



Urban Montessori

CHARTER SCHOOL

Comprehensive School Safety Plan Health and Safety Manual

Last Approved February 24, 2022

Table of Contents

| | |
|---|-----------|
| INTRODUCTION | 3 |
| WHO DECLARES A SITE EMERGENCY? | 4 |
| INCIDENT COMMAND STRUCTURE | 6 |
| COMMUNICATION DURING AN EMERGENCY | 7 |
| General Response Information for Any Declared Emergency | 8 |
| SHOULD I LEAVE AN INJURED STUDENT BEHIND? | 8 |
| Initial Response in an Emergency Situation | 10 |
| Room Evacuation Procedures | 11 |
| OFF SITE EVACUATION | 13 |
| LOCK DOWN | 15 |
| SHELTER IN PLACE | 16 |
| BIOLOGICAL THREAT | 17 |
| RESPONSE TO AN EMERGENCY AFTER HOURS | 20 |
| Additional Response Information for Specific Types of Emergencies | 21 |
| FIRE | 21 |
| <i>Local Confined Fire</i> | 21 |
| <i>Large Fire</i> | 21 |
| <i>External Fire</i> | 22 |
| What to do if you are trapped in a building | 22 |
| EARTHQUAKE | 23 |
| UTILITY FAILURE | 25 |
| <i>Power Outage</i> | 25 |
| <i>Natural Gas Disruption</i> | 25 |
| <i>Fire Alarm System Failure</i> | 26 |
| <i>HVAC Failure</i> | 26 |
| <i>Water Failure</i> | 26 |
| <i>Sewage Back-up</i> | 26 |
| Bomb Threats | 28 |
| GUN SHOTS HEARD ON-SITE | 30 |
| ARMED INDIVIDUAL COMES INTO ROOM | 30 |
| If the gunman starts shooting, instruct the students to get down and lie on the floor. Take cover on the floor and/or behind equipment. | 30 |
| HAZARDOUS SPILLS | 31 |
| SUSPICIOUS BOX LOCATED ON SITE | 31 |
| FLOOD | 31 |
| CONTAMINATION | 31 |
| UMCS Emergency Operations Manual | 2 |

| | |
|--|-----------|
| CHALLENGING SITE VISITORS | 31 |
| VIOLENCE IN THE WORKPLACE | 31 |
| TRIAGE AND MEDICAL CARE | 32 |
| Search and Rescue | 32 |
| BUILDING SECURITY AND REOCCUPATION | 33 |
| EMERGENCY EQUIPMENT | 34 |
| EMERGENCY SUPPLIES | 34 |
| EMERGENCY BUCKET INVENTORY LIST | 34 |
| EMERGENCY PREVENTION SCHEDULE | 35 |
| Appendix A | 36 |
| <i>Urban Montessori Charter School: (510) 842-1181</i> | 36 |
| SITE SPECIFIC EMERGENCY PHONE NUMBERS: | 36 |
| <i>Nearest Hospitals:</i> | 36 |
| (510) 752-1000 | 36 |
| RELOCATION SITES/AREA: | 36 |
| TRAPPED, MISSING, INJURED OR DECEASED STUDENTS REPORT | 37 |

Introduction

Natural disasters, such as earthquakes, floods, man-made disasters or terrorist acts, which can result from chemical or biological incidents, falling aircraft, fires, explosions, etc., are potential hazards for which we must be prepared. We must also prepare for a man-made crisis, which can come in the form of weapons on campus or office buildings and bomb threats.

The objective of Urban Montessori Charter School Comprehensive School Safety Plan Health and Safety Manual is to provide the maximum practical protection for students and staff in the event of an emergency.

To meet this objective, each classroom will have an Emergency Bucket. Each Emergency Bucket contains the necessary tools to be used in case of an emergency.

We will train and prepare students and staff on the appropriate and safe procedures to follow in the event of an emergency through staff in-service training and student drills. The occurrence of an emergency will require a prompt response from all personnel as they perform their specific assignments from this plan. Since no two emergencies will be the same in nature, scope, or magnitude, it is necessary for the emergency plan to be basic, flexible, and subject to modification as the need arises. Modification will be at the discretion of the Head of School and the local civil authority.

However, in any emergency, the following priorities shall apply:

- 1. Protection of life.**
- 2. Prevention of injury.**
- 3. Protection of property.**
- 4. Preparation of the campus for extended stay or evacuation.**

Who Declares a Site Emergency?

Site emergencies may be declared by the following:

1. Civil Authorities:

The police, fire officials, or other local, state or federal government agencies may declare an emergency, which would involve the UMCS site. Notification of such conditions will activate UMCS's Emergency Plan so that an adequate site response can be engaged.

2. Head of School:

The Head of School at Urban Montessori Charter School (UMCS) is primarily responsible for declaring a site emergency. In questionable cases, they may use the Incident Command Structure (ICS) team to assist in assessing the need to declare an emergency. The list of staff that are a part of the ICS team and their responsibilities in an emergency is located on page 6 of this manual. In the absence of the Head of School, the Acting Head of School will act on behalf of the Head of School. In a situation where neither is available, the most senior administrator on-site shall declare the emergency.

3. All UMCS Employees:

- a. Emergency Situations:** All UMCS employees are responsible to sound the appropriate alarm or notification upon discovering an emergency. An emergency includes events such as fire, earthquake, observation of a person on-site with a gun, or hearing gunshots on site. If a fire is observed, an alarm pull device should be activated. In any emergency situation (including fire), use your phone, radio, or any other available means of communication (i.e., e-mail, messenger, etc) to immediately notify the administration. Obviously, common sense will indicate that in some situations you should immediately proceed with either a Room Evacuation or LockDown for your own office or the students around you. An emergency situation will usually require calling 911 as well. **Any employee may call 911 in an emergency.** An animal attack may require a lock-down for a portion of the site and not require a site-wide Lock Down procedure. In such cases, an attempt should be made by the staff on-site to clear that particular area and notify the administration.
- b. Non-emergency Situations:** Non-emergency situations, such as observations and rumors should be reported immediately to the administration without sounding an alarm. An example of this type of situation includes a student reporting that s/he saw a student put a knife in her/his pocket. The Head of School and/or the ICS will determine whether to declare an emergency or not.

Incident Command Structure

The **Incident Command Structure (ICS)** team is made up of the Head of School and other designated supervisors and administrators. The Head of School may make use of the ICS if deemed necessary. That team will assist the Head of School in determining the true nature and lethality of a given situation and conducting investigations into threatening rumors.

