Adams Elementary School
2701 Las Positas Road
Santa Barbara, CA 93105
805-563-2515
School Website: http://adams.sbunified.org/

Santa Barbara Unified School District

School Site Emergency Operations Plan

SCHOOL YEAR 2022/2023

"Campus safety and emergency preparedness are not passive activities."

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Adams Elementary

Santa Barbara Unified School District

Kelly Fresch, Principal

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A meeting for public input was held on January 3, 2022

Reviewed by Law Enforcement, Officer Adrian Gutierrez on

January 19, 2022 at 9:25PM

Plan adopted by School Site Council on January 4, 2022

Plan approved by Santa Barbara Unified School District on _____

Safety Planning Committee Members

- Principal, Kelly Fresch, Administrator
- Counselor, Lindsay Lookingbill
- Office Manager, Virginia Risso, Classified Employee
- Teacher, Juliana Massie
- Teacher, Gabi Cruz
- Teacher, Jon Combs
- Teacher, Tracy Schifferns
- Teacher, Katie Mcintosh
- Psychologist, Rachel Moore
- District Nurse, Eileen Scott,
- Health Tech, Patti Mahota, Classified Employee
- Parent, Jennifer Hinrichs

This document is available for public inspection at Adams Elementry and on our website
at https://adams.sbunified.org/

I.

Assessment of the Current Status of School Crime

School Site Mission
Adams Elementary School is committed to achieving academic excellence through the following: **T**eamwork, **I**ntegrity, **G**rowth, High **E**xpectations, **R**esponsibility and **S**cholars for Life.

School Site Vision
Adams Elementary School is committed to aligning practices to give every child, every opportunity, to be successful each and every day!

During the 2020-2021 school year, we had "0" total suspensions, which equates to a suspension rate of "0". Implementation of alternative means for suspensions included restorative approaches techniques in the classroom, on the playground, and online.

Adams overall Suspension Rate:

17-18 = 2.39

18-19 = .94

19-20 = .66

20-21= 0

"0" students were expelled from Adams Elementary during the 2019-2020 school year, equating to a 0% expulsion rate. At no time, did any student contribute to nor investigate an incident in which expulsion would be considered as a disciplinary action.

Adams Elementary School 2019 status on the California Dashboard for Suspension and Expulsion is Green because we saw a decline in the number of suspension disciplinary actions. There are no student subgroups in Red or Blue, the student subgroups of Homeless is in Orange, student subgroups Hispanic and Socioeconomically Disadvantaged Students with Disabilities and White in are in the Green but Asian, African American, Filipino, and Two or More Races have no performance Color value.

There have been 3 vandalism incidents committed on Adams School campus reported to the law enforcement by the school.

Based on the results of the 2020-2021 California Healthy Kids Survey which was administered under pandemic conditions, students scored lowest in cyberbullying at 8%. This is knowing who to go to when in need of social emotional support but this question has not historically been asked on the survey. They scored the highest on high expectations from adults at 85% and 79% felt they had a caring adult at school. This data coincides with last year's figures of 88% of students feeling a sense of school pride most of the time. However, only 38% have an interest in school work done from home. The culture of the school is one of pride in self and others, "Tiger Pride". Parent concerns were rooted in the nature of remote learning, with 65% concerned for student's inability to interact with others or 68% concerned their children would fall behind academically. It is very promising that 87% of Adams parents believe the school has high

expectations for all. Agreeing that the school provides a high quality education at 98% and 92% believe that students are motivated to learn.

The participation rate in the survey is as follows:

Student: 97%

Parents: 38%

Staff: 98%

Percentage of Students with a High Sense of Safety at School

2018 = 5th grade : 90%, 6th Grade: 83 %

2019 = 5th grade : 85%, 6th Grade: 78 %

2020= 79% 6th Grade only (Results based on similar questions due to survey changes- Caring adults in school)

Percentage of Parents that agree with Adams offering a High Sense of Safety at School

2018-19 = 98%

2019-20 = 97%

2020-21= 87%

As a result of a small decrease in parental sense of safety due to the COVID-19 pandemic, Goal 2 was crafted for the 2021-22 SPSA. It is to provide students with a safe, respectful and supportive learning environment and maintain and enhance the current community and parent partnership in a meaningful way:

1. Adams will maintain Chronic Absenteeism and Truancy at a lower rate, at least below 7%, and decrease chronic absenteeism by 1% specifically for our EL subgroup.
2. Adams will maintain high levels of student and family sense of school connectedness and a sense of safety, above 80%, as measured by the California Healthy Families Survey.
3. Adams will maintain suspension at a lower rate at or below .5%, demonstrating respect of school rules, self, personal property, and others.

II.

Child Abuse Reporting Procedures

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5141.4.

Board Policy 5141.4

Administrative Regulation 5141.4

III.

Suspension and Expulsion Procedures

For specific details, refer to Santa Barbara Unified School District Board Policies and Administrative Regulations 5144, 5144.1, and 5144.2.

Board Policy 5144, and 5144.1

Administrative Regulation 5144, 5144.1, and 5144.2

IV.

Procedures for Notifying Teachers of Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The SB Unified has incorporated this notification into the existing "Attendance Reporting Screen". On the daily attendance report, when a student is suspended it will be indicated on the attendance screen. The administrator who suspended the student will notify that student's current teachers of the specific violation of California Education Code as provided by law. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL,** is not to be shared with any student(s) or parent(s). Teachers are asked to secure this information so students and others may not view it.

Pursuant to Welfare and Institutions Code 827(b) and Educations Code 48267, the Court notifies the Superintendent of the Santa Barbara Unified School District regarding who has engaged in certain criminal conduct. This information is forwarded to the site Principal. The site Principal is responsible for prompt notification of the student's teachers. Per Education Code 49079, this information must be kept confidential. This information is also forwarded to all administrators and the student's counselor.

V.

Sexual Harassment Policy

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5145.7.

Board Policy [5145.7](#)

Administrative Regulation [5145.7](#)

VI.

School-wide Dress Code

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5132.

Board Policy 5132

Administrative Regulation 5132

Dress Code Policy Exhibit 5132

VII.

Procedures for Safe Ingress and Egress from School

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 1250.

Board Policy 1250

Administrative Regulation 1250

For specific school hours, refer to the Adams student bell schedule linked here and shown below for the 2021-2022 school year. (https://adams.sbunified.org/students/bell-schedules).

Adams Elementary School Bell Schedule
2021-2022 Daily Schedules

Regular Day M, T, Th F and Early Release Wednesdays

	TK/K	1st-2nd	3rd	4th	5th-6th
Playground and Library are OPEN	8:00-8:28	8:00-8:28	8:00-8:28	8:00-8:28	8:00-8:28
Warning Bell	8:25	8:25	8:25	8:25	8:25
Start Time/ Flag Salute	8:30	8:30	8:30	8:30	8:30
Morning Recess/Brunch	10:00-10:20	10:15-10:30	10:30-10:45	10:30-10:45	10:45-11:00
Lunch Recess	11:15-11:40 (Eat)	11:45-12:05	12:05-12:25	12:05-12:25	12:25-12:45
Lunch	11:40-12:00 (Play)	12:05-12:30	12:25-12:50	12:25-12:50	12:45-1:10
Dismissal	2:00	2:36	2:36	3:03	3:03
Wednesday Early Dismissal	1:10	1:30	1:30	1:30	1:30

*No students are to arrive on school grounds before 8:00 am.
**All students are to be marked Tardy after 8:30am.

