



Comprehensive School Safety Plan

2024-2025

School: West Side Elementary School

CDS Code: 49 71001 6052336

District: West Side Union Elementary School District

Address: 1201 Felta Rd Healdsburg, CA 95448-9476

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Comprehensive School Safety Plan Purpose

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at 1201 Felta Road, Healdsburg, CA 95448.

Safety Plan Vision

West Side Comprehensive School Safety plan has several overarching goals: to help our West Side community create a school atmosphere that is safe, respectful, fair, and conducive to learning; to prepare ourselves to respond calmly and competently to any possible disaster, keeping foremost always the safety and well-being of students and staff; and to comply fully with all requirement of the California Education Code.

Components of the Comprehensive School Safety Plan (EC 32281)

West Side Elementary School Safety Committee

Assessment of School Safety

School safety data sources include:

- Suspension and expulsion
- Law enforcement interventions and crime reports
- Staff, student and community surveys
- Property loss, vandalism and insurance reports

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

It is a priority of the administration and staff at West Side School that every student will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities both in and out of the classroom.

Our staff desires to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

Staff receives training which implements and supports conflict resolution.

The Felta Education Foundation, School Site Council, the AAUW, and other school-community partnerships are actively involved in support of West Side School's students.

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

All staff members are considered 'mandated reporters' and are required, as required by law, to contact County Child Protective Services (558-3665) when child abuse is suspected. Board Policy and Administrative Regulation 5141.4 outline requirements and updated as required by law.

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100) Disaster Plan (See Appendix C-F)

West Side Union Elementary School District will take all necessary measures to keep students, staff and visitors safe in the event of a disaster.

- Incorporates strategies of the Incident Command System
- Maps out specific evacuation procedures within the school building disaster plan.
- Provides guidance for emergency response to a variety of potential hazards and incidents.
- Identifies emergency response training and exercise opportunities for students and staff

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

The West Side Union Elementary School District Suspension/Due Process Policy (BP and AR 5144.1) are located on the district's website: <http://www.gamutonline.net/district/wests/>

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

The West Side Union Elementary District's policy (BP and AR 4158/4258/4358) are located on the district's website: <http://www.gamutonline.net/district/wests/>

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

West Side Union Elementary School District "Harassment Policy" is located on the district's website: <http://www.gamutonline.net/district/wests/>

Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited. The District updates annually and distributes to all employees and parents the policies prohibiting student-to-student sexual harassment and distributes to all employees policies prohibiting employee-to-employee sexual harassment. The Superintendent/ Principal and all Trustees of the Board of Trustees attend the Sexual Harassment Prevention Workshop, satisfying the legal mandate to receive sexual harassment prevention training for two hours every two years.

Prohibited sexual harassment by adults includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical contact of a sexual nature made against another person of the same or opposite sex in the work or educational setting. Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Staff members are instructed about the definition of sexual harassment and reporting procedures. Students are directed to immediately report incidents of harassment, sexual or otherwise, to an adult (parent, teacher, instructional assistant, or administrator). All reports are thoroughly investigated in a timely manner. A school administrator will determine an appropriate course of action for each complaint. Actions may include the following:

1. Conflict resolution and discussions among the parties involved, when appropriate.
2. Student counseling and education, when appropriate.
3. A report to the police or Child Protective Services as appropriate or required by law.
4. Student disciplinary actions that may include the range of consequences in the discipline plan, including suspension, placing on a behavior contract, other appropriate means of corrections, or a recommendation for expulsion.
5. Employee disciplinary action as described in policy, State law, and Ed. Code.

District policy and State law related to sexual harassment of students or employees requires the following:

1. Posting the District's sexual harassment policy in a prominent location at the school.
2. Notifying the staff, students (as appropriate), and parents of the sexual harassment policy each school year or at the time of enrollment.
3. Including notification of the sexual harassment policy as part of any orientation materials or programs for new students (as appropriate) or employees as they enroll or are hired.
4. Including the sexual harassment policy in school and district publications.
5. Taking appropriate WSUEDS Administrative actions to reinforce the district policy by providing staff inservice and student instruction and/or counseling.
6. Directing that teacher-led discussion be conducted on this policy with students in age-appropriate ways, and assuring students in that discussion that they need not endure any form of sexual harassment.

Students and/or parents and employees can use the District's Uniform Complaint Procedure to file a formal complaint of sexual harassment, or they can use the form specific to sexual harassment complaints.

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

Dress Code policy 5132 and 5136 are located on the district's website: [http:// www.gamutonline.net/ district/ wests/](http://www.gamutonline.net/district/wests/)

Appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

Students and their parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action .

Guidelines:

1. Students shall come to school clean and well-groomed.
2. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. This shall be applied fairly to boys and girls alike.
3. Shoes suitable for rigorous physical activity and outdoor play must be worn at all times, unless a teacher or the Superintendent/Principal makes an exception.
4. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia that are crude, vulgar, profane, or sexually suggestive, that bear drug, alcohol, or tobacco company advertising, promotions, and likenesses, or that advocate racial, ethnic, or religious prejudice.
5. Clothes shall be sufficient to conceal undergarments at all time s. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. This shall be applied fairly to boys and girls alike .
6. Students may not wear clothing or accessories that demonstrate or suggest gang involvement , or gang-related symbols. These symbols change over time and we may issue future warnings about specific gang-related items.
7. Students may wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Ed. Code 35183.5)
8. The Superintendent/Principal and teachers may impose more or less stringent dress requirements to accommodate the special needs of certain sports, classes, or individuals.

