



# Comprehensive School Safety Plan

## SB 187 Compliance Document

*Message to parents, staff and community members,*

***School safety is our top priority.***

*As you can see from our Comprehensive School Safety Plan, SMMUSD has invested resources toward ensuring students and staff are as safe as possible at our school sites.*

*We work closely with our law enforcement partners, Santa Monica College, the City of Santa Monica and the City of Malibu, to support our efforts and emergency preparedness.*

*We strive to communicate all emergency situations to parents as quickly as we have information to provide. Parents can help by ensuring that phone and email addresses are up to date at your school site and by signing up for our mobile app that can be downloaded through your app store. (Search Santa Monica-Malibu USD). Follow us on X @SMMUSD and Instagram @smmusd\_official and like us on Facebook, and check your school website during any emergency for up to date information. Sign up for emergency notifications with your City as they partner with us in communicating information during an emergency. Please report any suspicious activity to your school site or through the WeTip hotline 800.78.CRIME.*

*You will note that each school site maintains specific elements relative to its school plan that in some cases are not public in nature. It is imperative that our site staff designations, procedures, maps and student health record lists are confidential within the school site so as not to publicize aspects of evacuations and procedures that could unfortunately be used to create chaos or cause harm by anyone intent on hurting students and staff. Please feel free to reach out to your school principal for more information on a specific site safety plan.*

*Thank you for your interest in protecting our students and staff.*

*Sincerely,  
Dr. Antonio Shelton  
Superintendent*

July 1, 2023

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**Senate Bill 187: Comprehensive School Safety Plan Purpose**

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 for each school is available for review at the SMMUSD district office.

## **Safety Plan Vision**

The Santa Monica-Malibu Unified School District has developed this Comprehensive School Safety Plan (CSSP) to ensure a safe learning environment and site based emergency preparedness for all students, faculty and staff. The CSSP is intended to ensure compliance with State and Federal school safety program regulations. This Plan is part of a comprehensive plan that includes a District All Hazards Mitigation Plan prepared in compliance with State disaster planning requirements, City and County Emergency Management Plans, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS). NIMS is a nationwide standardized approach to incident management and response. Developed by the U.S. Department of Homeland Security and released in March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

Standardized Emergency Management System Plan provides faculty, staff, parent volunteers and students with site-specific emergency instructions during an emergency crisis or disaster. Staff designated to carry out specific emergency responsibilities are expected to understand the policies, procedures and system. Training and exercises are ongoing components of the Plan.

This Plan incorporates the Incident Command System (ICS). The District has established a plan for maintaining a liaison with any multi-agency EOC and the County Emergency Operations Center to help facilitate effective coordination of aid requests, resources and the general flow of information among all agencies and jurisdictions within the region.

All emergency actions will be taken according to the following priorities:

1. Protection of life
2. Incident stabilization
3. Protection of property
4. Restoration of services

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

### **Safety Committee**

#### **SECTION VIII – SCHOOL EMERGENCY RESPONSE TEAM**

Incident Command Team - The Incident Command Team is responsible for directing school emergency response activities. A series of checklists for positions is located in Appendix A of this plan.

Assignments

Incident Commander:

Public Information Officer:

Safety Coordinator:

Agency Liaison:

#### **Team Assembly Location**

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location: Professional Development Learning Center (PDLC)

Outside Location: On Adjacent Parking North of Offices

#### **First Aid/Medical Team**

. First Aid/Medical Team Leader:

Alternate Team Leader:

First Aid/Medical Team Member:

First Aid/Medical Team Member:

First Aid/Medical Team Member:

School Nurse:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:

Outside Location

Psychological First Aid Team - The Psychological First Aid Team is responsible for the caring and safety of all students on campus during an emergency. It also provides psychological first aid as needed during and immediately after an emergency.

Psychological First Aid Team Leader:

Alternate Team Leader:

Psychological First Aid Team Member:

Psychological First Aid Team Member:

Psychological First Aid Team Member:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:

Outside Location:

**Search and Rescue Team** - The Search and Rescue Team (SAR) is responsible for preparing and performing search and rescue operations during an emergency. There may be two or more Search and Rescue teams.

Search and Rescue Team Leader:

Alternate Team Leader:

SAR Team 1 Members:

SAR Team 2 Members:

SAR Team 3 Members:

SAR Team 4 Members:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:

Outside Location:

**Security/Utilities Team** - The Security/Utilities Team is responsible for the security of the school site and its population during an emergency. The Security/Utilities Team will coordinate activities with the Incident Commander as required. Close coordination with the Reunion Gate Team is necessary in order to safely reunite students with their parents or lawful guardians. The Security/Utilities Team is also responsible for initiating short-term repairs and other necessary actions during an emergency. The effective response of the Security/Utilities Team in shutting down facility air handling systems, and gas, power and water supplies can be vital in minimizing damage to school facilities. This team includes participation by the custodial and cafeteria staff.

Security/Utilities Team Leader:

Alternate Team Leader:

Security/Utilities Team Member:

Security/Utilities Team Member:

Security/Utilities Team Member:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location. After initial assembly, Team Members will rove entire campus to determine areas of need.

Inside Location:

Outside Location:

**Supply/Equipment Team** - The Supply/Equipment Team is responsible for ensuring the availability and delivery of adequate supplies and equipment during the course of an emergency.

Supply/Equipment Team Leader: Elisabeth Lampert

Alternate Team Leader:

Supply/Equipment Team Member:

Supply/Equipment Team Member:

Supply/Equipment Team Member:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:

Outside Location:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Assembly Area Team - The Assembly Area Team is responsible for the safe evacuation and accounting of all students and staff during an emergency. The team is also responsible for reporting missing persons to the Incident Commander.

Assembly Area Team Leader:

Alternate Team Leader:

Assembly Area Team Member:

Assembly Area Team Member:

Assembly Area Team Member:

The Assembly Area Team Leader is responsible for collecting the Injury and Missing Persons Report (Form D, Appendix A) from the Team Members and makes them available to the Incident Commander.

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:

Outside Location:

Request Gate Team - The Request Gate Team is responsible for processing parent requests for student release during an emergency.

Request Gate Team Leader:

Alternate Team Leader:

Request Gate Team Member: Request Gate Team Member:

Request Gate Team Member:

The Request Gate team is to assemble at the main entrance.

Reunion Gate Team - The Reunion Gate Team is responsible for reuniting parents or guardians with students. This can be a highly sensitive role due to the fact that some parents will be informed that their children may be injured, missing or dead. The team will keep accurate records of students leaving the campus.

Reunion Gate Team Leader:

Alternate Team Leader:

Reunion Gate Team Member:

Reunion Gate Team Member:

Reunion Gate Team Member:

The Reunion Gate Team Leader is responsible for collecting the Student Release Log (Form E Appendix A) from the Team Members and makes them available to the Incident Commander.

The team is to assemble at the Reunion Area.

Fire Suppression and HazMat Team - The Fire Suppression and HazMat Team is responsible for extinguishing fires and evaluating the potential release of chemicals during an emergency. It is also responsible for evaluating the damages to school property in an emergency. This team will coordinate with the Incident Commander.

Fire Suppression and HazMat Team Leader:

Alternate Team Leader:

Fire Suppression and HazMat Team Member:

Fire Suppression and HazMat Team Member:

Fire Suppression and HazMat Team Member:

The Fire Suppression and HazMat Team Leader is responsible for gathering the Damage Assessment Report Forms (Form F, Appendix A) from the Team Members and makes them available to the Incident Commander.

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location :

Outside Location:

Documentation Position (Optional) - The Document Position is responsible for maintaining a log of all emergency developments and response actions, including financial expenditures, timekeeping, and other necessary documentation.

Documentation Staff Member:

Alternate Documentation Staff Member:

The Documentation Staff Member will report to the Command Post.

Communications Position (Optional) - The Communications Position is responsible for the analysis of emergency information, identifying potential changes in emergency conditions, and maintaining the "status board."

Communications Staff Member:

Alternate Communications Staff Member:

The Communications Staff Member will report to the Command Post.

### **Assessment of School Safety**

From the data and assessment of our school needs we have established the following goal addressing the school's physical environment:

From the data and assessment of our school needs we have established the following goal addressing social climate:

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

Medical Emergency – These procedures are for use in the event of a medical emergency.

#### **Procedure**

1. A member of the staff should immediately call for help. The administrator and school nurse should be called. If the person is not responding or appears severely injured, call 911.
2. A staff member who is certified in first aid may assist the injured party until nurse or paramedics arrive.
3. If the injured party can be moved, transport the injured to the nurse's office.
4. If the injured party appears unable to move, stabilize the body so that movement is limited, and wait for paramedics.
5. The Principal or designee will notify the family member designated on the health card.
6. If the student or staff has been transported to the hospital assign a staff member to accompany them to the hospital or follow in their own vehicle. Staff should not transport injured student in their vehicle, but should wait for paramedics. If there are multiple needs to transport multiple students or staff, the administrator will prepare a verified list and the locations to which they were transported.
7. Depending upon the nature of the medical emergency the news media may seek inquiries. The principal can refer all media inquiries to the District Office.

### **Plan Organization**

The effective management of emergencies requires both adequate emergency preparedness and emergency response capabilities. This plan is organized into two parts.

Part I – Safe Schools Plan and Emergency Procedures – Section I contains twelve sections. These sections include the general responsibilities of District Office and school site staff, an overview of roles and responsibilities as mandated by SEMS/NIMS emergency preparedness, guidance for determining the nature and extent of an emergency, and a series of initial response actions to be taken in an emergency. Also included are detailed emergency response procedures for 20 types of emergencies that may be encountered in a school setting and the school's specific information of staff roles and responsibilities to prepare for an emergency and during an emergency, site maps and phone numbers for staff, district office and community.

Part II – Required Policies – Section II contains policies required to be a part of each site's CSSP. Additionally, Part II contains District policies that address safety and ensuring safe schools for all.

Part III – Documents and Forms – Section III contains documents and forms for use by school safety teams when planning and preparing for an emergency situation; and for documenting actions when an emergency situation has occurred.

#### **Compliance**

This plan is one component of the comprehensive safe school plan (Education Code §§32280 et seq.) and specifically addresses the following:

1. Education Code §3200 - fire drills required at least once a calendar month at the elementary level, at least four times a year at the intermediate level, and at least twice a school year at the secondary level.
2. Education Code §§32040-44 - requirement for a first-aid kit on field trips.
3. Education Code §§32280(a)(2)(B) - requirement for disaster procedures including an earthquake emergency procedure and a school building disaster plan.

4. Education Code §§35295-35297 - requirement for a school plan for earthquakes and other emergencies and earthquake drills required at least once each school quarter in elementary schools and at least once a semester in secondary schools.
  5. Government Code §8607 of the California Government Code and 19 CCR §§2400 et seq. - requirements for use of the Standardized Emergency Management System by state and local agencies.
  6. Homeland Security Presidential Directive 5 (HSPD-5) - establishment of the National Incident Management System to coordinate the response to domestic incidents by multiple response agencies.
- The district also requires that school sites hold at two lockdown drills annually. All schools participate in a districtwide earthquake drill annually.

#### **SECTION IV - 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: I) identify the type of emergency; II) identify the level of emergency; and III) determine immediate action(s) that may be required. Each of these steps is discussed in the following section.

##### **I. Identify Type of Emergency**

The first step in responding to an emergency is to determine the type of emergency that has occurred. Emergency procedures for 20 different types of emergencies listed below are provided in this plan.

1. Aircraft Crash
2. Intruder on Campus
3. Biological or Chemical Release
4. Bomb Threat
5. Bus Accident
6. Child Abuse – Procedures are outlined in Board of Education Policy, Administrative Regulation and Exhibit 5141.4
7. Disorderly Conduct
8. Earthquake
9. Explosion/Risk of Explosion
10. Fire
11. Flooding
12. Loss or Failure of Utilities
13. Motor Vehicle Crash
14. Psychological Trauma
15. Medical Emergency
16. Suspected Contamination of Food or Water
17. Threat of Violence
18. Civil Unrest
19. Pandemic Influenza/Avian Flu
20. Tsunami Watch/Warning

##### **II. Identify Level of Emergency**

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a four-tiered rating system is described below.