Minimum Days-Parent Conference 10 Days
Fall and Spring 5 Days Grades TK-6 (11/15 - 11/19/2021 & 3/14 - 3/18/2022)

	TK/K	1st	2nd	3rd	4th	5th	6th
Start Time	8:30	8:30	8:30	8:30	8:30	8:30	8:30
Brunch/Lunch	9:45 - 10:15	10:20-10:40	10:25-10:45	10:30-10:50	10:35-10:55	10:40-11:00	10:45-11:05
Dismissal	12:00	12:00	12.00	12:00	12:00	12:00	12:00

Minimum Days: 4 Days, All School
End of Trimester: (3 days) (11/12/21, 3/11/22 & 6/2/22)
Additional Day (Before Winter Break) 12/17/21

	TK/K	1st	2nd	3rd	4th	5th	6th
Start Time	8:30	8:30	8:30	8:30	8:30	8:30	8:30
Brunch	9:45 - 10:15	10:20-10:40	10:25-10:45	10:30-10:50	10:35-10:55	10:40-11:00	10:45-11:05
Dismissal	12:00	12:00	12.00	12:00	12:00	12:00	12:00

TK / Kindergarten-Minimum Days
5 Days August 17 - 24 (Not August 18)

	TK/Kindergarten
Start Time	8:30
Recess	09:45 - 10:15
Dismissal	12:00

(Traditional School Year)

ADAMS DROP-OFF/PICK-UP POLICY
♦ Prior to coming to school, please complete the CrisisGo safety survey for your child.
♦ Please do not speed on Las Positas Road. The speed limit is 25 mph when children are present.
♦ When heading down Las Positas Road, do not make a right on a red light into the school parking lot. Also, please remember that there is no left turn from the parking lot exit and no entry into the exit driveway. There are hefty traffic fines for anyone caught violating these rules.
♦ Do not drop your children off or pick them up on side streets. Other drivers may not be attentive to children exiting or entering a car.

- Do not turn into the parking lot if you are not able to pull completely in.
- Do not double park in the lower parking lot. If you need to walk your child to kindergarten or preschool and cannot find a parking space, you must exit and park at the Earl Warren lot. Children should be escorted up to school from the Earl Warren lot by an adult.
- Once at drop off, please have your child's CrisisGo badge ready to scan whenever a scanner is available.
- Please drop off and pick up your children at the kindergarten fence ONLY. It may seem quicker to drop them off at the flagpole or in front of the cafeteria, but that can quickly back cars up onto Las Positas Road.
- Remind your child to wash their hands as they enter campus and follow any mask-wearing requirements at all times.
- Do not come early to pick up your students. It is better to have your child waiting at the kindergarten fence for a few minutes, than to have cars circling and blocking the parking lot.
- Please remind your children to go directly to the car pick-up area after school.
- Have your car doors unlocked and ready for your child to enter. Be sure to buckle them up right away.
- Please do not use cell phones in the parking lot.

Arriving to and departing from Campus: Student drop-off and pick up should occur at designated drop-off curb in the school school parking lot.

Bus transportation:

MTD hosts two bus stops on San Onofre and Las Positas Road in front of the school. The schedule for Line 3 can be found on the MTD Website at https://sbmtd.gov/maps-schedules/.

The Santa Barbara Unified School District provides bus transportation to elementary students who meet certain criteria. If your students are eligible, your school will contact you and provide you with information. The bus schedules below provide information on the specific bus routes that run daily for Adams Elementary School. All updates can be found on the district website linked here:https://www.sbunified.org/support/transportation

 Qualifying students with Individualized Education Plans are transported by STA.

Route 2 - Morning

Time	Location
07:20 AM	Alamar & Chapala
07:23 AM	Alamar & Bath
07:30 AM	De La Vina & Pueblo
07:35 AM	De La Vina & Mission

Time	Location
07:40 AM	Peabody Elementary
07:55 AM	Arrellaga & San Pascual
08:00 AM	San Pascual & Pedregosa
08:07 AM	Adams School

Route 2 - Afternoon

Time	Location
02:09 PM	Adams Elementary
02:20 PM	Arrellaga & San Pascual
02:23 PM	San Pascual & Pedregosa
02:27 PM	Castillo & Islay
02:29 PM	Castillo & Sola
02:30 PM	Castillo & Anapamu
02:36 PM	Adams School
02:48 PM	Arrellaga & San Pascual
02:52 PM	San Pascual & Pedregosa
02:56 PM	Castillo & Islay
02:58 PM	Castillo & Sola
02:59 PM	Castillo & Anapamu
03:05 PM	Adams Elementary
03:15 PM	Arrellaga & San Pascual
03:19 PM	San Pascual & Pedregosa
03:25 PM	Castillo & Islay
03:28 PM	Castillo & Sola
03:30 PM	Castillo & Anapamu

Route 7 - Morning

Time	Location
08:05 AM	Monroe School
08:10 AM	Arrellaga & San Pascual
08:13 AM	San Pascual & Pedregosa
08:20 AM	Adams School

Route 8 - Morning

Time	Location
07:42 AM	Modoc & Kentia
07:48 AM	Las Positas & Rebecca
07:52 AM	Veronica Springs & Veronica Place
07:54 AM	Torino & Vicente
07:56 AM	Torino & Palermo
07:58 AM	Palermo & Mariana
08:00 AM	Palermo & Calabria
08:05 AM	Modoc & Hacienda
08:07 AM	Parks & Portola

Route 8 - Afternoon

Time	Location
02:10 PM	Adams Elementary
02:15 PM	Las Positas & Rebecca
02:17 PM	Veronica Springs & Veronica Place
02:18 PM	Torino & Vicente
02:19 PM	Torino & Palermo
02:20 PM	Palermo & Mariana
02:21 PM	Palermo & Calabria

02:24 PM	Modoc & Hacienda
02:26 PM	Parks & Portola
02:28 PM	Modoc & Oak
02:33 PM	Pueblo & Oak Park
02:37 PM	Alamar & Bath
02:42 PM	Adams School
02:46 PM	Las Positas & Rebecca
02:48 PM	Veronica Springs & Veronica Place
02:50 PM	Torino & Vicente
02:51 PM	Torino & Palermo
02:52 PM	Palermo & Mariana
02:53 PM	Palermo & Calabria
02:55 PM	Modoc & Hacienda
02:56 PM	Parks & Portola
02:59 PM	Modoc & Oak
03:12 PM	Adams Elementary
03:15 PM	Las Positas & Rebecca
03:18 PM	Veronica Springs & Veronica Place
03:20 PM	Torino & Vicente
03:22 PM	Torino & Palermo
03:24 PM	Palermo & Mariana
03:25 PM	Palermo & Calabria
03:29 PM	Modoc & Hacienda
03:30 PM	Parks & Portola
03:32 PM	Modoc & Oak
03:36 PM	Pueblo & Oak Park
03:38 PM	Alamar & Bath

All students entering campus must wash hands and wear masks.

Bicycles: *Helmets must be worn by all students who ride bikes.* Bicycles must be locked in the bike rack located in the student quad. Students should keep the model and serial number of their bicycle recorded at home for use in identification. The school is NOT responsible for thefts of bicycles; therefore, reports to the police should be initiated by parents. Students may not ride bicycles on campus during the day or take them from class to class.

Prohibited: Skateboards, scooters, and inline/roller skates are not allowed on school grounds and are not to be ridden anywhere on perimeter sidewalks. AR 5142. There is a skateboard rack near the front of the school where the bike rack is located for safekeeping during the day.

Early Release of Students: *Photo ID is required for any adult picking up a student early from school.*

Students shall be released during the school day only to the custody of an adult, with a photo ID if:

1. The adult is the student's custodial parent/guardian. (BP 5021)
2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity. (BP 3516)
3. The adult is an authorized law enforcement officer acting in accordance with law (BP 5141.4)(BP 5145.11)
4. The adult is taking the student to emergency care at the request of the principal or designee. (BP 5141)

Visitors: All visitors to campus must check in at the Main Office and show valid picture ID. While in the Main Office, visitors sign in, get a visitor pass for use while on campus, and sign out before they leave.

VIII.

Procedures to Ensure a Safe and Orderly Environment

Safety Plan Goals for 2021-2022

Component One: Personal Characteristics of Students and Staff

- Objective 1: Adams will continue to improve student attendance and decrease student truancy rates.
  - Related Activities:
    - Clearly communicate Adams pick up and drop off times and pick up and drop off policy via the parent handbook, school compact, and bell schedule on the school website and on Parent Square.
    - All staff will continue efforts to inform and improve communications with students and their families about truancy while implementing the [Santa Barbara Ongoing Attendance Support Procedures Pyramid](#) to outline our tiered student re-engagement plan with examples of attendance/participation interventions. Using a system of early identification of students experiencing attendance challenges and ongoing personalized interventions, we hope to promote student participation and engagement in school to the greatest extent possible. As part of Tier 2, Parents receive a progression of truancy letters as their student's unexcused absences accumulate and a meeting with an administrator will be scheduled. As part of Tier 3, a referral to SARB (School Attendance Review Board) will be made and a meeting with the Truancy Mediation Team may occur.
    - All staff will continue to work together to communicate issues related to absences with the site administrator.
    - Administration will monitor chronic tardiness and truancies and follow appropriate interventions.
    - ELAC's second annual meeting will focus on current attendance rates, patterns, and attendance interventions
  - Person(s) responsible for implementation: Principal, Assistant Principal,, Santa Barbara District Attorney's Office (SARB), teachers, classified staff, parents, and students.
  - Timeline for implementation: ongoing
- Objective 2: All staff will continue to work together to examine current student expectations and consequences.
  - Related Activities:
    - When a known future absence is planned by a family, teachers will remind families of the importance of in-person attendance.

