

FAME CHARTER SCHOOL (SAN LEANDRO)
STUDENT SAFETY AND EVACUATION PLAN SCHOOL YEAR 2010-2011

Child Abuse Reporting Procedures

The Governing Board recognizes that the School has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The School Director or Principal or Designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees who are mandated reporters, as defined by law and administrative regulations are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reports shall not investigate any suspected incidents of child abuse and cooperate with agencies responsible for reporting, investigating and prosecuting causes of child abuse and neglect.

The School Director or Principal or Designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the School Director or Principal or Designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Parents/guardians may contact the School Director or Principal or Designee to obtain procedures for filing a complaint against a School employee or other person whom they suspect has engaged in abuse of a child at a school site.

Legal Reference:

PENAL CODE

(152.3) Duty to report murder, rape, lewd or lascivious act.
(273a) Willful cruelty or unjustifiable punishment of child; endangering life of health.
(288) Definition of lewd or lascivious act requiring reporting.
(11164-11174.3) Child Abuse and Neglect Reporting Act.

WELFARE AND INSTITUTIONS CODE

(15630-15637) Dependent adult abuse reporting.

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

Management Resources:

CDE LEGAL ADVISORIES

(0514.93) Guidelines for parents to report suspected child abuse by School employees or other persons against a pupil at school site.

WEB SITES

CDE: <http://www.cde.ca.gov>

School/Law Enforcement Partnership:

Emergencies and Disaster Preparedness Plan

FAME's disaster preparedness plan shall be available to staff, students and the public in the office of the School Director or Principal or Designee. Individual building disaster plans shall be provided to each teacher and shall be available for public inspection at the School Director's office. The School Director or Principal or Designee shall make certain that students and staff are familiar with the plan and shall periodically conduct preparedness drills to ensure effective behavior in the event of an actual emergency or disaster.

The School Director or Principal or Designee will appoint a committee each year to review the disaster preparedness plan and to recommend changes and/or improvements.

Staff responsibilities are described below:

I. School Director

The School Director or Principal or Designee shall assume overall direction of disaster procedures, including the preparation of written disaster plans for the School.

The School Director or Principal or Designee will:

- Assure that floor plans shall identify the locations of portable fire extinguishers, other manual fire-extinguishing equipment, manual fire alarm pull stations and fire alarm control panels, primary and secondary routes of evacuation for each room or portion of the occupancy, and the designated exterior assembly area for each evacuation route.
- Assure that, if the fire panel shows a supervisory or trouble signal, that he or she will notify the fire alarm technician, and require that a runner respond within two hours.
- Assure that, teachers and other staff members are trained to notify the principal if they hear a trouble alarm or think that they could be hearing an alarm that is sounding in the electrical room. The principal or designee will check the LCD display on the fire alarm panel to determine whether or not a supervisory or trouble light is lit, if such is the case, the principal will contact the fire alarm company and require that a runner be sent the same day to immediately correct the problem.
- Assure that, all staff members or persons working in the building are familiar with the FACP (Fire alarm control panel) and can also readily identify both exterior and interior assembly areas. The exterior assembly area (or area of refuge) is the east side of the building and depicted on the evacuation floor plans. The interior assembly area (or area of refuge) shall be each individual classroom. The only event that will preclude an area of refuge inside will be a fire. In the event of a fire, the area of refuge must be outside the building.
- Assure that all staff members recognize the strobe lights and recognize the signal emitted by the strobe which is a series of white flashes of light. All staff members will also recognize the sound of the fire alarm which can be described as a loud and constant beeping sound.
- Assure that all staff members are familiar with how the fire alarm can be triggered with the pulling of a manual pull fire alarm handle, and how to reset the fire alarm.

