

Comprehensive School Safety Plan

2022-2023 School Year

School: Walden Academy
CDS Code: 11101160124909
District: Walden Academy Charter School
Address: 1149 W. Wood Street
Willows, CA 95988
Date of Adoption: February 28, 2022
Date of Update: March 14, 2023
Date of Review:
- with Staff March 2023
- with Law Enforcement Mailed March 2023
- with Fire Authority Mailed March 2023

Approved by:




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Comprehensive School Safety Plan Purpose

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

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

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

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

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

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

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

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

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

Safety Plan Vision

The vision and mission of Walden Academy are as follows:

Vision: Creating a confident community passionate about lifelong learning.

Mission: Walden Academy provides an innovative learning environment that extends beyond the classroom. Science and challenging academics encourage students to collaborate and exceed in all aspects of life, as modeled by family, school, and community.

To achieve the vision and mission of Walden Academy, we will provide a safe, orderly, and secure environment conducive to learning. We intend to keep students safe from physical and social/psychological harm.

Components of the Comprehensive School Safety Plan (EC 32281)

Walden Academy Safety Committee

Director/Superintendent

Staff Members

Assessment of School Safety

Walden Academy Charter School is remarkably free of discipline issues, crime, and vandalism. School safety data sources included:

- *Suspension and expulsion records
- *Student progress reports
- *Property loss, vandalism and insurance reports
- *Law enforcement interventions and crime reports
- *Family surveys

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

It is a priority of the school director, teachers, and staff at Walden Academy that every student who attends our school will be provided with an environment where students not only feel physically safe, but students also are part of a positive school climate in all activities in and out of the classroom. The implementation of Responsive Classroom as our behavior curriculum helps ensure a positive climate because it emphasizes mutual respect through out school.

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

All employees of Walden Academy are mandated reporters and must report all cases of suspected child abuse and neglect immediately. The person making the initial determination of a possible child abuse is ultimately responsible for reporting and insuring that a report is made.

The following is the procedure which one needs to follow:

1. . Must be reported immediately by the person discovering or person being informed of the alleged child abuse/neglect and/or any other designated person or persons.
2. Call the Glenn County CWS Agency for suspected neglect , emotional, physical, and sexual abuse at 530-934-1429. After hours call 530-934-6520.
 - a. When calling, be sure to have with you the child's emergency card (address, DOB, parents' names, etc.), the child's story or any allegations of abuse received (what happened), and your observation and/or information concerning the incident.
 - b. Before hanging up, be sure to get the name of the officer or agency representative, write this information on the report, record the agency's response at the bottom of the report.
 - c. Follow the advice and/or directions given by the officer or social worker.
 - d. Complete the official reporting form, SS8572. For reporting purposes, you must use the official form. This report MUST BE COMPLETED WITHIN 24 HOURS FROM THE TIME THE ALLEGATION IS RECEIVED.
 - e. Fax, email or mail the original to the reporting agency at:
 - f. File either the original or a copy in a separate confidential file in the school's administration office.
 - g. Notify School Director that a report has been made.
 - h. School Director will contact the President of the Walden Academy Board of Directors, when the report involves a school employee or a student perpetrator.

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

Disaster Plan (See Appendix C-F)

The director or designee shall assume overall responsibility for the implementation and direction of disaster procedures.

The School Director will:

- 1) Develop and direct evacuation of the building if appropriate during an emergency. School walkie talkies, school telephones and intercoms, and individual cell phones shall be used.
- 2) Arrange for transfer of students when floods or approaching fires or other disaster threatens their safety.
- 3) Issue orders to teachers if children are to assemble in pre-selected safer areas within the school facility.
- 4) Schedule monthly fire/disaster drills and keep appropriate records.
- 5) Use discretionary judgment in emergencies, which do not permit execution of prearranged plans.
- 6) Inform the Board President or designee of all emergency actions taken as soon as reasonable.
- 7) Post directions for fire drills and evacuation routes in classrooms, offices, multiuse rooms, etc.
- 8) Be responsible for the development and update (at least annually) of the individualized school emergency plan.

Teachers shall be responsible for supervision of students in their charge. Teachers will:

- 1) Maintain emergency supplies.
- 2) Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signal over school telephones and intercoms, individual cell phones, or walkie talkies. .
- 3) Give clear directions to students
- 4) Take roll as soon as possible when the class is relocated in an inside or outside assembly area or at another location.
- 5) Report missing students to the director or designee as soon as possible.
- 6) Report students with serious injuries to the Director or designee. Provide simple first aid to minor injuries with first aid supplies kept in designated kits.

School Office Staff includes the office manager, receptionist, facilities manager and any other person whose duties require him/her to help with the operation of the main office. School Office Staff will:

- 1) Report a fire or disaster to the appropriate authorities.
- 2) Assist the director by receiving classroom reports and providing information regarding missing or injured students/staff to the Administrator-in-Charge.
- 3) Provide for the safety of essential school records and documents.
- 4) Answer phones, monitor radio emergency broadcasts and assist the school nurse/health clerk as needed for all emergency health care issues.
- 5) Help with the release of students in all emergency situations.

