



# Health Sciences High and Middle College

## February 27, 2024 Board Meeting

Published on February 20, 2024 at 1:26 PM PST  
Amended on February 23, 2024 at 12:10 PM PST

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### Date and Time

Tuesday February 27, 2024 at 8:00 AM PST

### Location

Health Sciences High and Middle College  
3910 University Avenue  
San Diego, CA 92105

### Join Zoom Meeting

<https://hshmc.zoom.us/j/3720403229?omn=84046876389>

Meeting ID: 372 040 3229

Passcode: Board

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 AM</b>
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order		Frederick Johnson	1 m

	Purpose	Presenter	Time
<b>C.</b> Approve Minutes	Approve Minutes	Frederick Johnson	1 m
Approve minutes for November 27, 2023 Board Meeting on November 27, 2023			
<b>II. Information Items</b>			<b>8:03 AM</b>
<b>A.</b> HSHMC Student Representative	FYI	Noor Esmailpour	3 m
<b>B.</b> CEO Comments	FYI	Ian Pumpian	5 m
<b>III. CLOSED SESSION</b>			
<b>IV. OPEN SESSION: Action Items - Consent Agenda</b>			<b>8:11 AM</b>
<b>A.</b> 2023-2024 Second Interim Financial Report	Discuss	Douglas Fisher	10 m
<b>B.</b> New Board Member Nomination Confirmation	Discuss	Frederick Johnson	5 m
Confirmation of Jason Broad and Michael Byrd as new members of the Board of Directors.			
<b>C.</b> HSHMC Bylaws	Discuss	Ian Pumpian	3 m
<b>D.</b> Uniform Complaint Policy	Discuss	Javier Vaca	3 m
<b>E.</b> HSHMC Graduation Requirements	Discuss	Javier Vaca	3 m
<b>F.</b> LCAP Mid-Year Progress Report	Discuss	Javier Vaca	5 m
<b>G.</b> 2023-2024 Independent Auditor Contract	Discuss	Ian Pumpian	2 m
<b>H.</b> Amended HSHMC Safety Plan	Discuss	Javier Vaca	3 m
<b>I.</b> Consent Agenda Vote	Vote	Frederick Johnson	5 m
Consent Agenda Vote on Items A through I			
<b>V. Closing Items</b>			<b>8:50 AM</b>
<b>A.</b> Adjourn Meeting		Frederick Johnson	1 m

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for November 27, 2023 Board Meeting on November 27, 2023

APPROVED



## Health Sciences High and Middle College

### Minutes

November 27, 2023 Board Meeting

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#### **Date and Time**

Monday November 27, 2023 at 8:00 AM

#### **Location**

Sharp Prebys Innovation and Education Center  
8695 Spectrum Center Blvd. CONFERENCE ROOM 212  
San Diego, CA 92123

Join Zoom Meeting

<https://hshmc.zoom.us/j/3720403229>

Meeting ID: 372 040 3229

Passcode: Board

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#### **Directors Present**

D. Gross, D. White, F. Johnson, F. McFarlane, M. Hayden-Cook, S. Evans

#### **Directors Absent**

J. Kramer

#### **Ex Officio Members Present**

I. Pumpian, N. Esmailpour, S. Johnson

#### **Non Voting Members Present**

I. Pumpian, N. Esmailpour, S. Johnson

#### **Guests Present**

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Brian Ruff, J. Vaca, Michael Berg

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

F. Johnson called a meeting of the board of directors of Health Sciences High and Middle College to order on Monday Nov 27, 2023 at 8:00 AM.

### C. Approve Minutes

D. Gross made a motion to approve the minutes from August 30, 2023 Board Meeting on 08-30-23.

D. White seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

F. Johnson	Aye
D. White	Aye
D. Gross	Aye
S. Evans	Aye
M. Hayden-Cook	Aye
F. McFarlane	Aye
J. Kramer	Absent

### D. Approve Minutes

D. Gross made a motion to approve the minutes from HSHMC Emergency Board Meeting on 08-31-23.

D. White seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

M. Hayden-Cook	Aye
D. Gross	Aye
S. Evans	Aye
D. White	Aye
J. Kramer	Absent
F. McFarlane	Aye
F. Johnson	Aye

## II. Information Items

### A. HSHMC Student Representative

Noor Esmailpour shared student activities with the board including the student led tutoring program, a new music club on campus, Homecoming held at "Kippys," winter formal coming up in December, and a community leadership conference attended by many members of our ASB.

**B. District Site Visit Update from November 16 and CEO Comments**

Dan Gross and Ian Pumpian shared highlights of our District site visit held on November 16. The District noted many strengths in compliance detail and leadership. Dan met with the District team during their visit and noted that they are looking for the following:

- Bylaws to be reviewed and approved annually
- The trends around staff tuition reimbursement should be brought to the board
- Clarification of Ian and Doug's roles as independent contractors/volunteers with the recommendation that they become employees given the level of authority they each hold.

Ian Pumpian informed the board that HSHMC has purchased a school bus to transport students to their internships and activities through Grossmont Unified District for \$5,000.

Ian informed the board that Sheri Johnson will be retiring on February 5, 2024. The board expressed their appreciation and well wishes.

**C. Brown Act Information**

Ian Pumpian reviewed the protocols for board meetings should a quorum not be present at any future meeting. It was noted that if there is no quorum, the only action the board may take is to close the meeting. Once the meeting is closed, the board may still hold a public informational, non-action, board meeting.

**III. Closed Session**

**A. Independent Auditor Report**

Brian Ruff from the firm of Eide Bailey reviewed the 2022-2023 independent audit in closed session.

**B. Board Personnel**

Closed session discussion on Board Personnel.

**IV. OPEN SESSION: Action Items - Consent Agenda**

**A. 2023-2024 First Interim**

Ian Pumpian noted that the 2023-2024 First Interim financials were on target with an increase in both expenses and revenues and recommended approval from the board.

**B.**

## 2022-2023 Consolidated Independent Audit of HSHMC

Ian Pumpian recommended approval of the Consolidated Independent Audit of HSHMC

### C. Consent Agenda Vote

D. Gross made a motion to approve the consent agenda Items A and B.

M. Hayden-Cook seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

M. Hayden-Cook Aye

F. Johnson Aye

D. Gross Aye

F. McFarlane Aye

J. Kramer Absent

S. Evans Aye

D. White Aye

## V. OPEN SESSEION

### A. Additional Information

Ian Pumpian reported that the Board, in closed session, had taken up the matter of Board development including current board nominations. The discussion included a need to more overtly develop a board nomination and vetting process, a review/possible update of board bylaws and a strategic development of the board and its' members. Moving forward, an advisory group was formed to include, members Gross and MacFarlane and Ian Pumpian and Sheri Johnson who will meet prior to next Board meeting to design a matrix of desired qualifications, characteristics and roles of the board members that would be aligned more specifically to HSHMC and its mission. That matrix would also identify how current members, their terms and their roles fill those needs and what implications that analysis might have for recruiting/nominating new board members. Also prior to the next meeting, Fred Johnson and Ian Pumpian will meet with prospective nominated potential members who might fill those needs. The Board should expect to discuss the progress of these activities at the next meeting with the possibility of considering board actions.

## VI. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 AM.

Respectfully Submitted,

S. Johnson

### **Documents used during the meeting**

- 37683380114462 Health Sciences High and Middle.xlsx
- 2022-2023 Independent Auditor Report.pdf



# Coversheet

## 2023-2024 Second Interim Financial Report

**Section:** IV. OPEN SESSION: Action Items - Consent Agenda  
**Item:** A. 2023-2024 Second Interim Financial Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FY 2023-24 Second Interim - Health Sciences High.xlsx

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

FY 2023-24 Second Interim - Health Sciences High.xlsx

# Coversheet

## New Board Member Nomination Confirmation

**Section:** IV. OPEN SESSION: Action Items - Consent Agenda  
**Item:** B. New Board Member Nomination Confirmation  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CV - Michael Byrd.pdf  
Alicia Carpenter Resume 2023.docx  
Resume - Brent Steineckert 2024 for HSHMC.pdf  
Jason Broad Resume 0224.pdf

## Michael Byrd

14116 Roaring Camp Road  
Poway, CA 92064

(619) 889-6551  
Michael.byrd@sharp.com

## EXPERIENCE

### Sharp Health Plan

Sharp Health Plan is the only local, not for profit health plan in San Diego serving the community since 1992, and a pivotal part of San Diego's largest integrated delivery system, Sharp HealthCare. Covering 145,000 lives through a wide range of public and private organizations, ranging from two-person small businesses to large employers such as the City of San Diego, Sharp Health Plan has built a stellar reputation for high quality and service excellence.

### Chief Business Development Officer (3/11 – present)

- Serve as the executive responsible for growth, overseeing the following business units: sales and account management for all LOBs, marketing, customer experience, digital, communications, product development, and wellness.
- Grew revenue from \$226 million to \$957 million (2011-2023), representing a 12.8% CAGR.
- Grew membership from 48,821 to 146,334 (2011-2023), representing 9.6% CAGR.
- Achieved profitable membership and revenue growth always meeting/exceeding operating margin targets.
- Led new market entry into the individual LOB in 2014 including participation in Covered CA with highest San Diego market share in 2022 and 2023.
- Led new market entry into CalPERS in 2014, growing to highest San Diego market share 4 years after entry.
- Led new market entry into Medicare LOB in 2015, growing membership to nearly 13,000 lives which represents a 70% CAGR.
- Led negotiations and rate setting with Sharp affiliated medical groups and hospitals for multiple LOBs, beating the average medical trend in San Diego for more than a decade and establishing a trusted brand for financial stability and predictability in rates.
- Led the following product launches instrumental to the growth of the company: two high performance networks, an HDHP product, a Point of Service product, a PPO product, commercial/Medicare dental products, and a market leading MA product.
- Achieve the following distinctions: highest member rated commercial health plan in San Diego nine years in a row, a 5-star quality rating from CMS in 2022 and 2023, and ranked by U.S. News and World Report as having one of the best Medicare Advantage plans in the country 2022-2024.

## Michael Byrd

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Poway, CA 92064

(619) 889-6551  
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### **American Specialty Health**

American Specialty Health is a privately held, licensed health care organization headquartered in San Diego, California. It posted approximately \$170 million dollars in annualized revenue in 2010 coming from three product lines: specialty managed health care products (e.g. chiropractic, acupuncture, physical therapy, etc.), wellness programs, and integrated fitness products for the Medicare market.

### **Vice President, Sales Strategy & Support (7/09 – 3/11)**

- Led corporate growth strategy to better understand the competitive landscape, to develop the organization's sales and marketing strategy, and to feed insights to the product development team.
- Overhauled the proposal and RFP process to improve success rate in reaching finalist meetings.
- Launched an integrated CRM to track sales pipeline, competitive intelligence, acquisition strategy, and consultant management,

### **National Sales Director (10/05 – 7/09)**

- Reformulated the sales strategy to consolidate the product line, to broaden our reach in the large case market, and to rebuild sales team.
- Grew group sales revenue 15% totaling \$4.3 million and secured \$6.3 million in new health plan contracts..
- Led sales team to achieve the distinction of selling more key accounts in the history of the company with 70% of the sales team reached their revenue targets.
- Promoted Healthyroads through public speaking events at AHIP, CAHP, the Republican Governor's Association, etc.

### **Director of Operations, Healthyroads (8/03 – 10/05)**

- Operated wellness LOB with more than 45 FTEs and scaled operations to support an eligible membership of more than 500,000 lives.

### **Sr. Manager of Operations, Healthyroads (5/02 – 8/03)**

- Led a new market entry with the launch of Healthyroads, a phone- and Web-based health improvement program, which became a significant growth engine for the company covering more than 4 million total members nationwide.

### **Project Manager, Sales and Marketing (5/01 – 5/02)**

- Secured a national contract with CIGNA for a phone-based health improvement program serving as the impetus for a new LOB focused on wellness.

## Michael Byrd

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### California Smokers' Helpline

The California Smokers' Helpline is a grant-funded public health program run by UCSD Medical School to help people quit smoking. Started in 1992, the program was the first of its kind, and after demonstrating its effectiveness through several research studies, it now serves as the model for other quit-lines nationally.

### Manager (8/99 – 5/01)

- Co-authored research papers regarding the effectiveness of telephone counseling for smoking cessation.
- Developed an internet site to recruit teenage subjects for a million-dollar, statewide research study.
- Managed a staff of over forty counselors and oversaw day-to-day operations.

### Project Manager (6/95 – 8/99)

- Developed protocols to monitor the progress of research projects and facilitated research meetings.
- Completed a successful research venture with SDSU on time and under budget.

### Counselor (12/92 – 6/95)

- Developed the counseling protocol and interview instruments that serve as the best practice guidelines for tobacco cessation counselors in the industry today.
- Personally assisted hundreds of Californians to successfully quit smoking.

## Michael Byrd

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Poway, CA 92064

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## EDUCATION

### **Master's of Finance in Business Administration**

San Diego State University  
Awarded in 2001

### **Master's Degree in Social Work**

San Diego State University  
Awarded in 1997

### **Bachelor of Arts in Psychology**

University of California San Diego (UCSD)  
Awarded in 1993

## SKILLS

- Strategy
- Market analysis
- Sales and marketing
- Product development
- Negotiation
- Public speaking
- Leadership development
- Information management
- Forecasting and budgeting
- Proposal writing

## PUBLICATIONS

### **Telephone Counseling as Adjuvant Treatment for Nicotine Replacement Therapy in a "Real-World" Setting (2000);**

Journal of Preventive Medicine 31, 357-363.

### **Evidence of Real-World Effectiveness of a Telephone Quitline for Smokers (2002);**

New England Journal of Medicine V347, No. 14.

**ALISHA CARPENTER, PH.D.**

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11652 Calle Simpson, El Cajon, CA 92019; AlishaMCarpenter@gmail.com; (619) 647-1136

**PROFESSIONAL PROFILE**

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- ♦ *Licensed Clinical Psychologist with more than 15 years of experience in behavioral health, and individual and organizational change.*
- ♦ *High-performing operations-management leader with expertise in building and optimizing organizational processes and patient outcomes.*
- ♦ *Strong interpersonal and leadership skills with a reputation for building and retaining motivated and engaged employees.*
- ♦ *Data driven focus with a strong statistical background and Lean Six Sigma Green Belt.*

**AREAS OF EXPERTISE**

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- |  |   |
|--|---|
| ▪ <i>Organizational Design and Development</i>                     | ▪ <i>Team Building and Reward and Recognition</i> |
| ▪ <i>Continuous Improvement of Operational Processes/Standards</i> | ▪ <i>Training and Leadership Development</i>      |
| ▪ <i>Safety and Regulatory Compliance</i>                          | ▪ <i>Six Sigma Methodology</i>                    |
| ▪ <i>Data Analysis</i>   | ▪ <i>Customer Service and Satisfaction</i>        |
| ▪ <i>Facilitation, Negotiation, and Communication</i>              | ▪ <i>Quality Assurance</i>                        |
|  | ▪ <i>Multi-Site Operations</i>                    |

**PROFESSIONAL EXPERIENCE**

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2008 – SHARP MESA VISTA HOSPITAL  
Present

San Diego, CA



*Director – Clinical Programming & Outpatient Services; 2021-present*

- Provide executive accountability for, and leadership to, all Sharp Mesa Vista Hospital (SMV) Outpatient Behavioral Health Services across three campuses, as well as the inpatient departments of Recreation Therapy, Social Services, and Psychology.
- Responsible for operational coordination, quality controls and improvements, regulatory compliance, internal and external customer satisfaction, personnel management, quality care provision, growth targets and fiscal outcomes.

*Director – Clinical Programming; 2020-2021*

- Serve as the executive-level leader for the inpatient clinical service departments of Recreation Therapy, Social Services, Psychology and Utilization Review.

*Manager – Child and Adolescent Services; 2014-2020*

- Provide administrative, operational and clinical leadership for all Child and Adolescent Services at Sharp Mesa Vista, which includes a 22-bed Child and Adolescent Inpatient Psychiatric Hospital, as well four Child and Adolescent Outpatient Programs located at two campuses.

*Supervisor – Child & Adolescent Services; 2012-2014*

- Supported all operational and clinical aspects of SMV Child and Adolescent Outpatient Services located at two campuses.

*Program Coordinator – Child & Adolescent Services; 2010-2012*

- Responsible for leading the child and adolescent inpatient and outpatient services business development via strategic planning, program development, and growth.
- Research, design, implement and evaluate evidence-based treatment programs which achieve quality and fiscal outcomes.

- Provide supervision, training, and clinical leadership to inpatient and outpatient program staff for implementation and accountability of clinical practice.

*Clinical Psychologist – Adolescent Cognitive Intensive Outpatient Program; 2009-2010*

- Development and oversight of all programming and operational components of an intensive outpatient program for adolescents in grades 7 through 12.
- Provide and/or supervise all aspects of group therapy for adolescents and their families, individual and family therapy, case management, utilization review, and brief psychological assessment.

*Post-Doctoral Psychology Fellow; 2008-2009*

- Provide individual, family, and group therapy, case management, brief psychological assessment, program development, and clinical leadership within a 21-bed child and adolescent inpatient unit.
- Provide individual supervision for the psychology pre-doctoral intern, and in-service training for the pre-doctoral intern class and unit staff.
- Participate in daily multidisciplinary treatment team and provide psychology consultation as needed.

**LICENSURE AND CERTIFICATIONS**

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2009      LICENSED CLINICAL PSYCHOLOGIST  
California  
PSY 23057

2018      HIGH RELIABILITY ORGANIZATION TRAINER      Sharp  
HealthCare

2016 LEAN SIX SIGMA GREEN BELT Sharp  
HealthCare  
2015 TALENT DEVELOPMENT FRONTLINE IMPACT PROGRAM COACH The Advisory  
Board

## EDUCATION

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August 2008 UNIVERSITY OF NEVADA, LAS VEGAS  
Las Vegas, NV  
*Ph.D., Clinical Psychology*

December 2005 UNIVERSITY OF NEVADA, LAS VEGAS  
Las Vegas, NV  
*M.A., Clinical Psychology*

May 2000 TRINITY UNIVERSITY San Antonio, TX  
*B.A., Psychology*

## PUBLICATIONS

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- Alvarez, K., Donohue, B., Carpenter, A., Romero, V., Allen, D., & Cross, C. (2010). Development and preliminary evaluation of a training method to assist professionals in reporting suspected child maltreatment. *Child Maltreatment, 15*(3), 211-218.
- Carpenter, A., & Donohue, B. (2006). Parental satisfaction in child abuse and neglect: A review of standardized measures. *Aggression and Violent Behavior, 11*, 577-586.
- Donohue, B. & Farley, A. (2005). Habit reversal. In M. Hersen, & J. Rosqvist (Eds.). *Encyclopedia of Behavior Modification and Cognitive Behavior Therapy* (Volume 1). Thousand Oaks, CA: Sage Publications.

- Donohue, B., Conway, D., Beisecker, B., Murphy, H., Farley, A., Waite, M., Gugino, K., Knatz, D., Lopez-Frank, C., Burns, J., Madison, S., & Shorty, C. (2005). Financial management and job social skills training components in a Summer Business Institute: A controlled evaluation in high achieving predominately ethnic minority youth. *Behavior Modification*, 29(4), 653-676.
- Donohue, B., Farley, A., & French, S. (2005). Drug abuse and dependence. In F. Andrasik (Ed.), *Comprehensive handbook of personality and psychopathology, Volume 2: Adult Psychopathology* (pp.354-369). Hoboken, NJ: John Wiley & Sons, Inc.

**Brent Douglas Steineckert**

1763 Law Street  
San Diego, CA 92109

(619)252-1272 cell

bsteineckert@gmail.com

**Goal:** To empower and engage the most underutilized member of the care team: the patient.

**Education:** San Diego State University San Diego, CA  
**Master of Public Health (Health Services Administration)** 1999  
 • Emphasis Medical Center Operations.

University of California at Berkeley Berkeley, CA  
**Bachelor of Arts, Molecular and Cell Biology** 1995  
 • Emphasis Immunology

**Experience:** Sharp Rees-Stealy Medical Centers  
 5651 Copley Drive, San Diego, CA 92111

**Chief Clinical Operations Officer** 8/22-Present

- Accountable for the day-to-day performance of the primary, specialty and urgent care centers and oversee the personnel, and patient care experience. Working in partnership with the Chief Medical Officer, the Chief Clinical Operations Officer is accountable for the quality, safety and cost performance of the delivery system, and, ultimately the improvement of the member/patient/consumer health and achievement of strategic goals.
- In partnership with physician partners, develop and execute strategies to position Sharp Rees-Stealy as the preeminent medical group in the region and nationally.
- Responsible for the delivery of the total health care experience and performance, including access, quality, safety, service and total cost of care – consumer affordability.

**Director of Patient Access, Electronic Medical Record, Health Information Management** 5/10-8/22

- Accountable for Access, Health Info Mgmt, and EMR departments (135+ FTEs)
- Developed self-service online scheduling for patients to book their own appointments in primary care and specialty care saving over \$835,443/year (as of 2/1/22)
- Developed actionable dashboards to measure and improve access to care.
- Centralized Sharp Release of Information Services Departments saving system costs of over \$200,000/yr.
- Present regularly to 600+ Physicians to educate on industry trends and strategic goals
- Developed LEAN Transformation Dashboard Metrics System
- Lead deployment of telemedicine video visits, OpenNotes, peer to peer (curbside consults)
- Designed and implemented a new “bulk secure messaging” system to enable population health to send targeted messages through the patient portal to close care gaps
- Partnered with Medical Director of Innovation to deploy [HCC Coding tools during COVID](#)
- Selected to participate in the Centers for Disease Control Informatics Workgroup
- Implemented online leave of absence system to reduce inappropriate ILVs

Sharp Rees-Stealy Medical Centers  
 2020 Genesee, San Diego, CA 92123

**Manager of Ambulatory EMR** 2/05-5/10

- Successfully deployed HITECH meaningful use measures earning several million dollars
- Developed electronic rounding tool for physician rounding, education, and support
- Created a library of on-demand online training modules and reduced costs for training
- Implemented Skype Videoconferencing system-wide for physician department meetings
- Co-Developed the Physician Advisory Committee to oversee technological integration

Sharp Rees-Stealy Medical Centers  
8695 Spectrum Center Blvd, San Diego, CA 92123

**Manager of Business Services**

1/00-2/05

- Modernized charge capture workflows to reduce billing lag by 90%
- Developed, wrote, and deployed software to capture inpatient charges from physicians
- Developed, wrote, and deployed electronic timecard software
- Developed, wrote, and deployed online calendaring and time-off systems for physicians
- Created a missing charge report for both inpatient and outpatient settings
- Mentored and developed data-entry staff into certified professional coders (CPC)

Sharp HealthCare  
8695 Spectrum Center Blvd, San Diego, CA 92123

**Operations Manager** (Acting)

6/98-1/00

- Oversaw east county clinics business services, facilities, and support services.
- Developed return on investment models for new business (LASIK, Podiatry DME, Urgent Care)
- Managed staff of 15+ employees.
- Analyzed reimbursement by health plans to identify opportunities and shortfalls

UCSD Medical Center  
200 W Arbor Dr, San Diego, CA 92103

**Staff Research Associate**, Neuroendocrine department

7/95-6/98

- Research and cloned genes involved in Alzheimer pathogenesis and published two papers
- Assisted Principal Investigator with NIH grant-writing to procure funds for research

**Memberships/Awards/Licenses:**

- LEAN Six-Sigma Black belt (2019)
- Project Management Professional (PMP), 2013
- Employee Engagement (Opinion Survey) Award for Tier 1 Achievement, 2011
- CAPE (Baldrige) Award Examiner 2010
- Included in over twenty Sharp HealthCare Center of Recognized Excellence (CORE) Awards and two High Reliability Organization (HRO) awards in 2022.

**Publications/Speaking Engagements:**

- Empowering the Most Underutilized Member of the Care Team... the Patient, AMGA (2022)
- [How Sharp Rees-Stealy deployed digital consults to boost specialty care access](#), Advisory Board (2020)
- [Telehealth for Seniors \(the San Diego Oasis Group\) presented to over 2500 attendees](#) (2010)
- [Recognizing How to Diagnose, Treat, and Prevent the Causes of Physician Burnout](#), (2019)
- Telemedicine in Travel - International Travel and Health Insurance Conference (2019)
- Bringing Your Doctor to You: Telemedicine at Sharp Rees-Stealy, Scottsdale Institute (2017)
- [Ensuring the Safety and Effectiveness of Laboratory Data in Electronic Health Record Systems](#), Centers for Disease Control and Prevention (2014)
- The Fire Next Time, Health Management Technology (2008)
- Molecular Cloning of Endopin 1, a Novel Serpin Localized to Neurosecretory Vesicles of Chromaffin Cells, Journal of Biological Chemistry (1999)
- Molecular Studies Define the Primary Structure of a1-Antichymotrypsin (ACT) Protease Inhibitor in Alzheimer's Disease Brains, Journal of Biological Chemistry (1999)

# JASON ERIC BROAD, MBA, FACHE

✉ emailbroad@gmail.com

☎ 619-341-0386

🌐 [www.linkedin.com/in/jasonbroad](http://www.linkedin.com/in/jasonbroad)

## EXECUTIVE PROFILE

Proven strategic leader with 25+ years of health care experience. Operational responsibility for key hospital-based patient support service and post-acute departments. Experience as a leader in corporate Information Systems and Clinical Effectiveness divisions. Recognized for consistently producing and sustaining exemplary outcomes in patient, financial and employee-centric metrics.

## SKILL HIGHLIGHTS

- Lean Six Sigma Master Black Belt
- National Malcolm Baldrige Award Examiner
- Expert Group Facilitator and Team Leader
- Authored and Received National Research Grants
- Implementation of Complex Information Systems
- Master Change Agent
- Graduate School Instructor
- Patient & Family Centered Care Champion
- Skilled in Data Analytics and Data Presentation
- Deployment of High Reliability Organization Principles

## EXPERIENCE

### Sharp HealthCare Regional Hospitals – San Diego, CA

#### Vice President – Regional, Performance

04/23 – Current

- **Operational responsibility for Operations Excellence program** focused on achieving top-decline performance in publicly-reported metrics and maintaining status with accredited programs
- **Executive lead for annual strategic planning process** that integrates plans related to clinical operations, financial performance, capital planning and employee, physician and patient experience.
- **Conceptualized, designed, built and opened the first hospital command center in San Diego County**, The Sharp Experience Center & The Sharp Insight Center, where real-time quality/safety, throughput and service processes/metrics are monitored and addressed to prevent defects from reaching the patient.

