

# Los Molinos Elementary School



## Comprehensive School Safety Plan

*Revised January 2024*

# 2023/2025



# Table of Contents

1.	Appropriate Programs and Strategies that Provide School Safety	page 3
2.	Child Abuse Reporting Procedures	page 4-8
3.	Policy for Notifying Teachers of Dangerous Pupils	page 9-11
4.	Discrimination and Harassment Policy	page 12
5.	Safe Ingress and Egress Procedures	page13-14
6.	Disaster Procedures	page 15-48

# **Appropriate Programs and Strategies that Provide School Safety**

**Los Molinos Elementary School takes great pride in our positive student culture. LME Administration and staff consistently promote a progressive discipline policy that centers on providing students social skill learning opportunities and self responsibility. To further support the policy, our school has adopted school wide characteristics for our students: BE SAFE, BE RESPECTFUL, AND BE RESPONSIBLE.**

**The discipline matrix has been streamlined to address the appropriate Education Code violations. When necessary, Administration will call local law enforcement assistance depending on the Penal Code violation. We also incorporate their expertise during school wide events such as dances and festivals.**

**Our student support system includes individual and group counseling with the target focus being social skill building, anger management, and academic skill acquisition. Our School Psychologist provides these services, and various others targeting parent involvement.**

# **Child Abuse Reporting Procedures**

**A mandated reporter who knows or reasonably suspects that a minor is the victim of child abuse must report immediately by telephone and in writing by follow-up report within 36 hours to a law enforcement agency. The law penalizes the failure to report by imposing a jail sentence on the defaulting mandated reporter. On the other hand, the law rewards the reporter who meets the reporting obligation by granting absolute immunity from civil or criminal prosecution. (Penal Code Section 11166)**

**Mandated Reporter: a “Child care custodian”; includes teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel staff. If specifically trained in child abuse detection, also includes instructional aides, teacher’s aides, and teacher assistants. District employed childcare workers and health practitioners (doctors, nurses and psychologists) are also mandated reporters.**

**Knowledge of or Reasonably Suspects Abuse: When a mandated reporter observes a child with physical “injuries which appear to have been inflicted...by other than accidental means by any other person...” Whether or not there are visible physical injuries, all suspected sexual abuse must be reported.**

**To Whom is the Report Made: An oral report to designated law enforcement agencies must be made immediately. The observing employee must contact:**

- a. The Child Protective Services (CPS) Unit of the local Welfare or Human Services Department: (530) 527-9416**

**Or**

- b. The Jurisdictional Law Enforcement Agency  
Tehama County Sheriff’s Department (24 hr non-emergency)  
(530) 529-7900  
Tehama County Sherriff’s Department (emergency).....911**

**A follow up written report must be submitted within 36 hours. Forms are available on site through the principal’s office or online at [ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf).**

**School Interview Law:** Penal Code 11174.3 imposes both a time sequence and series of duties on school personnel and the law enforcement investigator. This law is limited to child abuse victims only. The law speaks only to abuse, which takes place in the home. When law enforcement comes to school to take the child into custody, rather than question the child, the interview procedures do not apply. The child is effectively under arrest.

Law enforcement (sheriff, police or CPS) may interview suspected victims of child abuse on school premises during school hours concerning child abuse in the home. The child may choose to be interviewed in private or may select an adult staff member to be present “to lend support”.

**Step One** – The investigator comes to school.

All investigations begin in the school office. The staff member “in charge” should ask for identification and the purpose of the proposed interview. When it is made clear that the interview will focus on allegation of abuse in the home, the staff member in charge should be present with the child before the interview begins.

**Step Two** - The investigator must advise the child of the right to choose a staff member to be present during the interview.

What the school employee should do if:

1. The child chooses not to have a staff member present?  
The staff member should leave the room.
2. The child asks for either the mother or father to be present?  
School employees do not grant or deny such requests. This responsibility lies with the investigator.
3. The child changes their mind during the interview?  
The law gives the child a continuous option to ask for an adult staff member or to send the staff member away.

**Step Three** – The child asks for an adult staff member to be present

What can the selected staff member do:

- a. The staff member, by law, may decline to sit in the interview
- b. The school administrator should inform the selected staff member of their duties during the interview. A copy of Penal Code 11174.3 should be supplied to the staff member who has agreed to be present.
- c. The staff member’s role is one of a “comforter” during the interview. There is no questioning by the staff member and no discussion of the child abuse incident with the child. There must be no prompting by the staff member. Investigators should not attempt to ask or direct the staff member to coerce, suggest or elicit a response from the child.

- d. The law forbids disclosure of what the staff member hears or learns during the interview. This confidentiality disappears when a court orders testimony. No written report is required by the staff member**

**California Penal Code 11174.3**  
“School Interview Law”

**11174.3. (a) Whenever a representative of a government agency Investigating suspected child abuse or neglect or the State Department of Social Services deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on School premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. A representative of the agency investigating suspected child abuse or neglect or the State Department of Social Services shall inform the child of that right prior to the interview.**

**The purpose of the staff person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the interview. The member of the staff so present shall not discuss the facts or circumstances of the case with the child. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the school shall inform a member of the staff so selected by a child of the requirements of this section prior to the interview. A staff member selected by a child may decline the request to be present at the interview. If the staff person selected agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.**

# SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A.</b>	<b>REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY					
		REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
		REPORTER'S TELEPHONE (DAYTIME) ( )		SIGNATURE		TODAY'S DATE					
<b>B.</b>	<b>REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY							
		<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)									
		ADDRESS			Street	City	Zip	DATE/TIME OF PHONE CALL			
		OFFICIAL CONTACTED - TITLE				TELEPHONE ( )					
<b>C.</b>	<b>VICTIM</b>	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY				
				ADDRESS			Street	City	Zip	TELEPHONE ( )	
		PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	GRADE			
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME					
		<input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)					
		RELATIONSHIP TO SUSPECT		PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN					
<b>D.</b>	<b>INVOLVED PARTIES</b>	VICTIM'S SIBLINGS									
		NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY
		1. _____		3. _____		2. _____		4. _____			
		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY				
		ADDRESS			Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )		
		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY				
		ADDRESS			Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )		
		SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY				
		ADDRESS			Street	City	Zip	TELEPHONE ( )			
				OTHER RELEVANT INFORMATION							
<b>E.</b>	<b>INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
		DATE / TIME OF INCIDENT			PLACE OF INCIDENT						
		NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)									

**DEFINITIONS AND INSTRUCTIONS ON REVERSE**

SS 8572 (Rev. 12/02)

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

## DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

### I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

### II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

### III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

### IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

### IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
- **SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
- **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
- **SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.

