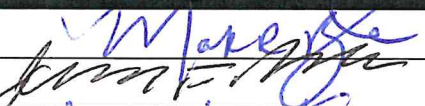
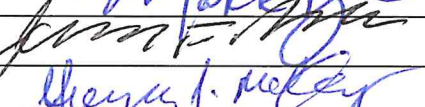
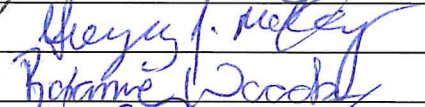
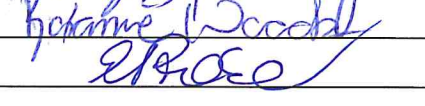


# Comprehensive School Safety Plan

**2022-23  
School Year**

**School:** Cottonwood Creek Charter School  
**CDS Code:** 45699550121640  
**District:** Cottonwood Creek Charter School  
**Address:** 3425 Brush Street  
Cottonwood  
**Date of Adoption:** 03/13/2023  
**Date of Update:** 02/14/2023  
**Date of Review:**  
- with Staff 03/21/2023  
- with Law Enforcement 03/21/2023  
- with Fire Authority 03/21/2023

**Approved by:**

| Name          | Title                      | Signature                                                                            | Date    |
|---------------|----------------------------|--------------------------------------------------------------------------------------|---------|
| Mark Boyle    | School Director            |  | 3/21/23 |
| Jim Bush      | Facilities Project Manager |  | 3/22/23 |
| Greg McKinley | Classroom Teacher          |  | 3/21/23 |
| Roxanne Woods | Office Manager             |  | 3/21/23 |
| Elke Proscher | Administrative Assistant   |  | 3/21/23 |

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## **Comprehensive School Safety Plan Purpose**

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at our school office located at 3425 Brush St., Cottonwood, CA.

## **Safety Plan Vision**

The Cottonwood Creek Charter School is committed to having and maintaining a safe learning environment for students and staff alike. A comprehensive school safety plan is in effect at our school campus. Through planning, training and education, and practice our staff is equipped with the necessary skills to maintain order and safety.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Cottonwood Creek Charter School Safety Committee**

#### **Assessment of School Safety**

Cottonwood Creek Charter School provides compiled school crime information for the California Safe School Assessment as mandated by the state of California.

The following Data sources are reviewed:

- 1) Local law enforcement crime data
- 2) Suspension/Expulsion data found in the California Longitudinal Pupil Achievement Data System
- 3) Attendance rates
- 4) LCAP

#### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

In analyzing local law enforcement crime data, as well as discipline and attendance reports, we identified the following strategies and programs to maintain a high level of school safety:

- 1) To ensure our campus is secure from outside criminal activity we are currently working to have gated entrances that require outside visitors to contact our front office for access.
- 2) To ensure a secure and prepared campus, we will continue to perform monthly disaster drills which include both fire and lock down drills.
- 3) To ensure a low suspension rate we will continue to maintain proactive and strong supervision during all times of the day.

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

Reporting child abuse is mandated by the California Penal Code. This law requires school employees to report any reasonable suspicion of child abuse or neglect to the local police department, sheriff's department, or county welfare office. All Cottonwood Creek Charter School staff report any suspected case of child abuse or child neglect. Teachers and classified employees are asked to make the report and notify an administrator or ask an administrator to assist in making a report. Cottonwood Creek Charter School administration reviews the reporting procedures at the beginning of the year. All school employees receive annual training on the mandated reporting requirements within six weeks of the first day of each school year or their first day of employment. Child abuse reporting procedures can be found in the Cottonwood Creek Charter School Parent Handbook.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

##### **Disaster Plan (See Appendix C-F)**

##### **EMERGENCY/DISASTER PROCEDURE**

In accordance with Board policy and California laws, Cottonwood Creek Charter School has developed specific plans in preparation for a possible emergency or disaster. The purpose is to prepare as much as possible in advance for the safety and welfare of each student. What is done now, when there is time to prepare, could result in preventing serious injury to or possible death of student (s). In the event of an emergency or disaster, you can expect the following:

1. Regularly scheduled fire, earthquake, and lock down drills, as well as disaster drills will be conducted at school.
2. Preparation for an emergency or disaster will be reviewed and an emergency backpack will be maintained in each classroom.
3. Students will be kept AT SCHOOL during school hours UNLESS it is unsafe or inappropriate to do so.
4. Students will be instructed to continue on their way home if they are already going home.
5. Students will be instructed to continue on their way to school if they are already going to school.

6. Parents/guardians will be asked for identification before your student is released to you.
7. Unauthorized persons will not be allowed on campus.
8. Should a parent/guardian need to pick up their student, you may do so at the location where there is a sign stating PICK-UP POINT.
9. Parents/guardians will be asked to keep clear of all access roads and parking lots so that emergency vehicles can arrive safely and easily.
10. Should a student need to be evacuated from the school, he/she will be taken to the nearest safe location available.