Public Agency Use of School Buildings for Emergency Shelters

Through a coordinated effort with local emergency service providers, the district will provide a temporary shelter through the use of all school facilities during a community disaster or emergency. District staff will work in a coordinated effort with emergency response providers to promote a safe shelter for community members in need.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

The Walden Academy Pupil Suspension, Expulsion, and Mandatory Expulsion Guidelines were established in order to promote learning and protect the safety and well-being of all students. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. At the same time, the School intends to provide effective interventions for pupils who engage in acts of problematic behavior to help them change their behavior and avoid exclusion from the School.

Staff shall enforce disciplinary rules and procedures fairly and consistently amongst all students. The Policy will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. The School Director shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy is available on request at the front office.

Discipline includes, but is not limited to, advising and counseling students, conferring with parents/guardians, detention during and after school hours, community service on or off campus, the use of alternative educational environments, suspension and expulsion. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of the policy, corporal punishment does not include an employee's use of reasonable force necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

A student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities in Education Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. The School will follow Section 504, the IDEA, the Americans with Disabilities Act of 1990 ("ADA") and all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

A pupil may not be suspended or expelled for any of the acts enumerated in this Policy unless the act is related to school activity or school attendance of Walden Academy. A pupil may be suspended or expelled for acts that are enumerated in this Policy and related to school activity or attendance that occur at any time, including, but not limited to any of the following:

- *While on school grounds
- *While going to or coming from school
- *During the lunch period, whether on or off the school campus
- *During, or while going to or coming from a school sponsored activity
- *All acts related to school activity or school attendance occurring within the School Grounds

The Director may use his/her discretion to provide alternatives to suspension or expulsion recommendations that are age appropriate and designed to address and correct the student's specific misbehavior. Alternatively, students may be suspended or recommended for expulsion for any of the following acts (whether completed, attempted or threatened) when it is determined the pupil:

1. EC 48900 (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
2. EC 48900 (a2) Willfully used force or violence upon the person of another, except in self-defense.
3. EC 48900 (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. EC 48900 (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5. EC 48900 (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. EC 48900 (e) Committed or attempted to commit robbery or extortion.
7. EC 48900 (f) Caused or attempted to cause damage to school property or private property.
8. EC 48900 (g) Stolen or attempted to steal school property or private property.
9. EC 48900 (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
10. EC 48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
11. EC 48900 (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. EC 48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
13. EC 48900 (l) Knowingly received stolen school property or private property.
14. EC 48900 (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm.
15. EC 48900 (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the

Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

16. EC 48900 (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
17. EC 48900 (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. EC 48900 (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
19. EC 48900 (r) Cyber bullying
20. EC 48900 (s) A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person
21. EC 48900.7 - Committed sexual harassment as defined in Section 212.5.
22. EC 48900.3 - Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
23. EC 48900.4. - Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that disrupts class work, creates substantial disorder, and invades the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
24. EC 48900.7. - Has made terrorist threats against school officials or school property, or both.

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

1. School director/superintendent will notify applicable staff that a student has committed a crime or is suspect of committing a offence where there is a reason to believe that the safety of other school members is a concern. Said notification shall be made in writing and placed in the staff mailboxes.
2. School district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.
3. A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.
4. An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement

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

The Walden Academy Board of Directors affirms as its policy that sexual harassment of or by any employee shall not be tolerated. The Board considers sexual harassment to be a major offense which may result in disciplinary action up to and including dismissal of the offending employee. Every employee has a right to a work environment that is free from all types of unlawful discrimination, including sexual harassment. Prompt, appropriate action may help to avoid, or at least minimize, the incidence of sexual harassment. Supervisors are responsible to ensure that unlawful discrimination, including sexual harassment, does not occur in the program(s) for which they are responsible. Therefore, they are responsible to ensure that employees are aware of the Board's policy.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive School environment that is free from harassing or disruptive activity. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the School Director.

It is unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her against another individual. Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

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

Gang-related apparel has no place on the Walden Academy campus. No clothing, articles of clothing, jewelry, or accessories related to a gang will be permitted on campus or at any school activity.

Walden Academy School Dress Code:

I. Purpose

As leaders in our community, it is our desire for students to be good examples to our community in both appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits, and proper school behavior. We believe that proper student dress in association with continual effort for good attitude and behavior are important elements for a successful learning environment. The goal of the Common Core State Standards is that children end their public school education college and career ready. We believe that appropriate dress is an important stepping stone to college and career readiness.

II. These policies apply to all students. Special Note to Parents - Please read the dress code carefully encouraging and guiding your child to wear acceptable dress at school. We appreciate your cooperation in this area.

- A. Picture or slogan shirts, blouses, etc., which depict foul language or actions are not permitted. Clothing that displays words with suggestive double meanings is not allowed.
- B. The dress code applies to all student activities (i.e. field trips, class parties, school plays, graduation, banquets, etc.) on and off campus. For any of these events, we urge students to wear Walden attire or our school colors of blue and gold/yellow.
- C. No clothing, articles of clothing, jewelry, or accessories related to a gang will be permitted on campus or at any school activity.
- D. All clothing must fit properly. They should not be too tight or too baggy.
- E. P.E. clothing/sporting events dress must be modest and appropriate to the sport.
- F. Students should be neatly dressed at school. NO distressed pants or tops with holes or slashes.
- G. Tight fitting clothing is not acceptable.
- H. Short tops which expose any part of the midriff skin are not permitted. This includes when arms are lifted straight out to shoulder height (a "T" formation).
- I. No undergarments are permitted to show through the outerwear
- J. Strapless and backless shirts and dresses or those with a cutout back are not permitted unless a tank shirt is worn underneath.
- K. Wheelie shoes must have the wheels removed while on school grounds.
- L. No choke chains, wallet chains, or dog collars are allowed. No studs or spikes may be worn on belts or accessories.