### V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

### ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian



# **Policy for Notifying Teachers of Dangerous Pupils**

**In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The LMUSD has incorporated this notification into the existing “End of Day Clearance Report”. On the daily attendance report, when a student is suspended, will show an “S”. All certificated staff will receive a confidential memo with student suspension information, which will include specific Education Code violations. The information provided on the “End of Day” report is for teachers only. All information regarding suspension and expulsion is CONFIDENTIAL, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it. Only students with serious criminal conduct will be listed. If there are no serious offenses, a report will not be generated.**

**Pursuant to Education Code 48267, the Tehama County Probation Department notifies the Administration of Los Molinos Unified School District regarding students who have engaged in certain criminal conduct. This information is forwarded to the administrator’s office. The administrator’s secretary is responsible for prompt notification of the student’s teachers. This information is also often forwarded to all administrators and the student’s counselor.**

**Los Molinos Unified School District**

**Confidential  
Memorandum**

**To: Los Molinos Elementary School Teaching Staff**

**From: Site Principal**

**Date:**

**Re: Students having committed specified crime**

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The student named below has been arrested or cited for a penal code violation.

Welfare and Institutions Code 827 requires teachers to be informed when a student has engaged in certain criminal conduct.

**NOTE: SUCH INFORMATION IS CONFIDENTIAL AND CANNOT BE FURTHER DISSEMINATED BY THE TEACHER OR OTHERS. UNLAWFUL DISSEMINATION OF THIS INFORMATION IS PUNISHABLE BY A SIGNIFICANT FINE.**

**PLEASE DESTROY THIS NOTE IMMEDIATELY AFTER READING.**

\_\_\_\_\_ was found to have committed the following criminal activity:

If you have any questions, please see me.

Site Principal

# Los Molinos Unified School District

To: ALL CERTIFICATED STAFF  
From: **LMUSD School Administration**  
Re: Student Suspension Information

*Education Code 49079 and Welfare and Institutions Code 827 require that teachers be notified of the reason(s) a student has been suspended for one of the below serious offenses. The LMUSD has incorporated this notification into the existing "End of Day Clearance Report". You will notice on your daily attendance report that when a student is suspended the clearance will show an "S". All certificated staff will receive a confidential memo with student suspension information which will include only serious criminal conduct Education Code violations. The information provided on the "End of Day" report is for you only. ALL information regarding suspension and expulsion **is CONFIDENTIAL**, and may not be shared with any student(s) or parent(s). **PLEASE SECURE THIS LIST SO STUDENTS AND OTHERS MAY NOT VIEW IT.***

**The following are examples of Ed. Code 48900 and 48915 violations that may appear on your report.**

- (C-1) possessed/sold/furnished firearm**
- (C-2) brandished a knife at another person**
- (C-3) sold a controlled substance**
- (C-4) committed/attempted to commit sexual assault or sexual battery**
- (C-5) possession of an explosive**
- (A-1) caused serious physical injury to another person (needed medical attention)**
- (A-2) possessed any knife or other dangerous object**
- (A-3) possessed a controlled substance**
- (A-4) committed robbery or extortion**
- (A-5) committed assault or battery upon a school employee**
- A – altercations, fights**
- B – sold/furnished a knife or dangerous object**
- C – use/under influence or possession of a small amount of drugs or alcohol**
- D – Look alike substance (offered/tried to sell)**
- E – attempted to commit robbery or extortion**
- F – caused/attempted to cause damage to school or private property**
- G – stole/attempted to steal school or private property**
- H – possessed or used tobacco or nicotine products**
- I – committed an obscene act or engaged in habitual profanity or vulgarity**
- J – possessed drug paraphernalia**
- K – disruption of school activities or defiance**
- L – knowingly received stolen property**
- M – possession of an imitation firearm**
- O – harassed/threatened/intimidated a complaining witness**
- P – offered or sold/attempted to sell prescription drugs/ Soma**
- Q – engaged/attempted to engage in hazing**
- S – aiding or abetting in the infliction of physical injury**
- .2 – engaged in sexual harassment**
- .3 - hate violence**
- .4 - harassment, threats, intimidation against a pupil or group**
- .7 – made terroristic threats against school officials or school property**

**If you have any questions or want more information, please see Administration**

# **Discrimination and Harassment Policy**

## **PROCEDURES FOR HANDLING HARASSMENT COMPLAINTS**

It is the intent of Los Molinos Unified School District to provide a working and educational environment for all individuals which is free of harassment and discriminatory intimidation whether based on race, color, religion, sex, age, national origin, handicap or veteran status. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act. An important part of this intent is to prevent sexual harassment in the work and educational setting.

### **SEXUAL HARASSMENT:**

Los Molinos Unified School District will not condone, permit, or tolerate sexual harassment of employee or students in any manner whatsoever. Persons engaging in such harassment may be subject to discipline up to and including discharge or expulsion.

For the purpose of this Policy, sexual harassment is defined as conduct which is unwelcome and consists of (a) sexual advances; (b) requests for sexual favors; or (c) other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting under any of the following conditions: (1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment, academic status, or progress; (2) submission to or rejection of such conduct by an individual is used for the basis of employment or academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with that individual's work or academic performance or of creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may occur between persons of the same gender or of different genders.

Without limitation, conduct prohibited under this policy may manifest itself in undisguised direct solicitation of sexual favors or solicitation accompanied by overt threats; from behavior which has the effect of creating an intimidating, hostile or offensive working or educational environment such as pervasive and continuous unwelcome physical contact, sexual remarks about a person's clothing, body or sexual relations, conversation of a sexual nature or similar jokes and stories and the display of sexually explicit materials in the work place or their use in the classroom without defensible educational purpose.

Sexual harassment can result from verbal harassment. For example, epithets, unwelcome comments, names or labels, derogatory comments or slurs. Physical harassment can result from assault, impeding or blocking movement, gestures or any physical interference with normal work or movement. Visual forms of sexual harassment can result from derogatory posters, letters, poems, graffiti, cartoons or drawings.

Every member of the Los Molinos Unified School District Management Team is expected to support and execute this policy. Any supervisor observing a situation involving possible sexual harassment shall take immediate action to stop it. Supervisory personnel who receive reports of harassment are expected to seriously consider all such complaints and take immediate steps to implement this policy in accordance with the provisions contained herein.