#### EVACUATION PROCEDURE

Cottonwood Creek Charter School has specific "Exit School" procedures. These will be followed when students are required to leave the building. In case the school needs to be evacuated, children will leave on foot supervised by staff, to the nearest public building, public site or to the Primary Evacuation Site. The Evacuation Site will be determined by the School Director or faculty member in charge of students, based on the conditions that necessitated the evacuation. In the event of a district wide evacuation, we would stand by for direction from the Cottonwood Union School Superintendent. If it is safe and possible to keep the children at school, we will do so until they can be either delivered to their homes or picked up by their parents.

#### EVACUATION SITES:

Primary On-Campus Evacuation Site: - Soccer/Baseball Field

Primary Off Campus Evacuation Site: - First Baptist Church

#### TEACHER EVACUATION CHECKLIST:

1. Take your Evacuation Packet
2. Take your Evacuation Backpack
3. Take your Walkie-Talkie

#### PROCEDURES FOR SCHOOL CLOSURES / DELAYED START

In the event that it becomes necessary to cancel school for an entire day or a partial day, or to delay the start of school, the following procedures will be followed:

The decision to delay or close school shall be made by the Superintendent. Factors which will be considered in making the decision shall include the present road conditions, the present and future weather conditions, the status of heat, water and electric power at each school site. Since it is in the best interest of the students and staff to make a decision to close a school in a timely fashion, every effort will be made to announce the school closures by 7:30 am.

#### NOTIFICATION OF SCHOOL CLOSURE

When the decision has been made to close or delay the start of the schools in one or more of the communities within the district, the Superintendent/designee will notify the affected site administrators, place a notice on the PCOE website, put a message on the District Office voicemail ext. 1, and notify local radio stations. Principals will be responsible to notify school site staff and the supervisor of transportation will be responsible to notify all bus drivers. Principals are encouraged to develop a staff phone tree and to use the School Messenger automatic calling system to disseminate such information rapidly. Principals should include the above information about notification of school closures in their school newsletters several times during the winter months when closures are most likely to occur.

#### SCHOOL CLOSURE FOR A PARTIAL DAY

In the event that it becomes necessary to close schools in a specific community for safety reasons after students are in attendance during the day, the principals shall confer with the Superintendent who shall make the decision with the supervisor of transportation. The Superintendent/designee will notify the affected site administrators, place a notice on the Cottonwood Creek Charter website, put a message on the District Office voicemail ext. 1, and notify local radio stations. Principals will establish a procedure to directly contact parents – no student will be sent home without verification that a parent or designated adult is there to receive them.

**Public Agency Use of School Buildings for Emergency Shelters**

Per Ed Code 32280, public agencies, including the American Red Cross, are permitted to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community.

**(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

The Pupil Suspension and Expulsion Policy (see Appendix D) has been established in order to promote learning and protect the safety and well being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 et seq. which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 et seq. The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

**(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

If a dangerous pupil is in attendance, the Cottonwood Creek Charter School Principal will personally notify the teachers immediately about that student. The administrator will identify the dangerous behavior and instruct teachers on how to proceed if dangerous behavior occurs. For students who are suspended from school, teachers will be notified of the suspension and will have access to the suspension letters for details of the incident. Any student who causes, attempts to cause, or threatens to cause harm may be recommended for expulsion if the severity of the action so warrants.

**(E) Sexual Harassment Policies (EC 212.6 [b])**

Cottonwood Creek Charter School is committed to a learning and working environment that is free of discriminatory intimidation. Therefore, the school adheres to a policy that prohibits sexual harassment at school and school-sponsored events, including off-campus events and field trips. Cottonwood Creek Charter School Board Policies provide a comprehensive guide to sexual harassment, including purpose of the policies, definition of sexual harassment, and complaint, investigation and resolution procedures. Staff members are also notified of their obligations and rights regarding sexual harassment.

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

Good appearance and good grooming add to the effectiveness of a student in school and are very conducive to a good learning environment. Students are expected to attend site classes and elective classes in neat, clean, appropriate clothing with their bodies appropriately covered. Parents are expected to enforce the dress code standards before children leave for school each morning. If students are unsuitably dressed, or their appearance is disruptive or distractive in nature, students will call home and have appropriate clothing brought to them. In areas not covered by the dress code, the onsite administrator shall make judgements at his/her own discretion.

