

2021-22

COMPREHENSIVE  
SCHOOL SITE SAFETY  
PLAN

**CRISIS RESPONSE PLAN**

For

Western Placer Unified  
School District  
and

*Scott M. Leaman  
Elementary School*

Reviewed by Site Council  
*November 12, 2021*

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# Section One: Assignments and Duties

ROLE	NAME			CHAIN
<b>Site Leader - Principal</b> (Oversees ENTIRE Situation)	<b>By Site</b>	<b>Name</b>	<b>Cell #</b>	Site Principal → Superintendent/DO → Site Principal → Site Coordinator
	CCC	Julie Stearn		
	COES	Megan Dickson		
	FSS	Rey Cubias		
	FRES	Gina Pasquini		Continuous Loop - Site Principal keeps Superintendent/DO informed & Superintendent/DO provides leadership to Site Principal
	SLES	Jack Gout		
	LCES	Denise Parnell		
	SES	Shanna Parker		
	TBE	Will Middleton		
	GEMS	Lance Van Court		Site Principal delegates to Site Coordinator so that the Site Principal is available and not tied down with a specific task
	TBMS	Randy Woods		
	LHS	Jennifer Hladun		
	TBHS	Mike Maul		
	PHS/Atlas	Chuck Whitecotton		
				Site Principal → Superintendent/DO → Site Principal → Site Coordinator Site Coordinator → Site Staff
<b>Site Coordinator</b> (Deals with SPECIFIC/DETAILS of Situation)	CCC	Lori Deschamps		CCC - 916-645-6390
	COES	Jennifer Hancock		COES - 916-645-6380
	FSS	Bill Justice		FSS - 916-645-6330
	FRES	Chareen Lauritzen		FRES - 916-434-5255
	SLES	Megan Hart		SLES - 916-409-2401
	LCES	Cindy Hood		LCES - 916-434-5292
	SES	Ann Nordby		TBES - 916-434-5220
	TBES	Roseanne Johnson		SES - 530-633-2591
	GEMS	Ana Castillo		GEMS - 916-645-6370
	TBMS	Amy Pettersen		TBMS - 916-434-5270
	LHS	Vicki Eutsey		LHS - 916-645-6360
	TBHS	Heather Pierce		TBHS - 916-409-2631
	PHS/Atlas	Tracy Gruber		PHS - 916-645-6395
<b>District Administrator</b> (Coordinates all activities, rumor control,	Kerry Callahan, Superintendent (Scott Pickett, Asst. Supt.)			Kerry Callahan → Site Principal → Site Coordinator
<b>District Office Liaison</b> (Communicates to Depts/Sites)	Audrey Kilpatrick, Asst. Supt. (Remains at DO)			Scott Pickett → District Office → Other Sites/Tech/Head Start, as appropriate
<b>Community Liaison</b> (Communicates to Media/Other)	Kerry Callahan, Superintendent			Scott Pickett → LPD, etc.
<b>Crisis Response Team</b> (Provides Emotional Support)	Toni Vernier, Dir. SPED → School Psychologists/Counselors → Staff/Students			Scott Pickett → Toni Vernier → School Psychologists & Counselors
<b>Transportation</b> (Buses Students as Necessary)	Audrey Kilpatrick, Asst Supt → Boyd Pyatt, Transportation Dir.			Boyd Pyatt → Bus Drivers, as needed
<b>Maintenance &amp; Operations &amp; Facilities</b> (Physical Plant/Safety Needs)	Audrey Kilpatrick, Asst. Supt → Mike Adell, Facilities & Tom Butcher, Maintenance & Operations			Mike Adell & Tom Butcher → Maintenance & Operations & Facilities personnel, as needed
<b>Personnel</b> (Provides Info as Needed)	Cliff De Graw, Asst. Supt.			Cliff De Graw → Katrina Modellmog/Barbara Green

<b>Communication</b> (2-Way Radio Support)	Audrey Kilpatrick, Asst. Supt.	Tom Butcher → Maintenance & Operations
<b>Technology</b> (Provides Technological Support)	Audrey Kilpatrick, Asst. Supt → Tsugufumi Furuyama, Dir. of Technology	Tsugufumi Furuyama → Kevin Perry → Tech Staff
<b>Translation</b> (Provides Translation as Needed)	Scott Pickett → Maria Gonzalez	Maria Gonzalez → Scott Pickett → Parent Liaison
<b>Nursing</b> (Provides Medical Support)	Scott Pickett → Madi Belfroid and Kelley Gordon	Madi Belfroid & Kelley Gordon → Clerks/Clerk II's

## ESSENTIAL TELEPHONE NUMBERS

	Telephone #	Fax #	Cellular #	Other #
<b>DISTRICT OFFICE/COMMAND CENTER</b>				
Kerry Callahan, Supt.				
Emma Oehler, Comm.	916-645-6350	916-645-6356		
<b>DISTRICT OFFICE LIAISON</b>				
Audrey Kilpatrick, Asst. Supt.	916-645-6350	916-645-6356		
<b>COMMUNITY LIAISON</b>				
Kerry Callahan, Supt.	916-645-6350	916-645-6356		
<b>PERSONNEL</b>				
Cliff De Graw	916-645-5293	916-645-6948		
<b>MAINT&amp;OP/FACILITIES &amp; COMMUNICATIONS</b>				
Audrey Kilpatrick	916-645-6350	916-645-5295		
Mike Adell	916-645-5100	916-645-4295		
Tom Butcher	916-434-5000	916-645-4016		
<b>TRANSPORTATION</b>				
Boyd Pyatt	916-645-6346			
<b>SIERRA BUILDING SYSTEMS, INC.</b>				
				Alarm Shut-Off Info
	888-216-9292	530-637-5551		
<b>TECHNOLOGY</b>				
Tsugufumi Furuyama	916-645-5175			
Kevin Perry	916-434-3737			
<b>FOOD SERVICE</b>				
Christina Lawson				
Sandra Whitehouse	916-645-6373			
<b>CRISIS RESPONSE</b>				
Toni Vernier				
Lauren Alazzawi				
Ellie Martinez	916-645-6350			
Mayela Martinez	916-645-4078			
Vincent Hurtado	916-434-5220	916-645-6345		
<b>NURSING</b>				
Kelley Gordon, RN				
Madi Schumann, RN	916-645-6350	916-645-5136		
<b>TRANSLATION</b>				
Maria Gonzalez				
Scott Pickett	916-645-6350	916-645-6356		
<b>SCHOOL RESOURCE OFFICERS</b>				
Officers Collins, Savage, & Searle - LPD	916-645-4040			

# Alarm Shut-Off Information

## Accessing Alarm Account History:

On the internet, go to [REDACTED]. Using all Capital Letters, enter the site account number. Enter your password, or use the default one, [REDACTED]. A list of responsible parties will come up on the screen. To the left, there is a tab that says, [REDACTED]. Left click on that tab. All recent events will be listed.

The account numbers are as follows:

Site	Address	System	Account Number
CCC	150 E 12th St. Lincoln	Security	[REDACTED]
CCC	150 E 12th St. Lincoln	Fire	[REDACTED]
CCC	150 E 12th St. Lincoln	Fire	[REDACTED]
COES	2030 First St. Lincoln	Security	[REDACTED]
COES	2030 First St. Lincoln	Fire	[REDACTED]
Maint & Trans	2701 Nicolaus Dr. Lincoln	Security	[REDACTED]
Maint & Trans	2701 Nicolaus Dr. Lincoln	Fire	[REDACTED]
Maint Off Annex	810 J St. Lincoln	Fire	[REDACTED]
DO	600 6th St. Lincoln	Security	[REDACTED]
Tech Building	810 J St. Lincoln	Security	[REDACTED]
FSS	1400 First St. Lincoln	Security	[REDACTED]
FSS	1400 First St. Lincoln	Fire	[REDACTED]
FRES	1561 Joiner Pkwy, Lincoln	Security	[REDACTED]
FRES	1561 Joiner Pkwy, Lincoln	Fire	[REDACTED]
GEMS	204 L St. Lincoln	Security	[REDACTED]
GEMS	204 L St. Lincoln	Fire	[REDACTED]
SLES	1200 Brentford Cir. Lincoln	Security	[REDACTED]
SLES	1200 Brentford Cir. Lincoln	Fire	[REDACTED]
LCES	635 Groveland Lincoln	Security	[REDACTED]
LCES	635 Groveland Lincoln	Fire	[REDACTED]
LHS	790 J St. Lincoln	Security	[REDACTED]
LHS	790 J St. Lincoln	Security	[REDACTED]
LHS	790 J St. Lincoln	Fire	[REDACTED]
LHS Farm	6001 William Ln. Lincoln	Fire/Security	[REDACTED]
LHS Farm	6001 William Ln. Lincoln	Security	[REDACTED]
PHS	870 J St, Lincoln	Security	[REDACTED]
PHS	870 J St, Lincoln	Fire	[REDACTED]
SES	4730 H St, Sheridan	Security	[REDACTED]
TBES	2450 Eastridge Lincoln	Security	[REDACTED]
TBES	2450 Eastridge Lincoln	Fire	[REDACTED]
TBHS	2360 Fieldstone Dr. Lincoln	Security	[REDACTED]
TBHS	2360 Fieldstone Dr. Lincoln	Fire	[REDACTED]
TBMS	770 Westview Dr. Lincoln	Security	[REDACTED]
TBMS	770 Westview Dr. Lincoln	Fire	[REDACTED]

TO PLACE YOUR CAMPUS ON TEST:  
 CALL IFS MONITORING STATION @ [REDACTED]  
 GIVE THEM THE CORRECT ACCOUNT NUMBER OR ADDRESS OF SCHOOL  
 IF ASKED FOR A PASSWORD, [REDACTED]

# Using radios – Channel Information

## ICOM or KENWOOD Radio

These radios have been programmed to communicate with the base stations at all sites.

