



KIPP Valiant

COMMUNITY PREP

SCHOOL ADDRESS

Comprehensive School Safety Plan
(CSSP)

2023-2024

Board Approved on 12/05/2023

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Stakeholder Summary

SCHOOL LEVEL

- [NAME], School Leader, [SCHOOL NAME]
- [NAME], Director of Operations, [SCHOOL NAME]
- School Site Council (SSC)

REGIONAL Safety Team

- Leslie Billie, Managing Director of Operations and Compliance
- Jessica Cooper, Associate Director of Operations
- Jessica Sorrels, Regional Operations Manager, Health & Safety
- Patrick Rosa, Risk & Safety Consultant

AGENCY

- Federal Emergency Management Agency (FEMA) Multihazard Emergency Planning for Schools
- [City/County] Law Enforcement
- [City/County] Fire Department

Emergency Contact Numbers

Emergency Numbers			
Emergency when first responders are required	9-1-1	Regional Safety Team Emergency Line	510-920-1162
Local Agencies: Non-Emergency Numbers			
Police: Non-Emergency		FEMA	
Fire Dispatch		Local Fire Station	
Hospital		Poison Control Center	
Dept. of Public Health		Electric Utility	
Dept. of Mental Health		Gas Utility	
Dept. of Children & Family Services		Water Utility	
[COUNTY] Emergency Response Child Abuse Reporting Telephone Number			

School Contacts:		
School Leader		
Assistant Principal (AP)		
Assistant Principal (AP)		
Director of Operations (DSO)		
Data & Student Information Manager (DSIM)		
Buisness Operations Manager (BOM)		
Operations Associate (OA)		
Operations Associate (OA)		
Facilities		
Facilities		

At-A-Glance

Calling 911		Emergency Numbers	
ADDRESS: CROSS STREET: *NOTIFY DSO OR SCHOOL LEADER ASAP		NON-EMERGENCY POLICE: CHILD ABUSE HOTLINE: 800-856-5553 POISON CONTROL: 800-222-1222	
Fire		Earthquake	
1. LINE UP STUDENTS 2. GRAB EMERGENCY BAGS 3. TURN OFF LIGHTS 4. CLOSE DOORS 5. EVACUATE TO THE ASSEMBLY AREA		1. DROP, COVER, & HOLD 2. TURN AWAY FROM GLASS OR WINDOWS 3. STAY COVERED UNTIL SHAKING STOPS 4. GRAB EMERGENCY BAGS 5. TURN OFF LIGHTS 6. CLOSE DOORS 7. EVACUATE TO THE ASSEMBLY AREA	
Allergic Reactions		Shelter-In-Place	
1. NOTIFY DSO OR SCHOOL LEADER 2. MONITOR STUDENT FOR 30 MINUTES 3. IF THE REACTION SUBSIDES, RETURN TO CLASS & CONTINUE TO MONITOR 4. IF EPIPEN IS ADMINISTERED OR THERE IS NO IMPROVEMENT, CALL 911		1. GATHER STUDENTS IN ROOMS 2. CLOSE AND SEAL DOORS, WINDOWS, AND VENTS 3. SHUT OFF HVAC SYSTEMS 4. LISTEN FOR INSTRUCTION 5. PASS OUT N95 MASKS (IF NEEDED)	
Secure Campus	EXTERIOR	Lockdown	
	INTERIOR		
1. GATHER EVERYONE IN ROOM 2. CLOSE DOORS AND WINDOWS. *LOCK DOORS FOR SECURE CAMPUS: INTERIOR 3. NO OUTDOOR ACTIVITIES 4. RESTRICT MOVEMENT BETWEEN ROOMS AND BUILDINGS 5. LISTEN FOR FURTHER INSTRUCTIONS		1. EVERYONE IN A ROOM 2. LOCK DOORS, COVER WINDOWS, TURN OFF LIGHTS 3. STAY SILENT - TURN CELL PHONES OFF OR ON SILENT - NOT VIBRATE 4. STAY OUT OF SIGHT 5. KEEP LOW TO THE FLOOR 6. REMAIN IN LOCKDOWN UNTIL CLEARED BY LAW ENFORCEMENT	

Procedures for Safe Ingress & Egress

The School has identified emergency evacuation routes and locations where students may assemble in response to fire, earthquake, bomb threats, or other similar hazards. Maps showing emergency evacuation procedures for each classroom and campus are included below.