1. No wearing undergarments as shirts or shorts.
2. No torn clothing that exposes skin above the knee.
3. Pants and shorts must be worn at waist level, no sagging.
4. No spaghetti straps, halter tops, or strapless tops. Wide shoulder strap tank tops are acceptable.
5. No midriffs, undergarments, or cleavage showing.
6. Clothing, jewelry, and accessories with logos or words that promote alcohol, drugs, gangs, violence, bigotry, or sexual connotations are not permitted.
7. No hats inside the building, except for religious purposes.
8. No sunglasses inside the building.
9. No ink writing on bodies or garments.
10. Shorts, skirts, and dresses may not be shorter than 3 inches above the knee.
11. Shoes must be worn at all times.
12. Costumes may only be worn on designated days.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

When entering or exiting the campus, students and parents are instructed to utilize the following drop off/pick-up points:

- (1) The Front Main Gate (Brush Street),
- (2) The Primary Grades Gate that is connected to the primary grades classrooms (Brush Street), or
- (3) The Northeast Gate that is next to the Library (3rd Street).

After 8:20 a.m., all outside gates and doors are locked except the main gate and main doors at the front of the school. After 8:20 a.m., all parents/guardians and visitors to Cottonwood Creek Charter School must enter through the front doors, check in at the front office, and obtain a visitor pass.

Motorists are expected to obey all driving and speed laws while in the parking lot and/or on streets near Cottonwood Creek Charter School. Bicycle and skateboard possession and riding are strictly prohibited on campus. Signs indicating this are posted.

Cottonwood Creek Charter School is a closed campus. Students who leave campus without proper permission are subject to school discipline.

#### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

People and Programs

**Element:**

Create and Maintain a safe, caring, and connected environment

**Opportunity for Improvement:**

Continue staff development training with instructional aide staff regarding playground supervision

| Objectives                                                                            | Action Steps                                                                     | Resources         | Lead Person            | Evaluation                               |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------|------------------------|------------------------------------------|
| Maintain strong and proactive supervision during all transition periods and recesses. | Carefully Planned Supervision Schedule                                           | See School Budget | Mark Boyle / Principal | Parent Feedback from End of Year Surveys |
|                                                                                       | Continued Staff Training on Supervision, School Safety, and Bullying Prevention. |                   |                        |                                          |

**Component:**

Place / School Campus

**Element:**

Maintain a campus and school environment that is safe, drug-free, and conducive to learning.

**Opportunity for Improvement:**

Continued Improvements with regard to campus safety and security (i.e. new fencing and security gates).

| Objectives                                | Action Steps                                                                             | Resources  | Lead Person            | Evaluation             |
|-------------------------------------------|------------------------------------------------------------------------------------------|------------|------------------------|------------------------|
| Maintain daily cleaning procedures        | Janitorial services done each night as well as more in depth cleaning done periodically. | See Budget | Custodian              | Parent Survey Feedback |
| Address areas of campus in need of repair | Continue employment of Part-time Maintenance Worker                                      | See Budget | New Maintenance Worker | Staff Feedback         |
| Address areas of campus safety            | Continue installation of security cameras                                                | See Budget | Director               | Staff Feedback         |

**Component:**

Place / School Campus

**Element:**

Maintain a campus and school environment that is safe, drug-free, and conducive to learning

**Opportunity for Improvement:**

Need for Updated Staff Training with new Disaster Procedures and School Evacuation Protocol

| Objectives                                                                                      | Action Steps                                                                                                                                           | Resources  | Lead Person            | Evaluation                      |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------|---------------------------------|
| Have Staff fully trained in Disaster Procedures, ALICE Training, and School Evacuation Protocol | Update Current Procedures and gather review and approval from law enforcement and fire department; Implement Staff In-service Days for ALICE Training. | See budget | Mark Boyle / Principal | Disaster Drill Training Records |

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Cottonwood Creek Charter School Student Conduct Code**

**Conduct Code Procedures**

The purpose of discipline is to both facilitate learning in the classroom and to teach students self-regulation skills that will serve them in all areas of their lives. When a student violates classroom rules teachers use interventions, such as verbal reminders, moving a student's seat, one on one after class conversations or a phone call home. If a violation of classroom rules persists, the CCCS director will be contacted for further involvement with the student and/or parent.

If there is a conflict between students and direct discussion cannot resolve the conflict, students will be expected to follow the conflict resolution techniques taught in the classrooms and on the playground. The conflict resolution structure asks students to be responsible for their own choices and gives students various choices to act upon when in a conflict. These choices range from walking away from a situation, talking it over with his/her peer, actively listening to the other student(s), and/or reaching a consensus amongst the students. Staff will incorporate these techniques into problem-solving situations as a regular practice. If students are unable to resolve the conflict they will be expected to ask a teacher for assistance in resolving the conflict. If the teacher is unable to resolve the conflict, the Director will facilitate a dispute resolution process.

For highly disruptive or unsafe behaviors, students will receive an immediate referral to the director. More serious school violations include, but are not limited to, physical violence, threatening others, vandalism, jeopardizing the safety of others, theft, and any other illegal or dangerous activities. These violations may result in immediate suspension or referral for expulsion. A comprehensive list of offenses resulting in suspension or expulsion and the Pupil Suspension and Expulsion Policy is available in the office.

