



## **Meadows Union School District**

2059 Bowker Road  
El Centro, CA 92243  
(760) 352-7512

# **COMPREHENSIVE SCHOOL SAFETY PLAN 2018-2019**

**NAME OF PRINCIPAL:** Summer Heraz

**NAME OF SUPERINTENDENT:** Mario A. Garcia

**Date of Revision:** February 2018

**Date of Approval by SSC:** (Pending)

**Date of Approval by Board of Trustees:** (Pending)

**MEADOWS UNION SCHOOL DISTRICT**  
**2018-2019 SAFETY PLAN**  
**TABLE OF CONTENTS**

Description of Terms and Duties .....	2-4
Emergency/Service Numbers .....	5-6
Board Members .....	7
Confidential Telephone Numbers .....	8
Preparedness .....	9-10
Drills .....	11-12
Earthquake Emergency Procedures .....	13-16
Lockdown Drill .....	17
Lockdown Emergency Procedures .....	18-19
Bomb Threat Emergency Procedures .....	20-21
Fire Evacuation Procedures .....	22-23
Disturbances, Disorders and Demonstrations Emergency Procedures .....	24-25
Procedures for the Closing of School .....	26
Emergency Procedures-Africanized Honey Bees .....	27
Emergency Procedures for Chemical Spills .....	28
Emergency Procedures for an Explosion/Sudden Flash of Light .....	29
Emergency Procedures for a Fallen Aircraft .....	30
Emergency Procedures for a Fuel Spill .....	31
Emergency Procedures for a Blackout .....	32-33
Air Quality Emergency .....	34
Van or Bus Emergency .....	35
Safety/Evacuation Plan for Individuals with Disabilities .....	36-39
Severe Wind Emergency .....	40
Emergency Drill Report .....	41
<b><u>List of Exhibits</u></b>	
School Safety Record Sheet. ....	Exhibit A
Emergency Evacuation Maps .....	Exhibit B
Influenza Plan .....	Exhibit C
Gunfire .....	Exhibit D
Mandated Topics .....	Exhibit E
Harassment Policy .....	Exhibit F
Discrimination Policy .....	Exhibit G

Date of Revision: February 28, 2018

Summer Heraz

### **Command Post**

Meadows will designate an area as their **Command Post**. Each site will also designate an **Alternative Command Post** in the event the primary one cannot be used. Secretaries and other designated personnel will take radios to the command post. They will coordinate and manage all other team operations until the **Site Administrator(s) and/or designee** arrives at the **Command Post**. A communication system will be established with the **district office** and with **emergency services**. One primary and one secondary person at each site will be designated to use the **“County Call” Emergency Radio**. These names will be submitted to the **Superintendent**.

### **First-Aid Team**

This team will take the **First-Aid Supplies** and establish the first-aid station, as designated at school site, close to an accessible point for emergency vehicles. They will record any injuries and provide first-aid. If not needed for first aid, they will assist in the field. The nurse will be at the main office and report on the greatest need as determined by the Superintendent.

### **Utilities**

Electricity and gas should be checked and turned off, if necessary.

- Custodians
- Maintenance
- Groundskeepers

### **Search and Rescue**

Meadows shall designate members for the **Search and Rescue Teams**. At least one member of each team will be equipped with a radio. These groups shall report to the command post to verify the need for search and rescue.

### **Student Pick-Up**

Assist secretaries in locating students as parent(s) arrive to pick them up. Assist in documenting time and name of adult picking up student. **A student may only be checked out by a parent/guardian or other person listed on their emergency card.**

### **Security**

They will first report to the command post. Their role is to secure the perimeter, secure all entrances to prevent anyone from entering the school without permission of the command administrator or designee, and to direct parents to the student pick-up gate, as designated at site.

### **Morgue**

This team will protect any bodies until the coroner can examine and release them. If the team is not needed, they will assist in other areas as designated by the command administrator or designee. This area should be away from all activity areas as designated by the command administrator or designee.

### **Runners**

They will help, where needed, as directed by command administrator or designee.

- Extra staff
- Responsible students (8<sup>th</sup> Graders)

### **Custodial Staff**

The custodial staff shall be:

- Responsible for emergency equipment, handling of supplies, and the safe use of available utilities
- Survey and report damage to command post
- Assist in rescue operations, as required
- Initiate firefighting efforts, when necessary, until emergency personnel arrives
- Control main shut-off valves for gas, water, and electricity, and assure that no hazard results from broken lines
- Know procedures for setting up emergency sanitary facilities
- Know location of disaster equipment and supplies and take to the Command Post

### **Food Services Director/Personnel**

The Food Services Director and staff shall:

- Direct the use and preparation of cafeteria and water supplies when feeding of students is needed
- Cafeteria personnel shall act under the direction of the Superintendent/Chief Business Official and the Food Services Director

### **Classified Personnel**

Classified personnel shall:

- Assist in the area(s) of need as designated by the command administrator or designee
- Act under the direction of the site principal, or administrative designee

### **Student Supervision**

All available staff, not needed for a specific duty, shall assist in supervising students as they are checked out or as directed by the command administrator or designee.

### **Buddy Teams**

Each group of no less than three teachers/classrooms shall act as support for each other. In the event one teacher is injured, the other two will supervise his/her students. Teams will be assigned by the site principal or designee. This information will be given to the Superintendent.

### **Handling First Aid and Fatalities (keeping records regarding treatment of ill/injured):**

- Record the name of the injured person who left
- Why the injured person left (transported, taken to first-aid, etc.)
- Where the person was taken (hospital, doctor, etc.)
- Pin an ID tag on the injured person stating:
  - \*The condition when the person was found
  - \*The treatment given
  - \*The condition of the person when taken

## **Emergency/ Service Numbers**

### **Imperial County Office of Education**

Information	760-312-6464
Superintendent	760-312-6440
Imperial County Fire Department	911/760-353-5222
Imperial County Sheriff's Office	911/760-339-6311
American Red Cross	760-352-4541
National Guard	760-352-4991

### **Community Agencies**

Immediate assistance	County Call Radio
Immediate assistance	911
Office of Emergency Services	760-355-1164
Ambulance/Paramedics	911
Imperial County Sheriff's Department	760-339-6311
Imperial County Child Protective Services	760-337-7700
Imperial County6 Emergency Medical Services	760-339-4468
Imperial County Environmental Health Services	760-339-4203
Imperial County Hazardous Materials	760-339-4203
Imperial County Mental Health Services	760-339-4501
Imperial Irrigation District – Power	760-339-9510
Imperial Irrigation District	760-339-9220
Poison Control Center	800-876-4766
Southern California Gas Company	800/622-9777/
	800-427-2200

### **Hospitals**

El Centro Regional Medical Center	760-339-7100
Pioneers Memorial Hospital	760-351-3333

### **Other Health Services**

General Information	760-482-4438
Africanized Bee Emergency	800-533-5110
CA Children's Service	760-482-4432

### **Radio Stations**

KXO AM 1230	760-352-1230
KXO FM 107.5	760-352-1230
KROP AM 1300	760-344-1300
KSIQ FM 96.1	760-334-1301
KICO AM 1490	760-357-5055
KWST 1430	760-334-1301
KGBA FM 100.1	760-352-9860

### **Other Resources**

State Office of Emergency Services	916-427-4201
San Diego County Disaster Preparedness	619-565-3490
Federal Emergency Management Agency	202-646-2812
CA Earthquake Preparedness Project	818-795-9055
CA Emergency Services Association	415-646-5908
Quakesafe Resource Center for Schools	213-744-2008
American Red Cross	760-352-4541
Civil Defense	619-565-3490
Governor's Office of Emergency Services	916-427-6659
CA Dept. of Education Facilities Planning Division	916-322-2481

### **Board Members**

**Ernesto Pinedo**

155 E Ross Rd

El Centro, CA 92243

760-427-1333 hm. 760-352-6601 wk.

