

Midway School District

Comprehensive School Safety Plan 2024-2025

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Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32289) 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
- Adaptations of routine and emergency disaster procedures for pupils with disabilities
- Disaster procedures (routine and emergency disaster procedures)
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Opioid Overdose
- 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

A copy of the Comprehensive School Safety Plan is available for review at the Midway School District.

The district school safety committee reviewed drafts of the Comprehensive School Safety Plan providing input before a final review from our board of directors.

Safety Plan Vision

The Midway School students, staff, parents, and community will cooperatively provide a safe, child-centered environment that builds self-esteem, self-discipline, and the essential skills for lifelong learning. Students will exhibit qualities of good citizenship and follow the T.I.G.E.R Way: Teamwork / Integrity / Gratitude / Excellence / Respect.

Components of the Comprehensive School Safety Plan (EC 32281)

Assessment of School Safety

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan.

In developing the district and school emergency plan, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

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

School employees are considered disaster service workers and are subject to disaster service activities assigned to them.

The Safety Team reviews data regarding school safety collected from previous school years.

Office Referrals

- School sites regularly review student referrals. Students, location, time, days are all analyzed to create a needs assessment. Office referrals are for minimal offenses and not crime related. School sites follow PBIS strategies for implementing by both staff and students positive school climates.

Attendance rates/School attendance

- Our current school-year attendance rate is 92%, compared to last year at 93%. District-wide attendance remains a top priority, particularly as it relates to chronic absenteeism. The district maintained a 0% dropout rate.

Suspension/Expulsion data

- District-wide maintains a zero percent expulsion rate and a zero suspension rate for the school year. The district utilizes PBIS strategies district-wide to promote a positive school climate and implementation by staff and students.

Family Engagement Survey (Data from spring 2023)

- 94% of parents who took the survey strongly agree and agree that the school has good relations with the community.
- 95% of parents who took the survey strongly agree and agree that the school provides positive experiences for all students.
- 100% of parents who took the survey strongly agree and agree that the School provides a safe environment for teaching and learning.

School Improvement Plan

- The district continues to focus on school safety. Procedures continue to be practiced such as a visitor screening process for when visitors enter campus, SchoolWise parent notification system, enhanced outside security cameras, Telecenter emergency system for lock downs, and front gate monitoring.
- Local Law Enforcement Crime Data (Provided by KCSO and Taft PD)

Buttonwillow Response Area Crimes 2020-2022		Taft Response Area Crimes 2020-2022	
Labels	Count of Number	Labels	Count of Number
ADW W/Force: Possible GBI	2	ADW W/Force: Possible GBI	2
		Arson	4
Assault to Commit Lewd and Lascivious Acts on Child	1	Assault on Person	5
Assault on Person	3	Assault w/ Firearm on Person	14
		Attempted ADW Not Firearm: GBI Likely	2
		Attempted Battery	1
Assault w/ Firearm on Person	3	Attempted Burglary: First Degree	12
		Attempted Burglary: Second Degree	3
		Attempted Burglary: Unspecified	1
Assault w/ Intent to Commit Sodomy	1	Attempted Murder	8
		Attempted Operate Vehicle w/out Owner's Consent	4
Attempted Battery On a Person	1	Attempted Petty Theft	3
Attempted Burglary: Unspecified	1	Attempted Robbery	2
Attempted Burglary: First Degree	2	Battery	317
Attempted Carjacking	1	Burglary: Seatrain	5
Attempted Murder	5	Burglary: Vehicle	47
Attempted Operate Vehicle	6	Burglary: First Degree	106

w/out Owner's Consent			
Attempted Petty Theft	1	Burglary: Second Degree	98
		Carjacking	14
Attempted Robbery	3	Exhibit Weapon	40
Battery	44	Force or ADW Not Firearm: GBI Likely	139
Burglary: Seatrain	3	Grand Theft	90
Burglary: Vehicle	95	Inflict Injury	112
Burglary: First Degree	24	Mayhem	1
Burglary: Second Degree	47	Obstruct/Resist	6
Burglary: Shoplift	1	Oral Cop. w/ Person Under 14	4
Carjacking	2	Petty Theft	121
Exhibit Weapon	6	Rape- Adult	7
Force or ADW Not Firearm: GBI Likely	12	Reckless Discharge of a Firearm	9
Sodomy (w/ Person Under 14 or w/ Force)	2	Robbery	31
Grand Theft	54	Sexual Battery	11
Inflict Injury	30	Shoot at Inhabited Dwelling/Vehicle/etc.	5
		Shoplift (<\$950)	1
Petty Theft	45	Sodomy (w/ Person Under 16 or w/ Force)	3
		Sodomy (Victim Unconscious)	1
Obstruct/Resist	1	Theft (<\$950)	42
Oral Cop. w/ Person Under 14	1	Theft: Motor Vehicle or Accessories (<\$950)	7
		Theft: Motor Vehicle or Accessories (>\$950)	2
Rape- Adult	1	Vehicle Theft (motor vehicle, farm equip, trailer)	274
Rape- Juvenile	1	Take On Call/Emergency Vehicle	1

Robbery	22	Theft: Motor Vehicle or Parts (<\$400)	1
Shoplift (<\$950)	5		
Sexual Pen. w/ Force	1		
Shoot at Inhabited Dwelling/Vehicle/etc.	4		
Theft: Motor Vehicle or Parts (<\$400)	3		
Theft: Motor Vehicle or Accessories (<\$950)	3		
Theft (<\$950)	13		
Torture	3		
Vehicle Theft (motor vehicle, farm equip, trailer)	149		
Grand Total	609	Grand Total	1,558

- District Property Damage – None

The Midway's safety team is led by the superintendent/principal (incident manager) and also includes the school's public Information Officer, the Safety Coordinator and the Agency Liaison.

Incident Manager	Al Quezada
Public Information Officer	Al Quezada
Safety Coordinator	Al Quezada
MOT	Jose Salas
District Secretary	Shawna Taylor
The TIGER Way Climate Committee	All Staff

Emergency Disaster Procedures for Pupils with Disabilities

Providing for students with special needs throughout every phase of crisis management is instrumental in protecting them in an emergency. The emergency procedures considers the implications for a variety of disabilities---including visual, hearing, mobility, cognitive, attention and emotional—to adequately integrate these students and their vulnerabilities into all emergency preparedness planning. The district's Resource Specialist is included into the school's crisis team. The following steps are taken to ensure the plan factors disaster procedures for pupils with disabilities.

(A) Identify students' special needs

- The Crisis team collects and organizes specific data about their students with disabilities, such as who has a disability, the nature of the disability, and the implications of that disability for safety planning.
- Authorization will be sought prior to gathering and sharing confidential information that discloses someone's disability.
- Special events such as concerts, talent shows, and graduations will also be considered in the event of an emergency.

(B) Maintain a confidential roster of students with special needs

- A confidential roster to identify students who have disabilities and that also lists their teachers, classrooms and daily schedules as well as their potential needs during an emergency will be created.

- b. The roster will include relevant strategies that have enabled a particular student to participate successfully with his or her peers in general school activities.
- (C) Build a current accommodations, modifications and services including a short-term accommodations list for students with temporary disabilities
 - a. IEP such as accommodations, modifications and services will be included in the accommodations, modifications roster.
 - b. Parents and teachers are consulted during the crisis response planning process.
- (D) Teach students with disabilities crisis response strategies
- (E) Inform and train adults

Child Abuse Reporting Procedures

(Penal Codes 11164-11174.3 and Child Abuse & Neglect Reporting Act)

As stated in the Board Policy, "Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect."

