

Brittan School District



2340 Pepper St. Sutter, CA 95982



Phone: (530)822-5155



Emergency Preparedness Safety Plan

Heather Azevedo
Superintendent/Principal



EMERGENCY PREPAREDNESS PLAN

Contents

Mission Statement	3
Plan Organization and Philosophy	4
Introduction	5
Responsibilities	6
Duties of School Personnel During an Emergency	7
Superintendent/Principal	7
Student Information Officer	7
Teachers	7
Maintenance/Custodian Staff	8
School Secretary/Office Staff	8
Bus Driver	8
County Nurse/Clinic Personnel	9
Cafeteria Manager and Staff	9
Yard Duty/Outdoor Supervision	9
Emergency Preparedness Volunteer (Community Member)	10
Protocol for Obtaining and Releasing Information	11
Keeping Staff Informed	11
Communication	11
Releasing Information to the Media and Public	11
Crisis Intervention Team	12
Memoranda of Understanding	13
Locations of On-Site and Alternative Staging Areas	14
Common Classroom Supplies to Use for Emergencies	15
Emergency Telephone Numbers - Public Agencies	16
Certificated and Classified Staff Call-Down Matrices - Information	17
Emergency Call-down Matrices	18
Emergency Preparedness Volunteer Questionnaire	19
Emergency Preparedness Volunteer Services Confidentiality Statement and Release	20
CPR/First Aid Certificated Personnel	21
Congregate Care Center Staff List	22
Procedures for Use of Emergency Release Cards	23
Response Procedures	24
Emergency Actions Defined	25
Instructions for Specific Emergencies	28
Fire Drill/Fire	28
Bomb Threat	29
Earthquake Emergency Procedure System	29
Storms, Winds and Floods	31
Chemical Accident/Threat of Explosion	31
Explosion or Threat of Explosion	33
Fallen Aircraft	33
Stray Animal on Campus	33
Campus Disturbances/Dangerous Intruders/ALICE Alert, Lockdown, Inform, Counter, Evacuate	34
Example Duty List for Staff Personnel	36
Emergency Forms, Plot Plans and Sample Organizational Charts	
Emergency Drill Report Form	39
Bomb Threat Information Sheet	40
Intruder Threat Sheet	41
Emergency Pupil Release Form	42
Student Release Card	43
Code Sample for Maps and Location of Equipment	44

Current Plot Map of Brittan Elementary School Campus.....	45
Emergency Operations Organization Chart.....	46
Media Information Sheet	47
Missing Student	48
Education Code Requirements.....	49
Protocol for Revision/Amendment of the Plan	50
Appendix A:.....	Notice to Employees and Acknowledgement Regarding Child Abuse
Appendix B:.....	Brittan Elementary School Parent/Student Handbook
Appendix C:.....	Safety Drill Calendar
Appendix D:.....	Knox Box Location and Contents

EMERGENCY PREPAREDNESS PLAN MISSION STATEMENT

At Brittan School, we believe student safety is paramount to effective education. In keeping with this, we will implement and maintain an emergency preparedness plan that will adhere to current local and state guidelines in both its style and its requirements; address the variety of personal and institutional needs arising from school-related emergencies; equip staff to be competent in its implementation; and provide a framework for prudent decision-making to the end of creating a secure refuge where learning can take place for all of our students.

PLAN ORGANIZATION AND PHILOSOPHY

The Emergency Preparedness Plan, hereafter in this document referred to as the Plan, was last updated in February, 2012. As part of the original process, sample plans were procured from the Yuba City Unified School District, the Marysville Joint Unified School District and the Sutter County Office of Fire and Emergency Services.

Comparison of these plans showed many common elements, partly because of a move towards standardization of emergency plans statewide and at the county level. Common terminology provided by the Sutter County Office of Emergency Services to describe emergency actions and strategies was used in the Brittan Elementary School District Plan to comply with this standardization. The Brittan School Board of Trustees adopted the original plan in May of 1997.

In its current state, the Plan contains a general statement of actions and responsibilities for Brittan Elementary School personnel in a variety of non-routine situations: it also contains sections outlining specific instructions for the Superintendent/Principal, Student Information Officer, teachers, custodial/maintenance staff, school secretaries and other certificated and classified personnel. These people will be inserviced in their particular duties and be "signed off" on their familiarity with their duties prior to the first school day of each new academic year. Additionally, staff will be provided with simplified "flip charts" outlining their basic duties during any one of the major kinds of emergency situations described in the Plan.

As part of the ongoing effort to keep the Plan current, Emergency Telephone Directory Lists and Catapult EMS information and training shall be updated on a yearly basis to keep them current. All certificated and classified staff shall be certified in CPR and First Aid as required by the renewal dates of their initial or current certifications. Additionally, whenever an event requires implementation of any part of the plan, the Superintendent/Principal will designate an ad-hoc committee to critique the implementation of that section and offer suggestions for change and improvement based on the performance of that section during the event.

The Plan also includes data sheets to record bomb threat and dangerous intruder information, description of the seven potential actions to be taken during a non-routine event, emergency preparedness plan drill reports, equipment available for use during an event, physical plant maps (with emergency equipment locations), a master student release form, a student release card, and lists of public and private agencies possessing current copies of the Plan.

INTRODUCTION

The district staff and students must be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster, as well as to a disaster when it occurs.

The Superintendent/Principal or designee shall maintain an emergency preparedness plan which shall be adaptable for unforeseeable emergencies: the plan shall be reviewed regularly and updated as changes are needed. The Superintendent/Principal or designee shall ensure that a copy of the Plan is maintained at the school site. The Plan shall be provided to all employees of the district, who shall be responsible for understanding it and preparing to operate effectively within its framework.

All topics treated in the Plan which involve local or county agencies shall be handled in accordance with any Memoranda of Understanding filed with such agencies. In situations involving such agencies, or in situations requiring invocation of the Sutter County Emergency Plan, the district shall defer to local, county or state authority as required by law.

In the event of a disaster requiring the use of Brittan Elementary School as a Mass Casualty Center, the Superintendent/Principal or designee shall invoke the "Action: Go Home: procedure. Use of Brittan Elementary School as a Mass Casualty Center requires the following procedure:

1. The Sutter County Office of Emergency Services invokes the County Emergency Plan,
2. The Sutter County Office of Social Services designates need of Brittan Elementary School as a Mass Casualty Center, and
3. The American Red Cross assumes control of the campus, or designated parts of the campus, as permitted or required by law.

Legal References:

Education Code 32000-32004
Uniform Fire Signals 32040
Duty to Equip School with First Aide Kit 35295-35297
Earthquake Emergency Procedures 39834
Operating Overload Bus 40041.5
Shelters 46390-46392
Emergency Average Daily Attendance in Case of Disaster
California Code of Regulations, Title 5
550 Fire Drills
560 Civil Defense and Disaster Preparedness Plans
Government Code 3100 Public Employees as Disaster Service Workers

The Plan shall be available to staff, students and the public in the office of the Superintendent/Principal for public inspection. The superintendent/principal or designee shall ensure 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. Each District employee shall be inserviced in the Plan, and each new employee of the district will be trained and sign a release indicating understanding of his/her responsibilities under it no later than his/her eighth day of employment in the District.

RESPONSIBILITIES

- A. School officials in the Brittan Elementary School District have a threefold responsibility in the Plan:
 - 1. Survival, protection and care of students and staff,
 - 2. Education of students and staff in the basic principles of protection, and
 - 3. Maximum use of school resources, including plant and personnel.
- B. Certain actions are required that will help prepare for and cope with almost any type of disaster.
- C. Each teacher must maintain possession of a class register or list at all times to account for students during an emergency.
- D. The Plan must outline responsibilities and actions that school staff may be called upon to execute in an emergency. The Plan shall be filed with the appropriate civil defense coordinator(s) and/or local and county agencies after approval.
- E. School staff members/employees must be thoroughly acquainted with the Plan and their individual duties within its scope and sequence.

DUTIES OF SCHOOL PERSONNEL DURING AN EMERGENCY

Superintendent/Principal:

1. Assumes overall direction of emergency procedures.
2. Directs evacuation of buildings, using fire drill and other signals and procedures as required, in the event of fire, threat of explosion or following cessation of earthquake tremors.
3. Arranges for physical transfer of students when students' safety is threatened by flood, approaching fire or other such peril.
4. Issues orders to teachers to move children to designated areas of safety within the school when such action is deemed necessary.
5. Communicates with public agencies and members of the media, or designates staff personnel to handle such duties.
6. Designates first aide areas, alternative staging areas, "phone tree" calling areas, release areas and makeshift morgue area in conjunction with local emergency personnel and law enforcement.

