

2018-2019
COMPREHENSIVE SCHOOL
SITE SAFETY PLAN

CRISIS RESPONSE PLAN

For

Western Placer Unified School
District
and

Lincoln Crossing

Reviewed by Site Council

November 6, 2018

Table of Contents

Section 1	Assignments, Duties, Contacts & Phone Numbers	3 – 25
	□ Alarm Shut-Off Information	5
	□ Using Radios – Channel Info	6
	□ Standard Emergency Management System (SMS)	9
	□ Incident Management Team Members	10
Section 2	Evacuation Information	15 – 26
	□ Operational Areas, On-Campus and Off-Campus Sites	15
Section 3	Local Emergency Services	27
Section 4	Incident Reporting & Initial Emergency Procedures	28 - 44
	□ General School Building Evacuation	30
	□ Response to Fire/Fire Drill	31
	□ Response to Earthquake	32
	□ Response to Threat in Neighborhood	34
	□ Return To Building	35
	□ Response to Intruder or Lockdown Alarm	36
	□ Potential Threat: Riot, Civil Disorder, Threatening Individuals	38
	□ Response to Potentially Explosive Devices/Bomb Threat	39
	□ Off Campus Evacuation Plan	41
	□ Evacuation Map	42
	□ Incident Reporting & Initial Emergency Procedures	43
	□ Student Sign Out Sheet	45
Section 5	Other Resources	46 – 50
Section 6	Site/DO Personnel Directory	51
Section 7	Site/DO Safe School Plan Data/Goals	52/53

SECTION ONE: Assignment and Duties

ROLE	NAME	CHAIN
Site Leader – Principal (Oversees ENTIRE Situation)	By Site - Name/Cell CCC – Shamryn Coyle- [REDACTED] COES –Reno Penders- [REDACTED] [REDACTED] FSS – Rey Cubias- [REDACTED] FRE – Kelly Castillo- [REDACTED] LCES–Jennifer Hladun- [REDACTED] SES – Emily Ortiz- [REDACTED] TBE–Will Middleton [REDACTED] GEMS–Lance Van Court [REDACTED] [REDACTED] TBMS–Randy Woods- [REDACTED] LHS – Mike Maul 916- [REDACTED] PHS – Chuck Whitecotton- [REDACTED] [REDACTED]	Site Principal→Superintendent/DO → Site Principal → Site Coordinator Continuous Loop – Site Principal keeps Superintendent/DO informed & Superintendent/DO provides leadership to Site Principal Site Principal delegates to Site Coordinator so that the Site Principal is available and not tied down with a specific task
Site Coordinator (Deals with SPECIFICS/DETAILS of Situation)	CCC – Lori Deschamps [REDACTED] COES – Michelle Rowe [REDACTED] [REDACTED] FSS – Bill Justice – [REDACTED] FRES – D.Burbage-Macaluso [REDACTED] [REDACTED] LCES – Pam Soha- [REDACTED] SES – Karen Roberts – [REDACTED] TBES – Cindy Hood [REDACTED] GEMS – Shanna Parker [REDACTED] [REDACTED] TBMS – Randy Woods [REDACTED] LHS – Vicki Eutsey – [REDACTED] PHS – Tracy Gruber [REDACTED]	Site Principal→Superintendent/DO → Site Principal → Site Coordinator Site Coordinator → Site Staff CCC 645-6390 GEMS 645-6370 COES 645-6380 TBMS 434-5270 FSS 645-6330 LHS 645-6360 FRES 434-5255 PHS 645-6395 LCES 434-5292 SES 530-633-2591 TBES 434-5220
District Administrator (Coordinates all activities, rumor control, communication)	Scott Leaman, Superintendent (Kerry Callahan, Asst. Supt)	Scott Leaman →Site Principal →Site Coordinator
District Office Liaison (Communicates to Depts/Sites)	Audrey Kilpatrick, Asst Supt. (Remains at DO)	Kerry Callahan → District Office →Other Sites/Tech/Head Start, as appropriate
Community Liaison (Communicates to Media/Other)	Scott Leaman, Supt.	Scott Leaman →LPD, etc.
Crisis Response Team (Provides Emotional Support)	Susan Watkins, Dir SPED → School Psychologists/Counselors →Staff/Students	Kerry Callahan → Susan Watkins →School Psychologists & Counselors
Transportation (Buses Students as Necessary)	Audrey Kilpatrick, Asst Supt → Mark DeRossett, Transportation Dir	Mark DeRossett → Boyd Pyatt → Bus Drivers, as needed
Maintenance & Facilities (Physical Plant/Safety Needs)	Audrey Kilpatrick, Asst. Supt. → Mike Adell, Facilities & Stan Brandl, Maintenance	Mike Adell & Stan Brandl→ Maintenance & Facilities personnel as needed
Personnel (Provides Info as Needed)	Gabe Simon, Asst. Supt.	Gabe Simon → Katrina Moddelmog/Melissa Ramirez
Communication (2-Way Radio Support)	Audrey Kilpatrick, Asst Supt	Stan Brandl→Maintenance
Technology (Provides technological support)	Audrey Kilpatrick Callahan → Tsugufumi Furuyama	Tsugufumi Furuyama → Kevin Perry → Aaron Dirks
Translation (Provides translation as needed)	Kerry Callahan →Rosemary Knutson	Rosemary Knutson → Maria Gonzalez
Nursing (Provides Medical Support)	Kerry Callahan → Madi Belfroid and Kelley Gordon	Madi Belfroid & Kelley Gordon → Clerks/Clerk II's

ESSENTIAL TELEPHONE NUMBERS

	Telephone #	Fax #	Cellular #	Other #
DISTRICT OFFICE/COMMAND CENTER Scott Leaman, Supt / Kerry Callahan, Asst. Supt.	916-645-6350	916-645-6356	██████████ ██████████	
DISTRICT OFFICE LIAISON Audrey Kilpatrick, Asst. Supt.	916-645-6350	916-645-6356	██████████	
COMMUNITY LIAISON Scott Leaman, Supt	916-645-6350	916-645-6356	██████████	
PERSONNEL Gabe Simon, Asst. Supt.	916-645-5293	916-645-6348	██████████	
MAINT/FACILITIES & COMMUNICATIONS Audrey Kilpatrick Mike Adell Stan Brandl	916-434-5000 916-434-7268 916-645-5100	916-645-6582	██████████ ██████████ ██████████	
TRANSPORTATION Mark DeRossett Boyd P.yatt	916-645-6346 916-645-5171	916-434-3758	██████████ ██████████	
INTEGRATED FIRE SYSTEMS, INC Emergency Page # See Page 5 for passcode	530-637-5322 866-952-6840 866-952-6840	530-637-5299		Alarm Shut-Off Info. ██████████ ██████████
TECHNOLOGY Tsugufumi Furuyama Kevin Perry Aaron Dirks	916-645-5715 916-587-2600 916-434-3737		██████████ (cell) ██████████ (cell) ██████████ (cell)	
FOOD SERVICE Christina Lawson Liz Tofft	916-645-6373 916-645-6373		██████████	
CRISIS RESPONSE Susan Watkins Amy Petterson Sandi Miller Ellie Martinez Mayela Martinez Vincent Hurtado	916-645-6350 916-645-4078 916-434-5220	916-645-6356	██████████ ██████████ ██████████ ██████████ ██████████	██████████ ██████████ ██████████ ██████████
NURSING Kelley Gordon RN Madi Belfroid RN	916-645-6350	916-645-5136	██████████ ██████████	
TRANSLATION Maria Gonzalez Rosemary Knutson Melissa Ramirez	916-645-6350 916-645-6350 916-645-5293		██████████ ██████████ ██████████	
SCHOOL RESOURCE OFFICER Officer Steve Kreuger - LPD	916-645-4040		██████████	

Accessing Alarm Account History:

On the internet, go to [REDACTED]. Using all Capital letters, enter the site account number. Enter your password, or use the default one, [REDACTED]. A list of responsible parties will come up on the screen. To the left, there is a tab that says, [REDACTED]. Left click on that tab. All recent events will be listed.

