



Palisades Charter High School

Board Meeting

Date and Time

Tuesday September 21, 2021 at 5:00 PM PDT

Location

Gilbert Hall, Palisades Charter High School
15777 Bowdoin Street, Pacific Palisades, CA 90272

*REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY:
Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board of Palisades Charter High School may request assistance by contacting the Main Office at (310) 230-6623 at least 24 hours in advance.*

SUPPORTING DOCUMENTATION:

Supporting documentation is available at the Main Office of the School, located at 15777 Bowdoin Street, Pacific Palisades, CA 90272, (Tel: 310- 230-6623) and may also be accessible on the PCHS website at <http://palihigh.org/boardrecords.aspx>.

ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY:

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. All items may be heard in a different order than listed on the agenda.

DIAL-IN NUMBER: (605) 475-5900. ACCESS CODE: 660-0134

Please note that the conference dial-in number above is only active when a Board Trustee has indicated they will be calling from an off-site location to participate.

Agenda

I. Opening Items

Opening Items

- A. Call the Meeting to Order
- B. Record Attendance and Guests
- C. Public Comment

"Public Comment" is available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment." "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to two (2) minutes, per person. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).

Google Form Public Comment Procedure:

A Google form is available 24 hours prior to the meeting for Public Comment. Please refer to the Dewey Dolphin email or copy/paste this link <https://forms.gle/kSsxkvL6T9GgXpdEA>. Your comment will be read aloud by the Board Chair. General public comments not read after 30 minutes will be included in the meeting minutes. Due to public meeting laws, the Board can only listen to your comment, not respond or take action. Comments are limited to two (2) minutes, per person and one cannot cede their time to another. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. Govern Code § 54954.3(b)(2).

II. Organizational Reports

- A. Student Report
- B. Parent Report
- C. Classified Staff Report
- D. Faculty Report
- E. Human Resources Director (HR) Report
- F. Director of Operations Report

"To approve the proposed 2021-22 school year School Emergency Operations

Plan."

- G. Director of Development Report
- H. Chief Business Officer (CBO) Report
- I. Executive Director/Principal (EDP) Report

III. **Board Committees (Stakeholder Board Level Committees)**

- A. Grade Appeal Committee
Selection of Grade Appeal Committee Members
- B. Budget & Finance Committee Update

IV. **Academic Excellence**

- A. LAUSD COVID-19 Vaccination Requirement For Employees and Other Adults Working at District Facilities
- B. PCHS Proposed Resolution Requiring COVID-19 Vaccinations for Eligible Students
*PCHS Proposed Resolution Requiring COVID-19 Vaccinations for Eligible Students-**Recommends approval of a resolution requiring COVID-19 vaccinations for all students who access in-person instructional programs operated by PCHS, who are 12 years of age and older***
- C. Failure is Not an Option Presentation
- D. Virtual Back to School Night
Thursday, September 23, 2021 at 5:00pm

V. **Equity and Pali Sports**

- A. Equity and Pali Sports Presentation

VI. **Finance**

- A. 2020-2021 Unaudited Actuals
"To approve the 2020-2021 Unaudited Actuals."
- B. 2021-2022 EPA Budget
"To approve the 2021-2022 Education Protection Account (EPA) Budget."
- C. 2021-2022 CARS Application

“To approve the 2021-2022 Consolidated Application.”

D. 2021-2022 Title III MOU

“To approve the 2021-2022 Title III MOU.”

E. 2021-2022 COVID- 19 Expenditures Update

VII. PCHS Clean Energy Task Force

A. Clean Energy Task Force Update

VIII. Governance

Governance

A. PESPU Tentative Agreement 2020-2021

“Motion to Approve PESPU Tentative Agreement 2020-2021.”

B. Board Resolution for Unrepresented Staff 2020-2021

“Motion to Approve Resolution Re: Unrepresented Staff Compensation 2020-2021.”

C. Unrepresented Salary Scale Updates

“Motion to Approve Unrepresented Salary Scale Update”

*Refer to materials in VIII.B

D. Board Retreat Recap

IX. New Business / Announcements

A. Announcements / New Business

- Date of the next Board Meeting: Tuesday, October 12, 2021 at 5pm
- Conflict of Interest Code Training Section 1090 - TBD

B. Announce items for closed session, if any.

X. Closed Session

A. Conference with Legal Counsel

- (Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9)

B. Employee complaint/Assignment/Discipline/Dismissal/Release

- (Govt. Code section 54957) (Education Code section 44929.21)

XI. Open Session

A. Return to Open Session

B. Report Out on Action Taken In Closed Session, If Any.

XII. Closing Items

A. Adjourn Meeting

Coversheet

Faculty Report

Section: II. Organizational Reports
Item: D. Faculty Report
Purpose: FYI
Submitted by:
Related Material: Faculty Board Report 09_21_2021.pdf

Faculty Report Sept. 21, 2021

- Eighty percent of teachers surveyed believe teachers should be fully vaccinated
- Teachers are concerned that they are not notified in a timely fashion when a student on their roster has tested positive for COVID.
- There are concerns about over-crowded classrooms, some of which have 40 or more students.
- Teachers would like regular updates regarding progress of the Lifetime Health Benefits committee.
- Teachers would like the Board of Trustees to consider results of teacher surveys when considering evaluations of the Executive Director.
- Faculty morale is low on campus. Among the reasons for this are lack of timely, clear communication from administration, a lack of efforts to address staff concerns in a timely manner, and the denial of seemingly reasonable requests from staff.
- Parents are encouraged to make sure their children get to school on time. Many students are late to first- and second-person classes and are missing instructional minutes. Tardy sweeps have been implemented.

Coversheet

Human Resources Director (HR) Report

Section: II. Organizational Reports
Item: E. Human Resources Director (HR) Report
Purpose: FYI
Submitted by:
Related Material: HR Board Report 09_21_2021.pdf



Human Resources Board Report

September 21st, 2021

New Hires/Contract/Temp:

Name	Classification/Position	Funding	Effective Date
Charles Styrbicki	Math Paraprofessional	General	9/9/2021

Resignation/Release:

Name	Classification/Position	Funding	Effective Date
Domonick Thomas	IT Tech I	General	9/15/ 2021

Staffing and Recruitment: Status of positions is listed below.

Position	Status
Director, Student Support Services	Position posted

Vaccination Update: Staff will be required to be fully vaccinated against COVID-19 by October 15, 2021. Staff who are not in compliance will need to go through an interactive process regarding medical accommodations. Accommodations are determined on a case by case basis and are not guaranteed.

Negotiations: PCHS is beginning negotiations with the UTLA-PCHS union for the new contract. Both the PCHS administration and the PESPU union outline of topics to be discussed are attached in the sunshine documents.

Action Item:

1. HR Recommends approval of
 - a. PESPU Tentative Agreement (included in Board Materials under Governance)
 - b. Unrepresented Staff Resolution for increase inline with the UTLA-PCHS and PESPU union agreements (included in Board Materials under Governance)
 - c. Poposal to update the unrepresented salary scale (included in Board Materials under Governance)
 - i. Add \$3,000 longevity to unrepresented staff and mid-managers
 - ii. Change Manager – Aquatics to Aquatics Director
 - iii. Change Manager – Athletics to Athletic Director
 - iv. Change Technology Supervisor/Coordinator to Information Technology Director
 - v. Change Head College Advisor to Director, College Center

Coversheet

Director of Operations Report

Section: II. Organizational Reports
Item: F. Director of Operations Report
Purpose: Vote
Submitted by:
Related Material: Operations Board Report 09_21_2021.pdf
School_Emergency_Operations_Plan_for_2021-22_Motion.pdf
School Emergency Operations Plan for 2021-22.pdf



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report September 21, 2021

Transportation/Buses:

- The 2021-22 PCHS School Bus Program has operated for Five Weeks now. After the typical first 8 Days of operation, we adjusted the Schedule to better reflect the reality of Stop times for most Routes. Whenever PCHS has to create new Routes, when number of buses we use changes, there is always a real-world adjustment that is needed after the first two weeks, which we did. We have made one more schedule adjustment to one Route since then and the arrival times of buses are general back in target range.
- The School Bus Program has maintained a very healthy Occupancy rate and still has a ~98% Occupancy. Most Wait Lists have been worked through, and we are still getting the occasional inquiry for new riders, so we are hopeful the Occupancy Rate will stay well above the 90% Threshold we have for consideration of a Bus Fleet adjustment.
- While the above is good news in general, some parents still rather unhappy there is not the 8th Bus and the loss of some Stops that had to be consolidated in order to make the 7-Bus Routes work.
- The Drivers of our buses are conducting the same 3-Part Health Check we use at the campus checkpoints for all Students before they board the bus to help ensure the students health and safety while on the school bus. This process, while new to the drivers and students, has been a little slow at the start, but has certainly improved and everyone is now used to it.
- We have recently implemented Assigned Seats on all Morning, 2:20pm and 3:25pm Bus Routes. Similar to the Assigned Seating requirement in all Classrooms, this has been done to aid in minimizing the number of Students that may need to Quarantine if anyone on a School Bus turns out to be COVID Positive. The assigned seating process has added another Boarding Procedure on top of the 3-Part Health Check, so another period of adjustment and time consumption for the Loading/Boarding process.
- The next deadline for finalizing 2021-22 Ridership is the End of September requirement for all Scholarship Recipients to apply for the Free & reduced Lunch Program.
- A Special Ed wheelchair van was recently contracted to help bring one of our wheelchair-bound students to PCHS. Two additional Students needing rides are being added to that van as well to help defray some of those costs. This also helped free up a vehicle and driver for another student that we needed to provide transportation.



PALISADES

CHARTER HIGH SCHOOL

Security/Safety:

- Security Staff was initially been sized to accommodate the start of the school year and the required 3-Part Health Check (Temperature, Symptoms & COVID Test verification) for all Faculty/Staff, Students and Regular Workers. This process requires multiple Check-In Entry/Access Checkpoints in order to efficiently process our 2,600+ students arriving each morning (~400 come by bus pre-checked). So far, this process has worked fairly well and is being refined each day and getting better each day as both the Checkpoint personnel and people arriving settle into the routine.
- Security staffing was recently reduced to try to save on external contract personnel that were hired to help with the multiple Checkpoints for Health Checks. Current staffing is not adequate to handle the last 30-Minute “Rush” when a disproportionate percentage of Students come in the 7:25am-7:55am time period, when many of the PCHS Internal personnel need to leave at around 7:30am to go Teach and work with their 1v1 Students.
- Additional Checkpoint Staff are needed in the 7:25am-7:55am range, and ideally PCHS Internal or Adult Volunteers that are OK to work only for 30-60 Minutes each morning.
- Post Campus Entry Security is ongoing as in past years to ensure the safety and well-being of all on campus during the school day. Additionally, the extra security assisting with the Access Checkpoints are helping ensure everyone is adhering to the PCHS Mask Policy as best we can. Security is of course outnumbers dramatically, and people are too frequently not complying with the mask mandate, but the Security Team is doing its best to remind everyone when seen to wear their masks and do so properly.
- PCHS continues to offer covered PCR COVID Testing to Students, Faculty/Staff, Students and Regular Workers via the Hilton Testing Center. Hilton recently switched back to their original lab (UDX) without notice to PCHS or Students/Families. The switch back has been fairly smooth, so some issues have occurred.
- Besides the main Testing Center in the Stadium Parking Lot, additional/satellite testing locations exist on Main Campus as well to give everyone more convenient locations to test. All the testing stations seem to be utilized fairly well. Testing Center hours have been maintained as Mon-Fri 7:00am-5:00pm at the Stadium (7am-4pm on Main Campus) to help accommodate the larger volume of people now on campus daily.
- Details on Campus Access Requirements are posted on PCHS’s website here: go.palihigh.org/CampusAccess.
- PCHS has been experiencing a significant degree of graffiti and vandalism in Student Restrooms over the last two weeks. One of the perpetrators has been caught and is being addressed in the Deans Office, but others remain at large. Any assistance in determining who they are is very welcome.



PALISADES

CHARTER HIGH SCHOOL

Permits & Setups:

- **Permit Revenue for August 2021 was ~\$35,800:**
 - \$24,150 from Facility Rentals
 - \$7,150 from Banner Rentals - Banner demand starting to pick up.
 - \$4,000 from Filming
 - \$500 from Parking Rental (Bay Cities Tree Service)
- Fall sports/permits going well – Club Sports steadily picking back up to normal pace.
- Banner demand continues strong, maxed out for the next couple of months.
- Filming that took place in August: YouTube Series, Mystery Inc.
- **Potential Filming:** All American: Homecoming - Slated for filming last week in September and first week in October to shoot the pilot. They are hoping to be a new series considering PCHS as their recurring location throughout the season.
- Quite a few inquiries in the upcoming weeks for filming...but with students coming back we are presented with new challenges on how to accommodate filming without affecting in-person/on-campus school.
- Many requests from new and hopeful permit teams as well as one-off outside groups about renting facilities.
- August 2021 Set-Ups/Events:
 - Senior Orientation – August 5
 - Junior Orientation – August 4
 - Sophomore Orientation – August 9-10
 - Freshman Orientation – August 11-12
 - Make-Up Orientation – August 13
 - PD Day – August 16-17
 - First Day of School – August 18
 - PTSA – August 19
 - Board Meeting – August 24
 - LTSP – August 25
 - Back-to-School Spirit Week – August 30-September 3
- September 2021 Set-Ups/Events:
 - College Center Senior Meetings
 - Spirit Week Activities and ASB Club Week
 - B&FC Meeting in Staff cafeteria
 - Board Goal Setting Meeting in Mercer
 - 2 Home Football Games – Eating Area in Stadium Parking Lot
 - Fuerza Unida Assemblies



PALISADES

CHARTER HIGH SCHOOL

MGAC/Pool:

- Currently operating per current LACDPH Protocol for Reopening Public Swimming Pools with restrictions of 2 swimmers per lane for community reservation lap swim, and up to 4 swimmers per lane for permit (when entire pool is permitted)
- PCHS Aquatics Teams Well Underway: Water Polo & Swim Team
- PCHS PE Swim Classes kick off 9/20/2021
- Public/Community Lap Swim continuing Mon-Sat
- American Red Cross Trainings - FA/CPR/AED being conducted for Staff and Coaches
- Fiscal Status – Q1 revenue @\$135,000+ public/permit, expect 15% reduction for Q2 and Q3 due to PCHS-PE and PCHS-Athletics competitions
- Honorable Mention: Jamal Hill (Team USA) trained at MGAC 2020-21 during COVID and won Bronze at Tokyo Paralympics (50 Free)
- Currently recruiting lifeguards
- Several mechanical issues (result of age of equipment):
 - Two recent pool closures quickly mitigated
 - Complex autofill issue and autofill plumbing being investigated
 - Filters undergoing Preventative Maintenance
 - Various pump system parts replaced, and rebuild kits purchased to have on hand in anticipation of future issues
- PCHS should continue accruing/saving for major repairs in the 1-3 year timeframe as major pool components start to reach their useful life of 8-10 years.
 - 1. Re-Plaster Both Pools (~\$250k)
 - 2. Replacement/Backup Competition Pool Pump (~\$35-\$50k)
 - 3. Small Pool Coping Repair and Concrete Deck Repair (~\$25k)



PALISADES

CHARTER HIGH SCHOOL

Information Technology:

- IT is prepping/planning approved budget purchases and projects for the 2021-22 school year.
- Worked with multiple vendors on device research and testing for teacher devices, A/V equipment, and other infrastructure needs that were budget approved. Ordering for some projects has begun and we are awaiting delivery (1–4 months depending on item).
- Additional planning is occurring for budget-approved projects overdue from the 2020-21 school year, which were unable to be completed due to COVID related circumstances.
- Student Device distribution is well underway and occurring daily - before and after school, at lunch and at nutrition.
- IT in full swing working with the Deans and other stakeholders on Student Code of Conduct and Responsible Use Policy violations that may lead to disruption of the eLearning and physical classrooms.
- IT also has also been working with the Dean's Office and Security to review many hours of video footage in response to student behavior incidents on campus.
- Working with the Library this fall semester to continue reporting and recovery efforts related to Pandemic timeframe fine/delinquency collections for Textbooks, Library Books and Tech Devices. 142 technology items are unreturned and 160 technology related fines are unpaid.
- The search for the IT Team Lead and a replacement for the recently vacated Tech I person have successfully completed, with new incumbents starting in early and mid-October. While we are always saddened for team members to move on, we are happy for their successes and future opportunities and are excited to onboard new members.
- Many hours have been lost in support of recent PRA requests/searches. While IT fully supports the California Constitution and civil liberties, student and staff IT services and support suffer due to the lack of IT resources and support available while a search is being conducted.
- Thanks to the initiative of our new EdTech Coordinator, Dina Salama, and the support of IT, all teachers and students now have access to Canva through their Pali SSO account. Canva has also been integrated into Schoology, allowing teachers to create assignments or students to submit presentations and work directly through the Schoology Canva LTI.
- Event Setup season has once again hit full stride, and IT supported 14 technology setups this month.
- The physical paper printing age has returned in full force at Pali. Suffering a little from eLearning fatigue, 323 reams of paper have been consumed since the last BoT meeting, with 196,838 pages coming out of the two main copy room copiers (they do work!).
- To aid teachers that requested assistance with amplifying their voices, we purchased and deployed a number of personal PA systems for teachers and have received positive feedback about their use.



PALISADES

CHARTER HIGH SCHOOL

Information Technology (Continued):

- Supported the Attendance Office to redeploy the Swipe-K12 carts, which help to process late students in the mornings, getting them into the classroom faster. IT is investigating some of the Swipe features, which may be usable in other spaces to aid in tracking student occupancy for contact tracing when a seating chart is impractical.
- Assisted the Attendance Office and Security Teams in setting up and providing training/support for PCHS ID Scanners for Morning Campus Access Tardy Sweeps.
- Working with Operations, IT assisted in diagnosing and circumventing an issue with the main PA and Bell system. As the system is many years past its useful, expected life, IT is helping to obtain quotes for potential replacement systems.

Facilities/Projects - Ongoing Day-to-Day Operations/Facilities Support:

- **General Related to COVID:**

- Regular Cleaning/Disinfecting of All Multi-Person Used Spaces & High-Touch Areas: Classrooms, Offices, Bathrooms, A-Bldg., Knobs/Handles/Railings, etc.
- Electrostatic & RYOBI Disinfecting of larger spaces as/when needed
- MGAC/Pool – Regular Janitorial Services plus Disinfecting per set schedule. Pool hours expanded with the re-introduction of Permit Groups, YMCA, PCHS Teams and now PE Classes, so added Janitorial scheduled times to Disinfecting Schedule.
- Custodial staff cleaning/disinfecting throughout the day for all commonly used areas such as: tables, chairs, tents, barricades, rooms, etc. with nightly cleaning/disinfecting completed in PM prior to next day use. Notable areas in regular usage but not limited to the below:
 - A-Bldg. 1st floor Offices, Library, AA Office, Loading Dock, Tech Office, Classrooms, Athletic Facilities, MGAC, Cafeteria, Finance Office, Teachers' Lounge, Copy Room, Gym Coach Offices/AD Office, School Psychologist

Regular School year started with all classrooms and spaces being fully used - Custodial staff cleaning/disinfecting rooms each day/night after usage is completed. In addition custodial staff is cleaning/disinfecting all areas in use, tables, chairs, tents, barricades, rooms, etc. corresponding to the various stations set up for cafeteria grab n go, transportation, security check points, etc. prior to Permits Dept. breaking down nightly in PM prior to next day use.



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects (Continued):

- **PPE/Supplies:**

- PPE Stock remains in great shape with plenty of but not limited to: Face Masks, Face Shields, Gloves, Gowns, Hand-Sanitizer Bottles, Hand-Sanitizer Refills, Disinfecting Wipes, Disinfecting Spray, Paper Supplies, Soap, Chemicals for Electrostatic Sprayers and Disinfecting Spray Bottles, etc.
- “Teacher Kits” & “Office Kits” replenished per email request and/or PM Janitorial observation and will remain available as needed. Kits include but are not limited to the following: Surgical/Medical Masks, Face Shields, Gloves, Packages of Disinfecting Wipes, Hand-Sanitizer bottles, Bottle of Disinfectant/Purple Spray, Boxes of Paper Towels, Facial Tissue - Available upon request are disposable gowns.
- PCHS Provided “Bus Kits” for Buses refreshed as needed. Kits include but are not limited to the following: Hand-Held Thermometers, Boxes of Batteries for Hand-Held Thermometers, Surgical/Medical Masks (for Student use if/as needed), and Disinfecting Wipes. Available upon request are disposable Gowns and Driver Face Shield.
- After having provided “Office Kits” for 1-2 person offices those that had used PPE items had them replenished for start of school year and will remain available as needed and upon requested Provided Kits include but not limited to the following: Surgical/Medical Masks, Packages of Disinfecting Wipes, Hand-Sanitizer bottles, Rubber Gloves, Facial Tissue. Available upon request are Face shields
- Maintain all Public Area touch-less hand-sanitizer dispensers to: Baseball Field; A-Bldg. by staircase to 2nd floor, on 1st/2nd Floors for Elevator entrances bringing overall total to 25+ around campus.

HVAC: Continued Evaluation of HVAC & Ventilation Systems

- **Boiler Room:**

2 of the 3 boilers that supply the heating system campus-wide are broken and need of significant repair or replacement. We are awaiting proposals from LAUSD and 2 other vendors for repair and replacement estimates. It is recommended we replace the two boilers completely to ensure last life/use instead of another major repair of the already old existing boilers.

Unfortunately, the current bond-funded Underground Piping Project currently in phase 1 of 3 does not cover anything to do with the central system Boiler Room including all piping, water pumps, boilers and automatic HVACC controller system. It only covers the underground piping to/from the Boiler Room.



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects – HVAC (Continued):

- **Bldg. Mechanical Rooms:**
 - **J-Bldg. New Air Compressor** replacement pending backorder.
 - **MERV-13 Filters** ongoing Monthly Inspecting & Replacing

- **Other HVACC related Items:**
 - **Annual HVAC Preventative Maintenance** completed for all 37 units. Recommended repairs needed minimal this year due to previous work done in prior years.
 - **Annual Bldg. HVAC Duct Cleaning** completed per 5-year rotation plan.
 - **Pali Academy AC Replacement(s)** - Aging and failing units for all 3 classrooms replaced as well as 1 unit for Main Office
 - **Installed 2 Reversible Window Fans**, both set to exhaust, campus wide in classrooms as an added supplement to our MERV13 Filtered Central Ventilation Systems.

- **Other:**
 - **Hallway Locker Combination Changes** - Combos have been changed for 2020-21 departed seniors to reallocate to the incoming freshman class. If the locker issue was so bad that we should not assign this locker to anyone, we skip that one when doing the assignments.
 - **IPM Pest Management** – Significant degree of baiting exterior of Bldgs. for ants and roaches using *LAUSD approved products only*.
 - **Furniture New Teacher/Office Chairs** – (9) chairs pre-approved by Dept. Chairs and/or B&FC received, assembled, and delivered.
 - **Girls PE Locker Room:** Rogue blinking LED light fixture replaced
 - **Cafeteria Door:** Nearest Outside freezer Not latching repaired
 - **Counseling Office:** Request was for something to prop up printer off the floor to avoid struggle to bend down regularly
 - **Water Fountains:** Backordered filters arrived allowing us to replace and turn on additional fountains for students at start of school year
 - **Football Office Bungalow** - Thermostat replaced. Capacitor needs replacement as well (unit very old and has not run in years).
 - **U107 A/C Unit** - Repaired.
 - **D207** - (3) New Whiteboards installed replacing aged whiteboards and chalkboards.



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects – Other (Continued):

- **Furniture** - Lots of requests 1st week of school to add or subtract student desks/work spaces. Due to Furniture Budget constraints the past couple years we have/had very little stock. We will need to expand the Furniture Budget next year.
- **Nurse Office** – Extra Work space provided for new assistant.
- **Hazardous Waste/E-Waste Management** – E-Waste from Spring Semester 2020-21 and Summer 2021 was picked up by our specialty vendor.
- **Pali Academy** - Basketball court drainage; seepage and sump pump maintenance
- **Transporting Nutrition and lunch** – Facilities delivers Meals to Pali Academy twice a day
- **Baseball/Tennis-Court Drainage Gutter** – Maintaining sweeping/cleaning routine
- **Stadium Turf** - Weekly field maintenance on going and will continue as normal
- **Set Ups** - Security stations and COVID Testing in campus locations
- **Set Ups in Athletic Facilities:** Setups for start of Athletic Teams conditioning/practicing including indoor Volleyball Games, Basketball & Football Games.
- **Safety:** Checking that all spaces have properly working Secure-the-Door Kits (ropes, cleats, rings), help with verification of emergency escape maps and emergency food and water supplies

Items set to begin and/or in progress with expected completion soon

- **G106** – T.V. & Soundbar Install
- **J108A** – Soundbar for T.V install
- **Furniture:** 40 combo ceramic desk replacements for C203 to be deployed
- **Furniture:** 8’ and 6’ computer tables for J108
- **HVACC:** J101; J120 and J123 Automatic controller upgrade
- **Cafeteria PM for:** Freezer, walk in fridge and reach in fridge
- **Cafeteria Serving Counter:** Replacement Counter to be installed shortly
- **Boosters Water Fountain Project** – Install Elkay Fountains with Bottle Fillers. Awaiting Proposal from LAUSD for ADA compliance Drawings.
- **Mercer Hall** – Replace constantly breaking Pocket Doors to A/V Closet with Standard Swing Doors. Paint Stage Floor. Black out shades to be installed for Main Entrance Windows
- **Football Office Bungalow** – Capacitor replacement



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects - Larger Scale Projects:

- **HVAC/Boiler Upgrades** – As indicated above, significant Boiler Investment needed:
 - Replacement of Down Boiler #2
 - Replacement of Down Boiler #3

- **Long-Term Underground Utilities Infrastructure Replacement Project (LAUSD Bond Funded).**
 - Phase 1 – Completed
 - Phase 2 of 5 being planned by LAUSD now. Work is not to be starting until Nov or Dec 2021 in conjunction with the Gym HVAC Project
 - LAUSD had a moratorium on new construction/projects on campuses until April 2021. Even so, this project not expected to re-start until Late Fall 2021.

- **Gym A/C Project (LAUSD Bond Funded):**
 - Now expected to start Nov or Dec 2021 and last 20-22 Months.
 - Issues raised about plan to close the Large Gym for up to 6-Months, starting June 2022, which will affect the Girls VB Season, and start of the Boys & Girls Basketball Season.
 - Requests made for assistance in not having the Large Gym closed for Aug-Dec 2022, and if necessary for LAUSD to find/provide Gym Space for the PCHS Teams impacted.

COVER SHEET FOR SCHOOL EMERGENCY OPERATIONS PLAN

September 21, 2021

TOPIC/ AGENDA ITEM:

School Emergency Operations Plan Vote

PERSONNEL INVOLVED:

Don Parcell – Director of Operations

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

Annual School Safety Plan (named “School Emergency Operations Plan”) approval.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

Guides school’s emergency preparedness and response plans in case of an emergency

OPTIONS OR SOLUTIONS:

Outsource all School Emergency Operations Planning & Training and compliance to a 3rd-Party Vendor.

EXECUTIVE DIRECTOR/PRINCIPAL’S RECOMMENDATION:

The Executive Director/Principal recommends the Board of Trustees approve the proposed School Emergency Operations Plan as submitted to guide PCHS’s emergency preparedness and response plans in case of an emergency.

RECOMMENDED MOTION:

I make a motion to approve the proposed 2021-22 school year School Emergency Operations Plan.



PALISADES
CHARTER HIGH SCHOOL

Palisades Charter High School

School Emergency Operations Plan

Revised Fall 2021

Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth

PALISADES CHARTER HIGH SCHOOL

School Emergency Operations Plan Table of Contents

	Introduction and Promulgation	4-11
	Requirements	5
	Purpose	6
	Scope	6
	Objectives	6
	Responsibility	7
	Emergency Management Resolution	8-9
	Statement Letter	10-11
SECTION 1	Legal Requirements	12-17
SECTION 2	National Incident Management System	18-27
SECTION 3	Emergency Phases	28-30
SECTION 4	School Emergency Response Team	31-46
SECTION 5	Emergency Management	47
	S&R Buddy System List	48
	Emergency Signals	49
SECTION 6	Emergency Maps	50-54
SECTION 7	Evacuation Procedures	55-62
SECTION 8	Emergency Response Supplies	63-73
	Food and Water Management	74-77
SECTION 9	Emergency Contact Information and Communication	78-87
SECTION 10	Incident Response Procedures	88
	Airborne Contaminants	89-91
	Animal Disturbance	92-93

	Armed Intruder/Shots Fired	94-95
	Assaults	96
	Biochemical or Chemical Release	97-103
	Bomb Threats/Device Found	104-106
	Bus Accidents	107-108
	Child Abuse Reporting	109-114
	Child Does Not Arrive Home (within a reasonable time)	115
	Civil Disturbance	116-118
	Critical Condition/Hospital Treatment	119
	Death of a Student/Staff Member	120
	Detecting Suspicious Packages/Letters	121-122
	Disruptive Student	123-124
	Earthquake	125-134
	Explosion	135-138
	Fallen Aircraft	139-140
	Fire	141-146
	Food and Water Contamination	147
	Forced Entry/Theft of School Property	148
	Hazardous Material Spill	149-151
	Heat Emergencies	152
	Hostage Situation	153-154
	Infectious Diseases	155-156
	Kidnapping or Missing Student	157-158
	Motor Vehicle Crash	159
	Police Activity in the Neighborhood	160
	Severe Weather	161-164
	Sex Offense	165
	Spilled Bodily Fluids	166-167
	Student with a Gun	168-169
	Suicide/Threat/Attempt	170-171
	Terrorist Act	172
	Threat of Violence	173
	Trespasser in Building	174
	Tsunami	175
	Utility Loss or Failure	176
	Wild Fires	177-178
SECTION 11	Recovery Operations	179-181
SECTION 12	Plan Maintenance, Training and Vital Record Retention	182-184
SECTION 13	Homeland Security Advisory	185-186

SECTION 14	Terms and Acronyms	187-189
Appendix A	Sample Parent Letters	190-205
Appendix B	Four Phase of a Crisis	206-214
Appendix C	Reunification Procedures	216-234
Appendix D	PCHS Updates	234-246
Appendix E	Early Release Procedures	247-249

PALISADES CHARTER HIGH SCHOOL

School Emergency Operations Plan **Introduction**

The purpose of the School Emergency Operations Plan is to provide a concise reference for staff when facing a crisis or an emergency. Accident and crisis prevention are particularly important whenever children are involved, but even the most thorough and imaginative forethought cannot prevent all emergencies.

It is our responsibility to be prepared with management plans for foreseeable emergencies and for all staff members to be apprised of their roles in these plans.

Promulgation

The School Emergency Operations Plan addresses Palisades Charter High School's responsibilities in emergencies associated with natural disaster, human-caused emergencies, and technological incidents. It provides a framework for coordination of response and recovery efforts within the district in coordination and with the county of Los Angeles, California. The Plan establishes an emergency organization to direct and control operations at the school site during a period of emergency by assigning responsibilities to specific personnel. The School Emergency Operations Plan:

- Conforms to the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing school sites clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

Requirements

The Plan meets the requirements of the State of California and the County of Los Angeles policies on Emergency Response and Planning, the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and defines the primary and support roles of the individual schools in after-incident damage assessment and reporting requirements.

Purpose

The Purpose of the School Emergency Operations Plan is to protect the safety and welfare of the employees, visitors, volunteers, and students at PCHS, and to ensure the preservation of public property.

Scope

The Scope encompasses all PCHS school sites and facilities. It addresses a broad range of major emergencies. Such events include crimes committed on campus, hazardous materials emergencies, weather emergencies, and fire. Also included are procedures for emergencies that may or may not require the full or partial activation of the School Emergency Response Team (SERT).

The objectives of the plan are to:

- Protect the safety and welfare of students, employees, and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the School's facilities and properties.
- Enable the School to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between the school, District, City, and/or County Emergency Operation Center (EOC).

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives and should be planned and arranged for in advance.

Responsibility

School administrators have the responsibility to ensure the safety of their students and staff in an emergency. Law requires developing emergency plans and training staff in all-hazards emergency response procedures.

The principles of NIMS, SEMS and ICS are incorporated in this plan and school personnel must be trained in how the system works. All PCHS school sites must also have drills and exercises in order to practice using the system. Periodic training will be available to help orient new employees and provide refresher training to current employees on an annual basis.

Emergency Management Resolution

Emergency Management Resolution

Palisades Charter High School
Los Angeles, California

RESOLUTION: Emergency Plan

WHEREAS, Palisades Charter High School has implemented a School Emergency Operations Plan for all school sites and facilities. The objectives of the plan are to: 1) protect the safety and welfare of students, employees and staff, 2) provide a safe and coordinated response to emergencies, 3) protect the district's facilities and property, and 4) Enable the School to restore normal conditions with minimal confusion in the shortest time possible.

WHEREAS, In an effort to fully implement the School Emergency Operations Plan, Palisades Charter High School, supports planning, training and exercising the plan at the school site level.

WHEREAS, Palisades Charter High School participates with all responding agencies within the State of California and in the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Palisades Charter High School does hereby support the School Emergency Operations Plan.

Revised Plan presented to and adopted by the Board of Trustees September, 21st 2021

Date

Leslie Woolley
Board of Trustees Chair

Dr. Pamela Magee
Executive Director & Principal

Original was adopted on 9/16/2013 by the Governing Board of Palisades Charter High School.

Statement Letter

Dear Palisades Charter High School Families:

The safety of our students continues to be of utmost importance to Palisades Charter High School. As Executive Director and Principal, my focus is "**smart, safe schools**". Schools that are smart and safe open doors for all students by building a foundation of high *expectations*, rigorous *content*, and persistent *support*. We employ a variety of security measures in our daily efforts to provide safe and secure learning environments. These measures reflect our community's high expectations for school safety and include the following:

Palisades Charter High School Security and Safety Committee: This committee focuses on crisis planning and management and continues to develop proactive community partnerships that assist with overall school safety. Its members include representatives from School Security, Administration, Transportation, Community Relations, Instructional Staff, Police and Fire Departments, and a member of the Board of Trustees.

School Security Officers: PCHS has an effective and efficient school security staff. School security consists of a partnership with the Los Angeles School Police Department, two full-time deans, one full-time campus supervisor, and six (6) "rover" School Security Aides who respond to any event at our school site.

PCHS has Crisis Management Plans in place at the school and a Crisis and Emergency Response Plan. I develop the Crisis Management Plan with my staff to meet and exceed the standards established by state law. The plan serves as an operating guide for a wide range of emergencies and reflects each school's unique characteristics. My staff recently revised and expanded the Crisis and Emergency Response Plan. We audit and practice these plans throughout the year.

Physical Security Improvements: We use proven physical security survey checklists to determine low- to no-cost improvements that will tend to make the area "unattractive" to criminal activity. In addition, we are expanding our camera surveillance system to help deter, detect and investigate school crimes. The main physical security improvement needed is more perimeter fencing.

School Safety Tip Line: Students and their families may text **310-570-6111** or call **800-465-1645** to report a crime or threat made anywhere in the USA. This **anonymous** line is staffed 24 hours a day and is meant for anyone having ANY information about a possible threat or crime. In the event of an emergency, the school will use all its available sources to update parents and community. If notified of an emergency at PCHS, do not go to the school unless the notification instructs you to do so. If you go to the school when not instructed to, you may put your child, yourself, or others at risk.

To help keep your family safe, I encourage you learn and prepare for emergencies that might happen in the community or your home. Excellent resources are available at www.redcross.org and www.nsc.org.

Please be assured that we take many precautions to help ensure the safety of our students. If you have questions or concerns about school safety, please contact me.

Thank you for your understanding and assistance.

Sincerely,

Dr. Pamela Magee

Section 1

Legal Requirements

Legal Requirements: Authorities and References

The following are brief summaries of emergency crisis related Education Codes and Government Codes you should be familiar. Review the entire citation for specific requirements.

California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code)

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Government Code (Section 3100, Title 1, Division 4, Chapter 8)

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any other county, city, city and county, state agency or public district, excluding aliens legally employed. The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government, Office of Emergency Services, but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared.

States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6).

Petris Bill (Section ~ 8607 of the California Government Code)

This law requires that state and local government including special districts (i.e.: schools) be prepared to respond to emergencies using the Standardized Emergency Management System (SEMS). SEMS must also be used in school planning, training and exercising (California Code of Regulation 2400-2450).

SEMS requires that each organization understands and uses the following:

- The Incident Command System, a method of organizing any emergency response effort into five basic functions: command, planning/intelligence, operations, logistics, and finance/administration.
- An Emergency Operations Center (or Incident Command Post in the field), the staff of which is organized according to the same five functions as the Incident Command System.
- Coordination of the school district Emergency Operations Center with the Operational Area (county) Emergency Operations Center, or with city Emergency Operations Centers and/or county Offices of Education, as needed.
- Incorporation of SEMS into all school plans, training and exercises.
- Documentation of the use of SEMS in planning, training, exercising, and during an actual emergency.

California Civil Code, Chapter 9, Section 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

Katz Act (Sections ~ 35295-35297) of the California Education Code

This law requires applies to the governing boards of public and/or private elementary and high schools that have school buildings with over 50 students or more than one classroom, and to all county school superintendents. In 1988, the legislature amended the law to require that training in earthquake preparedness procedures should be for both certified and classified staff. The law requires that schools do the following:

- Develop a disaster plan to maintain the safety and care of students and staff. The plan should outline emergency roles, procedures for students and staff, and appropriate, ongoing training for all employees and students.
- Conduct periodic drills in “drop and cover” procedures, the evacuation procedure, and other emergency response actions (such as search and rescue, communication, and damage assessment) to train students and staff. Simple drills should be held once a quarter in elementary schools and once a semester in secondary schools; more complicated drills should be held once or twice a year.
- Provide training programs to ensure that staff and students are aware of, and properly trained to follow, your plan and the emergency response procedures.
- Be prepared to have your school serve as a possible public shelter for the community during disasters or emergencies.
- Take mitigation measures now to ensure the safety of students and staff, and the viability of the school facility during and after an earthquake or other emergency.

California Emergency Plan

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that “...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” Therefore, local emergency plans are considered extensions of the California Emergency Plan.

Comprehensive School Safety Plan Section ~ 32280 of the California Education Code

This law states that each school district and county office of education is responsible for the overall writing and development of comprehensive school safety plans for its schools operating kindergarten and grades 1-12. Comprehensive plans include strategies and programs designed to maintain a high level of school safety. Plans should address procedures for: disaster response; safe ingress and egress to/from school; reporting child abuse; sexual harassment; school discipline; provision for school-wide dress code; policies related to suspension, expulsion or mandatory expulsion, etc.

No Child Left Behind Act of 2001

This federal law is designed to improve student achievement, facilitate accountability, and ensure a safe and orderly school by implementing programs that protect students and teachers. Under No Child Left Behind, states must report school safety statistics to the public on a school-by-school basis and districts must use federal school-safety funding to establish a plan for keeping schools safe and drug-free. Having a crisis management plan for responding to violent or traumatic incidents on school grounds is a requirement.

Board Policies

1. Certain policies governing emergency preparedness and response within the school are established.

The safety of students is paramount. All actions taken shall bear this in mind as well as the safety and well-being of employees.

If a disaster occurs during school hours, school will not be dismissed without the express approval of the Principal or designee. Students will remain under the supervision of school authorities until released to parents or their pre-authorized representative. The following entities shall be notified as soon as a closure decision is made through the Executive Director's Office, as needed:

- Board of Education
- Local area media
- Police, fire, and other agencies
- State & Federal legislators and other officials
- California Office of Emergency Services
- California Department of Education

- Local hospitals and County Emergency Medical Services

If parents or guardians come to the school and properly identify themselves, students will be released.

Since school personnel are expected to assist in post-disaster care of students, arrangements for the care of their own family should be prearranged in order to permit discharge of this emergency responsibility. We take these steps to ensure employees are ready to fulfill their disaster responsibilities:

The Principal or designee shall prepare a list of staff to be assigned specific emergency response roles as outlined in this plan.

Each Principal or designee shall conduct a survey of certificated and classified personnel to determine each employee's status in terms of first aid training, disaster preparedness training, and other emergency experience and training. Records will be kept current as changes of personnel occur. Copies of records will be kept on file in the HR office.

Solicit cooperation of the PTA and other parent groups in organizing disaster response activities and assignments.

In preparation for the possibility of a long stay at schools, the Executive Director and Principal or designee shall prepare a list of students and staff who have special conditions requiring medications and/or special attention.

Section 2

**National Incident Management System
(NIMS) and the Standardized
Emergency Management System
(SEMS)**

NIMS Purpose and Scope

The National Incident Management System (NIMS) was issued by Department of Homeland Security on March 1, 2004 to provide a comprehensive and consistent national approach to all-hazard management at jurisdictional levels and across functional disciplines. The NIMS will enable responders at all levels to work together more effectively to manage domestic incidents no matter what the cause, size or complexity.

In September 2005, the State of California obtained certification and compliance for SEMS/NIMS integration from the United States Department of Homeland Security, for FY 2005. Certification and compliance is an annual process that the California Office of Emergency Services performs.

SEMS Purpose and Scope

These regulations establish the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by state agencies, the Multi-Agency Coordination System (MACS) as developed by FIRESCOPE program, the operational area concept, and the Master Mutual Aid Agreement and related mutual aid systems.

SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies use basic principles and components of emergency management including ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. State agencies must use SEMS. Local government must use SEMS by December 1, 2006 in order to be eligible for state funding or response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, §2920, §2025, and §2930. Individual agencies' roles and responsibilities contained in existing laws or the state emergency plan are not superseded by these regulations.

SEMS is the overall system in which many agencies, levels of government, and information systems fit. The parts of SEMS are:

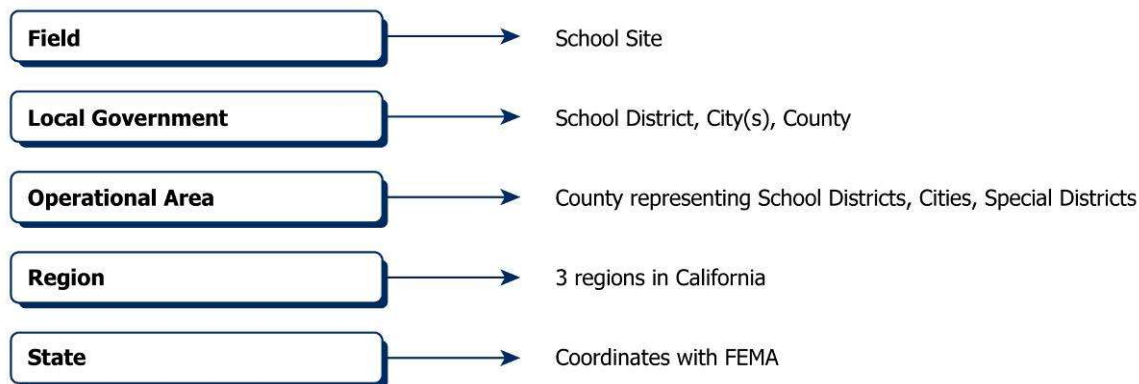
- Incident Command System
- Multi-agency or inter-agency coordination
- State Master Mutual Aid Agreement and Systems
- Operational Areas
- Operational Areas Satellite Information System (OASIS)

Public schools have mutual aid agreements for shelter, counseling, and other items and must participate in inter-agency coordination. It is important to understand this and be prepared to participate.

Organizational Levels

Information regarding a disaster and the school site conditions are reported from the site level all the way up to state and federal levels and become part of the larger information picture. Thorough documentation and accuracy is very important.

Order of Coordination:



Field Level (School Site)

Involves:

- Utilizes the Incident Command System
- Tactical on-scene response
- Establish and maintain Incident Command Post (school site) and Field Command Post (fire, police, etc.)
- Requests support from the Local Government EOC (fire, police, EMS, Public works, etc.).

Local Government Level (School District, City(s), County)

Involves:

- City(s), County, County Office of Education, Community College District, School District
- Establish and maintain Emergency Operations Center (EOC) and District Emergency Operations Center (EOC)
- Implement Local Emergency Plans
- Requests support from the Operational Area

Operational Area Level (County representing School Districts, Cities, Special Districts)

Involves:

- The County and ALL political sub-divisions
- Coordinating information, resources, and priorities among all local governments
- Brokering resources within the Operational Area
- Functioning as the intermediate level between the Region and Local Government

The Region Level is tasked with the following:

- Coordination between Operational Areas in each Mutual Aid Region
- Coordination between Operational Area and State Level
- Coordinating overall State Agency Support within the Region.

California Office of Emergency Services
Southern Region, Los Alamitos, California.
www.oes.ca.gov

State Level

Will:

- Coordinate support between Administrative Regions as required
- Act as the initial point of communication and coordination between California and the Federal Response System

SEMS and Schools

The Standardized Emergency Management System is based on a number of concepts, three of which are pertinent to schools:

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

1) Incident Command System (ICS)

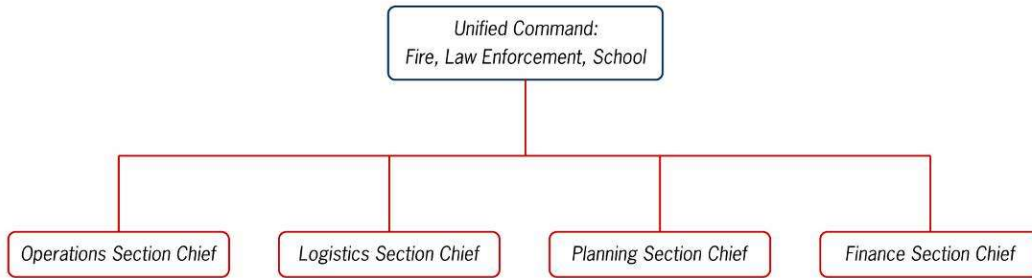
ICS was developed by fire departments to give them a common language when requesting personnel and equipment from other districts, and common tactics when responding to emergencies. The system is designed to minimize the problem common to many emergency response efforts – duplication of efforts – by giving each person a structured role in the organization, and each organization its piece of the larger response.

The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communication operating within a common organizational structure, designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade, to include acts of catastrophic terrorism. ICS is used by all levels of government -Federal, State, tribal, and local - as well as by many private sector and non-governmental organizations.

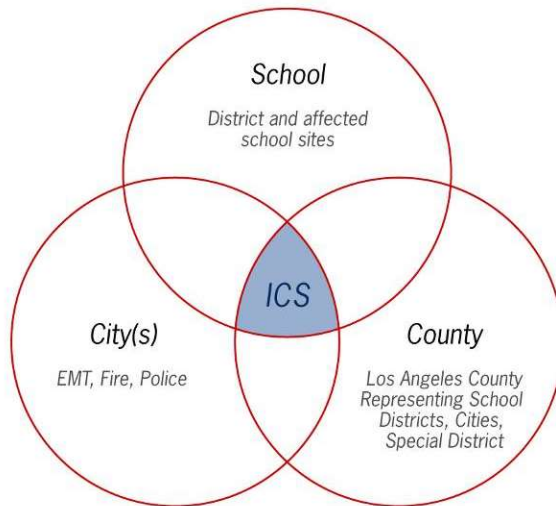
The five ICS functions are required at all NIMS levels. They are command, planning, operations, logistics, and finance/administration. These are the tasks involved in any emergency response anywhere. They may be performed by a few people or many, depending on the size of the emergency and the human resources at hand.

Incident Command System

ICS Unified Command



ICS Principles



* Diagram indicates activation of operational area

Command (The “leaders”)

Responsible for the overall policy, direction, and coordination of the emergency response effort in school Command Post. Command staff is also responsible for interacting with each other and other Emergency Operations Center’s (EOC), to ensure the effective function of the EOC organization. Example: police, fire, DCEMA.

Operations (The “doers”)

Responsible for coordinating all operations in support of the emergency response and for implementing action plans. Operations include response teams that work toward reduction of the immediate hazard, mitigating damage, and establishing control and restoration of normal operations.

Planning (The “thinkers”)

Responsible for collecting, evaluating, and disseminating information; maintaining documentation, and evaluating incoming information to determine the potential situation in the not-too-distant future. This team also develops school site action plans for implementation by the Operations team.

Logistics (The “getters”)

Responsible for providing all types of support for the emergency response operation (facilities, services, personnel, equipment, transportation and materials).

Finance/Administration (The “payers”)

Responsible for financial activities such as establishing contracts with vendors, keeping pay records, and accounting for expenditures. This team is also responsible for all other administrative requirements and acts as the clearinghouse for documentation during the recovery phase.

Major Concepts

1. Every emergency, not matter how large or small, requires that certain tasks called management, planning, operations, logistics, and finance/administration be performed.
2. The system can be expanded or contracted, depending on the situation and the immediate needs. One person can do more than one function.
3. Every incident needs a person in charge, called the Incident Commander at the site level.
4. No one person should be in charge of more than seven people (the optimum number is five). Note: this does not apply to Student Supervision.

SCHOOL EMERGENCY RESPONSE TEAM (SERT)

School Telephone: 310-230-6623

Date: Sep. 16, 2021

Note: This chart complies with the Operations section of the Standardized Emergency Management System (SEMS)

Public Information Officer
Executive Director & Principal
Alternate: HR Director
Assistants:
Main Office Staff
Tech Supervisor
Infinite Campus Data Manager

INCIDENT COMMAND CENTER
Location TBD
INCIDENT COMMANDER
Director of Operations
Liaison: Kalei Park

First Aid at Flag Pole
Nurse
Nurse Assistant
Finance Office Personnel
Carolyn Herrmann

Assembly Area
Athletic Field
Monica Iannessa
Amy Okafor
Deans

Backup Incident Commanders
Russ Howard
Monica Iannessa
Juan Pablo Herrera

Morgue behind J-101
Crystal Estrada
2nd Person TBD

Mental Health /Crisis Team
Leader: Mary Bush
School Psychologist
MHS Providers

Request Gate
Visitors Upper Gate
Chris Lee
Alternate: Tom Seylar
Jean Maninger, Elva Pouya
Heather Schon, Linda Ello

SEARCH & RESPOND
Co-Leaders: **Steve Yusi & Jennifer Peeks**
Alternates: Andy Paris & Gio Stewart
Assistants: Minh Ha Ngo & Cheryl Onoye
Radio Operator: Minh Ha Ngo

PSA (Personnel Staging Area)
Leader: HR Director
Alternate: Sub & HR Assistants
All Staff/Personnel without SERT
Assignment

Reunion Gate
Visitors Lower Gate
Leader: Kim Theard
J.Barker, N. Newble, A. Aleman, Attendance Office

**Search & Rescue Members go to Outdoor Stage
Teams will be assigned by Team Leaders**

Alice Kim	Adam Licea
Peyman Nazarian	Shana Sharfi
Greg Wood	Steve Klima
Ray Marsden	Brooks Walker
Erika Najar	Minh Ha Ngo
Cheryl Onoye	Karen Perkins
Eva Pichelbauer	John Rauschuber
Jeanne Saiza	Ian Miller
Rick Steil	Dave Suarez
John Vieira	Mike Voelkel
Kyle Thomas	Dustyn Woropay

Evac. Site Line-Up
Communication
Captains

Green: Evelyn Rivera, Vidi Torres

Red: Jessica Elisha, Rick Woodward, Jamie Agius

Blue: Karen Newbill, Angelica Pereyra, Yeon Hee Kim

Yellow: Susan Ackerman, Perisha Bellinger

Utilities
Leader: Walter Donez
Mario Tores
Kalei Pipczynski

Fire Suppression/Haz Mat
Leader: Oscar Cabrera
Science Dept Dave Schalek
Pool: Brooke King

Security/Traffic Control and Perimeter Supervision
Leader: LASPD Officer
Security Supervisors
All Security Guards/Aids

ICS responsibilities of the School Site

The following chart outlines the responsibilities within each of the five ICS functions of the School Site:

Function	School Site Command Post
COMMAND	Overall responsibility for all incident activity on site
OPERATIONS	Directs the tactical response of all incident operations on site
PLANNING	Collects, processes, and documents information at that site for use on the incident
LOGISTICS	Provides services, personnel, and equipment in support of the incidents on site
FINANCE / ADMINISTRATION	Provides financial accounting and cost control at incident site

2) Mutual aid systems

Voluntary and reciprocal agreements that provide services, resources, and facilities when existing resources prove to be inadequate.

