruptions. Through restorative conferencing and mediation, the administrators strive to help students gain an understanding of the impact of their behavior, and provide opportunities to repair the harm done to others or to the campus.

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

A. Child Abuse Reporting Procedures

B. Disaster Procedures

C. Suspension and/or Expulsion Procedures

D. Procedures to Notify Teachers of Dangerous Pupils

E. Harassment Policy

F. Rules and Procedures for School Discipline

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

All school personnel are made aware through district training, staff meetings and written notification of their obligation to report child abuse. Board Policy/Regulation 5141.4 states that the Board of Education recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly. The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

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

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

1. Through Board Policy 3516, the Santa Rosa City Board of Education recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators. In accordance to Board Regulation 3516, the Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters: Fire, Earthquake or other natural disaster, bomb threats, and campus intruder. Maria Carrillo High School engages in all of these drills at least once a year.

2. During the 2016-2017 school year, Maria Carrillo staff received Standardized Emergency Management System (SEMS) training. This training is reviewed annually, along with annual Safe Work Practices training. A Crisis Response Plan is in place in keeping with the SEMS model. Schools develop their crisis plans as in accordance with Board Policy. Maria Carrillo has emergency equipment and communication devices in a storage container located in the outfield of the varsity baseball field. The use and color of vests to identify key members of the crisis response team has been standardized throughout the district. The “Santa Rosa School-Police Procedure handbook” contains, on pages 24-25, a plan to handle a hostage situation on campus. Pages 25-26 describe the School Crisis Plan.

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

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

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

2. Students who are expelled are enrolled in alternative education settings Community Schools, operated by the Sonoma County Office of Education. Students who are expelled but have the expulsion suspended are enrolled in a regular or alternative program in the Santa Rosa City Schools. Community Schools provide a different kind of learning environment for students who are experiencing difficulties in a traditional school setting or who are exhibiting negative behavior patterns in school or the community. Students may range in age from 12 to 18 years old and a multiple-grade, multiple-subject curriculum is taught. There are two Community Schools in Sonoma County: Amarosa Academy in Santa Rosa and Headwaters Academy in Petaluma. Many of the students enrolled in these schools have been expelled from their district school, identified as habitually truant, or placed on probation by the juvenile court. The emphasis of the program is to re-establish the educational direction of students by providing a learning environment that meets their needs. Counseling and other support services are provided by public and community agencies.

3. Students who are on a suspended expulsion, or who are at Maria Carrillo High School from an Administrative Review and Placement Committee referral meet with the Administration upon their arrival, as well as on a regular basis.

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

1. All teachers can access suspension information through the student information system, or through requests made to administrators. Teachers are notified of students who have been convicted of violent crimes directed toward school personnel through written communication about the incident or by requesting teachers to contact an assistant principal for “more information” about a student.

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

1. Santa Rosa City Schools Board Policy 5145.7 contains the district policies on sexual harassment. The Board of Education is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. These policies are designed to prevent sexual harassment, to provide due process, and to immediately respond to any complaints that are made.

2. At Maria Carrillo High School a clear message that students do not have to endure sexual harassment is communicated through our student handbook, curriculum and discussions within all Advocacy classes. Students are encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained. Students are educated to recognize harassment, to take it seriously, and to know how to respond to and report it.

3. Policies and the school’s response to sexual harassment are detailed in the Student Handbook – [Available in the Student Planner and also online through the MCHS Website]. Students receive copies of this and Advocate teachers familiarize them with it. At Maria Carrillo the administrators speak with all advocacies about harassment each fall.

4. Further communication and support is provided through an advocacy class, which provides a venue for teaching about harassment as well as a safe place where students may talk privately to a staff member about concerns they have in this area. MCHS also supports a peer education program that sponsors activities which promote a safe, violence and harassment free campus, and the Parent Annual Notice includes policies regarding harassment and outlines procedures for reporting.

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

1. Board Policy 5132 and Administrative Regulation 5132 specifically addresses “gang-related” apparel and behavior. The Board of Education believes that appropriate student dress contributes to a productive learning environment, and that students’ clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. This policy is reviewed each fall with all students and with new students upon enrollment. Students who violate this policy are counseled (with parent notification) for a first violation, counseled (with parent notification) and informed of possible suspension on the second violation, and may be suspended for further infractions.

2. School administrators receive updated information throughout the year at quarterly meetings with SRPD. When necessary, adjustments are made to these policies. When “gang” related clothing or markings are newly identified, dress codes standards are modified to insure a safe and orderly environment for Maria Carrillo High School students. When necessary, this information is updated in the MCHS Handbook and updates to parents and students as needed via the Puma Purr.

3. Freshman students are provided a “student handbook” which includes a section on school dress. Upper class students are directed to the MCHS website for the same information. This information is reviewed with all students annually by administrators through Advocacy class visitations. Maria Carrillo High School does not permit attire which is unsafe, unhealthy, disrespects others, causes a classroom distraction, is gang related, or promotes sex, drugs, alcohol, tobacco, violence, profanity or discriminates against any person or group.

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

1. Maria Carrillo is a closed campus. Students are not permitted to leave without parent permission and checking out through the Health Office or Attendance Office. Maria Carrillo High School closes the gates to all roads entering campus, except for one. The gates are closed 15 minutes after school starts and reopened 15 minutes before school ends. The school parking lots are monitored by staff before and after school, and throughout the day. Neighbors are encouraged to report any activity around the perimeter of the campus which appears suspicious.

