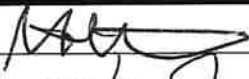

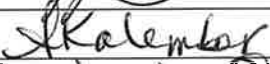
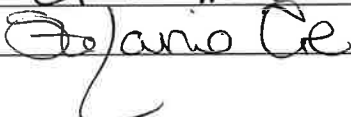


# Comprehensive School Safety Plan

## 2024-2025 School Year

**School:** Harmony Elementary and Salmon Creek-A Charter School  
**CDS Code:** 49707300000000  
**District:** Harmony Union School District & Salmon Creek School A Charter  
**Address:** 1935 Bohemian Hwy  
Occidental, CA 95465  
**Date of Adoption:** February 13, 2025  
**Date of Update:** February 12, 2025  
**Date of Review:**  
- with Staff February 11, 2025  
- with Law Enforcement  
- with Fire Authority

**Approved by:**

Name	Title	Signature	Date
Matthew Morgan	Superintendent/Principal		2/14/2025
Yuri Koslen	President, HUSD School Board		2/14/2025
Stacy Kalember	Chief Business Official		2/13/25
Stefanie Coe	Assistant Principal		2/14/2025

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## Comprehensive School Safety Plan Purpose

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

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at the school Website ([www.harmonyusd.org](http://www.harmonyusd.org)).

## Safety Plan Vision

Harmony Union School District is here to provide for the academic, social, and emotional growth of children in a challenging, creative and safe environment. Harmony Union School District (HUSD) will empower students to become life-long learners able to make informed decisions, become productive citizens, and responsible stewards of the environment.

In order for HUSD to fulfill our mission we must provide a safe school and define what this means. In creating and developing this plan, "The Essential Five Emergency Response Actions: Immediate Action Emergency Response for Schools" provided by Sonoma County Office of Education in partnership with Redwood Empire Schools' Insurance Group (RESIG) was used. Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical violence or psychological harm. They are characterized by sensitivity and respect for all individuals, an environment of nonviolence, clear behavioral expectations, disciplinary policies that are consistently and fairly administered, students' affiliation and bonding to the school, support and recognition for positive behavior, and a sense of community on the school campus. Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a nice appearance of the campus and classrooms.

It is the right of all students to attend campuses which are safe, secure, and peaceful (California Constitution, Article 1, Section 28 (c): Right to Safe Schools).

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

### **Harmony Elementary and Salmon Creek-A Charter School Safety Committee**

Noelle Heron, Paraeducator Instructional Assistant  
Tami Furlong, Paraeducator Instructional Assistant  
Jade Dagaz, Paraeducator Special Education Assistant  
Savannah Engle, Paraeducator Special Education Assistant  
Stacy Kalember, Chief Business Official  
Suzi Mulliner, Office Manager  
Stefanie Coe, Assistant Principal

### **Assessment of School Safety**

HUSD is a public elementary school and a converted public charter school. Harmony Elementary and Salmon Creek-A Charter School share the campus and we run seamlessly as a TK-8th grade school (TK-1st is Harmony Elementary and 2nd-8th is Salmon Creek-A Charter School).

HUSD is generally a safe environment. There may be some minor student to student incidents which are handled per the discipline plan. Disciplinary actions are recorded in the District's School Information System. Incidents are searchable by appropriate school and district personnel by category and student. In addition, on a rare occasion, there are incidents of vandalism or theft reported. In the event of vandalism or theft administration evaluates and analyzes these incidents and implements plans to make the school safer. They are also reported to the County Sheriff and the District's insurance company, Redwood Empire School Insurance Group (RESIG), which offers a reward for information leading to the arrest and conviction of the perpetrators.

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

HUSD is committed to providing and maintaining a high level of safety. As a staff, we evaluate safety drills, implement optimal safe learning environments, and communicate often regarding any "safety" concerns. HUSD also has a safety committee that meets at least three times a year to review and evaluate HUSD's commitment to safety.

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

Child abuse reporting procedures:

All school staff actively monitor the safety and welfare of all students and all school district employees are mandated reporters. Staff members understand their responsibility as childcare custodians and immediately report all cases of known and suspected child abuse to Child Protective Services and the Superintendent-Principal.

Child abuse must be reported when one who is a legally mandated reporter "...has knowledge of or observes a child in their professional capacity, or within the scope of their employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect..." (PC 11166[a]). "Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain such a suspicion based upon facts that could cause a reasonable person in a like position, drawing when appropriate on their training and experience, to suspect child abuse" (PC 11166[a][1]). Although wordy, the intent of this definition is clear: if you suspect, report.

Reports must be made immediately, or as soon as practically possible, by phone. A written report must be forwarded within 36 hours of receiving the information regarding the incident (PC 11166[a]). The written report must be submitted on a Department of Justice form (SS 8572), which can be obtained in the school office or at [www.ag.ca.gov/childabuse](http://www.ag.ca.gov/childabuse).

Optimal Procedure:

When a case of child abuse becomes apparent or is suspected, the employee having knowledge of the abuse and the school administrator discuss the matter. Plans are developed at this time to report the abuse to the police department and to Child Protective Services immediately, by phone, and to complete a written "Suspected Child Abuse Report" as soon as possible but no later than the required 36 hours. Plans are developed to assure ongoing monitoring of the student. School staff members work closely with police and Child Protective Services with follow up actions as needed. Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. Copies of all written reports are maintained in the school office.

Employee Training Intention and Goal:

To assure that school staff members have adequate training, annual training sessions regarding child abuse reporting responsibilities are provided by the district. All school employees participate in this training, first upon initial hire and later each August. Sometimes the training is provided via the CDE on-line training module. Other times, the district will provide the training using child abuse experts or Target Solutions, an online training provided by RESIG. Written descriptions of reporting requirements and disclosure of employee confidentiality rights are also provided as part of this training. All employees are required to sign off that they understand their responsibilities in child abuse reporting. For the safety of all employees and students, annual training is held in a variety of safety and emergency preparedness issues, including child abuse reporting, Blood Borne Pathogens, Schools Emergency Management System training, SB 198 Safety in the Workplace, and Anaphylactic Shock and Severe Allergic Reactions, first aid and CPR required of all employees.

Indicators of Abuse:

Behavior Indicators of Abused Children:

- Fearful of physical contact initiated by an adult
- Constantly alert for danger in the environment
- Anxious, depressed, self-destructive and aggressive
- Overactive, hostile
- Enduring life as if in a dangerous world
- Fighting back by refusing food, bed-wetting, truancy, fire setting, and withdrawal

Behavioral Indicators of Neglected Children:

- Habitually truant
- Tired, lethargic, listless
- Hostile, aggressive, disruptive, destructive

Physical Indicators of Abused or Neglected Children:

- Appearance: Undernourished (or obese), unclean, poorly clothed, poor dental care
- General depressed demeanor, as if uncared for

Behavioral Indicators of Sexually Abused Children:

- Overly sophisticated, seductive, promiscuous, or run-away
- Withdrawal, fantasy, infantile behavior
- General depressed demeanor

Physical Indicators of Sexually Abused Children:

- Venereal disease, genital pain, itching
- Physical trauma bruises, bleeding in genital or anal area
- Difficulty in walking or sitting

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

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

Public Employees are Disaster Service Workers

Under Government Code 3100, all school personnel are Disaster Service Workers:

Staff is required to assist as needed throughout the disaster until they are released by Emergency Command Center personnel.

During a declared disaster, school employees are required by law to serve as disaster service workers and cannot leave their school site until formally released.

- Certificated employees risk losing their teaching credentials
- Classified employees may be charged with a misdemeanor
- Develop a plan with your family with this in mind.



## SEMS: STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

SEMS is a standardized approach to emergency management in California using several key concepts:

- 1) A management tool called the Incident Command System (ICS);
- 2) Mutual aid systems in which similar organizations assist each other in emergencies; and
- 3) Multiple agency coordination under which diverse organizations work together and communicate with each other.

