

Comprehensive School Safety Plan SB 187 Compliance Document

**2018-19
School Year**

School: Plaza Elementary
CDS Code: 11626386007504
District: Plaza Elementary School District
Address: 7322 County Road 24
Orland, CA 95963
Date of Adoption:

Approved by:

Name	Title	Signature	Date
PJ Davis	Board Clerk		
Darin Titus	Board Trustee		
Connie King	Board Trustee		

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Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at www.plazaschool.org.

Safety Plan Vision

1. Plaza Elementary will provide a safe, orderly, and secure environment conducive to learning.
2. Plaza Elementary will create a school in which pupils will attend regularly and be safe from both physical and social/psychological harm.
3. Plaza Elementary will work collaboratively with administrators and the school board to identify, establish and use strategies and programs to comply with school safety laws.
4. Plaza Elementary will develop a plan to work cooperatively and collaboratively with parents, pupils, teachers, administrator's counselors and community agencies, including law enforcement to provide a safe and orderly school and neighborhood.
5. Plaza Elementary will develop an academic program that focuses on high expectations of pupil performance and behavior in all aspects of the school experience.
6. Plaza Elementary will work collaboratively with other schools to assist in a smooth transition from one school level to another.
7. Plaza Elementary will solicit the participation, views, and advice of teachers, parents, school administrators, and community members and use this information to promote the safety of our pupils, staff and community.

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

All employees of Plaza Elementary School are committed to the health, safety and welfare of all students under our care. All employees are mandated to report all abuse and neglect cases to Child Protective Services. There is no choice. It is the law. This duty to report is also written on the back of the teacher and administrator credentials.

Mandated Reporters: Professionals who work with or regularly come into contact with children have a crucial role in their protection. Mandated reporters are designated as such because they are in a position to receive information that a child is or may be at risk, and to pass this information on to the agencies that can intervene to protect the child. People who must make a Suspected Child Abuse Report include any care custodian, health practitioner, employee of a child protective agency, child visitation monitor, firefighter, animal control officer, humane society officer, commercial film and photographic print processor, or clergy member, "who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse."

Mandated reporters at Plaza Elementary School District include:

1. Teacher
2. Instructional Aide
3. Teacher's aide or assistant
4. Classified employee
5. Administrator
6. Supervisor of child welfare and attendance
7. Any employee whose duties require direct contact and supervision of children

Reporting Responsibilities: Any mandated reporter who within the scope of his or her employment observes a child who he or she suspects has been the victim of child abuse or neglect shall report the suspected incident to Glenn County Child Protective Services by telephone immediately. A "Suspected Child Abuse Form" SS 8572, shall be prepared and forwarded to Child Protective Services within 36 hours. A copy of this report is available in the school office. A Mandated Reporter must complete and submit this form even if some of the requested information is not known. (PC Section 11167 (a)).

Mandated Reporters must:

- Notify a school administrator if there is reasonable suspicion of abuse or neglect resulting in a CPS report.
- Call CPS and make a report with the agency immediately or as soon as possible.
- Fax the CPS report and receive confirmation of transmission within 36 hours.
- Mail reporting form to the specified address if there is no confirmation of fax being received.

Child Abuse: is the willful infliction of cruel or inhumane corporal punishment or injury resulting in a traumatic physical condition, or: physical abuse inflicted by other than accidental means, or: sexual abuse or sexual exploitation of a child.

Sexual Abuse: including both sexual assault and sexual exploitation. Sexual assault includes sex acts with children, intentional masturbation in the presence of children, and child molestation.

Physical Abuse: inflicted by other than accidental means on a child (PC 11165.6)

Sexual Exploitation: including preparing, selling or distributing pornographic materials involving children, performances involving obscene sexual conduct and child prostitution (PC 1116.1).

Child Neglect-Is the negligent treatment or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health and welfare. The term includes both acts and omissions on the part of the responsible person.

Severe Neglect is defined as negligent failure to protect a child from severe malnutrition or medically diagnosed failure to thrive or intentional failure to provide adequate food, clothing, shelter, or medical care.

General Neglect is negligent failure to provide adequate food, clothing, shelter, medical care or supervision where no physical injury has occurred (PC 11165.2).

Willful Cruelty or Unjustifiable Punishment: Any person willfully causes or permits any child to suffer or inflicts unjustifiable pain or mental suffering, or any person having care or custody of child willfully causing or permitting the health of a child to be placed in a position where the health of a child is endangered. (PC 11165.3) Unlawful corporal punishment or injury is willfully inflicted or cruel or inhumane corporal punishment or injury resulting in a traumatic physical condition (PC 11165.4)

Penal Code Section 11164-11174.3: This law shall be known as the Child Abuse and Neglect Reporting Act. The intent and purpose of this law is to protect children from abuse and neglect. In any investigation of suspected child abuse or neglect, all persons involved in the investigation shall consider the needs of the child victim and shall do whatever is necessary to prevent psychological harm to the child. A "child" means any person under the age of eighteen years of age.