The account numbers are as follows:

CCC	[REDACTED]	SECURITY	150 E. 12 TH STREET	916-645-6390
CCC	[REDACTED]	FIRE	" " "	916-645-6390
COES	[REDACTED]	SECURITY	2030 1 ST STREET	916-645-6380
FSS	[REDACTED]	SECURITY	1400 1 ST STREET	916-645-6330
FRE	[REDACTED]	FIRE	1561 JOINER PWY	916-434-5255
FRE	[REDACTED]	SECURITY	" " "	916-434-5255
LCE	[REDACTED]	FIRE	635 GROVELAND	916-434-5292
LCE	[REDACTED]	SECURITY	" " "	916-434-5292
SES	[REDACTED]	SECURITY	4730 H STREET	530-633-2591
TBE	[REDACTED]	FIRE	2450 EASTRIDGE DR.	916-434-5220
TBE	[REDACTED]	SECURITY	" " "	916-434-5220
TBM	[REDACTED]	FIRE	770 WESTVIEW DR.	916-434-5270
TBM	[REDACTED]	SECURITY	" " "	916-434-5270
LHS	[REDACTED]	FIRE	790 J STREET	916-645-6360
LHS	[REDACTED]	SECURITY	" " "	916-645-6360
PHS	[REDACTED]	SECURITY	870 J STREET	916-645-6395
BUS	[REDACTED]	FIRE	2705 NICOLAUS	916-645-6373
BUS	[REDACTED]	SECURITY	" " "	916-645-6373
ANNEX	[REDACTED]	SECURITY	810 J STREET	916-434-5000
DO	[REDACTED]	SECURITY	600 SIXTH STREET	916-645-6350

TO PLACE YOUR CAMPUS ON TEST:
CALL IFS MONITORING STATION @ [REDACTED]

IF ASKED FOR A PASSWORD, [REDACTED]

Using Your ICOM or KENWOOD Radio

These radios have been programmed to communicate with the base stations at all sites.

Do not set your radio to Channel 1.
This Channel is designated for EMERGENCIES ONLY.

Keep your radio charged up, but not left in the charger for more than 24 hours.

Turn on the radio, (top of radio, dial knob on the right.). Turn the volume up, (same knob)

Make sure your channel is set to the site assigned channel. (Either dial knob on top or scroll arrows on the face of the radio.)

Depress the “push-to-talk” button and hold it down until you finish talking. Release the talk button and wait for a response. To talk to another site, use the channel assignment below

Ch. 1 Emergency only

Ch. 2 Transportation

Ch. 3 Maintenance

Ch 4 Food Services

Ch 5 Twelve Bridges M.

Ch 6 Sheridan

Ch 7 Creekside Oaks

Ch 8 CC Coppin

Ch 9 First Street School

Ch 10 Glen Edwards

Ch 11 Phoenix High

Ch 12 Lincoln High

Ch 13 Foskett Ranch

Ch 14 Twelve Bridges E

Ch 15 Lincoln Crossing

Ch 16 CARE (after-school)

ADDITIONAL CONTACT INFORMATION

CARE (After School Program)

Abigail Castillo, Director [REDACTED] (cell)
916-645-5135 (office)
FSS 916-434-5038
GEMS 916-645-4020
SES 530-633-8119

HEAD START PRESCHOOL

CCC 916-645-1051
Infant/Toddler Center 916-434-3705 (Next to Phoenix High School)
FAX 916-434-3706

PCOE PRESCHOOL

1ST & I 916-645-1772
SES 530 633-2591
CCC 916-645-6390, ext 37

STAR Creekside Oaks 916-434-8085
Twelve Bridges 916-434-6542
Lincoln Crossing 916-409-0797
Foskett Ranch 916-434-5884
FRES Preschool 916-632-8417

CAFETERIA

GEMS – Food Director 916-645-6373
LHS – Litchen 916-645-6365
CCC - Kitchen 916-645-6392
Cafeteria Clerk 916-645-6375
GEMS Cafeteria Clerk 916-645-4054
FSS Cafeteria Clerk 916-434-7283
TBE Cafeteria Clerk 916-434-5212
TBM Cafeteria Clerk 916-434-5269

LIGHTHOUSE COUNSELING & FAMILY RESOURCE CENTER

916-645-3300 Fax – 916-434-3735

TECHNOLOGY 916-434-3737

Tsugufumi Furuyama [REDACTED] (cell)
916-645-5175 (office)
Kevin Perry [REDACTED] (cell)
916-587-2600 (office)
Aaron Dirks [REDACTED] (cell)
Adrian Fachin 916-434-3737 (office)
Kevin Kabkeo [REDACTED] (cell)
Gabe Cruz [REDACTED] (cell)

DISTRICT OFFICE EXTENSIONS

101	Rebecca Rosales-Wilhelm, District Office Clerk	122	Tammy Sommer, Account Technician
102	Emma Oehler, District Office Clerk Julie Brown, District Office Clerk	123	Bonnie Pellow, Account Technician
103		124/125	
104	Rosemary Knutson , Superintendent Secretary	126	Debbie McKinnon, Payroll Technician
105/106	Scott Leaman, Superintendent	127	Rhia Zinzun, Payroll Technician
107	Kerry Callahan, Asst. Supt. Educational Services	128	Melissa Ramirez, Personnel Technician
108	Maria Gonzalez, Admin Assist Ed. Services	129	Katrina Moddelmog, Personnel Technician
109	Audrey Kilpatrick, Asst. Supt. Business & Operations	130	
110	Carrie Carlson, Dir. of Business	131	Mike Adell, Director of Facilities
111	Scott Pickett, Director of Educational Services	133	
112	Gabe Simon, Asst. Supt. of Personnel Services	134	Brooke Barker, Personnel Admin. Asst.
113		135	Tom Butcher, Facilities Construction Coordinator
114	Amy Petterson, Sp.Ed. Program Specialist	137	Brooke Barker, Business Admin. Asst.
115	Kathleen Leehane, Dir. of Supp. Programs	138	Evelyn Keaton, Account Technician
116	Susan Watkins, Dir. of Special Education	142	Hannah Ritchie, Asst. Director Facilities
117	Diane Metzelaar, Secretary Special Education	144	
118	Olivia Mendez, Special Ed. Clerk	145	Emma Oehler, Communications Coordinator
120	Sandra Hackbarth, Secretary Ed. Services	146	Christa Burke, Sp.Ed. Program Specialist
121	Stacie Bess, Account Technician		

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System (SEMS) is a statewide California system used by police officers, firefighters and other disaster responders in disaster events. The purpose of SEMS is to aid in communication and response by providing a common communication and management system. The intent of this law is to improve the coordination of state and local emergency response in California. The law is found in Section 8607 of the government Code.

The basic framework of SEMS incorporates the use of the Incident Command System (ICS). The ICS is designed to be flexible and adaptable to meet the emergency management needs of all agencies. ICS is a management system and provides the organizational framework and acts as an umbrella under which all response agencies may function in an integrated fashion.

During an emergency the School will utilize the ICS to facilitate a coordinated response by the Site Incident Commander, the Incident Management Team and representatives from community responders. A School Incident Command Center will be utilized when necessary.

ACTIVATION OF AN INCIDENT COMMAND CENTER

An Incident Command Center will be activated when any emergency situation occurs of such magnitude that requires large commitment of resources or over an extended period of time.

INCIDENT COMMAND CENTER LOCATIONS

The command center location will be in the designated School location. Once a unified command is established with responding agencies the command center will be determined by the overall Incident Commander.

INCIDENT MANAGEMENT TEAM

DISTRICT ADMINISTRATOR Responsibility Checklist

Superintendent Leaman/Assistant Superintendent Callahan

Basic Duties: Oversees coordination of all activities; makes decisions re evacuation off-campus

- CONFIRM FACTS** Obtains accurate information about the total situation. Determines the degree of impact.
- Works with principal to decide whether to evacuate off campus.
- Works with principal to convene the **Crisis Response Team.**
- Works with District Office Liaison to set up a **Community Bulletin Board / Communications** at District Office.
- Authorizes Board members to be contacted.
- Notifies City Manager of situation.
- Goes to school site.
- Contacts own family to assess their safety and to inform them of situation.
- Works with site team to support resolution activities.
- Works with District Liaison to communicate with District Office staff to update information And to provide support.
- Updates Board members.
- Approves communication to parents emphasizing the positive.
- Assists the site with evaluation of the event and the response.
- Plans and sends appreciations to people who helped: letter to the editor, potluck, etc. is appropriate to retain a feeling of community.
- Conducts debrief after the event.

INCIDENT MANAGEMENT TEAM

DISTRICT OFFICE LIAISON Responsibility Checklist

Assistant Superintendent, Audrey Kilpatrick

Basic Duties: Coordinates all activities at the District Office location.