- When a known future absence is unavoidable, a "Independent Study Learning Agreement"(ISLA) will be offered to families and teachers. Any party may request ISLA with at least 2 weeks notice when school is in session. All must agree voluntarily.
- When a student is ill or excluded from school due to symptoms for 3 or more days, provide an opportunity to participate in independent study.
- The school administrator will communicate through messages on attendance issues using the online ParentSquare resource in order to increase parent awareness and cooperation with school expectations and consequences.
    - Person(s) responsible for implementation: Principal, Assistant, teachers, counselors, classified staff, parents, and students.
    - Timeline for implementation: ongoing

Component Two: Physical Environment of the School

- Objective 1: Adams Elementary staff commits to the continued maintenance and update/upgrade of facilities as well as the safety of all students.
    - Related Activities:
        - Adams will communicate and reinforce safe routes for movement around campus, following specific directionality parameters and maintaining a distance of six feet apart, especially in the hallway. Making sure to walk at all times.
        - Adams will provide several locations for handwashing to avoid the spread of germs or viruses.
        - The Adams PTA will continue to plant and maintain flowers, shrubs, and trees to improve the condition of campus grounds annually.
        - The Gardening Teacher will maintain the garden and teach the students how to do so as well.
        - The Assistant Principal, custodial staff, and other staff will continuously survey the campus grounds for safety needs and will establish and maintain a master list of items that need attention.
        - The Student Council will provide activities to encourage student responsibility for maintaining a clean campus. Examples include recycling pickup.
        - Communicate with students about the out-of-bounds or out-of-site areas on campus such as behind the storage and emergency bins, construction areas, and RAP shed. Students can not be hiding or playing in these areas that are not visible to the playground supervision staff. Both AOK and RAP will be reminded of these rules.

- ○ Person(s) responsible for implementation: PTA, Custodial Staff, gardening teacher, and gardening staff, SBUSD maintenance staff, all staff, parents, and students.
  - ○ Timeline for implementation: ongoing
- ● Objective 2: Adams staff will receive disaster and safety training practice evacuation, lockdown, lockout, and shelter-in-place drills with students monthly throughout the year.
  - ○ Related activities:
    - ■ The school safety team will meet biannually to develop and revise a safety plan.
    - ■ The school will practice monthly safety drills
    - ■ The school will continue to participate in Great California ShakeOut activities.
    - ■ The school will maintain the Automated External Defibrillator (AED) that is on campus (Health Office,).
    - ■ The school will employ CrisisGo to communicate with staff during drills
  - ○ Person(s) responsible for implementation: Principal and Assistant Principal, SBUSD, School Safety team, and Health Assistant
  - ○ Timeline for implementation: ongoing
- ● Objective 3: A clear protocol and staff training and communication remain a priority to ensure a quick response to any danger on campus.
  - ○ Related activities:
    - ■ Emergency backpacks are provided in every room on campus. These include evacuation maps, drill procedures, and emergency contact information.
    - ■ Sustain Two-way communication using the "CrisisGo" app during any drill or emergency incident
    - ■ For any case of positive Covid-19 or close contacts to Covid-19 on campus follow updated SBCPH guidelines and district protocols for communication and health.
  - ○ Person(s) responsible for implementation: Principal, Safety Administrator, health assistant, district nurse, certificated staff, students, teachers, and custodial staff.
  - ○ Timeline for implementation: ongoing

Component 3: Social Environment of the School

- ● Objective 1: Staff will receive data and information from the California Healthy Kids Survey (CHKS) that will include Sixth Grader use of drugs and vaping trends, overall student social-emotional health and campus perception.
  - ○ Related activities:

- - - Fighting Back will present to upper grades.
      - The principal and assistant principal will present related information at a staff meeting at least once each school year.
      - Teachers, yard duty, and administrators will implement Restorative Approaches (RA) or be coached as they learn to use RA.
      - An administrator will continue to attend monthly School Safety Meetings and report back to staff, as appropriate.
    - Person(s) responsible for implementation: Administration, Fighting Back Santa Maria, teachers, and classified staff.
    - Timeline for implementation: ongoing
- Objective 2: Improve COVID on Campus protocols:
    - Related Activities:
      - Teach the proper use and wearing of masks and washing of hands to minimize the spread of germs.
      - Provide hand sanitizer and hand-washing opportunities throughout the day.
      - Provide Covid-19 testing on site
- Objective 3: Improve support programs for students struggling with stress and depression.
    - Related Activities:
      - Tier 1 in-class instruction using recently purchased Second Step modules.
      - Mindfulness training
      - CALM referrals for on site services
      - CALM referrals for clinic services.
      - Parent referrals to mental health services such as those in "Be Well"
    - Person(s) responsible for implementation: Classroom teachers, CALM Counselor, Administrators
    - Timeline for implementation: ongoing

Component 4: Culture of the School

- Objective 1: Embed time within the school day for teachers to build community amongst their students and to explore diversity, cultural sensitivity, and related issues in the classroom.
    - Related activities:
      - Book clubs for teachers to learn about equity and inclusivity
      - Purchase of books that provide windows into and reflective mirrors of different cultures for student book clubs.
      - Teachers will continue to provide and students will receive lessons that address issues of diversity and tolerance.

- - - Teachers will continue to participate in morning meetings or closing circles in which students can discuss in the moment experiences
    - Person(s) responsible for implementation: Administration, teachers, and students,
    - Timeline for implementation: ongoing
- Objective 3: Adams will increase efforts to reduce bullying and a positive social environment for students on campus, promoting and ensuring a safe, violence free campus for all.
    - Related activities:
        - Teaches/Students/Parents will be taught to report incidents of bullying on CrisisGo anonymously
        - Teachers can also fill out a referral form for ongoing nonimmediate concerns with students that goes directly to the administrators for investigation and follow-up. .
    - Person(s) responsible for implementation: Administrators, counselor, school psychologist, and teachers.
    - Timeline for implementation: ongoing
- Objective 4: Adams School will continue the Restorative Approaches (RA) techniques and philosophies for its general disciplinary strategies and school-wide culture to promote greater student self-discipline and personal responsibility.
    - Related activities:
        - Training for all new Adams Staff (both certificated and designated classified) in RA as well as "refresher" trainings available for any staff member
        - Posters of the 5 Rs (Respect/Responsibility/Repair/Relationship/Reintegration) in all classes.
    - Person(s) responsible for implementation: Laura Wooster Dorfman, Administrators, counselor, and teachers.
    - Timeline for implementation: ongoing

IX.

<u>Rules and Procedures on School Discipline</u>

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5144.

Board Policy [5144](#)

Administrative Regulation [5144](#)

Exhibit 5144 Discipline Guidelines

X.

Procedures Adopted Under the Safe and Drug-Free Schools Act

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5137.

Board Policy [5137](#)

Administrative Regulation [5137](#)

XI.

<u>Hate Crimes Policy and Procedures</u>

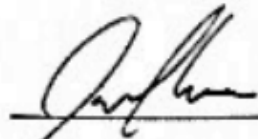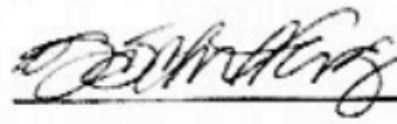For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5145.3.

Board Policy [5145.3](#)

Administrative Regulation [5145.3](#)

XII.

Bullying Prevention Policies and Procedures

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5131.2.