Responsibilities of the ICS personnel:

- Site Head of School – Krishna Feeney, UMCS Head of School is responsible for coordinating between the civil authorities and all UMCS staff. Has top authority within the UMCS Emergency Team.
- Grounds, Maintenance and Supplies Coordinator – Daniel Bissonnette, UMCS Assistant Head of School is responsible for all site’s shut-off valves and utility lines (gas, water, electricity, etc), knows layouts of site’s buildings and grounds, emergency supplies’ inventory and locations.
- First Aid Coordinator – Rosibel Dubon, UMCS Site Coordinator is responsible for coordinating and overseeing all health problems and first aid treatment until paramedics’ arrival. Coordinates communication between paramedics, UMCS staff, Emergency Authorities, hospitals, etc.

The **Head of School** will be responsible for ensuring that the EOM is developed and updated annually. All employees will be trained on the plan.

In the event of an emergency, the following individuals will be in charge and serve as Head of School to ensure an appropriate response to the emergency. The first named will be in charge first, the 2nd name will serve as back up for the 1st named, etc.

| | Head of School Name | Work Phone | Home Phone |
|---------------------------|---------------------------|-----------------------|-----------------------|
| 1 st in-charge | Krishna Feeney | (510) 842-1184 | (510) 690-4838 |
| 2 nd in-charge | Daniel Bissonnette | (510) 842-1185 | (510) 295-5257 |
| 3 rd in-charge | Buck Bailey | (510) 842-1181 | (510) 225-9076 |

Communication During an Emergency

Alarms (Notification of Emergency):

The sites phone all page system will be utilized to notify every one of room evacuations and lock downs. Site evacuations will be initiated by verbal commands from designated administrator in the field after a room evacuation has occurred.

Emergency Task Alarm (Notification) in the event of phone system failure. Use whistles located on clipboard. If you hear a whistle burst, then you should do the same whistle burst so that the next teacher will hear you. Do this only one time.

| | |
|----------------------------------|--------------------------|
| <u>Room Evacuation</u> | 1 – Long Whistle |
| <u>Campus Evacuation</u> | 2 – Long whistle |
| <u>Lock Down Repeated</u> | 3 – Short whistle bursts |
| <u>Shelter in Place</u> | 4 – Short whistle bursts |

The "**All Clear**" alarm for all drills will be given verbally from the command post by radio, cell phone or site phone all page.

Reporting Emergencies:

Emergencies that pose an immediate danger to the safety and health of staff, students, and visitors should be reported as follows:

The first employee to observe the emergency should call **911** or instruct someone else to call **911**.

Emergencies that may be reported **without** causing all staff, students, and visitors to evacuate should be reported by:

- a. Calling 911 for medical/police emergencies (e.g., individual experiencing chest pains, assault in progress, etc.)
- b. Contact the following people regarding facility-related emergencies (e.g., broken water pipe).

| | <u>Emergency Responder Name</u> | <u>Work Phone</u> | <u>Home Phone</u> |
|---------------------------|--|--------------------------|--------------------------|
| 1 st in-charge | Krishna Feeney | (510) 842-1184 | (510) 690-4838 |
| 2 nd in-charge | Daniel Bissonnette | (510) 842-1185 | (510) 295-5257 |
| 3 rd in-charge | Yolanda Bullock | (510) 842-1181 | (508) 332-7533 |

General Response Information for Any Declared Emergency

It is important during an emergency that all staff conducts themselves in a professional manner that demonstrates, through their actions, a degree of expertise promoting confidence. What you do in the first ten minutes will make a major difference in reducing the panic of your students. *Above all else, remain calm.* Use the next few minutes to perform your assigned tasks and attempt a return to normalcy.

- The Staff are to remain with their students at all times during an emergency until relieved by administration.
- Do not release students to anyone (including their parents) until authorized to do so by administration.
- Staff is first responsible for the students under their care.
- UMCS staff is much like civil emergency personnel during an emergency. Police and fire crews must remain on the job even though they may have a crisis within their homes. Staff will be charged with the emergency care of children during an emergency and should remain on their assigned post until relieved of all responsibilities. If you become aware of a serious crisis at your home, you may ask your supervisor to relieve you from your duties.
- It is the responsibility of all staff to report all rumors and observations regarding information which might lead to a site emergency. Such reports should be made immediately to the Head of School. Staff is not to make final assessments as to the lethality of the rumor or observation and its potential to evolve into site emergency.
- Teach students to understand that jokes and false reports regarding weapons, bomb threats or threats of injury to others are not acceptable under any circumstances and will be taken seriously.

Should I Leave an Injured Student Behind?

UMCS's staff may eventually be faced with the question, "Do I leave a seriously injured or trapped student behind in the classroom/office/room in order to safely evacuate the remaining students?" Few questions can be more heart wrenching. In such cases, staff must function much like an emergency medical team and perform triage. Staff must make quick, on-the-spot judgments discerning the priority of injuries and what must be done first.

An example of how to prevent further injury or further entrapment is: After an earthquake a portion of the building may have fallen and trapped a student under heavy debris. It may be better to evacuate the mobile students to the evacuation site and report the entrapment to the Fire, Search, and Rescue Team rather than have your existing mobile students attempt a rescue. An aftershock or further cave-in may entrap more students thereby meaning the decision to save one may cost the lives of other students who could have been saved. Often it is best not to move an injured person; leave that job to the paramedics.

On the other hand, if you believe that leaving the student behind could cause death and that you can safely rescue the student without endangering others, it would be best to extract and move the student. An unconscious student who has a severe gash may bleed to death if left unattended. Therefore, it would be better to apply pressure and have some students carry the injured student to medical attention. You may fear that moving a student might cause spinal injury, but if the room is on fire, the student must be moved.

Leaving a student in a room requires quick reporting so that the student can receive assistance as soon as possible. If a student is in immediate danger, and if it is unsafe or impossible for you to extract or move a student, report it immediately. For example, if the trapped student is bleeding severely, use your radio or a messenger to make an immediate report.

Initial Response in an Emergency Situation

The first responses in a declared emergency are going to be one or more of the following tasks: Room Evacuation, Site Evacuation, Lock Down, or Shelter in Place.

- A **Room Evacuation** may be the result of a fire, earthquake, or any other event which requires leaving a building. If an earthquake occurs, the duck and cover, and hold procedure (during the shaking) will precede the room evacuation.
- A **Campus Evacuation** will occur if the site is deemed unsafe and uninhabitable by civil authorities or by administration. This will usually be the result of an earthquake, extensive site fire, range fire, aircraft disaster, chemical threat, or local police action.
- A **Lock Down** procedure will occur if a threat occurs on site or in the local neighborhood, which requires students to be taken indoors where it is less likely that they will be injured. This will usually be the result of an attack by an armed person on site, gunshots fired on site, or in the near neighborhood.
- A **Shelter in Place** procedure may occur in the event of a chemical or biological attack by terrorists. You will be instructed to close and seal all windows, doors, and vents with the supplied duct tape and plastic sheeting found in the Emergency Buckets.

