

HELENDALE SCHOOL DISTRICT

COMPREHENSIVE SAFE SCHOOL PLAN

March 1, 2018



Helendale School District

ICA SAFETY PLAN 1



Comprehensive Safe School Plan



Independence Charter Academy
2018-2019

“Integrity Character Achievement”

Every school in the Helendale School District will provide a safe environment that is conducive to learning. Helendale School District administration, staff and parents will create schools in which students will attend regularly and be safe from both physical and mental harm.

Contact Person: Dr. Michael A. Esposito

Position: Principal

Telephone Number: (760) 952-1760

E-Mail Address: Mesposito@helendalesd.com

Helendale School District

Comprehensive Safe School Plan

March 1, 2018

Board of Education

ICA SAFETY PLAN 2

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District Safety Committee Members

Deanna Dibble – Safety Mgr.
Kelly Henderson – HSD Rep.
Julie Heggenberger – CSEA Rep.

Purpose and Scope

The Helendale School District (HSD) Comprehensive Safe School Plan (CSSP) provides guidance and direction to principals, teachers and staff who have Emergency Management Responsibilities (EMR). The Emergency Response Plan along with the School Comprehensive Safe School Plan shall be used during an emergency incident involving a HSD school facility.

Key Emergency Contact

After contacting 911, it is imperative during an emergency to contact the site administrator as quickly as possible. She/he will respond immediately to the emergency and alert the appropriate members of the District Safety Team.

Safe School Leadership Team (SSLT)

Each HSD school and district site will have a Safe School Leadership Team (SSLT) to take charge of the emergency, respond effectively, protect the occupants of the facility and reduce the risk of physical injury, property damage and business interruption.

Standardized Emergency Management System (SEMS) is the system required by Government Code 8607(a) for managing response to multi-agency and multi-jurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: **Field Response, Local Government, Operational Area, Regional, and State.**

The school site SSLT carries out the Field Response level of crisis and emergency management, the District Safety Team functions at the Local Government level in this system. By organizing our crisis response plans according to SEMS, both school sites and the district are positioned to integrate services when an incident occurs on an area, regional or state level.

By standardizing key elements of the emergency management system, SEMS is intended to:

- ✓ Facilitate the flow of information within and between levels of the system.
- ✓ Facilitate coordination among all responding agencies.

Use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. SEMS is designed to be flexible and adaptable to varied disasters that occur in California, and to the needs of all emergency responders.

SEMS has five essential functions adapted from Incident Command System (ICS). The Field Response uses the five primary ICS functions: **Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration.** Under the SEMS, tasks are delegated to members of the SSLT to successfully handle critical incidents. The SSLT member is then responsible for the task assigned and serves as the manager of the task. This type of delegation allows each manager to focus on just one or two aspects of the incident. These managers then provide information to the incident commander (superintendent/principal) and assist them in making informed decisions. Using this organizational system during a critical incident creates clear communication channels that will reduce the amount of confusion and chaos.

Permanently assigning specific areas of responsibility to members of the SSLT provides each member with the opportunity to specialize in the management of his/her area.

The SEMS can also address the uncertainty of exactly who will be in the building during an emergency. When assigning the management of critical roles in the SEMS, assign an alternate, if possible, for each role to assure coverage at all times. This may require some individuals to be responsible for more than one task if the primary manager were out of the building. While the SEMS identifies roles for the members of the SSLT, all school staff should know their specific functions during an emergency. Teachers with students in class will have specific functions, as will teachers not assigned a class when an emergency occurs. It is imperative to emergency operations that SEMS roles and responsibilities are assigned and understood by the SSLT members. The Roles & Responsibilities outlined in this documents, will also assist the Incident Commander System if one or more team members/alternates are not available. City emergency responders use the SEMS to manage emergency events. Because of this, a school with assigned roles for administrators and teachers will be able to work more efficiently with city agencies.