III. Girls

- A. The bodices of dresses, blouses, and tops must be worn in a modest fashion. Cleavage cannot show when sitting down or bending over.
- B. All pants must be worn near the waist. Blouses and tops must overlap the waistband of pants and skirts enough to allow for no midriff to show. When wearing tights or leggings, students must wear a shirt that comes to the top of the thigh.
- C. Pants, skirts, or shorts with writing across the back pockets or seat are not allowed.
- D. Shorts, skirts, dresses, and hemlines with slits, may not be shorter than half way between the knees and thigh.
- E. Slippers, spike heels, and flip-flops are not permitted. All shoes must be securely fitted to the foot and have a strap across the heel.
- F. Stud type earrings are preferred for safety reasons.
- G. Blouse straps should be no narrower than ½ to 1 inch in width. No bra straps may show.
- H. No hats may be worn indoors.
- I. Girls in grades 6-8 may wear light makeup.

IV. Boys

- A. Boys must wear jeans, pants, or shorts of appropriate size, not too baggy or too tight. NO distressed pants or tops with holes or slashes.
- B. All pants must be worn near the waistline. No part of the undergarment should be visible – no sagging.
- C. Hats are permitted but may not be worn backwards, sideways, or indoors. Bandanas are not allowed.

This dress code is not all-inclusive. Any situation not specifically covered herein will be resolved by the administration in accordance with the general intent and purpose of the code. Administration reserves the right to make a final determination as to whether dress is appropriate.

With changing styles, the administration reserves the right to add inappropriate clothing to this list at any time. Parents of students in violation of the dress code will be contacted and requested to bring appropriate attire on the day of the violation. Students will be given appropriate clothing to wear until other clothing can be brought to school. Students habitually violating the code (3 or more times in a school year) will be required to meet with the parents and school director.

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

Suggested Guidelines for Traffic Safety

1. Student Loading and Unloading Zones—The Walden procedure for student loading and unloading has been designed to move cars and students in and out safely and efficiently. These procedures only work if all motorists follow them closely.
 - A. Cars should enter the school through Pacific Avenue and proceed towards the front of the school. Pull along side the front of the wing of classes to drop off students. For cars picking up students, cars stop to pick up child/children at the far west end of campus if weather is clear. If raining, cars will pick up students in front of the wing of classrooms.
 - B. Everyone picking up or dropping off students at school has the responsibility to know and follow the procedures. Always observe all official signs and instructions by school staff during loading or unloading students.
 - C. Use only designated loading locations – Walden has a designated location for loading and unloading students.
 - D. Allow extra time – Everyone is very busy, but that’s no excuse to put our students’ safety at risk – leave a few minutes early to allow ample time for loading and unloading.
 - E. Be courteous and respectful of neighbors – You can reduce the traffic and parking impact on residents living near the school by following all procedures, and never parking in front of driveways.
 - F. Students may walk or bike to and from school. If practical, this is a great way to help students get fresh air and exercise, and stay healthy – and it will significantly reduce the number of cars around the school and neighborhood. Biking to school is also a great alternative. The bike rack is located near Room 5 on the far west end of the campus.

Specific Procedures for student loading & unloading

1. Vehicle Traffic – Wood Street is open to EAST BOUND and WEST BOUND vehicle traffic. Students may not be dropped off Wood Street. Once inside the school and church parking lot, drive SLOWLY.
2. Pedestrian Traffic – Pedestrian traffic on Wood Street and Pacific Avenue is allowed.
3. Drop Off – When entering the school site, do not stop until you have entered the designated area within the fence boundary. Stops must be brief and drivers must remain in their cars.
4. Pick-Up – If your child is not in the pick-up area when you arrive, park in a space in the lot until they come out. No long-term parking is permitted in the loading zone.
5. Drop-off Area – For safety, drop students off from the passenger side of the car at the drop-off area in front of the wing of classes.

Collecting Students at Pedestrian Gate:

- A. Parents should walk from the parking area via the crosswalk and wait for their child to be brought to the gate.
- B. Parent and child will walk back to the parked care via the crosswalk.

COVID 19 Specific Directions if needed:

1. Parents have no need to be on campus during drop off or pick up time.
2. All staff/students will be given a health screening before entering campus.
3. All staff/students are required to wear a mask while indoors. If they do not have one, the school will provide one.

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

Component:

Safety

Element:

Address items on campus that need improvement per The Vulnerability Assessment created by Glenn County Office of Education.