Student Information Officer-Vice Principal:

1. Gather information regarding students missing or not accounted for in daily attendance or reports to office from teachers.
2. Establish information center at safe staging area designed by superintendent/principal away from incident site: update student information as teachers arrive with their classes.
3. Under direction of Superintendent/Principal, implements establishment of "phone trees" to be used for parent notification.
4. Gather information regarding students and staff injured by the incident.
5. Supervise release of students by teachers to parents/guardians.
6. Assist in preparing campus for conversion to Mass Casualty Center by emergency personnel.

Teachers:

1. Direct evacuation of his/her students to designated assembly areas in accordance with warning signals, written notification or orders from the Superintendent/Principal.
2. Takes roll when class regroups at designated assembly area.
3. Gives the DROP Command during earthquake or surprise attack.
4. Reports to the principal the names of any student(s) who are unaccountably absent.
5. Sends students in need of first aid attention to persons trained to administer first aid, or to the designed assembly area for first aid.

Maintenance/Custodial:

1. Access and supervise the use of emergency equipment, handling of supplies and the safe use of available utilities.
2. Direct and assist in rescue operations as required, including provision of physical plan maps, plot plans and emergency egress plans to Emergency Services personnel as needed.
3. Direct and assist in firefighting activities until regular firefighting personnel take over such duties.
4. Control main shutoff valves for gas, water and electricity, and take other preventive measures to minimize hazards that may result from broken mains or downed power lines.
5. Disburse emergency equipment, as needed.
6. Take steps necessary to conserve usable water supplies.

School Secretary/Office Staff:

1. Provide for the safety of essential school records and documents.
 - a. Deliver the current day's absentee lists to teachers who are outside of their classrooms and are unable to access their records due to the nature of the emergency.
 - b. Secure school documents needed by the Superintendent/Principal and/or Emergency Services personnel.
2. Complete tasks under the direction of the Superintendent/Principal as needed.
3. Assist the Student Information Officer in release of children to their parents or guardians and keep information on computer readouts about students who have been released from school.
4. Assist Student Information Officer in routing parents and guardians to the appropriate staging areas for injured or uninjured students.

Bus Driver:

Pursuant to the terms of a Memorandum of Understanding (MOU) between Brittan Elementary School District and its transportation provider, First Student and/or Sutter Union High School, or any other contractor for transportation services, the bus driver shall:

1. Supervise care of children when an emergency occurs while children are in the bus.
2. Issue "DROP" command, as appropriate, when an emergency occurs while children are in the bus.
3. Effect transfer of students to different locations when directed to do so by the superintendent/principal.
4. Assist emergency services, as assigned by the Superintendent/Principal, when not involved in the preceding activities.

County Nurse/Clinic Personnel:

1. In the event of a school emergency, the county nurse and/or clinic personnel shall report to Brittan Elementary School.
2. Supervise all staff in administration of CPR/First Aid.
3. Access and manage first aid kits and medical supplies located in the office and cafeteria for use by staff in administering first aid.
4. Complete tasks under the direction of Superintendent/Principal as needed.

Cafeteria Manager and Staff:

1. Assist county nurse/clinic personnel in executing their duties described in the Plan.
2. Organize cafeteria food stock and water supply for when feeding becomes necessary.
3. When the school is designated as a Mass Casualty/Congregate Care Center, assist Red Cross and Office of Emergency Services personnel in conversion of school.
4. Complete tasks under the direction of the Superintendent/Principal as needed.

Yard Duty/Outdoor Supervision:

1. As necessary, sound auditory alert of the incident as directed by the Superintendent/Principal. In the case of an incident presenting imminent danger, personnel shall implement "Action: Drop" or "Action: Take Cover" as warranted by the incident.
2. Assemble students with their respective classes or homerooms at designated areas.
3. Assist teachers in implementing "Action: Stand By"
4. Assist cafeteria personnel, county nurse/clinic personnel and school secretary/office staff in performance of their duties under the Plan.
4. Complete tasks under the direction of the Superintendent/Principal as needed.

Emergency Preparedness Volunteer (Community Member):

1. Serve in any role or capacity assigned by school administration or its designee(s).
2. Carry out instructions of certificated or classified personnel within the scope of his/her assigned role.
3. Protect and maintain confidentiality of all confidential information with which he/she may come in contact while pursuing duties related to the emergency.
4. Refer requests for information regarding the incident to Superintendent/Principal without comment.

PROTOCOLS FOR OBTAINING AND RELEASING INFORMATION

Keeping Staff Informed

To ensure prompt and accurate communications among staff during any emergency outlined in the Plan, the following protocols shall be observed.

Communication

1. When the Emergency Preparedness Plan is initiated, all staff will access their e-mail and Catapult EMS programs to receive messages concerning the nature of the emergency. For this reason, all campus e-mail and Catapult EMS terminals shall be set to emit an auditory signal within one minute of the time an incoming message arrives. The district technology coordinator will assist staff members who need help adjusting their computer settings to emit the required auditory signal.

Communication regarding the emergency shall be via the following means:

- a. campus telephone network
- b. Catapult EMS
- b. e-mail terminals
- c. 2-way radio handset (yard duty and all other mobile personnel)
- d. district and personal cellular telephone, and
- e. runners with written messages and route slips (where necessity, safety and prudence permit)

Separate, unique and distinct auditory signals shall be used to designate the separate emergencies of fire and other emergencies. Communications with and among district staff shall be established and maintained via the means previously described.

2. In an emergency governed by the Plan, it is imperative that campus phone lines be kept clear for emergency-related messages only. For this reason, parents are discouraged with utmost caution from attempting to dial directly through to a particular teacher's classroom. Information regarding any emergency will be disseminated by the Superintendent/Principal or designee: phone calls to notify parents of any developments will be handled via the call-down matrices.

Releasing Information to the Media and Public

It is essential that release of information regarding any emergency be both accurate and prudent. Release of information can, in some cases, affect the outcome of a given emergency situation; it is also necessary that in time of crisis, rumor and speculation not be permitted to take preeminence, as these actions fuel anxiety and uncertainty on the part of students, parents and the community alike. For these reasons, the following protocols will be in effect regarding the release of emergency information:

1. Information regarding any emergency governed by the Plan will be released only by the superintendent/principal or designee, law enforcement personnel or the director of the Sutter County Office of Emergency Services. The Student Information Officer will gather information for use by these entities as defined by the scope of his/her position within the plan, but will not be involved in the release of information to the media unless so designed by the superintendent/principal.
2. Unless designated to do so by the Superintendent/Principal, district staff shall refrain from speaking to the media regarding the current status of any emergency, referring such requests to the Superintendent/Principal or designee without further comment.
3. Media representatives shall be referred to a media information center located in a site that is not adjacent to the location of the current emergency, if possible.
4. Media representatives shall refrain from contact with students for the duration of any emergency requiring action under the Plan.

5. The Superintendent/Principal or designee shall defer release of information regarding the emergency to law enforcement or emergency services personnel as deemed necessary under the actions prescribed in the Plan.

Crisis Intervention Team

During an emergency governed by the Plan, a Crisis Intervention Team shall assemble, consisting of the following people:

1. Brittan Elementary School District personnel - school psychologist; county nurse/clinic personnel; 2 certificated staff; student information officer; administrative designee (vice principal or Superintendent/Principal); head of maintenance; cafeteria manager
2. Community members - BPAC member (yearly selection); 3 parents (yearly selection); law enforcement designee; clergy (if warranted)

MEMORANDA OF UNDERSTANDING

This section shall include Memoranda of Understanding as follows:

1. A Memorandum of Understanding (MOU) shall be established between Brittan Elementary School District and First Student and/or Sutter Union High School District regarding actions to be taken during a campus disturbance at Brittan Elementary School. The nature of the MOU and reciprocity in the event of a campus disturbance at Sutter Union High School shall be negotiated by the Superintendent/Principal of both school sites, subject to approval by the governing boards of both school districts. It shall outline guidelines for reciprocity, establishment of alternative information/staging areas, steps for communication between campuses in event of disturbance and standards for release of students to parents/guardians at the alternative staging area at the school site where the disturbance is not taking place.
2. Pursuant to "Action: Directed Transportation," the district shall establish Memoranda of Understanding with First Student Transportation and/or Sutter Union High School District delineating the guidelines and circumstances under which these agencies will provide transportation services for Brittan Elementary School District. The nature and limitations of the MOU shall be negotiated by the Superintendent/Principal and authoritative personnel at each of these agencies, subject to approval by the Brittan Elementary School District Board of Trustees.

