

DIXIE ELEMENTARY SCHOOL

COMPREHENSIVE SCHOOL SAFETY PLAN

2016-2017

What is a safe school?

“Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical and psychological harm. They are characterized by:

- Sensitivity and respect for all individuals (including those of other cultural and ethnic backgrounds);
 - An environment of nonviolence;
 - Clear behavioral expectations;
- Disciplinary policies that are consistently and fairly administered;
 - Students’ affiliation and bonding to the school;
 - Support and recognition for positive behavior; and
 - A sense of community on the school campus.

Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a nice appearance of the campus and classrooms.”

*Taken from “Safe Schools: A Planning Guide for Action”
California State Department of Education*

Contents

Comprehensive School Safety Plan Requirement, Process and Timeline

Plans, Procedures and Agency Board Policy

School Site Emergency Teams

District Policy and Forms

Verification/Annual Update/Evaluation Form

Comprehensive School Safety Plan Requirement, Process and Timeline

Requirement:

SB 187: Comprehensive School Safety Plan (per Education Code 32282)

- ◆ School sites develop a Comprehensive School Safety Plan relevant to the needs and resources of the school district.
- ◆ Small school districts with an ADA of 2,501 units may develop a district wide Comprehensive School Safety Plan that is applicable to each school site.
- ◆ Plans must be reviewed and adopted annually.
- ◆ Comprehensive School Safety Plans must be evaluated and amended as needed on an annual basis.
- ◆ Comprehensive School Safety Plans be reviewed with school site staff annually.
- ◆ School sites should complete annual update/evaluation of a Comprehensive School Safety Plan.
- ◆ School sites develop Action Plan to remedy safety concerns identified.

Process:

Dixie School District administrators will review the plan's strengths and weaknesses with their staff, site council, and community members on an annual basis. Changes and additions to the plan will be accomplished by following the established timeline and completing the required documentation.

Timeline

- ◆ **By Start of School Year**
Administrator(s) review school safety plan with school staff and submits any changes in emergency teams to district office by mid-September.
- ◆ **By January 31**
Administrator(s) review the school safety plan and receive input from staff (and Site Council) to complete the Annual Verification and Update/Evaluation Form.
- ◆ **By February 20**
Action Plans are developed to address safety concerns described in the Annual Update/Evaluations Form and corrective action is initiated to make needed change(s).
- ◆ **By March 1**
Implementation of Action Plans are completed and submitted to the Superintendent.

Plans, Procedures and Agency Board Policy to Support the Comprehensive School Safety Plan

Current Status of School Crime

	2012-13	2013-14	2104-15	2015-16
Suspensions By Offense/Education Code				
<i>48900 (a) Caused/Threatened/Attempted Injury</i>	1	3		
<i>48900 (b) Possess/Sale/Furnish Dangerous Object</i>			1	
<i>48900 ® Possess/Use/Sale/Furnish Controlled Subst.</i>				
<i>48900 (d) Offer/Sale Controlled Substance</i>				
<i>48900 (e) Commit/Attempt Robbery or Extortion</i>				
<i>48900 (f) Cause/Attempt Damage to Property</i>				
<i>48900 (g) Stolen/Attempted to Steal Property</i>				
<i>48900 (h) Possession of Tobacco</i>				
<i>48900 (i) Obscene Act/Vulgarity</i>			1	
<i>48900 (j) Possess/Offer/Sale of Drug Paraphernalia</i>				
<i>48900 (k) Disruption/Defied Authority</i>	3	10	7	
<i>48900 (l) Received Stolen Property</i>				
<i>48900 (m) Possess Imitation Firearm</i>				
<i>48900 (n) Sexual Assault/Battery</i>				
<i>48900 (o) Harass/Threaten/Intimidate Witness</i>				
<i>48900 (p) Offer/Arrange/Sale of drug Soma</i>				
<i>48900 (q) Engaged/Attempted Hazing</i>				
<i>48900 ® Received Stolen Property</i>				
<i>48900.3 Cause/Attempt/Threat/Partic. Hate Violence</i>				
<i>48900.7 Terrorist Threat</i>				
Total # of Annual Suspensions	4	13	9	