School Site Instructions

1. Establish:

- ✓Safe School Leadership Team
- ✓First Aid Responders

2. Update your site map.

3. Establish/Update:

- ✓Strategies for improving school safety, school climate/culture, and youth development.
- ✓2018-18 Fire Drill and Earthquake Drill Schedule
 - Once per month at the elementary and middle /high school level
- ✓2018-18 Lockdown Drill
 - Twice per year (once a semester)

✓Data base phone system

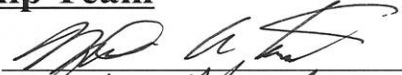
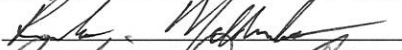
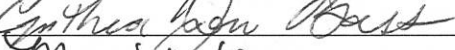


4. Update the templates in this section of the plan to reflect current areas of responsibilities at your site.
5. Work closely with the school site council. Remember the school site council has the responsibility of approving the final plan and must be involved in it's development.
6. Submit your Comprehensive Safe School Plan to the District Office for Board approval.
7. Completed plans must be submitted no later than March 1st of each school year.

Safe School Leadership Team (SSLT)

Please note that the Safe School Leadership Team functions have been organized to align with the Emergency Management System (SEMS) and the National Incident Management System (NIMS). Depending on staff available, team members may serve multiple roles. For example, the Principal may serve as both incident commander and Operations officer.

In the event of an emergency situation, the Safe School Leadership Team should report to a designated location to oversee and provide directions during the emergency situation. The principal and/or designee in charge are to facilitate the following: (1) secure the physical area; (2) check for damage; (3) assess injury situations; and (4) report findings to the Superintendent.

Safe School Leadership Team

Dr. Esposito, Principal		March 1, 2018
Mr. Maldonado		March 1, 2018
Ms. Jennings-Bass		March 1, 2018
Mrs. Nelson		March 1, 2018
Mrs. Lozano		March 1, 2018

FIRST AID RESPONDERS

Each district site must have designated First Aid responders who are first to provide assistance when needed. **Annually, identify those staff members who have current training in CPR and First Aid.** In an emergency situation, any staff member may provide assistance. Insure that there are an adequate number of people trained in first aid in addition to the crisis response team. The following staff members are designated emergency first aid responders for the 2018-2019 school year at Independence Charter Academy.

Michael Esposito

Ricardo Maldonado

Frankie Lozano

First Aid supplies are located in the school office in white tubs behind the door in the conference room. The Universal Precautions for bloodborne pathogens policy and procedures must be adhered to when performing first aid duties. Any time an employee is involved in a possible blood exposure incident where direct contact with a needle occurs, or were a bite occurs from an individual and blood is drawn, it shall be reported as a Worker's Compensation Injury.

CPR PRECAUTIONS

To minimize the risk of infectious disease transmission, classrooms will be provided with protective gloves to use when administering first aid to students for minor injuries. For emergencies requiring mouth-to-mouth resuscitation, mouthpieces, shields, pocket masks, or other ventilation devices shall be used. Such equipment shall be stored with first aid equipment in the health office.

Unless the scope of the crisis/first aid response is prohibitive, the appropriate student and/or the emergency employee accident reports are to be completed as per usual District policy.

STUDENT RELEASE PROCEDURES

Reunification procedures will vary depending on the number of parents coming to school and the nature of the emergency. The Principal/designee will indicate which of the following plans will be utilized in the given situation. Adults must show I.D. in order to have students released to them, unless their identity can be verified by a staff member.

Plan A: Assuming that a relatively small number of parents come to school, individual children will be called out of their classroom by the office staff. Parents will sign out their children and be reunited with them in the office.

Plan B: Assuming that students have been evacuated to an area away from the school buildings and a large number of parents come to school, sign out and reunification will take place at the evacuation area and will occur by class. Teachers will have parents or designees sign a release form before allowing the students to leave the group.

Plan C: Assuming that students are being sheltered at the school and a large number of parents come to school, shelter and reunification will take place in two separate areas. Students will be sheltered by letter of the alphabet by last name, thereby uniting family members (for the most part). Possible shelter sites include: Multipurpose and Commons areas.

Plan D: Assuming that students are being sheltered in individual classrooms, office staff will have parents or designees sign a release form before contacting and allowing the students to leave the classroom.