2. A School Resource Officer is available 4 days per week to respond to problems or issues raised by neighbors, students, parents or staff on or near the campus. The Santa Rosa Police Department Dispatch responds promptly when the SRO is unavailable.

3. Signs directing visitors to the main office are posted at every entrance. Visitors to the campus are required to sign in at the Attendance Office and receive a name tag prior to proceeding to buildings other than the main office.

4. All substitute teachers are provided with lanyards with identification when moving around campus. All Inside Work Experience students wear lanyards with identification when moving around campus.

5. Students are informed that they may be suspended for illegal activity which occurs on the way to and home from school and at school sponsored activities as well as on campus.

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

**Component:**

School Discipline

**Element:**

Increase student and family wellness and engagement through the full service community school model.

**Opportunity for Improvement:**

Students have indicated on the YouthTruth Survey that only 38% feel they have a trusted adult on campus. In addition an average of 40% have shared that they have felt hopeless for a two-week duration of time or more. Attendance data indicates that we have seen an increase in truant students rising to 15% of our student body. Our needs assessment survey indicates 62% of students report having a difficulty connecting with their teachers and peers through distance learning.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Increase engagement metrics for Title 1 identified students, foster youth, SED, English Learners	Connect incoming freshmen students with their Puma Peers/Pals at Orientation	SPSA Funds	Principal, Asst. Principal, MTSS Coordinator, Puma Peer Teacher	The following data will be used to monitor this activity: youth truth data, exit tickets, attendance data
Increase engagement metrics for Title 1 identified students, foster youth, SED, English Learners	Puma Peers connect with transitioning freshman class through weekly virtual activities	SPSA Funds	Principal, Asst. Principal, MTSS Coordinator, Puma Peer Teacher	The following data will be used to monitor this activity: youth truth data, exit tickets, attendance data
Increase engagement metrics for Title 1 identified students, foster youth, SED, English Learners	Recruit Puma Peers to assist transitioning students with connection to MCHS	SPSA Funds	Principal, Asst. Principal, MTSS Coordinator, Puma Peer Teacher	The following data will be used to monitor this activity: youth truth data, exit tickets, attendance data
Increase engagement metrics for Title 1 identified students, foster youth, SED, English Learners	Increase student and family understanding of the Graduate Profile - four characteristics that build socio-emotional health, skills necessary for success in life, and confidence and self-esteem.	SPSA Funds	Principal, Asst. Principal, MTSS Coordinator, Puma Peer Teacher	The following data will be used to monitor this activity: youth truth data, exit tickets, attendance data

**Component:**

Harassment Policies

**Element:**

Increase staff understanding of anti-racist actions and opportunities for collaborative curriculum development

**Opportunity for Improvement:**

YouthTruth and site survey results show a disparity between white and non-white student feelings of engagement and representation. Through collaborative work with our site Building Anti-Racist Educators (BARE) group staff will have new opportunities to develop their own understanding of anti-racist actions and collaborate with peers on actions they can take in their classrooms and school community to increase engagement for students of color.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Increase staff knowledge of anti-racist principles	Collaboration within BARE group	Professional development time	Principal, BARE Teacher leader	The following data will be used to monitor this activity: youth truth data, exit tickets
Increase staff knowledge of anti-racist principles	Share out BARE group work at staff collaborative	Staff collaborative time	Principal, BARE Teacher leader	The following data will be used to monitor this activity: youth truth data, exit tickets

**Component:**

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

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

**Maria Carrillo High School Student Conduct Code**

1. Rules regarding student behavior, including such areas as drugs, alcohol, tobacco and violence are clearly stated and published in the student handbook which is updated yearly. Yearly Advocacy visitations by administrators provide a review of conduct policies and include prevention strategies related to (but not limited to) issues of drugs, alcohol, gangs, fights, harassment, weapons, and theft. Students are clearly taught that the school’s jurisdiction covers student’s activities on the way to and from school, as well as during the regular school day and school related activities. Students are made aware that they are to report incidents that occur and that administrators will follow up.

2. The school board has adopted “zero tolerance” policies regarding weapons or violence on campus. These policies call for the suspension from school of students who commit violent acts, and require the request for an expulsion hearing when students bring weapons to school. Students are informed that firearms, including but not limited to pistols, revolvers or any device including replicas designed to be used as a weapon such as pellet and BB guns are not allowed at school. The school and district codes and gang policy are also reviewed and enforced.

3. Student Study Team meetings, initiated by any staff member, but frequently by counselors, are held for students needing more assistance to succeed (attendance, behavior, grades, social, psychological, medical, etc.) The team consists of parents, student, counselor, assistant principal, when needed the school psychologist, Advocacy teacher when possible, and others.

**Conduct Code Procedures**

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

1. Santa Rosa City Schools Board Policy 5145.7 contains the district policies on sexual harassment. The Board of Education is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. These policies are designed to prevent sexual harassment, to provide due process, and to immediately respond to any complaints that are made.

2. At Maria Carrillo High School a clear message that students do not have to endure sexual harassment is communicated through our student handbook, curriculum and discussions within all Advocacy classes. Students are encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained. Students are educated to recognize harassment, to take it seriously, and to know how to respond to and report it.