Total # of Annual Expulsions				
<i>48900 (a) Caused/Threatened/Attempted Injury</i>				
<i>48900 (b) Possess/Sale/Furnish Dangerous Object</i>				
<i>48900 ® Possess/Use/Sale/Furnish Controlled Subst.</i>				
<i>48900 (d) Offer/Sale Controlled Substance</i>				
<i>48900 (e) Commit/Attempt Robbery or Extortion</i>				
<i>48900 (f) Cause/Attempt Damage to Property</i>				
<i>48900 (g) Stolen/Attempted to Steal Property</i>				
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<i>48900 ® Received Stolen Property</i>				
<i>48900.3 Cause/Attempt/Threat/Partic. Hate Violence</i>				
<i>48900.7 Terrorist Threat</i>				
Total # of Annual Expulsions	0	0	0	0

Child Abuse Reporting Procedures

Staff members are required to report all suspected child abuse situations. Failure to make a telephone report within 24 hours is a misdemeanor. A written report must follow within three days unless you are advised otherwise. In either case, always document that a call has been made to either Children and Family Services (CFS) or the police.

Although you are responsible for making the report, you may consult with the principal or ask for assistance. You are not required to do so.

Be careful to not put yourself in the role of an investigator in trying to ferret more information from a child; this is the function of CFS or the police. It is sufficient and appropriate to report a suspected child abuse. The law is designed to provide confidentiality to the reporter.

References: California Penal Code, 11166.5, 11166

Disaster Procedures, Routine and Emergency

Dixie School District's Emergency Preparation Plan, in conjunction with school site emergency plans, provides a framework for protecting students, staff, and school facilities and describes the responsibilities of staff members for a wide range of emergency and disaster situations. It has been prepared in compliance with legal requirements and in cooperation with the Marin County Office of Education (MCOE) and local Office of Emergency Services (OES). In the event of a widespread emergency, it is recognized that available government resources may be unable to respond to all requests for assistance. This plan assumes the common standard that a school or classroom site must be self-sufficient for 72 hours.

EMERGENCY TELEPHONE NUMBERS

For the following emergency 911 numbers from all phones on the school site, **DIAL 9-911**.

If using a cell phone, DIAL 472-0911.

**AMBULANCE
FIRE DEPARTMENT
POLICE DEPARTMENT
SHERIFF'S OFFICE**

Dixie District Superintendent	492-3706 or 492-3700
Office of Emergency Services	499-5879
MCOE Superintendent	472-4110
Dixie District Maintenance	492-3776
Red Cross	721-2365
Public Health Agency	499-3696

Hospitals:	444-2000 (Kaiser, 99 Montecillo Road, San Rafael)
	925-7000 (Marin General, 250 Bon Air Road, Greenbrae)
	209-1300 (Novato Community Hospital, 180 Rowland Way, Novato)

Utilities:

Water	415/945-1500 (Emergency)
Gas & Electricity	800/743-5000 (Emergency)

Media:

KCBS (740 AM)	415/765-4000
KGO (810 AM)	415/954-7777
Marin Independent Journal	415/883-8600

Levels of Emergencies

Emergencies are described by one of the following three levels:

Level One Emergency: A localized emergency which school district personnel can handle by following the procedures in their own emergency plan. Examples: power outage, minor earthquake, etc.

Level Two Emergency: A moderate to severe emergency, somewhat beyond the school district response capability, which may require mutual aid assistance from the fire department, Sheriff's Department, etc. Examples: fire, severe earthquake with injuries and/or structural damage.

Level Three Emergency: A major disaster, clearly beyond the response capability of school district personnel, where large amounts of mutual aid assistance will be required, recovery time will be extensive, and the response time from major supportive agencies may be seriously delayed and/or impaired.

