

**Knights Ferry School District**  
**2016-2017**  
**Comprehensive School Safety Plan**  
**SB 187 Compliance Document**

Knights Ferry School District  
12726 Dent St  
Knights Ferry, CA 95361

*Formally adopted on Thursday, February 11, 2016*

*Approved by:*

<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
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*This document is to be maintained for public inspection during business hours*

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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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 1<sup>st</sup> 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 the Knights Ferry School office.

## **Safety Plan Vision**

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*Provide for safe a school with a clear and well understood plan for responding in emergencies.*

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

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## ***Knights Ferry School Safety Committee***

- Cheryl Griffiths, Lisa Fogarty, and Corrine Anderson

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

Knights Ferry School is remarkably free of discipline issues, crime and vandalism.

School safety data sources included:

- Suspension and expulsion
- CSSA reports
- Student progress reports
- Law enforcement interventions and crime reports
- Staff, student and community surveys
- Property loss, vandalism and insurance reports
- Strategic Plan
- CRISG Safety Award 2012

There were no reported incidences of expulsion or suspension during the 14-15 school year and no reported incidences of crime related to the school in 2015.

## ***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 administration and staff in the Knights Ferry School District that every student who attends our schools will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities both in and out of the classroom.

Our administration and staff desire to provide a caring, nondiscriminatory, and orderly learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

Our school district promotes nonviolent resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training which implements and supports conflict resolution (California Education Code Sections 32228 – 3228.6, 35160, 35160.1, 44806).

Parent Teacher Club, the Knights Ferry Community Club, and other school-community partnerships are actively involved in support of Knights Ferry Elementary School's students.

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

All staff members are considered ‘mandated reporters’ and are required, as required by law, to contact County Child Protective Services (558-3665) when child abuse is suspected.

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

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

The Knights Ferry School District will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The Knights Ferry School Crisis Response plan is shown in Appendix C through F and accomplishes the following:

- Incorporates strategies of the Incident Command System, the Standardized Emergency Management System and the National Incident Management System.
- Maps out specific evacuation procedures within the school building disaster plan.
- Provides guidance for emergency response to a variety of potential hazards and incidents, including “duck and cover” procedures following an earthquake.
- Identifies emergency response training and exercise opportunities for students and staff.

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

Knights Ferry School will coordinate with the Stanislaus County American Red Cross for school facility use as a mass care and welfare shelter during an emergency as required. After a shelter assessment has been conducted, the school board will take appropriate action on proposed agreements from the American Red Cross. (BP 3516)

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

The Knights Ferry School District’s Suspension/Due Process Policy (AR 5144.1) can be found in the Knights Ferry School District Policies, Regulations, Bylaws manual, located in the superintendent/principal’s office.

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

The Knights Ferry School District’s policy (BP4158/4258/4358) can be found in the Knights Ferry School District Policies, Regulations, Bylaws manual, located in the superintendent/principal’s office.

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

The Knights Ferry School District’s harassment policy (BP5145.7) can be found in the Knights Ferry School District Policies, Regulations, Bylaws manual, located in the superintendent/principal’s office.

Any student who feels that he/she is being harassed should immediately contact the Superintendent / Principal. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district’s nondiscrimination policies:

Superintendent/Principal  
P.O. Box 840 / 12726 Dent Street  
Knights Ferry, Ca 95361  
(209) 881-3382

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall refer the matter to law enforcement where required.

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

Students should dress properly and neatly for school. The following are acceptable guidelines to be followed by all students:

1. Shoes must be worn at all times. Shoes appropriate for running (closed toes) must be worn for physical education. Students K through 3<sup>rd</sup> must wear shoes with a back on them.
2. Halter tops, midriff blouses or shirts, football practice half jerseys, spaghetti strap tops, and "T" back tank shirts shall not be worn.
3. Hair, clothes, and body will reflect regular cleaning and grooming.
4. Hats, sunglasses, etc., shall not be worn in the instructional area.
5. Clothing and attire shall always be appropriate and not be designed to disrupt the normal operation or be a safety concern. Clothing should be free of distracting images including but not limited to weapons, alcohol drugs and or sexual content. Images may include art, words, or pictures on clothing.