Level 1 Emergency: A minor event that is handled by school personnel without assistance from outside agencies.

Level 2 Emergency: A moderate event in which many school community members are affected but school-site resources can independently manage the response.

Level 3 Emergency: A major event in which many school community members are affected, and even after reorganizing staff, school site resources cannot independently manage and support the response. Additional District resources are required.

Level 4 Emergency: A major event in which many school community members are affected and additional District resources are insufficient to manage and support the response.

##### **III. Determine Immediate Response Actions**

Once the type and extent of an emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are:

- Drop, Cover and Hold On
- Lockdown
- Alternate Response to a Violent Intruder
- Shelter-in-Place – Community Disturbance
- Shelter-in-Place – Environmental Incident



- Evacuate Building
- Off-Site Evacuation
- All Clear
- Student Release

Procedures for each of these are included in this section.

#### Immediate Response Actions

- Drop, Cover and Hold On - This action is taken to protect students and staff from falling debris.

#### Description of Action

1. Upon first indication of an earthquake, students and staff should immediately drop, cover and hold on.
2. If inside, school staff must instruct students to drop under their desks and cover their heads with their arms and hands, while holding onto the desk. For those students and staff who are physically unable to drop into a protected position under a table or desk, they should remain seated or, if possible, move to an interior wall away from windows and heavy objects, and cover their heads and arms.
3. If outside, school staff must instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands. For students and staff who are physically unable to drop to the ground, they should take action to cover their head with their arms and hands.
4. In the event of a major earthquake and after the initial shaking has stopped completely, the Incident Commander (Principal or designee) must make an announcement on the Public Address (PA) system to ensure that all building occupants have evacuated. If the PA system is not available other means of communication (e.g., sending messengers to deliver instructions) must be used.

- Lockdown - This action is necessary when a threat of violence on District property is identified or when directed by law enforcement. It is necessary to prevent a perpetrator(s) of violence from entering occupied areas. During Lockdown, students and staff are to remain in the classrooms or designated locations at all times. A Lockdown may be initiated by Principal or designee as necessary or upon instructions from the police.

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#### Description of Action

1. If an emergency occurs that requires occupants to lockdown, the Incident Commander (Principal or designee) at each site must make an announcement on the public address system (PA) to lockdown inside a building. If the PA system is not available, other means of communication (e.g. sending messengers to deliver instructions) must be used.
2. If outside, students should proceed to their classrooms if it is safe to do so. If it is not safe, staff must direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, or gymnasium).
3. Once inside, occupants should close and lock all doors. If a door cannot be locked, barricade the door with furniture. Turn off all lights and close all window blinds. Occupants should be seated below window level, toward the middle of a room away from windows and doors and should take cover behind heavy objects (e.g. tables, filing cabinets). Occupants should remain silent.
4. School staff and students must remain in the classroom or secured area until further instructions are given by the Incident Commander (Principal or designee) or law enforcement.
5. All campus entrances and exits must be locked and no visitors other than appropriate law enforcement or emergency personnel are allowed on campus.
6. If safe to do so, the Incident Commander (Principal or designee) should communicate to the district that the site is on Lockdown.

- Alternate Response to a Violent Intruder - While Lockdown is the primary response to the threat of violent intruder; in some circumstances an alternate response may increase chance of survival.

#### Description of Action

1. Relocation – Flee the attacker. This response is most appropriate if:
    - a) The location of the attacker is known;
    - b) A clear pathway exists to a safe location away from the attacker, and;
    - c) There is time and ability to evacuate both yourself and the students under your care.
  2. Self Defense – Mount an assault against the attacker so as to subdue the person until law enforcement can arrive. This response should only be taken as a response of last resort and the event the attacker has penetrated an occupied room. If this tactic is chosen, the appropriate (strong and able to do so) occupants should mount an attack using suitable objects such as fire extinguishers, laptops, and chairs as weapons.
- Shelter-in-Place – Community Disturbance – This action is taken to protect occupants when a violent or potentially violent action arises in the vicinity of the campus. A Shelter-in-Place – Community Disturbance may be initiated by the Principal or

designee as necessary or as directed by law enforcement. Initially, a Shelter-in-Place may start as a full scale lockdown, then be scaled back to become a Shelter-in-Place – Community Disturbance.

### **Description of Action**

1. The Incident Commander (Principal or designee) must make an announcement on the Public Address (PA) system to announce that Shelter-in-Place – Community Disturbance is in effect and that occupants should take shelter inside a building. If the PA system is not available, other means of communication (e.g. sending messengers to deliver instructions) must be used.
  2. The site should be closed to all incoming and outgoing traffic. Exterior doors and gates should be locked and signs placed informing visitors that the site is in a state of lockdown. Visitors should be directed to leave the premises and seek refuge.
  3. Students, staff, and visitors should remain indoors with intra-building trips reserved to meet essential personal, medical and/or security needs.
  4. Staff should be on stand-by to implement a full Lockdown if required by the Incident Commander (Principal or designee) or law enforcement.
- Shelter-in-Place – Environmental Incident – This action in order to place and/or keep students indoors in the event that airborne contaminants are found in the outside air. Shelter-in-Place – Environmental Incident is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shutting down classroom and/or building heating, ventilation and air-conditioning (HVAC) systems. During Shelter-in-Place, every precaution should be taken to avoid exposure to the outside air.

### **Description of Action**

1. If an emergency occurs that requires students and staff to Shelter-in-Place – Environmental Incident, the Incident Commander (Principal or designee) at each site will make an announcement on the Public Address (PA) system to take shelter inside a building. If the PA system is not available, other means of communication (e.g. sending messengers to deliver instructions) must be used.
  2. If inside, school staff should keep students in the classroom until further instructions are given.
  3. If outside, students must proceed to their classroom if it is safe to do so. Secondary students should proceed to the next class. If it is determined to be unsafe, staff should direct students into nearby classrooms or school buildings (e.g. auditorium, library, cafeteria or gymnasium). School staff and students who were exposed to outside air should congregate in indoor locations away from individuals who were not exposed to outside air. Anyone exhibiting symptoms should be provided first aid treatment.
  4. School staff are responsible for securing individual classrooms and for completing the following procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; and, 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.
- Evacuation - On Site - This action is taken after the decision is made that it is unsafe to remain in the building.

### **Description of Action**

1. In the event of a fire within a building, the staff member who discovers the fire should initiate a fire alarm.
2. School staff must instruct occupants to evacuate the building, in accordance with the school site evacuation plan and using designated routes, and assemble in their assigned assembly area.
3. School staff must take their student rosters when leaving the building and take attendance once the class is assembled in a safe location. Similarly, the Incident Commander (Principal or designee) should make a proper accounting of all staff once the evacuation is complete.
4. Once assembled, school staff and students will stay in place until further instructions are given.

- Evacuation – Off Site Relocation - This action is taken after a decision is made that it is unsafe to remain on the campus and evacuation to an off-site assembly area is required.

### **Description of Action**

1. If an off-campus evacuation is necessary, the Incident Commander (Principal or designee) will make an announcement on the Public Address (PA) system. If the PA system is not available, other means of communication (e.g. sending messengers to deliver instructions) must be used.
2. The District's Emergency Operation Center (EOC), in collaboration with the Incident Commander (Principal or designee), will determine the safest method for evacuating the campus. The EOC Transportation Director is responsible for identifying appropriate evacuation routes.
3. School staff shall secure student rosters when leaving the classroom and take attendance once the class is assembled in a pre-designated safe location.

4. Once assembled off-campus, school staff and students will stay in place until clearance is received to return to their school or parent-child reunification is complete.

- **Student Release** – This action is taken after a decision to release students has been made. The following procedures shall be followed in releasing pupils in the event of an emergency or disaster:

**Description of Action**

1. The principal or designee shall receive authorization from the District EOC and/or Superintendent or designee before releasing pupils.
2. Individual pupils shall not leave a school site without receiving permission from the Incident Commander (Principal or designee)
3. Staff shall release pupils only to persons authorized on the pupil emergency card.
4. In absence of an emergency card or in an emergency in which reference to the emergency card is impossible, individual pupils shall be released, upon presentation of identification, to parents/guardians, persons authorized by the parents/guardians, or to authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the pupil.
5. The principal or designee shall record the release of all pupils.

- **All Clear** - This action is taken to notify school staff that normal school operations can resume.

**Description of Action**

1. The Incident Commander (Principal or designee) will make an announcement on the Public Address (PA) system. If the PA system is not available, other means of communication (e.g. sending messengers to deliver instructions) must be used.
2. This action signifies the emergency is over.
3. If appropriate, teachers should immediately begin discussions and activities to address students' fears, anxieties, and other concerns.

## **SECTION VI - SCHOOL PREPAREDNESS RESPONSIBILITIES**

This CSSP is reviewed and updated annually by the principal, staff, and district personnel. Drills and exercises are conducted in accordance with Education Code requirements in order to acquaint both students and staff with the school's emergency procedures.

There is always the possibility that an emergency or disaster may occur when classes are not in session or when our school is being used for extended before/after school activities. While the structure of the plan remains the same, the management system may expand or contract depending on the emergency and availability of personnel.

A disaster container with some emergency supplies and equipment is located on campus and documented in this plan. Contents will be inventoried and replenished as necessary. Emergency food and water are also maintained at the school. Additionally, each classroom is equipped with some emergency supplies and class lists by period.

The principal and faculty will inform students about emergency procedures. All employees will make every effort to use appropriate procedures while providing students with direction and guidance, which emphasize their physical and psychological well-being.

Staff members need to review their evacuation routes and assembly area locations in preparation for an emergency. All substitute staff should be provided with a copy of the school's emergency procedures, a description of the role they would play in an emergency.

Parents will be informed of the Emergency Plan and a copy of the Plan will remain in the administrative offices. A copy of this Plan is submitted to the District office each year. The Board of Education will review and adopt this plan by March 1, annually.

### **Emergency Planning for Students with Special Needs**

The Director of Special Education or Designee is responsible for developing an emergency plan that ensures all staff is aware of students with special conditions and the care and treatment to be provided to those students in an emergency.

The Director of Special Education/Designee must ensure that an emergency plan is developed for each student with special needs if the school standardized emergency management plan needs to be modified to meet the student's needs. A form to document needs of special education students is contained in this plan.

Site administrators shall ensure that unassigned staff report to self-contained special education programs to assist staff with the emergency evacuation. One staff member may be responsible for more than one Special needs student, if necessary.

### **Categories of Students with Special Needs**

**Health Conditions** - Students that have seizures, diabetes, asthma or other breathing difficulties, severe allergic reactions, or technology-dependent or medically fragile conditions have special emergency concerns that may include the need for maintaining a current supply of medication at the school for emergency purposes.

**Physical Abilities** - Students with physical impairments may require special assistance during an emergency. This includes but is not limited to students in wheelchairs, students that are temporarily on crutches or that temporarily have walking casts, and students that may otherwise have problems walking or getting up and down stairs. The teachers of these students should ensure that a buddy is pre-assigned to these students and that this information is provided to the principal (or other individual designated as Incident Commander) and school nurse.

**Communication Challenges** - Students with sensory challenges have special needs in an emergency. This includes students with vision impairment, hearing impairment, processing disorders, limited English language abilities, behavior or development disorders, or emotional or mental health issues. The Director of Pupil Services in coordination with the Director of Educational Services is responsible for developing an emergency communication plan.

## **SECTION VII – SITE PREPAREDNESS PROCEDURES**

### **1. Management**

The Principal will conduct an annual assessment to evaluate unique site characteristics and conditions in the adjoining community that could cause an emergency incident.

The Principal will designate primary and secondary Command Post locations and ensure that these locations are identified in this plan.

The Principal will ensure effective communication between the Command Post and Team Section Chiefs during an emergency.

The Principal will ensure that members of the Incident Command Team (Public Information Officer, Safety Coordinator, and Agency Liaison), and all other team Chiefs and members are aware of their responsibilities and assignments as defined in this section.

The Principal will ensure that emergency response actions are properly documented as they occur, and that appropriate procedures are included in this plan.

### **2. Planning/Intelligence**

The Principal will ensure that all team members receive proper training in the use of communication equipment.

The Principal will ensure all teams are provided with instructions for the use and maintenance of maps and “status boards” at the Command Post.