Authorities and References

The Plan is based on federal and state law and district policy.

Plan Implementation

The Plan will be:

1. initiated by the Superintendent, principal or designee when conditions exist which warrant its execution.
2. implemented by all staff who will remain at school and perform those duties as assigned until released by the principal or Superintendent/designee. Priority release will be considered. If an emergency occurs outside of school hours, sign-in and time sheets will be provided to staff who are able to report to a site as Disaster Service Workers, a condition of employment per Government Code Section 3103.
3. reviewed at least annually by the School Site Council.
 - Emergency and disaster functions have been identified and pre-assigned.
 - The Emergency Teams will be updated at least annually by the September 11th date designated by the Superintendent.

Hazard Assessment

Each school year, prior to the arrival of the teaching staff, the maintenance director and crew, and principal and/or designee, will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas.

Staff Orientation/Training

All school staff will be oriented to this plan by the principal and/or designee by September 1st.

Selected staff members designated for medical responsibilities and site leadership shall have first aid and CPR certification and training in triage on an annual or semi-annual basis.

Drills

In accordance with state law:

1. Evacuation drills will be conducted on a monthly basis.
2. Earthquake ‘Drop, Cover and Hold’ drills and Lockdown drills will be conducted twice a year.
3. Test earthquake plan, or portions thereof, on a rotating basis, at least two (2) times during the school year. (Section 560, Title V, California Administrative Code)
4. All students and staff will participate in these mandated drills.
5. A district wide drill/simulation is recommended yearly. All drills will be preceded by parent notification and will be followed with debrief sessions and plan revisions as needed.

Evacuation Routes

The principal is responsible for establishing safe evacuation routes from all school facilities. Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

Parent Communication/Responsibility

All school sites utilize the *School Messenger* automated communication system to communicate with parents in emergency and non-emergency situations. This system gives parents multiple contact options (phone, cell phone, text, and e-mail) as well as providing the district with up-to-date contact information that is linked to our Aeries student database. We also have the ability to distribute all communications in multiple languages. The district does have the ability to coordinate this alert with Terra Linda High School if deemed necessary.

Pertinent components of this plan will be included in the beginning-of-school parent packet (Superintendent's letter and Principal's letter), as well as monthly principal newsletters and notices sent home as needed.

All parents will complete a Student Release form for their child and designate other persons who are authorized to pick up their child in the event of an emergency.

Supplies and Equipment

Disaster supplies and equipment are maintained as follows:

Emergency backpacks in each classroom, to include Student Emergency Forms and basic first aid supplies.

First aid and other search and rescue supplies which may be needed during the first few hours following an emergency.

Tools for shutting off the utilities at each shut-off location.

Drinking water (two 55 gal barrels stored in first aid shed) will be recycled and replenished on an annual basis in August by district maintenance personnel.

Emergency File

An Emergency File containing Emergency Contact Cards/Student Release information for all students will be maintained in the school office and will be taken by the school secretary whenever the school building is evacuated.

Communications

During an emergency, telephones, cell phones, and walkie-talkies will only be used to report emergency conditions or to request emergency assistance. In the event that telephone and/or electrical service is interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds. It is the responsibility of the superintendent/principal to disseminate information to the public.

Emergency Actions:

When an emergency occurs, it is critical that every staff member takes immediate steps to protect themselves and others. Each staff member must become familiar with each EMERGENCY ACTION and be prepared to do assigned responsibilities.

All students are to be taught by staff what their actions are when each of the following EMERGENCY ACTIONS are implemented:

All Clear, Evacuation/Directed Transportation, Duck, Cover and Hold, Evacuate/Leave Building, Lockdown, Hold and Secure, Take Cover

Emergency Preparedness Procedures:

This Plan establishes procedures to be followed which will nullify or minimize the effects of the emergencies listed below. The procedures are intended primarily as a ready reference for all staff to be carefully studied and practiced prior to the occurrence of an emergency.