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Child Abuse and Reporting – AR 5141.4

Child abuse or neglect includes the following: (Penal Code 11165.6)

A physical injury or death inflicted by other than accidental means on a child by another person

Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1

Neglect of a child as defined in Penal Code 11165.2

Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3

Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

A mutual affray between minors (Penal Code 11165.6)

An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6) (cf. 3515.3 - District Police/Security Department)

An injury resulting from the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001) (cf. 5144 - Discipline)

Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters or counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166) No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166) Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

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

Child Protective Services

P.O. Box 511
Bakersfield, CA 93302
661-631-6011

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

2. Written Report

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

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

a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter

a. The child's name and address, present location and, where applicable, school, grade, and class

b. The names, addresses, and telephone numbers of the child's parents/guardians

c. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect also may be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Victim Interviews by Social Services

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

4. A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)
5. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
6. The selected person shall not participate in the interview.
7. The selected person shall not discuss the facts or circumstances of the case with the child.
8. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5

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

Release of Child to Peace Officer

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

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this administrative regulation which contain procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters. In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign a statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

Opioid Overdose

Identification of Overdose Signs All staff will be educated on recognizing signs of an opioid overdose, which include, but not limited to: Loss of consciousness or unresponsiveness Slow, shallow, or stopped breathing Constricted (small) pupils Choking or gurgling sounds Limp body II. Immediate Response Procedures In the event of a suspected opioid overdose: Immediately call 911. If trained, administer first aid. If available and permitted, administer naloxone. III. Naloxone Availability and Administration Naloxone kits will be stored in accessible, yet secure locations. Designated staff members will be trained in the administration of naloxone. IV. Training and Education Annual training for staff on opioid overdose recognition and response. Educational programs for students about the dangers of opioid misuse. Emergency Contact and Post-Overdose Procedures Maintain up-to-date emergency contact information for all students. Establish post-overdose support, including counseling and referral to treatment. Coordination with Local Health Authorities Coordinate response plans with local health departments and emergency services. VII. Regular Review and Update of Protocol The protocol will be reviewed annually and updated as needed to align with current best practices and legal requirements. Plan Regular communication of the protocol to staff, students, and parents. Ongoing awareness campaigns about opioid risks and prevention. Confidentiality: All responses to opioid overdoses will respect the privacy and dignity of the affected individuals.

School Discipline Rules and Consequences

Student Duties and Responsibilities

1. To pursue the required course of study in a diligent manner, that is:
 - a. Listen attentively to teachers and to other students
 - b. Complete assigned work on time
 - c. Be regular and punctual in attendance
 - d. Show willingness to work toward constant self-improvement
 - e. Learn to criticize fairly and accept criticism
2. To respect the property of others, including the school at all times
3. To respectfully acknowledge the authority of school personnel
4. To display proper conduct to and from school, on the school ground, on school buses and at school-related activities
5. To comply with the rules and regulation of the school and school district
6. Behavior in class which disturbs the teacher's ability to teach or other students' ability to learn is unacceptable, unfair, and will not be tolerated.
7. Students are expected to keep their hands to themselves. Running, pushing, play fighting and horseplay are not permitted. This type of behavior is dangerous to those involved as well-as students nearby, and often causes injuries and leads to fights. Hand holding and other public displays of affection are not permitted at school.
8. Name-calling, teasing or any type of verbal abuse against classmates and staff will not be tolerated.
9. School property (school books, desks, lockers, restrooms, PE clothes etc.) will not be damaged or defaced.

In order to maintain a school climate that is positive, safe and academically focused, our expectation for student behavior must be high. Every possible effort will be made to involve parents in the process of guiding students to become responsible citizens at school and in the community.

Midway School prides itself on a discipline plan that is fair, restorative and consistent. We feel that all students have a right to a safe environment. Each student also deserves the opportunity to learn free from the influence of disruptive classmates. Each student has a responsibility to do his/her part in creating and maintaining a safe, stimulating learning environment. We realize that there will be times when students forget their responsibilities or are temporarily unwilling to be cooperative. For this reason, we have developed a plan of discipline that has its goal of restoring both a safe and stimulating environment and restoring appropriate behavior to those who temporarily disrupt that environment.

Consequences for unacceptable behavior include, but are not limited to:

1. Mediation – Voluntary cooperative effort to resolve the conflict.
2. Time Out – Within the class, in other than regular classroom, or on the playground.
3. Physical Restraint – In order to stop a pupil from hurting him/herself or others.
4. Detention – Detention (loss of free time or recess) is held to make up for lost or wasted time when work is not completed.
5. Loss of Privileges – Normally earned by unsatisfactory behavior. These may include but are not limited to; participation in assemblies, field trips, school events, etc.
6. Special Tasks – Assigned to help rectify a problem created by a student's inappropriate behavior.
7. Home Instruction – Students are assigned work to be completed at home.
8. SAT – Referral to the Student Assistance Team composed of Principal, psychologist, resource teacher, classroom teacher, parent and student. Outside agencies, such as County Probation and CCS may also be present on an "as needed" basis.
9. Suspension from School – As a temporary denial of privilege of attending school and any school-related activity, not to exceed twenty school days in any school year.
10. Expulsion – A long-term denial of the privilege of attending school and any school-related activity for the remainder of the semester in which the violation occurred plus one full semester.

Dress Code and Appearance

Students are expected to wear clothes that meet acceptable standards in safety, health, and neatness. Extremes in dress or grooming that cause undue attention or become a disruptive influence in the classroom are not allowed.

1. Clothing that is excessively revealing is unacceptable. "Excessively revealing" includes, but is not limited to:
2. Clothing that is extremely tight fitting
3. Backless halter tops or dresses; tube tops; spaghetti strap; see-through tops; tank-top shirts or muscle shirts cut low at armpits or

neckline

4. Clothing that shows bare midriffs
5. Shorts, dresses and skirts the lengths of which are at mid-thigh.
6. Clothing that is transparent or revealing.
7. Underwear being worn as an outer garment or being visible during normal student activity.
8. Suggestive clothing with crude or vulgar words or pictures pertaining to drugs, alcohol, sex or tobacco is not to be worn at school.
9. Shoes must be worn and considered safe at all times. Due to safety, sandals must have back straps. Flip flops (or the like) are forbidden.
10. Hats must face forward and be removed when indoors.
11. Sagging pants are not allowed at school. Pants must extend beyond the bottom of the shoes. All trousers and pants must be worn at the waist. Belts should be used if necessary.
12. Gang related clothing or accessories are not to be worn.
13. Do not exchange clothing with other students, as the school is not responsible for damaged or lost items.
14. Writing on clothing, hands or other parts of the body is unacceptable.
15. Pajamas are not to be worn, unless allowed for a school activity.
16. Nose and ear piercings are allowed but will be removed during physical education classes and sporting events.
17. Items not allowed, but not limited to: gum, sunflower seeds, felt tipped markers, cameras, toys, head phones, wallet chains, pocket knives, laser pointers or anything else that causes distraction.

If the above standards are not met and followed, the students will:

1. Get clothes from home or they will be provided.
2. Discipline slip will be given to the student and mailed home.
3. Suspension for willful defiance of authority and regulations.

Grounds for Suspension or Expulsion (\$48900)

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a-1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a-2) Willfully used force or violence upon the person of another, except in self defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (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.
- (d) Unlawfully offered, arranged, or negotiated to sell 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, and then 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.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (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. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (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.
- (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.
- (l) Knowingly received stolen school property or private property.
- (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 as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261 266c, 286, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a school disciplinary proceeding for the purpose of

- either preventing that being a witness or retaliating against that pupil for being a witness, or both.
- (p) Committed sexual harassment as defined in Education Code Section 212.5.
 - (q) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
 - (r) Intentionally engaged in harassment, threats, or intimidation, against a pupil or group of pupils.

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off campus.
- (4) During, or while going to or coming from, a school sponsored event.

Notification of Dangerous Pupils – BP 4158

The superintendent/principal or designee shall ensure that employees are informed, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the superintendent/principal or designee immediately. The superintendent/principal or designee shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the superintendent/principal or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.

The superintendent/principal or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution.

The superintendent/principal or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

Sexual Harassment

Students in grades 4 through 8 may be suspended or expelled for sexual harassment. The Board of Trustees prohibits sexual harassment in the educational environment by any person in any form. Sexual harassment is in violation of federal and state laws, including Title VII of the Civil Rights act of 1964 and Title IX of the Education Amendments of 1982.

Within the educational environment sexual harassment is prohibited between students, employees and students, and supervisors and students. Repeated or unwarranted verbal or physical sexual advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the educational environment which are offensive or objectionable to the student or which cause the student discomfort or humiliation, or which interfere with the student's performance, are prohibited. Action will be taken when necessary to eliminate such practices or remedy their effects.

Students who engage in such harassment may be subject to disciplinary action up to and including expulsion (Education Code sections '212.5; 230; 48900.2). The principal or designee shall discuss the district's sexual harassment policy with his/her students and employees and assure them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment. The principal or designee shall provide staff in-service or student instruction and counseling as needed (Title VIII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972)

Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or designee. The principal or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

E.C. sections 48980, 48900.2, and 212.6.