[erniemaster200@yahoo.com](mailto:erniemaster200@yahoo.com)

**Enrique Cervantes**

2133 E Villa Rd

El Centro, CA 92243

760-335-3680 hm. 760-532-0545 wk.

[ezcervantes@msn.com](mailto:ezcervantes@msn.com)

**Brenda Villegas**

2095 Bowker Rd

El Centro, CA 92243

760-427-9184 hm. 760-356-2929 wk.

[bvillegas@holtville.k12.ca.us](mailto:bvillegas@holtville.k12.ca.us)

**Beatriz Rodriguez**

231 Gillett Rd.

El Centro, CA 92243

760-352-5384 hm. 760-554-0626 cell.

[msbearod@gmail.com](mailto:msbearod@gmail.com)

**Rochelle Rolfe**

1951 Bowker Rd.

El Centro, CA 92243

760-562-8493 cell 760-352-7512

[rochellerolfe@gmail.com](mailto:rochellerolfe@gmail.com)



### **Emergency Phone Numbers (Confidential)**

Mario A Garcia  
760-352-7512  
760-879-1900

Superintendent

Summer Heraz  
760-352-7512  
760-791-5858

Principal

Maribel Paez  
760-352-7512  
760-234-3322

Chief Business Official

Albert Topete  
760-352-7512  
760-791-6049

Maintenance Supervisor

Ted Moreno  
760-352-7512  
760-909-9812

Cafeteria Manager

Anthony Lopez  
760-352-7512  
760-960-1243

Special Ed Coordinator

Becky Barham  
760-352-7512  
760-960-6202

Nurse

Edith Martinez  
760-352-7512  
760-554-9920

ASES Coordinator

## Preparedness

### Retaining Students During a Disaster

It shall be the policy of the Meadows Union School District to hold all students during a Disaster until clearance for their dismissal has been obtained from site administration or from the District Office. Students will only be released to a parent, legal guardian, or an appropriately authorized individual listed on their emergency cards. All staff members are required to stay on site until released by the Superintendent.

According to Civil Defense authorities, school buildings, as a rule, represent more solid and safe construction than most homes or other dwellings. In addition, school grounds provide large, clear, unobstructed areas for evacuation.

### Release of Students

Students will be released during a disaster, occurring during the regular school day, only if their parents, legal guardians, or a previously designated adult comes to the school personally to pick them up.

The fact that parents know where their children are, that they are under supervision, and that precautions for their safety will be observed should help to prevent panic and confusion.

### Participation in Drills

How one reacts in emergencies will depend largely on how well one has been trained to react. Therefore, frequent instruction and practice is important so that **ALL** involved react **automatically** to emergency signals and situations. **Basic emergency procedures must be the same at all sites in order to best ensure the safety of all students and staff.**

The Education Code of the State of California provides that the system of drills in the area of Civil Defense Preparedness and Fire, once adopted by a Board of Education, becomes a requirement for all students.

**ALL occupants of the school site, including teachers, administrators, classified employees, and other adults or children must leave the school's buildings during a drill. Students are to leave the buildings in an orderly and rapid manner. All participants should treat any drill as if were an actual emergency. If students do not follow ALL directions and leave in an orderly manner, the drill MUST be repeated.** The more drills become a matter of routine for the students and staff, the less panic there is apt to be if a real disaster/emergency should occur during school hours.

### **Signal Devices**

A megaphone, whistle, or messenger may serve as a signaling device.

### **Emergencies during Passing Periods/Recess/Lunch**

**Middle School 6-8:** Students should report to their teachers in the fire drill assembly area. If there is an earthquake, students should sit, away from buildings, until the shaking has stopped before reporting to their teachers.

**Elementary TK-5:** Students should report to their teachers in the fire drill assembly area. If there is an earthquake, students should sit, away from buildings, until the shaking has stopped before reporting to their classrooms/teachers. Before reporting to their assigned stations, **Classified Staff** will assist students in finding their teachers/locations.

## Drills

### ***Fire or Evacuation:***

- Signal: **Three bells, pause, three bells, pause - Repeat**
- Procedure: Students and adults evacuate the buildings to designated areas according to the **Site Administration's** prearranged plans . The **teacher** will be the **last person to leave the classroom**, taking the class records and/or roll and keys with him/her, and closing the doors and windows if possible. **Site Administrators & Maintenance Personal will check all areas to make sure that all procedures were followed. There should be NO talking during the drill/evacuation**
- Recall: **One, continuous bell will sound** and the Principal or Designee will announce for all staff and students to return to their classrooms at the end of the drill.
- Note: The **Pre-designated teams** are to ascertain that all classrooms, assembly rooms, and restrooms are evacuated, as well as check on all utilities, such as electricity, gas, and water shut-offs and report finding to the Site Administrator.
- Reporting: All drills are to be reported to the Imperial Fire County Fire Department.

### ***Earthquake or Other Disaster:***

- Signal: **Three bells, pause, three bells, pause – Repeat**  
**Teacher order to “DROP”**
- Note: In a real earthquake the shock or tremor will be the signal, in which case each teacher and his/her class will proceed immediately as indicated below.
- Procedure: **KEEP CALM – DO NOT RUN**
- If indoors:*
- Drop to the floor beneath a desk, chair, table or bench with back to any windows.
  - If there is nothing to get under, get close to an inside wall, away from windows.

- In a bent and crouched over position, bury face in the crook of one elbow, place the other hand over the back of the neck.
- Cover the head with a coat or sweater or notebook, if handy
- After shaking is over, and/or evacuation signal is given, go to the assembly area

*If outdoors:*

- Get away from all buildings
- Stay clear of walls, power poles, trees, loose wires, and metal fences.
- Lie flat on the ground and bury face in the crook of one elbow, place the other hand over the back of the neck.

**Note:** The Site Administrator will sound the alarm for evacuation after the above procedures have been followed. After checking to see that all staff and students have arrived at the evacuation area and all procedures have been followed he/she will sound the alarm to return to classrooms.

In the case of a real earthquake, the evacuation or fire drill signal is given to evacuate the buildings after the initial earthquake shocks have subsided. In the event of a loss of power if, in the judgment of the teacher, it is advisable and necessary to evacuate the classroom for safety the standard evacuation procedures should be followed.

**Recall:** The Site Administrator or Designee will use the regular signal, one long bell, which calls all students into the buildings at any time.

**Two practice drills are required to be held each quarter.** Two types of practice drills are **Recommended** each month. Drills are to be reported to the **Superintendent** on the Emergency Drills Report Form. Drills may be held at the option of the Site Administrator.

Because a disaster can occur at any time of the day, when pupils may be in any given area, drills should be scheduled at various times and under varying circumstances. Pupils and staff should learn to respond properly to warning signals whether they are in the cafeteria, on the school grounds, corridors, or in the classroom. Specific instructions covering the various circumstances should be **effectively** communicated to all students at least once each quarter.