### **3. Operations**

The Principal will ensure that this plan includes procedures for the following:

- Administering first aid
- Activating and performing search and rescue operations
- Ensuring site security
- Conducting damage assessments
- Evacuation
- Student release operations.

The Principal will ensure appropriate training is provided for staff and the following teams:

- First Aid/Medical Team
- Psychological First Aid Team
- Fire Suppression and HazMat Team
- Search and Rescue Teams
- Assembly Area Team

The Principal will ensure that routine drills referenced are conducted at the school to rehearse emergency response operations.

- Fire drills will be conducted at elementary schools at least once per month.
- Fire drills will be conducted at middle schools at least four times per year.
- Fire drills will be conducted at high schools at least twice per year.
- Lockdown drills will be conducted at elementary, middle and high schools at least twice per year.

- A comprehensive earthquake drill will be held at elementary, middle and high schools at least one time per year. This drill typically coincides with The Great California ShakeOut.
- Insert tentative drill schedule for upcoming school year.
- Fire Drill –
- Earthquake Drill
- Great Shake out
- Lockdown Drill Schedule

#### 4. Logistics

The Principal will ensure this plan includes appropriate procedures for coordinating and assembling personnel and volunteers in the event of an emergency.

The Principal will ensure that adequate emergency supplies are maintained and readily available for emergency use.

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

Santa Monica-Malibu USD

Board Policy

Bullying

BP 5131.2

Students

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

#### **Bullying Prevention**

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

#### Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

#### Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Santa Monica-Malibu USD  
Board Policy  
Controlled Substance

BP 5131.61  
Students

Possession or use of drugs or alcohol on a school campus represents a significant risk factor for any student. The Board desires to keep district schools free of alcohol, intoxicants and other drugs and believes that every effort should be made to inform students of risk factors inherent in controlled substance use.

A student possessing, using or selling, being under the influence of, or otherwise furnishing to others a controlled substance, alcohol, intoxicant of any kind, or related paraphernalia at school, any school event, activity, field trip or on any school district property or adjacent public property shall be subject to disciplinary procedures including suspension or expulsion in accordance with law, Board policy and administrative regulations. The student shall also be placed on academic probation or a behavior contract and referred to a counseling program. The student may also be transferred to an alternative placement. High School students shall be restricted from cocurricular and extracurricular activities. The student may also be transferred to another school or an alternate educational setting.

School administrators shall use a variety of developmentally appropriate interventions and discipline to address substance abuse, such as drug prevention education, counseling, parent meetings, loss of privileges, community service, suspension and expulsion.

The Board desires to keep district schools free of controlled substances, alcohol, intoxicants of any kind, or, related paraphernalia, and believes that every effort should be made to inform students of the risks inherent in substance use.

Drug and alcohol education is a critical aspect of prevention. The school administrator and/or designee shall implement curriculum and supports to prevent, discourage and eliminate the use or possession of drugs, alcohol or tobacco and related paraphernalia at school, at any school event, activity, field trip or on any school district property or adjacent public property. These programs should be based on student needs and educationally sound and legally acceptable educational practices. Additionally, these programs should be developmentally and culturally appropriate instruction.

All secondary schools should include substance abuse support for students along with their drug prevention education program. The student support program should identify, assist and when appropriate, refer students with substance abuse problems to counseling and/or community resources.

The initial administrative response to drug offenses shall be to address the psychoeducational needs of the students. Interventions should include parent conferences, Student Study Team, referrals to school-based or community-based programs shall be considered.

The principal or designee shall notify law enforcement of any student violating this policy. This notification shall be made within one school day after suspension or expulsion (Education Code 48902).

#### Distribution Guidelines

1. The above policy and procedure shall be distributed to all students Grades 1-12 at the beginning of each school year and to transfer students at the time of enrollment.
2. Within the first 10 days of school each principal shall implement procedures to ensure that all students have acknowledged that they have received a copy of the above policy and indicated their obligation to share the contents of the policy with the parent/guardian.
3. Each principal will ensure that all elementary school students in the fourth and fifth grades and middle and high school students are explicitly informed of the provisions of the controlled substance policy through assemblies, presentations and/or direct instruction in appropriate classes.

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

(School Site Specific)

## School Discipline Rules and Consequences (EC 35291 and EC 35291.5)


### Student Conduct Code

#### Conduct Code Procedures

(School site specific)

#### Emergency Contact Numbers

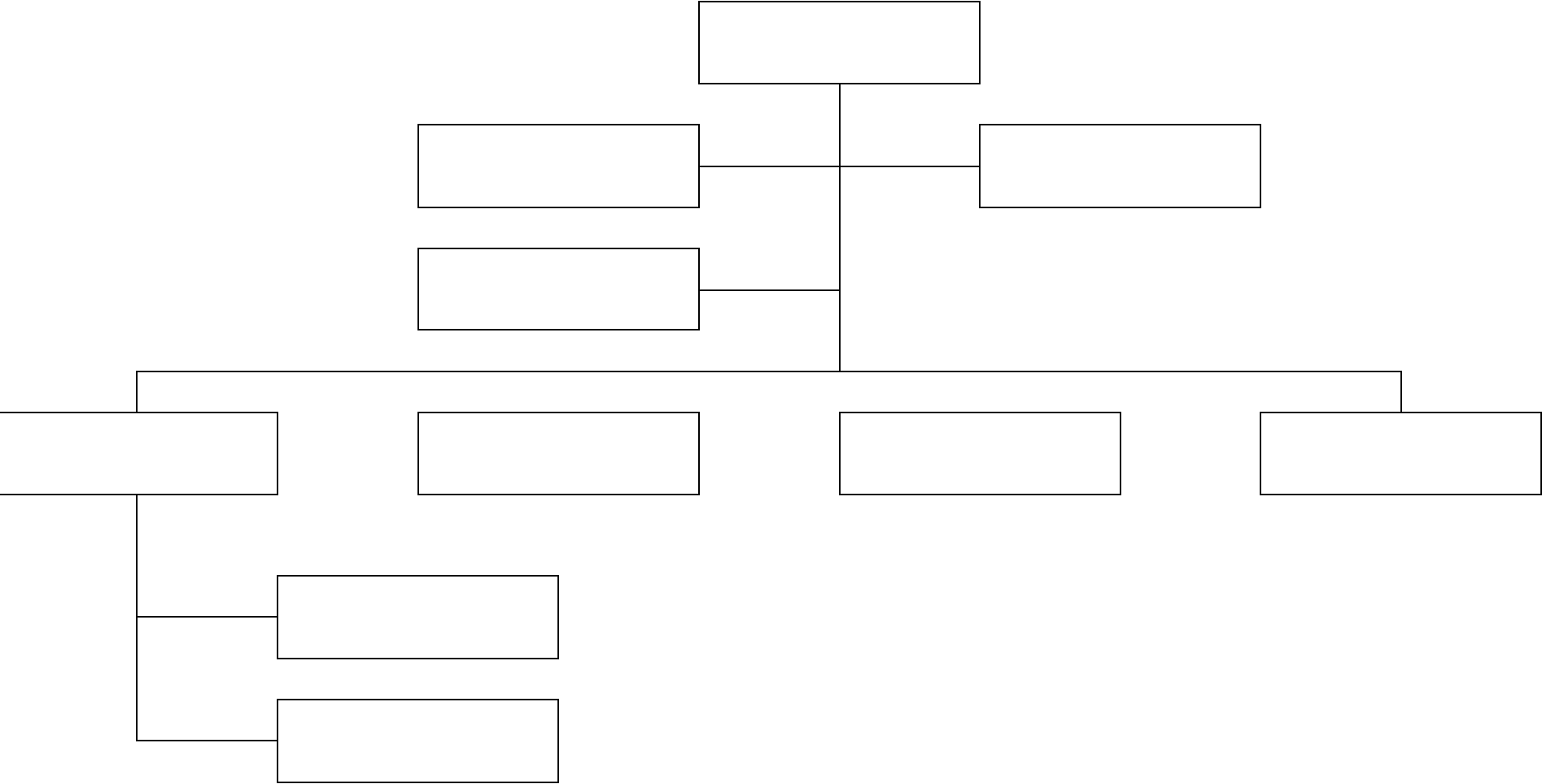
(School site specific)

### Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Santa Monica Police Department	(310) 458-8491	
Law Enforcement/Fire/Paramedic	Santa Monica Fire Department	(310) 458-8660	
Law Enforcement/Fire/Paramedic	Paramedics	(310) 458-8660	
City of Santa Monica	Emergency Preparedness Coordinator	(310) 456-8686	
City of Malibu	Public Safety Manager	(310) 456-2489	
Law Enforcement/Fire/Paramedic	Lost Hills Sheriff Station	(310) 456-6652	
Law Enforcement/Fire/Paramedic	Los Angeles County Fire Station #71	(310) 457-2678	
Law Enforcement/Fire/Paramedic	Paramedics	(310) 457-2678	
Law Enforcement/Fire/Paramedic	Emergency Preparedness Coordinator	(310) 456-2489 ext. 260	
Other	Suicide Prevention Center	(310) 391-1253	
American National Red Cross	Red Cross	(310) 394-3773	



Incident Command System



## Incident Command Team Responsibilities

### Emergency Planning with SEMS and NIMS

The California Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) are 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 multiple agencies often participating in response to an emergency. A guide to SEMS/NIMS terminology is located at the end of this section. SEM/NIMS consists of the following five functions: Management; Planning/Intelligence; Operations; Logistics; and Finance/Administration. The general role and responsibilities are outlined below:

- **Management**

During an emergency, the Incident Commander (IC) is responsible for directing response actions from a designated Command Post. To effectively direct response actions, the Incident Commander must regularly 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. The function of IC is typically directed by the Principal. The Principal may be assisted in carrying out this function at the school site by assigning a Public Information Officer, Safety Coordinator, and Agency Liaison. The Principal does not have to activate all of the positions – only those positions that are needed.

#### **Incident Command**

The Incident Command Team is responsible for directing school emergency response activities. Under ICS, only one person (the Incident Commander, IC) is in charge at the school site. This role cannot be shared. The Principal or designee shall assume overall responsibility and supervision of activities at the school site to prepare for an emergency, and during an emergency.

The principal or designee will serve as Incident Commander. Depending on the nature and scope of emergency, the Incident Commander may appoint section Chiefs to oversee other functions (Planning, Operations, Logistics and Finance and Administration). If the situation warrants, the Incident Commander can perform any or all five functions. The principal or designee will activate the ICS and this Plan in an emergency or when a threat exists that may impact the safety and well-being of students, employees and the community. When the Plan is activated, employees will follow an Incident Command System (ICS) to ensure centralized direction and coordination. The principal or designee will also be responsible for deactivating the plan. He/she shall have authority to use discretionary judgment in emergency situations which do not permit execution of prearranged plans. The Incident Commander also directs the activities of all the other teams.

Upon activation by the Incident Commander, staff assumes their emergency roles. Classroom teachers must first evacuate and/or ensure that students are accounted for and under the care of a buddy teacher before assuming their emergency response role.

The Incident Commander may request *District Office assistance* depending on the size and nature of the incident. For example, the Incident Commander may activate the District Office Staff to assist as Public Information Officer, Safety Officer, Liaison Officer, Transportation Unit Team Chief, Purchasing Unit Team Chief, etc. The Superintendent may also take over the role of Incident Commander instead of monitoring the situation.

#### **Public Information Officer**

The Public Information Officer (PIO) is the official spokesperson for the school site in an emergency and is responsible for communicating with the media and delivering public announcements. If the District Office is unable to go to the school site, the principal will contact the Superintendent or Designee to update information and prepare a media statement. The Public Information Officer (PIO) reports directly to the Incident Commander. The PIO is the primary contact for anyone who wants information about the incident and the school/district's response to it including the media, public, and parents. The PIO also coordinates communications to staff and students. Using the PIO to disseminate incident information ensures that the District does not issue confusing or conflicting information.

### **Safety Coordinator**

The Safety Coordinator is responsible for ensuring that all emergency activities are conducted in as safe a manner as possible under the circumstances that exist.