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

Safe Ingress/Egress Procedures (Arrival/Departure)

Staff place a high priority on providing adequate adult supervision on campus before, during, and after school. As students arrive on campus each morning, the superintendent/principal or designee and three staff members are strategically assigned to designated areas and the playground. During recess, staff supervises playground/hallway activity. Campus aides (plus cafeteria staff workers) monitor lunchtime activity in the cafeteria. At the end of the day when students are dismissed, the superintendent/principal and teachers monitor student dismissal according to our school-wide routine and ensure students leave campus or travel in a safe and orderly manner. Hand-held radios enhance routine and emergency communication efforts concerning students, staff, and campus facilities.

Visitors

Many individuals visit the campus as volunteers or to participate in school events. To maintain a safe and secure environment, all parents and visitors are required to check in at the school office upon arrival, obtain and wear a visitor's badge, and then return to the school office upon departure.

Conduct code procedures for maintaining a safe and orderly environment conducive to learning

Midway ensures a safe and orderly school environment conducive to learning (EC 35294.2) by teaching and modeling explicit expectations related to The T.I.G.E.R Way – Teamwork, Integrity, Gratitude, Excellence and Respect. This focus also aligns with our LCAP goal related to school climate.

(A) Hate Crime Reporting Procedures and Policies

Hate Crime Reporting Procedures

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Hate Motivated Behavior – BP 5145.9

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

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

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

Grievance Procedures

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior

and to students who exhibit such behavior.

Emergency Contact Numbers / Utilities, Responders and Communication Resources

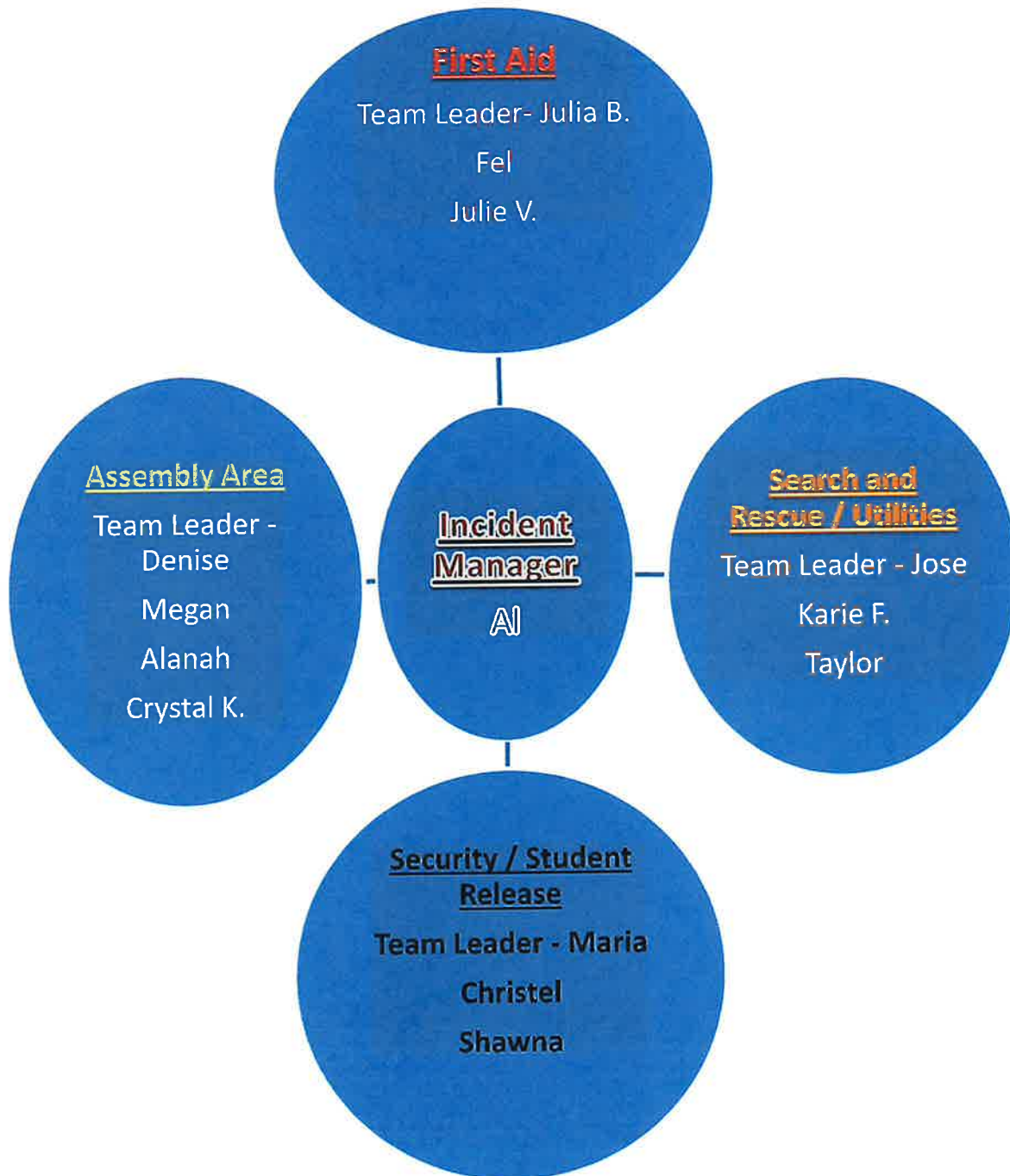
Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Kern County Sheriff	661-861-3110	
Other	California Resource Corp	661-763-6911	
Law Enforcement/Fire/Paramedic	Kern County Fire	661-324-6551	
Law Enforcement/Fire/Paramedic	Hall Ambulance	661-327-4111	
American National Red Cross	Kern County	661-324-6427	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc.)	Date and Time	Attached Document (description and location)
Shared with Leadership team, certificated and classified Staff, & PTO	August 2023	Safe plan shared with all staff before the beginning of the school year
Shared with Leadership team, Governing Board	March 2024	Plan updated and shared with governing board for approval
Shared with leadership team, certificated and classified staff, & PTO	February 2024	Safe school plan shared with all staff to ensure all staff up-to-date with emergency responsiveness and procedures.
An assessment was utilized on the safe and welcoming environment across the District/School	April 2024	Safe School Plan

*****Emergency Chart (2 pages) gets attached here*****

Midway's Emergency Organization Chart



First Aid

- 1.) SETTING UP FIRST AID AREA, TRIAGE & MORGUE
- 2.) RECORD CARE GIVEN
- 3.) TAG EACH WITH NAME, ADDRESS, INJURY & TREATMENT RENDERED
- 4.) DETERMINE THE NEED FOR SKILLED MEDICAL HELP

Assembly Area

- 1.) KEEP STUDENTS SAFE AND CALM
- 2.) PROVIDE FOOD AND WATER TO STUDENTS AND STAFF
- 3.) FILL OUT MISSING REOPORTS IF NEEDED

Incident Managers

- 1.) MONITOR DRILLS / EMERGENCY RESPONSE ACTIVITIES FOR SAFETY
- 2.) DIRECT TEAMS IN A COORDINATED EFFORT
- 3.) RECEIVE BRIEFINGS FROM TEAM LEADERS TO INSURE SAFETY FOR ALL
- 4.) DETERMINE THE NEED FOR OUTSIDE HELP
- 5.) PREPARE STATMENTS TO MEDIA IF NEEDED

Search and Rescue / Utilities

- 1.) SHUTTING OFF UTILITIES IF NEEDED
- 2.) CONDUCT SEARCH AND RESCUE OPERATIONS
- 3.) SEARCH ASSIGNED AREAS FOR GAS LEAKS, FIRES OR STRUCTURAL DAMAGE
- 4.) SEAL OFF AND POST WHERE HAZARDOUS CONDITIONS EXIST
- 5.) EVACUATE ON BUS

Security / Student Release

- 1.) ASSIST IN "LOCK DOWN" OF CAMPUS IF NEEDED
- 2.) MANAGE MAIN GATE
- 3.) MANAGE PHONES
- 4.) ASSIST IN REUNITING STUDENTS WITH PARENTS

Disaster Procedures

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a))

The Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff
2. Earthquake or other natural disasters
3. Environmental hazards
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
5. Bomb threat or actual detonation
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks
2. Instruction and practice for students and employees regarding emergency plans, including:
 - a. Training of staff in first aid and cardiopulmonary resuscitation
 - b. Regular practice of emergency procedures by students and staff
3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
 - a. The appropriate chain of command at the district
 - b. Individuals responsible for specific duties
 - c. Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
 - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
 - e. Assignment of responsibility for identification of injured persons and administration of first aid
4. Personal safety and security, including:
 - a. Identification of areas of responsibility for supervision of students
 - b. Procedures for evacuation of students and staff, including posting of evacuation routes
 - c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible
 - d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety
 - e. Provision of a first aid kit to each classroom
 - f. Arrangements for students and staff with special needs
 - g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease
5. Closure of schools, including an analysis of:
 - a. The impact on student learning and methods to ensure continuity of instruction
 - b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians
6. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:
 - a. Identification of spokesperson(s)-
 - b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites-

- c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand- District Office
 - d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians-
7. Cooperation with other state and local agencies, including:
- a. Development of guidelines for law enforcement involvement and intervention
 - b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease
8. Steps to be taken after the disaster or emergency, including:
- a. Inspection of school facilities- MOT
 - b. Provision of mental health services for students and staff, as needed-CCS

Incident Command Team Responsibilities

Emergency Planning

Coordinated emergency response through the use of standardized terminology and processes greatly facilitates the flow of information and resources among multiple personnel and/or agencies participating in response to an emergency. Planning consists of the following five functions: Management; Planning/Intelligence; Operations; Logistics; and Finance/Administration.