### WHY USE SEMS?

- To qualify to receive State reimbursement
- To improve coordination between response agencies
- To coordinate flow of information and resources
- To improve mobilization, use and tracking of resources

### WHAT ARE THE ELEMENTS OF SEMS Key Components:

- Incident Command System (ICS) is primary
- Multi-Agency Coordination System
- Master Mutual Aid System
- Operational Areas
- OASIS

### There are SIX levels of Communication:

- State Level
- Regional Level (Coastal Region)
- Op Area Level (County)
- SCOE for Information Coordination
- School District Level
- School Site Level

### Key Functions:

MANAGEMENT/COMMAND OPERATIONS

## NIMS: NATIONAL INCIDENT MANAGEMENT SYSTEM

NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The intent is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- Use an ALL-HAZARDS approach.
- Improve coordination and cooperation between public and private entities.

### WHY USE NIMS

- To qualify to receive Federal preparedness and response grants
- To provide a coordinated response
- To standardize domestic incident response that reaches across all levels of government and all response agencies

### WHAT ARE THE ELEMENTS OF NIMS

- Key Components:
  - Command and Management
  - Preparedness
  - Resource Management
  - Communications and Information Management
  - Supporting Technologies
  - Ongoing Management and Maintenance

### Key Organizational Structures:

ICS - Incident Command System

Multi-Agency Coordination System  
Public Information Systems

Key Functions:

Planning/Intelligence Logistics

Finance/Administration

Management/Command Operations

Planning/Intelligence Logistics

The district maintains a disaster plan and emergency procedures that are updated annually. In addition, regular fire drills, earthquake drills, school-wide disaster evacuation drills, shelter-in-place drills, and lockdown drills are conducted at least once each year. Typically there is a safety drill practiced every month. When available, the local fire protection agency evaluates the evacuation drills and provides feedback regarding emergency planning. Every other year, the district offers training in CPR and first aid to all district employees in addition to annual mandatory training in child abuse reporting, Blood Borne Pathogens, Schools Emergency Management System training, SB 198 Safety in the Workplace, and Anaphylactic Shock, Narcan and Severe Allergic Reactions. Emergency water and supplies are maintained on the school site and emergency supplies are kept in a secure centralized location away from any objects that might obscure access during a disaster. Each classroom and workstation has a disaster backpack and bucket.

Immediate Action Responses: The Essential Five

Shelter In Place: Used for environmental hazards & wildlife

Inside:

- Shut door(s) and possibly lock
- Pull draperies or close blinds
- Stay inside
- Keep teaching
- Limit bathroom use
- Close windows, vents, and shut down heating and AC, if needed
- Supervised transitions, if needed

Outside:

- Move students into nearest building or room, as quickly as possible

\*\*wait for communication of "all clear"

Drop, Cover, Hold On: Used for earthquakes or explosions where there is the possibility of falling debris

Inside:

- Drop to the floor and move away from the windows
- Move under the closest piece of sturdy furniture
- Hold on to the furniture. Place your free hand over the back of your neck
- Stay under the furniture until the shaking has stopped
- Avoid touching electrical wires which may have fallen to the ground

Outside:

- Move away from buildings, trees and wires, and drop to the ground. Cover the back of your neck with your arms and hands

\*\*When the earthquake is over evacuate to the blacktop meeting area and line up, take roll, and wait for direction from administration

Secure the Campus: Used for a threat nearby or in the surrounding community but not on campus (ex. bank robbery)

Inside:

- lock door(s)
- close window shades
- stay in room
- keep teaching

Outside:

- Move students into nearest building or room, as quickly as possible

**\*\*wait for communication of "all clear"**

**Lockdown:** Used for immediate threat of danger to the occupants of campus or school buildings

**Inside:**

- Shut and lock doors and all windows
- Move students and staff out of the line of sight, away from windows staying low and quiet
- Pull draperies or close blinds and blacken any doorway windows
- Turn off lights. Silence cell phones
- keep students silent
- do not open the door for anyone (including students) or peek out of the windows
- ignore all bells
- use situational awareness if fire alarm sounds
- take roll, record names of missing students

**Outside:**

- lock you and as many students as possible in the nearest space
- staff members that are already in a protectable space (staffroom, classroom, office, etc) when students are outside, are to stay in that space and lockdown
- older students (6th - 8th grade) can be told to run

**\*\*stay locked down until administration, or Fire/Police release you**

**Evacuation:** Used for when conditions outside the building or off campus are safer than inside or on campus

- grab emergency backpack and walkie
- escort students to evacuation site
- have an alternate route planned and communicate alternate route
- take roll, record names of missing students
- display green card: if all are present and un-injured
- display red card: if you have missing or injured students or staff

**\*\*Wait for direction from administration and/or responders**

**Active Shooter:** Run, Hide, Fight

**Run:** Locate threat and run away from it, know escape routes, leave belongings, keep hands visible for law enforcement

**Hide:** Lock and barricade doors, cover windows, close blinds, stay low to the ground, spread out if possible, be quiet; silence cell phones

**Fight:** Be prepared to fight, improvise a weapon, create distractions (yell, make trip hazards, throw items, turn off lights, blast fire extinguisher)

### **Adaptations for Students with Disabilities**

- carrying slings have been provided to classrooms with students in a wheelchair
- students that are visually impaired have an adult aid assigned to them to direct them to where they need to go in a quick fashion

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

School facilities may be used for emergency shelters after school responsibilities to students have been discharged and school personnel could be asked to assist. All school employees are considered disaster service workers when:

- A local emergency has been proclaimed
- A state emergency has been proclaimed
- A federal disaster declaration has been made

In the event of an emergency the Red Cross association has authority to use the campus as an emergency shelter.

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

Policies Regarding Actions that Would Lead to Suspension and/or Expulsion:

Student behavior management is conducted in a manner consistent with federal law, the Education Code of California, governing board policies, and district administrative rules and regulations. With regard to student discipline, school staff members adhere to the procedures set forth in the HUSD Student/Parent Information Handbook.

It is the intent of the governing board to maintain a safe learning environment for all students. Pupils attending HUSD are expected to conform to the regulations described in California State Education Code 48900 a-o and in Board Policy 5141.41. These policies are outlined in the district Student/Parent Information Handbook. Each year, these expectations are reviewed with students and students and their parents sign an agreement to follow the expectations defined in these documents.

When suspension is necessary, due process is followed. Prior to suspending a student, a school conference is held with the student and the school official who administers the suspension (the Superintendent-Principal or designee, unless the suspension is administered by the teacher) to discuss that student's offense (except in cases when the student is not available). Parents are notified of the offense and the suspension in a timely manner after the decision is made to suspend the student. If necessary, a principal's conference may be scheduled before the end of the suspension period to discuss terms of returning to school with a behavior contract or to consider any further disciplinary action. When suspensions involve special education students, administrators adhere to IDEA guidelines regarding student discipline.

In cases in which the governing board has adopted a zero tolerance policy and expulsions are required, due process is again maintained. Following a referral to expel a student, a disciplinary hearing is held to review the case. Parents are notified of the hearing and invited to attend. At the hearing, both the student and the Superintendent-Principal or designee present information relevant to the case. A disciplinary panel, which includes the district superintendent, a Safe Schools representative from the County Safe School or SARB program, and an administrator from another school district, reviews the case and makes a recommendation to the governing board. The parent is invited to present information in closed session at the governing board hearing. In cases involving special education students, a manifestation determination is held prior to the disciplinary hearing. Prior to the school board hearing, an IEP meeting is convened to address any placement changes occurring as a result of the disciplinary hearing.

The governing board further authorizes school officials to inspect school property and search students, desks, and/or personal property. School administrators must have reasonable suspicion that a student is violating or has violated a school rule, regulation, or statute. The scope of the search must be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Procedures used in conducting the searches are set forth in district policy. Frequently, police officers assist school officials in conducting searches and interrogations.

