

**LASSEN VIEW**

**School Safety Plan  
2022-23**



**Vision of School Safety-** Lassen View will continuously strive to create a physically and emotionally safe environment that optimizes learning and limits injuries.

**Goal of Safety Plan-** Our goal is to prepare for a variety of situations concerning safety issues.

<b><u>Table of Contents:</u></b>	<b><u>Page #</u></b>
Safety Quick Reference Page	3-6
Fire Drill Protocol	7
Buddy System	8
Primary Evacuation	9
Campus Evacuation	9-11
Bus Accident	12
Parent Communication	12-13
Incident Commander Responsibilities	13
Search and Rescue Team Responsibilities	14
First Aid Team Responsibilities	14-15
Evacuation Team Responsibilities	15
Student Supervision Team Responsibilities	15-16

# School Safety Quick Reference

To maximize safety, doors should remain locked at all times with the Lock Blocks in place! I am ok with keeping doors opens while you are not in there. While not great for students entering when they shouldn't, it does allow for a safe place to enter if we have a serious event at school. Please make sure your students know they should not enter a room without adult presence in there. They can ask a passing adult to supervise if they need to get something from inside a class.

Ear pieces have been purchased in order to eliminate students hearing information over the radio.

## **1. Sirens/Intruder Alert (Active Shooter Situation)**

- Hide, run, and be prepared to fight!! Lockdown if inside and if outside, need to decide to enter closest building or run away toward ditch, orchard next door, or over fences on north side (primary swing area) of campus. Assume a **Duck and Cover** position and use tables and desk as extra safety support by tipping toward danger location.

*If inside, teacher should eliminate as much noise as possible including cell phones, student talk, computers, etc.*

Example- Active shooter on campus, potentially dangerous individual on campus

## 2a. Lockdown

Will be announced over all call system and radio. All individuals should get inside and into lockdown ASAP. Be prepared to go to Duck and Cover and Active Shooter Situation at any moment. If unsure, assume **Duck and Cover** position until further information is available.

Example- car chase down freeway, a report of gunshots in the neighborhood, a report of a person with a weapon close to the school, a threat of violence made to school

## 2b. Soft Lockdown - No immediate danger but danger could happen in a worst-case scenario or something going on outside that we do not want students to see

Will be announced over all call system and radio

Example- Stand-off at house close to campus that the police have isolated with no threat to school, bad car accident in front of school, a long **Lockdown** where danger doesn't appear imminent and police have informed us the threat to the school at this point is minimal.....

\* Students are to stay in a locked classroom and inside until further notice. Ignore all bells. Class may continue as normal inside classrooms. Bathroom may or may not be granted availability (radio request for leaving classroom)....if bathroom can be used, adult presence outside necessary.....

## 3. Shelter-in-Place

1. **Air Pollution/Chemical spill-** Turn off air conditioning/heating
2. **Tornado or other weather condition-** All persons in portables should evacuate to a stronger building. That could be another classroom, the cafeteria, or the gym. All persons should stay as far from windows as possible and be prepared to take shelter under a table, desk, or other strong structure.

### 3. Insect or animal warning

## 5. Evacuation

1. **Earthquake-** Upon realizing an earthquake is taking place, **all persons should Duck and Cover.** Upon the end of the earthquake, students should be led outside as quickly as possible. Try to avoid areas next to windows, trees, and buildings as much as possible.
2. **Bomb Threat-** After evacuation, no one should be near any building.
3. **Fire-** \* See protocol for fire alarm.

Be prepared to take a different route and end up in a different area depending on the site of the fire. The first two areas are the PRIMARY areas of evacuation. You should always evacuate with your partner classes together to the same location.

### Primary areas of evacuation

Area 1- Playground and grass behind playground

Area 2- Grass behind gym-Egress is difficult here so patience is important.

**The following two areas are for extreme circumstances only.**

Area 3- Parking lot area- Except for Room 306, we want to stay away from parking lot due to the emergency vehicles entering the school parking lot.