3) Multiple Agency Coordination (MAC)

Agencies working together at any SEMS level to facilitate decisions.

Section 3

Emergency Phases

General Information Regarding Emergencies

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the Emergency Operations Plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Mitigation Phase

Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage to either structures or their contents as well as education of parents, students, and teachers on the emergency plans and contact information.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs and fewer casualties.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery review Standard Operating Procedures (SOPs) or checklists detailing personnel assignments, policies, notification procedures, and resource lists. Personnel are acquainted with these SOPs and checklists and periodically are trained in activation and execution.

Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized; EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

Section 4

School Emergency Response Team

The School Emergency Response Team (SERT)

Selecting the Members of the School Emergency Response Team

The principal and his/her leadership team are responsible for assembling the School Emergency Response Team (SERT).

Who Should Be On The Team?

Staff members who are good SERT candidates are recognized within the school, respond well to a crisis, are calm, accepted by staff and students as impartial and fair, good listeners and communicators, skilled negotiators, and adept at crowd control. One of the SERT members should be a bilingual staff person. Also, include members who do not have supervisory duties or whose groups can be canceled in an emergency is important, such as:

- Office Manager
- Special Education Coordinator
- Technology Support Manager
- School Resource Officers
- Speech Therapist
- Occupational Therapist/Physical Therapist
- Outreach Consultant
- Program Facilitators
- Reading Coaches
- School Secretary
- Counselors/Social Workers
- Custodians/Security Personnel
- School Nurse
- Psychologist

The names and locations of any staff members trained in CPR and first aid must be laminated and posted in a prominent place in each classroom and in the school office.

How Many People Should Be On The School Emergency Response Team?

The number of members on the team should be in relationship to the number of students in the school. If any of the members of the team are classroom teachers, substitutes will need to be chosen and their names should be listed as alternate SERTs.

NOTE: *The NIMS/SEMS ICS structure (School Emergency Response Team) may expand or contract depending on the scope of the emergency and number of staff available. Staff members may be assigned multiple roles in an emergency.*

The Roles of the Members of the School Emergency Response Team

COMMAND TEAM

Incident Commander (IC):

Job Description: The Incident Commander is responsible for emergency operations to ensure the safety of students, faculty, staff and others who are on campus.

Responsibilities:

1. Assess emergency or threat and impact to students, staff, school property and surrounding community
2. Activate emergency plan and Incident Command System
3. Establish a Command Post
4. Develop and communicate the Incident Action Plan (IAP)
5. Provide School District Site Specific Status Report Form
6. Authorize any release of public information
7. Begin student release procedures (when it is safe to do so)
8. Make provision for mental health counseling
9. Make provisions for language translations
10. Release teachers and staff as appropriate
11. Declare end of emergency – initiate recovery when appropriate
12. To remain in charge of campus until released by fire or law enforcement incident commander.

Note: Incident Commander for Police or Fire will take control of emergency once they have arrived at the site. IC (school site) will remain in charge of school procedures (accountability of students, etc.), but will work with First Responders and provide any necessary assistance. Once Police/Fire Incident Commander is on site all decisions regarding evacuations, relocations, declaring an 'All Clear' will be made with the expressed approval and coordination of First Responders.

Remains in the Command Post and manages the crisis.

Safety Officer:

Job Description: Responsible for monitoring the safety and conditions for students and staff.

Responsibilities:

1. Participate in planning sessions, concentrating on issues of safety for both those caught up in the incident and those responding to it.
2. Monitor operational activities to assess potential danger and unsafe conditions.
3. Correct unsafe acts or conditions through regular lines of authority when possible.
4. Monitor stress levels of personnel involved in the response.

Safety Considerations:

- Are people performing out of role or responsibility?
- Is there enough workers available to perform the prescribed tasks?
- Are the prescribed tasks being performed properly (such as proper lifting techniques)?
- Is appropriate personnel protection equipment (PPE) being used?

Public Information Officer (PIO):

Job Description: Conduit for information flow between the school and community; including the media.

Responsibilities:

1. Work closely with the IC (if not performing both roles) and first responders in providing information to the media and community.
2. Establish a media information center.
3. Provide press briefings and news releases as appropriate.
4. Obtain copies of all media releases and post them in the Command Post for review.
5. Prepare information summary on media coverage for SERT personnel.
6. Arrange for meetings between news media and incident personnel as directed by the IC.
7. Coordinates press conferences.
8. Prepares information for distribution to parents and students.
9. Coordinates with the City/County PIO, if appropriate.
10. Maintain a log of all activities.

Liaison

Job Description: Liaison between the school site, unified command, EOCs, and all other agencies. This position may be performed by the PIO and/or IC.

Responsibilities:

1. Identify representatives from and maintain contact with each responding agency, including communication links and locations of assisting personnel.
2. Handle requests from Command Post for inter-organizational contacts.
3. Monitor operations to identify current/potential inter-organizational problems.
4. Provide information to appropriate governmental agencies.
5. Maintain an activity log.

OPERATIONS TEAM

Operations Section Chief:

Job Description: Manages and directs emergency response activities on campus (Note: the IC may also perform this job).

Responsibilities:

1. Coordinate Staff Buddy Assignments
2. Coordinate Student Messengers
3. Coordinate Search & Rescue
4. Coordinate Campus Check and Security
5. Coordinate School Emergency Response Team response
6. Coordinate Medical Aid
7. Coordinate Student Care
8. Coordinate Student Release
9. Coordinate mental health counseling
10. Make sure teams have enough supplies
11. Reassign staff as needed
12. Schedule breaks and back-ups for staff

Site Coordinator:

Job Description: Manages emergency at the crime scene.

Responsibilities:

1. Respond to the scene of emergency
2. Control access to the affected area
3. If necessary, preserve crime scene until police arrive and assume control
4. Keep IC updated on status of emergency
5. Assist medical team, if necessary
6. Assist First Responders at the scene

First-Aid Coordinator:

Job Description: Provide emergency first aid until medical assistance arrives.

Responsibilities:

1. Provide emergency first aid.
2. Keep site coordinator updated on status of victim(s).
3. Update First Responders, upon arrival at the scene.
4. Keeps log of status of the victim(s) and all aid administered.

Note: *In the event of multiple injuries, the First Aid Coordinator will manage the First Aid Team. Members of the First Aid Team may be any adults who have received First Aid/CPR training.*

Responsibilities for First Aid Team (to be managed by First Aid Coordinator):

1. Assist the First Aid Coordinator with administering first aid and with his/her other duties and responsibilities.
2. At the direction of the First Aid Coordinator, organize an Emergency First Aid Station.
3. Obtain first aid supplies and bring them to the Emergency First Aid Station. First Aid supplies will be maintained in a visible area and will be known to all SERT members.
4. Coordinate efforts with the SERT and First Responders.
5. Provide the IC with periodic updates as to the status of those who are and were treated at the Emergency First Aid Station.
6. Keep accurate records of the medical attention required by each person and will complete an Emergency Medical Release Form for each individual treated.
 - a. If an individual requires hospitalization, the first aid team will contact the paramedics for transportation to a hospital.
 - b. Complete the Emergency Medical Release Form for all individuals who received medical treatment and are returning to the assembly area.
7. If necessary, will set up a Casualty Collection Point and Morgue.

OPERATIONS TEAM (Continued)

Police/Fire/Medical Coordinator:

Job Description: Assist emergency personnel and direct them to the scene.

Responsibilities:

1. Meet emergency personnel and take them to the scene – utilizing the most efficient route
2. Follow emergency personnel instructions (i.e., locking or unlocking doors, turning off water, electricity, etc.)
3. Keep IC updated on status of police/fire/medical personnel
4. Once released by emergency personnel, return to the Command Post and assist with emergency as directed by the IC.

Helpful Hint: Meet first responders with site map and master keys

Search & Rescue Team Coordinator:

Job Description: Manage the search efforts.

Note: members of the Search Team will be comprised of any adults who do not have supervisory responsibilities at the time the emergency is declared. If additional adults are needed, consider combining classrooms to release additional staff members to assist in the search activities.

Responsibilities:

1. Assemble adults who do not have supervisory duties into Search Teams based on available workers; minimum two persons. Attempt to place one experienced person on each team.
2. Perform visual check of outfitted team(s) leaving Command Post; include radio check. Advise teams of known injuries.
3. Coordinate the efforts of all Search Teams to ensure all areas of the school campus have been searched and are secure.
4. Assemble the emergency attendance forms and begin reconciliation of student and staff accountability. During the reconciliation phase of the student lists, he/she will ensure the Early Release Log and Visitor Log are included in the process.

OPERATIONS TEAM (Continued)

Search & Rescue Team Coordinator (continued):

Responsibilities for Search Team in the event of a fire:

1. Until the police and Fire Department have arrived, the search team will direct the firefighting efforts.

Responsibilities for Search Team in the event of an earthquake or other emergency requiring evacuation:

1. Conduct a pre-established search pattern of the school buildings and property. Do not enter severely damaged buildings. If you are in doubt about personal safety, DO NOT ENTER!

Generally, the team will begin at the center of the building destruction, search the immediate area and then move to the next building (moving clockwise). If the search team coordinator determines that a secondary location requires immediate relocation, the team will move to the location and then proceed clearing buildings using the North search procedures until all buildings have been cleared or until the arrival of the Police and Fire Departments.

Procedures for Searching a Room:

- a. ½ of a chalked X will be marked on the door as the team enters the room to indicate that the room is in the process of being searched.
 - b. The team will search the room in a clockwise direction.
 - c. When the room has been searched and cleared, the team will place a second mark with chalk so that a large 'X' will indicate that the team has cleared the room.
 - d. When an injured victim is located, transmit the location, number, and condition of the injured to the Command Post. Do not use the names of students or staff. Follow directions from the Command Post.
 - e. Record the exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) on the map and report the information onto the Command Post.
2. Bring the emergency containers to the evacuation site.
 3. Once the Police and Fire Departments have arrived, the search team coordinator will report their findings and assist first responders as needed.
 4. Keep the IC updated on the status of the team's effort and assist with the emergency as directed.

OPERATIONS TEAM (Continued)

Site Security Coordinator:

Job Description: Secure the school campus and all buildings.

Responsibilities:

1. Lock gates and all external doors.
2. Locate/control/extinguish small fires as necessary.
3. Check gas meter and, if gas is leaking, shut down gas supply.
4. Shut down electricity only if building has clear structural damage or advised to do so by IC.
5. Post yellow caution tape around damaged or hazardous areas.
6. Verify that the campus is 'locked down' and report to IC.
7. Keep IC updated of all activities and precautions taken.
8. Ensure that the entire campus has been checked for safety hazards and damage.
9. No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.
10. Route fire, rescue, police, etc. as appropriate.

Parent Coordinator:

Job Description: Liaison with the parents on site.

Responsibilities:

1. Meet with the parents and arrange for their needs (i.e., if approved by First Responders, bring them into a classroom or portable)
2. Advise parents of the situation and if their child is or isn't involved in the emergency
3. Keep IC updated on the status of parents
4. After the 'All Clear' has been given, assist those parents who wish to take their children home

OPERATIONS TEAM (Continued)

Student Supervision Team:

Job Description: Remains with and supervises students.

Responsibilities:

1. Remains with and supervises students after the evacuation. Ideally, each classroom teacher is supervising their class, but teachers who are needed on other teams will combine their classroom with another teacher.
2. Organize and supervise student activities

Note: As other team members are no longer needed for other assignments, they will join the Student Supervision Team. Supervision Team members will be released for breaks and will be released from service at the school site when deemed appropriate by the IC. All personnel not assigned to a team will be assigned to the Student Supervision team.

Student Release Team Coordinator:

Job Description: Release students to authorized adults.

Responsibilities:

1. At the direction of the IC, release students to authorized adults.
2. Maintain a log of all students who have been released and to whom they were released.
3. Set up a parent contact area with student emergency cards and appropriate paper work (sign out register, student call slips).

Procedures for releasing students

- a. Parent or guardian reports to the Student Release Station identifying the student(s) he/she desires to pick up.
- b. Check the emergency cards to verify the adult is authorized and the student(s) may be released to that person.
- c. Bring student to release point (use runners).
- d. Instruct the parent to sign the register, verifying that the student(s) has/have been removed from campus.
- e. Document the whereabouts of any student transported from the site by any agency to a hospital, shelter, or Collection Point.
- g. Any student having a triage tag should have one of the serial numbered corners taken off and attached to release team documentation.

Procedures for teachers when releasing students

- a. Complete Emergency Release Form
- b. Identify parent (or other authorized adult) and have form signed. If a positive identification cannot be made, teacher needs to refer to child's emergency card for authorized adult release. If adult cannot be verified, put a large "?" on the Emergency Release Form, so student release team can verify adult.
- c. Release student to parent pick up station (or runner) and remove name from class list

Procedures for Adults when picking up student(s)

- a. Proceed to student release station at the evacuation site
- b. Fill out and sign release form/register as soon as teacher/adult in charge is available
- c. Upon receiving copy of release form, parent or authorized adult will meet child at release point to verify ID and be released.

Note: *It is important to create a secure area for student release. If the school grounds do not afford reasonable physical barriers for use by staff members until police can secure the area. Also, consider using yellow caution tape and/or orange cones.*

PLANNING TEAM

Planning Section Chief:

Job Description: Keep current on situation at all times. Analyze information, prepare necessary reports, and manage status reports. (Note: the IC may also perform this job).

Responsibilities:

1. Collect all information pertinent to incident (internal and external)
2. Analyze information for potential impacts or changes
3. Prepare and update status reports

LOGISTICS TEAM

Logistics Section Chief:

Job Description: Secure supplies, personnel and equipment and arrange for transportation and lodging of resources. (Note: the IC may also perform this job with assistance from members of the Search Team and/or Police/Fire/Medical Coordinator).

Responsibilities:

1. Open disaster container.
2. Distribute supplies, kits, etc.
3. Set-up various staging areas(s) for sanitation, feeding, etc.
4. Sign-in volunteers and assign to various sections needing assistance.
5. Determine whether additional equipment, supplies, or personnel are needed. Provide this information to the Liaison.
6. Make arrangements for transport of supplies and lodging of personnel.

FINANCE and ADMINISTRATIVE TEAM

Finance and Administrative Section Chief:

Job Description: Track all costs and staff time redirected to emergency. (Note: the IC may also perform this job).

Responsibilities:

1. Document all supplies redirected to emergency
2. Document all personnel time redirected to emergency (number of hours with description of activities performed)
3. Check with Section Chiefs to determine whether additional supplies, etc. will need to be purchased.
4. Purchase needed items, upon approval of IC
5. Document all activities

School Secretary, Scribe, and other Office Staff:

Job Description: Assist IC in managing crisis, making necessary notifications and recording all events.

Responsibilities:

1. Upon the direction of the IC, place a telephone call to 911 and advise the dispatcher of the nature of the emergency.
2. Keep 911 dispatcher informed of any changing conditions until police/fire or medical assistance arrives at the school.

Note: *The individual on the phone with 911 will stay on the phone until released by 911 (usually when First Responders have arrived at the scene). This individual will not be able to assist with any other tasks until*

released by 911. Therefore, it is important to ensure that at least two additional adults are in the Command Post to assist the IC.

3. Shut off school bell system
4. Make other required telephone calls (i.e., to school district)
5. Maintain a Chronological Event Log. The following information will be recorded in the Log:
 - Time IC was advised of the emergency
 - Time Lock-Down (or other emergency signal) was declared
 - Time all outgoing calls were made and to whom, their phone numbers, and the information that was furnished
 - Time all incoming calls were received, from whom, and nature of the call
 - Time School Emergency Response Team arrived at the Command Post
6. Advise the IC of any new information

Note:

It is important for each member of the SERT to have a way of identifying themselves as members of the team. In an emergency, responding police or other emergency personnel will need to be able to ascertain who is authorized to be roaming the building.

School Emergency Response Team Master List

(information is for school personnel only)

Positions in a Lockdown - Response

IC (Incident Commander)

- Remains in command center
- Manages emergency
- Deploys team members
- Liaison with district first responders

Site Coordinator

- Goes to crime scene
- Updates IC with status
- Restricts access to crime scene

First Aid Coordinator

- Goes to crime scene
- Renders medical assistance

Front Office Staff

- (1) Call 911
- (2) Call District
 - Keep event log
 - Assist IC

Search & Rescue Team Coordinator

- Remains in command center
- Deploys search teams
- Reconciles accountability of staff and students

Police/Fire/Medical Coordinator

- Secures perimeter (additional adults may assist in this)
- Greets police officer in front of building and brings them directly to crime scene

Parent Coordinator

- Waits outside of perimeter
- Liaison with parents

Media Coordinator

- Waits outside of perimeter
- Liaison with media, until PIO arrives

Search Team

- Collects emergency attendance forms
- Ensures all students and adults are in classroom

Note: See School Emergency Operations Plan for complete list of roles and responsibilities

School Emergency Response Team positions for evacuations: If the school evacuates to an assembly area on school campus, ensure that the following areas are pre-identified on an emergency map:

- Assembly Area for Students
- Command Center
- First Aid Station (including triage, treatment, and a morgue)
- Student Release Team
- Reunion Gate
- Staging areas for team members (search team, runners, etc.)



- If the school evacuates to the off-site evacuation site (another school or facility), ensure that the receiving school or facility is provided with the following information:
 - Anticipated time of arrival
 - Number of students and staff members evacuating
 - Report on injuries, if any
 - Any special needs (medication, food, etc.)

Section 5

Emergency Management

Buddy System

Only teachers serving on the S & R team will have a buddy teacher evacuating and supervising their students.

(Information is only available to S&R team members)

Emergency Signals

Palisades Charter High School will use the following signals in responding to an emergency

Signal	Description	Signal
Lock-Down TEAM RESPONSE	Crisis that activates the School Emergency Response Team	Verbal Command (radio, PA, phone)
LOCK DOWN – NO TEAM RESPONSE	Does NOT activate the School Emergency Response Team (threat is too dangerous). Is used in one of the following scenarios: <ol style="list-style-type: none"> 1. Shots being fired 2. Gunman in the building 3. Hostage situation 	Verbal Command (radio, PA, phone)
Fire	Fire	Verbal Command or Fire Alarm System
Duck, Cover & Hold On	Threat requiring the protection of the body (i.e.: earthquake)	Verbal Command or movement of the earth
Shelter-in-Place	Threat requiring the school and community remain indoors. Similar to lock down, but instead of keeping individuals out of the school; they would be invited into the school. External threats such as airborne contaminant or wild fire.	Verbal Command
All Clear	Signals that the crisis/emergency has ended	Verbal Command

Section 6

Emergency Maps

Emergency Maps

Maps of the interior of all buildings, exterior of school grounds, and aerial photos are essential to develop an emergency evacuation plan. In addition to copies of unaltered maps of the facilities, maps indicating the entrances and exits (including perimeter fencing), fire extinguishers, fire alarm pull boxes, telephones, telephone network hubs, tool storage, camera locations, fire suppression system in kitchen, evacuation routes (primary and secondary), utility shut offs, access roads, Command Post locations, and emergency supply storage locations shall be developed and kept with the emergency vital records to be deployed with the Incident Commander in the event of an emergency.

In addition to maps covering the entire facility, evacuation maps shall be placed in each classroom. These maps will include the primary and secondary evacuation routes, and interior safe area, and placed near the door at eye level of the students.

School Floor Plan

School floor plans should be attached to this School Emergency Operations Plan. You may need to use several different floor plans to complete and identify all of the necessary components of the School Emergency Operations Plan.

1. Evacuation Sites and Routes.

This floor plan should include the following:

- a. Entrances (including perimeter fencing). Be sure to number all entrances and gates.
- b. Master evacuation routes
- c. Command Posts
- d. Fire extinguishers
- e. Fire alarm pull boxes
- f. Shut-off valves (electric, natural gas, water, etc.)
- g. Telephones (if every room has a telephone – include telephone extensions in the plan)
- h. Telephone and Network hubs
- i. Tool storage
- j. Camera locations
- k. Fire suppression system in kitchen
- l. Dead communication areas
- m. First Aid and Emergency Supplies

Identify the Emergency Operations at your evacuation site. This map should include the following:

- a. Command Post
- b. First Aid Station
 - i. Triage
 - ii. Casualty Collection Point/Morgue
- c. Emergency supplies
- d. Student release point
- e. Assembly area

Aerial Maps

These maps will identify additional threats and resources surrounding your facility.

Map
Intentionally
Not Shown

Insert the location and contact information for each of the following areas:

<i>Command Post or Emergency Control Area</i>	<i>Location/Contact Information</i>
Primary Command Post	TBD by IC
Secondary Command Post	Information not available to public
Primary Evacuation Site	Information not available to public
Secondary Evacuation Site	Information not available to public
Off-Site Command Post	Information not available to public
Media Staging Area (outside school)	Information not available to public
Parent Staging Area (outside school)	Information not available to public
Media Staging Area (inside school)	Information not available to public
Parent Staging Area (inside school)	Information not available to public
Interior Safe Area *	Information not available to public
Other: Off-Site Evacuation Site	Information not available to public

* List alternate site for each classroom inside the school. Include diagram of floor plan

Primary Command Post

The primary Command Post is always the _____. The secondary Command Post will only be used if the primary Command Post is taken out (hostage situation, explosion, etc.).

Secondary Command Post

The secondary Command Post must meet the following criteria:

1. Access to the secondary Command Post without passing the primary Command Post
2. Ability to house 8-10 adults
3. Communication system (telephone, fax line, etc.). Ideally, the room will have access to the P.A. system.
4. An Emergency Response Kit should be kept in both Command Posts, as well as emergency contact information for both students and staff.

Primary Evacuation Site

Evacuation site located on school property – ball fields and playgrounds are excellent examples. Choose an area that is farthest away from the building and can house your school’s population. Avoid sites that pass through or are in parking lots (emergency vehicles will need access to these areas). The evacuation route for each classroom must be posted in the classroom.

Secondary Evacuation Site

A secondary evacuation site must be identified in the event the evacuation must take students and staff further away from the building than the primary evacuation site or in the event of inclement weather during an evacuation. Consider another school, public building or church. Arrangements must be made with the administrators of that building

as part of the planning process. A safe passage route must be mapped out and included in this plan. Include a copy of the site map for the secondary evacuation site in this plan.

Off-Site Command Post

Indicate the area where the Command Post will be set up during an emergency that requires an evacuation. Notate the Command Post in both your primary and secondary evacuation sites.

Media and Parent Staging Area-

Outside of School

Identify an area where parents and media can congregate during an emergency. Portable classrooms and other buildings that are not connected to the affected area are excellent examples.

Inside of School

Identify an area within the school where parents and media can congregate during an emergency. This area must be away from the affected area within the school. Parents and Media will only be allowed into the building with police approval.

Note: Staging areas for parents and media should be separate. Ensure the parent/media coordinator remains in this location.

Interior Safe Location:

Each classroom should have a designated safe location inside the school in the event that the classroom must be evacuated to a safer area. This location would be used in the event of an exterior hazard in the school area. Avoid areas with a great deal of glass or ceiling span (gymnasiums or lunchrooms).

Section 7

Evacuation Procedures

Evacuations

Evacuations will be conducted as follows:

1. General evacuation

A general evacuation is executed upon hearing the fire alarm or with a verbal command. Standardized evacuation procedures are followed.

Fire: Evacuate at least **50 feet** from the building.

Bomb Threat: Evacuate at least **300 feet** from the building.

Multi-hazards: Evacuate at least **300 feet** from the building.

2. Controlled evacuation

A controlled evacuation will be executed by the IC or police/fire authorities. A controlled evacuation is typically conducted classroom by classroom and staff and students are directed to evacuate away from the threat. Areas/classrooms closest to the threat are evacuated first.

General procedures:

1. Remain calm.
2. Ensure that an evacuation map is posted in every room. This map should include the evacuation route and site, as well as all fire extinguishers and pull stations. This map should be posted on or near the evacuation door and should be at the student's eye level.

Evacuation procedures for IC:

1. Responsible for organizing the School Emergency Response Team during an evacuation.
2. Coordinates and manages the overall evacuation of personnel from the building.
3. Members of the School Emergency Response Team or IC designees will report to the evacuation site before any students arrive. Team members will look for any suspicious objects or behavior (i.e. abandoned cars or objects in evacuation site) and report findings to IC. In the event of a suspicious object, team member will redirect teachers and students to alternate evacuation site.
4. Relays evacuation information to first responders.

Evacuation procedures for Teachers:

Evacuate the area immediately. Take your Safety Pole and emergency roll sheets. All staff and students are to report to the evacuation site and deliver the appropriate attendance roll sheet to the request gate. The office staff must take the emergency cards, radios, and keys. All staff and students must be accounted for.

Teachers should quickly check neighboring classroom to ensure everyone has evacuated and assist or evacuate the class yourself if necessary.

Evacuation responsibilities and procedures for Teachers

1. The teacher will review with all student the fire, earthquake, lock-down – Team Response, Lock Down – No Team Response drill procedures during the first week of attendance at the school.
2. The teacher will review with all students the procedures and exit routes at least once each month.
3. Immediately following an emergency drill, the teacher will help students to evaluate their conduct during a drill.
4. The teacher will give the Drop, Cover, and Hold command during an earthquake, a surprise attack or when deemed necessary.
5. The teacher is responsible to see that all students are safely evacuated
6. The student files, the classroom waters, and sanitation materials (i.e.: bucket, kitty litter, toilet paper) will remain in the classroom. If such items are needed the Search Team or IC designee will retrieve the items. Accordingly, these items should be maintained in a visible area to assist with their collection during an emergency.
7. If there is a blocked exit, the teacher will know the alternate route and guide or instruct the students to proceed with a secondary evacuation route.
8. The teacher will supervise his/her students and will remain with the students. Those teachers who are members of the SERT and their presence is required elsewhere, will turn over his/her students to his/her assigned buddy teacher for supervision before reporting to duty at their SERT location.
9. Procedures for moving to the evacuation area:
 - Students are to line up silently and in single file. No talking, running or pushing is allowed.
 - The teacher will take the safety pole.
 - The teacher will take the current grade book and any additional vital information.
 - The teacher will take the room keys.
 - The teacher will turn off the lights.

- The teacher will leave the door opened and unlocked, or in the case of a fire or other appropriate emergency, will close the door.
 - The teacher will check the evacuation route to make sure it is safe.
 - The teacher will direct the students to move to the evacuation site in accordance with the route or other safe route as determined by the teacher. DO NOT WALK UNDER COVERED WALKWAYS UNLESS IT IS NECESSARY.
 - The teacher will be the last to leave the room, making sure all students have exited.
 - The teacher will check to make sure that other teachers and staff are not injured before evacuating the building.
10. If there is an injured, immovable student, the teacher will leave the immovable student, lead the remaining students to the evacuation area and immediately notify the Command Post of the location and condition of the immovable student in the classroom.
 11. If there is an injured, immovable teacher, the students will evacuate with a neighbor Teacher. This Teacher will immediately notify the Command Post of the location and condition of the immovable teacher.
 12. Upon arrival at the evacuation site:
 - The teacher will direct students to form a line and sit on the grass.
 - The students are to remain silent and attentive.
 - The teacher will take roll call of the students, using the Emergency Attendance Form, to ensure every member of the class is present or accounted for.
 - The teacher will report the results of the Emergency Attendance Roll by sending a runner to the Request Gate. The Emergency Attendance Roll will be collected by the Request Gate Team that is staffed by members of the Counseling Team.
 - The teacher will render first aid if necessary or if the school nurse or First Aid Team is not available.
 - Students on the athletic fields should proceed to their previously designated area and assume regular emergency procedure discipline.
 - During any drill, the teacher will remain with the class.
 13. The teacher will assist others as directed by the IC.
 14. An All Clear signal will be given to return to your classrooms.
 15. At the conclusion of the emergency, the teacher will walk the students back to the classroom in an orderly and silent manner.

Evacuation of Disabled Students

General Procedures

An individual plan should be formulated for each disabled student or staff member in your school who requires assistance during an evacuation due to physical, cognitive, or emotional/behavioral needs. This plan should be reviewed with all staff directly involved with the student, including (but not limited to) the school nurse, classroom and special education teachers, and all adults assigned to aid disabled students in an emergency requiring evacuation.

Options include:

1. Overriding discontinuance of elevator (physical disability).
2. Carrying student (physical disability).
3. Adult and student waiting for fire department in prearranged area (physical disability)
4. Staff person assigned to specific student(s) to assist student during an evacuation.

When developing your individual plans for disabled students, consultation with the fire department is strongly advised.

Identify Disabled Individuals Needing Evacuation Assistance and Post Evacuation Plan

Identify any student or staff member who may need evacuation assistance (e.g., individuals who are in wheel chairs or unable to use stairs). Develop a specific plan for their evacuation. It is recommended that each student's classroom teacher be designated to assist the student in getting to the Evacuation Staging Area. The designated teacher may need to transfer their class to another teacher to remain with the disabled student until they are evacuated. The Site Administrator must:

- Identify students or staff needing evacuation assistance
- Develop an evacuation plan for each student or staff member
- Post a list of these individuals and their evacuation plan on the Fire Panel
- Put list of disabled individuals in the secretary's copy of the student emergency contact information roster. See sample form.
- Inform the classroom teacher of each student or staff member of the evacuation plan
- Inform students and parents of the evacuation plan

Evacuation of Wheelchair-Confined Individuals

To accomplish a safe evacuation from the second floor of a building, the following procedures should be followed:

1. Designated staff members should be assigned to assist wheelchair users down the stairs. The number of staff members required would depend upon the number of people needing assistance. Three staff members per wheelchair would be the minimum number needed (two staff members to transport the person and one to bring the wheelchair or to assist in other ways).
2. A designated area by the stairs (out of the evacuation path) should be assigned where wheelchair users can gather. This will aid in their accountability and speed up their evacuation. Because a hazard is created when evacuating wheelchair-confined students down stairs, unless necessary, they should not be transported.
3. If it is determined an actual fire hazard exists and evacuation must be made using stairs, the wheelchair-confined should be the last to be transported down the stairs. Because their movement will be slow, their evacuation may hinder the evacuation of others if on the stairs at the same time. In addition, the rushing of others may knock down physically challenged individuals and their transporters.
4. If wheelchair-confined individuals must be transported down stairs, the evacuation should be accomplished by staff properly training in the following methods:
 - Chair carry
 - Fore-and-aft carry
 - Two-handed and four-handed seats.
 - Evacuation chair. This chair is designed to ride on the ends of stair treads so one person can easily guide it down the stairs. The evacuation chair is lightweight, folds flat, and can be unobtrusively stored.

Evacuation Routes for Disabled Students and Staff END ROUTE TO FLAG POLE (where blue arrows converge)

This is a site map showing the primary and backup evacuation routes from all offices in all buildings leading to the primary and secondary assembly areas. Mark the location of students and staff members with mobility impairments and note plans to get those people out of the buildings safely.

Map intentionally not shown

Evacuation Resources:

American Transportation Services, Inc.

3133 East South Street
Long Beach, CA 90805
(562) 531-8000

Red Cross

11355 Ohio Avenue
Los Angeles
(310) 445-9900

CERT CONTACT AND TRAINER

Name of Program:

Point of Contact: Brad Davis

Phone Number: 310-456-2489

E-mail address: bdavis@ci.malibu.ca.us

Brief Description:

City Team supports the City of Malibu. Meets monthly. CERT trainings for the public are offered regularly. Call 310-456-2489 ext. 260 for more information.

Section 8

Emergency Response Supplies

Emergency Response Supplies

CLASSROOM EMERGENCY

First Aid Kit, small (minor cuts and wounds) 345-32-48300
3 pressure dressings (severe wounds) 475-09-69480
2 Flashlights, "D" cell batteries 450-32-11380
3 Water, boxes or pouches (i.e., Aquablox)
1 Hard hat, OSHA approved 5 colors: 345-56-39420,22,25,30,35
1 Pair of gloves, leather palms 895-72-410000
1 Whistle 680-62-90200
1 Class Roster
1 Waterproof pen
1 Clipboard (including paper)
1 AM Radio (portable) 725-55-00950
1 Scissor
1 Tweezers
Identification (1 per student)

TOILET FACILITIES AND SUPPLIES

Toilet, "privacy" room, plastic Tarp and poles
Five gallon cans (plastic) 450-87-23490 or try and salvage the floor wax containers
Emergency toilet lid 345-32-48352
Bags/ties, plastic 665-24-52150
Disinfectants 485-42-12010
Chemical for portable toilet (such as kitty litter) 485-32-38150
Chlorine bleach 505-25-38151
Powdered chlorinated lime
Toilet paper 640-75-56175
Wipes, wet
Germicidal hand cleaner 435-70-38040
Sanitary Napkins 485-82-47140
Cleaning cloth 850-92-30130
Plastic Gloves (med) 475-41-47079
Disinfectant Cleaner 485-42-13000
Deodorizer 485-42-14150
Facial tissues 640-50-77100

SUPPLIES DISTRICT SUPPLY CATALOG

COMMODITY CODE

BASIC SEARCH AND RESCUE (SAR Tools)

Supplies per 2-4 member team
Adjustable pliers (10") 445-52-54115
Lineman pliers (8") 445-52-35140
Pliers (6") 445-52-48158
Folding hacksaw (mini)
Bolt cutters (18")
Hammer (3 lbs.)
Duct Tape ("Do Not Enter") 832-24-09077
Plastic Bags (6) 665-24-52120
Folding shovel
Anglehead flashlight
Phillips Screwdriver (4") 445-64-61180
Screwdriver (6") 445-64-65257
Hatchet
Utility Knife 445-42-48214
Duffle Bag

Stretcher

BASIC SEARCH AND RESCUE

(SAR Supplies)

(Supplies per team member)

Hat, hard, OSHA approved – 5 colors 345-56-39420,22,25,30,35

Vest, SAR printed on back

Gloves, leather palms 895-72-41000

Flashlight 450-32-11380

Dusk mask 345-72-51110

Safety goggles 345-64-60050

First-aid kit (small) 345-32-48300

Whistle 680-62-90200

Triage tag (6) 966-12-26135

Pouches/boxes, water (3) (i.e., Aquablox)

Extra Batteries 450-06-11040

Duct Tape 832-24-09077

Rope 450-24-53051

SUPPLIES DISTRICT SUPPLY CATALOG

COMMODITY CODE

ADDITIONAL SUPPORT SUPPLIES AND EQUIPMENT

Plastic tarps, 12 x 100 for ground cover/shelter 665-78-70120

Solar blankets (Mylar) 345-30-25575

Camping lanterns

Flashlight batteries (“D”) 450-06-11040

Storage container (s), various sizes (outside supply storage)

Gas generator

Luminous tape (glows in the dark), signs and arrows

Emergency lights, for use during and after earthquake

First-aid kit, emergency, large plastic tub (3 days / 100 injured) 345-32-48275

Plastic bags (various sizes)

can be used as rain gear, storage or body bags

665-24-52804

Nylon rope, (50 & 100)

Yellow Barrier Type Tape, Plastic (“Do Not Enter”) 832-20-80911

Measuring spoons ó and 1 tsp (water purification) 240-91-56065

Emergency First Aid Kit

Cart with wheels 560-69-00100

Storage crates 100-06-59522

Shovel – pound point 445-61-74810

Shovel – square point 445-61-77160

Pick 445-03-42150

Portable PA 803-60-00125

Air Horn 345-73-13064

Also Consider: Board games, cards, etc., to keep kids busy

Sites should have one kit per 400 enrollments. It contains sufficient supplies for 100 injured for three days.

The following items in this kit need to be replaced on a regular basis:

144 ea. Antibiotic ointment, contains bacitracin, polymyxin and neomycin, 1/32 oz. foil packet (boxed)

200 ea. Antacid /nausea/diarrhea tablets (Pepto-Bismol), chewable individually sealed or 2/packet (boxed)

2 bx Alcohol wipes, individual foil packets (50/box)

Aspirin tablets, 5 gr., 2/packet (boxed)
1 bottle Eye Wash, isotonic, ophthalmic irrigating solution, sterile, plastic bottle (4 oz.)
3 ea. Petroleum jelly, white (1 oz. tube)
50 ea. Water purification tablets (germicidal)
All of the above items can be ordered in one package:
First Aid Kit Replacement Supplies 245-32-48280
This will allow replacement of all expired items at once.

EARTHQUAKE SUPPLIES VENDOR LIST

The Office of Emergency Services compiled this sample vendor's list. To ensure the best quality and price for your needs, request brochures and a price list. It is recommended that price comparison, availability and product quality is considered before making purchases. Wherever possible, local vendors have been included.

VENDOR WEBSITE PHONE NO

Family/Employee Preparedness Training and Handbooks
American Red Cross – Emergency Services (213) 739-5211
Emergency Preparedness Society (EPS) Santa Fe Springs (800) 628-9111
Lafferty and Associates Earthquake Preparedness (818) 952-1268
Earthquake Preparedness Supplies
Earthquake Preparedness Products, Santa Ana (714) 542-3200
Earthquake Management (800) 925-9744
Survival Industries www.suvivorind.com (805) 484-6977
SOS Survival Products www.sosurvivalproducts.com (800) 479-7998
Sherman Safety Co. (800) 913-3342
Quake-Kare, Thousands Oaks www.quakekare.com (800) 277-3727
Emergency Food Supplies
Ready Reserve Foods www.readyreservefoods.com (800) 453-2202
Simpler Life Emergency Provisions www.simplerlife.com (800) 266-7737
Quake-Kare, Thousands Oaks www.quakekare.com (800) 277-3727
Specialty Products
Quake-Kare, Thousands Oaks www.quakekare.com (800) 277-3727
LAUSD Supplies & Equipment Catalog
(Storage Warehouse)
(562) 654-9005
Fastening Solutions, Inc. www.fasteningsolutions.com (818) 996-1977
Segull Security Systems, Sherman Oaks www.seagullsecurity.com (818) 991-1020
American Innotek (Restroom Kits) (760) 741-6600
Q-Safety (Fasteners) (626) 305-0881
Fund Raising/Employee Discount Program
Farsight International, Oxnard www.1stfarsight.com (800) 735-0284
Quake-Kare, Thousand Oaks www.quakekare.com (800) 277-3727
SOS Survival Products www.sosurvivalproducts.com (800) 479-7998
Medical
Zee Medical Services, Santa Monica www.zeemedical.com (888) 225-5933
Masune First Aid www.masune.com (800) 831-0894
For additional information, contact the Office of Emergency Services (213) 241-3889, Procurement Services Group (562) 654-9007 or The Office of Environmental Health and Safety (213) 241-3199.

Emergency Response Supplies

1. Emergency Response Kit

This kit should be kept in the Primary and Secondary Command Posts, in a location that is known to the members of the School Emergency Response Team. Contents of the kit should be kept in a heavy-duty backpack, or other container that holds all of the contents.

The Emergency Response Kits Should Contain:

Quantity	Contents	Quantity	Contents
1	Copy of the School Emergency Operations Plan	1	Instant Ice Pack
1	Updated class lists and emergency contact information	1	CPR Mouth barrier (kit)
12	Antiseptic Towelettes	2	Tongue Depressors (individually wrapped)
1 pair	Leather Pal Gloves	2	Sanitary Pads
2 pair	Latex Gloves	2	5x9 ABD Pad
1	1 ½" Masking Tape	2	2-inch sterile roller bandages
1	Flashlight w/ Batteries	2	3-inch sterile roller bandages
1	Rope (100')		Assorted sizes of safety pins
1	Safety Goggles	2	Antiseptic A&E cream
1	Dust Mask	1	Tweezers
1	First Aid Guide	1	Whistle
1	EMT Scissors 7 ½"	6	Safety vest
2	4x4 Gauze Dressing 2/s	2	Infectious waste bags & ties or large zip lock baggies
1	Light stick (12 hr.)	1	FM Radio w/ Batteries
1	2" Duct tape	1 roll	Caution tape
1	½ x 10 yard Adhesive Tape	1	Pliers
1	Gauze forceps, Plastic	1 packet	Stick on name tags
10	Band Aids	1	Blank notebook
1	Emergency Blanket (Mylar)	1	Disposable camera with flash
2	Triangular Bandages	1	Bull horn
5	Cotton Q Tips	1	

2. Emergency Items for Classrooms

a). Emergency Sleeves on the Safety Pole should contain:

Quantity	Contents	Quantity	Contents
1	Pen	1	Pencil
1	Emergency Procedure Plan		
6-7	Class rosters with emergency contact numbers. <i>Update Monthly.</i>		

b). Classroom Lockdown Kit

Quantity	Contents
1	Toilette Bucket: Contains the necessary items a classroom should have in the event of a lockdown. Packaged in a 5-gallon bucket with toilet seat lid. Contains: 1 portable toilet in 5-gallon bucket 1 toilet paper roll 100 wet wipes 25 waste bags 1 duct tape 10 pair vinyl gloves 1 blue poly tarp - 5' x 7' 1 bag cat litter - 4 1/2 lbs.
1	Case of water 36 bottle count
1	Tub Clorox wipes
1	Box of Tissues
1	Waterless Hand sanitizer
1	Bandages
1	Crackers
1	Privacy screen

3. Emergency Supplies for barrels or containers

a). Emergency Container Main Assembly Area

Quantity	Contents
20	55 gallon water containers with cap removal
58	Cots
14	Cold-Pack Cases (approx. 24 per case)
1200	Emergency Blankets
50	Privacy tents with stakes and poles

30	Safety goggles
2	Cases of Kleenex
1	Red bag; Contains: work gloves, injury tags for identification, safety Hi-Viz vests, flash lights (about 10) extra batteries, one electric fan
6	Blue plastic tarps

b). Red Cross Container

Quantity	Contents
120	Classroom buckets
4	Cases adult Diapers
300	Army Blankets
100	cots
	Cooler
	Flashlights
	Space lights
	Extra batteries
1	Collapsible 20 in ramp

c). SAR Equipment

Quantity	Contents
10	Bags each contains: 6 D - Batteries 2 Box Cutters 2 Chalk (Pieces) 1 Clipboard 1 Crowbar 1 Danger Tape 1 Duct Tape 3 Flashlight 4 Gloves (Pairs) 3 Glow sticks (30 min) 3 Goggles 3 Helmets 6 Masks 1 Rope 8 Triage Tags 3 Vests 3 Whistles

3. Emergency Supplies for barrels or containers

Item	Quantity	Description/Usage
Air Horn/Whistle	1	Signaling "all clear", getting attention, may give to S&R
Ax	1	
Band-Aids	25	Bandaging smaller wounds, placebo
Barrel Container with wheels	1	
Barrier Tape	1 roll	
Blankets (emergency)	3	Warmth, privacy
Blankets (solar)	5	
Bolt cutter	1	
Bottled Iodine	1	Cleansing wounds, antiseptic
Bucket (vinyl)	1	
Can Opener (two-way)	1	
Candles	10	
Chisel	1	
Clamps	12	Holding
Clorox Bottle	1	Sterilization in water
Crow Bar	2	S&R equipment, open doors and/or windows, remove debris from area around injured person
Drinking Cups	1 box	Dispersing liquids, covering injured eye
Drinking Straws	1 box	
Dust Mask	12	
Duct Tape	1 roll	
Eye Wash	1 bottle	
Face Mask	12	Sterilization
First Aid Book	1	Reference source

3. Emergency Supplies for barrels or containers (continued)

Item	Quantity	Description/Usage
Hacksaw	1	
Flashlight	4	
Flashlight Bulb	4	Replacement
Gauze Packs	1	Bandaging wounds, attaching splints, holding in place
Gloves	12	
Grease Marker	4	
Halogen Lantern	1	S&R, general night lighting/back up
Hammer	1	
Hard Hat	4	Protection for S&R team members
Hydraulic Jack (6-ton)	1	
Light stick	8	12-hour
Matches (weather proof)	1 box	Sterilize, light candles
Paintbrush	1	Removing glass fragments from skin surface
Plastic Trash Bags	1 box	Place in toilet bowls, then remove and bury; general trash containment; "coats" for smaller children, place on ground as tarp
Plier Set	1	
Rope	2	Closing off pedestrian entrances to campus, cordon off specific areas, S&R, bracing
Safety Goggles	4	Eye Protection
Safety Pins	1 box	Use with splints
Safety Vest	4	
Sanitary Napkins	1 box	Bandaging wounds, compresses for direct pressure of smaller wounds, hygiene
Saw (30")	1	
Scissors	2	Cutting tape and gauze, cutting clothes away from injured areas
Screwdriver Set	1	
Sewing Kit	1	Mending, Triage

3. Emergency Supplies for barrels or containers (continued)

Item	Quantity	Description/Usage
Shovel	1	S&R equipment, digging latrines, burying garbage and sanitary refuge area
Sling Cloth	2	Holding in place
Splints	6	Splinting broken bones
Table Cloth	2	Privacy, concealment
Tarp	1	
Toilet Paper	1 case	Hygiene
Toilet Seat	2	Latrine
Tongue Depressors	1 box (individually wrapped)	Finger splints, tourniquet stick
Tool bag	1	
Tool set	1	
Trash Can	1	Transportation of items
Tweezer	1	Removing glass, metal or wood splinters from skin
Utility Knife	1	
Water	3 day supply	
Whistle	4	
Wrench (pip)	1	
Wrench (adjustable)	1	

4. First Aid Team Supplies

Emergency First Aid Supplies are located: _____

Quantity	Contents	Quantity	Contents
100	Adhesive Bandage 3/4x3"	4	Telfa pads 3x42
20	Adhesive Bandage sensitive 3/4x3s	20	Alcohol pads
5	Knuckle bandage	75	Antiseptic Towels
5	Band Aids large 2x3	3	4" Gauze roll
6	4x4 Gauze Pads 2/s	3	3" Elastic roll
10	2x2 Gauze Pads 2/s	3	Surgical tape
4	2" Gauze roll	8	First Aid Ointment 1/32
3	3" Gauze roll	4	5x9 Combine pad
3	Toothette	100 pair	Latex Gloves
6	Pk Face Tissue	5	Ammonia inhalant
1	Plastic Forceps	6	Safety pins
1	Plastic Splinter Tweezers	4	Infectious waste bag
1	EMT scissors	6	Eye pads
6	Eye wash	2	18" Arm splints
4	Cotton tip applicators 6"	5	Protector, Gauze pad & roll
6	Cotton tip applicators 3"	10	Tongue Depressor
3	Ice Pack	3	CPR mask kit
4	13" Arm splints	2	Emergency blankets
1	Carton cutter	1	Flashlight w/Batteries (D)
7	Antiseptic A&E Cream	1	Safety Vest
1	First Aid instructions	1	Dust Mask
2	Triangular Bandage	1	Isolation kit
4	Sanitary pads	1	Case
1	Wheelchair	1	Stretcher
1	Portable ice chest	1	Hand sanitizer
1 bar	Soap	1	Red Bag (body fluids)
100	Student Release Forms	100	Employee Injury/Illness Forms
100	Medical Release Forms	100	Triage Tags
1	Confidential list of student health problems, with extra copies for use as needed by First Aid Team.		
1	Student medications and documentation log		

Food and Water Management

Meals will be prepared in a disaster situation from the food service inventory of food on premises: items such as cheese, peanut butter, canned fruits and vegetables, and any frozen products, if cooking is possible.

It is suggested that two gallons of distilled water be placed in each classroom along with paper cups. This would allow two cups of water per student in a 12-hour period. Four gallons more per classroom should be centrally stored for two more days drinking and cooking necessity.

Suggested Items:

- Water purifier (1 case) tablets
- Charcoal – 200 pounds
- Matches – 1 small case
- Paper plates – approximately 3000 per day for estimated 1000 students
- Napkins – approximately 3000 per day for estimated 1000 students
- Crackers – 12 cases (500 each)

Water Management

1. Provide an adequate supply of drinking water;
2. Control and, if necessary, limit use of water for other purposes;
3. Maintain purity of available water; and
4. Locate alternate water source.

Water for drinking is your first priority.

Because of the danger of dehydration, priority must be given to using available water for drinking purposes. If the water supply is limited, it should not be used for personal hygiene, sanitation, or firefighting.

As far as undrinkable water is concerned, priority should be given to using it for fire-fighting, sanitation (e.g., flushing toilets), washing, bathing, and heating food containers, in that order.

Human water requirements.

Each person or animal needs about 1 gallon of water per day to maintain body functions. Pregnant women, persons doing physical work, diabetics, the very young or very old, and ill persons all require more water and should be encouraged to drink it.

Dehydration is easy and quick in the young and old.

Physical damage to the body becomes irreversible after a certain amount of time without water; increasing water intake after this will not help people recover. Symptoms of water deprivation range from the mild – impatience, emotional instability, fatigue, and apathy through headache, labored breathing and increasing weakness – to the extreme symptoms of mental confusion and hallucination. Death can follow.

Inadequate ventilation will raise water requirements.

Water requirements are another reason to be concerned with air temperature in your facility. The warmer the temperature, the more people must perspire (and thus lose water) to reduce body heat. If your facility's temperature rises to about 82 degrees F., the water needed by each person increases above normal body requirements.

Diet and exercise affect water requirements.

Salty or other thirst-provoking foods raise water requirements. Foods high in protein and fat greatly increase the amount of drinking water required to eliminate waste from the body. Vigorous physical exercise increases water requirements.

Controlling Water Use

The IC will have to determine which outlets to cut off or place under guard (in cooperation with SERT members) so as to prevent or limit non-priority water use. It may be necessary to have team members monitor use of water that is not safe for drinking so that such use is properly restricted.

How to Purify Contaminated Water.

The three most probable impurities of water that are not from the regular supply system are bacteria, foreign bodies, and toxics, such as antirust chemicals.

To purify against bacteria.

Use water purification tablets, several drops of chlorine household bleach, or tincture of iodine added to each quart of water; or boil water for at least one minute.

To purify against foreign bodies.

Filter water through filter paper, gauze, Fiberglass, or finely woven fabric; or allow water to stand until sediment settles and then pour off "clean" water.

How to improve the taste of stored water.

Drinkable water that has been stored in a closed system or closed container for any length of time may taste bad and appear undrinkable to many people. Exposing it to fresh air will improve its taste; carefully pour it from one container into another several times.