Routes of Egress During an Evacuation

The School will identify a primary escape route to be used during evacuations and an alternate route to be used if the primary route is blocked. The School will ensure that all exits are clearly marked and free of clutter. Evacuation maps shall be posted in each occupied area in a prominent place near the door, preferably placed at students' eye level.

Passage and Aisle Widths:

A minimum width of 36 inches of free and clear passage shall be maintained in all doorways and aisles within each occupied area. Equipment, furniture, or other materials that reduce these passageways to less than 36 inches must be relocated.

The School has established procedures to ensure the Safe Ingress and Egress of students, parents and guardians, visitors, and school employees to and from school.

- To assist students in safely crossing streets adjacent to or near school sites, the School shall periodically examine traffic patterns within school attendance areas to identify locations where crossing assistance may be needed.
- The School holds students accountable for conduct on campus and on their way to and from school.
- up their child before the end of the school day.
- School prohibits the possession of weapons, imitation firearms, or dangerous instruments of any kind, including when on their way to and from school.
- Late Arrival: Parents/guardians are required to sign their child in at the office if they arrive after the school day has already started.
- Early Dismissal: Parents/guardians are required to sign their child out at the front office if they are picking up their child before the end of the school day.

In addition to the safety measures defined above, student safety will be ensured by controlling the ingress and egress of campus visitors. To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds. For school safety and security purposes, the principal or designee will develop and ensure the use of a visible means of identification for visitors while on school premises.

- School holds visitors accountable for signing in at the front office.
 - Visitors will be asked to present identification if not recognized by school staff or as required by the School's Visitor Management System (VMS)
 - Visitors will be asked to obtain a visitor's pass or label and have it prominently displayed at all times during their visit.

Evacuation/Egress

Evacuation may not be necessary for every emergency. In some cases, an administrator may decide to call for an evacuation; in other cases, the decision of whether or not to evacuate may fall to the classroom teachers. If given no directives in a situation, assess if it would be safer for everyone to remain in the current location or to move to another area. If the environment seems precarious, the fire alarm sounds, or if so directed, proceed with the evacuation. These situations may include but are not limited to:

- Fire; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Explosion; Gas/Fumes

Evacuation Procedures for Teachers and Students:

- Gather everyone in the area to line up at the door
- Direct the group to the exit by stating the planned route of egress
- Take the emergency backpack, cell phone, and class roster
- Upon exiting the space, turn off the light and close the door, leaving it unlocked if possible
- Guide everyone to the assembly area
- Take attendance and report your findings to the Attendance Team

Evacuation Procedures for Incident Command Team:

- Coordinate and manage the overall evacuation of students and personnel from the campus.
- The Incident Commander will form a Command Post at the evacuation area.
- Task members of the Incident Command Team with Communication to any necessary agencies
- Task the Security Team with determining the safety of the evacuation area.
 - In case of a suspicious object or unsafe environment, Incident Command will redirect teachers and students to an alternate evacuation site.
- The Attendance Team will immediately take roll and report any missing persons to the Command Team
- Reconcile the attendance information gathered by the Attendance & Assembly Team.
 - The Front Office staff are responsible for bringing the Visitor's Log and Early Dismissal Log (and any additional entry logs) to the evacuation site and reconciling attendance with these documents.
- As needed, activate additional Emergency Response Teams after attendance is complete.
 - Search & Rescue will organize and manage searching for any missing persons.
 - First Aid & Triage will render aid as necessary.
- Relay evacuation information to first responders.

General evacuation:

A general evacuation is executed upon hearing the fire alarm or with a verbal command. Standardized evacuation practices are as follows

- Fire: Evacuate at least 50 feet from the building.
- Bomb Threat: Evacuate at least 300 feet from the building.
- Multi-hazardous: Evacuate at least 300 feet from the building.

Controlled evacuation:

A controlled evacuation will be executed by the Incident Commander or police/fire authorities. A controlled evacuation is typically conducted classroom by classroom. Areas or classrooms closest to the threat are evacuated first. Staff and students are directed to evacuate away from the threat.