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

Safety while entering and leaving West Side School's rural campus is a high priority. The following precautions are to be followed:

- Safety crossing zones must be used.
- The drop-off and pick-up zone for all students is in front of the lower-grade classrooms.
- Students are not to step off the curb until vehicles are stopped. Adult supervision and assistance is provided for exiting and entering vehicles .
- Curbs are color-coded and marked to designate safe parking and loading areas.
- Students are not allowed to traverse the parking lot areas without an adult escort.
- Reminding drivers about laws regulating cell phone use.

The circular driveway and drop-off zone help to facilitate safe loading and unloading of students . The school newsletter regularly communicates the need for drivers to slow down, pay attention, and use safe driving practices while entering and leaving campus.

(H) A Safe and Orderly School Environment Conducive to Learning (EC5294.2) Component: Health & Safety

The following procedures are to be followed in order to maintain a safe environment for students and staff at West Side School:

1. All visitors are to check into the office, sign in and wear the appropriate identification badge.
2. Before leaving the school site, all visitors are to check into the office, return the identification badge, and sign out.

Element: First Aid and CPR

Opportunity for Improvement: Staff must keep current with first aid and CPR training. Currently, our volunteers are not required to have this training. This is an opportunity for improvement.

Objectives	Action Steps	Resources	Lead Person	Evaluation
To provide a first response to medical emergencies within the limits of training and to protect staff, volunteers and students.	Provide first aid and CPR training for staff and interested community members, purchase and maintain classroom first aid kits	Funding	Superintendent/Principal, with support from community resources and school nurse	Plan and review project timeline, milestones, and progress review by Safety Committee

Component: Positive Behavior Intervention Supports (PBIS)

Element: To foster a positive intervention support system for students.

Opportunity for Improvement: Staff has become aware of the new California Social Emotional Guidelines, as well as researched based multi-tiered systems of support.

Objectives	Action Steps	Resources	Lead Person	Evaluation
To implement PBIS	Engage staff and faculty to review and implement PBIS	Funding	Superintendent/Principal, Faculty, SELPA Coach	Plan and review project timeline milestones and progress review by PBIS team

Component: Health and Safety

Element: Classroom Emergency Supplies and Emergency Folders

Opportunity for Improvement: To ensure that all supplies and folders are up-to-date

Objectives	Action Steps	Resources	Lead Person	Evaluation
All emergency folders will have accurate information regarding safety procedures.	Review and replace folders for accurate emergency information	District labor	Superintendent/Principal and Office Manager	Review folders monthly for folder accuracy
All classrooms will be fitted with the correct emergency	Inventory and replace classroom	Funding and District Labor	Superintendent/Principal Safety Committee	Review classroom supplies

supplies	emergency supplies as needed			monthly
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(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

West Side Elementary School Student Conduct Code

All students are held to high standards of behavior, and these expectations are made clear. School rules are distributed at the beginning of the year and reviewed in each classroom. Fair, consistent, and firm administration of discipline is the practice throughout the school. West Side uses Positive Behavior Intervention Supports (PBIS). Please see matrix attachment.

Each teacher establishes classroom rules and works with the class to create a Student Bill of Rights as a component of the Toolbox Project. Students always have an opportunity to present their viewpoint when involved in disciplinary actions.

We are hopeful that no student will persist in misbehavior. Behavior Support Plans may be necessary to assist a student in meeting behavioral expectations at school. We expect that tolerance of others, goodwill between students, and a positive attitude about one's self will make attending West Side School a healthy and affirming social experience.

Conduct Code Procedures

- Discipline Options
- Reminder of rule
- Review conflict resolutions including Toolbox and Second Step
- Practice following the rule
- Benched for recess or a portion of recess
- Community service: constructive jobs will be assigned
- Written assignment on constructive solutions
- Walking or running around grassy area
- Parent conference
- Suspension
- Behavior Intervention Plans
- Expulsion

(J) Hate Crime Reporting Procedures and Policies

Board Policy BPS145.9 is located on the district's [website](#)

Hate crimes occur when a perpetrator targets a victim because of his or her membership in a certain social group, usually defined by racial group, religion, sexual orientation, disability, ethnicity, nationality, age, gender, gender identity, or political affiliation.

Hate crime can take many forms. Incidents may involve physical assault, damage to property, bullying, harassment, verbal abuse or insults, or offensive graffiti or letters.

Hate-motivated behavior is not common in our small rural school environment. However, the potential exists that it may occur, so the following procedures are established:

1. Any student who believes that he/she is a victim of hate-motivated behavior shall immediately contact the Superintendent/Principal or designee. If the student believes that the Superintendent/Principal or designee has not remedied the situation, he/she may file a complaint against the appropriate school official in accordance with district complaint procedures.
2. Staff who are informed of hate-motivated behavior or personally observe such behavior shall notify the Principal/Superintendent or designee, and law enforcement, as appropriate. Students who engage in hate-motivated behavior shall be subject to discipline in accordance with District policy.
3. The Superintendent/Principal shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods of handling such behavior in appropriate ways.