- Direct evacuation of buildings, using fire signals and procedures as required for fire, threatened explosion, or following cessation of earthquake tremors, and using a manual bell or air horn for signals in case of power failure.
- Arrange for transfer of students when their safety is threatened by floods or approaching fires (based on situation at hand, away from approaching floods or the direction opposing the approaching fire)
- Issue orders to teachers if children are to assemble in pre-selected safer areas within the school, i.e. area of refuge, depending on nature of disaster at hand.
- Hold monthly/periodical fire drills and keep appropriate records including fire drill log. This log shall include the date and time of each drill, the person conducting the drill and the amount of time required to evacuate the building.
- Use discretionary judgment in emergencies, which do not permit execution of prearranged plans.
- Inform the School Director or Principal or Designee of all emergency actions taken as soon as possible.
- Post directions for fire drills and civil defense drill in classrooms, multipurpose rooms, etc.
- Post Emergency Evacuation Plans (see attachments)
- Conduct fire drills at least monthly and preferably at varying times and under varying conditions to simulate conditions that could occur during a fire or other emergency

II. Teachers

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

Teachers will:

- Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signals, warning written notification, or intercom orders.
- Give the DROP command during an earthquake or in a surprise attack.
- Implement the R.A.C.E. Response =
 - R- Rescue: When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via a safe exit. Close doors to rooms with fire.
 - A- Alarm: Sound the alarm by calling 9-1-1. When talking to the 9-1-1 operator, state your name, address, and the nature of the problem. Speak slowly and clearly. Wait for the dispatcher to hang up.
 - C-Confine: Close all doors, windows and other openings that may aid in the spread of a fire or toxic fumes.
 - E- Evacuate: Evacuate the building. Leave from the nearest exit that is safe.
 - If possible take roll call/attendance book along.
- Teachers will commit to notifying the administrator or Principal if they hear a sound or they think they hear a sound that sounds like an alarm in the electrical room. Teachers should also understand that if they have not been trained to use an emergency device, that they must refrain

from doing so, and if they do not have an assigned duty during an emergency they must evacuate the building.

- Take roll when the class is relocated in an outside or inside assembly area or at another location. Assembly should be at least 50 feet away from the building. Quickly identify any individuals whom you suspect might still be in the building and alert fire or police department personnel. DO NOT attempt to return to the building.
- Conduct a second roll call and report missing students to the School Director or Principal or Designee.
- Send students in need of first aid to the school nurse or person trained in first aid (all certificated staff are required to be trained in first aid and CPR).
- Science teacher, or teacher designated, will supervise the use of radiological equipment such as a Geiger Mueller Counter if introduced on site and direct protective measures as appropriate, against radiological fallout. However, as a matter of practice FAME Charter School will not use, as part of their daily curriculum, such potentially harmful devices.

III. Campus Supervisor

Campus Supervisor or Facilities Manager will:

- Survey and report damage to the School Director or Principal.
- Control main shutoff valves for gas, water and electricity and make certain that there are no hazard results from broken gas, water mains or fallen electrical lines.
- Disburse supplies and equipment as needed.
- Conserve usable water supplies.

IV. School Secretary

The School Secretary will:

- Report a fire or disaster to the 911. (See pages 5 & 6)
- Assist the School Director as needed.
- Provide for the safety of essential school records and documents.
- The secretarial staff will control telephones, monitor radio emergency broadcasts, assist the school nurse or teachers as needed, and act as messengers and carriers when directed.

V. School Director or Principal or Designee

The School Director's Principal or Designee will:

- Administer first aid.
- Supervise the administration of first aid.
- Organize first aid and medical supplies.

Telephone Numbers for the city of San Leandro and Alameda County

IN AN EMERGENCY CALL: 911

Fairmont Hospital: Main Number: (510) 895-4200

www.acmedctr.org

15400 Foothill Blvd.

San Leandro, CA 94578-1009

Numbers for City of San Leandro **Attachment: A**

San Leandro Fire/Medical Department-emergency	510-881-8181	
San Leandro Police Department- emergency	510-667-7721	
Alameda County Fire	510-618-3490	
Poison Control	800-222-1222	
Alameda County Hazardous Materials	800-606-6606	
Fire Prevention	510-577-3319	510-577-3295 fax
Homicide/Missing Person	510-577-3237	
San Leandro Fire non emergency	510-577-3241	
Medical non emergency office	510-618-3485	
City Services		
City Manager	510-577-3351	835 E. 14 th Street San Leandro, CA 94577-3767
Emergency Services	510-577-3333	
Public Works	510-577-3450	