Primary Evacuation Location:

1. [brief description of on-campus evacuation location]

Off-site Evacuation Locations:

If the primary evacuation area is unsafe or inaccessible, our school will evacuate to

2. [location name and address]

3. [location name and address]

Off-Site Evacuation Procedures for Teachers and Students:

- Take attendance before you begin to move to the off-site location if it is safe to do so.
- Keep students in line and moving quickly to ensure they stay together during the walk.
- If additional adults are available, have one adult at the front of the line and one at the end.
- Follow all traffic signals when crossing streets.
- Retake attendance once you have arrived at your destination.

Off-Site Evacuation Procedures for Incident Command Team:

- Send someone out to scout the route to the off-site location to ensure the pathway is safe.
- Position additional staff members at any point where students must cross the street.
- Place signage at the school entrance to inform parents and guardians that you have moved off campus and to await further instructions regarding reunification.

Evacuation of Individuals Requiring Additional Support:

An individual plan is in place for each student or staff member on campus who requires assistance during an evacuation due to physical, cognitive, or emotional/behavioral needs, whether temporary or permanent. This plan is reviewed with all staff directly involved with the students, including (but not limited to) classroom and special education teachers and all adults assigned to aid students in an emergency requiring evacuation. Consultation with the student and their family is strongly advised when developing individual student plans.

Employees with permanent or temporary physical disabilities will be identified upon hire, and a personal emergency evacuation plan will be created. A safety coordinator will be assigned to assist the employee during emergency drills or an actual emergency.

Visitors with permanent or temporary physical disabilities will be assisted during an emergency by the staff member on hand during the visit and by a member of the security team.

Options include:

- Carrying student (physical disability).
- Adult and student waiting for the fire department in a prearranged area (physical disability)
- Staff person assigned to a specific student to assist the student during an evacuation.

As part of this evacuation plan:

- Post a list of these individuals and their evacuation plans in classrooms where these students will receive instruction regularly.
- Include a list of these individuals in the checklists for Incident Command, Attendance, Search and Rescue, and First Aid Strike Teams.
- Inform classroom teacher(s), students, and parents of the individual evacuation plan.

Classroom Evacuation Map

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Campus Evacuation Map

INSERT HERE

Earthquake

Tremors and shaking of the earth are the signals of an earthquake. The initial shock is not likely to be more than 90 seconds. Assess the situation and remain calm. Emergency action to be taken is as follows:

General Earthquake Safety:

- Take a moment to gain situational awareness of your surroundings
- Move out of harm's way if possible, but do not try to move too far.
- More people are injured while moving during an earthquake trying to find a 'safe space' than due to falling objects or the collapse of buildings.

When inside a building, stay inside.

- DROP, COVER, and HOLD.
 - a. DROP to the ground wherever you are, kneel down, and make the body as small as possible.
 - If possible, move quickly to place yourself against an interior wall in a hallway or large room.
 - Face away from any glass, windows, doors, or skylights.
 - Avoid large moveable objects, such as bookcases.
 - b. COVER the base of the head and neck with both arms or shelter under a desk, table, chair, or bench.
 - c. HOLD still until the shaking stops. If under a piece of furniture, hold onto it with one arm to keep it in place and cover the base of the head and neck with the other arm.
- When safe to do so, evacuate to the Assembly Area.

When outdoors, stay outside.

- DROP, COVER, and HOLD.
 - Quickly check your surroundings and move away from buildings and hazards, if possible.
 - Hazards include but are not limited to power poles and lines, trees or overhead lighting, roads and streets, as cars may go out of control, etc.
 - DROP to the ground wherever you are, kneel down, and make the body as small as possible.
 - COVER the base of the head and neck with both arms
 - HOLD still until the shaking stops.
- When safe to do so, evacuate to the assembly area.

Teacher responsibilities during the evacuation after an earthquake:

- Evacuate the space as quickly as possible
- Check the primary evacuation route for blockage/dangers.
- If the primary route is blocked, check alternate routes.
- Do not walk under covered walkways unless absolutely necessary.
- If all routes are blocked, do not risk injury to yourself or your students. Wait for help to arrive.
- When evacuating the classroom, take your emergency backpack, cell phone, and class roster with you.
- Closed the door, but leave it unlocked.

Note: Students with minor injuries are to be moved out of the classroom and sent to First Aid after taking attendance. Students with major injuries who are unable to move or who are unconscious should remain in the classroom. Search & Rescue team or first responders will remove injured students/staff.