#### Vice President, Performance, Support Services, Behavioral Health

01/14 – 03/23

- **Operational responsibility for support service departments/functions.** Current: Patient Relations, Volunteer Services, Customer Contact Center, Guest Services, Spiritual Care, Community Relations, Senior Resource Center and Transportation Services.
- **Operational responsibility for patient care departments.** Current: Behavioral Health – 46 bed inpatient unit and comprehensive outpatient programs (Consistent top quartile inpatient patient experience, 10% growth in outpatient volume for three consecutive years).
- **Strategic responsibility for Patient, Employee and Physician Experience.** Employee and physician experience scores consistently in the top quartile. Developed and lead Grossmont Experience team which focuses on coordination of hospital-wide communication, experience efforts for all stakeholders and leadership development for supervisors and above.
- **Executive sponsor and owner for integrating Planetree’s Person-Centered Care model into hospital operations.** Trained 3500 employees in an experiential person-centered care retreat, deployed Open Medical Record program, established Integrative Healing program and created the Patient & Family Advisory Council. Earned Gold-Level Certification in 2018.
- **Lead for Sharp HealthCare’s COVID-19 Community Vaccine Strategy.** Opened and managed six vaccine super stations throughout San Diego which provided over 750,000 vaccines. Utilized Lean and Experience Design principles to create a safe, efficient and memorable guest experience.

## JASON ERIC BROAD

### Sharp HealthCare – San Diego, CA

**Director, Lean Six Sigma, Clinical Effectiveness**

**08/08 – 01/14**

**Lean Six Sigma Black Belt, Clinical Effectiveness**

**04/05 – 08/08**

- **Led the on-going system-wide deployment of Lean Six Sigma** across the health system as the preferred performance improvement methodology. Developed the strategy for institutionalizing Lean Six Sigma as a business priority and measurement tool.
- **Results as Director exceeded \$8 million** and included reducing outsourcing in Home Health, improving patient experience with food service, reducing insurance denials, improving ED patient satisfaction (by reducing length of stay) and decreasing use of blood products, Outcomes as Black Belt/project lead, included improving percent of surgical case carts ready for procedures from 21% to 77%, reducing ‘Door to PCI’ time from 114 minutes to 84 minutes and reducing annual employee strains and sprains from patient handling by 36%.
- **Managed team of full time Black Belts** (internal consultants) and led project teams focusing on improving clinical and operation results.
- **Lead investigator on two grant-funded projects** studying the effects of Remote Patient Monitoring equipment on CHF patients and mobile health devices on COPD patients.

### Sharp Chula Vista Medical Center – San Diego, CA

**08/03 – 04/05**

**Manager, Patient Access Services**

- Led 33 representatives and team leads in Business Office and Admitting departments.
- Reduced monthly average of Discharged Not Final Billed (DNFB) dollars by 20%. Increased monthly average of on-site cash collections by 14%.

### Sharp HealthCare – San Diego, CA

**Senior Quality Analyst, Decision Support - Information Systems**

**04/02 – 08/03**

**Senior Quality Analyst, Patient Care - Information Systems**

**10/00 – 04/02**

**Systems Analyst, Ancillary - Information Systems**

**01/99 – 10/00**

### HCA (Hospital Corporation of America), Inc.– Information Services – Nashville, TN

**04/97 – 01/99**

**Project Coordinator, Systems Implementation Services**

## PRESENTATIONS & CLASSES

Adjunct faculty credential, university guest lecture and national speaking credits available upon request.

## EDUCATION

- MBA:** Concentration in Management Science; University of Miami
- BS:** Majors in Public Relations and Psychology; University of Miami (Semester abroad; University of Essex)
- CSSBB:** Certified Six Sigma Black Belt; American Society for Quality
- HACP:** Healthcare Accreditation Certification Program, Center for Improvement in Healthcare Quality
- FACHE:** Fellow, American College of Healthcare Executives

## ACTIVITIES

- Board Member, American Heart Association – Southern California; 2023 – Current
- Member, American College of Healthcare Executives; 2016 – Current
- Board Member, Mission Valley Planning Group; 2005 – 2015
- Vice-Chairman, 2010 – 2015; Chairman, Parks Sub-Committee; 2006 – 2015
- Member, Malcolm Baldrige National Quality Program Board of Examiners; 2008
- Council Member, California Awards for Performance Excellence; 2006 - 2008
- Vice-Chairman, Process Management Sub-Committee; 2006 – 2008



**JASON ERIC BROAD**

# Coversheet

## HSHMC Bylaws

**Section:** IV. OPEN SESSION: Action Items - Consent Agenda  
**Item:** C. HSHMC Bylaws  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2-27-2024 Board Bylaws Resolution .docx  
Bylaws and Resolutions - Amended as of 02-27-2024.docx

**Board Resolution**  
**of**  
**Health Sciences High School and Middle College (HSHMC)**  
**Approving Amendments of Bylaws**  
*(For Board Approval on 2/27/2024)*

**AMENDMENT OF BYLAWS**

**Whereas** the authorized number of directors shall be no less than 5 and nor more than 13, HSHMC Bylaws state that **the exact number of voting directors shall be fixed within these limits by a resolution of the board; and**

**Whereas** HSHMC bylaws state **general qualifications** of its members, and that members shall be selected for **renewable 4-year terms or until successors have been selected**, but also that the **Directors shall stagger dates of renewable terms** to maintain performance consistency as members term out, and

**Whereas** the filling of Board vacancies is the responsibility of the full board and cannot be delegated, but committees or work groups may be appointed or organized to make recommendations to the Board concerning matters of board development.

**Therefore, be it resolved on this date, February 27, 2024:**

That, HSHMC Board of Directors play a crucial role in shaping the overall direction and support for the school. Maintaining a strong Board of Directors is key to ensuring the effectiveness of the entire organization. *Strategic policies and practices must be used to guide board recruitment, board development, board diversity and board governance.*

That, the absolute number of voting Board members is to be fixed at 13, anything number less would constitute a vacancy or vacancies. The Board should not feel compelled to immediately fill any vacancy, or vacancies, unless Board members drops below 5. Rather, vacancies can provide the Board the flexibility to act strategically to create a Board, that as a whole, represents the skills, experiences and diversity necessary to maximize HSHMC and its' mission and also to stagger membership terms to maintain stability.

That, at least one member of the Board be a current student at HSHMC selected through the school's Associated Student Body. This member will be a nonvoting member but whose voice on matters that come before the Board and public will be heard and, the student member shall report to the Board matters of student activities, input and concerns.

That, Board succession planning is essential for the long-term success of HSHMC. It involves identifying and developing potential board members who can take on leadership roles in the future. Strategically, the CEO and Board Chairman should work with current board members to identify current member gaps in skills and experience as well as those that will be

created as current members term out. Succession planning should occur regularly, and actions may be necessary based on changing circumstances.

That, the Board should consider either creating a committee or an advisory group, who may, without any decision making authority, assist in examining membership needs and opportunities and in recruiting and vetting potential members. This committee or group would return to the full Board to make public recommendations regarding Board slate and vacancies.

That, prospective members must be well oriented regarding the HSHMC's mission, goals and challenges and, once selected, orientation should include providing them with support and resources so they can fulfill their responsibilities. This may include training, mentoring, and regular communication and feedback.

That, in order to advance succession planning, all current Board members will be polled by Board President by 3/15/24 to declare terms ending 8/24, 8/25, 8/26 or 8/27. In addition, the Board President shall contact each Board member, in June annually, to discuss/confirm their Board term status.

WHEREAS, the Health Sciences High and Middle College Board of Directors reviewed the proposed changes and approved them; and

WHEREAS, a copy of the amendments of the Bylaws is attached hereto as Exhibit A;

RESOLVED, that the Board of Directors accepts the amended Bylaws.

RESOLVED FURTHER, that the officers of Health Sciences High and Middle College, are, and each acting alone is, hereby authorized and directed to take such further action as may be necessary, appropriate, or advisable to implement this resolution and amendment and any such prior actions are hereby ratified, and

We, the undersigned hereby certify that Health Sciences High and Middle College is comprised of seven members, of whom XX constituting a quorum were present at a meeting and duly and regularly called, noticed, convened and held this 27 day of February, 2024, and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of XX members and opposed by XX members, and that said Resolution has been recorded in the minute book and is in full force and effect.

---

Frederick G. Johnson, Board Chairman

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Fredrick McFarlane, Board Secretary/Treasurer

---

Sheri A. Johnson, Deputy Board Secretary

**RESOLUTIONS  
OF  
THE BOARD OF DIRECTORS  
OF  
HEALTH SCIENCES HIGH AND MIDDLE COLLEGE  
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION**

**ADOPTION OF BYLAWS**

WHEREAS, the Board of Directors (“Board”) has reviewed the proposed set of bylaws for the regulation of the affairs of this Corporation;

RESOLVED, that the bylaws of this Corporation, in substantially the form attached hereto as Exhibit A have been reviewed by the Board and are hereby approved and adopted; and

RESOLVED, FURTHER, that the secretary of this Corporation is hereby authorized and directed to execute a certificate of the adoption of the bylaws and to insert the certified bylaws in the minute book of this Corporation and to keep a copy of the bylaws at the principal executive office in California of this Corporation.

**ESTABLISHMENT OF NUMBER OF DIRECTORS**

WHEREAS, under Article IV, Section 2 of the bylaws of this Corporation, the number of directors is to be not less than five (5) nor more than thirteen (13) with the exact number established by resolution of the Board;

WHEREAS, after discussion, the Board has determined that it is in the best interests of this Corporation to have eight (8) directors on the Board;

RESOLVED, that the number of directors on the Board of this Corporation be, and hereby is, eight (8).

**ELECTION OF OFFICERS**

WHEREAS, the Board has considered nominations for the offices of President, Secretary, and Chief Financial Officer (Treasurer) of the Corporation;

RESOLVED, that the following persons are hereby elected to the offices set forth opposite their respective names:

Dr. Frederick Johnson	Chairman
Dr. Ian R. Pumpian	CEO/President-Ex-Officio
Dr. Fredrick McFarlane	Secretary/Treasurer
Dr. Sheri Johnson	Deputy Secretary/Treasurer-Ex-Officio

RESOLVED, FURTHER, that such officers shall serve until their resignations are accepted and/or their successors are elected and qualified.

### **AGENT FOR SERVICE OF PROCESS**

WHEREAS, the Board has considered possible agents for service of process;

RESOLVED, that Ian R. Pumpian, Ph.D., who was named as the initial agent for service of process in the Corporation's Articles of Incorporation, is hereby confirmed as the Corporation's agent for the purpose of accepting service of process on the Corporation, and he shall serve as such agent until he resigns or a new agent for service of process is designated by the Board.

### **PAYMENT OF EXPENSES**

WHEREAS, the Board has considered the issue of payment of the expenses associated with incorporation and organization of the Corporation;

RESOLVED, that the officers of this Corporation be, and they hereby are, authorized and directed to pay the expenses of the incorporation and organization of this Corporation, and to reimburse those persons who may have advanced the cost of such expenses on behalf of this Corporation.

### **BANK ACCOUNTS**

WHEREAS, the Board has considered the issue of a bank account for the Corporation;  
and

WHEREAS, it is deemed to be in the best interests of the Corporation to open one or more such bank accounts;

RESOLVED, that the officers of the Corporation be, and they hereby are, authorized and directed to open one or more accounts on behalf of the Corporation at one or more banks as they may, in their discretion, deem necessary or desirable;

RESOLVED, FURTHER, that such officers are hereby authorized to execute and deliver the standard form of resolutions required by such financial institution(s) for opening corporate bank accounts, which resolutions shall specify the types of accounts and the persons and manner of signing of such persons authorized to draw on the accounts, and that the secretary of this Corporation is hereby authorized and directed to execute the Certificate of Secretary included with such resolutions and to affix the corporate seal of this Corporation thereto if so required, and that such standard form of resolutions are hereby adopted as the resolutions of the Board as if set forth in full herein; and

RESOLVED, FURTHER, that the secretary of this Corporation is hereby directed to insert a copy of such standard form of resolutions and the Certificate of Secretary included therewith in the minute book of this Corporation immediately following these resolutions.

### **APPLICATIONS FOR TAX EXEMPTION**

WHEREAS, the Board has considered the benefits of obtaining federal and California exemptions from tax for the Corporation; and

WHEREAS, it is deemed to be in the best interest of the Corporation to apply for and obtain federal and California tax exemptions for the Corporation;

RESOLVED, that the officers of the Corporation be, and they are hereby are, authorized and directed to make or cause to be made, on behalf of the Corporation, application for federal and California tax-exempt status for the Corporation; and

RESOLVED, FURTHER, that the officers of this Corporation be, and hereby are, authorized and directed to execute and deliver, on behalf of the Corporation, the required applications, documents and instruments for obtaining federal and California tax-exempt status, and to take all such other action as they may deem necessary or appropriate in order to obtain federal and California tax exemptions for the Corporation.

### **EMPLOYER IDENTIFICATION NUMBER**

WHEREAS, the Board believes that it is in the Corporation's best interests to obtain a federal employer identification number;

RESOLVED, that the Corporation's officers are authorized and directed to make such filings and applications as are necessary to secure for the Corporation a federal employer identification number.

### **FILING OF STATEMENT OF INFORMATION WITH THE CALIFORNIA SECRETARY OF STATE**

WHEREAS, the Board believes that it is in the Corporation's best interests to file a Statement of Information with the California Secretary of State;

RESOLVED, that the officers of the Corporation be, and they hereby are, authorized and directed to make, or cause to be made, and filed with the California Secretary of State on behalf of the Corporation, a Statement of Information;

RESOLVED, FURTHER, that the officers of this Corporation be, and hereby are, authorized and directed to execute and deliver, on behalf of the Corporation, any and all such documents and instruments as are necessary, and to take all such other action as they may deem necessary

or appropriate to effectuate the filing of the above-referenced documents for the Corporation.

### **ADOPTION OF CONFLICT OF INTEREST CODE (TENTATIVE)**

WHEREAS, the Corporation has committed to adopt a Conflict of Interest Code in compliance with the California Political Reform Act; and

WHEREAS, the first step in that process is to adopt the standard code of the Fair Political Practices Commission, including designation of persons required to file annual disclosure forms, in the form attached hereto;

RESOLVED, that the standard code is hereby tentatively adopted and the Board hereby directs its officers to ensure that public notice of intent to adopt the conflict of interest code be published once in a newspaper of general circulation in San Diego County, in form attached hereto, together with any other steps necessary for adoption of the code;

FURTHER RESOLVED, that following expiration of the 45 day notice period so established, the code shall be considered for final adoption by the Board;

### **GENERAL AUTHORIZATION**

WHEREAS, the Board desires that the officers of this Corporation effectuate all of the foregoing resolutions;

RESOLVED, that any one or more officers of this Corporation be, and hereby are, authorized and directed, on behalf of this Corporation, to execute and deliver all such documents and to take all such actions as they may deem necessary or appropriate in order to carry out and accomplish all of the purposes of these resolutions, and that any actions taken by officers or staff of the Corporation prior to the date of this resolution in order to carry out and accomplish all the purposes of these resolutions is hereby ratified and confirmed.

### **GENERAL DELEGATION AND RATIFICATION**

WHEREAS, the Board desires that desires to recognize and ratify the actions taken by Ian R. Pumpian on behalf of the Corporation prior to the date of this meeting and to delegate authority to act on behalf of the corporation, except as provided in the Bylaws:

RESOLVED, that the acts of Ian R. Pumpian, taken on behalf of the Corporation are ratified and confirmed, including but not limited the lease of space for school operations in accordance with the charter; and

FURTHER RESOLVED, that Ian R. Pumpian is delegated full authority to act on behalf of the Corporation, except as expressly reserved in the Bylaws to the Board.



The Secretary of this Corporation is hereby directed to file these resolutions adopted hereby with the minutes of the proceedings of the Board of Directors.

**BYLAWS**

**OF**

**HEALTH SCIENCES HIGH AND MIDDLE COLLEGE**

**(BOARD AMENDED AND APPROVED: 2-27-2024)**

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**BYLAWS  
OF  
HEALTH SCIENCES HIGH AND MIDDLE COLLEGE**

1.  
Purposes

The corporation is organized for the public and educational purposes as specified in its Articles of Incorporation.

2.  
Offices

a. Principal Office.

The corporation's principal office shall be located at \_\_\_\_\_, \_\_\_\_\_, California \_\_\_\_\_. The Board of Directors ("Board") is granted full power and authority to change the principal office from one location to another within California.

b. Other Offices.

Branch or subordinate offices may at any time be established by the Board at any place or places where the corporation is qualified to do business.

3.  
Membership

a. No Members.

Unless and until these bylaws are amended to provide otherwise, this corporation shall have no statutory members, as the term "member" is defined in Section 5056 of the California Nonprofit Corporation Law. Any action which would otherwise by law require approval by a majority of all members or approval by the members shall require only approval of the Board. All rights which would otherwise by law vest in the members shall rest in the Board.

b. Associates.

Nothing in this Article shall be construed to limit the corporation's right to refer to persons associated with it as "members" even though such persons are not members, and no such reference by the corporation shall render anyone a member within the meaning of Section 5056 of the California Nonprofit Corporation Law. Such individuals may originate and take part in the discussion of any subject that may properly come before any meeting of the Board, but may not vote. The corporation may confer, by amendment of its Articles of Incorporation or of these Bylaws, some or all of a member's rights, set forth in the California Nonprofit Corporation Law, upon any person who does not have the right to vote for the election of directors, on a disposition of substantially all of the assets of the corporation, on a merger, on a dissolution, or on changes to the corporation's Articles of

Incorporation or Bylaws, but no such person shall be a member within the meaning of said Section 5056.

4.  
Board of Directors

a. Powers.

Subject to the limitations of the California Nonprofit Public Benefit Corporation Law, the corporation's Articles of Incorporation and these Bylaws, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the corporation's activities to any person(s), management company or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. No assignment, referral or delegation of authority by the Board or anyone acting under such delegation shall preclude the Board from exercising full authority over the conduct of the corporation's activities, and the Board may rescind any such assignment, referral or delegation at any time.

Without prejudice to its general powers, but subject to the same limitations set forth above, the Board shall have the following powers in addition to any other powers enumerated in these Bylaws and permitted by law:

- (1) To select and remove all of the officers, agents and employees of the corporation; to prescribe powers and duties for them which are not inconsistent with law, the corporation's Articles of Incorporation or these Bylaws; to fix their compensation; and to require security from them for faithful service;
- (2) To conduct, manage and control the affairs and activities of the corporation and to make such rules and regulations therefor which are not inconsistent with law, the corporation's Articles of Incorporation or these Bylaws;
- (3) To adopt, make and use a corporate seal and to alter the form of the seal from time to time;
- (4) To borrow money and incur indebtedness for the purposes of the corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations and other evidences of debt and securities therefore;
- (5) To carry on a business and apply any revenues in excess of expenses that results from the business activity to any activity in which it may lawfully engage;
- (6) To act as trustee under any trust incidental to the principal object of the corporation, and receive, hold, administer, exchange and expend funds and property subject to such trust;

(7) To acquire by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey or otherwise dispose of real and personal property; and

(8) To assume any obligations, enter into any contracts or other instruments, and do any and all other things incidental or expedient to the attainment of any corporate purpose.

b. Number and Qualifications of Directors.

The authorized number of directors shall be not less than five (5) or more than thirteen (13), unless changed by a duly adopted amendment to this provision. The exact number of directors shall be fixed within these limits by a resolution of the Board.

The qualifications for directors are generally the ability to attend Board meetings, a willingness to actively support and promote (i) the educational and charitable purposes of the corporation and (ii) Health Sciences High and Middle College, and a dedication to the corporation's educational endeavors; provided that (1) San Diego Unified School District may, but is not obligated to, appoint a non-voting member to the Board, and (2) provided that the directors shall be individuals selected from the following:

- (a) The healthcare community;
- (b) The educational community;
- (c) The business community; and
- (d) The general public at-large.

c. Appointment and Term of Office.

(1) Directors shall be selected at an annual meeting of the Board by the directors holding office as of the date of such meeting.

(2) Directors shall be selected for a renewable term of four (4) years or until a successor has been elected. Notwithstanding the foregoing, the members of the Board shall stagger beginning dates of their renewable terms, in order to avoid all Board member term dates being ending term dates to be the same for all members.

Director Approval of Certain Corporate Actions.

The Board must approve the following actions:

- the annual budget of the corporation;
- any non-budgeted expenditures of the corporation over \$25,000;

any initial contract for the establishment or operation of, or licensing of rights to, a charter school;

the removal of directors without cause pursuant to Section 5222 of the California Corporations Code;

the approval of the sale, lease, conveyance, exchange, transfer, or other disposition of all or substantially all of the assets of the corporation;

the approval of the principal terms of a merger of the corporation with another organization;

the approval of the filing of a petition for the involuntary dissolution of the corporation if statutory grounds for such a dissolution exist;

the approval of the voluntary dissolution of the corporation or the revocation of such an election to dissolve it; and

the approval of any borrowing of money.

d. Resignation and Removal.

Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any director may resign effective upon giving written notice to the President, the Secretary, or the Board, unless the notice specifies a later effective time. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective.

e. Vacancies.

(1) A Board vacancy or vacancies shall be deemed to exist if any director dies, resigns, or is removed, or if the authorized number of directors is increased.

(2) Notwithstanding Section 5 of this Article, the Board may declare vacant the office of any director who has been convicted of a felony, or has been found to have breached any duty arising under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law or to be of unsound mind by any court of competent jurisdiction.

(3) A vacancy on the Board shall be filled only by resolution of the Board. Each director so elected, appointed, or designated shall hold office until the expiration of the term of the replaced director and continue to hold office until a qualified successor has been elected, appointed, or designated.

(4) No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of the director's term of office.

f. Place of Meeting.

Meetings of the Board shall be held at the principal office of the corporation or at any other place within or without the State of California which has been designated in the notice of the meeting or, if there is no notice, by resolution of the Board.

g. Annual Meeting.

Annually the Board shall meet for the purpose of organization, appointment of officers and the transaction of such other business as may properly be brought before the meeting. This meeting shall be held at a time, date and place as may be specified and noticed by resolution of the Board.

h. Regular Meetings.

Regular meetings of the Board, including annual meetings, shall be held without call or notice at such times and places as may from time to time be fixed by the Board. Notwithstanding any other provision of these bylaws, to the extent expressly required by law or by contract, all meetings (regular and special) of the Board and its committees shall be called, noticed, and held in compliance with the provisions of the Ralph M. Brown Act (California Government Code Section 54950 *et seq.*) (“Brown Act”).

i. Special Meetings.

Special meetings of the Board for any purpose may be called at any time by the president, the secretary or any two directors. The party calling such special meeting shall determine the place, date and time thereof.

j. Notice of Special Meetings.

(1) Special meetings of the Board may be held only after each director has received four (4) days’ prior notice by first-class mail or forty-eight (48) hours’ notice given personally or by telephone, including a voice messaging system or other system or technology designed to record and communicate messages, telegraph, facsimile, electronic mail, or other electronic means, provided that such notice otherwise complies with the Brown Act.

(2) Any such notice shall be addressed or delivered to each director at the director’s address as it is shown on the records of the corporation or as may have been given to the corporation by the director for purposes of notice or, if an address is not shown on the corporation’s records or is not readily ascertainable, at the place at which the meetings of the directors are regularly held.

(3) Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.



(4) The notice of special meeting shall state the time of the meeting, and the place if the place is other than the principal office of the corporation, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

k. Quorum.

A majority of the directors then in office shall constitute a quorum. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is an act of the Board. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for such meeting. directors may not vote by proxy.

l. Consent to Meetings.

Except as otherwise may be provided in the Brown Act, the transactions of the Board at any meeting, however called and noticed or wherever held, shall be as valid as though done at a meeting duly held after regular call and notice if a quorum be present, and if, either before or after the meeting, each director entitled to vote, not present in person signs a written waiver of notice, or a consent to the holding of such meeting, or approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the corporate records and made a part of the minutes of the meeting. Notice of a meeting need not be given to any director who attends the meeting without protesting prior to or at the commencement of the meeting, the lack of notice to such director.

m. Action Without Meeting.

Any action required or permitted to be taken by the Board under any provision of the Nonprofit Public Benefit Corporation Law may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to such action. Such consent(s) shall be filed with the minutes of the proceedings of the Board and shall have the same force and effect as a unanimous vote of such directors.

n. Telephonic and Electronic Video Meetings.

Members of the Board may participate in a meeting through the use of conference telephone, electronic video screen communication, or other communications equipment. Participation in a meeting through use of conference telephone constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another. Participation in a meeting through use of electronic video screen communication or other communications equipment (other than conference telephone) constitutes presence in person at that meeting if (i) each member participating can communicate with all other members concurrently, (ii) each member is provided the means of participating in all matters before the Board including, without limitation, the capacity to propose, or to interpose an objection to, specific action to be taken, and (iii) the corporation has adopted and implemented some means of verifying both that the person participating in the meeting is a director or other person entitled to participate in the meeting and that all

actions of, or votes by, the Board are taken or cast only by the directors and not by persons who are not directors.

o. Adjournment.

A majority of the directors present, whether or not a quorum is present, may adjourn any directors meeting to another time or place. If a meeting is adjourned for more than twenty-four (24) hours, notice of such adjournment to another time or place shall be given, prior to the time schedule for the continuation of the meeting, to the directors who were not present at the time of the adjournment.

p. Rights of Inspection.

Subject to applicable federal and state laws regarding pupil confidentiality, every director has the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation.

q. Board Committees.

The Board may appoint an executive committee and one or more other committees each consisting of two (2) or more directors to serve at the pleasure of the Board, and delegate to such committee any of the authority of the Board, except with respect to:

- i. The filling of vacancies on the Board or on any committee which has the authority of the Board;
- ii. The fixing of compensation of the directors for serving on the Board or on any committee;
- iii. The amendment or repeal of bylaws or the adoption of new bylaws;
- iv. The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;
- v. The appointment of other committees having the authority of the Board;
- vi. The expenditure of corporate funds to support a nominee for director after there are more people nominated for director than can be elected; or
- vii. The approval of any self-dealing transaction as such transactions are defined in Section 5233(a) of the California Nonprofit Public Benefit Corporation Law, except as permitted under Section 24 of this Article.

Any such committee must be created, and the members thereof appointed, by resolution adopted by a majority of the number of directors then in office, and any such committee may be designated as an executive committee or by such other name as the Board shall specify. The Board may appoint, in the same

manner, alternate members to a committee who may replace any absent member at any meeting of the committee. The Board shall have the power to prescribe the manner in which proceedings of any such committee shall be conducted. In the absence of any such prescription, such committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Board, such committee, or these bylaws shall otherwise provide, the regular and special meetings and other actions of any such committee shall be governed by the provisions of this Article IV applicable to meetings and actions of the Board. Minutes shall be kept of each meeting of each committee.

r. Other Committees.

i. The president, subject to the limitations imposed by the Board, or the Board, may create other committees, either standing or special, to serve the Board which do not have the powers of the Board. The president, with the approval of the Board, shall appoint members to serve on such committees, and shall designate the committee chair. If a director is on a committee, he or she shall be the chair. Each member of a committee shall continue as such until the next annual election of officers and until his or her successor is appointed, unless the member sooner resigns or is removed from the committee.

ii. Meetings of a committee may be called by the president, the chair of the committee or a majority of the committee's voting members. Each committee shall meet as often as is necessary to perform its duties. Notice of a meeting of a committee may be given at any time and in any manner reasonably designed to inform the committee members of the time and place of the meeting. A majority of the voting members of a committee shall constitute a quorum for the transaction of business at any meeting of the committee. Each committee may keep minutes of its proceedings and shall report periodically to the Board. A committee may take action by majority vote.

iii. Any member of a committee may resign at any time by giving written notice to the president. Such resignation, which may or may not be made contingent upon formal acceptance, shall take effect upon the date of receipt or at any later time specified in the notice. The president may, with prior approval of the Board, remove any appointed member of a committee. The president, with the Board's approval, shall appoint a member to fill a vacancy in any committee or any position created by an increase in the membership for the unexpired portion of the term.

s. Fees and Compensation.