Procedures for Preventing Acts of Bullying and Cyber-bullying

Board Policy 5131.2 is located on the district's website: <http://www.gamutonline.net/district/wests/>

West Side takes an active role in preventing acts of bullying by incorporating the topic of bullying prevention in lessons and activities. Examples of activities to teach about bullying include:

1. Internet or library research, such as looking up types of bullying, how to prevent it, and how kids should respond
2. Presentations, such as a speech or role-play on stopping bullying
3. Discussions about topics like reporting bullying
4. Creative writing, such as a poem speaking out against bullying or a story or skit teaching bystanders how to help
5. Artistic works, such as a collage about respect or the effects of bullying
6. Classroom meetings to talk about peer relations

During Digital Citizenship Week, each class receives a presentation regarding cyberbullying, which focuses on:

1. Online Privacy
2. Media/Online Literacy
3. Anti-Bullying
4. Positive Online Communities/Digital Leadership

Safety Plan Review, Evaluation and Amendment Procedures

West Side Union Elementary School District Comprehensive School Safety Plan will be reviewed, evaluated, and amended as needed each school year by the Superintendent/Principal, and Safety Committee with final approval by the Board of Trustees. If there are any significant changes, the revised plan will be placed on the agenda of a regular meeting of the Board of Trustees by March 1 for the public hearing to allow public input before it is readopted. When public health mandates require it, the plan will be reviewed and updates will be made in a separate document.

Safety Plan Appendices

Emergency Contact Numbers

Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Sonoma County Sheriff	{707} 565-2121	Police, non-emergency
Law Enforcement/Fire/Paramedic	Healdsburg Fire	(707) 431-3360	Fire, non-emergency
Public Utilities	PG&E	1-800 -743-5000	Electric and Gas, non-emergency
Local Hospitals	Healdsburg Hospital	(707) 431-6500	Main number
Other	Sonoma Services	(707)565-4400	565-4567 for Communicable Diseases
American National Red Cross	Sonoma County Chapter	{707} 577-7600	
Other	Sonoma Regulation	(707) 565-7100	
Other	CalTrans	1-800-427-7632	
Law Enforcement/Fire/Paramedic	Highway Patrol Info Line	(707)588-1400	
Other	See Attachment		

Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

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

Management

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

Planning & Intelligence

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

Operations

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

Logistics

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

Finance & Administration

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

Emergency Response Guidelines

Step One: Identify the Type of Emergency

The first step in responding to an emergency is to determine the type of emergency that has occurred.

1. Aircraft Crash
2. Animal Disturbance
3. Armed Assault on Campus
4. Biological or Chemical Release
5. Bomb Threat
6. Bus Disaster
7. Disorderly Conduct
8. Earthquake
9. Explosion/Risk of Explosion
10. Fire in Surrounding Area
11. Fire On School Grounds
12. Flooding
13. Loss or Failure of Utilities
14. Motor Vehicle Crash
15. Psychological Trauma
16. Suspected Contamination of Food or Water
17. Threat of Violence
18. Unlawful Demonstration/Walkout

Step Two: Identify the Level of Emergency

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

Level 1 Emergency: A minor emergency that is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.

Level 2 Emergency: A moderate emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., "unknown white powder".

Level 3 Emergency: A major emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

Step Three: Determine the Immediate Response Action

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

- **Duck & Cover:** Students and staff protect themselves by crouching under a table, desk, or chair until the danger passes.
- **Shelter in Place:** Students and staff are kept indoors in order to isolate them from the outdoor environment. The heating and air conditioning system is also shut down.
- **Lock Down:** Students and staff are kept in a designated locked area until a danger has passed, such as an intruder being on campus.
- **Evacuate Building:** Students and staff are escorted outside to an assembly area if it has been determined that it is too dangerous to remain indoors.

- Evacuate Campus: Students and staff are escorted to an off-site assembly area if it has been determined that it is too dangerous to remain on campus.
- All Clear : Notification is given that normal school operations should resume.

Step Four: Communicate the Appropriate Response Action

Once the type of immediate response action is determined, the incident commander must inform the site's staff which response action to take. The most appropriate method of communication depends on the response action selected. When announcing what response to take, avoid codes, jargon, or any other potentially confusing vocabulary. Be calm, direct, and clear in your announcements.

- Duck & Cover: Immediately use the site's school-wide communication system to instruct students and staff to protect themselves by moving into a "duck & cover" position by crouching under a table, desk, or chair until the danger passes. Time is the most urgent matter with this response action as the emergency may take place before the announcement can be made. However, do not assume that all members of the site are already in a "duck & cover" position. Make the announcement even if the immediate crisis has passed.
- Shelter in Place: Immediately use the site's school-wide communication system to instruct students and staff that they are to stay indoors until further notice, even if the heating and air conditioning system is disabled.
- Lock Down: Immediately use the site's school-wide communication system to instruct staff to lock all exterior doors, to close any open windows, and to keep students as far away as possible from any windows until further notice.
- Evacuate Building: Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the site's outside assembly area.
- Evacuate Campus: Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the site's outside assembly area. From there, notify staff and students using a bullhorn that it has been determined that it is too dangerous to remain on campus. Provide instructions on how staff and students will be relocated.
- All Clear: Use the site's school-wide communication system to notify staff and students that normal school operations should resume.