- Confirms situation with Superintendent.
- Sets up and organizes District Command Center (Business Office)
- Notifies Transportation, Maintenance, Personnel, and Communication, where necessary.
- Screens calls to Superintendent's Office. Delegates to the Superintendent and Asst. Superintendent's Secretary/Admin Assistant.
- Provides updates to Board members. Delegates to the Superintendent and Asst. Superintendent's Secretary/Admin Assistant.
- Updates voicemail message on district phones. Delegates to the Superintendent and Asst. Superintendent's Secretary/Admin Assistant.
- Notifies and updates all sites of the situation.
- Advises other districts of situation, if required.
- Notifies the Placer County Office of Education, if warranted.
- Coordinates repairs, if needed.
- Contacts insurance carrier

INCIDENT MANAGEMENT TEAM

SITE LEADER - PRINCIPAL Responsibility Checklist

Basic Duties: Oversees entire situation on site; works with Superintendent to make decisions.

- Principal deals directly with District Office/Community coordination.
- Principal makes necessary decisions in consultation with District Office.
- Principal notifies local law enforcement/fire department when deemed appropriate.
- Principal works with District Administrator to activate Crisis Response Team (School psychs/counselors)
- Principal oversees entire operation and respond as needed, confident the entire operation is coordinated, organized and under the control of a competent Site Commander.
- Principal trouble shoots based on developing circumstances.
- Principal works with District Office re media operations/ communications.
- Principal works with emergency personnel.
- Principal accompanies students and faculty to a safe evacuation site if deemed appropriate.
- Principal is efficient/flexible/available to make decisions and communicate – not tied to a specific task.

INCIDENT MANAGEMENT TEAM

SITE COORDINATOR (Task Master) Responsibility Checklist

CCC – Lori Deschamps – [REDACTED]
COES – Michelle Rowe [REDACTED]
FSS – Bill Justice [REDACTED]
FRES – Dan Burbage-Macaluso [REDACTED]
LCES – Pam Soha [REDACTED]
SES – Karen Roberts [REDACTED]
TBES - Cindy Hood [REDACTED]
GEMS – Shanna Parker [REDACTED]
TBMS - Randy Woods [REDACTED]
LHS – Vicki Eutsey [REDACTED]
PHS – Tracy Gruber [REDACTED]

Basic Duties: Coordinate all activities at the incident site.

- Directs activities of **Site Command Center**
- Alerts Teachers as required
- Ensures Staff are at required positions with equipment/information necessary to complete tasks
- Assigns additional duties to available staff and direct site operation
- Communicates with nursing staff and Crisis Response Team, as needed
- Communicates with Transportation, Food Services, as necessary
- Organizes and coordinates all necessary activities at site.
- Requests added personnel from Personnel Officer.
- Works with Site Principal to advise parents of early dismissal of students, if necessary.
- Provides information to Superintendent/media spokesperson regarding early dismissal Of Students and other information, if/as necessary

INCIDENT MANAGEMENT TEAM

DESIGNATED SECONDARY PERSON IN CASE THE PRINCIPAL OR SITE COORDINATOR IS UNAVAILABLE

NAME	CELL #
CCC – Teresa Avelar	916-645-6390
COES – Annie Larsen	██████████
FSS – Norma Lázaro	██████████
FRES – Chareen Lauritzen	916-434-5255
LCES – Irma Balonek	916-434-5292
SES – Mike Maul	██████████
TBES – Lili Paddeck	916-434-5220
GEMS – Jenifer Freymond	916-645-6370
TBMS – Todd Boynton	██████████
LHS – Barbara Green	██████████
PHS – Clint Nelson	██████████

INCIDENT MANAGEMENT TEAM

COMMUNITY LIAISON Responsibility Checklist

Superintendent, Scott Leaman

Basic Duties: Your position is to coordinate all activities at the community level.

- Act as media spokesperson.
- Coordinate with District Office Liaison and Administration
- Work with site team members to advise parents.
- Be in communication with site level person at hospital.
- Be in contact with City Council and Local Officials, as needed
- Relay information about hospital victims to **District Office Command Center**.
- At Site Administrator's request, take a leadership role in conducting parent and community meetings.
- Contact radio, television, newspapers, as deemed appropriate.
- If requested by site, coordinate a community resource response.
- Plan with Site Principal and Crisis Response Team for a community meeting, if needed.

INCIDENT MANAGEMENT TEAM

CRISIS RESPONSE TEAM Responsibility Checklist

**Susan Watkins
Amy Pettersen**

Basic Duties: Your main function is to organize and dispatch members of the Crisis Response Team to the appropriate incident site.

Crisis Response Team Members: (School Psychologists and School Counselors)
Susan Watkins, Amy Pettersen, Sandi Miller, Ellie Martinez, Mayela Cerda-Martinez, Vincent Hurtado, Janice Giorgi, Victoria Galvan, Liz Wilson, Desiree Derouin-St. John, Kimberly Tzikas, Tom Kelly, Mary Lou Resendes, Cleo Carrasco, Stevie Cristoso, Wendy Hollis, Misty Lacey-Alarcon

- At request of site Crisis Response Support Team Leader, contact community mental health resources.
- Direct activities of any District Interns.
- If requested by site, contact neighboring districts and secure their assistance.
- Contact Placer/Sacramento County law enforcement chaplaincy, as necessary
- Contact Placer/Sacramento County Department of Mental Health to alert the Critical Incident Stress Management Team, as necessary
- Provide support to students and staff, if requested; assess critical situations.
- Assist site in staffing safe rooms for students and staff.
- Provide written information to parents concerning possible reactions to the event.
- Be available for consultation to site as they conduct follow-up activities in the weeks to come.

INCIDENT MANAGEMENT TEAM

TRANSPORTATION Responsibility Checklist

Mark DeRossett/Boyd Pyatt

Basic Duties: Coordinate all transportation needs surrounding the incident.

- Work with dispatcher to contact bus drivers, if necessary.
- Advise Mid Placer Transportation of situation and coordinate resources, if necessary.
- Advise drivers of staging areas and routes.
- Assign mechanics and available maintenance staff to work with Lincoln PD (if available) to block and direct traffic to allow buses to safely enter and exit designated pick-up area.
- Provide evacuation to secondary site, if necessary.
- Provide early transportation home to regular bus drivers as necessary.
- Check off names of students on bus rosters as they reach exit gate; have mechanic escort them to proper buses.

INCIDENT MANAGEMENT TEAM

MAINTENANCE/FACILITIES Responsibility Checklist

**Stan Brandl – Director of Maintenance
Mike Adell – Director of Facilities**

Basic Duties: Provide all necessary support as deemed appropriate

- Accompany Superintendent to incident site.
- Provide blueprints and any other technical data of the site.
- Designate staff to bring extra communication equipment to the sites.
- Assist emergency services personnel with information about the site.
- Provide any required resources to emergency personnel.
- Provide support in establishing site command center.
- Coordinate repairs.

INCIDENT MANAGEMENT TEAM

PERSONNEL Responsibility Checklist

Gabe Simon, Assistant Superintendent of Personnel

Basic Duties: Identify district personnel who can be of assistance during the crisis.

- Notify employee families affected by the crisis.
- Assist site with information on personnel, including substitutes, who are present on campus.
- Contact substitutes to work upcoming days.
- Assist in coordination of specialized personnel to incident, per request of Command Center or District Liaison.
- Provide and maintain an updated resource guide of specialized personnel.

INCIDENT MANAGEMENT TEAM

COMMUNICATION Responsibility Checklist

Stan Brandl – Director of Maintenance

Basic Duties: Provide the most effective form of communication to the incident site under These circumstances.

- Work with Telephone Company, as necessary.
- Update voice mail message, as appropriate.
- Keep sites updated on telephone status.
- Coordinate use of District's 2-way radio system and all phone contacts.

INCIDENT MANAGEMENT TEAM

TECHNOLOGY Responsibility Checklist

Tsugufumi Furuyama – Director of Technology

Basic Duties: Provide access to electronic communications services.

- Provide information on mass messaging – email, voicemail, text.
- Work with Site Leader to coordinate messaging.
- Work with sites to provide access to Student Management System (PowerSchool)
- Assist with technology needs.

INCIDENT MANAGEMENT TEAM

DISTRICT NURSE Responsibility Checklist

Kelly Gordon & Madi Belfroid - Nurses

Basic Duties:

Provide the best possible first aid service to the incident site as circumstances permit.

- At request of Site Coordinator report to site and establish a first aid station area; ensure adequate adult assistance.
- Provide direction to Clerks re handling of Student Medication.
- Provide direction and support to Clerks re reviewing Student Health Care Plans for students with critical needs.
- Direct first aid station under the supervision of the Site Coordinator.
- Coordinate activities with hospital, if needed.
- Meet with parents of injured students.
- Assist school site team with parent or community meeting.