Board Policy 5131.2

Administrative Regulation 5131.2

Required Signatures

Site Council Committee Members
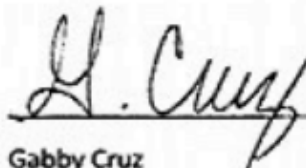
Signatures

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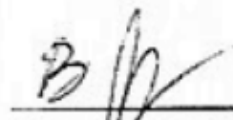
Joliana Massie   Date

Committee Chairperson

(signature)   1-12-22
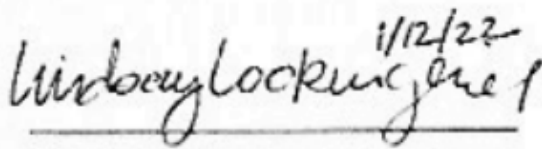
Tracy Schifferns   Date

Teacher Representative

(signature)   1-13-22
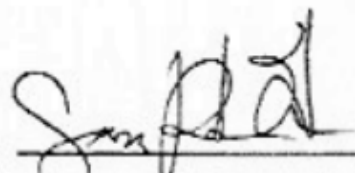
Gabby Cruz   Date

Teacher Representative

(signature)   1/11/22

Bibi Moezzi   Date

School Site Council Parent Representative

(signature) 1/12/22

Lindsay Lookingbill   Date

CALM Counselor/Community Representative

(signature)   1/12/22

Sara Pankenier Weld   Date

Parent Representative

(signature)   1/19/22

Community Representative   Date

Student Representative   Date
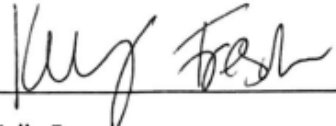
Comprehensive School Safety Plan

Approval Signatures

Virginia Risso-Ortiz   1·5·22   _Kelly Fresch_   1/11/22

Virginia Risso-Ortiz   Date   Kelly Fresch   Date

Classified Staff Representative   School Site Administrator

Frann Wagenek   Date   Jennifer Balaishis   Date

School Site Administrator   Coord School Climate & Safety

Ana Escobedo   Date   Hilda Maldonado   Date

Assistant Superintendent of Elementary   Superintendent

School Board Representative   Date

Introduction:

Purpose:

The purpose of the School Site Emergency Operations Plan is to provide concise guidelines which can be accessed from the Emergency Notification System; CrisisGo. It is the intent of the Santa Barbara Unified School District to provide the most effective tools to assist each person in their ability to identify and respond to emergencies on their specific school site. The School Site Emergency Operations Plan is not intended to be a replacement for the District Comprehensive School Safety Plan, but will serve as a supplement thereto.

Scope:

Should there be a conflict or omission in this plan, the District Comprehensive School Safety Plan for your site will take precedence. Should you have any questions regarding this plan, you should also consult the District Comprehensive School Safety Plan. This plan does not include all aspects of the District Comprehensive School Safety Plan, and in the interest of brevity, many requirements are not in the plan, however, users of this plan are still required to meet all state and federal mandates located within the District Comprehensive School Safety Plan.

Access and Functional Needs:

The Santa Barbara Unified School District is committed to the safe evacuation and transportation of all students, staff and visitors, including those with access and functional needs. This population can be especially vulnerable during an emergency or crisis and includes, but is not limited to, staff, visitors and students with:

- Limited English Proficiency
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Mobility/physical disabilities (permanent or temporary), and/or
- Have Medically fragile health conditions (including asthma and severe allergies).

All known students, and staff with access and functional needs should be listed on the AFN Registry, along with the assistance they will likely require.

Points of Contact:

Principal: Kelly Fresch
Contact Number: 949-677-2066

Assistant Principal: Hortencia Coral
Contact Number: 805-252-5123

School Staff Responsible for Emergency Operations:
Name:Julianna Massie
Contact Number: 805-452-8210

Name: Mallory Prince
Contact Number: 805-452-7951

Office Manager: Virginia Risso-Ortiz
Contact Number: 805-3201553

On-site Facilities (24 hour number)
Principal: Kelly Fresch
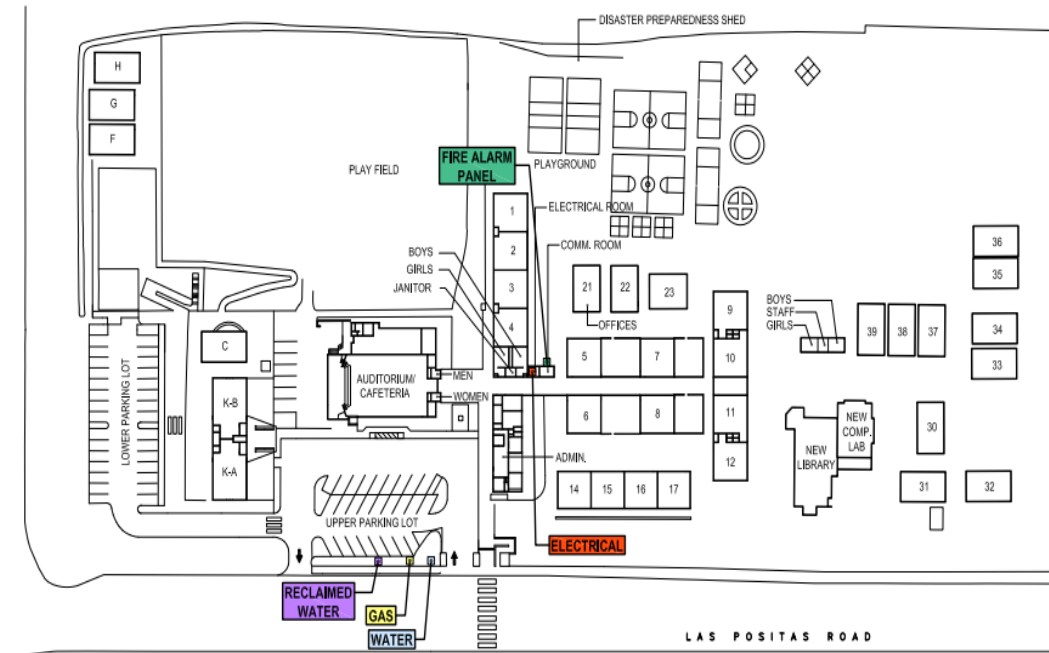Contact Number: 949-677-2066

Campus Safety Assistants or Yard Supervisors:
Name: Minda Bittle
Contact Number: (805) 450-0745

Site/Evacuation Map:

Update map

EMERGENCY SHUTOFF LOCATIONS

GRAPHIC SCALE

N

LEGEND

- ELECTRICAL SHUTOFF
- GAS SHUTOFF
- WATER SHUTOFF
- RECLAIMED WATER SHUTOFF
- FIRE ALARM PANEL

ADAMS ELEMENTARY SCHOOL
CAMPUS MAP

2701 LAS POSITAS ROAD, SANTA BARBARA, CA 93105
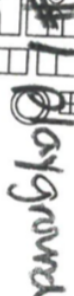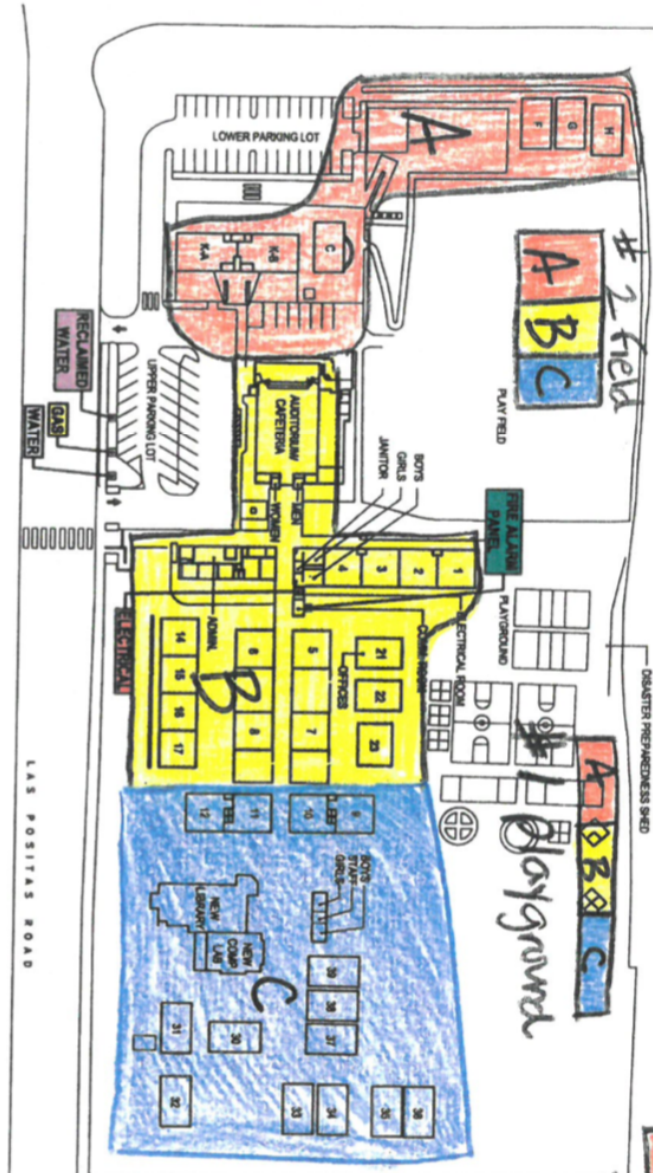TELEPHONE: (805) 563 2515
UPDATED: APRIL 7, 2015

Letters ABC will evacuate to designated areas as directed / needed.