## **EARTHQUAKE EMERGENCY PROCEDURES MEADOWS UNION SCHOOL DISTRICT**

The Meadows Union School District earthquake emergency policy is based initially on the fact that the safest place for young people, in the event of an earthquake during the school day, is the school. Such an occurrence places a heavy burden on the school administrator(s) and the school staff. Nevertheless, the safety and welfare of the students during such an emergency is the responsibility of the District and Site Administration and the school staff. Students, in turn, have definite responsibilities in relation to staff members, to one another, and to themselves. To assure safety and well-being during an earthquake emergency, all of the responsibilities of administrators, staff, and students have been detailed in this section. Similarly, emergency procedures for all have been established. During an earthquake emergency, district and site administrators and school staff must fulfill their responsibilities and follow the procedures that have been established.

It is important to note that in a disaster such as an earthquake, the District and Site Administrators cannot determine the conditions outside of the school; therefore, the safest place for students and staff is the school environment.

### **Staff Responsibilities**

Under California Law, the school principal is entrusted with the overall administration of his/her school and the responsibility for the safety and welfare of the young people attending that school. This responsibility extends to emergencies which threaten the safety and welfare of all students and staff and which may go beyond the school day. **All staff is required to stay on site until released by the Superintendent.**

In times of emergency, the school principal has the necessary authority to do what is necessary to protect the safety of students and staff. He/she has the authority to assign certificated or classified staff to perform required duties at assigned stations during an emergency. The extent to which volunteers may be used is at the principal's discretion.

## Earthquake Emergency Procedures

### In the Classroom:

- Teacher gives **DROP** command at first indication of impending quake (ground movement)
- Students drop to the floor beneath a desk, chair, table or bench with back to any windows in a bent and crouched position. Cover face and head with arms.
- Students remain in **DROP** position until ground movement ends
- Upon conclusion of ground movement, teacher must ascertain possible injuries and determine the ability of the class to evacuate.
- The teacher takes record-keeping information and emergency folders from classroom and prepares to evacuate to the pre-determined location using the route posted on the Evacuation Map
- In the absence of an evacuation signal from the office, the teacher shall use his/her own judgment to determine the appropriate time to evacuate to the pre-determined Emergency Assembly Area at each school site.
- Staff must use a **Buddy System** so that if a student or a teacher cannot evacuate with the rest of the class, one teacher may remain with the injured student or teacher while the other teacher supervises the classes during the evacuation. Members of each Buddy System must have been pre-assigned so that everyone knows who they are.
- Upon arriving at the evacuation area, staff **MUST** report any injured or missing students and/or staff to the **Command Post** as soon as possible. The Site Administrator will forward the information to the Superintendent.

### During Passing Periods/Breaks/Lunch:

- Students assume the **DROP** position under lunch tables, benches, or in the open upon the first indication of ground movement.
- Students remain in the **DROP** position until ground movement ends.
- Students and staff evacuate the area in an orderly manner and report to the Emergency Evacuation Areas as pre-determined at each site.
- Teachers responding to the Evacuation Area should report to their pre-assigned stations.
- **Middle School 6-8:** Students should report to their teachers in the Evacuation Area.
- **Elementary School TK-5:** Students should report to their teachers in the Evacuation Area. Before reporting to their assigned stations, **Classified Staff** will assist students in finding their teachers/locations.

### **En Route (To and From School):**

- Site Administrators should assist students in immediate proximity to the school at the onset of the emergency
- Families should be encouraged to develop plans for **En Route** emergencies
- Site Administrators should consult with the District Office, if possible, to determine whether or not to invoke part or all of the appropriate school emergency plan to meet the particular situation

### **Campus Sweep and Rescue:**

- To ensure that each student and staff member is evacuated and accounted for, the Site Administrator(s) should quickly organize **Search and Rescue Teams** to respond to any injured or trapped student/staff emergencies
- Upon discovery of an injured party, the team should use their best judgment regarding whether to attempt an immediate rescue or to send for help. **Note the name and location of the trapped/injured party on the Injury List and immediately send to the Command Post**
- Assigned Team Members should assess damage to specific structures (ie: cafeteria, classrooms) to see if they can be used during the emergency. Utility capabilities such as gas, electricity, water, and sanitation should be assessed as soon as possible

### **Site Safety Team**

Members of the **Site Safety Teams**, with responsibility for securing the various gates to the school, should report to their stations as soon as possible. Outside gates must be secured to prevent students from leaving and to prevent unauthorized access by community members to the school.

Parents are to be directed to the designated areas at each school site to pick up their children.



## **Problems to Anticipate**

- **CELL PHONES ARE NEEDED FOR EMERGENCIES. ALL OTHER CELL PHONE USE BY STAFF AND STUDENTS SHOULD BE DISCOURAGED**
- Substitutes and new teachers may need assistance with evacuation procedures
- **Students and/or staff with disabilities** may need assistance. **A plan for assistance should be in the office** at each school site and the method(s) of assistance should have been practiced during drills
- Some classrooms may have students trapped inside who may need First Aid or Rescue
- Many parents will not know the names of all of their children's teachers
- Waste baskets with liners may need to be used as the only means of sanitary facilities
- Police or Fire officials may need to establish a morgue facility at a school site
- Student Leaders (8<sup>th</sup> Graders) may need to be pressed to assist with some emergency activities
- At least 100 gallons of water needs to be on hand at all times
- **Students may not be released to unauthorized 'friends' and/or 'family members' who may come to pick them up**
- Be prepared for a certain amount of 'panic' from students and/or staff and parents. Have a staff member designated to assist in 'calming' them down

## **Alternative Emergency Assembly Area**

There always exists the potential for an emergency of such proportions as to render the **primary Emergency Assembly Area at a site unsafe. In this case, it will be necessary to evacuate to the Alternative Emergency Assembly Area** as designated at each site.

## Lockdown Drill:

**Signal:** The Site Administrator will announce via the PA system **“WE ARE IN LOCKDOWN”. IN CASE OF A REAL EMERGENCY, THE SUPERINTENDENT, THE PRINCIPAL, AND THE CBO WILL IMMEDIATELY BE NOTIFIED. THE SCHOOL SECRETARIES WILL NOTIFY ALL PARENTS VIA PHONES.**

**Procedure: REMAIN CALM!**

### *If indoors:*

- ALL teachers are to immediately lock their doors and turn off the lights. The Office Receptionist is to immediately lock the office doors and turn off all lights. **All students are to immediately sit on the floor with their backs to the wall away from any windows/glass. The teacher is to sit or stand where he/she can monitor the class, be away from any glass and listen for further instructions**
- Gather any students outside near your door and have them go inside
- If students and staff are in the **cafeteria**, they should stay there. Doors should be locked, students and staff should take cover and stay where they are until directed to do otherwise by Site Administration or Emergency Personnel
- Stay where you are until instructed otherwise by Site administration or Emergency Personnel

### *If outside:*

- Students and staff should proceed immediately to a secure area, if possible
- Students and staff should enter the **nearest** classroom, library, or safe room, if possible. Remain there until instructed otherwise by Site Administration or Emergency Personnel
- If students are on the playground, **Supervisors** will direct the students into the nearest classroom, library or cafeteria; take cover and follow all procedures. **Do not take shelter in a restroom as the doors cannot be locked**

## **LOCKDOWN EMERGENCY PROCEDURES MEADOWS UNION SCHOOL DISTRICT**

### **Lockdown Emergency Procedures (Intruder, gunfire, or other threat to safety)**

The primary responsibility of the Meadows Union School District is the safety of all students and staff. In the event that any site should experience an incident of violence, an intruder on campus, a threat or if gunfire is heard, the following procedures should be followed. The safety and welfare of the students during such an emergency is the responsibility of the District and Site Administration and the school staff. Students also have definite responsibilities in relation to staff members, to one another, and to themselves. To assure safety and well-being during a lockdown, the responsibilities of administrators, staff, and students have been detailed in this section. Emergency procedures have been established. During a lockdown, imminent threat, District and Site Administrators and school staff must fulfill their responsibilities and follow the procedures that have been established. During a lockdown emergency, District and Site Administrators and school staff must fulfill their responsibilities and follow the procedures that have been established.