Room Evacuation Procedures

All Line Staff:

- Upon hearing the alarm system, immediately turn on your radio/cell phone, if applicable.
- Have students leave the room in an orderly manner.
- If a student is to be left in the room (seriously injured or trapped), Report this to the Head of School immediately.
- The staff exits the room last to ensure all students are out (except those which cannot be moved), taking the Emergency Bucket and/or clipboard with him/her.
- Report with the students to the assigned field area and quickly take roll or do a head count to see if any additional students are missing.
- If someone has been left in the room or is missing, raise the red sign. If all students are accounted for, then raise the green sign.
- Remain with your students and await further instructions.

Head of School/Designee:

- Secure visual reports from line staff to account for all students.
- As soon as you have names of missing students and students left in rooms/offices, immediately dispatch a runner with a copy to (1) the Fire, Search and Rescue Team and (2) Head of School. Contact Fire, Search and Rescue with the information when you discover that you have trapped students. The paperwork will serve as a confirmation of the information.
- Maintain control over your students and staff, striving to reduce panic and return things to normalcy.

Maintenance:

- Assigned staff will report to gas shut off valves and await order from the Head of School, to shut off the gas (if there is a smell of gas present).
- Assigned staff will report to the alarm control panel to silence the alarm and report the alarm pull location to the Head of School (if facility is equipped with a fire alarm system with reporting capabilities).
- Assigned staff will report to traffic control positions at the proper location. Their duty is to assist emergency vehicles in accessing the correct part of the site. The team at the Head of School will assign other personnel to additional locations as necessary.
- Assigned staff will report to the main power entrance panel (when deemed necessary) and await instructions.

Head of School:

- Assess the emergency as information is received.

- Call civil authorities as deemed necessary.
- Determine appropriate responses and activate necessary response plans.
- Receive reports from staff on the progress of the Room Evacuation.
- Confirm that the Medical Team is in place.
- Confirm that the Maintenance Staff is in place.
- Inform the Medical Team of injuries as necessary.

Medical Team:

- Receive reports of injuries from the Head of School.
- Attend to injuries.

All other staff:

- If you have a radio/cell phone, turn it on.
- Report to the Head of School and await further instructions.

Off Site Evacuation

An **Off Campus Evacuation** will normally follow a Room Evacuation procedure when deemed necessary. The site's designated administrator will deliver the directive for an Off Campus Evacuation verbally to all staff. Unless directed otherwise, Off Site Campus Evacuations will be to the open field on the corner of Daisy St. and Tompkins Ave unless otherwise notified.

All Line Staff:

- Upon hearing the alarm system, immediately turn on your radio/cell phone.
- Upon notification from the Head of School to evacuate the site, move your students as directed, (toward the on-site evacuation site, the off-site evacuation site or loading zone). On the clipboard is a map of the emergency evacuation route. **Always take the Emergency Buckets with you wherever you go. Remember there are tools in those bags that might be dangerous for the unsupervised usage of our students. Therefore, always maintain responsibility for your Emergency Bucket.**
- If walking to an off-site evacuation location is involved, await instruction from the Head of School.
- On the way to the evacuation site, re-check the student roll. If a student is missing, contact the Executive Director.
- Upon arriving at the evacuation site, keep your students together at the assigned area. Follow the instructions of the Evacuation Site Coordinator.
- Remain with your students and await further instructions.

Evacuation Campus Coordinator (will be assigned by the Head of School):

- Prior to leaving the campus, gather your team and provide clear instructions.
- Upon arrival at the evacuation site, direct arriving students and staff to the areas assigned.
- Maintain control over your students and staff at the evacuation site, striving to reduce panic and return things to normalcy.

Maintenance Staff:

- Maintain previous posts from Room Evacuation procedure unless reassigned.
- Await further instructions from the Head of School.
- When notified, report to the evacuation site.
- Upon arriving at the evacuation site, report to the Evacuation Site Coordinator for further assignments.

Medical Team:

- Work with paramedics to determine how injured persons should be transported.

Head of School:

- Work with civil authorities in deciding to declare an Off Campus Evacuation.
- Determine via the proper civil authorities that the roads are accessible between the facility and the evacuation site, and that the evacuation site is habitable.
- Declare an Off Campus Evacuation.
- Notify staff at your School and Board of an Off Site Evacuation.
- Monitor the evacuation.
- Personally evacuate the site after the evacuation is completed.
- See that sign is posted at the front gate notifying parents of the location of the evacuation site.
- Develop a message for the FM Radio broadcast to parents (if available).

All other staff:

- If you have a radio/cell phone, turn it on.
- Report to the Head of School and await further instructions.

** If possible, a message will be broadcast to notify parents as to the location where the students have been evacuated. If a power outage disallows this procedure, a sign will be hung on the front gate.*

Lock Down

Teachers and all other staff:

- Upon seeing a slack message or 4 short whistle bursts, turn on your radio/cell phone.
- If outside, move students around you into the closest room or building. Leave behind those who are dead or very seriously injured/immobile; take care of the living in order to prevent further death.
- Scan for children or staff left outdoors. Once inside the room, or if you were already in a room when the Lock Down was declared, lock all doors, shut and lock the windows, close window blinds and instruct students to get on the floor and lie very still.
- Call 911 if you have vital information and cannot reach the Head of School on radio or through internet.
- Do not respond to knocks or voices at the door unless directed by an administrator or civil authority you can identify – when in doubt, don't respond and don't open the door.
- Remain with students and await further instructions. Keep students silent to make the room appear vacant. Do not respond to a fire alarm (room evacuation alarm). Only evacuate when directed to do so by administration or civil authorities you recognize.
- When you hear your name in the roll call on the radio, respond with your name and room number. If you are missing some students, just state your name, location, how many you have with you and how many you are missing and their location (such as the restroom or library).
- If a Lock Down occurs while you are away from your classroom or office, call the school or Executive Director. They will pass the information on.

Head of School:

- Lock down the area you are in by locking all doors; shutting and locking windows; closing blinds; and getting on the floor.
- Assess the crisis as information is received. If the Lock Down is warranted and has not been initiated elsewhere, declare the Lock Down via the all page system. Call 911 to report the situation.
- Call offices and other locations to acquire information.
- Call the staff roll to determine the location of people.
- Confirm that the Medical Team is in place in case they are needed after the Lock Down.
- Inform the Medical Team of injuries as necessary after the Lock Down.
- If civil authorities are not directing the Lock Down, determine and deliver the instructions to all staff following the end of the Lock Down. Give notice as to why the Lock Down occurred and what they are to do next.