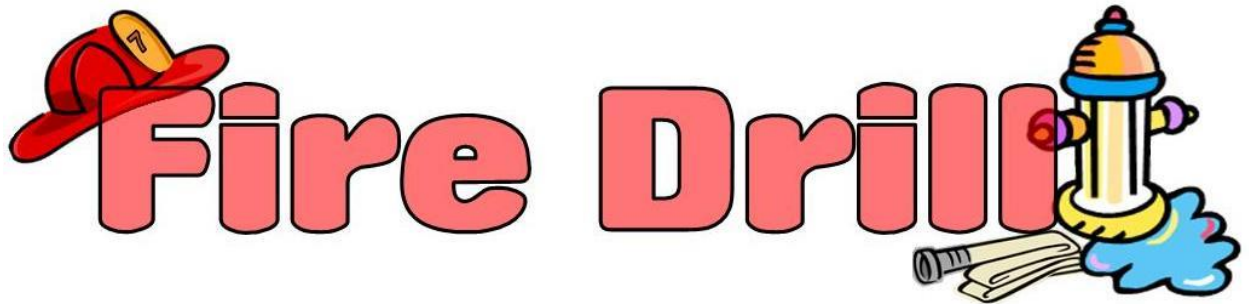
Area 4- Evacuation off campus into ditch and farm areas

## **6. Duck and Cover**

Duck and cover is a defense system to prevent an injury. It will most often be used during an earthquake or tornado. It will also be used in an active shooter situation.

### **Steps to Duck and Cover:**

1. All persons should get on his/her knees with head close to the ground. Use arms and hands to protect the head area.
2. Find a sturdy object to help with safety. If earthquake or tornado, objects will be coming from a high area and falling to the ground. Getting under a desk or table will help prevent getting hit by flying or falling object.
3. If an active shooter situation, tables and desks should be flipped toward the location of the shooter. All students and staff should place themselves behind the tables and desks for extra safety.



### Fire Drill Evacuation Protocol

For obvious reasons, we need to rethink our fire drill exiting plan. Unless you see flames or smell smoke, please wait before evacuating.

Please take the following steps:

1. Upon hearing the fire alarm, prepare to either evacuate or to take cover. If your radio is off, turn it on right away. Remind students to stay seated until further notice.
2. Without approaching the window, look for signs of a fire. Listen for radio confirmation of next steps.
3. Either Mr. Walker or one of the office or maintenance staff will give instructions on the next safety measure to take. If for some reason no instructions come through the radio or your radio is not working, make a decision based on the information you have concluded.

Evacuation areas:

Area 1- Playground area

Area 2- Grass area behind the gym

Area 3- Parking lot area (remember that the area in front of the school will have emergency vehicles coming into that area. Bring your class to an area in the parking lot out of vehicle path.

Area 4- Ditch and farm area out back

## **Buddy System**

***See Appendix Page 18 for further information***

**We are going to implement a teacher buddy system to free up staff members for duties during emergencies. To help with roll call efficiency, students should always line up in alphabetical order as determined by roll sheet.**

**We will put teaching staff into one of two job responsibilities- Student Supervision and Floater.**

**Floaters will be responsive to any call the Incident Lead. Job duties may include Search and Rescue, First Aid, Bus Transportation Supervision, Parent Unification, and/or Evacuation Supervision.**

**The Incident Lead is Mr. Walker. If he is not here, that responsibility will fall to Mr. Jackson. If both are not here, that responsibility will fall to Mrs. Ashlie Kramer.**

**Primary Areas of Evacuation- Unless there is a danger in your primary location of evacuation, your whole class will line up in the same spot for all evacuations. No matter what time of day it is or if student is in different class like the Learning Lab or Speech, students will line-up with their class's location every time unless they are in Ms. Orange's class. For PE or library, Mrs. Pluim or Mrs. Fox will walk class to line-up area. Teachers will be responsible for accounting for their students and their Buddy Teacher's student (if that teacher's group is called for support).**

### **Steps for Evacuating for Students not in their General Education Class:**

1. Evacuate with the supervising adult to playground or behind gym area.
2. Once evacuated to a safe place, adult gives student(s) permission to walk to their class line. The adult visually supervises the students to make sure they get to their class line.