**Student Release Form
Independence Charter Academy**

Students Leaving/Entering During School Hours

Date: _____

Time in: _____ **Time out:** _____

Student's Name: _____

Released to (Print Name): _____

Relationship to Student: _____

Reason: _____

Signature: _____

ID Check: _____

SCHOOL SITE PERSONNEL DUTIES AND RESPONSIBILITIES

In the event of a major disaster, there is no guarantee that emergency medical or fire personnel will be able to immediately respond to school sites. Therefore, the **school staff must be prepared to ensure the care and safety of students during the first several hours after a major disaster without outside assistance.** It is critical to determine *who* does *what*, *where*, and *how*—before such a disaster occurs.

Principal/Safe School Leadership Team

1. Acts as the liaison between the school site and central office and maintains communication with appropriate central office staff and/or local law enforcement agencies, fire department, and medical assistance agencies as appropriate.
2. Posts and regularly updates SSLT information and the emergency phone numbers, emergency first aid responders, and chemical inventory lists.
3. Ensures SSLT members are knowledgeable of the location of shut-off valves and how to turn them off. **Do not attempt to turn utilities back on yourself.**
4. Ensures that teachers are trained to carry out responsibilities during disaster and drill procedures; encourages teachers to work in teams through a buddy system.
5. Establishes a communications system consisting of the following elements:
 - a. System of specific disaster warning signals that are well known to staff and students, and includes, both bell and voice signals.
 - b. Alternate system for written communication with staff in the event voice-to-voice communication is not available.

- c. Designate and enforce exclusive use of a telephone line and number to be used only by the Principal (or authorized person) and the Superintendent (or designee).
 - d. A communication Center in a location accessible to parents, interested community members, and media to handle inquiries, rumor control, and information in an orderly fashion.
 - e. Establishes a student release system that will facilitate an organized method to release individual students to authorized adults only.
6. Assigns the following duties to school staff:
- a. Patrol entrances to direct emergency personnel, parents, district staff, and media to appropriate areas, and prohibit unauthorized persons from entering campus.
 - b. Monitor/supervise halls and corridors to maintain a safe and secure environment.
 - c. Conduct search-and-rescue operations to systematically search every room in order to locate trapped/injured persons and to recover critical supplies and equipment.
 - d. Administer first aid.
 - e. Work with emergency medical triage teams to identify injured students and staff and to record ambulance destinations.
7. Supervise Student Release Procedures.
8. Check building utility systems for damage.
9. Schedules regular emergency drills and reviews the emergency plan with staff, students, and parents and to schedule regular site inspections for safety hazards.
10. Plans alternate classroom evacuation routes, if standard routes are obstructed.
11. Ensures that other personnel who provide services to students and staff are aware of emergency procedures.
12. Reviews and updates the site-level plan annually, with particular attention to the unique characteristics of the site.

Evacuation Plans

Each site must have an evacuation plan that consists of two stages:

Stage One Evacuation: All students and staff are evacuated from buildings and stationed at a safe location on campus.

Stage Two Evacuation (Relocation): At the direction of the District Incident Commander, all students and staff are relocated to a determined location off campus at time of event (site TBD at the time of relocation).

Plans shall be based on the current Site Plan map.

Evacuation Plan Checklist:

- Evacuation Routes
- Designated areas for teachers and students
- Transportation points for busses and autos
- Student Release area
- Emergency Cards/Census list/Classroom roll logs (including students with impaired mobility)
- Parent/Guardian sign out log or forms
- Communication Plan (how staff will communicate to or from SSLT)

School Climate Strategies:

Current Strategies that promote a school climate of respect, emotional safety and a caring community.

1. Affiliation and Bonding

- ✓ Students and staff will feel physically and psychologically secure from physical and verbal attacks.
- ✓ Students, parents and staff will work together to ensure that strategies are in place to build a sense of community within the school and made to feel that they are important members of a team.
- ✓ The dignity and heritage of each person will be affirmed and respected. The backgrounds of all students will be acknowledged, respected and incorporated into the school curriculum and activities wherever possible.
- ✓ Strategies will be implemented to break the code of silence among students and enable students to take ownership of plans for the safety of all by reporting weapons on campus or other threats to the health and welfare of all persons at school.
- ✓ Students and staff will be genuinely concerned about what happens to each other at school.
- ✓ Students and staff will accept ownership of condition and events that occur at school.
- ✓ Student and staff will work together with a minimum of favoritism.