Medical Team:

- Lock down your office by locking doors, shutting and locking windows, closing blinds and getting on the floor.
- Do not leave the Lock Down room until instructed to do so by administration or civil authorities.
- Receive reports from the Head of School of injuries.
- Attend to injuries after the Lock Down.

Shelter in Place

One of the basic instructions you may be given in a chemical or biological emergency is to **shelter-in-place**. This is a precaution aimed to keep staff and students safe while remaining in your facility. If you are told to shelter-in-place, go inside, close all windows and vents and turn off all fans, heating or cooling systems. All persons should go to a designated safe room, seal windows and doors, and listen to local radio (or television) stations, or a NOAA Weather Radio for instructions.

- While gathering students, you can provide a minimal amount of breathing protection by covering your mouth and nose with a damp cloth. Many chemicals can cause damage to breathing passages.
- Immediately after the **shelter-in-place** announcement is issued, fill large containers (if available) for an additional water supply, and turn off the intake valve to the school or facility. Water supplies may become contaminated. Preserve the water you have available.
- If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Many chemicals can cause damage to breathing passages.
- Avoid eating or drinking any food or water that may be contaminated. Injury may occur from eating or drinking toxic chemicals.
- Seal facility safe room (room with the least amount of openings) so contaminants cannot enter:
 1. Close and lock all windows and doors of the facility.
 2. Turn off all fans, heating and air conditioning systems.
 3. Close the fireplace damper (if in a residential group home).
 4. Seal gaps and cracks under doorways and windows with wet towels and duct tape and plastic sheeting.
 5. Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper, or aluminum wrap.
 6. Close off nonessential rooms such as storage areas, laundry rooms, offices and extra bedrooms.
 7. Turn off all ventilation systems.
- Go to an above ground room (not the basement) with the fewest windows and doors. Some chemicals are heavier than air, and may seep into basements, even if the windows are closed.
- Take your Emergency Bucket with you. These items may make you more comfortable while you are waiting further instructions.
- Stay in the room and listen to your radio or television until you are told all is safe, or until you are told to evacuate. Local officials may call for evacuation in specific areas that are at greatest risk in your community. Following the advice of local authorities is your safest choice.

Biological Threat



A biological attack is the deliberate release of germs or other biological substances that can make you sick. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, can result in diseases you can catch from other people.

If There is a Biological Threat

Unlike an explosion, a biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, as was sometimes the case with the anthrax mailings, it is perhaps more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. You will probably learn of the danger through an emergency radio or TV broadcast, or some other signal used in your community. You might get a telephone call or emergency response workers may come to your door.

In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger. However, you should watch TV, listen to the radio, or check the Internet for official news including the following:

- Are you in the group or area that authorities consider in danger?
- What are the signs and symptoms of the disease?
- Are medications or vaccines being distributed?
- Where?
- Who should get them?
- Where should you seek emergency medical care if you become sick?

Protect Yourself

If you become aware of an unusual and suspicious release of an unknown substance nearby, it doesn't hurt to protect yourself. Quickly get away. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help. Wash with soap and water and contact authorities.

Chemical Threat



A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.



Possible Signs of Chemical Threat

Many people suffer from watery eyes, twitching, choking, having trouble breathing or losing coordination. Many sick or dead birds, fish or small animals are also cause for suspicion.

If You See Signs of Chemical Attack

- Quickly try to define the impacted area or where the chemical is coming from, if possible.
- Take immediate action to get away.
- If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.
- Otherwise, it may be better to move as far away from where you suspect the chemical release is and "shelter-in-place."
- If you are outside, quickly decide what the fastest escape from the chemical threat is. Consider if you can get out of the area, or if you should follow plans to "shelter-in-place."

If You Think You Have Been Exposed to a Chemical

If your eyes are watering, your skin is stinging, and you are having trouble breathing, you may have been exposed to a chemical.

- If you think you may have been exposed to a chemical, strip immediately and wash.
- Look for a hose, fountain, or any source of water, and wash with soap if possible, being sure not to scrub the chemical into your skin.
- Seek emergency medical attention.

Radiation Threat



A radiation threat or "Dirty Bomb" is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. While the blast will be immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene. As with biological or chemical threats, you want to limit exposure.

If There is a Radiation Threat or "Dirty Bomb"

To limit the amount of radiation you are exposed to, think about shielding, distance and time.

- **Shielding:** If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed, and you will be exposed to less.
- **Distance:** The farther away you are away from the blast and the fallout, the lower your exposure.
- **Time:** Minimizing time spent exposed will also reduce your risk.

As with any emergency, local authorities may not be able to immediately provide information on what is happening and what you should do. However, you should watch TV, listen to the radio, or check the Internet often for official news and information as it becomes available.

Response to an Emergency After Hours

The response to school emergencies after the end of the day does not vary from emergencies declared during the business day.

The same procedures will be followed for a Room Evacuation, Site Evacuation, Lock Down and Shelter-in-Place procedures. Here are some things to remember:

1. Rooms closed to students who are outdoors shall be kept unlocked so that a Lock Down procedure can be accomplished.
2. If the Head of School and most other administrators are off site when the incident occurs, the senior administrator shall function as the Acting Head of School during the emergency. In many cases, that person will be the Before School Staff or After School Program Director.
3. If the incident requires an obvious and immediate declaration of an emergency status, such should be declared and all necessary actions put into place.
4. The Senior Administrator is authorized to take any actions deemed necessary in the absence of the Head of School.
5. As soon as possible, notification should be made to the proper administrators via pagers, cell phones or land lines, as available. **A call to 911 should always be the first call.**

Additional Response Information for Specific Types of Emergencies

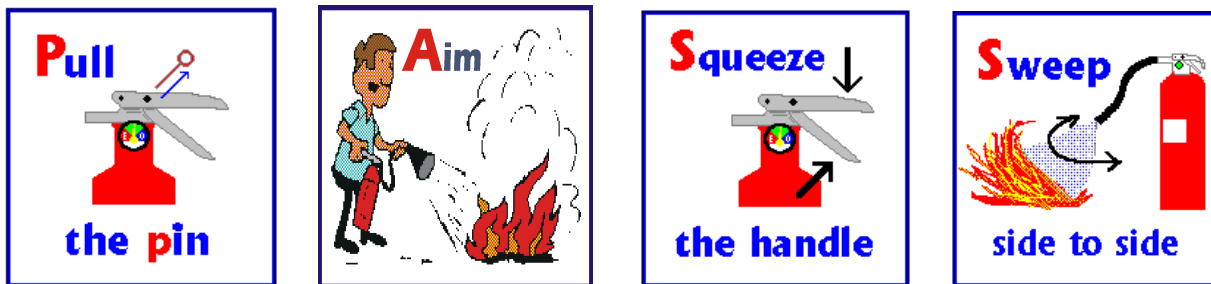
Fire

Local Confined Fire

In case of small, localized fires (e.g., in a trash can) use the fire extinguishers located throughout the building.