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

As students enroll in the district, the school office manager contacts the previous school for information about student behavior and academic progress. When cumulative records arrive at the school, office managers provide teachers and administration with the cumulative folders for review. For students who are already enrolled in the school district, previous grade teacher provides information to the next grade level teacher. This information is about student behavior, academic progress, and any other information relevant to student performance.

To notify teachers of suspension as they occur during the school year, the office manager or administrator provides the teacher with a copy of the completed suspension form when the student is suspended or with verbal notification.

If/when the district receives information from the juvenile court system that a student has been convicted of a serious or violent crime requiring teacher notification, the teachers are provided with a written notice from the Superintendent-Principal. Copies of this notice are maintained in the school office and the district office. The law requires that subsequent teachers be informed when they have students who have been suspended for certain infractions of Ed. Code 48900. A form is used for this purpose.

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

Discrimination and Sexual harassment Prohibited:

Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited. The district updates annually and distributes to all employees and parents the policies prohibiting student-to-student sexual harassment and distributes to all employees policies prohibiting employee to employee sexual harassment.

Staff members are instructed about the definition of sexual harassment and reporting procedures. Students are directed to immediately report incidents of harassment, sexual or otherwise, to an adult (parent, teacher, instructional assistant, or administrator). All reports are thoroughly investigated in a timely manner. A school administrator will determine an appropriate course of action for each complaint.

Actions may include the following:

1. Conflict resolution and discussions among the parties involved, when appropriate.
2. Student counseling and education, when appropriate.
3. A report to the police or Child Protective Services as appropriate or required by law.
4. Student disciplinary actions which may include the range of consequences in the discipline plan, including suspension, placing on a behavior contract, other appropriate means of corrections, or a recommendation for expulsion.
5. Employee disciplinary action as described in policy, State law, and Ed. Code.

District policy and State law related to sexual harassment of students or employees requires the following:

1. Posting the district's sexual harassment policy in a prominent location at each school.
2. Notifying the staff, students, and parents of the sexual harassment policy each school year or at the time of enrollment.
3. Including notification of the sexual harassment policy as part of any orientation materials or programs for new students or employees as they enroll or are hired.
4. Including the sexual harassment policy in school and district publications
5. Taking appropriate administrative actions to reinforce the district policy by providing staff in-service and student instruction and/or counseling.
6. Directing that teacher-led discussion be conducted on this policy with students in "age- appropriate ways" and assuring students in that discussion that they need not endure any form of sexual harassment.

Students and/or their parents and employees can use the District's Uniform Complaint Procedure to file a formal complaint of sexual harassment, or they can use the form specific to sexual harassment complaints.

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The Superintendent-Principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

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

The Superintendent-Principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

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

Procedures for the Safe Ingress and Egress of Pupils:

The HUSD Student/Parent Handbook defines procedures for safe ingress and egress of pupils as well as details regarding the nature and hours of campus supervision. Parents are informed of procedures for student drop-off and pick-up. Also, safety procedures and expectations are described for those students who ride the bus, walk to and from school, or are picked-up/dropped-off at school by a parent/guardian. The District's website provides safety reminders and expectations.

During the school day, student safety is ensured by a constant monitoring of where students are through walkie-talkies and clearly articulated visitation rules. Students do not leave the classrooms to use the bathrooms without letting an adult know and are not to go other places on campus.

Visitors:

Staff members are vigilant about classroom visitors and all school guests are asked to sign in at the office and obtain a visitor's badge for purposes of identification. If a person's presence on campus is questioned, the police department is contacted.

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

**Component:**

Classroom teachers maintain classrooms which are conducive to learning. Many teachers have attended various workshops on the maintenance of suitable learning environments in their classrooms. Some classes hold weekly class meetings/community circles to address issues. A variety of other classroom management strategies are employed. Students are made aware of expectations for their behavior both in the classrooms and on the yard during a series of assemblies or other training in positive behavior support and expectations. The District Student/Parent handbook is sent home and parents review this document with their children. Students and their parents sign a code of conduct which is kept in the office for the duration of the school year. As new students enroll in the district, copies of these documents are given to their families.

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

**Component:**

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

**Component:**

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

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

**Harmony Elementary and Salmon Creek-A Charter School Student Conduct Code**

Appropriate student behavior is an integral part of a successful educational experience, and is a shared commitment between students, staff and parents. The following guidelines are based upon the need to provide a safe learning environment conducive to learning for all students. Major and/or repeated violations of school rules will jeopardize a student's participation in extra curricular activities and could result in school suspension if behavior becomes habitual.

**Conduct Code Procedures**

The following plan is based on a belief that all students at Harmony Union School District have the right to a safe learning environment, and all teachers have the right to teach. Beyond the specifics below, it is expected that everyone at Harmony Elementary & Salmon Creek School-A-Charter School will be treated respectfully.

HUSD always strives to focus on positive behavior and to change negative behavior.

The district utilizes research-based curriculum programs. These programs emphasize concepts such as respect, compassion, empathy, impulse control and problem solving, anger management, and making healthy lifestyle choices (age appropriate). Additionally, students are exposed to literature within the curriculum that educates them about respecting people from different cultures, races, religions, and sexual orientations.

HUSD has a progressive discipline plan that begins with each individual teacher designing and implementing a classroom management plan. Our highly qualified teachers are trained on how to change behavior towards the positive. Each teacher has their own system within the classroom. Teachers utilize various techniques and disciplinary consequences including restrictions from classroom activities or recess, phone calls home, trash pick-ups, detentions, etc. If a student has a pattern of inappropriate behavior, the student may be given a referral to see the Superintendent-Principal or designee. The referral is recorded in the student's discipline file and the Superintendent-Principal or designee may issue further disciplinary consequences. A single egregious disciplinary action by the student may also result in a referral to the Superintendent-Principal or designee.

If students violate California Education Code, the Superintendent-Principal or designee may suspend students from school. The Superintendent-Principal or designee will issue disciplinary consequences at their discretion. These consequences can range from a warning, all the way to a recommendation for expulsion. Students who violate rules on the playground or during passing periods may be issued referrals or trash pick-ups from any staff member on campus. Yard-duty supervisors communicate with teachers and administrators on any violations of school rules.

If a teacher has a concern about a student that is not changing negative behavior, the teacher will call parents for a meeting to work in partnership with the parent and the Superintendent-Principal. An informal "behavior plan" may be agreed upon by all parties so the student can successfully change behavior. If the negative behavior continues, the teacher will gather documentation and fill out an SST (Student Study Team) request. An SST meeting is a formal meeting where the teacher(s), school psychologist, administrator, and parent(s) gather to discuss additional strategies to change behavior. Formal SST notes are taken and each team member agrees to a set of actions that will help the student. During this meeting, an agreement may be made for the school psychologist to design a formal behavior plan. When the behavior plan is implemented, the team reconvenes to make sure that all aspects of the behavior plan are successfully implemented, and that the student's behavior has changed.

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

The Board of Trustees is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent-Principal or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

The district shall provide students with age-appropriate instruction that includes the development of social-emotional learning, promotes their understanding of and respect for human rights, diversity, and acceptance in a multicultural society, and provides strategies to manage conflicts constructively.

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.

The Superintendent or designee shall ensure that the rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident are provided to students and parents/guardians.

The Superintendent or designee shall provide staff with training on recognizing and preventing hate-motivated behavior and on effectively enforcing rules for appropriate student conduct.

#### **Complaint Process**

A student or parent/guardian who believes a student is a victim of hate-motivated behavior is strongly encouraged to report the incident to a teacher, the Superintendent-Principal, or other staff member.

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the Superintendent-Principal or the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, he/she shall also contact law enforcement.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the Superintendent-Principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.