Management

During an emergency, the Incident Managers are responsible for directing response actions from a designated Command Post. To effectively direct response actions, the Incident Managers must constantly assess the situation and develop and implement appropriate strategies. The managers 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 directed by the Incident Managers Team composed of the Superintendent and Safety Team Leaders.

Planning/Intelligence

During an emergency, 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. There are two functions, one involved with "documentation" and the other with "situation analysis." Situation Analysis will be performed by the Incident Managers Team based upon documentation and analysis input from the team leaders for First Aid, Assembly Area, Security/Student Release, and Search-Rescue/Utilities units

Operations

This function is supported by staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents. For Midway Elementary School, these activities are performed by the following teams, under the direct supervision of the Incident Managers: First Aid Team; Security/Student Release Team; Assembly Area Team; Search-Rescue/Utilities Team;

Logistics

This function supports emergency operations by coordinating personnel; assembling and deploying volunteer teams; providing supplies, equipment, and services; and facilitating communications among emergency responders. For Midway Elementary School, these activities are performed by AI Quezada.

Finance/Administration

The function involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. For Midway Elementary School, these activities are performed by, AI Quezada.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required

Step Two: Identify the Level of Emergency

- Level 1: A minor emergency handled by School Personnel without assistance from outside agencies: temporary power

outage, minor earthquake, injury to student, etc.

- Level 2: A moderate emergency that requires assistance from outside agencies: fire, moderate earthquake, hazardous material accident, etc.
- Level 3: A major emergency event that requires assistance from outside agencies: major earthquake, civil disturbance, large scale act of terrorism, etc.

Step Three: Determine the Immediate Response Action

- Duck and Cover
- Secure School Perimeter
- Shelter In Place
- Lockdown
- Evacuate Building(s)
- Off-Site Evacuation
- All Clear

Step Four: Communicate the Appropriate Response Action

If the Principal or designee decides an announcement is warranted, he/she will make the appropriate announcement on the PA system. If the PA system is not available, the Principal or designee will use other means of communication, such as messengers, to

INCIDENT MANAGERS

The Incident Managers Team is responsible for directing school emergency response activities.

Assignments

The Incident Managers Team is composed of the Superintendent/Principal and the Safety Coordinator who fulfill four roles. The Incident Managers Team also directs the activities of all other teams

Incident Commander: Al Quezada / Lead Teacher

Public Information Officer: Al Quezada / Lead Teacher

Safety Coordinator: Al Quezada

Agency Liaison: Al Quezada / Lead Teacher

Roles and Responsibilities

Incident Commander

The Incident Commander (Safety Coordinator) is responsible for directing emergency operations and shall remain at the Command Post to observe and direct all operations. Specific duties of the Incident Commander may include:

- Periodically assessing the situation.
- Directing the emergency teams.
- Determining the need for, and requesting, outside assistance.
- Periodically communicating with the Local District Superintendent.

Public Information Officer

The Public Information Officer is the official spokesperson for the school site in an emergency and is responsible for communicating with the media and delivering public announcements. Specific duties of the Public Information Officer may include:

- Maintaining a log of actions and all communications.
- Periodically interacting with the media and involved agencies.
- Preparing statements for dissemination to the public.
- Ensuring announcements and other public information are translated into other languages as needed.
- Monitoring news broadcasts about the incident and correcting any misinformation.

Safety Coordinator

The Safety Coordinator is responsible for ensuring that all emergency activities are conducted in as safe a manner as possible under the circumstances that exist. Specific duties of the Safety Coordinator may include:

Periodically checking with all team leaders for situation briefings and updates.

- Maintaining all records and documentation.

- Monitoring drills, exercises, and emergency response activities for safety.
- Identifying safety hazards.
- Ensuring that responders use appropriate safety equipment.

Agency Liaison

The Agency Liaison is responsible for coordinating the efforts of outside agencies such as police and fire by ensuring the proper flow of information between Incident Command and the agencies. Specific duties of the Agency Liaison may include:

Briefing agency representatives on current situation, priorities and planned actions as necessary.

SEARCH & RESCUE/UTILITIES TEAM

The Search & Rescue/Utilities Team has two major areas of responsibility. One is to prepare and perform search and rescue (SAR) operations during an emergency. The other is to assure the physical security of the school site. Close coordination with the Incident Managers and the Security/Student Release Team at the Campus Gate is necessary.

Assignments

Search & Rescue/Utilities Team Leader: Jose Salas

Alternate Team Leader: Karie Fitzsimmons

SAR/Utilities Team 2 Members: Taylor Lemmons

Roles and Responsibilities

Search & Rescue Team Leader

The Search & Rescue Team Leader is responsible for directing team activities and keeping the Incident Commander informed of overall status. Specific duties of the Search & Rescue Team Leader may include:

- Obtaining briefings from the Incident Managers, noting injuries and other situations requiring response.
- Assigning and recording teams based on available manpower, minimum 2 persons per team.
- Updating teams' reports on site map and recording exact location of damage and triage tally
- Directing a bus evacuation (coordination with all other teams)
- Completing an Injury and Missing Persons Report (Form D, Appendix A).

Search & Rescue Team Members

The members of the Search & Rescue Team are responsible for performing search and rescue operations during an emergency.

Specific duties of the members of the Search & Rescue Team may include:

- Periodically reporting to the Team Leader on location, number, and condition of injured and status of rescue operations.
- Conducting pre-established search and rescue patterns, checking each classroom, office, storage room, auditorium and other rooms.
- Sealing off and posting areas where hazardous conditions exist.
- Securing the building from reentry as needed.

Utilities Team Leader

The Utilities Team Leader is responsible for directing team activities and interacting with the Incident Managers to identify security problems and initiate a campus lockdown. The Utilities Team Leader is responsible for shutting down power, supply systems, containing hazards, and initiating any short-term repairs or evacuation actions. Specific duties of the Utilities Team Leader may include:

- Shutting off gas and electricity, regulating air and water systems. Contacting local utilities (water, electricity, gas, sewer) as needed.
- Assign search for identifying gas leaks, fires or broken water mains. Report all to Incident Managers.
- Extinguishing fires as appropriate.
- Initiating HazMat procedures (See Fire Suppression and HazMat 2.4.5)
- Direct a campus lockdown as requested by Incident Managers.
- Assigning teams to ribbon off or contain hazard areas.
- Manage a bus evacuation of all students and personnel.

for gathering the Damage Assessment Report Form (Form F, Appendix A) from the Team Members-

Completing the following reports found in Appendix A and forwarding to Incident Managers:

Damage Assessment Report (Form F)

Emergency Hazard Assessment Summary (FormA)
Biological and Chemical Release Response (Form B)

Utilities Team Members

The Utilities Team members are responsible for assuring the security of the campus. Members are responsible for surveying all utilities and taking appropriate actions. Specific duties of team members may include:

- Assisting with shut-off of gas, water and electricity.
- Assist with containment of hazards (locking off, small fire extinguishment, stringing tape to identify hazards).
- Keeping students and staff out of buildings, as necessary.
- Assisting at Reunion Gate as appropriate.
- Assessing damage to school facilities.
- Checking emergency water supply and making it ready for distribution.
- Setting up temporary sanitation areas (portable toilets).
- Helping with first aid and setting up temporary morgue (if necessary).