LOCATIONS OF ON-SITE AND ALTERNATIVE STAGING AREAS

On Site:

Primary to north fence line.

Intermediate to west fence line.

Junior High to edge of pavement on south field.

Should any of the above areas be inaccessible, classes are to go to the southern field fence line.

- All district employees shall have a #1 key to unlock padlocks on all chain link fence gates.

Off Site:

Sutter Union High School parking lot.

Post Office

Fire Department

EMERGENCY CLASSROOM SUPPLIES
"THE BUCKET LIST"

The following items are included in Brittan Elementary School's emergency buckets. If items are used or need updating, a copy of the list with appropriate check marks will be sent to the office for replacement.

- TARP
- HOOKS FOR TARP
- BAGS FOR TOILET USE
- TOILET PAPER
- GLOVES
- BAND AIDS

The following items are also included in buckets for the portables which don't have water faucets:

- WATER
- CUPS

Buckets will also be kept in portables which are currently not being used as classrooms. In the event of an emergency-and students/teachers are using those rooms for P.E./Brittan Buck store/Assemblies, etc.-a tablet and pencils are included to make notes, list student names or whatever else might be necessary.

EMERGENCY TELEPHONE NUMBERS - PUBLIC AGENCIES

All emergencies.....	9-1-1
Animal Control.....	822-7375
American Red Cross	673-1460
Bi-County Ambulance.....	674-2780
California Highway Patrol.....	674-5141
Rideout Memorial Hospital	749-4300
Sutter County Office Of Emergency Services (OES)	822-7400
Sutter County Sheriff's Office	822-7307
Sutter Fire Department.....	755-0266

CERTIFICATED AND CLASSIFIED STAFF CALL-DOWN MATRICES INFORMATION

Brittan School District certificated and classified staff call-down matrix phone numbers are confidential. The call-down matrix is located in a sealed manila packet or folder located in the same file folder as the office copy of the Emergency Preparedness Plan. In the event it becomes necessary to implement the Brittan staff call-down matrix, staff members on campus will open and use the confidential lists stored with the disaster plan. Staff members off campus will use their personal call-down lists included with their staff manuals issued at the beginning of each academic year.

The call-down matrices ("Phone trees") will be implemented by the following people, in order of priority:

1. Non-designated on-duty personnel
2. Non-designated off-duty personnel
3. BPAC personnel who have passed "volunteer" criteria and have signed the Emergency Preparedness Volunteer Confidentiality Statement
4. Non-designated Emergency Preparedness Volunteers

EMERGENCY CALL SYSTEM

Brittan Elementary School District staff members will utilize email, texts and online messaging via the Catapult EMS system.

EMERGENCY PREPAREDNESS VOLUNTEER QUESTIONAIRE

If you are interested in assisting with our school emergency preparedness team, please fill in the personal information requested, check the area(s) in which you qualify to assist as a volunteer and return this form to the school office.

Name _____

Address _____

Work Phone _____

Home Phone _____

Cell Phone _____

Student(s) attending Brittan School:

_____ Hold valid Red Cross First Aid Certificate: expires _____

_____ Hold valid Red Cross CPR Certificate: expires _____

_____ Search and Rescue experience or training

_____ Law enforcement experience or training

_____ Survival training

_____ Teacher or student assistant

_____ Clerical skills

_____ Other specialized skills (please list and describe):

_____ Foreign language proficiency (please list): _____

_____ Other experience or training in emergency preparedness (please describe):

**EMERGENCY PREPAREDNESS VOLUNTEER SERVICES
CONFIDENTIALITY STATEMENT AND RELEASE**

Please read the following statement carefully. *Your signature indicates that you agree to comply with the conditions set forth in the statement.*

I agree to serve as an Emergency Services Volunteer for Brittan Elementary School District for the academic year _____ and to be trained in the requirements and implementation of the Emergency Preparedness Plan.

I understand that if I am called upon to act as a volunteer during an emergency situation at Brittan School, I may in the course of such duties encounter information that is regarded as confidential. I agree to protect and maintain the confidentiality of any such information I may encounter, both during service as a volunteer and after such service has ended. I also understand that during the emergency, all requests for information regarding the emergency are to be directed, without comment, to the Superintendent/Principal. I agree to comply with this and all other conditions and requirements set forth in the Brittan Elementary School District Emergency Preparedness Plan.

Signed _____

Date _____

Name (Please Print) _____

CPR/FIRST AID CERTIFIED PERSONNEL

All Brittan Elementary School certificated and classified staff personnel are required to maintain certification in CPR and First Aid training and should be regarded as "CPR/First Aid Certified Personnel" unless otherwise indicated. These and other persons certified in CPR and First Aid are listed in the confidential call-down matrix packet stored in the same office location as the official school district copy of the Emergency Preparedness Plan.

CONGREGATE CARE CENTER STAFF LIST

<u>Position</u>	<u>Name/Telephone/Extension</u>
Congregate Care Manager	_____
Ass't Manager/Personnel	_____
Reception/Registration Supervisor	_____
Recreation Supervisor	_____
Feeding Supervisor	_____
Dormitory Supervisor	_____
Clothing Supervisor	_____
Building Maintenance Supervisor	_____
Communications Supervisor	_____

EMERGENCY EVACUATION PROCEDURES

In a case where students need to be evacuated from the school the procedures below will be followed:

1. The order "Action: Go Home" will be given. It will be a separate and unique bell sound that will only represent the "Action: Go Home" order.
2. Students and teachers will immediately return to homeroom class.
3. Extra staff members for example: aides, cafeteria, maintenance, anyone already assigned to a duty, etc., will go to the office for instructions as to what students to pick up and deliver to their homerooms and/or instructions as to what classrooms to help with.
4. Oldest siblings (5 graders and up) will take student release index cards from homeroom teacher and go pick up younger siblings, taking them back to their homeroom class. Teachers are instructed to NOT release a student when the older student does not have a student release index card. NOTE: In the event the older sibling is absent, a staff member will get the younger ones to the proper class.
5. Once everyone is in their homeroom, call office with "all clear".
6. If the drill or a real evacuation happens during after school daycare, those students will be taken to the library.
7. In the event of a real evacuation, parents/guardians will be notified to pick up their children from the homeroom classroom of the oldest sibling. Teachers should have a sign out sheet for parents/guardians and will determine with certainty that the child/children may be safely and legally released to the adult. Those primary teachers with only a handful of children remaining will combine with another teacher; leave a note on the door and inform the office as to the whereabouts of their students. Teachers will take emergency folders with them to the teacher they combine with. Once students are with the other teacher, teachers will report to the office for any new assignment.
8. If the child is unable to leave because of injuries or has been transported to a local hospital due to injuries, that information is written on the emergency release card and relayed to the adult.

RESPONSE PROCEDURES

All school staff shall respond to campus disturbances in accordance with the Plan, which shall include the following elements:

1. "Campus Disturbance" defined: any emergency situation that involves or is inclined to create student unrest or disorder, or in which uncertain conditions prevail to the point that mass confusion or panic becomes possible.
2. Separate, unique and distinct auditory signals shall be used to designate the separate emergencies of fire and other emergencies. Communications with and among District staff shall be established and maintained via the following means:
 - a. campus telephone network
 - b. Catapult EMS
 - b. e-mail terminals
 - c. 2-way radio handset (yard duty and all other mobile personnel)
 - d. District and personal cellular phones
 - e. runners with written messages and route slips (where necessity, safety and prudence permit)

As part of implementing this portion of the Plan, access lists of staff cellular telephone numbers shall be kept with the call-down matrices for the Plan.