**(J) Hate Crime Reporting Procedures and Policies**

Hate crime reporting procedures and policies can be found in the Cottonwood Creek Charter School Student/Parent Handbook.

**Procedures for Preventing Acts of Bullying and Cyber-bullying**

Policy prohibiting discrimination, harassment, intimidation, and bullying can be found in the Cottonwood Creek Charter School Student/Parent Handbook. This Policy prohibits discrimination, harassment, intimidation, and bullying at school and all school-sponsored events, including off-campus events and field trips.

## **Safety Plan Review, Evaluation and Amendment Procedures**

Board will annually review this Comprehensive Safety Plan by March 1st of every year.

## **Safety Plan Appendices**

## Emergency Contact Numbers

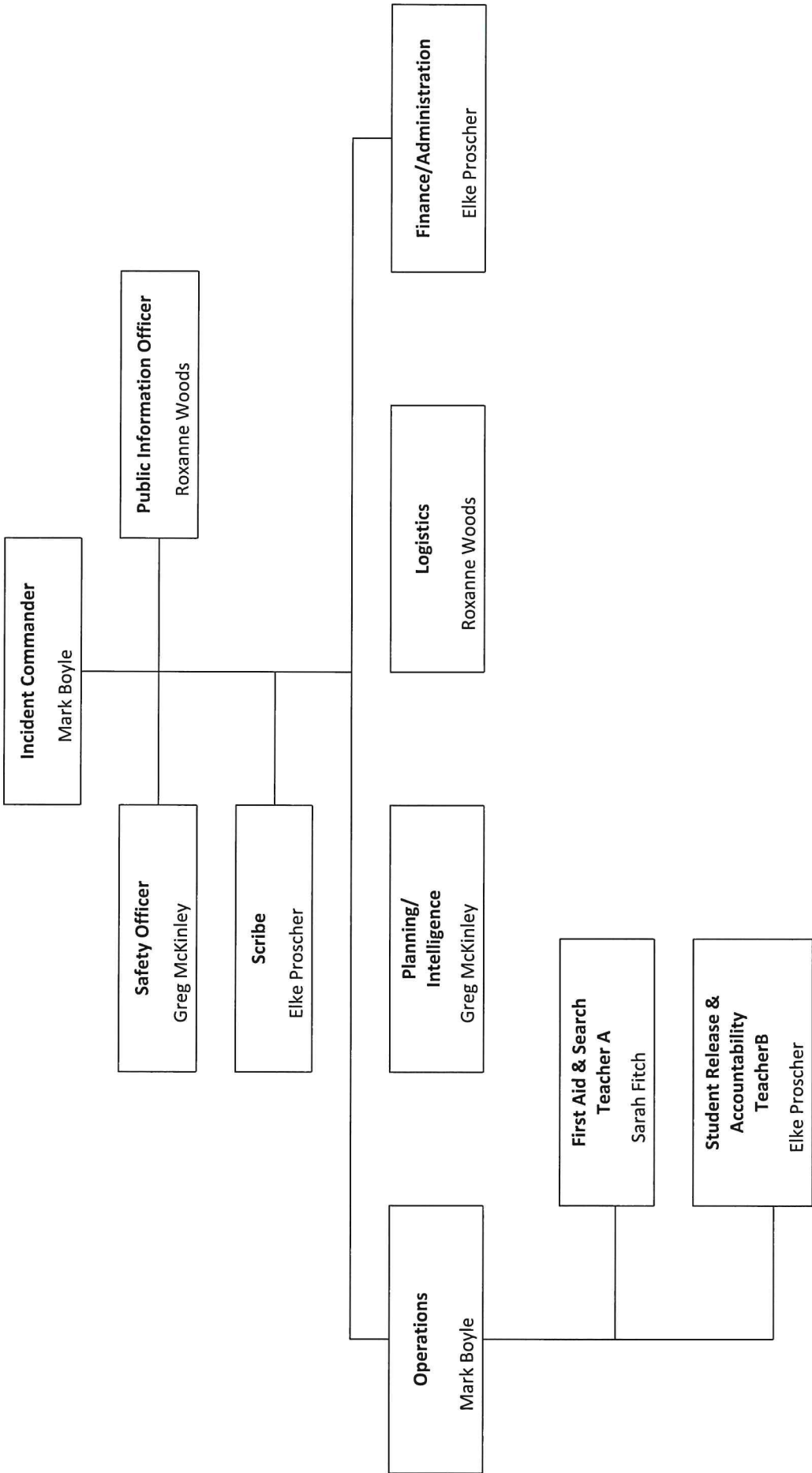
### Utilities, Responders and Communication Resources

| Type                           | Vendor                           | Number         | Comments |
|--------------------------------|----------------------------------|----------------|----------|
| Law Enforcement/Fire/Paramedic | Shasta County Sheriff            | 245-6540       |          |
| Law Enforcement/Fire/Paramedic | Cottonwood Fire Department       | 347-3131       |          |
| Local Hospitals                | Mercy Hospital                   | 225-7252       |          |
| Local Hospitals                | Shasta Regional Medical Center   | 244-5400       |          |
| Emergency Services             | Suicide Prevention               | 225-5252       |          |
| Emergency Services             | Office of Emergency Services     | 245-6174       |          |
| Emergency Services             | Poison Control                   | 1-800-876-4766 |          |
| American National Red Cross    | American Red Cross               | 244-8000       |          |
| City Services                  | County Mental Health Department  | 225-5200       |          |
| School District                | Cottonwood Union District Office | 347-3165       |          |