*If you go off campus and don't have a sub, please call or stop in the office to inform us. One of the office staff will take your place if needed for student accounting during evacuation.*

## **Playground Area Evacuation**

### **Classroom Numbers**

**301-305**

**203-204**

**104-108**

### **Behind Gym Evacuation**

#### **Classroom Numbers**

**Room 101 and 201....egress by walking around office using sidewalk behind office if possible**

**Room 102 and 202-egress by walking by middle school bathrooms**

## **Campus Evacuation**

### **Lassen View Off-Site Evacuation Plan**

**Place: Crain Walnut**

**Address: 10660 Bryne Ave.**

**Los Molinos, CA 96055**

**Directions from School:**

- 1. Turn RIGHT out of school parking lot on Hwy 99**
- 2. Take the first LEFT on to LeClaire Ave.**

3. LeClaire turns into Decker Ave.
4. At stop sign in front on Crain Walnut sign, turn Right on Brynne Ave.
5. 10660 Bryne Ave. is on the left and is the main office for Crain Walnut

**\*\*\*\* If you are driving south on Highway 99 toward school (from Red Bluff direction), you will make a RIGHT on LeClaire Ave. All the other directions are the same.**

### **Plan for Student Evacuation**

- The buses will drop off students at break room/lunch area. The bus will turn left directly after the office building and drive between office and warehouse building. Once past the building, the bus will turn right and stop. Students will be evacuated into lunch room area. There are glass double doors leading to the lunch room. Once full, additional students will go upstairs. Bathrooms are both upstairs and downstairs in the building. If necessary, a storage room in an adjacent building will be used for students who cannot fit in building. An employee from Crain Walnuts will assist. The bus will circle the building and return to school for additional student evacuation.

### **Parent Pick-Up**

- Parents will park in the gravel employee parking lot. Once arriving at 10660 Bryne Ave., parents will turn BEFORE the main office and into the parking lot. Employees from Crain Walnut will be available to direct traffic to the parking lot.
- School staff will have a table in front of the glass double doors to check out students as quickly as possible.

## **Responsibility of School Staff**

- Students will need supervision inside buildings by school staff.....staff should bring their radios with them and transport with classes by bus
- Any additional school staff will be used to assist in parent-student reunification

### **Reunification Staff Will Need**

- Radios
- Class lists with parent contact information and approved adult contact list
- Cell Phones
- Computers if possible

## **Protocol for Student Release**

- Parents will check in at the checkout table.
- If the school staff member is familiar with parent/adult, he/she will make a note on class list of who picked up student and the time of pick-up.
- If the adult is unknown, the school staff member will ask for identification and check the contact list for the student.
- The adult will either make a radio call for student and/or give name to staff member to locate student inside building.

*If the adult picking up student(s) is unknown and does not have identification, a school staff member will check with student to make sure the student knows the person before letting the child go with the adult.*

**All students being checked out will be noted on the class lists of who picked up child and what time it happened.**

**If school staff at reunification table is unsure of the adult picking up a child, all available staff members who know the child will coordinate to allow pick up. That could be classroom teacher, aide in the class, office staff, the principal, etc.**

## **Bus Accident**

### **Checklist**

- Move bus to safe area if possible.
- Radio or call office and relay known injury information and location
- Office calls 9-1-1 if necessary....Call CHP office if no injuries
- Office calls Superintendent immediately
- Once bus is safe, remove keys from the ignition and activate hazard lights
- If conditions are safer outside the bus than inside, evacuate bus. Students should be supervised at all times.
- Refer any media to the Superintendent. Do not answer any questions.
- Follow law enforcement's direction
- When time permits, office calls Tehama County Department of Education

**CHP- 527-2034**

**TCDE- 527-5811**

## **Communicating with Parents**

The Incident Commander (IC) will be responsible for notifying parents using Blackboard Connect. Parents' in schools all over the country have had similar complaints with lack of communication from the school during an emergency. This is not always a bad thing. If the school communicates too quickly, it could lead to a problem with parents calling and coming down to the school.

The IC will send out a message using Blackboard Connect as soon as time and information become available. If the IC feels the need to send out a message but cannot physically do it, one of the office staff will send out a template with a generic "Lockdown" message. When time permits, the IC will send out a more detailed informational message.

The IC will have an office staff member update the Facebook page with information as he/she directs.