Types of Emergencies & Specific Procedures

Aircraft Crash

This procedure addresses situations involving an Aircraft Crash on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to the section on Biological or Chemical Release. If a crash results in a utility interruption, refer to the Section, Loss or Failure of Utilities.

Procedure

1. The Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the Superintendent/Principal or designee issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
4. The Superintendent/Principal or designee will call "911" and will provide the exact location (e.g., building or area) and nature of emergency.
5. Appropriate first aid will be provided, if needed.
6. Any affected areas will not be reopened until the appropriate agency provides clearance and the Superintendent/Principal or designee issues authorization to do so.
7. West Side will begin the process of counseling and recovery as appropriate.
8. If it is unsafe to remain on campus, the Superintendent/Principal or designee will initiate an OFFSITE EVACUATION, if warranted by changes in conditions.
9. Superintendent/Principal or designee will notify the Board of Trustees President.

Animal Disturbance

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

Procedure

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

Armed Assault on Campus

An Armed Assault on Campus involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful device.

Procedure

1. Upon first indication of an armed assault, personnel should immediately notify the Superintendent/Principal or designee.
2. The Superintendent/Principal or designee will initiate the appropriate Immediate Response Action(s), which may include SHELTER IN-PLACE, LOCK DOWN, EVACUATE BUILDING, OFF-SITE EVACUATION, or RUN-HIDE-FIGHT.
3. The Superintendent/Principal or designee will call "911" and provide the exact location and nature of the incident. The Superintendent/Principal or designee should designate a person to remain online with Police if safe to do so.
4. Staff should take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and the perpetrator.
5. Staff should maintain order in all areas of assembly or shelter, and should await the arrival of law enforcement.
6. After the perpetrator(s) has been neutralized, the Superintendent/Principal or designee will conduct a headcount of students and staff, and will notify law enforcement of any missing persons.
7. The Superintendent/Principal or designee will work with local authorities to ensure injured students and staff receive medical attention .
8. The Superintendent/Principal or designee will control all points of entry to the school.
9. The Superintendent/Principal or designee will prepare a verified list of casualties, and the locations to which they were transported. The Superintendent/Principal or designee will ensure the notification of parents and family members.
10. The School Administrator will debrief staff and contact the Board of Trustees President.

Biological or Chemical Release

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

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

This procedure deals with three possible scenarios involving the release of biological or chemical substances:

Scenario 1 - Substance released inside a room or a building;

Scenario 2 - Substance released outdoors and localized; and

Scenario 3 - Substance released in the surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

Procedure

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

1. The Superintendent/Principal or designee will initiate the EVACUATE BUILDING action. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.
2. The Superintendent/Principal or designee will call "911", and will provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Superintendent/Principal or designee will notify the Board of Trustees President.
4. The Superintendent/Principal or designee will instruct maintenance personnel to isolate and restrict access to potentially contaminated areas until emergency services arrive.
5. The Superintendent/Principal or designee will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases).
7. The Superintendent/Principal or designee will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance.
8. West Side will begin the process of counseling and recovery.
10. Any affected areas will not be reopened until the appropriate agency provides clearance and the Superintendent/Principal or designee gives authorization to do so.

SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

1. The Superintendent/Principal or designee will immediately direct staff to remove students from the affected areas to an area upwind from the release. The Superintendent/Principal or designee will, if necessary, initiate the EVACUATE BUILDING action.
2. The Superintendent/Principal or designee will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The Superintendent/Principal or designee will call "911", and will provide the exact location and nature of emergency.
4. The Superintendent/Principal or designee will notify the Board of Trustees President.
5. The Superintendent/Principal or designee will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases).
7. The Superintendent/Principal or designee will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance.
8. West Side will begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the Superintendent/Principal or designee gives authorization to do so.

SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If the Superintendent/Principal or designee or local authorities determine a potentially toxic substance has been released to the atmosphere, the Superintendent/Principal or designee will initiate SHELTER-IN-PLACE.
2. Upon receiving the SHELTER-IN-PLACE notification, the Superintendent/Principal or designee will turn off local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings. Teachers should communicate their locations to the Superintendent/Principal or designee, using the PA system or other means without leaving the building.
4. The Superintendent/Principal or designee will call "911", and will provide the exact location and nature of emergency.
5. The Superintendent/Principal or designee will notify the Board of Trustees President.
6. The Superintendent/Principal or designee will turn on a radio or television station to monitor information concerning the incident.
7. The school will remain in a SHELTER-IN-PLACE condition until appropriate agency provides clearance, or staff is otherwise notified by the Superintendent/Principal or designee.

Bomb Threat/ Threat Of violence

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

Procedure

1. If the threat is received by telephone, the person(Person # 1) receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else (Person #2) to call "911" - telling the operator, "This is [state name] from West Side School. We are receiving a bomb threat on another line. The number of that line is [state phone number]." Person# 2 should notify the office immediately.
2. The person answering the threat call should use the Bomb Threat form to ask the following questions, record the answers and then immediately notify the Superintendent/Principal or designee:

When is the bomb going to explode?
Where is it?
What will cause it to explode?
What kind of bomb is it?
Who are you?
Why are you doing this?
What can we do for you to avoid the bomb from exploding?
How can you be contacted?
3. Upon arrival, the appropriate county agency will search for suspicious packages, boxes or foreign objects. All cell phones, beepers and hand-held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.
4. No attempt should be made to investigate or examine the object.
5. After the search, the Superintendent/Principal or designee will determine the appropriate Immediate Response Action(s) to announce, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.