### Safety Plan Review, Evaluation and Amendment Procedures

| <b>Activity Description</b><br>(i.e. review steps, meetings conducted, approvals, etc) | <b>Date and Time</b>                                 | <b>Attached Document</b><br>(description and location)        |
|----------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------|
| Principal Training at Shasta County Office of Education                                | Fall 2019                                            | Staff Development at Shasta County Office of Education        |
| Safety Plan Development by Cottonwood Creek Charter School Staff                       | Fall 2019, Spring 2020                               | Cottonwood Creek Safety Committee; on campus                  |
| Safety Plan Review with Staff                                                          | February 2021, February 2022, February 2023          | Staff Meetings at Cottonwood Creek Charter School             |
| Safety Plan Review with Law Enforcement and Local Fire Department                      | February 2021, February 2022, February 2023          | Review Meeting at Fire Department and with Sheriff Department |
| Safety Plan Review and Adoption by School Board                                        | February 10, 2020, February 14, 2022, March 13, 2023 | Cottonwood Creek Charter School Board Meeting                 |
| Safety Plan Adoption of Annual Updated Plan                                            | February 8, 2021, February 14, 2022, March 13, 2023  | Cottonwood Creek Charter School Board Meeting                 |

Cottonwood Creek Charter School Incident Command System



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

See below:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

**Step One: Identify the Type of Emergency**

**Step Two: Identify the Level of Emergency**

**Step Three: Determine the Immediate Response Action**

**Step Four: Communicate the Appropriate Response Action**

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

This procedure addresses situations involving an Aircraft Crash on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, school personnel will respond appropriately toward hazardous materials (HAZMAT). Refer to the section on Biological or Chemical Release.

#### **Procedure**

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator or designee will call "911" and will provide the exact location (e.g., building or area) and nature of emergency.
5. The First Aid/Medical Team will check injuries to provide appropriate first aid.
6. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.
7. If it is unsafe to remain on campus, the School Administrator will initiate an OFFSITE EVACUATION.

### **Animal Disturbance**

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

#### **Procedure:**

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include LOCK DOWN or EVACUATE BUILDING.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.
3. If additional outside assistance is needed, the School Administrator will call "911 and provide the location of the animal and nature of emergency.
4. If a staff member or student is injured, families and parents will be notified.
5. The School Administrator will initiate an OFF-SITE EVACUATION.

### **Armed Assault on Campus**

#### **ALERT -**

1. Initiate School Lock Down (see Lock Down Protocol in DISASTER PROCEDURES posted in every classroom and office).
2. Call 911. DON'T HANG UP THE PHONE UNTIL RELEASED BY 911, OPERATOR. If 911 are unavailable, call the Shasta County Sheriff's Office at 245-6540.

#### **ACTIONS -**

1. Lockdown Drill – Continue in Lock down drill until given "ALL CLEAR" by Law Enforcement or Administration.
2. Evacuate (if necessary) - Move from the building and away from the armed intruder, if at all possible to safely do so. If breaking windows is necessary, do so from the top corner. Students should evacuate to their pre-determined location or evacuation center. If law enforcement arrives – keep hands visible!
3. Counter - Counter is an absolute last resort! Move, make noise, and throw objects to distract the shooter. Use body weight and gravity to gain control.

4. After law enforcement or school administration has directly instructed you that the immediate danger is over: AVOID parked private vehicles and trash cans until all have been cleared by law enforcement; DO NOT TOUCH or allow students to touch: Weapons, guns, knives, club, or shell casings, or any area possibly touched by the intruder, or Notes or other written materials left by intruder.

In preparation for an Armed Intruder/Shooting incident:

- a. All staff should develop the habit of being aware of their surroundings – constantly vigilant for potential threats.
- b. All staff should have their Lock Down Drill (Bright Orange color) posted next to their door.
- c. All school staff should know the location of the off campus evacuation center.
- d. All school staff should be trained in how to make a general announcement on the school's intercom phones.
- e. School staff should evaluate all classrooms and determine if, during a lock down that classroom can provide cover and concealment for students, or if they should be moved to a nearby location providing better cover and concealment.
- f. Trauma training and trauma first aid kits should be provided to school staff
- g. Post-incident student release procedures should be established.
- h. Parents should be informed of site response plans for Armed Intruder/Shooting.

