

**Comprehensive School Safety Plan:**

**Site Health and Safety**

**Plan &**

**Emergency Plan for Faculty and**

**Staff 2022-2023**

**For**

**Community School for Creative Education Charter School**

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## 1.0 WHAT IS A SAFE SCHOOL?

"Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical and psychological harm. They are characterized by sensitivity and respect for all individuals, an environment of non-violence, clear behavioral expectations, disciplinary policies that are consistently and fairly administered, students' affiliation and bonding to the school, support and recognition for positive behavior, and a sense of community on the school campus. Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a nice appearance of the campus and classrooms."

Taken from "Safe Schools: A Planning Guide for Action" California State Department of Education

### 1.1 Health and Safety Procedures.

**1.1.1 Governing Law:** The procedures that the school will follow to ensure the health and safety of pupils and staff. These procedures shall include the requirement that each employee of the school furnish the school with a criminal record summary as described in Section 44237.

*California Education Code Section 47605.6(b)(5)(G)*

**1.1.2 Procedures for Background Checks:** Employees and contractors of the School will be required to submit to a criminal background check and furnish a criminal record summary as required by Education Code Section 44237 and 45125.1. New employees not possessing a valid California Teaching Credential must submit two sets of fingerprints to the California Department of Justice for the purpose of obtaining a criminal record summary. The Director and Human Resources department shall monitor compliance with this policy. Individuals who will volunteer at the School outside of the direct supervision of a credentialed employee shall be fingerprinted and receive background clearance prior to volunteering.

**1.1.3 Role of Staff as Mandated Child Abuse Reporters:** All non-certificated and certificated staff will be mandated child abuse reporters and will follow all applicable reporting laws and the same policies and procedures used by ACOE.

**1.1.4 TB Risk Assessment and Examination:** All School staff will be assessed and examined (if necessary) for tuberculosis prior to commencing employment and working with students as required by Education Code Section 49406.

**1.1.5 Immunizations:** All students enrolled and staff will be required to provide records documenting immunizations as is required at public schools pursuant to Health and Safety Code Section 120325-120375, and Title 17, California Code of Regulations Section 6000-6075. All rising 7<sup>th</sup> grade students must be immunized with a pertussis (whooping cough) vaccine booster.

**1.1.6 Medication in School:** The School will adhere to Education Code Section 49423 regarding administration of medication in school.

**1.1.7 Vision, Hearing, Scoliosis:** Students will be screened for vision, hearing and scoliosis: The School will adhere to Education Code Section 49450, et seq., as applicable to the grade levels served by the school.

**1.1.8 Blood-borne Pathogens:** The School shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the work place. The School has a written infectious control plan designed to protect employees and students from possible infection due to contact with blood borne viruses, including human immunodeficiency virus ("HIV") and hepatitis B virus ("HBV"). Whenever exposed to blood or other bodily fluids through injury or accident, staff and students shall follow the latest medical protocol for disinfecting procedures.

**1.1.9 Drug-Free / Alcohol-Free / Smoke-Free Environment:** The School shall be a drug-, alcohol- and smoke-free environment.

**1.1.10 Comprehensive Anti-Discrimination and Harassment Policies and Procedures:** The School is committed to providing a school that is free from discrimination and sexual harassment, as well as any harassment based upon such factors as race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability. The School has developed a comprehensive policy to prevent and immediately remediate any concerns about sexual discrimination or harassment at the Charter School (including employee to employee, employee to student, and student to

employee misconduct). Misconduct of this nature is very serious and will be addressed in accordance with the School's Anti-Discrimination and Anti-Harassment policy.

**1.1.11 COVID Safety:** The School is committed to engaging in safety protocols to ensure COVID safety. Practices include but are not limited to attending COVID safety trainings and webinars, handwashing, wearing masks, providing hand sanitizing stations, using disinfecting wipes, offering on-site COVID testing & mobile vaccination clinics, providing COVID safety information to the staff and community.

## **2.0 COMPREHENSIVE SCHOOL SAFETY PLAN.**

The School shall adhere to a Comprehensive School Safety Plan drafted specifically to the needs of the school site in conjunction with law enforcement and the Fire Marshall. This handbook shall include, but not be limited to the following responses: e.g. earthquakes, floods, shootings, and electricity loss.

**2.1 Facility Safety:** The School shall comply with Education Code Section 47610 by either utilizing facilities that are compliant with the Field Act or facilities that are compliant with the State Building Code. The School agrees to test sprinkler systems, fire extinguishers, and fire alarms annually at its facilities to ensure that they are maintained in an operable condition at all times. The School shall conduct fire drills at least annually.