INCIDENT MANAGEMENT TEAM

TRANSLATION

Responsibility Checklist

Rosemary Knutson/Maria Gonzalez/Melissa Ramirez

Basic Duties: Provide translation for communications and information as necessary

- Provide appropriate information to Spanish radio and Television stations as deemed appropriate.
- Coordinate release of information with Community Liaison Officer – Scott Leaman
- Establish a procedure to provide communication and information to parents.
- Mobilize translators (teachers/students/parents) as needed.

INCIDENT MANAGEMENT TEAM

SAFETY OFFICER **Responsibility Checklist**

Officer Steve Kreuger, Lincoln PD

Basic Duties: The position of Safety Officer is to develop, recommend, and enforce the \ measures set to assure safety to all on TBMS campus.

Responsibilities:

- Identify hazardous situations that have occurred due to the incident.
- Use your emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.

CHECK LIST

Start-Up Action:

- Go to meeting place
- Identify yourself & put on appropriate ID
- Read the entire action checklist
- Retrieve appropriate equipment and supplies needed

Operational Duties:

- Identify and alleviate hazardous and potentially hazardous situations
- Monitor emergency response activities for safety
- Stop and fix all unsafe operations
- Utilize a safety backup plan if needed; take regular breaks, 5-10 min./hour
- Attend and contribute to the planning meetings.
- Maintain activity log
- Notify appropriate persons in charge of reporting to insurance company regarding the loss and/or damage to property of persons.

Closing Down:

- At the Incident Commander's directions, dismiss the staff. Have them sign out.
- Complete activity log and pass on pertinent information
- Return all equipment and unused supplies

SECTION TWO: Evacuation Information

OPERATIONAL AREAS AND SAFE ON-CAMPUS SITES

SCHOOL SITE	OPERATIONAL AREA	STUDENT SECURITY
Lincoln High School	New Administrative Office Area - [REDACTED] Old Office Administrative Office Area - [REDACTED]	Fine Arts Theater - [REDACTED] New Gym/Old Gym - [REDACTED]
Glen Edwards Middle School	School Office & Staff Room - [REDACTED] Room 20/21- [REDACTED]	Multi Purpose Room [REDACTED] Classroom Holding Areas [REDACTED]
Creekside Oaks Elementary School	Administrative Building/School Office - [REDACTED] Library - [REDACTED]	Classroom Holding Areas - [REDACTED] Community Center - [REDACTED]
Carlin C. Coppin Elementary School	Main Office Complex - [REDACTED] Extension Classroom Unit III - [REDACTED]	Classroom Holding Areas - [REDACTED] Multi Purpose Room - [REDACTED]
Sheridan School	School Office - [REDACTED] Staff Room - [REDACTED]	Classroom Holding Areas [REDACTED] Multi Purpose Room - [REDACTED]
Phoenix High School	Office Complex - [REDACTED] Infant Care Center - [REDACTED]	Classroom Holding Areas - [REDACTED] Infant Care Center - [REDACTED]
First Street School	Office Complex - [REDACTED] Library - [REDACTED]	Classroom Holding Areas - [REDACTED] Multi/Café - [REDACTED]
Twelve Bridges Elementary School	Office - [REDACTED] Library - [REDACTED]	Classroom Holding Areas - [REDACTED] Multi Purpose Room - [REDACTED]
Foskett Ranch Elementary School	Office - [REDACTED] Library - [REDACTED]	Classroom Holding Areas - [REDACTED] Multi Purpose Room - [REDACTED]
Twelve Bridges Middle School	Office - [REDACTED] Library - [REDACTED]	Classroom Holding Areas - [REDACTED] Gymnasium - [REDACTED]
Lincoln Crossing Elementary	Office - [REDACTED] Library - [REDACTED]	Classroom Holding Areas - [REDACTED] Multi Purpose Room - [REDACTED]
District Office	Zebra Room - [REDACTED] Lincoln High School - [REDACTED]	N/A - Assist at Sites

CRISIS EVACUATION OFF-CAMPUS SITES

FROM

TO

Carlin Coppin School

[REDACTED]

Creekside Oaks School

[REDACTED]

Sheridan School

[REDACTED]

Glen Edwards Middle

[REDACTED]

Phoenix High

[REDACTED]

Lincoln High School

[REDACTED]

First Street School

[REDACTED]

Twelve Bridges Elem. School

[REDACTED]

Foskett Ranch School

[REDACTED]

Twelve Bridges Middle School

[REDACTED]

Lincoln Crossing Elem. School

[REDACTED]

District Office

[REDACTED]

[REDACTED]

SECTION THREE: Local Emergency Services

LOCAL EMERGENCY SERVICES

LINCOLN POLICE DEPARTMENT	916-645-4040
LINCOLN FIRE DEPARTMENT	916-645-4040
PLACER COUNTY SHERIFF'S DEPARTMENT	530-889-7870
CALIF. DEPT. OF FORESTRY, FIRE, RESCUE	916-645-2360
AMERICAN RED CROSS 457 Grass Valley Hwy.	530-885-9392
COUNTY OFFICE OF EMERGENCY SERVICES	530-889-7720
PLACER COUNTY FIRE	530-823-4411
EMERGENCY RESPONSE SYSTEMS	530-823-4411
C.H.P.	911/ emergency
EMERGENCY SERVICES	530-889-7721
CITY OF LINCOLN	916-645-3314
DAMIAN ARMITAGE, BOARD MEMBER	██████████
BRIAN HALEY, BOARD MEMBER	██████████ (home & cell)
KRIS WYATT, BOARD MEMBER	██████████ (cell)
PAUL CARRAS, BOARD MEMBER	██████████ (home & cell)
PAUL LONG, BOARD MEMBER	██████████ (home)
GAYLE GARBOLINO-MOJICA, PCOE	██████████
KFBK	916-924-3901
KAHI	530-888-6397
TV 10	916-321-3300
TV 3	916-444-7316
TV 13	916-374-1300
PG&E	1 (800) 468-4743

SECTION FOUR: SPECIFIC RESPONSE PLANS



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER



Evacuate

EVACUATE (To the determined Location)

Students are to be trained to:

- Leave stuff behind
- Form a single file line

Teachers are trained to:

- Grab roll sheet if possible
- Lead students to evacuation location
- Take roll, account for student
- Green sign – all students accounted for
- Red sign – missing student or students

(SEE PAGE 27 – LIST OF OFF CAMPUS SITES)



Shelter

SHELTER (For hazard using Safety Strategy)

Hazards might include:

- Earthquake
- Hazmat
- Tornado

Safety Strategies might include:

- Evacuate to a shelter area
- Seal the room

Students are trained in:

- Appropriate hazards and safety strategies

Teachers are trained in:

- Appropriate hazards and safety strategies
- Take roll, account for students
- Report problems at the evacuation location

SECTION FOUR: SPECIFIC RESPONSE PLANS



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER



LOCKDOWN (Locks, Lights, Out of Sight)

Students are trained to:

- Move away from sight
- Maintain Silence

Teachers are trained to:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain Silence
- Do not open the door
- Wait for first responders to open door
- Take roll, account for students using google doc



**SCHOOL IS IN LOCKOUT
NO ONE IN OR OUT**

LOCKOUT (Secure the perimeter = Shelter in Place)

Students are trained to:

- Return to inside of building
- Do business as usual

Teachers are trained to:

- Recover students and staff from outside of building
- Increased situational awareness
- Take roll, account for students using google doc
- Do business as usual
- Bathroom visits should be done in pairs

If any emergency occurs when students are not in class (during passing period or at lunch) – Students should return to the last class they attended. This will allow for teachers to use the most accurate attendance to account for students.

SECTION FOUR: SPECIFIC RESPONSE PLANS



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER



Evacuate

GENERAL SCHOOL BUILDING EVACUATION

Evacuation Orders:

When notified via bell signal or announcement, all persons on school grounds are expected to exit immediately. Evacuation procedures will be rehearsed. Evacuation orders will include the reason for evacuation, evacuation routes, and the evacuation destinations.

(PE, Custodians, Cafeteria staff and Library staff will be notified by phone or radio in the event of a drill or procedure taking place)

EVACUATION FROM SCHOOL BUILDINGS

Evacuation of Students and Staff From Buildings.