If there is an act of violence, an intruder on campus, a threat or if gunfire is heard, **Site Administration or Emergency Personnel may declare a lockdown. The District Superintendent and Emergency Personnel must be notified immediately. The Principal will be notified in order to implement the PHONE notification system.**

### **Staff Responsibilities**

Under California Law, the Site Administrator is entrusted with the overall administration of his/her school and the responsibility for the safety and welfare of the young people attending that school. This responsibility extends to emergencies which threaten the safety and welfare of all students and staff and which may go beyond the school day. All staff is required to stay on site until released by the Superintendent.

In times of emergency, the Site Administrator has the necessary authority to do what is necessary to protect the safety of students and staff. He/she has the authority to assign certificated or classified staff to perform required duties at assigned stations during an emergency.

### **Lockdown Emergency Procedures – REMAIN CALM**

### **In the Classroom:**

- If the **Lockdown Command** is heard or if **Gunfire** is heard, all teachers are to immediately lock their doors and turn off the lights. The **receptionist** is to lock the doors to the office and turn off all lights. **All students, in any building, are to immediately sit on the floor with their backs to the wall, away from any windows/glass. The teacher and/or any staff member is to sit or stand where he/she can monitor the class or students, be away from any glass and listen for further instructions.**
- **Emergency personnel and the Superintendent should be notified immediately by the best possible means (school phone, cell phone, county call radio)**
- Gather any students who are outside, near your door, and have them go inside
- If students and staff are in the cafeteria or library, they should stay there. Doors should be locked and lights turned off; students and staff should take cover and stay where they are until directed to do otherwise by Site Administration or Emergency Personnel
- Account for all students and staff; if a student or staff member is missing, notify the Site Administrator immediately
- If a medical emergency arises, render first aid and report to Site Administrator or Emergency Personnel
- **Cell phones should not be used except by the Site Administrator**
- **Reassure your students and STAY CALM**
- Stay where you are until instructed otherwise by Site Administration or Emergency Personnel

### **Outside of the Classroom:**

- Students and Staff should proceed immediately to a secure area, if possible
- Students and staff should enter the **nearest** classroom, library, or safe room if possible. Restrooms should not be used since they cannot be locked
- If students are on the playground, **Supervisors** will direct the students into the nearest classroom, library or cafeteria; take cover and follow all procedures. **Do not take shelter in a restroom as the doors cannot be locked**
- Remain where you are until instructed otherwise by Site Administration or Emergency Personnel

## **BOMB THREAT EMERGENCY PROCEDURES MEADOWS UNION SCHOOL DISTRICT**

The primary responsibility of the Meadows Union School District is the safety of all students and staff. In the event that any site should receive a bomb threat, the safety of students and school personnel shall have the highest priority when considering procedures to follow after receiving such threat. The following procedures have been established to enable **all school personnel to be consistent** in handling these situations. The safety and welfare of the students during such an emergency is the responsibility of the District and Site Administration and the school staff. Students also have definite responsibilities in relation to staff members, to one another, and to themselves. To assure safety and well-being during a bomb threat, the responsibilities of administrators, staff, and students have been detailed in this section. Emergency procedures have been established. During a bomb threat, District and Site administrators and school staff must fulfill their responsibilities and follow the procedures that have been established.

**If there is a bomb threat, Site Administration is to immediately notify Emergency Personnel and the Superintendent. The Superintendent will notify the Principal who will implement the phone system.**

### **Staff Responsibilities**

Under California Law, the Site Administrator is entrusted with the overall administration of his/her school and the responsibility for the safety and welfare of the young people attending that school. This responsibility extends to emergencies which threaten the safety and welfare of all students and staff and which may go beyond the school day. All staff is required to stay on site until released by the Superintendent.

In times of emergency, the school principal has the necessary authority to do what is necessary to protect the safety of students and staff. He/she has the authority to assign certificated or classified staff to perform required duties at assigned stations during an emergency.

## **Bomb Threat Emergency Procedures**

**The following procedures have been establish to enable ALL school personnel to be consistent in handling these situations:**

- The person receiving the call should engage the caller in a conversation to get as much information as possible from the person making the threat
  - **Ask what time the bomb is set to go off**
  - **Ask questions regarding the specific location (building, room, closet, etc.)**
  - **Ask about appearance of the bomb package**
  - **Listen for background noise (radio, talking, traffic, etc.)**
  - **Listen for tone/behavior of caller (panic, calm, hysterical, etc.)**
  - **Was it possible to tell if the caller's voice was young or old?**
- Notify the proper authorities immediately
  - **Call** **911**
  - **County Call Radio** **For all responders**
  - **Superintendent** **760-879-1900/760-352-7512**
- The Site Administrator shall sound the alarm for evacuation. The evacuation procedures will be followed with attention given to the possibility that evacuation routes may need to be altered based on information received at the time of the threat in order to assure that students and staff do not exit in the proximity of the suspected bomb's location.
- All students should take their backpacks to the evacuation site
- When a building is evacuated, students will **NOT** return to the building until Emergency Personnel deems it is safe and the ALL CLEAR signal (one long bell) is given
- If a **suspect package** is seen, it must not be approached or touched and must be reported to the Site Administrator who will inform Emergency Personnel
- Walkie Talkie radios and Cell Phones should **NOT** be used in the area until the ALL CLEAR has been given by Emergency Personnel
- Site Administration will immediately notify the Superintendent when the site has been cleared by Emergency Personnel. The Principal will send the ALL CLEAR through Phone system

## **FIRE/EVACUATION PROCEDURES MEADOWS UNION SCHOOL DISTRICT**

The primary responsibility of the Meadows Union School District is the safety of all students and staff. In the event that any site should experience a fire, the safety of students and school personnel shall have the highest priority when considering procedures to follow. The following procedures have been established to enable **all school personnel to be consistent** in handling these situations. The safety and welfare of the students during such an emergency is the responsibility of the District and Site Administration and the school staff. Students also have definite responsibilities in relation to staff members, to one another, and to themselves. To assure safety and well-being during a fire, the responsibilities of administrators, staff, and students have been detailed in this section. Emergency procedures have been established. During a fire, District and Site administrators and school staff must fulfill their responsibilities and follow the procedures that have been established.

**If there is a fire, Site Administration is to notify Emergency Personnel and the Superintendent. The Superintendent will notify, if necessary, the Principal who will implement the phone system.**

### **Staff Responsibilities**

Under California Law, the Site Administrator is entrusted with the overall administration of his/her school and the responsibility for the safety and welfare of the young people attending that school. This responsibility extends to emergencies which threaten the safety and welfare of all students and staff and which may go beyond the school day. All staff is expected to stay on site until released by the Superintendent.