#### **Biological or Chemical Release**

Hazardous material spills may occur inside a building, such as a spill in a chemistry lab. Incidents of disaster magnitude may occur outside, such as a tank truck accident involving large quantities of toxic material.

Procedures:

- 1) If a spill is minor and inside, notify buildings and grounds personnel immediately for cleanup. Open windows for ventilation.
- 2) If a more serious spill occurs inside or outside:
- 3) Call 911. Notify Fire Department, Emergency Response Unit, and/ or Public Health Department.
- 4) Provide the following:
  - School name
  - Building address, including nearest cross street(s).
  - Your name and phone number.
  - Location of the spill and/or materials released.
  - Characteristics of spill (colors, smells, visible gases).
  - Name of substance, if known.
  - Injuries, if any.
- 5) Notify buildings and grounds personnel.
- 6) Close all windows and doors if the spill is outside.
- 7) Request that buildings personnel shut off mechanical ventilating systems if it might spread toxic material.
- 8) Remain inside building unless ordered to evacuate by the Fire Department.
- 9) Fire Department will advise of further actions to be taken.
- 10) Do not eat or drink anything or apply cosmetics.
- 11) If there appears to be imminent danger, a fire drill may be called while approval for student release or site evacuation is sought.
- 12) The Principal or his/her designee, if necessary, will give approval for student release or site evacuation.

#### **Bomb Threat/ Threat Of violence**

The person receiving the bomb threat will:

- \* Attempt to gain as much information as possible when the threat is received. Do not hang up on the caller.
- \* Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.

- \* The most important information is: When will the bomb explode and where is the bomb located?
- \* Immediately after receiving the bomb threat, verbally notify the Incident Commander of the threat received.
- \* Turn off cellular phones and/or walkie-talkie radios (transmits radio waves could trigger a bomb).

Incident Commander, in conjunction with other staff, will (if necessary):

- \* Call 9-1-1 and give the following information: your name, call-back phone number, exact street location with the nearest cross street, nature of incident and number and location of people involved and/or injured.
- \* Notify superintendent's office.
- \* Evacuate involved buildings using fire drill procedures. Principal must have superintendent's permission to evacuate the entire site.
- \* Implement a systematic inspection of the facilities to determine if everyone is out.
- \* Secure all exits to prevent re-entry to buildings during the search period.
- \* Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.
- \* Re-occupy buildings only when proper authorities give clearance.

Fire department or police officers shall organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object. Site employees should be ready to assist as needed.

#### **Bus Disaster**

Not applicable to Cottonwood Creek Charter School

#### **Disorderly Conduct**

Unlawful Demonstration or Walkout

#### **EMERGENCY PROCEDURES IN CASE OF RIOT**

A riot may be defined as a large group of out of control individuals resulting in chaos and a complete breakdown of order. Adults are far outnumbered by students on campus at any given time and could not control such a situation without outside help. If there is large civil unrest incident on campus:

1. Contact law enforcement immediately and notify them of the approximate number of participants and the presence of weapons.
2. Try to isolate the disorderly group away from other students by locking doors and windows or assembling order students in a secure area.
3. Initiate "Shelter-in-Place" procedures for classroom.

#### **Earthquake**

- \* Indication of an earthquake may be a gentle to moderate shaking. Items may wobble upon a shelf.
- \* A fire/evacuation alarm MAY or MAY NOT sound.
- \* Students and teachers DUCK, COVER and HOLD until the shaking stops.
- \* Teachers evacuate the classroom when he/she deems it is safe.
- \* Teacher props the door open.
- \* Students and staff walk to the assembly area.
- \* Teachers take attendance and complete Emergency Attendance Report. Runners deliver the report to Incident Command Center.
- \* Teachers pass their class to the buddy teacher and report to predetermined team location.
- \* Wait for instructions.

Directions for Duck, Cover and Hold:

Classroom:

- 1) Drop to knees with back to the windows.
- 2) Get under solid furniture (desk, table, chair, etc.)

- 3) Grasp leg of furniture with one hand while covering the back of the neck with the other. Be certain head and necks are covered by furniture.
- 4) Wait for further instructions.

**Playground:**

- 1) Move away from any buildings, light poles, utilities and playground equipment.
- 2) Drop to ground and wait for instructions.

**Explosion or Risk Of Explosion**

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.) and proximity to the school. All students should be kept away from the explosion and under supervision.