**2.2 Emergency and Disaster Preparedness Plan:** Preventive efforts are in place to prevent problems before they occur. Education of staff and students is critical to ensure a smooth, uncomplicated action plan should a real emergency situation occur during school hours. Therefore, the following plans are in place:

**2.2.1** Emergency procedures\* are provided to all staff

**2.2.2** Evacuation maps are posted in all rooms

**2.2.3** Evacuation drills are held monthly and include faculty, staff, and students

\*Specific procedures are defined for the following emergencies: fire, explosion or threat of explosion, earthquake, fallen aircraft, bomb threat, chemical spill, severe windstorm, flood, and intrusion.

The administrator or assistant administrator coordinates disaster procedures.

The disaster plan will be reviewed and updated annually under the coordination of the administrator with input from the Fire Department and the Faculty.

**2.3 Emergency Information Staff Responsibilities:** Command Post will be located in the Main Office. If not accessible, the Command Post will be located in front of the main entrance (outside).

### **2.3.1 School Operations and Logistics Team chaired by Dean of Student Culture**

**2.3.2 1.1.1.1 Crisis Response Team:**

**2.3.3 (i) Command and Control: Head of School or designee Dean of Student Culture**

**2.3.4 (ii) Communications: Head of School or designee Dean of Student Culture**

**2.3.5 (iii) Public Information: Head of School or designee Dean of Student Culture**

**2.3.6 (iv) Search and Rescue: Lead Recess Staff**

**2.3.7 (v) Counseling: School Counselors (EBFI)**

**2.3.8 (vi) Damage Assessment: HR Specialist or Extended Day Director**

**2.3.9 (vii) Safety & Security: Office Manager**

**2.3.10 Command Post Runners:** Instructional Assistants, on site.

**2.4 First Aid/CPR:** (As needed) Class teachers

**2.5 Turn off Gas, Water and Electricity** Janitorial staff or office manager

**2.6 Locators** 2 assigned staff members (class aides, or available teachers, special ed teacher)

**2.7 Traffic Controllers:** Classroom Aides

**2.8 Student Release:** Office Manager and 2 assigned team members

**2.9 STAFF RESPONSIBILITIES DEFINED.**

*To be revised annually*

**2.10 Crisis Plan Coordinators:** Develop, implement, and continue to assess the school crisis plan.

**2.11 Crisis Response Team:** Coordinate efforts of all staff in a crisis drill or actual event.

**2.12 Command Post Runners:** Report to Command Post and be prepared to record and deliver crisis information throughout the school site.

**2.13 First Aid/CPR:** May need to administer First aid/CPR during or following an emergency.

**2.14 Turn off Gas, Water, and Electricity:** Have tools and knowledge to shut off the utilities if necessary.

**2.15 Locators:** Report to Command Post and be prepared to locate staff/students as needed.

**2.16 Traffic Controllers:** After reporting to Command Post, report to designated area to control the incoming/outgoing emergency vehicles and other vehicles.

**2.17 Student Release:** After reporting to Command Post, be prepared to follow guidelines for the safe release of students to their parent/guardian.

**2.18 Public Information:** After reporting to Command Post, supervise the room where media will be expected to stay. Report NO information to media personnel until instructed by Crisis Coordinators.

**2.19 Cellular Phones and Battery-Operated Radios:** In the event of an emergency, keep cellular phone / battery-operated radios with you until instructed otherwise by Crisis Coordinators.

### **3.0 CHEMICAL SPILL.**

Students and staff should be familiar with these procedures in the event of an actual chemical spill. Notification of an actual chemical spill would be made in person or via loudspeaker.

#### **3.1 IF INSIDE:**

**3.1.1** Stay inside the room.

**3.1.2** Shut all doors and windows.

**3.1.3** Turn off heat or air conditioning.

**3.1.4** Await further instructions.\*

#### **3.2 IF OUTSIDE:**

**3.2.1** Students should return to their class quickly and quietly.

(i) (If recess, this class should be the homeroom.)

(ii) (If classroom is across campus, go inside the nearest classroom.)

**3.2.2** Staff members go inside their classrooms & follow inside procedures.

**3.2.3** Keep phone lines free.

**3.2.4** Await further instructions. \*

*\*Further instructions would be directed by phone or loudspeaker.*

#### **4.0 INTRUSION DRILL/LOCK DOWN:**

(Intrusion bell signal is **three (3) sets of three (3) rings or a verbal all call/loudspeaker message stating 'lock-down'**)

##### **4.1 IF AN INTRUSION BELL SOUNDS AND YOU ARE INSIDE:**

**4.1.1** Teachers immediately lock their classroom doors.

**4.1.2** Close windows / blinds.

**4.1.3** Turn off any equipment and lights.

**4.1.4** To the maximum extent possible, students and teachers gather in classroom where they cannot be seen by any intruder.