Where and How to Report: Glenn County Child Welfare Services-(530) 934-1429 (24 hour number). FAX: (530) 934-6688. MAIL: PO Box 611 Willows, California 95988.

If there is immediate risk, contact the Glenn County Sheriff's Department (530) 865-1616 or 911.

Visit this website <http://www.safestate.org/> for more information.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Discipline of Students-The Governing Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district will foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult directed to becoming self directed individuals.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Support services are available, but students and parents must understand that for continued violation of school rules, or for certain major offences (usually related to violence), inadequate attendance or failure to progress academically, the student may be transferred involuntarily to an alternate education program such as an opportunity class, Community Day School or Independent Study. Corporal punishment shall not be used, but the use of reasonable and necessary force by an employee to protect themselves or other students or to prevent damage to district property shall not be considered corporal punishment.

Suspension and Expulsion-Education Code #48900 lists the following acts for which a student may be subject to suspension and/or expulsion.

1. Cause, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stolen or attempted to steal school property or private property.
9. Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica or a firearm that is so substantially similar in physical properties to an existing firearm.
15. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in section 243.4 of the Penal Code.
16. Harassed, threatened or intimidated a pupil who is a complaining witness or a witness for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
17. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
19. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
20. Committed sexual harassment as defined in Section 212.5
21. Caused, attempted to cause, threatened to cause, or participated in the act of hate violence as defined in subdivision (e) of Section 233.
22. Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils that disrupts class work, creates substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
23. Has made terrorist threats against school officials or school property, or both.

A student may be suspended or expelled (and face arrest) for any of the acts listed above (as well as other board policy and/or administrative regulations) if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances (Ed. Code 48900)

1. While on school grounds
2. While going to or coming from school
3. During lunch period, whether on or off school campus
4. During, going to, or coming from a school activity

Harassment, Discrimination, Bullying

Our school is determined to provide all students an environment free from harassment, discrimination, bullying and hazing. This includes but is not limited to: harassment of any grade level or age of students, ethnic group, religion, gender, color, race, sexual orientation, national origin and physical or mental disability. The Governing Board and education code 48900 prohibits the intimidation, harassment, hazing or retaliatory behavior against any group or individual student. Students who harass, bully, or haze other students shall be subject to appropriate school discipline, up to and including suspension/expulsion, and may be liable for damages in private legal action. Students who intimidate or threaten a witness (a potential felony) face suspension and possible arrest. Any student who feels that he/she is being intimidated, sexually harassed, bullied, hazed or discriminated against in any way must immediately tell a teachers, administrator or any school personnel.

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

- The administration shall inform all applicable staff and faculty that a student has committed a crime or is a suspect of committing a misdemeanor or an offense where there is a reason to believe that the safety of other school community members is a concern.
- The notification will be made in writing as soon as a school official is made aware of the crime committed by the student.
- When available—an officer from the Glenn County Sheriff's Department may assist the administration with the communication to staff members and to develop a plan if the criminal behavior is repeated on campus or to establish safeguards to prevent harm to others if applicable.

Education Code 49079

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Sections 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000) or both.

The school administrator shall notify the Plaza Elementary staff on a beginning of the school year in-service by presenting them with written notification, which contains the student's name, violation and a description of the violation. Updates will be given to staff throughout the year pursuant to the aforementioned statute.

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

Anyone (students, staff or school visitors) should report sexual harassment to the Plaza School administrator immediately. The report will remain confidential. There should be no fear in reporting an incident. The school administrator will explain the Plaza Elementary School District Sexual Harassment Policy and go to work for you.

State of California Education Code Definition

212.5. "Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual. (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual Harassment Complaints should be addressed in accordance with AR 4031(a). The complainant may file a written complaint to his/her supervisor or school administrator or may first attempt to resolve the situation informally with the school administrator.

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

Students are expected to come to school in appropriate school clothes, which do not in any way distract other students from the educational process. All students shall be required to show proper attention to personal cleanliness, hygiene, and modesty while at school. The student's general appearance while at school should not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress causes any type of disruption or distraction they may be asked to remedy the problem. California courts support reasonable, clear school regulations governing the appearance of students. Additionally the district recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress.

If available, a student may change into appropriate clothing provided by the school. If clothing is not available, the student may call home for assistance, but may not leave school during class time to change. If the clothing violation cannot be resolved, the student will remain in the office for the remainder of the day and must do all assigned class work. Time away from class due to a student's decision to violate the dress code can be recorded as an unexcused absence for the time missed.