In times of emergency, the school principal has the necessary authority to do what is necessary to protect the safety of students and staff. He/she has the authority to assign certificated or classified staff to perform required duties at assigned stations during an emergency.

## Fire Emergencies

The following procedures have been established to enable ALL school personnel to be consistent in handling these situations:

**Signal:** Three bells, pause, three bells, pause – Repeat – or the sound of the fire alarm that has been pulled and the alarm sounds school wide.

**Procedure:** KEEP CALM – DO NOT RUN – IMMEDIATELY NOTIFY EMERGENCY PERSONNEL AND THE SUPERINTENDENT

### *If indoors:*

- Students and adults evacuate the buildings to designated areas according to the **Site Administration's** prearranged plans. The **teacher** will be the **last person to leave the classroom**, taking the class records and/or roll and keys with him/her, and closing the doors and windows if possible.
- Teachers will notify the Command Center of any missing students/staff
- Members of all Search and Rescue, First Aid, and Security Teams should report to the Command Center for instructions from the Site Administrator
- Custodial staff should check all utilities such as electricity, gas, and water shut-offs
- Emergency Personnel will determine when it is safe to return to buildings or if students are to be sent home. The Superintendent is to be notified. The

Superintendent will notify the Principal if students need to be dismissed so that phone system can be activated

- When it is safe to return to classes, the all clear bell will be sounded – **one long bell**

### *If outside:*

- Students and adults should report to their designated evacuation sites
- **Classified Supervisors at Meadows will help students locate their teachers/evacuation areas**



## **DISTURBANCES, DISORDERS AND DEMONSTRATIONS**

### **EMERGENCY PROCEDURES**

### **MEADOWS UNION SCHOOL DISTRICT**

Under California Law, the Site Administrator is entrusted with the overall administration of his/her school and the responsibility for the safety and welfare of the young people attending that school. In times of emergency, the Site Administrator has the necessary authority to do what is necessary to protect the safety of students and staff. He/she has the authority to assign certificated or classified staff to perform required duties at assigned stations during an emergency.

#### **Procedures for Anticipated Disturbances, Disorders or Demonstrations**

- Notify the Site Administrator about the possible disturbance as soon as possible. Include as much information as possible, including names of students who may have information, possible date, time, location, and extent of the disturbance
- The Site Administrator shall:
  - **Notify the Superintendent**
  - **Notify appropriate community resources from which assistance may be needed such as Sheriff or Fire Departments**
  - **Notify staff of the POSSIBILITY of a disturbance**
- There should be no change in the regular daily schedule

#### **Procedures for a Student Disorder**

- Teacher or other staff member should notify the Site Administrator immediately
- The Site Administrator shall notify the Superintendent
- Students should be notified by Bullhorn or PA System that they should end the disorder and return to classes immediately
- Students should be warned that by **not** returning to classes, they risk suspension and/or arrest
- Staff members should help to 'contain' the disorder and encourage students to return to class. If a pupil or pupils persist in the disruptive activity after the warning, notify him/her of suspension. **The Site administrator shall have the receptionist call the parent/parents of the pupil or pupils involved to come to the school**

- If the disruption continues, the Site Administrator should notify the Sheriff's Office and request assistance. Staff should recognize that the law enforcement agency will be in charge when it responds to the call for assistance
- Students involved shall be suspended and/or expelled depending on the Education Code(s) violated

### **Procedures for an Employee Disturbance**

- The Site Administrator should be notified
- The Site Administrator shall notify the Superintendent
- If the disturbance occurs during assigned work hours, after the employee has reported for work, the following procedures will take place in the presence of adult witnesses:
  - Request that the employee desist from his/her participation and return to his/her assignment
  - If, after a reasonable time (2-3 minutes) the employee refuses to comply with the request, direct him/her to the Superintendent's Office
  - If the employee does not comply with the request, notify him/her that he is guilty of insubordination and that he/she is subject to arrest in accordance with California Penal Code Section 626.8. If his/her presence continues to disrupt the activity of the school, call the Sheriff's Office. Staff should recognize that the law enforcement agency will be in charge when it responds to the call for assistance
- **School employees who have not reported for duty, but take part in a disruptive activity, are considered to be acting as independent citizens and are subject to the following procedures:**
  - Site Administration should be notified
  - The Site Administrator shall notify the Superintendent
  - If conduct of an adult who is not an employee of the District, but whose conduct on school premises or adjacent territory interferes with the orderly process of the school, warn him/her, in the presence of an adult witness, that he/she is subject to arrest
  - If, after a reasonable time (2-3 minutes), the adult has not complied with the request to desist, notify the Sheriff's Office. Staff should recognize that the law enforcement agency will be in charge when it responds to the call for assistance

## **Procedures for the Closing of School Meadows Union School District**

**The closing of school should only be considered when ALL OTHER ALTERNATIVES HAVE FAILED**

- **The Superintendent MUST give permission for the closing of any school. IF the decision is made to close a school, the following procedures MUST be followed!**
  - Notify all on-site personnel
  - Notify local Emergency Personnel
  - Notify Transportation
  - Make sure only necessary exits are open. Security Teams should report to their locations
  - Students should only be released to parents or adults authorized on emergency cards. Staff must check identification of those adults checking out students
  - All staff must remain on site until the safety of all students is assured

**Emergency Procedures  
Africanized Honey Bees  
Meadows Union School District**

**Africanized Honey Bees – If a swarm of bees is spotted, follow these procedures:**

- Evacuate all students from areas near the swarm. Students and staff should stay away until the area is declared safe by the Site Administrator
- Notify the Site Administrator
- The Site Administrator shall notify the Superintendent
- The Site Administrator shall contact the Africanized Bee Hotline at 760-337-5386
- The Site Administrator shall notify the Maintenance Supervisor
- Site Staff should **not** attempt to deal with a bee swarm on school grounds

**Procedures for Bee Sting Emergencies**

- Contact the Nurse
- Remove the stinger quickly
- Remove stingers in a sideways scraping motion using a credit card, or something similar
- Ice packs may reduce swelling (available in office)
- A sting-kill ointment may reduce pain
- **If the stinging victim shows signs of a systemic allergy or swelling beyond two joints (ie: if you are stung in the finger and swelling extends through wrist and elbow), call 911 immediately**

## **Emergency Procedures for Chemical Spills**

### **Meadows Union School District**

If there is a chemical spill that threatens the safety of a school, the warning will usually come from Emergency Services, Fire and/or Sheriff's Department. These accidents may include overturned tankers, broken fuel lines, and those related to the industrial use of chemicals. The Site Administrator is entrusted with the overall administration of his/her school and the responsibility for the safety and welfare of the young people attending that school. In times of emergency, the Site Administrator has the necessary authority to do what is necessary to protect the safety of students and staff. He/she has the authority to assign certificated or classified staff to perform required duties at assigned stations during an emergency.

#### **Procedures to Follow in Case of a Chemical Spill**

- Notify Emergency Services
- Notify the Superintendent
- Determine whether or not the students and staff should leave the school grounds
- If outside, move cross wind from the direction of the spill (i.e. if the spill is **upwind to the West, move to the North or South**). Never move with or against the wind if it is necessary to evacuate the area
- Teachers and staff should follow evacuation procedures, if so determined by the Site Administrator. Roll should be taken and sent to the Command Post.
- If the school has been evacuated, do not return to the school area until local officials have declared the area safe.