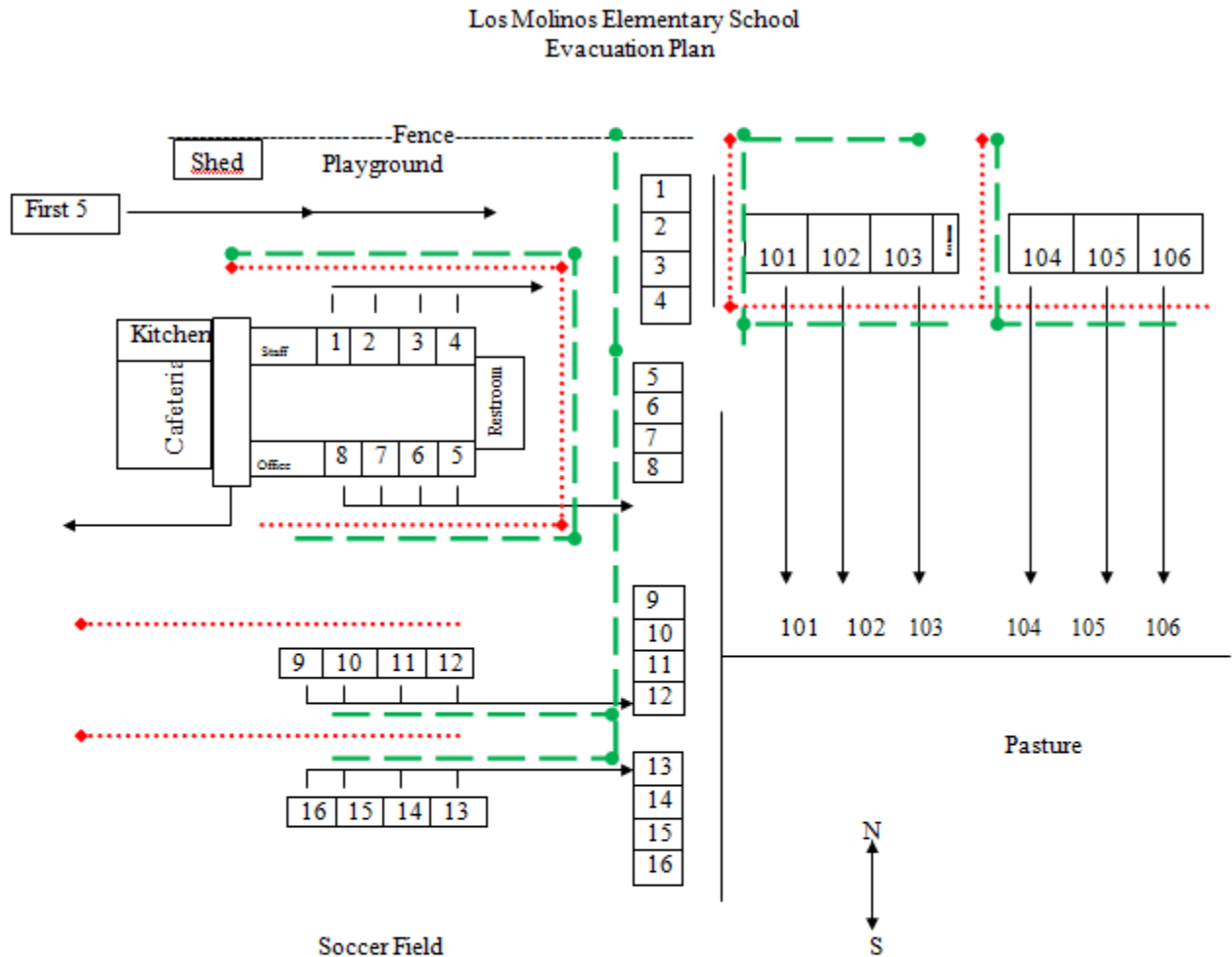
Sexual harassment, as defined above, violates Title VII of the Civil Rights Act of 1964, regulatory guidelines of the Equal Employment Opportunity Commission, the California Fair Employment and Housing Act and its regulatory guidelines, the California Education Code and District Board Policy.

Violation of this policy shall constitute, generally, just and reasonable cause to discipline, up to and including termination or expulsion, and shall constitute, specifically, persistent violation of and refusal to obey the school laws of California and reasonable regulations prescribed for the governance of the District by the Board of Education of the Los Molinos Unified School District under Education Code section 44932, subdivision (g).

**COMPLAINT PROCESS:** Employees or students believing that they have been subjected to sexual harassment or other forms of discrimination should bring his/her complaint to the attention of his/her immediate supervisor or the Superintendent located at the District Office, his/her teacher, counselor or school administrator.

# Safe Ingress and Egress Procedures

The following maps indicate the most current evacuation routes, building identifications, and assembly areas.



	Exit # 1 - Fire in front of school (kitchen, parking lot)
	Exit # 2 - Fire in back of school, middle school field
	Exit # 3 - Fire in soccer field

SERRF: Fire on South side of school will meet behind cafeteria next to shed (along fence line).  
Fire on North side of school will meet in soccer field near bleachers/fence



# Disaster Procedures

## LOS MOLINOS UNIFIED SCHOOL DISTRICT EMERGENCY RESPONSE PROCEDURES

- **Local Emergency and Agency Phone Numbers**
- **Overview of Emergency Procedures**
- **Initial Response To Emergencies**
- **Duck and Cover**
- **Shelter In Place**
- **CODE RED Lock Down**
- **CODE BLUE Lock Down**
- **Building Evacuation**
- **CODE (9) Off- Site Evacuation**
- **All-Clear**
- **Aircraft Crash**
- **Animal Disturbance**
- **Armed Intruder on Campus**
- **Biological or Chemical Release**
- **Bomb Threat**
- **Bus Disaster**
- **Disorderly Conduct**
- **Earthquake**
- **Explosion**
- **Fire**
- **Fire on School Grounds**
- **Flooding**
- **Incapacitated Staff Member**
- **Loss of Utilities**
- **Motor Vehicle Crash**
- **Psychological Trauma**
- **Suspected Contamination of Food and/ or Water**
- **Unlawful Walkout/Demonstration**
- **Windstorm**
- **First Aid Guidelines**

Each procedure is described in detail and utilizes the school emergency management team for emergency procedures. Not every position may need to be activated on every incident. Each incident needs to be evaluated individually with appropriate response initiated depending on the complexity.

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

## LOCAL EMERGENCY AND AGENCY PHONE NUMBERS

<b>Tehama County Sherriff's Department (emergency).....</b>	<b>911</b>
<b>Tehama County Sherriff's Department (non-emergency).....</b>	<b>(530) 529-7900</b>
<b>California Highway Patrol.....</b>	<b>911.....(530) 527-2034</b>
<b>Tehama County Probation Department.....</b>	<b>(530) 527-4052</b>
<b>Los Molinos Fire Department.....</b>	<b>911.....(530) 384-2345</b>
<b>Tehama County Fire Department.....</b>	<b>911.....(530) 528-5199</b>
<b>Ambulance.....</b>	<b>911</b>
<b>Tehama County Community Crisis Response Unit.....</b>	<b>(530) 527-5637</b>
<b>Poison Control Center.....</b>	<b>(800) 222-1222</b>
<b>Red Cross- Northern Eastern Chapter.....</b>	<b>(530) 224-8000</b>

## DISTRICT and SCHOOL CONTACT INFORMATION

<b>Superintendent, Joey Adame</b>	<b>(530) 384-7826</b>
<b>CBO, Christie Landingham</b>	<b>(530) 384-7826</b>
<b>Maintenance Manager, Oscar Juarez</b>	<b>(530) 526-7805</b>
<b>Los Molinos Elementary Principal, Josh Rowe</b>	<b>(530) 384-7903</b>



# **OVERVIEW OF EMERGENCY PROCEDURES**

## **How To Use This Resource**

- 1. INCIDENT HAPPENS**
- 2. LOCATE PARTICULAR INCIDENT DESCRIPTOR**
- 3. FOLLOW PROCEDURES FOR THAT INCIDENT**
- 4. ACTIVATE INCIDENT COMMAND SYSTEM (ICS) (See below)**