The 12 emergencies outlined in this Plan are:

1. Bomb Threat
2. Chemical Accident
3. Earthquake
4. Explosion and/or Threat of Explosion
5. Fallen Aircraft
6. Fire
7. Flood
8. Irrational Behavior
9. Personal Emergencies
10. Rabid Animal/Animal Disturbance
11. Severe Windstorm
12. War

PRINCIPAL'S RESPONSIBILITIES

The principal of the school is responsible for all pre-disaster planning and preparedness for the school. In the event of an emergency, the principal or his/her designee, will assume overall direction of disaster procedures for their school. The Superintendent/designee or principal is the sole representative of the school communicating with the media. The following alternates are appointed to act in succession in the absence of the principal regarding administration and supervision of all aspects of the emergency:

- Lead Teachers: Ethan Hough, Liz Naughton-Hopkins
- School Secretary: Teri Edell, Office Assistant: Susannah Nation
- Head Custodian: Oril Erole, Custodian I: Jose Gonzalez

Every teacher should become thoroughly familiar with the contents of this emergency action guide, and students should be instructed in the procedures outlined for emergency action so they will be prepared to react quickly to instructions given to them in times of emergency.

ACTION OF SCHOOL STAFF

PRINCIPAL – The principal, or in his/her absence, the designated representative shall assume overall direction of emergency procedures.

1. Direct evacuation of building, as required, for fire, threatened explosion, or following cessation of earthquake tremors.
2. Arrange for transfer of students if threatened by floods or approaching fires.
3. The Superintendent/designee or principal is the sole public information officer for communicating with the media and press unless designated otherwise.

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

1. Direct evacuation of children in their charge to inside or outside assembly areas.
2. Give DROP/COVER/HOLD or DROP command during an earthquake or in a surprise attack.
3. Take roll when class relocates outside, inside an assembly area or at any other location.
4. Responsible for bringing emergency backpack out of classroom.
5. Report injured and/or missing students to the principal.
6. Send students in need of first aid to school nurse or person trained in first aid.

TEACHERS (FIELD TRIPS) – In the event of an emergency while on a field trip, teachers will:

1. Take small pack with Student Emergency Forms (in clipboard) and first aid kit on the field trip.
2. Follow directions under “TEACHERS” above.
3. Follow emergency directions of local emergency officials.
4. Contact the school via telephone, or request local emergency officials to contact the school or school district officials.

INSTRUCTIONAL ASSISTANTS – Instructional Assistants will assume responsibility for their assigned tasks, as outlined in the school's emergency plan.

OFFICE PERSONNEL

1. Report fire or disaster to appropriate authorities.
2. Man telephone, monitor radio emergency broadcast, serve as messenger, and aid in administering first aid.
3. Stand by office area as appropriate.
4. Will assume responsibility for their assigned tasks, as outlined in the school's emergency plan.

CUSTODIANS/MAINTENANCE CREW

1. Examine building and plant for damage and keep principal informed of condition of plant.
2. Turn off utilities and ventilation systems as needed.
3. Check bathrooms and other random-use rooms in multi-purpose room, primary buildings and outside upper classroom area for students and/or staff.
4. Secure entrances and exits for use of emergency personnel.
5. Direct Fire Department or emergency personnel as needed.

SCHOOL NURSE – If present, administer first aid and supervise administration of first aid by those trained in it.

BUS DRIVERS

1. Supervise the care of children if emergency occurs while children are in bus.
2. Issue DROP/COVER/HOLD or DROP command if earthquake or surprise attack occurs while children are in bus.
3. Transfer students to new locations, as directed by Superintendent/designee.

OTHER STAFF – Evacuate children as per school emergency plan, remain with them in assigned area, and/or return them to teacher if teacher is in that area. Report injured and/or missing students to the principal, and send students in need of first aid to school nurse or person trained in first aid.