Food and Meal Management

The following are the four traditional food groups:

- 1). **Milk Group:** evaporated, condensed, or dried milk. Processed cheese products if consumed immediately or refrigerated.
- 2). **Meat Group:** canned meats, poultry, fish and meat alternatives; canned meat with vegetables, rice, noodles, macaroni, or beans; condensed soups containing meat, poultry, fish, or legumes.
- 3). **Fruit and Vegetable Group:** canned fruits, vegetables, juices, and dried fruits.
- 4). **Cereal and Bread Group:** ready-to-eat packaged cereals, crackers, cookies, canned breads and macaroni, spaghetti, noodles, and rice.

Food service personnel should be able to provide information regarding menu planning, food preparation, and serving procedures. In addition, information from the Red Cross, civil defense, scouting organizations, and experienced military food service personnel is available pertaining to food service operational activities in an emergency.

Schedule meals on a regular basis.

Serve meals on a regular basis, even if your food supply is limited. If your building has a feeding capacity, serve food five or six times throughout the day, either:

1. In the form of three larger servings at hours corresponding to normal mealtimes, with two or three smaller amounts between meals as refreshing, relaxing "coffee breaks" or

2. Five or six equal servings.

Serving smaller portions of food more often breaks the monotonous routine, raises morale by providing relaxing “coffee breaks” throughout the day, and reduces feelings of hunger if food supplies become limited. In larger facilities, you may need to feed the population in shifts.

What to serve.

If food is available, or if arrangements can be made for delivery, try to serve a beverage and simple snack to your incoming disaster service group as soon as the building is filled and order has been established (the beverage can be coffee, cocoa, milk, or soft drinks; the simple snack can be cookies, crackers, light sandwiches, hard candies, or other easy-to-serve items). If the food service personnel are not set up to serve hot meals in an extended feeding operation, use packaged, canned, and fresh foods that can be served without cooking, such as canned stews, hash, meats, beans, soups, vegetables, fruits, cereals, cheese, bread, crackers, other cold foods, and sandwiches.

Section 9
**Emergency Contact Information and
Communications**

Communication Tools

Public Address System?

Yes

No

If yes, list any 'dead' communication areas:

List procedures for contacting all 'dead' communication areas:

Radios: HYT TC 610 Models

Frequency: Standard LAUSD-- 457.52500 (PL Tone)

Quantity: 40+

Distribution: A building, Counseling Office, and Security Supervisor

Automatic Phone Tree?

Yes

No

If not, attach the manual phone tree for contacting parents and guardians.

Other communication Tools:

Cell Phones

Yes

No

Nextel two-way calling

Yes

No

Bull horn

Yes

No

Other: PA

Yes

No

Other: Emergency Messaging

Yes

No

Other: _____

Yes

No

Emergency Telephone Numbers

EMERGENCIES – 911

(If possible, call from a stationary phone. Calls from a cellular phone will go directly to the Highway Patrol first and may take longer for a response)

Police and Fire Departments

LA School Police.....	213.625.6631
Los Angeles Police Department	310.444.0701
Los Angeles County Sheriff’s Department	310.553.5033
Fire Department (Station 69)	310.575.8569

When calling in a major emergency to the police department, state the following:

1. Dispatcher will ask: “Do you have an emergency?” (when phone is answered). Tell the dispatcher “Yes”.
2. I am calling from (Name of School/Site) Note: Address and phone number will come up on the computer screen if it is a 911 call. Just give the name of the school.
3. My name is: (state your name)
4. I am: (state your position)
5. I am reporting: (Describe the emergency – be specific): Be prepared to give the following:
 - a. What is happening?
 - b. Suspect, locations, Room # and brief description of where it is, i.e.: north, south, east, west portion of the campus or building)
 - c. Suspect descriptions: i.e., hair, clothing, ethnicity, height, weight
 - d. Weapons and type
 - e. Injuries
6. If you are not at risk, then stay on the line until police have arrived at your location.
7. If there are any questions, the Dispatcher will ask as needed. Be prepared to provide updated information on the status of the event and/or injuries.

NON-EMERGENCIES – 311*

Department of Mental Health (Access Help Line).....	800-854-7771
Department of Public Works (Water Emergencies).....	800-342-5397
American Red Cross.....	310-445-9900
Telephone Repair.....	611
Electrical Company	
(Customer service).....	DWP 800-DIAL-DWP(342-5397)
(Power outages).....	SAME AS ABOVE
(Life-threatening emergencies).....	SAME AS ABOVE
Poison Control Center.....	800-876-4766
Gas Company	
(Customer service).....	SO. CAL GAS CO. 800-427-2200
(Natural Gas Emergency Number).....	SAME AS ABOVE
Los Angeles County Health Department.....	2-1-1
Bees.....	800-825-3400
Los Angeles Animal Shelter and Animal Issues (24-hours).....	888-452-7381
Fire Department.....	911 or 310-575-8569
Health Department.....	310-665-8450
Child Abuse Hotline.....	800-540-4000
CalTrans/Road Conditions.....	800-427-7623

Hospital(s)

Cedars-Sinai Health Center.....	310-423-3277
Providence St. John’s Health Center	310-829-5511
Santa Monica UCLA Medical Center.....	424-259-6000
L.A. County – USC Medical Center.....	323-226-2622

Emergency Telephone Numbers (continued)

Radio Stations

Emergency Broadcasts can be received via the Emergency Alert System (ES).

List primary radio stations (FM/AM):

CNN (404) 827-1500

KTLA (323) 460-5500

KMPC (310) 452-7100
2800 28th St., Suite 308
Santa Monica, CA

Other Frequencies

NOAA Weather – 24 hours..... (162.550)

National Emergency Channel...

Phone 1-888-225-5322.....
(163.5125)

General Mobile Radio Service (emergency) (95.179)

Other Important Numbers

*311 is a toll-free phone number to request police services in non-emergency situations. These are situation that are not serious, not life threatening, or not currently in progress.

Emergency Contact Information

Employees and Students

Available in hard copy for internal use. Due to information privacy, this will not be available on website posting.

Crisis Communication Guidelines

Communication at the School Site

A crisis that takes place at a school affects the entire community and is likely to draw media attention. Ineffective handling of a crisis can endanger the welfare of all involved and negatively affect the school's public image with parents, teachers, school boards, and communities. Each School Emergency Response Team must be prepared to deal with the media on site and create press statements for release to the public.

Who Should Communicate?

A member of the School Emergency Response Team will be appointed as the Public Information Officer (PIO). This person will assist the IC in the preparation of a news statement for release to the public. On site, the PIO will meet with the press and arrange for their needs. If possible, there should be a pre-designated area where the media can work and/or hold news conferences. The PIO will also be responsible for recording duties, noting when notification of the School Emergency Response Team took place and what other parties were notified. They will maintain a log of the sequence of events as they unfold. The PIO will ensure that the person who is answering the phones at the school has a prepared statement to read as well as a prepared notice for staff and parents.

See roles and responsibilities for Public Information Officer (Section 4).

What Should Be Communicated?

Once verification of the crisis has taken place, a formal statement including minimal details, can be prepared for release to the entire school, indicating that more information will be forthcoming. The PIO, IC and the entire School Emergency Response Team should review this statement before it is released. Avoid using inflammatory words and phrases. A copy of this statement must be provided to staff members handling phone inquiries.

General Guidelines for Dealing with the Media

1. Convey the message that immediate and appropriate actions are being taken to investigate and address the situation.
2. Information should be as up to date and complete as possible, focusing on the school's response to the situation and any changes in the school schedule for the following day.
3. The primary concern is for the safety and welfare of the students and staff.
4. The police or local authorities should address questions about the specifics of any crime.
5. Do not release the names of any students.
6. Do not be defensive or argumentative.
7. Do not confirm or deny statements from the media.

8. Do not give more information than is necessary.
9. Do not delay in responding to the media.

When Should Communication Happen?

Communication with outside sources should occur once verification of the crisis has taken place and the School Emergency Management Team has been assembled and briefed.

Communications Equipment & Protocol for the school

1. In the event of a crisis, all communications gear must be gathered and then redistributed to teams and/or personnel who will need to use it during an emergency.
2. Phone or radio communication, especially during the initial hours of a disaster, must be kept to essential message traffic only. During a wide-area emergency, expect the landlines to be inoperable or overloaded. Cellular phone sites will probably be down or overloaded. It is probable that our own radios will be subject to heavy message traffic, jamming, and inaccurate or false messages.
3. Allowable message traffic will be at the discretion of the IC. Message traffic type and priority shall be as follows:

Type 1: Emergency medical or life or death situations

Type 2: Request for emergency services (not a life threatening situation)

Type 3: General medical or transportation needs.

Type 4: General message traffic

Communication mode priorities:

- a. Land lines
- b. Cellular Phones
- c. Amateur radio (if available)

While using any communication device, following these guidelines will make emergency communication more effective.

- a. Do not use any mode of communication unnecessarily
- b. Keep messages short and to the point
- c. Speak slowly and clearly. Keep your voice even – never yell.

- d. Remain calm
- e. Do not use 'CB' type jargon
- f. Before using a radio during a time of heavy traffic, say "is this frequency in use?," before transmitting a full message. If the frequency is in use, you will be told to "stand by". If the frequency is not being used, you will be told "go ahead with your traffic".
- g. Never transmit with a radio that has a broken or damaged antenna, you will destroy the radio.

When using any communications device, your speech can often become difficult to understand. Instead of continuously repeating something, the proper procedures are to spell is phonetically. Vital information should always be repeated phonetically.

Emergency Alert System (EAS)

Equipment at several area radio stations as part of its management of the Emergency Alert System, the partnership with local media in which emergency messages are broadcast over local media outlets.

Communications with Parents

1. The Principal or Designee will make available to parents and discuss with the Site Council copies of the School Emergency Operations Plan.
2. As part of the emergency preparedness efforts, the Principal will send home an annual letter to parents providing the telephone numbers of the Police Department, and other emergency contact information, and the two radio stations where emergency information may be available.
3. If students are removed to an evacuation site or to the hospital notify the parents as soon as possible via the Student Release Team.
4. If students are removed from the school site, signs will be posted outside the school by the School Emergency Response Team giving a phone number to call for information.
5. The IC will direct the communications between the Student Release Team and First Aid Team when it is appropriate to begin parent notification of the evacuation of students.

Section 10

Incident Response Procedures

Please Note: *The five ICS functions are required at all NIMS/SEMS levels. They are command, planning/intelligence, operations, logistics, and finance/administration. These are the tasks involved in any emergency response anywhere. They may be performed by a few people or many, depending on the size of the emergency and the human resources at hand. The five components should constitute the school's basic structure for any emergency response. Please see Section 2 for additional information regarding using the NIMS/SEMS/ICS model. The following information outlines procedures in responding to specific emergencies; the NIMS/SEMS/ICS protocols must be activated when responding to any emergency.*

Airborne Contaminants

Background

The U.S. EPA's National Homeland Security Research Center (NHSRC) has conducted a comprehensive study that confirms the potential effectiveness of the U.S. Department of Homeland Security guidelines for safe havens to protect against a hazardous airborne release in the event of a terrorist attack or accident.

They include:

- Locking doors, closing windows, and shutting air vents
- Turning off fans, air conditioning, and forced air heating systems
- Going into an interior room with the fewest windows
- Sealing all windows, doors, and air vents with plastic sheeting and duct tape

Sheltering in place can be 500 times safer than staying outside under the following conditions:

- You enter the shelter before the arrival of the contaminant,
- You exit the shelter as soon as the contaminant passes over,
- The contaminant passes over quickly.

It is recommended to allow at least 10 square feet of floor space for each occupant in the sealed room. Occupants should maintain a low level of activity so breathing rates remain low. If the room is very well sealed following the DHS guidance, you can safely stay inside for approximately three hours. Persons with existing respiratory problems may have a shorter time.

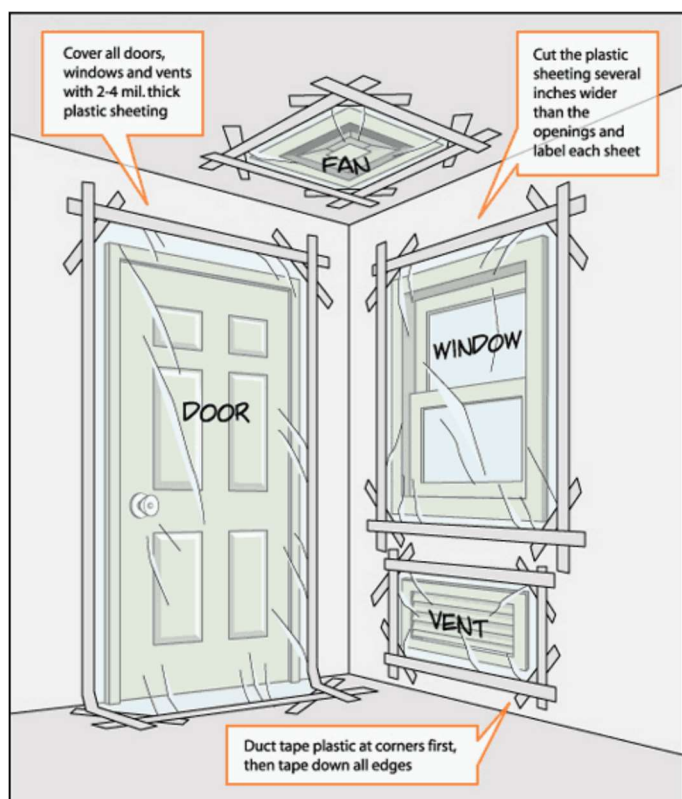
Weather conditions or geography may affect how an airborne contaminant moves, and this may affect your decisions (1) whether to shelter in place or evacuate, (2) when to enter the shelter, and (3) when to exit the shelter.

General Procedures

1. Notify Main Office/Administration
2. Turn off all fans, close the windows and doors, shut down the building's air handling system.

IC Responsibilities

1. Immediately direct staff to remove students to shelter in place. Utilize classrooms, offices, and other rooms within the school with the fewest number of windows (if possible).
2. Instruct staff to lock all doors, close windows and air vents.
3. Direct School Emergency Response Team members (search & rescue, police/fire/medical coordinator) to turn off fans, air conditioning, and forced heating systems.
4. Take emergency supplies kits unless you have reason to believe it has been contaminated.
5. Instruct all staff members to seal all windows, doors, and air vents with plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.



6. Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
7. Local authorities may not immediately be able to 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 instructions as they become available.

8. Call 911.
9. Contact School Police (213) 505-8501

Animal Disturbance

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

General Procedures

1. Notify office and administration.
2. Keep students away from the animal (return to classroom, secure all entrances to classroom, etc.)

IC Responsibilities

1. Call 911 and/or Animal Control
2. Attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal.

Rabies

Rabies is a serious disease that is caused by a virus. Each year, it kills more than 50,000 people and millions of animals around the world. Rabies is a big problem in Asia, Africa, and Central and South America. In the United States, rabies has been reported in every state except Hawaii. Any mammal can get rabies. Raccoons, skunks, foxes, bats, dogs, and cats can get rabies. Cattle and humans can also get rabies. Rabies is caused by a virus. An animal gets rabies from saliva, usually from a bite of an animal that has the disease. You cannot get rabies from blood.

Rabies in Animals

Animals with rabies may act differently than healthy animals. Wild animals may move slowly or act tame. In addition, some wild animals, like foxes, raccoons, and skunks, that normally avoid porcupines, may receive a face full of quills if they become rabid and try to bite these prickly rodents. A pet that is usually friendly may snap at you and try to bite.

There are two common types of rabies. The first type is called "furious" rabies. Animals with this type are hostile, may bite at objects, and have an increase in saliva. In the movies and books, rabid animals foam at the mouth. In real life, rabid animals look like they have foam in their mouth because they have more saliva.

The second and more common form is known as paralytic or “dumb” rabies. An animal with “dumb” rabies is timid and shy. It often rejects food and has paralysis of the lower jaw and muscles.

Signs of rabies include:

- Changes in an animal’s behavior
- General sickness
- Problems swallowing
- An increase in drool or saliva
- Wild animals that appear abnormally tame or sick
- Animals that may bite at everything if excited
- Difficulty in moving or paralysis
- Death

Animals in the early stage of rabies may not have any signs, although they can still infect you if they bite you. The incubation period is the time from the animal bite to when signs appear. In rabies, it is usually 1-3 months. However, it can last as long as several years. Once the virus reaches the brain or spinal cord signs of the disease appear.

Rabies in Humans

In humans, signs and symptoms usually occur 30-90 days after the bite. Once people develop symptoms, they usually die. This is why it is very important for children to tell an adult and go to the doctor right away if they have been bitten by an animal that might be rabid.

Early symptoms of rabies include fever, headache, sore throat, and feeling tired. As the virus gets to the brain, the person may act nervous, confused, and upset.

Other symptoms of rabies in humans include:

- Pain or tingling at the site of the bite
- Hallucinations
- Hydrophobia (“fear of water” due to spasms in the throat)
- Paralysis

As the disease advances, the person enters into a coma and dies.

Armed Intruder/Hostage Situation/Shots Fired

General Procedures

1. Assess the situation and remain calm.
2. Move away from the threat.
3. Notify the Incident Commander (IC) of the situation
4. Call 911
 - Provide:
 - School Site name and location
 - Suspect description, direction of travel
 - Number of shots fired
 - Location on campus
 - Hostage situation: victims, etc.
 - Obey the Police.
 - Everyone may be treated as a suspect.
5. Obtain accurate information:
 - Where in the building is the event occurring?
 - How many are involved (both perpetrators and hostages)?
 - What demands, if any, have been made?
6. Render appropriate assistance.

IC Responsibilities

1. Direct 911 to be called.
2. Declare a Lock-Down – NO RESPONSE.
3. Isolate the area.
 - If possible, begin a controlled evacuation – move all non-essential adults and students away from the affected area. Begin with areas closest to the affected area.
4. Direct that all appropriate notifications be made.
5. Await the arrival of the police, and provide needed assistance.
6. Secure main office area and entrance to the school (if safe to do so)
7. If the decision is made to evacuate the unaffected portion of the school, accountability for all evacuated students and staff becomes a critical issue.
8. **Remember that the job of resolving the incident belongs to the police. The IC's job is to facilitate their efforts.**

Teacher/Staff Responsibilities

1. If directly involved, follow the instructions of the intruder.
2. Attempt to summon help if it can be accomplished without placing yourself or others in further danger.
3. Await the arrival of the police.
4. If students are involved as victims, attempt to keep them calm and minimize their involvement with the intruder.
5. If not directly involved, follow instructions quickly and without comment.
6. When notified of the Lock-Down – follow established procedures.
 - a. Quickly glance outside the room and direct anyone outside into the room
 - b. Lock Doors and barricade
Door is not to be opened for anyone. All doors will remain locked until the “all clear” code or until law enforcement or school officials gain access to classrooms and other areas using master keys.
 - c. Direct students to arm themselves with objects to counter in case intruder breaches the barricade and stay in the safest place possible away from doors and windows.
 - d. Be prepared to evacuate if directed to do so by Police or IC. Follow evacuation procedures – be prepared for a controlled evacuation.
 - e. Be able to account for all students under your control

Assault

General Procedures

1. Ensure the safety of students and staff first.
2. Notify office and administration.
3. Call police if necessary.
4. Notify First Aid Coordinator and provide medical assistance when necessary.
5. Seal off area where assault took place.
6. Defuse situation, if possible.
7. IC notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact.
8. IC notifies parents of students involved in assault.
9. Document all activities. Ask victim(s)/witness(es) for their account of incident.
10. Assess counseling needs of victim(s) and/or witness(es).

Assault on Staff Member by Student

General Procedures

1. Provide medical attention for staff member.
2. Notify office and administration.
3. Determine if the victim wishes to make a police report of the incident. If a weapon was involved or the injury required more than minor first aid, the police must be called.
4. Complete intentional assault (where the student has attacked the staff member with intent to cause physical injury) or reckless assault (where the student has inadvertently struck a faculty member without personal regard) forms as appropriate.
5. Take statements and interview witnesses to consider depositions if the situation warrants.
6. Inform the student's parents or guardian.
7. Assess the need for disciplinary action.
8. Prepare for media coverage.

Biochemical or Chemical Release

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

The following indicators may suggest the release of a biological or chemical substance:

Multiple victims suffering from:

- Watery eyes
- Twitching
- Choking or loss of coordination
- Trouble breathing

Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances:

Scenario 1: Substance released inside a room or a building

Scenario 2: Substance released outdoors and localized

Scenario 3: Substance released in the surrounding community.

It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below:

Scenario 1: Substance Released Inside a Room or Building

General Procedures

1. Evacuate the building.
2. Notify Main Office/Administration
3. Turn off all fans in the area of the release; close the windows and doors; shut down the building's air handling system.

IC Responsibilities

1. Signal for the building to be evacuated.
2. Call 911.
3. Contact the School Police (323.887.7916)
4. Direct School Emergency Response Team members (search & rescue team) to isolate and restrict access to potentially contaminated areas.
5. Direct School Emergency Response Team members (search & rescue team) to turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
6. Ensure persons who have come in direct contact with the hazardous substances are washed and cleaned. See First Aid Team responsibilities.
7. Complete the Biological and Chemical Release Response Checklist.
8. The School, or affected areas, will not reopen until the County HazMat or appropriate agency provides clearance to do so.

Teacher/Staff Responsibilities

1. Evacuate classroom in a calm and orderly fashion. Follow general evacuation procedures.
2. At the evacuation site, prepare a list of all individuals in the affected room or contaminated area; specify those who may have had actual contact with the substance. Provide this information to the IC.

First Aid Team

1. Direct or assist individuals who have come into direct contact with hazardous substances to wash with soap and water. Do not use bleach or other disinfectants on potentially exposed skin.
2. Remove and contain all contaminated clothes.
3. Segregate individuals that have been contaminated "topically" by a liquid from unaffected individuals (isolation does not apply to widespread airborne releases).
4. Provide additional medical attention as needed.

Scenario 2: Substance Released Outdoors and Localized

General Procedures

1. Notify Main Office/Administration
2. Turn off all fans in the area of the release; close the windows and doors; shut down the building's air handling system.

IC Responsibilities

1. Immediately direct staff to remove students from the affected areas to an area upwind from the release. If necessary, evacuate the building.
2. Call 911.
3. Contact the School Police (323.887.7916)
4. Direct School Emergency Response Team members (search & rescue team) to establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
5. Direct School Emergency Response Team members (search & rescue team) to turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
6. Ensure persons who have come in direct contact with the hazardous substances are washed and cleaned. See First Aid Team responsibilities.
7. The School, or affected areas, will not reopen until the County HazMat or appropriate agency provides clearance to do so.

Teacher/Staff Responsibilities

1. Evacuate students away from the affected area, as directed by the IC.
2. At the evacuation site, prepare a list of all individuals in the affected room or contaminated area; specify those who may have had actual contact with the substance. Provide this information to the IC.

First Aid Team

1. Direct or assist individuals who have come into direct contact with hazardous substances, to wash with soap and water. Do not use bleach or other disinfectants on potentially exposed skin.
2. Remove and contain all contaminated clothes.
3. Segregate individuals that have been contaminated "topically" by a liquid from unaffected individuals (isolation does not apply to widespread airborne releases).
4. Provide additional medical attention as needed.

Scenario 3: Substance Released in Surrounding Community

IC Responsibilities

1. Once local authorities determine a potentially toxic substance has been released to the atmosphere, initiate a Lock-Down Response.
2. Direct all students and staff who are outside when the Lock-Down Team Response is declared to return to their classrooms or other designated space.
3. Call 911 and advise them of the school's response to the event.
4. Contact the School Police (323.887.7916)
5. Direct staff to turn off local fans, close and lock doors and windows. Consider directing staff to seal gaps under doors and windows with wet towels or duct tape. If gaps are sealed, monitor the air space in each classroom.
6. Direct School Emergency Response Team (search & rescue team) to seal vents with aluminum foil or plastic wrap and turn off sources of ignition, such as pilot lights, and shut down all buildings' air handling systems.
7. Turn on a radio or television station to monitor information concerning the incident.
8. Do not declare an All Clear until the County HazMat or appropriate agency provides clearance to do so.

Teacher/Staff Responsibilities

1. When directed to do so, turn off local fans, close and lock doors and windows, seal gaps under doors and windows with wet towels or duct tape. If gaps are sealed, monitor the air space.
2. Report any medical conditions or other concerns to the IC.

Background Information

Bioterrorism (BT) is the use of biologic agents such as bacteria, viruses, parasites or biological toxins to intentionally produce disease or intoxication in a susceptible population to meet terrorist aims. Chemical terrorism (CT) employs certain classes of chemical compounds as weapons of mass destruction.

An act of biological (BT) or chemical terrorism (CT) might range from dissemination of aerosolized anthrax spores to food product contamination, and predicting when and how such an attack might occur is not possible. Although paramedics, ER physicians, primary health care providers, and the local health department will probably be the first to observe and report unusual illnesses or injuries, school physicians and nurses may occasionally encounter such cases in a school setting.

Early detection of and response to biological or chemical terrorism are crucial and preparedness for terrorist-caused outbreaks and injuries is an essential component of the U.S. public health surveillance and response system. Terrorists might use combination of agents. CDC has developed a list of critical BT and CT agents.

Environment Where Exposure May Have Occurred

Law enforcement and public health officials' work together to investigate the environment including envelopes and packages suspected of containing anthrax or other biological agents. Powder and other specimens collected from these sources usually are analyzed through the Public Health Laboratory Network. As a part of the investigation, environmental sample (where the exposure may have occurred) may be necessary. Testing of the environment is useful for detecting trace amounts of anthrax spores. Specimens obtained may include samples of air and/or swabs of material on various surfaces. The law enforcement and public health agencies will arrange for processing these samples.

Clean-Up of Contaminated Areas

The U.S. Environmental Protection Agency with help from other federal agencies and departments, including the Center for Disease Control and Prevention (CDC) is responsible for environmental and clean-up issues. Federal agencies, in conjunction with local and state agencies, will determine the best approach to the cleanup.

Biological Agents

BT agents are more likely to be covert because of the delay between exposure and onset of illness, known as the incubation period. Thus, they present different challenges as there is no immediate impact: persons are unknowingly exposed and an outbreak is suspected only upon recognition of unusual disease clusters or symptoms. BT may also

occur as announced events in which persons are warned that an exposure has occurred. BT agents include bacteria, viruses and toxins among others. Anthrax, Small Pox, Botulinum Toxin are some of the examples of BT agents.

The following are some examples of the indicators of a BT attack:

- Large numbers of ill persons with similar diseases or syndromes
- Unexplained disease, syndrome or death
- Unusual illness in a population
- Single case of disease caused by an uncommon agent
- Multiple unexplained diseases in the same patient
- Diseases transmitted through aerosol, food or water suggestive of sabotage

Detection of BT-related Outbreaks

BT may occur as covert events, in which persons are unknowingly exposed and an outbreak is suspected only upon recognition of unusual disease clusters or symptoms. BT may also occur as announced events, in which persons are warned that an exposure has occurred. The possibility of a BT event should be ruled out with the assistance of the FBI and state and local health officials.

Rapid response to a BT-related outbreak requires prompt identification of its onset. The most critical step in response is early recognition that something unusual is occurring. Response to a BT event will require a concerted effort of physicians, the health department, health care facilities, laboratories, and others to identify BT agent used, treat affected individuals, prevent additional transmissions, and bring the situation under control. Primary care providers and emergency room physicians will likely be the first medical responders.

Chemical Agents

Chemical agents, like other substances, may exist as solids, liquids or gases, depending on temperature and pressure. CT effects are likely to be overt, immediate and obvious because CT agents are absorbed through inhalation or by absorption through the skin or mucous membranes are usually immediate and obvious. Such attacks elicit immediate response from police, fire, and EMS personnel. CT agents can also be delivered covertly through contaminated food or water. Chemical agents that might be used by terrorists range from warfare agents to toxic chemicals commonly used in industry.

There are at least six types of chemical agents described that include nerve agent and cyanide among others. Biological effects such as eye or skin injury and injury to lungs and other systemic effects can occur following exposure to chemical agents dispersed as

solids, liquids or vapor. Evacuation and triage are integral to the response along with decontamination and medical management.

CDC does not recommend hoarding antibiotics or buying a facemask. In the event of a biological or chemical emergency, the state and local public health departments will inform the public about the action(s) they should take.

Radiation Accident

Radioactive materials are among many kinds of hazardous substances emergency responders might have to deal with in a transportation accident. Radiation is energy that comes from a source and travels through some material or space. Light, heat, etc. are types of radiation. Unstable atoms produce ionizing radiation. Unstable atoms are said to be radioactive.

Regardless of how radiation accident happens, three types of radiation-induced injury can occur:

1. External radiation: when all or part of the body is exposed to penetrating radiation from an external source;
2. Radiation contamination occurs where material containing radioactive material is deposited on skin, clothing or other places where it is undesirable. Contamination means that radioactive materials in the form of gases, liquids or solids are released into the environment and contaminate people externally on skin, internally in lungs, gut or wound, or both; and
3. Radiation injury is incorporation of radiation material, which refers to the uptake of radioactive materials by body cells, tissues, and organs.

These injuries can occur along with illness or physical injury and in such instances; serious medical problems have a priority over concerns about radiation. Law enforcement and public health and safety agencies are involved in responding to these emergencies.

Bomb Threats

General Procedures

1. Evacuation route should be posted in every classroom.
2. Use Bomb Threat Checklist to record information about telephone bomb threats. Listen to the message without interrupting the caller. Write down the message, noting time of call, unusual background noises, and estimated age of caller, and try to keep the caller talking. Attempt to ascertain from the caller the type of bomb, where placed, time of detonation, and reason school has been targeted.
3. After caller has concluded his or her threat, hang up and immediately lift the receiver and press *69 (call trace).
4. If school has caller ID, note the number from which call was made.
5. Notify Main Office/Building Administration.
6. If threat is written, place it in an envelope or plastic bag.
7. Prepare media statement and flyer to inform parents.

IC Responsibilities

1. Evaluate the bomb threat and determine if building evacuation is necessary.
2. If threat is deemed valid:
 - Call 911 – advise building is being evacuated because of a bomb threat.
 - Activate SERT.
 - Turn off school bell system.
 - Do not use PA system.
 - Turn off all two-way radios.

NOTE: Do not utilize the fire alarm system to evacuate the building.

3. Dispatch SERT to notify each classroom of the need to evacuate the school. While completing this task, conduct a limited search of common areas of the school.
4. In consultation with police/fire officials, determine when it is safe to reenter the school.

Teacher/Staff Responsibilities

1. Upon receipt of notification to evacuate the school, conduct a limited search of classrooms to determine if any strange or unknown objects are in the room.
2. Proceed to pre-designated evacuation point with class roll book.
3. Maintain control of students and advise SERT of any missing children.
4. Do not reenter the building until directed to do so by an SERT member or someone in authority.

Device Found

Upon discovery of a suspicious device, immediately send word to the IC. If the device is found in a classroom with students, immediately, but in an orderly manner, evacuate the classroom. **UNDER NO CONDITION ATTEMPT TO TOUCH OR MOVE THE DEVICE.**

IC Responsibilities

1. Upon notification of a device found:
 - Call 911 – advise building is being evacuated because a suspected bomb has been discovered. If possible, give a description of the device.
 - Activate the SERT.
 - Turn off the school bell system.
 - Turn off all two-way radios.
 - **Do not use the fire alarm system to evacuate the building.**
2. Dispatch SERT to begin the evacuation process. The order of evacuation should be:
 - Classroom in which the device is located.
 - Classrooms on either side of, across the hall from, that back up to, or are directly above or below the classroom containing the device. Continue increasing the size of the evacuation until all students and staff are at a safe distance.
3. The evacuation must be conducted in an orderly and controlled manner so as not to create an unstable environment that may exacerbate the situation.
4. In consultation with police/fire/bomb disposal officials, determine when it is safe to reenter the building.

Teacher/Staff Responsibilities

1. Upon receipt of notification to evacuate the classroom, proceed to pre-designated evacuation location with class roll book.
2. Maintain control of students and advise SERT of any missing or unaccounted for students.
3. Do not enter the school until directed to do so by an SERT or police/fire authority.

Letter/Package Bomb or Mailed Hazardous Substance

Mail handlers should be trained on what could be suspicious. A suspicious letter/package could contain any of the following:

Foreign mail	Misspelling of common words
Excessive postage	Odd noises
Handwritten messages	Oily stains/discoloration/odor
Special delivery	Poorly typed addresses
Restrictive markings	Lopsided or uneven envelope
Incorrect titles	Protruding wires or tinfoil
No return address	Excessive weight
Excessive securing material (i.e.: tape)	Powder leaking

1. If any of the items listed above are identified on a package, do not open the package. Secure the area around the item and contact the principal.
2. Persons who touch the letter should wash their hands if powder or liquid is leaking.
3. The person who identified the suspicious package should not 'broadcast' the matter and cause panic, but contact the principal giving as much detail about the situation as possible.

NOTE: Expect the police department to examine rooms and to ask staff members if they have seen any objects that are out of place or are in places where they do not normally belong. Please remember that regular staff members are most familiar with the campus and its belongings. Anticipate being called upon by the police department for additional information and assistance. Remember, one of your roles is to preserve a potential crime scene.

Bus Accidents

General Procedures

1. Upon learning of an accident, obtain the bus number, location, and time of accident, number of injuries sustained, whether police/fire/ambulance is on the scene or are required, and the location of all injured parties from the person notifying the administration or other school employee.
2. Notify the IC.

IC Responsibilities

1. Dispatch SERT to accident scene with Emergency Response Kit and student information cards. If this is a group on a field trip, the student roster will advise you of which students, parents, and staff are on the bus. If this is a home-to-school bus, you will need to print an entire student roster report.
2. If there are injuries of students, determine if siblings of bus-riding students are still at school. Assemble these students, advise them of the accident, and make them available for parent pick up.
3. When advised by SERT on scene of current status, direct appropriate notifications to be made.
4. If appropriate, respond to the hospital.

Responsibilities of Staff Person Riding on Bus

1. Follow the Bus Drivers instructions and if appropriate call 911.
2. If danger of fire or if vehicle is in a precarious position, evacuate the bus and direct students to a safe location.
3. Have more capable students assist younger students.
4. Notify the school of the accident and the extent of the injuries.
5. Keep children under control. Have adults in area assist with tasks.
6. If students are transported to hospitals, determine which student(s) are going to which hospitals.

Responsibilities of SERT Responding to the Scene

1. Assess the current situation and advise the IC.
2. Assist in the movement and/or control of non-injured students.
3. ***If parents*** arrive on the scene students **are not** to be removed from the scene until released by the Police. ***NOTE: parents should be directed to either wait at home or report to the school site not the accident scene.***
4. Designated SERT respond to the hospital(s) and provide support to injured students and their parents. Keep the IC updated on all medical conditions of students and staff.
5. Designated SERT member handles media inquiries at the accident scene. The hospital spokesperson will handle any inquiries regarding treatment of injured students.
6. Provide parent contact information to hospital if needed. Call parents from school in the case of uninjured students.
7. Returning uninjured students should be examined by the school nurse, school counselor or social worker, provided with breakfast or snack as appropriate, and be given the option of returning home for the day.
8. Secure copy of police report.
9. Prepare for possible media focus.
10. Create informational flyer to inform parents of accident.

Child Abuse Reporting

Emergency Procedures

Teacher/Supervising Adult and Administration

1. If reasonable cause exists to believe abuse has occurred, report immediately to Department of Child and Family Services (DCFS) (800.540.4000) or local law enforcement. **WHEN IN DOUBT, REPORT.**
2. Do not inform parent/guardian of the report. It is DCFS's or law enforcement's responsibility to investigate and inform them.

Additional Information

Child Protective Services

DCFS safeguards the rights and protects the welfare of children whose parents are unable to do so. As the point of entry for clients, the DCFS intake program operates a 24-hour hotline that receives reports of suspected child abuse and neglect at (800) 540-4000. The DCFS staff conducts initial investigations of all reported abuse and neglect to determine whether the allegations are supported.

How to Recognize Child Abuse and Neglect

"Child abuse and neglect is the intentional, physical or mental injury, sexual abuse, negligent treatment, or maltreatment of any child under the age of eighteen by a person who is responsible for the child's welfare under circumstances which indicate the child's health or welfare is harmed or threatened."

There are many indicators of child abuse. Learn how to recognize the warning signs of:

-

Child Abuse and Neglect Indicators

Physical Abuse is indicated when non-accidental injuries occur, including:

Burns	Bruises	Welts	Severe beatings
Fractures	Unexplained or repeated physical injuries		

Emotional Abuse occurs when a parent or caretaker allows or creates a negative emotional atmosphere for the child with these conditions:

Demeaning remarks	Perceived or actual threats of harm
Unrealistic parental expectations	Illegal behaviors taught to a child

Sexual Abuse happens when a child is exploited for the sexual gratification of an adult or other child. Indicators include:

- Involvement of a child in sexual activity
- Knowledge of sexual behavior inappropriate for the child's age
- Contact for sexual purposes such as fondling

Involvement or exposure to prostitution and/or pornography

Neglect occurs when a parent or caretaker allows the child to experience avoidable suffering or fails to provide basic essentials for physical, social, and emotional development. Indicators of neglect include:

Lack of basic food and clothing	Lack of medical treatment or medication for a serious illness	Inappropriate child hygiene
Lack of appropriate supervision	Lack of education as required by law	Residing in an inappropriate/dangerous living environment

Domestic Violence-Related Child Abuse occurs when a child:

- Is injured during a physical altercation between adults
- Witnesses domestic violence between adults
- Experiences perceived or actual threats of harm
- Experiences disruption in his/her living situation

How to Respond to an Abused Child

If you suspect a child has been abused or neglected, use the following guidelines to respond.

- Remain calm. A child may retract information or stop talking if he/she senses strong reaction.
- Believe the child. Children rarely make up stories about abuse.
- Listen without passing judgment. Most children know their abusers and often have conflicted feelings.
- Tell the child you are glad that he/she told someone.
- Assure the child that abuse is not his/her fault.
- Do what you can to make certain that the child is safe from further abuse.
- Do not investigate a case yourself. Call the police or the Department of Child and Family Services hotline at (800) 540-4000 to make a report.

Legal Definitions/References

Child abuse or neglect includes the following (Penal Code 11165.5, 11166.6)

1. A physical injury inflicted by other than accidental means on a child by another person.
2. Sexual abuse of a child as defined in Penal Code 11165.1.
3. Neglect as defined in Penal Code 11165.2.
4. Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3.
5. Unlawful corporal punishment of a child as defined in Penal Code 11165.3.

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6).
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6).

How to Report Child Abuse

Anyone involved in the care and treatment of patients under the age of 18 are considered "mandatory reporters" and are required to report suspected cases of child abuse and neglect. According to Penal Code 11165.7, any mandatory reporter who fails to make a report will be fined or imprisoned. Mandatory reporters include the following professionals: Counselor, Day Care Worker, Licensed Practical Nurse, Registered Nurse, School Official, and Teacher.

If child abuse or neglect is suspected, immediately call the DCFS reporting hotline at (800) 540-4000. To make a report, you will need to provide the following information:

- Name, age, sex, and address of the child who is the subject of the report, any siblings, and the parent, guardian, or caregiver
- Nature and extent of the abuse or neglect, as you know it (and any previous abuse or neglect)
- Any additional information that may help establish the cause and identity of persons responsible
- Your name, occupation, contact information, and a statement of any actions taken concerning the child

Call the DCFS hotline immediately even if all the information is not available to you. If requested, follow up with a written report to the Department of Child and Family Services

Responsibility for Reporting

The reporting duties are individual and cannot be delegated to another person (Penal Code 11166). When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report (Penal Code 11166).

Website to report child abuse:

<http://dcfs.co.la.ca.us.contactus/childabuse.html>

DCFS Abuse Investigation Process

Once an abuse report is filed, the Department of Child and Family Services (DCFS) will assess and investigate the case. DCFS determines the nature, extent, and cause of child maltreatment and assesses possible risk to the child if left in the situation.

DCFS and neighborhood community centers offer a range of services to abused and neglected children and their families, including:

Diagnostic and treatment service	Day care services
Casework services, such as family counseling	Alcohol or drug counseling
Foster home network	Parenting classes
Homemaking or caretaker services	Psychological services

To report suspected child abuse or neglect, contact DCFS at (800) 540-4000.

Child Does Not Arrive Home

(within a reasonable time)

General Procedures

1. If the school learns that a child has not arrived home from school in a reasonable amount of time, contact the child's last classroom teacher of the day to find out the child's normal end-of-day habits (i.e. walker / bus rider or gets ride from parent).
2. Contact Transportation for assistance. They will need the following information when called, Child's name, Date of Birth, Address, Home phone number, Description of the student (hair color, height, ethnicity, what was the student wearing when last seen). If the parent is at the school, send them home to wait and check their neighborhood.
3. Notify the police and request that they commence an investigation into the situation if the child has been missing for an extended period.
4. Organize the child's teachers, friends, and companions for interview with the police.
5. Attempt to locate the last person to see the child.
6. Send a school representative (preferably the student support manager/school counselor) to the child's family home to comfort his or her parents and relatives.
7. Work cooperatively with the authorities to assist in locating the child.
8. Prepare a media statement.
9. Compose a flyer informing parents

Civil Disturbance

Civil disturbances such as a public or a student demonstration on school grounds having the potential to injure staff or students, damage property or disrupt instruction are grounds to put the following procedures in action.

General Procedures

1. Contact office and administrators when a civil disturbance is observed.
2. Call 911 if warranted.
3. Assess the danger of the disturbance and issue a Lock-Down if necessary.
4. Prepare a flyer to inform parents of the incident.
5. Notify the School Police.

ANNOUNCEMENT

I am _____ (name and title).

You are on school grounds without permission. You are directed to leave the premises now. As trespassers, you are subject to possible arrest if you do not leave.

Optional Language:

If you do not leave, we will ask law enforcement authorities to take appropriate action.

OR

Law enforcement has already been notified.

Active Measures

In spite of one's best efforts at prevention, disturbances may still occur. The following measures are recommended to lessen the school's exposure to personal injury and property damage:

1. Try to isolate the participants (if they are students). If a small group is protesting on the campus, invite them into the nearest classroom and listen to their complaints. If the group is large, it may be desirable to have them designate leaders to meet with you. Do not invite non-students onto the grounds.
2. If invaded by a group of non-students who appear threatening, listen to their complaints and politely tell them to leave the building. If they do not leave upon request, call the police.

Active Measures (continued)

3. In cases where there are threats of violence or property damage, remove the students from the area or room, counsel with them, and record their names for later use. If the group threatening violence or property damage is composed of non-students, ask them to leave the area. If they refuse to leave, call the police.
4. It is reasonable to expect that the news media will become interested in any disturbances or demonstrations occurring on school property. It is desirable to work with the media in every possible manner.
5. Matters pertaining to individual students should be discussed with the student and his/her parent or guardian and not with other parties. This does not preclude getting evidence or testimony from other students who may have witnessed the act(s) in question.
6. Parent/guardians may become greatly concerned about events at the school. To reassure them or to clarify the situation, it may be necessary to call a special meeting.

Preventative Measures

1. Be aware of the morale of the student body.
2. Principals should establish an open door policy so students will feel free to voice their problems to the school administration with the assurance that they will be heard.
3. Have a close working relationship with the student council.
4. Maintain an awareness of any tense community situations that could 'spill over' into the school and set the stage for a school disturbance.
5. Have the following sign posted on all exterior doors:

"VISITORS, PLEASE REPORT TO THE OFFICE"

Pickets and boycotts

1. Peaceful picketing is a lawful activity provided it is limited to the public sidewalks around the building.
2. Pickets should be kept under discreet surveillance.
3. If non-student pickets attempt to enter school property, politely ask them to leave. If they refuse, call the police.

Civil Disorder in Los Angeles County

Significant events of civil disorder are uncommon in Los Angeles County, but have occurred twice in recent history. On August 11, 1965, six days of rioting began in Watts section of Los Angeles. In the violence, 34 people were killed and 856 injured.

On April 29, 1992, just hours after a Simi Valley jury acquitted four LAPD officers in the Rodney King trial, civil disorder erupted, resulting in 58 deaths.

Critical Condition/Hospital Treatment

General Procedures

1. If a child is in need of immediate hospital treatment at your school, notify the office as to the person's location and condition, but stay with the victim.
2. Call 911.
3. Secure medical help available in the school (school nurse/health aide and CPR providers).
4. Evacuate any students who may be present and secure adult support.
5. When help for the victim is secured, the teacher helping the victim should rejoin her or his class.
6. The person accompanying the child to the hospital should take the medical emergency form kept in the office.
7. Review the student's health file kept in the nurse's office for pertinent information such as drug allergies, last tetanus shot, and medications taken. Relay this information to the hospital.
8. Notify the victim's family.
9. Consider composing a flyer to inform parents of the incident.
10. Arrange for counseling sessions with witnesses as necessary.

Death of a Student/Staff Member

General Procedures

If not occurring on school property:

1. Upon notification of death, arrange for an emergency staff meeting where procedures will be reviewed and current information be provided.
2. Arrange for counseling services for students and staff.
3. Prepare a notice to be sent home to parents with particulars regarding any arrangements that may have been decided by the family of the deceased.

If occurring during the school day, on school property, follow the Lock-Down procedures and treat the event as a criminal act.

IC Responsibilities

1. Call a meeting of SERT to formulate the school's response to the notice.
2. Activate the telephone tree to school staff if notification is received after school hours or during non-school days.
3. Contact family/friends of the deceased to offer support and obtain information regarding arrangements.
4. Arrange for appropriate counseling services.
5. Update information to staff and parents as it becomes available.
7. If the student or staff member had personal property in school, secure the property, including locker contents, until authorized to release it to family or relative.

Teacher/Staff Responsibilities

1. Keep informed of plans and procedures that may be implemented in response to the death.
2. Be observant of students' and fellow staff members' reaction to news. If required, refer the person(s) to counseling.
3. Do not deny your own emotional response to this situation, and seek appropriate help.
4. Assist in bringing closure to the event.

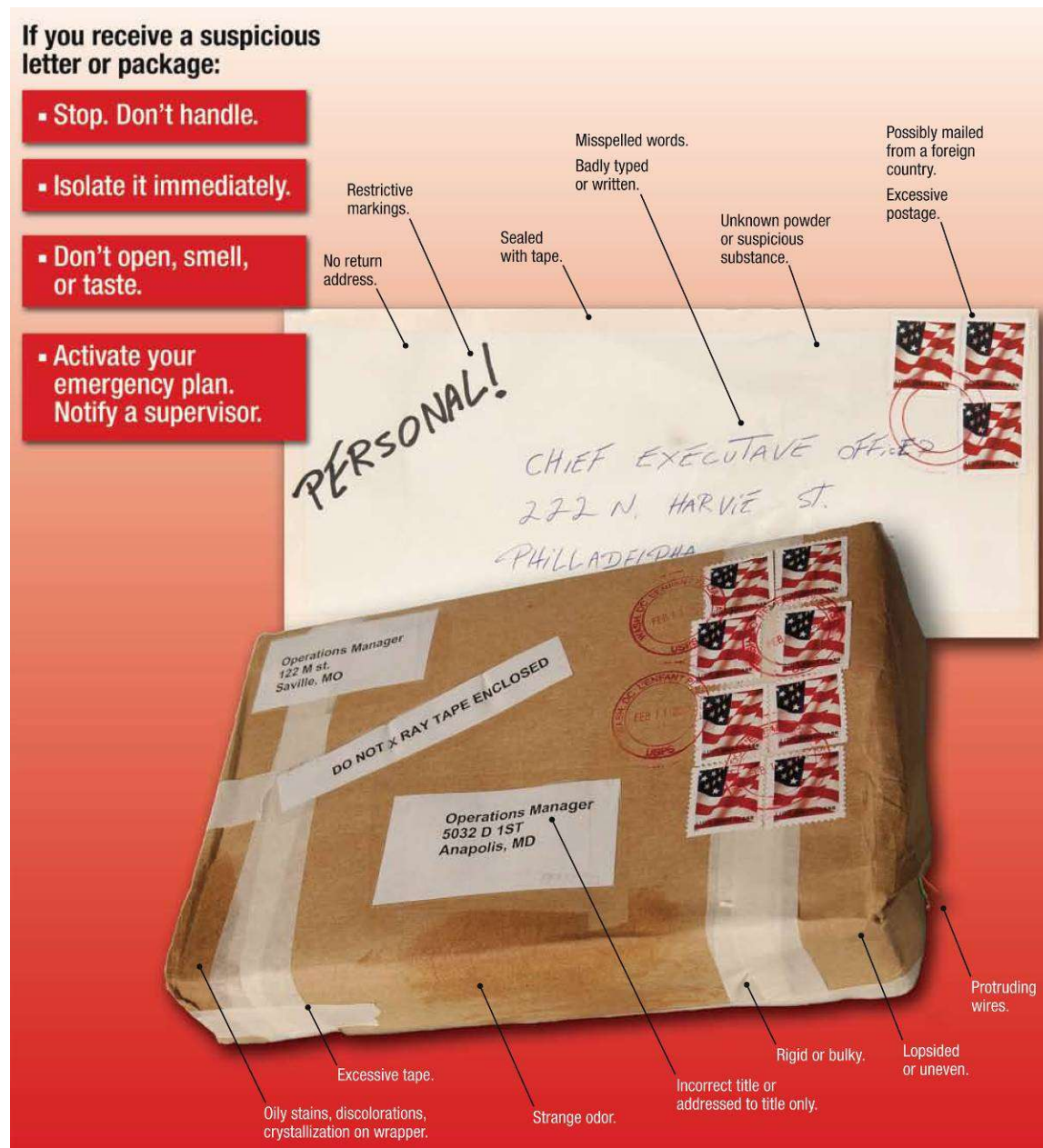
Detecting Suspicious Packages/Letters

***Remember* the item does not have to be delivered by a carrier. Most bombers set up and deliver the bomb themselves.**

1. If delivered by carrier, inspect for lumps, bulges, or protrusions, without applying pressure.
2. If delivered by carrier, balance check if lopsided or heavy sided.
3. Handwritten addresses or labels from companies are improper. Check to see if the company exists and if they sent a package or a letter.
4. Packages wrapped in string are automatically suspicious, as modern packaging materials have eliminated the need for twine or string.
5. Excess postage on small packages or letters indicates that the object was not weighed by the Post Office.
6. No postage or non-canceled postage.
7. Any foreign writing, addresses, or postage.
8. Handwritten notes, such as: "To be opened in the privacy of...", "confidential", "your lucky day is here", and "prize enclosed".
9. Improper spelling of common names, places or titles.
10. Generic or incorrect titles.
11. Leaks, stains, or protruding wires, string, tape, etc.
12. Hand delivered or dropped off for a friend packages or letters.
13. No return address or nonsensical return address.
14. Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.
15. If you have a suspicious letter or package:
 - Call 911
 - Notify the IC
 - Follow procedures for Bomb Threats/Device Found (Pages 120-122)

WARNING

Suspect Letter and Package Indicators



If you suspect the mail of package contains a bomb (explosive), or radiological, biological, or chemical threat:

Isolate area immediately.

Call 911.

Wash your hands with soap and water.

For more information on bomb security or bomb threats, contact your local ATF office.