## **Emergency Procedures in Case of An Explosion, Sudden Flash of Light Meadows Union School District**

### **Procedures to Follow in Case of an Explosion**

In case of a real explosion, the first evidence will be an extremely intense light. A blast wave may be anticipated almost immediately. **Action must be taken immediately!**

#### **Inside a school building:**

If a bright flash or explosion occurs, students, staff, and others inside a school building should:

- Drop to the floor, beneath a desk, chair, table or bench with backs to windows
- If there is nothing to get under, get close to an outside wall, away from windows
- In a bent, and crouched over position, bury face in the crook of one elbow, place the other hand over the back of the neck
- Cover the head with a coat, sweater, or notebook, if handy
- If the evacuation signal is given, go to the pre-determined evacuation site

#### **Outside a school building:**

- Crouch or lie down behind the nearest building, bench, curb or gutter if such protection is within a step or two
- If there is no such protection, drop to the ground, face down, and lie as flat as possible
- Stay in position until Emergency Personnel or the Site Administrator gives the All Clear Command
- If a bright flash or explosion occurs while pupils are in a bus or van, the driver should stop the vehicle and have the students assume the **DROP** position, under seats, if possible, and have them stay there until the driver gives the All Clear Command

#### **Outside a school building (continued):**

- If it is determined that the explosion is within a school building the fire alarm shall be sounded and all persons will evacuate according to established procedures

## **Emergency Procedures for Fallen Aircraft**

### **Meadows Union School District**

Unless an obvious action is indicated, the Site Administrator will determine the action to be taken.

Whenever necessary, teachers will take immediate action to ensure the safety of all students. All persons must be kept at a safe distance from the aircraft because of the danger of explosion or potentially toxic smoke from an aircraft fire.

## **Emergency Procedures for a Fuel Spill Meadows Union School District**

In the event of a minor fuel spill in a school parking area, the following steps will be taken:

- Notify the Site Administrator immediately
- The Site Administrator will notify the Fire Department of the spill
- Site personnel will contain the spill using a dirt retention berm
- The Fire Department will take responsibility for the clean up



## **Procedures for a Blackout Emergency**

### **Meadows Union School District**

The administrative action most appropriate to meet a power blackout is contingent upon a number of important variables:

- The amount of advance warning, if any, given to a school site
- The time of day the blackout occurs
- The climate at the time the blackout occurs
- The length of the blackout
- Other District concerns

#### **Power Blackout WITH ADVANCE Warning:**

- The Site Administrator will contact the Superintendent
- Maintenance Personnel will shut off all electrical switches, individually, not the site main switch. This is especially important if it appears likely that power will not be restored until after staff has gone home
- After the power is restored, the Site Administrator(s) will check the effect of the power outage on the school (clocks, refrigerators, copiers, etc.) and notify appropriate personnel, if necessary

#### **Power Blackout WITHOUT ADVANCE Warning When School is NOT in session:**

- The Site Administrator will notify the Superintendent
- Maintenance Personnel will shut off all electrical switches individually, not the site main switch. This is especially important if it appears likely that power will not be restored until after staff has gone home.
- After the power is restored, the Site Administrator(s) will check the effect of the power outage on the school (clocks, refrigerators, copiers, etc.).

### **Power Blackout WITHOUT ADVANCE Warning When School IS IN session:**

- Site Administrator will notify the Superintendent
- Site Administrator will contact local emergency services to determine the severity of the power emergency
- Maintenance personnel will be directed to shut off all electrical switches individually, not the school main switch. This is especially important if it appears likely that power will not be restored until after staff has gone home
- The closing of school will **ONLY BE DONE WITH THE APPROVAL OF THE SUPERINTENDENT** and will only be considered when there is no other acceptable alternative. Should the Superintendent direct that pupils be sent home, the Site Administrator will notify the following:
  - Emergency Services
  - Transportation
  - Principal who will implement the phone system
- After the power is restored, the Site Administrator(s) will check the effect of the power outage on the school (clocks, refrigerators, copiers, etc.).

### **Special Concerns To be Aware of During Blackouts:**

- Inoperative electrical systems and communication systems
- No incoming or outgoing calls if the phone system is down
- Inoperative refrigeration system
- Inoperative alarm system
- Inoperative sewage pumping and other sanitation facilities due to lack of water pressure

## **Air Pollution Alert – Air Quality Emergency**

### **Air Pollution Alert**

In the event of an air quality emergency, the Superintendent is notified by the Air Quality Management District of the nature of the episode. The Superintendent notifies the Site Administrator(s) at each site of the air quality alert.

### **Procedures:**

The Site Administrators will alert office staff and other personnel to the possibility of air pollution episodes.

### **STAGE 1 ALERT (Unhealthful Air Quality)**

- Notify appropriate staff (nurse, classroom teachers who conduct outdoor activities) of the alert
- Staff who supervise pupils with special health problems, including heart and respiratory ailments, should instruct those students to follow precautions recommended by the physicians in refraining from all vigorous or strenuous activities until otherwise notified
- See that vigorous and strenuous outdoor activities such as running or competitions, which increase the respiration rate markedly for an extended time, are prohibited

### **STATE 2 ALERT (Very unhealthful Air Quality)**

- Practice sessions that involve vigorous and strenuous activities (either indoors or outdoors) that markedly increase the respiration rate for an extended time period must be cancelled and/or rescheduled
- Interscholastic contests may have to be rescheduled
- Remain alert to the possibility of a Stage 3 Alert or to the termination of the existing alert level

### **STAGE 3 ALERT (Hazardous Air Quality)**

- Continue with actions taken in Stage 1 and Stage 2
- Take additional protective measures deemed necessary
- The Superintendent shall declare when and if the school day is to be shortened
- Keep the Superintendent apprised of any atypical local condition
- All persons are advised to remain indoors, keeping windows closed. All persons should minimize physical exertion and avoid traffic

## **Van or Bus Emergency**

### **Meadows Union School District**

**The responding law enforcement agency is in charge** at the scene of an accident involving a school van or bus. The responsibility for the release of students rests with the Superintendent and with Meadows Union School District personnel.

The following van/bus emergency procedures shall be enacted when the welfare and safety of students are involved. The severity of the accident may alter the order of events to protect the welfare of the students.

#### **Van or Bus Accident While Transporting Students:**

##### **Driver Responsibilities:**

- Contact the Superintendent and the Site Administrator as soon as possible and give the following information:
  - ✓ The type of accident
  - ✓ The location of the accident
  - ✓ The extent of injuries and request for emergency ambulance service
  - ✓ Request another bus to transport students
- Provide emergency first aid for the following medical conditions in the order listed:
  - ✓ Restoration of breathing
  - ✓ Severe bleeding
  - ✓ Shock
  - ✓ Minor injuries
- Evacuate the van or bus only if required for passenger safety
  - ✓ Give instructions for orderly evacuation from designated exits
  - ✓ Announce specific assembly point
  - ✓ Do a head count
  - ✓ Check to be sure that all passengers have left the bus/van
  - ✓ Supervise or arrange for supervision at the assembly point

## MEADOWS UNION SCHOOL DISTRICT

### SAFETY/EVACUATION PLAN FOR INDIVIDUALS WITH DISABILITIES

The information contained in this plan is intended to assist teachers, administrators, staff, special education staff, parents, and students in planning for any related services that may need to be provided for students and an/all individuals with special needs/disabilities in the event of an emergency.