The Safety Officer's job is to make sure that everyone is safe, including other responders are assisting the District (e.g., police, fire, Red Cross). The Safety Officer advises the Incident Commander on issues regarding incident safety, conducts risk analyses, and implements safety measures. The Safety Officer has the authority to stop any unsafe activity that needs immediate attention. During a complex incident, the Safety Officer may need assistants. A Safety Officer should have experience with worker safety and HazMat training and the ability to assess risk and develop safety measures.

### **Agency Liaison**

The Agency Liaison is responsible for coordinating the efforts of outside agencies such as police and fire by ensuring the proper flow of information between Incident Command and the agencies.

- **Planning/Intelligence**

During an emergency, SEM/NIMS Planning and Intelligence involves the gathering of information, weighing and documenting the information for significance, and actively assessing the status of the emergency. Accurate information is vital to the effective management of a response. These positions, if assigned at the discretion of the Principal, will report directly to the Incident Commander (Principal) unless a Planning/Intelligence Chief is assigned.

The Planning Section helps ensure responders have accurate information, such as the number of students remaining in the building and emergency resources. The Planning Section also provides maps and floor plans and is responsible for recording a chronology of incident events for legal, analytical, fiscal, and historical purposes.

The major activities of the Planning Section are to maintain the status board to summarize what is occurring, collecting, evaluating, and displaying incident intelligence and information; preparing and documenting the Incident Action Plan; maintaining incident documentation; and developing plans for demobilization.

- **Operations**

Under SEMS/NIMS, all emergency response actions are implemented under the Operations function. This function is supported by staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents. Within Santa Monica-Malibu Unified School District, these activities are performed by the following teams, under the direct supervision of the Incident Commander (Principal), unless an Operations Chief is assigned: First Aid/Medical Team; Security/Facilities Team; Assembly Area Team; Psychological First Aid Team; Supply/Equipment Team; Request Gate Team; Reunion Gate Team; Fire Suppression/HazMat Team; and Search and Rescue Teams.

The Operations section develops and implements strategy and tactics to carry out the incident objectives, and organizes, assigns, and supervises the response resources. The Operations takes direction directly from the Incident Commander. Operations is responsible for developing and implementing strategy and tactics to accomplish the incident objectives.

Operations team includes: Search and Rescue Team, First Aid/ Medical Team, Security and Facilities Team, Food Services Team, Student and Staff Accounting Team, Reunion Gate Team, Psychological First Aid Team and, Fire Suppression/HazMat

### **Search and Rescue Team**

The Search and Rescue Team (SAR) is responsible for preparing and performing search and rescue operations during an emergency. There may be two or more Search and Rescue teams relative to the school population. Search & Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building, or, if it is unsafe to move the persons, documenting their locations so that professional responders can locate them. Search & Rescue Teams are also responsible for identifying and marking unsafe areas; conducting initial damage assessment; and obtaining injury and missing student reports from teachers.

**First Aid/Medical Team**

The First Aid/Medical Team is responsible for maintaining and ensuring that first aid supplies are available and properly administered during an emergency. First Aid Teams provide triage and treatment for students and other disaster victims. First Aid Teams are responsible for setting up a First Aid area for students, assessing and treating injuries, and completing a master injury report.

**First Aid/Medical Team Chief**

The First Aid/Medical Team Chief is responsible for directing team activities by periodically interacting with the Incident Commander to determine medical needs and planned actions. The First Aid/Medical Team Chief is also responsible for collecting the Injury and Missing Persons Report Team Members and making these reports to have them readily available to the Incident Commander.

**First Aid/Medical Team Members**

The members of the First Aid/Medical Team are responsible for assessing injuries and administering necessary first aid and medical treatment as indicated during an emergency. Members of the First Aid Medical Team should remain in the designated First Aid Team location.

**Security and Facilities Team**

The Security and Facilities Team is responsible for the security of the school site and its population during an emergency. The Security and Facilities Team will coordinate activities with the Incident Commander as required. The Security/Facilities Team is also responsible for initiating short-term repairs and other necessary actions during an emergency. The Facilities & Security Response Team is responsible for locating all utilities and turning them off, if necessary, securing and isolating fire/HazMat, and conducting perimeter control. The Facilities & Security Response Team will also provide for sanitation needs and for setting up any needed shelters or other structural needs. Close coordination with the Reunion Gate Team is necessary in order to safely reunite students with their parents or lawful guardians.

**Security/Facilities Team Chief**

The Security/Facilities Team Chief is responsible for directing team activities and interacting with the Incident Command to identify problems and report status. The Security/Facilities Team Chief is also responsible for contacting local utilities (water, electricity, gas, sewer) as needed.

**Security/Facilities Team Members**

The members of the Security/Facilities Team are responsible for securing the school and reporting that the campus is in "lock-down" to the Incident Commander. They are also responsible for surveying all utilities and taking appropriate actions to shut-off gas, water and electricity. The Security/Facilities Team will direct all external requests for information to the Public Information Officer.

**Food Services Team**

The Food Services Team will provide food and water to students and staff in extended emergency situations. The Food Services Team will work with Logistics to obtain additional food supplies needed, and with the Facilities & Security Response Team to utilize the stored emergency food supplies.

**Student and Staff Accounting Team**

The Student and Staff Accounting Team is responsible for the safe evacuation and accounting of all students and staff during an emergency. The team is also responsible for reporting missing persons to the Incident Commander.

**Student and Staff Accounting Team Chief**

The Student and Staff Accounting Team Chief is responsible for directing team activities and periodically interacting with the Incident Command to identify problems and report status.

**Student and Staff Accounting Team Members**

The members of the Student and Staff Accounting Team are responsible for performing the safe evacuation of student and staff during an emergency.

**Reunion Gate Team**

The Reunion Gate Team is responsible for processing parent requests for student release during an emergency. This team can be consolidated with the Student Accounting Team.

**Reunion Gate Team Chief**

The Reunion Gate Team Chief is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Reunion Gate Team Chief will refer all outside reunions for information to the Public Information Officer.

**Reunion Gate Team Members**

The members of the Reunion Gate Team are responsible for greeting parents, guardians, or designees and providing them with tags or other identifications authorizing the holders to reunite with their students at the Reunion Gate.

**Psychological First Aid Team**

The Psychological First Aid Team is responsible for assessing the perception of safety and the need for psychological support for students and staff during an emergency. The team also provides psychological first aid as needed during and immediately after an emergency. If staff at the school site does not have sufficient support at the school site psychological support, the Principal will contact the Superintendent. The Superintendent will notify the Director of Pupil Services, who will activate district staff trained in psychological first aid. District counselors and/or advisors, school psychologists from other school sites will be contacted to assist staff at the impacted school site. If additional psychological support is required, the Director of Pupil Services will contact community mental health agencies.

**Psychological First Aid Team Chief**

The Psychological First Aid Team Chief is responsible for directing team activities and periodically checking-in with the Incident Commander to identify problems and report status. The Psychological First Aid Team Chief is also responsible for assigning personnel as needed.

**Psychological First Aid Team Members**

The members of the Psychological First Aid Team are responsible for monitoring the safety and well-being of the students and staff in the Assembly Area or in the classrooms designated for psychological support. The Psychological First Aid Team will direct all external requests for information to the Public Information Officer. Aside from providing information to normalize emotional response any individual or group counseling will be on a self-referral or voluntary basis. Students may attend one session. Any additional counseling support will require parent/guardian permission.

**Fire Suppression and Hazardous Materials (HazMat) Team**

The Fire Suppression and HazMat Team is responsible for extinguishing fires and evaluating the potential release of chemicals during an emergency. It is also responsible for evaluating the damages to school property in an emergency. This team will coordinate with the Incident Commander. The Fire Suppression and HazMat Chief is also responsible for gathering the Damage Assessment Report Form from the Team Members and have them readily available to the Incident Commander.

**Fire Suppression and HazMat Team Chief**

The Fire Suppression and HazMat Team Chief is responsible for directing team activities and periodically interacting with the Incident Command to identify problems and report status. The Fire Suppression and HazMat Team Chief is also responsible for gathering the Damage Assessment Report Forms from the Team Members and have them readily available to the Incident Commander.

**Fire Suppression and Hazmat Team Members**

The members of the Fire Suppression and HazMat Team are responsible for extinguishing fires, evaluating the potential release of chemicals during an emergency, observing the campus, logging and reporting any damage by radio to the Command Post during an emergency. Copies of the Damage Assessment Report Form will be submitted to the Team Chief.

- **Logistics**

The Logistics function of SEMS/NIMS supports emergency operations by coordinating personnel; assembling and deploying volunteer teams; providing supplies, equipment, and services; and facilitating communications among emergency responders. Within Santa Monica-Malibu Unified School District, these activities are performed by the Security/Facilities Team and the Supply/Equipment Team both of which report directly to the Incident Commander unless a Logistics Chief is assigned. The Logistics team assists the Incident Commander and Operations by providing the resources and services required to support incident activities. The Logistics team helps make sure that there are adequate resources, personnel, supplies, and equipment, for meeting the incident objectives.

The Logistics Section is responsible for all of the services and support needs, including: ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies; providing communication planning and resources; setting up food services; setting up and maintaining incident facilities; and providing support transportation.

**Supply/Equipment Team**

The Supply/Equipment Team is responsible for ensuring the availability and delivery of adequate supplies and equipment during the course of an emergency.

**Supply/Equipment Team Chief**

The Supply/Equipment Team Chief is responsible for directing team activities and keeping the Incident Commander informed of overall status.

**Supply/Equipment Team Members**

The members of the Supply/Equipment Team are responsible for assessing the adequacy of available water, food and other supplies and organizing the distribution of resources for immediate use (water, food, power, radios, telephones, and sanitary supplies).

- **Finance and Administration**

The Finance/Administration team is responsible for all of the financial and cost analysis aspects of an incident. The Finance/Administration Section Chief works closely with Logistics. This role may be assumed by the District Office. At the District Office this function would be handled by the Assistant Superintendent of Fiscal, along with the Director of Fiscal Services, the Director of Purchasing, Risk Manager and the Assistant Superintendent of Human Resources.

The Finance/Administration Section is set up for any incident that requires incident-specific financial management. On some incidents, this function may be handled by the District Office instead of at the incident. This team is responsible for: contract negotiation and monitoring; timekeeping; cost analysis; and compensation for injury or damage to property.

The members of this team would assume the following tasks:

**Procurement Unit:** Responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

**Time Unit:** Responsible for incident personnel time recording.

**Cost Unit:** Collects all cost data, performs cost effectiveness analyses, provides cost estimates, and makes cost savings recommendations.

**Compensation/Claims Unit:** Responsible for administrative matters pertaining to compensation for injury-related and claims-related activities kept for the incident.

**Documentation Position (Optional)**

The Document position is responsible for maintaining a log of all emergency developments and response actions, including financial expenditures, timekeeping, and other necessary documentation.

**Communications Position (Optional)**

The Communications position is responsible for the analysis of emergency information, identifying potential changes in emergency conditions, and maintaining the "status board."

### NIMS Definitions

NIMS includes a list of definitions and acronyms for use by all responding agencies in order to standardize terminology and eliminate miscommunication. The NIMS terms below have been incorporated into this Emergency Plan.