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation
Traditional locks and chains can be cut easily by criminals.	Replace chain with case-hardened security chains and disc locks.		Facilities Director	Verify steps taken to replace chain and locks.
Need additional signage	Add security signage: Install NO TRESSPASSING, NO DRONE, and more campus surveillance signage.		Facilities Director /Office Manager	Verify installation of additional signage.
Electrical boxes unsecured and vulnerable and backflow preventer exposed.	Install locks on electrical boxes maintained by church and Walden. Install bollards near electrical panel along Wood Street and exposed backflow preventer.		Facilities Director/Office Manager	Verify installation of locks.
Debris along outskirts of back campus	Clean up debris		Facilities Director	Verify clean up
Video Surveillance	Install 4 new video cameras, add monitor in leadership office, a larger monitor in office, and provide access to cameras to law enforcement		Facilities Director/Office Manager/Dean of Students	Verify installation
Add to first aid kits	Add tourniquets to first aid kits and bleeding control kits		Office Manager	Verification on items
Improve security lighting	Install more LED lights to cover areas not illuminated.		Facilities Director/Office Manager	Verification of installation
Building identifiers	Paint large building numbers and names on doors.		Facilities Director	Verification of door numbers
Surveillance points	Train staff to be aware of surrounding areas outside campus.		Leadership	Verification of training

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

Walden Academy Student Conduct Code

SCHOOL

RULES

- Take care of ourselves
- Take care of others
- Take care of our school

Conduct Code Procedures

Pathways to Self-Control

We believe all children can be kind, respectful, caring citizens who are accountable and responsible for their actions. Children learn and practice self-control and social skills when:

1. There is a safe, challenging, and joyful learning environment
2. Students feel respected, successful and share a sense of belonging
3. All staff and families teach, model and reinforce expected behaviors

At Walden Academy, all staff use the following strategies to help children develop self-control:

1: Creating, Modeling, and Practicing the Rules

Staff and students collaborate to develop our classroom and playground rules. The rules help us to take care of ourselves, each other and the school environment. Throughout the day, we model, practice and reinforce our rules.

2: Reminding and Redirecting

Reminders and verbal redirections are the primary means of guiding students at Walden. We recognize that children sometimes forget or will not follow the rules. When a rule is forgotten or broken, staff will speak directly and respectfully to the student about the behavior.

Some students may need more than one reminder, but it is generally more effective to limit the number of reminders.

3: Logical Consequences

Logical consequences are ways to help fix problems that result from children's words and actions when they break or forget rules. They are used when it takes more than a simple cue to stop a behavior or fix a problem. Logical consequences help children regain self-

control, reflect on their mistakes, and make amends for them. Logical consequences should be respectful of the child, relevant to the situation, and reasonable.

Logical consequences that children devise and that we use may include:

- a. "You break it, you fix it" – children are expected to fix it when they break something or make a mess, whether intentional or not.
- b. "Apology of Action" is used to solve problems between students when a child hurts another through words or actions.
- c. "Loss of Privilege" is the temporary removal of a privilege to help a child understand the connection between privileges and responsibilities.
- d. "Take a Break" in the classroom is a brief time away from the class activity to allow a student to gain self-control.

Logical consequences are not seen as punishments, but as additional forms of redirection. The teacher checks in with the student to make sure s/he understands the reason for the logical consequence.

4: "Take a Break" in a buddy teacher's room

If misbehavior continues during or right after "taking a break," the student may "take a break" in a nearby classroom. Students will be escorted (visually or accompanied) to and from a nearby classroom. Once the student is back in her/his classroom and resettled, the

teacher and student will talk together about what caused the problem and how it can be prevented in the future. The teacher will inform the parent if a student has taken a break in a buddy teacher's room.

5: Further Intervention

If student behavior warrants it, the office will be called. An adult will come to the classroom for assistance, with the goal of getting the student back on track in the classroom as soon as possible. This may involve escorting the student to the office. The purpose of the

removal is to help the student regain self-control, problem-solve, plan and rehearse how to re-enter the class and deal with similar situations in the future. Once the student is back in his/her classroom and resettled, the teacher and student will talk together about what

caused the problem and how it can be prevented in the future. The teacher or school director will inform the parent if a student is sent to the office.

6: Positive Behavior Support Plan

These strategies to teach self-control may not be enough for some children to be successful. In such cases, Positive Behavior Support Plans will be developed and implemented with the knowledge and help of families, teachers, and specialists. Positive Behavior Support

Plans will identify specific strategies and interventions to help the child develop self-control.

These pathways to self-control are developed, explained, and practiced with students in all grades. In the majority of situations, reminding and redirecting are all that is necessary to guide students.

(K) Hate Crime Reporting Procedures and Policies

In an effort to provide a safe and positive learning environment for students, staff, parents, and community members, Walden Academy desires to protect the right of everyone on the campus to be free from hate-motivated behavior. Walden Academy promotes harmonious relationships among students, staff, parents and community members. Discriminatory behavior or statements that degrade an individual on the basis of actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices is unacceptable on campus or any school function. Such behavior will be dealt with severely. Please see Suspension and Expulsion Policy 5506.

Walden Academy provides age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society to and to provide strategies to manage conflicts constructively.

(J) Procedures to Prepare for Active Shooters

Walden Academy teachers and students will provide active shooter instruction for students at an age appropriate level.

Procedures for Preventing Acts of Bullying and Cyber-bullying

Walden Academy does not tolerate bullying of any sort. In the event of in-person or cyber-bullying, staff immediately meet with the student and family members to resolve the situation. We learn heavily of proactive behavior, teaching about bullying and how not to act like a bully or be involved in bullying behavior. Another area of importance is teaching all students how not to become a victim of bullying and appropriate behavior students can engage in if they believe they are being victims of bullying, in person or via online.

Safety Plan Review, Evaluation and Amendment Procedures

Walden Academy's Comprehensive School Safety Plan will be reviewed, evaluated and amended, as necessary, each year.