### **MANAGEMENT / COMMAND**

#### **Incident Commander**

*Principal, Josh Rowe*

#### **Operations**

*Kristina Zarate*

- Site Security
- Search and Rescue
- Medical
- Student Care
- Student Release

#### **Planning**

*Yesica Espinosa*

- Situation Status
- Documentation

#### **Logistics**

*Carly Jones*

- Supplies
- Staffing
- Transportation
- Communication

#### **Safety Officer**

*SRO, Amy Grames*

- Campus Direction
- Campus Safety

## **INITIAL RESPONSE TO EMERGENCIES**

*When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three- step process.*

- 1. Identify the type of emergency.**
- 2. Identify the level of emergency.**
  - **Level 1 A *Minor* emergency handled by School Personnel without assistance from outside agencies: temporary power outage, minor earthquake, injury to student, etc.**
  - **Level 2 A *Moderate* emergency that requires assistance from outside agencies: fire, moderate earthquake, hazardous material accident, etc.**
  - **Level 3 A *Major* emergency event that requires assistance from outside agencies: major earthquake, civil disturbance, large scale act of terrorism, etc.**
- 3. Determine immediate action(s) that may be required:**
  - **Duck and Cover**
  - **Shelter In Place**
  - **CODE RED Lockdown or CODE RED Shooter on Campus**
  - **CODE BLUE**
  - **Evacuate Building(s)**
  - **CODE (9)Off-Site Evacuation**
  - **All Clear**

## **DUCK AND COVER**

This action is taken to protect students and staff from flying or falling debris.

### **Description of action**

- 1.** The Principal or designee will make the following announcement on the PA system. If the PA system is not available, the Principal or designee will use other means of communication, such as messengers to deliver instructions. The Principal or designee should be calm, convey reassuring comments that the situation is under control and give clear directions.

### **Announcement:**

**“YOUR ATTENTION PLEASE. DUCK, COVER AND HOLD ON. DUCK, COVER AND HOLD ON. ADDITIONAL INFORMATION AND INSTRUCTIONS TO FOLLOW.”**

- 2.** If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
- 3.** If outside, teachers will instruct students to drop to the ground, place their heads between their knees and cover their heads with their arms and hands.
- 4.** Teachers and students should move away from windows.

## **SHELTER- IN-PLACE**

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air, tornado, and windstorm. Shelter-In-Place is implemented when there is a need to isolate students and staff from the outside environment and includes the shutdown of classroom and/or building air systems. During Shelter-In-Place, no one should be exposed to the outside air.

### **Announcement:**

**“YOUR ATTENTION PLEASE.  
SHELTER IN PLACE...SHELTER IN PLACE.  
STUDENTS AND STAFF ARE TO REMAIN INSIDE THE  
BUILDING AWAY FROM OUTSIDE AIR WITH  
WINDOWS CLOSED AND DOORS SECURELY CLOSED  
AND AIR CONDITIONING UNITS TURNED OFF.  
ALL STUDENTS AND STAFF WHO ARE OUTSIDE, ARE TO  
IMMEDIATELY MOVE TO THE PROTECTION OF AN  
INSIDE ROOM. AS SOON AS WE FURTHER  
INFORMATION, WE WILL SHARE IT WITH YOU.”**

1. If inside, teachers keep students in classroom until further instructions are given.
2. If outside during passing period, students proceed to the next period classroom immediately if it is safe to do so. If not, teachers and staff are to direct students into nearby classrooms or other school buildings. Teachers are to consider location and proximity of identified hazard and if necessary, proceed to an alternative indoor location.
3. Teachers secure individual classrooms while Site Team assists completing procedures as needed: shut down classroom/building(s), air system, turn off local fans in area, close and lock doors and windows. If necessary, seal gaps under doors and windows with wet towels or duct tape. Seal vents with aluminum foil or plastic wrap if available and turn off sources of ignition, such as pilot lights.

## **CODE RED LOCK DOWN**

*These actions can be performed simultaneously by multiple people:*

- 1. Contact 911*
- 2. Contact Principal*
- 3. Initiate Lockdown*

**Announcement: Information will be given to and from the office in plain language.**

**"YOUR ATTENTION PLEASE.  
LOCK DOWN... LOCK DOWN.  
IMPLEMENT LOCK DOWN PROCEDURES.**

1. Close and lock all doors.
2. If outside, students and staff member will evacuate schools grounds.
3. Ensure secondary reinforcement device is engaged (chain link).
4. Close the shades or cover all windows. Turn off lights. If arm intruder on campus, create interior barricade *AWAY* from the entry for the purpose of protection.
5. Keep quiet and avoid making unnecessary noises. This includes **NO CELL PHONE USE!**
6. Front entrance is to be secured. No visitors, other than appropriate law enforcement or emergency personnel are allowed on campus.

## **CODE BLUE**

1. Get everyone inside immediately.
2. Close and lock ALL entrances into the classroom or building.
3. Everyone stays inside until an ALL CLEAR is made by Administration.

## **EVACUATE BUILDING**

*Action taken after decision is made that it is unsafe to remain in the building.*

### **Announcement:**

**“YOUR ATTENTION PLEASE...PLEASE EVACUATE ALL BUILDINGS. EVACUATE ALL BUILDINGS.**

**TEACHERS AND STUDENTS ARE TO EVACUATE TO THEIR DESIGNATED ASSEMBLY AREA. LOCK DOORS AS YOU ARE EXITING.**

**EVACUATE ALL BUILDINGS.”**

1. Principal or designee initiates fire alarm.
2. Teachers instruct students to evacuate building, using designated routes and assemble in their assigned assembly/shelter area.
3. Once assembled, teachers and students stay in place until further instructions are given.

## **CODE (9) OFF-SITE EVACUATION**

*Action taken after decision is made that it is unsafe to remain on campus. Evacuation to an off-site assembly area is required.*

### **Announcement:**

#### **“YOUR ATTENTION PLEASE...CODE 9 OFF- SITE EVACUATION-OFF-SITE EVACUATION.**

1. Principal or designee determines safest method for evacuating campus. This may include use of school buses or simply walking to designated off-site location.
3. Teachers secure student roster when leaving building and take attendance once class is assembled in pre-designated safe location.
4. Once assembled off-site, teachers and students stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, Principals may authorize students and staff to return to classrooms.

## **ALL CLEAR**

*Action taken to notify teachers that normal school operations can resume*

### **Announcement:**

**“YOUR ATTENTION PLEASE...IT IS NOW OKAY TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS.**

1. This action signifies the emergency is over.
2. If appropriate, teachers immediately begin discussions and activities to address student’s fears, anxieties, and other concerns.



## **AIRCRAFT CRASH**

*Address situations involving an Aircraft Crash on or in proximity to school property.*

### **Procedure**

1. **Call 911.** School Administrator initiates appropriate immediate Response Action.
2. If school Administrator issues **Evacuate Building** action, staff and students evacuate buildings by prescribed routes or other safe routes to assembly/shelter area.
3. Teachers bring their student roster and take attendance at assembly/shelter site to account for students. Site Team notified of any missing students.
4. School Administrator calls District.
5. If on school property, Site Team secures crash area to prevent unauthorized access. For fuel or chemical spill on school property or utility interruption, see appropriate section of Emergency Response Guide.
6. School Administrator directs Site Team to organize fire suppression activities until Fire Department arrives.
7. Medical Team checks injuries and provides appropriate first aid.
8. Any affected areas closed until appropriate public safety and hazardous materials agency provide clearance and School Administrator issues authorization to do so.
9. If it is unsafe to remain on campus, School Administrator initiates **CODE 9 Off-Site Evacuation.**

## ANIMAL DISTURBANCE

*Procedure implemented when presence of a vicious animal or any wild animal threatens safety of students and staff.*

### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **CODE BLUE Lock Down or Evacuate Building**.
2. Staff members attempt to isolate animal from students and staff, if it is safe to do so. If animal is outside, students are kept inside. If animal is inside, students remain outside away from animal. Isolate animal if possible.
3. For outside assistance, School Administrator is to **call 911**. If the situation is not life threatening, you can call the following appropriate number:  

City Animal Control Services      (530) 527-3439
4. If staff member or student is injured, School/District Nurse, District Office and parent is notified.
5. School Administrator initiates **evacuate building if warranted**.