## **(J) Procedures to Prepare for Active Shooters**

How to respond when an active shooter is in your vicinity:

Run--evacuate--get you and the kids out of the area the shooter is in. You can be reunited with the attendance sheet and emergency backpack later. Look at your workspace now. What are potential escape routes? To where might you evacuate? Each of our schools has neighborhood accesses that can be used to evacuate so that you and your students are away from the threat.

Hide--hide out in an area out of the shooter's view. Shooters generally go where it is easy to go. Lock the doors! People behind locked doors have not been killed in active shooter incidents. Silence cell phones and people. Look at your workspace now. How might people hide? Can you close the drapes or hide in a way that you can't be seen from the windows?

Fight--if necessary and prepared to do so--take action--If you can't run or hide, then you can fight back as a last resort when your life or your students' lives are in danger--attempt to incapacitate the shooter. Look at your workspace now. What might be a good weapon? The best weapon is probably the fire extinguisher--you can discharge it in the shooter's face or hit him over the head with it--so if you are hiding, you may also want to be holding the extinguisher. But there are other potential weapons--baseball bats, staplers, etc.

When law enforcement arrives, remain as calm as possible and follow their instructions, keep your hands empty and visible at all times. If they tell you to evacuate, don't ask questions, just go where they tell you.

If you are the one calling 911, tell the operator the location of the shooter(s) and any physical description and weapons held by shooter that you know about, and the number of victims at the location if known.

### **HUSD Lockdown Procedures**

Keys should be carried at all times (lanyard, attachable keychain, etc.)

### **Lockdown**

an immediate threat of danger to the occupants of campus or school buildings

What does it look like:

- All outside activities are cancelled
- All doors should be locked
- All windows are closed, locked, and covered (shades are drawn)
- Staff and students hide within a locked space
- No bathroom use, buckets have been provided in classrooms if needed
- Turn on your classroom walkie-talkie with volume low and have it on you (remember students can hear your conversation)
- Access to your email
- Remain in this mode until physically released by an administrator or a uniformed Law Enforcement or Fire Department Officer. An announcement will not be made to release you.

### **Procedures:**

1. An initiation of a Lockdown will be given via the PA system, and walkies. The announcement will be as follows: Lockdown, lockdown, lockdown, repeat lockdown, lockdown. lockdown.
2. 9-1-1 is called
3. No outside activities are permitted.
4. All doors and windows are locked, and windows are covered.
5. All staff and students are secured on or off campus.
6. Once law enforcement has taken over and secured the campus students and staff will be physically released from their spaces and escorted to the front of the school for evacuation by bus to the community center in Occidental for release to their parents
7. Communication with parents once campus is locked down
8. Communication with parents as event unfolds as appropriate
9. Communication with parents when campus is secure and provide student release procedures, and location

## **Procedures for Preventing Acts of Bullying and Cyber-bullying Education**

- class meetings
- difference between bullying and student conflict
- class discussions with Assistant Principal or Principal
- parent meetings
- teaching tolerance
- Amor Para Todos (APT) club

#### Advocacy

- Safe School Ambassadors (SSA)
- being an upstander
- empowerment through reporting

#### Responding

- every report of bullying is taken seriously and investigated
- restorative consequences
- restorative conversations, if appropriate
- punitive consequences when needed

#### **Opioid Prevention and Life-Saving Response Procedures**

Narcan readily available on campus

#### **Response Procedures for Dangerous, Violent, or Unlawful Activities**

#### **Instructional Continuity Plan**

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

Safety Plan will be reviewed by the Safety Committee, Site Council and School Board annually. Evaluation and Amendments will be conducted at the Safety Committee meetings. Approval of final draft with the Safety Committee will precede review by the Site Council. After Site council review and remittance for edits by the Safety Committee, and Site council adopts revised submission, the document will be forwarded to the board for approval.

## Safety Plan Appendices

**Emergency Contact Numbers**

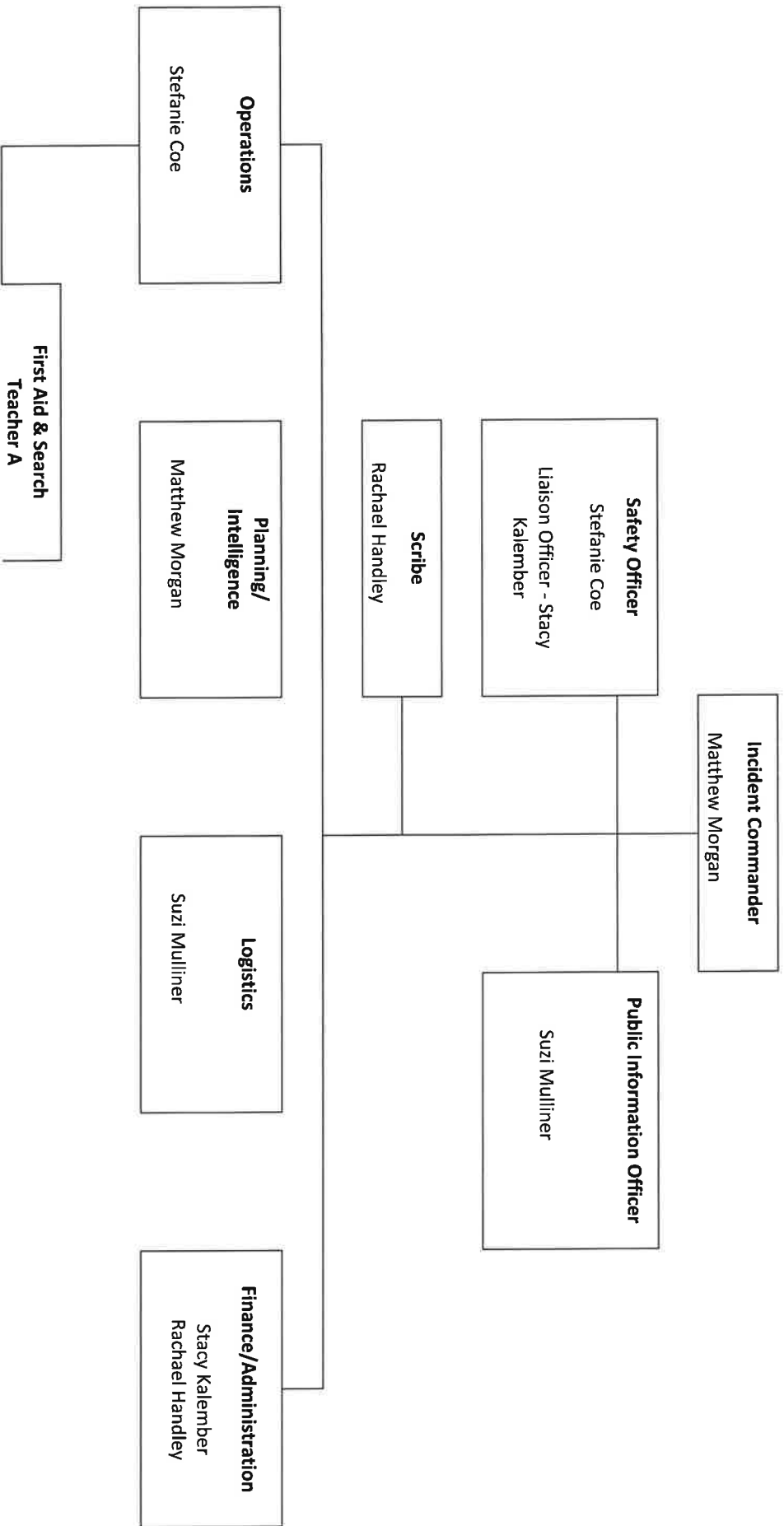
**Utilities, Responders and Communication Resources**