Directors and members of committees shall not receive any compensation for their services; however, the Board may approve reimbursement of a director's actual and necessary expenses incurred in the conduct of the corporation's business.

t. Nonliability of Directors.

No director shall be personally liable for the debts, liabilities or other obligations of this corporation.

u. Interested Persons.

No directors serving on the Board may be interested persons. An “interested person” is (i) any person compensated by the corporation for services rendered to it within the previous twelve (12) months whether as a full- or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director, and (ii) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law or father-in-law of any such person. However, any violation of the provisions of this Section shall not affect the validity or enforceability of any transaction entered into by the corporation.

v. Standard of Care.

A director shall perform the duties of a director, including duties as a member of any committee of the Board upon which the director may serve, in good faith, in a manner such director believes to be in the best interests of the corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. In performing the duties of a director, a director shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

(1) One or more officers or employees of the corporation whom the director believes to be reliable and competent in the matters presented;

(2) Counsel, independent accountants or other persons as to matters which the director believes to be within such person's professional or expert competence; or

(3) A committee of the Board upon which the director does not serve as to matters within its designated authority, provided the director believes merits confidence and the director acts in good faith, after reasonable inquiry when the need therefor is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

w. Self-Dealing Transactions.

Except as provided in subsection a. below, a self-dealing transactions means transactions to which the corporation is a party and in which one or more of the directors (“interested director(s)”) has a material financial interest and which does *not* meet the requirements of subsection b.i, ii., or iii. below.

i. A self-dealing transaction does not include:

(1) An action by the Board fixing the compensation of a director as a director or officer of the corporation.

(2) A transaction which is part of a public or charitable program of the corporation if the transaction is (A) approved or authorized by the corporation in good faith and without unjustified favoritism, and (B) results in a benefit to one or more directors or their families because they are in a class of persons intended to be benefited by the public or charitable program.

(3) A transaction of which the interested directors have no actual knowledge, and which does not exceed the lesser of one percent (1%) of the corporation's gross receipts for the preceding fiscal year or One Hundred Thousand Dollars (\$100,000).

ii. None of the remedies available under Section 5233(h) of the California Nonprofit Public Benefit Corporation Law will be granted to a party permitted to bring an action under Section 5233(c) of the California Nonprofit Public Benefit Corporation Law (with respect to a self-dealing transaction), if:

(1) The Attorney General, or the court in an action in which the Attorney General is an indispensable party, has approved the transaction before or after it was consummated; *or*

(2) The following facts are established:

(a) The corporation entered into the transaction for its own benefit;

(b) The transaction was fair and reasonable as to the corporation at the time the corporation entered into the transaction;

(c) Prior to consummating the transaction or any part thereof, the Board authorized or approved the transaction in good faith by vote of a majority of the directors then in office without counting the vote of the interested director(s), and with knowledge of the material facts concerning the transaction and the interested director's interest in the transaction. Except as provided in subsection b.iii. below, action by a committee of the Board will not satisfy this requirement; and

(d) (I) Prior to authorizing or approving the transaction, the Board considered and in good faith determined after reasonable investigation under the circumstances that the corporation could not have obtained a more advantageous arrangement with reasonable effort under the circumstances, or (II) the corporation in fact could not have obtained a more advantageous arrangement with reasonable effort under the circumstances; *or*

(3) The following facts are established:

(a) A committee or person authorized by the Board approved the transaction in a manner consistent with the standards prescribed for approval by the Board under subsection b.ii above;

(b) It was not reasonably practical to obtain approval of the Board prior to entering into the transaction; and

(c) The Board, after determining in good faith that the conditions set forth in subparagraphs (A) and (B) of this subsection b.iii were satisfied, ratified the transaction at its next meeting by a vote of a majority of the directors then in office without counting the vote of the interested director(s).

x. Interested Director's Vote.

In determining whether the Board validly met to authorize or approve a self-dealing transaction, interested directors may be counted to determine the presence of a

quorum, but an interested director's vote may not be counted toward the required majority for such authorization, approval or ratification.

y. Persons Liable and Extent of Liability.

If a self-dealing transaction has not been approved as provided in Section 24 of this Article, the interested director(s) may be required to do such things and pay such damages as a court may provide as an equitable and fair remedy to the corporation, considering any benefit received by it and whether or not the interested director(s) acted in good faith and with the intent to further the best interests of the corporation.

z. Contracts or Transactions With Mutual Directors.

No contract or other transaction between the corporation and any domestic or foreign corporation, firm or association of which one or more of the corporation's directors are directors is either void or voidable because such director(s) are present at the meeting of the Board or committee thereof which authorizes, approves or ratifies the contract or transaction if:

(1) The material facts as to the transaction and as to such director's other directorship are fully disclosed or known to the Board or committee, and the Board or committee authorizes, approves or ratifies the contract or transaction in good faith by a vote sufficient without counting the vote of the common director(s); or

(2) As to contracts or transactions not approved as provided in subsection i. of this Section, the contract or transaction is just and reasonable as to the corporation at the time it is authorized, approved or ratified.

Notwithstanding the foregoing, this Section shall not apply to self-dealing transactions described in Section 24 of this Article above.

aa. Corporate Loans and Advances.

The corporation shall not make any loan of money or property to or guarantee the obligation of any director or officer, unless approved by the Attorney General; provided, however, that the corporation may advance money to a director or officer of the corporation or any subsidiary for expenses reasonably anticipated to be incurred in the performance of the duties of such officer or director, if, in the absence of such advance, such director or officer would be entitled to be reimbursed for such expenses by the corporation, its parent or any subsidiary.

bb. Annual Report.

Pursuant to Section 6321 of the California Nonprofit Public Benefit Corporation Law, the chief financial officer shall cause an annual report to be prepared and sent to each director not later than 120 days after the close of the fiscal year. Such annual report shall be prepared in conformity with the requirements of the California Nonprofit Public Benefit Corporation Law as it may be in effect from time to time.

cc. Annual Statement of Certain Transactions and Indemnifications.

Pursuant to Section 6322 of the California Nonprofit Public Benefit Corporation Law, the corporation shall furnish an annual statement of certain transactions and indemnifications to each of the directors no later than 120 days after the close of the fiscal year. If the corporation issues an annual report as set forth in Section 29 of this Article above, this requirement shall be satisfied by including the required information, as set forth below, in such report. Such annual statement shall describe:

(1) Any “covered transaction” (defined below) during the previous fiscal year of the corporation involving (a) more than Fifty Thousand Dollars (\$50,000) or, (b) which was one of a number of “covered transactions” in which the same “interested person” (defined below) had a direct or indirect material financial interest, and which transactions in the aggregate involved more than Fifty Thousand Dollars (\$50,000). The statement shall describe the names of any “interested persons” involved in such covered transactions, including such “interested persons” relationship to the transaction, and, where practicable, the amount of such interest; provided, that in the case of a transaction with a partnership of which the “interested person” is only a partner, only the interest of the partnership need be stated.

(2) For the purposes of this Section, a “covered transaction” is a transaction in which the corporation, its parent or its subsidiary, was a party, and in which either of the following had a direct or indirect material financial interest:

1) Any director or officer of the corporation, or its parent or subsidiary;  
or

2) Any holder of more than ten percent (10%) of the voting power of the corporation, its parent or its subsidiary.

(3) The amount and circumstances of any indemnifications or advances aggregating more than Ten Thousand Dollars (\$10,000) paid during the fiscal year of the corporation to any officer or director of the corporation.

For purposes of this Section, any person described in either paragraph (a) or (b) of subsection ii. above is an “interested person.”

Property Rights.

No director shall have any right or interest in any of the corporation’s property or assets.

General Public Agency Prohibitions Governing Certain Transactions.

Notwithstanding the foregoing Sections, nothing in this Article IV shall be construed to authorize any transaction otherwise prohibited by California Government Code Section 81000 et seq., or other applicable laws.

5.  
Officers

a. Officers.

The officers of this corporation shall be a president, one or more vice presidents, a secretary, and a chief financial officer. The corporation may also have, at the discretion of the Board, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be elected or appointed by the Board. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve concurrently as the president.

b. Appointment of Officers.

Except as otherwise specified in Sections 3 and 9 of this Article, the officers of the corporation shall be chosen annually by the Board and each shall hold office until he or she shall resign or shall be removed or otherwise disqualified to serve, or his or her successor shall be elected and qualified.

c. Subordinate Officers.

The Board may appoint and may empower the president to appoint such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in the bylaws or as the Board may from time to time determine.

d. President.

The president is the chief executive officer of the corporation and has general supervision, direction and control of the business and affairs of the corporation. The president has the general management powers and duties usually vested in the office of president of a corporation, as well as such other powers and duties as may be prescribed from time to time by the Board. The president shall be an ex officio voting member of each Board committee.

e. Vice President.

In the absence or disability of the president, vice president (or if more than one (1) vice president is appointed, in order of their rank as fixed by the Board or if not ranked, the vice president designated by the Board) shall perform all the duties of the president and when so acting shall have all the powers of, and be subject to all of the restrictions upon, the President. The vice presidents shall have such other powers and perform such other duties as the Board may prescribe from time to time.

f. Secretary.

The secretary shall keep or cause to be kept, at the principal office of the corporation the State of California, the original or a copy of the corporation's Articles of Incorporation and bylaws, as amended to date, and a register showing the names of all



directors and their respective addresses. The secretary shall keep the seal of the corporation and shall affix the same on such papers and instruments as may be required in the regular course of business, but failure to affix it shall not affect the validity of any instrument. The secretary also shall keep or cause to be kept at the principal office, or at such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, with the time and place of holding; whether regular or special; if special how authorized; the notice thereof given; the names of those present and absent; and the proceedings thereof. The secretary shall give or cause to be given notice of all the meetings of the Board required by these bylaws or by law to be given; shall keep the seal of the corporation in safe custody; shall see that all reports, statements and other documents required by law are properly kept or filed, except to the extent the same are to be kept or filed by the treasurer; and shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

g. Chief Financial Officer.

The chief financial officer shall keep and maintain or cause to be kept and maintained adequate and correct accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director. The chief financial officer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of the corporation in such depositories as may be designated by the Board. The chief financial officer shall disburse the funds of the corporation as shall be ordered by the Board, shall render to the President and the directors, upon request, an account of all transactions as chief financial officer. The chief financial officer shall present an operating statement and report, since the last preceding board meeting, to the Board at all regular meetings. The chief financial officer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

h. Removal and Resignation.

Any officer may be removed, either with or without cause, by the Board at any time. In the case of an officer appointed by the President, the President shall also have the power of removal. Any such removal shall be without prejudice to the rights, if any, of the officer under any contract of employment. Any officer may resign at any time by giving written notice to the corporation, but without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

i. Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause, shall be filled in the manner prescribed in the bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

6.  
Indemnification

a. Definitions.

For the purposes of this Article, “agent” means any person who is or was a trustee, director, officer, or employee of this corporation, or is or was serving at the request of the corporation as a trustee, director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a trustee, director, officer, employee or agent of a foreign or domestic corporation which was a predecessor corporation of this corporation or of another enterprise at the request of such predecessor corporation; and “proceeding” means any threatened, pending completed action or proceeding, whether civil, criminal, administrative or investigative; and “expenses” includes, without limitation, attorneys’ fees and any expenses of establishing a right to indemnification under Sections 4 or 5b. of this Article.

b. Indemnification in Actions by Third Parties.

This corporation may indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of this corporation to procure a judgment in its favor, an action brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of this corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of this corporation, and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of *nolo contendere* or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

c. Indemnification in Actions by or in the Right of the Corporation.

This corporation may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of this corporation, or brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or brought by the Attorney General or a person granted regulator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section:

(1) In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to this corporation in the performance of such person's duty to the corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(2) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

(3) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

d. Indemnification Against Expenses.

To the extent that an agent of this corporation has been successful on the merits in defense of any proceeding referred to in Sections 2 or 3 of this Article or in defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

e. Required Determinations.

Except as provided in Section 4 of this Article, any indemnification under this Article shall be made by this corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Sections 2 or 3 of this Article by:

i. A majority vote of a quorum consisting of directors who are not parties to such proceeding; or

ii. The court in which such proceeding is or was pending upon application made by this corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney or other person is opposed by this corporation.

f. Advance of Expenses.

Expenses incurred in defending any proceeding may be advanced by this corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

g. Other Indemnification.

No provision made by this corporation to indemnify its or its subsidiary's trustees, directors or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, bylaws, a resolution of members or directors, an agreement, or otherwise, shall be valid unless consistent with this Article. Nothing contained in this

Article shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.

h. Forms of Indemnification Not Permitted.

No indemnification or advance shall be made under this Article, except as provided in Sections 4 or 5b. of this Article, in any circumstances where it appears:

i. That it would be inconsistent with a provision of the Articles of Incorporation, these bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

ii. That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

i. Insurance.

The corporation shall have the power to purchase and maintain insurance on behalf of any agent of this corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not this corporation would have the power to indemnify the agent against such liability under the provisions of this Article; provided, however, that this corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the corporation for a violation of Section 5233 of the California Nonprofit Public Benefit Corporation Law.

j. Nonapplicability to Fiduciaries of Employee Benefit Plans.

This Article does not apply to any proceeding against any trustee, investment manager or other fiduciary of an employee benefit plan in such person's capacity as such, even though such person may also be an agent of the corporation as defined in Section 1 of this Article. The corporation shall have power to indemnify such trustee, investment manager or other fiduciary to the extent permitted by subdivision (f) of Section 207 of the California General Corporation Law.

Indemnification and the California Tort Claims Act.

Notwithstanding any other provision of this Article VI, the corporation shall have the right and obligation to insure, defend, and indemnify the corporation's employees, officers, and directors for all claims brought pursuant to the California Tort Claims Act (Government Code Section 810, et seq.) to the fullest extent allowed under such Act.

7.

Miscellaneous

a. Fiscal Year.

The fiscal year of the corporation shall be a fiscal year ending June 30.

b. Inspection of Corporate Records.

The books of account and minutes of the proceedings of the Board, and of any executive committee or other committees of the directors, shall be open to inspection at any reasonable time upon the written demand of any member of the Board. Such inspection may be made in person or by an agent or attorney, and shall include the right to make photocopies and extracts.

c. Checks, Drafts, Etc.

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness issued in the name of or payable to the corporation and any and all securities owned by or held by the corporation requiring signature for transfer shall be signed or endorsed by such person or persons and in such manner as from time to time shall be determined by the Board or the executive committee, if any, or by the President.

d. Endorsement or Execution of Documents and Contracts.

Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance or other instrument in writing and any assignment or endorsement thereof executed or entered into between the corporation and any other person, when signed by the president, certain designated vice-presidents, the secretary or the chief financial officer of the corporation, shall be valid and binding on the corporation in the absence of actual knowledge on the part of the other person that the signing officer(s) had no authority to execute the same. Additionally, by resolution of the Board, general signatory authority may be granted and delegated to other persons on behalf of the corporation. Any such instruments may be signed by any other person or persons and in such manner as from time to time shall be determined by the Board or the President. Unless so authorized, no officer, agent or employee shall have any power or authority to bind the corporation to any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

8.

Effective Date and Amendments

a. Effective Date.

These bylaws shall become effective immediately upon their adoption by the vote of a majority of the Board. Amendments to these bylaws shall become effective immediately upon their adoption, unless the Board directs otherwise.

b. Amendments.

These bylaws may be amended or repealed and new bylaws adopted only by the vote of a majority of directors then in office.

SECRETARY'S CERTIFICATE

I, Frederick McFarlane, Secretary of the Board of Directors of Health Sciences High and Middle College, a California nonprofit public benefit corporation, County of San Diego, California, hereby certify as follows:

The attached is a full, true, and correct copy of a resolution duly adopted at a regular meeting of the Board of Directors of Health Sciences High and Middle College which was duly and regularly held on the 27<sup>th</sup> day of February, 2024, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand this 27<sup>th</sup> day of February, 2024.

Secretary of the Board of Directors of  
Health Sciences High and Middle College

# Coversheet

## Uniform Complaint Policy

**Section:** IV. OPEN SESSION: Action Items - Consent Agenda  
**Item:** D. Uniform Complaint Policy  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Uniform Complaint Form - FOR BOARD APPROVAL 2-27-2024.pdf



**UNIFORM COMPLAINT FORM**  
(For Board Approval 2/27/2024)

**TO:** HUMAN RESOURCES DEPARTMENT  
3910 University Avenue, Suite 100  
San Diego, CA 92105

**FROM:** Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**PROGRAM(S) CONCERNED** (please check below):

1) \_\_\_ A violation of federal or state law or regulation governing the following program(s):

- \_\_\_ Adult Education (Education Code Sections 8500-8538 and 52500-52616.5)
- \_\_\_ Child Nutrition (Education Code Sections 49490-49560)
- \_\_\_ Child Care and Development (Education Code Sections 8200-8493)
- \_\_\_ Consolidated Categorical Aid (Education Code Section 64000(a))
- \_\_\_ Migrant Education (Education Code Sections 54440-54445)
- \_\_\_ Special Education (Education Code Sections 56000-56885 and 59000-59300)
- \_\_\_ Vocational Education (Education Code Sections 52300-52480)
- \_\_\_ No Child Left Behind Act (school safety planning, 20 U.S.C. Section 7114(d)(7))
- \_\_\_ Local Control and Accountability Plan (Education Code Section 52075)

**OR**

2) \_\_\_ Discrimination, harassment, intimidation and bullying in programs receiving state financial assistance based on one of the following actual or perceived characteristics:

- \_\_\_ Ethnic group identification
- \_\_\_ Religion
- \_\_\_ Age
- \_\_\_ Gender
- \_\_\_ Nationality
- \_\_\_ Sex



- Color
- Gender Expression
- Disability
- Sexual orientation
- Race
- Ancestry
- National origin
- Ethnicity
- Physical or mental disability
- Actual or perceived sex
- Gender identity
- Association with person/group listed above

NATURE OF COMPLAINT. (This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint. (Attach additional sheets, if necessary.):

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Have you spoken with any school personnel regarding this complaint?  Yes  No

If so, what are their names?

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What was the result of the discussion?

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**

HEALTH SCIENCES HIGH AND MIDDLE COLLEGE, INC.  
HUMAN RESOURCES DEPARTMENT  
Attn: Dr. Javier Vaca  
3910 University Avenue, Suite 100  
San Diego, CA 92105

# Coversheet

## HSHMC Graduation Requirements




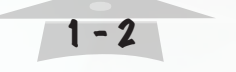




**Section:** IV. OPEN SESSION: Action Items - Consent Agenda  
**Item:** E. HSHMC Graduation Requirements  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** A-G Requirements .pdf



# HSHMC

## Graduation Requirements

(Fulfills CSU and UC's a - g admissions requirements)

Area	Subject	Years Required
a	<b>History and Social Science</b>	
	<input type="checkbox"/> Modern World Hist., Culture & Geography <input type="checkbox"/> Modern U.S. History & Geography	
b	<b>English</b>	
	<input type="checkbox"/> English 1	
	<input type="checkbox"/> English 2	
	<input type="checkbox"/> English 3	
	<input type="checkbox"/> English 4	
c	<b>Math</b>	
	<input type="checkbox"/> Math 1	
	<input type="checkbox"/> Math 2	
	<input type="checkbox"/> Math 3	
	<input type="checkbox"/> Math 4	
	<input type="checkbox"/> Statistics	
d1	<b>Lab Science (9th/10th)</b>	
	<input type="checkbox"/> Biology <input type="checkbox"/> Anatomy & Physiology	
d2	<b>Lab Science (11th/12th)</b>	
	<input type="checkbox"/> Chemistry	
	<input type="checkbox"/> Physics	
	<input type="checkbox"/> Go Green!	
e	<b>Language Other Than English</b>	
	<input type="checkbox"/> Spanish 1	
	<input type="checkbox"/> Spanish 2	
	<input type="checkbox"/> Spanish 3 (recommended)	
	<input type="checkbox"/> Spanish 4 (recommended)	
f	<b>Visual and Performing Arts</b>	
	<input type="checkbox"/> Integrated Arts	
g	<b>College Preparatory Electives</b>	
	<input type="checkbox"/> Ethnic Studies	
	<input type="checkbox"/> U.S. Government & Economics	

# Coversheet

## LCAP Mid-Year Progress Report

**Section:** IV. OPEN SESSION: Action Items - Consent Agenda  
**Item:** F. LCAP Mid-Year Progress Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 23-24 LCAP Mid-Year Update.docx

**Health Sciences High and Middle College  
LCAP Mid-Year Annual Update for 2023-24**

The Mid-Year Annual Update to the 2023-24 Local Control and Accountability Plan (LCAP) is designed to provide information that informs the planning process for the remainder of the current year and provides direction in the development of the 2024-25 LCAP.

The metrics listed are those from the current LCAP, and the data is from the 2023 California Schools Dashboard, which displays data from the 2022-23 school year for most measures. In some cases additional information or data is provided for clarification or deeper insight.

Within this document the LCAP Goal that is related to the metric is listed.

**I. Broad metrics (not content area specific):**

College and Career ( <i>LCAP Goal 2</i> )	86.9% of high school graduates were “Prepared” “Very High” on Dashboard
Graduation Rate ( <i>LCAP Goal 2</i> )	97.2% graduated (Blue on Dashboard)
Basics: teachers, instructional materials, facilities ( <i>LCAP Goal 1</i> )	Standard Met
Implementation of State Academic Standards ( <i>LCAP Goal 1</i> )	Standard Met
Parent and Family Engagement ( <i>LCAP Goal 3</i> )	Standard Met
Parent Involvement in Decision Making and Participation in Programs ( <i>LCAP Goal 3</i> )	Full implementation and sustainability, with a continued increase in participation in 2022-23
Local Climate Survey. ( <i>LCAP Goals 2 and 3</i> )	Standard Met
Access to a Broad Course of Study. ( <i>LCAP Goal 1</i> )	Standard Met
Suspension Rate. ( <i>LCAP Goal 2</i> ) Expulsion Rate	Maintained rate of 0.2% (Blue on Dashboard) Maintained at 0
Dropout Rate. ( <i>LCAP Goal 2</i> )	0.69%
Attendance and Chronic Absenteeism. ( <i>LCAP Goal 2</i> )	Attendance = 90% Chronic Absenteeism – 37.4%

**Green** indicates growth over previous year. \* scores impacted by pandemic; no state testing in 2020

SED – Socioeconomically Disadvantaged; SWD – Students with Disabilities; EL – English Learners

**Health Sciences High and Middle College  
LCAP Mid-Year Annual Update for 2023-24**

**II. English Language Arts Data– (LCAP Goal 2)**  
from state testing, with comparison over time

<b>State SBAC test</b>	<b>2019 SBAC (spring)</b>	<b>2021 SBAC*</b>	<b>2022 SBAC*</b>	<b>2023 SBAC Scores with additional information</b>
From CAASPP website – % meeting or exceeding standards	Schoolwide: 57.03% Hispanic: 51.16% SED: 48.34% SWD: 36.36% ELs: <i>no report, fewer than 10 students tested</i>	Schoolwide: 49.16% Hispanic: 46.25% SED: 47.78% SWD: 6.67% ELs: 15.38%	Schoolwide: 43.67% Hispanic: 40% SED: 39.05 % SWD: 4.1% ELs: <b>27.27%</b>	<i>Schoolwide: 40.0%. Hispanic: 36.71 SED: 36.59 % SWD: <b>10.71%</b> ELs: 5.88%</i>  <i>Highest Achievement Area – Research/Inquiry: How well can students find and present information about a topic? Lowest Achievement Area – Writing: How well do students communicate in writing?</i>
<b>California Schools Dashboard</b>	All Students 2019: 5.3 points above standard	All Students 2020* (no testing). 2021: * (no Dashboard)	2022 -All students: 44.8 points below standard Hispanic students: 48.7 points below SED: 54.6 points below EL: 102.8 points below	<i>2023 – All Students: 62.3 points below standard. Red on Dashboard Hispanic students: 80.9 points below standard Socio-Economically Disadvantaged: 77 points below standard English Learners: 140.4 points below standard</i>

**English Learner Progress 2023:**

- 31.7% making progress toward English Language Proficiency (Red on Dashboard)
- Declined 12.5%

**Green** indicates growth over previous year. \* scores impacted by pandemic; no state testing in 2020

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**Health Sciences High and Middle College  
LCAP Mid-Year Annual Update for 2023-24**

**III. MATH Data – (LCAP Goal 2)**  
from state testing, with comparison over time

State SBAC test	2019 SBAC (spring)	2021 SBAC*	2022 SBAC	2023 SBAC Scores and information
<b>CAASPP Data</b> – % meeting or exceeding standards	Schoolwide: 17.19% Hispanic: 13.96% SED: 10.16% SWD: 13.64% ELs: (no data)	Schoolwide: <b>20.20%</b> Hispanic: <b>20.90%</b> SED: <b>12%</b> SWD: 0% ELs: 0%	Schoolwide: 7.53% Hispanic: 2.97% SED: 6.48 % SWD: 0% ELs: <b>8.34%</b>	<i>Schoolwide: 6.96%</i> <i>Hispanic: <b>9.33%</b></i> <i>SED: 5.06%</i> <i>SWD: 0%</i> <i>ELs: 0%</i>  <i>Highest achievement area - Problem Solving and Modeling &amp; Data Analysis – How well can students show and apply their problem solving skills?</i>  <i>Lowest achievement area - Concepts and Procedures – how well do students use mathematical rules and ideas?</i>
<b>California Schools Dashboard</b>	All Students 2019:  108.2 points below standard	All Students 2020 – no test 2021: * no Dashboard	All students 2022:  145.9 points below standard	All Students – 178.7 points below average (Red on Dashboard) Hispanic students: 189.5 points below standard SED: 181.1 points below standard SWD: <b>224.3</b> below standard ELs: 254.5 points below standard

**IV. Science Data**

On the 2023 California Science Test 13.79% of the students taking the exam had test scores that met or exceeded the standard.