## **ARMED INTRUDER ON CAMPUS**

*Armed Intruder on Campus involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Guns, knives or other harmful devices may be involved.*

### **Procedure**

1. **Upon first indication or armed assault, school personnel immediately calls 911.**
2. School Administrator is notified. School Administrator assures or designates a person to remain online with Police/Sheriff if safe to do so.
3. If suspect is seen, **do not engage**. This could generate a hostage situation. Give 911 operators a detailed description of suspect(s)-Who, What, Where, When and How.
4. **School Administrator initiates CODE RED Lock Down Procedures.**
5. Persons outside will evacuate school grounds if possible.
6. Persons inside the building, but outside the locked rooms, should go to the nearest exit in the opposite direction of activity and proceed to the Community Rally Point. Administration will continue to inform through constant real time.
7. If students are in class at time of **CODE RED Lock Down**, staff will:
  - Ensure doors are locked.
  - Make room as dark as possible and cover all windows if possible.
  - Ensure secondary reinforcement device is engaged.
  - Create an interior barricade away from the proximity of entry.
  - Close blinds stay away from windows.
  - Control all cell phone activity. This means no use!
  - Staff should take items that can be used as distraction devices, in order to proactively defend the occupants should the area be breached. Students can assist if appropriate.
  - Move to an area out of the field of the fire should shooting through the door occur.
8. **If CODE RED Lock Down is breached:** If the Armed Intruder is among staff and students, then the following COUNTER measures could be attempted by STAFF:
  - Cause distractions. Create as much noise and movement as possible.
  - Keep as much distance as possible between you and shooter.
  - Throw items at the face of the shooter. Ex- (books, fire extinguisher, etc.) Look for items that cause bodily harm.
  - Disable the intruder if possible.
  - While distractions are conducted several staff members should grab one limb each of the shooter. Secure the weapon from the intruder and isolate it in a safe place if possible.
  - Each person uses their body weight on each limb to hold the shooter motionless until Law Enforcement arrives. Keep applying pressure.
9. **Continue with CODE RED LOCK DOWN of building..**
10. **Continue to stay away from windows and doors.**
11. **All Clear/SUM of 9 signal will be made by LAW ENFORCEMENT ONLY.**

## **BIOLOGICAL OR CHEMICAL RELEASE**

*A biological or Chemical Release involves discharge of a biological or chemical substance in a solid, liquid or gaseous state. The release of radioactive materials may happen. Common chemical threats within or adjacent to schools include discharge of acid in a school laboratory, overturned truck of hazardous materials in proximity of the school, or a nearby explosion at oil refinery, chemical plant or railroad yard.*

*Indicators suggesting the release of a biological or chemical substance: multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include an unusual odor or the presence of distressed animals or dead birds.*

### **Scenario 1- Substance Released Inside a Room or Building**

#### **Procedure**

1. School Administrator initiates **Evacuate Building**. Staff uses designated routes or other alternative safe routes to assigned assembly/shelter site, located **upwind** of affected room or building.
2. School Administrator **call 911**, providing exact location and nature of emergency.
3. School Administrator notifies District of situation.
4. Access to potentially contaminated areas is restricted.
5. Site Team turns off local fans in area of release, closes windows and doors and shuts down the building's air system, if this can be done without exposure to released substance.
6. Persons who have come into direct contact with hazardous substances move to an area with fresh, clean air and wash with soap and water. Immediately remove and contain contaminated clothing. Do not use bleach or other disinfectants on potentially exposed skin. Individuals who have been contaminated "tropically" by a liquid are segregated from unaffected individuals (isolation does not apply to widespread airborne releases).  
Affected individuals remain isolated until cleared for by release by Sheriff's Office of Emergency Services (O.E.S.) or Tehama County Health Department . A member of Medical Team assesses need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.
7. Student Care Team provides a list of all people in affected room or contaminated area, specifying those who may have had actual contact with substance.
8. Any affected areas will not be reopened until Sheriff's Office of Emergency Services (O.E.S.) or appropriate agency provides clearance and School Administrator gives authorization to do so.

## **Scenario 2- Substance Released Outdoors and Localized**

### **Procedure**

1. School Administrator determines appropriate immediate Response Action, which may include **Shelter-In-Place** or **Evacuate Building** while directing staff to remove students from affected areas to area **upwind** from the release.
2. Site Team establishes safe perimeter around affected area and ensures personnel do not reenter area.
3. School Administrator **calls “911,”** providing exact location and nature of emergency.
4. School Administrator notifies District of situation  
A District Representative shall immediately notify the State Office of Emergency Services, (800) 852-7550 and advise of the situation.
5. Site Team turns off local fans in area of release, closes windows and doors and shuts down the building’s air system, if this can be done without exposure to released substance.
6. Persons who have come into direct contact with hazardous substances move to an area with fresh, clean air and wash with soap and water. Immediately remove and contain contaminated clothing. Do not use bleach or other disinfectants on potentially exposed skin. Individuals who have been contaminated “tropically” by a liquid are segregated from unaffected individuals (isolation does not apply to widespread airborne releases).  
Affected individuals remain isolated until cleared for by release by Sheriff’s Office of Emergency Services (O.E.S.) or Tehama County Health Department. A member of Medical Team assesses need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.
7. Site Team provides list of all people in areas of contamination, especially those who may have had actual contact with substance.
8. Any affected areas will not be reopened until Sheriff’s Office of Emergency Services (O.E.S.) or appropriate agency provides clearance and School Administrator gives authorization to do so.

### **Scenario 3: Substance Released In Surrounding Community**

#### **Procedure**

1. School Administrator or local authorities determine potentially toxic substance has been released into the atmosphere. School Administrator initiates **Shelter-In-Place**.
2. Upon receiving **Shelter-In-Place**, notification, Site Team turns off local fans in area; closes and locks doors and windows; shuts down all building's air conditioning systems; seals gaps under doors and windows with wet towels and/or duct tape; seals vents with aluminum foil or plastic wrap, and turns off sources of ignition, such as pilot lights.
3. Staff and students located outdoors are directed to proceed immediately to nearby classrooms or buildings. Teachers communicate their locations to School Administrator, using the PA system or other means without leaving the building.
4. School Administrator "**calls 911**", providing exact location and nature of emergency.
5. School Administration notifies District Office of situation.
6. School remains in **Shelter-In-Place** until Sheriff's Office of Emergency Services (O.E.S.) or appropriate agency provides clearance, or staff is otherwise notified by School Administrator.