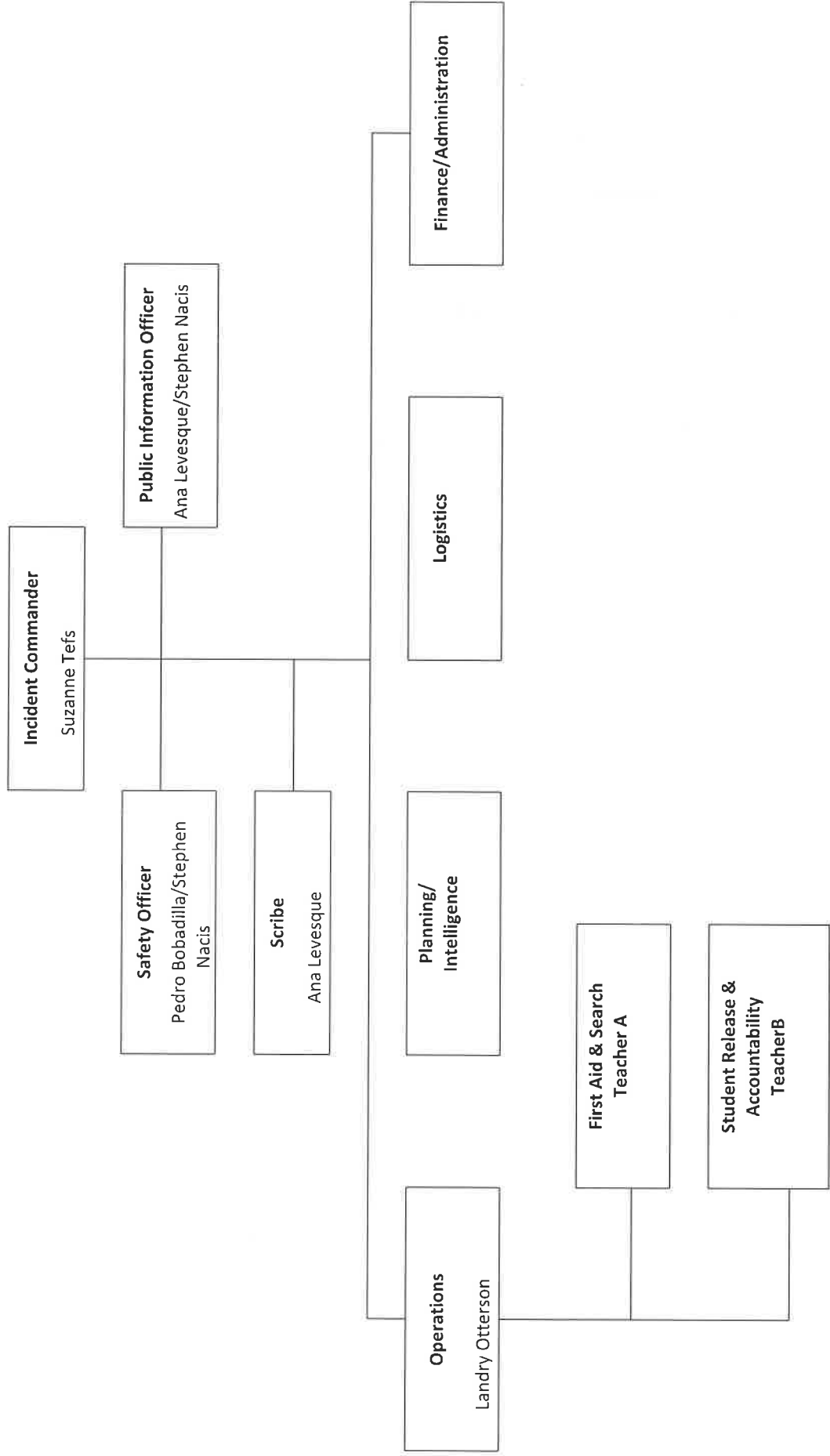
Safety Plan Appendices

Emergency Contact Numbers

Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic		911	
Local Hospitals	Glenn Medical Center	934-1800	
Local Hospitals	Enloe Hospital	332-7300	
Public Utilities	Cal Water	934-4735	
Public Utilities	P G and E	800-468-4743	

Walden Academy Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

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

Management

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

Planning & Intelligence

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

Operations

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

Logistics

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

Finance & Administration

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

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action

Types of Emergencies & Specific Procedures

Aircraft Crash

Aircraft Crash

- 1) Call 911
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary.
- 3) Take roll and report results to the Director.

Animal Disturbance

Animal Disturbance

- 1) Determine if any staff or students are in immediate danger. If necessary, lock down or evacuate to a safe area. All others are to remain at their assigned locations. Render first aid as necessary.
- 2) Contact Animal Control or dial 911, depending on type of animal disturbance.
- 3) If possible, assist in securing the animal. The animal may be confined to a secured area until it is removed from campus by the City Animal Control Unit.
- 4) Take roll and report results to the Director.

Armed Assault on Campus

Armed Assault on Campus

- 1) Call 911
- 2) Institute lockdown, reassess to evacuate or relocate, as needed.
- 3) Remain on Lockdown until "All Clear" is instituted by Police and/or Law Enforcement Personnel.