**Do not set your radio to Channel 1.**  
**This Channel is designated for EMERGENCIES ONLY.**

Keep your radio charged up, but not left in the charger for more than 24 hours.

Turn on the radio (top of radio, dial knob on the right). Turn the volume up (same knob).

Make sure your channel is set to the site assigned channel (either dial knob on top or scroll arrows on the face of the radio).

Depress the “push-to-talk” button and hold it down until you finish talking. Release the talk button and wait for a response. To talk to another site, use the channel assignment below:

<u>Channel 1</u>	<u>Emergency Only</u>
<u>Channel 2</u>	<u>Transportation</u>
<u>Channel 3</u>	<u>Maintenance</u>
<u>Channel 4</u>	<u>Food Services</u>
<u>Channel 5</u>	<u>Twelve Bridges Middle School</u>
<u>Channel 6</u>	<u>Sheridan Elementary School</u>
<u>Channel 7</u>	<u>Creekside Oaks Elementary School</u>
<u>Channel 8</u>	<u>Carlin C. Coppin Elementary School</u>
<u>Channel 9</u>	<u>First Street School</u>
<u>Channel 10</u>	<u>Glen Edwards Middle School</u>
<u>Channel 11</u>	<u>Phoenix High School/Atlas</u>
<u>Channel 12</u>	<u>Lincoln High School</u>
<u>Channel 13</u>	<u>Foskett Ranch Elementary School</u>
<u>Channel 14</u>	<u>Twelve Bridges Elementary School</u>
<u>Channel 15</u>	<u>Lincoln Crossing Elementary School</u>
<u>Channel 16</u>	<u>CARE (after-school)</u>
<u>Channel 17</u>	<u>Scott M. Leaman Elementary School</u>
<u>Channel 18</u>	<u>Twelve Bridges High School</u>

## ADDITIONAL CONTACT INFORMATION

### CARE (After School Program)

Ashlie Snider, Director [REDACTED]  
916-645-5135 (office)

FSS	916-434-5038	SHER	530-633-8119
GEMS	916-645-4020	COES	916-434-7282

### HEAD START PRESCHOOL

CCC 916-645-1051  
INFANT/TODDLER CENTER 916-434-3705 (next to Phoenix HS)

### PCOE PRESCHOOL

1<sup>st</sup> at I 916-645-1772  
CCC 916-645-6390 ext. 37

### STAR EDUCATION

COES	916-434-8085	FRES	916-434-5884
TBES	916-434-6542	CCC	916-434-8720
LCES	916-409-0797	SLES	916-645-6374

### CAFETERIA

GEMS-Food Director 916-645-6373  
LHS-Kitchen 916-645-6365  
CCC-Kitchen 916-645-6392  
GEMS Cafeteria Clerk 916-645-4054  
FSS Cafeteria Clerk 916-434-7283  
TBES Cafeteria Clerk 916-434-5212  
TBMS Cafeteria Clerk 916-434-5269

### LIGHTHOUSE COUNSELING & FAMILY RESOURCE CENTER

916-645-3300

### TECHNOLOGY 916-434-3737

Tsugufumi Furuyama [REDACTED]  
916-645-5175 (office)

Kevin Perry  
Jordan Shorkey  
Kevin Sigrist  
Shawn Quinn  
Gabe Cruz  
Austin Dirk  
Technician I  
Rengin Yildiz



## **DISTRICT OFFICE EXTENSIONS**

<b>Extension</b>	<b>Name</b>	<b>Title</b>
40101	Rebecca Dukes	Sub Caller/District Office Clerk
40102	Holly Shima	District Office Clerk
40104	Maria Gonzalez	Admin. Asst. to Superintendent
40105	Reno Penders	Director of Educational Services
40107	Kerry Callahan	Superintendent
40108	Christiane Adams	Admin. Asst. Educational Services
40109	Audrey Kilpatrick	Asst. Supt. Business & Operations
40110	Carrie Carlson	Director of Business
40111	Scott Pickett	Asst. Supt. Educational Services
40112	Cliff De Graw	Asst. Supt. Of Personnel Services
40113	Copy Room	
40114	Jennifer Horton	Coodinator, College & Career
40115	Kathleen Leehane	Director of Supplemental Programs
40116	Toni Vernier	Director of Special Education
40117	Diane Metzelaar	Special Education Secretary
40118	Carla O'Brien	Special Education Clerk
40120	Sandra Hackbarth	Admin. Asst. to Kathleen Leehane
40121	Julie Brown	Facilities Support Clerk
40122	Faviola Melendrez-Lopez	Account Technician
40123	Elide Castillo	Account Technician
40126	Debbie McKinnon	Payroll Technician
40127	Rhia Zinzun	Payroll Technician
40128	Barbara Green	Personnel Technician
40129	Katrina Modellmog	Personnel Technician
40131	Mike Adell	Director of Facilities
40133	Elicia Martinez	Personnel Admin. Asst.
40134	Liz Steelman	Business Admin. Asst.
40135	Lauren Alazzawi	Special Ed. Program Specialist
40138	Evelyn Keaton	Account Technician
40139	Jenn Gill	Payroll Technician
40142	Hannah Richie	Asst. Director Facilities
40144	Ellie Martinez	Special Ed. Program Specialist
40145	Emma Oehler	Communications Coordinator
40146	Emily Ortiz	MTSS, Coordinator
40148	Rebecca Wilhelm	Sub Caller
40175	Tsugufumi Furuyama	Director of Technology

# Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is a statewide California system used by police officers, firefighters and other disaster responders in disaster events. The purpose of SEMS is to aid in communication and response by providing a common communication and management system. The intent of this law is to improve the coordination of state and local emergency response in California. The law is found in Section 8607 of the Government Code.

The basic framework of SEMS incorporates the use of the Incident Command System (ICS). The ICS is designed to be flexible and adaptable to meet the emergency management needs of all agencies. ICS is a management system and provides the organizational framework and acts as an umbrella under which all response agencies may function in an integrated fashion.

During an emergency the School will utilize the ICS to facilitate a coordinated response by the Site Incident Commander, the Incident Management Team and representatives from community responders. A School Incident Command Center will be utilized when necessary.

## Activation of an Incident Command Center

An Incident Command Center will be activated when any emergency situation occurs of such magnitude that requires large commitment of resources or over an extended period of time.

## Incident Command Center Locations

The command center location will be designated School location. Once a unified command is established with responding agencies, the command center will be determined by the overall Incident Commander.

# Incident Management Team

## **DISTRICT ADMINISTRATOR Responsibility Checklist**

### **Superintendent Callahan and/or Asst. Supt. Pickett**

**Basic Duties:** Oversees coordination of all activities; makes decisions re: evacuation off-campus.

- ☐ **CONFIRM FACTS** – Obtains accurate information about the total situation. Determines the degree of impact.
- ☐ Works with principal to decide whether to evacuate off campus.
- ☐ Works with principal to convene the **Crisis Response Team**.
- ☐ Works with District Office Liaison to set up a **Community Bulletin Board/Communications** at District Office.
- ☐ Authorizes Board Members to be contacted.
- ☐ Notifies City Manager of situation.
- ☐ Goes to school site.
- ☐ Contacts own family to assess their safety and to inform them of situation.
- ☐ Works with site team to support resolution activities.
- ☐ Works with District Liaison to communicate with District Office staff to update information and to provide support.
- ☐ Updates Board Members.
- ☐ Approves communication to parents emphasizing the positive.
- ☐ Assists the site with evaluation of the event and the response.
- ☐ Plans and send appreciations to people who helped: letter to the editor, potluck, etc. is appropriate to retain a sense of community.
- ☐ Conducts debrief after the event.

# Incident Management Team

## **DISTRICT OFFICE LIAISON Responsibility Checklist**

**Assistant Superintendent Audrey Kilpatrick**

**Basic Duties:**      Coordinates all activities at the District Office location.

- ☐ Confirms situation with Superintendent.
- ☐ Sets up and organizes District Command Center (Business Office).
- ☐ Notifies Transportation, Maintenance, Personnel, and Communication, where necessary.
- ☐ Screens calls to Superintendent's Office, delegates to the Superintendent and Asst. Superintendent's Secretary/Admin Assistant.
- ☐ Provides updates to Board Members. Delegates to the Superintendent and Asst. Superintendent's Secretary/Admin Assistant.
- ☐ Notifies and updates all sites of the situation.
- ☐ Advises other districts of situation, if required.
- ☐ Notifies the Placer County Office of Education, if warranted.
- ☐ Coordinates repairs, if needed.
- ☐ Contact insurance carrier.

# Incident Management Team

## **SITE LEADER – PRINCIPAL Responsibility Checklist**

**Basic Duties:** Oversees entire situation on site; works with Superintendent to make decisions.

- ☐ Principal deals directly with District Office/Community coordination.
- ☐ Principal makes necessary decisions in consultation with District Office.
- ☐ Principal notifies local law enforcement/fire department when deemed appropriate.
- ☐ Principal works with District Administrator to activate Crisis Response Team (School psychs/counselors)
- ☐ Principal oversees entire operation and respond as needed, confident the entire operation is coordinated, organized and under the control of a competent Site Commander.
- ☐ Principal trouble shoots based on developing circumstances.
- ☐ Principal works with District Office re: media operations/communications.
- ☐ Principal works with emergency personnel.
- ☐ Principal accompanies students and faculty to a safe evacuation site, if deemed appropriate.
- ☐ Principal is efficient/flexible/available to make decisions and communicate – not tied to a specific task.