Term	Definition
<b>Chain of Command</b>	A series of command, control, executive, or management positions in hierarchical order of authority.
<b>Check-In</b>	The process through which resources first report to an incident. Check in locations include the incident command post and Resources Unit.
<b>Chief</b>	The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, and Finance/Administration.
<b>Command</b>	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
<b>Command Staff</b>	In the Incident Command System (ICS), the Command Staff consists of the Incident Commander and the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required.
<b>Communications Unit</b>	An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC.
<b>Deputy</b>	A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
<b>Emergency Operations Center (EOC)</b>	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. EOCs may be organized by function (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some other combination.
<b>Emergency Operations Plan (EOP)</b>	The EOP contains procedures for responding to a wide variety of potential hazards. In California, this is the Standardized Emergency Management Systems Plan.
<b>Evacuation</b>	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
<b>Event</b>	A planned, non-emergency activity, e.g., parades, concerts, or sporting events.
<b>General Staff</b>	The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. These section chiefs report directly to the Incident Commander.
<b>Hazard</b>	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
<b>Incident Command Post (ICP)</b>	The field location at which the primary tactical level, on scene incident command functions are performed.
<b>Incident Command System (ICS)</b>	A standardized on-scene emergency management system to address single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

<b>Incident Commander (IC)</b>	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources.
<b>Incident Management Team</b>	The Incident Commander and activated Command and General Staff .
<b>Incident Objectives</b>	Statements of guidance and direction to select appropriate strategy(s) and tactical direction of resources, based on realistic expectations. Incident objectives must be achievable and measurable, yet flexible.
<b>Joint Information Center (JIC)</b>	A facility established to coordinate all incident-related public information activities. Public information officials from all participating agencies operate from the JIC in a <b><i>Joint Information System (JIS)</i></b> .
<b>Liaison Officer</b>	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.
<b>Logistics Section</b>	Logistics Section: The section responsible for providing facilities, services, and material support for the incident.
<b>Management by Objectives</b>	A management approach that involves a four step process: (1) Establishing overarching objectives; (2) Developing and issuing assignments, plans, procedures, and protocols; (3) Establishing specific, measurable objectives for various incident management functions and directing efforts to fulfill them; and (4) Documenting results to measure performance and facilitate corrective action.
<b>Multi-Agency Coordination Systems</b>	Multi-Agency Coordination Systems provide the framework to coordinate incident prioritization, critical resource allocation, communications systems integration, and information coordination. The Multi-Agency Coordination Systems include facilities, equipment, emergency operation centers, personnel, procedures, and communications.
<b>Multi-Jurisdictional Incident</b>	An incident affecting multiple jurisdictions and requiring action from multiple agencies is managed under a <b><i>Unified Command</i></b> .
<b>Mutual Aid Agreement</b>	Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise.
<b>Multi-Agency Coordination Systems</b>	Multi-agency Coordination Systems provide the framework to coordinate incident prioritization, critical resource allocation, communications systems integration, and information coordination. The Multi-agency Coordination Systems include facilities, equipment, emergency operation centers, personnel, procedures, and communications.
<b>Multi-Jurisdictional Incident</b>	An incident affecting multiple jurisdictions and requiring action from multiple agencies are managed under a <b><i>Unified Command</i></b> .
<b>Mutual Aid Agreement</b>	Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise.
<b>National Incident Management System (NIMS)</b>	A system mandated by HSPD 5 to provide a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. Also to provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology.



<b>National Response Plan (NRP)</b>	A plan mandated by HSPD 5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all discipline, all hazards plan.
<b>Operational Period</b>	The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods care usually not over 24 hours
<b>Operations Section</b>	The section responsible for all tactical incident operations.
<b>Planning Section</b>	The section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.
<b>Public Information Officer</b>	A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.
<b>Recovery Plan</b>	A plan developed by a State, local, or tribal jurisdiction with Federal assistance to restore the affected area, including restoration of services, public assistance programs, long term care, evaluation of the response efforts, and ways to address future incidents.
<b>Resources</b>	Personnel and major items of equipment, supplies, and facilities available in an incident. Resources are described by kind and type.
<b>Resource Management</b>	A system for identifying and managing available resources to prepare for, respond to, or recover from an incident.
<b>Resource Unit</b>	Functional unit within the Planning Section responsible for recording the status of resources committed to the incident.
<b>Response</b>	Short term activities addressing the direct effects of an incident, including immediate actions to save lives, protect property, and meet basic human needs.
<b>Safety Officer</b>	A member of the Command Staff responsible for assessing safety hazards or unsafe situations to ensure safety.
<b>Span of Control</b>	The maximum number of individuals to be supervised, usually expressed as the ratio of supervisors to individuals. (Under NIMS, the span of control is between 1:3 and 1:7.)
<b>Strike Team</b>	A set number of resources of the same kind and type that have an established minimum number of personnel.
<b>Supporting Technologies</b>	Any technology that may be used to support the NIMS is included in this subsystem.)
<b>Task Force</b>	Any combination of resources supporting a specific mission or operational need, sharing common communications and a designated leader.
<b>Type</b>	A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4.
<b>Unified Command</b>	When there is more than one response agency with incident jurisdiction, agencies work together through the <b><i>Unified Command</i></b> to establish a common set of objectives and strategies and a single IAP.
<b>Unity of Command</b>	Each person in an organization reports to only one designated person.

Acronym	Name	Acronym	Name
<b>DMAC</b>	Disaster Mngmt Area Coord.	<b>ICS</b>	Incident Command System
<b>EOC</b>	Emergency Ops Center	<b>IC</b>	Incident Command
<b>EOP</b>	Emergency Ops Plan	<b>JIS</b>	Joint Information System
<b>GIS</b>	Geographic Info Systems	<b>JIC</b>	Joint Information Center
<b>HAZMAT</b>	Hazardous Materials	<b>NIMS</b>	Natl Incident Mngmt System
<b>HSPD-5</b>	Homeland Sec. Pres. Dir. 5	<b>NRP</b>	National Response Plan
<b>IAP</b>	Incident Action Plan	<b>PIO</b>	Public Information Officer
<b>IC</b>	Incident Commander	<b>UC</b>	Unified Command
<b>ICP</b>	Incident Command Post	<b>US&amp;R</b>	Urban Search and Rescue

## DISTRICT RESPONSIBILITIES

The Santa Monica-Malibu Unified School District is responsible for providing guidance, training and support to school administrators in the areas of violence prevention, emergency preparedness and response.

### District Office Emergency Operations Center

The District Office has established an Emergency Operations Center for any school emergency or disaster for monitoring purposes in all incidents. When an Incident Commander requests additional assistance from District staff, the District Office EOC coordinates these requests. In addition, a District Office EOC is the main center of operations when there is an emergency or disaster involving multiple schools in the District. The Superintendent or designee is the Emergency Operations Coordinator.

#### District EOC Assembly Location

SMMUSD District Office

1651 16<sup>th</sup> Street

Santa Monica, CA

Phone: (310) 450-8338

Fax: (310) 581-1138

**Internal Emergency Phone Extension:**

Ext. 70511

#### First Alternate Location

SMMUSD Department of Transportation

1899 Olympic Blvd.

Santa Monica, CA 90404

Phone: (310) 264-1856

Fax: (310) 453-3934

#### Second Alternate Location

American Red Cross of Santa Monica

1450 11<sup>th</sup> Street

Santa Monica, CA 90401

Phone: (310) 394-3773

Fax: (310) 395-4083

### Emergency Operations Coordinator

The Superintendent or designee is the Emergency Operations Coordinator. A Designee would lead operations when directed by the Superintendent or when an emergency event occurred while the Superintendent was out of the district or unavailable.

**The following staff will substitute for the Superintendent as the Emergency Operations Coordinator designee in the order listed:**

1. Assistant Superintendent of Human Resources
2. Assistant Superintendent of Business
3. Assistant Superintendent of Educational Services
4. Director of Student Services

## 5. Director of Special Education

### Initial Role of the District Office EOC

Upon Notification from the Incident Commander/School Principal or Designee

- Activate the District Office EOC
- Assess and monitor the emergency
- Activate those positions requested by the Incident Commander, for example:
  - Safety Officer
  - Public Information Officer
  - Liaison Officer

If a Unified Command EOC is established, the District EOC can continue to monitor the situation and support the school site Incident Commander. However, the Superintendent or designee may assume a role in the Unified Command and may choose to demobilize the District Office EOC.

### Unified Command Emergency Operations Center

Once other emergency response agencies become involved (e.g., law enforcement, fire department), a Unified Command Emergency Operations Center is set up under the National Incident Management System. The Incident Commander for the school incident becomes part of the Unified Command.

### Maintaining the District Office EOC

The Superintendent or designee may decide to maintain the District Office EOC even though a Unified Command is established with first responders solely to coordinate the activities of and communicate the decisions of the Unified Command to the individual schools.

### Demobilizing the District Office EOC

The Superintendent or designee may choose to demobilize the District Office EOC if his or her time is spent in the first responder or County EOC. If multiple first response agencies are involved, the Superintendent or designee will participate in a **Unified Command** as the Incident Commander for the School District (discussed below).

### District Radio Communication

All schools are equipped with a digital hand held radio that will enable them to communicate with the District Office in the event of an emergency. All site administrators are responsible for monitoring this radio. The trunking and relays systems are located on Saddlepeak Tower. These are private frequencies and licenses are maintained by RayCom.

All schools have Simplex Radio Systems that enable them to communicate within their site. All radio licenses are maintained and renewed by the Director of Maintenance and Operations.

### Employee Obligations

California Government Code, Chapter 8, Section 3100 states: "...all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities.

Staff may be temporarily reassigned at the school site or temporarily reassigned to an alternate site if the Incident Commander determines a need. Staff may not leave the work site until released by the Incident Commander. If an emergency occurs during the workday when the staff is away from work site, staff should contact their supervisor to inform them of their location. If an emergency occurs when the school district is closed, staff shall report to work as soon as their school site is deemed safe for re-entry. Principal or supervisor will activate the school phone tree to update staff. Staff should also check district website for updates on school closures. Staff should contact their supervisor if they are unable to return to work to report their absence.

School employees understand that the school's primary role in an emergency is to care for the safety and welfare of children for the duration of the emergency. Staff recognizes that the school site may be on its own (without outside resources) for some time. Should an emergency/disaster occur during school hours, students who are not picked up by parents or authorized persons listed on the Emergency Information Card will be supervised by district staff in the safest location until they can be safely reunited with their

families. The Principal will relocate students to an alternate site when required by law enforcement or when it is unsafe to remain on campus.

School staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures.

The principal or designee shall assume overall responsibility and supervision of activities at the school site during an emergency. He/she shall have authority to use discretionary judgment in emergency situations which do not permit execution of prearranged plans. The principal or designee shall:

1. Activate the school crisis team
2. Assess emergency needs
3. Direct evacuation of buildings
4. Arrange for transfer of pupils when necessary
5. Inform the Superintendent or designee of all emergency actions taken as soon as possible
6. Schedule fire drills and other disaster preparedness exercises and keep appropriate records

Teachers shall be responsible for supervision of pupils in their charge. Each teacher shall have a “teacher buddy” assigned to them by the principal. Principal will develop a “teacher buddy” list and inform teachers of this list. The buddy list typically assigns teachers in adjacent or nearby rooms as “buddies.” Buddy teachers will work together in an emergency, and should train and drill together to better understand and cooperate with one another. During drills, teachers must emphasize that students learn proper evacuation procedures and routes. The Buddy List is included in this plan.

If a teacher has been assigned to a position on the crisis response team, the teacher will first accompany their students to the Assembly Area. Students will be reassigned to their buddy teacher or another teacher if the buddy is unavailable. The crisis response team teacher will then carry out assigned crisis team responsibilities.

### **School Preparedness Responsibilities**

This CSSP is reviewed and updated annually by the principal, staff, and district personnel. Drills and exercises are conducted in accordance with Education Code requirements in order to acquaint both students and staff with the school’s emergency procedures.

There is always the possibility that an emergency or disaster may occur when classes are not in session or when our school is being used for extended before/after school activities. While the structure of the plan remains the same, the management system may expand or contract depending on the emergency and availability of personnel.

A disaster container with some emergency supplies and equipment is located on campus and documented in this plan. Contents will be inventoried and replenished as necessary. Emergency food and water are also maintained at the school. Additionally, each classroom is equipped with some emergency supplies and class lists by period.

The principal and faculty will inform students about emergency procedures. All employees will make every effort to use appropriate procedures while providing students with direction and guidance, which emphasize their physical and psychological well-being.

Staff members need to review their evacuation routes and assembly area locations in preparation for an emergency. All substitute staff should be provided with a copy of the school’s emergency procedures, a description of the role they would play in an emergency.

Parents will be informed of the Emergency Plan and a copy of the Plan will remain in the administrative offices. A copy of this Plan is submitted to the District office each year. The Board of Education will review and adopt this plan by March 1, annually.

### **Emergency Planning for Students with Special Needs**

The Director of Special Education or Designee is responsible for developing an emergency plan that ensures all staff is aware of students with special conditions and the care and treatment to be provided to those students in an emergency.

The Director of Special Education/Designee must ensure that an emergency plan is developed for each student with special needs if the school standardized emergency management plan needs to be modified to meet the student's needs. A form to document needs of special education students is contained in this plan.