Biological or Chemical Release

Biological or Chemical Release

- 1) If you become aware of potentially hazardous release or accident, notify the office immediately. Render first aid as necessary.
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
 - All students and staff are to remain indoors.
 - Turn off all heating and ventilation systems (HVAC).
 - All windows should be closed

PESTICIDE EXPOSURE (Pesticide Drift)

- 1) If you become aware of potentially hazardous pesticide exposure, notify the office immediately. Render first aid as necessary.
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Until ordered to evacuate, assume that a "shelter-in-place" strategy will be employed and do the following:
 - Direct all students and staff to remain indoors until it is safe or directed otherwise.
 - Direct all heating and ventilation systems (HVAC) to be shut down.
 - Direct all windows to be closed

Bomb Threat/ Threat Of violence

BOMB THREATS

Upon receipt of a telephone call or information from any source concerning a bomb threat at the school, the director, supervisor or person receiving the information, shall immediately notify authorities by telephoning the 911 emergency number, then follow established procedure.

BOMB THREATS

Upon receipt of a telephone call or information from any source concerning a bomb threat, the following procedure should be followed:

1. The person receiving any anonymous call of a bomb threat shall:
 - a. Keep the person talking as long as possible
 - b. Listen carefully and take notes. Note the exact time of call.
 - c. Ask questions regarding: Expected time of explosion, location of bomb, what kind of bomb is it, what does it look like, and why is the bomb there?
 - d. Try to identify the caller as to: Sex, age, voice, accent, background noises, manner and disposition of caller.
2. Advise the Director or supervisor of the call immediately.
 - a. Give priority to any such incoming call.
 - b. If the message is in the form of a letter, the manner in which it arrived, who found it, and where it was found should be noted. Care shall be taken in handling the message by immediately placing it in a plastic bag for the purpose of fingerprint identification.
3. The Director or designee shall immediately contact:
 - a. Law enforcement and fire agencies through 9-1-1
4. If a bomb threat call is originally received by a law enforcement agency or fire department, the school involved will be called and notified of the threat.
5. Upon arrival of law enforcement and or fire department personnel, the Director shall give them all known information.
6. The Director and law enforcement have the responsibility to make the decision concerning evacuation. Responding law and fire personnel may deem it advisable in the interest of public safety to ask for a building or entire site to evacuate. In the event of such determination, the Director will follow their direction.
7. The evacuation of a building may be for a short period of time or may be for the remainder of the school day. In the latter case, students should be advised to return the following day.
8. School personnel are not to search for the bomb except when accompanied by trained personnel from other agencies.

Bus Disaster

Bus Disaster

- 1) Call 911 to report the crash/disaster.
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Consult with emergency personnel for further direction and coordinate as needed.

Disorderly Conduct

Disorderly Conduct

Initial Action: LOCKDOWN

To be used in the event of:

- a. Civil Disturbance
- b. Gunfire/Police action in vicinity
- c. Armed Intruder/Hostage situation on campus
- d. Hostage Crisis
- e. Other threat situation as appropriate

Teachers will:

- a. Go into lockdown

Director/Designee and staff will:

- a. Determine the level of response required for the incident
- b. Be prepared to share incident status report for emergency response personnel
- c. Be prepared to assist with building access for emergency responders
- d. Student evacuation/relocation, if necessary as directed by emergency responders

Action is rescinded when:

- a. It is deemed safe by the Incident Commander (Director or other official)
- b. Teachers are given the "All Clear" or other instructions

Earthquake

EARTHQUAKE INSTRUCTIONS/PROCEDURES

During an earthquake or earthquake drill, teacher and students are to following the following instructions/procedures:

EARTHQUAKE WHEN STUDENTS ARE IN THE CLASSROOM:

1. Move away from windows, "Drop and cover" (kneel down). Get under a desk or table, if possible. Body position is on knees away from windows with both hands clasped behind neck and face buried in arms. The body should be as small as possible. Eyes should be closed, and ears covered with forearms.
2. Stay under shelter until the shaking stops or the all clear signal has sounded.
3. Listen for instructions.
4. If the fire alarm siren sounds, leave the building -DO NOT RUN- follow the evacuation route. Stay away from the trees, fences and utility (power) lines. Wait with your class/teacher until given further instructions.
5. Teachers are to take roll as soon as possible.
6. No one is to re-enter the building for any reason until directed to do so by the director.

EARTHQUAKE WHEN STUDENTS ARE OUTSIDE THE CLASSROOM:

1. Move away from classrooms, trees, fences, and utility (power) lines. If possible, move into an open area like the field.
2. Drop and cover, as explained above, using the same body positioning.
3. After the shaking stops, look overhead for anything that may fall- tree limbs, power lines, etc. and move into a clear area. NEVER GET NEAR OR TOUCH A FENCE OR POWER LINE THAT HAS FALLEN.
4. No one is to re-enter a building for any reason until directed to do so by the director.

Explosion or Risk Of Explosion

Explosion or Risk Of Explosion

- 1) DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
- 2) If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by Principal/Incident Commander
- 3) When directed, evacuate.
- 4) If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
- 5) Render first aid as necessary.
- 6) Take roll and report results to the Director/Incident Commander.
- 7) If possible, fight small fires without endangering life.

Fire in Surrounding Area

Fire in Surrounding Area

- 1) Notify the office and director.
- 2) Office will sound school alarm system and notify 911.
- 3) Assemble at the pre-designated area (refer to evacuation map).
- 4) Assist disabled during the evacuation.
- 5) Render first aid as necessary.
- 6) Check all bathrooms and ancillary rooms for staff and students.
- 7) If it is possible for adults to fight small fires without endangering life and/or causing injury, do so by using the fire extinguisher.
- 8) Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
- 9) Take roll and report results to the director. No one should leave the area until instructed to do so.
- 10) In the event of a fire near the school, the director shall determine what action is appropriate.