**Green** indicates growth over previous year. \* scores impacted by pandemic; no state testing in 2020

SED – Socioeconomically Disadvantaged; SWD – Students with Disabilities; EL – English Learners

Health Sciences High and Middle College  
**LCAP Mid-Year Annual Update for 2023-24**

**V. Implementation and Budget data for 2023-24**

HSHMC continues to develop as a model Community School to further engage the stakeholders around our school. This effort is an opportunity to integrate current and needed initiatives into a single comprehensive plan to enhance the achievement and well-being of our students and families and greater community.

For all three LCAP goals, the actions are being implemented as planned in the 2023-24 LCAP with a focus on Community School development and a structured Multi-Tiered System of Support (MTSS) for our students:

**LCAP Goal 1:** *All students will benefit from the maintenance of a strong base program that is foundational to student academic success at HSHMC guided by MTSS, community engagement, professional development, and quality instruction. Following our school wide MTSS session, we established a formal partnership with the San Diego County office of Education and gained CDE funding to establish our staff's MTSS competence/expertise.*

**LCAP Goal 2:** *Student achievement will be accelerated through a defined system of high-quality instruction supported by academic and social-emotional programs and interventions and* **LCAP Goal 3:** *Student and family voice, in partnership with HSHMC staff, will build attendance and engagement and enhance the welcoming and inclusive climate and culture at HSHMC.* The tiered initiatives proposed for both of these goals overlap. It is the staffing of Goal 2 and 3 that extend/integrate our academic programming to address a broader range of programs, services and partnerships that complement teaching and learning by further addressing the needs and opportunities of our students, their families, and the greater community. A broad range of staff with expertise related to Goal 2 and 3 services have been committed to our implementation as a community school via staffing and contracting in agreements between our school board, LCAP stakeholders, and community partners. In addition to a Community School Coordinator we have committed and leveraged resources for a licensed social worker; academic, vocational and mental health counselors; a restorative practices facilitator; parent coordinators; and a community schools evaluator.

**Green** indicates growth over previous year. \* scores impacted by pandemic; no state testing in 2020

SED – Socioeconomically Disadvantaged; SWD – Students with Disabilities; EL – English Learners



# Coversheet

## 2023-2024 Independent Auditor Contract

**Section:** IV. OPEN SESSION: Action Items - Consent Agenda  
**Item:** G. 2023-2024 Independent Auditor Contract  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Eide Bailly Agreement Letter.pdf



January 26, 2024

Dr. Sheri Johnson  
Principal Emeritus  
Health Sciences High & Middle College  
3910 University Avenue, Suite 100  
San Diego, CA 92105

You have requested that we audit the financial statements (the financial statements) of Health Sciences High & Middle College (the Organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In addition, we will audit the entity's compliance over major federal award programs for the period ended June 30, 2024. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on the financial statements and an opinion on compliance regarding the entity's major federal award programs.

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The supplementary information will be presented for purposes of additional analysis and is not a required part of the financial statements. Such information will be subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. Our auditor's report will provide an opinion on the supplementary information in relation to the financial statements as a whole.

1. Schedule of Expenditures of Federal Awards
2. Local Education Agency Organization Structure
3. Schedule of Average Daily Attendance
4. Schedule of Instructional Time
5. Reconciliation of Annual Financial and Budget Report with Audited Financial Statements
6. Combining Statement of Financial Position
7. Combining Statement of Activities
8. Note to Supplementary Information

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

### **Schedule of Expenditures of Federal Awards (SEFA)**

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

### **Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the 2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, issued by the California Education Audit Appeals Panel as regulations.

As part of an audit of the financial statements in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America and/or state or regulatory audit requirements.

Please note that the determination of abuse is subjective, and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the Organization's basic financial statements. Our report will be addressed to the Governing Board of the Organization. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report on compliance with the types of compliance requirements (as applicable) as identified in the 2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting upon completion of our audit.

### **Audit of Major Program Compliance**

Our audit of the Organization's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the provisions the Uniform Guidance; and will include tests of accounting records, a determination of major programs in accordance the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America; and the 2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, issued by the California Education Audit Appeals Panel as regulations, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

### **Management's Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- c. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
- d. For maintaining records that adequately identify the source and application of funds for federally funded activities;
- e. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance requirements;
- f. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;

- g. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
- h. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
- i. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
- j. For taking prompt action when instances of noncompliance are identified;
- k. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- l. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- m. For submitting the reporting package and data collection form to the appropriate parties;
- n. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
- o. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; and
  - iii. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence.
- p. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- q. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- r. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- s. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the compliance;
- t. For the accuracy and completeness of all information provided;
- u. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- v. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the supplementary information and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule of expenditures of federal awards will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule no later than the date of issuance by you of the supplementary information and our report thereon.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit, including your understanding of your responsibilities as defined in this letter to us in your management representation letter.

### **Nonattest Services**

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare federal and state income tax returns.
- Prepare or assist with preparing financial statements in conformity with U.S. generally accepted accounting principles based on information provided by you.
- Complete the auditee's portion of the Data Collection Form.

We will not assume management responsibilities on behalf of Health Sciences High & Middle College. Health Sciences High & Middle College's management understands and agrees that any advice or recommendation we may provide in connection with our audit engagement are solely to assist management in performing its responsibilities.

The Organization's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. Our firm will advise the Organization with regard to tax positions taken in the preparation of the tax return, but the Organization must make all decisions with regard to those matters.

## Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

## Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your website or elsewhere, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.



Scott C. Gustafsson is the engagement partner for the audit services specified in this letter. The engagement partner's responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses, administrative charges and a technology fee. Invoices are payable upon presentation. We estimate that our fee for the audit will be \$28,000 and the tax return will be \$2,250.

Should additional federal programs in excess of one major program be determined to be major programs and which requires additional testing during this fiscal year, an additional fee may be assessed totaling \$4,000 for each additional major program tested. We prefer this approach rather than increasing the on-going contract amounts as these programs are often temporary.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Organization's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

The ability to perform and complete our engagement consistent with the estimated fee included above depends upon the quality of your underlying accounting records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with an itemized request list that identifies the information you will need to prepare and provide in preparation for our engagement, as well as the requested delivery date for those items. A lack of preparation, including not providing this information in an accurate and timely manner, unanticipated audit adjustments, and/or untimely assistance by your personnel may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain audit documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such audit documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit and tax return preparation are completed and a report issued and tax returns delivered, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, “service providers”) in order to facilitate delivering our services to you. Our use of service providers may require access to Health Sciences High & Middle College information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of Health Sciences High & Middle College information accessed by such service provider and any work performed by such service provider. You acknowledge that your information may be disclosed to such service providers, including those outside the United States.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

Neither of us may use or disclose the other’s confidential information for any purpose except as permitted under this engagement letter or as otherwise necessary for Eide Bailly to provide the services. Your confidential information is defined as any information you provide to us that is not available to the public. Eide Bailly’s confidential information includes our audit documentation for this engagement. Our audit documentation shall at all times remain the property of Eide Bailly LLP. The confidentiality obligations described in this paragraph shall supersede and replace any and all prior confidentiality and/or nondisclosure agreements (NDAs) between us.

You agree to share all facts that may affect your financial statements, even if you first become aware of those facts after the date of the auditor’s report but before the date your financial statements are issued.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

*Government Auditing Standards* require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.

Eide Bailly LLP is a member of HLB International, a worldwide organization of accounting firms and business advisors, (“HLB”). Each member firm of HLB, including Eide Bailly LLP is a separate and independent legal entity and is not owned or controlled by any other member of HLB. Each member firm of HLB is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of HLB or any other member firm of HLB and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of HLB.

Eide Bailly LLP formed The Eide Bailly Alliance Network, a network for small to mid-sized CPA firms across the nation. Each member firm of The Eide Bailly Alliance, including Eide Bailly LLP, is a separate and independent legal entity and is not owned or controlled by any other member of The Eide Bailly Alliance. Each member firm of The Eide Bailly Alliance is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of The Eide Bailly Alliance or any other member firm of The Eide Bailly Alliance and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of The Eide Bailly Alliance.

Eide Bailly LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. The nature of the services to be provided in conjunction with this engagement are such that non-licensee owners may be involved in performing our services for the Organization.

## **MEDIATION**

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Rancho Cucamonga, California. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

## **LIMITED INDEMNITY**

Eide Bailly LLP and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in your financial statements and tax return that we may fail to detect as a result of misrepresentations or concealment of information by any of your owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

## **LIMITATION OF LIABILITY**

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly's services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly's breach of this agreement or Eide Bailly's violation of applicable professional standards. In no event shall Eide Bailly's aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys' fees.

## **TIME LIMITATION**

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the audit and tax return preparation. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

## **GOVERNING LAW AND VENUE**

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by California law. Any unresolved Dispute shall be submitted to a federal or state court located in California.

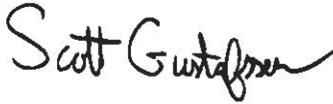
**ASSIGNMENTS PROHIBITED**

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,




Scott C. Gustafsson, CPA  
Partner

\*\*\*\*\*

**RESPONSE:**

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Health Sciences High & Middle College by:

DocuSigned by:  
  
 Name: \_\_\_\_\_  
31730B21A6A447B...

Title: Principal

Date: 1/26/2024

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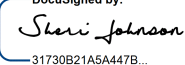
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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [salesforcehelpdesk@eidebailly.com](mailto:salesforcehelpdesk@eidebailly.com)

**To advise Eide Bailly LLP of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [salesforcehelpdesk@eidebailly.com](mailto:salesforcehelpdesk@eidebailly.com) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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**Required hardware and software**

Operating Systems:	Windows2000 or WindowsXP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum



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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Eide Bailly LLP as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Eide Bailly LLP during the course of my relationship with you.

# Coversheet

## Amended HSHMC Safety Plan

**Section:** IV. OPEN SESSION: Action Items - Consent Agenda  
**Item:** H. Amended HSHMC Safety Plan  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** HSHMC Safety Plan 23-24.rev.1.23.24.pdf

**HSHMC, Inc.**

**School Site Safety Plan**

**2023-2024**

*(Board Approved 8-31-2023)*

*(Amended for Board Approval on 2-27-24)*

**Contact Information**

Health Sciences High & Middle College (HSHMC, Inc)

3910 University Ave. Suite 100

San Diego, CA 92105

Phone: (619) 528-9070; Fax: (619) 528-9084

Website: [www.HSHMC.org](http://www.HSHMC.org)

Dr. Dominique Smith, Principal: [dsmith@hshmc.org](mailto:dsmith@hshmc.org)

Daisy Lopez-Cruz, School Operations Specialist: [dlopez@hshmc.org](mailto:dlopez@hshmc.org)

**HSHMC, Inc.**  
**School Site Safety/Emergency Preparedness Plan**  
**2023-2024**

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# **HSHMC, Inc. School Site Safety Plan 2023-2024**

## **Criterion 1, Assessing the Current Status of School Crime**

Health Science High Middle College Inc. (HSHMC, Inc.) is in the fifteenth year of its Charter. HSHMC, Inc. will provide a safe and orderly school environment while addressing safety issues. This plan is a work in progress as the new facility is still under construction. The final plans will be revised once the building facility is complete and all plans are signed off by the Fire Marshal. The new safety plans and procedures will be presented to both the staff and students in the August and September school site safety training sessions.

An assessment of the current status of crime at HSHMC can be accomplished by reviewing the California Dashboard's suspension and expulsion rate which remains consistently in the "Blue" indicating HSHMC's low-level of suspensions and expulsions. HSHMC's student "MyVoice Survey" indicates 82% of students feel that HSHMC is a welcoming and safe place to learn.

## **Criterion 2, Child Abuse Reporting Procedures**

Addressing the school's procedures for complying with existing laws relating to school safety, which shall include the development of all the following:

### **1. Child abuse reporting procedures consistent with Penal Code Section 11164 et seq.**

(1) All teachers, instructional aides, teacher's assistants, classified employees, administrative officers, supervisors of child welfare and attendance, certificated staff, students' personnel employees, day care center administrators, licensed day care workers, physicians, psychiatrists, psychologists, dentists, and licensed nurses are required to report suspected child abuse.

(2) A known or suspected instance of child abuse must be reported by telephone, immediately or as soon as practically possible, to one of the child protective agencies. Following the telephoned report, a written report shall be sent within 36 hours of receiving the information concerning the incident.

(a) Child abuse Team; San Diego Police Department  
Phone: (619) 531-2260

(b) Integrated Child Protected Services  
Department of Social Services  
(619) 560-2191. (24-hour response number)

(3) Persons observing evidence of suspected child abuse may inform the Principal or designee. Although not required, it is strongly suggested that employees inform the Principal of the incident. Students and parents shall be aware that students also may report instance of child abuse on themselves or others to any faculty and staff of HSHMC, Inc..

All staff are notified of the above procedure at a scheduled meeting or as soon as possible after employment. This information is also included in the Faculty Handbook provided to all staff members.

### **Criterion 3, Disaster Procedures, Routine and Emergency**

#### **Disaster Response Procedures**

(1) The site disaster plan has been developed to provide for the safety of students, staff, buildings, equipment, and supplies. It includes the organization of staff to meet an emergency, a system of warning, instruction, and preparation of students, and appropriate drills. See attached Site Emergency Preparedness Plan.

(2) A “No False Drills” policy has been adopted at HSHMC, Inc. In the event of a “false alarm”, all staff members are aware that staff and students will evacuate the building and complete an orderly and safe evacuation of the classrooms and building. Staff and students will remain in the safe outdoor assembly areas until the all clear signal is made to return to the school building.

(3) 911 Telephone Calls can be made by any adult staff member based on the emergency need. When a staff member makes a 911 emergency telephone call the following procedures will be adhered to:

- Staff member making the telephone call identifies him/herself and gives the location from where the call is made from.
- The staff member placing the call should remain on the telephone, with an open line, as long as the emergency dispatcher needs them.

After completing the emergency telephone call the staff member will notify the administration of the emergency and request any additional supports needed. If the staff member needs to remain on the telephone line during the emergency, that staff member should send a responsible student to a neighboring teacher for help. That teacher should immediately notify the administration for assistance.

#### **Telephone Security:**

HSHMC, Inc. has telephones in Room 103, the receptionist desk, and all offices.

All staff members must adhere to the following rules for telephone security:

- Never allow students to use the telephone without prior approval of an adult who observes the telephone call.
- When leaving on extended breaks or weekends it is advised to disconnect the telephone and place it in a locked drawer or cabinet.
- Never allow students to gather around the telephone without immediate adult supervision.
- If you are the adult in the classroom and you suspect that the telephone has been improperly used, notify administration.

## **Criterion 4, Policies Related to Suspension/expulsion**

(1) Suspension is defined as removal of a student from ongoing instruction for adjustment purposes.

(2) Expulsion is defined as removal of a student from the immediate supervision and control or general supervision of school personnel at HSHMC, Inc.

HSHMC Inc. regards suspension and expulsion as a last resort. Our goal is to maximize time spent learning for each student. Criteria for suspension and expulsion of students is consistent with all applicable federal statutes and state and federal constitutional provisions. Governing law includes *the procedures by which pupils can be suspended or expelled—California Education Code Section 47605 (b)(5)(J)*. In addition, attention is focused on ensuring due process for students and their families. HSHMC, Inc. follows expulsion and suspension guidelines as outlined in this charter. All related hearings will conform to the state and federal laws regarding discipline, special education, confidentiality, and access to records (IDEA 2004, California Education Code 47605). The Principal may suspend students who fail to comply with these policies at any time. Students who habitually fail to comply with these policies and/or who present an immediate threat to health and safety may also be suspended and referred for expulsion to the HSHMC Inc. Governing Board upon recommendation of the Principal.

### **Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the School or at any other school or a School sponsored event at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity. Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

### **Enumerated Offenses**

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director/Principal or designee's concurrence.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and

represented same as controlled substance, alcoholic beverage or intoxicant.

5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in or attempted to engage in hazing of another.
18. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
19. Made terrorist threats against school officials and/or school property.
20. Committed sexual harassment.
21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
22. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

## **Criterion 5, Notification to Teachers of Dangerous Pupils**

### **Procedures for notifying teachers of dangerous pupils pursuant to Education Code Section 49079.**

- Reference Administrative Procedure 4613.

(1) Upon receipt of information from the court that student has committed any of the crimes enumerated in Welfare and Institutions Code Section 827, the Placement and Appeals Office will inform the principal of information received from the court and the Probation Department which needs to be transmitted to teachers, counselors, or administrators with direct supervisory or disciplinary responsibility over the minor in order to enable them to (a)



work with the student in an appropriate fashion, (b) avoid being needlessly vulnerable, or (c) protect other persons from needless vulnerability.

(2) Any information so received by a teacher, counselor, or administrator shall be confidential and shall not be disseminated further by the teacher, counselor, or administrator.

All HSHMC, Inc. staff are notified quarterly of the availability of a confidential list of students who have been suspended.

### **Criterion 6, Sexual Harassment Policy**

(1) Definition of sexual harassment: A form of sexual discrimination which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the education setting (see Office for Civil Rights Sexual Harassment Guidance, 62 Federal Register 12034, March 13, 1997).

(2) The school prohibits all sexual harassment and any sexual harassment that has the purpose or effect of having a negative impact on the faculty and staff or student's academic performance or of creating an intimidating, hostile, or offensive educational environment. HSHMC, Inc. also prohibits sexual harassment in which a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct.

### **Criterion 7, School Wide Dress Code**

- Reference HSHMC, Inc. Student Handbook

### **Criterion 8, Procedures for Safe Ingress and Egress of Pupils, Parents, and School Employees to and from School**

Procedures for safe ingress to and egress from school. (See Site Evacuation Maps)

(1) Site emergency preparedness plans shall include site map, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid/supply stations, and designated areas for prolonged student/staff care.

(2) As required by state law, each site administrator shall conduct safety drills (including fire, earthquake/disaster preparedness, bus safety, and campus emergencies) and maintain an accurate record of each drill.

(3) All students and staff shall review site evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take.

## **Criterion 9, Safe and Orderly School Environment**

Procedures to ensure a safe and orderly environment conducive to learning

(1) HSHMC, Inc. faculty and staff shall be responsible for classroom discipline that will ensure a proper learning environment for all students. Every faculty and staff member shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, at internships locations, or while in attendance at any event attended as a member of HSHMC, Inc.

(2) All pupils shall comply with regulations, pursue the required course of study, and submit to the authority of the faculty and staff of HSHMC, Inc.

(3) Students are to be under direct supervision of a staff member or supervising partner of HSHMC, Inc. at all time while in school, or while attending a school-directed activity.

Rules and procedures on school discipline.

(1) It is the CEO or designee's responsibility to maintain good discipline in the school in accordance with Education Code, California Administrative Code, and HSHMC, Inc. regulations for measurement of citizenship and development of good discipline. HSHMC, Inc. may delegate to any faculty or staff those duties necessary for maintenance of good student conduct.

(2) Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for children.

## **Criterion 10, Safe School Plan Development**

- a. Requirements of SB187 legislation include the following:
  - 1. The school site council is responsible for the development of the plan in consultation with law enforcement and other school site councils.
  - 2. The plan shall be evaluated and modified, as necessary, no less than once per year, and be available to the public.
- b. Respond to your school's data by describing programs and activities that address individual school safety needs. (See Comprehensive School Safety Plan attached)

## **Criterion 11, Protocols for Responding to Student Opioid Overdoses**

- a. Developing a protocol for preventing or responding to student opioid overdoses:
  - 1. The protocol will be developed with support from the SDCOE and the California Department of Education's materials and resources
  - 2. The protocol will be updated as new information and resources become available.
  - 3. The use of opioid antagonists will be included in the development of the protocol
- b. The protocol and resources will be shared with the HSHMC educational community

## **Criterion 12, Accommodations Related to Relevant Federal Disability Laws**

- a. The School Safety Plan will be reviewed to ensure that the plan includes appropriate adaptations for pupils with disabilities in accordance with the federal Individuals with Disabilities Education Act regarding disaster procedures.
- b. Plan review would allow a school employee, a pupil's parent, guardian, or educational rights holder, or a pupil, to bring concerns about an individual pupil's ability to access disaster safety procedures described in the school safety plan to the school principal,
- c. The principal would determine if there is merit to the concern and if the safety plan needs to be modified.

## **Criterion 13, Procedures to Assess and Respond to Reports of Any Dangerous, Violent or Unlawful Activity**

The safety plan includes procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school. (See specific sections on Weapons, Disturbances, Threats and Violence and other relevant areas in the Site Emergency Preparedness Plan below)

# Site Emergency Preparedness Plan

## General Discussion

In order to prepare to react in the event of an emergency, we are required to formulate a site emergency preparedness plan. This plan is intended to coordinate all emergency activities of staff and students, and give each person on site a definite plan of action to follow in the event of an emergency. It is most important for staff to realize that emergency preparedness must become a normal part of a continuous planning process throughout the year. A well-prepared and tested plan will minimize injuries and loss of life in a major disaster.

Therefore, it is expected that all staff members be familiar with the school's emergency preparedness plan. Disaster planning experts indicate that in the event of a natural calamity such as an earthquake. School staff should be prepared to be self-sufficient for as long as 72 hours. It is the goal of the HSHMC, Inc. administration to ensure the safety and accountability of students and staff and at the same time provide for their needs within that 72 hours. This is a requirement of California State Education Code. Staff members should remember that in times of stress, they must remain calm, evaluate the situation and act based on the best available information. Be aware that your calm behavior and clear communication will influence the students and other staff members.

### Remember

Your first priority is the safety of the students!

*All public employees are declared by law to be disaster services workers (Government Code 3100). They are subject to such disaster services as may be assigned to them by their supervisors or by law upon the declaration of an appropriate state of emergency. The extent to which HSHMC, Inc. employees' function as disaster services workers depends in large measure upon the decisions of the school administration.*

## Staff Suggestions and Responsibilities

**Take attendance using a role book or Power School, do not lock any doors.**

In the event of a true disaster, staff may be required to remain on site supervising students for up to 72 hours. No staff member may leave the site without express permission of the CEO or designee.

Be prepared to assume responsibilities other than those defined in the site plan. There is no way to pre-identify injuries.

If supervising students, account for all students at all times.

Have an emergency bag in the trunk of your car. Keep comfortable clothing, gloves, jacket, comfortable shoes, hat, flashlight, radio, trash bags, pillow, toothbrush, toothpaste, soap and

possibly dehydrated food in it. Remember to keep fresh batteries in the radio and flashlight. Remember your own personal medications.

Until approval of the CEO or designee, do not reenter the building.

The primary responsibility of the staff is the safety of students. Do not endanger students or yourself attempting to save property—fighting fires, turning off flooding water mains, gas lines, etc.

On the signal to evacuate, evacuate all ambulatory students immediately. Remember, there may be no signal (electrical failure), and it may be necessary for you to judge that it is all clear and evacuate. Evacuate all the students you can, but do not endanger healthy students in an attempt to assist the injured.

Stay Calm

All teachers and staff not assigned to students during an emergency must still report to the emergency assembly area to help with supervision.

### **Emergency Drill Information Dates**

Never assume there has been a false alarm. When you hear an alarm or signal, immediately follow emergency procedures. Keeping your students inside for any reason during an earthquake or fire alarm is not an option. All students and staff must evacuate as soon as the initial earthquake has occurred or as soon as knowledge of smoke or a fire occurs.

Drills will be conducted several times during the school year. The schedule is as follows:

<b>Drill Type</b>	<b>Date</b>
Staff Professional Development	August 18, 2023
Basic Evacuation Drill	September 19, 2023
Earthquake/Fire Drill	October 24, 2023
Lock Down Drill	December 5, 2024
Earthquake/Fire Drill #2	February 6, 2024
Lockdown Drill #2	March 12, 2024
Fire Drill only	May 21, 2024

All staff members should review the contents of the disaster emergency procedures.

- (1) Discuss rules with your students and evacuation routes with all classes.
- (2) Duck Hold Cover position
- (3) Alarm signals
- (4) What to do before and after school, during lunch, and or passing periods.
- (5) Evacuation routes.

All drills require attendance reporting to the Emergency Operations Center. (EOC)

Teachers: Keep the Emergency Procedure Packet visible and in an easy to get location. Be certain your roll book is easily available to substitutes.

### **RULES DURING DRILLS**

- (1) Proceed quickly and quietly to the designated area. No running or talking through the duration of the drill. Classes must remain together.
- (2) Teachers will lead the class. Assign a dependable student to make certain the room is clear.
- (3) Teacher will take roll book (attendance) and emergency pack when evacuating.
- (4) Leave other books and belongings in the room, except valuables, which may be carried during the drill.
- (5) If leaving injured people in the room. Designate this status by placing the yellow caution tape on the exit area of the classroom or area.
- (6) If an exit is blocked, the teacher will select the next best route to exit safely.
- (7) Upon reaching the designated area the class is to sit quietly and stay together.
- (8) Send the Teacher Emergency Report Form to the EOC.
- (9) Remain clear of all buildings/structures.
- (10) When the all clear is sounded, return to the class via the same evacuation route calmly and quietly in a single file.

### **Staff/Student awareness and preparation**

**All staff** should become thoroughly familiar with the contents of the emergency plan, and students should be instructed in the procedures outlined for emergency action so that they will be prepared to react quickly to instructions given to them in times of emergency.

### **DROP DUCK COVER**

Students should know the term Drop, Duck, Cover or Drop and Cover or Duck, Cover and Hold.

The “Drop Duck Cover” position is: Drop to knees, place hands over back of head with arms over ears, and lay forehead in knees.

1. “Drop Duck Cover” is appropriate for any of the following emergencies or drills:
  - Earthquake
  - Shooting
  - Explosion
2. “Drop Duck Cover” is also appropriate outside for an earthquake and when there is a bright flash or explosion.

### **Alarm Signals**

Fire	Continuous short rings
Earthquake	Manual signal (Alternating long alarm and short alarm)
Real Earthquake	Movement/Vibration of ground
Shooter/Gunfire	Tremendous noise or blinding glare

(Possible Lock down)	Manual signal (one long alarm or verbal signal 3 times
Lock Down Lock Down Lock Down)	
Disturbance:	Principal or designee will activate actions according to
	need.
(Possible Lock down)	Manual signal (one long alarm or verbal signal 3
times” <b>Lock Down Lock Down Lock Down)”</b>	
Bomb Threat	Fire Alarm or Verbal instructions – <b>evacuate-</b>

### **Evacuation Procedures**

All Staff are responsible for understanding the Emergency Preparedness Plan and their responsibilities.

#### **Authority to Evacuate**

1. The CEO (or designee) shall have the authority to order an evacuation of HSHMC, Inc.
2. Any staff member or students who becomes aware of an emergency should immediately notify the administration by quickest means possible.
3. Staff will immediately move students away from any situation that presents an immediate threat to their safety-then ensure that administration is notified.

#### **Evacuation Warnings**

When the situation requires an evacuation, but time permits, the CEO or designee will initiate notification and instructions to staff via bullhorn, verbal, or runners.

Should the situation require immediate evacuation, the following signals will be used:

1. On-site Evacuation – a series of short bells (fire alarm)
2. In Place Sheltering/Lock down – One long signal (air horn) or verbal 3 times “Lock Down, Lock Down, Lock Down.
3. A all staff message sent using Remind 101

#### **Evacuation Locations**

Unless otherwise directed, staff and students will be evacuated to area 1.