Facilities Map

INSERTED HERE

Fire

Fires may occur at any time in almost any structure and generally are unexpected. The longer a fire is undetected, the more severe and dangerous it can become. A plan of action is needed for each occupied area to ensure that the maximum effort is made to protect the occupants and the buildings involved.

Fire Procedures:

If the fire is near the school but not on campus, Incident Commander will determine whether the students and staff should leave the premises or if any further action should be implemented.

Any person discovering a fire will:

- Activate the fire alarm if it has not gone off already and Call 911
- Evacuate the area, close doors and windows to confine the fire, or extinguish it if possible.
- Take your Emergency Backpack when evacuating.
- Notify the Incident Commander immediately.

Teacher responsibilities during a fire:

- Listen for fire alarms or evacuation announcements.
- Immediately evacuate in a calm, orderly fashion using the primary or alternative evacuation routes
- Bring class rosters, radio, and emergency backpack
- Turn off lights
- Close the classroom door but do not lock
- Gather at the pre-assigned assembly area
- Account for all persons

The Incident Commander will work to ensure:

- All Evacuation Procedures are initiated as listed under the Evacuations heading in the EOP.
- In consultation with first responders, determining if there is a need to move to another area farther away
- Access roads, fire lanes, and gates are kept open for emergency vehicles.
- Staff are present to direct emergency vehicles to the affected area once they arrive
- When Appropriate, gas and electricity services are turned off
- Students and staff will not return to the school building until fire department officials declare the area safe.

Turning off the Fire Alarm System:

If, for any reason, it is determined that the fire alarm bell system must be silenced, a trained member of the staff must maintain a watch at the systems panel to monitor for activations of the systems detection devices. This person should have radio communications to others who can sound an alert for evacuation if necessary and be dispatched to the area where the device has been activated to verify a fire or emergency and to ensure that the system is not silenced and forgotten.

Fire Extinguishers

Use fire extinguishers when appropriate. Fire extinguishers are intended for small fires only. Users should make sure the fire extinguisher is of the proper type for the fire being extinguished. While attempting to extinguish the fire, the user should keep a free exit path to his/her back to prevent being trapped by the fire. If one extinguisher does not put out the fire, do not search for additional extinguishers. Close off the area and exit the building immediately. Ensure the locations of all fire extinguishers and pull stations are indicated on the evacuation map posted in every occupied area.

Burning Clothes:

If clothing catches fire, do not allow the person on fire to run. Smother the fire with a blanket, coat, rug, curtain, or other heavy fabric material. If wrapping material is not available, STOP, DROP, and ROLL; stop all movement, drop the victim to the ground, and attempt to smother the fire by rolling the victim back and forth. After the fire is out, treat the victim for shock by having them lie down, their feet raised about 12 inches, elevate the burn above heart level if possible, and support the neck. If the burn is to the face or neck, have the person sit down with their head above heart level.

For First-Degree Burns (Affecting the Top Layer of Skin)

- Hold burned skin under cool (not cold) running water or immerse in cool water until the pain subsides.
- Use compresses if running water isn't available.
- Cover with a sterile, non-adhesive bandage or clean cloth.
- Do not apply butter or ointments, which can cause infection.

For Second-Degree Burns (Affecting the Top 2 Layers of Skin)

- Immerse in cool water for 10 or 15 minutes.
- Use compresses if running water isn't available
- Cover loosely with a sterile, non-stick bandage and secure in place with gauze or tape
- Do not apply ice. It can lower body temperature and cause further pain and damage.
- Do not break blisters or apply butter or ointments, which can cause infection.

For Third-Degree Burns

- **Call 911**
- Cover loosely with a sterile, non-stick bandage or, for large areas, a sheet or other material that won't leave lint in the wound.
- Separate burned toes and fingers with dry, sterile dressings.
- Do not soak the burn in water or apply ointments or butter, which can cause infection.
- Do not apply ice. It can lower body temperature and cause further pain and damage.
- Do not break blisters or apply butter or ointments, which can cause infection.

IMPORTANT: ALL SEARCH AND RESCUE, FIREFIGHTING, OR ANY OTHER ACTIVITIES WILL CEASE IF TOXIC OR HAZARDOUS MATERIALS ARE INVOLVED. ALL PERSONNEL IS TO EVACUATE IMMEDIATELY.