#1 playground
2. field
3. golf course
4. Earl Warren

#4 Earl Warren
A B C

#2 field
A B C

#3 golf course
A B C

#1 Playground
A B C

A
B
C

EMERGENCY SHUTOFF LOCATIONS

GRAPHIC SCALE

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LAS POSITAS ROAD

LOWER PARKING LOT

UPPER PARKING LOT

RECLAIMED WATER

WATER   GAS

PLAY FIELD

AUDITORIUM / CAFETERIA

BOYS
GIRLS
JANITOR

FIRE ALARM PANEL

OFFICES

ELECTRICAL ROOM

PLAYGROUND

ADMIN.

ELECTRICAL

NEW COMP. LAB

NEW LIBRARY

BOYS
GIRLS

DISASTER PREPAREDNESS SHED

ADAMS ELEMENTARY SCHOOL
CAMPUS MAP
ROAD, SANTA BARBARA, CA 93105
TELEPHONE: (805) 563 2515
UPDATED: JANUARY 27, 2016

Adams Elementary School Map 2021-2022

6th Grade Mrs. Gallagher Rm. 36	**5th Grade** Mrs. Barker Rm. 35

Special Education Mrs. Massie Mrs. Ro Rm. 34	**4th Grade** Mrs. Schifferns Rm. 33

School Garden

4th Grade Mrs. Oakley Rm. 32

4th Grade Mrs. Gomez Rm. 31

Playground

5th Grade Mrs. Speer Rm. 37
Music Mrs. Dutton Room 38
Art Mrs. Leo Room 39

3rd Grade Ms. Ayala Room 30

STEAM LAB Mr. Federbush

Mrs. Cervantes **Library**

Restrooms

2nd Grade Mrs. Brown Room9	**2nd Grade** Mrs. Mcintosh Room 10

1st Grade Mrs. Larson Room 11	**1st Grade** Mrs. Pueschel Room 12

2nd Grade Miss Evans Rm. 23

P.E. Mrs. Churchman Rm. 22

3rd Grade Mr. Combs Rm. 7
3rd Grade Mr. Ojeda Rm. 5

1-3rd Montessori Mrs.Somerton Rm. 8
2nd-6th Montessori Ms. Nelson Rm. 6

Rm. 21 C Dr. Price	**Psychologist** Miss Moore Rm. 21B	**AOK** Karen, MTSS, Mrs Darga Rm. 21A

6th Grade Mrs.Van Lant Rm.1	**6th Grade** Miss Phoenix Rm. 2	**5th Grade** Mrs. Chalmers Rm. 3	**1st Grade** Mrs. Silva Rm. 4	**Restroom**

Staff Lounge

Main Office
Ms. Fresch, Principal
Mrs. Corral, Assistant Principal
Miss Virginia, Office Cord.
Miss Kenya, Secretary
Mrs. Mahota, Health Asst.
Mrs. Lookingbill, Counselor
Artemeo, Custodian
Guillermo, Custodian

Lower Field

Cafeteria and Auditorium

STAFF PARKING

Preschool Kelly Mendesh Rm. H	**K** Mrs. Cruz Rm. G	**TK** Mrs. Armstrong-Castillo Rm. F

Preschool and TK-K Playground

2nd Grade Miss Jacobs Rm. C	**K** Mrs. Mitchum Rm. B	**K** Mrs. Brooks Rm. A

Lower Parking lot

33

Infographics

Standard Response Protocol:

IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS
Return inside
Business as usual

TEACHER
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

TEACHER
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance

EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

TEACHER
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER
Lead safety strategy
Take attendance

K12 STANDARD RESPONSE PROTOCOL

ACTIVE SHOOTER RESPONSE

WHEN AN ACTIVE SHOOTER IS IN YOUR AREA	WHEN LAW ENFORCEMENT ARRIVES
1. RUN (Avoid)	● Remain calm and follow instructions
● Have an escape route and plan in mind ● Leave your belongings behind ● Keep your hands visible	● Put down any items in your hands (i.e., bags/jackets) ● Raise your hands and spread your fingers ● Keep your hands visible at all times
2. HIDE (Deny)	● Avoid quick movements towards officers such as holding onto them for safety
● Hide in an area out of the shooter's view ● Block entry to your hiding place an lock the doors ● Silence your cell phone and/or pagers	● Avoid pointing, screaming, or yelling ● Do not stop ask officers for help or directions when evacuating
3. FIGHT (Defend)	**INFORMATION**
● As a last resort and only when your life is imminent danger ● Attempt to incapacitate the shooter ● Act with physical aggression and throw items at the active shooter	YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 9-1-1 OPERATOR
	● Location of the active shooter ● Number of shooters ● Physical description of the shooter ● Number and type of weapons held by the shooters ● Number of potential victims at the location.

CALL 9-1-1 WHEN IT IS SAFE TO DO SO

Fire Emergency Action Plan

🔥 Fire Action Plan

Activate the closest Fire Alarm Station	Do Not Stop to collect personal belongings
Call 9-1-1 if it is safe to do so	Report to the closest Assembly Area
Leave the building or affected area by the nearest exit	Do Not return to the building until Authorized to do so.
Do not use the elevator, USE THE STAIRS	Follow the instructions at the Assembly Area

If Possible	DROP! COVER! HOLD ON!
Look for those who may need assistance and help if you are able	USING CANE — DROP! COVER! HOLD ON! USING WALKER — LOCK! COVER! HOLD ON! USING WHEELCHAIR — LOCK! COVER! HOLD ON!

Immediately following an earthquake:
- Assess your surroundings and your safety
- Assist those around you who need help
- After shaking stops, evacuate to a safe area
- Follow the instructions you will receive from emergency responders

Emergency Operations Plan:

When you first become aware of an emergency, you need to make an assessment of the situation you are faced with and take decisive actions to protect yourself and those you are responsible for around you. Remember, the quicker you call 9-1-1, the sooner you will get the help you need.

- ❏ Assess your situation and take decisive action
- ❏ Notify those on campus using the CrisisGo app and initiate the appropriate SRP.
- ❏ Once you are in a position of safety, call 9-1-1
- ❏ Give aid to those who need assistance: CPR, Stop-the-Bleed, wound packing.
- ❏ If you are required to evacuate, make sure you assist those with Access and Functional Needs.
- ❏ Prepare to respond to the ever changing conditions and situation of the emergency
- ❏ Maintain your situational awareness; what is going on around you. If you need information, get it. If you have information, give it.
- ❏ Communicate your situation and needs with emergency responders and school administration.
- ❏ Follow their instructions.

Access and Functional Needs:

Those with known access and functional needs will need additional assistance during an emergency. The best practice is to identify anyone who may need assistance as early as possible, even before the emergency occurs. During an emergency, many more people will meet the criteria for access and functional needs. Be prepared to address those needs as soon as possible and provide assistance. Under emergency conditions, many will experience emotions which prevent them from helping themselves. As a direct result of the emergency itself, many may become injured and unable to care for themselves, or will need additional assistance. We must take decisive action and get help for them as soon as possible. Please consider the following limitations people may experience during an emergency:

- ❏ Physical ability to remove themselves from the situation (can't evacuate by themselves or without assistance.)
- ❏ Emotional ability to remove themselves without assistance and guidance

- ❏ Their mobility is limited; pre-existing or as a result of injuries incurred during the emergency
- ❏ Limited visual ability; pre-existing or as a result of injuries incurred during the emergency
- ❏ Limited hearing ability; pre-existing or as a result of injuries incurred during the emergency
- ❏ Developmental
- ❏ Psychological
- ❏ A change in condition as a result of the emergency: injuries, trapped, lost, etc.