Police Station Contact Info

901 East 14th Street
San Leandro, CA 94577

Emergencies: 911

Phone: 510-577-3217

Imminent Danger Procedure

(Remain on Campus)

An extreme emergency exists, when one or more of the following situations occur on campus: (1) Drive-by Shooting/show-by, (2) Armed intruder, (3) Mass protest, or (4) Helicopter searches or SWAT team operations.

Imminent Danger Signal – Continuous series of short bells OR short blows from an air horn for an extended period of time will be the signal that an extreme emergency exists. An “All Clear” Call Will Indicate “All Clear.” Call 911.

The School Director’s Principal or Designee will be in charge of emergency first aid: The officer or other designated area will be utilized as a gathering place (if other than office, indicate gathering place: auditorium, cafeteria).

The School Secretary will maintain phone communication with the School office and telecommunication center for internal communications.

The School Director’s Principal or Designee will serve as emergency locator to notify parents, guardians, and/or doctors of injured persons.

The School Director will identify a person to serve as public information contact under the direction of the School Information office.

The lead maintenance or custodian will be responsible for locking all lavatory doors, cafeteria doors, office doors, and gates as directed.

Teachers who are unassigned should be assembled in the staff lunchroom or other designated meeting room for instructions.

When the imminent danger signal is given, teachers should take the following actions:

- Proceed immediately to classrooms
- Direct as many students as possible into rooms
- Supervise the area outside room until students are in rooms
- Lock doors
- Students in rooms are to be seated, and attendance taken so that each student is accounted for his/her presence in the room
- Notify the front office of any additional outbreaks
- Students to remain in classroom until the all clear signal is given
- In the event that gunfire is heard, everyone should be instructed to lie flat on the ground.
- School staff should stay until the crisis is declared over.

State of California Government code,

Chapter 8, Division IV, Title I

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

Business and Non Instructional Operations

School Safety And Security

The Governing Board is fully committed to preventing violence and crime on school grounds. The School Director and staff strictly enforce all board policies related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

The School Director or Principal or Designee shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non business hours. The School Director or Principal or Designee shall also investigate ways that school grounds can be made more secure.

The School Director or Principal or Designee shall arrange for law enforcement authorities or school security staff to regularly monitor security at the School to prevent outsiders from entering school grounds.

The School Director of each school shall ensure that his/her school has completed the School “Safe School Plan” with the site-specific information, which includes strategies for preventing crime and violence on school premises. The Board encourages School Directors to solicit the participation of local law enforcement agencies, staff, parents/guardians and students in the development of these plans.

For purposes of school safety and security, the School Director or Principal or Designee shall design photo identification for all employees. This will be done within 60 days of opening school.

Legal Reference:

PENAL CODE

(469) Unauthorized making, duplicating or possession of key to public building
(626-626.10) Disruption of schools

Management Resources:

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

Students

Hate-Motivated Behavior

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. A hate crime is defined in California Penal Code Section 13023, which reads in part, “any criminal act(s) or attempted criminal act(s) to cause physical injury, emotional suffering, or property damage where there is a reasonable cause to believe that the crime was motivated, in whole or in part, by the victim’s race, ethnicity, religion, sexual orientation, or physical or mental ability.”

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the School Director or Principal or Designee. If the student believes that the situation has not been remedied by the School Director or Principal or Designee, he/she may file a complaint in accordance with School compliance procedures.

Staff members who receive notice of hate-motivated behavior or personally observes such behavior shall notify the School Director, School Director or Principal or Designee, and law enforcement, as appropriate.

Students demonstrating hate-motivated behavior shall be subject to discipline up to and including suspension and expulsion from School

In addition, the School shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The School shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The School Director or Principal or Designee shall ensure that staff members receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

The School shall provide age-appropriate instructions to help promote understanding of and respect for human rights.