- Students and staff in the classroom wings/groups, will evacuate to the assign areas for the specific school. Leave stuff behind and form a single file line.
- Teachers are to take their role sheet if possible, lead students to evacuation location, and take role, account for missing students.
- Teachers should be the last one out of their classroom.
- Teachers will hold a green sign up if all students are accounted for. Red if the teacher has any students missing or any problems.
- Teachers are responsible to keep students in an orderly matter.
- The all clear sound will end the emergency or drill.

SECTION FOUR: SPECIFIC RESPONSE PLANS



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER



Evacuate

RESPONSE TO FIRE ALARM

Fire Drill:

A fire drill will be held each month. The fire alarm will be sounded and is a very distinct tone. Upon hearing the alarm, teachers are to evacuate the classroom on the designated path to the evacuation area, which is behind the gym on the basketball courts. Teachers are to take their roll books, turn off their lights, and check attendance when they have arrived at the designated area. They are to hold up a green sign to indicate all students are accounted for. Holding up a red sign indicates a problem.

In case of a missing student, it is crucial to let administration know immediately to facilitate a search for the student who is not accounted for.

The teacher is responsible for the orderly manner in which students conduct themselves during the fire drill and in the instruction of such a drill. The “all clear” will be announced over the PA system.

In The Event of a Fire:

1. The fire alarm will be activated by personnel at the nearest fire alarm pull station, or immediate contact will be made with the school office by the school intercom system. The fire alarm will be activated from the office.

Call 911 if safe to do so with specific details of the fire (add number).

2. Upon hearing the fire alarm, under the supervision of the teacher, students will:
 - a evacuate the classroom
 - b walk to the predetermined location
 - c wait without talking for instruction from the teacher
3. Upon hearing the fire alarm, the teacher will:
 - a secure the emergency bag and emergency list
 - b close and lock all doors and windows to the classroom (time and safety permitting)
 - c escort students from the room
 - d maintain control of students during the evacuation
 - e take roll of students once class has arrived at the pre-determined location
 - f await further direction
4. In the event that the procedure is a drill or the emergency is over, an “all clear” announcement will be broadcast.

SECTION FOUR: SPECIFIC RESPONSE PLANS



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER

RESPONSE TO EARTHQUAKE

During the first sign of ground shaking, or during an earthquake drill, students should demonstrate their ability to react immediately and appropriately.

Verbal announcement may be broadcast over the campus intercom system, or you'll know because you'll feel it.

If indoors, students and staff will:

1. Immediately TAKE COVER under desks or tables, and TURN AWAY from windows, shelves and heavy objects that may fall. If no cover is available, move to an interior wall.
2. Remain in sheltered position for at least 60 seconds.
 - Kneel on floor, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.
3. In the library, immediately move away from windows and bookshelves, and take appropriate cover.
4. In laboratories, all burners should be extinguished (if possible), before taking cover. Stay clear of hazardous materials that may spill.
5. Don't use candles, matches, or other open flames during or after the tremor because of possible gas leaks. Douse all fires.
6. Be silent and listen to instructions from teacher.
7. The end of the drill will be announced over the intercom "Earthquake Drill"
8. Teacher decides when to evacuate and leads class as it evacuates the room. Note no alarm is sounded. Follow standard evacuation plan.

If outdoors, students and staff will:

1. Move to an open space, away from buildings and overhead power lines. The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, lie down or crouch low to the ground. Stay until the shaking stops.
2. If in a vehicle, stop as quickly as possible, but stay in the vehicle. A car may shake violently on its springs, but it is a good place to stay until the shaking stops. Keep the vehicle away from power lines, bridges, overpasses, or buildings.

- Continued next page -

SECTION FOUR: SPECIFIC RESPONSE PLANS



RESPONSE TO EARTHQUAKE

WHAT TO EXPECT DURING AN EARTHQUAKE:

The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of hanging plants and light fixtures, or hear objects wobbling on shelves. Or, you may be jarred first by a violent jolt (similar to a sonic boom). You may also hear a low, and perhaps very loud rumbling noise. A second or two later, you feel the shaking, and by this time you'll find it very difficult to move from one place to another.

It is important to take "quake-safe" action at the first indication of ground shaking. Don't wait until you are certain an earthquake is occurring. As the ground shaking grows stronger, dangers increase. For example:

- Free-standing bookshelves and cabinets are likely to topple. Wall mounted objects, such as clocks and artwork, may shake loose and fly across the room.
- Suspended-ceiling components may pop out, bringing light fixtures, mechanical diffusers, sprinkler heads, and other components down with them.
- Door frames may be bent by moving walls and may jam the doors shut. Moving walls may bend window frames, causing glass to shatter and sending dangerous shards into the room.

The noise that accompanies an earthquake cannot cause physical harm. However, it may cause considerable emotional stress, especially if you're not prepared to expect the noisy clamor of moving and falling objects, shattering glass, wailing fire alarms, banging doors, and creaking walls. The noise will be frightening, but a little less so if it is anticipated.

BUILDING EVACUATION PLAN:

Building evacuation following an earthquake is imperative due to the possibility of secondary hazards, such as explosions and fires. Follow evacuation plan from page 3.

Through repeated fire drills, your students have demonstrated their ability to exit the building in a quick and orderly manner. Building evacuation following an earthquake should also be quick and orderly.

To emphasize that evacuation takes place **ONLY** after ground shaking ceases, building evacuation should be practiced as an extension of classroom "drop-and-cover" drills.

"Drop-and-cover" procedures should be followed in the event of an after-shock.

To avoid crowding, try to sequentially evacuate the classrooms if possible

SECTION FOUR: SPECIFIC RESPONSE PLANS



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER

RESPONSE TO THREAT IN NEIGHBORHOOD



**SCHOOL IS IN LOCKOUT
NO ONE IN OR OUT**

Lockout

- Secure the perimeter of the school – Lock outside gates
- Students should move inside of buildings – P.E. classes should go inside the gym/multi-purpose room and any other outside activities should be moved into the classrooms.
- Take roll and account for all students
- Increase situational awareness and do business as usual.
- Bathroom visits should be done in pairs.

Potential Threat: Vicious animal, suspected rabid animal, severe winds, extreme weather, police activity in the area.

SECTION FOUR: SPECIFIC RESPONSE PLANS



RETURN TO BUILDING

In the event that students must return to their classrooms because of an emergency situation:

1. Verbal announcement will be broadcast over the campus intercom system.
2. Immediately followed by direction from responsible adults on the yard to walk to class.
3. Teachers will meet students at the exterior door and direct them to assume safety position.
4. The exterior door will be locked. The blinds will be closed. (Interior doors must be left closed but unlocked to facilitate movement out of classrooms through common rooms as necessary.)
5. With the teacher standing near the exterior door but out of the line of exterior sight, roll will be taken and all students will be accounted for.
6. Immediately commence “Lock Down” procedures. (See next page.)
7. Classes will remain silent until further direction is broadcast over the school intercom system or until contact is made with the teacher through the school phone system.

SECTION FOUR: SPECIFIC RESPONSE PLANS



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER



RESPONSE TO INTRUDER OR LOCKDOWN ALARM

Lockdown

To insure the safety of staff and students in the event of an intruder, or any other safety/security reason that would require a campus lockdown (shelter in place), the following plan will be instituted:

1. Call the emergency phone [REDACTED] in the office to inform the office of the intruder and which room or area of the campus that has been compromised. Notification to the staff/students will be handled according to either, or both, of the following procedures:
2. The office will either make an announcement over the intercom initiating an intruder alert drill, at which time all teachers/staff will implement "lockdown" procedures.

Procedures:

- All teachers/staff will check outside for any students not in a classroom and bring those students into the nearest classroom.
- Please lock all classroom doors and pull the shades down on the windows. During a drill, administration will verify these actions. Students will move as far away from the window as possible.
- Teachers will account for all students present on that day. A call will be made via the phone system to each room and the teacher will respond red, green. If red, teacher will provide a list of absent or extra students.
- Teachers will place a colored card in their window to notify personnel status of occupants inside:
 - Green = all students present
 - Red = there are missing students
 - No card = it is not safe to put up the card
- If a student is locked out of his/her room and is knocking on the classroom door, please allow the student entry into the classroom.

-Continued on next page-

RESPONSE TO INTRUDER OR LOCKDOWN ALARM



Lockdown

- Please make a total student count in case you have students not assigned to your class who are in your room as the result of the drill.
- Teachers in possession of current teacher cell phone lists will be asked to activate said phones. Remind teachers to turn on their cell phones.
- Teachers and Students will conduct instruction as usual, but will not leave building.
- Administration will stay in contact with PE/custodial staff via hand held radio.
- Wait for the “all clear” announcement or further instructions by the site administrators.