<b>Type</b>	<b>Vendor</b>	<b>Number</b>	<b>Comments</b>
Emergency Services	Sonoma County Department of Emergency Services	707-565-1152	
Law Enforcement/Fire/Paramedic	Sonoma County Sheriff	707-565-2511	Sub Station 869-2121
Law Enforcement/Fire/Paramedic	Gold Ridge Fire Department	707-823-1084	
Law Enforcement/Fire/Paramedic	Highway Patrol Info. Line	707-588-1400	
Public Utilities	PG&E	1-800-743-5002	
American National Red Cross	Sonoma County Chapter	707-577-7600	
Public Utilities	CalTrans	1-800-427-7623	
City Services	Sonoma County Department of Health Services	707-565-4400	Information
City Services	Health Service Communicable Disease Reporting	707-565-4567	
Other	Sonoma County Office of Education	707-524-2600	Redwood Empire Schools' Insurance Group: 707-836-0779

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

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Reviewed Annually by the Safety Committee	January 19, 2023 Committee Meeting	January 19, 2023 at Harmony USD Campus
Reviewed and Approved Annually by Site Council/Charter Advisory Board	January 25, 2023 Site Council Meeting	January 25, 2023 at Harmony USD Campus
Reviewed and Approved Annually by HUSD School Board	February 16, 2023, 7pm	Approved at Board Meeting at Harmony USD Campus
Reviewed and Approved Annually by Site Council/Charter Advisory Board	January 24, 2024 Site Council Meeting	January 24, 2024 at Harmony USD Campus
Reviewed Annually by the Safety Committee	January 25, 2024 Committee Meeting	January 25, 2024 at Harmony USD Campus
Reviewed and Approved Annually by HUSD School Board	February 28, 2024, 7pm	Approved at Board Meeting at Harmony USD Campus
Reviewed Annually by the Safety Committee	January 16, 2025 Committee Meeting	January 16, 2025 at Harmony USD Campus
Reviewed and Approved Annually by Site Council/Charter Advisory Board	January 22, 2025 Site Council Meeting	January 22, 2025 at Harmony USD Campus
Reviewed and Approved Annually by HUSD School Board	February 13, 2025, 7pm	Awaiting Approval

**Harmony Elementary and Salmon Creek-A Charter School Incident Command System**



Site Assessment - M. Monroe,  
E. Weiss, F. Canela  
A. Jacobs, H. Figueroa, H.  
Bryson, J. Salinas  
Rescue & Mobile Medical - J.  
Dagaz, K. Collins, S. Rossi  
P. Guthrie, A. Rogers, K.  
Wilson  
Medical Care - E. Ferguson, A.  
Kaplan, D. Eufusia, E. Golden

**Student Release &  
Accountability  
TeacherB**  
Security & Traffic - K. Gasper,  
S. Sonntag, M. Lanning  
Student Release - T. Kaiser, N.  
Heron, D. Ginn, M. Porter, A.  
Donovan  
Crisis Response - R. Chadwick,  
B Dawson, M. Figueroa  
Student Supervision - all  
remaining staff members



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

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

#### **Management**

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

#### **Planning & Intelligence**

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

#### **Operations**

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

#### **Logistics**

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

#### **Finance & Administration**

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

## **Emergency Response Guidelines**

**Step One: Identify the Type of Emergency**

**Step Two: Identify the Level of Emergency**

**Step Three: Determine the Immediate Response Action**

**Step Four: Communicate the Appropriate Response Action**

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

This procedure addresses situations involving an Aircraft Crash on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to instructions for procedures regarding Biological or Chemical Release. If a crash results in a utility interruption, refer to Loss or Failure of Utilities.

#### **Procedure**

1. The Incident Commander will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the Incident Commander issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their emergency backpacks which includes the student accountability form. Once complete it gets turned into the Public Information Officer to account for students.
4. The Incident Commander/Liaison Officer will call 911 and will provide the exact location (e.g., building or area) and nature of emergency.
5. The Medical Care Team will check injuries to provide appropriate first aid.
6. Any affected areas will not be reopened until the Goldridge Fire Department or appropriate agency provides clearance and the Incident Commander issues authorization to do so.
7. The Crisis Team will convene onsite and begin the process of counseling and recovery as appropriate.
8. If it is unsafe to remain on campus, the Incident Commander will initiate an OFF- SITE EVACUATION, if warranted by changes in conditions.
9. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

### **Animal Disturbance**

This procedure should be implemented when the presence of a dog, coyote, mountain lion, skunk, fox or any other wild animal threatens the safety of students and staff.

#### **Procedure**

1. The Incident Commander will initiate a Shelter In Place if the animal is outside and an Evacuation if the animal is inside.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. It is suggested closing doors or locking gates as means to isolate the animal.
3. If additional outside assistance is needed, the Incident Commander/Liaison Officer will call 911 and provide the location of the animal and nature of emergency.
4. If a staff member or student is injured, the School Nurse, the parent, and Medical Care Team will be notified.
5. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions at the school.
6. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

## **Armed Assault on Campus**

How to respond when an active shooter is in your vicinity:

Run--evacuate--get you and the kids out of the area the shooter is in. You can be reunited with the attendance sheet and emergency backpack later. Look at your workspace now. What are potential escape routes? To where might you evacuate? Each of our schools has neighborhood accesses that can be used to evacuate so that you and your students are away from the threat.

Hide--hide out in an area out of the shooter's view. Shooters generally go where it is easy to go. Lock the doors! People behind locked doors have not been killed in active shooter incidents. Silence cell phones and people. Look at your workspace now. How might people hide? Can you close the drapes or hide in a way that you can't be seen from the windows?

Fight--if necessary and prepared to do so--take action--If you can't run or hide, then you can fight back as a last resort when your life or your students' lives are in danger--attempt to incapacitate the shooter. Look at your workspace now. What might be a good weapon? The best weapon is probably the fire extinguisher--you can discharge it in the shooter's face or hit him over the head with it--so if you are hiding, you may also want to be holding the extinguisher. But there are other potential weapons--baseball bats, staplers, etc.

When law enforcement arrives, remain as calm as possible and follow their instructions, keep your hands empty and visible at all times. If they tell you to evacuate, don't ask questions, just go where they tell you.

If you are the one calling 911, tell the operator the location of the shooter(s) and any physical description and weapons held by shooter that you know about, and the number of victims at the location if known.

### **HUSD Secure the Campus and Lockdown Procedures**

Keys should be carried at all times (lanyard, attachable keychain, etc.)

#### **Secure the Campus**

A precautionary security procedure due to a potential threat in the immediate or local vicinity of the school. This may or may not be directly related to the school. The security measure is usually short in duration, generally within an hour or two.

What does this look like:

- All outside activities are cancelled
- All doors should be locked
- All windows are closed, locked, and covered (shades are drawn)
- Teacher should lock their doors and continue with regular in-class activities as normal
- Students remain in the classroom at all times
- Washroom use by students is postponed
- Turn on your classroom walkie-talkie and have it on you (remember students can hear your conversation)
- Access to your email
- Remain in this mode until an all clear is given by an administrator or a uniformed Law Enforcement or Fire Department Officer

#### Procedures:

1. An initiation of Securing the Campus will be given via the PA system, walkie, or face-to-face. The announcement will be as follows: We are now securing the campus, repeat we are now securing the campus. All students need to report to their classrooms immediately.
2. No outside activities are permitted until the event is resolved.
3. School goes on as usual.
4. All doors and windows are locked and windows are covered.
5. The administration will consult with Sonoma County Sheriff's department and/or allied police agency until the event is cancelled by an announcement or students are released.
6. When the secure the campus is lifted notification will be given by the PA system, Walkie-Talkies, or Face-to-Face.
7. At any time during the secure the campus it may be elevated to a lockdown if the circumstance warrants and in consultation with the appropriate police department and administration.
8. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

#### Lockdown

an immediate threat of danger to the occupants of campus or school buildings

#### What does it look like:

- All outside activities are cancelled
- All doors should be locked
- All windows are closed, locked, and covered (shades are drawn)
- Staff and students hide within a locked space
- No bathroom use, buckets have been provided in classrooms if needed
- Turn on your classroom walkie-talkie with volume low and have it on you (remember students can hear your conversation)
- Access to your email
- Remain in this mode until physically released by an administrator or a uniformed Law Enforcement or Fire Department Officer. An announcement will not be made to release you.