Below is the proper procedure for using a fire extinguisher in case of a small fire. Do not put yourself at mortal risk to put out a fire that is too large or out of control.

Remember the PASS acronym:



- 1) **Pull** the pin located on the handle
- 2) **Aim** at the base of the fire (stay at least 8 feet from the fire)
- 3) **Squeeze** the handle all the way for maximum flow
- 4) **Sweep** at the base of the fire. Move the fire extinguisher or nozzle/hose in a side to side “sweeping” motion.

Remember the fire can still re-ignite, so make sure fire is completely out before leaving the scene.

Call 911 if fire is too large for you to safely put out with a fire extinguisher.

Large Fire

If you smell smoke or observe a fire, activate the nearest fire alarm pull station (where applicable). Call or send a student to the Head of School. Have students close all doors and windows as they evacuate the room. Use the RACE method to evacuate:

Remember this Acronym:

- R – Rescue (anyone in immediate danger)**
- A – Alarm (pull fire alarm and call 911)**
- C – Contain (close all doors as you evacuate)**
- E – Evacuate (go to the nearest evacuation location away from the fire)**

Before opening any door, test for heat by brushing the back of your hand **ONLY** across the surface of the door and the doorknob. If any surfaces are hot, go to an alternate route. If the area feels cool, open it slowly. Stay calm and

be prepared to close the door immediately at the first sign of smoke or fire. Remain calm and quiet to allow instructions to be heard.

External Fire

In the event that an external (outside the building) fire should require an emergency response, it is likely that the most prudent course would be to stay put, unless instructed otherwise by emergency personnel such as Firefighters or Police.

What to do if you are trapped in a building

- Stay calm. Go to a room that has an outside window and stay there.
- If there is a working telephone, call 911 and tell them exactly where you are.
- To help rescue workers find you, stay where you are and wave something bright or light colored to attract attention.
- To keep smoke out of your area, use clothing, towels, newspapers etc. to stuff the cracks around the door and ventilators.
- If water is available, dampen a cloth to breathe through to help filter smoke and gas vapors.
- If the room begins to fill with smoke, stay as close to the ground as possible
- Above all, THINK before you act and be patient until help arrives.

Earthquake

- Initiate the duck, cover and hold procedure before evacuating the room. Evacuate only after the shaking has stopped. Staff does not have to wait for the Room Evacuation alarm to sound before starting the Room Evacuation procedure.
- Staff should train students on the duck, cover and hold procedure, reviewing it frequently during drills and exercises.

If indoors...

DUCK – drop to the floor.

COVER – Seek cover beneath a desk, chair, table or bench with your back to the windows. If hard cover is not available, then in a bent, crouched-over position, bury your face in the crook of your elbow, and place the other hand over the back of the neck.

HOLD – If beneath a piece of furniture, hold on to the leg of the furniture so that it doesn't "walk" away from you during the shaking.

If outdoors...

Get away from buildings. Stay clear of walls, power poles, trees, loose wires, and metal fences. Lie flat on the ground and bury your face in the crook of one elbow while placing the other hand over the back of the neck.

After Earthquake

After the initial shock has ended, and a reasonable interval has passed with no further shock, survey immediate surroundings to determine injuries and damage.

Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

If telephones are operating, call the switchboard for the Director or designee and report conditions of students and estimated damage in your area.

Check for fire or fire hazards from broken electrical lines or short circuits and follow the facility Fire Response Procedure in the facility Fire Plan if a fire is discovered or reasonably expected.

Immediately clean up spilled medications, drugs and other potentially harmful materials.

Check to see that sewage lines are intact before permitting continued flushing of toilets.

Check closets and storage shelf areas. Open closet and cupboard doors carefully and watch for objects falling from shelves.

Be prepared for additional "aftershocks." Although most of these are smaller than the main shock, some may be large enough to cause additional damage.

Responsibilities:

Head of School:

After receiving damage assessment report, determine the advisability of partial or complete evacuation of the facility.

If evacuation is deemed advisable, determine condition of exit areas and avoid those which are obstructed or otherwise hazardous.

Conduct immediate check of all communications systems including facility PA, radio network and telephones. Initiate actions to restore service or use other communication resources, including cell phones, two way radios or messengers.

- Direct implementation of evacuation procedures.
- Direct disaster response activities.
- Initiate recall of personnel.
- Provide for emergency messenger service.
- Establish triage area to screen students and personnel that may be injured.

Facility Services:

Facility Service personal will discontinue normal activities; keep facility in operation and/or make emergency repairs to restore services, particularly electrical main or auxiliary.

Check utility lines and appliances for damage. If gas leaks exist, shut off the main gas valve. Shut off electrical power if there is damage to wiring. Report damage to the appropriate utility companies and follow their instructions. DO NOT USE matches, lighters or open flame appliances until you are sure no gas leaks exist. Do not operate electrical switches or outlets.

Utility Failure

Power Outage

In the event of commercial electrical service failure, the following steps will be taken:

1. Check to make sure the all backup electrical equipment is functioning properly:
 - a. Alarm Systems
 - b. Egress illumination
 - c. Emergency communication system
 - d. Illumination of exit signs

PG&E

Name of Electric Company

2. Call: the Electric Company or the Operations Coordinator

Electric Company Telephone number: **1-800-743-5002**
Ask them to determine how long the service will be out.

Office Coordinator Telephone number: **(510) 225-9072**

3. *Notify:* All Staff and tell them that service will be out and approximately how long.

Natural Gas Disruption

In the event that a gas pipe or regulator that is servicing the facility develops a leak or rupture, the following steps will be taken:

1. Shutoff service valve – located on the right corner of the outside front of the building with approved shut-off tool located in Emergency Buckets.
2. Immediately Notify:
 - a. Staff: **(510) 225-9072**
 - b. OUSD Facilities
3. Evacuate the building, if necessary (to allow fumes to dissipate).
4. After the natural gas service is restored, light all pilot lights and check equipment for proper operation.
5. *Notify:* All Operations Coordinator when service is restored.

Note: never use candles, light matches, or smoke cigarettes when there is a natural gas emergency.