Emergency Teams:

During and after an emergency, the school's Emergency Teams are essential to ensure that everything possible is being done to save lives, prevent injuries, and protect property.

The Emergency Teams outlined in this Plan are:

- Communications Team
- Crisis Intervention
- Emergency Operations Center Team
- First Aid Team
- Maintenance/Fire Team
- Search and Rescue Team
- Student Release Team

Team Membership:

The School's Emergency Teams shall be comprised of personnel selected by the principal or designee. Each team will consist of individual team members, a team leader, and an alternate team leader. These persons shall receive training and shall be required to participate in a number of "emergency readiness" activities before an actual disaster occurs, in order to be fully prepared to respond both during and after the emergency.

Team Leader Responsibilities:

The leader of each team shall have a number of ongoing responsibilities, including the following:

- requesting the principal or designee to fill any vacancies on the team;
- arranging for the training of new members and alternates;
- ensuring that necessary supplies and equipment are maintained;
- recommending purchase of necessary supplies and equipment to the principal or designee;
- conducting annual meetings with team members to validate or update procedures;
- attending annual meetings with other team leaders and the principal or designee;
- determining where and under what conditions the team will meet during emergencies; and
- coordinating team activities during actual emergencies.

NOTE: Any school employee, as a disaster services worker, may be asked to assist an Emergency Team whenever necessary.

Personal Preparedness

When a major emergency occurs, every employee should be prepared and committed to serving their students. To do this each employee must:

- know and complete those assignments for which they are assigned.
- have the confidence that they have prepared their own families to deal with emergencies.

The time and energy an individual commits to being personally prepared will provide the best assurance that students and family are capable of dealing with emergency situations.

BUILDING UTILIZATION

Communications and Control: School Office (South Side)

Media Center: School Office (South Side)

First Aid: Multipurpose Room Stage/Patio

Food/Water Distribution: Multipurpose Room

Public Care Facility: Multipurpose Room

Holding Area for Casualties: Multipurpose Room Stage/Patio

Morgue: Library

Parent/Community Liaison: Current Site Council Chairperson

Marin County Sheriff School Liaison: Josie Sanguinetti

Utility Shut Off: Location (see maps)

- a) Water: Main Valve – on Idylberry Road, directly across from Pikes peak Road, just up from Multipurpose Room, under a bush (requires crescent wrench; ¼ turn each valve)
- b) Natural Gas: Main Valve – just west of the Multipurpose Room, in caged structure, corner of parking lot. Need a 3610 key to gain access, which is on the west side of structure. Use orange handle beside pipes for on/off.
- c) Electricity: Panels – just west of the Multipurpose Room, in caged structure, corner of parking lot. Need a 3610 key to gain access, which is on the east side of structure.

Emergency Action 1

All Clear

Description

This ACTION signifies the end of the ACTION that had been initiated.

Announcement

An announcement in person directly or over the public address system.

Example: “Your attention please. (Pause) ALL CLEAR. (Pause) ALL CLEAR. (Pause) ALL CLEAR. (Pause) Thank you.”

Use messengers with oral or written word as an alternate means of staff notification.

Routing: Start at Office and move in both clockwise and counter clockwise directions.

Teachers should immediately begin discussions, activities, etc., to assist students in addressing fear, anxiety, etc.

Use Parent **School Messenger** Alert System if appropriate.

When Used

This ACTION is used as the final ACTION to conclude: Duck, Cover and Hold, Leave Building, Secure Building, Stand-By, Take Cover

Emergency Action 2

Directed Transportation/Evacuation

Description

Students and staff will be loaded into school buses, cars and any other available means of transportation and moved from an area of greater danger to an area of lesser danger.

Who is assigned to each loading area? Principal and Lead Teachers

Where is loading area? In front of school (designated bus zone)

What staff supervises this ACTION, and where? Superintendent, Principals, and Transportation Director (and/or Designees)

Use Parent **School Messenger** Alert System if time permits.