*Note: People often suffer from multiple conditions which may need to be addressed.

Checklists:

Active Shooter:

1. Activate School emergency response plan: LOCKDOWN (Locks, lights, out of sight), EVACUATE (Run, Hide Fight) using the CrisisGo App
2. Contact 9-1-1 immediately
3. Contact the school resource officer
4. Secure the main office area
5. IF possible and safe to do so, gather all information about the suspect(S) involved and relay information to 9-1-1
6. Announce the alert on the PA system
7. Notify the Assistant Superintendent of Student Services and the Superintendent
8. Remain on 9-1-1 call to assist law enforcement deployments.
9. Lock the doors if it can be done safely, turn off the lights, get out of sight, and remain silent
10. Follow your training and maintain situational awareness
11. When police arrived, direct them to the scene
12. Initiate the ICS and delegate necessary roles
13. Administrators should stay out of the view of the gunman if possible.
14. Work with police officers as directed. Police will evacuate students area by area
15. Work to maintain as much calm as possible
16. After the gunmen are contained, account for all students and record the extent of injuries using a Roster Event in the CrisisGo app
17. Send message with incident information to parents
18. Follow up at the hospital with injured staff and students
19. Initiate the Standard Reunification Method
20. After crisis has ended, release the alert in the CrisisGo app
21. Establish family and staff assistance center(s) as needed
22. Conduct After Action Review

Allergic reaction

1. Check for a medical alert tag
2. Contact the school nurse immediately
3. Call 9-1-1
4. Notify the Assistant Superintendent of Student Services and the Superintendent
5. Keep victim calm and in place
6. Ask another staff or students to search for an EPI pen in backpack or on they're person if prescribed
7. If I obvious signs of anaphylaxis, administer victim's EpiPen immediately
8. Contact parents/guardians, or designated family member
9. Conduct an After Action Review

Bioterrorism

1. Call 911. Explain what you are observing.
2. Send an alert using the CrisisGo app: Evacuate, Shelter, etc
3. Evacuate non contaminated students, teachers and staff after conferring with emergency responders
4. Isolate any people who have come into contact with the substance
5. Secure the building
6. Established Unified Command with emergency responders
7. Notify the Assistant Superintendent of Student Services and Superintendent
8. Using ICS, delegate necessary roles
9. In concert with District PIO, develop external communications plans for parents, staff, students and community.
10. Ensure accountability of all students and teachers/staff, using the Roster Event in CrisisGo
11. Develop release plan in consultation with emergency responders and health officials
12. Isolate and direct students discovered in a hallway bathroom Wing Etc
13. After the crisis has ended, release the alert in the CrisisGo app.
14. Conduct an After Action Review

Bomb threat / suspicious package

1. Call 911. Explain what you are observing
2. Send an alert using the CrisisGo app
3. Immediate considerations: time call was received; type of call received; when detonation is expected; location of the device; description or appearance of the device; immediate evacuation; who or what the target is: number of devices; possible damage if detonated (number of injuries, or other possible threats if detonated); complete bomb threat report
4. Initiate Standard Response Protocols; Evacuation, Shelter with safety strategy using the CrisisGo app
5. Secure the building and area where the device is located
6. Establish Unified Command with emergency responders
7. Notify the Assistant Superintendent of Student Services and Superintendent
8. Initiate the ICS and delegate roles as appropriate
9. In concert with District PIO develop a communications plan for parents, staff, students and community
10. Ensure accountability of all students, teachers and staff using the Roster Event in the CrisisGo app
11. Develop release plan in consultation with emergency responders using the Standard Reunification Method (SRM)
12. Isolate and redirect students discovered in hallways, bathrooms, wing, etc.

13. After crisis has ended, release the alert in the CrisisGo app
14. **Discovery / detonation:**
15. Announce IED and location and move clear
16. Conduct a "secondary device scan" : from the device, look outward 5 feet in all directions, then 25 ft in all directions, moving as far away as necessary to determine if there is a second or third device in the area
17. **Contact and Rescue**
18. Consider threat to life and alternate routes
19. Mark device and bypass it
20. **Exposed victim Rescue**
21. Direct victim movement explicitly
22. View area for secondary threats
23. Establish narrow cordon in and out of area
24. Provide Direct Care only
25. Evacuate to recommended standoff, isolate and barricade
26. From Radio safe distance (300 feet or standoff) report IED location, description, size: report action taken; request bomb-squad (EOD)
27. **No victims threatened**
28. View area for second device: reposition personnel to a safe standoff distance; report impact to assignment and priority; cordon off 360° device Killzone; control cordon security awaiting EOD.
29. **Standoff distance**
30. Pipe bomb 5 lb: 70 ft minimum, 1200 feet preferred
31. Suicide bomber 21 pounds: 110 ft minimum, 1700 feet preferred
32. Briefcase suitcase 50 lb: 150ft minimum, 1850 ft preferred
33. SUV/Van 1000-lb: 400 ft minimum, 2400 ft preferred
34. After crisis has ended, release the alert in the CrisisGo App
35. Consider establishing a student/staff support center
36. Conduct an After Action Review

Dangerous animal

1. Receive information and maintain situational awareness
2. Send an alert using the CrisisGo app: Lockout, Lockdown, etc.
3. Call 9-1-1 if you haven't been notified of the activity directly from them.
4. Initiate Standard Response Protocols, Lockout: using CrisisGo app
5. Bring students inside the building and secure exterior perimeter
6. Usually, business can be conducted as usual
7. Maintain situational awareness; Lockouts can lead to a Lockdown
8. Ensure accountability of all students/staff using the Roster Event in the CrisisGo app
9. Meet at command post and receive information regarding staff and students and the situation
10. Notify Assistant Superintendent of Student Services and the Superintendent

11. Make contact with emergency responders for instructions
12. Once the event has ended, release the alert in the CrisisGo app
13. Conduct an After Action Review

Death of a Student

1. Call 911; Consider placing the school into a "Hold"
2. Notify the Assistant Superintendent of Student Services and the Superintendent
3. Protect the scene
4. Convene school crisis team
5. Ensure family of the deceased is notified through pre-established methods.
6. Alert counselors and nurses at schools where siblings are enrolled
7. Hold a faculty meeting as soon as possible to communicate next steps to staff.
8. Consider messaging requirements
9. Permit students to leave school only with parental permission.
10. Carefully track attendance
11. Consult with police officials involved with the death investigation in case they need to identify Witnesses
12. Assess instructional and support needs
13. Call in substitute teachers as needed
14. Keep time and procedures log of crisis response activities
15. Make home visits to affected families with counselors or crisis team members
16. Hold community support meetings if appropriate
17. Work with the counseling coordinator to initiate grief counseling plan as determined by need and severity of the situation
18. Conduct debriefing with school crisis team and staff members
19. Conduct an After Action Review

Earthquake

1. Initiate an alert using the CrisisGo app.
2. At the first signs of an earthquake: Initiate the Drop/Cover/Hold on protocol; if in a vehicle, pull over and stop: if outdoors, stay there; do not get in a doorway: do not run outside
3. Practice Drop/Cover/Hold on
4. As soon as that shaking stops and when it is safe to do so, Evacuate to an area which is free from falling debris
5. Assist those who need assistance in evacuating: special needs students, staff and visitors: those who are injured and have mobility challenges
6. Call 911
7. Initiate the ICS and establish a Command Post
8. Account for students, staff and visitors using the CrisisGo Roster Event
9. Establish a primary point of contact for emergency responders
10. Initiate the crisis communications plan

11. Notify Assistant Superintendent of Student Services and the Superintendent
12. Contact the jurisdictional emergency operations centers for schools affected in their area; Santa Barbara City, City of Goleta, Santa Barbara County
13. Conduct an After Action Review

Evacuate (SRP)