At the beginning of each school year, students and staff should receive a copy of the Schools policy on hate-motivated behavior.

Legal Reference:

PENAL CODE

186.21 Street terrorism; legislative findings and declarations

422.55-422.86 Hate crimes

628-628.1 School crime reporting

11410-11414 Terrorism

13023 Reports by law enforcement of crimes motivated by race, ethnicity, Religion, sexual orientation or physical or mental disability

13519.6 Hate crimes, training course and guidelines

UNITED STATES CODE, TITLE 18

245 Federally protected activities

Management Resources:

CSBA PUBLICATIONS

Protecting our schools: Governing Board Strategies to combat school violence, 1995

ALAMEDA OFFICE OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS

Protecting Students from Harassment and hate crime: A Guide for schools , 1999

WEB SITES

CDE: <http://www.cde.ca.gov>

California Association of Human Relations Organizations: <http://www.cahro.org>

United States Department of Education, Office of Civil Rights: <http://www.ed.gov/>

PUBLIC CHARTER SCHOOL

PUPIL TRANSPORTATION SAFETY PLAN

A COPY OF THE FINAL FAME CHARTER SCHOOL PUPIL TRANSPORTATION SAFETY PLAN SHALL BE RETAINED BY THE SCHOOL/SCHOOL AND MADE AVAILABLE UPON REQUEST TO AN OFFICER OF THE DEPARTMENT OF THE CALIFORNIA HIGHWAY PATROL.

FAME CHARTER SCHOOL

PUPIL TRANSPORTATION SAFETY PLAN

Parent/Guardian drivers shall operate warning lights and signs at all school bus stops, and at all times when the school bus is stopped for the purposes of loading and unloading pupils, regardless of whether the pupils must cross the highway or private road. This also pertains to all designated stops on excursions, field/study trips and athletic events. The driver shall escort all pupils in pre-kindergarten or any grade 1-8 inclusive, who need to cross a highway or private road.

Areas designated as “Safe Dispersal Areas” and Parent/Guardian Drivers shall observe Student Pickup Drop Areas.

PARENT/GUARDIAN DRIVERS WILL DETERMINE IF PUPILS REQUIRE ESCORT PURSUANT TO PARAGRAPH (3) OF SUBDIVISION OF SECTION 22112 OF THE VEHICLE CODE:

Parent/Guardian drivers shall be responsible for ascertaining what they believe to be accurate information regarding the direction a pupil must walk once they have exited the school bus to determine if the pupil should be escorted across the highway or private road.

Pupils will board and exit their vehicles only at designated areas.

FAME, in consultation with the California Highway Patrol may identify locations that are determined to present a unique traffic hazard due to roadway design or proximity to an intersection.

BOARDING AND EXITING A SCHOOL BUS USED FOR SCHOOL TRIPS AT A SCHOOL OR OTHER TRIP DESTINATION:

Pupils will board and exit the school bus only at their school or attendance as determined or authorized by the School.

Designated pick-up and drop-off locations will be determined by the school administration. Any additional stops on a trip, such as for a meal, etc. will be determined prior to the trip. No unauthorized stops or changes to an itinerary will be made once the trip has commenced.

Bus drivers shall the flashing red signal lights and stop signal arm system, if so equipped, while pupils are boarding or exiting the school bus in the school loading zones or other trip destinations. Pupils will follow the instructions of the school bus driver who is in charge at all times.

SPECIAL EDUCATION TRANSPORTATION REQUIREMENTS.

Special education transportation will be provided pursuant to applicable state and federal law.

CRISIS RESPONSE MANAGEMENT TEAM

EMERGENCY OPERATIONS PLAN PART 2

PUBLIC CHARTER SCHOOL

EMERGENCY OPERATION

COMMAND CENTER STRUCTURE

Crisis Response Team

In the event of an emergency situation, the Crisis Response Team should report to a designated location to oversee and provide directions during the emergency situation. The School Director and/or Principal or Designee in charge is to facilitate the following: (1) Secure the area, (2) check for damage, (3) assess injury situations, and (4) report findings to the area School Director. Leadership team and/or Crisis Response Team should be listed below.