3. Each staff member shall perform specific duties during a disturbance: These duties shall be enumerated in the Plan.
4. The Plan shall detail circumstances under which the Superintendent/Principal shall:
 - a. inform the Sheriff's Department
 - b. secure assistance from the Sheriff's department
 - c. defer to the Sheriff's Department authority and responsibility for a specific crisis situation
 - d. inform the Fire Department(s)
 - e. secure assistance from the Fire Department(s)
 - f. defer to the Fire Department(s) authority and responsibility for a specific crisis situation
 - g. implement "Action: Convert School"
5. Depending upon the nature of the crisis and the potential danger it represents, the Superintendent/Principal or designee may implement one or more of the following:

"Action: Stand By"- Code Yellow
"Action: Leave Building"-Code Yellow or Red
"Action: Directed Transportation"-Code Yellow or Red
"Action: Go Home"-Code Yellow or Red
"Action: Take Cover"-Code Red
"Action: Drop"-Code Red
"Action: Convert School"-Code Yellow or Red
6. **Media inquiries and contacts regarding any crisis situation shall be directed without further comment to the Superintendent/Principal or designee. A separate Student Information Officer, working with local law enforcement authorities, shall handle parental inquiries regarding the status of individual children. The Student Information Officer shall comment only on school-related matters and matters pertaining to the status of individual children.**

EMERGENCY ACTIONS DEFINED

NOTE: whenever any Emergency Action is implemented, staff personnel shall implement the communication protocols required by the Plan as soon as it is safely and reasonably possible, regardless of the nature of the Emergency Action. These protocols are outlined on pages 30-37 of the Plan.

1. "Action: Stand by"-Catapult EMS (Code Yellow)

When inside a building:

- a. Warning shall be given by the Superintendent/Principal or designee via auditory signal or runner. In the event an auditory signal is used, all staff members shall announce to students to stop what they are doing and listen for further directions.
- b. All students in classrooms shall be held pending receipt of further instructions: individual students outside of classrooms with hall passes or other permission shall return to their respective self-contained classrooms or period/class. In the case of an incident presenting imminent danger, individual students outside of classrooms with hall passes or other permission shall enter or be escorted to the nearest available classroom providing refuge from the incident: when possible, the office and their homeroom and classroom teachers shall be notified of their current location. Classroom curtains or blinds shall be closed and classroom doors shall be locked to outside access. Students will sit or lie on the floor to avoid further exposure to risk.

When outside a building:

- a. Warning shall be given by the Superintendent/Principal or designee via predetermined auditory signal or runner. In the case of an incident presenting imminent danger, "Action: Take Cover" or "Action: Drop" shall be implemented; students shall take cover by behind available structures or by dropping to the ground. In such a situation, notification will be given by oscillating or intermittent auditory signal, school personnel on outdoor duty or by the commencement of the incident itself. In such a situation, "Action: Stand By" shall be implemented as soon as it is safe to do so.
- b. All students shall assemble at designated locations according to their self-contained or homeroom classes. They shall then be brought into classrooms and held pending receipt of further instructions. Individual students outside of classrooms with hall passes or other permission shall return to their respective self-contained classrooms or period/class rooms. In the case of an incident presenting imminent danger, individual students outside of classrooms with hall passes or other permission shall enter or be escorted to the nearest available classroom providing refuge from the incident; when possible, the office and their homeroom and classroom teachers shall be notified of their current location. Classroom curtains or blinds shall be closed and classroom doors shall be locked to outside access. Students will sit or lie on the floor to avoid further exposure to risk.

Once "Action: Stand By" has been implemented, no staff member shall initiate any other action outlined in the disaster plan nor release students from classrooms until verbal, personal notification from the Superintendent/Principal, designee or law enforcement officials. A disturbance or cessation of the disturbance or incident or of any auditory alert shall not be interpreted as a signal that the disturbance or incident has ended.

2. "Action: Leave Building"-Catapult EMS (Code Yellow or Red)

- a. In the case of a campus disturbance, the signal to implement "Action: Leave Building" shall be verbal, personal instruction by the Superintendent/Principal or designee. In other circumstances, this action

may be implemented by the sounding of the fire alarm signal or (in the case of an explosion or other immediate catastrophe) by the emergency itself.

- b. This action may be followed by either "Action: Directed Transportation" or "Action: Go Home." Students will evacuate classrooms and/or other buildings using predetermined fire escape routes or alternative escape routes; they will be informed which routes to use at the time "Action: Leave Building" is implemented.

3. "Action: Directed Transportation"-Catapult EMS (Code Yellow or Red)

- a. In the event the crisis requires that all or part of the school community be removed to a different location, this action shall be implemented by personal, verbal instruction by the superintendent/principal or designee.
- b. Students shall be loaded into school buses and/or vans for transportation to the alternative staging area or to their homes.
- c. **This action is most difficult and shall be implemented only if no alternative exists.**

4. "Action: Go Home"-Catapult EMS (Code Red)

- a. This action shall be implemented by the Superintendent/Principal or designee.
- b. This action shall be implemented only if there is time to return students safely to their homes.
- c. The Superintendent/Principal or designee shall determine circumstances of release of students to their homes, e.g. via school transportation from campus, parent transportation from the alternative staging/information area and so forth.
- d. This action shall be implemented by personal, verbal instruction by the Superintendent/Principal or designee.

5. "Action: Take Cover"-Catapult EMS (Code Red)

- a. Take shelter in properly prepared shelter in or near school.
- b. If adequate shelter is not available, full use will be made of shielded areas within school buildings. Precautions will be taken to minimize injury by flying objects such as glass or plastic/metal window coverings. When outside, students shall take cover behind available structures or by implementing "Action: Drop."
- c. This action is considered appropriate for a dangerous person or persons on campus, enemy attack or severe local storms and shall be implemented by personal, verbal instruction by the Superintendent/Principal or designee, oscillating or intermittent auditory signal, school personnel on outdoor duty or by the commencement of the incident itself.

6. "Action: Drop"-Catapult EMS (Code Red)

- a. Typically, the warning for emergencies of this type is the beginning of the disaster itself.
- b. Inside school building:
 - 1. Command "DROP" is given.

2. Students and staff take Civil Defense Protective Position** under desks and furniture, with backs to windows.

**Civil Defense Protective Position: drop to knees, clasp both hands behind neck, bury face in arms, close eyes and cover ears with forearms.

c. Outside school building:

1. Earthquake:
 - a. Command "DROP" is given
 - b. Move away from buildings
 - c. Take Civil Defense Protective Position
2. Dangerous person on campus, surprise attack or explosion:
 - a. Command "DROP" is given
 - b. Get behind closest solid object or lie with head away from light, flying objects or blast; cover head and face and as much skin surface as possible; close eyes and cover ears with forearms
 - c. Students should be instructed to react, on their own, in the same way to this kind of catastrophe while on their way to or from school - whether a teacher is present or not

7. **"Action: Convert School"-Catapult EMS (Code Yellow or Red)**

- a. Notification to implement this action shall be given by personal, verbal instruction via the Superintendent/Principal or designee
- b. During school hours:
 1. Dismiss all classes (using Emergency Evacuation Procedures)
 2. Notify Sutter County Office of Emergency Services
 3. Follow directions of Sutter County Office of Emergency Services and local Red Cross affiliate to prepare school for conversion to a Congregate Care/Mass Casualty Center
- c. Other than school hours:
 1. Notify school staff and support personnel; advise Congregate Care Center staff who need to report to campus
 2. Notify Sutter County Office of Emergency Services
 3. Follow directions of Sutter County Office of Emergency Services and local Red Cross affiliate to prepare school for conversion to a Congregate Care/Mass Casualty Center
- d. **"Action: Convert School" will be implemented only upon request or direction of Sutter County OES, proper Civil Defense authorities or National American Red Cross officials.**

INSTRUCTIONS FOR SPECIFIC EMERGENCIES

Fire Drills and Fires-Catapult EMS (Code Yellow)

1. The Superintendent/Principal shall hold fire drills at least once a month (Code of Regulations, Title 5, Section 550)
2. All students, teachers and other employees shall be required to leave the school building in an orderly and rapid manner. Teachers shall take roll to ascertain that no students remain in the building; missing students shall be reported immediately to the Student Information Officer, Superintendent/Principal or designee.
3. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated escape route is blocked.
4. A record shall be kept in the superintendent/principal's office of each fire drill conducted.

In case of an actual fire emergency, the following actions will be taken:

1. sound fire signals
2. call fire and sheriff's departments
3. students and adults evacuate the building to outside assembly areas
4. in outside assembly areas, teachers shall take roll, report missing students and provide assistance to injured students
5. if the fire is serious, students shall be taken to the alternative staging area for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

During a disaster in which the fire department might not be available to help, the following methods shall be used for extinguishing special types of fires:

1. Electrical: the electricity is to be shut off first. The flames are then to be extinguished with water or other available items (fire extinguisher, blanket, rugs, etc.). If the electricity cannot be shut off, water should **not** be used on an electrical fire.
2. Oil or grease: the supply of whatever is burning should be shut off and the flames smothered with sand, earth, rugs or other heavy materials. Water should **not** be used.
3. Gas: the gas supply should be shut off and water, sand or earth used to extinguish whatever is burning.