#### Procedures:

1. An initiation of a Lockdown will be given via the PA system, and walkies. The announcement will be as follows: Lockdown, lockdown, lockdown, repeat lockdown, lockdown. lockdown.
2. 911 is called
3. No outside activities are permitted.
4. All doors and windows are locked, and windows are covered.
5. All staff and students are secured on or off campus.
6. Once law enforcement has taken over and secured the campus students and staff will be physically released from their spaces and escorted to the front of the school for evacuation by bus to the community center in Occidental for release to their parents
7. Communication with parents once campus is locked down
8. Communication with parents as event unfolds as appropriate
9. Communication with parents when campus is secure and provide student release procedures, and location

#### During an Emergency you should have with you or access to the following:

- Current Class List
- Know who is in attendance
- Emergency Red Backpack and Orange Bucket

Modeling correct expectations and behavior will go a long way in the minds of our students during an emergency situation. They will take direction and cues from you...stay calm.

## **Biological or Chemical Release**

A Biological or Chemical Release is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biological or chemical substances: Scenario 1 - Substance released inside a room or a building; Scenario 2 - Substance released outdoors and localized; and Scenario 3 - Substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

### **Procedure**

#### **SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING**

1. The Incident Commander will initiate the EVACUATE action. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.
2. The Incident Commander/Liaison Officer will call 911, and will provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Liaison Officer will notify the Board Chair and the Sonoma County Office Education of the situation.
4. The Safety Officer will instruct the Security & Traffic Team to isolate and restrict access to potentially contaminated areas until the Fire Department arrives.
5. The Safety Officer will instruct Site Assessment Teams to turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the Medical Care Team should assess the need for medical attention.
7. The Public Information Officer, with support from the Student Supervision Team, will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Public Information Officer will provide the list to the Incident Commander, Scribe and the emergency response personnel.
8. The Crisis Team will convene onsite and begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the Fire Department or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
10. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

#### **SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED**

1. The Incident Commander will immediately direct staff to remove students from the affected areas to an area upwind from the release. The incident Commander will, if necessary, initiate the EVACUATE action.
2. The Safety Officer will direct the Security & Traffic Team to establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The Incident Commander/Liaison Officer will call 911 and will provide the exact location and nature of emergency.
4. The Liaison Officer will notify the Board Chair and the Sonoma County Office Education of the situation.
5. The Safety Officer will direct the Site Assessment Teams to turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the Medical Care Team should assess the need for medical attention.

7. The Public Information Officer with support from the Student Supervision Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Public Information Officer will provide the list to Incident Commander, Scribe and the emergency response personnel.
8. The Crisis Team will convene onsite and begin the process of counseling and recovery
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the Incident Commander gives authorization to do so.
10. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

### SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If the Incident Commander or local authorities determine a potentially toxic substance has been released to the atmosphere, the Incident Commander will initiate the SHELTER-IN-PLACE action.
2. Upon receiving the SHELTER-IN-PLACE notification, the Safety Officer will direct the Site Assessment Teams to turn off local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; 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.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should communicate their locations to Incident Command, using their walkies or other means without leaving the building.
4. The Incident Commander/Liaison Officer will call 911 and will provide the exact location and nature of emergency.
5. The Liaison Officer will notify the Board Chair and the Sonoma County Office Education of the situation.
6. The Public Information Officer will turn on a radio or television station to monitor information concerning the incident.
7. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance, or staff is otherwise notified by the Incident Commander.
8. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

### **Bomb Threat/ Threat Of violence**

#### **Bomb Threat**

Schools can receive bomb threats via telephone, mail, or someone may simply notice a suspicious package.

#### Telephone:

In the event that the school receives a bomb threat by telephone:

- Listen, do not interrupt the caller.
- Keep the caller on the line with statements such as "I'm sorry, I didn't understand you. What did you say?"
- Alert someone else by prearranged signal to call 9-1-1 and notify the telephone company to trace the call while the caller is on the line. Tell the operator the name of the school, the name of the caller, and the phone number on which the bomb threat came in.
- Notice details: background noises, voice description.
- Notify the site administrator immediately after completing the call.

#### Mail:

In the event that the school receives a bomb threat by mail:

- Note the manner in which the threat was delivered, where it was found and who found it.
- Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.
- Notify the site administrator immediately.

#### Suspicious package:

In the event that a suspicious package is found on campus:

- Caution students against picking up or touching any strange objects or packages.
- Notify site administrator immediately.

Superintendent-Principal/Site Administrator Actions:

- Call 911.
- Instruct staff and students to turn off any cell phones, and walkies. Use of these devices may trigger explosive devices.
- Determine whether to evacuate the threatened building and adjoining buildings. Modify evacuation routes as necessary to bypass the location of the bomb, if known. Keep in mind that evacuation may not be the best response.
- Use the intercom, runners, or the PA system to evacuate threatened rooms.
- Direct a staff to look for suspicious packages, boxes or foreign objects. If a suspicious item is found, note the location, description, and report to the site administrator, but make no attempt to investigate or examine the object.
- If it is necessary to evacuate the entire school, use the fire alarm.
- Notify the site administrator of the situation.
- Deploy the Site Assessment Teams to look for suspicious packages, boxes or foreign objects in work areas, public areas, unlocked closets, exterior areas, and power sources. If a suspicious item is found, note the location, description, and report to the site administrator, but make no attempt to investigate or examine the object.
- Do not return to the school building until it has been inspected and determined safe by emergency response officials.
- Avoid publicizing the threat any more than necessary.
- The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is safe to do so.

**Bus Disaster**

**BUS SERVICE**

Regular bus service to and from school is provided for students. Appropriate behavior is required while waiting and riding on the bus. Students are requested to get on and off the bus single file, to follow driver's instructions, and to stay on campus as soon as they get off the bus.

Bus Passes: All students who ride the bus are required to have a bus pass. Applications for bus passes are available in the school office. This is a "lifetime" pass and will be "good" as long as you need it. If a pass is lost, please notify WCTA or the school office immediately for a replacement. Replacement passes cost \$5.

**BUS QUESTIONS SHOULD BE DIRECTED TO THE BUS COMPANY AT: 206-9988**

The West County Transportation Agency has adopted rules and regulations in conjunction with Harmony Union School District to assist students in understanding their responsibilities while riding buses of the agency. These rules will assure safe and proper travel to and from school and are to be observed while waiting at the bus stops, riding the bus home and to school, or on field trips. The following list of student actions constitute violations of the established rules and regulations:

1. Abrasive body contact (slapping, hitting, poking, shoving, pulling hair etc.)
2. Fighting on the bus, or at the bus stop.
3. Using other than the students regularly designated stop.
4. Using profane language or obscene gestures.
5. Unauthorized exits (from emergency doors, windows, etc.)
6. Putting any part of the body out of the bus window at any time.
7. Any movement out of the seats while the bus is in motion.
8. Riding the bus after being denied the riding privilege.
9. Legs, feet and objects obstructing the aisle or facing to the rear in the seats.
10. Creating excessive noise.
11. Any improper bus stop procedures. (Not lining up, rock throwing, playing in the streets, any property damage at the bus stops, etc.)
12. Unauthorized opening, closing, or tampering of any kind with bus doors, windows, or emergency exits.
13. Any type of damage or defacing of the bus.
14. Lighting of matches, cigarettes or smoking of any kind.
15. Throwing any objects in, out or at the bus.
16. Littering of any kind.
17. Transporting live animals, reptiles, or insects in the bus.
18. Eating, drinking, or chewing tobacco or gum on the bus.



19. Disrespect to the driver.
20. Transporting of any object the driver feels is unsafe.
21. Giving improper identification when requested by the driver.
22. Tampering with radio or bus controls.
23. Failure to obey the driver.
24. Failure to remain quiet at all railroad crossings.
25. Endangering life or limb of other people.
26. Other unauthorized or unsafe actions.