Site administrators shall ensure that unassigned staff report to self-contained special education programs to assist staff with the emergency evacuation. One staff member may be responsible for more than one Special needs student, if necessary.

#### **Categories of Students with Special Needs**

*Health Conditions* - Students that have seizures, diabetes, asthma or other breathing difficulties, severe allergic reactions, or technology-dependent or medically fragile conditions have special emergency concerns that may include the need for maintaining a current supply of medication at the school for emergency purposes.

*Physical Abilities* - Students with physical impairments may require special assistance during an emergency. This includes but is not limited to students in wheelchairs, students that are temporarily on crutches or that temporarily have walking casts, and students that may otherwise have problems walking or getting up and down stairs. The teachers of these students should ensure that a buddy is pre-assigned to these students and that this information is provided to the principal (or other individual designated as Incident Commander) and school nurse.

*Communication Challenges* - Students with sensory challenges have special needs in an emergency. This includes students with vision impairment, hearing impairment, processing disorders, limited English language abilities, behavior or development disorders, or emotional or mental health issues. The Director of Pupil Services in coordination with the Director of Educational Services is responsible for developing an emergency communication plan.

#### **School Emergency Response Team**

**Incident Command Team** - The Incident Command Team is responsible for directing school emergency response activities.

##### **Assignments**

Incident Commander:  
Public Information Officer:  
Safety Coordinator:  
Agency Liaison:

##### **Team Assembly Location**

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:  
Outside Location:

##### **First Aid/Medical Team**

First Aid/Medical Team Leader:  
Alternate Team Leader:  
First Aid/Medical Team Member:  
First Aid/Medical Team Member:  
First Aid/Medical Team Member:  
School Nurse:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:  
Outside Location

**Psychological First Aid Team** - The Psychological First Aid Team is responsible for the caring and safety of all students on campus during an emergency. It also provides psychological first aid as needed during and immediately after an emergency.

Psychological First Aid Team Leader:  
Alternate Team Leader:  
Psychological First Aid Team Member:  
Psychological First Aid Team Member:  
Psychological First Aid Team Member:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:  
Outside Location:

**Search and Rescue Team** - The Search and Rescue Team (SAR) is responsible for preparing and performing search and rescue operations during an emergency. There may be two or more Search and Rescue teams.

Search and Rescue Team Leader:  
Alternate Team Leader:  
SAR Team 1 Members:  
SAR Team 2 Members:  
SAR Team 3 Members:  
SAR Team 4 Members:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:  
Outside Location:

**Security/Utilities Team** - The Security/Utilities Team is responsible for the security of the school site and its population during an emergency. The Security/Utilities Team will coordinate activities with the Incident Commander as required. Close coordination with the Reunion Gate Team is necessary in order to safely reunite students with their parents or lawful guardians. The Security/Utilities Team is also responsible for initiating short-term repairs and other necessary actions during an emergency. The effective response of the Security/Utilities Team in shutting down facility air handling systems, and gas, power and water supplies can be vital in minimizing damage to school facilities. This team includes participation by the custodial and cafeteria staff.

Security/Utilities Team Leader:  
Alternate Team Leader:  
Security/Utilities Team Member:  
Security/Utilities Team Member:  
Security/Utilities Team Member:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location. After initial assembly, Team Members will rove entire campus to determine areas of need.

Inside Location:  
Outside Location:

**Supply/Equipment Team** - The Supply/Equipment Team is responsible for ensuring the availability and delivery of adequate supplies and equipment during the course of an emergency.

Supply/Equipment Team Leader:  
Alternate Team Leader:  
Supply/Equipment Team Member:  
Supply/Equipment Team Member:  
Supply/Equipment Team Member:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:  
Outside Location:

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

**Assembly Area Team** - The Assembly Area Team is responsible for the safe evacuation and accounting of all students and staff during an emergency. The team is also responsible for reporting missing persons to the Incident Commander.

Assembly Area Team Leader:  
Alternate Team Leader:  
Assembly Area Team Member:  
Assembly Area Team Member:  
Assembly Area Team Member:  
Assembly Area Team Member:  
Assembly Area Team Member:

The Assembly Area Team Leader is responsible for collecting the Injury and Missing Persons Report from the Team Members and makes them available to the Incident Commander.

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:  
Outside Location:

**Request Gate Team** - The Request Gate Team is responsible for processing parent requests for student release during an emergency.

Request Gate Team Leader:  
Alternate Team Leader:  
Request Gate Team Member:  
Request Gate Team Member:  
Request Gate Team Member:

The Request Gate team is to assemble at the main entrance.

Outside Location: .  
The Request Gate team assembly location: .

**Reunion Gate Team** - The Reunion Gate Team is responsible for reuniting parents or guardians with students. This can be a highly sensitive role due to the fact that some parents will be informed that their children may be injured, missing or dead. The team will keep accurate records of students leaving the campus.

Reunion Gate Team Leader:  
Alternate Team Leader:  
Reunion Gate Team Member:  
Reunion Gate Team Member:  
Reunion Gate Team Member:

The Reunion Gate Team Leader is responsible for collecting the Student Release Log from the Team Members and makes them available to the Incident Commander.

The Reunion Gate team is to assemble at the main entrance:

Outside Location: .  
The Request Gate team assembly location: .

**Fire Suppression and HazMat Team** - The Fire Suppression and HazMat Team is responsible for extinguishing fires and evaluating the potential release of chemicals during an emergency. It is also responsible for evaluating the damages to school property in an emergency. This team will coordinate with the Incident Commander.

Fire Suppression and HazMat Team Leader:  
Alternate Team Leader:

Fire Suppression and HazMat Team Member:  
Fire Suppression and HazMat Team Member:  
Fire Suppression and HazMat Team Member:

The Fire Suppression and HazMat Team Leader is responsible for gathering the Damage Assessment Report Forms (Form F, Appendix A) from the Team Members and makes them available to the Incident Commander.

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

Inside Location:

Outside Location:

**Documentation Position** (Optional) - The Document Position is responsible for maintaining a log of all emergency developments and response actions, including financial expenditures, timekeeping, and other necessary documentation.

Documentation Staff Member:

Alternate Documentation Staff Member:

The Documentation Staff Member will report to the Command Post.

**Communications Position** (Optional) - The Communications Position is responsible for the analysis of emergency information, identifying potential changes in emergency conditions, and maintaining the “status board.”

Communications Staff Member:

Alternate Communications Staff Member:

The Communications Staff Member will report to the Command Post.

### School Emergency Response Team

#### Team A: Incident Command Team (Command Center)

- Regular Ed Instructional Assistants and Childcare Assistants report to command center once their class has exited.
- One-on-one Instructional Assistants remain with Individual Students

*The Incident Command Team is responsible for directing school emergency response activities.*

Personnel	Location	Responsibilities	Equipment

#### Team B: First Aid/Medical Team

*The First Aid/Medical Team Leader is also responsible for collecting Injury and Missing Persons Report (Form D, Appendix A).*

Personnel	Location	Responsibilities	Equipment

#### Team C: Psychological First Aid Team

*The Psychological First Aid Team is responsible for the caring and safety of all students on campus during an emergency. It also provides psychological first aid as needed during and immediately after an emergency.*

Personnel	Location	Responsibilities	Equipment



#### Team D: Students/Staff Accounting

*The Student/Staff Accounting Team is responsible accounting for students, staff and members of the public who are on campus. Additionally, the Team accounts for students who may be injured and in need of medical assistance.*

Personnel	Location	Responsibilities	Equipment

#### Team E: Search and Rescue Teams (Sweep Teams)

*The Search and Rescue Team (SAR) is responsible for preparing and performing search and rescue operations during an emergency. There may be two or more Search and Rescue teams.*

Sweep Team Procedures:

1. Evacuate the building, assisting the classroom teachers if you are present. Once safely evacuated, report to the Earthquake Bin and pickup gear and report to Command Center for initial instructions and sweep team partner(s).
2. Sweep assigned areas, reporting to the Command Center. As you enter each room, bathroom, stockroom, etc., call out, "We are here to help. Is anyone here?" If possible, leave someone with the injured. If not, reassure them that you will be back. Do not move the injured unless they are in eminent danger. As you finish your sweep, mark an "X" on all doors with tape if cleared. Do not mark the doors of rooms that you need to return to. If you must leave any one behind, report the number of injured or fatalities on the Red Tag. Call the First Aid or Command Center to notify of injured or fatalities and request stretcher assistance.
3. Report back to Command Center after removal of injured for reassignment.

Note: The lead sweep team member returns and gives injury report to First Aid Center.

#### Sweep Teams

Personnel	Responsibilities	Equipment

Personnel	Responsibilities	Equipment

Personnel	Responsibilities	Equipment

#### Team F: Security/Utilities Team (Campus Security)

*The Security/Utilities Team is responsible for the security of the school site and its population during an emergency. The Security/Utilities Team will coordinate activities with the Incident Commander as required. Close coordination with the Reunion Gate Team is necessary in order to safely reunite students with their parents or lawful guardians. The Security/Utilities Team is also responsible for initiating short-term repairs and other necessary actions during an emergency. The effective response of the Security/Utilities Team in shutting down facility air handling systems, and gas, power and water supplies can be vital in minimizing damage to school facilities. This team includes participation by the custodial and cafeteria staff.*

Personnel	Location	Responsibilities	Equipment

#### **Team G: Request and Reunion Gate Team (Parental Communication Team: Begin reuniting after Principal gives clearance)**

*The Request Gate Team is responsible for processing parent requests for student release during an emergency.*

*The Reunion Gate Team is responsible for reuniting parents or guardians with students. This can be a highly sensitive role due to the fact that some parents will be informed that their children may be injured, missing or dead. The team will keep accurate records of students leaving the campus. The Reunion Gate Team Leader is also responsible for collecting the Student Release Log (Form E Appendix A) from the Team Members and has them readily available to Incident Commander.*

Personnel	Location	Responsibilities	Equipment

### **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, refer Biological or Chemical Release. If a crash results in a utility interruption, refer to Loss or Failure of Utilities.

#### **Procedure**

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DROP, COVER and HOLD ON, 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 will call "911" and Santa Monica Police (310) 458-8491 or Lost Hills Sheriff (310) 456-6652 and provide the exact location (e.g., building or area) and nature of emergency. The School Administrator will call the office of the District Superintendent.
5. If on school property, the Security/Facilities Team will secure the crash area to prevent unauthorized access.
6. The School Administrator will direct the Fire Suppression and HazMat Team to organize fire suppression activities until the Fire Department arrives.
7. The First Aid/Medical Team will check injuries to provide appropriate first aid.
8. Any affected areas will not be reopened until the Fire Department or County HazMat or appropriate agency provides clearance and the School Administrator issues authorization to do so.
9. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.
10. If it is unsafe to remain on campus, the School Administrator will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

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

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

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances: Procedure 1 - Substance released inside a room or a building and Substance released outdoors and localized; and Procedure 2 - Substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

Procedure 1: Substance released inside a room or building or substance released outdoors and localized.

1. The School Administrator will initiate the EVACUATE BUILDING. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building. If necessary, the School Administrator will initiate the EVACUATE BUILDING action.
2. The School Administrator will call "911", Santa Monica Police (310) 458-8491 or Lost Hills Sheriff (310) 456-6652, the district office and provide the exact location (e.g., building, room, area) and nature of emergency.
3. The School Administrator will notify the District Superintendent of the situation.
4. The School Administrator will instruct the Security/Facilities Team to isolate and restrict access to potentially contaminated areas.
5. The Security/Facilities Team will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
7. The Assembly Area Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the School Administrator and the emergency response personnel.
8. The School Administrator will complete the Biological and Chemical Release Response Checklist.
9. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
10. Any affected areas will not be reopened until the Fire Department of County HazMat or appropriate agency provides clearance and the School Administrator gives authorization to do so.

Procedure 2: Substance released in surrounding community.