** Substitute Teachers will be contacted by telephone **

** Students will be taught not to open the door at any time **

SECTION FOUR: SPECIFIC RESPONSE PLANS



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER

Potential Threat: Riot, civil disorder, threatening individual(s)



Intruder/Lockdown Drill In Office

- If a threatening individual enters the office, the office will either make an announcement over the intercom initiating an intruder alert drill, at which time all teachers/staff will implement “lockdown” procedures. Whichever part of the office is not under threat will implement the lockdown procedures.
- Follow **lockdown procedures**
- Depending on the location of the threat – the person in the opposite side of the office will initiate the school into lockdown and notify emergency personnel.
- Office threat Principal would notify – Main Secretary as backup. Larger offices may necessitate additional designated staff for notification.
- Attendance Clerk or Other Designated Office Staff would also be trained to initiate lockdown and notify emergency personnel.

SECTION FOUR: SPECIFIC RESPONSE PLANS



Evacuate

RESPONSE TO POTENTIALLY EXPLOSIVE DEVICES / BOMB THREAT

Should a bomb threat be received or a suspicious object be identified, law enforcement and WPUSD management are to be notified immediately. Evacuate the building or areas affected.

Bomb Threat Protocol:

- Person who receives bomb threat via phone, e-mail, etc. will utilize standard check list to obtain as much information as possible (see attached template.)
- Consult with school admin and notify LPD immediately to determine if threat is a valid one.
- Evacuate EVERYONE to designated on-site area. If threat warrants, consider off-site evacuation. (see Page 24 – list of off campus sites)
- Students SHALL leave all backpacks, purses and cell phones behind in the classroom.
- If requested by school or district admin, LPD may accompany admin or staff to conduct a JOINT search (Note: the reason behind this is that admin/staff are more equipped to determine what is suspicious or out of place, and they know the campus better.)

***NO ONE should be permitted to touch, handle, or move the suspicious object.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

Call _____

- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.
-

WHO TO CONTACT

Follow your local guidelines

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
D Accent	D Animal Noises	D Incoherent
D Angry	D House Noises	D Message read
D Calm	D Kitchen Noises	D Taped
D Clearing throat	D Street Noises	D Irrational
D Coughing	D Booth	D Profane
D Cracking voice	D PA system	D Well-spoken
D Crying	D Conversation	
D Deep	D Music	
D Deep breathing	D Motor	
D Disguised	D Clear	
D Distinct	D Static	
D Excited	D Office machinery	
D Female	D Factory machinery	
D Laughter	D Local	
D Lisp	D Long distance	
D Loud		
D Male	Other Information:	
D Nasal	_____	
D Normal	_____	
D Ragged		
D Rapid		
D Raspy		
D Slow		
D Slurred		
D Soft		
D Stutter		

SECTION FOUR: SPECIFIC RESPONSE PLANS



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER



Evacuate

OFF CAMPUS EVACUATION PLAN

(SEE PAGE 27 – LIST OF OFF CAMPUS SITES)

The decision to evacuate the campus will be made by the Incident Commander subsequent to evacuation of all school buildings and analysis of the threat to the health and safety of personnel.

Once all personnel are lined up at assigned locations on the school playgrounds, and all children and adults are accounted for, the order to evacuate the campus will be given. Personnel will walk via pre-designated routes, to either designated site via the walking path or alternate site.

Students will be formed into one or two columns. All personnel will move safely to the designated evacuation site. One teacher will position him/herself at the head of the column(s) while in route.

Teachers may coordinate supervision using an assigned “Buddy Classes” system. If used, students will be formed into two columns, one classroom per column. All personnel will move, two columns abreast, safely to the designated evacuation site. One teacher will position him/herself at the head of the columns, one at the rear while in route.

Once the evacuation site is reached, teachers, with assistance from other school employees, will be responsible for keeping their students together, quiet, and comfortable.

A Command Post will be established. A perimeter will be established, inside of which all students will remain. No student will be released from the perimeter unless it is to the child’s legal parent or guardian – or other adult designated by the parent or guardian on the student’s official Emergency Card.

After students and staff are safely evacuated to the designated evacuation site and law enforcement deem safe, teachers and staff will begin the reunification process. Designated staff will set up a reunification “Check In” area based on the first letter of the student’s last name. The check in station should not

Ongoing information and instructions will come from the Incident Management Team.

SECTION FOUR: SPECIFIC RESPONSE PLANS



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER



Evacuate

Insert Evacuation Map

INCIDENT REPORTING AND INITIAL EMERGENCY PROCEDURES

In the event of the following:

Stranger on campus

- Notify the office using available systems (cell phone, campus phone [REDACTED] radio).
- Provide a description of the individual

Individual with firearm-adult or student

- Never take steps to attempt to disarm the individual!
- Secure students, staff, and volunteers in classrooms
- **Follow Lock Down procedures - Keep doors closed and locked at all times**
- Notify the office using available systems (cell phone, campus phone [REDACTED] radio).
- Account for all children
- Provide a description of the suspect

Attempted kidnapping

- Never take steps to physically thwart a kidnap attempt!
- Secure students, staff, and volunteers in classrooms
- **Follow Lock Down procedures - Keep doors closed and locked at all times**
- Notify the office using available systems (cell phone, campus phone [REDACTED] radio).
- Account for all children
- Provide a description of the suspect

Serious Injury

- Begin First Aid procedures and/or
- Notify the office using available systems (cell phone, campus phone [REDACTED] radio).
- Activate the Emergency Monitoring System/call 911
- Send students to neighboring classroom
- Stay with victim until relieved by paramedic or other qualified individual
- Identify a liaison to direct emergency responders to the scene

Death of student (off campus)

- Minimize initial comment to students until all facts are present
- Contact school office for confirmation
- Respect privacy of the victim's family
- Expect support from district psychological support personnel
- Moderate student discussions using script provided by support personnel
- Notify office if additional support is needed in your classroom or neighboring classroom
- Contact Crisis Response Team for additional support

Death of student (on campus)

- Remove students from scene by sending them to neighboring classroom
- Designate an individual to secure the scene
- Notify office using available systems or through adult runner
- Activate the Emergency Monitoring System/call 911
- Remain with victim until relieved by administrative personnel, police or paramedic
- Minimize initial comment to students
- Expect support from district psychological support personnel
- If needed moderate student discussion using script provided by support personnel
- Contact Crisis Response Team for additional support

INCIDENT REPORTING AND INITIAL EMERGENCY PROCEDURES

Death of employee

- Same as above

Fire

- Notify office using fire pull stations or by available systems
- **Follow Evacuation procedures – Evacuate the building**
- Call 911 if safe to do so with specific information

Earthquake

- Begin duck, cover and hold process
- **Follow Evacuation procedures – Evacuate the building**

Rumors of Trauma, Injury, Accident or Death

- Seek confirmation from school office
- Minimize comments to students until all facts are known
- Moderate student discussions
- Expect support from district psychological support personnel
- Contact Crisis Response Team for additional support

Altercation between Adults

- Remove students from immediate area.
- Close classroom blinds
- Notify the office using available systems (cell phone, campus phone [REDACTED] radio).
- Notify 911 depending on the seriousness of the situation

Mountain Lion or Other Major Animal Predator

- Commence Return to Building procedures. Close classroom blinds
- Notify the office using available systems (cell phone, campus phone [REDACTED] radio).

Violent Student

- Remove students from immediate area of student misbehavior
- Commence restraint procedures if student is attacking others
- Monitor objects that can be thrown
- Notify the office using available systems (cell phone, campus phone [REDACTED] radio).

Student Behavior Crisis

- Remove students from immediate area of student misbehavior or
- Remove disruptive student from peers
- Notify the office using available systems (cell phone, campus phone [REDACTED] radio).
- Commence procedures outlined in individual student behavior plan if available
- or Rely upon office or designee for next steps

Student Seizure (Medical)

- Be aware of procedures associated with individual
- Clear an area around the student
- Remove students to another area outside the classroom
- Do not restrain
- Contact office
- Activate the Emergency Monitoring System/call 911
- Wait with student
- Debrief- If needed support personnel from site/district will be available

STUDENT SIGN OUT SHEET

	STUDENT NAME LAST, FIRST	SIGNATURE OF PARENT OR GUARDIAN	DATE	TIME
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____
21.	_____	_____	_____	_____
22.	_____	_____	_____	_____

SIGNATURE OF AUTHORIZED SCHOOL OFFICIAL _____

DATE _____

TIME _____

SECTION FIVE: Other Resources

CHILD ABUSE REPORTING

Child Abuse Prevention And Reporting (AR 5141.4)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11166)

CSOC/ACCESS

101 Cirby Hills Drive, Ste 5, Roseville, CA 95678
(916) 872-6543

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall then prepare, and either send, fax, or electronically submit to the appropriate agency, a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167). Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

3. Internal Reporting

Employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal or designee as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal or designee so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms. The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166). He/she may provide or mail a copy of the written report to the principal or Superintendent or designee without his/her signature or name. Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Victim Interviews

Whenever a representative of a government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

SECTION FIVE: Other Resources

CHILD ABUSE REPORTING (continued)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906). Peace officers shall be asked to sign an appropriate release or acceptance of responsibility form.