This Action will normally be preceded by Action STAND-BY or another Action.

Announcement

An announcement in person directly or over the public address system.

Example: “Your attention please. (Pause) DIRECTED TRANSPORTATION when dismissal bell rings. (Pause) DIRECTED TRANSPORTATION (Pause) DIRECTED TRANSPORTATION (Pause) When the dismissal bell rings.”

Use messengers with oral or written word as an alternate means of staff notification.

Routing: Start at Office and move in both clockwise and counter clockwise directions.

When Used

This ACTION is considered appropriate for, but is not limited to, the following: Flood, Fire, Chemical accident

Emergency Action 3

Duck, Cover and Hold

Description

When inside

Upon the command “DUCK, COVER AND HOLD”, students and staff should immediately drop to the floor, get under their desk and hold on to desk legs. Desks should be arranged so that they do not face windows.

When outside

Upon the command “DUCK, COVER AND HOLD”, students and staff should immediately move away from buildings and other objects which might topple over, DROP to the ground and COVER the head in the same way as the Civil Defense Protective Position.

Use Parent ***School Messenger*** Alert System if appropriate. Principal and Communications Team will initiate this response.

Announcement

An oral command to “DUCK, COVER AND HOLD” (repeat as needed) given by the teacher or other staff member who realizes that an earthquake is occurring.

When Used

This ACTION is appropriate for: Earthquake, Explosion, Surprise attack

Emergency Action 4

Evacuate/Leave Building

Description

This is the orderly movement of students and staff along prescribed routes from inside school buildings to an outside area of safety.

This ACTION should be followed by another action or a return to school buildings and normal class routine.

All clear signal: Given by principal.

Use Parent ***School Messenger*** Alert System when appropriate.

Announcement

Fire alarm (bell or horn signal).

Provided time is available, make an announcement in person directly or over the public address system which will indicate the nature of the emergency event.

Example: “Your attention please. (Pause) LEAVE BUILDING, (Pause) LEAVE BUILDING, (Pause) LEAVE BUILDING.”

Use messengers with oral or written word to deliver additional instructions to teachers in hold areas.

Routing: Start at Office and move in both clockwise and counter clockwise directions.

When Used

This ACTION is considered appropriate for, but is not limited to, the following:

Fire, Bomb threat, Chemical accident, Explosion or threat of explosion, Post earthquake

Other similar occurrences which might make the school buildings unsafe

Emergency Action 5

Lockdown

Description

Teachers and other staff members are to immediately lock doors and have students lie on the floor away from windows. Designated staff will sweep bathrooms for students prior to locking doors (if it is safe to do so).

While students are getting on floor in a designated safe area of the class, close any shades and/or blinds if it appears safe to do so. Turn off lights and any lighted technology (computers, LCD, Document Reader, etc.) Remain as quiet as possible.

Teachers and students are to remain on the floor until a member of law enforcement or school administration unlocks the door and provides assurances, status of situation, and/or information on what to do next.

This ACTION will not normally be preceded by any warning.

Use Parent *School Messenger* Alert System as soon as possible.

Announcement

If time permits, this drill will begin with (5) steady bells followed by an announcement in person directly or over the public address system.

Example: “Your attention please, Dixie School. (Pause) LOCKDOWN, (Pause) LOCKDOWN, (Pause) LOCKDOWN”

Teachers should initiate this ACTION anytime they hear extremely violent behavior, gunfire, etc. outside their classroom.

Routing: All actions post-LOCKDOWN will be authorized by, or in conjunction with, law enforcement.

When Outside: If a LOCKDOWN alert is called during recess or lunch, all adult supervisors will route and evacuate students off the campus to one of three (Location A, B, C) designated off-campus locations.