Authority of the bus driver as explained in Section 14263 of the California Administrative Code, Title 5, State that:  
 Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to authority of the driver shall be sufficient reason for a pupil to leave the bus enroute between home and school or other destinations.

Consequences of Bus Infraction(s) Transitional Kindergarten – 8th Grades:

- 1st Violation - Written Warning
- 2nd Violation - Student Assigned Seat
- 3rd Violation - Suspension from bus for 3 days
- 4th Violation - Suspension from bus for 10 days
- 5th Violation - Suspension from bus for remainder of School year.

Every year students go through bus safety procedures and evacuation drills provided by West County Transportation Agency.

### **Disorderly Conduct**

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to Section "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 Action, which may include SHELTER-IN-PLACE, LOCKDOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
4. The Liaison Officer will call 911 and provide the exact location and nature of the incident.
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.)
7. The Liaison Officer will notify the County Superintendent and Sonoma County Office of Education of the situation.
8. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

### **Earthquake**

#### **Drop, Cover and Hold On**

Drop, Cover and Hold On is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter on campus.

When to Drop, Cover and Hold On:

- Civil Unrest/Law Enforcement Activity
- Explosion

- Landslide

#### Drop, Cover and Hold On Procedures

- At the first sign of shaking or imminent threat, all students and staff should immediately, drop to the floor, cover the back of their necks, and hold on to the closest piece of furniture (desk or chair) or other stable object with their free hand.
- If you are in a location without furniture (such as a hallway or bathroom), immediately kneel next to a bare, inside wall and place your arms and hands over the back of your neck and head.
- If you are outdoors, move away from trees, billboards, signs, buildings, electrical wiring and power poles. Drop to the ground and cover the back of your neck and head with your arms and hands.
- Stay in this position until the threat passes and an "All Clear" announcement has been made—either through the walkies or PA system or via runners.
- The main office should then make the announcement to either:
- Resume regular activities

OR

- Direct a response action such as evacuation, cancellation, or closure of school
- Check for injuries and take roll to be sure all students, guests and visitors are accounted. Notify the office of any injuries or missing persons.

Note: Remember to stay alert for aftershocks!

How to assist those with disabilities during Drop, Cover, and Hold On:

Visually impaired

- Announce the type of emergency and tell them to "Drop, Cover, and Hold On"

Hearing impaired

- Turn lights on/off to gain persons attention
- Indicate directions with gestures or write a note with evacuation directions

Individuals with crutches, canes or walkers

- Have child cover their head and neck with both arms

Individuals in wheelchairs

- Lock the wheels on the chair
- Have child cover their head and neck with both arms

#### **Explosion or Risk Of Explosion**

This section addresses four possible scenarios involving an Explosion/Risk of Explosion: Scenario 1 - Explosion on school property; Scenario 2 – Risk of explosion on school property; Scenario 3 - Explosion or risk of explosion in a surrounding area, and Scenario 4 – Nuclear blast or explosion involving radioactive materials. [A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]. It is necessary to first determine which scenario applies and then implement the appropriate response procedures. For Bomb Threats please refer to the section on "Bomb Threats"

#### Procedure

##### SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. In the event of an explosion, all persons should initiate DUCK AND COVER.
2. The Incident Commander will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the Incident Commander will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION. Evacuation may be warranted in some buildings, and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
5. In the event of an evacuation, teachers will bring their red backpacks with their student accountability forms inside take attendance at the Assembly Area. Teachers will notify the Public Information Officer of missing students.
6. The Incident Commander/Liaison Officer will call 911 and will provide the exact location (e.g., building, room, area) and nature of emergency.
7. The Medical Care Team will check for injuries and provide appropriate first aid.

8. The Safety Officer will direct the Site Assessment Teams to only attempt to suppress small fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
9. The Safety Officer will check with the Site Assessments Teams of any damages to water lines, sewers, power lines and other utilities.
10. The Liaison Officer will notify the District and County Superintendent of the situation.
11. The Safety Officer will post the Security & Traffic Team a safe distance away from the building entrance to prevent persons entering the school buildings.
12. When it is determined safe to enter affected areas, the Fire Department / First Responders will conduct search and rescue activities.
13. The Liaison Officer will contact the Fire Department and appropriate agencies to ensure buildings are safe for reoccupy. 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.
14. Any areas affected by the explosion will not be reopened until appropriate agency provides clearance, and the Incident Commander gives authorization to do so.
15. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions
16. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

#### SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY

1. The Incident Commander will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the Incident Commander issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their red backpacks with their student accountability forms inside take attendance at the Assembly Area. Teachers will notify the Public Information Officer of missing students.
4. The Incident Commander/Liaison Officer will call 911 and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. The Safety Officer will direct the Site Assessment Teams to only attempt to suppress small fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The Safety Officer will notify the Site Assessment Teams of any damages to water lines, sewers, power lines and other utilities.
7. The Liaison Officer will notify the District and County Superintendent of the situation.
8. All affected areas will not be reopened until the appropriate agency provides clearance and the Incident Commander issues authorization to do so.
9. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
10. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.
11. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

#### SCENARIO 3: EXPLOSION OR RISK OF EXPLOSION IN SURROUNDING AREA

1. The Incident Commander will initiate the SHELTER-IN-PLACE response action.
2. The Incident Commander/Liaison Officer will notify 911 and will provide the exact location (e.g., building, area) and nature of emergency.
3. The incident Commander will take further actions as needed.
4. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the Incident Commander issues further instructions.
5. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

#### SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

1. The Incident Commander will initiate the SHELTER-IN-PLACE response action.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion and should avoid sheltering near exterior windows and walls.
3. The Incident Commander/Liaison Officer will notify 911 and provide details on the area and personnel affected at the school.
4. After the initial blast, remove students from rooms with broken windows, extinguish small fires, and provide first aid.

5. The Safety Officer will direct the Site Assessment Teams to turn off the school's main gas supply, local fans in the area; close doors and windows; shut down all buildings' air handling systems; 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.
6. The Public Information Officer will monitor radio or television announcements and initiate further actions as appropriate.
7. The school will remain in a SHELTER-IN-PLACE condition until the Fire Department provides clearance and the Incident Commander issues further instructions.
8. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

### **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 Incident Commander will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION.
2. The Incident Commander/Liaison Officer will notify "911" and will provide the location and nature of emergency.
3. The Safety Officer will instruct the Security & Traffic Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The Liaison Officer will contact the 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 Incident Commander 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 red backpacks that contain their student accountability forms and stickers to take attendance. Teachers will notify the Public Information Officer of missing students.
7. The Incident Commander will coordinate with the Public Information Officer to keep parents and community updated as the emergency progresses
8. The Liaison Officer will notify the County Superintendent and Sonoma County Office of Education of the emergency situation.
9. If needed, the Liaison Officer will notify Bus Dispatch to request busses for staff and student evacuation.
10. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.
11. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

### **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 Incident Commander will immediately initiate the EVACUATE BUILDING action. 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 red backpacks which contain their student accountability forms and stickers so they can take attendance at the Assembly Area. Teachers will notify the Public Information Officer of missing students.
4. The Incident Commander/Liaison Officer will call 911 and will provide the exact location (e.g., building, room, area) of the fire.
5. The Safety Officer will deploy the Site Assessment Teams to suppress small fires, assess damage to buildings, and report back on possible damages to utilities until the local fire department arrives.
6. The Safety Officer will deploy the Security & Traffic Team to secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles until the Fire Department or Emergency Services arrive.
7. The Safety Officer will deploy the Rescue & Mobile Medical Teams to initiate rescue procedures until the local fire department arrives.