Disruptive Student

General Procedures

1. At the beginning of each school year, every teacher is to develop a "Clear the Room" procedure. This procedure includes step-by-step instructions of what to do should a student begin to throw things or attack other students or staff.
2. "Clear the Room" procedures should state to which teacher the students should report.
3. The receiving teacher will notify the office immediately.
4. The teacher must stay with the disruptive student until assistance arrives.
5. Students will not return to their classroom until notified by the sending teacher.

IC Responsibilities

1. Respond to the classroom as soon as possible.
2. Assist the teacher with the student.
3. Involve other staff as necessary.
4. Call 911 if situation does not abate.
5. Notify the School Counselor/Psychologist or outside agency.
6. Review each plan and require that the plan be practiced so that students will know what to do.

Teacher/Staff Responsibilities

1. In concert with receiving teachers, develop the "Clear the Room" plan.
2. Develop an alternative plan for when receiving teacher is not in the room.
3. Instruct students as to their roles if plan is implemented.
4. Stay with the out-of-control student.

Clear the Room Procedures

Teacher instructs students to “clear the room” and report to a neighboring classroom.

Teacher stays a safe distance away from students and dials the emergency hotline extension 1234 to get help. Depending on the severity, 911 will be called. A school police officer and campus security will be sent to the classroom immediately.

When neighboring teacher receives class, he/she calls main office to send a 2nd help message to the neighboring classroom.

Earthquake

Major Earthquake Threat Summary

Earthquakes are sudden releases of strain energy stored in the earth's bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismicity, damaging earthquakes are expectable, if not predictable, events.

The major effects of earthquakes are ground shaking and ground failure. Severe earthquakes are characteristically accompanied by surface faulting. Flooding may be triggered by dam or levee failure resulting from an earthquake, or by seismically induced settlement or subsidence. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons.

A fault is a fracture in the earth's crust along which rocks on opposite sides have moved relative to each other. Active faults have high probability of future movement. Fault displacement involves forces so great that the only means of limiting damage to man-made structures is to avoid the traces of active faults. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines.

The overall energy release of an earthquake is its most important characteristic. Other important attributes include an earthquake's duration, its related number of significant stress cycles, and its accelerations.

Earthquake Size Descriptions		
Descriptive Title	Richter Magnitude	Intensity Effects
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on magnitude and other factors.

Southern California Earthquakes

The greatest Southern California earthquake in modern history was the Fort Tejon Earthquake on January 9, 1857 that measured 8.0 on the Richter Scale. Damage was not nearly as serious as it would be today, mostly because South California was sparsely populated. The effects of the quake were quite dramatic, even frightening. Were the Fort Tejon shock to happen today, the damage would easily run into billions of dollars and the loss of life would be substantial. The present-day communities of Wrightwood and Palmdale lie upon or near the 1857 rupture area.

On March 10, 1933 at 5:54 p.m., a magnitude of 6.4 earthquake hit the Newport-Inglewood faults causing serious damage in Long Beach and other communities. The earthquake resulted in 120 deaths and more than \$50 million in property damage. Most of the damaged buildings were of unreinforced masonry.

More recent earthquakes have caused severe damage, but none would be classified as a "major" temblor.

The San Fernando Earthquake hit at 6:01 a.m. on February 9, 1971. It caused more than \$500 million in damage and 65 deaths.

The Whittier Narrows Earthquake struck on October 1, 1987 at 7:42 a.m. and registered magnitude 5.9. It caused eight deaths and \$358 million in property damage.

The Sierra Madre Earthquake was magnitude 5.8 and occurred on June 28, 1991 at 7:43 a.m. Because of its depth and moderate size, it caused no surface rupture, though it triggered rockslides that blocked some mountain roads. It caused about \$40 million in property damage and two deaths, mostly in the San Gabriel Valley.

Actual Earthquake

Tremors and shaking of the earth are the signals of an earthquake. The initial shock is likely to be **not** more than ninety seconds duration. Emergency action to be taken when children are inside the building is:

When inside a building, stay inside. Do not run outside because you may be hit by falling debris. Drop to the floor on your knees and make the body as small as possible. Cover yourself under a desk, table or bench, in a hall, or stand against an inside wall. You should be facing away from: windows; doors; glass; skylights; brick or rock faced walls; large moveable objects, such as book cases; or outside doors and walls. With one arm, hold on to a desk leg so that it will protect your head and neck and so that it will not move away from covering you. Rest your head on one arm and place your other arm over the base of the head and neck. When it is safe, proceed to the assembly areas in the same manner as for Evacuation Procedures.

When outdoors, stay outside. Do not run inside because you may be hit by falling debris. Move away from buildings and overhead structures. Drop to the ground on your knees and make the body as small as possible. Face position away from: buildings, power poles and lines, trees or other overhead hazards, roads and streets, as cars may go out of control. Cover as much skin surface as possible, close your eyes, and cover your ears. If you have a book or other similar object, place it over the base of your head and neck to protect you from flying debris. When it is safe, proceed to the assembly areas in the same manner as for Evacuation Procedures.

Walking to or from school facilities: Students walking to or from school when an earthquake occurs should stay away from all buildings, trees, exposed wires, and other hazards that may fall. The safest place is in the open. Students should assume "drop, cover, and hold" position until the quake is over. After the earthquake, if on the way to school facilities, continue to school. If on the way home, continue home or return to school.

After an Earthquake

The ABCs of Post-Earthquake Evacuation – A Checklist for School Administrators and Faculty

A. Evacuation should NEVER be automatic.

- There may be more danger outside your building or facility than there is inside.
- There may be no safe assembly area outside. There may be no clear routes to get outside, and alternate routes may need to be created.
- The lighting inside your building or room will probably be out – it will be dark.
- Before any decision is made to vacate all or part of a school, someone must find out that there is:
 1. A safe route out, and
 2. A safe place to assemble the students outside

BEFORE an earthquake, survey your school with evacuation in mind.

1. Look for potential post-earthquake hazards INSIDE the building:

- Suspended ceilings
- Pendant light fixtures
- Large windows – either exterior or interior – not protected against shattering
- Tall bookcases or cabinets that may topple because they are not bolted to the wall
- Classroom equipment such as computers, TVs, VCRs, stereos, and slide projectors
- Stairwells
- Science labs, especially chemistry
- Storage areas for cleaning, painting, or other hazardous materials
- Shop areas
- Places where the main gas supply or electric current enters the building

- A. Designate evacuation routes that avoid as many of those areas as possible.
- B. In addition, decide on alternate routes to your main routes.
- C. Consider students with disabilities as you think about your evacuation routes.

2. Look for potential post-earthquake hazards OUTSIDE the building:

- Power lines
- Trees
- Areas near buildings that may have debris fall on them – parapets, roof tiles, chimneys, glass
- Routes past concrete block walls
- Covered walkways
- Places under which large gas mains run
- Areas near chain link fences (can be electric shock hazard when live wires touch)
- Hazardous materials storage areas
 - A. Designate open areas outside that are without overhead hazards and removed from potential dangers spots: choose one, off-campus spot such as park for back-up.
 - B. Assembly areas should not be so remote from the faculty that students and staff won't have easy access to bathrooms, phones, and the student release point.

3. Everyone should be informed about the plans:

- Once routes and assembly areas have been chosen, make floor plans and maps; give them to everyone.
- Tell all personnel and students about the plans made and the routes chosen.
- Make it clear that a post-earthquake evacuation route differs from a fire evacuation route, and that alternate routes may need to be used.
- Hold drills and exercises two or three times a year; practice alternate routes.
- Include all students and staff with disabilities in the drills and exercises.

C. AFTER the earthquake, gather information and make decisions.

IC

- Assess the situation – inside and outside
- Decide how much evacuation is necessary – all or parts of the buildings
- Choose the route(s) and the assembly place
- Communicate directions to SERT and all staff members.

Teachers

Do NOT automatically rush your class out into the corridor or out an exterior door.

- Wait to hear from an administrator, or the designated SERT member, about what to do.

In circumstances in which a lot of time passes and you do not hear anything, you will have to make decisions yourself:

- If you are in a dangerous classroom – the ceiling has collapsed, wires are crackling, broken glass or chemicals are all over the floor, you smell gas or smoke – you will want to leave, BUT you must do some reconnaissance before you move to safety.
- Get your neighboring teacher to cover the students while you find the best way to get out and the safest place to go. You may not need to go outside, but merely move from one inside room to another.
- Account for all your students before you leave the classroom.

If your classroom is dangerous, you may want to take injured students with you, or move them a short way to a safe room. If you must leave an injured student, post a large, visible sign indicating the student is in there.

The lights will probably be out – ALWAYS have a flashlight that works.

- Be alert, as you lead students down stairwells or corridors, to anything (dangling lights, ceiling struts, broken glass, slippery floors) that could hurt them or you.

In an aftershock, everyone should duck and cover until the shaking stops.

- Once you get to your new safe place, communicate your location to the IC, by sending a runner, using a walkie-talkie, or returning to your classroom to post a note.

The first 72 hours after an earthquake are critical. Electricity, gas, water, and telephones may not be working. In addition, public safety services such as police and fire departments will be busy handling serious crises. You should be prepared to be self-sufficient – able to live without running water, electricity and/or gas, and telephones – for at least three days following a quake. To do so, keep on hand the following:

- Food.
- Water. Enough so each person has a gallon a day for 72 hours, preferably one week. Store in airtight containers and replace it every six months. Store disinfectants such as iodine tablets or chlorine bleach, eight drops per gallon, to purify water if necessary.
- First aid kit
- Fire extinguisher
- Flashlights with extra batteries. DO NOT USE matches or candles after an earthquake unless you are certain there are no gas leaks.
- Hand held radios with extra batteries.
- Extra blankets, clothing, shoes, and money.
- Alternate cooking sources.
- Medications
- Tools (turning of main shut off valves)

Roles and Responsibilities

Incident Commander (IC)

Will coordinate all personnel and operations, as well as serve as a liaison between all off campus organizations such as: Red Cross, Fire, Police, Utility companies, media, and other emergency agencies.

The IC will:

1. Direct team operations
2. Work with emergency responders
3. Coordinate and authorize communication modes
4. Assign tasks as necessary
5. Make media releases as appropriate

Teacher responsibilities during an earthquake:

At first sign of shaking, adults should give the Drop, Cover, and Hold On command.

If students and staff are indoors, all should:

1. Get under a desk or table. Otherwise, stand next to an inside wall. Stay away from computers, televisions, stacks of books, file cabinets, and other heavy objects.
2. Get as far away from window(s) as possible.
 - a. Drop to knees with back to the window(s) and knees together.
 - b. Clasp one hand firmly behind head, covering neck.
 - c. Wrap other arm around a table or chair leg.
 - d. Bury your face in yours arms, protecting head.
 - e. Close eyes tightly. Stay until earthquake is over.
 - f. Evacuate to staging area only upon hearing evacuation signal.
3. Reassure students

If students and staff are outdoors, staff should:

1. Direct students away from buildings, trees, poles and wires.
2. Call Drop, Cover, and Hold On command – students and staff should cover as much skin surface as possible; close eyes and cover ears.

Teacher responsibilities during the evacuation:

The teacher may render immediate first aid if necessary.

Students with major injuries and are unable to move are to remain in the classroom.

(Search & Rescue team members or first responders will remove injured students/staff)

Students with minor injuries are to be moved out of the classroom with the class.

1. Teachers check primary evacuation route for blockage and dangers such as fallen trees or electrical wires.
2. If primary route is blocked, check alternate route. Do not walk under covered walkways unless absolutely necessary.

3. If both routes are blocked do not risk injury to yourself or students. Wait for help to arrive!
4. When evacuating classroom, take your safety pole and sleeve/contents with you.
5. Door is to be left open during an earthquake disaster.

Always DUCK, COVER, and HOLD ON when an earthquake occurs. Assess the situation and remain calm. When alerted to evacuate, or have made a decision to evacuate, look for the safest route, and take your emergency safety pole and escort your students to the assembly area. Check the adjacent classroom(s) and assist if necessary or evacuate the class(es). Wedge the door open if possible. Take the attendance with the Emergency Attendance Form to the evacuation site and display appropriate sign "Yellow X" = room cleared - all students accounted for.

1. Anyone who is 'injured but mobile' should be escorted to the assembly area.
2. Anyone who is 'severely injured and not mobile' should be left for the search and rescue team or first responders.
3. Leave all 'dead' where they are.

All classified and support staff are to escort their students to the assembly area and return to their teacher. They will then await instruction from the IC. Office personnel are to take emergency cards, radios, and key sets with them and report to the Incident Commander for instructions.

Search Team Coordinator

Will meet team in designated S&R area to begin operations after being directed to do so by the IC.

Search & Rescue will:

1. Retrieve emergency supplies and bring to the assembly area. The team should shut off the gas, water, and electrical mains. These should be marked with barrier tape or signs to indicate they are shut off.
2. S&R will return to the assembly area to be assigned further duties by the IC. These may include setting up a waste facility, building shelter, assisting another team, or providing site security.

First Aid Team

Will move to their designated area, unpack supplies as they become available and set up triage, treatment stations, and a morgue if necessary.

The First Aid Team will assess the extent and incidence of injuries and tag them accordingly. All persons sent to triage are to be tagged. The triage categories are as follows:

MINOR:	Move to Walking Wounded
DELAYED:	May be able to take direction to help one another.
IMMEDIATE:	Tag victim, note time and type of injury.
DECEASED:	Should be removed as far away as possible

Treat injuries to the extent possible.

Inform outside emergency personnel via the IC as to the status of the injured.

Attend to morgue concerns if necessary:

1. Identify the body.
2. Probable cause of death.
3. Cover the body.
4. Leave the body undisturbed awaiting coroner.

Keep the IC apprised of your status

Student Supervision Team

Will form up and begin operations when directed to by the IC. They will manage students in the assembly area and check students out as they are requested by the Student Release Team. See Section 4 for details.

Student Release Team

Will set up a parent contact area with student emergency cards and appropriate paper work (sign out register, student call slips) at the designation of the IC. Student Release will coordinate and document the release of student to parents or authorized guardians. See Section 4 for details.

Explosion or Risk of Explosion

This section addresses four possible scenarios involving an explosion or risk of explosion:

- Scenario 1: Explosion on school property
- Scenario 2: Risk of explosion on school property
- Scenario 3: Explosion or risk of explosion in a surrounding area
- Scenario 4: Nuclear blast or explosion involving radioactive materials
(a nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout).

It is important to first determine which scenario applies and then implement the appropriate response procedures. For "Bomb Threats" refer to Pages 110-112.

Scenario 1: Explosion on School Property

General Procedures

1. Call 911.
2. Initiate "Duck, Cover, and Hold On" procedures.
3. Consider the possibility of another imminent explosion and take appropriate action.
4. After the explosion, the IC will initiate the appropriate response signal which may include a Lock Down or Evacuation. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
5. In the event of an evacuation, sound the fire alarm and everyone in the school should leave the building in a calm, orderly manner with classes led by teachers.
6. Any students separated from their classes should be incorporated into any adult-led group.
7. Follow the evacuation routes established in the fire drill plan. Create a safety zone -- at least 300 feet from the building.
8. Staff without classes should monitor crosswalks or other posts to locate children that may have been separated from adult supervisors.
9. Teachers should have class rosters so that each student can be accounted for once the evacuation is completed. Names of any students unaccounted for or students

that have joined groups other than their own classes in the evacuation process should immediately be given to the IC.

10. The IC should formulate a list of students that could still be in danger with the assistance of other administrators or staff.
11. Limit the use of electronic and motorized devices – no open flames.
12. Attempt to suppress fires with extinguishers.

Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.

13. Contact the utility company with any damage to water lines, sewers, power lines or other utilities.
14. Any areas affected by the explosion will not be reopened until the City/County HazMat or appropriate agency provides clearance and authorization.

Scenario 2: Risk of Explosion on School Property

General Procedures

1. Call 911.
2. Determine the appropriate response signal: Lock Down- Response or Evacuation.
3. If an evacuation is warranted, follow standard evacuation procedures in Section 7.
4. If an explosion occurs follow the procedures outlined in this section.

Scenario 3: Explosion or Risk of Explosion in Surrounding Area

General Procedures

1. The IC will initiate a Lock Down – Response.
2. Call 911.
3. Do not declare an All Clear until the appropriate authorities have given authorization to do so.

Scenario 4: Nuclear Blast or Explosion Involving Radioactive Materials

General Procedures

1. The IC will initiate a Lock Down – Response.
2. Call 911.
3. Staff members should attempt to establish an adequate barrier or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion. Move students away from exterior windows.
4. After the initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors if possible.
5. Turn off the school's main gas supply, local fans in the area, lock doors and windows, shut down all buildings' air handling systems, seal gaps under doors and windows with wet towels or duct tape, seal vents with aluminum foil or plastic wrap, and turn off sources of ignition, such as pilot lights.
6. Monitor radio or television announcements and initiate further action as appropriate.
7. Do not declare an All Clear until the City/County HazMat or appropriate agency provides clearance.

Fallen Aircraft

An airplane crash on or near a school site could pose a number of hazards, including: damage/injuries from the impact, flying debris, hazardous materials spills, fires, explosions, structure collapse, mass casualties, and psychological distress. If a crash results in a fuel or chemical spill on school property, refer to Pages 103-109: Biological or Chemical Release.

After a crash event, the IC will direct the staff and students to do one of the following:

1. Remain indoors and await instructions.
2. Evacuate the facilities and form up in the assembly area, or other designated spot.
3. Evacuate the site to a designated area.

When an order to evacuate has been issued, take your ID card, emergency pole, and escort your students to the designated area. Quickly check your neighboring teacher on the way out and assist or evacuate the class if necessary. Office staff must take the radios, keys, emergency cards, and staff rosters to the assembly area.

Report to the assembly area, take roll, send runner with attendance form from the safety pole to request gate, and await further instruction. All staff and students must be accounted for.

Emergency teams will form up and begin operations at the direction of the IC

All staff will remain on duty until notified by the IC.

If the facility is hit

The IC will direct the following:

1. Call 911 and provide exact location and nature of the emergency.
2. Direct SERT members (Search and Rescue Teams) to secure the crash area to prevent unauthorized access.
3. Direct SERT members to organize fire suppression activities until the Fire Department arrives.

4. Determine the safest place for students and staff. This may include a complete or partial evacuation (on or off campus). Evacuate to a site uphill and upwind if possible. The assembly team and student release team will be activated.
5. Direct the First Aid team to identify, triage, and provide medical assistance to injured students and/or staff members.
6. If any students or staff are injured or trapped, assign a Search and Rescue Team to work until Police or Fire personnel arrive.
7. Plant Manager should turn off power supplies, electricity, and gas lines in affected building(s).
8. If possible, tape off area around entire wreckage to protect investigation. Have staff stand guard if safe to do so.

Fire

Fires may occur at any time in almost any structure and usually are totally unexpected. The longer a fire is undetected the more severe and dangerous it can become. A definite plan of action is needed for each occupied area to ensure that the maximum effort is made to protect the occupants and the buildings involved.

The Principal of each school shall develop a route of egress and an alternate route to be used in case of fire. These route signs shall be posted in each occupied area in a conspicuous place, preferably near the door to be used during the evacuation (place at student's eye level). Clearly identify the primary escape route.

Fire extinguishers should be used only after notifying the Fire Department and only if feasible. Fire extinguishers are intended for small fires only. In addition, the user should make sure the fire extinguisher is of the proper type for the fire before using it.

General Fire Safety

1. Ensure that all exits are clearly marked and free of clutter (this includes classroom exits).
2. Ensure the Location of all fire extinguishers and pull stations is indicated on the evacuation map posted in every classroom and office.

Passage and Aisle Widths

A minimum of 36 inch free and clear passage width shall be maintained in all doorways and aisles within each classroom and office. Equipment, furniture, or materials which reduce these passageways to less than 36 inches must be relocated.

Turning off the Fire Alarm System

If for any reason it is determined that the fire alarm bell system must be silenced, a trained member of the staff must maintain a watch at the systems panel to monitor for activations of the systems detection devices. This person should have radio communications to other's who can: sound an alert for evacuation if necessary; be dispatched to the area where the device has been activated to verify a fire or emergency; and to ensure that they system is not silenced and forgotten.

Procedures

1. Any person discovering a fire will activate the fire alarm, call 911, evacuate the area, close doors and windows to confine the fire, or extinguish it if possible. Take your Safety Pole and ID card when evacuating.
2. Evacuate the room or building following the exit plan posted in each classroom and office. Hold handrails. If no broken glass, remove high heels to avoid tripping.
3. Evacuate all students and staff away from threatened building at least 50 feet (approximately 10 body lengths) during the fire unless directed by IC to go elsewhere. Maintain control of students and take roll.
4. Close doors behind you as you exit. Do not use elevators. Do not lock doors.
5. Check with your neighboring teacher during an evacuation to ensure everyone is evacuating and assist or evacuate the class yourself if necessary. All staff are to report to the assembly area and display the appropriate 'alert card' (Yellow X = room cleared - all students accounted for)
6. If smoke is in the immediate vicinity, instruct students to "stay low and exit," crawling to avoid breathing fumes. Cover mouth and nose with a wet cloth.
7. If no escape is possible, close as many doors as possible between you and the fire. Stuff cracks and openings with wet cloth and avoid fanning flames. Lay on floor to avoid smoke. Wait for help.
8. If anyone is injured or trapped, do not stay with the injured or trapped. Notify the IC who will send a Search and Rescue team while waiting for Police and Fire personnel.
9. The IC is to be notified immediately.
10. Members of the Search and Rescue Team or IC designees will report to the evacuation site before any students arrive. Team members will look for any suspicious objects or behavior (i.e. abandoned cars or objects in evacuation site) and report findings to IC. In the event of a suspicious object, team member will redirect teachers and students to alternate evacuation site.

11. The IC will form a Command Post at the evacuation site.
 - a. Direct that the necessary agency contacts be made
 - b. Teachers will immediately take roll and report any missing students to the Search Team Coordinator.
12. The Search and Rescue Team Coordinator will manage the reconciliation of all students and staff. The Search and Rescue Team Coordinator is responsible for bringing the Visitor's Log and Early Dismissal Log (and any additional entry logs) to the evacuation site and reconciling attendance with these documents.
13. First aid is rendered as necessary.
14. Use fire extinguisher if appropriate. While attempting to extinguish the fire, the user should keep a free exit path to his/her back to prevent being trapped by the fire. If one extinguisher does not put out the fire, do not go searching for additional extinguishers. Close off the area as best as possible and exit the building immediately.
15. Access roads are kept open for emergency vehicles.
16. IC in consultation with first responders will determine if students and staff should be moved to another area and/or begin the early release procedures.
17. IC will direct a team member to turn off utilities if safe to do so.
18. Students and staff will not return to the school building until fire department officials declare the area safe.

Additional School Emergency Response Team Responsibilities in a Fire, all other responsibilities to be carried out by the School Emergency Response Team

TEAM MEMBER DUTY	NAME/Floor	CONTACT INFORMATION	RESPONSIBILITY
Floor Warden (one for every floor)	Bldgs. A & GH Bldgs. C & D Business Office Textbook Room Bldgs. E & F Bldgs. G & Gym Bldgs M, Café, Finance Office, Mercer Hall	S&R Team Leaders will assign a 3 member team to each building	<ul style="list-style-type: none"> - Implement in an orderly fashion, the appropriate evacuation route, upon notification from the building fire alarm system. - Act as 'supervisor' of the area under their direct control. - Receive and dispatch information and instructions and oversee evacuation of occupants from their area. - Ensure every disabled person has staff assigned to him or her who stays with them. - Report the location of these persons to the Fire Department upon their arrival
Assistant Floor Warden (one for every floor)	Building U Bldgs J and W		<ul style="list-style-type: none"> - Responsible to the Floor Warden to see all students and staff leave their area(s) and evacuate through the appropriate exit. - Listen for any new information and if questions arise, get direction from Floor Warden - Take no action without checking with the Floor Warden, except in extreme circumstances.

Fire Near School:

IC will determine whether the students and staff should leave the premises, or any further action should be implemented.

Burning Clothes:

If a student's or staff member's clothing catches fire, don't allow them to run! Smother the fire with a blanket, coat, rug, curtain, or other heavy fabric material. If wrapping material is not available, drop the victim to the ground and attempt to smother the fire by rolling the victim to the ground. After the fire is out treat the victim for shock (lying down, feet raised, neck supported) and cover the burned area with soaking wet cloth, sheet or blanket.

When appropriate and directed by the IC, SERT member may:

1. Turn off the gas and electricity service.
2. Direct emergency vehicles to the scene
3. Make sure fire lanes are clear and gates are open.

IMPORTANT: ALL SEARCH AND RESCUE, FIRE FIGHTING, OR ANY OTHER ACTIVITIES WILL CEASE IF TOXIC OR HAZARDOUS MATERIALS ARE INVOLVED. ALL PERSONNEL ARE TO EVACUATE IMMEDIATELY.

First Aid Team

Will move to their designated area, unpack supplies as they become available, set up triage, treatment stations, and a morgue if necessary.

The First Aid Team will follow their pre-assigned responsibilities as outlined in Section 4.

The First Aid Team will assess the extent and incidence of injuries and tag them accordingly. All persons sent to triage are to be tagged. The triage categories are as follows:

MINOR:	Move to walking wounded
DELAYED:	May be able to take direction to help one another
IMMEDIATE:	Tag victim, note time and type of injury
DECEASED:	Should be removed as far away as possible

Treat injuries to the extent possible. Inform outside emergency personnel via the IC as to the status of the injured.

Student Supervision Team (Russ Howard, Monica Iannessa, Kelly Loftus)

Will form up and begin operations when directed to by the IC. They will manage students in the assembly area and check students out as they are requested by the Student Release Team.

The Student Supervision Team will follow their pre-assigned responsibilities as outlined in Section 4.

Student Release Team (Kim Theard, Tom Seyler, Counseling Staff)

Will set up a parent contact area with student emergency cards and appropriate paper work (sign out register, student call slips) at the designation of the IC. Student Release will coordinate and document the release of student to parents or authorized guardians.

The Student Release Team will follow their pre-assigned responsibilities as outlined in Section 4.

Teachers follow standard evacuation procedures. See Section 7.

Fire Drills

California Education Code, Section 32001 states that every public, private, or parochial school shall cause the fire alarm signal to be sounded not less than once every calendar month and shall conduct a fire drill at least once every calendar month at the elementary level and at least four times every school year at the intermediate levels. It further states, "all exit doors shall be maintained so that they can be opened from the inside without a key during school hours."

It is recommended that at least 30 minutes in each school month shall be used to instruct children in grades one through eight on fire dangers and drills. On occasion, the building should be evacuated under the pretense that smoke and gases have filled the hallways. Faculty and students should practice getting their faces as near the floor as possible (by bending over or by crawling on their hands and knees) and proceed to the nearest exit.

Each school must establish a fire or emergency evacuation plan and hold regular drills to make this plan effective. Drills must be documented and reports submitted to the Fire Marshall. The fire drill report must include: person conducting drill; date and time of drill; notification method used; staff members on duty and participating; number of occupants evacuated; special conditions simulated; problems encountered; corrective actions to be taken; weather conditions when occupants were evacuated; and time required to accomplish complete evacuation and accountability.

Food or Water Contamination (suspected)

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

General Procedures

1. The IC will isolate the suspected contaminated food/water to prevent consumption and restrict access to that area.
2. Call 911.
3. The IC will direct that a list of all potentially affected students and staff be made and will provide the list to the responding authorities.
4. The IC will direct the first aid team to provide immediate medical assistance, when necessary.
5. The IC will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The IC will not declare an All Clear until authorized to do so by the responding health department.
7. The IC will notify the parents of the incident, as appropriate.

Forced Entry/Theft of School Property

General Procedures

1. If evidence of forced entry or theft is seen, notify the main office first.
2. Call 911.
3. If the crime is in progress, do not confront the perpetrator and avoid being noticed. Instead, attempt to collect a physical description and a license plate number of any vehicle the perpetrator may be using. Watch the direction in which the criminal flees.
4. Secure the crime scene. Prevent others from entering, and do not disturb possible fingerprints, shoe, or tire impressions.
5. Notify staff to increase security measures.
6. Prepare a list of missing items with serial numbers, make, model, and estimated cost.
7. Organize all witnesses for police interviews and be as helpful as possible to the authorities.
8. Obtain a copy of the police report.
9. Prepare a media statement and to ease the worries of parents, draft an informational flyer.

Hazardous Material Spill

Hazardous substances include chemicals, asbestos, mercury (from thermometer), gasoline or oil, and burned-out/leaking ballast.

General Procedures

1. Contact the main office and administration about the spill.
2. Call 911.
3. Do not turn any electrical switches on or off. Do not use any electrical equipment, eliminate any open flames.
4. Notify the custodial staff of the spill.
5. Evacuate and close off the area of the spill. (follow standardized evacuation procedures – See Section 7).
6. Assess the need for medical attention for anyone exposed to the hazardous fluids and call the school nurse and/or responding officials to the location of the spill if necessary.
7. Record the names and personal information of any persons exposed to the spill.
8. Notify the School Police (323.887.7916).
9. Assess the need to inform parents about the spill and prepare a media statement if warranted.

Hazardous Material Spill (continued)

Temporary Stay at School Status

If given instructions by the Incident Commander or First Responders that it is necessary to temporarily stay at school until the evacuation vehicles arrive, use the following guidelines:

1. IC advises Teachers and Staff of the situation through the intercom and alerts them to listen for further instructions. Instruct Teachers to close all windows, doors and vents.
2. Direct all Students, Teachers and Staff to come inside and/or stay in the buildings. Students must be kept quiet and still. In the event of a chemical accident, instruct students to keep their hands out of their mouths and eyes.
3. Instruct team members to shut off all heating systems and fans.
4. Instruct all teachers to place wet towels or wet clothing under the doors and around windows.
5. Conduct an emergency attendance to account for all students, staff, and visitors.
6. Instruct Teachers and Staff to evacuate once vehicles have arrived on campus.

Hazardous Material Spill (continued)

Evacuation Procedures

If given instructions by the Incident Commander or First Responders that it is necessary to evacuate the school, use the following guidelines:

1. Determine an evacuation site that is crosswind from the movement of the fumes and a safe distance from a hazard or chemical accident.
2. Determine the method of evacuation. If students are to remain on campus, determine which evacuation assembly site is best. If students are to evacuate to another location, as in the event of a chemical accident, determine which location is appropriate and by which means the Students, Teachers, and Staff will be evacuated by school buses, other transportation, or by foot.
3. If it is decided that the building should be evacuated:
 - a. Sound the fire alarm
 - b. Notify the following:
 - i. 911 (alerts police and fire departments)
 - ii. School Police (323.887.7916)
 - iii. Teachers and Staff
4. The location of the evacuation site will be posted by the Parent Coordinator outside the school for parent information.
5. The IC will instruct that the evacuation site be notified of the impending evacuation and arrival of staff and students.
6. An Emergency Attendance will be taken at the evacuation site. The Search Team Coordinator will report attendance status to IC.
7. The IC will provide a report to the School District/Superintendent/EOC by phone or messenger as soon as possible after the evacuation. The report will include:
 - (a) the location of the evacuation site, (b) the status of students and staff, and (c) the immediate needs of students, teachers, and staff.
8. The Site Coordinator will give directions for loading students into buses or other evacuation vehicles or proceeding on foot to the determined evacuation site.

Heat Emergencies

Generally speaking, temperatures that hover 10 degrees or more above the average high temperature for that area and last for several weeks are considered "extreme heat" or a heat wave. Humid and muggy conditions can make these high temperatures even more unbearable, and therefore a Relative Temperature should be considered. At PCHS due to our proximity to the Pacific Ocean, 10 degrees above our average high is still not overly hot, so anything over 90F can be used as an "extreme Heat" indicator. Really dry and hot conditions can cause dust storms and low visibility. Droughts occur when a long period passes without enough rainfall. A heat wave combined with a drought is a very dangerous situation.

Before Extreme Heat Hits:

Keep it Cool

1. Close all floor heat vents.
2. Close windows if there is A/C - Seal gaps around window units.
3. Use a circulating or box fan to spread any cooler air around.
4. If Extreme Heat – Consider using aluminum foil covered cardboard in windows to reflect heat back outside.
5. Have proper/functional weather-stripping on doors and window.
6. Keep storm windows up all year to help keep cool in.

During Extreme Heat

Protect Windows – hang shades, drapes, sheets or awnings on windows to reduce heat from entering building.

Conserve Power – stay indoors as much as possible.

Conserve Water

1. Check plumbing for leaks.
2. Ensure all toilets and showers are set to "low flow".
3. Don't leave water running

Hostage Situation

General Procedures

1. Stay calm.
2. Don't be a hero.
3. Follow instructors of captor.
4. Cooperate, be friendly if possible; don't argue with or antagonize captor or other hostages.
5. Inform captor of medical or other needs.
6. Be prepared to wait; elapsed time is a good sign.
7. Don't try to escape; don't try to resolve the situation by force.
8. Be observant and remember everything you see and hear.
9. Try to calm the suspect and listen to complaints or demands.
10. Keep the students calm and don't allow them to agitate the suspect.
11. Ask permission of the suspect in all matters.
12. When rescue takes place, lie on the floor and await instructions from the rescuers.

IC Responsibilities

1. Direct 911 to be called.
2. Declare a Lock-Down – No Team Response.
3. Isolate the area.
 - If possible, begin a controlled evacuation – move all non-essential adults and students away from the affected area. Begin with areas closest to the affected area.
4. Direct that all appropriate notifications be made.
5. Await the arrival of the police, and provide needed assistance.
6. Secure main office area and entrance to the school (if safe to do so).

7. If the decision is made to evacuate the unaffected portion of the school, accountability for all evacuated students and staff becomes a critical issue.

Remember that the job of resolving the incident belongs to the police. The IC's job is to facilitate their efforts.

Teacher/Staff Responsibilities

1. If directly involved, follow the instructions of the intruder.
2. Attempt to summon help if it can be accomplished without placing yourself or others in further danger.
3. Await the arrival of the police.
4. If students are involved as victims, attempt to keep them calm and minimize their involvement with the intruder.
5. If not directly involved, follow instructions quickly and without comment.
6. When notified of the Lock-Down – follow established procedures.
 - a. Quickly glance outside the room and direct anyone outside into the room
 - b. Lock Doors and barricade
Door is not to be opened for anyone. All doors will remain locked until the "all clear" code or until law enforcement or school officials gain access to classrooms and other areas using master keys.
 - c. Direct students to arm themselves with objects to counter in case intruder breaches the barricade and stay in the safest place possible away from doors and windows.
 - d. Be prepared to evacuate if directed to do so by Police or IC. Follow evacuation procedures – be prepared for a controlled evacuation.
 - e. Be able to account for all students under your control

Infectious Diseases and Pandemics

In the event of a local area Pandemic (such as, but not limited to COVID-19), PCHS will follow the California Department of Public Health (CADPH) and Los Angeles County Department of Public Health (LACDPH) recommendations and guidance. Additional guidance to be taken into account from the California Department of Education (CDE), Los Angeles County Office of Education (LACOE) and PCHS's authorizer the Los Angeles Unified School District (LAUSD).

Please note that LAUSD owns virtually all the land, plant and major equipment at the PCHS campus site, and therefore as both our Independent Charter authorizer, and Landlord, PCHS has a requirement to adhere to LAUSD as well as the other more formal governmental authorities.

Depending on the severity of the pandemic, PCHS will operate in several modes based on the recommendations of PCHS's Local Board of Trustees and the Administration in relation to the guidance from all the above organizations. These modes to be

determined by the specific needs of such an event and modified on a case-by-case basis, but likely to include the following:

- Enhanced Supports without School Activity Disruption
- Reduced/Limiting of Less Essential Activities
- Partial Campus Shutdown (i.e. Hybrid Mode)
- No Student Shutdown (i.e. 100% Remote Learning with Faculty/Staff permitted on campus)
- Complete Campus Shutdown (i.e. 100% Remote with virtually no Faculty/Staff on campus)
- Complete School Closure (all school activities canceled)

Depending on what level of reduced/restricted activity is required, PCHS to implement correspondingly appropriate plans related to:

- Sanitation/Cleaning & Disinfecting Campus Areas
- Health Checks for Campus Access
- Obtaining necessary Personal Protective Equipment (PPE) and Disinfecting Supplies/Equipment appropriate to the situation, and available from the marketplace
- Campus Access Limitations/Restrictions as needed – Reduced hours, additional guards/monitoring, etc.
- Rules/Regulations & Guidance around Infection Containment (i.e. mask wearing, social distancing, hand-washing, cleaning/disinfecting, etc.)
- Provision of technology equipment, software and services as needed/available to assist with more remote operation of the school
- Messaging & Signage as needed deployed based on the situation
- Continual consultation with School Nurse, Administration and Board of Trustees re appropriate next steps in conjunction with guidance from Above organizations
- Thorough cleanup and disinfecting of all impacted campus areas before re-introduction of increased people on campus
- Continual disinfecting of utilized campus areas during re-introduction periods to help maintain as clean/safe a campus as reasonably possible

Reference Links:

<http://www.cdc.gov/ncidod/diseases/index.htm>

<http://www.cdc.gov/coronavirus>

<http://publichealth.lacounty.gov/media/coronavirus/>

<https://achieve.lausd.net>

Pre-Pandemic CDC Updates:

West Nile Virus (WNV) Fact Sheet

What Is West Nile Virus?

West Nile Virus (WNV) is a potentially serious illness. Experts believe WNV is established as a seasonal epidemic in North America that flares up in the summer and continues into the fall. This fact sheet contains important information that can help you recognize and prevent West Nile virus.

What Can I Do to Prevent WNV?

The easiest and best way to avoid WNV is to prevent mosquito bites.

- When you are outdoors, use insect repellents containing an EPA-registered insect repellent. Follow the directions on the package.
- Many mosquitoes are most active at dusk and dawn. Be sure to use insect repellent and wear long sleeves and pants at these times or consider staying indoors during these hours.
- Make sure you have good screens on your windows and doors to keep mosquitoes out.
- Get rid of mosquito breeding sites by emptying standing water from flower pots, buckets and barrels. Change the water in pet dishes and replace the water in bird baths weekly. Drill holes in tire swings so water drains out. Keep children's wading pools empty and on their sides when they aren't being used.

What Are the Symptoms of WNV?

- **Serious Symptoms in a Few People.** About one in 150 people infected with WNV will develop severe illness. The severe symptoms can include high fever, headache, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, vision loss, numbness and paralysis. These symptoms may last several weeks, and neurological effects may be permanent.
- **Milder Symptoms in Some People.** Up to 20 percent of the people who become infected will display symptoms which can include fever, headache, and body aches, nausea, vomiting, and sometimes swollen lymph glands or a skin rash on the chest, stomach and back. Symptoms can last for as short as a few days, though even healthy people have been sick for several weeks.
- **No Symptoms in Most People.** Approximately 80 percent of people (about 4 out of 5) who are infected with WNV will not show any symptoms at all, but there is no way to know in advance if you will develop an illness or not.

How Does West Nile Virus Spread?

- **Infected Mosquitoes.** Most often, WNV is spread by the bite of an infected mosquito. Mosquitoes become infected when they feed on infected birds. Infected mosquitoes can then spread WNV to humans and other animals when they bite.
- **Transfusions, Transplants, and Mother-to-Child.** In a very small number of cases, WNV also has been spread through blood transfusions, organ transplants, breastfeeding and even during pregnancy from mother to baby.
- **Not through touching.** WNV is not spread through casual contact such as touching or kissing a person with the virus.

How Soon Do Infected People Get Sick?

People typically develop symptoms between 3 and 14 days after they are bitten by the infected mosquito.

How Is WNV Infection Treated?

There is no specific treatment for WNV infection. In cases with milder symptoms, people experience symptoms such as fever and aches that pass on their own, although illness may last weeks to months even in healthy persons. In more severe cases, people usually need to go to the hospital where they can receive supportive treatment including intravenous fluids, help with breathing, and nursing care.

What Should I Do if I Think I Have WNV?

Milder WNV illness improves on its own, and people do not necessarily need to seek medical attention for this infection though they may choose to do so. If you develop symptoms of severe WNV illness, such as unusually severe headaches or confusion, seek medical attention immediately. Severe WNV illness usually requires hospitalization. Pregnant women and nursing mothers are encouraged to talk to their doctor if they develop symptoms that could be WNV.



National Center for Emerging and Zoonotic Infectious Diseases
Division of Vector-Borne Diseases



CS234798-A

Kidnapping or Missing Student

General Procedures

1. Upon discovering that a child is missing or abducted, immediately inform school administration. Obtain a detailed description of abductor, including physical appearance, type and color of clothing, and make, model, color and license number of any vehicle used in the abduction. Also obtain a detailed description of clothing worn, time, and location when the child was last seen.
2. Treat custody dispute cases as possible kidnapping situations.
3. Consider generating an informational flyer to parents about the dangers of abduction, especially if the incident took place en route to school.
4. Consider increasing security at school.
5. Notify the School Police (323.887.7916).

IC Responsibilities

Abduction

1. Call 911 and advise of the abduction.
2. Provide the 911 operator with a description of vehicle with license plate number, if known.
3. Notify custodial parent.
4. Provide support services as needed.
5. If this abduction was witnessed by other students, notify their parents, as the children will be upset.
6. Brief SERT on the situation and arrange for counseling for the next day.

Missing Student

1. Conduct an immediate search of school and school grounds. The extent of the search will depend upon the age, emotional stability, and past history of the student.
2. Call 911 and parents of missing student.
3. Check student's locker and desk for any indication of why incident occurred.
4. Interview student's friends for information.
5. Contact students' teacher(s).

Teacher/Staff Responsibilities

Abduction

1. If abduction occurs while class is in session, attempt to persuade the abductor not to commit the act.
2. If unsuccessful in persuading the adult not to carry out the abduction, do not place yourself or other children in harm's way.
3. Immediately notify the office and provide as many details as possible.
4. Maintain control of remaining students.

Missing Student

1. Immediately notify the office when advised that a student is missing.
2. Assist IC with questioning of friends and fellow classmates as to why student is missing.
3. Maintain control of remaining students.

Motor Vehicle Crash

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to Pages 103-109: Biochemical or Chemical Release.

General Procedures

1. Based on the location and extent of the crash, the IC will declare a Lock Down – Response or evacuation.
2. If an evacuation is declared, students and staff will follow standard evacuation procedures. IC will determine safest location for evacuation site.
3. Call 911.
4. The IC will direct members of the School Emergency Response Team (search & rescue) will secure the area surrounding the crash to prevent unauthorized access, until the police arrive.
5. The IC will direct the search & rescue team to perform fire suppression activities, if necessary, until the fire department arrives.
6. The IC will direct the first aid team to check for injuries and provide appropriate first aid.

Police Activity in the Neighborhood

Police activity in the neighborhood might be an incident or situation of criminal nature occurring in the vicinity of or on the school site that constitutes a clear and present danger to the welfare of the students and staff. Such occurrences might include police stake outs, pursuit of suspected criminals, SWAT situations, gang disturbances, intruder or hostage situations, civil unrest, etc.

General Procedures

- Stay calm
- Move away from the threat and notify the IC
- Account for all students in your charge

IC

- Issue a Lock Down- Team Response (or a Lock Down – No Team Response if your campus has open hallways)
- Notify 911
- Secure the building
- Take attendance
- Students and staff will remain indoors until the All Clear signal is given.
- Be prepared to keep students at school until police have cleared the area.

If a suspect is encountered (whether in possession of a weapon or not), move in a non-threatening manner and direct students (if applicable) away from the direct view or contact by suspect.

If the assailant is in possession of a weapon, DROP, COVER, and HOLD ON. If you have students with you, first direct the students to do the same.

If the situation permits, make note of as many details as possible such as:

VEHICLE

- License plate number
- Type of vehicle
- Color of vehicle
- Damage to vehicle
- Occupants (number and ethnicity)
- Weapons (type and number)

PERSON

- Height
- Weight
- Color of hair
- Clothing (type and color)
- Weapons (type)
- Ethnicity

In the event gunfire is heard, everyone should be instructed to lie flat on the ground.

Severe Weather

In the event of a severe weather situation such as heavy rain, lightening, wind, or hail the IC will determine which action, if any, should be implemented. When necessary, the staff will take immediate action for the safety of the students without waiting for directions.

General Procedures

1. Provide care for students at the site.
2. Listen to weather updates and stay informed (www.nws.noaa.gov).
3. Keep away from windows and doors.
4. Evacuate the buildings and move to a safe location if necessary.
5. Evacuate the site to another facility if necessary.
6. Being student release procedures at the direction of the IC.
7. Upon official request, the site or portions thereof will be converted to a mass care shelter.

Flood/Mudslide/Flash Flood

Los Angeles County contains some of the steepest and most erosive mountains in the world, the San Gabriels, with elevations reaching 10,000 feet above sea level. Below steeply walled canyons lie large coastal plains with a high population density. When heavy rains come, there is a significant potential for floods and mudslides.

In 1914, when the population of the Los Angeles Basin was about 700,000, a four-day storm produced more than 19 inches of rain in the San Gabriel Mountains, resulting in floods causing \$10 million in damage.

Floods in 1938 caused \$70 million in damage in Southern California, and in 1969 floods caused \$400 million in damage and 60 deaths.

In the 1990s, serious flooding happened in 1992, '93, '95 and '08.

The predicted extent of the flood and the amount of time available before it arrives will determine the course of action to be taken. The IC may initiate many of the emergency actions considered necessary. The greatest danger of flooding is from a flash flood.

General Procedures

1. Call 911.
2. The IC will keep a battery-powered radio turned to a local radio station for information.
3. Determine appropriate response signal (Lock Down – Response or Evacuation).

Hurricanes

Definition: hurricanes are severe tropical storms that spiral around a calm center known as the eye. Wind speeds range from 74 miles per hour to a high of 220 miles per hour. Hurricanes may be accompanied by other severe storm hazards such as lightning, tornadoes, and flooding.

Hurricane Advisory – tells where the storm is located, the intensity of wind speeds, and the direction of movement.

Hurricane Watch – is issued for an area when there is a threat of hurricane conditions within 24 to 36 hours.

Hurricane Warning – is issued when hurricane conditions are expected in a specific area in 24 hours or less.

Lightning

Definition: lightning is produced in all thunderstorms. In general, if you are close enough to a storm to hear thunder, you are close enough to be struck.

1. Move inside as quickly as possible
2. If a building is not available, move into a car with windows rolled up
3. If outside – spread out, keep several yards apart from each other

Severe Winds/Tornadoes

Definition: Tornadoes are extremely violent localized windstorms. A tornado is characterized by a funnel cloud that reaches to the ground with wind velocity inside the funnel as high as 200 miles per hour. Tornadoes are usually part of a severe thunderstorm and may be accompanied by lightning, high winds, floods, and flash floods from extremely heavy rainfall.

Tornado Watch – indicates that conditions are right for a tornado to develop and that the sky should be watched.

Tornado Warning – indicates a tornado has been sighted or is spotted on radar.

Warning of hurricane/severe wind/tornado will come from local authorities. If high winds develop during normal hours of operation, the following emergency actions should be taken:

1. If outside, proceed with caution to nearest building, if time permits. If time doesn't permit lie flat on ground, preferably in a ditch or culvert if nearby.
2. Students and staff should be assembled inside buildings; avoid auditoriums, gymnasiums, and other structures with large roof spans.
3. Implement Duck, Cover, and Hold On if necessary.
4. Close windows and blinds.
5. Move away from windows and remain near an inside wall on lower floors if possible.
6. Relocate students from classrooms bearing full force winds.
7. Have maintenance staff shut off gas and electrical power.

Sex Offense

All sex offenses, whether committed by or against a minor, are extremely serious and must be dealt with by school staff in an appropriate manner. The offenses may take the form of rape (consensual or not), indecent liberties, exposing, etc. When any of these or similar offenses occur or are suspected, the following procedures must be followed:

1. Regardless of when or where a sex offense occurred, the employee receiving the complaint must report to his or her principal/supervisor immediately.
 - a. If the victim is a student, also notify the ICPS, and the local police department.
2. The school principal/supervisor will notify the student/victim's parent or guardian, if appropriate, only after consulting with police or ICPS.
3. The school principal/supervisor will consider contacting the Police Department and/or Integrated Child Protective Services as well as notifying the victim and/or the family of available services, including immediate counseling, ongoing support, medical and legal advocacy, and a 24-hour crisis phone (858.560.2191).
If law enforcement is involved the crisis counseling can be done at the police station, the school site or the medical facility. Counseling services will be provided while a medical exam is being conducted.
4. If, after thorough investigation, the alleged perpetrator is identified as a student, the principal/supervisor will initiate appropriate corrective action and notify that student's parent/guardian of the incident.

NOTE: All alleged sex offenses should be treated as a crime and reported to the authorities immediately. It is **not** the school's responsibility to determine if a crime took place – leave that to the authorities. The school should not conduct internal investigations on alleged sexual offenses before determining if a call to the authorities is warranted.

Spilled Bodily Fluids

General Procedures

1. Contact the main office and locate a custodian for cleanup.
2. Assess the need for medical help for the victim.
3. Wear disposable gloves and avoid getting spilled body fluids in your eyes, mouth, or open sores when assisting the victim.
4. After providing assistance to the victim, be sure to wash hands and arms with soap and water when gloves are removed.
5. If any students have been exposed to the victim's bodily fluids, send them to the school nurse for examination and care. Notify parent and request they bring clean clothes and make a medical follow up appointment.
6. The custodial staff should take special care in cleaning the body fluid spill. Use a germicidal disinfectant.
7. Place contaminated fluids and clean-up materials in plastic bags, seal bags or tie and place in a plastic-lined garbage container specially labeled for biohazard precautions.

Body Fluids Cleanup Kit

Kits for cleaning up body fluids should be provided for each classroom, office, school bus, and other locations as requested. Use the disposable gloves and absorbent wipes to clean up the material, and then dispose of the wipes in the zip lock bag. Disinfectant is also provided to spray on the contaminated area. Wash your hands thoroughly when the area has been cleaned. In addition to the lightweight gloves provided in the kits, heavier disposable gloves are provided for first aid, and reusable gloves are provided for custodians.

Bloodborne Pathogen Cleanup Kit

Kits are provided for the protection of all staff and students of our school. The following is a list of supplies and procedures for the use of our Bloodborne Pathogen Cleanup Kits:

Supply Items:

- Instruction sheet for body fluid spill cleanup
- 1 quart Rubbermaid bowl and lid
- 2 pairs latex rubber gloves
- 2 large disposable towels
- 1 ½ gallon zip lock bag
- 1 8 oz. package of Sani-sorb bits
- 1 4 oz. Bottle of Virahol Disinfectant cleaner
- 1 large bandage

Cleanup Procedures:

10. Open Rubbermaid bowl and put on latex gloves.
11. Open up package of Sani-sorb bits and sprinkle the drying material over contaminated area.
12. Using the zip lock bag and using the disposable towels, pick up the dried material and put it in the zip lock bag.
13. Open the 4 oz. bottle of disinfectant and pour over the contaminated spot. Allow up to ten (10) minutes for disinfectant to work on sanitizing the area; then blot up the residue with the other disposable cloth and put the fluids and cleanup materials into the zip lock bag.
14. Dispose of zip lock bag in our large outside trash container, not in room wastebaskets.
15. Replenish the kit.
16. Leave work orders for custodial staff to shampoo area of contamination.