Supplies and Equipment (Search & Rescue/Utilities)

- Master keys
- Vest or position identifier
- Hard hat
- Work and latex gloves
- Hazard tape
- 2-way radio
- CO2 fire extinguisher
- Gloves
- Bolt cutters
- Shovels
- Ropes
- Goggles
- Flashlight
- Dust masks
- Pry bar
- Pencils
- Duct tape
- Caution tape
- One member wears first aid backpack
- Utility shut-off tools
- Custodial and food supply inventories
- Site maps

Team Assembly Location

Inside: Gym

Outside: Primary or Upper Playground

Team Members will initially meet at the outside location. If the inside location is unavailable, Team Members will meet at the inside location. The team will then rove the entire campus to determine areas of need.

FIRE SUPPRESSION AND HAZMAT TEAM

The Fire Suppression and HazMat Team is responsible for extinguishing fires and evaluating the potential release of chemicals during an emergency. It is also responsible for evaluating the damages to school property. This team will coordinate with the Incident Managers.

Assignments

Fire Suppression and HazMat Team Leader: Jose Salas

Alternate Team Leader: Karie Fitzsimmons

Fire Suppression and HazMat Team Member: Taylor Lemmons

Fire Suppression and HazMat Team Member: Karie Fitzsimmons

Roles and Responsibilities

Fire Suppression and HazMat Team Leader

The Fire Suppression and HazMat Team Leader is responsible for directing team activities and periodically interacting with the Incident Managers to identify problems and report status. The Team Leader is responsible for gathering the Damage Assessment Report Forms (Form F, Appendix A) from the Team Members and have them readily available to the Incident Commander.

Fire Suppression and HazMat Team Members

The members of the Fire Suppression and HazMat Team are responsible for extinguishing fires, evaluating the potential release of chemicals during an emergency, observing the campus, logging and reporting any damage by radio to the Command Post during an emergency. Specific duties of the team include:

- Extinguishing fires on campus.
- Evaluating potential release of chemicals.
- Identifying damaged areas on the Damage Assessment Report Form (Form F, Appendix A). Reporting will be supplemented by pictures if appropriate.
- Locating and extinguishing small fires as appropriate.
- Checking gas meter and, if gas is leaking, shutting down gas supply.
- Shutting down electricity only if building has clear structural damage or advised to do so by Command Post.
- Posting yellow caution tape around damaged or hazardous areas.

Supplies and Equipment:

- Vest or position identifier
- Fire fighting equipment
- Hand-held radio
- Master keys
- Firefighting equipment
- Site maps
- Damage Assessment Report Form (Form F, Appendix A)

FIRST AID TEAM

The First Aid Team is responsible for ensuring that first aid supplies are available and properly administered during an emergency.

Assignments

First Aid Team Leader: Julia Bailey

Alternate Team Leader: Fel Bienvenu

First Aid Team Member: Julie Vansickle

Roles and Responsibilities

First Aid Team Leader

The First Aid Team Leader is responsible for directing team activities by periodically interacting with the Incident Managers to determine medical needs and planned actions. The First Aid Team Leader is also responsible for collecting the Injury and Missing Persons Report (Form D, Appendix A) from other Team Members and making these reports readily available to the Incident Commander. Specific duties of the First Aid Team Leader may include:

- Designating and setting up First Aid/Medical treatment areas, with access to emergency vehicles.
- Administering first aid; assessing available inventory of supplies & equipment.
- Determining the need for skilled medical assistance, and overseeing care, treatment, and assessment of patients.
- Periodically keeping the Incident Commander informed of overall status.
- Determining the need for skilled psychological assistance.
- Completing the Injury and Missing Persons Report (Form D, Appendix A).
-

First Aid Team Members

The members of the First Aid Team are responsible for assessing injuries and administering necessary first aid and medical treatment as indicated during an emergency. Specific duties of the members of the First Aid/Medical Team may include:

- Setting up first aid area, triage and/or temporary morgue.
- Coordinating with the Incident Commander to provide water and food to student and staff when necessary.

- Providing reassurance to students.
- Updating records of the number of students and staff
- Keeping accurate records of care given and tagging each of the injured with name, address, injury and any treatment rendered.
- Reporting deaths immediately to First Aid Team Leader.

Supplies and Equipment

- Vest or position identifier
- First aid supplies
- Triage tags
- Paper, pens, pencils
- Stretchers
- Blankets, ground cover tarps
- Patient record forms
- Site map
- Injury and Missing Persons Report (Form D, Appendix A)

Team Assembly Location

Inside: Gym

Outside: Primary or upper playground

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

ASSEMBLY AREA TEAM (Student Support)

The Assembly Area Team is responsible for the safe evacuation and accounting of all students and staff during an emergency. The team is also responsible for reporting missing persons to the Incident Managers.

Assignments

Assembly Area Team Leader: Denise Freeman

Alternate Team Leader: Megan Crane

Assembly Area Team Member: Crystal King

Assembly Area Team Member: Alanah D

Roles and Responsibilities

Assembly Area Team Leader

The Assembly Area Team Leader is responsible for directing team activities and periodically interacting with the Incident Managers to identify problems and report status. The Team Leader collects the Injury and Missing Persons Report (Form D, Appendix A) from Team Members and notifies Incident Managers.

Assembly Area Team Members

The members of the Assembly Area Team are responsible for performing the safe evacuation of student and staff during an emergency. Specific duties of the members of the Assembly Area Team may include:

- Obtaining reports of missing students from teachers or other personnel.
- Gathering Injury and Missing Persons Report (Form D, Appendix A) from each teacher and submitting them to the Assembly Area Team Leader.
- Checking student emergency card for named person(s) authorized for pick up
- Assisting the Reunion Gate Team and /or bus evacuation as required.
- Keeping students safe and calm
- Providing food and water to students and staff

Supplies and Equipment

- Student enrollment list, staff list, current attendance update
- Copy of the school's Emergency Procedures
- Copy of Site Plot Plan

- Hand-held radios
- Ground tarps, paper towels, Kleenex
- Water, food snacks
- Injury and Missing Persons Report (Form D, Appendix A)

Team Assembly Location

Inside: Gym

Outside: Primary or upper playground

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

SUPPLY/EQUIPMENT TEAM

The Supply/Equipment Team is responsible for ensuring the availability and delivery of adequate supplies and equipment during the course of an emergency.

Assignments

Supply/Equipment Team Leader: Denise Freeman

Alternate Team Leader: Megan Crane

Supply/Equipment Team Member: Maria Gregory

Roles and Responsibilities

Supply/Equipment Team Leader

The Supply/Equipment Team Leader is responsible for directing team activities and keeping the Incident Commander informed of overall status. Specific duties of the Supply/Equipment Team Leader may include:

- Reporting equipment and supply needs.
- Estimating the number of persons requiring shelter and determining the length of time shelter will be needed.

Supply/Equipment Team Members

The members of the Supply/Equipment Team are responsible for assessing the adequacy of available water, food and other supplies and organizing the distribution of resources for immediate use (water, food, power, radios, telephones, and sanitary supplies).

Specific duties of the members of the Supply/Equipment Team may include:

- Distributing emergency water and food supplies.
- Establishing a list of all persons in shelter and determining any special needs.
- Controlling conservation of water.

Supplies and Equipment

- Hand-held radios
- Keys
- Emergency water supplies
- Emergency food supplies
- Temporary power supplies
- Portable phones
- Sanitary supplies

Team Assembly Location

Inside: Gym

Outside: Lower Playground

SECURITY/STUDENT RELEASE TEAM

The Security/Student Release Team is responsible for the security of students and visitors on the school site during an emergency. The team is responsible for processing parent requests for student release. Designated team members will manage the closing of the Campus Gate (Reunion Gate), in order to safely reunite students with their parents or lawful guardians. Other team members will manage the Central Phones (Front Office or emergency designated phone station) to direct parents and any incoming assistance. Members will coordinate activities with the Incident Managers as required.

Assignments

Reunion Gate Team Leader: Maria Gregory

Alternate Team Leader: Shawna Taylor

Office Phone Team Member: Shawna Taylor

Student Release: Christel Cordova

Roles and Responsibilities

The Reunion Gate Team is responsible for reuniting parents or guardians with students. This can be a highly sensitive role due to the fact that some parents will be informed that their children may be injured, missing or dead. The team will keep accurate records of students leaving the campus.