## **Incident Commander Responsibilities**

**The Incident Commander is solely responsible for emergency operations and shall observe and direct all operations.**

### **Responsibilities**

- Implement the Crisis Response Plan and necessary Initial Actions such as “Lockdown” or “Shelter-in-Place”
- Assess the type and level of emergency
- Determine threat to human life and school structures
- Call and Command Floating Staff Members as needed
- Recommend to staff to put ear piece in radio
- Communicate, using office staff if needed and available, with staff to keep them apprised of the situation
- Communicate with parents as time and information become available by using Blackboard Connect.....Use the template if needed. The following people have log ins to activate the system:
  - Jerry Walker
  - Dan Jackson
  - Ashlie Kramer
  - Cari Miller
  - Shanna Rocha
  - Diane Reynolds (SERRF Leader)
- If needed, make the decision to evacuate the school to Crain Walnut
- Coordinate evacuation with “Campus Evacuation Team” to make evacuation as calm and smooth as possible
- Student supervision team is responsible for their class(es) by riding the bus with them and supervising at Crain Walnut
- Release teacher duties as determined by situation

## Search and Rescue Responsibilities

The purpose of this team is to locate trapped, lost, or injured staff and students.

### Responsibilities

- Divide into smaller teams as needed to search campus. The smallest team should be 2 members
- Take no action that could endanger you
- Report hazardous conditions to Incident Commander
- If fire, earthquake, tornado, or similar event happens that damages buildings, do a complete walk around to ensure safe to enter
- When building is completely searched, use chalk to put X on door so other teams know it has been checked
- If injured student is found, relay information to Incident Command. Be specific with location and level of injury. **If you do not get a response, repeat the transmission (only one person can talk on radio system at a time and your message might not have gone through)**
- If student is found, walk him/her back to their class's location and notify Incident Command

## First Aid Team

### Responsibilities:

- Take no action that might endanger you
- Do not work outside of your expertise
- Use gloves as needed
- Obtain First Aid kits from Incident Command
- Stay with injured student until emergency help arrives, an office staff member can supervise the injured person, or Incident Command releases you

- Keep your CPS and First Aid current
- Return to supervising your class when dismissed from First Aid duties

**Evacuation Team- The purpose of this team is to assist with the evacuation of all students and staff to Crain Walnut.**

**Responsibilities**

- Meet early in the year to create a plan for evacuation
- When called by Incident Commander, have class go to location of buddy teacher's class
- Report to Incident Command to execute evacuation plan
- Evacuation Lead will coordinate classes to load on bus
- Rest of team will help classes with location of bus.....if there is a part of the school we do not want students to see, the bus loading area needs to be in a location to avoid that area
- Ensure supervising teachers ride bus with their class and buddy's class if needed
- Report back to Incident Command

**Student Supervision Team**

**Responsibilities**

- Supervise your students and your buddy teacher's students if needed
- Direct class to safe locations
- Direct students as needed to Duck and Cover, Run, Hide or Fight, or evacuate location to safer location

- If school evacuation order is given, stay with your class(es) in a safe location until give the order to load the bus. You will ride the bus with the group you are supervising and stay with them at Crain Walnut until dismissed
- Despite circumstances, do your best to stay calm. If you are unable to maintain composure, students will not be able to either.

**Buddy System Appendix**

If we need a Search and Rescue or we need to evacuate campus, we will have the following system in order to free up teaching staff. The first staff member is the teacher who will stay in their own classroom and supervise both classes of students. The second staff member listed will be available as a floater if called for help. Floaters should report to the area called for by Mr. Walker or Mr. Jackson.

Prior to the floater teacher leaving, he/she will ensure that the class is with his/her buddy teacher. If a classified aide is available, the floating teacher can decide, depending on the situation, if his/her class can safely be left in the homeroom class and will communicate with buddy teacher that there is adequate supervision.

<b><u>Stay with Students</u></b>	<b><u>Floater (if needed)</u></b>
Ward	Hickok/Jackson
Rosso	Mendonsa
Darst	Slaughaupt
Kehoe and Smith	Spangler
Plemons	Davis
Cheadle	Hurst
Hamre	Gilardi
Kent	Hermann



The floaters will report to a specific area. Duties may include:

- Search and Rescue
- First Aid
- Bus Transportation Organization and Supervision
- Evacuation Area Supervision
- Release to Parents