# Incident Management Team

## **SITE COORDINATOR (TASK MASTER) Responsibility Checklist**

CCC	Lori Deschamps		
COES	Jennifer Hancock		
FSS	Bill Justice		
FRES	Chareen Lauritzen		
SLES	Megan Hart		
LCES	Cindy Hood		
SHER	Ann Nordby		
TBES	Roseanne Johnson		
GEMS	Ana Castillo		
TBMS	Amy Pettersen		
LHS	Vicki Eutsey		
TBHS	Heather Pierce		
PHS/Atlas	Tracy Gruber		

**Basic Duties:** Coordinate all activities at the incident site.

- ☐ Directs activities of **Site Command Center**.
- ☐ Alerts Teachers as required.
- ☐ Ensures Staff are at required positions with equipment/information necessary to complete tasks.
- ☐ Assigns additional duties to available staff and direct site operation.
- ☐ Communicates with nursing staff and Crisis Response Team, as needed.
- ☐ Communicates with Transportation, Food Services, as necessary.
- ☐ Organizes and coordinates all necessary activities at site.
- ☐ Requests added personnel from Personnel Officer.
- ☐ Works with Site Principal to advise parents of early dismissal of students, if necessary.
- ☐ Provides information to Superintendent/media spokesperson regarding early dismissal of students and other information, if/as necessary.

## Incident Management Team

### **DESIGNATED SECONDARY PERSON IN CASE THE PRINCIPAL OR SITE COORDINATOR IS UNAVAILABLE**

CCC	Kimber Tzikas		
COES	Melissa Everts		
FSS	Norma Lazaro		
FRES	Kristin Noriega		
LCES	Karen Reilly		
SLES	Michelle Rowe		
SHER	Jennifer Hladun		
TBES	Martiza Pisik		
GEMS	Jenifer Freymond		
TBMS	Todd Boynton		
LHS	Stephanie Brown		
TBHS	Daniel Searle		
PHS/Atlas	Clint Nelson		

# Incident Management Team

## **COMMUNITY LIAISON Responsibility Checklist**

**Superintendent Kerry Callahan or  
Marketing & Communications Coordinator Emma Oehler**

**Basic Duties:** Your position is to coordinate all activities at the community level.

- ☐ Act as media spokesperson.
- ☐ Coordinate with District Office Liaison and Administration.
- ☐ Work with site team members to advise parents.
- ☐ Be in communication with site level person at hospital.
- ☐ Be in contact with City Council and Local Officials, as needed.
- ☐ Relay information about hospital victims to **District Office Command Center**.
- ☐ At Site Administrator's request, take a leadership role in conducting parent and community meetings.
- ☐ Contact radio, television, newspapers, as deemed appropriate.
- ☐ If requested by site, coordinate a community resource response.
- ☐ Plan with Site Principal and Crisis Response Team for a community meeting, if needed.



# Incident Management Team

## **CRISIS RESPONSE TEAM Responsibility Checklist**

**Toni Vernier, Director of Special Education**

**Basic Duties:** Your main function is to organize and dispatch members of the Crisis Response Team to the appropriate incident site.

**Crisis Response Team Members:** (School Psychologists and School Counselors)

Toni Vernier, Lauren Allazawi, Ellie Martinez, Mayela Martinez, Vincent Hurtado, Jared Miller, Monica Carroll, Victoria Galvan, Janice Giorgi, Nicole Hackett, Megan Hart, Lauren Morelli, Desiree St. John, Jared Siler, Kimber Tzikas, Shannon Cooper, Casey Milovanovich, Chris Mireles

- ☐ At request of site Crisis Response Support Team Leader, contact community mental health resources.
- ☐ Direct activities of any District Interns.
- ☐ If requested by site, contact neighboring districts and secure their assistance.
- ☐ Contact Placer/Sacramento County law enforcement chaplaincy, as necessary.
- ☐ Contact Placer/Sacramento County Department of Mental Health to alert the Critical Incident Stress Management Team, as necessary.
- ☐ Provide support to students and staff, if requested; assess critical situations.
- ☐ Assist site in staffing safe rooms for students and staff.
- ☐ Provide written information to parents concerning possible reactions to the event.
- ☐ Be available for consultation to site as they conduct follow-up activities in the subsequent weeks.

# Incident Management Team

## **TRANSPORTATION Responsibility Checklist**

**Boyd Pyatt, Director of Transportation**

**Basic Duties:** Coordinate all transportation needs surrounding the incident.

- ☐ Work with dispatcher to contact bus drivers, if necessary.
- ☐ Advise Mid Placer Transportation of situation and coordinate resources, if necessary.
- ☐ Advise drivers of staging areas and routes.
- ☐ Assign mechanics and available maintenance staff to work with Lincoln PD (if available) to block and direct traffic to allow buses to safely enter and exit designated pick-up area.
- ☐ Provide evacuation to secondary site, if necessary.
- ☐ Provide early transportation home to regular bus drivers as necessary.
- ☐ Check off names of students on bus rosters as they reach exit gate; have mechanic escort them to proper buses.

# Incident Management Team

## **MAINTENANCE/FACILITIES Responsibility Checklist**

**Tom Butcher, Director of Maintenance & Operations**  
**Mike Adell, Director of Facilities**

**Basic Duties:** Provide all necessary support as deemed appropriate.

- ☐ Accompany Superintendent to incident site.
- ☐ Provide blueprints and any other technical data of the site.
- ☐ Designate staff to bring extra communication equipment to the sites.
- ☐ Assist emergency services personnel with information about the site.
- ☐ Provide any required resources to emergency personnel.
- ☐ Provide support in establishing site command center.
- ☐ Coordinate repairs.

# Incident Management Team

## **PERSONNEL Responsibility Checklist**

**Cliff De Graw, Assistant Superintendent of Personnel**

**Basic Duties:** Identify district personnel who can be of assistance during the crisis.

- ☐ Notify employee families affected by the crisis.
- ☐ Assist site with information on personnel, including substitutes, who are present on campus.
- ☐ Contact substitutes to work upcoming days.
- ☐ Assist in coordination of specialized personnel to incident, per request of Command Center or District Liaison.
- ☐ Provide and maintain an updated resource guide of specialized personnel.

# Incident Management Team

## **COMMUNICATION Responsibility Checklist**

**Tom Butcher, Director of Maintenance & Operations**

**Basic Duties:** Provide the most effective form of communication to the incident site under these circumstances.

- ☐ Work with telephone Company, as necessary.
- ☐ Update voicemail message, as appropriate.
- ☐ Keep sites updated on telephone status.
- ☐ Coordinate use of District's 2-way radio system and all phone contacts.

# Incident Management Team

## **TECHNOLOGY Responsibility Checklist**

**Tsugufumi Furuyama, Director of Technology**

**Basic Duties:** Provide access to electronic communications services.

- ☐ Provide information on mass messaging – email, voicemail, text.
- ☐ Work with Site Leader to coordinate messaging.
- ☐ Work with sites to provide access to Student Management System (PowerSchool).
- ☐ Assist with technology needs.

# Incident Management Team

## **DISTRICT NURSE Responsibility Checklist**

**Kelley Gordon RN, Madi Schumann RN, Amanda Burch RN, Bhawnpreet Kaur  
LVN, Diane Guillon, LVN**

**Basic Duties:** Provide the best possible first aid service to the incident site as circumstances permit.

- ☐ At request of Site Coordinator, report to site and establish a first aid station area; ensure adequate adult assistance.
- ☐ Provide direction to Clerks re: handling of student medication.
- ☐ Provide direction and support to Clerks re: reviewing Student Healthcare Plans for students with critical needs.
- ☐ Coordinate activities with hospital, if needed.
- ☐ Meet with parents of injured students.
- ☐ Assist school site team with parent or community meeting.

# Incident Management Team

## **TRANSLATION Responsibility Checklist**

**Maria Gonzalez/Scott Pickett/Parent Liaison**

**Basic Duties:** Provide translation for communications and information as necessary.

- ☐ Provide appropriate information to Spanish radio and television stations as deemed appropriate.
- ☐ Coordinate release of information with Community Liaison Office, Kerry Callahan.
- ☐ Establish a procedure to provide communication and information to parents.
- ☐ Mobilize translators (teachers/students/parents), as needed.



# Incident Management Team

## **SAFETY OFFICER Responsibility Checklist**

### **Officers Collins, Savage, and Searle, Lincoln PD**

**Basic Duties:** The position of Safety Officer is to develop, recommend, and enforce the measures set to assure safety to all on school campuses.

- ☐ Identify hazardous situations that have occurred due to the incident.
- ☐ Use your emergency authority to stop and prevent unsafe acts.
- ☐ Investigate accidents that have occurred within the incident area.

### **Start-Up Action:**

- ☐ Go to meeting place.
- ☐ Identify yourself & put on appropriate ID.
- ☐ Read the entire action checklist.
- ☐ Retrieve appropriate equipment and supplies needed.

### **Operational Duties:**

- ☐ Identify and alleviate hazardous and potentially hazardous situations.
- ☐ Monitor emergency response activities for safety.
- ☐ Stop and fix all unsafe operations.
- ☐ Utilize a safety backup plan, if needed; take regular breaks, 5-10 min/hour.
- ☐ Attend and contribute to the planning meetings.
- ☐ Maintain activity log.
- ☐ Notify appropriate person in charge of reporting to insurance company regarding the loss and/or damage to property of persons.

### **Closing Down:**

- ☐ At the Incident Commander's direction, dismiss the staff. Have them sign out.
- ☐ Complete activity log and pass on pertinent information.
- ☐ Return all equipment and unused supplies.