**4.1.5** Everyone face away from windows.

**4.1.6** REMAIN CALM.

**4.1.7** DO NOT USE THE PHONE; OFFICE STAFF MAY BE TRYING TO REACH YOU.

**4.1.8** Hold this position until "all clear" bell rings (one long, continuous bell).

**4.1.9** Teachers bring students & emergency folders to designated location on field.

**4.1.10** Indicate status of class with red/green folder.

**4.1.11** Await further instructions (dismissal).

**4.1.12** INSTRUCT STUDENTS THAT IF THEY HEAR AN INTRUSION SIGNAL AND THEY ARE NOT IN THE CLASSROOM THEY SHOULD:

**4.1.13** Enter the nearest classroom or office.

**4.1.14** To the maximum extent possible, students and teachers gather in classroom where they cannot be seen by any intruder.

**4.1.15** Everyone face away from windows.

**4.1.16** REMAIN CALM.

**4.1.17** Remain there until school staff directs them otherwise or "all clear" bell rings.

**4.1.18** If possible, students are found and escorted to designated location near office.

#### **5.0 FIRE DRILL.**

**5.1** When a fire alarm is sounded, all students and staff safely exit the campus classrooms.

**5.2** Classroom evacuation should occur quickly and quietly.

**5.3** Teachers will take the following appropriate action to evacuate all students.

**5.4** Teachers bring student list.

**5.4.1** Announce that no student is to return to a room unless directed.

**5.4.2** Turn off all lights and close classroom door.

**5.4.3** Walk students single file, quietly to designated location on field/open space.

**5.4.4** Be prepared to encounter emergency vehicles on roadway.

**5.4.5** Make sure that all students are present.

**5.4.6** Remain in designated area until all-clear bell is sounded. If ground is dry and delay occurs, have students sit quietly until all-clear bell is sounded.

## **6.0 EXPLOSION OR THREAT OF EXPLOSION.**

### **6.1 Explosion:**

**6.1.1** 911.

**6.1.2** Give DROP AND COVER command (See below).

**6.1.3** Sound school fire alarm.

**6.1.4** Evacuate to outdoor rally point.

**6.1.5** Take roll.

**6.1.6** Secure access roads for emergency vehicles.

**6.1.7** Keep students at a safe distance from the school buildings and firefighting equipment.

**6.1.8** Director - notify District Office/County Office of Education, as needed.

**6.1.9** Director - determine if Student Release or Site Evacuation should be implemented.

**6.1.10** Fire Department will determine when the school is safe for re-entry.

### **6.2 Threat of Explosion:** (See also Bomb Threat below)

*Follow procedure above.*

## **7.0 EARTHQUAKE DRILL.**

When an earthquake occurs, the following procedure will be followed:

### **7.1 IF INSIDE:**

**7.1.1** Move away from windows, shelves, heavy objects, or furniture that may fall. Take cover under a table or desk.

**7.1.2** Assume the DROP AND COVER posture: Head low, near knees, hands covering back of head & neck.

**7.1.3** Remain in DROP AND COVER posture until shaking has ceased, then prepare to evacuate.

**7.1.4** Classroom evacuation should occur quickly, and quietly.

**7.1.5** Designated school official should turn off gas at main connection and, if water pipes are ruptured, turn off main water connection.

**7.1.6** Teachers will take the following appropriate action to evacuate all students:

- (i) Teachers bring class list.
- (ii) Announce that no student is to return to a room unless directed.
- (iii) Turn off all lights and close classroom door.

- (iv) Walk students single file, quietly to designated location on field/open space.
- (v) Be prepared to encounter emergency vehicles on roadway.
- (vi) Make sure that all students are present.
- (vii) Remain in designated area until all-clear bell is sounded. If ground is dry and delay occurs, have students sit quietly until all-clear bell is sounded.

## **7.2 IF OUTSIDE DURING AN EARTHQUAKE:**

**7.2.1** Students should move away from buildings and assume DROP AND COVER posture.

**7.2.2** Follow the directions of nearest adult.

**7.2.3** When shaking has ceased, all students report to designate area for his or her class.

## **8.0 FALLEN AIRCRAFT.**

**8.1** Administrator will determine what action should be taken.

**8.2** When necessary, teachers and staff will take immediate action for the safety of students without waiting for directions from the director.