Reunion Gate Team Leader

The Gate Team Leader is responsible for closing the campus gate, holding all parents at the campus gate, releasing students, and managing any entry for emergency assistance. Specific duties of the Reunion Gate Team leader include:

- Managing the reunion of students with parents/guardians.
- Directing and maintaining the "lockdown," assisting bus evacuation.
- Communicating with the Incident Managers for permitting entry of authorized emergency vehicles or personnel.
- Communicating with Office Phone members to identify reunion status.
- Directing team members and periodically interacting with Incident Managers to identify problems and report status.
- Refer all outside requests for information to the Incident Manager Public Information Officer.
- Collecting the Student Release Log (Form E) and Injury and Missing Persons Report (Form D) from the Team Members for the Incident Managers.

Reunion Gate Team Members

The members of the Request Gate Team are responsible for greeting parents, guardians, or designees and authorizing them to reunite with their students. Specific duties of the members of the Reunion Gate Team may include:

- Campus Gate location: Greeting and communicating with parents the nature of the incident and reporting that the campus is in "lock-down"
- Directing parents, guardians, or designees to wait at the Reunion Gate, explaining the process for release of students
- Confirming students recognize the authorized adults who come to claim them and requiring adult to sign student out of school.
- Providing reassurance to students, adults, and maintaining order.
- Arranging first aid when needed.
- Dispatching Student Runners to Assembly Area and/or First Aid station to escort students whose parents have come to claim them.
- Keep accurate records of students leaving campus.
- Directing all external requests for information to the Team Leader.
- Completing Student Release Log (Form E, Appendix A)

Phone location:

- Managing the central phones and sending messages to direct parents to Campus Gate or Fellows Park.
- Locating authorized parents/guardians for student release.
- Providing student rosters and current attendance updates to First Aid, Search and Rescue, Student Release and Assembly Area stations.

Supplies and Equipment

- Bullhorn
- Student enrollment list, staff list, current attendance update
- copy of the school's Emergency Procedures
- Hand-held radios
- Working phone access (office, backup classroom, cellular)

- Ground tarps, paper towels, Kleenex
- Water, food snacks
- Tables and chairs (from nearby classrooms)
- Materials for sign-out log
- Injury and Missing Persons Report (Form D, Appendix A)
- Student Release Log (Form E, Appendix A)

TEAM ASSEMBLY LOCATION

THE TEAM IS TO ASSEMBLE AT THE REUNION AREA TO DETERMINE WHO WILL BE AT THE OUTSIDE AND INSIDE LOCATIONS.

Outside: Campus entry at the electronic gate for Security/Student Release
team leader and alternate team leader.

Inside: Front office for designated office phone line members

Armed Assault on Campus / SECURE SCHOOL PERIMETER

This action is taken when a dangerous situation is occurring in proximity to a school and is not a direct threat to students and staff on the campus. This action could lead to a Lockdown if a dangerous situation does become a threat to the security and safety of students and staff.

Announcement or email (if necessary):

"YOUR ATTENTION PLEASE...WE ARE SECURING THE SCHOOL PERIMETER. MAINTAIN REGULAR ACTIVITY AT THIS TIME. TEACHERS, DO NOT ALLOW STUDENTS TO LEAVE BUILDINGS UNLESS ESCORTED BY A STAFF MEMBER. STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS AT THIS TIME. WE ARE SECURING THE SCHOOL PERIMETER."

1. Law enforcement or the fire department advises administration of dangerous situations.

An active shooter on campus involves one or more individuals on school grounds who is armed with a firearm and actively engages in killing or is attempting to kill people in a confined space or other populated area.

Upon first indication of an active shooter, personnel should immediately notify the school administrator. If in assessing the situation, you can safely EVACUATE, you should direct students to EVACUATE immediately. The next best option is to HIDE. If you are unable to safely evacuate the path of an active shooter your next option is to HIDE, avoid detection, and wait for law enforcement to arrive. Lock all doors, cover all windows, stay away from windows, blockade doors with heavy furniture, remain low, silent, and still. If faced with an active shooter, FIGHT back. This is an extreme last resort. Act quickly and aggressively, throw items to distract, disorient, or disarm the shooter. Yell and wave your arms to startle the shooter.

The safety committee continues to re-evaluate procedures for conducting tactical response to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions. These proceeds can be found in site safety binders. The procedures to prepare for active shooters or other armed assailants are based on the specific needs and context of each school and community. January 1, 2019 AB 1747. The safety committee has and will continue to consult with local law enforcement partners on developing and refining these procedures.

2. Administrator and/or police officer determines the status of the situation and monitors the situation.

3. Advise security team to secure campus and monitor entrance and exit areas in a safe manner.

4. Call Kern County Sheriff Department or Kern County Fire Department

5. Teachers and students remain on campus until further instructions are given by School Administration and/or law enforcement and/or fire department.

Lock Down

Action taken when threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent perpetrator(s) from entering occupied areas. During Lock Down, students remain in classrooms or designated locations at all times. Do not evacuate the building if a shooter is involved- even if the fire alarm rings. Remain secure until further instructed.

Announcement:

"YOUR ATTENTION PLEASE. LOCK DOWN ... LOCK DOWN.

IMPLEMENT LOCK DOWN PROCEDURES.

TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT.

IF YOU ARE OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE TO THE NEAREST BUILDING OR CLASSROOM IMMEDIATELY. LOCK DOWN."

1. If inside, teachers instruct students to lie on the floor, lock doors and close any shades or blinds if safe to do so.

2. If outside, students proceed to their classrooms if it is safe to do so. If not, teachers or staff are to direct students into nearby classrooms or school buildings.

3. Call 911.
4. Teachers and students remain in classroom or secured area until further instructions are given by School Administration and/or law enforcement.
5. Front entrance is to be secured. No visitors, other than appropriate law enforcement or emergency personnel are allowed on campus.

Biological or Chemical Release (Shelter In Place)

Hazardous Material Spill

A hazardous material spill may include one or more of the following:

- Natural gas leak,
- Science lab spill,
- Chemical release from a nearby facility,
- A collision or accident involving a tank truck or railroad car, or
- An unknown powder or substance received in a letter or package.

1. Warning: Location, quantity, concentration, and other factors affect how a spill will be handled. Unless you are familiar with the material, risks and specific clean-up procedures, do not try to clean up the spill.
- a. First priority is students and staff safety, then the environment, and then property.

1. Actions:

- a. Notify the office immediately.
- b. Office will notify the fire/law enforcement agency and district office.
- c. Determine the need to implement Action "Leave Building" (fire alarm).
- d. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
- e. Isolate, identify and get names of students and staff that could have been exposed or contaminated.
- f. Account all students and staff.
- g. Principal will direct other action as required.
- h. Remain in the designated area until contacted.
- i. If Transportation related: Murray Sinden, Director of MOT, to make necessary phone calls to reporting agencies.
- j. Office Staff will make phone calls to the Local Health Department: (661) 868-4055; Kern County Environmental Health Services: (661) 862-8740 if deemed appropriate/necessary.
- k. This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-In-Place is implemented when there is a need to isolate students and staff from the outside environment and includes the shut down of classroom and/or building air systems. During Shelter-In-Place, no one should be exposed to the outside air.

Announcement:

"YOUR ATTENTION PLEASE. SHELTER IN PLACE ... SHELTER IN PLACE.

STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS CLOSED AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF WHO ARE OUTSIDE, ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."

1. If inside, teachers keep students in the classroom until further instructions are given.
2. If outside during passing period, students proceed to the next period classroom immediately if it is safe to do so. If not, teachers and staff are to direct students into nearby classrooms or other school buildings. Teachers are to consider location and proximity of identified hazard and if necessary, proceed to an alternative indoor location.
3. Teachers secure individual classrooms while the Site Security Team assists completing procedures as needed: shut down classroom/building(s), air system, turn off local fans in the area, close and lock doors and windows. If necessary, seal gaps under doors and windows with wet towels or duct tape. Seal vents with aluminum foil or plastic wrap if available and turn off sources of ignition, such as pilot lights.

Bomb Threat/ Threat Of Violence / Bomb Threat or "Suspicious Object/Device" Procedures

OFF THE AIR!