Area #1 – Terralta Park

Area #2 – Terralta Park (except for earthquake) Park De La Cruz, (Old Copley YMCA Field)

#### **Off Site Evacuation Sites**

Area #3 – Park De La Cruz, (Old Copley YMCA Field)

#### **Staff Evacuation Procedures**

Checklists have been developed and are supplied in this document to provide staff with specific actions to take. Review these checklists. They will be on file in the main office reception area.

### **Students/Staff with disabilities**

All staff will ensure that they are aware of students and fellow staff members who may need assistance during evacuations.

### **Searching of Facilities**

CEO or designee will designate a facility search person to accompany law enforcement or fire personnel to check all school facilities to ensure that they have been cleared.

### **Roll Call**

If classes are in session. Teachers will move their students to the evacuation point and conduct a roll call. Take the Red Emergency Backpack, located at each classroom door, with you.

If classes are not in session (such as passing periods, before or after school, etc.). Students will report to their first period class and then be organized by all available staff members. As students are assembled, the assigned teachers for each group will conduct a roll call or establish a roster of names of students present.

The CEO will designate a staff member to be responsible for coordinating the teachers to develop an overall school status report of student accountability.

### **Remote Sheltering**

Should it become necessary to transport students and staff to a remote site for safety. The CEO or designee will assign staff to supervise the movement and transportation of students to the remote location.

### **Reunification**

If a decision is made to allow students to leave early, the CEO or designee will coordinate parent notification as quickly as possible.

### **Canceling Evacuation**

Once an evacuation has been initiated, it should generally be completed- even if the situation becomes resolved or is deemed safe. Any sworn Emergency Personnel (fire or police) has state authority to order an evacuation of a school site. They do not need permission.

### **Return to School**



If the incident requires a response by public safety (fire or police), the public safety Incident Commander must approve the return to the school by the staff.

### **Roles and Responsibilities of Mental Health Professionals**

Mental health professionals at HSHMC are available for crisis counseling and referrals to outside agencies. Students who have witnessed a violent act can access mental health professionals on campus and these staff members interact with teachers to identify students who may need additional services. Mental health professionals are involved in MyVoice survey including analysis, interpretation and action planning to create and maintain a positive school climate.

In addition, HSHMC uses Handle With Care (HWC), a protocol designed in collaboration with the District Attorney to enhance communication between law enforcement and schools regarding children’s exposure to traumatic events. Students may exhibit academic, emotional, and/or behavioral problems as result of the event. HWC is aimed at ensuring that school-aged children who are exposed to trauma receive trauma sensitive supports in lieu of punishment. The HWC notice indicates the student has experienced an adverse event, it does not indicate a criminal event. If a law enforcement officer encounters a school-aged child during a call that could be traumatic to him or her, the child’s name and the three words HANDLE WITH CARE are forwarded to the student’s school before school starts the next day. The purpose is to ensure that children who experience trauma are “Handled with Care” to reduce the negative effects experience by exposure to trauma.

### **Basic Actions in an Emergency**

A. Emergency: **Fire:** Basic Evacuation

Signal: Continuous short rings

Action: Evacuate building to Emergency Assembly Area

All Clear: Verbal command

B. Emergency: **Earthquake:**

Signal: Alternating long and short blast from bull horn or ground movement

Action: 1. Inside: Drop, Duck, and Cover – hold position under furniture and hold furniture to keep it from moving away. If possible, stay away from glass windows, overhead hanging objects, light fixtures, bookshelves, etc. May also stand in the doorway.  
 2. Outside: Drop, Duck, and Cover – Stay away from buildings, walls, trees, utility lines and poles, wires, and other objects that may fall.  
 3. For a drill, Drop Duck Cover – remains in effect until the bell ends and a verbal direction is given on how to proceed whether students are inside or out.

All Clear: Verbal command

C. Emergency: **Explosion, plane crash or surprise attack:**

Signal: Tremendous noise or sudden glare

Action: Drop Duck Cover – until verbal directions are given on how to proceed whether inside or out.

All Clear: Verbal command

D. Emergency: Active Shooter/Gun fire:

Signal: Sudden burst of gunfire

Action: Lie down immediately in a prone position (flat, face down) and do not move. If students are outside, Run in a ZigZag Pattern, Hide, drop onto ground at once. **“Run,” “Hide,” and “Fight”** are the actions that both the Federal Bureau of Investigation and U.S. Department of Homeland Security recommend in an active shooter situation. Each action is explained in further detail below:

**Run**

If possible, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be. • Keep your hands visible when engaging with law enforcement.
- Follow the instructions of any police officers.
  
- Do not attempt to move wounded people.
- Call 911 when you are safe.

**Hide**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- Can prevent an active shooter from entering. (i.e. you should be able to lock the door).
- Blockade the door with heavy furniture.

***If the active shooter is nearby:***

- Lock the door.
- Silence your cell phone.
- Turn off any source of noise (radios, televisions).
- Hide behind large items (cabinets, desks).
- Remain quiet.
- If evacuation and hiding are not possible, remain calm.
- Dial 911, if possible, to alert police to the active shooter’s location.
  
- If you cannot speak, leave the line open and allow the dispatcher to listen.

***Fight***

As a last resort, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.

- Committing to your actions.

All Clear: Verbal command

E. Emergency: Major disturbance in neighborhood: (SWAT action in area, major auto accident, etc.)

Signal: Phone call from police or reliable sources. Students go into lockdown procedures.

Action: Students remain in the classroom with all doors locked and stay away from windows. Notify security or administration to lock main doors.

All Clear: Verbal Command

F. Emergency: Bomb Threat:

Signal: "Bomb Threat" call made to school. Verbal instructions will be given. Evacuate to the Emergency Assembly Area.

Action: The majority of "bomb threat" telephone calls and notes are to be handled quickly and efficiently. The safety of all school personnel and the prevention of panic are the primary considerations. In the event that a bomb threat is received by telephone, the following actions should be taken:

1. Person receiving threat – keep the caller on the line as long as possible. Delay the caller with such statements as: "I am sorry, I did not understand you," "What did you say?" Etc. Try to get as much information from the caller as possible.
2. Recipient of bomb threat – call notifies Principal or administration, immediately after caller hangs up or while on phone if possible.
3. Immediately notify:

**San Diego Police or Fire Department: 911**

4. Administration notifies staff in a discreet manner. Make decision on whether to evacuate building or certain areas of premises.

All Clear: Verbal command

(Work in Progress)

**Attachments:**

- I. Teacher's Report
- II. Previously Reported Missing, Injured or Absent
- III. Site Map
  - a. Campus map
    - i. First, Second, Third and Fourth Floors
    - ii. HSHMC, Inc. maps of evacuation routes
- IV. Emergency Phone Numbers
  - a. City of San Diego Police Dept.
  - b. City of San Diego Fire-Rescue
  - c. City of San Diego Fire-Rescue Emergency Card
- V. San Diego Fire Dept. Emergency Supply List
- VI. Recommended First Aid Supplies
- VII. HSHMC, Inc. Staff Roster List
- VIII. Student Alphabetical Roster/demographics
- IX. Security/Alarm Lockdown Procedures
- X. Administrative Procedures

### Teacher's Report

Teacher's Name: \_\_\_\_\_ Room# \_\_\_\_\_

Send information slip and information to the Emergency Operations Center located in Area #1.

\_\_\_\_\_ All present and accounted for

\_\_\_\_\_ The following students are not accounted for (list reason if known):

---

---

---

List known casualties below:

---

---

### Teacher's Report

Teacher's Name: \_\_\_\_\_ Room# \_\_\_\_\_

Send information slip and information to the Emergency Operations Center located in Area #1.

\_\_\_\_\_ All present and accounted for

\_\_\_\_\_ The following students are not accounted for(list reason if known):

---

---

---

List known casualties below:

---

---

**Previously Reported Missing, injured or Absent Person  
(Circle One)**

\_\_\_\_\_ was previously reported (circle one) missing, injured, or absent but is now present and accounted for.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Room number

**Previously Reported Missing, injured or Absent Person  
(Circle One)**

\_\_\_\_\_ was previously reported (circle one) missing, injured, or absent but is now present and accounted for.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Room number

**Previously Reported Missing, injured or Absent Person  
(Circle One)**

\_\_\_\_\_ was previously reported (circle one) missing, injured, or absent but is now present and accounted for.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Room number

**Previously Reported Missing, injured or Absent Person  
(Circle One)**

\_\_\_\_\_ was previously reported (circle one) missing, injured, or absent but is now present and accounted for.

\_\_\_\_\_


\_\_\_\_\_

Staff Signature

Room number

Contact | San Diego Police Department

7/18/13 3:22 PM



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## Contact

**If you have an emergency, dial 9-1-1.**

**To access 9-1-1 from a cell phone or outside San Diego, dial (619) 531-2065.**

For 24-hour non-emergencies, dial (619) 531-2000 or (858) 484-3154.

### Neighborhood Divisions

**Headquarters**  
1401 Broadway, San Diego, CA 92101  
Phone: (619) 531-2000

Central Division  
2501 Imperial Avenue, San Diego, CA 92102  
Phone: (619) 744-9500  
TTY: (619) 234-2477

Eastern Division  
9225 Aero Drive, San Diego, CA 92123  
Phone: (858) 495-7900  
TTY: (858) 495-7995

Mid-City Division  
4310 Landis Street, San Diego, CA 92105  
Phone: (619) 516-3000

Northern Division  
4275 Eastgate Mall, San Diego, CA 92037  
Phone: (858) 552-1700  
TTY: (858) 552-1799

Northeastern Division  
13396 Salm on River Road, San Diego, CA 92129  
Phone: (858) 538-8000  
TTY: (858) 538-8093

Northwestern Division  
12592 El Camino Real, San Diego, CA 92130  
Phone: (858) 523-7000

Southern Division  
1120 27th Street, San Diego, CA 92154  
Phone: (619) 424-0400  
TTY: (619) 424-0492

Southeastern Division  
7222 Skyline Drive, San Diego, CA 92114  
Phone: (619) 527-3500  
TTY: (619) 527-3592


Western Division  
5215 Gaines Street, San Diego, CA 92110  
Phone: (619) 692-4800  
TTY: (619) 692-4978

### Headquarters Directory

Child Abuse	(619) 531-2260
Crime Analysis	(619) 531-2413
Crime Prevention	(858) 523-7049
Crime Stoppers	(888) 580-TIP S
Crisis Intervention	(619) 446-1014
<u>Domestic Violence</u>	(619) 533-3500
TTY for Domestic Violence	(619) 533-3501
<u>Financial Crimes</u>	(619) 531-2545
Gangs	(619) 531-2847
Homicide	(619) 531-2293
Internal Affairs	(619) 531-2801
<u>Juvenile Services</u>	(619) 531-2270
Permits & Licensing (Vice Administration)	(619) 531-2250
Media Relations	(619) 531-2675
Missing Persons (Adults Only)	(619) 531-2277
Missing Juveniles	(619) 531-2000
Narcotics Unit	(619) 531-2468
Records	(619) 531-2846
Recruiting	(619) 531-2677
Reserves	(619) 446-1014
Retired Senior Volunteer Patrol (RSVP)	(619) 446-1016
Robbery	(619) 531-2299
<u>Sex Crimes</u>	(619) 531-2210
<u>STAR/PAL</u>	(619) 531-2718
Vice	(619) 531-2452
Video Unit	(619) 531-2618
Volunteer Services/Neighborhood Policing	(619) 446-1017

<http://www.sandiego.gov/police/contact/>

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# San Diego Fire-Rescue Department

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**CrimeStoppers Hotline**  
(888) 580-TIPS (8477)


### Contact SDFD

**If you have an emergency, dial 9-1-1. [More information on calling 9-1-1.](#)**

Contact us at the following non-emergency numbers or e-mail us at [sdfd@sandiego.gov](mailto:sdfd@sandiego.gov).

**San Diego Fire-Rescue Department**  
Administrative Office/General Information  
1010 2nd Avenue, Suite 400  
San Diego, CA 92101  
(619) 533-4300

Follow us on:



### Department Directory

Contact	Phone Number
Administrative Office/General Information	(619) 533-4300
Community Education	(619) 533-3780
Emergency Management Services <ul style="list-style-type: none"> <li>▪ <a href="#">FEMA Urban Search &amp; Rescue</a></li> <li>▪ Task Force CA-TF8</li> </ul>	(619) 533-4313
Employee Services (Human Resources)	(619) 533-4319
<a href="#">Fire Cadet Program</a> <ul style="list-style-type: none"> <li>▪ Email: Cadet Coordinator, <a href="mailto:sdfd_cadetprogram@sandiego.gov">sdfd_cadetprogram@sandiego.gov</a></li> <li>▪ Email: Cadet Advisors, <a href="mailto:sdfd_cadetadvisors@sandiego.gov">sdfd_cadetadvisors@sandiego.gov</a></li> </ul>	(619) 533-4300
<a href="#">Fire Communications - Dispatch &amp; Information Services</a>	(858) 573-1300
Fire-Field Operations	(619) 533-4300
Fire Hazard Advisor - Brush/Weed Complaint	(619) 533-4444
Fire Hazard Advisor - Complaint	(619) 533-4411
<a href="#">Fire Prevention Bureau</a>	(619) 533-4400
Fiscal & Information Services	(619) 533-4300
<a href="#">Junior Lifeguard Program</a>	(858) 581-7861
Lifeguard Services	(619) 221-8899
Logistics - Facilities, Fleet and Equipment	(858) 573-1357
<a href="#">Metro Arson Strike Team</a> <ul style="list-style-type: none"> <li>▪ Arson Investigations/Explosive Device Team</li> </ul>	(619) 236-6815
New Construction - Inspection Scheduling	(619) 446-5440
Non-Emergency Transportation	(858) 499-1500
<a href="#">Rural/Metro of San Diego</a>	(619) 280-6060
<a href="#">Training and Safety Division</a>	(619) 692-4985

### Other Numbers

Contact	Phone Number

<http://www.sandiego.gov/fire/contact/index.shtml>



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Presents Heroes On Call	
<b>911</b>	My # Work
<b>1-800-222-1222</b> Poison	Mom # Work
Doctor	Patient's Cell Phone
Pharmacy	Out of State Emergency Contact
Relative's Name	Relative's Name
Phone Number	Phone Number
Class Friend's Name	Neighbor's Name
Phone Number	Phone Number
Child's School	<b>1-800-344-6000</b> Child Abuse Hotline
<b>1-800-611-7343</b> Power Outage	<b>619-221-8899</b> Lifeguard Business
<b>619-236-6876</b> Disaster Information	<b>1-800-784-2433</b> Suicide Hotline
<b>619-533-4300</b> Fire Dept. Business	<b>1-800-THE-LOST</b> <a href="http://www.missingkids.com">www.missingkids.com</a>
<b>619-531-2000</b> Police Dept. Business	<b>1-800-BE-READY</b> <a href="http://www.READY.GOV">www.READY.GOV</a>
<b>619-236-5555</b> San Diego City Info	<b>211</b> Non-emergency Aid
My Phone Number	Our Emergency Meeting Location
My Internet Address	
City, State, Zip	
TTY, TDD Access Numbers & Notes	<b>SAFEamerica</b> THE SAFE AMERICA FOUNDATION <a href="http://www.safeamerica.org/hero">www.safeamerica.org/hero</a>

## San Diego Fire Department

Heroes On Call is *America's Ring Leader* for reaching emergency aid. Place this label visibly close to your phone – such as on your refrigerator door, a phone book cover or a bulletin board – it's your call! Just as important, this label can also provide emergency personnel with crucial information needed when responding to your need for aid at home.

### SAN DIEGO ARE YOU READY?

Keep these items on hand in the event of an emergency:

- A 3 day water supply
- Store one gallon of water per person per day
- Ready to eat canned meats, fruits and vegetables
- Canned juices, milk, soup, sugar, salt, pepper
- High energy foods, peanut butter, trail mix, granola bars
- Vitamins, medications
- First-aid kit with non prescription drugs such as, aspirin, anti-diarrhea medication, antacid, laxatives
- Paper plates with plastic utensils and cups
- Emergency preparedness manual (go to: [www.fema.gov/areyouready](http://www.fema.gov/areyouready))
- Battery operated radio
- Flashlight, extra batteries
- Non-electric can opener, utility knife
- Tool kit, fire extinguisher - ABC type
- Matches in a waterproof container, plastic storage containers
- Needles, thread
- Map of the area for finding local shelters
- Soap, liquid detergent, household bleach, disinfectant, plastic garbage bags
- Plastic bucket with tight lid
- Personal hygiene supplies, toilet paper, towelettes
- Sturdy shoes or work boots
- Rain gear, hat and gloves, thermal underwear, sunglasses
- Blankets or sleeping bags
- Whistle
- Baby items, formula, diapers, bottles, powdered milk
- Adult items, prescribed medication, denture needs
- Contact lenses, extra eye glasses
- Important family documents - keep these records in a waterproof container:
  - ✓ Will, insurance policies, contracts, deeds, stocks and bonds
  - ✓ Passports, social security cards, immunization records
  - ✓ Bank account numbers, credit card account numbers
  - ✓ Inventory of valuable household goods, important telephone numbers, cash, travellers' checks
  - ✓ Family records including birth, marriage and death certificates

**FREE!** To download a larger version of Heroes On Call for easier reading and to learn more about keeping your family safe go to: [www.safeamerica.org/hero](http://www.safeamerica.org/hero). Then also send us an email to share your comments with us about Heroes On Call!



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## **1-Administrative Procedures Health Sciences High & Middle College Inc.**

The following administrative procedures have been adopted by Health Sciences High & Middle College Inc. (HSHMC Inc.) to meet the needs and requirements of HSHMC and its' community. All Procedures are to be reviewed by the HSHMC Inc. Board of Directors and/or Administrative team.

### **Administrative Procedure**

Category: Support Services, Security Program

Subject: School or Site Closure/Early Dismissal of Students

#### **A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing the closure of school or site and early dismissal of students, or declaration of a minimum day, as the superintendent deemed necessary based on the nature of the emergency.

#### **B. Legal and Policy Basis**

1. **Authority.** Only the superintendent or Chief Executive Officer or designee has the authority to close schools or sites, or to declare a minimum day. Exception: City, county, or state health department may order a school closed due to epidemic conditions.

2. **Policy.** It is the obligation of HSHMC Inc. personnel to offer instruction and/or keep schools open as long as a suitable learning environment can be provided. School shall not be closed for reasons other than national emergency, natural disaster, epidemic, or situations which would make operation of the school impossible, extremely difficult, or hazardous for students.

3. **Employees.** If a school is closed or minimum day declared, personnel who report for work shall remain on duty for their normal work hours unless released by the site administrator in response to notification by the superintendent. Unless notified by authorities to evacuate a site, provision shall be made to accommodate students who must remain on campus.

- a. Parents can pick them up.
- b. Transportation can be provided.

#### **C. General**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Chief Educational Officer and or designee.

2. **Definitions**

a) **Closing of school:** Cessation of instruction and dismissal of students to return to their homes or to remain at home; this includes declaration of a minimum day. Closing of school might occur at any time during the regular school day or at times other than during regular school hours, depending on the nature of the emergency.

b) **Minimum Days:** State minimum day is the minimum day for attendance purposes. Closing of a school prior to completion of minimum day for any reason other than a national emergency, natural disaster, or epidemic results in financial loss to the school and is prohibited unless authorized by the superintendent or designee.

c) **School year:** Each school year includes not less than 180 instructional days; each day will be not less than a specified number of minutes, depending on grade level. No change may be made except with authorization from the HSHMC Chief Educational Officer.

3. **Closure of School or Sites/Minimum Day Declared.** Listed below are some situations which could warrant declaration of a minimum day or closure of one the school.

**Type of Emergency**

**Authority/Review Channels**

a. National emergency, or threat of attack

Pres/CEO or designee acts on basis of public declaration by the President of the United States.

b. Earthquake

Pres/CEO or designee may authorize closing of a school. If after evacuation of building, structural inspection indicates that the building is unsafe for reentry.

c. Withdrawal of services

President/CEO or designee may authorize closing of the school after consultation with the Administrative team.

d. Emergency weather conditions other than hot weather (extreme winds, hurricane, prolonged heavy rains, floods, etc.)

Pres/CEO or designee may authorize closing of the school for all or a portion of the day(s).

e. Facilities damaged or rendered unusable (earthquake, explosion fire, flooding, national emergency

Pres/CEO may close the school, site, or building after appropriate inspection of the facility.

f. Epidemic

City, county of state Board of Health may order closure of a school. If absence rate exceeds 15 percent because of illness, site shall notify the County Health Department.

**D. Implementation**

**1. Responsibilities**

a. Pres/CEO or designee analyzes the situation; consults with HSHMC admin team and staff; determines appropriate actions based on the nature of emergency.

1. If schools or sites are to be closed/dismissed early:

a) Notifies HSHMC admin team and staff

b) Provides specific instruction, regarding release of employees. Site security needs, or other special circumstances to be considered.

c) Clarifies requirements for safety and supervision of students.

d) All staff will ensure that they are aware of students and fellow staff members who may need assistance during unexpected school closures

e) Requests periodic status reports.

2. Contacts or assigns designee to contact local media to provide for notification and status reports to parents and public.

3. Monitors situation; reviews input and status reports from involved management employees.

4. If appropriate, shall activate site disaster preparedness plan or specific components of the plan.

5. Instructs staff as to specific responsibilities, as needed.

6. Clarifies whether or not employees shall be dismissed or shall remain on site.

7. On school site ensures that procedures are implemented to provide for safety and supervision of students, including appropriate measures for students with disabilities.

8. Works with involved personnel to ensure shutdown and safety of equipment and facilities; requests assistance as needed.

9. If a disaster occurs in San Diego County, HSHMC will grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. HSHMC will cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. If school is not in session, our school site may be used by the American Red Cross to shelter community members.

**E. Forms and Auxiliary References**

1. Site-prepared disaster/emergency preparedness plan

**Administrative Procedure**

**Category: Support Services, Welfare**

**Subject: Crisis Response Team**

**A. Purpose and Scope**

1. To outline administrative procedures governing the designation of a crisis response team to provide assistance to students/faculty during situations which affect the emotional stability of students/faculty and disrupts the educational program.

2. Related Procedures:

Communications

Shootings

Suicides

Terrorism/kidnapping

Weapons

**B. General**

**1. Definitions**

a. **Crisis:** Any incident which affects the emotional stability of students/faculty and disrupts the educational program (i.e., plane crash, shooting incident, suicide, death of faculty members/students, racial disturbance, child abuse, natural disaster) as determined by Pres/CEO or designee.

b. **Crisis Response Team (CRT):** Team at site who have been trained to provide first line of support to faculty and staff.

c. **Team Leader:** A team member appointed by the Pres/CEO or designee to provide overall direction and coordination of the CRT during the period of assistance. Responsible for maintaining communication.

**C. Implementation**

**1. Team Mobilization Responsibilities**

a. Pres/CEO or designee

1) Confirms crisis and determines need for response.

2) Informs HSHMC Inc. admin team and CRT team.

3) Identifies CRT and clarifies appropriate action/ designates team.

**2. Crisis Response Team Responsibilities**

**a. Selected CRT members**

1. Meet with site administrators, team leaders to define problem areas (disruption of classes, student/faculty/disturbance, community reactions).

2. Assist staff in establishing site counseling/support facilities (classrooms, learning/counseling centers, offices, lounges, quads, or other outdoor locations) and in determining other appropriate action needed.

- b. **Designated team leader** meets with team members to determine specific assignments and to discuss general approaches to problems.
- c. **Team members** implement appropriate counseling/consultative activities.
- d. **Team leader**
  - 1) Confers periodically with Pres/CEO or designee and appropriate site personnel to monitor effectiveness of efforts , and to adjust counseling and support needs throughout the day.
  - 2) Maintains contact throughout the day with the Pres/CEO or designee to communicate the status of the crisis and CRT progress.
  - 3) Meets with team members and appropriate site staff to plan and schedule appropriate follow-up activities.
3. **Withdrawal of CRT**
  - a. **Pres/CEO or Designee**
    - 1) Determines when CRT services are no longer needed; informs team leader of release of the CRT.
    - 2) Notifies all personnel when activities are completed.
4. **Reports and Records**
  - a. CRT team produces summary of situation reports to Pres/CEO or designee.

## **Administrative Procedure**

**Subject: FIRE**

### **Background**

Fire prevention and emergency response to fire situations are a primary responsibility for all HSHMC Inc. staff. Regular action must be taken to ensure that all staff/students are familiar with the site/s emergency/fire response plan and action. The school must have a fire protection system and should be in communication with the fire department.

In any disaster/emergency situations, the Pres/CEO or designee shall be responsible for the safety of and accountability for staff and students. In any life-threatening situation, the staff shall take immediate action to provide for the safety of staff and students without waiting for directions from the Pres/CEO or designee.

### **Fire – When school site is in operation**

- Immediately evacuate upon discovering fire or hearing signal (Fire alarm or Manual/verbal signal).

- Proceed to the assembly area and remain until further instructions are received.

### **Administrative Team**

- Notify the site office by pulling the fire alarm, or call the site office if alarm signal has not sounded,
- Order evacuation of remaining staff/students to appropriate assembly area; if the alarm system fails to operate, notify staff/students by other methods.
- Call the fire department (911) immediately.
- Activate the site emergency preparedness component of the comprehensive school/site safety plan if there is any life-threatening situation.
- Supervise evacuation of school/site; ensure that all rooms and areas are evacuated. Ensure the safe evacuation of students with disabilities
- Check with staff to ensure accountability for all staff/students.
- Provide first aid if needed. If an incident results in injury to staff or students, immediately call 911 and call Pres/CEO or designee.
- Notify Pres/CEO or designee if arson is suspected.
- Notify Fire 911 if hazardous materials are present or suspected.

### **Pres/CEO or designee**

- Contact fire insurance carrier; prepare and submit proper insurance claim forms.
- Determines if fire is major or minor and arranges for:
- Inspection of fire damage and preparation of reconstruction cost estimate.
- Recommends and requests bids for reconstruction and building repairs.
- Takes necessary emergency action (utility connections, barricades, and estimates) and arranges for necessary emergency repairs.
- Investigates loss of furniture and equipment
- Prepares inventory of furniture, equipment, and other school owned personal property damaged or destroyed in the fire.
- Attempt to replace and deliver materials in time to meet the scheduled reopening date.



## **FIRE – WHEN SCHOOL IS NOT IN OPERATION OR BUILDINGS ARE UNOCCUPIED.**

- As soon as emergency repairs or cleanup beyond the fire department, or that is necessary to secure the facility is the responsibility of the Pres/CEO or designee and ensures the minimum disruption to instruction and maximum protection to unaffected portion of the facility.