**PRINCIPAL/SITE ADMINISTRATOR:**

- 1) Determine whether site evacuation should be implemented. If so, sound fire alarm. This will automatically implement action to EVACUATE the building. EVACUATION may be warranted in some buildings but others may be used for SHELTER IN PLACE.
- 2) Notify Fire Department (call 911). Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.
- 3) Secure area to prevent unauthorized access until the Fire Department arrives.
- 4) Advise the District Superintendent of school status.
- 5) Notify emergency response personnel of any missing students.
- 6) Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within building, your name and phone.
- 7) Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- 8) Determine if Student Release should be implemented. If so, notify staff, students and parents.
- 9) If damage requires the school to be closed, notify parents and staff of school status and alternate site for classroom instruction. Do not return to the school building until it has been inspected and determined safe by proper authorities.

**STAFF ACTIONS:**

- 1) Initiate DROP, COVER AND HOLD ON.
- 2) If explosion occurred inside the school building, EVACUATE to outdoor assembly area. Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.
- 3) Check to be sure all students have left the school site. Remain with students throughout evacuation process.
- 4) Upon arrival at assembly area, check attendance. Report status to site administrator immediately.
- 5) Render first aid as necessary.
- 6) Do not return to the building until the emergency response personnel determine it is safe to do so.
- 7) If explosion occurred in the surrounding area, initiate SHELTER IN PLACE. Keep students at a safe distance from site of the explosion.

**Fire in Surrounding Area**

A fire in an adjoining area, such as a wild land fire, can threaten the school building and endanger the students and staff. Response actions are determined by location and size of the fire, its proximity to the school and the likelihood that it may endanger the school community.

**PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- 1) Determine if EVACUATION of school site is necessary.
- 2) Contact local fire department (call 911) to determine the correct action for your school site.

- 3) If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan. If needed, contact bus dispatch for OFF-SITE EVACUATION.
- 4) Direct inspection of premises to assure that all students and personnel have left the building.
- 5) Notify the school district where the school has relocated and post a notice on the office door stating the temporary new location.
- 6) Monitor radio station for information.
- 7) Do not return to the building until it has been inspected and determined safe by proper authorities.

**STAFF ACTIONS:**

- 1) If students are to be evacuated, take attendance to be sure all students are present before leaving the building site.
- 2) Stay calm. Maintain control of the students a safe distance from the fire and firefighting equipment.
- 3) Take attendance at the assembly area. Report any missing students to the principal/site administrator and emergency response personnel.
- 4) Remain with students until the building has been inspected and it has been determined safe to return.

**Fire on School Grounds**

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate that the "fire is out".

**Within School Building**

**PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- 1) Sound the fire alarm to implement EVACUATION of the building.
- 2) Immediately EVACUATE the school using the primary or alternate fire routes.
- 3) Notify the Fire Department (call 911).
- 4) Direct search and rescue team to be sure all students and personnel have left the building.
- 5) Ensure that access roads are kept open for emergency vehicles.
- 6) Notify District Office of situation.
- 7) Notify appropriate utility company of suspected breaks in utility lines or pipes.
- 8) If needed, notify bus dispatch for OFF-SITE EVACUATION.
- 9) Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

**STAFF ACTIONS:**

- 1) EVACUATE students from the building using primary or alternate fire routes. Take emergency backpack and student kits. Maintain control of the students a safe distance from the fire and firefighting equipment.
- 2) Take attendance. Report missing students to the Principal/designee and emergency response personnel.
- 3) Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

**Flooding**

**EMERGENCY PROCEDURES IN CASE OF FLOOD:**

The major concern during flooding is drowning or injury from floating debris. Water is the most powerful force on earth. No humans or machinery can operate successfully against a raging body of water. The only defense is to assess where the flood waters will go and get out of the way by moving to higher ground. In the event someone gets caught in a powerful current follow these rescue steps:

1. Reach out to the person with an object they can grab.
2. Throw a buoyant object out to them that will help them stay on the water surface. Try to ensure that the object is tied onto a line that is anchored to something sturdy on shore so the power of the water doesn't pull you in.
3. Attempting to swim to the individual is very dangerous. Many would-be rescuers drown unless they are wearing flotation equipment, and even then have lost their life if the equipment fails.
4. Do not enter or attempt to cross bodies of water.

#### EMERGENCY PROCEDURES IN CASE OF SEVERE WINTER STORM:

Blizzard conditions with heavy accumulations of ice and snow, high winds and zero visibility pose an extreme danger when outside in the weather. Individuals often become exhausted quickly by the severe cold. Disorientation and loss of sense of direction can cause people to become lost within a few feet of familiar surroundings. Falling snow from buildings can bury children and even adults easily.

1. Staying indoors during severe weather, you are much safer inside than out even if the building has no heat, light, telephone or water.
2. When the storm subsides, remove snow from around windows and off roofs if there is a concern that the load bearing capacity of the structure is being approached. Schools are built to the most stringent design standards of any public building in California.
3. If the weather is severe, schools will be closed following the procedures outlined in the Emergency Action Plan and the phone tree will be started.
4. Phone numbers for weather updates on school closures are located in the "School Closure Notice" provided to parents at the beginning of the year.