## **BOMB THREAT**

*Responses to Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that present risk of an explosion.*

### **Procedure**

1. If threat is received by telephone, person receiving the call attempts to keep the caller on the telephone as long as possible and alerts someone else to contact **School Administrator and/or Sherriff's Office at (530) 529-7900**
2. The person receiving the call is to stay calm and speak calmly. Listen closely to voice of caller to determine caller's age, sex, accent, speech impediment etc. Listen for background noise such as payphone, school yard, busy traffic, railroad cars, PA systems etc.
3. **Person answering the bomb threat asks the following questions, records the answers, and then immediately notifies School Administrator and/or Police Officer:**
  - **When is the bomb going to explode?**
  - **Where is it?**
  - **What will cause it to explode?**
  - **What kind of bomb is it?**
  - **What's your name?**
  - **Why are you doing this?**
  - **What can we do for you to avoid this?**
  - **Can I call you back? Give me your number.**
4. Advise District Office or Tehama County Sherriff's Department of situation, if not done so already.
  - District Office (530) 384-7826
  - Sherriff's Department (530) 529-7900
5. Depending on the seriousness of the threat, make a decision whether or not to evacuate.
6. With Administration, Police Officers and Site Team and other appropriate staff conduct a search of the school. If a strange or suspicious object is discovered, it is **NOT** to be touched, handled or moved by searching personnel. Notify jurisdictional law enforcement agency of situation by "**calling 911.**"
7. Have appropriate staff contain area, keeping everyone away. Have other search teams continue to search until all areas of the campus and buildings have been completely searched (possibility of secondary device or object could have been planted). All Cell Phones should be turned off and not used.
8. After search, School Administrator determines appropriate Immediate Response Action(s), which may include **DUCK AND COVER, CODE BLUE LOCK DOWN, EVACUATE BUILDING OR CODE (9) OFF-SITE EVACUATION.**

9. When suspicious object or bomb is found, School Administrator issues **CODE 9 Evacuate Building Action**. Staff and students evacuate building using prescribed routes or alternate safe routes away from object to assembly/shelter site.
10. Teachers bring student roster and take attendance at assembly area to account for students. Teachers notify Site Team of missing students.
11. School activities are not resumed until affected area and school has been inspected and searched by proper authorities and determined to be safe. School Administrator will make **All Clear Announcement**.



## **DISORDERLY CONDUCT (INDIVIDUAL)**

*Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If perpetrator is armed, refer to Armed Assault on Campus Procedures.*

### **Procedure**

1. Upon witnessing Disorderly Conduct, staff takes steps to calm and control situation and attempt to isolate perpetrator from other students and staff, if it is safe to do so.
2. Staff immediately notifies a School Administrator via two-way radio or phone call to school office.
3. School Administrator and/Site Team assesses situation and calls Superintendent/Police Department. Continued assessment is necessary for deployment of additional officers to respond and assist from other agencies. District personnel and/or officers on scene **“calls 911.”**
4. If immediate threat is not clearly evident, School Administrator and/or Site Team may attempt to diffuse situation. Approach perpetrator in calm, non-confrontational manner and request he/she cooperate and try to talk. For safety, the perpetrator may be detained and handcuffed for their safety and safety of others.
5. If perpetrator is a student, an attempt is made to notify the family. (Family members may have information and provide information on handling the student.)
6. School Administrator notifies District Office of situation.

## **DISORDERLY CONDUCT/RIOT (GROUPS)**

*Disorderly Conduct or Riot is large gathering of students who become out of control and participate in violent or non-violent activities. Keeping majority of students not involved in this type of illegal activity isolated and away from activity is imperative in bringing these actions under control.*

### **Procedure**

1. Upon witnessing Disorderly Conduct of this nature, staff takes steps to calm and control situation and attempt to isolate those involved from each other.
2. Other staff attempts to calm and control other students not involved and get them on their way to class or off campus if incident is after school. While doing this, attempt to locate and identify witnesses who may provide information for School Administrators and/or Site Team.
3. Staff immediately notifies School Administrator via two-way radio or phone call to the school office.
4. School Administrator assesses situation and calls Superintendent/Police Department. Continued assessment is necessary for deployment of additional officers to respond and assist from other agencies. District personnel and/or officers on scene **“calls 911.”**
5. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place, CODE RED Lock Down, CODE BLUE, Evacuate Building or CODE 9 Off-Site Evacuation.**
6. Secure all gates and entrances to the campus.
7. Only authorized personnel are to be allowed in or out of the site.
8. Sign-in and Sign-out all authorized visitors noting date and time, telephone number and reason for visit.
9. During passing periods, **All Staff** should be on campus supervising, while teachers stand at the doorways to their classrooms watching and supervising students.
10. Staff is to report any suspicious activity, break up groups of students loitering and listen for any rumors or reports of possible ongoing activity by students. Maximum supervision by staff is recommended during student lunch periods.
11. School Site Parent Groups may be contacted to assist with supervision and help monitor activity.
12. Notify appropriate District Personnel for assistance as needed.

## **EARTHQUAKE**

*Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings and injuries. Even a mild tremor can create a potentially hazardous situation. The following procedures should be implemented in response to all earthquakes, regardless of magnitude.*

### **Procedure**

**Note: Keep calm and remain where you are. Assess situation, then act. Remember, most injuries or deaths are direct cause of falling or flying debris.**

1. Upon first indication of an earthquake, teachers direct students to **Duck and Cover**.
2. Move away from windows and overhead hazards to avoid glass and falling objects
3. When shaking stops, School Administrator initiates **Evacuate Building**. Staff and students evacuate buildings using prescribed routes or other safe routes to assembly/shelter site.
4. Teachers bring their student roster and take attendance at assembly/shelter site to account for students. Teachers notify Site Team of missing students.
5. If injury or damage is suspected, School Administrator **“calls 911.”**
6. School Administrator contacts District Office
7. Site Team attempts to suppress fires with extinguishers.
8. Site Team notifies school personnel of fallen electrical wires.
9. Site Team turns checks for gas main leaks and water leaks and notifies Maintenance Manager of situation.
10. Site Team is directed to stand post in areas of building to keep people from entering.
11. Site Team Leader notifies Maintenance Manager to contact appropriate utility companies of any damages to water lines, sewers, power lines and other utilities.
12. Medical Team checks for injuries and provides appropriate first aid.
13. If area appears safe, Search and Rescue Team makes initial inspection of school buildings to identify any injured or trapped students or staff.
14. School Administrator stays in contact with District Personnel.
15. School Administrator confers with Maintenance Manager and/or Designees to ensure buildings are safe for re-occupancy. When safe to do so, Site Team conducts inspection of school buildings. Site Team maintains a log of their findings, by building and provides periodic report to Incident Commander.
16. Any affected areas are not reopened until Maintenance Manager provides clearance and School Administrator gives authorization to do so.
17. School Administrator initiates **CODE 9Off- Site Evacuation** if warranted.