### **FALSE ALARM**

#### **Pres/CEO or designee**

- Turns off alarm, notifies staff, resets alarm system. If the alarm is damaged, call the alarm company and request emergency repairs.
- Arrange for staff/students to reoccupy the school.
- Try to identify the person who turned on the alarm; coordinate apprehension with the Police or Fire Department.

### **LEGAL CONSIDERATIONS**

#### **Tampering (Penal Code Section 148.8)**

- Any person who willfully and maliciously tampers with, molest, injures, or breaks any public fire alarm apparatus, wire, or signal, or willfully and maliciously sends, gives, transmits, or sounds any false alarm or fire, is guilty of a misdemeanor and, upon conviction thereof, shall be punishable by imprisonment in the county jail, not exceeding one year, or be a fine, not exceeding one thousand dollars, or both.
- Any person who willfully and maliciously sends, gives transmits, or sounds any false alarm of fire, by means of any public fire alarm system or signal, or by any other means or methods, and great bodily injury or death is sustained by any person as a result thereof, is guilty of a felony and upon conviction thereof shall be punishable by imprisonment in the state prison for not less than one year nor more than five years or by a fine of not less than five hundred dollars (\$500) nor more than ten thousand dollars (\$10000), or by both.

#### **Arson (Penal code Section 451)**

- Any person is guilty of arson when he or she willfully and maliciously sets fire to or burns or causes to be burned, or who aids, counsels or procures the burning of any structure, forest land, or property.

#### **Throwing/Placing a lighted cigarette where it may start a fire; Use or operation of welding torch, a misdemeanor (Health and Safety Code Section 13001)**

- It is a misdemeanor for any person, through carelessness or negligence, to throw or place any lighted cigarette, cigar, ashes, or other flaming or glowing substance, or any substance likely to cause a fire, in any place where it may directly or indirectly start a fire.
- It is a misdemeanor to use a welding torch, tar pot, or any device which may cause a fire without clearing flammable material surrounding the operation or taking other reasonable precautions to insure against the starting and spreading of fire.

**Health and Safety Code Section 13001  
Penal Code Sections 148.8, 451**

**EMERGENCY PROCEDURE**

**Subject: Environmental Emergencies**

**BACKGROUND**

In the event of site environmental emergencies including chemical spills, asbestos fiber release episodes, and air pollution alerts, HSHMC administration and staff must be able to react quickly and effectively to prevent injury or illness. In any disaster, emergency situations, HSHMC administration and staff shall be responsible for the safety of, and accountability for, staff and students. In any life-threatening situation, staff/teachers shall take immediate action to provide for the safety of staff and students without waiting for directions from HSHMC admin.

**CHEMICAL SPILLS**

**HSHMC Inc. Administration**

- Assess location of chemical spill and determine appropriate action to take for safety of students and others (i.e., evacuation of room, building, or site).
- Secure the affected area and do not allow staff or students to re-enter until condition has been controlled.
- Activate specific components of the site disaster/emergency preparedness plan for any life-threatening situation, as appropriate. Call 911 if needed.
- Notify appropriate public authorities.
- Evacuate if necessary. Assure that staff/students move crosswind or upwind from the problem area to avoid inhalation of vapors and proceed in orderly fashion to designated safe areas.
- Provide first aid/emergency care if needed.
- Keep staff/students in designated areas until the problem is resolved or until further instructions are received from authorities.

- Communicate with parents/community as needed.

## **Off-Site Incidents**

### **HSHMC Inc. Administration:**

- Determines appropriate action after notification by police or fire department.
- Determine whether or not to evacuate, appropriate evacuation route, and designated safe area under direction by police/fire department; supervise evacuation process.
- Keep staff/students in designated safe areas until the problem is resolved or further instructions are received.
- Communicate with parents/community as needed.
- Air Pollution Alerts
- Air pollution alerts occur when 0.20 parts pollutant per million (PPM) or greater air quality concentrations exist.

Stage I Alert: Occurs when air quality consists of 0.20 ppm.

State II Alert: (A warning stage) occurs when air quality consists of 0.35 ppm.

Stage III Alert: (Emergency stage) occurs when air quality consists of 0.50ppm or higher.

- Air quality forecasts may be obtained by calling (858) 650-4777 (telephone tape for the San Diego metropolitan area. Forecast gives anticipated starting time and expected duration of an alert.

- 1) Current Day Forecasts are updated each day as needed.
- 2) The Next Day Forecast is available after 4:30 p.m. of the current day.
- 3) In-Depth Forecasts may be obtained by calling the Air Pollution Control District at (858)650-4707.

## **IN THE EVENT OF AIR POLLUTION ALERT**

### **HSHMC Inc. Administration**

- Inquires into or is notified by Air Pollution Control District (APCD).
- APCD does not issue alerts due to smoke or ash. Use discretion in suspending outdoor physical activity.

- In a Stage I alert, students should refrain from outdoor physical activity and remain indoors.
- Strenuous outdoor physical activities for all students shall be discontinued; activities of a less strenuous nature should be substituted. Intensity of an activity and its potential for increasing the respiration rate for an extended period may be deciding factors for canceling certain activities. Heat and stress aggravate respiratory problems; the younger the child, the greater the risk of aggravating the upper respiratory system.

In a Stage II or Stage III alert, students shall remain indoors for the duration of an alert; those with respiratory or heart problems should be monitored.

### **Actions During a Scheduled Athletic Event**

In a Stage I alert, the event should be canceled or rescheduled.

In a Stage I alert, the event should be postponed or canceled.

In a State II or III alert, students shall remain indoors for the duration of alert.

### **LEGAL AND POLICY CONSIDERATIONS**

California Code of Regulations, Title 22  
Environmental Protection Agency (EPA) Final Rule Act (AHERA), 40 CFR Subpart E, October 30, 1987.

### **EMERGENCY PROCEDURE**

#### **SUBJECT: EARTHQUAKE**

#### **BACKGROUND**

Of all earthquake preparedness measures, safety drills are the most important. Essential components for earthquake safety drills are discussion, instruction, and physical demonstration (proactive drill). In addition to indicating pre planning needs, effective earthquake drills simulate (1) actions to be taken during an actual earthquake, and (2) actions to be taken after the ground stops shaking.

Building evacuation following a major earthquake is imperative due to potential dangers of fires or explosions. It is necessary to be prepared for the occurrence of probable aftershocks.

#### **EARTHQUAKE WHILE INSIDE (ON SITE)**

- A Drop and Hold command is given by any staff member at first indication of ground shaking.

- All staff/students: Drop and Hold and assume protective position under table, desk, or other support object. If appropriate, staff/students should hold onto the table/ desk leg to keep it over body. If in the hallway, move to the inside wall, or stand in a doorway.

- 1) Avoid glass and falling objects.
- 2) Move away from windows.
- 3) Move away from heavy suspended light fixtures.
- 4) Extinguish flames, turn off power equipment, and electrical appliances. If the odor of natural gas is detected, turn off gas valves.

Remain undercover for at least two to three minutes to assess damage/injuries and to wait for the first aftershock to occur.

After the first aftershock, or after two to three minutes, activate the site earthquake evacuation assembly plan.

### **EARTHQUAKE WHILE OUTSIDE (ON SITE)**

- Move to open space away from buildings, trees, overhead power lines, etc.
- Lie down or crouch.
- When shaking stops, report to the designated assembly area. Activate an orderly dismissal.
- Evacuate building according to site plan; activate site emergency plan for specific components of the plan as necessary.
- Transport injured adults/students to triage area.
- Do not allow unauthorized persons to return to buildings until the buildings are officially declared structurally safe. Authorized personnel should only return to building if absolutely necessary.
- Listen to local area emergency channels for any instructions.
- If communication lines are disrupted, use battery-operated radio and turn to EBS 600 kc, 1170 kc on the AM dial.

### **EARTHQUAKE WHILE OFF SITE**

- If walking to and from school/work site, move to open space away from buildings, trees, overhead power lines; lie down or crouch. Be alert for possible dangers, which would require movement. DO NOT RUN.
- Students who are on the way to school should go to school.
- Students on the way home should go home.

## **NON-EARTHQUAKE STRUCTURAL FAILURE**

- Evacuate affected building/area and secure to prevent entrance by staff or students. Advise all staff members and contact SDPD.

## **LEGAL AND POLICY CONSIDERATIONS**

- Since the safest place for students in any emergency occurring during the school day is o the school campus itself, it should be the school policy to not send children home unless dismissal can be done with complete safety.
- Pres/CEO or designee is responsible for conducting required safety drills (including fire, earthquake, disaster preparedness, and school campus emergencies and for maintaining an accurate record of each drill.

## **REFERENCE MATERIAL**

Site Disaster/Emergency Preparedness Plan

## **EMERGENCY PROCEDURES**

### **SUBJECT: WEAPONS**

### **BACKGROUND**

HSHMC weapons policy. Possession by a student of any weapon will result in a recommendation for expulsion. Possession of unlawful weapons could result in prosecution.

### **Procedures for Handling Armed Students**

- Any staff member must report to the HSHMC Inc. administration if a student is suspected of possessing a weapon on campus. If safety permits, confiscate the weapon for further investigation. In circumstances where the weapon is a gun, carefully evaluate whether an attempt to confiscate the weapon can be done safely and, if in doubt, follow the procedure below.
- Telephone Police Services at (619) 531-2000 if non-emergency. Call 911 in an emergency.
- Do not contact the student. Wait for the Police.
- Do not attempt to retrieve the weapon. Wait for the police.
- Do not restrain or discipline the student. Wait for the police.
- If the student is in class and the weapon is concealed, the staff member should send a not in an envelope to the Front office or HSHMC Inc. Administration, using a messenger. Include as much information as possible:

- 1) The name of the student
- 2) Exact location of the student in class
- 3) Clothing description or unique identifiers.
- 4) Type of weapon suspected
- 5) Location of weapon
- 6) Room Number
- 7) Number of students in class
- 8) Demeanor of student and any other useful information

### **HSHMC STAFF SHOULD**

- Allow class or passing periods to occur as normal until police arrive.
- Pull the suspected student's schedule.
- Refrain from alarming other students.
- Allow the police to handle the situation according to their procedures.
- After the situation is resolved, consider the impact on other students.
- Determine whether the student has an IEP or 504 plan. If the student has an IEP or 504 plan, then implement day one guidelines and long-term follow up according to plan.

### **PROCEDURES FOR HANDLING OTHER ARMED OFFENDERS**

- Notify San Diego Police Department
- Notify all staff of an emergency situation.
- Implement lockdown procedure when appropriate.
- Notify all students and staff outside classrooms to report to the nearest safe classroom.
- If the armed person can be contained in one section of the building, students and staff should be evacuated.
- If safety permits, a staff member should be stationed outside to warn approaching visitors of danger.
- If safety permits, a staff member should meet law enforcement outside to apprise them of the details of the emergency.
- Administration and staff should follow the directives of law enforcement personnel.
- Complete an Incident report.

### **LEGAL AND POLICY CONSIDERATIONS**

### **Firearms (Penal Code Section 626.9)**

- It is a felony to possess a firearm, loaded or unloaded, upon the grounds of any public school. This includes elementary or secondary schools, community colleges and universities.

### **Dirks, Dagger, Knives, Razors, Tasers, or Stun Guns (Penal Code Sections 626.10 and 12020 (a))**

- It is a felony to possess any concealed dirk or dagger. It is also a felony to possess any folding knife having a blade in excess of 2-1/2 inches or a blade that locks into place, a razor with an unguarded blade, a taser, or a stun gun, upon the grounds of, or within, any public elementary or secondary school. The law doesn't apply to possession of a knife having a blade longer than 2-1/2 inches, or a razor with an unguarded blade, if possessed as directed in a school-sponsored activity or class.

### **Switchblade Knives (Penal Code Section 653k)**

- It is a misdemeanor to possess, sell or otherwise transfer a switchblade or gravity knife having a blade length of two or more inches.

- **Manufacture, Sale, Possession, Etc. of Certain Weapons (Penal Code Section 12020 (a))**

- Any Person in this state who manufactures, or causes to be manufactured, imports into the state, keeps for sale, or offers, or exposes for sale, or who gives, lends, or possesses any instrument or weapon of the kind commonly known as a blackjack, slingshot, billy club, throwing star, nunchaku, sandclub, sandbag, sawed-off shotgun, or metal knuckles, or who carries concealed upon his/her person any explosive substance, other than fixed ammunition, or who carries concealed upon his/her person any dirk or dagger, is guilty of a felony.

- **Retention of Injurious Objects by School Personnel**

- An injurious object shall mean an object capable of inflicting substantial bodily damage and is not necessary for academic purposes of the student. As used in this section, academic purposes means any school-sponsored activity or class of instruction scheduled during the school day. Injurious object does not include any personal possessions or items of apparel which a school age child might reasonably be expected to either wear or possess.

- Any certificated employee and any classified employee of the school who is designated by the governing board for such purposes, may take from the personal possession of any pupil upon school premises, or while under the authority of school personnel, any injurious object in possession of the pupil.

- School Personnel may notify any pupil's parent/guardian that an injurious object has been taken from the student.

- School personnel may retain protective possession of any injurious object until the risk of its use as a weapon has dissipated, unless prior dissipation of the risk, the parent/guardian requests that school personnel retain the object until the parent/guardian, or another adult with



the written consent of the parent/guardian, personally appears to take possession of the injurious object from school personnel, provided such injurious object may be lawfully possessed off school grounds.

- If the injurious object is a weapon, it may be retained as evidence.
- A pupil who brings an injurious object to school, and who presents the object to a certificated or classified employee, may have the object returned to him or her at the conclusion of the school day, provided such injurious object may be lawfully possessed off school grounds.

## **REFERENCE MATERIAL**

California Penal Code Section 187 (murder)

California Penal Code Section 245 (Assault with a deadly weapon)

California Penal Code Section 626.10 (Possession of firearm on school campus)

California Legal [Information@www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

School Safety@[www.fontana.k12.ca.us/burton](http://www.fontana.k12.ca.us/burton)

[www.ed.gov/offices/OESE/SDFS/safeschools.html](http://www.ed.gov/offices/OESE/SDFS/safeschools.html)

School Safety @ [www.cde.ga.gov/spbranch/safety/safetyhome.html](http://www.cde.ga.gov/spbranch/safety/safetyhome.html)

## **EMERGENCY PROCEDURE**

### **SUBJECT: INJURY/ILLNESS EMERGENCIES – STAFF, STUDENTS, OR VISITORS**

#### **BACKGROUND**

The school has a primary responsibility to provide for the prompt care and immediate assistance to staff or students who may be injured or become injured or become ill during the course of regular operations. All administrators must take appropriate actions to ensure that all staff members are familiar with appropriate procedures in the event of injury or illness.

#### **RESPONSIBILITIES (INJURIES/ILLNESSES-STUDENTS)**

##### **Injury or Illness of Employees**

HSHMC Inc. administration or staff members ensure that employees receive prompt medical care, utilizing available resources.

**Injuries due to disaster/emergency situation.** First aid is provided as outlined in the site emergency preparedness plan. First aid includes staff members with first aid training or certification.

**On the job injury/illness.** Resources available are Paramedics (telephone 911) for movement to the nearest hospital. (If an employee indicates otherwise, a private ambulance should be called).

**Counseling and Advice (on the job injury or illness).** Contact Dr. Javier Vaca, Human Resources Manager and/or

**HSHMC Inc. Administration regarding:**

- Leaves and allowances.
- Insurance
- Workers compensation benefits
- Mandatory reports (workers compensation law requires that employee job-related injuries be reported immediately after attending to an employee injury or illness.
- Legal counsel

**Responsibilities (Injuries/Illnesses-Students)**

**Injuries due to Major Disaster/Emergency.** First aid assistance is provided by qualified persons as outlined in the site emergency plan.

**Serious Injury**

**HSHMC Administration**

- Notifies parent/guardian and assists parent/guardian in arranging for transportation and care. In absence of a parent/guardian, a competent person accompanies injured students to home or hospital.
- If parent/guardian cannot be reached, and evaluation suggests that the student needs immediate attention, call 911. Generally, paramedics are primarily for life-threatening situations.
- Record appropriate information on student's health record
- If there is no nurse on duty than HSHMC Inc. administration is responsible for designating an individual to complete all activities related to injury not requiring licensure or first aid training.

**Poisoning.** Emergency information concerning the nature of poisons and their proper antidotes may be obtained from:

- Poison Information Center of San Diego, telephone: 1-800-876-4766
- Immediately call paramedics (911) for medical assistance.

**Emergency Injections**

- A valid emergency must exist (i.e. anaphylactic shock from bee stings and hypersensitivity responses of individual which have been documented previously).
- Medication and equipment for administration must have been furnished by parent/guardian or physician, and circumstances under which they are to be used must have been prescribed by the physician. At time of filing “Physicians recommendation for medication,” parent/guardian may file a written alternate procedure to be followed in event of emergency.
- If time permits, administration may call child’s physician for verification and/or instructions. If time does not permit, proceed on basis of his/her best judgment, including possible paramedic service for transfer to hospital emergency room. Call 911
- In an emergency any employee trained in preparing syringe medication and giving injections, and who volunteers to do so, may administer medication by injection.

**Release of Information without Parental Consent.** Educational institutions may release information to appropriate person in connection with an emergency if knowledge of such information is necessary to protect health or safety of a student or other persons. (This should be narrowly construed). Factors determining whether records may be released include;

- Seriousness of threat to health or safety of student or other person.
- Need for such records to meet emergency.
- Whether persons to whom such records are released are in a position to deal with emergency.
- Extent to which time is of essence.
- Note: Record release of information in student’s file.

## **LEGAL AND POLICY CONSIDERATIONS**

- Information for use in Emergencies (Students). For the protection of a student’s health and welfare, the parent/guardian may be required to provide and keep current emergency information including the home address and telephone number; business address and home number of the parent/guardian; and name, address, and phone number of a relative or friend who is authorized to care for the student in an emergency situation if the parent/guardian cannot be reached.

### **Emergency First Aid**

No School employee shall diagnose, prescribe, or treat, other than to render appropriate first aid.

Workers’ Compensation Law

## **EMERGENCY PROCEDURE**

### **SUBJECT: DISTURBANCES AND DEMONSTRATIONS**

## **BACKGROUND**

HSHMC Inc. administration may be confronted with disturbances or demonstrations occurring in three ways; adjacent to the site, on the site, or one that is associated with a job action.

The courts have held that demonstrations are lawful as long as the demonstrators; conduct does not materially disrupt call work, involve substantial disorder, or invade the rights of others. However, any demonstration on campus would probably interfere with school activities and therefore would be unlawful.

HSHMC Inc. administration are empowered to order persons whose presence interferes with the peaceful conduct of the school, or disrupts the school or its pupils or school activities, to leave the school campus. Persons who fail to comply with such instructions are subject to arrest. This includes any person more than sixteen (16) years of age who does not attend the school, as well as parents/guardians of students of the school.

### **Disturbance or Demonstration (Students)**

- First, request that the students return to class. Warn them they risk discipline procedures if they do not comply. Make no physical effort to prevent students from leaving campus.
- If students fail to comply and if physical assault begins, call 911.
- Determine the urgency of the situation, type of assistance needed, and if site needs to be locked down or evacuated.
- If students are participating in an unlawful assembly on campus, loitering, or causing class disruptions, the administration is responsible for the following:
  - 1) Notify students via bullhorn, or other means that they should return to class.
  - 2) Warn students of disciplinary action if they do not comply.
  - 3) Notify any student persisting in illegal activities that he or she has been suspended, and direct the student to leave campus.
  - 4) Request law enforcement officers (SDPD) to effect the arrest of the student(s) who do not comply with orders to desist the activity or leave campus.

### **DISTURBANCE OR DEMONSTRATION (NON-STUDENT)**

- Politely inform the individual(s) they are disrupting the school, its students and/or activities and tell them to leave.
- If the individual(s) refuse to comply, notify SDPD. If physical assault begins, call 911.
- The officer and HSHMC Inc. administration will devise a plan of action. The situation will dictate whether additional officers will be needed.

## **OTHER CONSIDERATIONS**

- Consider placing staff to answer telephone calls from concerned parents/guardians.
- Try to determine the issues causing the disturbance and attempt to communicate with the participants.
- Try to meet with authorized representatives or leaders who can present their issues and possibly respond to your needs.

## **LEGAL AND POLICY CONSIDERATIONS**

California Penal Code Section 407 (Unlawful assembly defined)  
California Penal Code Section 408 (Participation in unlawful assembly)  
California Penal Code Section 409 (Failing to disperse after lawful order)  
California Penal Code Section 415 et se. (Fighting, noise, or offensive words in public place)  
California Penal Code Section 626.8 (Disruptive presence at schools)  
California Penal Code Section 626.2 (Entry upon school grounds by student or employee without permission after written notification of suspension or dismissal)  
California Penal Code Section 626.4 (Withdrawal of consent to remain on campus for causing disruption)  
California Penal Code Section 647(c) (Obstruction of thoroughfares)  
California Penal Code Section 32210 (Willful disturbance of public school or meeting)  
California Penal Code Section 32211 (Threatened disruption or interference with classes)  
California Penal Code Section 44810 (Willful interference with classroom conduct)  
San Diego Municipal Code Section 53.30 (Weapons at demonstration)  
San Diego Municipal Code Section 56.51 (Intimidating picketing)  
San Diego Municipal Code Section 56.52 (Breach of peace by picketing)

## **REFERENCE MATERIAL**

California Legal Information @ [www.lefinfo.ca.gov/calaw.html](http://www.lefinfo.ca.gov/calaw.html)  
City of San Diego Municipal Code, available from Police Services

## **EMERGENCY PROCEDURE**

### **SUBJECT: SUICIDES**

#### **BACKGROUND**

Any attempt at suicide or discussion of an intent to commit suicide is a strong indication of the existence of a serious problem that should not be ignored. Suicide is the third leading cause of death among adolescents in the United States, and the second leading cause of death in the 10 – 14 age range. School personnel shall not attempt to evaluate whether a student or staff member is serious or “bluffing.” Any employee, student, or outside agency representative working on campus, who becomes aware of a suicide threat or attempt on the part of a student or staff member, shall report such information to the HSHMC Inc. Administration.

## **RESPONSIBILITIES OF THE PRES/CEO OR DESIGNEE FOR STUDENT THREATS**

- Assure that the student is never left alone until placed into the custody of a responsible adult.
- When necessary to transport such a student off school grounds two employees should accompany the student until the student is placed in the custody of another legally responsible person.
- If emergency help is needed, Notify police crisis intervention (619) 531-1404 and/or call 911.
- If emergency medical attention is required, call paramedics at 911.
- Immediately notify the student's parent/guardian. Request they respond to the school to take responsibility for their child.
- If the parent/guardian is unavailable to assume custody of his/her child, contact Police services to request an evaluation for possible committal to a mental health facility. Only a peace officer or public health officer may take people into protective custody and place them into a qualified institution (Welfare and Institutions Code 5150).
- Complete Suicide Risk Form.
- Place form into student files for follow up. Information on suicide should not be entered on school records.
- When a student is a ward of the court, the legally responsible agency should be notified immediately.
- A school may ask for a written statement from the parents stating that they want their child to return to school.
- If the student is seeing a professional for counseling services, the school may ask for a release of information to obtain the opinion of the professional concerning the student's readiness to return to school.

## **RESPONSIBILITIES OF THE PRES/CEO OR DESIGNEE FOR EMPLOYEE THREATS**

- Designate staff member(s) to remain with the individual at all times.
- Contact a family member to come to the school/workplace.
- Direct the incident and all steps taken and to whom the employee is released.
- Request family member to sign Suicide Risk form.

- If a family member cannot be located or is uncooperative, request HSHMC Inc. Administration to assist in making appropriate contacts to respond to the situation.
- Submit all documentation to HSHMC Inc. Administration.
- Insure that employee returns to work only after a release is obtained from a doctor, and only after review and approval by HSHMC Inc. Administration.

## **REFERRALS TO PSYCHOLOGICAL SERVICES**

- Emergency health care is available 24 hours a day at the San Diego Mental Health Services (619) 692-8200.
- Parents/guardians should be notified that no school can assume responsibility for this serious problem.
- The school may recommend to the family that appropriate professional help be sought.
- A family may choose to discuss this problem with a physician, clergyman, practitioner, psychologist or friend.
- If a family chooses not to avail themselves to help and school staff believe the child to be in danger of suicide, school staff should make a referral to Child Protective Services.
- The school should follow up to determine what help, if any, has been arranged by the family.
- Psychological services may be utilized to determine the severity of the problem and appropriateness of school services after responsibility for the suicide thought has been accepted by the parent/guardian or a chosen professional adviser.

## **LEGAL AND POLICY CONSIDERATIONS**

California Welfare and Institutions Code Section 5150

## **REFERENCE MATERIAL**

County of San Diego Suicide Homicide Audit Report

Suicide Risk Form  
(Confidential)

Person  
Completing Form: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Student/Employee: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_ Home  
Phone: \_\_\_\_\_

Grade: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Presenting the Problem: What prompted the concern? What did the person say about suicide? What did the person do? Describe the person’s behavior. What are the current stressors? Did the person indicate a suicide plan?

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Action Taken: \_\_\_\_\_

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Family Contacted: Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Prior Suicidal Behavior:  
Has person talked about committing suicide before:  
Yes: \_\_\_\_\_ No: \_\_\_\_\_ Unknown: \_\_\_\_\_

If Yes, When? \_\_\_\_\_ Describe situation and action taken: \_\_\_\_\_

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Mental Health or Substance Abuse History (depression, mood swings etc.):

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Recommendations for Follow-up:

**Notification Form**

I have been notified that my child (relative) \_\_\_\_\_ has



Verbalized and/or manifested the dangers of possible suicide. It has been strongly recommended that I should seek immediate psychological assistance for my child (relative) and that HSHMC Inc. will not assume responsibility for this serious problem.

Parent's/Guardian's/Relative's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Title: \_\_\_\_\_

## **EMERGENCY PROCEDURES**

### **SUBJECT: THREATS AND VIOLENCE**

#### **BACKGROUND**

HSHMC Inc. employees occasionally may be confronted with threats of violence. These threats are typically verbal and can be criminal depending upon the severity. Assessing these threats will help determine appropriate resources required in dealing with each specific situation. Employees who are assaulted or battered should first seek medical attention if necessary, and then notify law enforcement officials.

#### **THREAT ASSESSMENT**

Generally, more than one person should attempt to assess a threat. In an instance where a threat has been made by a minor student, HSHMC Inc. personnel are encouraged to work with the student's parents first, prior to law enforcement intervention. All threats should be addressed by the Pres/CEO or designee. Below are some basic tips for assessing threats taken from the National Center for the Analysis of Violent Crime.

- Not all threats are created equal. One response will not fit all situations. Not every threat represents the same danger or requires the same level of response.
- Consider how credible and serious the threat itself is: Does the person making the threat appear to have the resources, intent, and motivation to carry out the threat?
- Consider the person making the threats, background, personality, and lifestyle.
- Try to identify the motive for the threat.
- A threat is only one observable behavior; look for other supporting behaviors such as acting out, writings, drawings etc..
- Seek specific, plausible details. These details can assess how much thought, planning, and preparatory steps have been taken. Lack of detail may suggest the individual is only "blowing off steam."