1. Issue an evacuation alert on the crisis Go app and consider calling 911
2. Announce the evacuation alert on the PA system: "Evacuate!" (inform everyone where you want them to go)
3. Notify the Assistant Superintendent of Student Services and Superintendent.
4. When at the evacuation assembly area, account for all students and staff using the Roster Event using the CrisisGo app. or complete it manually
5. Initiate the ICS and delegate roles as necessary
6. Once the event has ended, release the alert in the CrisisGo app
7. Evacuations are called when there is a need to move students from one location to another. Every time there is a mass movement of students, you will need to account for all of the students and staff involved in the movement with another Roster Event in the CrisisGo app
8. Conduct an After Action Review

Fire

1. At the first signs of, or indications of a fire, call 9-1-1 and activate the fire alarm system.
2. Initiate the SRP evacuation in the CrisisGo app, if it is appropriate to do so.
3. Notify the Assistant Superintendent of Student Services and Superintendent
4. **Assess the situation:**
5. Location of fire, smoke, or smell; size of involved area actual and potential; apparent direction and rate of spread; weather conditions; type of building (what is the facility used for, what is it made of); ingress and egress routes for emergency responders, etc.
6. Identify the best location for emergency responders to respond; and identify potential hazards
7. Notify responders of injuries to staff or students
8. Notify emergency responders of the locations of staff and or students who have been injured and need assistance
9. Assist those who need assistance in evacuating: special needs, staff and visitors: injured; those who have mobility challenges; etc.
10. Establish a command post and initiate the ICS
11. Account for students, staff and visitors using a Roster Event in the CrisisGo app.
12. Establish a primary point of contact for emergency responders
13. When the event is over, release the alert in the CrisisGo app
14. Conduct an After Action Review

Hazardous Materials

1. Call 9-1-1 and explain what you are observing
2. Initiate a "Shelter" (SRP) and give a safety strategy
3. Shelter: close doors, shut the windows, and if possible seal windows and doors with plastic and tape, and turn off the HVAC system
4. Evacuating non contaminated students, teachers and staff after conferring with emergency responders
5. Isolate any people who have come into contact with the substance
6. Secure the building, or contaminated area
7. Initiate the ICS, and establish a Unified Command with the emergency responders
8. Contact the Director of Maintenance and Operations and the Superintendent
9. Delegate staff roles as appropriate
10. In concert with District PIO develop an internal and external Communications plan for parents, staff, students and community
11. Ensure accountability of all students, teachers and staff using a Roster Event in the CrisisGo app
12. In consultation with emergency responders and health officials, develop release plan for students and staff
13. Isolate and redirect students discovered in a hallway, bathroom, wing, who have potential for exposure or contamination
14. After the crisis has ended, release the alert in the CrisisGo app
15. Conduct an After Action Review

Heat Illness

1. Call 9-1-1
2. Notify Assistant Superintendent of Student Services and Superintendent
3. Know how to recognize the three most common types of heat-related illness: heatstroke, heat exhaustion, and heat cramps.
4. Heat Strokes are the most severe and can be fatal
5. **Symptoms include:**
   a. An elevated temperature to 105 degrees to 110 degrees Fahrenheit
   b. Hot, red, and dry skin
   c. A rapid, weak pulse.
   d. Rapid, shallow breathing
6. First aid for heat stroke; (call 9-1-1)
   a. Wrap damp sheets around the victim and start fanning them
   b. Wrap cold packs in a cloth and place them on the victim's wrists and ankles, and in the armpits and on the neck
   c. **Caution:** prolonged cold after temperature has been reduced may cause hypothermia
7. **Victims of heat exhaustion will have normal temperature, but will have other symptoms:**

      a. Cool, moist, pale skin
      b. Heavy sweating
      c. Potentially rapid pulse
      d. Headache, nausea or vomiting, and dizziness

8. Heat cramps are muscular pains and spasms that result from extreme exertion
      a. Cramps most often attack the abdomen and legs

9. To avoid heat-related illnesses:
      a. Wear lightweight, light-colored clothing
      b. Drink plenty of water
      c. Take regular breaks
      d. Eat small meals

10. Conduct an After Action Review

Kidnapping

1. Verify the student is missing
2. Call 9-1-1
3. Notify the Assistant Superintendent of Student Services and Superintendent
4. Consider placing the school on a "HOLD", using the CrisisGo app, until the initial phase of the investigation has been completed
5. Follow school policy and procedures on confidentiality
6. Contact parents or guardians
7. Determine the presence of potential witnesses
8. Check the student file for any restraining orders or other background information
9. Compile information for authorities on the missing student; date of birth, student emergency contact information
10. Provide a picture and description of what the student was last seen wearing
11. Check video system for possible evidence of the event
12. Have student file and photo available for law enforcement
13. Make a note of appearance, vehicle type and color, registration plate number, and any other identifying information
14. Cooperate with police
15. Convene school crisis team and decide on response plan
16. Contact District Assistant Superintendent of Student Services and superintendent
17. Work with the counseling coordinator to initiate grief counseling plan as determined by need and severity of the situation
18. After the crisis has ended, release the alert on the CrisisGo app
19. Complete an incident report and file in the principal's office
20. Debrief with the school crisis team and staff
21. Conduct an After Action Review

Lockdown (SRP)

1. Initiate the Lockdown Alert in the CrisisGo app; call 9-1-1

2. Announce the alert on the PA system: " Lockdown; Locks, Lights, Out of Sight"; " Lockdown; Locks, Lights, Out of Sight"
3. Notify the Assistant Superintendent of Student Services and Superintendent
4. Bring all students and staff inside
5. Secure all exterior access points; doors, windows, Gates, Etc.
6. Cover windows
7. Gather students and remain out of sight from exterior windows, halls and doorways
8. Report any necessary information to the management team using the CrisisGo app
9. Initiate the incident command system
10. Communicate with emergency responders
11. Account for all students and staff using the CrisisGo Roster Event
12. Refer to appropriate specific hazard checklist
13. Once the event has ended, release the event in the CrisisGo app and announce the release on the PA system
14. Complete an After Action Review
15. A Lockdown is called when there is a threat to the safety of students and staff inside the building or in close proximity to students and staff; active shooter, violent Intruder, angry or violent parent, or other violent person, dangerous animal inside the building, Etc.
16. Conduct an After Action Review

Lockout (SRP)

1. Initiate the lockout alert in the CrisisGo app
2. Announce the alert on the PA system; " Lockout! Secure the perimeter"; " Lockout! Secure the perimeter"
3. Consider calling 9-1-1 based on the situation
4. Notify the Assistant Superintendent of Student Services and Superintendent
5. Bring students and staff inside
6. Lock all exterior access points, if safe to do so: doors, windows, gates, Etc
7. Maintain your situational awareness
8. Initiate the Incident Command System
9. Once the building has been secured and everyone is safe, you may continue to conduct business as usual
10. Once the event has ended, release the alert on the CrisisGo app and on the PA system
11. Lockouts may be called for: police or criminal activity in the area; dangerous animal outside of the building; civil disobedience; any situation which causes concern for the safety of the campus and the threat is near the campus
12. Conduct an After Action Review

Missing Student

1. Verify, to the best of your ability, the student is missing
2. Notify the Assistant Superintendent of Student Services and Superintendent
3. Consider placing the school on a "HOLD" using the CrisisGo app to limit student movement while the search for the student on campus is being conducted

4. Contact the parents or guardians to report the student's absence status and confirm with the parent that the child did not go home and is missing
5. Inform law enforcement and staff of missing student
6. Call 9-1-1
7. Obtain student information and photograph from the files
8. Call parent or those listed on the emergency release form
9. Upon verification, direct office staff to email the district faculty and staff regarding the missing student
10. Cooperate with police
11. Compile information for authorities on the missing student; name, date of birth, school, and emergency contact information
12. Provide picture and description of what the student was last seen wearing
13. Initiate a campus-wide search using the group message in the CrisisGo app, and if necessary, make an announcement on the PA system for everyone to be on the alert for the student
14. Notify parents immediately if the student is located
15. After crisis has ended, release the alert in the CrisisGo app
16. Conduct an After Action Review

Natural Disaster

1. Turn on EAS radio and local news media sources
2. Initiate the appropriate alert using the CrisisGo app; Evacuate, Shelter, Hold
3. Notify the Assistant Superintendent of Student Services and Superintendent
4. Decide whether to evacuate, relocate, or shelter in place
5. Consider calling 9-1-1
6. Initiate the ICS and establish a command post site
7. Ensure accountability of all students and staff using the CrisisGo Roster Event
8. Gather information regarding building integrity and potential hazards (i.e., Rising floodwaters, high winds that may impact power, Etc)
9. Delegate roles as appropriate: and consider the need to transport students and staff to a secondary site
10. Contact the Assistant Superintendent of Student Services and Superintendent
11. Meet at the command post and receive information regarding students and staff, location of the disaster, building damage, flooding, Etc
12. Communicate with emergency responders for instructions
13. Consider establishing a staff and student Assistance Center and counseling needs
14. After the crisis has ended, release the alert on CrisisGo and announce it on the PA system
15. Conduct an After Action Review

Police Activity

1. If law enforcement calls to report police activity in your area, take the information and maintain your situational awareness.