2. Behavioral Expectations

- ✓ Positive Behavioral Interventions Systems (PBIS) will be implemented
- ✓ Expectations will be clearly stated and known to everyone.
- ✓ Adults will model respectful, positive behaviors when dealing with students.
- ✓ The entire school community will participate in developing behavioral expectations.
- ✓ The school will model high moral standards, send positive messages to students and show that the school and community expect the best effort and performance from everyone.

3. Academic Expectations

- ✓ Learning and productivity will be valued and success will be expected of everyone.
- ✓ Clear and positive academic expectations will be communicated to decrease the anxiety that occurs when academic standards are vague.
- ✓ Students and staff will want and expect class time to be used efficiently.
- ✓ Staff will receive ongoing professional development training to meet the changing needs of the student body.

4. Support and Recognition

- ✓ PBIS driven
- ✓ Constructive and positive behavior will be given appropriate recognition.
- ✓ Positive behavior will be rewarded frequently and publicly when appropriate. Rewards will be varied and personal.
- ✓ Students and staff will feel appreciated and will receive consistent feedback to reinforce those feelings and behaviors.

Physical Safety of Students and Staff:

Current Strategies in place to ensure the physical safety of students and staff.

1. School Campus Location

- ✓ The school will advise parents and students of the “safest route to school” based on guidance provided by law enforcement agencies.
- ✓ The school will encourage “block parent” or “neighborhood watch” programs throughout the greater community.
- ✓ The school will post proper signage regarding “Drug and Weapon Free Zone”.
- ✓ The school will monitor the physical safety of students in the drop-off and pick-up areas.

2. School Campus

- ✓ The campus perimeter will be secure from criminal activity. The campus will be closed to outsiders and access signs will be displayed prominently at entry points. Vehicles will not have access to school grounds unless prior permission has been granted.
- ✓ Loitering will not be tolerated. The campus grounds will be monitored by staff and all areas will be within visual contact of staff.
- ✓ Physical conditions that could lead to accidental harm will be corrected promptly.
- ✓ The school will properly deal with vandalism and graffiti before students arrive on campus.
- ✓ School buildings and classrooms will be well-maintained and attractive, free from hazards and designed to prevent or deter criminal activity.

3. Security

- ✓ Standard incident reporting procedures will be established and all campus staff will be trained in their use.
- ✓ Valuables and equipment will be inventoried properly, tagged for identification and stored appropriately.
- ✓ Teachers and staff will all regularly receive the necessary training needed for handling emergencies.
- ✓ The crisis response plan will identify proper procedures and protocols for handling emergencies to students and/or the physical environment of the school.

Youth Development Strategies:

Current youth development strategies that promote meaningful student engagement and leadership.

1. Leadership

- ✓ The principal and/or School administrative Manager will provide strong leadership and a vision for school achievement, establish a positive style and tone and set the direction for the school.
- ✓ The principal and/or School administrative Manager will facilitate shared decision making involving the certificated and classified staff, students, parents and community members, particularly those members representing law enforcement and social service agencies.
- ✓ The principal and/or School administrative Manager will emphasize the importance of positive staff attitudes toward and treatment of students and parents. The principal shall monitor and expect the staff to demonstrate responsiveness, respect, consideration and sensitivity.

2. School Site Organization and Structure

- ✓ The school and classrooms will provide an orderly learning environment that enhances the experience of learning and promotes positive interactions among students and staff.
- ✓ Curriculum focusing on personal and social skills development will be incorporated and topics will include responsible citizenship and leadership, appreciation of cultural diversity, personal choices, self-esteem, self-identity, emotional development, anger management, student responsibility, decision-making, career decisions, goal-setting, effective communication and building effective relationships.
- ✓ Students will be encouraged to work together on academic tasks through cooperative learning.