Fire on School Grounds

Fire on School Grounds

- 1) Notify office/director or call 911, whichever is safest.
- 2) Office will sound the school alarm and evacuation order.
- 3) Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
- 4) Assist disabled during the evacuation.
- 5) Render first aid as necessary.
- 6) Check all bathrooms and training rooms for staff and students.
- 7) If it is possible for adults to fight small fires without endangering life and/or causing injury, do so.
- 8) Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
- 9) Keep access roads open for emergency vehicles.
- 10) Take roll and report results to the director. No one should leave the area until instructed to do so.
- 11) If EVACUATION OF SCHOOL should be implemented, director will make decision. Office will notify parents of evacuation site.
- 12) After a serious fire, Fire Department officials and maintenance personnel should determine whether the building is safe before students and staff returns.

Flooding

Flooding

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from a Civil Agency (police or fire). If access to the Internet is available, the National Weather Service supplies current weather information, including severe weather warnings at <http://www.nwsla.noaa.gov>.
- 2) Communicate with the Director/Designee. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe.
- 4) Move students to pre-designated areas if an evacuation is ordered.
- 5) Take roll and report results to the Principal/Incident Commander
- 6) The Director/Incident Commander may initiate the following emergency actions:
 - Dismiss school
 - Leave campus and move to a safe place

Severe Weather

For the purposes of this procedure "Severe Weather" is defined as a severe windstorm, hail storm, lightning storm or other weather event that could result in damage to school facilities or injuries to students or staff.

If a "Severe Weather Watch" has been issued by the National Weather Service:

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, etc.)
- Bring all persons inside building(s).
- Be prepared to move students from mobile classrooms into permanent buildings.
- Close facility doors, windows and blinds or curtains.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Review "Duck and Cover" procedures with students.
- Avoid gyms and cafeterias with wide free-span roofs and large areas of glass windows.

If a "Severe Weather Warning" has been issued in the school area, or if severe weather is being observed at or near the school:

- The school Incident Commander will initiate a "SHELTER-IN-PLACE".
- If flying debris or hail is creating a risk of broken windows, etc. the school Incident Commander will further direct staff to implement "Duck and Cover" procedures until the threat subsides.
- The school Incident Commander should also be prepared to provide shelter to parents who may arrive to pick up children during the storm, until such time as it is safe to formally release the students without posing undue risk to staff or other students.

After passage of the storm:

- The school Incident Commander will rescind the "Duck and Cover" order. o Shelter-In-Place should temporarily be continued.
- The school Incident Commander should deploy staff to do a preliminary damage assessment of campus buildings and facilities, to identify issues that need to be immediately addressed before students and staff are released to move about.
- Based on this assessment the school Incident Commander will:
 - Continue "Shelter-In-Place" until campus can be made safe.
 - Give the "ALL CLEAR" signal and resume normal school operations.
 - Notify parents and initiate the "Student Release" procedure.
 - Initiate an the "Off-Campus Evacuation" procedure.

Loss or Failure Of Utilities

Loss or Failure Of Utilities

UTILITY LOSS OR DAMAGE PROCEDURE

Loss of electricity is the most common utility problem. However, loss of gas, water or sewage disposal may also occur. Utility systems may also suffer damage or failure of related components on the school campus.

LOSS OF UTILITIES

Most often the loss of utilities is a result of failure or damage of utility company infrastructure located off-campus. Interruptions are normally brief, and though inconvenient, result in only minimal disruption of normal school operations. However, some outages can be extensive, so it is important to contact the utility company as soon as failure occurs to find out how long they anticipate an outage might last.

When it appears the outage will not end in a reasonable amount of time, school officials must weigh their options for closing school and sending the students home.

UTILITY SYSTEM DAMAGE OR FAILURE ON CAMPUS

Utility failure or damage on campus can pose serious threats to students or staff:

- Gas leaks may require only a spark to set off an explosion.
- A broken water pipe may cause extensive flood damage to buildings and property.
- Electrical failures cause disruption of needed heating, ventilation, and air conditioning.
- Electrical failure may also result in loss of well water and sewage disposal.
- Broken electrical lines or components may pose a shock hazard to staff or students.

The initial response to any problem with utility systems on campus is to try to identify the source of the problem, isolate the area, and shut off the supply of water, gas or electricity to the affected system component or building. The other, but less desired, approach is to shut down the gas, water or electrical supply to the entire campus.

For these reasons, the school should develop detailed maps that indicate not only the main campus utility shut offs, but shut-offs for individual buildings as well as mechanical equipment such as heating, ventilation, and air conditioning units. These maps should be kept readily available in the school Crisis Response Box.

It is important to recognize that most schools within communities have natural gas piped in from the utility company's underground system. Rural schools, however, may use propane or butane, (also referred to as "bottled gas") which is supplied from a tank on the school campus. In general, there is no difference in emergency procedures for shutting off natural gas versus bottled gas, except that the main shut-off for the bottled gas is located on top of the tank, instead of at a natural gas valve or meter typically supplied through a pipe from the street.

The school Incident Commander and other key school personnel must know which type of system supplies the school and how to shut it off.