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures that describe how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

Use of School Facilities by Public Agencies For Mass Care and Welfare Shelters During An Emergency (BP/AR 1330)

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code [32282](#))

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

Discrimination and Harassment Policy (BP/AR 5145.3)

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

SECTION FIVE: Other Resources

Discrimination and Harassment Policy (BP/AR 5145.3)

Regardless of whether a complaint complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))

When any verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

SECTION FIVE: Other Resources

School Dress Code Policy

Lincoln High School:

Dress Code Students dressed inappropriately will be required to change their clothing and given detention. Repeated acts of defiance will result in consequences.

1. Education code 48900 prohibits bandanas of any color and “do rags” as well as gang related attire. Tagging type markings are not permitted on clothing, backpacks, or school supplies.
2. Pants are to be worn at the waist. No sagging.
3. Underwear is not to be visible – including bra straps and men’s undershirts.
4. Bare midriffs are not allowed. All tops must have straps and must cover the chest, midriff, sides, and back. Low cut tops, tube tops, sheer tops & backless tops (including halter-tops) are not allowed. Wear a cami/tank under sheer shirt or off the shoulder shirts to cover body parts and undergarments. Avoid tight material that inches upward with movement.
5. Shorts must be worn at an appropriate length- no excessively short skirts/shorts are allowed. All bottoms must adequately cover the student’s bodywhile sitting or standing.
6. Shoes are to be worn at all times, per state law.
7. Per Board Policy teachers may require that students remove hats, caps, sunglasses, or other headgear in the classroom. No hoods may be worn in the classroom.
8. Clothing, jewelry, and visible tattoos shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive, or which advocate racial, ethnic, or religious prejudice, or the use of drugs or alcohol. No accessories with spikes may be worn.
9. No visible ear buds or headphones in the classroom.

Pheonix High School:

Each student must come to school appropriately dressed and attire should not create adisruption to the classroom or program (refer to complete policy on page 12)

- No hats or head coverings, including hooded sweatshirts will be allowed in the classroom.
- Blatant wearing of gang-related attire, including colors, and insignias will not be tolerated.
- No drug/alcohol/or tobacco images/advertisements, or profanity or sexually explicit attire is allowed.

Students dressed inappropriately will be required to change their clothing or will be sent home for defiance. Repeated acts of defiance will result in suspension from school. The school loans T-shirts if a student is unable to find acceptable clothing or cannot reach a parent to request a change of clothes.

Education Code 48900 (m) prohibits bandanas of any color and “do rags” as well as gang related attire. Tagging type markings are not permitted on clothing, backpacks, or school supplies.

- Each student should come to school neatly and cleanly dressed and groomed.
 - Students are NOT permitted to wear clothing that is mutilated, or immodest, excessively revealing. This includes backless tops, bare midriff tops, off the shoulder tops, see-through tops, tube-tops excessively short skirts and/or shorts.
 - Headbands of any type or color are not allowed.
 - Shoes are to be worn at all times.
 - Hats or head coverings, including sweatshirt hoods, are not to be worn within any school building.
 - Underwear is not to be visible.
 - No bedtime attire – this includes pajamas, nightgowns, robes and slippers.
- Spiky” adornments are not allowed.
- Wallet chains can be no longer than 18 inches.
- Clothing shall not display inappropriate gestures, language, violence, sexual innuendos, drug or alcohol advertisement or content.
 - Artwork or lettering on clothing may not promote/advertise illegal activities or display profanity.
 - Tattoos that promote/advertise illegal activities, display profanity, gang affiliation, drugs or alcohol may not be visible at any time.
 - No apparel, jewelry, wristbands, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, or trademark, or any other attribute, denotes membership in a group or gang, or which advocates drug use, sexual content or disruptive behavior is allowed.

Per District Policy – Hats are not to be worn indoors. Sweatshirts with hoods may be worn, but the hoods must be completely off the student’s head.

SECTION FIVE: Other Resources

School Dress Code Policy

Glen Edwards Middle School:

The purpose of the Dress Code is to prevent disruption of the learning environment and minimize the distraction of other students. Students wearing clothing that is inappropriate based on the listed criteria will be subject to disciplinary action:

1. Clothing or accessories that have reference to sex, objectify women (i.e. Fatal shirts), drugs, tobacco, alcohol, weapons, violence, or gang activity may NOT be worn.
2. Sagging pants/shorts larger than one size are not permitted.
3. Gang-associated dress or accessories may NOT be worn.
4. Clothing must completely cover all underwear, bra straps, and cleavage. Sheer items that show any undergarments are also not permitted. Sports bras are still considered underwear.
5. Strapless tops, spaghetti straps or other straps less than 2" wide, low-cut tops, and clothing that show bare midriffs may NOT be worn.
6. Shorts and dresses must measure to the end of the fingers.
7. Frayed holes in jeans must be below the end of the fingers.
8. No racerback tops allowed • Pajamas may NOT be worn.
9. Shoes must be worn on school grounds at all times. Slippers are only allowed during designated Spirit days. • Hoods must be removed when inside buildings.
10. Jewelry that is deemed offensive or unsafe (sharp edges, spiked tips, etc.) to either the wearer or other students is not allowed and must be removed or safely covered when asked.
11. No headwear allowed except those sold by GEMS or LHS.

The administration reserves the right to decide the appropriateness of the student's attire and to review and change the dress code to ensure a productive and safe learning environment as necessary. If a student's articles of clothing, jewelry or accessories violate the dress code or in some other way cause disruption to the learning environment, they will be asked to change into a school loaner outfit for the remainder of the day (or until suitable clothes arrive from home). Repeated offenses will result in the following disciplinary action:

- 1st Offense – Student is sent up to the office to change into loaner, and clothes are returned to student at end of school day.
- 2nd Offense – Student up to the office to change into loaner, parents are notified, clothes are returned to student at end of school day, and an Administrative Lunch Detention assigned.
- 3rd Offense – Same as above, but a referral is assigned (consequence depends on prior offenses)

Twelve Bridges Middle School:

The purpose of the Twelve Bridges Middle School Dress Code is to set a tone of academic and behavioral excellence for our students. Adhering to the TBMS Dress Code helps promote the safety of our students and fosters a positive learning environment on our campus. The expectation of the administration and staff is that each student will follow the dress code during school hours, athletic events, field trips, activity days, dances, assemblies, and performances. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Students in violation of the TBMS dress code will be required to change into their PE clothes. Students will not be allowed to attend class until the dress code violation has been corrected. Students will only be allowed to call home for a change of clothes as a last resort. In addition, a violation of the dress code may result in a school detention and repeat violations of the dress code may result in an Administrative Referral and or suspension.

1. Shoes must be worn at all times.
2. Clothing must be free of references to alcohol, drugs, gangs, violence, bigotry or sexual connotation. No gang-associated colors or symbols are allowed on the TBMS campus
3. Clothing must not expose the midsection or underclothing. Tops may not be low-cut in the front or back. Length of untucked shirts must cover the waistband of shorts, skirts, pants, or dresses.
4. Body piercings, deemed a distraction by the administration, are not allowed.
5. Students shall NOT wear articles of clothing, jewelry or accessories that promote or represent references to alcohol, drugs, gangs, violence, bigotry or sexual connotation. Clothing, jewelry, or accessories that might disrupt school activities or could pose a threat to the physical well-being or safety of students or others is strictly prohibited on the TBMS campus.
6. No bra or Bralette straps may be exposed or visible.
7. Off the shoulder shirts are not allowed.
8. Cut out shoulders and/or shoulder straps on all shirts or dresses must have a minimum width of two fingers.
9. Tank tops are allowed, but shoulder straps must have a minimum width of two fingers.
10. Students may wear pants only one size larger than their waist size – no sagging.
11. Students may wear shirts only one size larger than their regular shirt size.
12. Shorts and skirts shall be no shorter than a 4" inseam. Any shorts or skirts deemed inappropriate by the administration will not be allowed on campus regardless of the length.
13. Holes in pants or any "skin exposing" fraying of the jeans or shorts shall be below the 4" inseam requirement for shorts/skirts.
14. Tights, leggings, yoga pants, and other sheer varieties of clothing must be covered by length appropriate shorts.
15. Belts must fit students and be contained in belt loops. No hanging belts or wallet chains.
16. Hats may be worn at school, but must be worn facing front. Hats may not be worn to the side, sideways or backwards at any time. Teacher discretion will be used for wearing hats inside the classroom.
17. Pajamas are not to be worn to school unless it is designated spirit day
18. Blankets and pillows are not allowed at school.
19. Any hair colors that are deemed a distraction by administration are not allowed.
20. Clothing deemed inappropriate by administration will not be allowed.