Student with a Gun

General Procedures

NOTE: IF THE STUDENT IS DISPLAYING A GUN IN A MENACING MANNER, TREAT THE INCIDENT AS A HOSTAGE/ARMED INTRUDER EVENT (Lock Down – No Response).

IN ALL OTHER SITUATIONS:

1. Notify the IC.
2. Assess information
3. Keep calm until assistance arrives.
4. Contact parents of the student(s) in possession of a weapon (or toy replica, including bb-guns, lighters in the form of a gun).
5. Notify the Police (911 or School Police 323.887.7916)

IC Responsibilities

1. Call 911 or School Police (323.887.7916).
2. Respond to the scene and make an assessment of the situation. If the use of the weapon is not being threatened, time is on the IC's side.
3. Attempt to isolate the student. If this cannot be accomplished under existing conditions (i.e. student is in a place surrounded by other students), keep student under surveillance until he or she can be safely isolated.
4. Wait for police officer(s) to conduct search.
5. Turn all weapons over to the police.

Teacher/Staff Considerations

1. Upon being made aware of the presence of a gun in school, notify the IC.
2. Under no conditions should a teacher or staff member attempt to confront or to disarm the student.
3. As long as the gun is not being displayed and no one is being threatened, time is on the teacher's side.
4. If this event is occurring in a classroom, and time permits (at least ten minutes before classes change), send a message to the teacher next door.
5. Meet the responding administrator at the door and advise him or her who the student is, where seated, and current behavior of the student.
6. If there is less than ten minutes before classes change, wait until just before the bell is to ring and ask the student to remain in class to assist you with carrying something to the office.
7. If #6 is not successful and the bell rings to change class, immediately tell the teacher next to your classroom of the situation and follow the student to their next class.

Procedures for Dealing with Intelligence Regarding Weapons

Student has a Weapon, not on their Person, such as a locker or an empty classroom.

1. Isolate the area.
 - a. Remove all students and non-essential adults from the area to be searched.
 - b. Post individuals at the perimeter of the area – ensure no one enters the area while the search is being conducted.
 - c. Shut off bell system. Alert staff that the class schedule may be adjusted and to wait for further instructions.
2. Identify two individuals to conduct the search: one to perform the search and the other as a witness. One of these individuals should be an administrator when possible.
3. If a hand-held scanner is available, run the scanner over the student's possessions.
 - a. If the scanner is activated, carefully conduct a pat down search of the belongings.
 - b. Safely secure all weapons and contraband found.
 - c. Contact the Police and/or School Resource Officer and turn over ALL weapons.
4. If a hand-held scanner is not available proceed with a pat-down search and follow steps b and c.

Student has a Weapon on their person (intelligence – weapon has not been confirmed).

IC Responsibilities

1. Call 911.
2. Attempt to isolate the student. If this cannot be accomplished under existing conditions (i.e. student is in a place surrounded by other students), keep student under surveillance until he or she can be safely isolated.
3. Wait for police officer(s) to conduct search.
4. Turn all weapons over to the police.

Suicide or Suicide Threat or Attempt

General Procedures

1. Always assume the victim is alive!
2. Administer emergency first aid.
3. Notify the IC.
4. Stay with the victim until help arrives.
5. Limit access to the immediate area until police arrive (treat as a crime scene).
6. Prepare an informational flyer for parents of the students in the victim's class.
7. Notify the School Police (323.887.7916).
8. Notify the Crisis Response Team and/or mental health service provider (Los Angeles County Department of Mental Health or contracted service provider).

IC Responsibilities

Actual

1. Assess the situation.
2. Direct that 911 be called.
3. Declare a Lock Down-Response.
4. Direct that appropriate notifications are made.
5. Isolate all witnesses; if they are students, notify their parents.
6. Direct that personal property of the victim is secured. This includes items in classroom and in locker.
7. If victim has siblings in your school, bring them to a secure area until their parents arrive at the school.
8. If victim has siblings in other area schools notify their administrators.
9. Be prepared to deal with the media.
10. Arrange for counselors for students and staff.
11. Make contact with parents of deceased student.

Attempted

1. Assess situation.
2. Direct that appropriate notifications be made.
3. If required, call 911.
4. Deal with siblings as set forth above.
5. If Lock-Down was not called, hold an emergency staff meeting at close of school to brief staff.
6. Arrange for additional counselors if needed.

Teacher/Staff Responsibilities

Actual/Attempted

1. Immediately notify the IC.
2. Administer first aid/CPR (if knowledgeable).
3. Secure the area until an administrator arrives on the scene.
4. Once relieved, teacher responds to his or her classroom and maintains order.

Rumors

1. Treat all verbal and written threats as a serious matter.
2. Immediately notify the IC about the information.
3. Assist in the evaluation of the threat with other staff.

Terrorist Acts

Definition: Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Terrorism targets often include government and military facilities, infrastructures, businesses with symbolic value, religious institutions and public assemblies. Common terrorist attacks include, but are not limited to: bombs/explosives; malicious destruction of property; sabotage; arson; shootings; and the use or threatened use of chemical, biological or radiological agents.

In the event that any of the aforementioned occurs, immediately follow specific emergency response. Example: bomb or suspicious device found – follow protocols for bombs and suspicious device.

Warning, Intelligence or Suspicion

In the event there is a general warning of the possibility of a terrorist act occurring within the confines of Los Angeles County, in conjunction with Administrators, Los Angeles Police Department and Los Angeles Emergency Management Agency, heighten security policies throughout the school, to include (but not limited to):

- Report suspicious personnel, vehicles or packages. Pay particular attention to school buses.
 - Confirm the identify of all bus drivers. If you are unfamiliar with the driver – contact the bus company.
 - Report all unscheduled buses on or near school property.
- Secure unused buildings or portions thereof
- Ensure positive identification and accountability for visitors
- Increase liaison with police – advise and update staff and students
- Increase patrols (perimeter and interior)
- Control and limit access to the building
- Cancel or suspend extra-curricular activities
- Inspect all buses used to transport students

Threat of Violence

This procedure should be followed if site personnel receive a threat may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication, web posting or phone call. The School Administrator should ensure that all threats are properly assessed and addressed.

General Procedures

1. The School Administration will identify the type of threat and attempt to determine the individual(s) making the threat.
2. The School Threat Assessment Team and/or Leadership Team will conduct the threat assessment utilizing the risk analysis form. A police officer should be included in the assessment.
3. The assessment team will assess the warning signs, risk factors, stabilizing factors, and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk as described by the Los Angeles Police Department:
 - Category 1: High violence potential; qualifies for arrest or hospitalization
 - Category 2: High violence potential; does not qualify for arrest or hospitalization
 - Category 3: Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.
 - Category 4: Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.
 - Category 5: Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.
4. In categorizing the risk, the assessment team will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?
5. The assessment team will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
6. The assessment team will recommend appropriate action to the School Administrator.
7. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate.

Trespasser in Building

General Procedures

1. If the unauthorized visitor remains on the school property, notify the police or IC of the situation and implement Lock-Down procedures.
2. If the trespasser refuses to register in the office and flees the scene, obtain an accurate description and inform the office.
3. Should a staff member observe a trespasser on school property; treat them as if they are simply a visitor who has failed to register in the office and kindly invite them to do so. *NOTE: If a staff member is uncomfortable approaching trespasser, notify the office immediately of their presence.*
4. Teachers should recall students in halls, lock doors, and remain with their classes at all times.
5. When the trespasser has registered in the office, has fled or been escorted from the scene, make a P.A. announcement that the Lock-Down situation has ended, by announcing an 'all clear'.
6. Notify the School Police.
7. Prepare for possible media coverage.
8. Consider formulating an informational flyer for parents.

Tsunami

General Description

A Tsunami is a series of traveling ocean waves of extremely long length generated by disturbances associated with earthquakes occurring below or near the ocean floor. There are two sources of tsunamis: remote and local. Remote tsunamis have been the most frequent to hit California and are generated by earthquakes off the coasts of Japan, Alaska, Hawaii, and Chile.

The most significant remote tsunami to hit southern California was in 1960, when an 8.6 magnitude earthquake off the coast of Chile generated a tsunami resulting in 4 ½ foot waves at Santa Monica and Port Hueneme, and caused major damage to the Los Angeles and Long Beach harbors.

Local tsunamis are generated off the coast of Southern California. Since 1800, only four locally generated tsunamis have been observed. The most significant was in 1812 in Santa Barbara and Ventura County. Waves were reported at 6 to 10 feet high, and several small buildings were damaged and many ships were destroyed.

General Procedures

1. If you feel an earthquake, Drop, Cover, and Hold On until the shaking stops. Estimate how long the shaking lasted. If severe shaking lasted 20 seconds or more, immediately evacuate to high ground as a tsunami might have been generated by the earthquake.
2. Call 911.
3. The IC will keep a battery-powered radio turned to a local radio station or a NOAA Weather Radio for information.
4. The IC will determine the appropriate response (Lock Down – Team Response or Evacuation). Follow procedures for response action ordered.
5. Do not leave the sheltered location or return to the evacuated area until it is deemed safe to do so by local officials.

Utility Loss or Failure

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

General Procedures

1. Communicate with school administration when a power failure or loss of utilities in any part of the school building occurs.
2. Call 911 and provide them with location and nature of the emergency.
3. Inform the custodial staff of the situation.
4. Check elevators affected by the outage for stranded occupants. If there are stranded elevator passengers, a staff member should be assigned to stand outside on the nearest floor to facilitate communication with the person(s) inside.
5. Locate flashlights with batteries to use until power comes back on. Do not use candles – this can cause a fire.
6. Turn off sensitive electric equipment such as computers, VCRs, and televisions.
7. Turn off major electric appliances that were on when the power went off. This will help to prevent power surges when electricity is restored.
8. Check the status of the fire alarm system. The system should have a secondary back up power supply and should be operating. This is important, as the cause of the electrical failure may be the result of an electrical fire condition.
9. Assess need for further assistance. Contact the appropriate utility company.
10. Consider the need for evacuation or early dismissal of the school on the basis of the time it will take to restore power to windowless areas, heat or air conditioning, meal preparation facilities, and water services.
11. Should the school be without electricity for an extended period, notify appropriate individuals/agencies (School Police (323.887.7916), media).
12. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
13. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to Pages 141-144: Explosion/Risk of Explosion

Wild Fires

1. The IC will declare a Shelter-in-Place*.
2. Call 911
3. This signal activates the School Emergency Response Team. Team members are to follow their pre-assigned roles as directed by the ID.
4. If inside, teachers will keep students in the classroom until further instructions are given.
5. If outside, students will proceed to their classrooms (if safe to do so). If not, teachers or staff will direct student into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, and gymnasium).
6. Upon notification from IC, teachers are to secure individual classrooms:
 - Turn off local fans
 - Close and lock doors and windows
 - Seal gaps under doors and windows with wet towels or duct tape
 - Seal vents with aluminum foil or plastic wrap, if available
7. Site Security Team will assist in completing the procedures as needed: shut down the classrooms/buildings HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
8. IC will direct the Search Team collect the attendance sheets and secure the campus.
9. Community members will be invited into the school buildings for shelter. All community members invited into the school campus will be supervised by school personnel and will not be placed in the same room with students.
10. Account for all students and staff and maintain a roster of all additional adults and children who have entered the campus.
11. Be prepared to evacuate if requested to do so by local authorities.

Wildfires in Los Angeles County

Los Angeles County is well known as one of the world's great urban centers, but the county is also home to the 650,000-acre Angeles National Forest and a large portion of the Santa Monica Mountains National Recreational Area. Thousands of homes and located in foothill communities near these great natural areas, creating unique challenges for local fire agencies.

In the last century, dozens of wildland fires have caused the loss of thousands of homes and hundreds of thousands of acres have burned. The more recent effects of global warming are making fire conditions more prevalent, including in our surrounding Los Angeles area.

*The Shelter-in-Place signal is used to place and/or keep staff, students, and members of the community (parents, volunteers, neighbors, etc.) indoors in order to provide a greater level of protection from threats such as: airborne contaminants and wild fires. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shutdown of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air.

The different between Shelter-in-Place and Lock Down is that the former invites community members inside the school building, away from the threat, and a Lock Down keeps all individuals, not in the building when the signal is declared, outside of the school campus.

Section 11

The Recovery Phase

The Recovery Phase

Once an incident has been contained, school administrators must manage the aftermath of a crisis with the goal of restoring learning. While law enforcement must supervise the incident to make sure the school is safe, recovery also requires emotional support. This phase may linger for days, months, and even years. Students and staff may need to be monitored for emotional and psychological needs. In addition, school administrators, law enforcement, behavioral health specialists, and emergency management officials should debrief the incident and reevaluate the safe school plan.

The state has a wealth of trained mental health responders who can provide “psychological first aid” to students and families.

Research indicates that children are one of the most vulnerable groups following a disaster; however, they can better cope with a traumatic event if they receive developmentally appropriate services.² Behavioral health specialists recommend that students should receive “psychological first aid” to reduce the risks for subsequent disorders, such as an anxiety disorder.³ These specialists who are specially trained in disaster behavioral health response should be made available to students and families after a traumatic event.⁴

Currently, all local education agencies employ school psychologists, school social workers, or school counselors who usually take the lead in response in providing “psychological first aid.” If an adequate number of behavioral health specialists are unavailable within the school system, the Department of Mental Health can provide additional specialists upon request. DMS has an abundance of volunteers throughout the State who are trained in responding to disasters. Schools can work closely with the psychological foundations, disaster response networks, and interfaith groups.

Identify key partners and behavioral health responders during the recovery planning.

The plan for the aftermath of a crisis must take place in the preparation phase. For this reason, the school should increase coordination to ensure that the emotional and psychological needs of staff and students are met during the planning process. As a result, local education agencies should identify key partners and behavioral health specialists trained in responding to disasters. These responders should be developed and written into the safe school plan. In addition, recovery should include behavioral health support for first responders.

School officials, law enforcement officials, and emergency managers informally educate themselves on “lessons learned” from incidents around the country and state.

During the recovery phase, it is critical to evaluate each incident with an assessment of what worked and what failed. During the school safety roundtable, the Orange County Superintendent discussed how well the school district responded to their recent school shooting incident. The superintendent noted the importance of having accurate information relayed to the media and parents through an automated telephone program. But, she also said that the school could have improved its response by separating the media rally point from the parent rally point. Currently, reviews of school incidents occur informally and anecdotally when school administrators and law enforcement officials gather at conferences or meetings.

Enact a formal debriefing process to help school staff evaluate their own performance and educate other schools.

“Lessons learned” can be shared from school to school through charter publications and conferences as well as to local officials and communities. A clearinghouse of information would assist schools in improving their school safety plan.

¹ United States Department of education, the office of Safe and Drug-Free Schools. 2003. *Practical Information on Crisis Planning: A Guide for Schools and Communities*. Washington, DC, <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf> (accessed October 31, 2006).

² American Psychological Association Practice. Reactions and Guidelines for Children Following trauma/ Disaster. American Psychological Association. <http://www.apa.org/practice/ptguidelines.html>

³ National Child traumatic Stress Network and National Center for PTSD. 2005. *Psychological First Aid: Field Operations Guide*.

⁴ National Conference of State legislatures. 1999. School violence: lessons learned. *State Legislatures Magazine*.

Section 12

Plan Maintenance, Training and Vital Record Retention

School Emergency Operations Plan Maintenance

Palisades Charter High School Emergency Operations Plan is designed for efficient update and additions. The responsibility of maintaining the document is assigned to the Principal.

The Principal will conduct a thorough review of the plan annually:

Updates shall be distributed every year as needed or when there are significant changes.

This Plan is a management tool. The Sections of the Plan can be easily updated with minor modifications when there are changes to the school organization, systems, and/or new functional positions are added. It does not need updating every time site procedures change.

Individuals with emergency assignments are to review their procedures and related information after activation, either simulated in drills or as an actual response. Individual Checklists are revised as needed. Additionally, individual users are encouraged to add supplemental materials to their Sections for a complete "response ready" Plan.

The Checklists are designed to be used as worksheets. New and revised Checklists can be reprinted after activation. If additional pages are added and the school does not wish to renumber the entire Section, new pages can include the letters A, B, C, etc., respectively after the last page of the Checklists and inserted into an existing document.

It is not necessary to reprint the entire document each time it is updated. The footer date should always be kept current and can include the word "Revised" to indicate the update.

Training Program

This Plan is consistent with the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. At a minimum, the following training program is recommended:

Orientation

All PCHS employees will attend a Plan review and orientation training either as a facilitated class.

Training

The Principal and staff with emergency assignments in the Command Post should attend periodic special management Table Top Training in order to become familiar with the applied theory of the Incident Command System and functional management coordination.

School Site Requirements

"What If?" Scenarios

PCHS will incorporate two "What If?" scenario discussions annually. "What If" scenarios can be found in the Supplemental CD for the School Emergency Operations Plan.

Table Top Exercise

PCHS will conduct one table top exercise annually. Table top exercises can be found in the Supplemental CD for the School Emergency Operations Plan.

Emergency Drills

PCHS will conduct one emergency lock-down drill annually. Sample scenario's and evaluation sheets can be found in the Supplemental CD for the School Emergency Operations Plan.

Fire drills will be conducted two (2) times during each school year.

Earthquake / "Duck, Cover, and Hold On" drills will be conducted five (5) times during each school year.

Vital Record Retention

PCHS Technology Department is responsible for protecting vital records, and the maintenance of the back-up system, and archiving schedules.

Section 13

Homeland Security Advisory

Homeland Security Advisory Recommendations

(Based on American Red Cross Homeland Security Advisory American Red Cross – www.redcross.org)

SEVERE (Red)	<ul style="list-style-type: none"> • <i>Complete all recommended actions at lower levels.</i> • Listen to radio and TV for current information and instructions • Be alert and immediately report suspicious activity to Police 911 • Close school if recommended to do so by appropriate authorities • 100% identification check (i.e. driver's license retained at front office) and escort anyone entering school other than students, staff, and faculty. • Offer lessons from Masters of Disaster "<i>Facing Fear: Helping Young People Deal with Terrorism and Tragic Events</i>" curriculum. • Ensure School Emergency Response Team members are available for students, staff and faculty.
HIGH (Orange)	<ul style="list-style-type: none"> • <i>Complete all recommended actions at lower levels.</i> • Be alert and immediately report suspicious activity to Police 911 • Review emergency procedures and supplies • Offer lessons from Masters of Disaster "<i>Facing Fear: Helping Young People Deal with Terrorism and Tragic Events</i>" curriculum. • Discuss children's fears concerning possible terrorist attacks in consultation with School Emergency Response Team. • Prepare to handle inquiries from anxious parents and media.
ELEVATED (Yellow)	<ul style="list-style-type: none"> • <i>Complete all recommended actions at lower levels.</i> • Be alert and immediately report suspicious activity to Police 911 • Ensure all emergency supplies are stocked and ready • Distribute copies of <i>Terrorism: Preparing for the Unexpected</i> to students, staff and parents.
GUARDED (Blue)	<ul style="list-style-type: none"> • <i>Complete all recommended actions at lower levels.</i> • Be alert and immediately report suspicious activity to Police 911 • Provide safety training to staff and practice emergency drills • Review emergency supplies and supplement as necessary
LOW (Green)	<ul style="list-style-type: none"> • Ensure School Emergency Operations Plan is current with team members and emergency telephone numbers • Offer American Red Cross "Masters of Disaster" curriculum on emergency preparedness for natural disasters. • Ensure selected staff members are trained on first aid and CPR.

Master of Disaster Lesson Plans can be found at <http://redcross.org/disaster/masters/>

Section 14

Terms and Acronyms

Terms and Acronyms

All Clear: Verbal Command that signals the end of evacuation when conditions are acceptable for reentry of buildings, or that the crisis has ended.

Assembly Areas: Designated meeting areas for students, employees, and visitors during emergency evacuation of all school buildings.

Drop Cover, and Hold On: Shelter position under tables or desks or other protected places away from overhead fixtures, windows, high cabinets, and bookcases, for immediate individual protection during an emergency.

Emergency Evacuation Plan: Official procedures for evacuation of all effected students, employees, and visitors to the school buildings upon order of the Principal and/or upon building alarm system activation, in the event of an emergency.

Fire Alarm: Intermittent audio alarm that signals evacuation of buildings.

Mitigation Phase: Phase of emergency management for site-specific action to minimize hazards and reduce the potential for injury or damage in an emergency.

Preparation (Preparedness) Phase: Phase of emergency management for employee in-service training in emergency responsibilities, such as prevention of injuries and property damage, first-aid and other response and rescue operations, and for acquisition of adequate supplies and equipment required to respond to an emergency.

Recovery Phase: Phase of emergency management for the initiation of short-range and long-range recovery plans at each effected site to return to normal operations following an emergency.

Response Phase: Phase of emergency management in which all employees take appropriate steps in an emergency situation to put the emergency plan into action.

School Emergency Response Team: Employee group assigned to perform a specific emergency function, such as Communications, Medical, Safety and Security, or Search and Rescue.

School Emergency Operations Plan: Plan to protect the safety and welfare of student, employees and visitors in the offices, schools, and programs operated by the school and to assure the continued operation of the essential services of the school during a period of emergency.

Site Coordinator: One person per building who functions as liaison between the command site and work site during an emergency.

Acronyms

<u>ATF:</u>	Bureau of Alcohol, Tobacco, Firearms and Explosives
<u>ARC:</u>	American Red Cross
<u>BT:</u>	Bioterrorism
<u>CDC:</u>	Center for Disease Control
<u>CP:</u>	Command Post
<u>CT:</u>	Chemical Terrorism
<u>DMH:</u>	Department of Mental Health (Los Angeles County)
<u>DOH:</u>	Department of Health (Los Angeles County)
<u>DSR:</u>	Damage Survey Report
<u>EMA:</u>	Emergency Management Agency
<u>EOC:</u>	Emergency Operations Center
<u>FEMA:</u>	Federal Emergency Management Agency
<u>IC:</u>	Incident Commander
<u>ICP:</u>	Incident Command Post
<u>ICS:</u>	Incident Command System
<u>MACS:</u>	Multi-Agency Coordination System
<u>NIMS:</u>	National Incident Management System
<u>OES:</u>	Office of Emergency Services (California)
<u>PIO:</u>	Public Information Officer
<u>SEMS:</u>	Standardized Emergency Management System
<u>SERP:</u>	School Emergency Operations Plan
<u>SERT:</u>	School Emergency Response Team
<u>SOP:</u>	Standard Operating Procedure
<u>SPO:</u>	School Police Officer
<u>SVA:</u>	Security and Vulnerability Assessment

Appendix A

Sample Parent Letters

Sample School – Parent Letter

October 2012

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. In fact, public schools in California are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your student(s) will be cared for at the school. Our school has a detailed emergency plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.

2. In the event of a serious emergency, students will be kept at school until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure to consider the following criteria when you authorize another person to pick up your child at school:

- He/she is 18 years of age or older.
- He/she is usually home during the day.
- He/She could walk to school if necessary.
- He/she is known to your child.
- He/she is both aware and able to assume this responsibility.

3. Turn your radio to KNXAM/KMPC for emergency announcements. If students are to be kept at school, radio stations will be notified.

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents or persons identified on the School Emergency Card. During an extreme emergency, students will be released at designated reunion gates/entrances located on school campuses. Parents should become familiar with the School Emergency Operations Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also including an out-of-state

contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster or crises at school or takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Dr. Pamela Magee, Executive Director & Principal
Palisades Charter High School

Sample Parent Letter – Emergency Drills

Dear Parent or Guardian:

The Palisades Charter High School will be participating in an earthquake (or other type of emergency) drill on October 19 at 10:19 AM.

This drill will simulate an earthquake in the Southern California area. Schools have been built to strict building standards and they are considered the safest buildings in the community.

The students and staff will implement the School Emergency Operations Plan during the drill. The goals of the drill are to identify our ability to save lives, reduce injuries, and protect property. You are encouraged to participate in this drill. On this day your child will be dismissed at the regular dismissal time.

Prior to the drill, please talk with your family about your own home preparedness plan. Several resources are available to help you prepare at home. The American Red Cross has outstanding materials, and your own telephone directory has valuable emergency information as well. Both resources cover CPR and home preparedness.

Should you have any questions regarding this drill, please contact me directly at 310-230-6630. We appreciate your concern and will be pleased to answer your questions and address your concerns.

Sincerely,

Dr. Pamela Magee
Executive Director & Principal
Palisades Charter High School
310-230-6630

Sample Disaster Volunteer Program Notice

In the event of a major emergency occurring during the normal school day, your local elementary, middle, or high school will need the assistance of its neighbors. Supplies will be needed to provide for the children, and volunteers will be needed to assist with clean up and the care and shelter of the children until they are picked up by a designated family member or friend.

If you wish to be a volunteer at your local school campus after an emergency, you must register with the school.

After you have registered, you will receive a photo ID. Your skills inventory will be sent to the local school. That school will welcome you on campus after a disaster and have a task ready for you to complete. You may also be asked to participate in emergency drills.

Back-To-School Safety Reminders

With the new school year beginning it is important for students and the public to remember they need to exercise additional caution on or around school campuses. To ensure maximum safety of all students we suggest students and parents abide by the following guidelines set by the National Safe Kids Campaign.

Walking to School

Pedestrian injuries are the second leading cause of unintentional injury-related deaths among children ages 5-14. To avoid an injury, parents should:

- Never let a child under age 10 cross the street alone.
- Choose the safest route between home and school and practice walking it with children until they can demonstrate traffic safety awareness.
- Make sure children use the same route every day and teach them to avoid shortcuts.
- Teach children to recognize and obey traffic signals and pavement markings. A flashing “walk” signal at a cross walk does not mean it is safe to cross. Children should know they must still look both ways for traffic before proceeding.
- Teach children to cross streets only in crosswalks and to walk – not run – across intersections.
- Emphasize to children that they should never enter streets between parked cars or from behind shrubbery. Such darting between objects results in the majority of child pedestrian deaths.
- Remind children not to speak to strangers (someone they don’t know). If a stranger approaches a student, they should tell their parents or a teacher.

Riding the Bus

Many students take the bus each day. Although bus travel is one of the safest ways to travel to and from school, injuries can still occur, and most of them take place when children are getting on or off the bus. Some safety tips for riding the bus are:

- Have children arrive at the bus stop at least five minutes before the scheduled arrival of the bus. Children should stay out of the street while waiting and not horseplay.
- Urge children to remain seated on the bus at all times and not shout or distract the driver. Children must keep their head and arms inside the bus at all times.
- Make sure children know to wait for the bus to come to a complete stop before getting on or off. Children should be made aware that the driver has a “blind spot” – the area from the front of the bus to about 10 feet behind the bus – and they should not walk in this area after getting off.

Riding Bicycles

Bicycle riding is a favorite mode of transportation for children, but it can often be dangerous – bicycles are associated with more childhood injuries than any other consumer product except the car. To make sure children are safe when riding bicycles to school, parents should:

- Check with the school principal to make sure children are allowed to ride their bicycles to school, as some schools do not allow it.
- Make sure children wear their bicycle helmets at all times while on their bicycle. Head injury is the leading cause of death in bicycle accidents. Studies say helmets can reduce the risk of head injury by as much as 85 percent.
- Teach children to obey the rules of the road. They should know that the same rules that apply to other vehicles apply to them also. Bicycle riders should be on the right-hand side of the road, and should travel in the same direction as other traffic. They should also know and use appropriate hand signals.
- Choose the safest route between home and school and practice it with children until they can demonstrate traffic safety awareness.

Driving

Motor vehicle accidents are the leading cause of unintentional injury-related deaths among children age 14 and under, according to the National Safe Kids Campaign. Some 75 percent of these accidents occur within 25 miles of home, and 60 percent take place on roads with posted speed limits of 40 mph or less. Important safety guidelines parents should follow are:

- Always use child safety seats and/or safety belts correctly when driving or riding in a car.
- Drop children off as close to school as possible so they do not have to cross streets. Make sure children enter and leave the car on its curb side.
- Use the school's designated student drop-off and pick-up zone.

It is important for parents to remember to always set a good example for children, whether walking, riding or driving.

DEATH NOTIFICATION

The difficult task of delivering death notifications is the responsibility of the law enforcement personnel. They have the training and resources necessary in carrying out such a notification.

In the event a victim survivor comes into contact with school personnel prior to law enforcement providing notification, escort the family to a private, comfortable setting until law enforcement personnel arrive, but defer giving out information.

Sample Statement

Initial Announcement

Date:

To: Student and Staff

From: Executive Director and Principal

Subject: (Student/Staff Member Death of Serious Injury)

We have just learned of a tragedy involving a member(s) of our school. I regret to announce that _____ has died/been in a serious accident. As soon as we have more details, we will pass the information on to you.

I will be contacting the family to offer our support. You will be informed as to what the family may need/have planned and how/what you might do to comfort them.

This is a very difficult time for all of us so it is important that everyone stays in their classes and adheres to their regular schedules.

Our Crisis Assistance Team is on campus to help students, staff and parents who may need support in dealing with this situation. Your teachers will advise you of the location and times available for this support. Our counseling is located in Room _____ beginning ___(time) through _____(time).

Remember we will give you additional information as soon as it is available.

Sample Faculty Memo

Date:

To: Faculty and Staff

From: Executive Director and Principal

Subject: Accident on Campus

We have had a tragic accidental death of a student in one of our third grade classrooms this morning. You may have heard the commotion and seen emergency personnel enter the building.

The children may be anxious and upset. Please advise them there has been an accident and the police and fireman are here to help. Encourage them to express their fears and scary feelings. The sirens and ambulance may remind them of accidents in their neighborhood or home. Reassure them that there is no danger to them – they are safe.

Please do not permit students to enter the north hallway. Exit the building and re-enter the west entrance to reach the cafeteria or gym. If your classroom is located in the north wing, remain in class until you are notified further.

We will give you additional information as soon as it is available.

Sample Faculty Memo

Date:

To: Faculty and Staff

From: Executive Director and Principal

Subject: Death of a Staff Member

You may be aware that one of our teachers _____ died last night at 10:30 p.m. He/She collapsed at his/her home. The paramedics were called and he/she was transported to _____ hospital. He/she was unconscious and did not recover. The doctors assume it was a heart attack but the final 'cause of death' ruling is pending.

This is such a sad situation. It is difficult to lose a friend, colleague, and teacher who has been at _____ school for over _____ years. Thank you for being supportive and caring with each other at this difficult time.

Please advise your student so they will hear the sad news from you and hopefully prevent the spread of rumors.

The Crisis Assistance Team is available to all adults in the _____ and for students in the _____. Please send students needing assistance to the _____ with a pass.

If you would like a Crisis Assistance Team member to discuss the situation with your class, call the office and help will be there immediately. If any faculty or staff member needs assistance during class time, arrangements will be made to cover your class in your absence.

Information concerning services is pending and will be provided to you as soon as it is made available.

Sample Faculty Memo

Date:

To: Faculty and Staff

From: Executive Director and Principal

Subject: Student Death

On Tuesday, May 7th, one of our students, _____ was killed at an intersection near school. Apparently a car drove through a stop sign and hit _____ in the crosswalk. He/she was taken to _____ hospital where he/she died at 5:46 p.m.

The driver did not originally stop, but later returned to the scene and turned himself into the police.

Since the accident occurred near the school, a number of students witnessed the tragic event. The Crisis Assistance Team will be on campus to provide support and counseling for all students affected. Crisis team members will meet with students, in the library, to assess their needs.

Since a large number of students may be upset by this, enclosed are some special passes to be used to send students to the library.

Information regarding funeral arrangements will be provided as soon as it is made available.

Date

Dear Parents:

It is with deep sorrow that I report to you that one of our 9-12 grade students was struck and killed by a vehicle while walking to school this morning. I know you join me in extending our prayers and sympathy to the family.

A team of counselors has been made available today and will be available throughout the week to provide comfort and support to students, parents, and staff. If you would like your child to speak with a counselor regarding this tragedy, please feel free to contact the school office to let us know.

We have no further information available at this time however, we will keep you informed as information becomes available regarding services and donations to the family.

Sincerely,

Executive Director and Principal

Date

Dear Parents:

It is with deep sorrow that I report to you that one of our 9-12 grade students, _____, died from a sudden illness. I know that you join me in extending our prayers and sympathy to the family.

A team of counselors has been made available today and will be available throughout the week to provide comfort and support to students, parents, and staff. If you would like your child to speak with a counselor regarding this tragedy, please feel free to contact the school office to let us know.

We have no further information available at this time, however, we will keep you informed as information becomes available regarding services and donations to the family.

Sincerely,

Executive Director and Principal

Sample Internet Safety Letter

Dear Parents and Guardians:

Palisades Charter High School prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written from home computers and posted to popular "chat rooms" or "message exchange" Web sites. Such sites as MySpace.com contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation.

The popularity of these Web sites seems to be growing. MySpace.com, for example, is said to have over 57 million members and has become one of the most popular "message exchange" sites among students nationwide.

Unfortunately, some of these Web sites are being used by child predators, "cyber bullies," and con artists. To our knowledge, there are no adults officially responsible for monitoring the content on such Web sites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called "cyber bullies," mostly children between the ages of 9 and 14, use the anonymity of the Web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students' home or school addresses, thereby becoming easy targets for predators.

Palisades Charter High School has blocked the use of facebook.com and similar Web sites from our school computers. We will continue to block objectionable material as we deem appropriate.

Parents should be aware of what their children are writing on the Internet and what others are posting in reply. Myspace.com, for example, is public domain, and anything posted there can be seen by anyone who has Internet access. Although most of what is written at Myspace.com is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate this site by personally going to <http://www.facebook.com> (outside source). The service is free, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search results by entering the name of your city.

You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this Web site.

Helpful Tips and Resources

We encourage you to talk with your son or daughter about the potential of the Internet. Ask if they have an account with Myspace.com or similar Web sites. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Web sites offer parental or family guidance for Internet safety; for example: SafeKids.com, located at <http://www.safekids.org>, and Web Wise Kids, located online at <http://www.webwisekids.org>, by telephone at 866-web-wise, or by e-mail at webwisekids2@aol.com.

Palisades Charter High School will continue to provide Internet security within our school. It is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe. If you have questions or would like more information, please feel free to contact me.

Sincerely,

Executive Director and Principal

Appendix B

Four phases of emergency response/crisis management

General Information Regarding Emergencies

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency preparedness plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Mitigation Phase

Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, education of parents, students and teachers, and reducing the potential damage either to structures or their contents.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery review Standard Operating Procedures (SOPs) or checklists detailing personnel assignments, policies, notification procedures, and resource lists. Personnel are acquainted with these SOPs and checklists and periodically are trained in activation and execution.

Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

Four phases of Emergency Management and Crisis Response

Phase One: Prevention/Mitigation

Objective: Lessening the Probability of a crisis

- Establishing a safe learning environment for all students and staff.
- Staff development and training for all members of school community including parents, volunteers, and neighbors.
- Collaboration with community agencies, health and social services agencies, neighbors, law enforcement, faith organizations, chamber of commerce, and political entities.
- Youth Development Programs that serve as resources to the school, students, parents, and community.
- Evidence-based model programs.
- School safety assessments by an outside agency – School Safety Plan.
- Policies and Procedures.
- Accessibility.

Phase Two: Preparing

- Give police an updated blueprint of the school for their files – update annually.
- Develop a school Emergency Response Kit.
- Adopt district School Emergency Operations Plan and update site specific information.
- Develop School Emergency Response Team.
- Adopt district procedures related to emergency response.
- Assign roles and responsibilities to staff members.
- Practice emergency response drills.
- Develop communication system proximal (on campus) and distal (off campus).
- Translators/Bilingual resources – parent’s unification center.
- List of Community Support Services/Resources.
- Be prepared to deal with a variety of crisis (i.e.: natural disasters, riot, see EOP for complete list).
- Legal issues/confidentiality.

Phase Three: Response

- Follow procedures outlined in the School Emergency Operations Plan.

Phase Four: Recovery

- Be aware of legal issues.
- Return to school.
- Conduct an impact assessment.
- Implement the recovery plan (based on the assessment).
- Provide on-going debriefing for students, staff and parents.
- Provide for physical needs.
- Coordinate mental health services for students, staff and parents.
 - Assess psychological needs (on-going)
 - Provide safe rooms
 - Provide on-going support and debriefing as needed
 - Provide classroom activities for teacher
 - Communicate with parents
 - Be aware of connection between trauma and suicidal thoughts and actions
- Decide how to handle funerals and memorials.
- Be sure to acknowledge and thank those who assisted.
- Know and connect with resources.
- Prepare for later reactions.

School Administrator's Emergency Planning Checklist

Preparedness

- Has your school fully implemented the School Emergency Operations Plan?
- Are you, your teachers, and your staff aware of everyone's roles and responsibilities under the plan?
- Does your plan incorporate the principles of NIMS?
- Is your staff trained to perform the responsibilities under NIMS and the School Emergency Response Team?
- Have you had drills and exercises that involve the performance of NIMS and SERT responsibilities?
- Have you conducted an inventory of the kinds of skills or needs of your staff? Have you conducted training in first aid, damage assessment, search and rescue and fire suppression?
- Does your staff know the location of the main gas, electricity and water shut-off valves? How many staff have been trained to check for damage and turn them off if the need arises?
- Have you made a list and a map of the location and availability of First Aid and other emergency supplies?
- Does your school have sufficient supplies (water, food, blankets) to handle emergency periods that may last up to 24 hours?
- Is everyone aware of primary evacuation routes and alternative routes? Do you drill using all evacuation possibilities?

Mitigation

What have you done to reduce your potential losses? Which of the nonstructural hazard mitigation measures below have been completed at your school?

- Has the School Emergency Operations Plan and the performance expectation been communicated to all employees?
- Is everyone educated to how NIMS works? Do they understand the basic principles?
- Is everyone trained in how to perform the (one or two) functions they will most likely be assigned to?

The five functions of NIMS provide for the performance of many tasks. Below are some specific tasks that must be attended to:

- Do you know how to survey for damage and report your damage to the appropriate agencies?
- Does the school have an arrangement with structural engineers who will report to the school directly after a disaster to determine the damage?
- How will you determine whether total or partial evacuation is necessary?
- Have you identified an evacuation site? Is there an alternate location if you cannot use your initial site? How will students go to the alternate site?
- Do you know whether or not your school has been designated as a potential mass care shelter?
- If some students are seriously injured, do you know what you will do with them?
- Has your school established check-out procedures to be taken before a student is released to an adult?
- Have you developed emergency sanitation procedures?
- Have you identified personnel who can translate information to non-English speaking parents?

NIMS also provides for certain facilities and equipment:

- Has a primary and secondary Command Post or other central planning area been identified?
- Has the Command Post been equipped with maps of the campus, facilities and hazards in the area, an enrollment sheet for the current year, First Aid supplies, and other tools necessary to manage the emergency response activities after a disaster?
- Does your school have a back-up communications system such as a 800 megahertz or CB radio, a ham operation, or two-way radio to communicate with Emergency Operations Center? Are a number of people trained to use this equipment?
- Does your school have an internal communication system such as walkie-talkies, megaphones, or intercom?

Recovery

- Identify record keeping requirements and sources of financial aid for disaster relief?
- Establish absentee policies for teachers/students after a disaster?
- Establish an agreement with mental health organizations to provide counseling to students and their families after the disaster?
- Establish alternative teaching methods for students unable to return immediately to classes: correspondence classes, tele-teaching, group tutoring, etc.?
- Develop a plan for conducting classes if some of your facilities are damaged including half-day sessions, alternative sites, and/or portable classrooms?
- Become familiar now with the procedures involved, and forms used, in claiming disaster assistance from the state and federal governments. Work with your local emergency service professionals to polish your cost-recovery abilities?

Preventing the Crisis Key Points

- Establish a safe learning environment
- Be knowledgeable of the characteristics of students and staff
- Improve Accessibility
- Foster Resiliency
- Provide Youth Development Programs
- Provide Evidence-based Prevention Programs
- Provide individualized intervention strategies
- Provide prevention and intervention training and/or staff development in diverse youth issues
- Collaborate with community agencies, health and social service agencies, law enforcement, volunteers, parents, faith-community and neighbors
- Develop School Policies and Procedures which involve youth in decision-making and which are clear and consistently enforced
- Seek periodic school safety assessment from an outside agency

Appendix C Reunification Procedures

APPENDIX C

Student/Parent Reunification

I. AUTHORITY

See School Emergency Operations Plan, section Introduction and Promulgation.

II. PURPOSE

The purpose of this appendix is to provide for the orderly and coordinated reunification of students and families of all or any part of the population of Palisades Charter High School, if an emergency situation occurs that warrants evacuating and/or closing a district or school site early.

III. SITUATION & ASSUMPTIONS

A. Situation

1. There are a wide variety of emergency situations that might require student/parent reunification.
 - a. Student/Parent Reunification ("SPR") may be needed if the school or district facility is evacuated or closed as a result of a hazardous materials transportation accident, major fire, natural gas leak, domestic water issues, localized flash flooding, school violence, bomb threat, or terrorist attack.

B. Assumptions

1. Some parents will refuse to cooperate with the SPR process
2. Persons other than those on the student's emergency release form will try to pick up students during an emergency
3. Parents may be emotional when arriving at the school
4. While some emergency situations are slow to develop, others escalate quickly and occur without warning. Hence, there may be time for deliberate student/parent reunification or a SPR may have to be conducted with minimal preparation time. In the case of short notice, there may be little time to obtain personnel and equipment from external sources to support reunification operations.

IV. CONCEPT OF OPERATIONS

A. General

1. SPR is the means for safe and orderly reunion of students and families in the event of an emergency evacuation or school closing. In planning for SPR, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be reunited, the need for reception facilities, and the extent of traffic control and security required.
2. Palisades Charter High School and facilities must be prepared to conduct both small-scale and large-scale reunification at all times of the day both from known hazard areas and from unexpected incident locations.
3. Palisades Charter High School will use a double-gate system. Student/Parent Reunification Team members will be located in two areas. The first area, the "holding area," will be where students can wait for their parents. The second area will include both the "request/report point" and the "student reunion/release point" where authorized adult household members will report and wait for their students to join them. These will be two distinctly separate areas, but they will be in close proximity to one another. American Red Cross assistance, if available, will be utilized to increase staffing, to improve the communications capabilities and the conditions at both areas, and to make available refreshments at both areas.
 - a. Holding/Evacuation Area Operations - Classroom teachers will remain with their assigned students in the holding area in their line-up positions and ideally sitting down in an orderly fashion. Each teacher to have the list of the students assigned to their supervision, including the exact name of their parents/guardians. Anyone who was absent at the start of the school day or who departed prior to or during the incident will be noted via the Emergency Attendance Rosters.
 - b. Reunion/Release Gate Operations - When a parent/guardian arrives at the Reunion Gate, s/he will be asked for the name of the student(s) being picked up. The parent/guardian will then be required to show proof of their identification (driver's license or other government issued photo identification). Without proper ID, and without being properly authorized as a Household member, unless in an extreme emergency, students are not to be released/reunited with the requesting people. When the staff member confirms the parent/guardian's identity and authority to pick up the student, the staff member will use a runner or a radio/cellular telephone to notify the Request/Report staging area ("Request Gate") that the designated student(s) are to be escorted to the release point (Reunion Gate"). When the student(s)

reports to the Reunion Gate point, the staff member will have the parent/guardian sign for the student(s) on the Student Release Form and the student(s) are released to the authorized adult.

- c. If the parent/guardian must be notified that their student(s) have been injured or for some other reason are not available for reunion/release to them, the staff member at the Reunion Gate will not indicate the status of the student but will ask the parent/guardian to report to a nearby room/area for further discussion. The "notification room(s)" will be staffed by a member of the School Emergency Response Team.
- d. Notification Room Operations - School Emergency Response Team members will be responsible for notifying parent/guardian that their student is not available for pick-up for any of the following reasons: injured, dead, arrested, witness, etc. The staff member will:
 - Provide available information regarding the student(s) in a sensitive way.
 - Will assure the parent/guardian that everything possible is being done to safeguard their student(s) or their remains.
 - Will inform the parent/guardian where they are to await further information about how they will be reunited with their student(s).
 - Will assist the parent/guardian with their trauma.
 - Will make available to the parent/guardian means for communicating with other family members and supporters.
 - Will shelter the parent/guardian from media representatives.
- e. At the end of the day, faculty/staff will call all those parents/guardians who have not yet picked up their student(s). If a parent/guardian cannot be reached, and it's safe/feasible to do so, the student will be transported to his or her home by school district personnel.

B. Student(s) & Parent/Guardian(s) Reunification Decisions

1. The Incident Commander shall assess the need for evacuation, plan evacuations, or school closures that may require activating the SPR process. SPR planning should resolve the following questions:
 - a. How will parents/guardians be advised of what to do?
 - b. What do evacuees need to take with them?
 - c. What travel routes should be used by parents/guardians?
 - d. What transportation support is needed?
 - e. What traffic control is needed?
 - f. Does the timing, impact or anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
 - g. How will holding and reunion areas be secured?

Reunifications that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.

C. Traffic Control

1. Traffic to be controlled by local law enforcement agencies whenever possible. SERT Member should only practice traffic control in extreme emergencies and when local law enforcement is not available.
2. If at all possible, two-way traffic will be maintained on all routes to allow continued access for emergency vehicles
3. Where time permits, traffic control devices such as signs and barricades will be provided by the local government or first responder agencies, upon request.
4. Law enforcement will request wrecker services needed to clear disabled vehicles from traffic routes.

D. Warning & Public Information

1. The Incident Commander (IC) in conjunction with the Public Information Officer (PIO), or their designees or substitutes, will arrange for dissemination of information on the reunification process.
2. Advance Notice of Possible Early School Closure
 - a. For slowly developing emergency situations, advance warning should be given to parents/guardians as soon as it is clear that early school closure may be required. Such advance notice is normally disseminated through the media and any mass communications systems/services (i.e. text, email, social media, etc.) the school has at its disposal.
3. Reunification Notification
 - a. Reunification notification should be disseminated through all available warning systems.
4. Emergency Public Information
 - a. Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during the reunification process. The Public Information Officer (PIO) will insure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind and hearing impaired.
 - b. Amplifying instructions for reunification may include information on the location of holding area, Request Gate, Reunion Gate and specific traffic routes,
 - c. When the incident that generated the need for reunification is resolved, parents/guardians must be advised when schools will reopen.

E. Access Control & Security

1. During reunification, the security of the holding area is extremely important. Faculty/Staff and Students must be removed from any and all danger. Student Release Team, Site Security Coordinator, Search and Rescue Teams, School Police, and local law enforcement should establish access control points to limit entry into holding areas.

F. Actions by Phases of Emergency Management

1. Mitigation

- a. Where possible, undertake mitigation for known hazards that have in the past led to situations requiring reunification.
- b. Seek improvement to preplanned holding areas if needed.
- c. Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

2. Preparedness

- a. To the extent possible, identify staff, students or parents with special needs who would require assistance in during the reunification process and maintain contact information for those individuals.
- b. Identify primary and alternate evacuation/holding and reunification areas, taking into account capacities of holding area.
- c. Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.
- d. Include reunification in the scenario of periodic emergency drills and exercises.
- e. Conduct public information programs to increase faculty/staff, student and parent/guardian awareness of possible reasons for reunification, and preplanned reunification procedures.

3. Response

See the General Reunification Checklist.

4. Recovery

- a. Initiate return of faculty/staff and students, when it is safe to do so.
- b. Coordinate temporary supervision for those whose parent/guardians cannot be contacted.
- c. Provide traffic control for return.
- d. Carry out appropriate public information activities.

V. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The normal emergency organization, described in Section 4 of the PCHS School Emergency Operations Plan, will plan and carry out student/parent reunification.
2. Incident Command System (ICS) – Emergency Operating Center (EOC) Interface
 - a. As noted previously, the Incident Commander will normally determine the need for, organize, and activate the student/parent reunification team.
 - b. The Incident Commander will normally manage reunification operations at the scene.

B. Assignment of Responsibilities

1. The Superintendent/Public Information Officer/Designee will:
 - a. Approve release of warnings, instructions, and other emergency public information relating to reunification
 - b. Direct the opening of shelter and mass care facilities, if needed.
2. The Incident Commander will:
 - a. Identify risk areas in the vicinity in the incident site and determine protective actions for people in those risk areas.
 - b. If evacuation of risk areas and special facilities is required, plan, organize, and conduct the evacuation with the resources assigned.
 - c. Activate the Student Release Team to coordinate the reunification process
3. Student Release Team will:
 - a. Develop materials for this annex
 - b. Staff the Holding and Request/Reunion Areas.
 - c. Coordinate staffing for the Notification Room
 - d. Follow all policies and procedures for reunification
 - e. Supervise the reunification site
 - f. Supervise releasing of students to their parents/guardians.

- g. Communicate with Operations regarding number of students remaining in holding area.
 - h. Coordinate with transportation regarding transport of students whose parents or guardians are unable to pick up their child.
 - i. Make arrangements for shelter of students whose parents or guardians are unavailable to pick-up their student(s).
4. The Student Release Team Leader will:
- a. Direct team activities
 - b. Interact with the Incident Commander to identify problems and report status.
 - c. Refer all outside requests for information to the Public Information Officer.
5. The Student Release Team Members will:
- a. Greet parents, guardians, or designees
 - b. Greet and direct parents, guardians, or designees to the notification room as appropriate.
 - c. Providing reassurance to parents, guardians, or designees
 - d. Maintain order.
 - e. Issuing a tag or other identifications only to an authorized person.
 - f. Dispatch runners to bring students to the release point.
6. Holding Area Team Leader/Assembly Area will:
- a. Report missing persons to the Incident Commander.
 - b. Direct team activities
 - c. Interact with the Incident Command to identify problems and report status.

- d. Collect the Injury and Missing Persons Report from the Team Members and make them readily available to the Incident Commander.
7. Assembly Area Team Members will:
 - a. Maintain order
 - b. Obtain reports of missing students
 - c. Interact with the Holding Area Team Leader
 - d. Verify release information when a student is requested
 - e. Assist the reunion gate team
 8. Local law enforcement and/or Site Security Coordinator and Search and Rescue Teams will:
 - a. Assist in reunification by providing traffic control.
 - b. Limited access to all areas of the school including reunification holding area.
 - c. Coordinate law enforcement activities with other emergency services.
 - d. Assist in warning the staff, students, and families.
 - e. Provide information to the PIO for news releases to the public on the reunification process
 9. The Fire Service will:
 - a. Be responsible for fire protection in the reunification holding area.
 - b. Assist in warning the staff, students, and family
 - c. Assist in evacuating the disabled and other special needs groups to the reunification holding area.

10. The Public Information Officer (PIO) will:

- a. Disseminate emergency information from the Superintendent/Principal/designee advising the public of reunification actions to be taken.
- b. Coordinate with area news media for news releases.

11. The local government or first responder agencies will:

- a. Provide traffic control devices upon request.
- b. Assist in keeping traffic routes to school open.
- c. Provide barricade and barrier to restrict entry to school areas and other areas where entry must be controlled.

12. The Transportation Officer will

- a. Coordinate transportation for students whose parents or guardians are without vehicles or who need assistance in reuniting with their children, determining and establishing pickup points if necessary.
- b. Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.