STAFF MEMBER	ALTERNATE	TITLE	RESPONSIBILITY
Asha Mays	Osama Awawoudeh	Site Principal/Site Assistant	Secure the area Report Findings
Katheryn Al-Khalidi	Jeanette McLane	Office Manager/Teacher	Secure the area Report Findings
Tiffani Kastriotis	Nicole Kendrick	Teacher/Teacher	Secure the area
Jean Malik	TBD	Teacher/	Check for Damage
David Ramirez	TBD	Teacher/	Assess Injury Situations Report Findings

THREAT ASSESSMENT MANAGEMENT TEAM (TAMT)

(Student wellness Team)

When FAME identifies an individual or group that may pose potential harm to them or others, they will convene their Threat Assessment Management Team. (TAMT).

The task of the TAMT is to assess the level of threat posed: determine what level of response the school site will initiate; what School resources may be required, and what response may be needed.

This team should work with outside agencies when making referrals under welfare and intuitions code 5150.

The team will oversee and document the school site's response to threats, 5150 referrals and plan for monitoring or services that may need to occur after the crisis has passed.

When engaged in the referral process, this team becomes a student wellness team. The team may expand at that point to include other staff; parents or whoever else may be required to monitor the students well being when and (if) returned to school.

STAFF MEMBER	TITLE	ALTERNATE	TITLE
Krista Kastriotis	Director	Iyad Wazwaz	Director
Asha Mays	Site Principal	Osama Awawoudeh	Site Assistant
Katheryn Al Khalidi	Office Manager	TBD	
Tiffani Kastriotis	Teacher	TBD	
Jeanette McLane	Teacher	David Ramirez	Teacher

FIRST AID RESPONDERS

FAME has designated First Aid responders who will provide assistance when needed. **Annually, identify those staff members who have current training in CPR and First Aid.** In an emergency situation, any staff member may provide assistance. Insure that there are adequate numbers of people trained in first aid, in addition to the crisis response team.

The Following staff members are designated emergency first aid responders for the 2008-2009 school year at FAME Charter School.

Name	Title	Location
Asha Mays	Site Principal	Main Office
Katheryn Al-Khalidi	Office Manager	Main Office
Tiffani Kastriotis	Teacher	Grade 2 Room 12
Nicole Brown	Teacher	Grade 2 Room 11
David Ramirez	Teacher	Grade 4 Room 8
Jeanette McLane	Teacher	Grade 5 Room 3

CPR PRECAUTIONS

To minimize the risk of infections disease transmission during emergency mouth-to-mouth resuscitation, mouthpieces, shields, pocket masks, or other ventilation devices shall be used. Such equipment shall be stored with first aid equipment in the main office.

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

Frequent hand washing is the single most effective means of preventing the spread of infections.

STUDENT RELEASE TEAM

This team is the only team, which should release students to parent(s) or guardian(s). Team Responsibilities Include:

- Updating student census lists on a regular basis
- Maintaining a “go box” with pens, forms etc needed to establish a student release area.
- Securing census lists and emergency cards when a crisis occurs.
- Maintaining location at the front of emergency meeting area.
- Assigning team(s) dedicated to the release of student and another team(s) dedicated to locating information for staff and students.
- When authorized by the site School Director or Principal, release team begins the process of reuniting students with parents or guardians.
- Team ensures students are released to authorized parent or guardian and documents release by using a sign out form.