Tactical Response/Lockdown

The purpose of a LOCKDOWN signal is to provide the Incident Commander with a means for alerting staff and students to an emergency situation in the school and that, for a period of time, all movement on school grounds will be restricted.

LOCKDOWN is used when there is a direct threat on campus:

1. There is a weapon in the school
2. There are shots being fired
3. There is a hostage situation

If any of the above situations take place, the school administration will announce:

“Attention on campus. This is a Lockdown. This is a Lockdown. This is a Lockdown”

These three situations pose the greatest threat to students and staff and require the highest level of movement restriction:

- Call 911 as soon as it is safe to do so.
- Once behind a closed and locked door, no one moves.
- School Emergency Response Teams are **NOT** activated.
- Staff not supervising children remain where they are, behind closed and locked doors.
- Teachers close and lock their classroom doors, shut the blinds, turn off lights, and drop to the floor.
- Direct everyone to sit or lie on the floor away from windows if possible
- Everyone will remain in this position until law enforcement directs them to do otherwise.
- Teachers should take count of all students in the classroom, adding the names of any child or adult that enters the classroom after the LOCKDOWN is declared
- Students who are not under the direct supervision of an adult when the LOCKDOWN signal is given will find the nearest adult and follow their directions or find a hiding space and stay silent.
- Any visitors to the school will remain where they are, assuming they are either in a classroom or in an office. If in neither location, they should go to the nearest classroom and follow the teacher’s instructions.
- Teachers should not open the classroom doors under ANY circumstances. Once a door is closed, it remains closed.

Releasing a LOCKDOWN

Law enforcement will release a LOCKDOWN by gaining entrance to occupied spaces by any means necessary, i.e., breaking down a door or locating a set of keys.

In the event that a LOCKDOWN de-escalates (i.e., the threat moves off campus, and law enforcement follows in pursuit OR a LOCKDOWN was called prematurely and law enforcement is not on campus), THREE messages will be sent to release LOCKDOWN. These messages can come in any form and may include: PA announcement, Emergency Notification Message, Email Communication, Mass Text Message, or lastly, Administrators or School Staff coming to each room and unlocking the doors. Be sure to receive all THREE messages before releasing the LOCKDOWN on a room.

Tactical Response/Secure Campus

Used at the designation of the Incident Commander when an emergency or crisis has occurred and requires the holding of students for a period of time. The Incident Commander activates the appropriate Emergency Response Teams, who will respond to the Command Post and receive their instructions. In general, no adults or children will be permitted to leave or come onto campus. Some exceptions may apply with approval from the Incident Commander.

Implemented due to nearby threats or dangers that could move onto campus

- Police activity in the neighborhood
- Unknown individual loitering near campus
- Unknown person is trying to gain access to campus
- Lockdown in place at a neighboring school
- Civil disturbances and/ or public demonstrations
- Disgruntled parent on campus
- Medical emergency resulting in emergency response
- Student is missing

Secure Campus Procedures for Teachers and Students:

- Bring everyone into rooms; no outdoor activities
- No movement between classrooms or buildings
- Indoor activities may continue as normal
- Close all doors and windows
 - You may also lock doors and close curtains or blinds
- Remain vigilant and be prepared to move into a LOCKDOWN at a moment's notice.

Secure Campus procedures for Incident Command:

- Lock/Monitor all exterior doors and gates
- Place signage at entrance points alerting visitors to the closed campus status
- Contact Parents to update them on the situation and advise them to stay away until further notice.
- Monitor the situation closely and be prepared to call a LOCKDOWN at a moment's notice.
 - Call the non-emergency police line for updates on neighborhood activity

Releasing a Secure Campus

An announcement can be made over the PA system to release a Secure Campus call. Parent notifications should be sent via the school emergency notification system or by the same lines of communication which were used to alert them to the situation in the first place.