All other school sites do not have a formal School Dress Code Policy.

SECTION SIX: Lincoln Crossing Elementary School Personnel Information

Position	Staff Member Name	Room #	Hours
1. Kindergarten AM	Warren, Donna	█	M-F, 7:45-3:15
1. Kindergarten PM	Dayna Swanson	█	M-F, 7:45-3:15
1. Kindergarten AM	Giannini, Jackie	█	M-F, 7:45-3:15
1. Kindergarten PM	Fleshman, Amanda	█	M-F, 7:45-3:15
1. TK Kindergarten	Noyes, Karla	█	M-F, 7:45-3:15
1. First Grade	Cook, Pam	█	M-F, 7:45-3:15
1. First Grade	Risucci, Kathy	█	M-F, 7:45-3:15
1. First Grade	Cassidy, Liz	█	M-F, 7:45-3:15
1. First Grade	Wetzstein, Kristy	█	M-F, 7:45-3:15
1. Second Grade	Shelton, Lauretta	█	M-F, 7:45-3:15
1. Second Grade	Stelma, Patrick	█	M-F, 7:45-3:15
1. Second Grade	Beatty, Scott	█	M-F, 7:45-3:15
1. Second Grade	Ochoa, Mariela	█	M-F, 7:45-3:15
1. Third Grade	Botonis, Lauren	█	M-F, 7:45-3:15
1. Third Grade	Crook, Jaelyn	█	M-F, 7:45-3:15
1. Third Grade	Bombard, Cecilia	█	M-F, 7:45-3:15
1. Third Grade	Stuckey, Julie	█	M-F, 7:45-3:15
1. Fourth Grade	Coleman, Darren	█	M-F, 7:45-3:15
1. Fourth Grade	Shye, Laura	█	M-F, 7:45-3:15
1. Fourth/Fifth Grade	Whiteside, Coreena	█	M-F, 7:45-3:15
1. Fourth Grade	Williams, Lorrie	█	M-F, 7:45-3:15
1. Fifth Grade	Sliepen, Laura	█	M-F, 7:45-3:15
1. Fifth Grade	Wright, Jennifer	█	M-F, 7:45-3:15
1. Fifth Grade	Hill, Kate	█	M-F, 7:45-3:15

1. RSP 80%/20%	Sauer, Diane	[REDACTED]	M-F, 7:45-3:15
1. Music	Adams, Shelley	[REDACTED]	
1. Music	Guemmer, Jenny	[REDACTED]	Wed. AM
1. Science 80%/20%	Brothers, Annie	[REDACTED]	
1. Science 20%/10%	Patterson, Allison	[REDACTED]	
1. Speech 80%/20%	Aly Derry	[REDACTED]	
1. School Psychologist	St. John, Desiree	[REDACTED]	Wed & Fri., 7:45-3:15

Staff Member Name	Position	Room #	Phone Ext.	Hours	Certificated / Classified
Adams, Shelley	Music	[REDACTED]		M-F, 7:45-3:15	Certificated
Balonek, Irma	Librarian	[REDACTED]		M-F, 7:30-4:00	Classified
Bartlett, Sarah	Para Professional Campus Supervisor	[REDACTED]		M-F, 8:15 – 3:00	Classified
Benjamin, Ron	Campus Supervisor	[REDACTED]		M-F 11:30 – 1:30	Classified
Bortolus, Vickie	Cafeteria Cashier Kinder Aide	[REDACTED]		M-F, breakfast & lunch (3.5 hrs) M-F, 8:45-10:45	Classified
Brandyberry, Melissa	Kinder Inst. Aide	[REDACTED]		M-F 8:30-10:30	Classified
Callahan, Michelle	Clerk, Campus Supervisor	[REDACTED]		M-F 7:00-11:00 11:30 – 1:30	Classified
Carrasco, Art	PM Custodian	[REDACTED]		M-F, 2:00 – 10:30	Classified
Hayes, Mary	IS Provider	[REDACTED]		M-F, 8:10 – 2:40	Classified
Hedges, Rob	Custodian	[REDACTED]		M-F, 6:00 – 2:30	Classified
Henri, Debra	Kinder Aide	[REDACTED]		M-F, 12-2	Classified
Navarrete, Maria	Food Service Asst.	[REDACTED]		M-F, lunch (3.5 hours)	Classified
O'Toole, Katy	Nurse Clerk	[REDACTED]		M-F, 12:20 – 3:15	Classified
Orona, Andrew	Campus Supervisor	[REDACTED]		M-F, 2:40-3:00	Classified
Shima, Holly	RSP Aide	[REDACTED]		M-F, 8:10-2:40	Classified
Shorkey, Trish	Clerk	[REDACTED]		M-F, 7-4	Classified
Soha, Pam	Secretary	[REDACTED]		M-F, 7-4	Classified
Swartz, Rosa	Food Service Lead	[REDACTED]		M-F, 6:45-1:30	Classified
Tagliaferi, Deborah	Campus Supervisor	[REDACTED]		M-F, 10:36 – 1:30	Classified
Trent, Karla	Campus Supervisor	[REDACTED]		M-F, 2:40-3:00	Classified

Vestesen, Shannon	Campus Supervisor	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	M-F, 10:50 – 11:44	Classified
Yoder, Sandra	Para Aide/C. Super	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	7:35-2:40	Classified

SECTION SEVEN:

● **Information**

- The Tier I PBIS team is in year three and continues to work together with the staff to implement the program with fidelity by providing positive supports for struggling students, continually looking at behavior data to tweak procedures, and continue to grow and learn as a team.
- The Tier II PBIS team is in place and working together to problem solve and troubleshoot academic, behavior and mental health concerns for students who are not responding to Tier I supports.
- We have two new services in place to support students with Tier II needs:
 - Lighthouse is a counseling support group that provides services for student in need of support around developing productive social skills to use when engaging with peers in play and in class; Lighthouse provides this group support during the fall 2018 on Wednesdays and Fridays.
 - Our Wellness Together provider is Jessica Butler. She provides supports for students two days/week in a variety of areas. Students are referred to her and then she works with parents, teachers and the child to develop a support/therapy plan for the course of about 13 weeks. In the fall, Mrs. Butler will work with students 1:1; in the spring, we expect to continue 1:1 support as well as set up some small group sessions.
- **Goal #1:** The Tier II PBIS team will work together to evaluate the needs of students and make referrals for Tier II interventions, which may include referrals to Lighthouse or Wellness Together

- **Goal #2:** The Tier I PBIS team will work together to create and establish positive behavior celebrations throughout the school year, at least one each trimester.
- **Goal #3:** The administrators will share the Crisis Response Procedure, protocols, and resources for suicide/death postvention with teachers and staff.
- **Goal #4:** The PBIS Teams will continue to participate in professional development through PCOE and the SELPA to broaden our awareness and skill in supporting students; in addition, the PBIS team will share updates on data, programs and training each month at staff meetings and via our weekly staff newsletter.

- **Information**
 - Emergency drills are practiced throughout the school year. We are implementing new drill terminology throughout the district using Standard Response Protocol.
 - Each teacher has been given an evacuation emergency bag that contains the necessary supplies needed should an evacuation ever be ordered.
- **Goal #1:** The administrators will work closely with the teachers and staff to transition to the new drill terminology so that safety drills and actual emergency procedures are clearly understood and effectively practiced.
- **Goal #2:** We will maintain a drill log with information about our drills and what we learn from each drill experience.
- **Goal #3:** The Safety Action Team will review and revise (if necessary) the “Emergency Response” flip chart with new terminology and/or procedures
- **Goal #4:** The Safety Action Team and administrators will continue to collaborate and work closely with other elementary schools to

maintain a shared emergency plan using the Standard Response Protocol.