Students violating the dress code will face appropriate disciplinary measures. Notes will be made on the student's discipline record to track warnings and/or violations. Repeat offenders will be considered in defiance of school policy and appropriate disciplinary action shall be imposed, up to and including suspension.

Dress Related to Gang Attire/Clothing Etc.- No gang-related colors, symbols, or paraphernalia may be worn. Such items include, but are not limited to, long belts, bandanas and beanie hats. Wallet chains are not permitted to show while on campus. Clothing with specific numbers, symbols, pictures deemed inappropriate by administration are not permitted on campus. Bandana's of any color may not be worn or displayed at any time.

Gang Affiliation and Activity-The Governing Board finds that street gangs, which initiate or advocate activities, which threaten the safety and well being of persons or property are harmful to the educational process. Students participating in any type of gang display or activity are directly creating an unsafe environment to other students who must come to school according to California State Law. Throwing signs, using hand signals, gang style clothes, displayed numbers, jewelry, accessories, books, shoestrings, buttons, belts/buckles or manner of grooming which implies a membership in a gang creates a danger to other students and is prohibited on campus. Any incidents involving initiations, hazing, intimidations or gang related activities of such group affiliations would be investigated and appropriate disciplinary action (including arrest) will be taken. Any student wearing, carrying, writing or displaying gang paraphernalia, numbers, bandanas, etc., or making gestures which symbolize gang membership or causing an incident which affects another student's attendance or school work shall be referred to police for gang documentation. Repeat or first time offenders are subject to disciplinary action up to and including suspension, expulsion, and/or involuntary transfer to an alternative campus.

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

VISITORS-In accordance with California Penal Code 627.2 all visitors must check into the office upon arrival. All students must be signed out. Only persons registered through their enrollment packet or approved personally by a parent will be allowed to sign out parents.

Important Anyone found on campus who has not properly checked in must return to the office and do so. Any person who refuses to comply with this procedure may be subject to loss of visitation privileges or prosecution under subsections 626 and 627 of the California Penal Code.

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

Plaza Elementary Student Conduct Code

Students at Plaza are expected to learn the rules for appropriate behavior in the classroom, bus, cafeteria and playground. Behavior expectations are clearly posted in each classroom and reviewed regularly with the students.

Violations of behavioral expectations will result in disciplinary measures. Ed Code 48900 Disciplinary Action will be taken for:

- Bullying/Harassment/Threats
- Cheating
- Damage to Property/Vandalism
- Dangerous Weapon: Possession of firearm, knife, explosive, real or imitation
- Disruption/Defiance
- Drug/Alcohol, Possession/Use/Providing
- Fighting/Physical Injury
- Obscene Language or Gestures
- Theft
- Tobacco Possession/Use

Teachers and/or the Principal/Superintendent, with respect to student rights, will administer the appropriate consequences based on student history and the nature and severity of the misconduct. Ed Code 48900 (t)

Consequences for misconduct may include one or more of the following:

- Warning – Teacher Intervention
- Parent Conference
- Loss of playground privileges
- Before school detention – 7:30 am
- Loss of classroom/school activities—field trips, sports, etc.
- Suspension -In School/Out of School—up to 5 days

- Expulsion

The following behavior, according to Ed Code 48915, warrants a recommendation for expulsion unless the principal or superintendent finds that expulsion is inappropriate due to the particular circumstance.

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance.
4. Robbery or extortion
5. Assault or battery upon any school employee.

Additionally, Ed Code 48915 (c) states the principal and or superintendent shall immediately suspend and shall recommend expulsion for any student who commits any of the following acts:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or sexual battery.
5. Possession of an explosive.

Conduct Code Procedures

PREFACE

Faculty

In order to assure a climate which is conducive to a good education program, policies relating to various types of misconduct have been developed. If these policies are going to work smoothly, they must be enforced fairly. It must, also, be noted that those discipline policies which relate to students must, also, be applied to staff, as students look upon staff as a model.

The Board of Trustees expects that each staff member will administer the discipline policies with fairness to all students. Staff will report violations of these policies by students to the administration and serious complaints or administrative observation of staff misconduct (demeaning students, use of vulgar language, making off-color, abusive insinuations or jokes, etc.) will be documented and the staff member disciplined.

Students

Whether referred to the administration by staff member or via administration sources, violations of conduct and their consequences are listed below (not listed in order of importance or severity.) Staff members who refer students must indicate the misconduct as minor or major degree. These rules also apply to students at school activities, on or off campus events, home and/or away, and on buses.

The following behavior, according to Education code 48915, warrants a mandatory expulsion from school or a letter to the Board stating the conditions of behavior, consequences, and reasons for not expelling the student:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearms, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.