Shelter in Place

Used at the designation of the Incident Commander when there is a non-human threat or environmental hazard that could cause harm, including but not limited to:

- Unhealthy air quality
- Chemical spill
- Wild animal on campus
- Car accident in front of campus or in the parking lot
- Severe weather

Shelter-in-Place Procedures for Teachers and Students:

- Bring everyone into rooms; no outdoor activities
- Limited or no movement between classrooms or buildings
- Indoor activities may continue as normal
- Close all doors and windows
- If directed, turn off HVAC systems
- If directed, seal doors, windows, and air vents
- Remain in the classroom, office, or building until "All Clear" is signaled

Shelter-in-Place Procedures for Incident Command Team:

- Monitor local television, radio, and internet sites for directives
- Call 911 if appropriate or the police/fire department non-emergency line to gather information
- Make announcements initiating the movement restriction level
- If appropriate, ensure all staff members have sealed rooms and turned off HVAC systems
- To lift Shelter in Place: Announcement is made over the PA system

Additional Procedures for ANIMAL ATTACK / THREAT

- Contact Animal Control
- Do not try to scare the animal away – the animal may become alarmed and cause a negative reaction
- If safety permits, assign staff to keep track of the animal until it moves off campus or assistance arrives
- Contact Parents to update them on the situation and advise them to stay away until further notice.

Additional Procedures for SEVERE WEATHER, INCLUDING LIGHTNING

- Do not use telephones, cell phones, radios, or other phones unless absolutely necessary
- If possible, unplug computers, televisions, etc.
- If off campus and cannot get inside:
 - Do not stand under trees/ metal towers
 - Wooded area: look for shelter in a low place with small trees
 - Out in the open: go to a low place like a valley, ditch, or ravine
 - Get off hills - Do not stand in an open field where you are a tall object
 - Get away from water and metal equipment, i.e., bikes
 - Stay away from metal fencing, pipes/ railings, or anything metal

Power/Internet Outage

In general, schools are expected to be able to operate without power or internet access. School closure or early dismissal may be necessary if one or more of the following occurs:

- The temperature in the school becomes too hot or too cold
- Food services cannot be accommodated (i.e., lunch cannot be held at proper temps, refrigeration is down)
- Basic sanitation levels cannot be maintained (i.e., toilets cannot be flushed, no water pressure)
- Basic electronic systems required for daily operations (i.e., internal communication, attendance, visitor management, security systems) will not function, and back-ups are not in place

INTERNET/SERVER OUTAGES

A server outage refers to a period of time when a computer system fails to provide or perform its primary function. Both “man-made” and natural disasters can cause a server outage.

Prepare for a School Internet or Server Outage:

- Administrative staff considerations:
 - Regularly monitor RSO updates
 - Have the following resources printed in your Emergency Binder:
 - To be kept with the front office/admin
 - Student Emergency Cards – with emergency contact and medication information
 - Staff Directory – with emergency contact information
 - Emergency Contact Information (from your CSSP)
 - To be kept in each classroom
 - Class Rosters (updated quarterly)
 - Paper Logs for Daily Attendance
 - Make sure you have off-line access to:
 - Volunteer Sign-in/Sign-out
 - Student Sign-in/Sign-out/Tardies
- Classroom staff considerations:
 - Have prepared alternative teaching methods/plans to be used during a power outage

Respond to a School Internet or Server Outage:

- Administrative staff considerations:
 - Regularly monitor RSO and utility provider updates
 - Reference printed resources in your Emergency Binder as needed
- Classroom staff considerations:
 - Utilize alternative teaching methods/plans and continue instruction
 - Utilize their KIPP cell phones as hotspots (if available)
- Facilities considerations:
 - Test your landline phone (if applicable - landline phones work when the internet is out)
 - If the landline is down in addition to VOIP phones, notify families to contact School Admin/Ops cell phones (*TBD by school on specific staff phone numbers to share with families*).

POWER OUTAGES

An electrical outage is a short-term or long-term loss of electric power to an area. Both “man-made” and natural disasters can cause an electrical outage.

Power Outage Emergency Considerations:

- **Power line down** - Do not evacuate the building without approval from the utility company.
 - The line may be “hot” and be touching a fence or railing. This could lead to serious injury or death.
 - Notify students and staff to remain inside the building until further notice.

- **Power outage due to system malfunction** - Students and staff remain in the classrooms until instructed otherwise.
 - Assign staff to supervise outside doors to ensure that students stay inside and visitors stay away.
- **Power outage due to bad weather** - If power will not be restored immediately:
 - Instruct staff to proceed to a pre-designated safe area within the school if necessary.
 - Begin to assemble your food, water, and any special shelter you may need.
- **Consider releasing students** if the hazard has been abated but power has not been restored.