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

Knights Ferry School takes pride in being part of a school district that has a mission to provide a safe environment for all students, parents, and school employees. Our School will take measures to ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian and vehicular traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement agencies and the city of Knights Ferry to ensure that the school's immediate community is safe.

A large majority of students arrive and leave school in private vehicles. Students should use the loading and unloading zone next to the school ramp when arriving and leaving. Students walking to school should not use Dent Street where the parking lot is located unless accompanied by an adult. Their ingress and egress to the school is on the east side near the cafeteria and down Dane Street.

A map showing emergency evacuation procedures can be found in Appendix C.

#### *Visitors on Campus*

The following procedures are to be followed in order to maintain a safe environment for students and staff at Knights Ferry School,

1. All visitors are to check into the office and sign in and obtain a visitors badge.
2. Before leaving the school site, all visitors are to check into the office and sign out.

3. Police services will be called upon as deemed appropriate by the administrator or teacher in charge in the event any visitor is not complying with posted regulations.

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

<b>Component:</b>	Health & Safety			
<b>Element:</b>	Current safety and preventative measures			
<b>Opportunity for Improvement:</b>	Staff will maintain current CPR, AED certification and participate in blood borne pathogen training; all current systems including PA, window tinting and will be maintained.			
<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
To provide a first response to medical emergencies within the limits of training and to protect staff, volunteers and students from bio-hazardous materials.	Provide CPR and AED training 8/2016; all staff current per legal requirements at this time;  Continue to monitor and use PA system; fire and burglar alarms; surveillance system; tinted windows and all-call phone system	General fund for all current safety measure already in place;  Parent volunteer training for August	Superintendent/ Principal, with support from school nurses; and local first responder volunteers	Project completion – Ongoing  August Staff meeting minutes-2016

<b>Component:</b>	Health & Safety			
<b>Element:</b>	Emergency shut-offs for water and electricity			
<b>Opportunity for Improvement:</b>	Staff must know how to access and turn off utilities in the event of an emergency.			
<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
All staff will be able to locate emergency shut-off equipment for utilities; the items necessary to turn valves as needed and to be able to turn off utilities.	Work with custodian and local emergency responders to locate shut-off areas;  Train staff;  Keys to areas and equipment are readily available	Local Fire Department, parent volunteers, custodian    No cost	Superintendent/ Principal  Custodian	All staff will be able to locate emergency shut-off switches and know how to safely use them by 3-31-16



<b>Component:</b>	Health & Safety			
<b>Element:</b>	Emergency Communication System			
<b>Opportunity for Improvement:</b>	Review walkie-talkies for efficiency and cost for EACH classroom and front office: up to 11 walkie-talkies; train all staff to use PA system in each classroom			
<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Create viable communication emergency communication between classrooms and / or between all staff at any time	Review types of walkie-talkies appropriate to our needs;  Determine costs and utilization aspects  Request funds from PTC if appropriate	PTC funding	Superintendent/ Principal	Request for possible devices to be completed no later than March 12, 2016

<b>Component:</b>	Health & Safety			
<b>Element:</b>	Disaster Preparedness			
<b>Opportunity for Improvement:</b>	Disaster preparedness kits were purchased in 2013 and have not been inspected or refreshed; many items in the kits may have exceeded their useful lifetime(s).			
<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
Update all emergency preparedness supplies including disaster kits, first aid kits and water supplies for each classroom.	Inspect all disaster preparedness kits including perishable items;  Purchase emergency water for each classroom  Inspect emergency folders and / or backpacks for appropriate supplies; replenish and update as necessary.	General Fund:supplies /maintenance; lottery or other unrestricted funds  PTC	Superintendent / Principal	All classrooms inspected and supplies purchased or ordered as appropriate by April 10, 2016