3. Unlawful sale of any controlled substance listed in Chapter 11(commencing with section 11053) of Division 10 of the Health and Safety Code.
4. Robbery or extortion.

Mandatory Recommendation and Mandatory Expulsion

The principal, superintendent or designee shall recommend that the Board expel for one year any student found at school or at a school activity to be: (Education Code 48915c)

1. Possessing as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certified school employee, with the principal or designee's concurrence.
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education code 48925)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons of firearms in violation of Penal Code 626.9 and 626.10. (Education code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Enforcement/Discipline

The Administration will take appropriate action to eliminate the possession and use of tobacco and related paraphernalia (such as roach clips, roll-your-own "cigarette" (joint papers) on campus.R

Safety Plan Appendices

Emergency Contact Numbers

Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Emergency Services	Fire/Rescue/ Medical Emergency	911	
Law Enforcement/Fire/Paramed ic	Glenn County Sheriff's Department	530-934-6473	In case of emergency, dial 911
Public Utilities	PGE	1-800-743-5000	In case of emergency, dial 911
Emergency Services	County Office of Emergency Services	530-934-6442	
American National Red Cross	American Red Cross	916-933-7063	Yuba City, CA

Earthquake

When prompted- Inform students that after a serious, large earthquake an evacuation “fire drill” tone may be sounded to evacuate the school according to normal fire drill routes. Read through and discuss the sections that follow.

Duck and Cover:

- Take cover under or next to a sturdy object
- Teacher-help special needs students take cover
- Talk calmly to students
- Stay covered at least 30 seconds, or until shaking stops

When No Cover is Available

- Move to an inside wall
- Kneel next to wall facing away from windows
- Cover head and neck with hands and elbows; if coats are available, cover heads with them to protect from glass

When Outside

- Stay outside
- Take cover in an open area away from falling hazards
- Talk calmly and give instructions

If On School Bus or Car

- Driver should stop as quickly as possible
- Park away from buildings, highway overpasses, power poles, trees
- Passengers should stay in the vehicle and duck and cover as well as possible

Safety Considerations- Explain to the class that if there is a strong earthquake, each student’s first responsibility is for his or her own personal safety. Every student should learn, however, how to help someone else who is injured. Present some “what if” questions to provoke discussion.

- What if the teacher is injured?
- What if a student is cut by shattered glass and is bleeding?
- What if someone is hit by a falling light fixture or heavy object and knocked out?
- What if a student is very upset by the earthquake?

Emotional Considerations

Lead a discussion with the students about the reactions they may have to an earthquake. Mention that it is normal to feel very frightened, worried, or even physically sick. Some people respond to fear by crying and some by laughing. Have the students talk about what they can do after an earthquake to help themselves and their classmates feel less scared and worried.

It may take a long time for parents or caregivers to get to the school, so everyone should be prepared to wait patiently. Students may be very worried about their parents or siblings; in fact they may be “worried sick”. Have students discuss what they can do to help each other pass the time and not worry so much. Point out that if their family has made an earthquake plan, they will have a better idea of what to expect from each family member.

Possible Hazards of Evacuation to Discuss

- Power failure (is there emergency lighting?)
- Halls or stairways cluttered with debris-ceiling tiles or plaster from walls
- Halls blocked by fallen lockers or trophy cabinets
- Smoke in the hallway
- Exit doors and windows that jam and will not open
- Aftershocks could hit while they’re evacuating (in which case, students drop and cover where they are).
- Bricks, glass and debris piled up, outside electrical wires on the ground

Discuss with the students how the hazards could be reduced, and/or how they could cope with them if they happened.

Fire on School Grounds

Teachers will evacuate their students by these routes if possible. In case of a fire obstructing their designated route, teachers would simply reverse their routes. For example, if a fire were to break out in room 9, teachers in rooms 7 and 8 would evacuate their students through interclass hallways through room 6, then south to the front of the building, turn east to the parking lot then escort them via the east field to their designated staging area.

When exiting the main building, all exterior doors must be locked. The teacher in room 6 would lock the exterior door by that classroom, room 8 teacher would lock the exterior door by that classroom, and the teacher in room 9 would lock the exterior door on the side of the building. Furthermore, office personnel would lock the exterior door to room 10, as well as the exterior doors at the front of the school, including the cafeteria. Cafeteria manager will lock exterior doors on the back side of the main building, while the teachers in rooms 1 and 2 will lock their exterior doors. Staff using room 4 must lock their door upon evacuation.

The staging areas are contingent upon there being no factors that would dictate a change. For example, if during an actual fire if a south wind was blowing and pushed smoke into the north field staging area, teachers there would relocate their students to the east field by the fences out of the area of smoke and account for their students. Any missing student would be reported immediately to administration.