3. Discipline and Consequences

- ✓ PBIS practices will be set in place.
- ✓ Consequences for violating behavioral and academic expectations will be fair and will be disseminated to and understood by all students and staff.
- ✓ Staff will respond fairly and consistently to violations and disciplinary issues.
- ✓ Discipline will be a developmental process aimed at changes in behavior and attitude and will not be merely a punitive reaction.

2018-2019
Fire Drill, Earthquake, and Lockdown Drill Schedule

The principal shall hold drills at least once a month at the elementary and secondary level.

Week of September 11, 2018	Earthquake Drill / Fire Drill
Week of October 19, 2018	Great American Shake Out Earthquake Drill
Week of November 06, 2018	Lock Down Drill
Week of December 11, 2018	Earthquake Drill / Fire Drill
Week of January 14, 2018	Fire Drill
Week of February 12, 2018	Earthquake Drill / Fire Drill
Week of March 13, 2018	Lock Down Drill
Week of April 12, 2018	Earthquake Drill / Fire Drill
Week of May 11, 2018	Earthquake Drill / Fire Drill

*The above dates may vary depending upon student/teacher activities taking place to maximize the full effect; however, drills will take place once a month.

**State of California Government Code,
Chapter 8, Division IV, Title 1**

The State of California Government Code states that all public employees become emergency service workers in the event of a declared emergency. This means that all school district employees will be required to work in this capacity in case a disaster occurs and a state of emergency is declared.

Data Base Phone Notification

Once it is verified that a crisis exists, the building administrator or designee sets the data base calls in motion. When a crisis occurs during weekends, vacation periods, or when a large number of staff is away from the school, it will be necessary to transmit information via a phone tree. At other times, when crises occur when school is in session, only the people outside the school building need to be contacted via telephone.

An automated message system shall be used. If system is not available, any available classified staff will be called upon to make calls as necessary under the guidance of school administration.

Recommendations and Assurances

The School Site Council (SSC) recommends this Comprehensive Safety School plan to the district governing board for approval, and assures the board of the following:

1. The School Site Council is correctly constituted, and was formed in accordance with district governing board policy and state law.
2. Under California Education Code 32281, the School Site Council or its delegates formed a school safety planning committee with the minimum of the following members:

The principal or the principal's designee

- One teacher who is a representative of the recognized certificated employee organization
- One parent whose child attends the school
- One classified employee who is a representative of the recognized classified employee organization
- Other members, if desired

3. The School Site Council reviewed the content of the Comprehensive Safe School Plan and believes all requirements as outlined in the Helendale School District Comprehensive Safe School Plan template have been met.

4. This school plan was adopted by the school site council on: _____

Attested:

Dr. Esposito, Principal _____
Mr. Maldonado, SSC Co-Chairperson _____
Ms. Jennings-Bass, CTA member _____
Mrs. Nelson, Parent _____

Date: **August 10, 2018**
Date: **August 10, 2018**
Date: **August 10, 2018**
Date: **August 10, 2018**

Emergency Phone Numbers

Superintendent: 760/559-5459
Assistant Superintendent: 760/490-9344
Maintenance Department: 760/559-7932
Company Nurse Injury Hotline – Worker’s Compensation: 888/375-0280
District Bus Transportation: 760/256-2333 First Student
Helendale CSD: 760/951-0006
Helendale Fire Station: 760/245-5022
Psychological Services/Crisis intervention: 760/242-6333 DMSELPA
School Site Utilities (Gas and Power):

- Southwest Gas Corp 760/241-9321
- SCE 800/611-1911

Sheriff Department: 760/245-4211
Technology: 760/559-7932 Joshua Maze

School Site Crisis Management Plan for **Independence Charter Academy**

EMERGENCY RESPONSE PROCEDURES

Site specific response procedures should be included for the following:

1. Shelter In Place
2. Building Evacuation
3. Duck, Cover and Hold
4. Lockdown (Armed intruder)

Each procedure should contain the following elements:

1. Code designation
 - Verbal: (Fire Drill, Earthquake Drill, Lockdown drill)
 - Bell signal (If any)
2. Description of incidents that will trigger the code
3. Description of action to be taken by staff, students and CRT (Crisis Response Team)
4. Procedure and signal to rescind code

Fire Drill

Building Evacuation

Signal: (ex. three short bells – repeated)

To be used in the event of:

- Fire
- Chemical Spill (on campus)

Teachers will:

- Secure classroom roll books
- Escort students out of the building by the assigned (or safest) route to the room's assigned fire drill location
- Lock their classroom door after insuring that all students are out of the room
- Take roll once all students have arrived at the assigned area
- Await further instructions from Crisis Response Team or "All Clear" signal

Students will:

- File out of classrooms in a quiet, orderly manner, as directed by teachers
- Assemble in the designated fire drill area for their classroom
- Permit the teacher to take roll in a quiet and orderly manner
- Await further instructions from their teacher

Office will:

- 5 min before the drill begins call the district office and notify them of the drill beginning.
- Call Apple Valley Com before the drill begins and notify them of the drill. 760-247-2668
- Ensure that the radio is on and on channel 1.
- Lock the front door and hang the FIRE DRILL in process sign on the door.

- Pull the fire alarm, close the fire alarm and relock. (the alarm is hard to lock) The person in charge of the alarm will stay in the office with the students that cannot be moved. This person needs to keep a radio on them.
- The rest of the office staff will exit with students that are in the office to the blacktop.
- Radios will be used to communicate the location of any missing students. Listen for the names of the students that you have in the office to notify the teachers of the location of students.
- Once the “All Clear” signal is given open the alarm on the back wall and follow these steps.
 - Look for the code on the screen for errors of the alarm (room number is given).
 - Reset the pull alarm in the room of the code.
 - Press Acknowledge
 - Press Silence
 - Press Reset (alarm should turn off)
 - Close alarm box
- All students that had been in the health room and had not been released need to return to the health room until they have been cleared to return to class.
- In a real fire All Office Staff will **Evacuate to the appropriate area**
- To assist with parent phone calls, concerns and questions to provide consistent information to callers as directed by Incident Commander
- To assist with students and staff as directed by the Principal or Incident Commander
- Assist with health incidents as needed, acting as messengers

Custodians will:

- **Evacuate to the appropriate area**
- Survey and report building damage to the Principal or Incident Commander
- Control main shutoff valves for gas, water and electricity and ensure no hazards results from broken or downed lines.
- Provide damage control as needed
- Assist in conversation, use, disbursement of supplies and equipment
- To assist with students and staff as directed by the Principal or Incident Commander

Campus Monitors will:

- **Evacuate to the appropriate area**
- Check bathrooms for any students then escort them to the appropriate place
- Assist with health incidents as needed, acting as messengers
- To assist with students and staff as directed by the Principal or Incident Commander

Food Service will:

- **Evacuate to the appropriate area**
- To assess any property damage inside cafeteria and kitchen to the Principal or Incident Commander
- Use, prepare and serve food and water on a rationed basis for students and staff as needed
- To assist with students and staff as directed by the Principal or Incident Commander

Instructional Aides will:

- **Evacuate to the appropriate area**
- Responsibilities include assisting teachers as directed
- To assist with students and staff as directed by Principal or the Incident Commander

Crisis Response Team Members will:

- **Evacuate to the appropriate area**
- Determine the level of response required for the incident
- Establish an incident command center
- Notify District officials
- Prepare for Student Release, if needed
- Prepare materials/information for emergency responders, if needed

Code is rescinded when:

- Conditions are deemed safe by the Incident Commander (Principal or appropriate civil authority)
- Teachers are given the "All Clear" signal either one long bell or verbal instructions

Earthquake Drill

Duck, Cover and Hold

Signal: Announcement Made

(ex. one 2-second bell – repeated)

To be used in the event of:

- Earthquake
- Fallen Aircraft/Large Debris
- Possible Explosion
- Tornado/Severe Storm

Teachers will:

- Direct students away from windows, bookshelves and carts
- Direct students to duck under desks, tables etc. and cover their heads and faces with their arms
- Assume the same duck and cover position as the students
- Take students out to appropriate area to evacuate the classroom when alarm is activated - take roll use green or red card in packet to signal if all students are accounted for.
 - Let Mr. Carlson or Principal or Designee know if student is missing from roll sheet
 - Mr. Carlson/Principal or Designee will radio to each other to verify students whereabouts
- Await further instructions from Crisis Response Team or "All Clear" signal
- Report injuries or other immediate safety concerns to the Crisis Response Team

Students will:

- Move quickly away from windows, bookshelves or unsecured carts or equipment

- If possible, duck under their desk or tables. Remain Calm.
- Once positioned, kneel with head resting at knees, arms covering back of head
- Remain in place until given the "All Clear" signal

Office will:

- 5 min before the drill begins call the district office and notify them of the drill beginning.
- Call Apple Valley Com before the drill begins and notify them of the drill. 760-247-2668
- Ensure that the radio is on and on channel 1.
- Lock the front door and hang the Earthquake Drill in process sign on the door.
- All Call on the Phone (Press all call, 0 and *) Stated **“We are now having an earthquake drill! Please Duck, Cover and Hold now until further instructions.”**
- The rest of the office including all Staff, Parents, and students will
 - Move quickly away from windows, bookshelves or unsecured carts or equipment
 - If possible, duck under their desk or tables. Remain Calm.
 - Once positioned, kneel with head resting at knees, arms covering back of head
 - Remain in place until given the "All Clear" signal
- Pull the fire alarm and sound the Fire Drill.
 - In the Notifier Box Follow the directions “Acknowledge”, “Silence” and “Rest”
 - After the “All Clear” close the fire alarm box.
 - **Once the drill is over, the office will ring the bell for teachers to return to their students in class.**
- Radios will be used to communicate the location of any missing students. Listen for the names of the students that you have in the office to notify the teachers of the location of students.
- All students that had been in the health room and had not been released need to return to the health room until they have been cleared to return to class.
- If not a drill and experiencing a real earthquake all office staff will also “Duck, Cover and Hold” until shaking ends
- To assist with parent phone calls, concerns and questions to provide consistent information to callers as directed by Principal or Incident Commander
- To assist with students and staff as directed by the Principal or Incident Commander
- Assist with health incidents as needed, acting as messengers

Custodians will:

- **“Duck, Cover and Hold” until shaking ends.**
- Survey and report building damage to the Principal or Incident Commander

- Control main shutoff valves for gas, water and electricity and ensure no hazards results from broken or downed lines.
- Provide damage control as needed
- Assist in conversation, use, disbursement of supplies and equipment
- To assist with students and staff as directed by the Principal or Incident Commander

Campus Monitors will:

- **“Duck, Cover and Hold” until shaking ends.**
- Check bathrooms for any students then escort them to the appropriate place
- Assist with health incidents as needed, acting as messengers
- To assist with students and staff as directed by the Principal or Incident Commander

Food Service will:

- **“Duck, Cover and Hold” until shaking ends.**
- To assess any property damage inside cafeteria and kitchen to the Principal or Incident Commander
- Use, prepare and serve food and water on a rationed basis for students and staff as needed
- To assist with students and staff as directed by the Principal or Incident Commander

Instructional Aides will:

- **“Duck, Cover and Hold” until shaking ends.**
- Responsibilities include assisting teachers as directed
- To assist with students and staff as directed by Principal or the Incident Commander

Crisis Response Team Members will:

- **“Duck, Cover and Hold” until shaking ends.**
- Determine the level of response required for the incident
- Establish an incident command center
- Notify District officials
- Prepare materials for emergency response personnel

Code is rescinded when:

- Conditions are deemed safe by the Incident Commander (Principal or appropriate civil authority)
- Teachers are given the "All Clear" signal either one long bell or verbal instructions

Lockdown Drill

Signal: Announcement Made

To be used in the event of:

- Armed intruder (Shooter on campus)
- Gunfire/Police action in vicinity
- Hostage Crisis

Teachers will:

- Immediately lock their classroom door, close all windows and curtains, turn off all lights
- Take roll and document the names of all present. Keep information for after drill.
- Use quick and sound judgment when allowing students/staff to enter room
- If you are outside, instruct students/staff to drop and lay flat. Assess the situation and move to the nearest shelter if safe.
- All non-instructional staff are to lock-down in-place
- Remain locked down until released by police officer, administrator, or “All clear” is announced with First and Last Name

Students will:

- Report to the nearest classroom, common room or office area
- Identify themselves to the teacher or staff member in charge
- Turn off any cell phones
- Sit calmly and quietly
- Await further instructions from teacher or staff member in charge

Office will:

- 5 min before the drill begins call the district office and notify them of the drill beginning.
- Call Apple Valley Com before the drill begins and notify them of the drill. 760-247-2668
- Ensure that the radio is on and on channel 1.

- Lock the front door and hang the Lockdown Drill in process sign on the door.
- All Call on the Phone (Press all call, 0 and *) Stated “This is a Lockdown Drill. I repeat... it is only a drill.”
 - One of the 2 drills is unannounced to staff - Stating “This is a Lockdown, police activity in the area”
 - Simultaneously a phone call, email and text will go out to the parents notifying of the drill.
- The rest of the office including all Staff, Parents, and students will
 - Report to the nearest classroom, common room or office area
 - Identify themselves to the teacher or staff member in charge
 - Turn off any cell phones
 - Sit calmly and quietly
 - Await further instructions from teacher or staff member in charge
- To assist with parent phone calls, concerns and questions to provide consistent information to callers as directed by Principal or Incident Commander
- To assist with students and staff as directed by the Principal or Incident Commander
- Assist with health incidents as needed, acting as messengers

All Other Staff Will Lockdown in place

Crisis Response Team Members will:

- **Will Lockdown in place**
- Determine the level of response required for the incident
- Establish an incident command center
- Notify District officials
- Prepare materials for emergency response personnel

Code is rescinded when:

- Conditions are deemed safe by the Incident Commander (Principal or appropriate civil authority)
- Remain locked down until released by police officer, administrator, or “All clear” is announced with First and Last Name

Shelter in Place

Signal: Announcement Made

To be used in the event of:

- Civil Disturbance
- Chemical Spill (off campus)
- Blackout/Power failure

Teachers will:

- Report to their rooms, if possible
- Direct students and staff seeking shelter into their rooms
- Lock their classroom door, close all windows and curtains
- Take roll and document the names of all present
- Await further instructions from Crisis Response Team or “All Clear” signal

Students will:

- Report to the nearest classroom, common room or office area
- Identify themselves to the teacher or staff member in charge
- Sit calmly and quietly
- Await further instructions from teacher or staff member in charge

Office Will:

- 5 min before the drill begins call the district office and notify them of the drill beginning.
- Call Apple Valley Com before the drill begins and notify them of the drill. 760-247-2668
- Ensure that the radio is on and on channel 1.
- Lock the front door and hang the Shelter In Place Drill in process sign on the door.
- All Call on the Phone (Press all call, 0 and *) Stated **“This is a Shelter In Place Drill. I repeat... it is only a drill.”**
- The rest of the office including all Staff, Parents, and students will
 - Report to the nearest classroom, common room or office area
 - Identify themselves to the teacher or staff member in charge
 - Turn off any cell phones
 - Sit calmly and quietly
 - Await further instructions from teacher or staff member in charge
- To assist with parent phone calls, concerns and questions to provide consistent information to callers as directed by Principal or Incident Commander
- **All Office Staff will Shelter In place during an emergency**
- To assist with students and staff as directed by the Principal or Incident Commander
- Assist with health incidents as needed, acting as messengers

All Other Staff will Shelter In Place until has received further instructions from Principal or Designee**Crisis Response Team Members will:**

- Determine the level of response required for the incident
- Establish an incident command center

- Notify District officials
- Prepare materials for emergency response personnel

Code is rescinded when:

- Conditions are deemed safe by the Incident Commander (Principal or appropriate civil authority)
- Teachers are given the "All Clear" signal either one long bell or verbal instructions