3. Policies and the school's response to sexual harassment are detailed in the Student Handbook – [Available in the Student Planner and also online through the MCHS Website]. Students receive copies of this and Advocate teachers familiarize them with it. At Maria Carrillo the administrators speak with all advocacies about harassment each fall.

4. Further communication and support is provided through an advocacy class, which provides a venue for teaching about harassment as well as a safe place where students may talk privately to a staff member about concerns they have in this area. MCHS also supports a peer education program that sponsors activities which promote a safe, violence and harassment free campus, and the Parent Annual Notice includes policies regarding harassment and outlines procedures for reporting.

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

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. 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. 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. 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.

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

### Section IV Verification of Review/Revision

a. Per California Ed Code, the Comprehensive Site Safety Plan will be reviewed by the Site Safety Committee and/or the School Site Council annually. The plan will be adopted by the Site Council by March 1st of each year.

b. A record of recent plan approvals is provided below:

See Site Council Minutes of 23 January 2017

See Site Council Minutes of 24 January 2018

See Site Council Minutes of January 2019

See Safety Team Minutes of 27 January 2020 and Site Council Minutes of February 2020

See Site Council Minutes of 28 October 2020

**Safety Plan Appendices**

**Emergency Contact Numbers**

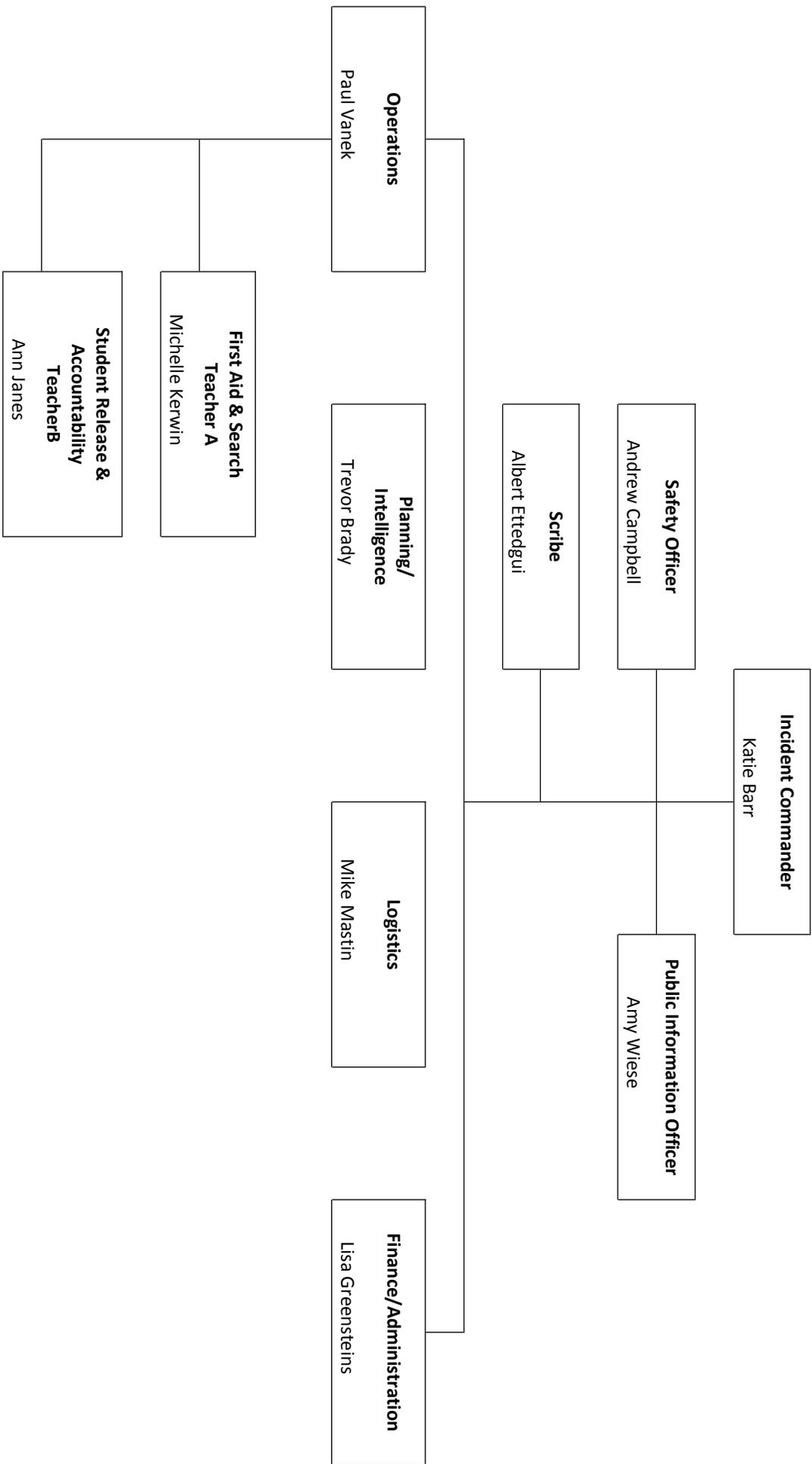
**Utilities, Responders and Communication Resources**