1. If the School Administrator or local authorities determine a potentially toxic substance has been released to the atmosphere, the School Administrator will initiate SHELTER-IN-PLACE.
2. Upon receiving the SHELTER-IN-PLACE notification, the Security/Facilities Team will turn off local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should communicate their locations to the School Administrator, using the PA system or other means without leaving the building.
4. The School Administrator will call "911", Santa Monica Police (310) 458-8491 or Lost Hills Sheriff (310) 456-6652 and the district office and provide the exact location and nature of emergency.
5. The School Administrator will notify the District Superintendent of the situation.
6. The School Administrator will turn on a radio or television station to monitor information concerning the incident.
7. The school will remain in a SHELTER-IN-PLACE condition until appropriate agency provides clearance, or staff is otherwise notified by the School Administrator.

## **Bomb Threat/ Threat of Violence**

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

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911" – telling the operator, "This is [caller's name] from [name school]. We are receiving a bomb threat on another line. The number of that line is ...[state phone number]." See preceding page for telephone checklist.
2. The person answering the threat call should ask the questions listed in the page following this section and document the responses.
3. The School Administrator will direct the Search and Rescue Team(s) to search for suspicious packages, boxes or foreign objects. While conducting the search, all cell phones, beepers and hand-held radios should be turned off since many explosive devices can be triggered by radio frequencies or electronic devices.
4. If a suspicious object is identified, one member of the Search and Rescue Team will report the discovery to the School Administrator while the remaining team members attempt to secure the immediate area.
5. No attempt should be made to investigate or examine the object.
6. After the search, the School Administrator will determine the appropriate Immediate Response Action(s) to announce, which may include DROP, COVER, and HOLD ON, LOCKDOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
7. If a suspicious object or bomb is found, the School Administrator shall issue the EVACUATE BUILDING action. Staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
8. 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.
9. The School Administrator will notify "911", if not previously notified, and Santa Monica Police (310) 458-8491 or Lost Hills Sheriff (310) 456-6652 and provide the exact location (e.g., building, room, area) of the potential bomb, if known.
10. The School Administrator will notify the District Superintendent of the situation.
11. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The School Administrator will give the ALL CLEAR signal.
12. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.
13. After the incident is over, the School Administrator will complete the Bomb Threat Report
14. The Psychological First Aid Team will convene onsite and begin to assess the need for counseling and recovery.

**Instructions:** Listen – do not interrupt the caller. Ask the following questions and any others necessary to keep the individual(s) on the phone.

**Ask - When will it go off?** \_\_\_\_\_ a.m./p.m. *Note time remaining.* \_\_\_\_\_

**Ask – What does it look like?** \_\_\_\_\_

**Ask - Where is it placed?** \_\_\_\_\_

*Note area of the building* \_\_\_\_\_

**Ask – What floor is it on?** \_\_\_\_\_

*Note if the caller appeared familiar with the building by his/her description of the bomb location.*

*Note person receiving the call.* \_\_\_\_\_

*Note time of the call.* \_\_\_\_\_ a.m./p.m. *Note date of the call.* \_\_\_\_\_

*Note caller's identity.* Name: \_\_\_\_\_ Sex: M F

Approximate age: \_\_\_\_\_

*Note origin of the call* \_\_\_\_\_ local \_\_\_\_\_ long distance \_\_\_\_\_ international \_\_\_\_\_ cell \_\_\_\_\_ land line

*Notes:*

<u>Voice Characteristics</u>		<u>Speech</u>		<u>Manner</u>	
_____ Loud	_____ Soft	_____ Fast	_____ Slow	_____ Calm	_____ Angry
_____ High pitched	_____ Deep	_____ Distinct	_____ Distorted	_____ Rational	_____ Irrational
_____ Raspy	_____ Pleasant	_____ Stutter	_____ Nasal	_____ Coherent	_____ Incoherent
_____ Intoxicated	_____ Other	_____ Slurred	_____ Other	_____ Deliberate	_____ Emotional
<u>Language</u>	<u>Accent</u>			_____ Righteous	_____ Laughing
_____ Excellent	_____ Local		<u>Background Noises</u>		
_____ Good	_____ Not local		_____ Office	_____ Mixed	_____ Airplanes
_____ Fair	_____ Foreign		_____ Factory	_____ Street traffic	_____ Party
_____ Poor	_____ Race		_____ Quiet	_____ Cars	_____ Music
_____ Foul	_____ Regional		_____ Loud	_____ Trains	_____ Animals

## **Bus Accident**

These procedures are for use by bus drivers and school administrators in the event of an emergency that occurs while students are on a field trip or being transported to or from school. In all circumstances drivers should report to the Director of Transportation via 2-way radio or cell phone if necessary.

Procedure - The driver is to take the following steps:

1. Pull to a safe point on the side of road, away from buildings, poles, wires, and bridges.
2. Set brakes and turn off the ignition.
3. Contact dispatch via 2-way radio or cell phone with pertinent information as soon as it is safe to do so, or when directed by public safety personnel.
4. Teachers and the driver should remain calm and reassure the passengers.
5. Assess injuries to passengers /self. Provide first aid as appropriate.
6. Using route manifests account for all students and staff.
7. When necessary, evacuate the bus per evacuation procedures if there is smoke or fire.
8. If applicable, activate emergency hazard flashers and place reflectors in the designated locations.

## **Civil Unrest**

If the school receives a warning of civil unrest, the principal will immediately notify the District Superintendent by following the communication protocols in this guide.

Procedure

1. When a civil unrest warning is received at the District Office, the District's EOC should be activated.
2. If the civil unrest occurs at a nearby location, students and staff should remain in the inside.
3. Students who are outside should be taken inside as soon as possible.
4. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE.
5. The School Administrator will notify the District Office, and request assistance and provide the exact location and nature of emergency.
6. The Reunion Gate Team or school security will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed.
7. Students will not be allowed to leave the campus unless they are released to a parent/guardian or adult listed on the student's emergency card, or unless Administrator receives notification of all-clear.
8. The principal will follow the pre-established district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.
9. The Documentation staff member should keep accurate record of events, conversations and actions.
10. All media inquiries will be referred to the designated school's Public Information Officer.

## **Disorderly Conduct**

Disorderly conduct may involve a student or staff member exhibiting threatening or irrational behavior.

Procedure

1. Upon witnessing Disorderly Conduct, staff will immediately notify the School Administrator.
2. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCKDOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
3. The School Administrator will call Santa Monica Police (310) 458-8491 or Lost Hills Sheriff (310) 456-6652, and provide the exact location and nature of the incident. If determined to be appropriate, the School Administrator will call "911."
4. If an immediate threat is not clearly evident, the School Administrator or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
5. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
6. The School Administrator will notify the District Superintendent of the situation.

## **Earthquake**

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

### **Procedure**

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

1. Upon the first indication of an earthquake, teachers should direct students to DROP, COVER and HOLD ON.
2. Move away from windows and overhead hazards to avoid glass and falling objects
3. When the shaking stops, the School Administrator will initiate the EVACUATE BUILDING action. Staff will check the evacuation path prior to leading students. If path is safe, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
4. 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.
5. The School Administrator will direct the Security/Facilities Team to post guard a safe distance away from building entrances to prevent access.
6. The Security/Facilities Team will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. The School Administrator will direct the Security/Facilities Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
9. If the area appears safe, the Search and Rescue Team will make an initial inspection of school buildings to identify any injured or trapped students or staff.
10. The School Administrator will contact the District Superintendent to determine additional actions that may be necessary.
11. The School Administrator will contact the Director of Maintenance and Operations for permission to reenter buildings.
12. Any affected areas will not be reopened until the District Superintendent or Director of Maintenance and Operations provides clearance and the School Administrator gives authorization to do so.
13. The School Administrator will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions at the school.

In the event an earthquake occurs during non- school hours:

1. The School Administrator and the Director of Maintenance & Operations will assess damages to determine any necessary corrective actions. The School Administrator may direct the Fire Suppression and HazMat Team to participate in the assessment.
2. The School Administrator should confer with the District Superintendent on identified damages to determine if the school should be closed.
3. If the emergency occurs after school hours and there is not School Administrator on campus, the M&O staff will contact the Director of M&O or the immediate supervisor, who will in turn, contact the District Superintendent.

## **Explosion or Risk of Explosion**

This section addresses four possible scenarios involving an Explosion/Risk of Explosion: Scenario 1 - Explosion on school property; Scenario 2 – Risk of explosion on or near school property. It is necessary to first determine which scenario applies and then implement the appropriate response procedures.

### **Procedure**

Scenario 1: Explosion on school property.

1. In the event of an explosion, all persons should initiate DROP, COVER and HOLD ON.
2. The School Administrator will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.

5. 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.
6. The School Administrator will call "911" and provide the exact location (e.g., building, room, area) and nature of emergency.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
9. The Security/Facilities Team Chief will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
10. The School Administrator will notify the District Superintendent of the situation.
11. The Security/Facilities Team Chief will post guard a safe distance away from the building entrance to prevent persons entering the school buildings.
12. When it is determined safe to enter affected areas, the School Administrator will advise the Search and Rescue Team to initiate search and rescue activities.
13. The School Administrator will contact the Director of Maintenance and Operations to ensure buildings are safe for re-entry. When safe to do so, the Fire Suppression and HazMat Team will conduct an inspection of school buildings. The Fire Suppression and HazMat Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
14. Any areas affected by the explosion will not be reopened until appropriate agency provides clearance and the School Administrator gives authorization to do so.
15. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions

#### Scenario 2: Risk of Explosion on or Near School Property

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DROP, COVER and HOLD ON, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the School Administrator issues EVACUATE BUILDING action, staff and students will evacuate the building 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 will call "911" and provide the exact location (e.g., building, room, area) and nature of emergency.
5. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The School Administrator will advise the Search and Rescue Team to initiate rescue operations.
7. The Security/Facilities Team Chief will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The School Administrator will notify the District Superintendent of the situation.
9. All affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
11. The School Administrator will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

#### **Fire**

##### Procedure

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the School Administrator.
2. The School Administrator will immediately call "911" initiate the EVACUATE BUILDING action. Staff and students will evacuate buildings using the 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 Fire Suppression and HazMat Team will suppress fires and initiate rescue procedures until the local fire department arrives.
5. The Security/Facilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
6. The Agency Liaison will direct the fire department to the fire and brief fire department official on the situation.
7. The Security/Facilities Team will notify the appropriate utility company of damages.
8. The School Administrator will notify the District Superintendent of the fire.
9. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.



10. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
11. For fires during non-school hours, the School Administrator and the District Superintendent will determine if the school will open the following day.
12. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate "fire is out."

### **Flooding**

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings.

#### **Procedure**

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. The School Administrator will notify "911", the district office and describe the nature and extent of the flooding.
3. The School Administrator will keep a battery-powered radio tuned to a local radio station (KFWB AM 98 or KNX AM 1070) for information.
4. If the School Administrator issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
5. 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.
6. The School Administrator will notify the District Superintendent of the emergency situation
7. As appropriate, the School Administrator will activate phone dialer system to inform parents.
8. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions

### **Intruder on Campus**

An Intruder on Campus involves one or more individuals who exhibit the motivation or potential to attempt to cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful device, or making threats.

#### **Procedure**

1. Upon first indication of a dangerous intruder, personnel should immediately notify the School Administrator. Staff should call 911 and provide the exact location and nature of the incident.
2. The School Administrator will initiate the appropriate Immediate Response Action(s), which may include SHELTER-IN-PLACE, LOCKDOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
3. The School Administrator should designate a person to remain online with Police if safe to do so.
4. Staff should remain calm and take steps to secure their location.
5. If staff determines that they are in an unsafe location and in immediate danger, staff should quickly evacuate in attempt to create separation from the perpetrator or if possible, block entry to your location.
6. Staff should maintain order in all areas of safe assembly or shelter, and should await the arrival of law enforcement.
7. After the perpetrator(s) has been neutralized, the School Administrator will conduct an attendance count of students and staff, and will notify law enforcement of any missing persons.
8. The First Aid/Medical Team will work with local authorities to ensure injured students and staff receive medical attention.
9. The Security/Facilities Team will control all points of entry to the school.
10. The School Administrator will confer with the Psychological First Aid Team to ensure the notification of parents and family members on status of students and staff.
11. All media inquiries will be referred to the School Administrator or Superintendent's office.
12. The School Administrator will debrief staff and police officers.

**Threat of Violence** - This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. The School Administrator should ensure all threats are properly assessed to determine if individual or group poses a threat in accordance with district policies and procedures

#### **Procedure**

1. The School Administrator will identify the type of threat and attempt to determine the individual(s) making the threat.