Prepare for a School Power Outage:

- Administrative staff considerations:
 - Regularly monitor RSO updates
 - Monitor PG&E Updates
 - [PG&E Planned Outages](#)
 - [PG&E Power Outage Map/Status](#)
 - Clarify the following:
 - What is the cause of the outage?
 - What is the estimated duration of the outage?
 - Is the outage affecting only the school building, the entire neighborhood, or further?
 - Have the following resources printed in your Emergency Binder:
 - To be kept with the front office/admin
 - Student Emergency Cards – with emergency contact and medication information
 - Staff Directory – with emergency contact information
 - Emergency Contact Information (from your CSSP)
 - To be kept in each classroom
 - Class Rosters (updated quarterly)
 - Paper Logs for Daily Attendance
 - Make sure you have off-line access to:
 - Volunteer Sign-in/Sign-out
 - Student Sign-in/Sign-out/Tardies
- Classroom staff considerations:
 - Have prepared alternative teaching methods/plans to be used during a power outage
 - Have charged cell phones and laptops
- Facilities considerations:
 - Ensure portable lighting (flashlights and batteries) are readily available
 - Ensure hallways/pathways clear of obstructions
 - Test your landline phone
 - Audit your school site for the classrooms and offices with no windows (natural lighting) and identify relocation options

Respond to a School Power Outage:

- Administrative staff considerations:
 - Contact the RSO immediately if your school site is experiencing a power outage
 - Facilities: facilities@kippnorcal.org
 - Safety Team/Regional Ops: safety@kippnorcal.org
 - Your School Leader Manager (SLM)
 - Regularly monitor RSO updates
 - Monitor PG&E Updates
 - [PG&E Planned Outages](#)
 - [PG&E Power Outage Map/Status](#)
 - After 15 minutes, walk through campus and check on the status of individuals in each building/classroom

- Relocate students/staff to well-lit areas if applicable
- Enable leadership or front office “hotspot” / mobile Wi-Fi feature on cell phones
- Classroom staff considerations:
 - Utilize alternative teaching methods/plans and continue instruction
 - Ensure students use a buddy system when going to the restroom
- Facilities considerations:
 - Do NOT use candles or gas lanterns
 - Test your landline phone (if applicable - landline phones work when the internet is out)
 - If the landline is down in addition to VOIP phones, notify families to contact School Admin/Ops cell phones (*TBD by school on specific staff phone numbers to share with families*).
 - Unplug electronic devices to avoid shortages if power comes back suddenly
 - Turn off computers, monitors, printers, copiers, major appliances, and lights
 - Turn off any power tool, as it might “spring” back into action once power is restored.

After a School Power Outage:

- Clear any refrigerators of spoiled food
 - As needed, connect with the food service provider to replenish milk/vegetables/other
- Check any student medication that has been refrigerated and follow up with families to request new medication
- Check and reset all clocks
- Restart printers, copiers, major appliances, lights, and other devices that were turned off
- Check that HVAC is working properly. If not, place a ticket with your district and/or the KIPP Facilities Team.

Incident Command System

ALL SCHOOL STAFF

Staff and Faculty are required to stay on campus until all students have been released. As such, it's important that a plan is in place at home for loved ones to cope with their absence. Our school is open to families of staff and faculty post-disaster. We hope that you'll take the opportunity to make our school a meeting place to help ensure your family's safety.

School Leadership Assignments

ICS Role	Lead	Designees	Responsibilities
Site Commander	School Leader	Assistant Principal	Manages the incident or event on campus. Works closely with Regional ICS Team Members as needed. Liaison to emergency services and media.
Safety Leader	Dir of School Operations	Business Operations Mgr	Monitors safety conditions to ensure that all activities are conducted in a safe manner. Oversees the work of and establishes methods of communication with all teams.
Communications, Documentation, & Supplies	Business Operations Mgr	Data & Student Information Mgr	Sends approved communication to families via the Emergency Notification System. Collects, tracks, and maintains accurate information, including timekeeping. Coordinates the purchase of materials as well as appropriates finances in preparation for, at time of, and in recovery from an emergency or disaster.
Attendance, Student Release, & Reunification	Data & Student Information Mgr	Business Operations Mgr	Account for the attendance and status of all people on campus, including students, staff, substitute teachers, parent volunteers, outside vendors, or special guests. Facilitates efficient reunification of students with approved parents/guardians at the predesignated area; maintains records