## EXPLOSION/ RISK OF EXPLOSION

### Scenario 1: Explosion on School Property

#### **Procedure**

1. In event of explosion, all persons initiate **Duck and Cover**
2. School Administrator and/Police Officer consider possibility of another imminent explosion and takes appropriate action.
3. After explosion, School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In- Place, Evacuate Building, or CODE (9) Off-Site Evacuation**. Evacuation may be warranted in some buildings and other buildings may be used for shelter.
4. In event of evacuation, staff and students use prescribed routes or other safe routes and proceed to assembly/shelter site.
5. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Site Team of missing students.
6. School Administrator calls 911 and/or Superintendent at (530) 384-7826. Site Team can also contact District Office .
7. Site Team and/or Maintenance Manager turns off school's main gas supply.
8. Medical Team, when safe, checks for injuries and provides appropriate first aid.
9. Staff attempts to suppress fires with fire extinguishers.
10. Site Team Leader notifies appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
11. Site Team Leader posts guards safe distance away from building entrance preventing persons entering school buildings, considering possible secondary explosion sites.
12. When determined by emergency response officials to be safe to enter affected areas, School Administrator advises Search and Rescue Team to initiate search and rescue efforts.
13. School Administrator confers with LMUSD Maintenance Manager and/or Designees to ensure buildings are safe for re-occupancy. When safe to do so, Site Team conducts inspection of school buildings. Site Team maintains a log of their findings, by building and provides periodic report to Incident Commander.
14. Any areas affected by explosion are not reopened until appropriate agency provides clearance and School Administrator gives authorization.
15. School Administrator initiates **CODE (9)Off- Site Evacuation if warranted**.

## **Scenario 2: Risk of Explosion on School Property**

### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In- Place, Evacuate Building, or CODE (9) Off-Site Evacuation.**
2. If School Administrator issues **Evacuate Building Action**, staff and students evacuate building using prescribed routes or other safe routes to assembly/shelter site.
3. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Site Team of missing students.
4. School Administrator calls 911 and/or LMUSD Office at (530)384-7826. Site Team can also contact District Office.
5. Site Team/ Maintenance Manager turns off school's main gas supply.
6. Staff attempts to suppress fires with fire extinguishers.
7. School Administrator advises Search and Rescue Team to initiate search and rescue efforts if warranted.
8. Site Team Leader notifies appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
9. Any areas affected by explosion are not reopened until appropriate agency provides clearance and School Administrator gives authorization.
10. School Administrator initiates **CODE (9) Off- Site Evacuation if warranted.**

## **Scenario 3: Explosion or Risk of Explosion in Surrounding Area**

1. School Administrator initiates **Shelter-In-Place.**
2. School Administrator calls 911 and/or LMUSD Office at (530) 384-7826. Site Team can also contact District Office.
3. School Administrator takes further actions as needed.
4. School Remains In **Shelter-In-Place** condition until appropriate agency gives clearance that situation is under control. Upon receiving clearance, School Administrator gives **All- Clear Announcement.**

## **Scenario 4: Nuclear Blast or Explosion Involving Radioactive Materials**

### **Procedure**

1. School Administrator initiates **Shelter-In-Place**.
2. When sheltering, personnel establish adequate barriers or shielding (concrete walls, metal doors etc.) between themselves and source of blast or explosion and avoids sheltering near exterior windows.
3. School Administrator calls 911 and Superintendent (530) 384-7826. Site Team can also contact District Office.
4. After initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid and relocate students from upper floors if possible.
5. Site Team/Maintenance Manager turns off schools main gas supply, local fans in area; closes and locks doors and windows; shuts down all building's air conditioning systems; seal gaps under doors and windows with wet towels or duct tape.
6. School remains in **Shelter-In-Place** condition until Sheriff's Office of Emergency Services (O.E.S.) or appropriate agency provides clearance and School Administrator issues further instructions.

## **FIRE ON SCHOOL GROUNDS**

*Procedure addresses situations where fire is discovered on school grounds. A quick response situation is very important to prevent injuries and property damage.*

### **Procedure**

1. Upon discovery of fire, signal fire alarm and teachers and staff direct all students out of building and area in a calm and orderly manner to the football field.
  2. School Administrator immediately initiates **Evacuate Building**. Staff and students evacuate using prescribed routes or other safe routes to football field.
  3. Teachers bring student roster, first aid bag and take attendance to account for students. Teachers line up students in rows by class. Teachers notify Site Team of missing students by showing a **Green Card= All students present and Red Card= Missing students**.
  4. School Administrator calls 911 and/or LMUSD Office at (530) 384-7826. Site Team can also contact District Office.
  5. Site Team suppresses fires and initiates rescue procedures until local fire department arrives.
  6. Site Team secures area to prevent unauthorized entry and keeps access roads and gates clear for emergency vehicles.
  7. Site Team Leader directs fire department to fire and briefs department official on situation.
  8. Site Team notifies Maintenance Manager or Designee of situation and also informs to contact any affected utility companies to respond.
  9. If needed, Transportation Manager or Designee is notified for buses to evacuate students and staff if warranted.
  10. Any affected areas are not reopened until local fire department or appropriate agency provides clearance and School Administration.
  11. All fires, regardless of size, which are extinguished by school personnel, require a contact to fire department to indicate “fire is out” and to request fire department to respond for investigation and confirm.
- **During a Fire drill, Administration will give the “All Clear”.**

## **FIRE IN SURROUNDING AREA**

*Procedure addresses fire discovered in area adjoining school. The initiated response actions take into consideration location and size of fire, its proximity to school and likelihood that fire may affect school.*

### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place, CODE RED Lock Down, CODE BLUE, Evacuate Building or CODE (9) Off-Site Evacuation.**
2. School Administrator calls 911 and/or LMUSD Office (530)384-7826. Site Team can also contact District Office.
3. School Administration instructs Site Team to prevent students from approaching fire and keep routes open for emergency vehicles.
4. Agency Liaison works with fire department to determine if school grounds are threatened by fire, smoke, or other hazardous conditions.
5. If School Administrator issues **Evacuate Building**, staff and students evacuate affected building(s) using prescribed routes or other safe routes to assembly/shelter site.
6. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Site Team of missing students.
7. If needed, Maintenance Manager is notified for request of buses for student and staff evacuation.
9. School Administrator initiates **CODE (9) Off- Site Evacuation** if warranted.



## **FLOODING**

*Procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or failure of a man-made dam.*

### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place, Evacuate Building or CODE (9) Off-Site Evacuation**.
2. School Administrator calls 911 and LMUSD Office at (530) 384-7826. Site Team can also contact District Office via two-way radio to advise of situation.
3. If School Administrator issues **Evacuate Building or CODE (9) Off-Site Evacuation**, staff and students evacuate affected building(s) using prescribed routes or other safe routes to assembly/shelter site.
4. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Site Team of missing students.
5. Switch all passing bells to manual operation.
6. Contact appropriate LMUSD personnel as needed:

## **INCAPACITATED STAFF MEMBER**

*Procedure addresses situations involving school staff members who become ill, injured, unconscious, or unable to respond to students or other staff.*

### **Procedure**

1. A staff or student directs another student to contact office and request assistance either by classroom phone or immediate response.
2. Another student notifies a teacher or staff member in adjoining classroom.
3. Students remain calm and in seats

## **LOSS OR FAILURE OF UTILITIES**

*Procedure addresses situations involving loss of water, power or other utility on school grounds. Should also be used in event of discovery of gas leak, exposed electrical line, or break in sewer lines.*

### **Procedure**

1. If water or electrical line is broken, efforts are made to turn off water or power to affected area and to notify School Administrator and Site Custodial Supervisor immediately.
2. Upon notice of loss of utilities, School Administrator assesses situation and determines if appropriate Immediate Response Actions, which may include **Shelter-In-Place or Evacuate Building**, are to be initiated.
3. School Administrator or Designee notifies LMUSD Maintenance and Operations Administrators and informs them of situation which includes location and nature of situation/emergency. Additional appropriate personnel are notified at discretion of School Administrator.
4. Maintenance Personnel, working with School Administration, contact affected utility company to determine whether their assistance is required and determine potential length of time service will be interrupted.