6. When a suspicious object or bomb is found, the Superintendent/Principal or designee shall issue the EVACUATE BUILDING action. Staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
7. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
8. The Superintendent/Principal or designee will notify "911", and will provide the exact location (e.g., building, room, area) of the potential bomb, if known.
9. The Superintendent/Principal or designee will notify the Board of Trustees President.
10. West Side will begin the process of counseling and recovery.
11. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The Superintendent/Principal or designee will give the ALL CLEAR signal.
12. The Superintendent/Principal or designee will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

Bus Disaster

Bus transportation is provided by the Healdsburg Unified School District . West Side will follow the procedures as outlined by HUSD.

Disorderly Conduct

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

Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff will immediately notify the Superintendent/Principal or designee.
3. The Superintendent/Principal or designee will initiate the appropriate Immediate Response Actions, which may include SHELTER IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
4. The Superintendent/Principal or designee will call (911), and provide the exact location and nature of the incident.
5. If an immediate threat is not clearly evident, the Superintendent/Principal or designee may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
7. The Superintendent/Principal or designee will notify the Board of Trustees President.

Earthquake

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

Procedure

Note: Keep calm and remain where you are . Assess the situation, and then act.

Remember, most injuries or deaths are the direct cause of falling or flying debris.

1. Upon the first indication of an earthquake, teachers should direct students to DUCK AND COVER.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. Find the closest piece of sturdy furniture and place as much of the body under it as possible.
4. Hold on to the furniture and place your free hand over the back of your neck to protect it.
5. If outside the building, move away from the building, trees, and wires.
6. Drop down to the ground and wait for the shaking to stop.
7. When the shaking stops, the Superintendent/Principal or designee will initiate the EVACUATE BUILDING action. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
8. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students .
9. The Superintendent/Principal or designee post guards a safe distance away from building entrances to prevent access.
10. The Superintendent/Principal or designee will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
11. The Superintendent/Principal or designee will check for injuries and provide appropriate first aid.
12. The Superintendent/Principal or designee will notify the appropriate agencies of damages.
13. If the area appears safe, the appropriate agency will make an initial inspection of school buildings to identify any injured or trapped students or staff.
14. The Superintendent/Principal or designee will contact the Board of Trustees President to determine additional actions that may be necessary.
15. The Superintendent/Principal or designee will contact the appropriate agency if necessary to ensure buildings are safe for re occupancy. When safe to do so, the appropriate agency will conduct an inspection of school buildings.
16. Any affected areas will not be reopened until the appropriate agency provides clearance and the Superintendent/Principal or designee gives authorization to do so.
17. The Superintendent/Principal or designee will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions at the school.

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

1. The Superintendent/Principal or designee will assess damages to determine any necessary corrective actions.
2. The Superintendent/Principal or designee will confer with the Board of Trustees President on identified damages to determine if the school should be closed.

3. If the school must be closed, the Superintendent/Principal or designee will activate Parent Alert System and School Personnel Alert System.

Explosion or Risk Of Explosion

This section addresses four possible scenarios involving an Explosion/Risk of Explosion: Scenario 1 - Explosion on school property; Scenario 2 - Risk of explosion on school property; Scenario 3 - Explosion or risk of explosion in a surrounding area, and Scenario 4 - Nuclear blast or explosion involving radioactive materials. [A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]. It is necessary to first determine which scenario applies and then implement the appropriate response procedures.

Procedure

SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. In the event of an explosion, all persons should initiate DUCK AND COVER.
2. The Superintendent/Principal or designee will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
5. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
6. The Superintendent/Principal or designee will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency.
7. The Superintendent/Principal or designee will check for injuries and provide appropriate first aid.
8. Staff should attempt to suppress only small fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
9. The Superintendent/Principal or designee will assess for any damages to water lines, sewers, power lines and other utilities.
10. The Superintendent/Principal or designee will notify Board of Trustees President.
11. The Superintendent/Principal or designee will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.
12. When it is determined safe to enter affected areas, the appropriate agency will conduct search and rescue activities.
13. The Superintendent/Principal or designee will contact the appropriate agency to ensure buildings are safe for re-occupancy. When safe to do so, the appropriate agency will conduct an inspection of school buildings.
14. Any areas affected by the explosion will not be reopened until appropriate agency provides clearance and the Superintendent/Principal or designee gives authorization to do so.
15. The Superintendent/Principal or designee will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY

1. The Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the Superintendent/Principal or designee issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
4. The Superintendent/Principal or designee will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. Staff should attempt to suppress only small fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The Superintendent/Principal or designee will assess for any damages to water lines, sewers, power lines and other utilities.
7. The Superintendent/Principal or designee will notify Board of Trustees President.
8. All affected areas will not be reopened until the appropriate agency provides clearance and the Superintendent/Principal or designee issues authorization to do so.
9. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
10. The School Administrator will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

SCENARIO 3: EXPLOSION OR RISK OF EXPLOSION IN SURROUNDING AREA

1. The Superintendent/Principal or designee will initiate the SHELTER-IN-PLACE response action.
2. The Superintendent/Principal or designee will notify "911" and will provide the exact location (e.g., building, area) and nature of emergency.
3. The Superintendent/Principal or designee will take further actions as needed.
4. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the Superintendent/Principal or designee issues further instructions.

SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

1. The Superintendent/Principal or designee will initiate the SHELTER-IN-PLACE response action.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows and walls.
3. The Superintendent/Principal or designee will notify "911" and provide details on the area and personnel affected at the school. .
4. After the initial blast, remove students from rooms with broken windows, extinguish small fires, and provide first aid.
5. The Superintendent/Principal or designee will turn off the school's main gas supply, local fans in the area; close doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

6. The Superintendent/Principal or designee will monitor radio or television announcements and initiate further actions as appropriate.

7. The school will remain in a SHELTER-IN-PLACE condition until appropriate agency provides clearance and the Superintendent/Principal or designee issues further instructions.

Fire in Surrounding Area

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

Procedure

1. The Superintendent/Principal or designee will initiate the appropriate Immediate Response Actions, which may include SHELTER IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION.

2. The Superintendent/Principal or designee will notify "911" and will provide the location and nature of emergency.

3. The Superintendent/Principal or designee will prevent students from approaching the fire and keep routes open for emergency vehicles.

4. The Superintendent/Principal or designee will contact the appropriate agency and will work with that agency to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.

5. If not evacuated, keep a radio tuned to a local emergency channel for current information.

6. If the Superintendent/Principal or designee issues the EVACUATE BUILDING action, staff and student will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.

7. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.

8. As appropriate, the Superintendent/Principal or designee will activate Parent Alert System.

9. The Superintendent/Principal or designee will notify Board of Trustees President.

10. If needed, the Superintendent/Principal or designee will notify Healdsburg Bus Dispatch to request buses for staff and student evacuation.

11. The Superintendent/Principal or designee will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

Fire on School Grounds

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. If you see a fire attempt to extinguish only if fire is small.

2. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the Superintendent/Principal or designee.

3. The School Administrator will immediately initiate the EVACUATE BUILDING action. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.

4. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
5. The Superintendent/Principal or designee will call "911" and will provide the exact location (e.g., building, room, area) of the fire.
6. The West Side staff will suppress only small fires and initiate rescue procedures until the local fire department arrives.
7. The Superintendent/Principal or designee will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles until the fire department arrives.
8. The Superintendent/Principal or designee will direct the fire department to the fire and brief fire department official on the situation.
9. The Superintendent/Principal or designee will notify appropriate personnel and agencies of damage to utilities.
10. The Superintendent/Principal or designee will notify the Board of Trustees President.
11. If needed, the Superintendent/Principal or designee will notify Healdsburg Unified to request buses for staff and student evacuation.
12. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
13. For fires during non-school hours, the Superintendent/Principal or designee and the Board of Trustees will determine if the school will open the following day.
14. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate "fire is out."

Flooding

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

Procedure

1. The Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN PLACE, EVACUATE BUILDING, or OFFSITE EVACUATION.
2. The Superintendent/Principal or designee will notify "911" and will describe the nature and extent of the flooding.
3. If the Superintendent/Principal or designee issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
4. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
5. The Superintendent/Principal or designee will notify the Board of Trustees of the emergency situation.
6. As appropriate, the Superintendent/Principal or designee will activate Parent Alert System.
7. The Superintendent/Principal will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

Loss or Failure Of Utilities

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Procedure

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the Superintendent/Principal or designee immediately.
2. Upon notice of loss of utilities, the Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
3. The Superintendent/Principal or designee will notify the appropriate agency and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the Superintendent/Principal or designee.
4. The Superintendent/Principal or designee will notify the Board of Trustees President.
5. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
6. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to section on Explosion/Risk of Explosion.

Motor Vehicle Crash

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

Procedure

1. The Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the Superintendent/Principal or designee issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
4. The Superintendent/Principal or designee will call "911" and will provide the exact location (e.g., building, area) and nature of emergency.
5. The Superintendent/Principal or designee will notify the Board of Trustees President of the situation.
6. The Superintendent/Principal or designee will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill, refer to that section for additional information. If the crash results in a utility interruption, refer to that section for additional information.
7. School personnel will check for injuries to provide appropriate first aid.
8. Any affected areas will not be reopened until the appropriate agency provides clearance and the Superintendent/Principal or designee issues authorization to do so.
9. The Superintendent/Principal or designee will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

Psychological Trauma

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

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

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

Procedure

1. The Superintendent/Principal or designee will contact the school psychologist, who has primary responsibility for providing necessary assistance after all types of crises.
2. The Superintendent/Principal or designee along with the school psychologist and county resource officials will assess the range of crisis intervention services needed during and following an emergency.
3. The Superintendent/Principal or designee will provide direct intervention services.
4. If there is a need for additional assistance, the Superintendent/Principal or designee will notify the Board of Trustees President.
5. The Superintendent/Principal or designee will restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, the Superintendent/Principal or designee and staff members will limit exposure to scenes of trauma, injury and death.
7. The Superintendent/Principal or designee, school psychologist and county resource officials will provide ongoing assessment of needs and follow-ups services as required .