- The emotional content of the threat may tell you something about the temperament and may sound frightening, but generally there is no correlation between the emotional intensity in a threat and the rest that it will be carried out.
- Try to understand what triggered the behavior. Perhaps you can calm the situation by identifying underlying issues such as depression, anger, and stress.

**Low level threats:**

- Vague and indirect.
- Inconsistent, implausible, or lacking detail.
- Lack of realism.
- Contain information that suggests the person is unlikely to carry it out.

**Medium level threats:**

- More direct.
- Contains information suggesting that some thought was given to how the act will occur.
- More likely to indicate a possible place and time the threat will be carried out.
- Contain some indication of preparatory steps to carry out the threat.
- Include statements seeking to convey that the threat is not empty such as “I am serious” or “I really mean it.”

**High Level Threats:**

- Direct, specific, and plausible.
- Suggestive steps of the plan have been taken and the means have been identified to carry out the threat.

HSHMC Inc. personnel should attempt to deal with low and medium level threats without law enforcement intervention. With minors, including the parents often will eliminate the initial threat and allow parents to seek intervention strategies. However, in cases where the threat level is either high, between medium or high, or parent involvement is unavailable, law enforcement services should be called for assistance.

San Diego police officers can respond to assess the danger of an individual. Welfare and Institutions Code Section 5150 provides a peace officer or health officer may take people into custody for their best interest and protection, and place them in a qualified institution if the officer believes:

- The person may cause injury to themselves or others.
- The person is gravely disabled or unable to provide for his/her own basic needs.

Officers will make an evaluation. If the officer believes the individual requires a psychiatric screening, the officer will take custody of the individual. If the officer believes the necessary criteria is not met and the individual is a minor, the officer should assist in locating the parents and making appropriate arrangements for other forms of intervention. The Pres/CEO or designee must provide supervision of the student unless the officer takes custody of the child.

In the event the qualified institution denies admittance of an adult, the officer will likely release the individual. If admittance of a juvenile is denied, the officer has the option to either return the child to the school or to release the child into the custody of the parent/guardian. Officers most often will attempt to release the child to the parent/guardian if they can be located. Should the child be returned to the site, he/she will be released to the Pres/CEO or designee.

HSHMC Inc. personnel are encouraged to do their best in evaluating each situation individually. With minors, working with parents and family to address the person who is exhibiting threatening behavior will often be the best course of action. Calling for law enforcement services when the threat assessment is clearly low or medium places an unnecessary burden on law enforcement resources.

## **VERBAL THREATS**

### **HSHMC Employees**

If an HSHMC Inc. employee receives a verbal threat, he/she should:

- Notify HSHMC Inc. administration immediately.
- Attempt to assess the validity and severity of the threat as outlined in this procedure.
- Contact SDPD if a crime was committed.
- If a crime was committed, SDPD will investigate, make necessary arrests, and provide documentation for criminal prosecution.
- If a crime was not committed and the threat was from another employee. Notify Pres/CEO or designee for appropriate administrative review and follow up.

## **PHYSICAL ASSAULT AND BATTERY**

### **HSHMC Inc. Employees**

If an HSHMC Inc. employee is assaulted or battered, her/she should:

Seek medical attention if necessary.

Notify HSHMC Inc. administration to report injury.

If a crime was committed, Call SDPD to investigate, make necessary arrests, and provide documentation for criminal prosecution.

If a student committed the act, the Pres/CEO or designee will take appropriate disciplinary action.

If another employee committed the act, notify the Pres/CEO or designee for appropriate administrative review and follow-up.

## **Students**

If a student is threatened, assaulted or battered, he/she should:

- Seek medical attention if necessary.
- Notify a staff member who should notify the Pres/CEO or HSHMC Inc. administration or designee.
- If necessary, contact SDPD.

If a crime was committed, SDPD will investigate, make necessary arrests, and provide documentation for criminal prosecution.

If another student committed the act, the Pres/CEO or designee will take appropriate disciplinary action.

If an employee committed the act, notify the Pres/CEO or designee for appropriate administrative review and follow-up.

## **LEGAL AND POLICY CONSIDERATIONS**

California Penal Code Section 71 (Threatening school officials)  
California Penal Code Section 240 (Assault)  
California Penal Code Section 241.2 (Assault on school property)  
California Penal Code Section 241.6 (Assault on school official)  
California Penal Code Section 242 (Battery)  
California Penal Code Section 243.3 (Battery on bus driver)  
California Penal Code Section 243.4 (Sexual Battery)  
California Penal Code Section 243.5(a) (Battery on school property)  
California Penal Code Section 243.6 (Battery on school official)  
California Penal Code Section 245(a)(1) (Assault with a deadly weapon)  
California Penal Code Section 422 (Terrorist threats)  
California Penal Code Section 44014 (Mandated reporting)  
California Penal Code Section 44811 (Insults and abuses)  
California Penal Code Section 49079 (Notice of caused or attempted bodily injury)  
California Penal Code Section 1714.1 (Parent/Guardian liability of child's actions)

## **REFERENCE MATERIAL**

California Legal Information @[www.leginfo.ca.gov/calaw](http://www.leginfo.ca.gov/calaw)  
Conflict Resolution Education Guide by U.S.D.O.J. @[www.usdoj.gov](http://www.usdoj.gov)  
National Center for Analysis of Violent Crime(NCAVC) @[www.fbi.gov](http://www.fbi.gov)  
Early Warning Timely Response, Guide to Safe Schools @<http://cecp.air.org/guide/guide.pdf>

## **EMERGENCY PROCEDURES**

### **SUBJECT: BOMBS AND EXPLOSIONS**

#### **BACKGROUND**

Most bomb threats are hoaxes. Telephone calls to school stating there is a bomb, often are made to either disrupt normal activities or provoke an early dismissal. Bomb threats can come in different forms, but should be handled in a quick and consistent manner. Safety and the prevention of panic are of paramount importance.

#### **TELEPHONE BOMB THREAT**

- Stay calm and courteous. Keep the bomb threat caller talking. Ask for specific bomb location and time of detonation. Gather information.
- Try to signal a co-worker to listen in on the telephone line, if possible.
- Write down information. Listen for background noises. Listen closely to the voice for accents, speech impediments or age indications.
- Utilize a Bomb Threat Information Form if available; otherwise, complete form after the call.
- Immediately notify Pres/CEO or HSHMC Inc. administration. Do not use two way radios as they may detonate a device.
- Call SDPD to report the incident or if a device or suspicious object is located.
- Pres/CEO or designee coordinates with Police to evaluate information received and decide upon a course of action.

#### **SEARCHING AND EVACUATION**

- The Pres/CEO or designee is responsible for initiating and directing a search or evacuation of the site. Consult with Police prior to making this decision. Law enforcement should assist and coordinate these efforts.
- School personnel generally should not search for bombs. However, they can provide assistance to law enforcement.
- Initiating a search with the assistance of law enforcement and evacuating the site may be the most desired approach if a suspicious package or device is found. Directing the immediate

evacuation upon receipt of any threat has inherent negative consequences. Disruption could prompt more false calls.

## **SUSPICIOUS PACKAGE OR DEVICE FOUND**

- Immediately notify Pres/CEO or HSHMC Inc. administration and/or SDPD of the exact location and description.
- Do not touch or disturb the suspected bomb. Do not use radios or cell phones—these may activate some types of bombs.
- Utilize site evacuation plan or site fire drill procedure to move all staff and students away from the suspected bomb location. A minimum of 500 feet is recommended.
- If possible, shut off gas main and electrical power to minimize the possibility of fire.
- Gather any possible witnesses for law enforcement to interview.
- Upon arrival. Law enforcement or fire personnel will assume responsibility. All investigations will be conducted by SDPD.

## **EXPLOSIONS**

- Immediately take cover under, or next to furniture, upon hearing an explosion. Try to remain as calm as possible.
- Try to establish what exploded, the extent of the damage and possible life-threatening hazards to determine your next course of action.
- Take immediate action to ensure your safety and the safety of others. Evacuate according to your site plan if necessary; otherwise, remain in your place of cover.
- If you evacuate, go to an area upwind from the explosion site to avoid any possible toxic fumes. If smoke is present, stay low and exit, crawling to avoid breathing fumes.
- Immediately notify Pres/CEO or designee and SDPD of exact location and description.
- Turn off power supplies, electricity, and gas lines if safely possible.
- Ensure no one returns to property until fire personnel officially declare the area safe.

## **OTHER CONSIDERATIONS**

- Attempt to control the situation to avoid panic.
- Everyone should know and understand their role. Practice your response.

- Bomb threats require a response; usually no less than a search by qualified personnel and Police services.
- Consider the impact on students and staff.
- Have long term strategies included in your School Site Safety Plan to deal with mass destruction. Include transportation issues in your plan.

## **LEGAL AND POLICY CONSIDERATIONS**

California Penal Code Sections 148.1 et seq (false bomb report)  
San Diego Municipal Code Section 63.02.3 (Fireworks)

## **EMERGENCY PROCEDURE: LOCK DOWN/ACTIVE SHOOTER/THREAT**

### **BACKGROUND**

It is important that plans are in place when a person, persons or situation dictates that lock down procedures need to be implemented. The most elevated threat circumstances would be that of an active shooter who attempts to, or enters, the school. Considerable time and resources have been invested in establishing these plans and procedures and the capacity to implement them.

First, the HSHMC campus was not originally designed as a school and many of the environmental features of a traditional school do not exist here. To close those gaps, investments have been made to the campus to better control access, egress, and communications. These include but are not limited to upgrades in fencing and securing perimeters of campus, locks, controlled access points, cameras, coordinated communications and identification of safe zones throughout the building, especially in classrooms.

Second, HSHMC has invested in a security system supported by the company Centegix. This program specializes in incident alerting solutions to turn schools/learning communities into safer spaces. This solution empowers all staff to respond to any crisis with confidence. A touchpad badge allows quick and easy access for every adult, and the system is tied to every room, every computer, and communicates directly to local authorities.

Third, implementation protocols for building lockdown, especially in the case of an active shooter or threat, are dependent on adults in the school with both generic and specific assigned roles and responsibilities. In the plan herein, specific roles are delineated and assigned to specific team members. There is also recognition of the need for flexibility in those assignments due to the likelihood that a team member may not be on campus or available to assume responsibilities. Thus, backup plans for assignment coverage are provided. Multiple team members who are typically in various areas of the campus must be available to fill in if needed. This flexibility will be built as part of the staff training and materials available.

Fourth, as stated above, the lockdown plans require knowledgeable staff who understand the protocol and their generic responsibilities as well as the specific responsibilities of the implementation team should they need to be filled. Therefore, there will be time devoted to "active shooter" all staff training at the beginning of fall, spring and summer terms.

Finally, our plan will always be part of an ongoing effort to review, evaluate and improve our school campus, our lockdown protocols and our staff and student preparation. The safety of our students, staff and visitors demands our continued attention.

### **Section 1: Upgrades to Building for Safety**

Over the last couple of years HSHMC has grown in building capacity, expanding to the third and fourth floors of our building at 3910 University Ave. With this expansion, we have taken multiple steps to make sure that the building is secure. Below is a bulleted list of all the upgrades we have put in place to keep HSHMC a safe environment.

- A new exterior fence was put around the backside of the building all the way up to the entry point of CitiBank (University Ave). With the addition of the new gate, the main entrance point into the building is now on University Ave.
- With University Avenue as the main entry point, the double glass doors are now kept locked. We have installed a remote unlock switch that will be activated by our front desk staff. This door will also be monitored by security as well.
- The double glass doors will be unlocked during our scheduled passing periods with team members stationed at every unlocked door.
- Ring devices were placed on two exterior doors, one on University Ave. by room 103. The other ring device was placed on the exterior door on 39<sup>th</sup> Street.
- The ring devices are tied to 7 employee iPads with notifications turned on. It is an expectation for those employees to have their iPads with them daily.
- We have fobbed the elevator for all floors; students cannot use the elevator without an adult.
- We have updated our video camera system and added new cameras in the building. This camera system is installed on all iPads that have the ring on them. There is active monitoring of our cameras.
- Updated PA system with the ability to make announcements via landline phones in 4 different sections of the building.
- Adoption of Centegix
- New locks on each door, teachers do not have to lock the door from the outside.

### **Section 2: Active Shooter Protocol**

HSHMC is determined to keep a safe school with real time communication. We have created a clear protocol so that communication is not missed, and safety can be achieved. Active Shooter or Live Threat Protocol is largely dependent on an informed staff that is responsible for directing the student body out of harm's way to the extent possible. This requires all staff to understand their generic responsibilities for campus and classroom lockdown and an implementation team with specific responsibilities for site organization and communication. Centegix will be used as the notification system in the instance of the need to lockdown the campus. Any staff member can activate the emergency system which will automatically notify all staff. Once notified, staff members will take action to secure the facility.

- The plan includes:
  - A Command Center located in the second floor counselors' office.
  - A Command Center located in the "Huddle" office found behind the principal's office space.



- A surveillance center will be located in the tech office on the third floor.
- All three centers will be in communication via access to cameras and cell phones.

The Implementation team shall consist of the following members and their roles:

1. **Site Administrator in Charge** will oversee assignments of team roles and responsibilities and assume ultimate site command and communication.
  - a. If available and on site this role will be assumed by the principal (Dominique Smith).
  - b. If unavailable, responsibility will be assumed by administrator in charge (likely one of two VPs (Oscar Corrigan, Broc Arnaz) or leads on the Restorative Team (Nick Regas or Demetrius Davenport).
2. **Community Contacts:**
  - a. **Police and Community Contactor** will call 911 and provide support to police and emergency personnel. If available and on site this role will be a school counselor (Uriel Cortez and if unavailable HR Director Javier Vaca).
  - b. **School and Property Management, Student/Family Unification Contactor** (HR Director Javier Vaca, Head Counselor Grecia Ortega)
  - c. **Family and Staff Contactor:** will reach out to notify San Diego Unified of an active shooter/threat. Prepare a message for parents to be sent on website, canvas pages and other LMS. Prepare to communicate with classrooms using school phones, email or cell phones. This will be the point person to keep classrooms informed. If available and on site this role will be assumed by one of the Restorative Practices Coordinators (Nick Regas, Demetrius Davenport)
3. **Technology and Camera Surveillance Contactor,** If available and on site this role will be assumed by one of the technology coordinators (Andy Silveyra, Ralph Blanchard, Alex Gonzalez)
4. **Gate Access Lockdown Contactor:** will lockdown all exterior gates. If available and on site this role will be assumed by one of the Restorative Practices coordinators (Nick Regas, Demetrius Davenport)
5. **First Floor Lockdown Coordinator:** will lockdown all first floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Daniel Duncan, Nick Swift, Oscar Corrigan, Broc Arnaiz, Jonathon Walker, Nick Regas, Bryan Dale, Demetrius Davenport)
6. **Second Floor Lockdown Coordinator:** will lockdown all second floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Daniel Duncan, Nick Swift, Oscar Corrigan, Broc Arnaiz, Jonathon Walker, Nick Regas, Bryan Dale, Demetrius Davenport)
7. **Third Floor Lockdown Coordinator:** will lockdown all third floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Daniel Duncan, Nick Swift, Oscar Corrigan, Broc Arnaiz, Jonathon Walker, Nick Regas, Bryan Dale, Demetrius Davenport)
8. **Fourth Floor Lockdown Coordinator 4:** will lockdown all fourth floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Daniel Duncan, Nick Swift, Oscar Corrigan, Broc Arnaiz, Jonathon Walker, Nick Regas, Bryan Dale, Demetrius Davenport)

In a case of an active shooter or threat on campus responsibilities of each Implementation member are as follows:

1. **Site Administrator in Charge** is notified and begins to notify all stakeholders immediately. They will make an announcement of an active threat via land line phone or PA

system. Announcement: We have an active threat in our building, please go into Active Threat Protocol. (Section 3, for teachers).

2. **Site Administrator** will call, text and email Police and Community Contact of the threat.
3. **Community Contactor** will begin to connect with outside help.
  - a. They will call 911 from the counseling center and explain active shooter/harm. They will tell teams we have created a safe phrase “Health Sciences Surgeons you are now safe” Teachers will be told not to answer the door until this statement is heard.
  - b. They will be the point of contact for outside agencies, letting teams know as much information possible in the following areas:
    - i. Location of shooter
    - ii. Number of shooters
    - iii. Physical description of shooter(s)
    - iv. Number of weapons
    - v. Any wounded
  - c. They will also communicate with **Technology and Camera Surveillance Coordinator** to access the camera system to identify the location of the threat. **Technology and Camera Surveillance Coordinator** will communicate to **Community Contact Coordinator**, active threat. **Community Contact Coordinator** will contact property management to have the building locked down.
  - d. Will get the best image or photo for authorities.
  - e. Send Zoom invites to everyone. Not to zoom, but to have an active chat function for everyone to be on.
4. **Site Administrator in Charge** will text, call or email first floor executive coordinator and state: Active Threat.
5. **First Floor Executive Coordinator** will communicate Active Threat to “Safety/Lockdown Team” (Daniel Duncan, Nick Swift, Oscar Corrigan, Broc Arnaiz, Jonathon Walker, Nick Regas, Bryan Dale, Demetrius Davenport)
6. **Family and Staff Contactor** will:
  - a. Reach out to San Diego Unified to notify of an active shooter/threat.
  - b. Prepare a message for parents to be sent on website, canvas pages and other LMS.
  - c. Prepare to communicate with classrooms using school phones, email or cell phones. Serve as the point person to keep classrooms informed. Demetrius Davenport will help Bryan Dale with communication.
  - d. Monitor Zoom chat box
7. **Gate Access Lockdown** (If available Demetrius Davenport or Nick Regas) will:
  - a. Ensure that perimeter gates are secured and that all students, staff and visitors are safety secured.
  - b. Check bathrooms by room 104 on 1<sup>st</sup> floor
  - c. After securing the perimeter, move to the relocation spot.
8. **Front desk staff members** will move to the principal’s office and take calls from that space. “Yes, there is an active threat, we have the building locked down, police are here. Please meet your child at the relocation site at \_\_\_\_\_.”
9. **First Floor Lockdown Coordinator** (if available Daniel Duncan):
  - a. Ensure that 1<sup>st</sup> floor rooms are secured and that all students, staff and visitors are safety secured.
  - b. Ensure that students are away from glass doors.
  - c. Check single bathrooms on 1<sup>st</sup> floor

- d. If any person is found during floor sweep, the first floor lockdown coordinator will navigate the person found to the command center.
10. **Second Floor Lockdown Coordinator** (if available Oscar Corrigan):
  - a. Ensure that 2nd floor rooms are secured and that all students, staff and visitors are safety secured.
  - b. Begin to implement an exit strategy for students away from the active threat.
  - c. Ensure that relocation sites and paths are safe. If they are in a way of harm, Oscar will create a new relocation spot and communicate that spot with Bryan Dale.
  - d. If any person is found during floor sweep, Second Floor Lockdown Coordinator will navigate to command center.
11. **Third Floor Lockdown Coordinator** (if available Nick Swift):
  - a. Ensure that all 3<sup>rd</sup> floor rooms are secured and that all students, staff and visitors are safety secured.
  - b. Check bathrooms on 3<sup>rd</sup> floor
  - c. If any person is found during floor sweep, Third Floor Lockdown Coordinator will navigate person found to command center.
12. **Fourth Floor Lockdown Coordinator** (if available Jonathon Walker):
  - a. Ensure that all 4<sup>th</sup> floor rooms are secured and that all students, staff and visitors are safety secured.
  - b. Check bathrooms on 4<sup>th</sup> floor
  - c. Communicate with all pathway programs leads to make sure individuals who may be off campus do not return.
  - d. Communicate with Cuyamaca College that we have an active threat.
  - e. If any person is found during floor sweep, Fourth Floor Lockdown Coordinator will navigate person found to command center.

### **Section 3: Active Threat Classroom Protocol**

When a teacher or staff member hears an active threat announcement, they need to get into the closest room or office possible. When in rooms the protocol is as follows:

1. Lock door from inside and ask students to move into “safe zone” in the room. This space will be broken down in each room. If rooms have two doors, go to the center of the room where tables will be used as a barricade around the safe zone.
2. Text your safety floor lead and state
  - a. Door locked all students accounted for, or
  - b. Door locked missing the following students \_\_\_\_\_ ,or
  - c. Not inside, door not locked.
3. Ask students to silence cell phones and try to stay calm and quiet
4. Have email open, cell phone available
5. Build barricade in front of doors and around students
6. Do not open door without safety statement: *Health Sciences Surgeons you are now safe.*

### **Section 4: Safe Zone of Room**

103: Front of stage and close to bathroom, desk used as barricade.

- 104: Center of room next to yellow wall/ old fire closet if class is small enough. Desks around students.
- 105: Center off room, away from glass wall. Tables around students.
- 105A: Center of room
- 106: Front left corner of room. Wall closest to hallway
- 107: On stage and next to stage, behind the wall
- 108: Storage area in room
- 200A and 200B in rooms. Connecting door will remain locked.
- 202: Middle of classroom close to promethean board.
- 203: Front left corner, by standing bar.
- 204: Back right corner, by wall that opens
- 205: On stage
- 206: Back left corner, by wall that opens
- 207: Back section of room, behind wall.
- 208: Back left corner by wall that moves.
- 209: Back left corner
- 210: Front close to promethean board.
- 211: Move to 213
- 301: Front of class
- 302: Middle of class
- 303: Side of class, between room and gym
- 401: Learning Suite 4
- 402: Move to any office in the area

All staff trainings, which include an overview of the systems in place, will be provided by the Safety Team and Centegix and will follow the state recommendations regarding safety and security. Health Sciences High implements one safety and security drill with adults once every semester.

HSHMC unification plans will follow the same directives as fire/natural disaster unification plans. HSHMC students will have two areas of unification, the main unification location is Teralta Park while the secondary unification location is Cherokee Park. These areas will be monitored by the lockdown coordinators.

### **Other Considerations**

Post event resources and needs for all stakeholders

Event Debrief and Safety Plan Edits

### **LEGAL AND POLICY CONSIDERATIONS**

### **REFERENCE MATERIAL**

[https://www.fema.gov/sites/default/files/2020-10/fema\\_scenario\\_1\\_active\\_shooter\\_TTX\\_answer\\_key-01102020.pdf](https://www.fema.gov/sites/default/files/2020-10/fema_scenario_1_active_shooter_TTX_answer_key-01102020.pdf)

[www.cde.ca.gov/spbranch/safety/safetyhome.html](http://www.cde.ca.gov/spbranch/safety/safetyhome.html)

<https://www.sandyhookpromise.org>

[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

## **EMERGENCY PROCEDURE**

### **SUBJECT: TERRORISM/KIDNAPPING**

#### **BACKGROUND**

An act of terrorism is most often perpetrated by an individual or group who use deliberate violence against a government or other authorities to achieve certain goals. Terrorist methods include the taking of hostages, kidnapping, and the use of bombs and explosions. In a school situation, a student(s) may be kidnapped and held hostage by another person or may be taken by a non-custodial parent or other person without the custodial parent's permission or knowledge.

#### **KIDNAPPING**

- Check school records to determine if there may be a legal custody issue.
- Contact the student's legal parent or guardian.
- Notify the SDPD at 911. Be able to identify your site and exact location. Be prepared to give the student's information and physical/clothing description.
- Notify Pres/CEO or HSHMC Inc. administration of notification of police response.

#### **OTHER CONSIDERATIONS**

- Obtain a photo of the abducted student and provide it to the police.
- Provide the police with information on known friends of the abducted student. They may be able to provide further information.
- Try to obtain a description of the abductor and direction of travel.
- Gather any possible witnesses for law enforcement to interview.
- Remain calm—the prevention of panic is important.

#### **HOSTAGES**

An Administrator or designee will notify the SDPD at 911. Be prepared to give the following information:

- Identify the hostage location on the site
- Number of assailants, if known.
- Number of hostages, if known
- Name of assailants, if known
- Any available description of assailants and weapons
- Demands made by the assailants.
- Notify Pres/CEO and or HSHMC Inc. administration.

If possible, isolate the hostage area and use available communication to notify staff to move students away from the hostage location to a safer location.

Use “Lockdown” procedures, if appropriate.

Do not evacuate until given instruction by police.

Gather all facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage(s), and other witness information.

Provide law enforcement with floor plans of the school and arrange for any custodial assistance:

- Provide keys for access to classrooms, buildings and gates.
- Location of power, water, and gas shutoffs
- Access to roofs
- Location of phones and other communication devices

Work with the school office and law enforcement to determine the next steps.

### **OTHER CONSIDERATIONS**

- Gather any possible witnesses for law enforcement to interview
- Minimize any possibility of the suspect’s ability to see or hear news reports.
- Consider the possibility of transportation needs.
- Consider the emotional impact on the students and staff.
- Contact Pres/CEO or designee to provide briefings related to the situation.
- Remain calm—the prevention of panic is important.

### **LEGAL AND POLICY CONSIDERATIONS**

California Penal Code Section 207 (Kidnapping)  
California Penal Code Section 209 (Kidnapping for ransom or reward)  
California Penal Code Section 210.5 (Taking of hostages)  
California Penal Code Section 422 (Terrorist threats)

## **REFERENCE MATERIAL**

California Legal Information @[www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)  
School Safety @ [www.fontana.k.12.ca.us/burton](http://www.fontana.k.12.ca.us/burton),  
[www.ed.gov/offices/OESE/SDFS/safeschools.html](http://www.ed.gov/offices/OESE/SDFS/safeschools.html), and  
[www.cde.ca.gov/spbranch/safety/safetyhome.html](http://www.cde.ca.gov/spbranch/safety/safetyhome.html)

## **EMERGENCY PROCEDURE**

### **SUBJECT: COMMUNICATIONS**

### **BACKGROUND**

The following procedure is designed to assist HSHMC Inc. personnel to assess, develop, document and improve their ability to communicate during emergency situations. Coordination of these efforts with emergency response organizations in a manner, which best protects and provides safety for students, staff, buildings and supplies are imperative.

### **GENERAL INFORMATION**

- As required by law, the Pres/CEO or HSHMC Inc. administration shall develop and maintain a comprehensive school safety plan.
- The Pres/CEO or designee will direct and coordinate all emergency actions at his/her site until relieved by another administrator/designee or by police/fire authorities.

### **EMERGENCY RESPONSE**

- For emergencies or life-threatening situations, the Pres/CEO or designee shall activate the site emergency preparedness plan found within the School Safety Plan.
- The Pres/CEO or designee will contact SDPD.
- If communication is established, the Pres/CEO or designee should provide a complete report of the incident or emergency, identifying damages sustained, current response actions, resource status, etc. Based on the information provided, the Pres/CEO or designee will determine which staff will be notified and requested to respond.
- Pres/CEO or designee will determine any additional staffing needs at the time of emergency.