### **Important Utility Service Phone Numbers:**

- PG& E Emergency (800) 743-5000
- AmeriGas (530) 222-1516
- Los Molinos Mutual Water Company (530) 384-2737

5. School Administrator along with appropriate personnel, make decision whether to postpone remaining school day and arrange for early student dismissal.
6. Administration arranges for media announcements regarding situation.

## **MOTOR VEHICLE CRASH**

*Procedure addresses situations involving Motor Vehicle Crash on or immediately adjacent to school property.*

### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place, Lock Down, Evacuate Building or CODE (9) Off-Site Evacuation.**
2. School Administrator calls 911 and LMUSD Office at (530) 384-7826. Site Team can also contact District Office.
3. Site Administration or Site Team secures crash area to prevent unauthorized entry.
4. School Administrator directs Site Team to organize fire suppression activities, if it is safe to do so, until fire department arrives.
5. Site Team checks for injuries to provide appropriate first aid.
6. Any affected areas are not reopened until appropriate agency provides clearance and School Administrator issues authorization to do so.

## **PSYCHOLOGICAL TRAUMA/ AFTERMATH COUNSELING**

*Crisis Management Actions are to be taken during and subsequent to any emergency that may have psychological impact on students and staff, such as act of violence; death of a student or staff member; earthquake or other natural disaster; serious environmental problem; or ethnic and racial tensions. Emergencies like those described above usually produce one or more of the following conditions:*

- *Temporary disruption of regular school functions and routines.*
- *Significant interference with ability of students and staff to focus on learning.*
- *Physical and/or psychological injury to students and staff.*
- *Concentrated attention from community and news media.*

*As a result of such emergencies, students and staff may exhibit variety of psychological reactions. As soon as physical safety of those involved has been insured, attention must turn to meeting emotional and psychological needs of students and staff.*

### **Procedure**

1. School Administrator establishes Medical Team, which has primary responsibility for providing necessary assistance after all types of crisis, including psychological first aid.
2. Medical Team assesses range of crisis intervention services needed during and following the emergency.
3. Medical Team provides for or arranges for direct intervention services.
4. If there is need for additional counseling services, School Administrator notifies District Superintendent or Designee.
5. Medical Team advises and assists School Administrator to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, Medical Team members provide ongoing assessment of needs and follow-up services as required.

## **SUSPECTED CONTAMINATION OF FOOD OR WATER**

*Procedure followed if site personnel report suspected contamination of food or water.*

*Procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by District staff or local agencies.*

*Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.*

### **Procedure**

1. School Administrator and, Cafeteria Supervisor isolates suspected contaminated food/water to prevent consumption and restricts access.
2. School Administrator calls 911 and LMUSD Office (530) 384-7826. Site Team can also contact District Office.
3. State of California notification protocols are followed at this time.
4. School Administrator provides list of all potentially affected students and staff.
5. Medical Team and Responding Emergency Personnel assess need for medical attention and provide first aid as appropriate
6. School Administrator maintains a log of affected students and staff and symptoms; food/water suspected to be contaminated, quantity and character of products consumed and other pertinent information.
7. School Administrator confers with all appropriate agencies before resumption of normal operations.
8. School Administrator notifies parents of incident, as appropriate.

## **ULAWFUL DEMONSTRATION/ WALKOUT**

*An Unlawful demonstration/ walkout are any unauthorized assemblage on or off campus by staff or students for purpose of protest or demonstration.*

### **Procedure**

1. Upon indication that unlawful demonstration or walkout is about to begin, personnel immediately notify School Administrator.
2. School Administrator assesses situation and initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place**.
3. School Administrator notifies LMUSD Office (530)384-7826 to request assistance and provide exact location and nature of situation.
4. Student Release Team immediately proceeds to control student ingress and egress. Each person entering or leaving campus is required to sign his/her name and record other pertinent information.
5. If students leave campus, Site Team along with School Administrators and allied law enforcement agencies will accompany them. All attempts will be made to guide and control actions of students while off-site.
6. Students not participating in demonstration or walkout are kept within their classrooms until further notice by School Administrator. Teachers close and lock classroom doors. Students and staff are protected from flying glass in event windows are broken by closing drapes and blinds in rooms so equipped.
7. Documentation Unit staff attempt to keep accurate record of events, conversations and actions.
8. All media inquiries are referred to Administration.
9. School Administrator proceeds in good judgment on basis of police or other legal advice, in taking action to control and resolve situation.
10. School Administrator notifies parents of incident, as appropriate.

## **WINDSTORM**

*Warning of an impending windstorm is usually received via radio, television, or civil defense officials. The United States Weather Service can usually forecast severe windstorms. If time and conditions permit, students and staff are sent home (with LMUSD Superintendent's approval). If high winds develop during school hours without sufficient warning, the following emergency procedure is followed.*

### **Procedure**

1. School Administrator initiates appropriate Immediate Response Actions, which may include **Shelter-In-Place**.
2. Close all windows and blinds. Switch passing bells to manual operation.
3. Evacuate classrooms that bear full force of the wind.
4. When sheltering, personnel remain near an inside wall of a ground floor if the building has more than one level. Avoid sheltering near exterior windows.
5. Avoid auditoriums, gymnasiums and other enclosures that have long roof spans.
6. School Administrator and/or designee's monitor radio or television announcements and initiates further actions as appropriate.
7. School remains in **Shelter-In-Place** condition until U.S. Weather Service or appropriate agency or LMUSD Administration provides clearance and School Administrator issues further instructions.



## **STUDENT OPIOID(FENTANYL) OVERDOSE**

*Procedure followed when a student is confirmed to have ingested opioids and experiencing signs of an overdose; **pale, blue or cold skin, slow, irregular, or ceased breathing, limp body response, slow, erratic, or undetectable heartbeat, loss of consciousness or nonresponsive.***

### **Procedure**

1. School Nurse is immediately notified. Give two (2) rescue breaths to provide oxygen
2. Call 911 to get help
3. Administer Naloxone (NARCAN)
4. Stay with student until EMS arrives
5. Continue to provided rescue breathing if it has not resumed
6. If two (2) minutes have passed with little or no response, administer 2<sup>nd</sup> dose of Naloxone (NARCAN) in opposite nostril
7. Direct someone in the office to call the parents of the child immediately