<b>Component:</b>	Health & Safety			
<b>Element:</b>	Positive School Climate			
<b>Opportunity for Improvement:</b>	Continue to promote an atmosphere of kindness and personal responsibility; award students who make good choices and demonstrate kindness to others on a regular basis.			
<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
<p>Determine what student actions to measure and how to collect data;</p> <p>Create an award or positive reinforcement of some sort, including awards at school-wide assemblies.</p>	<p>Student Council to create standards and measurement tool;</p> <p>Student Council members, using the tool they developed will collect data throughout school days on a varied schedule;</p> <p>Student Council will determine the name of the award(s)</p> <p>Student Council will determine who will be awarded based on objective measurement criteria and these awards will be presented at Renaissance and during special assemblies.</p>	<p>Funding</p> <p>General Fund, lottery, instructional materials</p> <p>PTC</p>	<p>Student Council</p> <p>Mrs. Headrick and Mrs. Dickens</p>	<p>Review materials created by SSC;</p> <p>Dispensing awards;</p> <p>Continued positive climate at school</p>

<b>Component:</b>	Health & Safety			
<b>Element:</b>	Community Awareness and Support			
<b>Opportunity for Improvement:</b>	Collaboration with local community agencies such as the Stanislaus Consolidated Fire District (Knights Ferry), Municipal Advisory Council and Community Club is important in the event off-site evacuation or major emergency.			
<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
<p>Ensure that school personnel knows where to evacuate in the event that an off-site evacuation is necessary;</p> <p>Review needs and supplies such as keys to Community Club, are available to all.</p> <p>Solicit community support and awareness.</p>	<p>Share safety plan with local fire fighters.</p> <p>Develop new evacuation routes and plans for off-site evacuations and situations.</p> <p>Share safety plan with MAC and Community Club</p> <p>Practice off-site evacuation drill at least once per year.</p>	<p>No funding required; volunteers</p>	<p>Superintendent / Principal</p>	<p>Log drill practice before May 30, 2016</p> <p>Present plan at MAC and Community Club meeting in April or May 2016-schedule depending.</p>

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

### **Knights Ferry Student Conduct Code**

*School rules exist for the purpose of facilitating a safe learning environment at school. These rules are:*

- **Classroom Rules that are uniform across all grade levels**
  - Respect others. Be kind with your words and actions.
  - Respect School and Personal Property
  - Do not touch others
  - Listen carefully, do not interrupt
  - Stay on task
  
- **General School Rules**
  - Students are to be courteous and respectful to other students and staff at all times.
  - Students will be courteous and respectful to those in charge at all times.
  - Students are to respect school property. School property is to be used only for the purpose for what it is intended.
  - Students are to practice proper table manners while eating meals in the cafeteria. Students will enter and exit in an orderly fashion. They will eat in assigned areas. Students are not to take others food.
  - Respect the privilege of using the library. Loud talking is not permitted.
  - Students are to play on the playground where there is supervision. Students are not play in the restrooms, in the hallways or in the classrooms.

- Gum is not allowed at school.
- Students are to comply with all school rules:
- No student is to be in the multipurpose room without a staff member present.
- Standards of good courtesy are expected during assemblies.
- Fighting is not tolerated at school. In the event of a dispute, the superintendent- principal or designee will investigate the incident and assign the appropriate disciplinary action which may include suspension.
- Toys are not allowed at school without the consent of the superintendent- principal or designee.
- Equipment or personal items such as roller blades, skateboards, etc. are not allowed at school without the approval of the superintendent- principal or designee. Jacks, marbles, jump ropes, tennis balls, Nerf balls and mitts with the student's name labeled on them are examples of acceptable items to be brought from home. The student assumes responsibility for these items if they are lost or stolen.
- Electronic devices, e.g. iPods, CD's, CD players, radios, cameras, games, etc., are not allowed at school without the consent of the superintendent or designee. Cell phones must be turned off and put away while at school. Other valuable items (such as expensive jewelry and/or items of sentimental value) should not be brought to school. Students should maintain the ability of a direct-line-of-sight to their backpacks/possessions when these items are not locked or stowed in a secured area.
- Weapons or replicas of weapons are not allowed. These include, but are not limited to guns, knives, water pistols or any object fashioned into a weapon. Certain exceptions for instructional purposes may apply with specific and prior approval by the superintendent- superintendent/principal or designee.
- **Posted, KNIGHTS FERRY SCHOOL PLAYGROUND RULES**
  1. All students will show RESPECT to all adults, other students, and all property
  2. Students will use appropriate language at all times and be considerate of others feelings.
  3. Students will keep their hands, feet, and objects to themselves.
  4. All students are expected to use common sense and follow the school rules.
    - a. Students will walk in corridors/designated areas
    - b. Students will not loiter around bathrooms and drinking fountains.
    - c. Students will run and play ball in designated areas only
    - d. Students will use equipment [balls, jump ropes, hula-hoops etc.] as intended
    - e. No playing with balls after bells or in line [balls should be left in designated area: ball bins on upper blacktop
    - f. No tag in bark area or on the blacktop. Tag only on lower grassy area
    - g. No jumping from playground equipment or swings.
    - h. Use swings appropriately
    - i. No playing out of sight of the Supervisor
    - j. No closed games unless closed by the Supervisor
    - k. Eating allowed only in designated area