Fire Alarm System Failure

In the event that the fire alarm fails, immediately call the Office Manager.

HVAC Failure

- Notify the Operations Coordinator, they take the necessary steps to correct any failures of the HVAC system.
- If determining the repairs cannot be made in a timely manner or beyond the scope of in-house capabilities, the Operations Coordinator will contract the work out to the appropriate HVAC vendor.
- Notify teachers/staff and tell them approximately how long this will affect the school.

Note: In extreme weather conditions portable heat or AC will be set up at the site where the failure has occurred.

- After repairs are made, notify the teachers/staff.

Water Failure

In the event of commercial water service failure, the following steps will be taken:

EBMUD

Name of Electric Company

- Call: the Water Company or the Office Manager

Water Company Telephone number: 1-866-403-2683

Ask them to determine how long the service will be out.

Staff: 510 295 5257

Note: If water will be out for an extended period of time, the Office Manager will have portable toilets delivered to the site for the duration of the outage.

- Notify: All Teachers/Staff and tell them that service will be out and approximately how long.
- Dietary department should use paper plates and plastic utensils during this outage period.

Sewage Back-up

- In the event of a sewage back-up, notify the Office Manager immediately.
- As soon as it has been determined that the main sewer line is broken or rendered unusable, the Office Manager will call the appropriate plumbing contractor to repair/restore service

- The Office Manager will place portable chemical toilets outside the facility for all staff and students to use during disruption.

Note: It may be necessary to shut off all water in the facility to keep sewage waste to a minimum. This decision will be made by Head of School or designee.

If the area of stoppage has overflowed, the plumbing contractor will pump the effluent into a tank truck and sanitize the effected area.

Dietary Department (where applicable) should go to paper service instead of dishes and silverware. Meals should also be planned to minimize dish washing.

Bomb Threats

But, in order to ensure the safety of your workplace, having a plan to combat them is a *necessity* in this day and age. One of the goals of a bomb threat caller is to cause panic among the people being threatened. If you are prepared and ready to act, that goal can be eliminated. Be vigilant in your planning and be prepared. In the case of a bomb threat, everyone needs to know what to do and how to do it safely and efficiently.

The person receiving the bomb threat call should engage the caller in a conversation to get as much information as possible (see [bomb checklist](#) in section 8, page 30):

- Ask what time the bomb is set to go off.
- Ask questions regarding the specific location, building, room, closet, locker, hallway, etc.
- Ask about the appearance of the bomb package.
- Listen for background noise, e.g., radio, other people, traffic sounds, etc.
- Was the caller calm or hysterical?
- Was the caller's voice young or old?
- Notify the Head of School or other administrator.
- All personnel are to remain out of the threatened building. The notified administrator will call the police and declare an emergency and initiate a Room Evacuation procedure. The police will conduct the bomb search.

BOMB THREAT CHECKLIST

Telephone Procedures

| | | |
|--------------|---|--|
| Date: | Time Received: <input type="radio"/> AM <input type="radio"/> PM | |
|--------------|---|--|

DATE: / / TIME RECEIVED: : AM/PM CONCLUDED: : AM/PM

- REMAIN CALM, BE COURTEOUS, LISTEN TO, AND DO NOT INTERRUPT THE CALLER
- GET ATTENTION OF ANOTHER PERSON - GIVE NOTE SAYING "CALL UC POLICE - BOMB THREAT" **9-911**
- IF YOUR PHONE HAS CALLER ID DISPLAY, RECORD NUMBER OF INCOMING CALL _____
- WRITE DOWN EXACT WORDS OF THE CALLER AND THREAT
- DON'T HANG UP THE PHONE. LEAVE LINE OPEN
- NOTIFY A SUPERVISOR

TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS

1. WHEN WILL IT EXPLODE? AT WHAT TIME?
2. WHERE IS IT LOCATED? WHAT FLOOR? ROOM?
3. WHAT DOES IT LOOK LIKE?
4. WHAT KIND OF BOMB IS IT?
5. WHAT WILL SET IT OFF?
6. WHY ARE YOU DOING THIS?
7. WHO ARE YOU?
8. ARE YOU AWARE THAT IT COULD KILL OR INJURE INNOCENT PEOPLE IN ADDITION TO THOSE YOU INTEND TO HURT? Yes
 No

DESCRIPTION OF CALLER (check all that apply)

Sex: Male Female Unknown Approximate Age _____

| Voice | Speech | Language | Behavior | Background Noises |
|-------------------------------------|---------------------------------------|---|------------------------------------|--|
| <input type="checkbox"/> Clean | <input type="checkbox"/> Accented | <input type="checkbox"/> Educated | <input type="checkbox"/> Agitated | <input type="checkbox"/> Airport |
| <input type="checkbox"/> Distorted | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Foreign | <input type="checkbox"/> Angry | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Distinct | <input type="checkbox"/> Foul | <input type="checkbox"/> Blaming | <input type="checkbox"/> Baby |
| <input type="checkbox"/> Muffled | <input type="checkbox"/> Fast | <input type="checkbox"/> Intelligent | <input type="checkbox"/> Calm | <input type="checkbox"/> Birds |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Hesitant | <input type="checkbox"/> Irrational | <input type="checkbox"/> Fearful | <input type="checkbox"/> General Noise |
| <input type="checkbox"/> Pitch-High | <input type="checkbox"/> Lisp | <input type="checkbox"/> Rational | <input type="checkbox"/> Laughing | <input type="checkbox"/> Guns Firing |
| <input type="checkbox"/> Pitch-Med | <input type="checkbox"/> Slow | <input type="checkbox"/> Slang | <input type="checkbox"/> Nervous | <input type="checkbox"/> Gymnasium |
| <input type="checkbox"/> Pitch-Low | <input type="checkbox"/> Slurred | <input type="checkbox"/> Uneducated | <input type="checkbox"/> Righteous | <input type="checkbox"/> Machinery |
| <input type="checkbox"/> Pleasant | <input type="checkbox"/> Stuttered | <input type="checkbox"/> Unintelligible | <input type="checkbox"/> Other: | <input type="checkbox"/> Music |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> If Accented, | <input type="checkbox"/> If Foreign, | | <input type="checkbox"/> Party |
| <input type="checkbox"/> Smooth | Describe: | Describe: | | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Soft | | | | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Squeaky | | | | <input type="checkbox"/> Talking |
| <input type="checkbox"/> Unclear | | | | <input type="checkbox"/> Tavern/Bar |
| <input type="checkbox"/> Other | | | | <input type="checkbox"/> Television |

Name Of Person Receiving Call: _____

Phone Number Threat Was Received On: _____

Name Of Possible Suspect: _____

Gun Shots Heard On-Site

- Immediately initiate a Lock Down Procedure.
- Notify administration using your radio (if your radio is not available, use a cell phone, telephone, e-mail or whatever communication is available inside the locked down room). Do not exit the room in order to send notification; do not send runners to the office.
- Do not exit the room to investigate the situation. Wait for further instructions from administration or civil authorities.