UTILITY LOSS OR DAMAGE EMERGENCY PROCEDURES

Upon detecting gas odor, staff shall initiate EVACUATION of the affected building.

If the fire alarm uses mechanical bells, versus a speaker system, avoid using the fire alarm as it may create an explosive spark.

DO NOT turn off lights or other electrical equipment which may cause a spark.

Leave doors open to provide ventilation of the building.

The school Incident Commander/designee will call 9-1-1:

Give school name and address.

Give location of gas leak – what building and what's leaking, if known.

Describe best UPWIND access point for emergency responders – driveway/gate.

Indicate that evacuation is underway and stay on the line to provide updates.

The school Incident Commander/designee will notify the natural gas company or bottled gas provider, describe the problem and request a response if appropriate.

The school Incident Commander will determine whether to evacuate other buildings.

Shelter in place may be most appropriate if leak is small and contained to other building, weather is inclement, etc.

If sheltering in place, SHUT DOWN HVAC systems to keep gas out of buildings!

The school Incident Commander will activate the Utilities Group, or otherwise direct staff to attempt to shut down gas at main shutoff

or building shut-off.

Do not reenter the building(s) until fire or utility officials say it is safe Gas Leak - OUTDOOR:

Upon detecting gas odor, staff shall initiate EVACUATION of the immediate area

Move everyone UPWIND, at least 100', more if leak is major

Post staff to prevent entry to the area

Prevent vehicles, including school service carts, etc. from entering area

Notify the school office/school Incident Commander

The school Incident Commander/designee will call 9-1-1:

Give school name and address.

Give location of gas leak – what area of campus and what's leaking, if known.

Describe best UPWIND access point for emergency responders – driveway/gate.

Request 9-1-1 operator to call Gas Company (they have rapid access).

Stay on the line to provide updates.

The school Incident Commander will determine whether to evacuate buildings.

Shelter in place may be most appropriate way to protect, unless gas is filling buildings. In that case get everyone moved out and well upwind of leak.

If sheltering in place, SHUT DOWN HVAC systems to keep gas out of buildings!

The school Incident Commander will activate the Utilities Group, or otherwise direct staff to attempt to shut down gas at main shutoff

or building shut-off.

Do not allow anyone to reenter the building(s) until fire or utility officials say it is safe!

UTILITY LOSS OR DAMAGE PROCEDURE - continued Electrical System Damage or Failure:

If problem is in, or on, a school building and there is smoke or threat of fire:

Evacuate the building(s).
Close, but do not lock doors.
Notify the school office/Incident Commander.
The school Incident Commander/designee will call 9-1-1:
Give school name and address.
Give location and nature of the electrical problem.
Describe best access point for emergency responders – driveway/gate. ? Indicate if evacuation is underway.
Request 9-1-1 operator to call Electric Company (they have rapid access).
Stay on the line to provide updates.
Incident Commander will determine need to evacuate buildings, if not already done.
Incident Commander will activate the Utilities Group, or otherwise direct staff to attempt to shut down electrical at main shut-off or building shut-off.
Do not reenter the building(s) until fire or utility officials say it is safe.
If problem is outdoors, Incident Commander will direct staff to isolate the area and stand watch until the power can be shut down.
If school's electrical system is involved, school will be responsible for shutting down power and calling an electrician.
If Utility Company line/equipment is involved, the Utility Company will effect shut-down and repair as needed.

Water/Sewer Line Break
If water leak is in attic or other area where weight or effect of water may cause ceiling or building to collapse, EVACUATE the building.
Notify the school office/school Incident Commander.
The school Incident Commander will activate the Utilities Group, or otherwise direct staff to attempt to shut down water at main shut-off or building shut-off.
The school Incident Commander will assess situation and determine next step:
Whether to evacuate buildings, if not already done.
Need to remove water, and/or cover/remove contents to protect. ? Need to contact plumber, water removal specialists or others.
Do not allow anyone to reenter the building(s) until fire or utility officials say it is safe!
If problem is outdoors, Incident Commander will direct staff to isolate the area and stand watch until the leak can be shut down

Motor Vehicle Crash

Motor Vehicle Crash

- 1) Call 911 to report the crash.
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render first aid as necessary. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Consult with emergency personnel for further direction and coordinate as needed.

Pandemic

Follow instructions of:

1. CDC
2. CDPH
3. Local health department

Psychological Trauma

Psychological Trauma

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions.

Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning

- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

- 1) The School Administrator will establish a Crisis Intervention Team, AKA Champions Team, which has primary responsibility for providing necessary assistance after all types of crises.
- 2) The Champions Team will assess the range of crisis intervention services needed during and following an emergency.
- 3) The Champions Team will provide direct intervention services for students and staff.
- 4) The school director and Champions Team will work together to determine when and how school functions should be restored.

Suspected Contamination of Food or Water

The situation will be evaluated and then the appropriate steps would follow according to the safety needs of the students.

Tactical Responses to Criminal Incidents

The situation will be evaluated and then the appropriate steps would follow according to the safety needs of the students.

Unlawful Demonstration or Walkout

Unlawful Demonstration or Walkout

- 1) The School Administrator will decide direction. The situation would be evaluated and then the appropriate steps would follow in order to keep all students safe.

Initial Action: Shelter in Place and/or Lock Down, Evacuation/Relocation as needed.

Emergency Evacuation Map