13. Arrange for use of suitable host facilities.

- a. Request emergency assistance from local government if assistance cannot be obtained from other sources.
- b. Ensure assigned personnel are trained and knowledge of reunification procedures.
- c. Disseminate public information to advise relatives and the general public of the status of their facilities and the students.

VI. DIRECTION AND CONTROL

A. General

1. The Superintendent has the general responsibility for recommending evacuation or school closure when that is the most suitable means of protecting the staff and students from a hazard.

B. Evacuation Area Definition

1. The hazard situation which gave rise to the need for reunification should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that is being used for reunification.

C. Continuity of Government

1. The lines of succession for the Superintendent/Principal are outlined in the District Emergency Operations Plan.
2. Lines of succession for each department and agency head shall be according to the standard operating procedures established by each department.

VII. ADMINISTRATION AND SUPPORT

A. Reporting

Student/parent reunification efforts should be reported to the command function and disseminated during major emergency operations. The Situation Report format is provided in EOP Forms and Resources CD.

B. Records

1. Activity Logs.

The Incident Commander shall maintain accurate logs recording reunification decisions, significant reunification activities, and the commitment of resources to support reunification operations.

2. Documentation of Costs.

Expenses incurred in carrying out reunification for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during the reunification process.

C. Post Incident Review

For reunifications, the Superintendent/Principal shall organize and conduct a review of emergency operations by those tasked in this appendix. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

D. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include a reunification scenario based on the hazards faced by Palisades Charter High School.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

A. The Student Release Team is responsible for developing and maintaining this appendix. Recommended changes to this appendix should be forwarded as needs become apparent.

B. This appendix will be revised annually or on an as-needed basis.

C. Departments and agencies assigned responsibilities in this appendix are responsible for developing and maintaining SOPs covering those responsibilities.

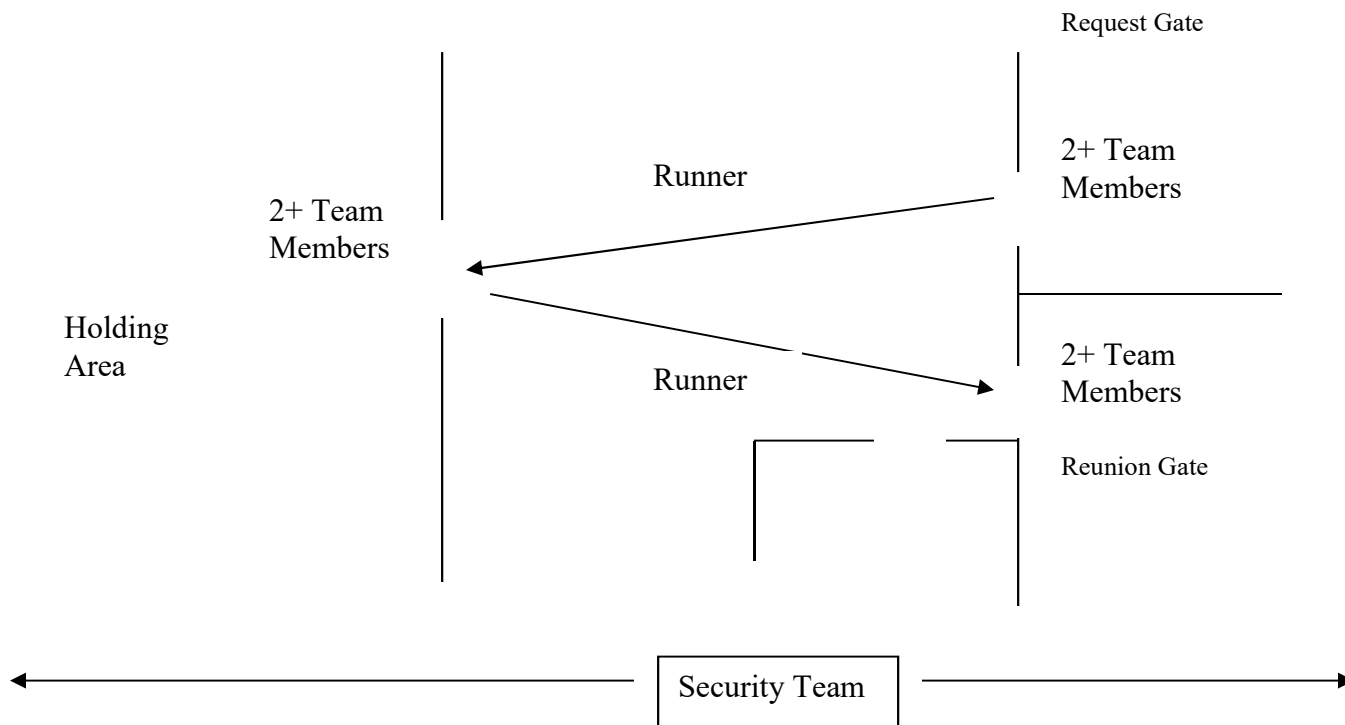
IX. REFERENCES

- 1. FEMA, Guide for All-Hazard Emergency Operations Planning (SLG-101).

X. APPENDICES

Appendix 1 Example and Explanation of Double Gate System
Appendix 2 Directions for Parent/Student Reunion Drill
Appendix 3 Reunion Sites
Appendix 4 Reunification Checklist

APPENDIX 1
Double Gate System



The double-gated system to be utilized when laying out the Student & Parent/Guardian Reunification Site is depicted above. The parents or guardians picking up a student will report to the "Request Gate" at the upper right. Signs will be posted by the Student/Family Reunification Team and Security Team Members will be stationed to assist parents or guardians in finding the "Reunion Gate." The arriving parents or guardians will be greeted by two or more members of the Student/Family Reunification Team who are working the request gate. The Team Members will provide the parents or guardians a copy of the "Student Release Form", asking the parents or guardians to complete the first section. A Team Member will then confirm the identity of the parents or guardians utilizing a government issued picture identification (driver's license, military ID, passport, etc.) and confirm that the parents or guardians are listed on the emergency data card (Authorized Person in PCHS's SIS) for the student as being authorized to pick up the student. The parents or guardians will be asked to step around to the "Reunion Gate" and wait for the Runner to return. [NOTE: The "Request Gate" and the "Reunion Gate" may be consolidated if there are too few Student/Family Reunification Team Members to run both locations.]

The Runner will deliver the "Student Release Form" to the two or more members of the Student/Family Reunification Team who are working at the entrance to the "Student

Holding Area." The Team Members will have the requested student report to them if the requested student is present in the holding area. A Team Member will then record on a roster they maintain that the student has been released from the holding area, check off the "Sent with Runner" entry in the third section of the "Student Release Form" and send the student with a Runner to the "Reunion Gate." If, however, the student was never at school that day (absent), is being attended to at the First Aid station, has been taken to the hospital, is not available or missing for pickup due to some other situation, the Team Member will make the appropriate entry in third section of the "Student Release Form" and enter comments to clarify the status. The Runner will deliver the "Student Release Form" to the "Request Gate."

When the Runner delivers the "Student Release Form" and the student (if available) to the two or more Student/Family Reunification Team Members at the "Reunion Gate," the Team Members will call for the parents or guardians picking up the student. The parent's or guardian's identification will again be confirmed utilizing a government issued picture identification. The parents or guardians will then sign for the student and depart the area with the student. If, however, the parents or guardians must be notified that the student is not available for pickup, a Student/Family Reunification Team Member will escort the adult to the Notification Room, where the notification will be made privately based on the information provided in the third section of the "Student Release Form." The Team members in the Notification Room will be responsible for helping the adult and finding answers to the resulting questions.

APPENDIX 2 Directions for Student / Parent Reunification Drill

What you need to do the drill:Identification tags / volunteers:

- ✓ 3-7 Green - Runners – can be staff / volunteers / students
- ✓ 3 Red - security / counselor type person - staff / adult volunteers -1 at each post to help calm & explain process; prevent parents from running to field to pick up students without following the process. 1 at Request & 1 at Release, & 1 at First Aid.
- ✓ 3 Yellow – request gate -staff only
- ✓ 2-3 Blue – release gate adult or older student volunteers
- ✓ 2 Orange – staff or adult volunteers - student holding & attendance station
- ✓ 1 First Aid volunteer
- ✓ Parents 4 total - BJSB; (2 B parents, 1 J parent, 1 S parent)
- ✓ Students 3 total – BSJ (if not enough people to participate, use teddy bears)
- ✓ Teacher
- ✓ Emergency Information forms completed for each of the students
- ✓ Student Release / Runner forms at Request Gate
- ✓ Orange Binders “Confidential Student Emergency Information” at Request Gate
- ✓ Signs identifying the Request, Release, Holding Areas, etc.
- ✓ Location pre-identified for parent reunion (small signs – not so visible to avoid confusion)
- ✓ Pens and/or pencils / tape / paper

Prior to the drill:

- Train staff and student runners in the reunion procedures
- Determine the date and time the drill will begin
- Decide location for parent request / check-in
- Post visible signs
- Place students with ID Tags in various locations - holding and first aid
- Distribute Parent ID tags to volunteers and ask them to wait at the check-in area
- Keep Emergency forms alphabetized in orange CONFIDENTIAL Emergency Information binders

Now you are ready to start the drill

Parents begin arriving at request / check-in

- Parent completes Release Form box 1 at Request Gate or at location in front of Request Gate
- Only Staff members can check Emergency Information forms (kept alphabetically in orange books– confidential information); staff to verify Photo ID & sign off in box 2

- Parent goes to Reunion Gate to wait (may be escorted by runner if necessary)
- Runner takes form with them then gets student from Holding-Area
- Holding-Area Staff complete box 3 & return form to runner informing runner of the student location
- Runner takes form, gets student, and goes to Reunion Gate personnel. If a student is in first aid, attendance /holding area staff will mark the first aid box on the form; runner will then go to First Aid. First Aid Security/Counselor Staff will either direct runner to bring parent back to First Aid or if student is okay to leave, release student at that point to go with runner to Reunion Gate. If student is missing, seriously injured or dead, the parents or guardian will be led to the Notification Room for further information
- Release Gate personnel checks box 4, verifies it is the same person as box 1, verifies photo ID if available or student / adult verification of identity if ID not available; Release Gate personnel signs off on box 4
- Parent or person picking up student signs in box 5, writes destination/phone, time & date
- Runner takes form back to Request Gate staff to file behind Student Emergency Form in case someone comes there looking for same student at a later time
- Runner is now ready for next form

<p style="text-align: center;">APPENDIX 3 Student/Parent Reunification Sites</p>
--

Reunification Site #1: Stadium/Football Field

Request Gate Location: Visitors Restrooms by PE Tunnel

Holding Area Location: Stadium/Football Field

Notification Room Location: Portable on Home/Tunnel side

Reunion Gate Location: Stadium Emergency Vehicles Gate on Temescal Canyon Road near Pali Academy

Reunification Site #2: Baseball Field

Request Gate Location: Gate at 3rd Base Dugout

Holding Area Location: Baseball Field

Notification Room Location: Portable Known as W121

Reunion Gate Location: Baseball Field Gate in Left Field near W121

Appendix 4 Student/Parent Reunification Checklist
--

1. Student Release Team members:

Team Leader(s)
Head Counselor

Team Members
Counselors
Leadership Class

B. Reunion Box

- _____1. Copy Student Emergency Release Form
- _____2. Authorization to Release Student in Emergency Forms
- _____3. Student Accounting
- _____4. Runner Form
- _____5. Signage (**REUNION SITE**)
- _____6. Class Rosters

Appendix D



MEMORANDUM

To: Faculty and Staff
From: Director of Operations
Subject: **EMERGENCY PROCEDURES**

Please review the emergency procedures packet on your safety pole. Remind students of the emergency signals/commands and your evacuation/assembly on the then Primary Evacuation Location (typically the Stadium/Football Field).

This packet contains:

1. The alarm signals/emergency codes and the response procedures to be implemented with your students
2. An edited version of the school safety plan (including visitors' policy and the Great Shakeout)
3. A classroom evacuation route-map, evacuation/holding-area line-up map and if needed an evacuation rally-points locations map
4. An Emergency Attendance Form for absent students

5. Teachers need to add current print-outs of IC attendance rosters for all periods and add them to their emergency safety pole per semester.

Please remember, that in case of a real disaster, everyone becomes a civil servant. Your name may not be listed on the School Emergency Response Team (SERT) chart, but your assistance is expected, needed and required. **In an emergency, Faculty & Staff without a class or assignment should report for instructions to the Personnel Staging Area (PSA Station) typically designated as being at the Big Tree where the Covered Cafeteria Eating Area meets corner of Mercer Hall.** If you have questions about your assignment, please contact the Director of Operations for clarification.

Thank you.

PALISADES CHARTER HIGH SCHOOL

EMERGENCY PROCEDURES PLAN

(Please keep with emergency packet)

Revised for the 2021-22 School Year

Teachers are to lead safety evacuations by carrying and maintaining a safety pole with materials on procedures and roll taking in case of an emergency.

Each safety pole is stored in each classroom for easy access!

The safety pole "flags" contain:

1. Room number signage
2. Safety procedures
3. Evacuation/Assembly Line-Up Locations/Assignments
5. Emergency Evacuation Attendance Roster
6. IC rosters for Periods 0-7 (teachers must provide these each semester)

For a DROP, COVER, and HOLD ON drill:

A PA announcement to DROP, COVER, and HOLD ON will take place (this is in lieu of actual shaking from an earthquake.)

1. DROP, COVER, and HOLD ON with your students. If you don't do it, they won't do it.
2. Remain in this position approximately one minute until a PA announcement states that the "SHAKING IS OVER-EVACUATE."
3. Put the ALL CLEAR sign outside of your classroom for search and rescue teams to read if all students are uninjured and able to follow teacher(s) outside the classroom and to the field.
4. Follow school evacuation routes according to our safety plan. (Routes are posted on a color map in your room.) THERE IS NO TUNNEL ACCESS.
5. STICK WITH YOUR STUDENTS!!! Escort your students to your appropriate spot on the field. The best way to do this is to BUDDY UP with your neighbor teacher, one in front and one in back of the two classes.
6. On your designated field spot, take roll on your EMERGENCY EVACUATION ATTENDANCE ROSTER. IF STUDENTS WERE PRESENT IN YOUR CLASS, BUT NOT ON THE FIELD WITH YOU, WRITE THEIR NAMES ON THE Form. If the students are present today and ARE with you on the field, check the "ALL PRESENT." Box. Detentions will be issued for students present, but not with you.

7. Have a STUDENT RUNNER go to the Request Gate Supervisor (see Section 2.1 for the Incident Command SERT Chart for the Request Gate Supervisor) and the Counseling Department (For the Stadium Field location – Near the PE Tunnel & Visitors Restroom corner of the Stadium Field) with your EMERGENCY EVACUATION ATTENDANCE ROSTER. Please keep your students together. YOUR STUDENTS MUST STICK WITH YOU!

8. Wait for an ALL CLEAR announcement and escort your students back to class.

9. At times, to check accuracy, we will have parents at the REQUEST GATE asking for their students. When they arrive, we will get their students to the REUNION GATE.

10. All teachers who have a conference period are to report to PSA Area and connect with the HR Director for any assignments to assist. The PSSA Area is near the large tree in the Main Quad by the corner of Mercer Hall.

PCHS Command Section Duties

Public Information Officer (PIO)

Handle all press relations.

Prepare and release all bulletins, text messages, e-mails, Infinite campus.

Incident Commander (IC)

Assess type and scope of emergency.

Set up command post.

Directly supervise campus emergency procedures.

Coordinate with security personnel, Fire Department, Emergency Personnel and School & City Police.

First Aid Team

Set up first aid station in a safe place; obtain and secure supplies.

Administer first aid; maintain records; make hospital referrals.

If possible, seriously injured persons are to be taken to the most expeditious location for Emergency Services pick up.

Search and Rescue Team

Distribute Critical Supplies to S&R team members

Mobilizes teams to search campus and rooms for trapped or unable to move persons

Communicate findings with IC, S&R Team Leads and First Aid team as needed

Assembly Area - Director of APAGS

Obtains hard copies of student locator files and emergency evacuation roll sheets from teachers.

With counseling staff, execute procedures for taking full student attendance, and if necessary reuniting students with authorized family/guardians at the school reunion gate.

Security - School Police Officer and Security Team

Secure designated entrances to campus (incl. traffic control) and Athletic Field.
Assist Administration where needed.

Facilities – Plant Manager

Investigate and Report all structural and utility issues/failures (gas, electric, water, etc.).
Responsible for utilities shut-off containment as much as possible.

Personnel Staging Area (PSA)

Accountable for all Unassigned-to-Classes or SERT Duties Faculty & Staff members and Visitors.
Dispatches available personnel to various areas as needed.

COMMAND CENTER- TBD by Incident Commander

STAGING CENTER*Steve Yusi & Jennifer Peeks Distribute S&R supplies from Academic Achievement Room (AA Room – The old textbook room).

Staging Center: Check rooms to ensure everyone has evacuated all buildings. A&B Rescue trapped persons; coordinate with first aid team; aid in shutting off utilities when necessary. Each team has 3 adults.

TEAM-1: Building A & Gilbert Hall

TEAM-2: Buildings C & D

TEAM-3: Buildings E & F

TEAM-4: Building G, Gym Complex, Upper Blacktop (Basketball Courts) & Baseball Field

TEAM-5: Finance Office, Student & Staff Cafeterias, Cafeteria Patio & VAPA Workshop

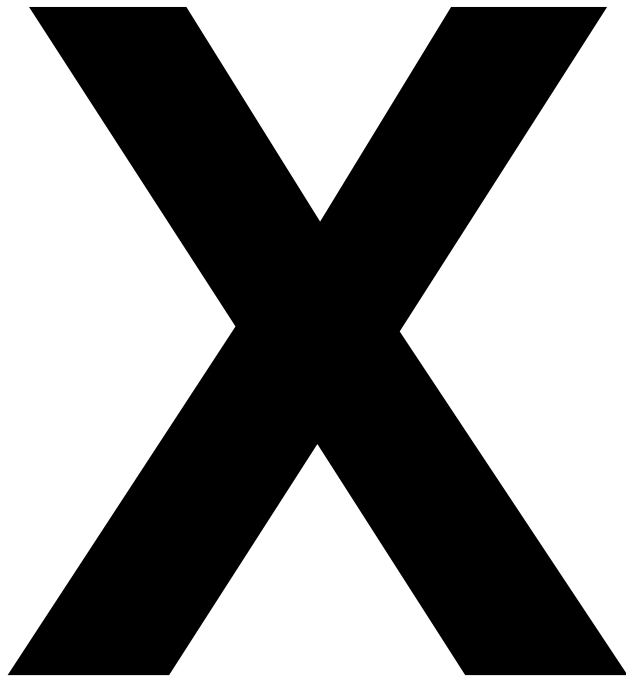
TEAM-6: Mercer Hall (Plus Backstage & Green Room), M-Bldg (Music) & Pool Complex

TEAM-7: H-Building (Loading Dock & IT Office) and U-Buildings/Bungalows

TEAM-8: Buildings J & W-Buildings/Bungalows

Elevator Crew:

PALISADES CHARTER HIGH SCHOOL EMERGENCY RESPONSE



ROOM CLEARED

PALISADES CHARTER HIGH SCHOOL

Policy Bulletin

POLICY TITLE: Visitors To School Campuses and Locked Campuses During Class Hours at All Schools

ISSUER: Monica Iannessa, Assistant Principal

DATE: December 7, 2009 and reissued December 20, 2012

POLICY: Palisades Charter High School is committed to providing a safe and secure learning environment for its students. Administrators are to ensure that on parts of the campus with fences and gates, all gates must be locked at the beginning of classes in the morning and remain locked until the end of the school day. School visitations should be monitored at all times.

As we welcome visitors to our schools, we need to inform them of our policies and procedures. Parental and community involvement in school programs and activities should be encouraged as stated in the California Education Code (Education Code § 44810 (a); § 44811 (a); § 51101, (a): (1), (2), (12)

GUIDELINES: The following guidelines apply.

STATE LEGAL REQUIREMENTS

1. Schools must develop and post a visitor's policy.
2. All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. This does not preclude visits occurring on the same day as requested.
3. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.

Policy

Parents do have the right to:

1. Be informed in advance of the procedures for visiting the school;
2. Request and obtain approval of the principal/administrator to enter a school campus;
3. Observe in the classroom or classrooms in which their child is enrolled within a reasonable period of time after making a request;
4. Request a meeting with the classroom teacher and/or school principal/administrator following the observation; and,
5. Meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.

Parents do not have the right to:

1. Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
2. Disrupt class work, extracurricular activities or cause disorder in a place where a school employee is required to perform his or her duties.

Procedure

A. Visitor's Policy

The law prohibits schools from setting arbitrary time limits regarding frequency and duration of visits. General expectations for visitors are:

1. Follow the established school policy in requesting a classroom visitation from the principal/designee.
2. Show government issued ID to the principal/designee, sign-in and receive a visitor's badge before proceeding to the classroom.
3. Enter and leave the classroom as quietly as possible.
4. Do not converse with the students, teacher and/or instructional aids during instructional time.
5. Do not interfere with school activities.
6. Keep the length and frequency of the classroom visits reasonable (to be determined by the activity being observed).
7. Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
8. Return the visitor's permit before leaving the campus.

Administrator's Authority

1. Adults and minors over 16 years of age who enter a school campus and fail to adhere to the posted "Visitor's Policy" or who defy the principal/designee's authority may be reported to the appropriate police agency and may be subject to criminal charges.

This policy is enforced by the California Penal Code Section 626.7, 626.8, the City of Los Angeles Municipal Code Section 63.94 and/or the Education Code § 44810 (a), § 44811 (a).

PALISADES CHARTER HIGH SCHOOL

Policy Bulletin

VISITOR'S POLICY

ALL CAMPUS VISITORS:

Need request an appointment for a visitation date and time from the main office staff after entering the school office.

Appointments may be scheduled for the same day and should be scheduled for date and time requested if possible.

Include a copy of the school's bell schedule(s)

Must show a government issued ID and fill out the Visitors On Campus Log Book in the main office to receive a visitor's badge before proceeding to the classroom.

Need to determine the classroom activity they are observing and keep the classroom observation time and frequency reasonable.

Should obtain a permit at least 24 hours in advance of scheduling an appointment with the teacher(s) and/or principal/designee.

Must return the visitor's permit to the main office before leaving the campus.

Must sign out in the main office before leaving the campus.

IMPORTANT RULES FOR VISITORS:

Enter and leave the classroom as quietly as possible.

Do not converse with the students, teacher, and/or instructional assistants during the visitation.

Do not interfere with any school activity during the visitation.

PALISADES CHARTER HIGH SCHOOL PRINCIPAL/ADMINISTRATOR

VISITOR'S PERMIT

PALISADES CHARTER HIGH SCHOOL CLASSROOM VISITOR'S PERMIT

Visitor's Name: _____

Teacher's Name: _____

Room #: _____

Date: _____

Expires After: _____

This is to introduce Mr./Ms. _____

_____ to _____

Relationship

Student's name

Approved by:

Administrator Name

Signature

FYI: For teacher reference only. This is a main office and admin reference sheet.

Administrators will divide and keep in communication with radios or cell phones.

<p>EVACUATION PROCEDURE</p> <ol style="list-style-type: none"> Possible reasons for an evacuation to be initiated: <ol style="list-style-type: none"> An incident after a lockdown; Fire; Natural gas leak; Hazardous chemical leak inside the building; Localized flooding; Fumes from an unknown source; Persons who can call for an evacuation: <ol style="list-style-type: none"> Administrators; IC Law enforcement; Office staff or campus administrators are to call 911. <p>Evacuation Drill</p> <ul style="list-style-type: none"> An evacuation drill maybe initiated by personal contact from an administrator or law enforcement officers or via an announcement over the intercom. <p>Classroom teachers should:</p> <ol style="list-style-type: none"> Listen for specific directions. Immediately instruct students to shut off monitors, Bunsen burners, welding equipment, etc. Locate and take attendance book and emergency pole Turn off air conditioner/ handlers if possible; Turn off lights; Close windows; Close doors but do not lock; Place yellow X on outside of door if your room is cleared Exit quickly but do not run; While exiting, scan areas for anything out of the ordinary; glance at neighboring classrooms to ensure all students have exited; <ol style="list-style-type: none"> Get students to Safety <ul style="list-style-type: none"> Go to your designated spot on the football field (or alternate location). Sit them down and Supervise at all times; Take role – send attendance sheet to the request gate Keep students quiet in the event of further directives; <ul style="list-style-type: none"> An administrator will signal all personnel when the building is safe to re-enter. Wait for the “All Clear” 	<p>BOMB THREAT PROCEDURE</p> <ul style="list-style-type: none"> As caller calls in threat, ‘Bomb Threat Information Form’ should be completed. (see Backside) Immediately after receiving a bomb threat call, notify 911 (use non-emergency number if it is a drill – state that the campus is having a drill. Quickly scan your immediate area of building prior to evacuation. (Devices are more likely to be outside or in a common area.) If bomb threat is determined to be real, follow ‘Evacuation Procedure’ or ‘Lockdown Procedure’ as determined by threat. <p>Note: Radios/cell phones/pagers should be turned off during a bomb threat. Electronic communication signals could trigger certain types of bombs.</p> <p>Turn Over For Bomb Threat Form</p>	<p>LOCKDOWN PROCEDURE</p> <p>The lockdown/shelter-in-place code is “Lockdown” or an administrator will inform you in person.</p> <ol style="list-style-type: none"> Reasons for a lockdown to be initiated: <ul style="list-style-type: none"> An out of control person who is a threat to the safety of our students, staff, or himself/herself; Someone who has a gun or weapon; An intruder; Hazardous chemical outside the building; A weather related event; Persons who can call a lockdown; <ul style="list-style-type: none"> Administrator; IC Law enforcement; Office staff; <p>LOCKDOWN CHECKLIST</p> <ul style="list-style-type: none"> Parents were informed prior to a drill or after an actual event. _____ Scenario was reviewed with staff prior to the event. _____ Student/staff went inside, closed the doors, and closed and locked all windows. _____ Roll call of students and staff. _____ Turn off air conditioning/exhaust fans. _____ Close drapes and curtains. Window panel in door should be unobstructed. _____ Rooms were designated for people to go to during a drill. _____ Turn off pilot lights, but electricity should remain on. _____ Call 911 (non-emergency # 1234 during drill) and alert Main Office _____ Check whether anyone left the building during drill or actual event. _____ Debriefing after drill or event. _____
---	---	--

BOMB THREAT INFORMATION FORM

(Be calm and courteous; do not interrupt the caller; quietly notify an administrator)

Name of person receiving the call: _____

Time: _____ Date: _____ Length of call: _____ Caller ID #: (____) _____ Race: _____

Check appropriate information:

Caller is:

____ male; ____ female; ____ adult; ____ youth;

Caller's Voice Characteristics:

____ loud; ____ soft; ____ deep; ____ raspy; ____ high-pitched; ____ persistent;

Caller's Language:

____ excellent; ____ poor; ____ fair; ____ profane;

Caller's Manner:

____ irrational; ____ rational; ____ angry; ____ calm; ____ nervous; ____ sober; ____ drunk; ____ emotional;
____ incoherent; ____ laughing; ____ voice is familiar;

Background Noises:

____ street; ____ animals; ____ music; ____ voices; ____ work place noises;

Sample questions to ask caller:

When will it go off? _____

How much time is left before it goes off? _____

What kind of bomb? _____

Where are you now? _____

How do you know so much about the bomb? _____

What is your name? _____

Why did you plant the bomb? _____

LOCKDOWN PROCEDURES

1. If you hear, “LOCKDOWN” over the intercom or a staff member announces the lockdown in person: **The objective is to move away from the threat and get to the nearest secure shelter. Classroom teachers and staff** are to:

- a) Quickly glance outside the room you are in. Direct any students or staff members that are outside into the room immediately.
- b) Lock and Close all doors.
- c) Lower or close any blinds/shades, cover any windows without blinds/shades.
- d) Secure-the-Door and Barricade the room.
- e) Prepare to evacuate and take counter measures if necessary.
- f) Place students away from sight lines of doors or windows. Find safe triangles.
- g) Turn off lights and computer monitors.
- h) Keep students quiet and calm.
- i) Instruct everyone to silence (not turn off) electronic devices, including cell phones.
- j) Take roll only if it is safe to do so. Pass around attendance rosters for students to PRINT first and last names.
- k) Dial 911 if this is a real emergency (**For drill purposes only**, dial 1234 to notify school office operators of emergency.)

*PLEASE TURN IN YOUR ROSTERS TO THE MAIN OFFICE AS YOU SIGN OUT AT THE END OF THE DAY.

2. All staff members should locate and hold an emergency roll sheets prior to turning out the lights. The rosters will aid in accounting for all students should an evacuation be necessary.

Notes for different locations (assuming you are not affected by a direct threat in your area):

- Physical education classes being held in the **gym** should move into a locker room, lock all doors, and find a safe area.
- **Nurses/Cafeteria Workers/Support Staff** should stay in the area they are in, secure the doors, and turn out the lights.
- Any students in the **cafeterias** should stay with cafeteria staff.
- If Faculty and Students are in the **bathrooms**, block the door
- Anyone in the **hallway** should move to the closest classroom immediately.
- Students and staff in the **library** should remain in the library.
- If anyone is left **outside** the school buildings, they should move away from the threat towards one of the rally points*. SERT member will help them to reunite once the Lockdown has been lifted.

Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. **NEVER open doors** during a lockdown unless you are instructed to do so by a proper authority and are confident it is safe to come out of the lockdown room. Law enforcement officers and administrators will have keys to open the doors.

1. **For drill purpose only** - an administrator will signal all personnel if the lockdown has been lifted with an “ALL CLEAR” PA Announcement.

2. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. At the rally point, teachers should take roll to account for all students present in class.

Appendix E Early Release/Reunification Procedures

Early Release/Reunification Process

Admin:

Team will evaluate the situation and make the early release decision.
The Executive Director & Principal will be the overall lead for non-emergency process & communication

Teachers:

Once an early closure has been called please –

- Stay in/return to your classroom – All students will be sent back to class for the release process – you are still personally liable to:
 - **Take roll**
 - **Do not dismiss until indicated to do so**
- Report to PSA if you have a conference period
- Listen to PA/Intercom announcements
- Release students with self-checkout privileges (they will have a special ID). If they do not have their ID, check IC roster, a flag will appear on your section rosters and on Infinite Campus accounts
- If possible, show students their set of instructions (below) to ensure the process goes smoothly, either by printing copies or showing it on your overhead/board
- Hold all other students in your classrooms until you are notified by PCHS via phone, intercom or runner to release a specific student.
- Students will need to report to Mercer Hall to be reunited with their Parent/Guardian
- Limit the use of Hall passes to emergencies only

Staff:

All staff members without SERT assignments need to report to PSA for assignments (greeters, phones, infinite campus checking, runners, etc.)

Parents:

Starting with the 2017-18 school year PCHS can provide you with a self-release option for your student.

In the case of an early school closure due to an unforeseen event (i.e. Inclement Weather, Loss of Utilities, Safety Event, etc.), you will be notified by one or all of the following methods: Email, Schoology, Text, and/or Phone Call.

- If you checked the self-checkout box on the school emergency card, your student will be released on their own recognizance at the early release time determined by administration
- If you checked “hold my student on campus”, your student will be held until the normal release/dismissal time
 - Or you or one of the person(s) authorized by you on your student emergency card will need to report to the school main entrance (flag pole) with a government issued picture ID (driver’s license, Passport, Military ID, etc.), or in the case of an evacuation, report to the Request Gate in effect at that time.
 - *School-coordinated transportation and school bus schedules may be affected depending on the situation – more information will be provided on that day

Process:

- Report to main entrance by the flag pole or Request Gate with your ID
- Greeters will direct you to the right place to start the reunification process
- At the tables set up at the front of the school we will verify that you are authorized to pick up the student(s) you are requesting (tables are set up in alphabetical order by students’ last names) and hand you the claim ticket.
 - Do not lose this claim ticket. After you and your student(s) are reunited they will have a carbon copy of the one(s) you have and we will collect them as you leave to keep track of who left with whom
- You will be asked to move to Reunion Gate to wait for your student
- Last step – once your students arrives at the Reunion Gate you will be called to be reunited and staff will check and collect your tickets.

This process may seem onerous, but it exists to ensure we are not releasing students to people who are not authorized per the emergency card. We thank you in advance for your patience should we have to go through with this process.

Students:

In an early release event, you will report to all your classes as usual until the release process begins, failure to do so will result in disciplinary action. Security will continue checking for hall passes for students out of class.

1. Once release begins, your teacher will check all students' IDs or Infinite Campus accounts to determine who can leave on their own.
2. If your parent asked that we not release you on your own, you will wait in class until regular release or until your parent(s) check you out. *
3. You will be given a reunification slip that needs to be matched with your parent or guardians' slip in order for you all to be allowed to leave
4. If you do not have your slip, you will be redirected to the ID station to be verified. This is for your safety so that someone who is not on your emergency card does not take you.
5. *School-coordinated transportation and school bus schedules may be affected depending on the situation – more information will be provided on that day

Coversheet

Director of Development Report

Section: II. Organizational Reports
Item: G. Director of Development Report
Purpose: FYI
Submitted by:
Related Material: Director of Development Board Report 09_21_2021.pdf



PALISADES

CHARTER HIGH SCHOOL

Development Report Board of Trustees Meeting September 21, 2021

TOTAL FUNDS RAISED TO DATE:	Fund	Prior Report	YTD	Inc./Dec.	Budget
The PCHS Fund	General	\$55,702	\$102,147	\$46,445	\$500,000
Pali Alumni Fund	General	\$0	\$500	\$500	
TOTAL UNRESTRICTED FUNDS RAISED		\$55,702	\$102,647	\$46,945	\$500,000
CTE Incentive Grant	General	\$183,141	\$183,141	\$0	\$0
Perkins V Grant	General	\$37,861	\$37,861	\$0	\$0
Foundation Grants	General	\$0	\$0	\$0	\$0
Rest. Donations/Pledges - Recd	General	\$0	\$0	\$0	0
Rest. Donations/Pledges	General	\$0	\$0	\$0	0
TOTAL RESTRICTED FUNDS RAISED		\$221,002	\$221,002	\$0	\$0
TOTAL FUNDS RECEIVED		\$276,704	\$323,649	\$46,945	\$500,000
TOTAL EXPENSES TO DATE:					
Bacio Design			\$1,148		\$3,500
L.A. Press Printing			\$0		\$2,500
American Direct Mail			\$858		\$6,900
Postage			\$242		\$1,800
Subscriptions			\$668		\$7,800
SafeSave service fees			\$896		\$7,500
Salaries & Benefits (Campus Unification/Development Dir)			\$44,453		\$177,812
Office supplies			\$0		\$200
Videography			\$0		\$1,500
Family Donor Banners			\$205		\$700
Career Day & Fair Breakfast/Lunch			\$0		\$0
Donor Bricks			\$0		\$1,500
Donor Reception			\$0		\$0
Chamber Expo			\$0		\$0
Pali High Booster Club (split donation)			\$0		
New Parent Welcome Breakfast			\$0		\$0
TOTAL EXPENSES FOR UNRESTRICTED FUNDS			\$48,470		\$211,712



PALISADES

CHARTER HIGH SCHOOL

TOTAL NET FUNDS **\$275,179** **\$288,288**

GIVING SUMMARY BY DESIGNATION:	# of Donors	Ave. Amt.	Total Amt.
Campus Safety - COVID-19	1	\$258	\$258
Classroom Instructional Materials	0	\$0	\$0
Faculty & Staff Development	0	\$0	\$0
College Center	0	\$0	\$0
Greatest Need	82	\$1,242	\$101,889
Math Aides and Tutors	0	\$0	\$0
Technology and Innovation	0	\$0	\$0
Transportation Assistance	0	\$0	\$0
Visual an Performing Arts	0	\$0	\$0

CTE Incentive Grant Budget to Date:

	<u>Budget</u>	<u>Actual</u>	<u>Balance</u>
CTEIG Funds received		\$164,826.90	
CTEIG Funds rolled over from 2019-20		\$76,281.22	\$241,108.12
Jakus - Film/Media	\$65,000.00	\$50,143.85	\$14,856.15
Kolavo - Entrepreneurship/VEI/Sports Management	\$46,527.00	\$21,847.94	\$24,679.06
Stoyanovich - Music	\$20,047.00	\$18,472.97	\$1,574.03
Steil - Photography	\$28,000.00	\$1,221.35	\$26,778.65
Fracchiolla - Drama	\$46,535.00	\$0.00	\$46,535.00
Kuper - Computer Programming	\$10,000.00	\$0.00	\$10,000.00
Agius - MakerSpace	\$24,999.00	\$1,898.78	\$23,100.22
	<u>\$241,108.00</u>	<u>\$93,584.89</u>	<u>\$147,523.11</u>

Comments and Campaigns initiated to date:

- 1.) Joint Appeal with Booster Club sent 8//21
- 2.) New Parent Welcome Breakfast was cancelled
- 3.) PCHS Fund comparison: **\$102,147** this year/**\$108,533** last year



PALISADES

CHARTER HIGH SCHOOL

- 4.) PCHS Fund donor comparison: **83** this year/**99** last year
- 5.) New Parent Zoom Presentation 9/11/21
- 6.) Follow up Email sent to all parents
9/13/21

Grants Submitted to date:

Grantor:	Amount	Purpose	Date Submit
Steinmetz Foundation	\$5,000.00	Academic Equity	12/9/2019
CTE Incentive Grant	\$183,141.00	CTE Funds for 2020-21	1/15/2021
Perkins V Grant	\$37,861.00	Perkins Funds for 2020-21	7/15/2021
Ronald W. Burkle Foundation	\$25,000.00	Disruptive Innovations	2/17/2021
Dorrance Family Foundation	\$25,000.00	Disruptive Innovations	2/17/2021
Van Konynenburg Foundation	\$25,000.00	Disruptive Innovations	2/17/2021
Eli & Edythe Broad Foundation	\$25,000.00	Disruptive Innovations	2/17/2021
M.B. Seretean Foundation	\$25,000.00	Disruptive Innovations	2/17/2021
Lawrence Foundation	\$5,000.00	Disruptive Innovations	2/17/2021
Non-Profit Security Grant	\$131,250.00	Perimeter Fencing	4/6/2021
Pacific Palisades Women's Club	\$250.00	Mosaic repair	7/27/2021
Lewis A. Kingsley Foundation	\$10,000.00	Program Support	8/10/2021
	<u>\$497,502.00</u>		

*Red italic represents grant was not approved and deducted from the total outstanding grant requests

Grants Received to date:

Grantor:	Amount	Purpose	Date Rec'd
CTE Incentive Grant	\$183,141.00	CTE Funds for 2020-21	6/30/2021
Perkins V Grant	\$37,861.00	Perkins Funds for 2020-21	9/15/2021
Pacific Palisades Women's Club	\$250.00	Mosaic repair	7/27/2021
	<u>\$221,252.00</u>		

Federal Grant for \$1.5 million for increasing STEM access and involvement among women and special populations we created in collaboration with XYLO Academy



PALISADES

CHARTER HIGH SCHOOL

Coversheet

Chief Business Officer (CBO) Report

Section: II. Organizational Reports
Item: H. Chief Business Officer (CBO) Report
Purpose: FYI
Submitted by:
Related Material: II.H- Credit Card - Aug 2021.pdf
CBO Board Report 09_21_2021.pdf

Palisades Charter High School
 Credit Card Reconciliation Form
 For the Period of: 8/1/21 - 8/31/21

PLEASE COMPLETE

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Board Approval Required?	Resource	Budget Category
7/31/2021	BESTBUYDIRECT238809375 8003733050 MN	FILM ROOM EQUIPMENT	JP HERRERA	M JAKUS	\$ 3,640.98		CTE	NON CAP
8/2/2021	ELEAD RESOURCES 773-447-8884 IL	HR SWAG	JP HERRERA	A NGUYEN	\$ 1,728.75		GENERAL	HR SUPPLIES
8/4/2021	HOMEDEPOT.COM 800-430-3376 GA	OPERATIONS SUPPLIES	JP HERRERA	D PARCELL	\$ 318.98		GENERAL	OPS SUPPLIES
8/17/2021	MYSECURITYTRAINING COU GUARDSLINK.CO CA	SECURITY PD	JP HERRERA	D PARCELL	\$ 99.00		GENERAL	PD
7/31/2021	MAILCHIMP *MONTHLY MAILCHIMP.COM GA	monthly communications blast	P MAGEE	P MAGEE	87.99		GENERAL	SUBSCRIPTIONS

Grand Total **5,875.70**



PALISADES

CHARTER HIGH SCHOOL

CBO Report Board of Trustees Meeting September 21, 2021

2020-2021 BUDGET RECAP:

- The 2020-2021 unaudited actuals were submitted to LAUSD on 8/17. We closed 2020-21 with a positive ending balance of approximately \$2.48 Million. That amount includes approximately \$1.02 Million of Expanded Learning Opportunity Grant (ELO) dollars because the grant funds were received in 2020-21. Despite the funds being received in 20-21, they are 100% allocated and accounted for in the 2021-22 budget. Excluding the ELO grant, the 2020-21 ending balance would have been approximately \$1.39 Million. This will be covered in more detail as an agenda item.

COMPLIANCE

- The 2020-2021 audit is now underway. This year, the CDE is requiring additional information regarding weekly student engagement and time value certifications. We are working with our auditors to provide all information/requests and the audit report will be shared in a future board meeting.

INVESTMENT OF RETIREE FUND

- All supporting documentation has been sent to our investment advisor and they are initiating our investment. We were required to provide financial statements, tax returns, statement of assets, articles of incorporation, retiree plan documents, non-profit information, etc.

COVID TESTING - EXPENSES

- The Los Angeles County Office of Education (LACOE) has now officially accepted PCHS' contract for the COVID testing grant in the amount of \$472,831
 - Epidemiology and Laboratory Capacity for Prevention and Control of Emerging and Infectious Disease (ELC) Reopening Schools Award
- PCHS is now providing weekly testing data and monthly invoices to cover the cost of COVID tests, and related expenditures (additional personnel/hours, security/staffing, PPE, supplies, etc.)

CAFETERIA/NUTRITION

- **Addressing Long Lunch Lines:** Our food service vendor (Chartwells) has hired an additional staff member to meet our nutritional needs. We are also re-purposing a substitute (during lunch hours) to help with meal distribution. In addition, the cafeteria staff has increased the quantity of pre-packaged meals to mitigate any long lunch lines.
- **Free/Reduced Meal Applications:** Although ALL students qualify for one (1) free breakfast and lunch, we are still soliciting Free/Reduced meal applications because this impacts funding levels. Outreach is still ongoing.
- **Equipment:** Unfortunately, one of our commercial freezers recently broke (beyond repair) and we are in the process of purchasing a replacement. The estimated cost is approximately \$6,800 and will be funded via the Cafeteria/Nutrition grant. The Cafeteria/Nutrition grant (minimum award of \$25,000) was part of the Governor's approved budget. The allocations are not final, and we have not received the funding yet.



PALISADES

CHARTER HIGH SCHOOL

FEDERAL RELIEF FUNDING

- As part of the December 2020 and March 2021 Federal Stimulus Bills, PCHS will receive approximately \$2.62 Million in relief funds. The funds have restricted use and are intended to increase student support services and mitigate learning loss.
- Click here for a list of allow uses: <https://www.cde.ca.gov/fg/cr/arpact.asp#esseriuses>
- Stakeholder feedback was solicited at the August 25th LTSTP meeting. An additional survey is being sent out to all stakeholder (English & Spanish). The spending proposal will be discussed at the October 11th Budget & Finance committee meeting, and then voted on at the October 12th board meeting.

LOOKING AHEAD

- PPP forgiveness is still pending. Will share an update once the SBA provides a decision.
- PCHS Fiscal Policies & Procedures were sent to PCHS administrators and department chairs. We expect adherence to PCHS fiscal policies in 2021-22 and beyond.

Coversheet

Executive Director/Principal (EDP) Report

Section: II. Organizational Reports
Item: I. Executive Director/Principal (EDP) Report
Purpose: FYI
Submitted by:
Related Material: EDP Board Report 09_21_2021.pdf



PALISADES

CHARTER HIGH SCHOOL

Executive Director/Principal Report Board of Trustees Meeting September 21, 2021

An important component of a successful educational organization is its consistent commitment to its mission. A decade ago, faculty, staff, and students came together to develop the PCHS guiding mission statement. This year, as PCHS celebrates its 60th anniversary, we recommit to our school's core mission.

Our mission: PCHS will empower our diverse student population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth.

Annual Goal Setting Meeting – The PCHS Board of Trustees, Executive Director/Principal, Directors/Assistant Principals and students representing ASB Leadership, Ambassadors, Justice Union, BSU, LSU and more met this past Saturday, June 18 in Mercer Hall to discuss schoolwide goals for the coming school year and beyond. This report was submitted prior to the meeting. More details will be reported out in the September 21 meeting.

September Student Involvement Focus

Student Involvement panel – Last Saturday, September 11, a student panel coordinated and sponsored by the Pali Fund and Booster Club shared information about ways students can become involved on campus. These campus leaders participate in a wide variety of courses, programs, sports, and clubs. To learn more about the many ways students are actively engaged in the school community at Pali High, watch the presentation.

https://drive.google.com/file/d/1cba_nm0zIpWynZ1tpSYBp3cQTWvA49Jw/view?usp=sharing

The highly anticipated **ASB Club Days** will be held **September 21 and 22** during lunch in the Quad: September 21 Interest-based clubs/September 22 Service-based clubs.

Fuerza Unida coordinated by Myrna Cervantes along with the *madrinas* and *padrinas* held Welcome Assemblies for Pali's Latinx students on September 14 & 15. Information covered in the meetings included organizational skills, course information, A-G information, GPA calculations, College Center, scholarships, letters of recommendation, and more. **Victor Cervantes** Assistant Director at the University of Illinois visited the Pali campus on Friday, September 17 to provide a series of workshops for our *Fuerza* Latinx students.

The Village Nation coordinated by Dr. Crystal Adams with the support of the program elders is planning Welcome Assemblies for African American students later this month. Saturday parent meetings will be coming soon, so watch for the dates. TVN works hand in hand with the Black Student Union sponsored by Kinema Ivra. Upcoming plans include Second Chance assemblies to support students who have NC grades from last school year.



PALISADES

CHARTER HIGH SCHOOL

Campus Unification Student Advocacy Room - U109

Healthy human development as well as a healthy democracy and anti-racism efforts require young people to have access to spaces where they can exercise and practice agency, deepen their understanding of self, engage in opportunities to self-advocate and learn about ways to combat racism. PCHS believes schools can and should play a role in addressing these human and social needs, and yet we recognize that most schools are not well equipped to do this work well.

By building equitable pathways that allow students to exercise and practice agency, deepen their understanding of self and community, and engage in opportunities for self-advocacy, community accountability, and anti-racism, we will see improvements in school culture, student engagement, motivation, and academic outcomes. Pali's Campus Unification Student Advocacy Room is designed to be a part of this work.

What kind of events can we look forward to in this room? Restorative Justice, Peer Mediation, Justice Union, Buzz Feed, club meetings, study groups, organizing, training, socials, awareness meetings, Take 10 and much, much more. Campus Unification Director Gio Stewart coordinates the events in this special space.

Listening to Student Voices/Student Engagement Opportunities

Student Concerns Meetings – ASB Leadership hosts regularly scheduled lunch meetings for the student body to share any concerns with the administration. Dr. Lee attended last week's meeting with me to discuss graffiti and vandalism that are impacting student restroom access. The length of lunch lines was also raised as a concern, which will be addressed. It was wonderful to hear students speak about their positive experiences with teachers who have adapted their classroom routines to help students adjust to longer block periods and other transitions after a year of quarantine.

Buzz Feed – Campus Unification Director Gio Stewart and I are resuming Buzz Feed meetings which were put on hold during quarantine. Students are randomly selected to participate in a council-style meeting to share their insights about student life at PCHS. The twice monthly meetings have provided invaluable insight into student needs, areas for growth, and successes at Pali High.

Ethnic Studies Book Club meets every Wed @ Lunch in Pali's new Campus Unification Student Advocacy Room U109

This semester we are reading "**Minor Feelings**" by **Kathy Park Hong** and focusing on the **Asian American experience**. Ethnic Studies Book Club seeks to offer an ethnic perspective as opposed to traditional Euro-American literature. Our goal is to educate, value and build cultural awareness and empathy. Anyone in our Pali community is welcome to join (students, staff, parents). A zoom link for parents will be sent out the Tuesday before every meeting. The group meets next on September 22.



PALISADES

CHARTER HIGH SCHOOL

Student Activism

Student activism takes many forms at Pali High. A recent development worthy of note is the formation of the student initiated and student led PCHS Clean Energy Task Force.

PCHS Clean Energy Task Force

This task force brought a Clean Energy Resolution to the PCHS Board of Trustees, which was passed in June 2021. The group met throughout the summer and since the school year started with the focus of bringing clean energy to PCHS, the Palisades, and beyond. The group has also formed a partnership with the local group Resilient Palisades. The task force has been actively engaged with LAUSD Board District 4 and the LAUSD facilities departments. Through these meetings, the task force learned about Solar Photovoltaic System pilot projects at seven school sites. PCHS has been offered the opportunity to be part of a similar project through an independent program. Details of this clean renewable energy feasibility study and project will be brought to the PCHS Board of Trustees for review and approval.

The Clean Energy Task Force is focused on energy efficiency and sustainability as well as climate change education with sub-committees developing action steps for this school year including the establishment of baseline data and creation of a dashboard to track energy efficiency. Exciting plans for teacher and student involvement in surveys and teach-ins are also in the works.

Save the Date - Upcoming Meetings:

- **Long Term Strategic Planning (LTSP)**

The next LTSP Committee Meeting is **Wednesday, September 23, 2021 at 3:30pm**.

Participation is greatly needed and appreciated. Meetings are open to all.

- **FPPC Conflicts of Interest and Government Code 1090 webinar** for the PCHS Board of Trustees – September 28 @7-8pm. Zoom link will be posted with the agenda.
- **Virtual Back to School Night** - Thursday, September 29

Coversheet

Budget & Finance Committee Update

Section: III. Board Committees (Stakeholder Board Level Committees)
Item: B. Budget & Finance Committee Update
Purpose: FYI
Submitted by:
Related Material: Budget Com Meeting 9_13_21 Overview.pdf



PALISADES

CHARTER HIGH SCHOOL

REGULAR MEETING - BUDGET/FINANCE COMMITTEE UPDATE MONDAY, SEPTEMBER 13, 2021

- Credit Card Purchases- Reviewed and stands as submitted.

- 2021-22 Budget vs Actuals – Reviewed and stands as submitted. It was noted that there is an approximately \$5,000 to \$10,000 increased cost in security per week being spent to process kids in the morning due to COVID clearance policies. Additional security staff needs to be hired which then requires a minimum of 4 hours of paid time per additional security team member. PCHS has had difficulty getting classified staff to assist in filling these positions for the morning clearance. Parent volunteers were also discussed and the challenges of the COVID testing requirements for those who are vaccinated may be an issue. Possible incentives for staff to assist as well as a push for parent volunteers would offset these additional costs.