Staff Member Assignments

ICS Role	Lead	Designees	Responsibilities
Search & Rescue	Staff Team Lead	Designated School Staff	Searches facility for injured and/or missing students and staff members; conducts initial damage assessment and identifies dangers
First Aid & Triage	Staff Team Lead	Designated School Staff	<i>Prioritize PE teachers, Athletic Directors, Coaches, & CPR/AED/FA Certified Staff</i> Assess the extent of all injuries. Triage and tag the injured to be treated accordingly. Treat all injuries to the extent possible; establish a morgue, if needed.
Facilities & Site Security	Staff Team Lead	Designated School Staff	<i>Prioritize Janitorial staff</i> Controls entry and exit points and coordinates security needs including traffic and crowd control. Directs fire, ambulances, and police to areas of need. Disrupt and/or restores utilities as needed; and isolate fire/ HazMat. Will pre-assess the stability and viability of buildings on campus. Will also assist with the distribution and transportation of Team supplies.
Evacuation, Shelter, & Care	Staff Team Lead	Designated School Staff	<i>Prioritize Mental Health Counselors and CPI trained staff</i> Works to ensure that all student- and staff-related needs are met when possible given the circumstances. Monitor the wellbeing of individuals in emotional distress. Provides long-term care for students until reunited with parents/guardians; helps manage food and water, shelter, and sanitation needs.

Emergency Notification System (ENS)

How to send Community Messages:

INSERT INSTRUCTIONS HERE

How to send Internal Messages:

INSERT INSTRUCTIONS HERE

Faculty/Staff Directory

Appendices

Appendix 1: Risk Assessment Factors

KIPP Public Schools Northern California leverages data that provides key analysis points in an effort to develop appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws around school safety.

Juvenile Crime Report Data by County

- [Alameda](#)
- [San Francisco](#)
- [Santa Clara](#)
- [San Mateo](#)
- [San Joaquin](#)

California School Dashboard and System of Support (DASS)

The Dashboard contains reports that display the performance of local educational agencies (LEAs), schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement. Performance metrics for [SCHOOL NAME] can be viewed [here](#).

Appendix 2: Safe School Environment

KIPP is committed to creating a safe learning and working environment for all students and employees. KIPP recognizes the harmful effects of discrimination, harassment, intimidation, and bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm.

KIPP prohibits unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, nationality, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, immigration status, or any other characteristic defined in California Education Code Section 220 or California Penal Code Section 422.55, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance under the jurisdiction of KIPP, including any acts occurring on KIPP property or during a KIPP event, regardless of the location.

Any employee who witnesses an act of discrimination, harassment, intimidation, or bullying based on an actual or perceived characteristic must take immediate steps to intervene when safe to do so. Additionally, any employee who observes or receives a report of unlawful discrimination, harassment, intimidation, or bullying must promptly report the conduct to the School Leader, whether or not the target of the conduct makes a report or files a complaint. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Appendix 3: Facility Use Agreement (FUA) for Emergency Response Management

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims.

Upon request, Red Cross may initiate facility use agreements with KIPP, subject to approval from all parties listed here:

- School: School Leader/Principal
- School: Director of School Operations
- KIPP: Chief of Schools
- KIPP: Regional Operations Manager for Risk & Safety

Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities.
2. The Red Cross will designate a Red Cross official to manage the activities at the Facility.
3. The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's Facility/Shelter Opening/Closing Form to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility.
6. In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility.
8. Closing the Facility: The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection.

Appendix 4: Procedures to Notify Teachers of Dangerous Pupils

School Leadership shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom. When any individual directs violence against an employee and the employee so notifies School Leadership, School Leadership shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the CEO or designee of a threat of bodily harm, School Leadership shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds. School Leadership shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution.

To request complete language of the below KIPP Norcal Regional Policies, please email safety@kippnorcal.org.

- Mandated Reporting Policy: Identification and Reporting of Child Abuse and Neglect
- Title IX, Harassment, Intimidation, Discrimination & Bullying
- Professional Boundaries: Staff / KIPPster Interaction
- Student Transportation Policy
- Student Discipline - Suspension and Expulsion

Appendix 5: Dress Code Policy

INSERT POLICY HERE