Suspected Contamination of Food or Water

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The Superintendent/Principal or designee will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The Superintendent/Principal or designee will notify "911", County Department of Health Services Local District Office, and the Office of Environmental Health and Safety if any contaminated food or water has been ingested.
3. The Superintendent/Principal or designee will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The Superintendent/Principal or designee will assess the need for medical attention and provide first aid as appropriate.

5. The Superintendent/Principal or designee will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. Superintendent/Principal or designee will call the appropriate agency which will conduct an onsite review to determine necessary follow-up actions.
7. The Superintendent/Principal or designee will confer with the County Department of Health Services before the resumption of normal operations.
8. If tampering is evident, notify the appropriate agency.
9. The Superintendent/Principal or designee will notify Board of Trustees President and parents of the incident, as appropriate.

Tactical Responses to Criminal Incidents

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication or phone call. The Superintendent/Principal or designee should ensure all threats are properly assessed in accordance with current school district policy.

Types of Threats

A threat is an expression of intent to do harm or act out violently against someone or something. It may be spoken, written, or symbolic. Threats can be expressed directly or indirectly to the victim or to others, and threats may be explicit or implied. Threats sometimes, but rarely, actually involve guns or explosive devices. Many students who make a threat will never carry it out. Conversely, others who pose a real danger may not make an explicit threat. Threats may be communicated to the intended victim or related to a third party. A threat to harm others can be transient (i.e., expression of anger or frustration that can be quickly or easily resolved) or substantive (i.e., serious intent to harm others that involves a detailed plan and means):

Examples of Transient Threats:

1. Non-genuine expression
2. Non-enduring intent to harm
3. Temporary feelings of anger
4. Tactic in argument
5. Intended as joke or figure of speech
6. Resolved on scene or in office (time-limited)
7. Ends with apology, retraction, or clarification

Examples of Substantive Threats:

1. Specific and plausible details such as a specific victim, time, place, and method
2. Repeated over time or conveyed to differing individuals
3. Involves planning, substantial thought, or preparatory steps
4. Recruitment or involvement of accomplices
5. Invitation for an audience to observe threat being carried out
6. Physical evidence of intent to carry out threat (e.g., lists, drawings, written plan)
7. Substantive threats can be serious assault (e.g., beat up or hurt) or very serious (e.g., kill, rape, inflict severe injury, or involves the use of weapons).

Please refer to attachment Threat Assessment for Procedure Flowchart.

Unlawful Demonstration or Walkout

An Unlawful Demonstration/Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the Superintendent/Principal or designee.
2. The Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN PLACE.
3. The Superintendent/Principal or designee will notify 911 to request assistance and will provide the exact location and nature of emergency.
4. The Superintendent/Principal or designees will immediately proceed to areas of entrance/exit to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed.
5. If students leave the campus, the Request Gate Team, Superintendent/Principal or designees will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the Superintendent/Principal or designee. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and blinds in rooms so equipped.
7. The Superintendent/Principal or designee should keep accurate record of events, conversations and actions.
8. The Superintendent/Principal or designee should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
9. The School Administrator will notify Board of Trustees President and parents of the incident, as appropriate.

Bomb Threat Form

Date: _____ Time of call: _____

Call received by: _____

When is the bomb going to explode? _____ Where is it located? _____

What kind of bomb is it? _____ What will cause it to explode? _____

What is your name? _____ Why are you doing this? _____

What can we do to avoid the bomb from exploding? _____

Do you know that you are going to hurt many children and people? _____

Write down exact threat: _____

Voice on the phone: Man () Woman () Child () age? ____ _ Intoxicated? () Accent? () _____

Speech impediment? () Other: _____

Background noise: Music () Talk () Children () Machines () Vehicle () Typing () Traffic ()
Airplane ()

Other: _____

Additional information: _____

Completed by: _____ Date: _____

Emergency Evacuation Map

West Side School Emergency Operations Center (EOC) Organizational Chart

Operations Responsibility	Primary	Secondary	Assistant
Incident Commander	Superintendent/Principal	Teacher in Charge	
Public Information	President of the Board	Superintendent/Principal	
Safety, Maintenance, and Site Security	Maintenance Personnel	Fourth Grade Teacher	
Planning/Intelligence including Situation Status	Superintendent/Principal		
Finance/Administration and Documentation	Business Manager		
Logistics including Supplies, Staffing and Transportation	Office Manager		
Student Release and Accountability	Office Manager	After Care Director	
First Aid and Search	Sixth Grade Teacher	Second Grade Teacher	
Liaison and Operations Lead	Teacher in Charge		
Crisis Intervention	RSP Teacher		
Transitional Kindergarten and Kindergarten	Kindergarten Teacher		Garden Paraprofessional
First Grade Students	First Grade Teacher		
Second and Third Grade Students	Third Grade Teacher		One-to-One Instructional Aide
Fourth and Fifth Grade Students	Fifth Grade Teacher		
Sixth Grade Students	RSP Instructional Aide		

Incident Command Center will be the District Office

First Aid Station will be in Phoenix Hall

West Side School has a small staff, including many part-time employees. Many staff will need to assume several emergency response team roles in order to have all the positions covered, and many divisions will cross over. On any given day, an assigned position may not be filled due to absences or staff members being off campus. In the event of an uncovered assignment, the Liaison and Operations Lead will assist the Incident Commander in assuring that all key positions are covered.