Bomb Threats-Catapult EMS (Code Red)

Whenever the Superintendent/Principal or designee believes that a danger may exist, students and staff shall evacuate threatened areas until law enforcement or fire department staff conduct a bomb search and determine that reentry is safe. Effort shall be made to identify individual(s) making bomb threats by use of the Bomb Threat Information Sheet and other means. Students making bomb threats shall be suspended, ***and other legal action, including but not limited to student and parental responsibility for the cost of investigating each occurrence, may be investigated and pursued by the district.***

Legal Reference:

Education Code

- 44810 Willful interference with classroom conduct
- 48900 Grounds for suspension or expulsion
- 51202 Instruction in personal and public health and safety

Penal Code

- 17 Felony, misdemeanor, classification of offenses
- 148.1 False report of explosive or facsimile bomb
- 245 Assault with deadly weapon or force likely to produce great bodily injury; punishment
- 594 Vandalism; penalty

Evacuation, if called for, should move students in an orderly fashion in a direction dictated by such circumstances as:

1. suspected location of bomb
2. location of staging areas for emergency vehicles, fire hydrants, parking lot entries, etc.

If no suspicious device is actually found prior to evacuation, the control of and responsibility for the evacuation shall rest with the school administration.

If a suspicious device is found, it is not to be handled; notify the sheriff's department immediately, using 911; the sheriff's department will then assume responsibility for the evacuation and control over facilities and personnel.

After a systematic search is made, the Superintendent/Principal shall be notified immediately of the results of the search. Use of sheriff's department personnel for release of information is encouraged: the superintendent/principal or designee shall be the only person authorized to release information about the situation on behalf of Brittan Elementary School District.

Earthquake Emergency Procedure System-Catapult EMS (Code Yellow or Red)

1. A school building emergency preparedness plan for maintaining the safety and care of students and staff, ready for implementation at any time, shall outline roles, responsibilities and procedures for students and staff.
2. A "DROP" procedure, whereby each student and staff member takes cover under a table or desk, drops to the knees, protects the head with arms and faces away from the window shall be in effect during earthquake drills or actual earthquakes.
3. The Plan shall outline protective measures to be taken before, during and after an earthquake.
4. Inservicing shall be undertaken to ensure that all employees are aware of and properly skilled in the earthquake emergency procedure system (EC35297).

5. "DROP" procedures shall be practiced at least once each school quarter (EC 35297).

Post-Earthquake Inspection

1. The custodial/maintenance staff shall make a thorough inspection immediately after a severe earthquake.

Check points:

- Large cracks affecting buildings
- Earth slippage affecting buildings
- Water leaks
- Gas leaks
- Electrical breakages

2. The Superintendent/Principal shall inspect school facilities with custodial/maintenance staff. If he/she believes the school facilities are sufficiently damaged and a hazard, he/she shall notify the County Building Inspector to check for structural failure and equipment adequacy. Until this is done, any school facility awaiting inspection shall not be occupied.
3. The Superintendent/Principal shall consult with County Building Inspector to determine who shall be responsible for certifying the safety for occupancy of any school district structure. Once this is accomplished, the Superintendent/Principal or designee shall expedite reconstruction and replacement of structures and equipment.

Storms, Winds, and Floods

Storms-Catapult EMS (Code Yellow)

When a major storm threatens, radios or televisions should be tuned to weather reports and forecasts, as well as other information and advice that may be broadcast by the local government.

Hurricane or Tornado Winds-Catapult EMS (Code Yellow or Red)

In the event of a storm generating hurricane-force or tornado-force winds, the following procedures will be observed.

1. When on campus:
 - a. All students should be inside a building.
 - b. Cover should be taken under desks, tables, or other sturdy materials or fixtures; students and staff should stay away from windows and doors.
 - c. Radios and televisions should remain tuned to weather reports for updated information and advice.
2. When off campus:
 - a. If enough lead time is available, a bona fide civil defense shelter should be found (e. g., County Building, Police Department, Post Office, Hall of Records, etc.)
 - b. If in open country, students and staff should move at right angles away from tornado's path, if known at the time. If unknown or insufficient time is available, cover should be taken and people should lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine away from power lines and trees.

Floods-Catapult EMS (Code Yellow or Red)

In the event of a flood, the Superintendent/Principal shall initiate one or more of the following Emergency Actions, depending upon the extent of the flood and the time before its projected arrival at the school site.

Emergency Actions:

1. execute "Action: Go Home," or
2. execute "Action: Leave Building," or
3. execute "Action: Directed Transportation," or
4. provide care for students at school, or
5. upon declaration of Sutter County Office of Emergency Services (OES) and request of Sutter County Office of Social Services, execute "Action: Convert School."

When a pre-existing emergency indicates the possibility of a flood, and whenever possible, the Superintendent/Principal shall, in consultation with the Office of the Sutter County Superintendent of Education and the Sutter County Office of Emergency Services, close school session at the end of the school day. In conjunction with this action, notice shall be given to school staff to stand by for "Action: Convert School."

The Superintendent/Principal shall also provide damage assessment/injury reports to the Sutter County Superintendent of Schools and to other appropriate local, county and state authorities. In the event that Sutter County OES and Office of Social Services so indicate, "Action: Convert School" shall be invoked so that the school facility may be used as a Mass Casualty/Congregate Care Center.

Chemical/Toxic Spill-Catapult EMS (Code Yellow or Red)

Warning of a chemical accident or toxic spill is usually received from the Fire Department, Sheriff's Office or from Emergency Services officials when such an accident occurs near a school and may be a threat to the safety of the school.

Chemical accidents which might necessitate evacuation will most likely involve the release of toxic fumes or the threat of an explosion from a tank truck accident occurring in the vicinity of the school.

Procedures:

Indoor Chemical Accident: -Catapult EMS (Code Yellow or Red)

- 1a. The teacher in the room in which the accident occurs will implement "Action: Leave Building."
- 1b. Determine if the threat of explosion exists. If threat of explosion exists, no electrical switches, motors or other relays that might create sparks should be activated.
- 2a. The Superintendent/Principal or designee will notify Emergency Services, including the Sutter County Hazardous Materials Response Team, as needed.

- 2b. The teacher in the room in which the accident occurs will turn over the applicable MSDS (Material Service Data Sheets) forms regarding the spilled chemicals to the Superintendent/Principal or designee for use by the Sutter County HazMat response team.
3. The Superintendent/Principal or designee will implement the Outdoor Chemical Accident Procedure for all other rooms and areas of the campus.

Outdoor Chemical Accident: -Catapult EMS (Code Yellow or Red)

- 1a. Determine the need to implement "Action: Leave Building" or "Action: Stand By." "Action: Leave Building" means to effect orderly movement of students and staff from inside school buildings to an outside area of safety. This directive will be implemented when anything occurs which might make school facilities uninhabitable. "Action: Stand By" means to hold all students inside classrooms in their respective classrooms and to bring all students outside of classrooms into their respective self-contained classrooms and homerooms. All doors and windows shall be closed, and all heating/air conditioning equipment shall be turned off. Personnel and students shall remain at their respective locations pending further instructions.
- 1b. **Determine if the threat of explosion exists. If a threat of explosion exists, no electrical switches, motors, or other relays that might create sparks should be activated.**
2. Determine whether students and staff should leave school grounds.
3. If appropriate, take action to evacuate the buildings and, if necessary, the area.
4. If it becomes necessary to leave the area, implement "Action: Directed Transportation." This directive means loading students and staff into school busses, private cars, and other means of transportation and taking them from a dangerous area to a safe area. This action should be taken under the direction of competent civil defense authorities. Such instruction could come to the school via any means of communication.
5. Move crosswind--never up or downwind--to avoid toxic fumes.
6. With the school staff, maintain control of students at a safe distance from the accident or spill site.
7. Render first aid as necessary (see CPR/First Aid Certified Employee Directory for appropriate personnel).
8. Teachers will take roll of their respective classes and report any unaccountably absent or missing students to the Superintendent/Principal and responding emergency personnel immediately.
9. The Superintendent/Principal or designee will direct other actions as required and in coordination with responding emergency personnel, deferring as necessary to the authority of the on-scene commander.
10. Student and staff are not to be permitted to return to the school site until the school site has been declared safe by the Sutter County Health Department or Department of Toxics and Substance Control.
11. The Superintendent/Principal or designee shall provide damage assessments/injury reports to the Sutter County Superintendent of Schools.