Any additional rules and/ or directions given by a

Supervisor are to be followed at all times.

The use of Knights Ferry School District computer equipment is a privilege for which all users accept responsibility. Inappropriate conduct in the use of this equipment includes but is not limited to:

- Damage, vandalism or theft of equipment
- Piracy: altering and/or theft of software
- Use of systems to transmit computer viruses
- Accessing, communicating or printing information that is deemed inappropriate in nature by school personnel
- Plagiarism
- Any conduct in violation of school rules

The Knights Ferry School District staff members will determine what is appropriate and inappropriate use of computer equipment and their decision is final. Any student involved in inappropriate use of any computer equipment will be referred to the superintendent/principal or designee for disciplinary action and may lose the privilege to access any or all computer equipment for the remainder of the school year. In addition, parents may be held responsible for damages to any Knights Ferry School District computer equipment incurred during the course of inappropriate action by a student.

### **Conduct Code Procedures**

Knights Ferry students may be referred to the Superintendent/Principal by school personnel using a Knights Ferry School REFERRAL-TO-SUPERINTENDENT/PRINCIPAL NOTICE. 'Intervention' given is decided by the Superintendent/Principal or designee after considering the available facts.

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

The Knights Ferry School District's Hate Crime Policy (BP5145.9) can be found in the Knights Ferry School District Policies, Regulations, Bylaws manual, located in the superintendent/principal's office.

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

The Knights Ferry Elementary School comprehensive safety plan will be reviewed, evaluated and amended (if necessary) each school year.

Pursuant to Education Code Section 35294.6[a], Knights Ferry Elementary School District adopted this annual comprehensive school safety plan at the regular meeting of the Board of Trustees held **February 11, 2016**. An opportunity for public comment was also provided during this meeting, prior to the plan's adoption.

An updated file containing all safety related plans and materials are available for public inspection in the Knights Ferry School Office. Documentation of this meeting will be filed alongside the plan then recorded in Appendix B, and may include the meeting agenda, minutes and copies of materials provided for the plan presentation.

# Safety Plan Appendices

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*(FOUO: For Official Use Only)*

## Appendix A: Emergency Contact Numbers –

### Utilities, Responders and Communication Resources

Vendor	Number	Comments
PG&E	1(800) 743-5000	Outages
Alert Now	1(800) 947-1515	Emergency Notification Phone System
County Public Works	525-6550 or 575-5235	Water Emergency
Sheriff- Riverbank	9-1-1 or 869-7162	*24 Hour Non-Emergency
Animal Control	847-5625 or 847-2231	
Child Welfare Service	558-3665	
Tree Trimming (Public Works)	525-4130	Hazardous limbs/fallen trees
County Health Dept.	558-7000	
Fire Station	<b>9-1-1 or 847-6898 or 881-3358</b>	
American Red Cross	523-6451	Disaster Assistances
<b>Radio Stations</b>	523-7756 or 766-5000	KATM
WeTip	800-78-CRIME, 800-47-ARSON and 800-US-FRAUD	

Staff Contact information is available in the crisis response clipboard.