When Used

This ACTION is considered appropriate for, but not limited to, the following:

Extreme Violence

Gunfire

Emergency Action 6

Hold and Secure

Description

If outside, teachers are to return to their classrooms.

If inside, teachers will hold students in classrooms pending receipt of further instructions.

Must be followed by another ACTION or return to normal school activities.

Announcement

An announcement in person directly or over the public address system

Example: “Your attention please. (Pause) HOLD AND SECURE, (Pause) HOLD AND SECURE, (Pause) HOLD AND SECURE. Additional information to follow.”

Use messengers with oral or written word as an alternate means of faculty notification.

Routing: Start at Office and move in both clockwise and counter clockwise directions
Use Parent **School Messenger** Alert System if appropriate.

When Used

This ACTION is appropriate for all disasters or emergencies, except those that occur without warning as well as an unsafe situation occurring off campus, not related to the school, (e.g. a bank robbery occurs near the school)

Emergency Action 7

Take Cover

Description

Move to and take refuge in the best-shielded areas within the school buildings.

Use Parent **School Messenger** Alert System as soon as possible.

Announcement for Natural Disasters/Severe Weather

An announcement in person directly or over the public address system.

Example: “Your attention please. (Pause) TAKE COVER, (Pause) TAKE COVER, (Pause) TAKE COVER, (Pause) Severe Windstorm imminent.”

Continuing short bell signals.

Use messengers with oral or written word as an alternate means of faculty notification.

When Used

This ACTION is appropriate for, but is not limited to, the following:

Severe windstorm with little or no warning

Emergency Procedure

Bomb Threat

Person receiving call should:

- 1) Listen: Do not interrupt caller. Keep caller on the phone as long as possible.
(*Bomb threat check list should be located by all phones at site.*)
- 2) If possible, alert a co-worker by a prearranged signal while the caller is on the line and, using a separate phone line, attempt to have call traced. ***see next page*
- 3) Notify Principal or designee immediately after completing the call.
- 4) Complete bomb threat checklist.

Principal or Designee should:

- 1) Notify police department using 911.
- 2) Notify Superintendent and Building and Grounds Director.
- 3) With assistance from the Principal or designee, responding police officials will evaluate the threat and will determine whether to evacuate the building or institute a search of the premises.
- 4) If there appears to be imminent danger, the evacuation signal may be called.
- 5) Do not turn on or off any electrical machine switch.

EVACUATION

- 1) Have students proceed to predetermined area at least 300 feet from buildings as quickly as possible (avoid parking lots as bombs might be placed in cars).
- 2) Teachers need to take attendance lists and give roll count to assigned person, who will report to principal.

3) Principal should have site plans available for police search team.

DO NOT touch, move or cover any suspicious looking packages or objects. Report location to police.

- 4) Principal or designee should exit with building keys and communication devices (cell phones/walkie talkies, etc.).
- 5) Set up incident command site: the Principal should be available to communicate with police at the incident command site. The Superintendent or designee will go to the incident command site as soon as possible.
- 6) All other sites and the County Office will be notified by the District Office as soon as possible.
- 7) After the situation is over, a final student and staff head count should be made. Report anyone not accounted for. A staff member should be assigned to write a narrative to document the event and subsequent actions taken. Limit publicity as much as possible. Superintendent/Principal will determine extent of parent notification.

BOMB THREAT: FOR SUSPICIOUS LETTERS AND PARCELS

The following list shows some areas that should draw immediate concern:

- Foreign mail, air mail and special delivery
- Restrictive markings such as:
Confidential or Personal
- Excessive postage
- Handwritten or poorly- typed addresses
- Incorrect titles
- Titles, but no names
- Misspelling of common names
- Oily stains or discoloration
- No return address
- Excessive weight and unevenly distributed or lopsided
- Rigid envelope less flexible than normal letters
- Protruding wires or tin foil
- Excessive securing material such as masking tape, string, etc.
- Visual distractions, misleading statements as being *Official*
- Edges are normally sharp, not rounded