Do NOT text message

Do NOT use walkie-talkies Do NOT use cell phones

1. If phone call, attempt to keep the caller on the line and complete form entitled "Bomb Threat Report" (see attached).
2. Call 911 - OFF THE AIR - DO NOT USE CELL PHONES, TEXT MESSAGE, OR USE WALKIE-TALKIES
3. Principal notifies (or assigns a designee to notify) assistant principals, campus supervisors, support staff, on campus childcare, and initiate district phone tree on a land-line by calling ESC switchboard 661- 589-2696
4. Intercom announcement, "Please do a quick visual 1-minute scan of your classroom or office for anything unusual." (A professional/law enforcement officer will decide if it is a bomb device or not) OR Written message for staff (see attached sample) to be sent to staff to search for anything unusual.
5. Follow the direction of law enforcement. They will search perimeter, public areas, roof, etc. and assist with crowd control. Have extra school maps available for law enforcement.
6. Secure campus perimeter.
7. Evacuate, if deemed necessary. Help students with disabilities. Teachers take roll sheets and office staff takes emergency cards to the evacuation area.
8. Take roll and alert the command center of any student not accounted for (telephone, intercom, walkie-talkie, and/or e-mail).
9. All clear will be signaled by the Principal. Only law enforcement can authorize an all clear.
10. Principal debriefs staff, parents/community (Connect Ed message, etc), and students.
11. "Student Release Procedures" (only send students home before end of day if directed by Superintendent);
 - a. Use signs to designate "Request Student Pick-Up Area (or Gate)" and "Release Students Area (or Gate)".
 - b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).
 - c. Release younger students first.
 - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or Schoolwise "Contacts" print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)
 - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

Bomb Threats – AR 3516.2

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also shall provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

The following procedure shall be followed when a bomb threat is received:

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee who sees a suspicious package shall promptly notify the Superintendent or designee.
3. The Superintendent or designee shall immediately use fire drill signals and initiate standard evacuation procedures as specified in the emergency plan.
4. The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.
5. Law enforcement and/or fire department staff shall conduct the bomb search.

6. No school staff shall search for or handle any explosive or incendiary device.
7. No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe.
8. To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Governing board, other governmental agencies, and the media during the period of the incident. Following the incident, the Superintendent or designee may provide crisis counseling for students and/or staff as needed.
9. Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

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. If there are no students on the bus, drivers should report to Midway District office at [661-768-4344] or the nearest school.

This section addresses three possible scenarios involving a bus disaster: Scenario 1 - Earthquake; Scenario 2 - Flood; and Scenario 3 - Serious Accident or Bus Fire. Bus drivers should first determine which scenario applies and then implement the appropriate response procedures. A copy of these procedures shall be kept in the emergency packet of each school bus. It is important to note that drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, or other unique circumstances.

Procedure

SCENARIO 1: EARTHQUAKE

1. The driver should issue DUCK AND COVER action as described in Section 4.0.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition, and wait for shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. If the bus is disabled, stay in place until help arrives.
6. Contact the School Administrator to report location and condition of students and the bus.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local District Superintendent.
8. If instructed to continue route, the driver should:
 - If in route to school, continue to pick up students.
 - If dropping students off, continue to do so provided there is a responsible adult at the bus stop. If there is no responsible adult at the bus stop, refer to Number 9 below.
9. If it is impossible to return to school, proceed to the nearest designated shelter indicated on the bus route map. Upon arriving at the shelter, notify the School Administrator. Remain with the children until further instructions are received from the School Administrator.
10. In all instances, the driver should not attempt to cross bridges, overpasses, or tunnels that may have been damaged.
11. The driver will account for all students and staff throughout the emergency.

SCENARIO 2: FLOOD

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. If the bus is disabled, stay in place until help arrives.
4. Contact the School Administrator and Midway District office [661-768-4344] to report location and condition of students.
5. The School Administrator will determine what additional appropriate notification(s) should be made.
6. In all instances, do not attempt to cross damaged bridges or overpasses.
7. The driver will account for all students and staff throughout the emergency.

SCENARIO 3: SERIOUS ACCIDENT OR BUS FIRE

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.
4. Check for injuries and provide appropriate first aid.
5. Call "911" and provide exact location of the bus and wait for arrival of emergency responders.
6. Contact the School Administrator and Midway District office [661-768-4344] to report location and condition of students.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local District Superintendent.
8. Stay with the disabled bus until help arrives.
9. The driver will account for all students and staff throughout the emergency.

DISORDERLY CONDUCT

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is

armed, refer to Section 5.3, Armed Assault on Campus.

Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff will immediately notify the School Administrator.
3. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
4. If determined to be appropriate, the School Administrator will call "911".
5. If an immediate threat is not clearly evident, the School Administrator or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)

Earthquake

Earthquakes generally 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 and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

Procedure

Note: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

1. Upon the first indication of an earthquake, teachers should direct students to DUCK AND COVER as described in Section 4.0.
 2. Move away from windows and overhead hazards to avoid glass and falling objects.
 3. When the shaking stops, the School Administrator will initiate the EVACUATE BUILDING action as described in Section 4.0. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
 4. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
 5. The School Administrator will direct the Security/Student Release and S&R/Utilities Team to post guards a safe distance away from building entrances to prevent access.
 6. The Utilities Team will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
 7. The First Aid Team will check for injuries and provide appropriate first aid.
 8. The School Administrator will direct the Utilities Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
 9. If the area appears safe, the Search and Rescue Team will make an initial inspection of school buildings to identify any injured or trapped students or staff.
 10. The School Administrator will contact the Fire Department to determine additional actions that may be necessary.
 11. The School Administrator will contact the Fire Department to ensure buildings are safe for re-occupancy. When safe to do so, the Fire Suppression and HazMat Team will conduct an inspection of school buildings. The Fire Suppression and HazMat Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
 12. Any affected areas will not be reopened until the School Administrator gives authorization to do so.
 13. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0, if warranted by changes in conditions at the school.
- In the event an earthquake occurs during non- school hours:
1. The School Administrator and the Plant Manager will assess damages to determine any necessary corrective actions. The School Administrator may direct the Fire Suppression and HazMat Team to participate in the assessment.
 2. The School Administrator should confer with the Fire Department on identified damages to determine if the school should be closed.
 3. If the school must be closed, the School Administrator will activate Parent Alert System and School Personnel Alert System as referenced in Section 5.0.

Explosion or Risk of Explosion

1. Call Emergency personnel.
2. Notify Superintendent/Principal, Maintenance Director.

3. Students informed via intercom to duck and cover under a sturdy desk and to remain in the classroom.
4. Director of Maintenance and/or Administration to check for fire and other hazards.
5. Evacuate the building when safe to do so.
6. Meet in a designated area on campus field according to the evacuation map.
7. Determine if a school site evacuation is needed in accordance with the Fire Department.
8. Notify Parents through all available communication outlets.
9. If evacuation from campus deemed necessary:
 - a. All students and staff in the Elk Hills School District will evacuate to the Tupman Church parking lot on Kern Street.
 - b. Once arriving at Tupman Church, Teachers will line up with applicable students. Each teacher will have a Class Roster organized by Teacher Name, Student Name, Parent Name and Contact Information.
 - c. All teachers will be responsible for releasing their students to the appropriate Parent/Guardian.

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.

Procedure

1. The School Administrator/Safety Coordinator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
2. The School Administrator/Safety Coordinator will notify "911" and will provide the location and nature of emergency.
3. The School Administrator/Safety Coordinator will instruct the Security/Student Release and Utilities Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The Safety Coordinator Agency Liaison will contact the local fire department and will work with the fire department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the School Administrator/Safety Coordinator issues the EVACUATE BUILDING action, staff and student will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.
6. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
7. The School Administrator will keep a battery-powered radio tuned to a local radio station for emergency information.
8. As appropriate, the School Administrator will activate Parent Alert System.
9. The School Administrator will notify the Fire Dept. 661-768-4341 of the emergency situation.
10. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.
11. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

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.

Procedure

1. 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 School Administrator.
2. The School Administrator will immediately initiate the EVACUATE BUILDING action as described in Section 4.0. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and will provide the exact location (e.g., building, room, area) of the fire.
5. The Fire Suppression and HazMat Team will suppress fires and initiate rescue procedures until the local fire department arrives.
6. The Security and Utilities Teams will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The Utilities Team Leader or Safety Coordinator will direct the fire department to the fire and brief fire department official on the situation.
8. The Security/Utilities Team will notify the appropriate utility company of damages.
9. The School Administrator will notify the Fire Dept. 661-768-4341 with information on this situation.

10. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.
11. Any affected areas will not be reopened until the County Fire Department or appropriate agency provides clearance and the School Administrator issues authorization to do so.
12. For fires during non-school hours, the School Administrator and the Local District Superintendent will determine if the school will open the following day.
13. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate "fire is out."