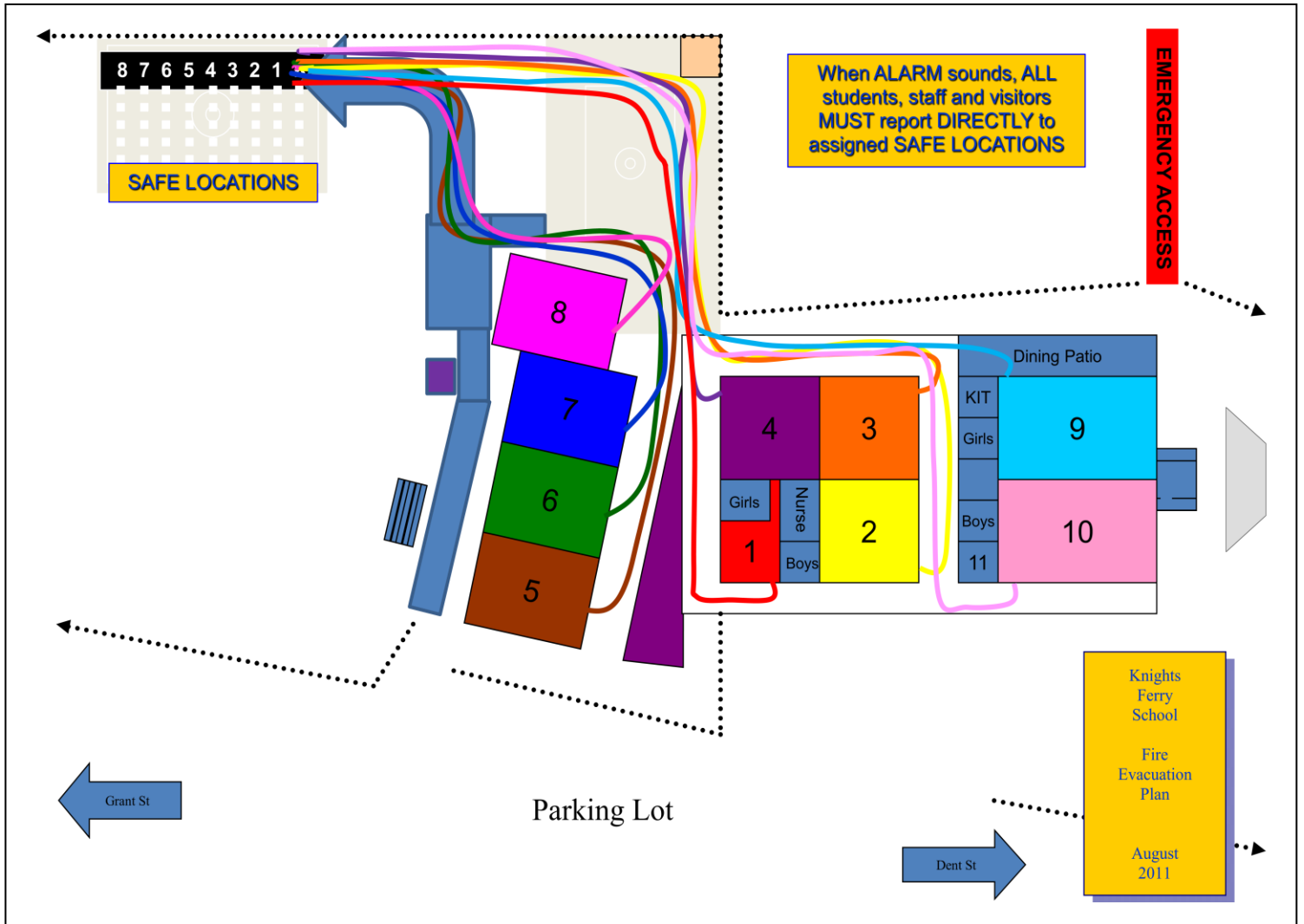


**Appendix B: Safety Plan Review, Evaluation and Amendment Procedures**

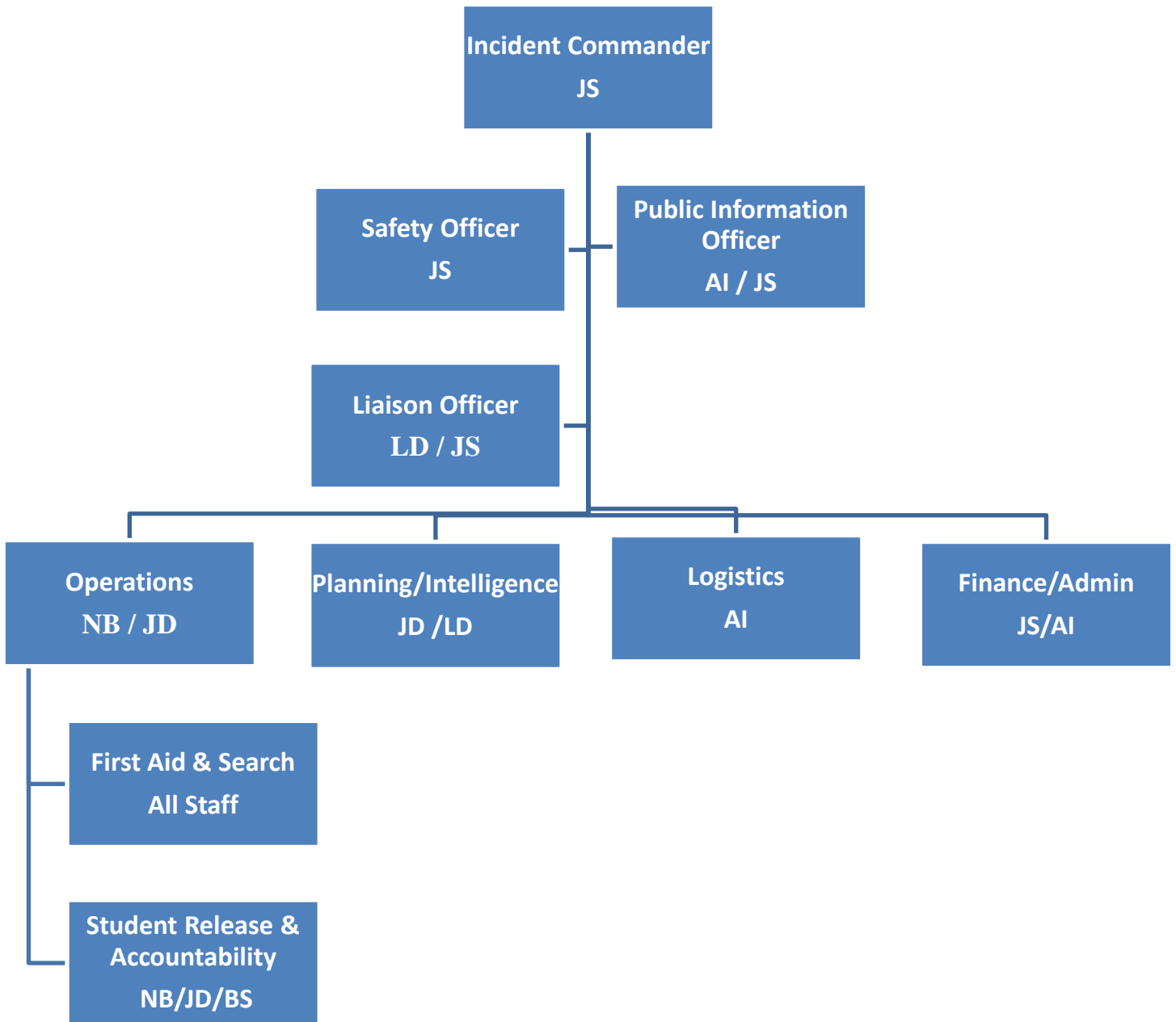
<b>Activity Description</b> <i>(i.e. review steps, meetings conducted, approvals, etc)</i>	<b>Date and Time</b>	<b>Attached Document</b> <i>(description and location)</i>
<b>Safety Assessment</b>	<b>2-3-2016</b>	<b>Stanislaus County Sheriff's Department</b>
<b>Safety Assessment CRSIG</b>	<b>10-13-2015</b>	<b>Completed by CRSIG</b>
<b>Safety Assessment/School</b>	<b>2-3-2016</b>	<b>Review of proposed new goals</b>
<b>Safety Plan Meeting</b>	<b>1-12-2016 2-2-2016</b>	<b>Parent discussion Teachers and parents review (including First Responders)</b>
<b>Board Meeting</b>	<b>2-11-2016</b>	
<b>Safety Plan Development Training School Crisis Response Training</b>	<b>1-26-2016</b>	<b>Superintendent / Principal</b>