2. Initiate a "Lockout" using the CrisisGo app
3. If you observe police activity in the area of your school which concerns you, initiate a "Lockout", using the CrisisGo app
4. Call 9-1-1
5. Bring students and staff inside the building and secure exterior access points
6. Usually, business can be conducted as normal
7. Maintain your situational awareness; Lockouts can lead to Lockdowns, or other protective actions
8. Ensure the accountability of all students and staff using the CrisisGo app Roster Event
9. Meet at the command post and receive information regarding staff and students, and the situation
10. Notify the Assistant Superintendent of Student Services and Superintendent
11. Make contact with emergency responders for instructions
12. Once the situation/event has ended, release the alert in the CrisisGo app and on the PA system
13. Conduct an After Action Review

Out of Control Person

1. Receive information and maintain situational awareness
2. Call 9-1-1 if your weren't notified of the activity by law enforcement
3. Initiate a Lockout (SRP): using the CrisisGo app
4. Consider a Lockdown (SRP) if the person is a danger to themselves or others
5. Bring students and staff inside the building and secure the perimeter access points
6. Usually, business can be conducted as normal.
7. Maintain situational awareness: Lockouts can lead to a Lockdown
8. Ensure accountability of all students and staff using the CrisisGo Roster Event
9. Meet at the command post and receive information regarding staff and students, and the situation
10. Notify the Assistant Superintendent of Student Services and Superintendent
11. Make contact with the emergency responders for instructions
12. Once the event has ended, release the alert in the CrisisGo app and announce the release of the alert on the PA system
13. Conduct an After Action Review of the event

Power Outage

1. In our area we are subject to Public Safety Power Shutoffs (PSPS)
2. If time permits the public utilities companies will issue a PSPS warning when weather conditions dictate and there is an extreme fire danger in the area
3. Determine if the power outage is the result of a PSPS
4. Initiate the ICS and designate roles as appropriate
5. If possible, turn on a radio or other media information source to determine the cause and extent of the outage
6. Determine if the phone connection is still working

7. Use walkie-talkies if available and necessary
8. Contact emergency response agencies if necessary
9. Notify the Assistant Superintendent of Student Services, Superintendent and the Director of Maintenance and Operations and remain in contact with District Office
10. Contact the utility company for information if possible and to report any dangerous conditions
11. Decide whether to remain in school, conduct early release (closing), or evacuate if necessary
12. Consider heating, cooling, food preparation, sanitary needs (electric flushing toilets), or other health related concerns
13. Ensure the safety of all students and staff
14. Ensure emergency lighting and power are working properly (if equipped)
15. Move students to a lit or appropriate central area if necessary
16. Coordinate move to ensure safety
17. Gather information from staff regarding building integrity and other potential hazards
18. Contact emergency response agencies for instructions
19. Conduct an After Action Review

Serious Injury or Illness

1. Call 911 or verify that 911 has been called
2. Maintain an open airway, administer CPR, and control bleeding if necessary
3. Immobilize the victim if there is a potential for head, neck or back injury
4. Do not move victim unless immediate emergency situation dictate; fire, electrical wires, violent situations, etc.
5. Treat for shock; cover with a blanket, and elevate the legs
6. Check for medical alert tags
7. Notify the Assistant Superintendent of Student Services and Superintendent
8. Prepare information for emergency responders
9. Convene school safety team
10. Contact parents
11. Debrief school safety team and staff
12. File an incident report
13. Conduct an After Action Review

Shelter (SRP)

1. Initiate the shelter alert in theCrisisGo app, and consider calling 9-1-1
2. Announce the alert on the PA, " Shelter", followed by a safety strategy (what you want them to do)
3. Safety Strategies: evacuate to a shelter, seal the room, drop cover and hold on, Etc
4. Hazards: weather, hazardous materials spills or leakage, earthquakes, tsunami, Etc
5. Initiate the Incident Command System and delegate roles as appropriate
6. Communicate with emergency responders

7. Notify the Assistant Superintendent of Student Services and Superintendent
8. Maintain situational awareness
9. Account for all students and staff using a Roster Event in the CrisisGo app
10. Once the incident has ended, release the alert in the CrisisGo app and announced the release of the alert on the PA system
11. Conduct an After Action Review

Suicide Committed

1. Call 9-1-1
2. Confirm the death
3. Verify details with the family and offer assistance, appropriate support, and referrals.
4. Notify the Assistant Superintendent of Student Services and Superintendent
5. Honor the family's wishes if possible
6. Convene school crisis team
7. Inform faculty and staff of the death. If the school is not in session, contact faculty and staff via phone tree, or using the CrisisGo app
8. Complete incident report
9. Prepare and send a letter home to parents and Guardians
10. Consider a school crisis assistance Center for emotional support students and staff
11. Allow faculty staff and students to attend the funeral
12. Conduct an After Action review

Suspicious Person or Activity

1. Receive information and maintains situational awareness
2. Call 9-1-1 if you haven't been notified of the activity by law enforcement
3. Initiate a lockout (SRP) using the CrisisGo app
4. Bring students inside the building in secure exterior perimeter
5. Usually (dependent on situation), business can be conducted as normal
6. Maintain situational awareness; Lockouts can lead to a Lockdown
7. Meet at Command Post and receive information regarding staff and students, and the situation
8. Notify the Assistant Superintendent of Student Services and Superintendent
9. Make contact with emergency responders for instructions and situation update
10. Once the event has ended, release the alert in the CrisisGo app
11. Conduct an After Action Review

Tsunami

1. Immediately following an earthquake, consider the possibility of a tsunami affecting the coastal waters and flood zones

2. If a tsunami warning has been issued by the NOAA, Santa Barbara County OEM, or another official agency, increase your situation awareness and begin to plan for the tsunami's arrival. Understand that tsunamis can last from several hours to several days after the initial arrival time, and its intensity can also increase after its initial arrival time.
3. Establish a command post on site and prepare to move site occupants to higher ground
4. Determine your sites status and prepare to report your status to the District Office
5. Notify the Assistant Superintendent of Student Services and Superintendent
6. Attend to any injuries in order of severity and call 9-1-1
7. Conduct damage (earthquake) assessment of buildings and infrastructure
8. Communicate with staff and parents
9. Evacuate or shelter as appropriate
10. Once the event has ended, release the alert using the CrisisGo app
11. Conduct an After Action review

Weapons Reported on Campus

1. Activate School emergency response plan: Lockout, Lockdown, Evacuate, Shelter, Etc., using the CrisisGo app. Announce the alert on the PA system
2. Contact 9-1-1 immediately
3. Notify the Assistant Superintendent of Student Services and Superintendent
4. Secure the main office area, if possible
5. If possible and safe to do so, gather all information of suspect(s) involved and relay to 9-1-1
6. Remain on 9-1-1 call to assist in law enforcement deployment and response
7. Lock doors if it can be safely done
8. Follow your training
9. When law enforcement arrives, direct them to the scene.
10. Administrators should stay out of view of gunman if possible
11. Work with police officers as directed. Police will evacuate students area by area
12. Work to maintain as much calm as possible
13. After gunmen are contained, account for all students and record extent of injuries
14. Develop a Communications plan and send a message to parents
15. Follow up at the hospital with any injured students or staff
16. Notify school counselors and the crisis team for post-incident counseling needs
17. After the event has ended, release the alert in the CrisisGo app, and release the alert on the PA system
18. Conduct an After Action review