Explosion or Threat of Explosion-Catapult EMS (Code Red)

This section covers actions to be taken when there exists a threat of non-bomb explosion such as might be caused by leaking gas.

1. When threat of explosion exists, teachers shall immediately implement "Action: Leave Building." If explosion occurs, the command "DROP" shall be given.
2. If the explosion has occurred within the building or threatens the building, teachers will implement "Action: Leave Building."
3. **In the event the threat of explosion is from a gas leak, no electrical switches, motors or other relays that might create sparks should be activated.**
4. Office staff shall notify the Fire Department.
5. Superintendent/Principal or designee shall notify PG&E of the location and nature of the leak.
6. Administrative designee(s) shall report damage and injuries to the Superintendent/Principal or designee.

Fallen Aircraft-Catapult EMS (Code Yellow or Red)

1. The Superintendent/Principal or designee shall determine which Emergency Action(s), if any, to take. Teachers shall take action to ensure student safety as necessary without further administrative directives.
2. All staff and students shall maintain a safe distance from the aircraft, allowing for the possibility of explosion and fire.
3. Office staff shall notify Emergency Response personnel via 9-1-1.
4. Only the Superintendent/Principal and/or designee shall communicate with news media, the Sheriff's Department or other emergency personnel. **All information regarding current status of the incident or the location or condition of individual students shall be relayed ONLY to the Superintendent/Principal and/or designee.**
5. Missing students shall be reported to the Student Information Officer, Superintendent/ Principal, or designee.
6. Damage and injury assessment shall be reported to the Superintendent/Principal or designee.

Stray Animal on Campus-Catapult EMS (Code Yellow)

In the event a stray animal is discovered on campus, the following steps shall be implemented:

1. If possible, students shall be kept from contact with the animal and the animal shall be contained by a member of the custodial staff.
2. Information shall be relayed to Sutter County Animal Control regarding the animal's appearance and behavior.

3. If the animal appears to be ill or is dead, students shall be removed from the immediate vicinity; "Action: Stand By" shall be implemented as deemed necessary by the superintendent/principal or designee.
4. If the animal appears to be aggressive or dangerous, "Action: Stand By" shall be implemented.
 - a. Playground supervisory personnel shall be notified via runner and activities shall be halted by auditory signal.
 - b. Teachers shall be notified to pick up their classes from their respective line-up areas; middle school students shall be sent directly to their next class period rooms.
 - c. Teachers shall keep their classes in their classrooms until "Action: Stand By" has been halted by verbal, personal notification of the Superintendent/Principal or designee.

Campus Disturbances/Dangerous Intruders-Catapult EMS (Code Yellow or Red)

All language in this section of the Plan referring to intruders shall be regarded as an extension of existing Board policy regarding visitation of District schools by members of the public.

Extension of Class Period:

During any disturbance in which additional students might become involved while changing classes, the Superintendent/Principal or designee will implement "Action: Stand By" as defined in the "Emergency Actions Defined" section of the Plan.

Prohibited Activities Which Constitute a Campus Disturbance:

1. Disturbing the Peace

It is a misdemeanor to intentionally cause or attempt to cause a riot by engaging in conduct which urges a riot or urges others to act forcefully or violently, or to burn or destroy property under circumstances which produce a clear, present and immediate danger of such acts occurring (PC 404.6).

Anyone who, in a public place, fights, challenges another to fight or uses offensive words likely to provoke a fight is guilty of a misdemeanor (PC 415).

2. Disruption of School Operations

Students shall be subject to disciplinary action for any exercise of free expression which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, such as may occur when students:

- a. Organize or participate in unauthorized assemblies on school premises.
- b. Participate in sit-ins or stand-ins which deny students or employees normal access to school premises.

3. Refusal to Disperse

Persons who assemble for the purpose of disturbing the public peace or committing any unlawful act are severally guilty of a misdemeanor if they do not disperse when desired or commanded to do so by a public officer (PC 416).

4. Boycotts

Students participating in any protest that involves nonattendance at school or at a school activity where attendance is required shall be identified as truant.

5. Any criminal assault or battery on school property as defined in PC 243.5 that disrupts or threatens to disrupt lawful school activities, or any possession of firearms or other weapons on school grounds as defined in PC 626.9-626.10.
6. Entry upon school grounds by any person whose presence on school grounds has been prohibited by superintendent and/or board action pursuant to EC 32211, or whose contact with a given person on school grounds has been prohibited by an existing court order.

Procedure: Campus Disturbance/Unauthorized or Dangerous Person on Campus

The following procedure shall be implemented in the event of a campus disturbance.

1. The Superintendent/Principal or designee shall determine if and when the Plan should be initiated.
2. All staff members shall be alerted to the disturbance, either by auditory signal or Catapult EMS alerts. The auditory signal shall consist of a continuous bell or air horn signal implemented by the Superintendent/Principal or designee. The air horn signal shall be used for notification at all outdoor activities and in the event the bell system has been accidentally or intentionally disabled. The auditory signal shall continue until ordered otherwise by the superintendent/principal or designee. At the sound of the Disturbance Alert, all staff members shall implement "Action: Stand By." Once "Action: Stand by" –Catapult EMS (Code Red). Alert Lockdown. Inform, Counter or Evacuate will be implemented, no staff member shall initiate any other action outlined or in the disaster plan nor release students from classrooms until verbal, personal or via Catapult EMS notification by the superintendent/principal, designee, or law enforcement officials. An interruption or cessation of the Disturbance Alert shall not be interpreted as a signal that the Campus Disturbance has ended.
3. The following agencies shall be notified:
 - a. Sutter County Sheriff's Department
 - b. Sutter Union High School (if deemed necessary)
 - c. Sutter County Fire Department
4. Only the Superintendent/Principal and/or designee shall communicate with news media, the Sheriff's Department, or other emergency personnel. All information regarding current status of the disturbance; the status, location, or identity of intruders; or the location or condition of individual students shall be relayed ONLY to the Superintendent/Principal and/or designee.
5. All restrooms, refuse dumpsters, and other buildings shall be locked or otherwise secured by Custodial or Maintenance personnel.
6. All office personnel shall refer requests for media information and information regarding individual students to the Superintendent/Principal, designee, or Student Information Officer. Additionally, office personnel shall record and relay information regarding location of students, teachers, classified personnel, and any intruders as deemed prudent and necessary by the Superintendent/Principal or designee.

7. All parents/guardians shall be discouraged, with utmost caution, from coming to the school site during a campus disturbance. As necessary, they shall be referred to a separate staging area for contact with a student information officer designated by either the Superintendent/Principal, the Sheriff's Department, or other emergency officials.
8. Pursuant to the Memorandum of Understanding between Brittan Elementary School District and Sutter Union High School District, the Superintendent/Principal or designee shall determine the need for alternative information and student release staging areas and shall notify Sutter Union High School of this need as deemed necessary. The Superintendent/Principal or designee shall also determine the possible need for "Action: Directed Transportation" and, pursuant to its Memoranda of Understanding with various transportation entities, notify these entities of the potential need. It is imperative that the need for mass transportation due to a widespread emergency be considered in the process of making this decision.
9. The Sutter County Sheriff's Department shall originate and oversee the means of handling a campus disturbance involving an unauthorized or dangerous person. The Plan shall contain escape routes as alternatives to the fire escape routes currently in effect, as well as procedures necessary to maximize staff and student safety in a disturbance involving a dangerous person.
10. In a disturbance involving a dangerous person in which the Superintendent/Principal has implemented "Action: Stand By," the Superintendent/Principal shall coordinate with and defer to the authority of the Sutter County Sheriff's Department in the implementation of the following: "Action: Leave Building," "Action: Directed Transportation," and "Action: Go Home." The Superintendent/Principal may, at his/her discretion, implement the transportation of bus-route students or all students to the information staging area for release to their parents/guardians.

Legal References:

Education Code:

- 32210 Willful disturbance of public school or meeting
- 32211 Threatened disruption or interference with classes
- 35294-35294-5 School safety plans
- 39670-39675 Security patrols
- 44810 Willful interference with classroom conduct
- 44811 Disruption of classwork or school activities
- 48907 Student exercise of free expression

Penal Code:

- 403-420 Crimes against the public peace, especially:
- 415 Fighting; noise; offensive words
- 415.5 Disturbance of peace of school
- 416 Assembly to disturb peace; refusal to disperse
- 626-626.10 Crimes on school grounds
- 627-627.7 Access to school premises

Example Duty List for Staff Personnel

**Note: the following is a duty list for emergencies involving dangerous persons or intruders. The list is a sample in that similar lists for all other emergencies are incorporated into the plan; duty list "flip charts" have been constructed for each of the job categories listed here.