## Section Two: Evacuation Information

### OPERATIONAL AREAS AND SAFE ON-CAMPUS SITES


SCHOOL SITE	OPERATIONAL AREA	STUDENT SECURITY
Lincoln High School		
Glen Edwards Middle School		
Creekside Oaks Elementary School		
Carlin C. Coppin Elementary School		
Sheridan School		
Phoenix High School/Atlas		
First Street School		
Twelve Bridges Elementary School		
Foskett Ranch Elementary School		
Scott M. Leaman Elementary School		
Twelve Bridges Middle School		
Lincoln Crossing Elementary School		
Twelve Bridges High School		
District Office		

## Crisis Evacuation Off-Campus Sites

FROM	TO
Carlin C. Coppin School	[REDACTED]
Creekside Oaks School	[REDACTED]
Sheridan School	[REDACTED]
Glen Edwards Middle School	[REDACTED]
Phoenix High School/Atlas	[REDACTED]
Lincoln High School	[REDACTED]
First Street School	[REDACTED]
Scott M. Leaman Elementary	[REDACTED]
Twelve Bridges Elementary	[REDACTED]
Foskett Ranch Elementary	[REDACTED]
Twelve Bridge Middle School	[REDACTED]
Lincoln Crossing Elementary	[REDACTED]
Twelve Bridges High School	[REDACTED]
District Office	[REDACTED]

[REDACTED]

## Section Three: Local Emergency Services

LINCOLN POLICE DEPARTMENT	916-645-4040
LINCOLN FIRE DEPARTMENT	916-645-4040
PLACER COUNTY SHERIFF'S DEPARTMENT	530-889-7800
CALIFORNIA DEPARTMENT OF FORESTRY, FIRE, RESCUE	916-653-4175
AMERICAN RED CROSS	530-673-1460
PLACER COUNTY OFFICE OF EMERGENCY SERVICES	530-886-5300
PLACER COUNTY FIRE	530-823-4904
EMERGENCY RESPONSE SYSTEMS	530-823-2323
CALIFORNIA HIGHWAY PATROL	911 - EMERGENCY 916-663-3344 - Non Emergency
CITY OF LINCOLN	916-434-2400
DAMIAN ARMITAGE, BOARD MEMBER	
JASON PRICE, BOARD MEMBER	
KRIS WYATT, BOARD MEMBER	
CRISTE FREYMOND, BOARD MEMBER	
APRIL NITSOS, BOARD MEMBER	
GAYLE GARBOLINO-MOJICA, PCOE	
KFBK	916-929-5325
KAHI	530-885-5636
KXTV (TV10)	916-321-3300
KCRA (TV3)	916-444-7316
KOVR (TV13)	916-374-1301
PG&E	800-743-5000

## Section Four: Incident Reporting & Initial Emergency Procedures



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**



**HOLD**

**(In your room or area. Clear the halls.)**

**Students** are trained to:

- Clear the hallways and remain in room or area until the “All Clear” is announced
- Do business as usual

**Teachers** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



**SECURE**

**(Get inside. Lock outside doors.)**

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Teachers** are trained to:

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

If any emergency occurs when students are not in class (during passing period or at lunch) – Students should return to the last class they attended. This will allow for teachers to use the most accurate attendance to account for students.



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**



## **LOCKDOWN** **(Locks, Lights, Out of Sight.)**

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open door

**Teachers** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Wait for first responders to open door
- Take roll, account for students using Google doc



## **EVACUATE** **(To the Determined Location.)**

**Students** are to be trained to:

- Leave stuff behind
- Form a single line
- If possible, bring your phone
- Follow instructions

**Teachers** are trained to:

- Grab roll sheet if possible
- Lead students to evacuation location
- Take roll, account for students and adults
- Green sign – all students accounted for
- Red sign – missing student or students

(SEE PAGE 27 – LIST OF OFF CAMPUS SITES)



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**



## **SHELTER** **(For Hazard Using Safety Strategy)**

Hazards might include:

- Earthquake
- Hazmat
- Tornado

Safety Strategies might include:

- Evacuate to a shelter area
- Seal the room

**Students** are trained in:

- Use appropriate safety strategy for the hazard

**Teachers** are trained in:

- Lead safety strategy
- Take roll, account for students and adults
- Report problems at the evacuation location



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**



## General School Building Evacuation

### Evacuation Orders:

When notified via bell signal or announcement, all persons on school grounds are expected to exit immediately. Evacuation procedures will be rehearsed. Evacuation orders will include the reason for evacuation, evacuation routes, and the evacuation destinations.

(PE, Custodians, Cafeteria staff and Library Staff will be notified by phone or radio in the event of a drill or procedure taking place)

### EVACUATION FROM SCHOOL BUILDINGS

#### Evacuation of Students and Staff from Buildings:

- Students and staff in the classroom wings/groups will evacuate to the assigned areas for the specific school. Leave stuff behind except phone, if possible, and form a single line.
- Teachers are to take their role sheet, if possible, and lead students to evacuation location. Take role and account for missing students.
- Teachers should be the last one out of their classrooms.
- Teachers will hold a green sign up if all students are accounted for. They will hold up a red sign if the teacher has any students missing or has any problems.
- Teachers are responsible for keeping students orderly.
- The “All Clear” sound will end the emergency or drill.





**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**



## **Response to Fire Alarm**

### **Fire Drill:**

A fire drill will be held each month. The fire alarm will be sounded and is a very distinct tone. Upon hearing the alarm, teachers are to evacuate the classroom on the designated path to the evacuation area, which is behind the gym on the basketball courts. Teachers are to take their roll books, turn off their lights, and check attendance when they have arrived at the designated area.

In case of a missing student, it is crucial to let administration know immediately to facilitate a search for the student who is not accounted for.

The teacher is responsible for the orderly manner in which students conduct themselves during the fire drill and in the instruction of such a drill. The "All Clear" will be announced over the PA system.

### **In the Event of a Fire:**

1. The fire alarm will be activated by personnel at the nearest fire alarm pull station, or immediate contact will be made with the school office by the school intercom system. The fire alarm will be activated from the office. See specific school site procedures.

Call 9 1 1 if safe to do so with specific details of the fire.

2. Upon hearing the fire alarm, under the supervision of the teacher, students will:
  - a. Evacuate the classroom
  - b. Walk to the predetermined location
  - c. Wait without talking for instruction from the teacher
3. Upon hearing the fire alarm, the teacher will:
  - a. Secure the emergency bag and emergency list
  - b. Close and lock all doors and windows to the classroom (time and safety permitting)
  - c. Escort students from the room
  - d. Maintain control of students during the evacuation
  - e. Take roll of students once class has arrived at the predetermined location
  - f. Await further direction

4. In the event that the procedure is a drill or the emergency is over, an "All Clear" announcement will be broadcast.



**HOLD**



**SECURE LOCKDOWN**



**EVACUATE**



**SHELTER**



## Response to Earthquake

During the first sign of ground shaking, or during an earthquake drill, students should demonstrate their ability to react immediately and appropriately.

Verbal announcement may be broadcast over the campus intercom system, or you'll know because you'll feel it.

If indoors, students and staff will:

1. Immediately **TAKE COVER** under desks or tables, and **TURN AWAY** from windows, shelves and heavy objects that may fall. If no cover is available, move to an interior wall.
2. Remain in sheltered position for at least 60 seconds
3. Kneel on floor, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.
4. In the library, immediately move away from windows and bookshelves, and take appropriate cover.
5. In laboratories, all burners should be extinguished (if possible), before taking cover. Stay clear of hazardous materials that may spill.
6. Don't use candles, matches, or other open flames during or after the tremor because of possible gas leaks. Douse all fires.
7. Be silent and listen to instructions from teacher.
8. The end of the drill will be announced over the intercom "Earthquake Drill"
9. Teacher decides when to evacuate and leads class as it evacuates the room. Note no alarm is sounded. Follow standard evacuation plan.

If outdoors, students and staff will:

1. Move to an open space, away from buildings and overhead power lines. The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, lie down or crouch low to the ground. Stay until the shaking stops.
2. If in a vehicle, stop as quickly as possible, but stay in the vehicle. A car may shake violently on its springs, but it is a good place to stay until the shaking stops. Keep the vehicle away from power lines, bridges, overpasses, or buildings.

- Continued next page -



# Response to Earthquake, con't

## WHAT TO EXPECT DURING AN EARTHQUAKE:

The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of hanging plants and light fixtures, or hear objects wobbling on shelves. Or, you may be jarred first by a violent jolt (similar to a sonic boom). You may also hear a low, and perhaps very loud, rumbling noise. A second or two later, you feel the shaking, and by this time you'll find it very difficult to move from one place to another. It is important to take "quake-safe" action at the first indication of ground shaking. Don't wait until you are certain an earthquake is occurring. As the ground shaking grows stronger, dangers increase. For example:

- Free-standing bookshelves and cabinets are likely to topple. Wall mounted objects, such as clocks and artwork, may shake loose and fly across the room.
- Suspended-ceiling components may pop out, bringing light fixtures, mechanical diffusers, sprinkler heads, and other components down with them.
- Door frames may be bent by moving walls and may jam the doors shut. Moving walls may bend window frames, causing glass to shatter and sending dangerous shards into the room.

The noise that accompanies an earthquake cannot cause physical harm. However, it may cause considerable emotional stress, especially if you're not prepared to expect the noisy clamor of moving and falling objects, shattering glass, wailing fire alarms, banging doors, and creaking walls. The noise will be frightening, but a little less so if it is anticipated.

## BUILDING EVACUATION PLAN

Building evacuation following an earthquake is imperative due to the possibility of secondary hazards, such as explosions and fires. Follow evacuation plan from page 32.

Through repeated fire drills, your students have demonstrated their ability to exit the building in a quick and orderly manner. Building evacuation following an earthquake should also be quick and orderly.

To emphasize that evacuation takes place **ONLY** after ground shaking ceases, building evacuation should be practiced as an extension of classroom "drop-and-cover" drills.

"Drop-and-cover" procedures should be followed in the event of an after-shock.

To avoid crowding, try to sequentially evacuate the classrooms, if possible.



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER



## Response to Threat in Neighborhood

### Secure

- Secure the perimeter of the school – Lock outside gates
- Students should move inside of buildings – P.E. classes should go inside the gym/multi-purpose room and any other outside activities should be moved into the classrooms.
- Take roll and account for all students.
- Increase situational awareness and do business as usual.
- Bathroom visits should be done in pairs.