Loss or Failure Of Utilities

SHELTER- IN-PLACE

Loss or Failure Of Utilities

1. The District Superintendent notified of potential loss of power by either PG&E and/or Gas Company.
2. The District Superintendent notifies all Staff of potential loss of power.
3. The District Office notifies all Parents/Guardians of potential loss of power through Parent Square via email or text message.
4. Identify emergency exit lights in the building if needed to evacuate.
5. The District Office updates all staff, parents/guardians of actual loss of power and decision to be made regarding School Cancellation/Closure. Cancellation of school will be required if utilities failure is prolonged and will be determined by the Superintendent.
6. If school closure occurs, parents to be notified all available communication outlets and according to Emergency Contact Information.
7. Parents/Guardians who pick up will be asked to do so within 30 minutes of initial contact made. All students who ride the bus will be taken and distributed among designated bus stops.

Animal Disturbance

- Keep staff and students indoors
- Call Animal Rescue and Control at (661) 326-3436 or 911

Motor Vehicle Crash

1. School Personnel to contact School Site Administration
2. Site Administration to respond and assess level of problem or threat.
3. Site Administration, or designated person, to contact authorities as necessary

Psychological Trauma

Specific actions during and subsequent to any emergency that may have a psychological impact on students and staff 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 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.
- 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.

Procedure

1. The School Administrator will convene the First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The First Aid Team will assess the range of crisis intervention services needed during and following an emergency.
3. The First Aid Team will provide direct intervention services.
4. The First Aid Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
5. In performing their duties, the First Aid Team members will limit exposure to scenes of trauma, injury and death.
6. The First Aid Team will provide ongoing assessment of needs and follow-ups services as required.

Suspected Contamination of Food or Water

- Notify Superintendent, Cafeteria Manager, and MOT.
- Identify the contaminated food.
- Determine if food was given to students/staff.
- Notify parents about possible food contamination via all available outlets of communication.
- Encourage persons with food poisoning symptoms to seek medical advice.
- If staff and/or students exhibit symptoms that are severe or the effects of the ingestion of contamination appear to be widespread, Emergency Services to be contacted.
- Keep food sample for the Health Department to inspect.
- Destroy contaminated food.
- Level 1: A Minor emergency handled by School Personnel without assistance from outside agencies: temporary power outage, minor earthquake, injury to student, etc.
- Level 2: A Moderate emergency that requires assistance from outside agencies: fire, moderate earthquake, hazardous material accident, etc.
- Level 3: A Major emergency event that requires assistance from outside agencies: major earthquake, civil disturbance, large scale act of terrorism, etc.

2. Determine immediate action(s) that may be required:

- Duck and Cover
- Secure School Perimeter
- Shelter In Place
- Lockdown
- Evacuate Building(s)
- Off-Site Evacuation
- All Clear

Unlawful Demonstration or Walkout

Civil Disturbance

A public or student demonstration or riot on or near school grounds that has the potential to disrupt school activities, cause injury to staff and students, and/or cause property damage.

1. Warning: The principal or designee will signal for a "Lockdown".

2. Action:

- a. Follow principal's or designee's direction for possible "Lockdown".
- b. Account for all students and staff.
- c. Remain in the classroom or designated areas until contacted.
- d. Remain calm and reassuring.

Aircraft Crash

Fallen Aircraft

Aircraft can fall on schools near airports or in flight paths.

1. Warning:

- a. The engine of an aircraft may sputter or explode prior to the aircraft falling.
- b. The aircraft will give no warning before falling.

2. Action: if an aircraft falls on a portion of the school, the following will be accomplished:

- a. Staff will evacuate students from buildings as per fire drill to safe area.
- b. All students and staff will be kept at a safe distance, up wind, allowing for possible explosion. (Note: in case of a jet aircraft, minimum safe distance is 400 yards.)
- c. School office will immediately notify:
Fire Department 911
Law Enforcement Agency 911
District office (661) 765-7431

3. Action: if an aircraft falls near the school, the following will be accomplished:

- a. All students and staff will be kept at a safe distance, up wind, allowing for possible explosion. (Note: in case of jet aircraft, minimum safe distance is 400 yards)
- b. School office will immediately notify:
Fire Department 911
Law Enforcement Agency 911
District office (661) 765-7431

Flooding

This procedure 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.

Procedure

- The School Administrator/Safety Coordinator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION, as described in Section 4.0.
- The School Administrator will notify "911" and will describe the nature and extent of the flooding.
- The School Administrator will keep a battery-powered radio tuned to a local radio station for information.
- If the School Administrator/Safety Coordinator issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
- In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
- As appropriate, the School Administrator will activate Parent Alert System as referenced in Section 6.0.
- The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions

OTHER EMERGENCY INFORMATION

The School Administrator must have access to appropriate information, and a method of communication with parents, school personnel and outside agencies. To facilitate this communication, the following information is provided for use in an emergency.

District Bulletins Dealing with Emergencies

Alert System 1 (Parent)
Alert System 2 (School Personnel)
Site Plot Plan and Vicinity Map
Emergency Phone Numbers
Emergency Drills

ALERT SYSTEM 1 (PARENT)

Parent contact information is maintained in the main office and managed by: Shawna Taylor

SITE PLOT PLAN AND VICINITY MAP

A Site Plot Plan and Vicinity map are provided in Appendix C. The Site Plot Plan includes the locations of emergency supplies, fire extinguishers, utilities shutoff valves, on-site primary and backup assembly areas and associated evacuation routes. The Vicinity Map indicates the off-site primary and backup assembly areas and the designated evacuation routes to these locations.

EMERGENCY PHONE NUMBERS

A listing of internal external emergency phone numbers is provided in the Emergency Contact and Inventory Form located in the Introduction section of this Safety Plan Binder.

EMERGENCY DRILLS

In order to be adequately prepared, the following drills should be executed and documented in the Emergency Drill Record (Form G, Appendix A). There are three emergency drills school personnel should be prepared to implement: Drill 1 - Fire; Drill 2 - Shelter-in-Place Alert; and Drill 3 – Earthquake.

DRILL 1: FIRE

Signal: Continuing short bells for 10 seconds pause for 5 seconds; sequence repeats for a minimum of 1 minute.

1. Please refer to the evacuation map in your classroom. If the room does not have a map, please contact the Principal today.
 2. Familiarize yourself with class's route before the drill begins.
 3. When the signal is given, have students form a single line outside the classroom. (Form a double line for large classes.)
 4. Check to see that all students are out of the classroom; take student roster and close all doors.
 5. Have students walk quietly in single file to the Assembly Area. Teachers should walk at the rear of the line.
 6. Have students form a single line in the designated Assembly Area
 7. Take attendance.
- All Other Personnel: Report to Assembly Area for further instructions.

DRILL 2: SHELTER-IN-PLACE

A Shelter-In-Place indicates that an emergency that requires students and staff to remain inside has occurred.

Signal: The signal for the "Shelter-In-Place" drill is the following PA announcement.

"YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."

Procedure:

1. When the announcement has been given, all classes will remain in their rooms.
2. Physical education classes will proceed into the gym.
3. Students should be arranged in the shelter area so as to enable them to assume a "Duck and Cover" position on command given by the teacher in charge.

4. Move students to the most protected areas in the room.
5. Have students face away from windows and keep their backs toward windows.
6. Close all doors and windows. If possible, cover windows by lowering blinds, closing slots, drawing curtains, or pulling shades
7. Turn off gas, lights, power equipment, and appliances. All personnel must remain in the shelter area until further instructions are received from official sources.

DRILL 3: EARTHQUAKE

An earthquake drill is held to provide maximum protection in case of earthquake or other emergency where the risk of flying or falling debris is present. No advance warning or signal normally will be given. In practice drills, teachers should supervise students and be alert to the position of each student during the entire drill.

Signal: The signal for the drill is the following PA announcement.

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE’S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DUCK AND COVER PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKE STOPS OR GIVEN FURTHER INSTRUCTIONS.”

Procedure:

1. Drop to knees facing away from windows.
2. Get under desks or tables where possible.
3. Fold body onto floor with arms close to knees.
4. Place head as far as is possible between knees; cover crown of the head with hands.
5. Stay in this position for 10 seconds.
6. Teachers will direct students to return to seats.

After an earthquake, students will evacuate using the evacuation routes practiced during the fire drill. The students are gathered in the Assembly Area and line up in the designated space.

If an earthquake occurs during non-classroom hours i.e., passing periods, nutrition, or lunch, all persons will proceed to the Assembly Area and line up in the designated space.