Duties: Principal/Superintendent or Designee

In implementing the Plan for an Intruder Disturbance, the Superintendent/Principal shall:

1. Give warning via auditory signal or runner.
2. Implement establishment of an alternative staging area: designate a student information officer to handle inquiries regarding the status of individual students, whether at the site of the disturbance or at the alternative staging area.
3. Compile and update information regarding the intruder for use by law enforcement and other emergency officials through office staff and the Intruder Threat Sheet.
4. Implement Emergency Actions: "Stand by," "Leave Building," Directed Transportation," or "Go Home" as necessary.
5. Schedule press releases and conferences: determine, with law enforcement and other emergency officials, the nature and extent of information to be released to the media and the public.
6. Designate runners to deliver verbal, personal confirmation of Emergency Actions to school staff.

Duties: Teachers

In implementing the Plan for an Intruder Disturbance, teachers shall:

1. Bring students who are outdoors into respective classrooms or homerooms: secure classrooms by closing windows and drapes/blinds and locking classrooms to outside access.
2. Direct students to sit or lie on floor out of the line of sight of windows that lack drapes/blinds.
3. Take roll to account for all students present: establish list of missing students.
4. Bring individual students who are outside, and not enrolled in your class, into your classroom: notify their respective teachers of their location, if possible.
5. Keep phone lines clear for necessary emergency communications (ALICE) Lockdown, Counter, Evacuate.
6. Implement Actions: "Leave Building," "Directed Transportation," and "Go Home" as directed in the Plan.
7. In the event of establishment of an alternative staging area, teachers not performing otherwise designated emergency tasks shall accompany their class/homerooms to the alternative staging area, where they will report and update student information directly to the student information officer; under the supervision of the student information officer, release students to parents/guardians as outlined in the Plan.
8. Refer all requests for information regarding the disturbance or intruder, without comment, to the Superintendent/Principal or designee.

Duties: Student Information Officer

In implementing the Plan for an Intruder Disturbance, the Student Information Officer shall:

1. Conduct a preliminary campus sweep to compile and update student information for law enforcement and other emergency officials use, including:
 - a. individual students not accounted for in preliminary attendance campus sweep;
 - b. classrooms or students not accounted for due to the nature or location of the disturbance or intruder;

- c. known information regarding students and staff injured by the disturbance or intruder
2. Establish command center at alternative staging area; collect and update student information from teachers as they arrive with their classes; supervise release of students to their parents/guardians as outlined in the Plan.
3. Refer all requests for information regarding the disturbance or intruder, without comment, to the Superintendent/Principal or designee.
4. Advise Superintendent/Principal or designee of developing events at the alternative staging area.

Duties: Custodial/Maintenance

In implementing the Plan for an Intruder Disturbance, custodial/maintenance shall:

1. Implement warning via auditory signal or runner.
2. Lock or otherwise secure all restrooms, refuse dumpsters, and other buildings as permitted by the nature and location of the intruder.
3. Arrange for shutoff of gas or electricity as required by the nature of the disturbance.
4. Assist in supervision of Actions: "Leave Building," "Directed Transportation," and "Go Home" as indicated in the Plan.
5. Assist office staff in recording and relaying information regarding location of students, teachers, classified personnel and the intruder as deemed prudent and necessary by the Superintendent/Principal or designee.

Duties: Office Staff

In implementing the Plan for an Intruder Disturbance, office staff shall:

1. Refer requests for student information to the student information officer.
2. Compile and relay information regarding location of students, teachers, classified personnel and any intruders as deemed prudent and necessary by the Superintendent/Principal or designee.
3. Update the Intruder Threat Sheet as necessary in conjunction with law enforcement and other emergency officials.
4. Keep phone lines open for emergency communications only.
5. Refer all requests for information regarding the disturbance or intruder, without comment, to the Superintendent/Principal or designee.

Duties: All Other Classified Personnel

In implementing the Plan for an Intruder Disturbance, all remaining classified staff shall:

1. Remain at their respective locations on campus after all buildings have been locked or otherwise secured, or
2. Assist office staff in fulfilling their Intruder Disturbance duties as deemed necessary and prudent by the Superintendent/Principal or designee.

EMERGENCY DRILL REPORT

BRITTAN ELEMENTARY SCHOOL DISTRICT

Month _____ Year _____

School _____

Fire Drills are to be conducted once each month by elementary and junior high schools and two times a year by high schools.

Earthquake drills are to be held two times each year by elementary and junior high schools and once a year by high schools.

Alternative emergency egress drills at district schools are to be held twice a year.

This school site conducted a:

_____ fire drill

_____ earthquake drill

_____ emergency egress drill

on _____ (date)

Signed: _____

Position: _____

BOMB THREAT INFORMATION SHEET

This form is to be filled out by the person receiving a bomb threat.
DO NOT DISCUSS THIS INFORMATION WITH ANYONE EXCEPT THE SUPERINTENDENT/PRINCIPAL OR DESIGNEE.

1. Notification of threat occurred on _____ at _____ a.m./p.m. by
_____ phone call
_____ verbal notification by _____
name
2. Exact location of bomb: _____
3. Time set for detonation: _____ a.m./p.m.
4. Description of explosive or container: _____
5. Reason for bomb/exact language used: _____

The information was _____ freely given by caller ___ coaxed from the caller.

Identifiable accent: _____

Identifiable background noises: _____

Name of person receiving the threat: _____

Address: _____ Phone: _____

NOTIFY:
Upon receipt of a bomb threat,
dial the following number immediately and report the call:

EMERGENCY: 9 - 1 - 1
Sutter County Sheriff's Office: 822-7307
Contact Superintendent/Principal or Designee
Contact District Office as soon as possible

INTRUDER THREAT SHEET

DO NOT DISCUSS THIS INFORMATION WITH ANYONE EXCEPT THE SUPERINTENDENT/PRINCIPAL OR DESIGNEE

1. Notification of threat occurred at _____ a.m./p.m. by
_____ phone call
_____ verbal notification by _____ name

2. Location of intruder: Room _____

3. Other intruder information: Name _____
Weapons? _____

4. Hostages in room with intruder:

Number of:

- _____ Intruder(s)
- _____ Students
- _____ Teachers
- _____ Volunteers/Others

5. Intruder Demands	Time Given/Deadline	Response
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMERGENCY PUPIL RELEASE FORM

Teacher: _____ Room: _____ Date: _____

Student	Released to: (Signature)	Address	Phone	Time Out

STUDENT RELEASE CARD

Each teacher has an Emergency Disaster Folder which is kept in their classroom, which contains disaster procedures, vital information about the students in that teacher's homeroom, cards for students who have younger siblings and a check-out sheet.

In the event of a disaster, procedures are followed whereby all students are sent/taken to the homeroom of the oldest child in the family. If an early release is required, teachers will access the information provided in the folder, which gives parent names and phone numbers, as well as the names and numbers of parent-designated contacts to be used if the parents cannot be reached.