- 2021-22 EPA Amount – as submitted. reviewed and approved by B&F Committee
- 2021-22 CARS Application – as submitted. reviewed and approved by B&F Committee
- 2021-22 Title III MOU – as submitted. reviewed and approved by B&F Committee
- 2021-22 Contract Revisions – as submitted. reviewed and approved by B&F Committee
 - A. ESSR II/III Update – as submitted and reviewed
 - B. Budget & Finance Committee Calendar – as submitted. Approved by B&F Committee

Coversheet


LAUSD COVID-19 Vaccination Requirement For Employees and Other Adults Working at District Facilities

Section: IV. Academic Excellence
Item: A. LAUSD COVID-19 Vaccination Requirement For Employees and Other Adults Working at District Facilities
Purpose: FYI
Submitted by:
Related Material:
IOC GUIDANCE ON VACCINE REQUIREMENTS FOR EMPLOYEES AND OTHERS PROVIDING SERVICES IN DISTRICT FACILITIES 8_13_211.pdf
VACCINATION REQUIREMENT - FREQUENTLY ASKED QUESTIONS 8_13_21.pdf

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Human Resources Division
Division of Employee Support and Labor Relations
Personnel Commission

TO: All Employees

DATE: August 13, 2021

FROM: Ileana M. Dávalos 
Chief Human Resources Officer

Kristen Murphy 
Chief of Employee Support and Labor Relations

Karla Gould 
Personnel Director

SUBJECT: COVID-19 VACCINATION REQUIREMENT FOR EMPLOYEES AND OTHER ADULTS WORKING AT DISTRICT FACILITIES

As part of Los Angeles Unified School District's efforts to provide the safest possible environment in which to learn and work, **all** District employees will be required to be fully vaccinated against COVID-19 no later than October 15, 2021. This requirement also applies to District partners, contractors, co-located charter school employees, and other adults who provide services on District property.

The purpose of this correspondence is to inform District staff of the vaccination requirement as a condition of continued employment/service, as well as the supports in place to assist with receiving the vaccination and/or verifying vaccination status, and the process for seeking a medical or religious exemption from this requirement.

In addition, per the State Public Health Officer Order of August 5, 2021, all employees who provide services or work in healthcare facilities must have their first dose of a one-dose regimen or their second dose of a two-dose regimen by September 30, 2021.

We care about our employees and we appreciate your commitment to maintaining the safest possible environment for our colleagues and the students and families we serve.

Please see the pages that follow for protocols and procedures.

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Human Resources Division
Division of Employee Support and Labor Relations
Personnel Commission

COVID-19 VACCINATION REQUIREMENT PROTOCOLS AND PROCEDURES

Required Documentation

Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, only the following modes may be used as proof of vaccination:

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
2. a photo of a Vaccination Record Card as a separate document; OR
3. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
4. documentation of COVID-19 vaccination from a health care provider; OR
5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
6. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

“Fully-Vaccinated”

Fully-vaccinated” refers to an individual who has received the first and second doses of the vaccine (or, in the case of Johnson & Johnson, the single required dose) and has completed the two-week period that follows to ensure maximum immunity.

Vaccination Intervals

The interval between vaccine doses is dependent on when the vaccine course started:

- Pfizer - 21 days between 1st and 2nd (final) vaccine
- Moderna - 28 days between 1st and 2nd (final) vaccine
- Johnson & Johnson – only one dose is required

Process for Meeting Vaccination Requirement

All employees and potential new hires are mandated to receive the required COVID-19 vaccination dose(s).

Individuals vaccinated as part of the winter/spring 2021 District vaccination program do not need to submit their vaccination record for verification. All information transfers automatically to the Daily Pass.

Individuals who were vaccinated outside the District program should submit their vaccination record for review and verification through the Daily Pass (See Attachment A). After the external vaccination document is submitted via the Daily Pass, it will be reviewed and verified by the

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Human Resources Division
Division of Employee Support and Labor Relations
Personnel Commission

District's Community Engagement team. Please allow 2-3 business days for the verification process.

Employees are allowed a window of up to three hours (per dose) for vaccination for themselves or their dependent(s) during their workday, including travel time to the vaccination location. Los Angeles Unified continues to host school-based vaccination clinics on many of its school campuses. A list of vaccination sites can be found on our website at: <https://achieve.lausd.net/Page/17638>

Employees utilizing this paid time off are to complete and submit a Certification/Request of Absence for Non-Illness (Form No. 60.NON-ILL; Reissued 9/14/2020). Under Reason for Absence, select Option "M" for Other Absences and identify MSND (Miscellaneous Natural Disaster) with explanation as "Self and/or Dependent COVID-19 vaccination." An absence due to natural disaster does not get deducted from the employees' illness balance

Employees are to notify their supervisor one day ahead if they are scheduling an appointment during their workday, in order to assist their supervisor in making arrangements for work coverage.

Classroom teachers who schedule an appointment during their workday will request a substitute teacher for the three-hour window via the SmartFind Express system and indicate "vaccination" as the qualifying reason.

Employees who experience adverse physical reactions to the vaccination may be allotted additional time (up to three days per dose) with the approval of their supervisor as specified in Reference Guide REF-041184.0. Employees are to complete and submit a Certification/Request of Absence for Non-Illness (Form No. 60.NON-ILL; Reissued 9/14/2020). Under Reason for Absence, select Option M for Other Absences and identify MSND (Miscellaneous Natural Disaster) with explanation as COVID-19 vaccination. An absence due to natural disaster does not get deducted from the employees' illness balance.

Employees experiencing any reaction to the vaccine prohibiting them from returning to work for more than three days will coordinate with their supervisor to determine if there is work that can be done remotely. If remote work cannot be performed, employees may avail themselves of benefited time.

Supervisor Responsibilities

Supervisors shall allow employees to be vaccinated during their regularly scheduled workday. Up to three hours of worktime (per dose) are allotted, including travel to the vaccination location.

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Human Resources Division
Division of Employee Support and Labor Relations
Personnel Commission

Submission of Required Documents and Deadlines

Current Employees

To comply with the vaccination requirement, current District employees must submit documentation of COVID-19 vaccination through the Daily Pass web portal at <http://DailyPass.lausd.net> by October 15, 2021. Qualifying Health Care Workers must submit proof of final vaccination no later than September 30, 2021.

New Employees

New employees hired on or after October 1, 2021 must be fully vaccinated by and provide verification of their vaccination status as part of the hiring and onboarding process prior to an official offer of employment to any District site.

New employees should submit results via:

U.S. or School Mail:

LAUSD
Human Resources Division
Employee Health Services – SB 792
333 S Beaudry Avenue, 14-110
Los Angeles, CA 90017

Fax: (213) 241-8918

All documents will be kept confidential as required by law.

Potential Exemptions

District employees who serve the District in any capacity may apply to seek exemption from the COVID-19 vaccine requirements only under the following circumstances:

- A. The employee submits a written statement from a licensed physician identifying a need for accommodation due to the person's disability or serious medical condition. This statement must be submitted on the employee's doctor's office letterhead with the doctor's printed name, license number, signature and date the statement is issued.

- B. The employee seeks accommodation based on a sincerely held religious belief.

The *COVID Reasonable Accommodation Application*, Attachment B, is to be completed if either of the above apply.

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Human Resources Division
Division of Employee Support and Labor Relations
Personnel Commission

Accommodation Process

If the District determines that an employee cannot be vaccinated due to disability or a sincerely held religious belief, an accommodation process will commence to determine whether an accommodation can be provided which would eliminate or reduce this risk, so the unvaccinated employee does not pose a danger to the health and safety of others at the District worksite.

The accommodation process will determine whether an accommodation exists to enable an employee to perform the “essential functions” of their job. The accommodation process initiates at the work site with the immediate supervisor. Essential functions vary by job class and therefore the process shall be case by case and may result in different outcomes in different cases.

If a risk to the health and safety of others cannot be reduced to an acceptable level through a workplace accommodation, the employee may be excluded from physically entering the workplace. The District and employee will then determine if there are any available benefit time/leave provisions.

Failure to Comply with Vaccination Requirement

Failure to comply with the mandate to be vaccinated and/or failure to provide the appropriate qualifying exemption documentation may result in disciplinary action, being placed on unpaid leave, and/or separated from District service.

Ongoing COVID-19 Testing

All employees are required to participate in regular COVID-19 testing, regardless of vaccination status. Los Angeles Unified will continue to provide free weekly COVID testing on school campuses for all students and employees – both vaccinated and unvaccinated. If infection rates in our community decrease, testing frequency may be reduced, and exemptions for vaccinated individuals may be considered in accordance with medical guidance. Employees assigned to worksites without onsite testing may make an appointment to be tested at one of our 12 stationary testing sites during their assigned work hours at dailypass.lausd.net. Up to two hours of MSND time will be allowed for each required COVID test.

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
 Human Resources Division
 Division of Employee Support and Labor Relations
 Personnel Commission

ATTACHMENT A

Office of COVID Reponse
Uploading External COVID-19 Vaccination Record

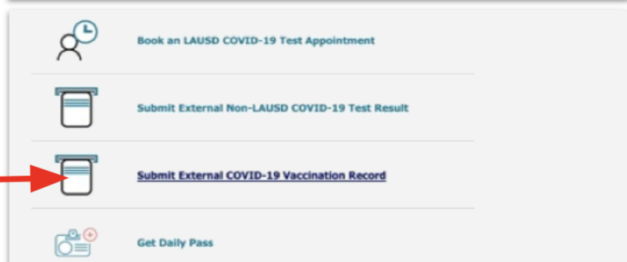
This document outlines the steps to upload external COVID-19 vaccination records.

- STEP 1** – Sign in to <https://dailypass.lausd.net>
- STEP 2** – Select “Submit External COVID-19 Vaccination Record”
- STEP 3** – Select “Self” or “Student”
- STEP 4** – Fill out the vaccine information for either yourself or your student. The student needs to be validated first.
- STEP 5** – Upload vaccine record. Check status of your record under “Vaccinations” in the Daily Pass.

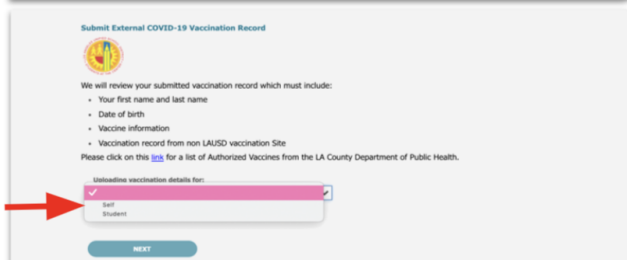
STEP 1
 Sign in to <https://dailypass.lausd.net> and select one of the options below.



STEP 2
 Select “Submit External C-19 Vaccination Record”

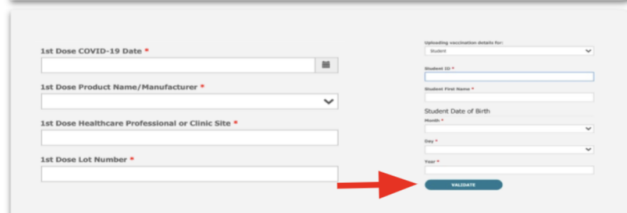


STEP 3
 Select “Self” or “Student”, then Next.

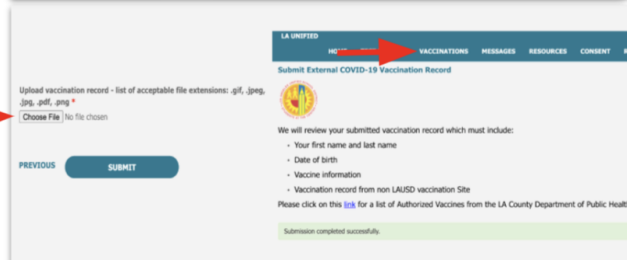


STEP 4
 Fill out vaccine information for self

OR
 Validate student data and then fill out vaccine information for student.



STEP 5
 Upload record and Submit. Check status.



INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Human Resources Division
Division of Employee Support and Labor Relations
Personnel Commission

ATTACHMENT B

COVID-19

Reasonable Accommodation Application

I am seeking reasonable accommodation for the District COVID-19 Vaccine Policy. I seek this accommodation because:

- I have a disability or serious medical condition.
- I object based on a sincerely held religious belief.

Please attach a written statement from a licensed physician identifying a need for accommodation due to the person's disability or serious medical condition. This statement must be submitted on the employee's doctor's office letterhead with the doctor's printed name, license number, signature and date the statement is issued.

Employee/Applicant Name: _____

Employee Number: _____

Home Address: _____

Home Phone Number: _____

Job Title: _____

Worksite: _____

I acknowledge and confirm that the above information is correct.

Name: _____ Employee Number: _____

Signature _____

Return form to:

Employeevaccines@lausd.net

VACCINATION REQUIREMENT - FREQUENTLY ASKED QUESTIONS

1. Will the District require employees to be vaccinated?

Yes. As part of Los Angeles Unified School District's efforts to provide the safest possible environment in which to learn and work, all District employees, Partners, Contractors and other adults who provide services on District property will be mandated to be fully-vaccinated against COVID-19 no later than October 15, 2021 as a condition of continued employment/service.

2. What does "Fully-Vaccinated" mean?

"Fully-vaccinated" refers to an individual who has received the first and second doses of the vaccine (or, in the case of Johnson & Johnson, the single required dose) and has completed the two-week period that follows to ensure maximum immunity.

3. Will the District allow employees time for getting vaccinated, for vaccine reaction, and protect the notification/privacy of appointments and vaccination status?

- *Employees will:*
 - *Be allowed to be vaccinated during their workday (up to three hours) including travel time.*
 - *Be allowed time for vaccine reaction, to be determined on a case-by-case basis.*
 - *Be allowed to submit verifiable vaccination documentation from a health care provider.*
 - *Be allowed to take up to three hours during their work day to take a dependent to be vaccinated.*
 - *Notify their supervisor one day ahead (and secure a substitute if applicable) if they are scheduling an appointment during their workday.*

4. What if an employee refuses to be vaccinated due to a disability/medical condition or sincerely held religious belief?

Although the District is requiring vaccines for employees, the District will still engage in an interactive process to determine if a reasonable accommodation exists to permit an employee to continue working who cannot take the vaccine due to disability or sincerely held religious belief

5. Do I have to be vaccinated if I am pregnant or breastfeeding?

Although, currently, there is no contraindication to the administration of the COVID-19 vaccine during pregnancy or if a person is breastfeeding, it is recommended that you consult with your doctor to determine whether or not you qualify for a medical exemption.

6. When will employees receive educational information about the vaccines and vaccination process?

Vaccination information is available at <https://achieve.lausd.net/Page/17454> Additionally, an informational video about the COVID-19 Vaccination is available on MyPLN (keyword: Covid Vaccine), where the District's Medical Director shares information about the COVID-19 vaccine.

August 13, 2021

VACCINATION REQUIREMENT - FREQUENTLY ASKED QUESTIONS (continued)

- 7. How will the District address concerns from individuals who are vaccine-hesitant?**
Educational materials and resources are available in the District's website at <http://achieve.lausd.net/covidvaccine>. In addition, the Los Angeles Unified Medical Director will provide clear information about the vaccine through a MyPLN course (keyword: COVID Vaccine).
- 8. What is the District's implementation timeline for this policy?**
All District employees, Partners, Contractors and other adults who provide services on District property will be mandated to be fully-vaccinated against COVID-19 no later than October 15, 2021.
- 9. Will the District continue COVID-19 testing after the vaccination policy goes into effect? Will testing frequency change for vaccinated employees?**
Yes. Los Angeles Unified will continue to provide free weekly COVID testing on school campuses for all students and employees – both vaccinated and unvaccinated. If infection rates in our community decrease, testing frequency may be reduced, and exemptions for vaccinated individuals may be considered in accordance with medical guidance.
- 10. What is the reasonable accommodation process that will be followed?**
The process is outlined in LAUSD Policy Bulletin BUL-4569.1.
- 11. Do I have to be vaccinated if I have already had COVID-19?**
Yes, you are still required to get vaccinated to be fully protected against getting COVID-19. According to the Los Angeles County Department of Public Health, it is recommended you get the vaccination as soon as your isolation is over, and your symptoms are gone.
- 12. Must employees utilize the Daily Pass to verify their vaccination status?**
Yes. Employees who did not receive both doses of their vaccine through the District must upload any external vaccine verification through the Daily Pass. Attachment A provides a job aid on how to upload the external vaccine verification.
- 13. What are the consequences of an employee failing to comply with the vaccine requirement?**
The District may take disciplinary action, including but not limited to placement on unpaid leave and/or separation from service.
- 14. Will there be a waiver for those on Leaves of Absences and not at work, such as an employee who is out on parental bonding time?**
All mandated leaves remain in effect and any waivers for those on Leaves of Absences will be addressed on a case-by-case basis.

August 13, 2021

VACCINATION REQUIREMENT - FREQUENTLY ASKED QUESTIONS (continued)

ATTACHMENT A

Office of COVID Reponse Uploading External COVID-19 Vaccination Record

This document outlines the steps to upload external COVID-19 vaccination records.

- STEP 1** – Sign in to <https://dailypass.lausd.net>
- STEP 2** – Select “Submit External COVID-19 Vaccination Record”
- STEP 3** – Select “Self” or “Student”
- STEP 4** – Fill out the vaccine information for either yourself or your student. The student needs to be validated first.
- STEP 5** – Upload vaccine record. Check status of your record under “Vaccinations” in the Daily Pass.

STEP 1

Sign in to <https://dailypass.lausd.net> and select one of the options below.



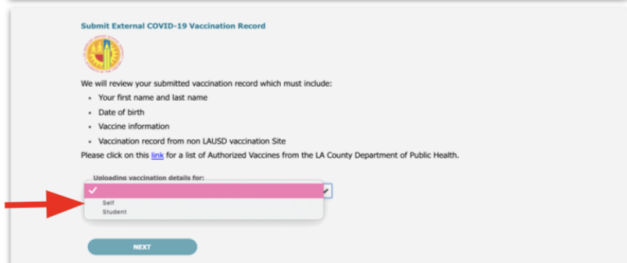
STEP 2

Select “Submit External C-19 Vaccination Record”



STEP 3

Select “Self” or “Student”, then Next.

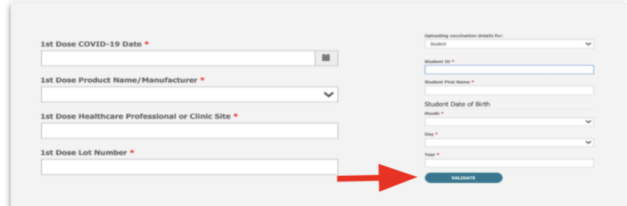


STEP 4

Fill out vaccine information for self

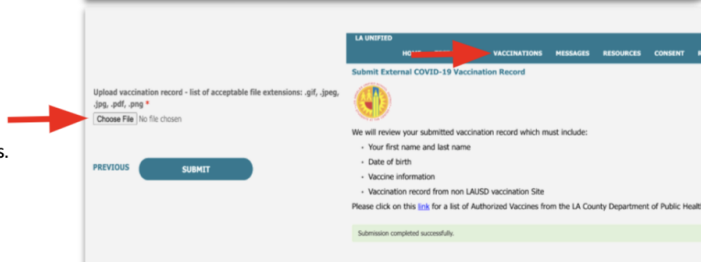
OR

Validate student data and then fill out vaccine information for student.



STEP 5

Upload record and Submit. Check status.



August 13, 2021

Coversheet

PCHS Proposed Resolution Requiring COVID-19 Vaccinations for Eligible Students

Section: IV. Academic Excellence
Item: B. PCHS Proposed Resolution Requiring COVID-19 Vaccinations for Eligible Students
Purpose: Vote
Submitted by:
Related Material: Board of Education Report 09_21_2021.pdf



Los Angeles Unified School District

333 South Beaudry Ave,
Los Angeles, CA 90017

Board of Education Report

Approved for information, but not for approval

File #: Rep-091-21/22, **Version:** 2

Proposed Resolution Requiring COVID-19 Vaccinations for Eligible Students

September 9, 2021

Office of the Superintendent

Action Proposed:

Approve the “Superintendent’s Resolution Requesting the Board of Education of the Los Angeles Unified School District to Require COVID-19 Vaccination for Eligible Students” (“Resolution”). The proposed Resolution would require all Los Angeles Unified School District (“LAUSD” or “District”) and charter school students on co-located LAUSD school facilities who are eligible to receive the COVID-19 vaccine, excluding those students with qualified and approved exemptions and conditional admissions, to become vaccinated and provide proof of vaccination pursuant to the timeline outlined below and within the Resolution as a mandatory precondition to accessing LAUSD school facilities. The proposed Resolution would ensure student vaccination records and information are maintained securely and confidentially; implement reasonably necessary measures to ensure equitable access to and accurate information about the COVID-19 vaccine; monitor LAUSD’s testing and vaccination data for allowable exemptions for vaccinated students to COVID-19 testing requirements; and be adopted as part of LAUSD’s policies and practices as they relate to LAUSD and co-located charter schools, and as part of LAUSD’s health, safety, and emergency procedures and requirements applicable to facilities and related operations. All references in this Board Report to “LAUSD and charter school students on co-located LAUSD school facilities” (or similar) means and applies to (1) students attending LAUSD schools, and (2) students attending charter schools on co-located LAUSD school facilities.

Background:

Los Angeles Unified School District is the second largest school district in the country, enrolling more than 600,000 students from Pre-K through the adult education, operating approximately 1,200 schools throughout the Los Angeles area, overseeing 278 affiliated and independent charter schools within its jurisdiction, and sharing LAUSD facilities with charter schools that serve tens of thousands of students in TK/K through grade 12.

The World Health Organization (WHO), United States Centers for Disease Control and Prevention (CDC), and the State of California including the California Department of Public Health (CDPH), and the Los Angeles County Department of Public Health (LACDPH) have recognized that the country, state, and county face a life-threatening pandemic caused by the COVID-19 virus. The COVID-19 pandemic and the national, state, and local orders responding to same have caused considerable challenges for public schools, including but not limited to the closure of all LAUSD school facilities for in-person instruction and resulting in distance learning program implemented by LAUSD through most of the 2020-21 school year. Although LAUSD has returned to in-person instruction for students who choose to return and has implemented high standard of multi-layered safety measures which are effective at mitigating the spread of COVID-19, including COVID-19 testing, masking, ventilation, screening, high quality sanitation measures, and requirement for all employees to be vaccinated, COVID-19 remains a material threat to the health and safety of all students within the LAUSD community, and is a further threat to continuous in-person instruction.

File #: Rep-091-21/22, Version: 2

Recent CDC studies indicate that infection and hospitalization rates among unvaccinated persons were 4.9 and 29.2 times, respectively, than those in fully vaccinated persons and that authorized vaccines were protective against SARS-CoV-2 infection and severe COVID-19 during a period when transmission of the Delta variant was increasing.

According to a study published by the CDC using data from the Coronavirus Disease 2019-Associated Hospitalization Surveillance Network (COVID-NET), pediatric hospitalizations for adolescents aged 0-17 were evaluated from March 1, 2020-August 14, 2021, and showed that pediatric hospitalization rates were 5 times higher in August 2021 compared to June 2021, and further, that the hospitalization rate among *unvaccinated* adolescents (aged 12-17 years) was 10 times higher than that among fully vaccinated adolescents.

Further studies have shown that emergency department visits and hospital admissions are higher in states with lower population vaccination coverage and emergency department visits and hospital admissions are lower in states with higher vaccination coverage (Siegel DA, Reses HE, Cool AJ, et al. Trends in COVID-19 Cases, Emergency Department Visits, and Hospital Admissions Among Children and Adolescents Aged 0-17 Years - United States, August 2020-August 2021).

In addition to statements made by the State Superintendent of Public Instruction and the Los Angeles County Department of Public Health Director in support of COVID-19 vaccination among eligible students, Dr. Anthony Fauci has also made public statements in support of COVID-19 vaccination for eligible students as a safety measure in schools.

With the return to full-time, in-person instruction for all students choosing to return to LAUSD school facilities for the 2021-22 school year, continued high COVID-19 transmission rates due to the surge of the Delta variant and high rates of cases among school age children due to transmission, vaccination of all eligible and non-exempt students provides the strongest protection to the health and safety of all students and staff in the LAUSD school communities.

Expected Outcomes:

Should the Board of Education adopt the Resolution, Superintendent and her designees will implement reasonably necessary measures requiring all LAUSD and charter school students on co-located LAUSD facilities who are eligible to receive the COVID-19 vaccine, excluding those students with qualified and approved exemptions under LAUSD's existing immunization policies, to become vaccinated as a mandatory precondition to accessing LAUSD school facilities, as follows:

- All students who are 12 years of age and older and are part of in-person extracurricular programs must receive their first vaccine dose by no later than October 3, and their second dose by no later than October 31, 2021;
- All students who are 12 years of age and older must receive their first vaccine dose by no later than November 21, 2021 and their second dose by no later than December 19, 2021;
- All other students must receive their first vaccine dose by no later than 30 days after their 12th birthday, and their second dose by no later than 8 weeks after their 12th birthday.

File #: Rep-091-21/22, Version: 2

Board Options and Consequences:

If the Board of Education adopts the Resolution, all LAUSD and charter school students on co-located District school facilities who are eligible to receive the COVID-19 vaccination, excluding those students with qualified and approved exemptions and as aligned with conditional admissions policies, will be required to become vaccinated and provide proof of vaccination as a mandatory precondition to accessing LAUSD school facilities. If the Resolution is not adopted by the Board of Education, the COVID-19 vaccination items in the Resolution will not be required at this time. Staff will continue all efforts to provide equitable access to COVID-19 vaccinations.

Policy Implications:

As a local educational agency and agency of the state, the District has the obligation to implement educational policies, operate public schools, and safeguard the educational, health and safety needs of all LAUSD students, staff and communities within its geographic boundaries. Further, LAUSD policies and practices relating to charter schools, and health, safety, and emergency procedures and requirements applicable to facilities and related operations, require co-located charter schools to comply with the Resolution as a condition of occupancy of LAUSD facilities. Student vaccination records and information will be maintained securely and confidentially in accordance with all laws governing the privacy of student health information and other student records.

Budget Impact:

Per CDC, the COVID-19 vaccine is available to everyone at no cost, regardless of insurance or immigration status. Administrative costs for implementing the requirement are covered within the existing Path to Recovery budget for the 2021-2022 fiscal year.

Student Impact:

Adoption of the Resolution will result in the safest school environments possible and minimize disruption to full-time, in-person instruction brought about by the COVID-19 pandemic.

Issues and Analysis:

The COVID-19 pandemic and the national, state, and local orders have caused considerable challenges for public schools, including but not limited to the closure of all LAUSD school facilities for in-person instruction and resulting in distance learning for most of the 2020-21 school year. Although LAUSD returned to full-time, in-person instruction for all LAUSD and charter school students choosing to return to LAUSD school facilities for the 2021-22 school year, COVID-19 continues to pose a material threat to the health and safety of all students within the LAUSD community despite the implementation of layered mitigation measures, including, but not limited to, COVID-19 testing and masking. The surge of the Delta variant and community transmission of COVID-19, including among school age children, has proven to be disruptive to full-time, in-person instruction and student learning. In light of the effectiveness and safety of the COVID-19 vaccines, the CDC, CDPH, and LACDPH have deemed the vaccine appropriate by unanimously recommending that all eligible persons be vaccinated, including children 12 years of age and older. Accordingly, although LAUSD has implemented the highest safety measures to mitigate the spread of COVID-19 at schools, vaccination of all eligible and non-exempt students provides the strongest protection to the health and safety of all students and staff in the LAUSD school communities.

Attachments:

Attachment A - Superintendent's Resolution Requesting the Board of Education of the Los Angeles Unified School District to Require COVID-19 Vaccination for Eligible Students.

File #: Rep-091-21/22, **Version:** 2

Informatives:
Not Applicable.

Submitted:
9/9/2021


File #: Rep-091-21/22, Version: 2

RESPECTFULLY SUBMITTED,



MEGAN K. REILLY
Interim Superintendent

APPROVED & PRESENTED BY:



PEDRO SALCIDO
Interim Deputy Superintendent
Office of the Deputy Superintendent

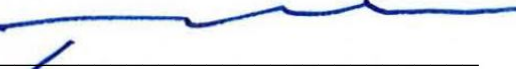
REVIEWED BY:



DEVORA NAVERA REED
General Counsel

Approved as to form.

REVIEWED BY:



TONY ATIENZA
Director, Budget Services and Financial Planning

Approved as to budget impact statement.

**LOS ANGELES UNIFIED SCHOOL DISTRICT
SUPERINTENDENT’S RESOLUTION REQUESTING THE BOARD OF EDUCATION
OF THE
LOS ANGELES UNIFIED SCHOOL DISTRICT TO REQUIRE
COVID-19 VACCINATION FOR ELIGIBLE STUDENTS**

WHEREAS, the Los Angeles Unified School District (LAUSD) is both a local educational agency as well as an agency of the state for purposes of implementing educational policy and operation of public schools to safeguard the educational, health and safety needs of Los Angeles Unified’s students and community as a whole within its geographic boundaries;

WHEREAS, LAUSD is charged by law to ensure appropriate public education for all students residing within its boundaries and is obligated to ensure the health and safety of all students within its schools and facilities;

WHEREAS, LAUSD has a constitutional mandate obligation to deliver the highest-quality instruction in the safest environment possible;

WHEREAS, the American Academy of Pediatrics recommend the COVID-19 vaccine for all persons over 12 years of age and stated that “Children learn best when physically present in the classroom. But children get much more than academics at school. They also learn social and emotional skills at school, get healthy meals and exercise, mental health support and other services that cannot be easily replicated online;”

WHEREAS, LAUSD is the second largest school district in the country, enrolling more than 600,000 students from Pre-K through its adult education program, operating approximately 1,200 schools throughout Los Angeles area, overseeing 278 affiliated and independent charter schools within its jurisdiction, and sharing LAUSD facilities with charter schools that serve tens of thousands of students in TK/K through grade 12;

WHEREAS, LAUSD has implemented high standard of multi-layered safety measures including COVID-19 testing, masking, ventilation, screening, high quality sanitation measures, and requirement for all employees to be vaccinated, to mitigate the spread of COVID-19 in the school community;

WHEREAS, the above safety measures are effective at mitigating the spread of COVID-19, but vaccination of all eligible and non-exempt students provide the strongest protection to the health and safety of all students and staff in the LAUSD school communities while further protecting against the disruption to full-time, in-person instruction;

WHEREAS, after closure of all LAUSD school facilities for in-person instruction and distance learning through most of the 2020-2021 school year, LAUSD has returned to full-time, in-person instruction for all students choosing to return to LAUSD school facilities for the 2021-22 school year subject to health and safety mitigation measures;

WHEREAS, the World Health Organization (WHO), United States Centers for Disease Control and Prevention (CDC), and the State of California including the California Department of Public Health (CDPH), and the Los Angeles County Department of Public Health (LACDPH) have recognized that the country, state, and county face a life-threatening pandemic caused by the COVID-19 virus;

WHEREAS, COVID-19 rates increased in July-August of 2021 due to the surge of the Delta variant including increasing rates of COVID-19 cases among school age children;

WHEREAS, in recent weeks, the percentage of children hospitalized after testing positive for COVID-19 has been disproportionately rising, indicating that children are at a greater risk from contracting the Delta variant due to high transmission rates with possibility of long-term symptoms from COVID-19;

WHEREAS, COVID-19 is a material threat to the health and safety of all students within the LAUSD community, and is a further threat to the successful return to continuous in-person instruction;

WHEREAS, several vaccines against COVID-19 have been developed that have been demonstrated to be effective in reducing the spread of COVID-19 as well as the severity of COVID-19 for breakthrough cases, preventing nearly all COVID-19 related hospitalizations; and recent CDC studies indicate that infection and hospitalization rates among unvaccinated persons were 4.9 and 29.2 times, respectively, than those in fully vaccinated persons; and, that authorized vaccines were protective against SARS-CoV-2 infection and severe COVID-19 during a period when transmission of the Delta variant was increasing;

WHEREAS, in light of the effectiveness and safety of the COVID-19 vaccines, the CDC, CDPH, and LACDPH have deemed the vaccine appropriate by unanimously recommending that all eligible persons be vaccinated, including children 12 years of age and older;

WHEREAS, the State Superintendent of Public Instruction and the Los Angeles County Department of Public Health Director support COVID-19 vaccination among all eligible and non-exempt students;

WHEREAS, LAUSD school facilities are shared with students who attend charter schools, which as a condition of occupancy and use are required to comply with, among other things, facilities agreements, applicable laws and regulations, LAUSD policies and practices relating to charter schools, and health, safety, and emergency procedures and requirements applicable to facilities and related operations; and,

WHEREAS, based upon the foregoing, the Superintendent brings forward this Resolution for Board of Education action to adopt the requirement that all eligible, non-exempt LAUSD students and charter school students in co-located LAUSD facilities receive the COVID-19 vaccination as a condition to accessing in-person instruction in order to best ensure the health and safety of all students, staff, and community and best protect against future disruptions to full-time, in-person instruction threatened by the COVID-19 pandemic.

IT IS HEREBY RESOLVED that to ensure the continued delivery of the highest-quality public instruction in the safest environment possible, the Board of Education approves the Superintendent to implement reasonably necessary measures requiring all LAUSD and charter school students on co-located school sites who are eligible to receive the COVID-19 vaccine, excluding those students with qualified and approved exemptions and conditional admissions under LAUSD's existing immunization policies, to become vaccinated against COVID-19 as a mandatory precondition to accessing LAUSD school facilities, as follows:

- All students who are 12 years of age and older and are part of in-person extracurricular programs must receive their first vaccine dose by no later than October 3, and their second dose by no later than October 31, 2021;
- All students who are 12 years of age and older must receive their first vaccine dose by no later than November 21, 2021 and their second dose by no later than December 19, 2021;
- All other students must receive their first vaccine dose by no later than 30 days after their 12th birthday, and their second dose by no later than 8 weeks after their 12th birthday.

IT IS FURTHER RESOLVED that the Superintendent is given approval by the Board of Education to require all students eligible to receive the COVID-19 vaccine and subject to the timeline outlined above to provide proof of vaccination uploaded and approved in LAUSD's Daily Pass program before January 10, 2022, in order to be permitted on LAUSD school facilities, except for those students with qualified and approved exemptions and conditional admissions.

IT IS FURTHER RESOLVED that the Board of Education approves the Superintendent, to ensure student vaccination records and information are maintained securely and confidentially in accordance with all laws governing the privacy of student health information and other student records.

IT IS FURTHER RESOLVED that the Board of Education and Superintendent are committed to ensuring all students have access to the COVID-19 vaccine and, therefore, the Board of Education directs the Superintendent to implement reasonably necessary measures to ensure equitable student access to the COVID-19 vaccine and provide LAUSD's students and families accurate information about the vaccine.

IT IS FURTHER RESOLVED that the Board of Education directs the Superintendent to monitor LAUSD's testing and vaccination data and determine when to allow an exemption for vaccinated students to LAUSD's current weekly COVID-19 testing requirement.

IT IS FURTHER RESOLVED that the Governing Board of the Los Angeles Unified School District adopts this Resolution as part of LAUSD's policies and practices as they relate to LAUSD and charter schools that are co-located on District sites, and as part of LAUSD's health, safety, and emergency procedures and requirements applicable to facilities and related operations.

IT IS FURTHER RESOLVED that all references in this Resolution to “LAUSD and charter school students on co-located LAUSD school facilities” (or similar) means and applies to (1) students attending LAUSD schools, and (2) students attending charter schools on co-located LAUSD school facilities.

ADOPTED, SIGNED and APPROVED by the Board of Education of the Los Angeles Unified School District on the __ day of September, 2021, by the following vote:

Board Member	Ayes	Noes	Abstain	Absent
George McKenna				
Monica Garcia				
Scott Schmerelson				
Nick Melvoin				
Jackie Goldberg				
Kelly Gonez				
Tanya Ortiz Franklin				
Parishi Kanuga (advisory only)				
Total:				

President of the Board of Education of the
Los Angeles Unified School District

Attested to:

Clerk of the Board of Education of the
Los Angeles Unified School District

Coversheet

Failure is Not an Option Presentation

Section: IV. Academic Excellence
Item: C. Failure is Not an Option Presentation
Purpose: Discuss
Submitted by:
Related Material: PCHS Bill Failure is Not an Option 09_21_2021 .pdf

Palisades Charter High School Bill on 9.21.21: “Failure is not an option”

Bill Authors: Dr. Brenda Clarke, Ms. Jewlz Fahn, Ms. Monica Batts-King & Dr. Chris Lee

Section 1: Declaration

It is agreed that a grade of F will be eliminated effective immediately from the grading scale for all Palisades Charter High School (PCHS) students for classroom grading, as well as unofficial transcript and official transcript. The F grade will be replaced with an NC (No Credit) grade. The PCHS grading scale now includes grades of A, B, C, D, NC (No Credit) only. PCHS grades earned from years prior to 2021-2022 or from other educational institutions will remain on the transcript. Therefore, Palisades Charter High School eliminates the F grade.

Section 2: Mission and Consensus

Whereas, Palisades Charter High School’s mission is to educate and support students so that they can be leaders to serve to the best of their abilities at the highest level possible.

We acknowledge with gratitude the evolution of this bill that stems from all the faculty who continue to participate in the PCHS Grading for Equity Initiative in collaboration with Dr. Pam Magee, Dr. Chris Lee, Ms. Monica Iannessa, and the rest of the administration team, with guidance from outside educational consultant Mr. Joe Feldman.

After further discussion, strong consensus was reached for this bill through the Board of Trustees appointed Academic Accountability Committee that gathered input from all PCHS stakeholders.

Section 3: Reasoning and Implementation

The No Credit (NC) grade will replace a grade of an F for the following reasons:

1. Grades should not have punitive consequences. A grade of an F damages students’ grade point averages. The NC grade will not have numerical consequences on students’ grade point averages.
2. A grade of an F has been shown to have negative consequences and ramifications on students’ self-esteem, motivation, and mental health.

Therefore, students will have the opportunity to make up any class in which they received an NC grade in order to receive a passing grade by showing adequate mastery of course content in order to earn credit for high school graduation.

Section 4: Effective Date

This proposal is effective immediately upon passage by the PCHS Board of Trustees, dated 9/21/21, and is in effect for school year 2021-2022 and beyond, indefinitely until further notice.

Coversheet

2020-2021 Unaudited Actuals

Section: VI. Finance
Item: A. 2020-2021 Unaudited Actuals
Purpose: Vote
Submitted by:
Related Material: V.A - Board Motion_2020-21 Unaudited Actuals.pdf
V.A - 2020-2021 UAR_2021-2022 Budget to Actuals 7-31-21.pdf
V.A - 2020-2021 Unaudited Actuals Presentation.pdf
V.A - Unaudited Actuals SACS report.pdf



PALISADES

CHARTER HIGH SCHOOL

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

September 21, 2021

TOPIC/ AGENDA ITEM:

V. FINANCE

A. 2020-2021 Unaudited Actuals

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, Chief Business Officer, Finance

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve the 2020-2021 Unaudited Actuals.

In accordance with California Education Code (EC 42100), PCHS is required to prepare an annual statement of all receipts and expenditures for the prior-year. The report is then submitted to our chartering authority, County Office of Education, State Superintendent of Public Instruction, and the State Controller's Office. Our audit firm will then use this report as the basis for reviewing, auditing and confirming our 2020-2021 financial statements.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

The action requested of the Board today will support the goal of ensuring fiscal compliance for PCHS.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the 2019-2020 Audit Report. Questions and feedback are welcome, although the board approved audit report is due by March 31, 2021.

CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2020-2021 Unaudited Actuals Report.

RECOMMENDED MOTION:

"To approve the 2020-2021 Unaudited Actuals."

Juan Pablo Herrera
Chief Business Officer

Palisades Charter High School - 2020-2021 Unaudited Actuals and 2021-2022 Adopted Budget and Revisions as of 8/20/21, and Actuals to date as of 7/31/21

ADA	2907	2020-2021 Unaudited Actuals			2021-2022 Adopted Budget (Full Return, B/F Recommended), 6/11/21			2021-2022 Revised Budget, 8/20/21			2021-2022 Actuals to Date as of 7/31/21	% Received/Spent	Comments
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total			
	Obj Code												ADA
A. Revenues													
LCFF/Revenue Limit Sources													
	8011	11,736,889		11,736,889	15,104,903		15,104,903	12,429,602		12,429,602		62%	per LCFF Calculator 8/19/21
	8012	9,454,213		9,454,213	6,777,237		6,777,237	12,599,269		12,599,269		75%	per LCFF Calculator 8/19/21
	8019	97,503		97,503	-		-			-		13%	
	8096	8,166,176		8,166,176	8,980,282		8,980,282	5,786,185		5,786,185	511,639	82%	per LCFF Calculator 8/19/21
		29,454,781	-	29,454,781	30,862,422	-	30,862,422	30,815,056	-	30,815,056	511,639	70%	
												1.70%	
Federal Revenues													
	8181		591,955	591,955		777,041	777,041	777,041	777,041	46,627		79%	\$267.30/ADA PER LAUSD SELPA 6/4/21
	8220		15,099	15,099		345,000	345,000	345,000	345,000			3%	
Other Federal													
	8290		311,574	311,574		316,871	316,871	316,871	316,871			0%	
	8290		58,611	58,611		59,607	59,607	59,607	59,607			0%	
	8290		-	-		3,606	3,606	3,606	3,606			0%	
	8290		-	-		3,621	3,621	3,621	3,621			0%	
	8290		24,319	24,319		24,214	24,214	24,214	24,214			0%	
	8290		34,746	34,746		35,337	35,337	35,337	35,337			0%	
	8290		9,378	9,378		10,170	10,170	10,170	10,170			0%	
	8290		263,390	263,390		-	-	-	-			50%	
	8290		-	-		-	-	-	-			0%	
	8290		1,076,721	1,076,721		-	-	-	-			100%	
	8290		-	-		107,643	107,643	107,643	107,643			34%	
		-	2,385,793	2,385,793	-	1,683,109	1,683,109	-	1,683,110	1,683,110	46,627	69%	
Other State Revenues													
	8520		5,300	5,300		20,000	20,000	20,000	20,000			82%	
	8550	136,264	-	136,264	139,071	-	139,071	139,071	139,071			100%	
	8560	522,398	-	522,398	436,050	-	436,050	473,841	473,841			74%	higher per ADA rate (\$163.00/ADA)
	8560		225,445	225,445	-	142,443	142,443	188,955	188,955			7%	higher per ADA rate (\$65.00/ADA)
	8590		252,447	252,447	-	-	-	-	-			100%	
	8590		129,447	129,447	-	164,827	164,827	242,836	242,836			99%	higher carryover from 20/21FY
	8590		4,385	4,385	12,073		12,073	12,073	12,073			0%	
	8590		10,084	10,084		-	-	-	-			100%	
	8590		368,364	368,364		470,566	470,566	547,287	547,287				Per CDE 8/19/21- \$915,651 allocation, spent \$368K in 20/21 (potentially split into different resources)
	8590		1,025,890	1,025,890		2,051,780	2,051,780	2,051,780	2,051,780				
		658,662	2,021,362	2,680,024	587,194	2,849,615	3,436,809	612,912	3,062,931	3,675,843	-	78%	
Other Local Revenues													
	8311		1,831,540	1,831,540	-	2,002,632	2,002,632	2,002,632	2,002,632	511,639		79%	\$688.90 PER LAUSD SELPA 6/4/21
	8634		-	-	-	240,000	240,000	240,000	240,000				no a la carte sales
	8560		574,528	574,528	1,046,000	-	1,046,000	1,046,000	1,046,000	60,547		77%	
	8660		83,425	83,425	129,549	-	129,549	129,549	129,549	61		40%	
	8679		149,610	149,610	-	100,000	100,000	100,000	100,000			92%	
	8699		426,282	426,282	450,000	-	450,000	450,000	450,000	7,094		99%	
		-	3,065,385	3,065,385	1,625,549	2,342,632	3,968,181	-	3,968,181	3,968,181	579,341	80%	
		30,113,443	7,472,540	37,585,983	33,075,164	6,875,357	39,950,522	31,427,968	8,714,222	40,142,190	1,137,607	71%	
B. Expenditures													
Certificated Salaries													
	1110	11,100,012	2,226,054	13,326,066	11,623,439	1,658,667	13,282,106	11,623,439	1,658,667	13,282,106		65%	(ED TECH COORDINATOR SALARY, \$22K)
	1130	133,145	-	133,145	141,176	-	141,176	141,176	141,176	141,176		65%	
	1160	214,232	-	214,232	238,941	-	238,941	238,941	238,941	238,941		43%	
	1210	845,957	-	845,957	817,927	-	817,927	817,927	817,927	817,927		67%	increased by \$39K from tutoring.
	1310	802,339	141,378	943,717	775,910	142,785	918,695	775,910	142,785	918,695		70%	
	1330		-	-	119,633	-	119,633	119,633	119,633	119,633			
	1930		-	-	-	-	-	-	-	-			

Palisades Charter High School - 2020-2021 Unaudited Actuals and 2021-2022 Adopted Budget and Revisions as of 8/20/21, and Actuals to date as of 7/31/21

ADA	2907	2020-2021 Unaudited Actuals			2021-2022 Adopted Budget (Full Return, B/F Recommended), 6/11/21			2021-2022 Revised Budget, 8/20/21			2021-2022 Actuals to Date as of 7/31/21	% Received/Spent 2,907	Comments
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total			
	Obj Code												
				-	130,360		130,360	130,360		130,360			ADA
				-			-	251,313		251,313			Ed Tech coordinator & New counselor position, & \$31K in attrition savings
				-	7,000		7,000	7,000		7,000			Effective 7/1/21, UTLA salary increase of 1.75% (\$197,312.78 & PD hourly rate increase \$50 (\$53,487).
	1110			-		589,952	589,952	-	589,952	589,952			proposed cell phone stipend (dependent on position)
		13,095,685	2,367,432	15,463,117	13,854,386	2,391,404	16,245,790	14,105,699	2,391,404	16,497,103	-	66%	
Classified Salaries													
	2110	(1,300)	772,082	770,782	\$ -	944,412	944,412		944,412	944,412			
	2210	132,735	-	132,735	114,902	-	114,902	114,902		114,902			
	2310	425,614	-	425,614	416,609	-	416,609	416,609		416,609			
	2410	1,831,029	-	1,831,029	1,935,059	-	1,935,059	1,935,059		1,935,059			
	2430	-	48,788	48,788	-	48,397	48,397	-	48,397	48,397			
	2460	-	-	-	34,817	\$ -	34,817	34,817		34,817			
	2920	978,100	9,668	987,768	904,821	71,145	975,966	904,821	71,145	975,966			shift \$39K to certificated
	2920	83,860	140,362	224,222	55,404	110,808	166,212	55,404	110,808	166,212			
		-	-	-	110,000		110,000	110,000		110,000			Tech Team Lead
		-	-	-	7,000		7,000	7,000		7,000			proposed cell phone stipend (dependent on position)
		-	-	-			-	4,550	-	4,550			\$4,550 for additional hours related to student check-in
	2920	-	-	-		436,400	436,400		436,400	436,400			2020/21 off schedule increase
		3,450,038	970,900	4,420,938	3,578,612	1,611,162	5,189,774	3,583,162	1,611,162	5,194,324	-	57%	
Employee Benefits													
	3111	2,039,091	343,496	2,382,587	2,344,162	404,626	2,748,788	2,386,684	404,626	2,791,310			
	3212	595,930	162,406	758,336	819,860	369,117	1,188,977	820,902	369,117	1,190,020			
	3311	7,244	-	7,244	-	-	-	-	-	-			
	3312	211,904	59,461	271,365	221,874	99,892	321,766	222,156	99,892	322,048			
	3331	184,749	35,755	220,504	200,889	34,675	235,564	204,533	34,675	239,208			
	3332	55,197	16,002	71,199	51,890	23,362	75,252	51,956	23,362	75,318			
	3411	1,981,781	351,472	2,333,253	2,280,484	258,238	2,538,722	2,280,484	258,238	2,538,722	191,757		
	3412	786,050	246,963	1,033,013	940,575	329,000	1,269,575	940,575	329,000	1,269,575	89,081		
	3511	7,434	-	7,434	170,749	29,414	200,163	70,528	11,957	82,486	-		Rate reduced to 0.50% by state of CA
	3512	6,242	-	6,242	44,546	19,817	64,363	17,916	8,056	25,972	-		Rate reduced to 0.50% by state of CA
	3611	146,790	-	146,790	158,737	-	158,737	157,737	-	157,737	13,228		
	3612	48,960	-	48,960	68,030	-	68,030	68,030	-	68,030	5,669		
	3911	329,140	-	329,140	553,000	-	553,000	553,000	-	553,000	33,459		must fund at this level per actuary & LAUSD recommendation
	3912	67,579	-	67,579	237,000	-	237,000	237,000	-	237,000	5,690		must fund at this level per actuary & LAUSD recommendation
		6,468,091	1,215,555	7,683,646	8,091,795	1,568,142	9,659,937	8,011,501	1,538,923	9,550,424	338,883	66%	
Supplies													
	4100	-	26,932	26,932	42,112		42,112	42,112		42,112	6,376		
	4300	452	112,378	112,830	250,000	16,834	266,834	250,000	16,834	266,834	4,950		21/22 - assume students can share
	4300					148,827	148,827		148,827	148,827			
	4350	-	65,805	65,805	86,800	-	86,800	86,800	-	86,800			
	4390	1,000	16,625	17,625	24,300	-	24,300	24,300	-	24,300			
	4400	-	1,021,734	1,021,734	126,300	450,200	576,500	126,300	450,200	576,500	47,901		ELO funded 1:1 device
	4700	-	4,718	4,718	-	235,041	235,041	-	235,041	235,041			Includes after school snack program
		1,452	1,248,192	1,249,644	529,512	850,902	1,380,414	529,512	850,902	1,380,414	59,227	73%	
Services													
	5210	4,168	-	4,168	2,000	-	2,000	2,000	-	2,000	-		
	5220	(1,226)	25,403	24,177	10,000	70,000	80,000	10,000	70,000	80,000	-		ELO funded PD
	5310	98,854	366,861	465,715	454,915	105,547	560,461	454,915	105,547	560,462	93,190		\$80K in ELO funded expenses
	5400	306,042	-	306,042	397,016	-	397,016	397,016	-	397,016	25,847		COVID rebate
	5510	94,570	138,610	233,180	147,000	600	147,600	147,000	600	147,600	2,046		

Palisades Charter High School - 2020-2021 Unaudited Actuals and 2021-2022 Adopted Budget and Revisions as of 8/20/21, and Actuals to date as of 7/31/21