<b>Type</b>	<b>Vendor</b>	<b>Number</b>	<b>Comments</b>

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

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
MCHS School Safety Team	8/26/2019	Minutes in a shared drive <a href="https://docs.google.com/document/d/1syHSb_BrocskyMmTMexOGDfKwDDYy-yN_2vzS88armM/edit?usp=sharing">https://docs.google.com/document/d/1syHSb_BrocskyMmTMexOGDfKwDDYy-yN_2vzS88armM/edit?usp=sharing</a>
MCHS School Safety Team	1/27/20	Minutes in a shared drive <a href="https://docs.google.com/document/d/1RANG_hMGOpXWK9Ks_EuNf3E7KSvcDkjBaH3PipU0oHE/edit?usp=sharing">https://docs.google.com/document/d/1RANG_hMGOpXWK9Ks_EuNf3E7KSvcDkjBaH3PipU0oHE/edit?usp=sharing</a>
MCHS School Site Council	10/28/20	Minutes in a shared drive <a href="https://docs.google.com/document/d/1eB_sqg48ODtfoPngfxJSUVerfLURC6oH8W58hz7Eq7M/edit?usp=sharing">https://docs.google.com/document/d/1eB_sqg48ODtfoPngfxJSUVerfLURC6oH8W58hz7Eq7M/edit?usp=sharing</a>

**Maria Carrillo High School Incident Command System**



## **Incident Command Team Responsibilities**

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

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

#### **Management**

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

#### **Planning & Intelligence**

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

#### **Operations**

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

#### **Logistics**

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

#### **Finance & Administration**

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

## **Emergency Response Guidelines**

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

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

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

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

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

### **Aircraft Crash**

1. If aircraft crashes on or near school buildings, or if an explosion erupts inside the school, teachers give the DUCK, COVER, AND HOLD command to protect children against blast and falling objects.
2. Teachers take immediate action to remove children from assembly areas and follow the evacuation procedures.
3. Staff performs necessary rescue measures to help injured or trapped students.
4. Call police and fire departments.
5. The principal ensures that students and staff are kept at a safe distance from aircraft in danger of possible explosion.
6. Do not enter any building or classroom, until authorized by the Principal, or designee and the fire department.
7. The principal advises parents of the release of students to an alternate location.

The principal notifies the Superintendent/ District Emergency Preparedness Director.

### **Animal Disturbance**

Animal/Animal Disturbance

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

1. Isolate the pupils from the animal.
  - -If an animal is outside, keep pupils inside.
  - -If an animal is inside; keep pupils outside or in some other sheltered area.
  - -Call the office to report.

The principal notifies the Superintendent/ District Emergency Preparedness Director.

### **Armed Assault on Campus**

Profile of an Active Shooter

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

Characteristics of an Active Shooter situation

Victims are predominately selected at random

The event is unpredictable and evolves quickly

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

Coping with an Active Shooter situation

Be aware of your environment and any possible dangers

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

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

Attempt to take the Active Shooter down as a last resort

Active Shooter Procedures

Inside:

RUN...

Know where the threat is and run away from it

Know your escape routes

Leave your belongings behind

Take your cell phone

Keep hands visible for responding Law Enforcement

HIDE...

Call 911 for assistance if possible  
Lock and barricade door(s)  
Cover windows, close blinds, and curtains  
Tell students to be quiet and silence cell phones  
Stay low to the ground and hide away from windows  
Spread out (if possible)  
Be prepared to FIGHT

Call 911 and notify the District Superintendent/District Emergency Preparedness Coordinator when it is safe to do so.

Information to provide to Law Enforcement or 911 Operator

The specific location of the active shooter  
Number of Shooters  
Physical description of shooters  
Number and type of weapons held by shooters  
Number of potential victims at the location

FIGHT...

As a last resort and only when your life is in imminent danger

If an intruder comes in the classroom, be prepared to fight

Use a weapon (fire extinguisher, chair, books, etc.)

Use your surroundings to create distractions: yelling, trip hazards, throwing items, turning off lights, putting furniture in front of the door

Outside:

If shots fired - immediately "Drop and cover"

If it is safe, move away from the shooting

How to respond when Law Enforcement Arrives

Remain calm and follow instructions

Remove any items in your hands (i.e., cell phones, bags, jackets)

Raise hands and spread fingers

Keep hands visible at all times

Avoid quick movements toward officers such as holding on to them for safety

Avoid pointing, screaming or yelling

Do not stop to ask officers for help or direction when evacuating

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

The principal advises parents of the release of students to an alternate location when it is safe to do so.

### **Biological or Chemical Release**

Biological or Chemical Release

1. Stay indoors, do not attempt to evacuate the building until instructed to evacuate.
2. Shut all doors and windows, use duct tape (from Red Emergency bags) to seal off all seams on the doors and windows.
3. The principal notifies the Superintendent/ District Emergency Preparedness Director. The decision to evacuate students off-site depends on the situation and will be made by the Principal/Designee/Superintendent/District Emergency Preparedness Director and/or Law Enforcement.
4. The principal arranges for the evacuation of students and staff to a safe location if warranted.
5. The principal advises parents of the removal of students to an alternate location.
6. Students released to parents from alternate/safe locations.

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

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

#### **Bomb Threat**

If a threat by telephone comes directly to a school

1. The person receiving a call should attempt to keep the caller on the telephone as long as possible and alert someone else by a prearranged signal so they can get on an extension and notify the telephone company to trace the call.

\* Dial "911" -- tell operator, 'This is (name of the caller) from Brook Hill School. We are receiving a bomb threat on another line. The number of that line is ( ). Please trace the call.'

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

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

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

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

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

\* Avoid the use of the general alarm, if possible.