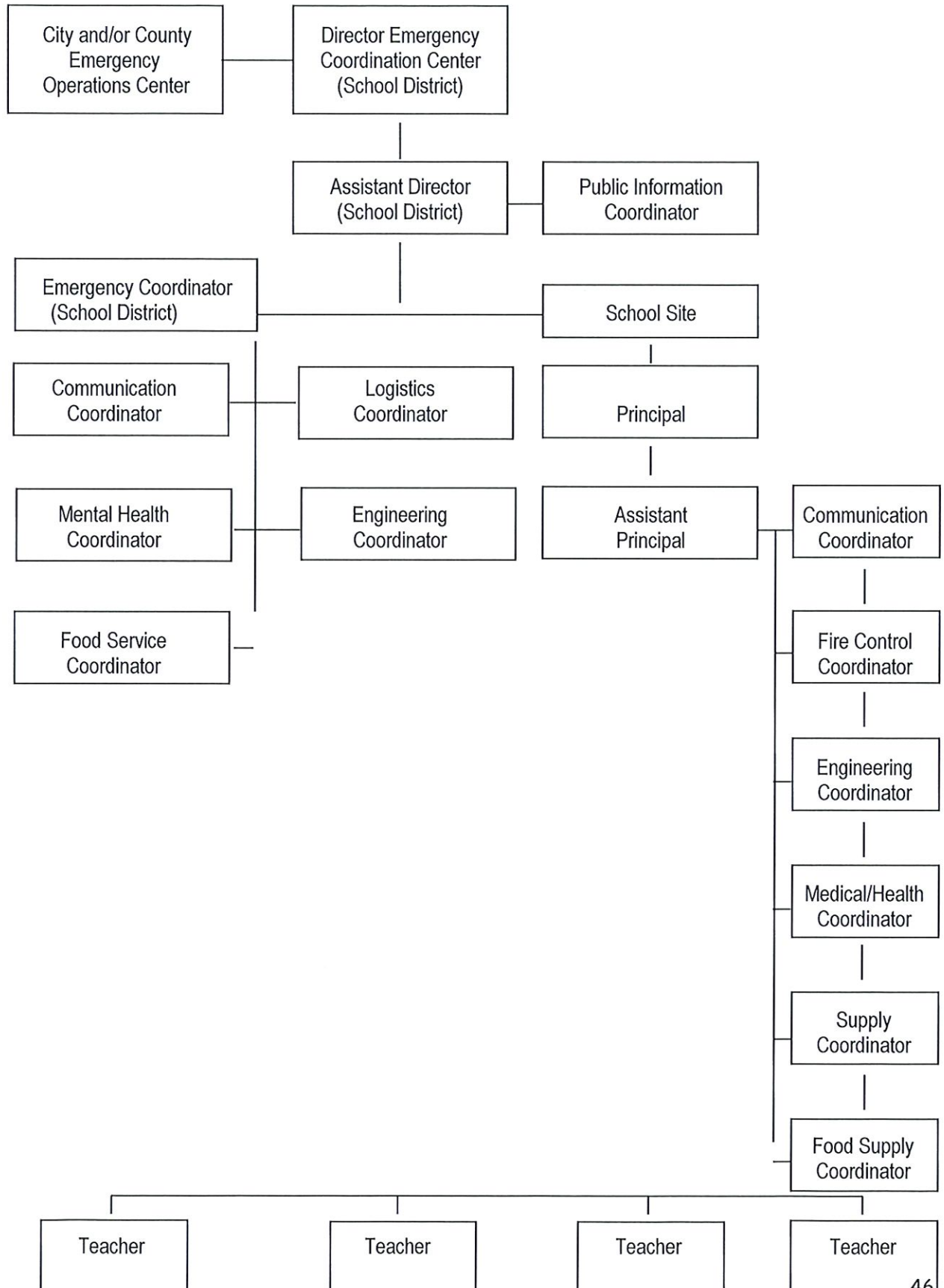
This information is to be kept up-to-date at all times. At the beginning of each school year, and at parent conferences, parents are given a student information forms and are requested to provide any changes in phone numbers, emergency contacts, etc. Through periodic reminders in the weekly newsletters, parents are reminded to keep this information current.

LOCATION OF EQUIPMENT

All safety equipment, other than fire extinguishers, which are in each room, is kept in the maintenance shop.

Access to this area by general staff is discouraged. In extreme emergencies, school officials or designee, may authorize staff to retrieve equipment from this area.

**SCHOOL DISTRICT EMERGENCY OPERATIONS
Organization Chart**



MEDIA INFORMATION SHEET

We realize that timely information regarding this incident is of great importance to both the media and the public. To eliminate needless speculation and to ensure the safety of those who are affected by the incident or are working to resolve it, we request that members of the media adhere to the following standards.

1. During this incident, information will be released to the media at the media information post, which will be located at _____

2. All information regarding the incident will be released through the following people:

School Superintendent or designee: _____

Law enforcement personnel: _____

Public agency personnel: _____

Since school and other agency personnel are involved in tasks related to the incident, we request that you refrain from contacting them as they go about their duties. We additionally request that you refrain from contacting individual students for the duration of the incident.

3. Depending on the nature of the incident and safety concerns, some areas may be temporarily restricted to media access. Please honor these restrictions.

4. The media information post exists to provide you a location for gathering information regarding the incident. If you need something, please ask one of the people previously mentioned as media contacts, and we will do what we can to see that your needs are addressed.

5. Information will be released to the press at the media information post at the following times(s):

_____ a.m./p.m. _____ a.m./p.m. _____ a.m./p.m.

_____ a.m./p.m. _____ a.m./p.m. _____ a.m./p.m.

MISSING STUDENT

1. In the event it is determined that a student is missing from where he/she should be, the following steps shall be taken.
 - a. The person making the determination shall determine the student's last known location and reason for leaving that location, and notify the student's teacher or destination point.
 - b. In the event the student remains missing, the school office shall be notified.
 - c. A message shall be sent to all staff via e-mail or P.A. system to determine when and where the missing student was last seen.
 - d. An adult designee shall be sent to search for the student.
2. If at any point during the previous steps the student is located, the following steps shall be implemented:
 - a. The student shall be held at the location where found.
 - b. The school office and the student's teacher shall be notified.
 - c. Staff shall be notified via e-mail or runner that the student has been located.
3. If the student remains missing after steps 1a-d are taken, law enforcement and the crisis intervention team shall be notified as deemed necessary.
4. If it is determined that the student has left campus with another person, a physical description and/or name of that person shall be released to all school staff via -email or runner.
5. If it is determined that the student remains on campus with an unauthorized visitor, the Superintendent/Principal or designee shall implement that section of the plan governing Campus Disturbances/Unauthorized or Dangerous Person on Campus.

EDUCATION CODE REQUIREMENTS

1. Current suspension and expulsion rates: The rate of suspensions and expulsions is calculated by dividing the total number of incidents by the total enrollment. All suspension and expulsion data is available for review on the Brittan Elementary School District website at: <http://www.brittan.k12.ca.us/>
2. Policies pursuant to Education Code 48915(d) for students who commit an act listed in EC48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations:
 - B.P. and A.R. 5131.6 & 5131.7
 - Suspension Procedures: Brittan Parent/Student Handbook pgs. 3-5 (Appendix B)
3. Procedures to notify teachers of dangerous students pursuant to EC 49079:
 - Mandated Cost Form:
 - i. Notification to Teachers: Pupils Subject to Suspension or Expulsion III (SIA.FM.10.1193)
4. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to EC 200-262.4:
 - B.P. 5145.3
 - Suspension Procedures: Brittan Parent/Student Handbook pgs. 3-5 (Appendix B)
5. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to EC 35183, the provisions of that dress code and the definition of "gang-related apparel":
 - B.P. and A.R. 5132 & 5136
 - Brittan Parent/Student Handbook pg. 7 (Appendix B)
6. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school:
 - Brittan Parent/Student Handbook pg. 16 (Appendix B)
7. A safe and orderly school environment conducive to learning:
 - Brittan Parent/Student Handbook, School Mission, Bill of Rights, and Rules/Discipline Policies pgs. 1-5 (Appendix B)
8. The rules and procedures on school discipline adopted pursuant to EC 35291:
 - Brittan Parent/Student Handbook pgs. 2-5 (Appendix B)
9. Hate crime reporting procedures:
 - Brittan Parent/Student Handbook pg. 5 (Appendix B)
 - i. Additional Grounds for Suspension/Expulsion: Acts of Hate Violence (EC 48900.3 & EC 48900.4)

PROTOCOL FOR REVISION/AMENDMENTS

The Superintendent or designee shall appoint a committee to meet during odd-numbered years, or after the Plan has been implemented due to an emergency, to review the Plan and recommend pertinent changes or improvements. The ad-hoc committee shall be composed of the following: one District administrator or designee; one certificated employee, grades P-6; one certificated employee, grades 7-8; one classified office employee; and one classified employee as designed by the Superintendent/Principal.

As part of the revision process, the committee shall set a time frame during which comments and suggestions for consideration in the revision process shall be solicited from certificated and classified staff. Information received by the administration from members of the community shall also be considered during the revision process.

Upon completion of the revision, the proposed amendments shall be submitted to the Sutter County Office of Emergency Services (OES), Sutter County Sheriff's Department and Sutter County Fire Department as required by state regulations. The Plan shall then be amended as required by law; suggestions not required by law shall be considered and inserted into the Plan by the committee as deemed necessary and prudent.

The proposed amendments shall be submitted for approval to the Brittan Elementary School Board of Trustees. Revisions suggested by the Board shall then be considered for addition to the Plan by the committee and the cycle of amendment and approval shall continue as outlined in this and the immediately preceding paragraphs and by the chart included on this page.

The emergency call-down matrices shall be updated each year as needed.