#### Loss or Failure Of Utilities

##### EMERGENCY PROCEDURES IN CASE OF POWER FAILURE

Power failures may result in loss of telephone, heat, water and light causing potential emergency situations. Use of portable generators to restore power can be dangerous to utility workers trying to restore the power on transmission lines.

1. Retain room heat by keeping doors and windows closed or wear outdoor clothing to keep warm.
2. Minimize water use so water pump expansion tanks water supplies last.
3. Use available outside light or battery power flashlights.
4. Use portable handheld radios for communication in place of telephones.
5. Make cell phone calls brief: Do not tie-up communication access.

#### Motor Vehicle Crash

A motor vehicle crash may result in a fuel or chemical spill on school property. If the crash results in a utility interruption, refer to the section on Utility Failure.

#### PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- 1) Notify police and fire department (call 911).
- 2) Determine immediate response procedures, which may include EVACUATION, or OFF-SITE EVACUATION which may include the use of busses or alternate transportation.
- 3) Arrange for first aid treatment and removal of injured occupants from building.
- 4) Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive.
- 5) Ensure that students and staff remain at a safe distance from the crash.
- 6) Account for all building occupants and determine extent of injuries.
- 7) Notify District Superintendent.

#### STAFF ACTIONS:

- 1) Notify Principal.

- 2) Move students away from immediate vicinity of the crash.
- 3) EVACUATE students to a safe assembly area away from the crash scene. Take class roster and emergency backpack.
- 4) Check school site to assure that all students have evacuated.
- 5) Take attendance at the assembly area.
- 6) Report missing students to the principal /designee and emergency response personnel.
- 7) Maintain control of the students a safe distance from the crash site.
- 8) Care for the injured, if any.
- 9) Escort students back to the to the school site when emergency response officials have determined it is safe to return to the building.

### **Psychological Trauma**

#### **DEATH OF STAFF MEMBER/STUDENT**

##### **Administrative Action:**

- (1) Assess the situation.
- (2) Call 911, if necessary.
- (3) Director or designated staff member to personally contact the deceased's family and offer support.

##### **Gather Information:**

- (1) Student's schedule and emergency contact card.
- (2) Names of student's closes friends, siblings and school they attend.
- (3) Names of witnesses, if any.
- (4) Class schedule
- (5) Designate rooms to be used for grief counseling. Location(s) : Library or Front offices
- (6) Adjust scheduled activities.
- (7) Keep school personnel updated on events and circumstances.
- (8) Anticipate absences on the day of a funeral and consider alternative scheduling.
- (9) Stop any disciplinary or special notifications that may inadvertently be sent to the deceased's family.
- (10) Procure personal items of the deceased.
- (11) Identify and communicate with other affected schools.

NOTE: DO NOT immediately rearrange class seating, this may be accomplished later.

##### **Administrative Action:**

- (1) Notify school personnel before the start of the student school day.
- (2) Have Teachers privately send distressed students for counseling.
- (3) Announce the loss to the entire school providing facts that will reduce rumors. Provide moment of silence.
- (4) The administrator will visit selected classes, as needed, and speak directly, personally to students and staff.
- (5) Be visible on campus.
- (6) Follow up the student day with a short faculty meeting to review the facts on the incident and the role of faculty in further solving problems with the loss. Allow the staff the opportunity to share experiences and suggestions.

### **Suspected Contamination of Food or Water**

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies or suspicion of possible food/water contamination. Indicators of contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illnesses.

#### **PRINCIPAL/SITE ADMINISTRATOR ACTIONS:**

- 1) Call 911.
- 2) Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.
- 3) Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated, the quantity and character of products consumed and other pertinent information.
- 4) Provide list of potentially affected students and staff to responding authorities.
- 5) Provide staff with information on possible poisonous materials in the building.
- 6) Notify District Superintendent of situation and number of students and staff affected.
- 7) Confer with Department of Health and Human Services before the resumption of normal school activities.
- 8) Prepare communication for families advising them of situation and actions taken.

**STAFF ACTIONS:**

- 1) Notify principal/site administrator.
- 2) Call the Poison Center Hotline 1-800-222-1222.
- 3) Administer first aid as directed by poison information center.
- 4) Seek additional medical attention as needed.

**PREVENTATIVE MEASURES:**

- 1) Keep poisonous materials in a locked and secure location.
- 2) Post the Poison Control Center emergency number in the front office, school clinic and on all phones that can call outside.
- 3) Post the names of building personnel who have special paramedic, first aid training or other special lifesaving or life-sustaining training.

**Tactical Responses to Criminal Incidents**

Cottonwood Creek Charter School has an EMERGENCY RESPONSE PLAN developed in conjunction with Law Enforcement.

**Unlawful Demonstration or Walkout**

**EMERGENCY PROCEDURES IN CASE OF RIOT**

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3. Initiate "Shelter-in-Place" procedures for classroom.

## Emergency Evacuation Map