**Potential Threat: Vicious animal, suspected rabid animal, severe winds, extreme weather, police activity in the area.**



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**



## Return to Building

In the event that students must return to their classrooms because of an emergency situation:

1. Verbal announcement will be broadcast over the campus intercom system.
2. Announcement will be immediately followed by direction from responsible adults on the yard to walk to class.
3. Teachers will meet students at the exterior door and direct them to assume safety position.
4. The exterior door will be locked. The blinds will be closed. (Interior doors must be left closed but unlocked to facilitate movement out of classrooms through common rooms as necessary.)
5. With the teacher standing near the exterior door but out of the line of exterior sight, roll will be taken and all students will be accounted for.
6. Immediately commence "Lockdown" procedures. (See next page)
7. Classes will remain silent until further direction is broadcast over the school intercom system or until contact is made with the teacher through the school phone system.



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**



## Response to Intruder or Lockdown Alarm Lockdown

To insure the safety of staff and students in the event of an intruder, or any other safety/security reason that would require a campus lockdown (shelter in place), the following plan will be instituted:

1. Call the emergency phone in the office to inform the office of the intruder and which room or area of the campus that has been compromised. Notification to the staff/students will be handled according to either, or both, of the following procedures:
2. The office will either make an announcement over the intercom initiating an intruder alert drill, at which time all teachers/staff will implement "lockdown" procedures.

### Procedures:

- All teachers/staff will check outside for any students not in a classroom and bring those students into the nearest classroom.
- Please lock all classroom doors and pull the shades down on the windows. During a drill, administration will verify these actions. Students will move as far away from the windows as possible.
- Teachers will account for all students present on that day. A call will be made via the phone system to each room and the teacher will respond red or green. If red, teacher will provide a list of absent or extra students.
- If a student is locked out of his/her room and is knocking on the classroom door, please allow the student entry into the classroom.

-Continued on next page-



## Response to Intruder or Lockdown Alarm con't

### Lockdown

- Please make a total student count in case you have students not assigned to your class who are in your room as the results of the drill.
- Teachers in possession of current teacher cell phone lists will be asked to activate said phones. Remind teachers to turn on their cell phones.
- Teachers and Students will conduct instruction as usual, but will not leave building.
- Administration will stay in contact with PE/custodial staff via hand held radio.
- Wait for the "All Clear" announcement or further instructions by the site administrators.

\*\* Substitute Teachers will be contacted by telephone \*\*

\*\* Students will be taught not to open the door at any time \*\*



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**



## Response to Potential Threat: Riot, Civil Disorder, Threatening Individual(s)

### Intruder/Lockdown Drill in Office

- If a threatening individual enters the office, the office will either make an announcement over the intercom initiating an intruder alert drill, at which time all teachers/staff will implement “lockdown” procedures. Whichever part of the office is not under threat will implement the lockdown procedures.
- Follow **lockdown procedures**.
- Depending on the location of the threat – the person on the opposite side of the office will initiate the school into lockdown and notify emergency personnel.
- Office threat, Principal will notify – Main Secretary will be backup. Larger offices may necessitate additional designated staff for notification.
- Attendance Clerk or Other Designated Office Staff will also be trained to initiate lockdown and notify emergency personnel.





**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**



## Response to Potentially Explosive Devices/ Bomb Threat

Should a bomb threat be received or a suspicious object be identified, law enforcement and WPUSD management are to be notified immediately. Evacuate the building or areas affected.

### **Bomb Threat Protocol:**

- Person who receives bomb threat via phone, email, etc. will utilize standard check list to obtain as much information as possible (see attached template).
- Consult with school admin and notify LPD immediately to determine if threat is a valid one.
- Evacuate EVERYONE to designated on-site area. If threat warrants, consider off-site evacuation (see page 27 – list of off campus sites).
- Students SHALL leave all backpacks, purses, and cell phones behind in the classroom.
- If requested by school or district admin, LPD may accompany admin or staff to conduct a JOINT search (NOTE: The reason behind this is that admin/staff are more equipped to determine what is suspicious or out of place and the know that campus better).

\*\*\* NO ONE should be permitted to touch, handle, or move the suspicious object.

## BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on this page.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, do not hang up, but from a different phone, contact police immediately and await instructions.

### If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

### If a bomb threat is received by email:

- Call \_\_\_\_\_
- Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

### DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm
- Touch or move a suspicious package

## WHO TO CONTACT

Follow your local guidelines

## BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number Where Call Received:

### Ask Caller:

- Where is the bomb located?  
(Building, Floor, Room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

### Exact Words of Threat:

### Information About Caller:

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_

#### Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

#### Background Sounds:

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office Machinery
- ☐ Factory Machinery
- ☐ Local
- ☐ Long Distance

#### Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

Other Information: \_\_\_\_\_



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**



## Off Campus Evacuation Plan

(SEE PAGE 27 – LIST OF OFF CAMPUS SITES)

The decision to evacuate the campus will be made by the Incident Commander subsequent to evacuation of all school buildings and analysis of the threat to the health and safety of personnel.

Once all personnel are lined up at assigned locations on the school playgrounds, and all children and adults are accounted for, the order to evacuate the campus will be given. Personnel will walk via pre-designated routes, to either designated site via the walking path or alternate site.

Students will be formed into one or two columns. All personnel will move safely to the designated evacuation site. One teacher will position him/herself at the head of the column(s) while in route.

Teachers may coordinate supervision using an assigned “Buddy Classes” system. If used, students will be formed into two columns, one classroom per column. All personnel will move, two columns abreast, safely to the designated evacuation site. One teacher will position him/herself at the head of the columns, one at the rear while in route.

Once the evacuation site is reached, teachers, with assistance from other school employees, will be responsible for keeping their students together, quiet, and comfortable.

A Command Post will be established. A perimeter will be established, inside which all students will remain. No student will be released from the perimeter unless it is to the child’s legal parent or guardian – or other adult designated by the parent or guardian on the student’s official Emergency Card.

After students and staff are safely evacuated to the designated evacuation site and law enforcement deem safe, teachers and staff will begin the reunification process. Designated staff will set up a reunification “Check In” area based on the first letter of the student’s last name.

Ongoing information and instructions will come from the Incident Management Team.



**HOLD**



**SECURE**



**LOCKDOWN**



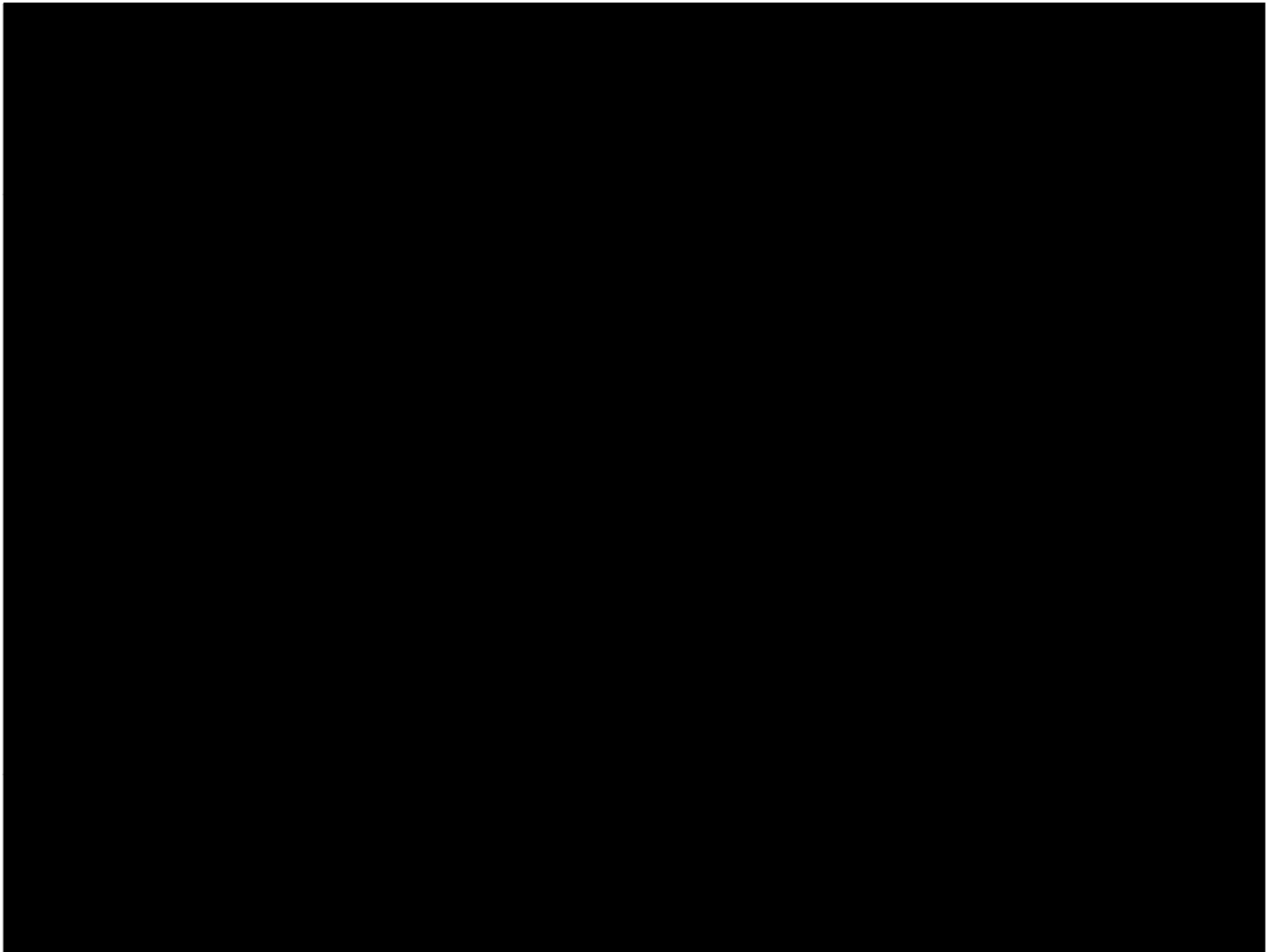
**EVACUATE**



**SHELTER**



Insert Evacuation Map



# Incident Reporting & Initial Emergency Procedures

In the event of the following:

## **Stranger on campus**

- Notify the office using available systems (cell phone, campus phone #200, radio)
- Provide a description of the individual

## **Individual with firearm-adult or student**

- Never take steps to attempt to disarm the individual!
- Secure students, staff, and volunteers in classrooms
- **Follow Lockdown procedures – Keep doors closed and locked at all times**
- Notify the office using available systems (cell phone, campus phone #200, radio)
- Account for all children
- Provide a description of the suspect

## **Attempted kidnapping**

- Never take steps to physically thwart a kidnap attempt!
- Secure students, staff, and volunteers in classrooms
- **Follow Lockdown procedures – Keep doors closed and locked at all times**
- Notify the office using available systems (cell phone, campus phone #200, radio)
- Account for all children
- Provide a description of the suspect

## **Serious Injury**

- Begin First Aid procedures and/or
- Notify the office using available systems (cell phone, campus phone #200, radio)
- Activate the Emergency Monitoring Systems/call 911
- Send students to neighboring classroom
- Stay with victim until relieved by paramedic or other qualified individual
- Identify a liaison to direct emergency responders to the scene

## **Death of Student (Off Campus)**

- Minimize initial comment to students until all facts are present
- Contact school office for confirmation
- Respect privacy of the victim's family
- Expect support from the district psychological support personnel
- Moderate student discussions using script provide by support personnel
- Notify office if additional support is needed in your classroom or neighboring classroom
- Contact Crisis Response Team for additional support

## **Death of Student (On Campus)**

- Remove students from scene by sending them to a neighboring classroom
- Designate an individual to secure the scene
- Notify office using available systems or through adult runner
- Activate the Emergency Monitoring Systems/call 911
- Remain with victim until relieved by administrative personnel, police, or paramedic
- Minimize initial comment to students
- Expect support from district psychological support personnel
- If needed, moderate student discussion using script provided by support personnel
- Contact Crisis Response Team for additional support

**Death of Employee**

- Follow same procedure as Death of Student

**Fire**

- Notify office using fire pull stations or by available systems
- **Follow Evacuation procedures – Evacuate the building**
- Call 911 if safe to do so with specific information

**Earthquake**

- Begin duck, cover, and hold process
- **Follow Evacuate procedures, Evacuate the building**

**Rumors of Trauma, Injury, Accident, or Death**

- Seek confirmation from school office
- Minimize comments to students until all facts are known
- Moderate student discussions
- Expect support from district psychological support personnel
- Contact Crisis Response Team for additional support

**Altercation between Adults**

- Remove students from immediate area
- Close classroom blinds
- Notify the office using available systems (cell phone, campus phone #200, radio)
- Notify 911 depending on the seriousness of the situation

**Mountain Lion or Other Major Animal Predator**

- Commence Return to Building procedures. Close classroom blinds
- Notify the office using available systems (cell phone, campus phone #200, radio)

**Violent Student**

- Remove students from immediate area of student misbehavior
- Commence restraint procedures if student is attacking others
- Monitor objects that can be thrown
- Notify the office using available systems (cell phone, campus phone #200, radio)

**Student Behavior Crisis**

- Remove students from immediate area of student misbehavior or
- Remove disruptive student from peers
- Notify the office using available systems (cell phone, campus phone #200, radio)
- Commence procedures outlined in individual student behavior plan, if available, or
- Rely upon office or designee for next steps

**Student Seizure (Medical)**

- Be aware of procedures associate with individual
- Clear an area around the student
- Remove students to another area outside the classroom
- Do not restrain
- Contact office
- Activate the Emergency Monitoring System/call 911
- Wait with student
- Debrief – if needed, support personnel from site/district will be available

# Student Sign Out Sheet

	Student Name (Last, First)	Signature of Parent/Guardian	Date	Time
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				

SIGNATURE OF AUTHORIZED SCHOOL OFFICIAL \_\_\_\_\_

DATE \_\_\_\_\_

TIME \_\_\_\_\_

# Section Five: Other Resources

## Child Abuse Reporting

Child Abuse Prevention and Reporting (AR 5141.4)  
Reporting Procedures

### 1. Initial Telephone Report

Immediately, or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department, if designated by the county to receive such reports, or county welfare department. (Penal Code 11166)

CSOC/ACCESS

1000 Sunset Blvd, Rocklin, CA 95765

(916) 784-6440

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

### 2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall then prepare, and either send, fax, or electronically submit to the appropriate agency, a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167). Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

### 3. Internal Reporting

Employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms. The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166). He/she may provide or mail a copy of the written report to the principal or Superintendent or designee without his/her signature or name. Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)



4. Victim Interviews

Whenever a representative of a government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adultschool employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

- a. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
- b. The selected person shall not participate in the interview.
- c. The selected person shall not discuss the facts or circumstances of the case with the child.
- d. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

5. Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906). Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

6. Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures that describe how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

Use of School Facilities by Public Agencies for Mass Care and Welfare Shelters during an Emergency (BP/AR 1330)

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code [32282](#))

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

# Discrimination and Harassment Policy

(BP/AR 5145.3)

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complaint complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to

disciplinary action, up to and including dismissal.

### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

### Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))

When any verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

# School Dress Code Policy

## Lincoln High School:

Students dressed inappropriately will be required to change their clothing and given detention. Repeated acts of defiance will result in consequences.

1. Education Code 48900 prohibits bandanas of any color and “do rags” as well as gang related attire. Tagging type markings are not permitted on clothing, backpacks, or school supplies.
2. Pants are to be worn at the waist. No sagging.
3. Underwear is not to be visible – including bra straps and men’s undershirts.
4. Bare midriffs are not allowed. All tops must have straps and must cover the chest, midriff, sides, and back. Low cut tops, tube tops, sheet tops, and backless tops (including halter-tops) are not allowed. Wear a cami/tank under sheer shirt or off the shoulder shirts to cover body parts and undergarments. Avoid tight material that inches upward with movement.
5. Shorts must be worn at an appropriate length – no excessively short skirts/shorts are allowed. All bottoms must adequately cover the student’s body while sitting or standing.
6. Shoes are to be worn at all times, per state law.
7. Per Board Policy, teachers may require that students remove hats, caps, sunglasses, or other headgear in the classroom. No hoods may be worn in the classroom.
8. Clothing, jewelry, and visible tattoos shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, or which advocate racial, ethnic, or religious prejudice, or the use of drugs or alcohol. No accessories with spikes may be worn.
9. No visible ear buds or headphones in the classroom.

## Twelve Bridges High School:

In collaboration with parents, students, staff, and faculty, TBH remains committed to preparing our students for leadership and professional roles. Therefore, every student and staff should wear appropriate attire to school every day. Guidelines for appropriate dress include the following:

- Clothing that degrades religion, race, or sexual orientation and clothing that promotes alcohol, drug use, violence, offensive language, or gang references is prohibited.
- Undergarments must not be visible; pants must be worn at the waist.
- Clothing may not be transparent (sheer) unless it is worn in combination with other garments that are not transparent.
- Bottoms of tops must be below the belly button and not expose the back.
- All bottoms must adequately cover the student’s body while sitting, standing, or in motion.
- Skirts, shorts, or other articles of clothing must cover undergarments.
- Per Board Policy, teachers may require that students remove hats, caps, sunglasses, or other headgear in the classroom. No hoods may be worn in the classroom.
- Earbuds and headphones may not be worn in class without direct permission from teacher.

Students who violate this dress code will be directed to appropriate staff to change their clothing.

## Phoenix High School:

Each student must come to school appropriately dressed and attire should not create a disruption to the classroom or program.

- No hats or head coverings, including hooded sweatshirts will be allowed in the classroom.
- Blatant wearing of gang-related attire, including colors and insignias, will not be tolerated.
- No drug/alcohol/tobacco images/advertisements, profanity, or sexually explicit attire is allowed.

Students dressed inappropriately will be required to change their clothing or will be sent home for defiance. Repeated acts of defiance will result in suspension from school. The school loans t-shirts if a student is unable to find acceptable clothing or cannot reach a parent to request a change of clothes.

Education code 48900(m) prohibits bandanas of any color and “do rags” as well as gang related attire. Tagging type markings are not permitted on clothing, backpacks, or school supplies.

- Each student should come to school neatly and cleanly dressed and groomed.
- Students are NOT permitted to wear clothing that is mutilated, immodest, or excessively revealing. This includes backless tops, bare midriff tops, off-the-shoulder tops, see-through tops, tube-tops, excessively short skirts/shorts.
- Headbands of any type or color are not allowed.
- Shoes are to be worn at all times.
- Hats or head coverings, including sweatshirt hoods, are not to be worn within any school building.
- Underwear is not to be visible.
- No bedtime attire – this includes pajamas, nightgowns, robes, and slippers
- Spiky adornments are not allowed.
- Wallet chains can be no longer than 18 inches.
- Clothing shall not display inappropriate gestures, language, violence, sexual innuendos, drug or alcohol advertisement or content.
- Artwork or lettering on clothing may not promote/advertise illegal activities or display profanity.
- Tattoos that promote/advertise illegal activities, display profanity, gang affiliation, drugs or alcohol may not be visible at any time.
- No apparel, jewelry, wristbands, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, or trademark, or any other attribute, denotes membership in a group or gang, or which advocates drug use, sexual content or disruptive behavior is allowed.

Per District Policy – Hats are not to be worn indoors. Sweatshirts with hoods may be worn, but the hoods must be completely off the student’s head.