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

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

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

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

2. The principal notifies parents of the situation.

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

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

5. Do not publicize the threat any more than necessary.

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

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

#### **Unsafe School Conditions**

\* If Brook Hill School becomes unsafe, move students to a closest suitable alternate shelter.

Location: French American Charter School - 1350 Sonoma. Procedure for movement to shelter:  
Walkthrough Doyle Park.

### **Bus Disaster**

#### **BUS DRIVERS/SCHOOL STAFF**

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

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

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

The principal notifies parents.

The principal notifies the Superintendent/ District Emergency Preparedness Director.

### **Disorderly Conduct**

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

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

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

#### Inside School

##### STAFF ACTIONS:

Report disruptive circumstances to principal/sit administrator.

Avoid arguing with the participant(s).

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

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

Stay away from windows and exterior doors.

##### PRINCIPAL/DESIGNEE ACTIONS:

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

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

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

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

#### Outside of School

##### PRINCIPAL/DESIGNEE ACTIONS:

Call 911.

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

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

Cancel all outside activities.

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

Assign staff members to assist as necessary.

##### STAFF ACTIONS:

Close and lock classroom doors. Close all curtains and blinds. Keep students away from windows and take precautions to protect them from flying glass in the event windows are broken.

Instruct students to DUCK, COVER AND HOLD, lie on the floor and keep students calm.

Care for the injured, if any.

Remain with students within locked classrooms until ALL CLEAR is announced over the PA system, regardless of bells and the school schedule.

### **Earthquake**

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

Explosion/Threat of Explosion

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

2. If the explosion occurred within the school buildings, immediately upon passage of the blast wave,

initiate Action LEAVE BUILDING.

#### Threat of Explosion

1. Initiate Action LEAVE BUILDING.

Responsibility of Principal, Lead Teacher or School Office Manager

#### Unsafe School Conditions

\* If Brook Hill School becomes unsafe, move students to a closest suitable alternate shelter.

Location: French American Charter School - 1350 Sonoma. Procedure for movement to shelter:

Walkthrough Doyle Park.

The principal notifies the Superintendent/ District Emergency Preparedness Director.

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

#### Fire in Surrounding Area

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

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

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

#### Air Quality

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

#### Fire on School Grounds

#### Flooding

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

#### Incident Commander

1. Determine if evacuation is required.
2. Notify the Superintendent/ District Emergency Preparedness Director of intent to evacuate, the location of the safe evacuation site and the route to be taken to that site.
3. The decision to evacuate students off-site will be made by the Principal/Superintendent/and/or District Emergency Preparedness Director.
4. Instruct on the means of which students will be evacuated to a safer location. Other guidelines should be kept in mind if students are going to be transported by buses or cars.
5. Post a notice on the office door stating where the school has relocated and inform the relocation site to the Superintendent/ District Emergency Preparedness Director.
6. Monitor local radio and television stations for flood information.
7. Delegate a search team if students or staff have been determined to be missing.
9. Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

#### General Staff:

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

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

#### **Loss or Failure Of Utilities**

Notify the District Superintendent/District Emergency Preparedness Director.

#### During the School Day

If the loss of power is during school hours students will remain at school until the end of the school day. All after school activities and programs will be canceled.

Assess food preparation facilities

Estimate the number of persons requiring shelter and for what period of time

Assess the adequacy of available water, food, blankets, and other supplies

Control conservation of water

Establish a list of all persons on campus and determine any special needs.

Report additional equipment and supply needs to the District Emergency Operations Center (EOC)

Set up portable latrines as needed

#### Before the start of the School Day

If the loss of power is before the start of school hours, the Superintendent will make the decision to close schools.

The principal will send a message via the message system to the school community (parents and staff) in English and Spanish.

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

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

## **Motor Vehicle Crash**

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

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

Notify the police and fire department (CALL 911).

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

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

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

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

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

Notify the Superintendent/ District Emergency Preparedness Director.

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

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

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

Students released to parents from alternate/safe location.

### **STAFF ACTIONS:**

Notify Principal

Move students away from the immediate vicinity of the crash.

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

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

Take attendance at the evacuation assembly area

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

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

Care for the injured, if any.

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

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

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

Santa Rosa City Schools  
**COVID-19 Potential Response Scenarios in a School Setting**

## Scenario-Action-Communication Flowchart

**1. A student or staff member either exhibits COVID-19 symptoms (e.g., cough, fever, temp of 100.4°F or above, shortness of breath, etc.) or answers yes to Daily Health Self-Assessment.**

Action: Student	Action: Staff
<ul style="list-style-type: none"> <li>● Request they <b>STAY HOME</b> if they are experiencing symptoms of COVID-19.</li> <li>● If on-campus, send to the school’s designated Isolation Room and then home to isolate.</li> <li>● Notify parents to pick up the student immediately. If able to drive themselves, send home immediately and notify parents.</li> <li>● Ask if the student has been in close contact with someone who had COVID-19 within the past 14 days.</li> <li>● Recommend they consult a healthcare provider about testing.</li> <li>● The family will notify school attendance to report the absence.</li> <li>● The family will notify the school admin if the student tests positive for COVID-19. (If positive, see #3.)</li> </ul>	<ul style="list-style-type: none"> <li>● Request they <b>STAY HOME</b> if they are experiencing symptoms of COVID-19.</li> <li>● If on-campus, send home immediately to isolate.</li> <li>● Ask if staff has been in close contact with someone who had COVID-19 within the past 14 days.</li> <li>● Recommend they consult a healthcare provider about testing.</li> <li>● Staff will notify HR and determine if they will take leave or work remotely.</li> <li>● Staff will notify their supervisor if the staff tests positive for COVID-19. (If positive, see #3.)</li> </ul>

**When to get tested:** If they develop symptoms, they should get tested immediately.

**Students and Staff who have NOT had close contact with someone who had COVID-19 within the past 14 days may return to school once these three criteria are met:** 10 days since the symptoms first appeared, symptoms improve and they feel better, AND at least 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications.