# Appendix C: Emergency On-Campus Evacuation Map

Insert Current map



**Appendix D: Knights Ferry School Incident Command System**



## **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.

## ***Appendix E: Emergency Response Guidelines***

### **STEP ONE: IDENTIFY THE TYPE OF EMERGENCY**

The first response to an emergency is to determine the type of emergency that has occurred. Procedures for 18 different types of emergencies are listed in the following section.

### **STEP TWO: IDENTIFY THE LEVEL OF EMERGENCY**

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, there is a three-tiered rating below:

- **Level 1 Emergency:** A *minor* emergency that is handled by school personnel without the assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.
- **Level 2 Emergency:** A *moderate* emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving a potentially hazardous material, e.g., “unknown white powder.”
- **Level 3 Emergency:** A *major* emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

### **STEP THREE: DETERMINE THE IMMEDIATE RESPONSE ACTION**

Once the type and extent of an emergency have been identified, school personnel can determine if an *immediate response action* is required. The most common immediate response actions initiated during school emergencies are:

- **Duck & Cover:** Students and staff protect themselves by crouching under a table, desk, or chair until the danger passes.
- **Shelter in Place:** Students and staff are kept indoors in order to isolate them from the outdoor environment.
- **Lock Down:** Students and staff are kept in a designated locked area with blinds closed and lights off sitting quietly until a danger has passed, such as an intruder being on campus.
- **Evacuate Building:** Students and staff are escorted outside to an assembly area if it has been determined that it is too dangerous to remain indoors.
- **Evacuate Campus:** Students and staff are escorted to an off-site assembly area if it has been determined that it is too dangerous to remain on campus.
- **All Clear:** Notification is given that normal school operations should resume.

### **STEP FOUR: COMMUNICATE THE APPROPRIATE RESPONSE ACTION**

Once the type of *immediate response action* is determined, the incident commander must immediately inform the site’s staff which response action to take. The most appropriate method of communication depends on the response action selected. When announcing what response to take, avoid codes, jargon, or any other potentially confusing vocabulary. Be calm, direct, and clear in your announcements.

- **Duck & Cover:** Immediately use the site’s school-wide communication system to instruct students and staff to protect themselves by moving into a “duck & cover” position by crouching under a table, desk, or chair until the danger passes. Time is the most urgent matter with this

response action as the emergency may take place before the announcement can be made. However, do not assume that all members of the site are already in a “duck & cover” position. Make the announcement even if the immediate crisis has passed.

- **Shelter in Place:** Immediately use the site’s school-wide communication system to instruct students and staff that they are to stay indoors until further notice, even if the heating and air conditioning system is disabled.
- **Lock Down:** Immediately use the site’s school-wide communication system to instruct staff to lock all exterior doors, to close any open windows along with blinds, and to keep students as far away as possible from any windows until further notice
- **Evacuate Building:** Immediately use the site’s fire alarm bell system to notify students and staff that they are to proceed to the site’s outside assembly area.
- **Evacuate Campus:** Using school-wide communication system notify staff that they are to evacuate to a pre-determined site off campus immediately.
- **All Clear:** Use the site’s school-wide communication system to notify staff and students that normal school operations should resume.