Armed Individual Comes into Room

- If possible, notify administration of the situation. Do not place yourself or your students at risk to notify anyone of the situation.
- Do as the gunman demands.
- Do not make sudden moves which could frighten the subject (ask permission to move).
- Never argue with the gunman.
- Try to take your time.
- Keep your students as calm as possible.
- Physical force should not be used unless someone's life is in imminent danger.
- Talk to the gunman.
- Learn as much as you can about the gunman.
- Keep the gunman's attention on you, not on your students.
- If more than one person is involved, concentrate on one person only.
- Be observant.
- Do not stare at the gunman in observing him/her.
- Mentally record a detailed description of the individual and the weapon.
- Identify a distinctive feature and continue to concentrate on that one feature.
- Remember the objects touched by the intruder and preserve them for Law Enforcement.
- It is critically important to preserve the crime scene and never touch, move or disturb any possible evidence or objects at that site.

If the gunman starts shooting, instruct the students to get down and lie on the floor. Take cover on the floor and/or behind equipment.

Hazardous Spills

In the event of a hazardous spill, the Bureau of Toxics, Health, and Safety Services should be contacted: (510) 622-3200.

The Head of School will determine if the area/site is safe for occupancy. If not, evacuation procedures will be initiated.

Suspicious Box Located on Site

- Any student or personnel who believes a box or other type of container to be suspicious should not touch the item and instead immediately report it to the Head of School or administrator.
- The notified administrator will investigate and if deemed necessary, declare an emergency, initiate a Room Evacuation procedure and call the police.
- The area where the suspect device is located will be cleared by at least 200 feet.
- All students and staff are to keep away from the suspect device and allow the police to deal with it.

Flood

The supervisor in charge will initiate any of the emergency actions considered necessary. The action will depend on the severity of the situation as reported and directives given by civil authorities.

Contamination

Warning of chemical accident or contamination is usually received from civil authorities, when there is a threat to the safety of the facility. These accidents may include overturned tankers, broken fuel lines, and other incidents related to the industrial use of chemicals. When the reported accident occurs, the following procedure is required:

- Determine whether the students are safer in a Lock Down or Site Evacuation procedure.
- If possible, move crosswind, never directly with or against the wind, if it is necessary to evacuate the area.

Challenging Site Visitors

All staff are expected to challenge any visitor who does not appear to be on site for official business. Staff may contact the Head of School if and when assistance is needed. Visitors on site who are not conducting official business should be escorted off site.

Violence in the Workplace

- If you feel you are in personal danger, leave the area, if possible, and call 911.
- If a person enters your workplace with a weapon, seek cover under your desk. If possible, take the phone with you under the desk.
- Dial 911.
- Stay in your hiding place until you are told it is all clear.
- Do not run, as you will become a moving target.

Use your common sense in a dangerous situation....

- Trust your instincts. If you feel uncomfortable, you probably have good reason to.
- Take all threats seriously.
- Give the person physical space.
- Provide for your own personal safety.
- Don't be afraid to ask for help.

Triage and Medical Care

The medical team for this site will be coordinated by **Rosibel Dubon**. If he/she is not available, another Operations team member will coordinate the team.

The Head of School will inform the Medical Team Coordinator of the location of all persons requiring medical treatment.

The Medical Team Coordinator will designate an area for the treatment of casualties. If necessary, a separate area, preferably away from the treatment area will be designated as a morgue.

The closest medical facilities are listed in Appendix A.

The Medical Coordinator will organize the triage and treatment functions to ensure that all casualties are evaluated and treated in an expeditious and appropriate manner.

Search and Rescue

Staff has not received training for search and rescue operations. The Fire Department will conduct search and rescue. The Fire Department Dispatch numbers are located in Appendix A.

Building Security and Reoccupation

After all staff members and others have been evacuated, the Head of School will lock the doors of the building to ensure that people do not attempt to re-enter the building unless it is determined safe to do so.

The Head of School is responsible for evaluating the safety of the building or coordinating the assistance of outside agencies to evaluate the safety of the building. This evaluation must be performed prior to allowing employees and others back in the building.

Securing of Property:

If the building is not to be re-occupied, the Head of School will be responsible for the overall securing of the property.

Emergency Equipment

Administrators and other staff assigned radios shall keep them accessible at all times when they are at school. During an emergency, staff assigned radios shall retain the equipment on their person and active at all times (24 hours per day) until the emergency is over.

Emergency Supplies

Every UMCS classroom will be equipped with Emergency Buckets (for inventory list of what is in those bags see the appendix section of this plan).

Emergency Bucket Inventory List

- 4 Emergency Ration (24) Calories Bars
- 12 Emergency Water Boxes (w/straws)
- 1 Box of Water Purification Tablets (50 ea.)
- 2 Light Sticks – Green (12 hour)
- 5 Emergency Blankets
- 1 AM/FM Radio/Lantern Light Solar & Battery Operated
- 1 Box Waterproof Matches
- 1 Tent
- 5 Emergency Candles
- 1 Pry/Crow Bar (15")
- 5 Tissue Packs
- 12 Sanitation Bags
- 1 Package of Toilet Chemicals
- 1 5 Gallon Container
- 1 Snap On Toilet Seat
- 1 Pair Work Gloves with Leather Palm
- 2 Pairs Vinyl Gloves
- 5 Dusk Masks
- 1 Whistle with Lanyard
- 1 First Aid Kit
- 1 Duct Tape
- 1 Water Preserver 5 Year Concentrate

Emergency Prevention Schedule

Due to the rapid change of staffing and students at UMCS the following will be practiced:

- Fire (Room Evacuation) **Monthly**
- Earthquake/Disaster (Duck, Cover and Hold, and Room Evacuation) **Semi-Annually**

Business Offices and Non-student care areas:

- Fire drill conducted annually
- Disaster Drill conducted annually

Appendix A

Urban Montessori Charter School: (510) 842-1181

Site Specific Emergency Phone Numbers:

Emergency – (Medical, Police and Fire) 911
 Local Police – **(510) 777-3211** emergency, **(510) 777-3333** non-emergency
 Local Fire – **(510) 238-3856**

Nearest Hospitals:

Children’s Hospital
 747 52nd Street,
 Oakland, California 94609
 (510) 428-3000

Alameda County Medical Center-Highland Hospital
 1411 E. 31st St.
 Oakland, CA 94602
 (510) 437-4800

Kaiser Permanente Oakland Medical Center
 280 W. MacArthur Blvd.
 Oakland, CA 94611
(510) 752-1000

On-Call Administrator Emergency Contact:

| | | |
|-----------------------|-----------------------|-----------------------|
| Greg Klein | (510) 290-4005 | (510) 290-4005 |
| Hae-Sin Thomas | (510) 759-1331 | (510) 759-1331 |
| Davis Leung | (415) 845-9080 | (415) 845-9080 |

Relocation Sites/area:

| | | | |
|-----------|--|----------------------------------|--|
| 1. | Relocation 1 Name: Home of Peace of Oakland, Field | | |
| | Relocation 1 Address: 4700 Daisy st. | | |
| | Relocation 1 City: Oakland | Relocation 1 State: CA | Relocation 1 Zip Code: 94613 |
| | Relocation 1 Phone Number: 510-841-1181 510-531-4200 | | |

Trapped, Missing, Injured or Deceased Students Report

Instructions: Complete this form immediately following a program evacuation if you have left students in their room or office. Staff should send a runner with two copies to the Head of School. Staff should wait for an available staff member to come by and retrieve the copies. Keep one copy for yourself. The Head of School retains one copy and forwards one to civil authorities involved in the emergency situation.

Program _____ Date _____

Staff name: _____ Room/Office number: _____

Current location of your Class or Office: _____

Number of students left in room or staff in offices: _____

Names (If Possible) of those left behind:

Number apparently dead: _____ Number gravely injured: _____

Room Checked: Yes No

Number and Names of Injured Removed: _____

Number and Names of Deceased Removed: _____

Number and Names of Those Taken to Triage: _____

Child Abuse and Neglect Reporting

All Urban Montessori Charter School staff are mandated child abuse reporters and will follow all applicable reporting laws, as well as the same policies and procedures used by the District.

Mandatory reporting of suspected child abuse or neglect is required under the California Child Abuse and Neglect Reporting Act by any mandated reporter. "Child" is defined as a person under the age of 18 years. A mandated reporter is any individual who is an employee of a youth organization or public school. The term "child abuse or neglect" includes sexual abuse; neglect defined as the negligent treatment or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare including both acts and omissions on the part of the responsible person; willful cruelty or unjustifiable punishment; unlawful corporal punishment or injury; and abuse or neglect in out-of-home care. Child abuse or neglect does not include a mutual affray between minors or an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer.

All employees of Urban Montessori Charter School must also comply with the reporting responsibilities outlined in the California Child Abuse and Neglect Reporting Act in reporting the concern immediately or as soon as is practically possible (within 36 hours) by telephone, to child protective services, any police department, sheriff's department, county probation department, if designated by the county to receive mandated reports, or the county welfare department. School police or security departments are not considered acceptable reporting agencies. The individual making the report must also prepare and send a written report to the reporting agency within 36 hours of receiving the information concerning the incident.

Employees shall not contact the child's family or any other persons to determine or investigate the cause of the suspected abuse or neglect. Any personal interview of the child should be conducted in a professional manner, are consulting with the School's Executive Director. In any investigation of suspected child abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the child victim and shall do whatever is necessary to prevent psychological harm to the child.

Anti-Bullying Policy At UMCS, we recognize that bullying is a serious issue that must be explicitly addressed. We understand that it takes ongoing effort from our entire community to reduce bullying. We acknowledge that reducing and resolving bullying issues takes time. At UMCS, we commit to being both patient and persistent in our efforts to do so.

First and foremost, we seek to address bullying by creating a school culture of warmth, care, and support that includes explicit expectations that bullying is not acceptable. To do this, we implement the Positive Discipline Curriculum, keep students academically challenged and engaged, ensure that adult behavior at school is consistent and respectful, determine when and where bullying tends to happen and ensure adult supervision as adequate, involve students in creating and setting expectations, share the results of school-wide surveys with all stakeholder groups to increase awareness, create an adult mentors program for identified bullies, and implement school-wide education about bullying.

At UMCS, we define bullying as student behavior that is characterized by 1) aggressive or intentional "harm doing," resulting in the bully feeling more superior than the target, 2) carried out repeatedly over time, and 3) occurs in an interpersonal relationship characterized by an imbalance of power derived from position, physical size, or number of people. We recognize that bullying can be verbal (name-calling, taunting, harassment either in person or electronically), physical (hitting, hurting, physical threats, taking objects), relational and emotional (innuendos, whispers, body language, rumors, social media, email, resulting in the systematic exclusion of the target from a perceived group of other persons), or any combination of the above. We also acknowledge that bullying involves three significant participants: bully, target and bystander. Bullying is harmful to all three participants and will not be

successful if any one participant is absent. Therefore, interrupting the pattern of behavior of any participant will disrupt bullying. At UMCS, we recognize that focusing our work on bystanders is a particularly useful and empowering tool.

UMCS works to actively increase recognition and awareness of bullying among staff, students, and families. We increase staff awareness by devoting professional development time to understanding the definition of bullying and how to recognize it, to recognizing the secondary signs of bullying (decreased interest in school, decreased academic performance, avoiding recess, increased absences, missing belongings, not eating lunch, depression, significant change in friendship groups), and to training staff on our anti-bullying curriculum. We increase student awareness via classroom discussion, age-appropriate literature, explicit teaching of our anti-bullying curriculum, and school-wide assemblies. We increase family awareness through letters home, discussions during conferences, recommended reading, family book groups, training the FAC on our anti-bullying curriculum during the summer (FAC will then share with families in the fall), and educating family members about how to train their children to assert themselves positively. Finally, UMCS also conducts annual bullying surveys of staff, students, and families based on the "California Healthy Kids Survey" or similar tool. UMCS seeks to ensure consistent and predictable adult responses to bullying.

We educate adults about the difference between telling and talking, ensure that all instances of bullying are reported by creating a process for adults to document bullying and developing safe ways for students to report it and ensure a clear process and consistent outcomes for reported bullying episodes. These outcomes may include a serious, one-to-one conversation between the bully and a school administrator, a one-to-one conversation between the target/bystanders and a school administrator, consistent notification of parents/guardians, and a clear, immediate opportunity for the bully to "fix" the mistake or "give back" to the school community. Finally, at UMCS we recognize that reducing bullying is an ongoing process. As such, we engage in continued education and training for staff, students and families, we conduct regular reviews of responses to bullying to ensure consistency, we collect and review school-wide data on a regular basis, and we continue to work to develop and maintain a mentor program.