#### Glen Edwards Middle School

The purpose of the Dress Code is to prevent disruption of the learning environment and minimize the distraction of other students. Students wearing clothing that is inappropriate based on the listed criteria will be subject to disciplinary action:

1. Clothing or accessories that have reference to sex, objectify women (i.e. Fatal shirts), drugs, tobacco, alcohol, weapons, violence, or gang activity may NOT be worn.
2. Sagging pants/shorts larger than one size are not permitted.
3. Gang-associated dress or accessories may NOT be worn.
4. Clothing must completely cover all underwear, bra straps, and cleavage. Sheer items that show any undergarments are also not permitted. Sports bras are still considered underwear.
5. Strapless tops, spaghetti straps, or other straps less than 2” wide, low-cut tops, and clothing that show bare midriffs may NOT be worn.
6. Shorts and dresses must measure to the end of the fingers.
7. Frayed holes in jeans must be below the end of the fingers.
8. No racerback tops allowed.
9. Pajamas may NOT be worn.
10. Shoes must be worn on school grounds at all times. Slippers are only allowed during designated Spirit days.
11. Hoods must be removed when inside buildings.
12. Jewelry that is deemed offensive or unsafe (sharp edges, spiked tips, etc.) to either the wearer or other students is not allowed and must be removed or safely covered when asked.
13. No headwear allowed except those sold by GEMS or LHS.

The administration reserves the right to decide the appropriateness of the student’s attire and to review and change the dress code to ensure a productive and safe learning environment as necessary. If a student’s articles of clothing, jewelry, or accessories violate the dress code or in some other way cause disruption to the learning environment, they will be asked to change into a school loaner outfit for the remainder of the day (or until suitable clothes arrive from home). Repeated offenses will result in the following disciplinary action:

- 1<sup>st</sup> Offense – Student is sent up to the office to change into loaner, and clothes are returned to the students at the end of the school day.
- 2<sup>nd</sup> Offense – Student up to the office to change into loaner, parents are notified, clothes are returned to

- student at the end of the school day, and an Administrative Lunch Detention is assigned.
- 3<sup>rd</sup> Offense – Same as above, but a referral is assigned (consequence depends on prior offenses).

#### Twelve Bridges Middle School:

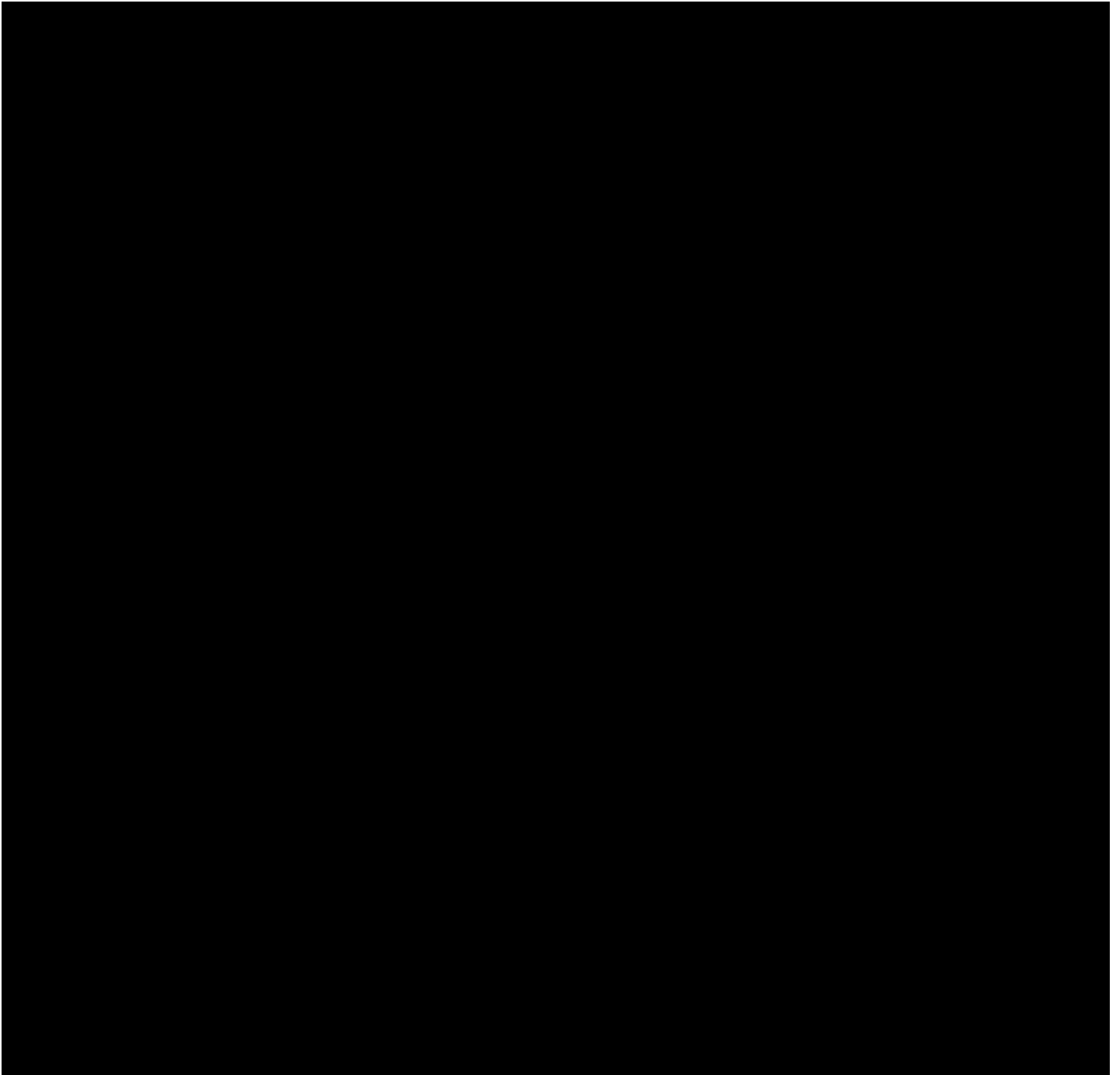
The purpose of the Twelve Bridges Middle School Dress Code is to set a tone of academic and behavioral excellence for our students. Adhering to the TBMS Dress Code helps promote the safety of our students and fosters a positive learning environment on our campus. The expectation of the administration and staff is that each student will follow the dress code during school hours, athletic events, field trips, activity days, dances, assemblies, and performances. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Students in violation of the TBMS dress code will be required to change into their PE clothes. Students will not be allowed to attend class until the dress code violation has been corrected. Students will only be allowed to call home for a change of clothes as a last resort. In addition, a violation of the dress code may result in a school detention and repeat violations of the dress code may result in an Administrative Referral and/or suspension.

1. Shoes must be worn at all times.
2. Clothing must be free of references to alcohol, drugs, gangs, violence, bigotry, or sexual connotation. No gang-associated colors or symbols are allowed on the TBMS campus.
3. Clothing must not expose the midsection or underclothing. Tops may not be low-cut in the front or back. Length of untucked shirts must cover the waistband of shorts, skirts, pants, or dresses.
4. Body piercings, deemed a distraction by the administration, are not allowed.
5. Students shall NOT wear articles of clothing, jewelry, or accessories that promote or represent references to alcohol, drugs, gangs, violence, bigotry, or sexual connotation. Clothing, jewelry, or accessories that might disrupt school activities or could pose a threat to the physical well-being or safety of students or others is strictly prohibited on the TBMS campus.
6. No bra or bralette straps may be exposed or visible.
7. Off the shoulder shirts are not allowed.
8. Cut out shoulders and/or shoulder straps on all shirts or dresses must have a minimum width of two fingers.
9. Tank tops are allowed, but shoulder straps must have a minimum width of two fingers.
10. Students may wear pants only one size larger than their waist size – no sagging.
11. Students may wear shirts only one size larger than their regular shirt size.
12. Shorts and skirts shall be no shorter than a 4" inseam. Any shorts or skirts deemed inappropriate by the administration will not be allowed on campus regardless of length.
13. Holes in pants or any "skin exposing" fraying of the jeans or shorts shall be below the 4" inseam requirement for shorts/skirts.
14. Tights, leggings, yoga pants, and other sheer varieties of clothing must be covered by length appropriate shorts.
15. Belts must fit students and be contained in the belt loops. No hanging belts or wallet chains.
16. Hats may be worn at school, but must be worn facing front. Hats may not be worn to the side, sideways, or backwards at any time. Teacher discretion will be used for wearing hats inside the classroom.
17. Pajamas are not to be worn at school unless it is a designated Spirit day.
18. Blankets and pillows are not allowed at school.
19. Any hair colors that are deemed a distraction by administration are not allowed.
20. Clothing deemed inappropriate by administration will not be allowed.

All other school sites do not have a formal School Dress Code Policy.

## Section Six: Site Personnel Information



# Section Seven: Site/DO Safe School Plan Data/Goals

## **Scott Leaman Elementary School**

### **Ensuring a Safe and Orderly Environment**

#### **Component One—People and Programs**

##### **Action Plan**

**Goal #1:** All students, including subgroup populations, will demonstrate proficiency on state standards.

**Objectives:**

1. As measured by SBAC Assessment for Reading and Math, each grade level (3 – 5) will create our baseline numbers for state testing.
2. All Leaman Elementary English Language Learners will advance one proficiency level this school year from the previous school year on the ELPAC until reclassified as Fluent English Proficient (FEP).
3. Identified special education students will meet IEP goals that are aligned with grade level standards. Our MTSS program will help identify and support these students.

**Student Support and Intervention Opportunities:**

- Student Success Team (SST) is available for students that are having academic difficulties.
- After school tutoring will be provided to support learners who need extra help.
- EL students (English Learners) are supported through whole class core curriculum instruction GLAD lessons, and through ELD designated and integrated group instruction.
- We will continue to refine our math instruction through the TESS process, having common assessments in math, and using data to follow student progress. This year's focus will be on math fluency and application type math problems.
- Through the support of supplemental funds, additional supplemental programs in Reading Language Arts and math have been purchased to enhance the opportunity to support and intervene with students that are struggling below grade level. This includes Time and Scholastic.
- Special Education students receive intervention according to their Individualized Education Plan (IEP) goals. Leaman elementary currently operates two programs – Resource Specialist Program (RSP) and Special Day classes (SDC).
- Students meeting and exceeding grade level standards at Leaman Elementary or who are GATE identified (grades 2 – 5) will be challenged by higher level thinking activities and accelerated programs.
- Instruction will be aligned to standards, based on student assessment data and geared towards meeting the needs of all students.
- Staff will analyze student assessment data to plan instruction. Collaboration occurs during Early Release Days when grade level teams have Professional Learning Community (PLC) meetings.