**Students and Staff who have had close contact with someone who had COVID-19 within the past 14 days may return to school once these three criteria are met: 14 day quarantine, AND at least 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.**

- **Classroom/Cohort OPEN**
- Contact **Student or Staff who exhibit symptoms** and request for them to monitor symptoms and follow up with a healthcare provider. COVID-19 Coordinator sends email: [Experiencing COVID-19 Symptoms Letter](#) to the symptomatic student or staff. Copy site admin or supervisor.

**2. A student or staff member lives with or has been in close contact with a confirmed positive COVID-19 case outside of school.**

Action: Student	Action: Staff
<ul style="list-style-type: none"> <li>● Request they <b>STAY HOME</b> if they are known to be a</li> </ul>	<ul style="list-style-type: none"> <li>● Request they <b>STAY HOME</b> if they are known to be a</li> </ul>

<p><b>close contact.</b></p> <ul style="list-style-type: none"> <li>● <b>If on-campus, send home to quarantine.</b></li> <li>● Quarantine for 14 days from last exposure.</li> <li>● Recommend they consult a healthcare provider about testing.</li> <li>● The family will notify school attendance to report absence.</li> <li>● The family will notify the school admin if the student tests positive for COVID-19. (If positive, see #3.)</li> </ul>	<p><b>close contact.</b></p> <ul style="list-style-type: none"> <li>● <b>If on-campus, send home to quarantine.</b></li> <li>● Quarantine for 14 days from last exposure.</li> <li>● Recommend they consult a healthcare provider about testing.</li> <li>● Staff will notify HR and determine if they will take leave or work remotely.</li> <li>● Staff will notify their supervisor if the staff tests positive for COVID-19. (If positive, see #3.)</li> </ul>
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**When to get tested:** If they develop symptoms, they should get tested immediately. If no symptoms develop, get tested 10 days after exposure.

**Students and Staff may return** to school once these three criteria are met: 14 day quarantine, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND No COVID-19 symptoms.

- **Classroom/Cohort OPEN**
- Contact **Student or Staff who identify as a close contact with a confirmed positive COVID-19 case outside of school** and request for them to quarantine and follow up with a healthcare provider. COVID-19 Coordinator sends email: [Household Close Contact Letter](#) to the affected student or staff. Copy site admin or supervisor.

**3. A student or staff member is a confirmed positive COVID-19 case.**

Action: Student	Action: Staff
<ul style="list-style-type: none"> <li>● <b>Exclude positive case from school for 10 days from symptom onset or test date to isolate at home.</b></li> <li>● <b>Request close contacts to quarantine at home.</b></li> <li>● Family will notify school attendance to report absence.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Exclude positive case from school for 10 days from symptom onset or test date to isolate at home.</b></li> <li>● <b>Request close contacts to quarantine at home.</b></li> <li>● Staff will notify HR and determine if they will take leave or work remotely.</li> </ul>

**Positive Case: Students and Staff may return to school once these three criteria are met:** 10 days since the symptoms first appeared, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND COVID-19 symptoms (cough, shortness of breath, chills, etc.) have improved.

**Close Contacts: Students and Staff may return to school once these three criteria are met:** 14 day quarantine, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.

- **Classroom/Cohort CLOSED**
- Notify **Sonoma County Public Health.**
- Contact **Student or Staff who are confirmed positive** and request isolation for 10 days. COVID-19 Coordinator sends email: [Confirmed Positive Case Letter](#) to the infected student or staff. Copy site admin or supervisor.
- Submit to **RESIG**, the SB1159 Reporting Form. CC: HR/worker’s comp.
- Begin contact tracing. Identify close contacts, quarantine and exclude potentially exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious.
- Contact **Students and Staff who have been exposed** and request for them to quarantine for 14 days. COVID-19 Coordinator sends email: [Close Contact Exposure Letter](#) to the identified close contacts. Copy site admin or supervisor.
- Close classroom and primary spaces where the case spent significant time. Contact **Maintenance & Operations** to coordinate disinfection and cleaning.
- Per **AB 685**, COVID-19 coordinator sends email: [General COVID-19 Alert \(School Contact\) Letter](#) to those who were **on the same campus as the infected individual** Copy Site Admin.
- **Follow up** one day prior to the end of isolation and/or quarantine to welcome back to school/work. COVID-19

Coordinator sends email: [End of Quarantine - Welcome Back to School](#) to all quarantined and isolated individuals in the specific cohort. Copy site admin or supervisor.