### **LEGAL AND POLICY CONSIDERATIONS**

California Civil Regulation, Title 5, Section 560  
California Education Code Sections 35294 et seq.

## **EMERGENCY PROCEDURE**

### **SUBJECT: SITE EMERGENCY PREPAREDNESS PLANS/DRILLS**

#### **BACKGROUND**

During an emergency, all staff must be prepared to function as self-sufficient units for the initial hours. The Pres/CEO or designee's major responsibility must be to prioritize the school site emergency response. HSHMC Inc. administration is responsible to see that the following planning goals are accomplished:

- Review of the emergency procedures and plans with the entire staff to ensure that specific needs of the school are met.
- Definition of areas of responsibility for the staff in earthquake, fire, take-cover procedures, and other disasters.
- Carry out drills of earthquake, fire, and take-cover procedures involving the entire student body and staff.

In the event of any emergency or life-threatening situation, all staff must be prepared to take immediate action to provide for the safety of students and others who may be present. State law requires that regular drills be conducted to meet this urgent need. The Pres/CEO or designee is responsible for conducting these drills and maintaining records of each completed drill.

#### **DISASTER PLANNING—GENERAL**

##### **School Plan Requirements**

School preparedness plans shall include organization of the staff to meet an emergency, a system of warnings, instruction and preparation of staff/students, and appropriate drills.

Required plans shall provide maximum security for the staff, students, and other occupants of the school.

- A site map should be included with the plan, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid supplies, and designated areas for prolonged staff/student care.
- Arrangements must be made to provide for accountability of staff and students, orderly release for students to parents/guardians, and temporary shelter should it be needed.



- Schools with handicapped staff/students must direct special attention to the disposition and medical needs of those staff/students. Plans for such staff/students must be written into the site plan.

Written site plans must include special instructions for students who are in transit. The instructions must be specific in describing what these students do during and immediately following an earthquake.

Copies of the plan shall be distributed as follows:

- One copy to every staff member at the beginning of each school year. Special attention must be given so that site plans are available to substitute and itinerant personnel.
- One copy files in each Emergency Procedures Manual issued to the site.
- One copy was included in the site safety plan and sent to the School Police Services Department.

Pres/CEO or designee shall review and update the site safety plan annually and address changes to staff.

Site Map. A plot map and a floor plan (for each building) will serve many purposes. It will provide a basis for establishing primary and alternate evacuation routes, identifying primary and secondary assembly areas, and developing procedures for conducting emergency response activities. A floor plan should be attached to the site emergency plan.

- Main shut-off valves for gas and water.
- Electrical power master switch(es).
- Portable, battery powered PA equipment/lighting/radios.
- Fire extinguishers.
- First aid equipment and emergency supplies (bedding, water, food)
- Portable emergency equipment for search and rescue.
- Outside water faucets/hoses.
- Stoves, heating/air-conditioning equipment.
- Chemical storage and gas lines in laboratories.
- Hazardous materials stored by custodians or gardeners.
- Overhead power lines.
- Sewer lines and underground gas lines.

Hazardous identification. By October 1 of each year, each office, classroom and site should conduct a survey to determine the scope of potential hazards throughout the site and in the immediate neighborhood.

- Pres/CEO or designee should identify common site hazards that can be reduced or eliminated at little or no cost, and develop plans to reduce these hazards.

### **Assignment/training of staff**

#### **Pres/CEO or Designee**

- Identifies persons having specialized training or skills or provides for such training (e.g., first aid certification, operation of equipment, and assessment of building safety) and assigns them to appropriate teams.
- Appoints second in command and one backup. Assures that both persons are trained and familiar with the responsibilities in the event of an emergency/disaster.
- Provides for necessary training in use of disaster equipment, utility disconnection, and preservation of water and resources.
- Assures that at least two or three persons are trained and familiar with each assigned responsibility.

### **ESSENTIAL ELEMENTS OF SITE PLAN**

Provision for site isolation. Consideration must be given to the necessity for a site to be self-sufficient for a period of 72 hours. In a major emergency/disaster, a state of isolation could realistically confront schools/sites. Provisions must be included in the plan for no power, no communication, and no assistance from the outside agencies.

This shall also include primary and alternative evacuation routes and assembly areas. Assembly area should be an open area on school grounds that are away from buildings, trees, utility poles, exposed wires, and similar hazards. Staff and students may be moved to another location for assembly should the situation require and as directed/approved by fire or police personnel.

Emergency roll/program cards on each student/staff.

Assign or designate staff to appropriate teams to facilitate first aid, rescue, accountability, communications, security, and sanitation.

### **Development of a site communication system.**

- Staff or students may be utilized as “runners”
- Possible methods of communication without electrical power and telephones.

- Flags on poles can be used to communicate with ground reconnaissance teams.
- Plastic or canvas panels placed on the ground to communicate with air reconnaissance.
- Possible methods of communicating should be indicated in the site plan.

**Instruction of staff/students.** Determine what training and drills must be conducted to ensure staff and students know what actions to take in an emergency.

First aid for staff and students. Provide and maintain essential equipment and supplies, and provide for communications with site Emergency Operations Center.

On School sites, orientation of students and parents/guardians to assure understanding of site procedures.

Closing of schools or sites/early dismissal of students.

## **PRESERVATION OF FACILITY**

- **Damage Control.** Main water valves and electric switches should be shut off as soon as possible.
- Of primary concern is the hazard of fire since leaking natural gas could cause a fire or contribute to its rapid spread. However, due to the buildup of pressure in gas lines and the problems with restoration of services, gas lines should be turned off only when it is suspected that there is a gas leak or when fire is threatening gas-supplied structures.
- **Conservation of water and supplies.** A major source of water is in water storage tanks and hot water heaters. To avoid potential contamination, valves should immediately be shut off so water will not siphon back into city mains.
- No one should be allowed to use water supplies without direct authorization of administration.
- Water in toilet tanks and water heaters must be purified before use. (Do not use water in toilet bowls)
- **Note:** Limited water or food for the estimated 48-72 hour isolation period will not endanger lives; resources must be conserved through rationing.
- Site use as temporary emergency shelter for staff and students. **Note:** If school is in session, the school population shall have priority of occupancy.
- Pres/CEO or designee activates appropriate site disaster preparedness plan.
- Outdoor sanitation facilities should be provided.

Except for basic supplies, large quantities of food, water, and bedding, should not be stored on site. In terms of basic supplies, all schools have water; first aid supplies and equipment; bedding; battery operated radios; flashlights; custodial supplies and equipment; and general supply room material.

**General Duties During Emergency.** Specific responsibilities shall be outlined in the site disaster preparedness plan. General duties include the following:

Pres/CEO or designee assumes overall direction unless extenuating circumstances are present.

On school site, teachers provide for the safety and direct supervision of their students. (Classes may be combined in order to release a teacher for other duties.) Teachers shall:

- Keep the class roll in their possession at all times and maintain control of and accountability for all students under their supervision.
- Direct the evacuation of students to a designated assembly area in accordance with site plan or instructions from Pres/CEO or designee.
- Assure that students needing first aid receive care.

All staff members assume duties as assigned in the site emergency plan, and when necessary, take immediate action for the safety of staff and students without waiting for directions from the Pres/CEO or designee or authorities.

## **DRILL RESPONSIBILITIES**

### **Emergency Notification signal for school**

Signals. Bells, buzzers, or tones may be the school's alarm system. Pres/CEO or designee must designate which signal will alert staff and students to a particular emergency and familiarize all occupants with the designated signal.

### **Fire (evacuate)**

Alternate signal (site disaster plan shall designate an alternate signal to be used. Runners may be activated as appropriate.

**Earthquake Emergency (drop).** Drop command given by staff member. (all clear: command given by staff member.) Earthquake: Warning is a shaking of ground, a violent jolt, or rumbling noises. Plane crash or explosion: Only warning is sound of blast or blinding flash of light.

**Disaster preparedness plan (activate).** The site plan shall designate a signal for activating a site disaster plan and/or specific components of plan.

**Fire Drill (evacuate).** All staff and students shall review site evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take. Since

a fire drill signal will be used for other emergencies, the procedure outlined in the safety plan shall be implemented every time fire alarm is sounded.

### **Pres/CEO or designee**

- Rings fire alarm bell or notifies staff by other means.
- Note: To familiarize staff with location and use of alarm boxes, may have staff member activate Evacuate procedure by using an alarm box. May “close” primary evacuation route(s) or primary assembly area to require use of alternate route(s) or assembly area.
- Ensures that all rooms and buildings have been evacuated and that no one reenters building(s) until all clear signal.
- Goes to designated assembly area; implements procedure to ensure accountability for all students and staff.
- Gives official all clear signal permitting return to buildings.

Note: If fire actually exists, building shall not be reentered for any reason until officially declared safe by fire department or school officials.

### **Teachers**

- Take along class roll/register and any other emergency materials specified in site disaster plan.
- Evacuate students in an orderly manner to designated assembly area; use alternate route or assembly area if primary route/area is closed.
- Using class roll, verify presence of all students; send report to Pres/CEO or designee according to site plan.
- Keep students in assembly area until further instructions are received. No one shall reenter buildings or return to classrooms for any reason until official all clear signal is given.

Earthquake/Disaster. In addition to Evacuate (fire drill), all staff and students shall receive instructions in Drop and Take Cover procedures. All staff and students shall review site disaster preparedness plan, assigned responsibilities, and appropriate actions.

If inside building:

- Get under protective cover if available.
- Assume protective position:
- Drop to knees with back to windows and knees together. Note: if taking cover under desk, table, or other furniture, hold on to furniture to prevent it from moving away.

- If no furniture is available for cover, clasp both hands firmly behind head, covering neck.
- Bury face in arms, protecting head; close eyes and cover ears with forearms.
- Stay in position until All clear signal is given or threat is over.
- Follow site emergency preparedness plan procedures if Activate signal is given; avoid glass and other hazards during Evacuate procedure.

## **SCHOOL DISASTER PREPAREDNESS PLAN**

Purpose of drill is to prepare, to train, and to educate. At no time shall safety of staff or students be placed in jeopardy.

Prior to conducting a drill to Activate site plan:

- Pres/CEO or designee shall determine time and date of drill and inform all necessary authorities.
- School shall send advance notification to parents informing them of planned drill.
- Site employees shall be notified in advance and shall be expected to review their assigned responsibilities, if needed.
- Students shall review site plan and actions to take and shall be instructed about reasons for planned drill.

On day of drill, Pres/CEO or designee:

Ensures that at no time during drill shall students be unsupervised or placed in jeopardy.

Uses pre-designated signal to Activate site plan; may Activate specific components of plan and then follow with full implementation of plan.

Establishes site Emergency Operations Center, checks communications component with and without telephones or power for effectiveness.

Verifies “safety” of staff and students

Checks each team/component to evaluate effectiveness; reviews or clarifies specific responsibilities with staff, as needed.

May include “built in” situations for a drill.

**After drill, Pres/CEO or designee:**

- Evaluate effectiveness of drill and areas needing improvement; provide for staff input, observations, and discussion.

- Prepares written evaluation report concerning site effectiveness during drill; identifies areas needing improvement, possible changes to be made in site plan, and training or in-service needs.
- Distributes copies of written evaluation to instructional leader/division head, chief of staff, and each staff member involved; files a copy at site.
- If site plan is revised, updates and submits revised plan.

### **School Campus Emergency Plan**

Purpose of the plan is to prepare, train and educate personnel in steps to minimize possibility of accident or tragedy on school campus.

Prior to conducting a drill to Activate site plan, establish a clear communication system that signals an emergency and, when crisis has passed, signals All Clear. Signals should be distinguishable from those that designate class periods and should be established prior to an emergency.

- Post a regularly update and a checklist of equipment and emergency telephone numbers.
- Have necessary equipment available such as hand held radios for communicating with supervising staff; a camera for documenting damaged or destroyed equipment; a public address system/ fire extinguishers; first aid supplies; and, where possible, a private telephone line and number to be used only by the Pres/CEO or designee in emergencies.
- Identify how injured staff and students will be transported to the hospital.
- Plan alternative routes for transporting injured if standard routes are obstructed.
- Establish an orderly dismissal procedure in a manner everyone understands.
- Provide parents with information regarding relevant elements of emergency plan so that they are prepared and know what to expect.
- Establish an information post in a location accessible to parents, community members, and the media.
- Authorize only one or two staff members to act as police contacts.
- Designate a spokesperson to advise and handle questions and concerns.

### **LEGAL AND POLICY CONSIDERATIONS**

Emergency procedures at the school shall be in compliance with federal, state, county and city requirements and shall be in accordance with the Board and Charter Policies.

HSHMC Inc. shall cooperate with civil authorities and agencies in the event of a declared state of emergency.

Responsibilities of School Employees. Immediately upon declaration of a state of extreme emergency by the Governor of the State of California, all public employees are declared to be civil defense workers subject to such civilian defense 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 county, or city and county, state agency or public school, “excluding aliens legally employed.”

California Code of Regulations, Title 5, Sections 550, 560, 14102

Government Code Sections 3100 et seq.

## **EMERGENCY PROCEDURE**

### **SUBJECT: EVACUATION AND REUNIFICATION**

#### **BACKGROUND**

Experience has shown that simplicity and training are the keys to effective emergency operations. Lengthy, complex plans are seldom remembered by the majority of users who are under unusual stress and may have received little, if any, training or practice in using the plans. Therefore, the evacuation policies and procedures used in this document are designed with simplicity and flexibility.

#### **Evacuation Authority**

The following personnel may order the evacuation of the facility:

- Pres/CEO or HSHMC Inc. administration or designee.
- A public safety agency Incident Commander (Penal Code 409.5)
- Designee in charge of the Emergency Operations Center.

#### **Evacuation Categories**

In order to establish standardization and consistency at the school facility, the following evacuation categories are established:



- One site Evacuation
- Off site Evacuation
- In Place Sheltering (Lockdown)

### **On-Site Evacuation**

On site Evacuation involves movement (walking) of students/staff to a safe location within the school or facility grounds. Reasons for selecting on site Evacuation may include (but are not limited to):

- Fire alarm sounds
- Odor in a classroom or small area.
- Small fire that should be easily extinguished.
- Minor hazardous material spill/accident.

### **Off Site Evacuation**

Off-Site evacuation involves movement (walking) of students/staff to a safe location outside of the school grounds. The Off Site location should be at least 500 feet from the evacuated site/facility and generally not more than  $\frac{1}{4}$  mile distant (to provide protection against flying debris). Reasons for selecting Off Site Evacuation may include (but are not limited to):

- Large Fire
- Gas Leak
- Credible bomb threat/found bomb.
- Explosion.
- Hostage situation or Shooting when “lockdown” is not feasible.

### **In-Place Sheltering (“Lockdown”)**

In some circumstances, it may be safer to have students/staff remain inside classrooms and/or facilities rather than be outdoors. Such situations might include (but are not limited to):

- Shooter on campus
- Hazardous material incident near the school grounds.
- Fire near the school grounds.

- Explosion hazard near the school grounds.
- Police activity near the school grounds.

Note: In the event of an earthquake, everyone should immediately Drop, Duck, Cover, and Hold. The situation might dictate that it is safer to stay inside. Carefully consider the risks prior to ordering evacuation in a seismic event.

### **Evacuation Site Selection**

The On Site and Off-Site selections depend upon the physical layout of the facility, accessibility, and the topography in the neighborhood. The following guidelines are provided in selecting locations.

Ideally each site should identify two evacuation locations at opposite ends of the facility. This allows for an alternate location in the event that the wind is blowing towards the Primary location. However, because of geographic or facility design, it may not always be possible to have an alternate location.

Other site selection considerations should include:

- Proximity to utility equipment.
- Accessibility, especially for persons with disabilities.
- Protection from falling or flying debris.
- Size
- Accessibility by buses, if required.
- Ability to provide security.
- Contact and agreements with owner of sites that are privately owned or managed by another government agency.

### **Methods of Alerting**

The method for initiating evacuation or In-Place Sheltering depends upon the situation and the immediacy for movement. When the situation does not require instant evacuation, the Pres/CEO or designee, shall notify teachers/staff with directions and instructions for evacuation.

If the situation does require immediate action, then the bell system should be utilized.

### **Bell System Notification**

Each school should designate a system for:

- Directing students and staff to evacuate the primary One Site evacuation point.
- Directing students and staff to “Lockdown”.

At most school facilities, the signal to direct students and staff to evacuate will be the “Fire alarm” bell.

Pres/CEO or designee must ensure that ALL staff, teachers, students, and visitors, particularly substitute teachers and staff, are aware of what bell designation is being utilized at their particular location. This should be posted clearly in all rooms.

These alerts can be supplemented.

Pres/CEO or designee should determine if their bell system has power backup. And should consider adding handheld air horns to their Crisis Kits for use in the event of a failure of the bell system. Facility maintenance personnel can assist schools in reviewing their systems and recommending modifications.

## **NOTIFICATION OF THE EVACUATION**

Whenever an evacuation or In-Place Sheltering is imminent or initiated, ensure SDPD is immediately notified.

## **ACCOUNTABILITY**

Accountability will be crucial during any movement of students/staff. Accountability takes three areas into consideration:

- Control of student/staff movement to evacuation point
- Searching facilities to ensure students/staff have evacuated
- Taking roll of students/staff at the evacuation point

## **MOVEMENT**

Factors that may affect control:

- Whether evacuation occurs when classes are in session or between classes
- Age of students
- Distance to evacuation point
- Visibility of emergency

The Pres/CEO or designee must develop procedures for their individual facility to ensure that staff are prepared to move and control their particular populations, including persons with disabilities.

## **SEARCHING FACILITY**

In emergencies, individuals may hide themselves in such locations as closets, restroom stalls, or other areas where they feel safe. Additionally, there may be a classroom or office that either did not hear the warning or decided to lock down rather than evacuate. When an evacuation takes place, it is critical that all classrooms, libraries, storage rooms, and offices be physically searched.

The Pres/CEO or designee will assign a school staff member with master keys to assist law enforcement and or fire personnel in conducting a physical interior search of all rooms to determine that all students/staff have evacuated. Areas searched should be marked with chalk and should be a circle with an "X" in the center and the time of the search:

Searchers should also verbally call out to students/staff within rooms. Schools sites may want to use a "Code Word" system that allows the staff member inside a room to determine if the person outside the door is a legitimate staff member or searcher.

The site must ensure that all room numbers are posted above doors or on both sides of the door. This will assist searchers in locating and recoding room numbers.

### **Roll Call**

Accounting for all students/staff during an evacuation/emergency can be very difficult. Older students may leave the school for other destinations without advising a school official. The following guidelines are established to maximize accountability.

When evacuating, teachers must bring both their roster and daily attendance rosters. If class is in session, teachers can keep the students together in the class configuration for movement and accountability at the evacuation site. If the evacuation is ordered when classes are on break, then procedures should be in place for teachers and staff to control movement of students to the evacuation location. Once at the evacuation location, students can be gathered into one of two types of groups.

#### **Alphabetical groups**

In this option, pre-made signs are used to direct students to certain areas alphabetically by last name. These signs can be brought out with the emergency kits or could be permanently erected on a school fence or other stanchions. While this method may allow for quicker regrouping, it also means that a master school roster in alphabetical format will be needed for roll call. Or the lead at each alphabetical grouping will have to develop a raw list.

#### **Next Period groups**

In this option, students are advised to report to the teacher of their next period class. Having signs available with the teacher's name boldly printed would be helpful. Be prepared to handle students who cannot remember what their next class was or did not have another class. Teachers

can then use their master class list to conduct roll call. If no roster was brought out, a raw roster will have to be developed.

Both options should be available and determine which method works best in a given situation.

Once students are situated into their groups and roll calls are conducted, the results must be given to the staff member responsible for overall accountability. Principals must have procedures developed that provide for compilation of head counts and determination of missing students/staff.

The Crisis Box should have copies of the school master roster sorted.

All students alphabetically

Alphabetically by grade

These lists should be updated biweekly and the date of update printed onto each roster.

## **FACILITY (NON-CAMPUS) EVACUATION GUIDELINES**

In the event that a facility must evacuate, all persons shall follow the procedures outline in the emergency plan for that facility, including the following:

- Ensure that all persons, including visitors, are aware of the evacuation.
- Notify SDPD
- Assist persons with disabilities.
- Move in a safe and orderly manner to the designated evacuation point.
- Account for all staff.
- Coordinate with Police services and/or responding public safety agencies.

## **CANCELING EVACUATION**

Once an evacuation has been initiated, it should generally be completed, even if the situation becomes resolved or “safe” in mid-evacuation. This will reduce loss of control, accountability, and the potential for injuries from reversing direction in “mid-stream.”

## **RETURN TO SCHOOL OR FACILITY**

If the incident that caused the evacuation requires the response of a public safety agency, the public safety Incident Commander must approve the return to the school by students/staff. At that point, the Pres/CEO or designee has the authority to return students/staff to the facility (with concurrence of the Incident Commander), or to initiate release of students from the evacuation

point. In either case, the principal/department head shall ensure that the EOC is notified of the decision(s).

## **REMOTE SHELTERING**

There may be rare situations that require students/staff be moved to a temporary shelter, rather than released from the evacuation point. This may include:

- Inclement weather.
- Evacuation areas are considered to be unsafe (such as major hazardous material incident, potential explosion, and damage to surrounding community).
- Need for a facility/location that provides for better control.

These “Remote Shelters” might include another school, a city park and recreation center, a sports arena, or other large facility.

The need to move students/staff to a remote shelter will be discussed between the Incident commander, the Pres/CEO or the EOC. The EOC Director will make the decision to initiate the movement to a remote shelter. In such a case, the EOC will coordinate this operation and make the arrangements for the use of a remote shelter facility, transportation, and additional support staff. The Pres/CEO or designee and on-scene public safety personnel will coordinate the movement of students/staff, including:

Loading buses and assigning at least one staff member to each group boarded onto a bus. This staff member will create a raw roster of who boarded and will stay with that group until they arrive at the shelter and have turned control of the students (and roster) over to assigned shelter staff. If there is no adequate staff available to supervise students, Staff should stay with their assigned group until relieved by the individual assigned to supervise the remote shelter site. Once relieved, staff may be directed to return to the affected school or school facility to continue assisting in movement or to serve as shelter staff.

Assign a staff member and any available staff to the remote shelter site to establish control at the location. All schools and HSHMC facilities should have plans in place to serve as a “Host” site. The individual assigned to the shelter site should have a method of communicating with the Pres/CEO or designee.

## **PARENT NOTIFICATION**

In the event the Pres/CEO feels that students are to be released or that notification of parents/guardians is warranted, they shall advise the EOC. The EOC will coordinate and track parent/guardian notification. The EOC and the principal will ensure that constant updates take place between them regarding notifications.

Pres/CEO or designee shall keep in mind that there may be situations where parent/guardian notification may actually create unnecessary problems. (i.e., only cause for evacuation was fire alarm with no smoke or fire or other situation where it is reasonable that the problem will be handled quickly and students will return to class.

## **PARENT REUNIFICATION**

In some situations, the Pres/CEO or designee may decide that students should be released or reunified with parents/guardians. The following guidelines are for situations in which students are either the On-site Evacuation site or the Off-site Evacuation site.

If the release of students is to take place after the normally scheduled “end of the day” period, the Pres/CEO or designee may allow students to leave as they normally would. The Pres/CEO or designee should keep the EOC advised and should ensure that there is an accountability of released students.

However, if the release is to take place prior to the normally scheduled “end of the day” period, the students must be released to a parent/guardian with approval of the Pres/CEO or designee.

The following release procedures should be followed:

- Designate an entry point for parents/guardians to report to (law enforcement may be beneficial in these circumstances). Note: the use of preprinted banners and signs may be helpful to direct and control arriving parents/guardians.
- Designate (and staff) an exit point where parents/guardians with students are to check out.
- Establish procedures for verifying identity of “parent/guardian” at the entry point and exit point.
- Direct parent/guardian to the location of the student’s group for release; advise parent’s/guardian to check out at the designated exit (keep the entrance and exit separate whenever possible).
- Maintain documentation of student accountability.

## **REUNIFICATION FROM REMOTE SHELTER**

Reunification procedures are basically the same as those for release from on or near school grounds. The Pres/CEO or designee should supervise the reunification.

The Pres/CEO or designee may also elect to have the school Reunification Assistance Team leader supervise this function.

- Designate an entry point for parents/guardians to report to (law enforcement may be beneficial in these circumstances). Note: the use of preprinted banners and signs may be helpful to direct and control arriving parents/guardians.
- Designate (and staff) an exit point where parents/guardians with students are to check out.

- Establish procedures for verifying identity of “parent/guardian” at the entry point and exit point.
- Direct parent/guardian to the location of the student’s group for release; advise parents/guardian to check out at the designated exit (keep the entrance and exit separate whenever possible).
- Maintain documentation of student accountability.

Regardless of the grade levels or location, keep the following issues in mind.

- Arriving parents/guardians will create significant parking and traffic control problems; law enforcement must be on scene to address this.
- Arriving parents/guardians may be in a high level of anxiety and will want to reunite with their student as quickly as they can; long waits in lines may only aggravate their emotions. Ensure that sufficient staff is available at entry points and exit points to facilitate movement.
- Law enforcement will need to be an integral part of the reunification staff to ensure control, peace, and movement. Coordinate with law enforcement officials on scene and ensure that sufficient officers are available to maintain control.
- Assign a senior staff member to oversee reunification setup and operations. This will allow the Pres/CEO or designee to oversee all aspects of the emergency.
- Be prepared to deal with the media.

## **EMERGENCY OPERATIONS CENTER**

When a school is evacuated the Emergency Operations Center should generally be activated to support school emergency operations. The purpose of evacuations include the following:

Coordinate response by support personnel, agencies, and teams to the affected school

Coordinate additional resources to support evacuation operations, including transportation, traffic control devices, food/drinks, and other materials and supplies.

Determine if remote sheltering is required; if so, initiate procedures to obtain facility, arrange transportation, and reunification.

Coordinate parent/guardian notification if required.

Provide overall direction to the Pres/CEO related to school operations.

## **TRAINING/EXERCISES**

It is essential that all potential users of the evacuation plans are trained. This includes staff as well as students. The Pres/CEO or designee shall ensure (and document) that all staff receives training in all emergency procedures during the initial days of the new school year or upon their



assignment to the school. Students should be briefed on plans and their responsibilities during the first few days of school year or upon enrollment. Parents/guardians should receive information regarding emergency plans and their responsibilities.

Exercises are an important aspect of emergency preparedness and provide staff and students the opportunity to practice their emergency procedures in a safe environment. When developing an emergency exercise, the Pres/CEO or designee will coordinate planning with SDPD and San Diego Fire Department. This enhances the interagency coordination that is vital in an emergency and ensures that public safety agencies are aware of the exercise.

## **REFERENCE MATERIAL**

School Emergency Response-California Office Emergency Services (6/98)  
California Penal Code 409.5PC, Closure of Areas in Emergencies  
Emergency Preparedness [www.EmergencytrainingOnline.com](http://www.EmergencytrainingOnline.com)