Emergency Phone Numbers

In case of EMERGENCY call **911** for: Fire Department• Sheriff's Department• Highway Patrol or from a cell phone

707-565-2121 Sheriff

707-576-1371 Fire/Medical

Agency	Phone Number
Sheriff's Dept.	707-565-2121
Fire Dept.	707-431-3360
Hospital	707-431-6500
Bell's Ambulance	707-433-1408
PG&E	1-800-743-5000
Poison Control	1-800-222-1222
Crisis Stabilization Unit	707-576-8181
Child Protective Services	707-565-4304
SCOE	707-524-2606
RESIG	707-863-0779

Radio KZST 100.1 FM• KSRO AM 1350 • KCBS AM 740 • KBBF 89.1 FM (Spanish)

West Side Phone Numbers

Line 1: 707-433-3923

Line 2: 707-433-0199

Line 3: 707-433-7078

Alarm: 707-431-8302

Day Care: 707-433-4541

RUN-HIDE-FIGHT

Shooter on Campus

Inside:

RUN

- Know where the threat is and run away from it
- Know your escape routes
- Leave your belongings behind
- Keep hands visible for responding law enforcement

HIDE

- Call 911 for assistance if possible
- Lock and barricade doors
- Cover windows, close blinds and curtains
- Tell students to be quiet and silence cell phones
- Stay low to the ground and hide away from windows
- Spread out (if possible)
- Be prepared to fight

FIGHT

- If intruder comes in classroom, be prepared to fight
- Use a weapon (fire extinguisher, chair, etc.)
- Use your surroundings to create distractions: yelling trip hazards, throwing items, turning off lights, putting furniture in front of door

Outside:

- If shots fired-immediately DROP AND COVER
- If it is safe, move away from the shooting

West Side School Rules and Behavioral Expectations

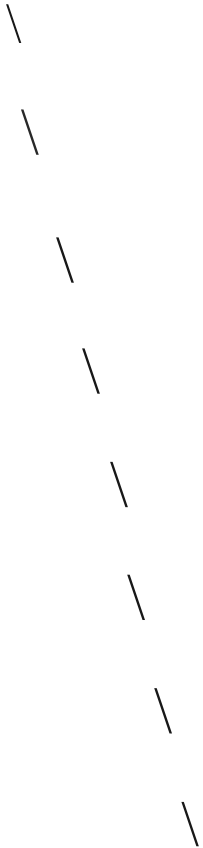
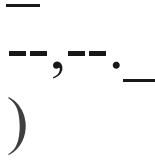
Common Area	Be Safe	Be Respectful	Be Responsible
West Side On and Off Campus	<ul style="list-style-type: none"> • Walk facing forward. • Keep hands, feet and objects to self. • Get adult help for accidents, and spills • Use all equipment and materials appropriately. • Ask permission to leave assigned areas. 	<ul style="list-style-type: none"> • Use words and actions kindly and appropriately. • Wait patiently for your turn. • Clean up after self. • Follow adult directions. 	<ul style="list-style-type: none"> • Follow school rules and the rules of the site West Side is visiting. • Be prepared. • Take proper care of all personal belongings and school property. • Be honest.
Lunch Tables	<ul style="list-style-type: none"> • Eat your own food. • Sit while eating with feet on floor, bottom on bench, and facing table. 	<ul style="list-style-type: none"> • Use quiet voices. • Use good manners. 	<ul style="list-style-type: none"> • Raise hand for assistance and to be excused. • Sort garbage, compost, and recycling. • Clean up your area.
Playground Recess	<ul style="list-style-type: none"> • Walk to class line when bell rings. • Stay within boundaries. • Be aware of activities/games around you. • No play fighting. • Be visible to adult supervision at all times. 	<ul style="list-style-type: none"> • Use good sportsmanship. • Include all who want to play. • Share the equipment. • Line up quietly. 	<ul style="list-style-type: none"> • Use recess equipment for intended purpose. • Return equipment to proper storage. • Communicate needs directly to yard duty. • Use the restroom and get water. • Keep rocks and wood chips in designated areas.
Passing Areas	<ul style="list-style-type: none"> • Stay out of the red zone. • Keep the walkways clear. • Walk at all times. 	<ul style="list-style-type: none"> • Use quiet voices. 	<ul style="list-style-type: none"> • Walk directly to and from where you need to be.
Bathrooms	<ul style="list-style-type: none"> • Keep feet on floor. • Keep water in the sink. • Wash your hands. 	<ul style="list-style-type: none"> • Give people privacy. • Use quiet voices. 	<ul style="list-style-type: none"> • Flush toilet after use. • Walk directly to and from the bathroom. • Put towels in compost bin. • Use supplies appropriately.

Special Events and Assemblies	<ul style="list-style-type: none">• Enter and exit in an orderly manner.• Keep aisles clear.• Sit appropriately with hands and feet to yourself.• Look to your teacher for direction.	<ul style="list-style-type: none">• Use quiet voices.• Use appropriate audience manners.	<ul style="list-style-type: none">• Focus on the presentation.• Respond appropriately to presentation and/or speaker.
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