**4. A student or staff member tests negative for COVID-19 after symptoms (and was not exposed to a COVID-19 case).**

Action: Student	Action: Staff
<ul style="list-style-type: none"> <li>● Request they <b>STAY HOME</b> if they are experiencing symptoms of COVID-19.</li> <li>● Family will notify school attendance to report absence.</li> </ul>	<ul style="list-style-type: none"> <li>● Request they <b>STAY HOME</b> if they are experiencing symptoms of COVID-19.</li> <li>● Staff will notify HR and determine if they will take leave or work remotely.</li> </ul>

**Students and Staff may return to school if:** Symptoms improve and they feel better, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications

- Classroom/Cohort OPEN
- No Communication needed.

**5. After being exposed to COVID-19, a student or staff member tests negative during quarantine**

Action: Student	Action: Staff
<ul style="list-style-type: none"> <li>● <b>Negative test does not shorten quarantine. (See #2.)</b></li> <li>● Family will notify school attendance to report absence.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Negative test does not shorten quarantine. (See #2.)</b></li> <li>● Staff will notify HR and determine if they will take leave or work remotely.</li> </ul>

**Students and Staff may return to school once these three criteria are met:** 14 day quarantine, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.

- Classroom/Cohort OPEN
- No Communication needed

Additional Resources:

- [COVID-19 Symptoms \(CDC\)](#)
- [How to Protect Yourself & Others \(CDC\)](#)
- [Slow the Spread of COVID-19 \(CDC\)](#)
- [Local Testing Sites](#)
- [What to do while waiting for test results \(CDC\)](#)
- [COVID-19 Quarantine and Isolation](#)
- [SCDPH Home Quarantine Instructions](#)
- [SCDPH Home Isolation Instructions](#)
- [What you can expect to happen during contact tracing if you have been diagnosed with COVID-19 \(CDC\)](#)
- [Families First Coronavirus Response Act \(FFCRA or Act\)](#)
- [SRCS COVID-19 Information \(website\)](#)

(^) **Close Contact:** A close contact is defined as a person who is 6 feet from a case for 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(†) **Cohort:** A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

(\*\*) **Maintain confidentiality** as required under FERPA and state law related to privacy of educational records.

*Chart adapted from California Department of Public Health "COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-21 School Year" Published July 17, 2020.*

## When to Close Cohort/Classroom/School/District

When to Close a Cohort	When to Close a School	When to Close the District	When to Re-Open
Consider closing if one or more students or staff members are confirmed to have COVID-19.	Consider closing if multiple “cohorts” or classes have confirmed cases OR 5% of all students/staff have confirmed cases.	25% or more of schools in the district have closed due to COVID-19.	Schools may typically re-open after 14 days and the following have occurred: Cleaning and disinfection Public Health investigation Consultation with the local public health department

**Guidance on School Closure:** Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Public Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are positive cases within a 14-day period, depending on the size and physical layout of the school. The Public Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

**Guidance on District Closure:** A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with Public Health.

**(CA Department of Public Health)**

**Psychological Trauma**

A risk of the life and safety of students and staff may exist there is a serious display of disordered thought or behavior. Possible symptoms include the following: hallucinations, extreme paranoia, impaired judgment that may lead to unsafe decision-making and dangerous behavior (to self or others), incoherent or disjointed speech and self-injurious behavior such as: hitting the head, cutting self. Attempts should be made to use de-escalation strategies, calming techniques (e.g., deep breathing), and to implement behavior plans, crisis plans or strategies in IEP, if in place.

**PRINCIPAL/DESIGNEE ACTIONS:**

- Keep the individual under continuous adult supervision.
- Keep the individual on campus until the parent/guardian has been notified.
- Arrange appropriate support services for the necessary care of the individual.
- If the individual actively displays dangerous behavior or there is a reason to believe the student cannot be safely transported, call agencies as appropriate to coordinate emergency mental health services (e.g., mental health facilities, juvenile court, law enforcement).
- School progression (psychologist, counselor, social worker, nurse) should recommend the next steps to the principal. The next steps may include:
  - Provide parents/guardian with the names and phone numbers of mental health resources
  - Recommend that the parents/guardian make an immediate contract with a therapist.
  - Request that the parents/guardian to sign release forms to allow two-way communication between the school and the treating agency.
  - Make a follow-up check with the treating agency, family and student as appropriate, to ensure that appropriate care has been arranged.
  - Provide follow-up collaborative support for the student and parents (as indicated) within the school.
  - Develop a safety plan prior to the student's return to school.
  - Document actions taken on behalf of the student (referrals, phone contacts, follow-up activities, etc.)

**STAFF ACTIONS:**

- Take immediate action to isolate the individual and provide safety to the student body. Do not leave the irrational individual alone.
- Notify principal/designee
- Notify school nurse, school psychologist, counselor or social worker.

Protect the individual from injury.

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

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

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

CALL 911

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

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

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

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

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

#### **STAFF ACTIONS:**

Notify principal/designee

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

Administer first aid as directed by the poison information center.

Seek additional medical attention as needed.

#### **PREVENTATIVE MEASURES:**

Keep poisonous materials in a locked and secure location.

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

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

### **Tactical Responses to Criminal Incidents**

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

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

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

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

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

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

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

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

The principal notifies the Superintendent/District Emergency Preparedness Director.

The decision to evacuate students off-site will be made by the Principal/Designee/Law Enforcement/Superintendent/District Emergency Preparedness Director.

Depending on the situation: LOCKDOWN-follow lockdown procedures, RUN-HIDE-FIGHT-follow Active Shooter Procedures, EVACUATE-if told to evacuate campus move to the designated location off-site or evacuation area on-site.