STAFF MEMBER	ALTERNATE	TITLE	RESPONSIBILITY
Asha Mays	Osama Awawoudeh	Site Principal/Site Assistant	Assigning Teams Releasing students Reuniting students
Katheryn Al-Khalidi	Tiffani Kastriotis	Office Manager/Teacher	Updating Lists And maintaining Emergency Cards
Nicole Brown	Jeanette McLane	Teachers	Releasing students/ Reuniting students
David Ramirez	TBD	Teacher	Maintain Go Box

SCHOOL SITE PERSONNEL DUTIES AND RESPONSIBILITIES

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

School Director/Crisis Response Team

Duties of the School Director/Crisis Response Team are as Follows:

- To act as the liaison between the school site and central office and to maintain communications with appropriate central office staff and/or local law enforcement agencies, fire department, and medical assistance agencies as appropriate.
- To post and regularly update Crisis Response Team information (pg.17) and the emergency phone numbers, (pg.20) emergency first aid responders, and chemical inventory lists.
- To ensure Crisis Response Team members are knowledgeable of location of shut-off valves and how to turn them off. **Do not attempt to turn utilities back on yourself.**
- To ensure that teachers are trained to carry out responsibilities during disaster and drill procedures; encourage teachers to work in teams through buddy system.
- To establish a communications system consisting of the following elements:
- Utilize system of specific disaster warning signals that are well known to the staff and students, and to include both bell and voice signals.
- Utilize alternate system for written communication with staff in the event voice-to-voice communication is not available.
- Designate and enforce exclusive use of a telephone line and number to be used only by the School Director (or authorized person) and the School Director(or Principal or Designee).
- Establish a communication center in a location accessible to parents, interested community members, and media to handle inquiries, rumor control, and information in an orderly fashion.

The following guidelines should be adhered to:

- Include a sign-in sheet for all media to complete. (PC 627.2)
- Notify the Telecommunications center at 73831 (or 457-3831 from an outside line) of the emergency and media response. Notify the assistant School Director who will inform the School Community Relations Office.
- Follow the directions of the assistant School Director. Only the School Director or Principal or Designee and the School Community Relations Officer or Principal or Designee is authorized to release information. All other personnel should cordially refer the media to the School Community Relations Office (457-3733).
- Designate a person to record incidents for documentation purpose.
- To ensure that the emergency phone is in working order and that precautions are taken to keep that number private.
- To ensure that each classroom or homeroom maintains a current emergency card system for every student (i.e., copies of emergency card or other effective system, which summarizes the information on the emergency card). (See Student Release Team Page)
- To establish a student release system that will facilitate an organized method to release individual students to authorized adults only.

- To assign the following duties to school staff:
 - a. Patrol entrances to direct emergency personnel, parents, School staff, and media to appropriate areas, and to prohibit unauthorized persons from entering campus.
 - b. Monitor/supervise halls and corridors to maintain a safe and secure environment.
 - c. Conduct search-and-rescue operations to systematically search every room in order to locate trapped/injured person and to recover critical supplies and equipment.
 - d. Establish/coordinate communication center.
 - e. Administer first aid.
 - f. Work with emergency medical triage teams to identify students and staff and to record ambulance destinations.
 - g. Supervise Student Release Procedures
 - h. Check building utility system and appliances for damage.
- To schedule regular emergency drills and review the emergency plan with staff, students, and parents and to schedule regular site inspections for safety hazards.
- To plan alternate classroom evacuation routes if standard routes are obstructed.
- To ensure that other personnel who provide services to students and staff are aware of emergency procedures.
- To review and update the site-level plan annually, with particular attention to the unique characteristics of the site.

Quick Summary of Evacuation Procedures for varying situations*

**Impaired mobility list must be maintained and students tracked throughout the day.*

Code Yellow

Building Evacuation

Signal: 3 short bells or horns – repeated

To be used in the event of:

- Fire
- Chemical spill (on campus)

In the event of a fire, staff will make sure:

- Communication amongst staff about specific procedures for reporting of emergencies and notifying, relocating and evaluating occupants, as well as specific staff communication procedures are done via cell phone. Fire and police officials will be contacted via landlines.
- All occupants without any specific duties in an emergency plan are evacuated or relocated from areas of risk.
- Occupants not trained in the use of available equipment (e.g., portable fire extinguishers) are instructed not to attempt to operate such equipment.
- Persons with specific duties in an emergency plan (e.g., the Fire Safety Director) are trained to perform their assigned duties only to the point that they do not endanger themselves.
- Assemble at least 50 feet away from the building for a head count conducted by staff and the Fire Department. Quickly identify any individuals whom you suspect might still be in the building and alert fire or police department personnel.
- Fire drills shall be conducted with orderly evacuation of the building receiving priority over the speed of evacuation. Fire drills shall be conducted in a manner that provides for execution of emergency plan procedures. Fire drills shall include a review of the emergency plan and execution of assigned employee duties.
- Fire drills shall be conducted at least once each month during school sessions. Fire drills shall include the complete evacuation of all persons from the building or portion there used for educational purposes (Exception: the staff member responsible for notifying the fire department and handling emergency communications.) When a fire alarm system is provided, fire drills shall be initiated by activation of the fire alarm system.
- Employee duties, assignments and training shall be required. Training shall include familiarization with assigned duties, evacuation routes, areas of refuge,

exterior assembly areas and procedures for leading groups or assisting individuals to evacuate. Employees shall be trained to know the locations and proper use of portable fire extinguishers. Employees shall be familiar with fire alarm signals, when alarms are provided, how to activate an alarm, how to reset an alarm after a fire drill, and emergency action required under potential emergency conditions. Employees shall receive training in the emergency plans and their duties as part of new employee orientation and at least annually thereafter.

Teachers will:

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

Students will:

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

Crisis Response Team Members Will:

- Determine the level of response required for the incident
- Establish an incident command center
- Notify District officials (Planning/Intelligence)
- Convene Student Release team if needed (operations)
- Prepare materials for emergency response personnel (logistics)

Code is rescinded when:

Conditions are deemed safe by the incident Commander (Principal or appropriate civil authority)

Teachers are given the "All Clear" signal either one long bell, one long horn or verbal instructions

Code Green
Duck, Cover and Hold
Signal: 2-second horn repeated

To be used in the event of:

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

Teachers will:

- Direct students away from windows, bookshelves and carts
- Direct students to duck under desk, tables etc. And cover their heads and faces with their arms
- Assume the same duck and cover position as the students
- Await further instructions from Crisis Response Team or “All Clear” signal
- After the “All Clear” signal, take roll and determine the condition of all students in the room
- Report injuries or other immediate safety concerns to the Crisis Response Team

Students Will:

- Move quickly away from windows, bookshelves or unsecured carts or equipment
- If possible, duck under their desk or tables
- Once positioned, kneel with head resting at knees, arms covering back of head
- Remain in place until given the “All Clear” signal

Crisis Response Team Members will:

- Determine the level of response required for the incident
- Establish an incident command center
- Notify District official (planning/intelligence)
- Prepare materials for emergency response personnel (logistics)

Code is rescinded when:

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

Code Blue
Shelter in Place
Signal: Series of short horns

To be used in the event of:

- Chemical spill (off Campus)
- Civil Disturbances
- Gunfire/Police action in vicinity
- Flood
- Blackout/power failure

Teachers will:

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

Students will:

- Report to the nearest classroom, common room or office area
- Identify themselves to the teacher or staff member in charge
- Sit calmly and quietly
- Await further instructions form Crisis Response Team or “All Clear: signal

Crisis Response Team Members will:

- Determine the level of response required for the incident
- Establish an incident command center
- Notify District official (planning/intelligence)
- Prepare materials for emergency response personnel (logistics)

Code is rescinded when:

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

Code Red

Lockdown

Signal: Continuous series of short horns

To be used in the event of:

- Armed Intruder
- Hostage Crisis

Teachers will:

- Immediately lock their classroom door
- Instruct students to lie on the floor
- Close all blinds and curtains
- Turn off all lights
- Instruct students to remain silent
- Await further instruction from Crisis Response Team or Police

Students will:

- Immediately drop to the floor, away from doors or windows
- Remain silent
- Await further instructions from teacher

Crisis Response Team Members will:

- Establish communication with appropriate law enforcement agency
- Establish an incident command center
- Notify District officials (planning/Intelligence)
- Prepare materials for emergency response personnel (logistics)

Code is rescinded when:

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