ADA	2907	2020-2021 Unaudited Actuals			2021-2022 Adopted Budget (Full Return, B/F Recommended), 6/11/21			2021-2022 Revised Budget, 8/20/21			2021-2022	%	Comments
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Actuals to Date as of 7/31/21	Received/Spent	
	Obj Code												
	Utilities	354,830	-	354,830	426,000	-	426,000	426,000	-	426,000	-	47%	
	Rentals/Leases/Repairs	529,244	26,678	555,922	388,752	10,000	398,752	388,752	10,000	398,752	7,538	64%	
	Transportation	95,939	65,496	161,435	452,462	58,500	510,962	452,462	58,500	510,962		2%	removed contingency
	Oth Contracted Services	34,309	-	34,309	35,826	-	35,826	35,826	-	35,826		73%	
	STRS Int & Penalties	1,105	-	1,105	1,200	-	1,200	1,200	-	1,200		92%	
	Contracted Services	727,360	1,431,797	2,159,157	1,128,173	1,655,771	2,783,944	1,139,173	1,655,771	2,794,944	80,620	58%	reduce security by \$40K, split mental health between ELO & SPED
	Legal, Audit, & Election Costs	219,496	212,067	431,563	262,390	68,473	330,863	262,390	68,473	330,863	(876)	71%	Added \$11k of additional janitorial expense (Regis Staffing)
	Advertisement	2,002	-	2,002	1,500	-	1,500	1,500	-	1,500		80%	
	Computer/Technlgy Related Serv	65,913	-	65,913	86,784	-	86,784	86,784	-	86,784		53%	
	Conslt/Ind Contractors(NonEmp)	8,393	-	8,393	20,000	-	20,000	28,000	-	28,000		63%	increase in athletic trainer contract (\$8k)
	Fingrpnt,Phys, XRY&Oth Emp Cst	12,192	-	12,192	7,500	-	7,500	7,500	-	7,500	(356)	136%	
	Other Services	104,825	9,305	114,130	96,755	16,000	112,755	96,755	16,000	112,755	824	56%	
	Communications Services	64,528	-	64,528	76,000	-	76,000	76,000	-	76,000	3,400	57%	
	Total, Services	2,722,544	2,276,217	4,998,761	3,994,274	1,984,891	5,979,164	4,013,273	1,984,891	5,998,164	212,234	58%	
	Captial Outlay												
	Sites & Improvement	-	-	-	-	-	-	-	-	-	-	-	
	Buildings & Improvement	378,604	-	378,604	97,950	-	97,950	97,950	-	97,950	-	98%	CAPEX
	Equipment & Technology	62,119	6,268	68,387	10,000	-	10,000	10,000	-	10,000	-	26%	Repair/Replace Security Cameras
	Equipment/Furniture Replacement	-	-	-	-	-	-	-	-	-	-	-	
	Total, Captial Outlay	440,723	6,268	446,991	107,950	-	107,950	107,950	-	107,950	-	64%	
	Depreciation Expense (Financial Reporting Basis)	859,157	111,343	970,500	915,000	-	915,000	975,000	-	975,000	-	75%	
	Other Outgo												
	Indirect Cost (LAUSD)	(87,859)	382,406	294,547	308,624	-	308,624	308,151	-	308,151	17,673	79%	
	Interest	23,796	-	23,796	11,784	-	11,784	11,784	-	11,784	-	51%	
	Total, Other Outgo	(64,063)	382,406	318,343	320,408	-	320,408	319,935	-	319,935	17,673	76%	
	Total Expenditures (Financial Reporting Basis)	26,532,904	8,572,045	35,104,949	31,283,987	8,406,501	39,690,487	31,538,082	8,377,282	39,915,364	628,017	64%	
	Total Expenditures (Cash Reporting Basis)	26,114,470	8,466,970	34,581,440	30,476,937	8,406,501	38,883,437	30,671,032	8,377,282	39,048,314	628,017	64%	
	C. Ending Balance: Excess (Deficiency) - Financial Reporting Basis	3,580,539	(1,099,505)	2,481,034	1,791,178	(1,531,143)	260,035	(110,114)	336,940	226,826	509,590		
	C. Ending Balance: Excess (Deficiency) - Cash Reporting	3,998,973	(994,430)	3,004,543	2,598,228	(1,531,143)	1,067,085	756,936	336,940	1,093,876	509,590		(Revenue - Expenses: Cash Reporting Basis)
	D. Net Increase (Decrease)	3,580,539	(1,099,505)	2,481,034	1,791,178	(1,531,143)	260,035	(110,114)	336,940	226,826	509,590		
	E. Fund Balance												



2020-2021 Unaudited Actuals

BY: JUAN PABLO HERRERA & ARLETA ILYAS
PALISADES CHARTER HIGH SCHOOL

Presentation

- 2020-21 Unaudited Actuals Overview
- Revenue: Estimated vs. Unaudited
- Expense: Estimated vs. Unaudited
- Pali's 3- Year Financial History
- Special Ed Cost per Year
- Lifetime Benefits & Building a reserve
- Immediate Concerns



2020-2021 Unaudited Actuals

Revenue category	2020-2021 Adopted Budget (6/5/2020)	2020-2021 2 nd Interim	2020-2021 Estimated Actuals (5/21/2021)	2020-2021 Unaudited Actuals (8/16/2021)	Difference (Unaudited vs. Estimated)	Actuals vs. Budgeted
LCFF	\$27,196,847	\$29,539,379	\$29,477,600	\$29,454,781	(\$22,819)	\$2,257,934
Federal	\$1,653,358	\$2,485,095	\$2,379,411	\$2,385,793	\$6,382	\$732,435
State	\$969,722	\$1,201,361	\$1,504,288	\$2,680,024	\$1,175,736	\$1,710,302
Local	\$3,842,816	\$2,917,323	\$2,936,621	\$3,065,385	\$128,764	(\$777,431)
Total	\$33,662,743	\$36,143,158	\$36,297,920	\$37,585,983	\$1,288,063	\$3,923,240
Expense Category	2020-2021 Adopted Budget (6/5/2020)	2020-2021 2 nd Interim	2020-2021 Estimated Actuals (5/21/2021)	2020-2021 Unaudited Actuals (8/16/2021)	Difference (Unaudited vs. Estimated)	Actuals vs. Budgeted
Certificated Salaries	\$14,103,004	\$14,997,660	\$15,354,688	\$15,463,117	\$108,429	\$1,360,113
Classified Salaries	\$4,369,612	\$4,794,155	\$4,202,100	\$4,420,938	\$218,838	\$51,326
Benefits	\$7,844,229	\$8,195,951	\$8,151,712	\$7,683,646	(\$468,066)	(\$160,583)
Books & Supplies	\$694,027	\$1,524,091	\$1,327,478	\$1,249,644	(\$77,834)	\$555,617
Services, Other Operating Exp.	\$5,647,067	\$5,252,458	\$4,938,518	\$4,998,761	\$60,243	(\$648,306)
Depreciation	\$900,000	\$900,000	\$900,000	\$970,500	\$70,500	\$70,500
Indirect Cost/Debt Service	\$330,306	\$333,592	\$332,974	\$318,343	(\$14,631)	(\$11,963)
Total Expenses	\$33,888,245	\$35,997,907	\$35,207,470	\$35,104,949	(\$102,521)	\$1,216,704
Net Total (Revenue – Expense)	(\$225,502)	\$145,250	\$1,090,450	\$2,481,034	\$1,390,584	\$2,255,532



Revenue: Estimated vs. Unaudited

LCFF: Prior year revenue adjustments

Federal:

- Increase in federal cafeteria revenue through operating the seamless summer program (free meals for students), \$12K

State:

- Increase in Lottery Revenue, Non Prop 20 \$86K, Prop 20 \$83K
- Deferred CTE revenue to 21/22 (\$77K)
- Recognized In-Person Instruction Grant revenue used in 20/21, \$53K
- Received Expanded Learning Opportunities Grant funds, \$1M (to be used in 21/22)

Local Revenue:

- Increase in Pool/Permit revenue, \$139,230
- Decrease in interest received (\$46K)
- Increase in LAUSD SpEd COP (charter operated programs) revenue, \$10K
- Increase in fundraising revenue, \$26K



Expense: Estimated vs. Unaudited

- Increase in Certificated Salaries, \$108K
- Increase in Classified Salaries, \$218K
- Cost savings in Certificated/Classified Benefits **(\$468K)**
- Increase spending in IMA, \$22K
- Decrease in tech supplies expenses **(\$83K)**
- Increase expenses in subscriptions, \$10K
- Decrease in operations supplies **(\$22K)**
- Cost savings in utilities **(\$71K)**
- Increase in rentals/leases/repairs, **\$90k**
- Increase in transportation, \$69K
- Increase in Depreciation Expense, \$70K
- Decrease in indirect costs, **(\$14K)**

Pali's 3-Year Financial History

Revenue	18/19 Actuals	19/20 Actuals	20/21 Actuals
LCFF	\$27,952,129	\$29,621,752	\$29,454,781
Federal	\$1,393,072	\$1,243,671	\$2,385,793
State	\$3,603,453	\$963,245	\$2,680,024
Local	\$1,873,588	\$3,558,434	\$3,065,385
Total Revenue:	\$34,822,242	\$35,387,102	\$37,585,983
Expense	18/19 Actuals	19/20 Actuals	20/21 Actuals
Cert Salaries	\$14,809,971	\$14,270,782	\$15,463,117
Class Salaries	\$4,647,915	\$4,736,132	\$4,420,938
Benefits	\$7,605,701	\$7,823,442	\$7,683,646
Books/Supplies	\$773,877	\$546,163	\$1,249,644
Services, Other Operating Exp.	\$6,528,022	\$5,469,467	\$4,998,761
Depreciation	\$872,447	\$856,150	\$970,500
Debt Service/Indirect	\$332,193	\$358,382	\$318,343
Total Expense	\$35,570,846	\$34,060,518	\$35,104,949
Net Balance (financial statement balance)	(\$748,604)	\$1,326,584	\$2,481,034
Net balance (cash statement balance)	(\$480,470)	\$1,885,252	\$3,004,543

Special Education – Costs Per Year

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22 (projected)
Federal (IDEA)	\$549,373	\$565,541	\$588,067	\$597,250	\$591,955	\$777,041
State (AB602)	\$1,619,536	\$1,681,851	\$1,761,835	\$1,791,069	\$1,831,540	\$2,002,632
Local (STEP Grant)	\$166,207	\$172,997	\$355,834	\$160,504	\$149,610	\$100,000
Total Revenue	\$2,168,909	\$2,247,392	\$2,705,736	\$2,548,823	\$2,573,106	\$2,879,673
Total Cost	\$4,315,948	\$4,581,186	\$5,942,921	\$4,940,067	\$4,783,692	\$5,130,107
General Fund (Encroachment)	\$1,980,832	\$2,160,797	\$3,237,185	\$2,391,247	\$2,210,586	\$2,250,434
% Increase (Total)	19%	6%	7%	-16%	-3%	7%
% Increase (Gen Fund)	48%	9%	7%	-26%	-7.5%	1.8%
% Funded by Gen Fund	46%	47%	47%	48%	46%	43%

School closures due to pandemic has decreased special ed costs.



Lifetime Benefits

This is a very expensive benefit we offer eligible employees.

As calculated by our actuaries at DF&A, PCHS has an Expected Postretirement Benefit Obligation (EPBO) of \$26,002,065. This represents the total cost of current/future retiree benefits.

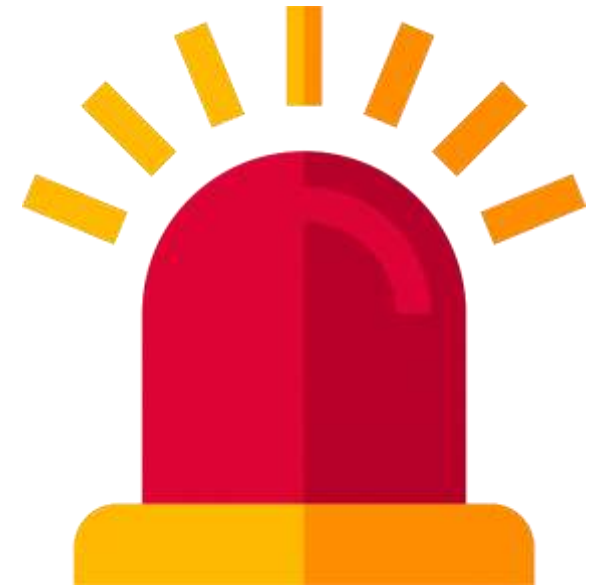
Our annual OPEB (Other Post-Retirement Benefits) is \$1,768,494/year. This is the cost PCHS has to pay each year in order to sustain the lifetime health benefits program

However, we are operating under the assumption that PCHS is investing the entire retiree fund and earning a net 5% rate of return (20 years). This reduces our annual pre-funding contribution to \$790,000 (20 years).

This is approx. 2.5X the amount we have contributed in past years... & we must continue this for 20 years.

Immediate Concerns/Next Steps

- Unrestricted Cash Reserves: well on our way to a 5% minimum reserve level
 - Attributed to limited operations during the pandemic
- ADA impacts due to quarantine
- Lower UPP (unduplicated pupil percentage)
- COVID-19 Impact
- Use of Relief Funds (allocation, tracking, compliance)
- PPP Forgiveness: Update should be provided soon
- Track multi-year projections





2021-2022 Budget Update

BY: JUAN PABLO HERRERA & ARLETA ILYAS
PALISADES CHARTER HIGH SCHOOL

2021-22 Budget Update: Topline Summary

After the Board of Trustees approved our 2021-22 Budget, the CDE revised revenue allocations

- State Lottery apportionment: Increased by +\$114,303
- In-Person Instruction Grant Allocation: Increased by +76,721
- LCFF Entitlement: Decreased by -\$47,366
- State Unemployment Insurance Rate: Decreased from 1.23% to 0.5% (savings of \$155,959)

PCHS has also reached a tentative agreement with UTLA, which has been factored into the 8/20/21 budget revision

- 1.75% salary increase & PD rate increase to \$50: Estimated cost is ~\$287,000

The 3rd column shows a scenario in which there is a schoolwide Tentative Agreement (including PESPU & unrepresented)

- Estimated cost of a schoolwide agreement is approximately \$402,710

2021-22 Budget Update: Topline Summary

	21/22 Adopted Budget	21/22 Revised Budget Including CDE updates & UTLA Tentative Agreement (8/20/2021)	21/22 Revised Budget (Assuming a Schoolwide Tentative Agreement is reached)
Total Revenue:	\$ 39,950,522	\$ 40,142,190	\$ 40,142,190
Total Expense	\$ 39,690,487	\$ 39,915,364	\$ 40,051,666
Net balance (Financial statement balance)	\$ 260,035	\$ 226,826	\$ 90,524

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1995836
Form 62

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	29,454,781.00	30,862,422.00	4.8%
2) Federal Revenue		8100-8299	2,385,793.00	1,683,110.00	-29.5%
3) Other State Revenue		8300-8599	2,680,024.00	3,436,810.00	28.2%
4) Other Local Revenue		8600-8799	3,065,385.00	3,968,181.00	29.5%
5) TOTAL, REVENUES			37,585,983.00	39,950,523.00	6.3%
B. EXPENSES					
1) Certificated Salaries		1000-1999	15,463,118.00	16,245,790.00	5.1%
2) Classified Salaries		2000-2999	4,420,938.00	5,189,774.00	17.4%
3) Employee Benefits		3000-3999	7,683,646.00	9,659,937.00	25.7%
4) Books and Supplies		4000-4999	1,249,642.00	1,380,415.00	10.5%
5) Services and Other Operating Expenses		5000-5999	4,998,760.00	5,979,164.00	19.6%
6) Depreciation and Amortization		6000-6999	970,501.00	915,000.00	-5.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	318,343.00	320,408.00	0.6%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			35,104,948.00	39,690,488.00	13.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			2,481,035.00	260,035.00	-89.5%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1995836
Form 62

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			2,481,035.00	260,035.00	-89.5%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	(5,441,546.35)	(4,449,977.80)	-18.2%
b) Audit Adjustments		9793	(1,494,978.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			(6,936,524.35)	(4,449,977.80)	-35.8%
d) Other Restatements		9795	5,511.55	0.00	-100.0%
e) Adjusted Beginning Net Position (F1c + F1d)			(6,931,012.80)	(4,449,977.80)	-35.8%
2) Ending Net Position, June 30 (E + F1e) Components of Ending Net Position			(4,449,977.80)	(4,189,942.80)	-5.8%
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	1,025,889.00	1,025,890.00	0.0%
c) Unrestricted Net Position		9790	(5,475,866.80)	(5,215,832.80)	-4.7%

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1995836
Form 62

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	13,351,391.50		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	1,622,305.87		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	268,081.91		
3) Accounts Receivable		9200	2,895,010.21		
4) Due from Grantor Government		9290	219,720.25		
5) Due from Other Funds		9310	372,033.17		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	114,865.64		
8) Other Current Assets		9340	0.00		
9) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	12,715,426.87		
e) Accumulated Depreciation - Buildings		9435	(6,345,215.74)		
f) Equipment		9440	2,382,935.00		
g) Accumulated Depreciation - Equipment		9445	(1,491,161.87)		
h) Work in Progress		9450	3,700.00		
10) TOTAL, ASSETS			26,109,092.81		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1995836
Form 62

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
I. LIABILITIES					
1) Accounts Payable		9500	3,528,228.73		
2) Due to Grantor Governments		9590	1,914.81		
3) Due to Other Funds		9610	372,033.17		
4) Current Loans		9640	4,606,000.00		
5) Unearned Revenue		9650	841,870.23		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	21,209,023.67		
b) Total/Net OPEB Liability		9664	0.00		
c) Compensated Absences		9665	0.00		
d) COPs Payable		9666	0.00		
e) Capital Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			30,559,070.61		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (must agree with line F2) (G10 +H2) - (I7 + J2)			(4,449,977.80)		

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
LCFF SOURCES					
Principal Apportionment					
State Aid - Current Year		8011	11,736,889.00	15,104,903.00	28.7%
Education Protection Account State Aid - Current Year		8012	9,454,213.00	6,777,237.00	-28.3%
State Aid - Prior Years		8019	97,503.00	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	8,166,176.00	8,980,282.00	10.0%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			29,454,781.00	30,862,422.00	4.8%
FEDERAL REVENUE					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	15,099.00	345,000.00	2184.9%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	591,955.00	777,041.00	31.3%
Title I, Part A, Basic	3010	8290	311,574.00	316,871.00	1.7%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	58,611.00	59,607.00	1.7%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	3,606.00	New
Title III, Part A, English Learner Program	4203	8290	0.00	3,621.00	New
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3150, 3155, 3180, 3181, 3182, 3185, 4037, 4124, 4126, 4127, 4128, 5510, 5630	8290	24,319.00	24,214.00	-0.4%
Career and Technical Education	3500-3599	8290	34,746.00	35,337.00	1.7%
All Other Federal Revenue	All Other	8290	1,349,489.00	117,813.00	-91.3%
TOTAL, FEDERAL REVENUE			2,385,793.00	1,683,110.00	-29.5%

Palisades Charter High
 Los Angeles Unified
 Los Angeles County

Unaudited Actuals
 Charter Schools Enterprise Fund
 Expenses by Object

19 64733 1995836
 Form 62

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
OTHER STATE REVENUE					
Other State Apportionments					
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	5,300.00	20,000.00	277.4%
Mandated Costs Reimbursements		8550	136,264.00	139,071.00	2.1%
Lottery - Unrestricted and Instructional Materials		8560	747,843.00	578,493.00	-22.6%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	129,447.00	164,827.00	27.3%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	1,661,170.00	2,534,419.00	52.6%
TOTAL, OTHER STATE REVENUE			2,680,024.00	3,436,810.00	28.2%

Palisades Charter High
 Los Angeles Unified
 Los Angeles County

Unaudited Actuals
 Charter Schools Enterprise Fund
 Expenses by Object

19 64733 1995836
 Form 62

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	240,000.00	New
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	574,528.00	1,046,000.00	82.1%
Interest		8660	83,425.00	129,549.00	55.3%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	1,831,540.00	2,002,632.00	9.3%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	575,892.00	550,000.00	-4.5%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3,065,385.00	3,968,181.00	29.5%
TOTAL, REVENUES			37,585,983.00	39,950,523.00	6.3%

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1995836
Form 62

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	13,540,298.00	14,367,192.00	6.1%
Certificated Pupil Support Salaries		1200	979,103.00	959,903.00	-2.0%
Certificated Supervisors' and Administrators' Salaries		1300	943,717.00	918,695.00	-2.7%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			15,463,118.00	16,245,790.00	5.1%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	772,082.00	944,412.00	22.3%
Classified Support Salaries		2200	180,223.00	164,584.00	-8.7%
Classified Supervisors' and Administrators' Salaries		2300	425,614.00	416,609.00	-2.1%
Clerical, Technical and Office Salaries		2400	1,831,029.00	2,088,161.00	14.0%
Other Classified Salaries		2900	1,211,990.00	1,576,008.00	30.0%
TOTAL, CLASSIFIED SALARIES			4,420,938.00	5,189,774.00	17.4%
EMPLOYEE BENEFITS					
STRS		3101-3102	2,382,587.00	2,748,788.00	15.4%
PERS		3201-3202	758,336.00	1,188,977.00	56.8%
OASDI/Medicare/Alternative		3301-3302	570,312.00	632,582.00	10.9%
Health and Welfare Benefits		3401-3402	3,366,266.00	3,808,297.00	13.1%
Unemployment Insurance		3501-3502	13,676.00	264,526.00	1834.2%
Workers' Compensation		3601-3602	195,750.00	226,767.00	15.8%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	396,719.00	790,000.00	99.1%
TOTAL, EMPLOYEE BENEFITS			7,683,646.00	9,659,937.00	25.7%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	26,932.00	42,112.00	56.4%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	196,258.00	537,830.00	174.0%
Noncapitalized Equipment		4400	1,021,734.00	576,500.00	-43.6%
Food		4700	4,718.00	223,973.00	4647.2%
TOTAL, BOOKS AND SUPPLIES			1,249,642.00	1,380,415.00	10.5%

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1995836
Form 62

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	28,345.00	82,000.00	189.3%
Dues and Memberships		5300	465,715.00	560,461.00	20.3%
Insurance		5400-5450	306,042.00	397,016.00	29.7%
Operations and Housekeeping Services		5500	588,010.00	573,600.00	-2.5%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	555,922.00	398,752.00	-28.3%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,990,198.00	3,891,335.00	30.1%
Communications		5900	64,528.00	76,000.00	17.8%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			4,998,760.00	5,979,164.00	19.6%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	970,501.00	915,000.00	-5.7%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			970,501.00	915,000.00	-5.7%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	294,547.00	308,624.00	4.8%
Debt Service					
Debt Service - Interest		7438	23,796.00	11,784.00	-50.5%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			318,343.00	320,408.00	0.6%

Palisades Charter High
 Los Angeles Unified
 Los Angeles County

Unaudited Actuals
 Charter Schools Enterprise Fund
 Expenses by Object

19 64733 1995836
 Form 62

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENSES			35,104,948.00	39,690,488.00	13.1%

Description	Resource Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Function

19 64733 1995836
Form 62

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	29,454,781.00	30,862,422.00	4.8%
2) Federal Revenue		8100-8299	2,385,793.00	1,683,110.00	-29.5%
3) Other State Revenue		8300-8599	2,680,024.00	3,436,810.00	28.2%
4) Other Local Revenue		8600-8799	3,065,385.00	3,968,181.00	29.5%
5) TOTAL, REVENUES			37,585,983.00	39,950,523.00	6.3%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		24,954,382.17	27,449,010.00	10.0%
2) Instruction - Related Services	2000-2999		5,834,645.83	6,544,100.00	12.2%
3) Pupil Services	3000-3999		1,141,516.00	1,632,599.00	43.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		2,008,180.00	2,808,276.00	39.8%
8) Plant Services	8000-8999		847,881.00	936,095.00	10.4%
9) Other Outgo	9000-9999	Except 7600-7699	318,343.00	320,408.00	0.6%
10) TOTAL, EXPENSES			35,104,948.00	39,690,488.00	13.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			2,481,035.00	260,035.00	-89.5%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Palisades Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Function

19 64733 1995836
Form 62

Description	Function Codes	Object Codes	2020-21 Unaudited Actuals	2021-22 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			2,481,035.00	260,035.00	-89.5%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	(5,441,546.35)	(4,449,977.80)	-18.2%
b) Audit Adjustments		9793	(1,494,978.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			(6,936,524.35)	(4,449,977.80)	-35.8%
d) Other Restatements		9795	5,511.55	0.00	-100.0%
e) Adjusted Beginning Net Position (F1c + F1d)			(6,931,012.80)	(4,449,977.80)	-35.8%
2) Ending Net Position, June 30 (E + F1e)			(4,449,977.80)	(4,189,942.80)	-5.8%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	1,025,889.00	1,025,890.00	0.0%
c) Unrestricted Net Position		9790	(5,475,866.80)	(5,215,832.80)	-4.7%

Palisades Charter High
 Los Angeles Unified
 Los Angeles County

Unaudited Actuals
 Charter Schools Enterprise Fund
 Exhibit: Restricted Net Position Detail

19 64733 1995836
 Form 62

Resource	Description	2020-21 Unaudited Actuals	2021-22 Budget
3010		(1.00)	0.00
7425		1,025,890.00	1,025,890.00
Total, Restricted Net Position		1,025,889.00	1,025,890.00

Coversheet

2021-2022 EPA Budget

Section: VI. Finance
Item: B. 2021-2022 EPA Budget
Purpose: Vote
Submitted by:
Related Material: V.B - 2021-22 EPA Budget - Resolution and Materials.pdf



PALISADES

CHARTER HIGH SCHOOL

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

September 21, 2021

TOPIC/ AGENDA ITEM:

V. FINANCE

B. 2021-2022 EPA Budget (Education Protection Account)

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, Chief Business Officer, Finance

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve the 2021-202 Education Protection Account (EPA) Budget.

The Education Protection Account (EPA) was created in November 2012 by Proposition 30, The Schools and Local Public Safety Protection Act of 2012, and later amended by Proposition 55 in November 2016. It resulted in a temporary tax increase and the tax revenue is deposited into an “Education Protection Account.”

Pursuant to Article XIII, Section 36 of the California Constitution, PCHS is required to show how much EPA funding was received and how the money is intended to be spent.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

The action requested of the Board today will support the goal of ensuring fiscal compliance.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the 2021-2022 EPA Budget. The proposed EPA expenditures are consistent with past year allocations.

CHIEF BUSINESS OFFICER’S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2021-2022 EPA Budget.

RECOMMENDED MOTION:

“To approve the 2021-2022 Education Protection Account (EPA) Budget.”

Juan Pablo Herrera
Chief Business Officer

Overview on EPA Funds

EPA funding was created in 2012 as a result of Proposition 30

- Temporary increases sales tax for all & increases income tax for high-income earners
- These new revenues are deposited into the Education Protection Account
- Prop 55 now extends EPA funding through 2030

This is **NOT** new money, just part of our total LCFF Entitlement

Use of funds is restricted to classroom instructions

- 1% charter oversight fee also qualifies

EPA budget proposal is in-line with how PCHS has historically allocated EPA funds

Palisades Charter High School
2021-2022
Education Protection Act (EPA) Budget

Revenue	Amount
8012 Education Protection Act (per FCMAT, 8/19/21)	\$ 12,599,269.00
<hr/>	
Total Revenue	\$ 12,599,269.00
Expenditures	
1110 Certificated Salaries	\$ 8,882,791.38
3111 Certificated, STRS	16.92% \$ 1,502,968.30
3331 Certificated, Medicare	1.45% \$ 128,800.48
3411 Certificated, Health Benefits	\$ 1,776,558.28
7299 Indirect Cost - Charter Oversight Fees	1% \$ 308,150.56
<hr/>	
Total Expenditures	\$ 12,599,269.00
Amount Remaining	\$ 0.00

Coversheet

2021-2022 CARS Application

Section: VI. Finance
Item: C. 2021-2022 CARS Application
Purpose: Vote
Submitted by:
Related Material: V.C - 2021-2022 CARS App_Resolution and Materials.pdf



PALISADES

CHARTER HIGH SCHOOL

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

September 21, 2021

TOPIC/ AGENDA ITEM:

V. FINANCE

C. 2021-2022 Consolidated Application (CARS Application)

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, Chief Business Officer, Finance

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve the 2021-2022 Consolidated Application and Reporting System certification. The Consolidated Application (also known as ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs (e.g., Title I, Part A; Title II; etc.) to county offices, school districts, and direct funded charter schools throughout California. The attached CARS application is part of the Fall Release and contains the entitlements for each Federally funded program.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

The action requested of the Board today will support the goal of ensuring PCHS meets CDE requirements and complies with the use/allocation of Federal funds.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the 2021-2022 Consolidated Application.

CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2021-2022 Consolidated Application.

RECOMMENDED MOTION:

“To approve the 2021-2022 Consolidated Application..”

Juan Pablo Herrera
Chief Business Officer

Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Juan Herrera
Date: 8/31/2021 1:36 PM**2021-22 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Juan Pablo Herrera
Authorized Representative's Signature	
Authorized Representative's Title	Chief Business Officer
Authorized Representative's Signature Date	08/31/2021

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Juan Herrera
Date: 8/31/2021 1:44 PM**2021-22 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:Carrie Lopes, Title I Policy, Program, and Support Office, CLopes@cde.ca.gov, 916-319-0126**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Juan Pablo Herrera
Authorized Representative's Title	Chief Business Officer
Authorized Representative's Signature Date	08/31/2021
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Juan Herrera
Date: 8/31/2021 1:44 PM**2021-22 LCAP Federal Addendum Certification****CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District	
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter	06/22/2021
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Juan Pablo Herrera
Authorized Representative's Title	Chief Business Officer

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2021-22 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/24/2021
---	------------

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	N/A
DELAC review date	08/24/2021
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	https://www.palihigh.org
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	DELAC review is not applicable.

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	Yes

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2021-22 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes
---	-----

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Juan Herrera
Date: 8/31/2021 1:44 PM**2021-22 Title III English Learner Student Program Subgrant Budget**

The purpose of this data collection form is to provide a proposed budget for 2021-22 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831
Caroline Takahashi, Language Policy and Leadership Office, CTakahashi@cde.ca.gov, 916-323-5739

Estimated Allocation Calculation

Estimated English learner per student allocation	\$126.25
Estimated English learner student count	33
Estimated English learner student program allocation	\$4,166

Note: \$10,000 minimum program eligibility criteria

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

Professional development activities	\$0
Program and other authorized activities	\$4,166
English Proficiency and Academic Achievement	\$0
Parent, family, and community engagement	\$0
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$4,166

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Juan Herrera
Date: 8/31/2021 1:44 PM**2021-22 Title III Immigrant Student Program Subgrant Budget**

The purpose of this data collection form is to provide a proposed budget for 2021-22 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831
Caroline Takahashi, Language Policy and Leadership Office, CTakahashi@cde.ca.gov, 916-323-5739

Estimated Allocation Calculation

Estimated immigrant per student allocation	\$157.20
Estimated immigrant student count	25
Estimated immigrant student program allocation	\$3,930

Note: Eligibility criteria

A local educational agency which has 21 or more eligible immigrant students and has experienced a significant increase of one percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

Budget

Authorized activities	\$3,930
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$3,930

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2021-22 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2021-22 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies.

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Coversheet

2021-2022 Title III MOU

Section: VI. Finance
Item: D. 2021-2022 Title III MOU
Purpose: Vote
Submitted by:
Related Material: V.D Title III MOU Resolution and Materials.pdf



PALISADES

CHARTER HIGH SCHOOL

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

September 21, 2021

TOPIC/ AGENDA ITEM:

V. FINANCE
D. 2021-2022 Title III MOU

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, CBO, Finance, PCHS-ECR Consortium

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve the 2021-2022 Title III MOU. As discussed in the prior CARS application agenda item, PCHS is estimated to receive approximately \$3,621 of Title III funds. These funds have restricted use and are intended to support English Learners and Immigrant sub-groups.

Unfortunately, the California Department of Education (CDE) only distributes Title III allocations to LEAs who have greater than \$10,000 of Title III award amounts. For LEAs below that \$10,000 threshold, they are required to join/form a consortium with other LEAs so that the consortium's total Title III allocation exceeds \$10,000.

PCHS partnered with El Camino Real Charter High School to form the PCHS-ECR Consortium. The combined PCHS-ECR Consortium amount is \$12,625. There is an accompanying MOU (CDE template) so that all member schools are aware of the Title III consortium amount and uses.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

The action requested of the Board today will support the goal of ensuring PCHS meets CDE requirements and complies with the use/allocation of Federal funds.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the 2021-2022 Title III MOU. The only option to secure the Title III award is to join/form a consortium.

CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2021-2022 Title III MOU.

RECOMMENDED MOTION:

“To approve the 2021-2022 Title III MOU.”

Juan Pablo Herrera
Chief Business Officer

California Department of Education

Sample Memorandum of Understanding¹

Elementary and Secondary Education Act, Title III, Part A, English Learner Student Program Subgrant Consortium

Memorandum of Understanding, 2021-2022 School Year

This Memorandum of Understanding represents the agreed-upon program, services and products to be provided to English learner (EL) students Palisades Charter High School and El Camino Real Charter High School, (Members), during the **2021-2022** school year. Palisades Charter High School will act as lead local educational agency (LEA) and member. The consortium shall be named the PCHS-ECR Consortium (the Consortium).

Palisades Charter High School will be responsible for acting as the fiscal agent for the Consortium and will file the required expenditure reports, maintain fiscal records, and is the only agency entitled to up to two percent of the total consortium allocation for direct administrative costs. The Consortium will plan to expend all Title III funds during the **2021-2022** grant year. Palisades Charter High School must continue to serve as the fiscal agent for the Consortium for the duration of the grant period or until all the funds are expended, whichever comes first. After that time, the California Department of Education (CDE) will bill Palisades Charter High School for any remaining balance.

According to the 2020-2021 California Longitudinal Pupil Achievement Data System information submitted by the Members to the CDE, the Consortium collectively enrolled 100 EL students, which results in a subgrant amount of approximately \$12,625. In its role as the lead LEA, Palisades Charter High School will support a total amount of programs, services, and products as indicated below:

Program/Service/Product	Approximate Cost	Delivery Date	Provided By
Title III Programs and Other Authorized Activities	\$6,000		
English Proficiency and Academic Achievement	\$6,625		
Total Consortium Grant allocation	\$12,625		

Changes regarding the provision, the scope and/or nature of these services must be made by agreement of the Members. Funds must be used before the 27-month grant period ends.

¹ This sample Memorandum of Understanding was developed by the California Department of Education, May 2021. It is to be used for technical assistance purposes only.

In addition to the above services and products, Palisades Charter High School will coordinate regular meetings for the purpose of assessing the needs of the consortium.

Also, Palisades Charter High School will be responsible for completing and submitting the Title III Annual Report and any other required report to the CDE. The signature of each LEA representative indicates that the consortium has met and conferred and that members are in agreement to all stated.

Signatures of Authorized Representatives:

**Consortium Lead LEA
Representative**
(Superintendent or Designee)

Print Name: [**Print name of
Superintendent or Designee**]

Signature: [**Signature of
Superintendent or Designee**]

Date: 08/30/2021

**Consortium Member LEA
Representative**
(Superintendent or Designee)

Print Name: [**Print name of
Superintendent or Designee**]

Signature: [**Signature of Superintendent
or Designee**]

Date: 08/30/2021

Change Text Size: A A A



Title III Consortium Application English Learner (EL) 2021-22

[Logoff](#)

Submission

Palisades Charter High

Your application has been submitted. Please print this page for your records.

Contact Information Submitted

First Name: Juan
 Last Name: Herrera
 Title: Chief Business Officer
 Address: 15777 Bowdoin St.
 City: Pacific Palisades
 State: CA
 Zip: 90272
 Telephone: 310-230-7238
 Fax: 310-454-6076
 E-mail: jherrera@palihigh.org
 Submission Date/Time: 8/5/2021 5:58:39 PM

- I certify that, to the best of my knowledge, the information contained in this application is complete and accurate.
- I certify that I have read and agree to be bound by the Title III EL Student Program Subgrant [General, Program and Consortium Assurances](#).
- I certify that I have read and comply with the [Consortium Details](#) regarding the formation and operation of a consortium.

Proposed Obligations Report

Estimated English Learner per pupil allocation: \$126.25

Estimated English Learner Student Counts for the whole Consortium: 100

Estimated Consortium Allocation: \$12,625

Activities	Proposed Expenditures (\$)
Title III Professional Development Activities	0.00
Title III Programs and other Authorized Activities	6,000.00
English Proficiency And Academic Achievement	6,625.00
Parent, Family and Community Engagements	0.00
Direct Administration Costs (cannot exceed 2% of consortium allocation)	0.00
Indirect Costs	0.00
Total:	12,625.00

Consortium Members Submitted

LEA Name	CDS Number	Contact Submitted	Submission Date and Time	Number of Eligible EL Students
El Camino Real Charter High	19647331932623	Yes	8/31/2021 2:54:11 PM	66

Proposed Consortium Budget and Final Submission to be completed by the Lead LEA

All LEA members must have submitted their application information in order for the lead LEA to be able to enter the budget, the final submission and certify for the Consortium.

LEAs who participate in the Title III, English Learner (EL) program are required to update their LEA Plans annually (ESEA, Title III, Part A, Section 3116).

Funds made available under this subpart shall be used so as to supplement the level of federal, state, and local public funds that, in the absence of such availability, would have been expended for programs for ELs and in no case to supplant such federal, state, and local public funds (3115[g]).

LEAs seeking the Title III, Part A, EL Student Program Subgrant shall develop and maintain locally LEA Plans inclusive of all elements required by the state and ESEA, Title III, Part A, Section 3116. All LEAs shall provide on the Consolidated Application Reporting System (CARS) a proposed budget per the Title III, Part A, program requirements (ESEA, Title III, Part A, sections 3114, 3115, & 3116). The consortium lead will then be responsible for providing the Title III consortium budget on the Consortium Online Application (COA), on behalf of the entire consortium.

Funds will be released to the consortium lead LEAs after all the LEAs complete the 2021–22 Title III application process of applying in the CARS, completing the COA, and the lead LEA submitting proposed budget for the consortium.

I certify that I have developed a Memorandum of Understanding that outlines how the consortium will meet all Title III EL program requirements (see sample on Consortium Details page).

I certify and understand that this is not a pass through grant and may not allocate and/or distribute Title III funds directly to consortium members, but instead, the lead LEA must provide services and products to consortium members as outlined in the MOU.

I certify that the consortium level LEA plan has been approved by all consortium members.

Questions: English Learner (EL) - [Caroline Takahashi | Ctakahashi@cde.ca.gov](mailto:Ctakahashi@cde.ca.gov) | 916-323-5937
General - Language Policy and Leadership Office | 916-319-0845

California Department of Education
1430 N Street
Sacramento, CA 95814

Web Policy

Coversheet

PESPU Tentative Agreement 2020-2021

Section: VIII. Governance
Item: A. PESPU Tentative Agreement 2020-2021
Purpose: Vote
Submitted by:
Related Material: PESPU TENTATIVE AGREEMENT 9_17_2021.pdf

TENTATIVE AGREEMENT
BETWEEN
PALISADES CHARTER HIGH SCHOOL
AND
PALISADES EDUCATIONAL SUPPORT PERSONNEL UNITED

2021-2022 School Year Re-Openers

This Tentative Agreement is executed by and between Palisades Charter High School (“PCHS”) and Palisades Educational Support Personnel United (“PESPU), subject to the ratification process.

PCHS and PESPU agree the following modifications to the July 1, 2020 through June 30, 2022 collective bargaining agreement (“Agreement”) as provided below, as well as agreements reached in previous rounds of bargaining not yet ratified by the parties.

Wages and Salaries, Pay Allowances, Differentials and Special Salary Practices (Article 12)

12.1 Wages and Salaries: The wages and salaries for Unit employees for the ~~2016-17, 2017-18, and 2018-19~~ 2021-2022 school years shall be as set forth in Appendix A of this Agreement.

12.1.1 The ~~2015-16~~ 2020-2021 salary schedule will be increased by one and three quarter percent (1.75%), retroactive to July 1, ~~2016~~ 2021. Within thirty (30) days of ratification, all currently employed PESPU bargaining unit members will receive a retroactive compensation payment in a separate check. The salary schedule will be increased by an additional 0.25% over the 2020-2021 salary schedule, effective at 11:59 p.m. on June 30, 2022. This additional increase is prospective, not retroactive.

~~12.1.2 Effective July 1, 2017 the salary schedule will be increased by two percent (2%).~~

~~12.1.3 Effective July 1, 2018 the salary schedule will be increased by two percent (2%).~~

~~The 2015-16, 2016-17, 2017-18, and 2018-19 salary schedules are attached to this Agreement as Exhibit ____.~~

12.1.2 If the loan funds received by PCHS from the federal Payroll Protection Program (PPP) are forgiven, unit members shall receive a one-time payment as follows:

- a. If 25% to 49% of the loan funds are forgiven, unit members shall receive a one-time payment in the amount of \$600 to be paid in a separate check within thirty days of PCHS receiving notification of the loan being forgiven.

- b. If 50% to 74% of the loan funds are forgiven, unit members shall receive a one-time payment in the amount of \$1100 to be paid in a separate check within thirty days of PCHS receiving notification of the loan being forgiven.
- c. If 75% or more of the loan funds forgiven, unit members shall receive a one-time payment in the amount of \$1300 to be paid in a separate check within thirty days of PCHS receiving notification of the loan being forgiven.

Hours and Overtime (Article 9)

9.10 Committee Appointments – PESPU shall appoint two (2) PESPU unit members, one (1) current and one (1) retiree receiving benefits, to serve on the Life-Time Benefits Committee, one (1) unit member to serve on the Long-Term Strategic Planning Committee, and any other committees that PCHS and PESPU agree should have classified representation. Appointed PESPU committee members shall be paid their regular hourly rates while serving on these committees. If a committee meeting extends beyond the unit member’s regular workday, and beyond eight (8) hours in the workday, the member shall receive overtime pay as per Section 9.2 of this Agreement. If the committee only meets within the unit member’s workday, they shall be paid \$1.00 per hour additional pay for each hour of committee meeting.

Leaves of Absence (Article 11)

11.19 Holidays: A unit member in a regular assignment or in an assignment in lieu of his/her regular assignment shall receive holiday pay for those holidays listed below and for other holidays declared by the Board of Education, the Governor of California, or the President of the United States which come within the employee's assignment period, subject to the conditions listed in "a" through "c".

New Year’s Day	January 1 New Year's Day
Martin Luther King Jr. Day	That date in January declared by the Board
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	June 19
Independence Day	July 4
Admission Day	That date declared by the Board
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	That Thursday in November proclaimed by the President
Thanksgiving Friday	Friday following Thanksgiving
Christmas Day	December 25
Alt. Lincoln Day Observance	That date declared by the Board

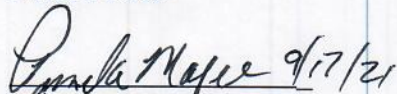
11.19

- a. The unit member must have been in paid status for a portion of the working day immediately preceding or succeeding the holiday, provided that a unit member on a military leave of absence entitled to compensation under this Article shall only receive pay for the portion of the holiday period needed to meet the total time for which compensation is required by law.
- b. A unit member whose regular work schedule is less than five (5) days per week and forty (40) hours per week shall not be entitled to pay for any holiday observed on the employee's regularly scheduled day off.
- c. A unit member in paid status during any portion of the working day of his/her normal assignment immediately preceding or succeeding the school holiday of December 25 and January 1 shall receive pay for the holidays.



Term of Agreement (Article 20)

- 20.1 Term: This Agreement shall become effective upon adoption by the Board of Directors, retroactive to July 1, ~~2016~~, 2021 and shall remain in full force and effect, pursuant to its terms, to and including June 30, ~~2019~~, 2022 and thereafter extended on a day-to-day basis until canceled by either party upon ten (10) days' written notice.
- 20.2 Negotiations for Successor Agreement: Negotiations for a successor Agreement shall commence upon request of either the School or PESPU at any time after March 15, ~~2019~~ 2022.

FOR PCHS


Pamela Magee Date 9/17/21

FOR PESPU

 
Kevin Lorick Date 9/17 Taiyana Ballard. Date 9/17/2021

Coversheet

Board Resolution for Unrepresented Staff 2020-2021

Section: VIII. Governance
Item: B. Board Resolution for Unrepresented Staff 2020-2021
Purpose: Vote
Submitted by:
Related Material:
RESOLUTION OF THE BOARD RE UNREPRESENTED STAFF 9_21_2021.pdf

RESOLUTION OF THE BOARD

**PALISADES CHARTER HIGH SCHOOL
UNREPRESENTED STAFF COMPENSATION**

September 17, 2021

Whereas, the unrepresented staff at PCHS rely on Human Resources and the School Board to be fair minded in the compensation and treatment of all of our staff, and

Whereas, negotiations for both UTLA-PCHS and PESPU bargaining have concluded,

We are proposing an equivalent salary increase for the PCHS unrepresented and management staff.

1. PCHS increase all 2020-2021 Unrepresented salary tables by a total of 2%, as follows:
 - The initial 1.75% increase shall be effective July 1, 2021
 - The remaining 0.25% of the overall 2% increase, shall be effective June 30, 2022

2. If the loan funds received by PCHS from the federal Payroll Protection Program are forgiven, unit members who were employed by PCHS during the 2020-2021 school year, and who are employed by PCHS as of the date of this board resolution, shall receive a one-time payment as follows:
 - If 25%-49% of loan funds are forgiven, unit members shall receive a one-time payment in an amount that is equivalent to 1.25% of their base salary during the 2020-2021 school year; or
 - If 50%-74% of loan funds are forgiven, unit members shall receive a one-time payment in an amount that is equivalent to 2.25% of their base salary during the 2020-2021 school year; or
 - If 75% or more of loan funds are forgiven, unit members shall receive a one-time payment in an amount that is equivalent to 3.0% of their base salary during the 2020-2021 school year.

Signature indicating Board Approval:

Chair of the Board,

Date

2019-2020	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Database Manager	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19	84,352.34	88,569.52	93,038.26
Executive Assistant	54,350.95	57,068.67	59,921.49	62,918.23	66,063.26	69,366.48	72,835.57	76,522.17
Executive Asst. Communications	54,350.95	57,068.67	59,921.49	62,918.23	66,063.26	69,366.48	72,835.57	76,522.17
Human Resource Spec.	46,754.76	49,092.39	51,547.56	54,156.52	56,898.40	59,778.69	62,805.08	65,985.27
Operations Liaison	50,536.43	53,285.10	55,949.36	58,746.27	61,684.89	64,768.23	68,006.34	71,407.26
College Advisor	23,607.0	24,782.4	26,034.7	27,352.9	28,737.0	30,198.0	31,725.0	33,328.8
Nurse RN	49,318.68	51,784.83	54,374.02	57,092.83	59,947.86	62,944.59	66,091.82	69,397.24

Masters Stipend: \$2,000

*\$3,000 Longevity Stipend each year, after 2 years at the highest step, effective July 1, 2021 (seeking Board approval 9.21.2021)

2019-2020	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Campus Safety Supervisor	57,092.83	59,947.86	62,944.59	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19
Facility, Grounds & Maintenance Superv	54,351.41	57,068.93	59,921.12	62,918.03	66,063.68	69,366.11	76,509.65	80,335.68
Director, College Center	59,947.86	59,649.06	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19	84,352.34
IT Team Lead	69,397.24	72,866.33	76,510.09	80,336.19	84,352.34	88,569.52	92,998.71	97,648.70
Aquatics Director	57,092.83	59,947.86	62,944.59	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19
Athletic Director	57,092.83	59,947.86	62,944.59	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19
Manager - Fiscal Services	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19	84,352.34	88,569.52	93,037.92
Information Technology Director	84,352.67	88,569.65	93,037.88	97,648.82	102,530.10	107,656.61	113,040.39	118,692.51

Masters Stipend: \$2,000

*\$3,000 Longevity Stipend each year, after 2 years at the highest step, effective July 1, 2021 (seeking Board approval 9.21.2021)

PCHS - Administrative Salary Scale

2019-2020	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Executive Director /Principal	170,642.25	179,174.36	188,133.08	197,539.73	207,416.72			
Assistant Principal /Director	108,345.99	114,952.42	121,558.86	128,165.30	131,460.82	134,756.35	138,051.88	141,378.17

2019-2020	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief Business Officer	116,002.60	121,769.77	127,976.35	134,385.06	137,680.58	140,976.11	144,271.64	148,599.77
Director of Operations	109,850.95	115,343.49	120,836.04	126,328.59	131,460.82	134,756.35	138,051.88	141,378.17
Director, Human Resources	87,880.76	91,450.91	95,021.07	98,865.85	103,809.14	109,027.06	115,343.49	121,934.55

Longevity increase for all unrepresented:

\$3,000 Longevity Stipend each year, after 2 years at the highest step

Doctoral Stipend: \$3,000

Work Days = 229 (241 contract days when including holidays)

SEEKING BOARD APPROVAL SEPTEMBER 21, 2021

2019-2020	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Database Manager	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19	84,352.34	88,569.52	93,038.26
Executive Assistant	54,350.95	57,068.67	59,921.49	62,918.23	66,063.26	69,366.48	72,835.57	76,522.17
Executive Asst. Communications	54,350.95	57,068.67	59,921.49	62,918.23	66,063.26	69,366.48	72,835.57	76,522.17
Human Resource Spec.	46,754.76	49,092.39	51,547.56	54,156.52	56,898.40	59,778.69	62,805.08	65,985.27
Operations Liaison**	50,536.43	53,285.10	55,949.36	58,746.27	61,684.89	64,768.23	68,006.34	71,407.26
College Advisor	23,607.0	24,782.4	26,034.7	27,352.9	28,737.0	30,198.0	31,725.0	33,328.8
Nurse RN	49,318.68	51,784.83	54,374.02	57,092.83	59,947.86	62,944.59	66,091.82	69,397.24

2019-2020	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Campus Safety Supervisor	57,092.83	59,947.86	62,944.59	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19
Facility, Grounds & Maintenance Superv	54,351.41	57,068.93	59,921.12	62,918.03	66,063.68	69,366.11	76,509.65	80,335.68
Head College Advisor	59,947.86	59,649.06	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19	84,352.34
IT Team Supervisor	69,397.24	72,866.33	76,510.09	80,336.19	84,352.34	88,569.52	92,998.71	97,648.70
Manager - Aquatics Facility	57,092.83	59,947.86	62,944.59	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19
Manager - Athletics	57,092.83	59,947.86	62,944.59	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19
Manager - Fiscal Services	66,091.82	69,397.24	72,866.33	76,510.09	80,336.19	84,352.34	88,569.52	93,037.92
Technology Supervisor/Coordinator	84,352.67	88,569.65	93,037.88	97,648.82	102,530.10	107,656.61	113,040.39	118,692.51

PCHS - Administrative Salary Scale								
<i>effective: Tentative</i>								
Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Executive Director /Principal	170,642.25	179,174.36	188,133.08	197,539.73	207,416.72			
Assistant Principal /Director	108,345.99	114,952.42	121,558.86	128,165.30	131,460.82	134,756.35	138,051.88	141,378.17
Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief Business Officer	116,002.60	121,769.77	127,976.35	134,385.06	137,680.58	140,976.11	144,271.64	148,599.77
Director of Operations	109,850.95	115,343.49	120,836.04	126,328.59	131,460.82	134,756.35	138,051.88	141,378.17
Director, Human Resources	87,880.76	91,450.91	95,021.07	98,865.85	103,809.14	109,027.06	115,343.49	121,934.55

Longevity increase:
\$3,000 Longevity Stipend each year, after 2 years at the highest step(every two years???)

Doctoral Stipend: \$3,000

Work Days = 229 (241 contract days when including holidays)

CURRENT SALARY SCALE 2019/2022