**8.3** Activate 911 emergency services.

**8.4** Maintain a safe distance, allowing for possible explosion.

## **9.0 BOMB THREAT.**

### **9.1 Stop use of all walkie-talkies.**

**9.1.1** Telephone Operator

**9.1.2** Listen - DO NOT interrupt caller. Take notes if possible.

**9.1.3** If possible, alert supervisor by a pre-arranged signal (Turn your phone upside down) while the caller is on the line.

**9.1.4** Complete Bomb Checklist.

**9.1.5** Notify supervisor, site administrator, and/or Director immediately after completing the call.

### **9.2 Director.**

**9.2.1** Determine if school should be evacuated.

**9.2.2** Activate 911 emergency services.

**9.2.3** Notify District Office/County Office of education, as needed.

## **10.0 SEVERE WINDSTORM.**

**10.1 Prior Warning:** Administrator determines if Student Release should be implemented.

### **10.2 No Warning:**

**10.2.1** Give DROP AND COVER command.

**10.2.2** Close windows and blinds.

**10.2.3** Remain near an inside wall.

**10.2.4** Avoid auditoriums, gymnasiums and other structures with large roof spans.

**10.2.5** Evacuate classrooms bearing full force of wind to safe area.

**11.0 FLOOD**

Depending on the method of warning and estimated time before flooding arrives; the Administrator may initiate any of the following procedures:

**11.1** Evacuate school buildings.

**11.2** Evacuate school site.

**11.3** Student release



## Handout 1

Dear Staff,

There will be a fire drill today at \_\_\_\_\_. Please forewarn your students that this is a drill, or practice, in order to learn the right thing to do in case of a real emergency.

The fire alarm is unmistakable and loud. The all clear will be an administrator speaking directly to each teacher. All clear means it is safe to return to your room and the drill is over.

Things to remember:

- Take a class roster with you.
- Turn off the lights.
- Close the door behind you.
- Line your students up on the blacktop in designated areas.
- Take roll to assure all students are with you.
- Indicate to administrator if all students are with you.
- Notify the administrator immediately if you have a student missing.

Please read the following to your students.

Students, we are going to have a fire drill this afternoon. The rules are: No talking, so that you can hear teacher directions. Wait for the all-clear word from the person in charge to return to class.

- If students start to talk, please remind them to be silent.
- Walk - do not run. We need to stay calm and orderly.

## EMERGENCY DRILL PREPARATION FOR FACULTY AND STAFF

### Prepare yourself *before* the drill

- Check that the School Emergency Evacuation Route map is posted in your room. On it are 2 possible evacuation routes marked in color. If you do not have a copy, please obtain one from the school office.
- Check that the contents of your Emergency Go-Bag is accessible and prominently located in your classroom using the Emergency Go-Bag & Notebook Checklist. The Emergency Folder contains emergency instructions, a class list with emergency contacts, a list of students on any medication, and local emergency numbers.
- Classroom teachers may consider keeping a blanket, supply of bottled water, non-perishable food or snacks and other supplies in your room in the event an emergency requires a sustained lock-down.
- Confirm whether you will have any special duties. Get to know your buddies in neighboring classes.
- Check that you know the location of your fire extinguisher and recall the acronym to remind you how to use it: P.A.S.S. Pull the pin, aim at the base of the fire, squeeze the nozzle and sweep at the base of the fire.
- It is highly recommended that you complete your own Family Disaster Plan at home and your plan with your own childcare providers.
- Plan a quiet activity that students can do in the assembly area in the event of a real emergency or a drill.
- California Government Code, Chapter 8, Section 3100 states: "... all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." With this in mind, please prepare yourself at home and at work in the event you are required to stay longer than your scheduled day. The principal or designee will release staff members as the needs change.
- If you have very extenuating circumstances discuss these with your Principal NOW, not during an emergency.
- IF YOUR NAME DOES NOT APPEAR ON OUR EMERGENCY ORGANIZATION PLAN OR IF YOU DO NOT HAVE A CLASS, PLEASE REPORT TO THE EVACUATION AREA ON LARGE YARD. DO NOT LEAVE THE CAMPUS!

### Prepare your students

- Encourage your students to take this drill very seriously.
- Practice a "Drop, Cover, and Hold On" drill, having students hold their position for 45 seconds. You may count together: one-one hundred, two one-hundred etc.
- Drop down to knees and make yourselves small.
- Cover your face, head and neck, closing your eyes. Keep your body under or below level of desk/table/chairs, with your back to windows.
- If outside, get clear of buildings, power lines, trees, light poles and other dangers, drop down to your knees and cover your head and neck.