#### Students

In an emergency, the responsibility for assisting the disabled student(s) should be assigned to the teacher or person in charge of the student at that time. As the student changes locations throughout the school day, responsibility will shift to the next person in charge of the student. Administrators and/or the school nurse may also be appropriate staff members to assist in evacuations. If more than one student requiring assistance is assigned to the same location at the same time, more than one person will most likely need to be assigned to assisting the students.

#### Employees

Responsibility for providing evacuation assistance for a disabled employee should be assigned to the staff member who works closest to the employee. This responsibility may shift if the employee works in different locations/classrooms during the day.

#### Visitors

Responsibility for providing evacuation assistance to visitors should be assigned to a member of the Search and Rescue teams. If necessary, the staff member should assist the visitor to an **Area of Rescue Assistance** and seek assistance from other staff members or from professional rescue personnel. All visitors shall sign-in when entering any school site. The secretary will make a notation (\*) on the sign-in sheet that the visitor is disabled and notify a member of the Search and Rescue Team who will be closest to the location of the visitor.

#### Medication

The office staff/nurse/nurse's aide shall have a list of students requiring medication. Medication that is to be administered at school shall be taken to the evacuation area by designated school site personnel.

### **Go Kits**

Each Go Kit should include, at a minimum, a lightweight backpack, emergency information form, emergency medical card and medication for up to 36 hours. Parents/guardians should provide Go Kits at the beginning of the school year. Go Kits for elementary students should also include activities to keep students engaged during an emergency.

### **Area of Rescue Assistance**

In addition to the Command Center, each school site shall designate an **Area of Rescue Assistance**. This is an area where persons needing assistance that are not able to evacuate the building or to get to a safe area during an evacuation can go for assistance. The Evacuation Assistant will communicate the person's location to the Special Needs Evacuation Coordinator to arrange for priority response by the fire/police responders.

### **Special Needs Evacuation Coordinator**

Each site administrator shall designate a Special Needs Evacuation Coordinator who is a member of the site emergency team. When designating this person, consideration should be given to a school nurse or a special education teacher. The Special Needs Evacuation Coordinator and the Principal will identify team members who will be charged, in an emergency, with assisting students, staff, and visitors with special needs. The Special Needs Evacuation Coordinator is responsible for:

- Identifying all students and staff members who need individual evacuation plans tailored to their specific needs and ensuring that each plan has been created. The plans must take into account the locations of the students and/or staff members throughout the entire school day.
- Incorporating these plans into the site emergency plan and including them in the students' IEP's and/or staff members' files
- Assigning school staff as Evacuation Assistants to help evacuate each student/staff member according to the level of assistance needed
- Ensuring that Evacuation Assistants and their alternates have been identified, informed, and trained in their roles. All Evacuation Assistants should be included in all emergency drills.
- Arranging training for all staff members, including Evacuation Assistants, incorporating the utilization of evacuation chairs and other necessary evacuation equipment. Designated staff members should be trained in necessary transfer mechanics. The evacuation equipment necessary for the student/staff member may dictate how many staff members are required to assist each student.
- Arrange for any necessary evacuation equipment by first notifying the District Office, who will notify the Office of Specialized Services.

## Plan

Each site will identify appropriate evacuation routes and Areas of Rescue Assistance for students, staff, and visitors with special needs.

- Identify student, staff, and others that require evacuation assistance. Describe the assistance needed. Full evacuation assistance: wheelchair and/or additional medical devices needed. Guided physical assistance: student/staff is ambulatory with either stand-by assistance or hand-held assistance. Student/staff may be visually or hearing impaired but is able to evacuate with the assistance of a 'buddy'. Special planning: student/staff is ambulatory but may respond inappropriately to an evacuation order due to mental or sensory deficits or behavior issues.
- Determine what type of student/staff member assistance is required
- Identify location of evacuation chairs and related equipment. Place or store equipment in areas designed to facilitate speedy evacuation for special needs students and staff members. Equipment should be accessible and not stored in locked areas.
- Post evacuation routes in every classroom. Indicate which routes are for general evacuation and which routes are for special needs evacuation
- Identify Areas of Rescue Assistance. Each Area of Rescue Assistance shall be identified by a sign which states: **AREA OF RESCUE ASSISTANCE** and displays the symbol for handicapped access
- When all other evacuation options have been exhausted, the Rescue Assistant will bring the person to the Area of Rescue Assistance and notify the Special Needs Evacuation Coordinator of their location
- The Special Needs Evacuation Coordinator will communicate the information to responding police/fire personnel to ensure all individuals are properly evacuated. Post in each classroom the location of Areas of Rescue Assistance for that classroom.
- Assign Evacuation Assistants to each person who requires assistance during an evacuation. Identify each student's daily activities/classes that identifies where he/she is located each period of the day. Ensure that there is a plan for each period of the day depending on the location of the student/staff member. Place schedules in the **Go Kits** and in the student or staff members' files.
- Include a photo of each student/staff with the schedule

- Evacuation Assistants should be able to identify students/staff needing assistance; identify evacuation routes; identify the location of emergency equipment; identify interior/exterior safe locations; and communicate to the Special Needs Evacuation Coordinator when a student/staff member is positioned at an Area of Rescue Assistance or was not located for evacuation
- Ensure that people with special needs are included in all emergency drills and that all evacuation equipment, routes, and Areas of Rescue Assistance are utilized. Evacuation Assistants must be provided the opportunity to participate and practice their role in a successful evacuation of a person with special needs. It is also important that the person with special needs understands and fully participates in practicing how their evacuation will be managed
- Train/reacquaint staff with proper evacuation procedures on a regular basis



## **MEADOWS UNION SCHOOL DISTRICT SEVERE WINDSTORM EMERGENCY**

The U. S. Weather Bureau can usually forecast severe windstorm with a high degree of accuracy. If time and conditions permit, Action Go Home, may be implemented prior to an emergency. Action Go Home consists of returning students to their homes by the most expeditious means. The Superintendent is on the only person who can close the schools and send students home. If that is the case, the Principal will notify parents via Phone system.

### **Severe Windstorm With Little Or No Warning**

If high winds develop during school hours with little or no warning, the following emergency procedures should be followed:

- Students and staff should be assembled inside classrooms, library, cafeteria, or other building
- Close windows
- Remain near an inside wall, away from windows
- Avoid structures with large roof spans
- If possible, keep tuned to a local radio station for the latest advisory information
- Take roll and notify office immediately of any student not in attendance
- Notify utility companies of any break or suspected break
- Release students to regular activities when the 'all clear' is given

**MEADOWS UNION SCHOOL DISTRICT  
EMERGENCY DRILL REPORT**

An Emergency Drill was conducted on \_\_\_\_\_ beginning at \_\_\_\_\_ and lasting  
until \_\_\_\_\_ at \_\_\_\_\_ School.

Type of Drill:

\_\_\_\_\_ Fire Evacuation Drill  
\_\_\_\_\_ Earthquake Drill  
\_\_\_\_\_ Lockdown Drill  
\_\_\_\_\_ Emergency lockdown, intruder,  
Imminent threat

Evaluation of Drill

\_\_\_\_\_ Excellent  
\_\_\_\_\_ Good  
\_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Needs Improvement

Concerns or Comments:

\_\_\_\_\_  
Principal or Administrative Designee.