How to respond when Law Enforcement Arrives

Remain calm and follow instructions

Remove any items in your hands (i.e., cell phones, bags, jackets)

Raise hands and spread fingers

Keep hands visible at all times

Avoid quick movements toward officers such as holding on to them for safety

Avoid pointing, screaming or yelling

Do not stop to ask officers for help or direction when evacuating

Call 911 and notify the District Superintendent/District Emergency Preparedness Director when it is safe to do so.

Information to provide to Law Enforcement or 911 Operator

The specific location of the active shooter

Number of Shooters

Physical description of shooters

Number and type of weapons held by shooters

Number of potential victims at the location

### **Unlawful Demonstration or Walkout**

Prohibited Activities

A student involved or attempting to be involved in any of the following prohibited activities shall be subject to discipline:

1. Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight.

2. Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

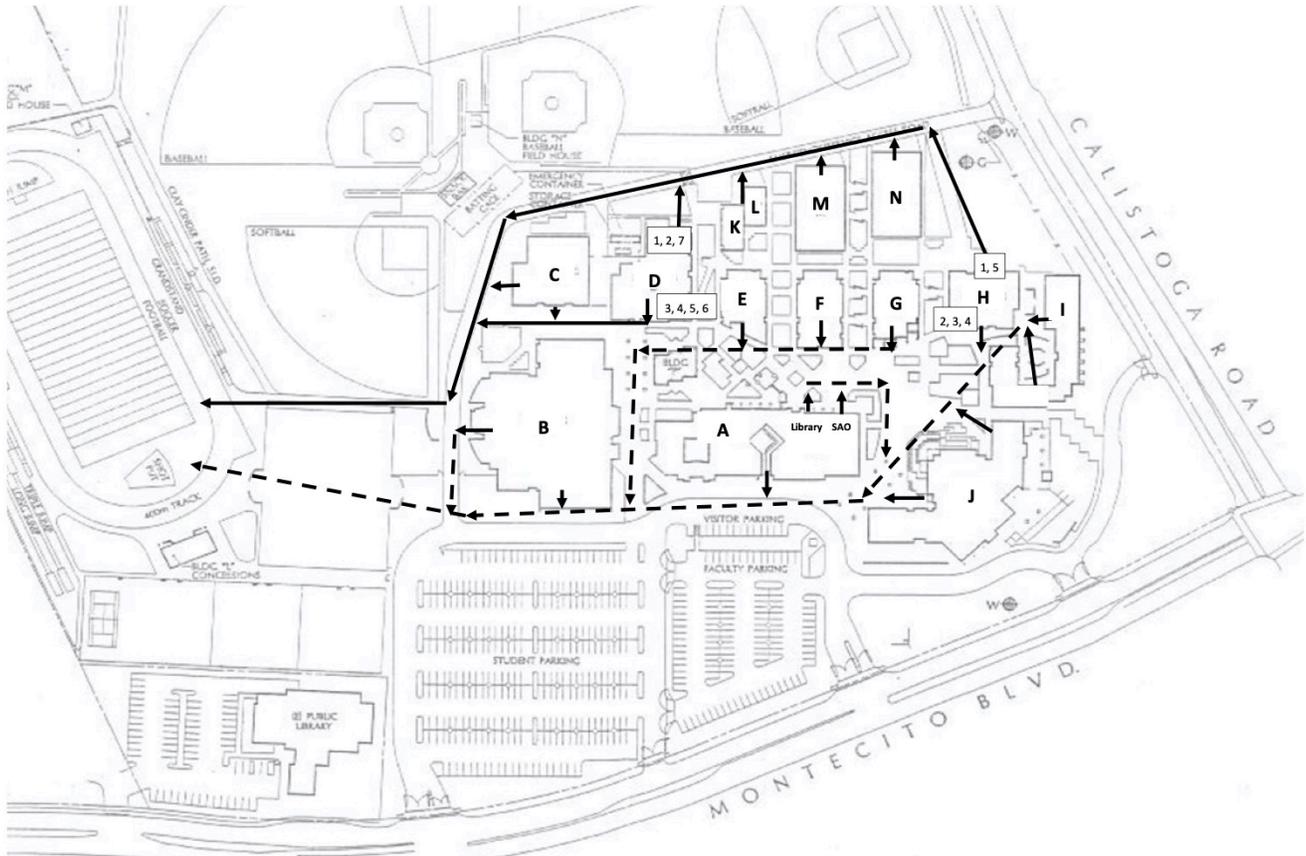
(cf. 5145.2 - Freedom of Speech/Expression)

Other examples of activities that may be considered disrupting school operations include, but are not limited to:

- a. Organizing or participating in unauthorized assemblies on school premises
- b. Participating in sit-ins or stand-ins which deny students or employees normal access to school premises
- c. Interfering with or unauthorized use of the district's computer system

The principal notifies the Superintendent/District Emergency Preparedness Director.

### MCHS Evacuation Routes 2019-2020



## Quick Reference Guide



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## **Comprehensive School Safety Plan Verification Maria Carrillo High School**

**2019-2020**

The undersigned verify that the Comprehensive School Safety Plan for 2018-2019 was reviewed and revised as needed before March 1, 2020, as required by Education Code §35294, and has been approved by the School Site Council.

**School Site Council Chairperson**

**Date**

**Site Principal**

**Date**