7. The Liaison Officer will direct the fire department to the fire and brief fire department official on the situation.
8. The Liaison Officer will notify the County Superintendent and Sonoma County Officer of Education of the fire.
9. If needed, the Liaison Officer will notify Bus Dispatch to request busses for staff and student evacuation.
10. Any affected areas will not be reopened until the Fire Department provides clearance and the Incident Commander issues authorization to do so.
11. For fires during non-school hours, the Superintendent will determine if the school opens the following day.
12. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate "fire is out."
13. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

### **Flooding**

Evaluate the situation and determine if school closure is necessary.

#### Closure of School (during school hours)

Schools are closed or classes cancelled when it is unsafe for students and staff due to road closures, power outages, severe weather, earthquakes, etc. Schools may also be closed if the campus is needed for public sheltering or public health measures.

When to close your school:

- Civil Unrest/Law Enforcement Activity
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake

#### Closure Procedures

- Contact Sonoma County Office of Education to let them know of the closure
- Notify staff and students via PA or walkies: "Your attention please. We will be initiating school closure and student release procedures. Teachers and students should remain in their classrooms until further notice." OR If it is safe to do so, send runners to each classroom with the above information. Be sure all classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.
- Communicate with parents and community via ParentSquare the decision to close school and student release procedures.
- Post "School Closed" signs in school office and main entry points. Indicate on the signs how to get additional information such as an emergency phone number, radio station, etc.
- Deploy Student Release Team to manage the release process.

Note: The conversion of a school campus for purposes of public sheltering or mass prophylaxis must be initiated by the Superintendent/Designee at the request of the Department of Emergency Services, the American Red Cross, or the Department of Health Services.

#### Cancellation of School (before school hours)

If conditions warrant the cancellation of school prior to the beginning of the school day, the Sonoma County Office of Education (SCOE) normally requests the following protocol be utilized. The utilization of this procedure will ensure that all authorized school closure announcements are properly communicated to media representatives.

When to cancel school:

- Civil Unrest/Law Enforcement Activity
- Dam Failure
- Explosion

- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake

#### Cancellation Procedures

- School site administrator is to notify the Sonoma County Office of Education (SCOE) in the following manner:
- 5:00AM - 7:30AM, call the County Superintendent
- If County Superintendent is unavailable, call the Deputy Superintendent
- After 7:30AM, call SCOE: (707) 524-2606
- Notify staff (use staff phone tree, if one is in place or other method)
- Notify parents via ParentSquare
- Assign someone to go to the school site (if safe to do so) to post a notice of school closure and contact numbers to call for information.

#### Loss or Failure Of Utilities

Evaluate the situation and determine if school closure is necessary.

#### Closure of School (during school hours)

Schools are closed or classes cancelled when it is unsafe for students and staff due to road closures, power outages, severe weather, earthquakes, etc. Schools may also be closed if the campus is needed for public sheltering or public health measures.

#### When to close your school:

- Civil Unrest/Law Enforcement Activity
- Dam Failure
- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- Loss of power or other utilities

#### Closure Procedures

- Contact Sonoma County Office of Education to let them know of the closure
- Notify staff and students via PA or walkies: "Your attention please. We will be initiating school closure and student release procedures. Teachers and students should remain in their classrooms until further notice." OR If it is safe to do so, send runners to each classroom with the above information. Be sure all classrooms, libraries, cafeterias, gymnasiums, and all other on-campus programs and offices are also notified.
- Communicate with parents and community via ParentSquare the decision to close school and student release procedures.
- Post "School Closed" signs in school office and main entry points. Indicate on the signs how to get additional information such as an emergency phone number, radio station, etc.
- Deploy Student Release Team to manage the release process.

Note: The conversion of a school campus for purposes of public sheltering or mass prophylaxis must be initiated by the Superintendent/Designee at the request of the Department of Emergency Services, the American Red Cross, or the Department of Health Services.

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- School site administrator is to notify the Sonoma County Office of Education (SCOE) in the following manner:
- 5:00AM - 7:30AM, call the County Superintendent
- If County Superintendent is unavailable, call the Deputy Superintendent
- After 7:30AM, call SCOE: (707) 524-2606
- Notify staff (use staff phone tree, if one is in place or other method)
- Notify parents via ParentSquare
- Assign someone to go to the school site (if safe to do so) to post a notice of school closure and contact numbers to call for information.

#### Motor Vehicle Crash

This procedure addresses situations involving a Motor Vehicle Crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to the section on Biological or Chemical Release. If a crash results in a utility interruption, refer to the section on Loss or Failure of Utilities.

#### Procedure

1. The Incident Commander will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the Incident Commander issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their red backpacks which contain the student accountability form and stickers to take attendance at the Assembly Area. Teachers will turn in their accountability form to the Public Information Officer at Incident Command.
4. The Incident Commander/Liaison Officer will call 911 and will provide the exact location (e.g., building, area) and nature of emergency.
5. The Liaison Officer will notify the Sonoma County Office of Education of the situation.
6. The Safety Officer will deploy the Security & Traffic Team to secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill refer to procedures for response to chemical spills. If the crash results in a utility interruption, refer to the relevant procedures.
7. The Safety Officer will deploy the Medical Care Team to check for injuries and provide appropriate first aid.
8. Any affected areas will not be reopened until the Fire Department provides clearance and the Incident Commander issues authorization to do so.
9. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.
10. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

## **Pandemic**

County, and State guidelines will be followed

## **Psychological Trauma**

Crisis management refers to actions during and after any emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. 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 ensured, attention must turn to meeting the emotional and psychological needs of students and staff.

### **Procedure**

1. The Incident Commander will deploy the Crisis Response Team, which includes 2 counselors and the School Psychologist. If needed, an administrator and nurse can be added to the team.
2. The Crisis Response Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Crisis Response Team will provide direct intervention services.
4. If there is a need for additional assistance, the Liaison Officer will notify the Sonoma County Office of Education
5. The Crisis Response Team will advise and assist a School Administrator to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, the Crisis Response Team members will limit exposure to scenes of trauma, injury and death.
7. The Crisis Response Team will provide ongoing assessment of needs and follow-ups services as required.

## **Suspected Contamination of Food or Water**

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

### **Procedure**

1. The Incident Commander will isolate the suspected contaminated food/water to prevent consumption and will restrict access to the area.
2. The Liaison Officer will notify 911, County Department of Health Services, and the Office of Environmental Health and Safety, if any contaminated food or water has been ingested.
3. The Public Information Officer, with support from the Student Supervision Team, will make a list of all potentially affected students and staff and will provide the list to responding authorities.
4. The Medical Care Team will assess the need for medical attention and provide first aid as appropriate.
5. The Medical Care Team will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The Liaison Officer will call the Fire Department which will conduct an onsite review to determine necessary follow-up actions including the need to notify other potentially affected facilities.
7. The Incident Commander will confer with the County Department of Health Services before the resumption of normal operations.
8. If tampering is evident, notify Emergency Services.
9. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses



## **Tactical Responses to Criminal Incidents**

### **Unlawful Demonstration or Walkout**

An Unlawful Demonstration/Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

#### **Procedure**

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the School Administrator.
2. The Incident Commander will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE.
3. The Liaison Officer will notify 911, the Sonoma County Office of Education (SCOE) to request assistance and will provide the exact location and nature of emergency.
4. The Safety Officer will deploy the Security & Traffic Team to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign their name, and record address, telephone number and time entered or departed. Points of egress should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.
5. If students leave the campus, the Student Supervision Team, in consultation with the Incident Commander, will designate appropriate staff members to accompany the students. These staff members will attempt to guide and control the actions of students while offsite.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the Incident Commander.
7. If the protest or demonstration is not peaceful, teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and blinds.
7. The Scribe should keep accurate record of events, conversations and actions.
8. The Incident Commander should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
9. The Public Information Officer, in coordination with the Incident Commander, will communicate with parents and the community via ParentSquare as soon as it is manageable to do so and ongoing as the emergency progresses

# Emergency Evacuation Map