## ***Appendix F: Types of Emergencies & Specific Procedures***

### ***AIRCRAFT CRASH***

The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus depending on the nature of the accident, the location of damage, and the existence of any chemical and/or fuel spills.

### ***ANIMAL DISTURBANCE***

This procedure should be implemented when the presence of a coyote, mountain lion, or any other wild animal threatens the safety of students and staff. The administrator or designee will initiate appropriate actions, which may include but not be limited to Shelter In Place or Evacuate Building, depending on the level of threat.

### ***ARMED ASSAULT ON CAMPUS***

This involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful item. The administrator or designee will decide the appropriate response, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

### ***BIOLOGICAL OR CHEMICAL RELEASE***

This is an incident involving the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant. The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

### ***BOMB THREAT / THREAT OF VIOLENCE***

This occurs upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may or may not present a risk of an explosion. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call the Stanislaus County Sheriff's Department at 209-525-7114 or 911. The person answering the threat call should ask the questions listed on the "Bomb Threat Checklist." During a bomb threat, cellular phones and/or handheld radios should not be used because their transmission could set off a radio-controlled bomb. The fire alarm and school bells should also be silenced so that they do not set off a radio-controlled bomb. Do not turn on or off the electricity to a building because this could set off a photoelectric bomb. The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Lock Down, Evacuate Building, or Evacuate Campus.

### ***BUS DISASTER***

These procedures are for use by bus drivers and school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school. The administrator and/or bus driver will initiate appropriate actions, which may include Duck & Cover, Lock Down, or Evacuate Bus.

## ***DISORDERLY CONDUCT***

This involves a student or staff member exhibiting threatening or irrational behavior who does not have a weapon. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

## ***EARTHQUAKE***

Earthquakes occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation. The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Evacuate Building, or Evacuate Campus.

## ***EXPLOSION OR RISK OF EXPLOSION***

This involves an explosion on school property, the risk of an explosion on school property, an explosion or risk of explosion near the school, or a nuclear explosion involving radioactive materials. The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

## ***FIRE IN SURROUNDING AREA***

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school. After calling the local fire department in an effort to determine the seriousness of the fire, the administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Evacuate Building, or Evacuate Campus.

## ***FIRE ON SCHOOL GROUNDS***

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the administrator or designee. The administrator or designee will immediately initiate the Evacuate Building action (fire alarm). If the size of the fire is beyond the control of staff on site, call 911 for immediate assistance from the fire department.

## ***FLOODING***

This applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Evacuate Building, or Evacuate Campus.

## ***LOSS OR FAILURE OF UTILITIES***

This addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.



## ***MOTOR VEHICLE CRASH***

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. Given the nature of the crash, there may also be a danger from a fuel spill, which should be considered when deciding which action(s) to take. The administrator or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

## ***PSYCHOLOGICAL TRAUMA***

When the administrator or designee determines that there has been an event that causes a psychological impact on students and/or staff, such as 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, he or she should document conditions provide immediate assistance as necessary, and contact Stanislaus County of Education, County Behavioral Health, and / or Oakdale Unified School district for services such as counseling on campus and counseling referrals. Emergencies like those described above usually produce one or more of 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, and concentrated attention from the community and news media. As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

## ***SUSPECTED CONTAMINATION OF FOOD OR WATER***

This involves the suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses. The administrator or designee will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area. Second, the administrator or designee will notify the district safety coordinator of the problem and await further instructions. Meanwhile, a list will be made of all potentially affected students and staff, which will be provided to responding authorities. Law enforcement should be contacted if there is evidence of individuals purposefully contaminating the food or water source.

## ***UNLAWFUL DEMONSTRATION OR WALKOUT***

An unlawful demonstration or walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the administrator or designee. The administrator or designee will initiate the Shelter-in-Place action. Students who ignore this action and leave campus shall be asked to sign his or her name and record address, telephone number and time entered or departed. The main gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus. If students leave the campus, the administrator or designee will designate appropriate staff members to accompany them. This staffs members will attempt to guide and control the actions of students while offsite. The administrator or designee should proceed in good judgment on the basis of police or other legal advice, in taking action to control and resolve the situation.