2. The School Threat Assessment Team will conduct the threat assessment using district Threat Assessment protocol. The Threat Assessment Team will assess risk factors, stabilizing factors, potential precipitating events to arrive at a categorical description of the risk for a particular point in time.
3. In categorizing the risk, the School Threat Assessment Team will attempt to answer these questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action? If individual is a student, School Threat Assessment team should include staff who know the student, review of school records, interview of student and student's parents. If the person is not a student or staff member, law enforcement should be contacted to assist with the assessment.
4. The School Threat Assessment Team will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
5. The School Threat Assessment Team will recommend appropriate action to the School Administrator.
6. If School Threat Assessment Team feels that individual or group poses a threat, law enforcement may be contacted.
7. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate.

### **Loss or Failure of Utilities**

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines. For more detailed information, review the District's All Hazard Mitigation Plan.

#### **Procedure**

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.
2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
3. The School Administrator will notify the school site custodian and Maintenance & Operations Department and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the School Administrator.
4. The Maintenance & Operations Department, working with school administration, will contact the affected utility company to determine whether their assistance is required and the potential length of time service will be interrupted.
5. The School Administrator will notify the District Superintendent of the loss of utility service.
6. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
7. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to Section Explosion/Risk of Explosion.

#### **Procedure - In the event of loss of water:**

1. Principal will contact Superintendent. Superintendent will send designee to school site to assess school needs and feasibility of keeping school open.
2. Toilets: Maintenance and Operations may install portable toilets. During an emergency when M&O would be unable to access school site a temporary toilet may be made in each classroom by using a trash receptacle, plastic bags, and where privacy is afforded).
3. Drinking Water: Principal will provide water stored for earthquake supplies that will be accessed and distributed to students and staff.
4. Food Service: Principal or Superintendent will contact Director of Nutrition and Food Services to assess possibility of providing food for students and staff.
5. Principals should purchase food and water for up to three days for students and staff. This food will be rotated annually by the Director of Food and Nutrition Services. Principal should contact Director of Food and Nutrition Services to arrange for purchase and rotation.

### **Medical Emergency**

(School Site Specific)

### **Motor Vehicle Crash**

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, see section Biological or Chemical Release. If a crash results in a utility interruption, see section Loss or Failure of Utilities.

#### **Procedure**

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DROP, COVER and HOLD ON, 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 will call "911" and provide the exact location (e.g., building, area) and nature of emergency.
5. The School Administrator will notify the District Superintendent of the situation.
6. The Security/Facilities Team will secure the crash area to prevent unauthorized access.
7. The School Administrator will direct the Fire Suppression and HazMat Team to organize fire suppression activities until the Fire Department arrives.
8. The First Aid/Medical Team will check for injuries to provide appropriate first aid.
9. Any affected areas will not be reopened until the agency provides clearance and the School Administrator issues authorization to do so.
10. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

### **Psychological Trauma**

Crisis management at SMMUSD specifies actions during and subsequent to any emergency that may have a psychological impact on students and staff. 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 the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from the community and news media.

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

Contact the Director of Student Services at the District Office 70-226 for specific procedures relating to crisis management.

#### **Procedure**

1. The School Administrator will activate the School Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Psychological First Aid Team will assess the range of crisis intervention services needed during and following an emergency. The Team may determine the need for additional psychological support and will contact the Superintendent to request additional mental health support.
3. The Psychological First Aid Team will provide direct intervention services.
4. The Psychological First Aid Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
5. In performing their duties, the Psychological First Aid Team members will limit exposure to scenes of trauma.
6. The Psychological First Aid Team should isolate students demonstrating externalized behavior.
7. The Psychological First Aid Team will provide ongoing assessment of needs and follow-ups services as required for both student and staff.

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

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if

notified of possible food/water contamination by 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. The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The School Administrator will notify the District Office, Director of Food and Nutrition Services and the District's Nurse Coordinator. Administrator will determine if they need to call "911."
3. The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
5. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The School Administrator will notify the District Superintendent to determine necessary follow-up actions including the need to notify other potentially affected district facilities.
7. The School Administrator and the District Superintendent will confer with the County Department of Health Services before the resumption of normal operations.
8. The School Administrator will notify parents of the incident, as appropriate.

#### Pandemic Influenza/Avian Flu

Pandemic Influenza - A pandemic flu is a type of flu that causes a severe outbreak that progress rapidly to involve all parts of the world. It occurs outside the usual "Flu season." Schools may be closed for extended periods of time.

The Los Angeles County Department of Public Health (LADPH), the Santa Monica Emergency Operations Center (SMEOC), the city of Malibu and Santa Monica-Malibu Unified School District (SMMUSD) will utilize their pandemic influenza plans for their agencies to achieve the following goals:

- Limit the number of illnesses and deaths.
- Preserve continuity of essential school functions.
- Minimize educational and social disruption.
- Minimize academic and economic loss.

The Pandemic Influenza Plan will be coordinated with other LADPH, SMEOC, the City of Malibu and SMMUSD emergency management plans and activities, and will be coordinated with the plans of community, state and federal partners. LADPH will be the lead agency in coordinating the local health and medical response to a pandemic with State, Federal, and local agencies and officials. LADPH's response actions will emphasize disease surveillance and investigation, social distancing measures to reduce the spread of infection, and continually informing and educating the public about the pandemic, the public health response, and steps the public can take to reduce the risks of infection. SMMUSD will maintain increased communications with SMEOC, the city of Malibu and LADPH and will implement those procedures that increase the health and safety of the school community.

#### Procedure

1. SMMUSD assumes the following responsibilities:
    - Develop capabilities to implement non-medical measures to decrease the spread of disease throughout the school community as guided by the epidemiology of the pandemic and LADPH.
    - Develop and implement pandemic preparedness activities aimed at maintaining the provision of educational services and limiting the spread of disease throughout the duration of a pandemic.
    - Communicate with and educate the school community about approved public health practices and what each person can do to prepare or respond to minimize health risks.
    - Develop and implement educational support plans for students who are isolated or quarantined and coordinate these plans with the social support plans developed by the LADPH, SMEOC and the City of Malibu.
    - Decisions regarding the closing of a school site or schools will be made by the Superintendent after consultation with SMEOC, the city of Malibu, LADPH local school superintendents, school presidents and elected officials.
  2. Each SMMUSD school site will develop a response plan to address the following:
    - Identify chain of command in case of illness with a minimum of two staff back-ups.
    - Review and best practices for respiratory hygiene and universal precautions. Train all school staff, volunteers and students.
- Identify and procure needed resources.

- Review procedures for sending ill individuals home and make adjustments if necessary.
  - Report the number of staff and students daily absent with pandemic flu to the LADPH, SMEOC and the city of Malibu Incident Commanders.
  - Document actions taken.
  - Update staff and provide information on extent of infection at school site and potential changes that might take place at school.
  - Develop a recovery plan that provides for education support and emotional support for staff and students.
3. The following are protective to be taken by students and staff during flu season to reduce the risks of a pandemic:
- Remind children and staff to wash their hands often, especially after sneezing or coughing. Use soap and warm water or alcohol-based hand sanitizer.
  - Avoid touching your eyes, nose or mouth.
  - Avoid close contact with people who are sick.
  - Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.
  - Put your tissue in a trashcan.
  - Stay home when you are sick.
  - Ensure hand washing equipment and/or hand sanitizers for children and staff are readily available.
  - Develop procedures that discourage/prohibit attendance of symptomatic individuals, both staff and students.
  - Encourage agency personnel to receive annual influenza vaccine.
  - Work with health authorities and local emergency service agencies to develop contingency plans for pandemic influenza.

### **Tsunami Watch/Warning**

Tsunami Watch/Warning - A tsunami is a series of dangerous waves most commonly caused by an earthquake beneath the sea floor. As SMMUSD is a coastal community it would be possible, although not likely, that an earthquake could trigger a tsunami. A tsunami may have anywhere from minutes to hours to arrive. In the event of an earthquake, first follow your earthquake checklist. Depending on the location of the earthquake, a tsunami watch/warning may be broadcast on local radio and television.

#### **Procedure**

If a Tsunami Warning is issued for the area, use the following procedures:

1. Follow the instructions issue by local authorities.
2. Notify the district that you are evacuating.
3. Move students and staff to higher ground or inland to your pre-designated evacuation point. Take your Disaster Supplies including access to public information i.e. AM/FM Radio (KFWB AM 980 or KNX AM 1070 and/or NOAA All Hazards Radio).
4. Monitor information from local authorities on further actions to be taken.
5. If any staff or students have special evacuation needs consider evacuating early.
6. Be ready to evacuate.
7. Return to school only after local officials tell you it is safe to do so.

#### **Evacuation and Safe Refuge**

In Santa Monica, primary evacuation routes include: Santa Monica Freeway, Colorado Blvd., Ocean Park Blvd., Pico Blvd.

In Santa Monica, alternate evacuation routes include: Ashland Ave., Bay St., Bicknell St., Hill St. Pacific St., Strand St.

In Santa Monica, safe refuge and evacuation centers include:

- Santa Monica High School 601 Pico Blvd.
- Olympic High School 721 Ocean Park Blvd.
- Roosevelt Elementary School 801 Montana Ave.
- Santa Monica College 1900 Pico Blvd.

Note: Santa Monica Facilities in the Inundation Zone – The Santa Monica Pier is the most critical City Facility located within the inundation zone as identified. There is also a Senior Center at Palisades Park, located within the inundation zone as identified.

In Malibu, primary evacuation routes include: Topanga Canyon Blvd., Malibu Canyon Road, Kanan Road, Encinal Canyon Road, Mulholland Highway

In Malibu, safe and refuge evacuation centers include:

- Pepperdine University
- Malibu Bluffs Park
- Malibu Creek State Park

If an earthquake occurs while at the coast, use the following procedures:

1. Drop, Cover and Hold On. Get under a sturdy object and hold on. Watch for falling objects.

2. As soon as the shaking stops, move students and staff to higher ground or inland.
3. Do not wait for official warning. Go to your pre-designated Tsunami evacuation point.
4. Make every effort to bring disaster supplies with you including access to public information, i.e. AM/FM Radio (KFWB AM 980 or KNX AM 1070) and/or NOAA All Hazards Radio.

Once away from the water, listen to a local radio or television station or your NOAA All Hazards Radio for information from the Tsunami Warning Center about what further action to take.

If a tsunami watch is issued, use the following procedures:

1. Listen to your radio or stay tuned to your local radio (KFWB AM 980 or KNX AM 1070) or television station for updated information.
2. Check your disaster and first aid supplies.
3. Review your evacuation plan.
4. If any staff or students have special evacuation needs consider evacuating early.
5. Be ready to evacuate.

## Emergency Evacuation Maps

Included are emergency maps showing important campus locations.

- Incident Command Post
- Incident Command Post Alternate Site
- Evacuation Routes
- On-Campus Assembly Areas
- Off-Site Evacuation Areas within Walking Distance
- Emergency Evacuation Areas for Individuals with Disabilities
- Emergency Evacuation Staging Areas for Transportation to Another Site for all Students. (Students with special needs may be staged in an area accessible by wheel chair and other equipment.)
- Student Release Gate
- Location of Functions not Based at the Incident Command Post (e.g. purchasing, transportation)
- School Layout including Classrooms and Buildings
- Parking Areas
- Campus Entrance and Exit
- Aerial Photo
- Utility Values and Switches

(School Site Specific)

## Other Emergency Information

**Emergency Supplies and Equipment** - Emergency supplies will be maintained in each classroom and centralized locations:

General Emergency Supplies:

Emergency Food Supply:

Emergency Water Supply:

Emergency Medical Supplies:

**Off Site Campus Evacuation Locations** - These Off-Campus relocation facilities should be near your school and able to house your students and staff until they are released to parents. Consider sites in opposite directions. Examples are a nearby school, church, or public library. Contact these sites directly to coordinate arrangements.

Off-Campus Location #1 (walking):

Off-Campus Location #2 (walking):

Off-Campus Location #1 (transported):

Off-Campus Location #2 (transported):

**Staff Who Have Keys to the School** – The listed staff members have keys that provide the greatest access to the school facilities.