- Classroom Instruction and activities will be differentiated to meet the needs of at-risk, GATE, and English Language Learners in the classroom.
- Illuminate provides assessment information for teacher analysis and diagnosis of student needs.
- Positive rewards and recognition programs for academics encourage success and motivates student.
- After school tutors are hired to provide extra support for those students who do not have the necessary adult support.

**Goal #2:** Leaman Elementary students will feel emotionally and physically safe at school.

**Objectives:**

1. We will create baseline data for our population
2. Average Daily Attendance (ADA) will be balanced with students safety during the Covid-19 pandemic.

**Student Support and Intervention Opportunities:**

- The PBIS/MTSS teams meet monthly to analyze behavior data, identify areas of need, and brainstorm solutions to create a process of continual improvement in student positive behavior.
- The PBIS/MTSS teams will also assure that programs and processes are in place so that the PBIS (Positive Behavior Intervention Support) process and programs are implemented with fidelity.
- The Discipline Committee/MTSS will receive additional training and guidance from PCOE to assure proper implementation of the PBIS process.
- A MTSS process has been established to support students that need additional behavior supports. A process is in place to assure that students will receive this support in a timely manner. Those supports include different levels of intervention depending on the needs of the child.
- Educational programs are implemented where possible to focus on specific health issues, such as nutrition and alcohol / drug prevention where grade level appropriate.
- Students experiencing behavioral difficulties may be referred to the MTSS Team to explore intervention options.
- School site administration will work with office staff to track and notify parents of students that are absent or truant on an excessive basis.
- A school psychologist is available for counseling with students as needed.
- One on one and group counseling is provided to support students with mental and behavioral needs (Wellness Together).
- A district nurse is available during emergencies or when needed. The nurse, principal and psychologist coordinate with Community Services for prevention and intervention programs for students and their families as needs arise.
- The school site will provide to families in need, a list of local agencies to which people can refer for additional support and guidance.
- Focus is placed on positive character traits such as Safe, Respectful, Responsible, and Unified.

**Parent Support for component one:**

- A referral system is in place for parents, through the school district and other agencies, to provide child services as needed: Parenting Classes (Love and Logic), Counseling (individual through Lighthouse Counseling services), and SARB (School Attendance Review Board).
- Parents are included as part of the Student Success Team to help create action plans that include modifications to help students become successful.
- Parents are active participants in School Site Council, Parent Teacher Organization, and various committees to help them feel connected to our school community and to develop a better understanding of the curriculum and procedures.
- Western Placer Unified School District's Social Promotion Plan requires that parents of at-risk students are to be notified of participation in intervention programs.
- Parents are always encouraged to be involved in their child's education.
- Love and Logic training for parents will be provided by the school district at a nominal fee.
- Free and reduced breakfast and lunch programs are available for qualifying students.
- Leaman Elementary participates with the district in providing health services such as vision and hearing screening at selected grade levels or as referred.

**Staff Support for component one:**

- The staff will continue to be trained in all areas of effective use of curriculum and instructional strategies to help reach all learners of diversified backgrounds.
- Staff development focuses on district and school goals/objectives, state standards, changing curriculum, changing student populations and specific needs of the student body.
- Teachers will receive ongoing professional development that will enhance their effectiveness in helping students achieve to grade level standards and to manage classes and students.
- Staff members will continue to search for additional information on "Kids at Risk" intervention programs to meet their needs and help them continue to grow.
- Curriculum will be standards-based and will provide opportunities for students to achieve high academic standards.
- Instructional strategies will be used to accommodate the different learning styles of students in the classroom. Curriculum will be developed to meet the diverse learning styles of all students.
- Adults model respect by the positive manner in which they deal with students and staff.
- Policies and procedures are in place for staff reporting of criminal behavior to the appropriate law enforcement agency.
- There is frequent communication between teachers, administration and parents when a student cannot adjust to appropriate behavioral standards.
- Discipline practices will be developed with the participation from certificated and classified staff, parents and students.
- Natural consequences for violating behavioral expectation will be fair, consistent, understood and communicated to students and parents.
- Programs such as Love and Logic, PBIS, and bucket fillers provide teachers with additional skills to deal with students who struggle with appropriate behavior and ways to establish positive relationships with all students.

# **Ensuring a Safe and Orderly Environment**

## **Component Two: The Physical Environment (Place)**

### **Action Plan**

Leaman Elementary School is a new school located in the Western Placer Unified School District. Its physical location is in Lincoln, in a once rural area that is experiencing growth of residential and commercial developments.

**Goal #1:** All students will have a safe entrance and exit during the daily school routine or during a crisis situation.

#### **Objectives:**

1. School administration will work with local agencies to assure the most effective and efficient plan is in place for parent pick-up and drop-off of students.
2. The school administrators will work with district personnel to install appropriate painted curbs, crossings and roadways to ensure student safety.
3. Parents will be well informed as to the proper conduct and rules and procedures of the parking lot.
4. Procedures will be put in place for emergency evacuation from the campus. Procedures will be assessed by local fire and law enforcement agencies.
5. A Crisis Management Team and strategies will be in place in emergency situations.

#### **Student Support**

- Leaman Elementary works with Western Placer Unified School District Transportation to maintain safe and orderly bus transportation for students. Inappropriate behavior is dealt with immediately. Bus drivers are well trained and safety conscious. School staff supervises loading and unloading the bus and the exiting of school.
- Parents are directed for safe and orderly traffic flow for drop off and pick up through information in the Student/Parent Handbook, first day packets, school newsletter, and during parent meetings. Frequency of parent communication will be monitored as needs and issues are assessed.
- Administrators and staff monitor the loading/unloading of cars and student arrival/departures.
- Procedures are in place for student emergency situations.
- Emergency exit plans are posted in every classroom.
- Teachers discuss and review the emergency plans with student.

**Goal #2:** Leaman Elementary campus is a secure and safe environment.

**Objectives:**

1. Assure an accounting of all students and visitors while students are on campus.
2. Students are not released to anyone not listed on their emergency card or designated by their parent or guardian. This process will be closely monitored by the principal and office personnel.
3. Make sure there is adequate lighting in place to ensure safety on the campus at night.
4. Assure that Lock-down, evacuation, and all emergency procedures are in place.
5. Monitor main entry and exit points to the school.
6. Make sure all staff members are easily identified.
7. Create a plan so there is adequate supervision during recesses and high traffic areas as assessed by parent, staff and student surveys and office referrals.
8. Assure that a security system is in place and the custodians, principal and district maintenance crew monitors its use.

**Student Support:**

- The campus is closed and access signs are displayed prominently at entry points.
- Visitors must sign in and receive a visitor's pass before they can be on campus.
- Students must be signed out before they can leave the campus.
- Staff is trained to direct unidentified persons to the main office. Staff and office personnel monitor and assess this procedure.
- Signs are posted to keep dogs (unless prior arrangements are made) off the campus. There are procedures in place to contact local animal control officers so that the animal can be removed as soon as possible.
- The school grounds are gated and limit vehicle access to the school.
- There is adequate staff supervision when students are on playground. Each staff member wears an orange vest so they are visible to students for emergencies. Staff is on duty as students leave campus. Teachers monitor the hallways.
- Hallways, restrooms and other potential trouble areas are monitored and supervised. Appropriate lighting has been installed for lighting of darkened areas and the principal and night custodian periodically check to insure lighting is in working order.
- The school policy dealing with vandalism includes procedures for painting over graffiti and making repairs before students arrive on campus. Families may be held liable for financial restitution for graffiti, vandalism and damage to school property. Broken windows will be replaced immediately. The walls are covered with an anti-graffiti paint to allow for easy cleaning.
- School buildings and classrooms are well maintained and free of physical hazards. They are designed for student safety, security and to prevent criminal activity.
- Playground safety rules help to prevent falls from recreational equipment and landscape designs prevent students from climbing to dangerous heights. Maintenance personnel continue to monitor slippery walkways on rainy or icy days.
- Fire drills are practiced monthly. Emergency procedure drills, including an intruder on campus or evacuation drill are also practiced on a routine basis.
- Emergency procedures and plans are assessed by the principal and staff at least annually.
- The school will secure appropriate emergency materials/equipment for each classroom in the event of a long-term emergency.

**Parent Support for component two**

- There is ongoing communication to parents on traffic flow for safe drop off and pickup issues.
- Parents have the opportunity to work in a collaborative manner to give input on school safety issues and the Safe School Plan through the school site council.

**Staff and Site Support for component two**

- Classrooms have an appropriate amount of space for the student-teacher ratio and are designed in a positive manner. The classroom environment is conducive to learning and instruction and is a safe and orderly environment. Spacing is provided to meet covid restrictions.
- Updated maintenance will be completed in alignment with the District's Master Plan.
- Procedures are in place for immediate involvement of the Lincoln Police Department for violent crime, crime against facilities, or person. Safety and security is a primary focus. If graffiti and evening/weekend littering and vandalism become more frequent, additional law enforcement patrols will be requested.
- During the school day the campus is as secure as possible.
- The school practices emergency drills regularly to assure that they are ready should an actual emergency occur.
- A security system with panel access codes has been installed for the entire school.
- Standard incident-reporting procedures are in place. Monthly emergency drills are logged.
- There is a new school automation emergency communication system in place to call all parents in case of a major incident. (Alertus)
- The principal will be visible on campus, in classrooms and will be available to all members of the school community.
- The staff models positive attitudes towards students and parents, emphasizing respect, consideration, responsiveness, accountability and sensitivity.