School Safety Record Sheet  
Meadows Union School District  
Fire Drill, Earthquake Drill, Lockdown Drill, Intruder Drill

An Emergency Drill was conducted on \_\_\_\_\_

Time start: \_\_\_\_\_

Check list for "All Clear" signal:

	<u>Back-up Person</u>
_____ Cafeteria/Lounge..... Ted	(Claudia)
_____ Portables- Rooms 25, 26, 27, 28, 29 .. Albert	(Mr. Garcia)
_____ Wing 1-Restrooms..... Mr. Garcia	(Mrs. Heraz)
_____ Wing 2-Restrooms..... Dorina	(Mr. Garcia)
_____ Wing 3-Restrooms..... Daniela	(Jared)
_____ Wing 4-Computer Lab/Library/Workrm.... Mrs. Heraz	(Daniela)
_____ Wing 5-Restrooms/Kinder/Dist. Off..... Maribel	(Albert)
_____ School Office..... Sandra	(Heraz)

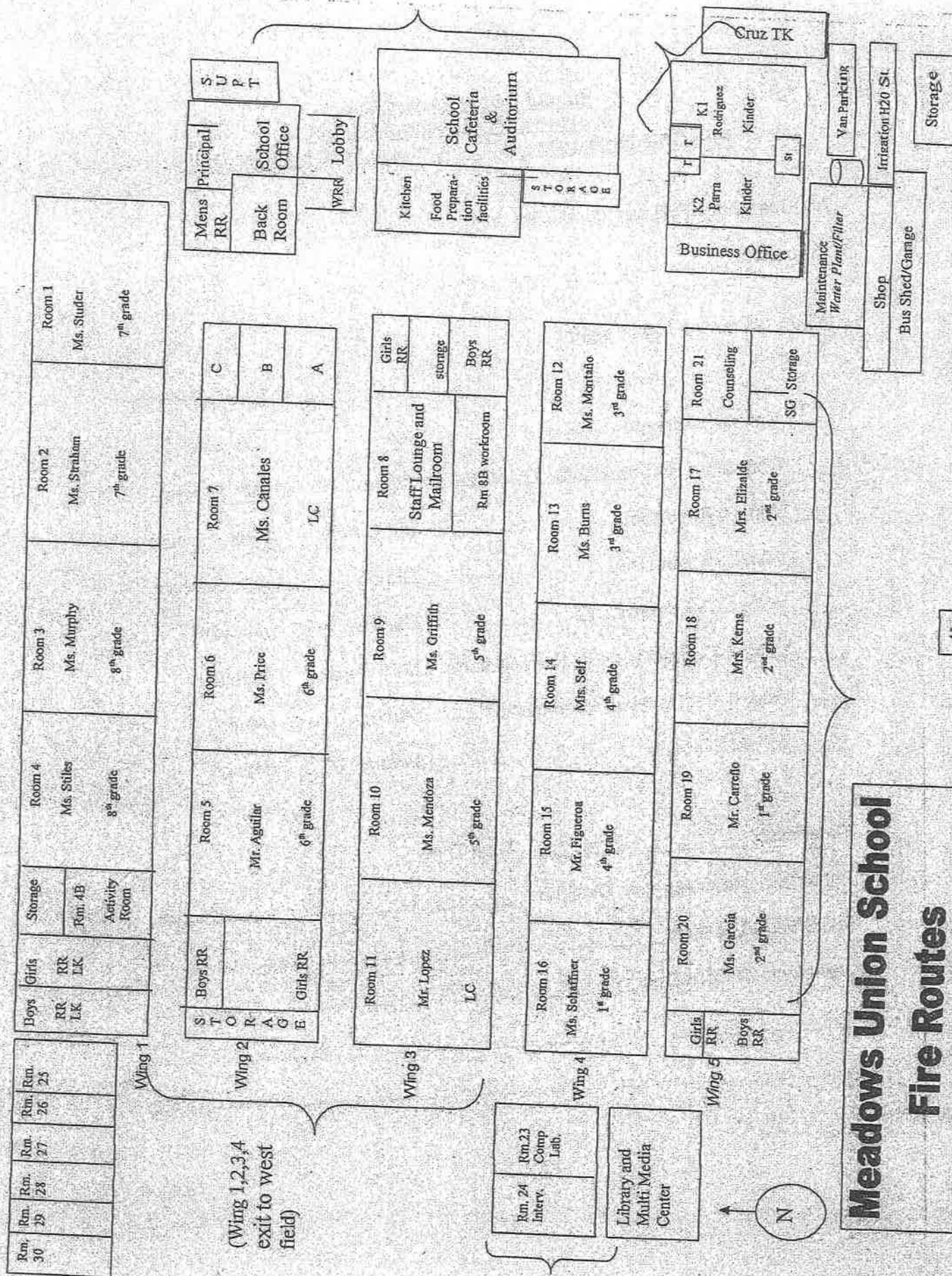
Time finish: \_\_\_\_\_ Total Time: \_\_\_\_\_

Principal or Administrative Designee: \_\_\_\_\_

Pull Station/Location: \_\_\_\_\_

Comments or Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exhibit A



## INFECTIOUS DISEASE/PANDEMIC INFLUENZA PLAN

### Prevention:

Prevention is a top priority. The following prevention activities will help reduce student/staff absences during an influenza and cold season as well as during an influenza pandemic.

### Prevention Activities:

- The school nurse/nurse's aide will inform/educate administration, teachers, and staff on hand washing and cough/sneeze etiquette throughout the school year as well as the importance of an annual flu vaccine and staying home when ill so as not to expose other staff members and students.
- Parents/guardians will be educated on basic prevention activities to include the importance of hand washing and cough/sneeze etiquette, keeping students at home when ill, and the importance of an annual flu vaccine. This will be done by school staff and by flyers home.
- Students will receive grade-appropriate health education about communicable diseases and methods to interrupt disease spread such as washing hands, staying home when ill, cough etiquette, etc. This will be communicated in morning announcements and by flyers posted in the classrooms.
- School personnel, students, parents/guardians will be educated in ways to limit the spread of infection and the importance of flu vaccines. Classrooms will be supplied with hand sanitizer, tissues, and trash receptacles. Custodians will give extra attention to desk surfaces, door knobs, and keyboards. Each teacher will be responsible for ensuring that his/her room has the necessary hygiene supplies and will notify the site administrator when they need additional supplies.

### Preparedness:

The goal of preparedness is to plan for a rapid, coordinated, effective response for when/if a pandemic occurs

- The Meadows Union District Management team along, with site principal, will be the leads of development and maintenance of the district's pandemic influenza plan.
- All district and site staff will receive training/information on what to do in the case of an influenza pandemic, absences, childcare, methods to limit the impact of pandemic, and general preparedness such as the need for food, medication, and other supplies
- The Superintendent or designee will be the primary representative to the County Office of Education during a pandemic.
- The Superintendent or designee will be responsible for issuing the order to dismiss students with the actual dismissal under the supervision of the site administrators.

Students will be dismissed per district policies:

- Parents will be notified of school dismissal by phone and public service announcements
- Students will be dismissed through the school site offices



- Students will only be cleared to parents/guardians and/or another individual listed on the student's emergency *card*
- Bus transportation will be provided for those students who normally ride the bus
- Emergency bus transportation will be provided on an as needed basis

Communicable disease control policies will be reviewed with all school site personnel and all personnel at the district level to include:

- Procedures when a teacher or a staff member become ill at school, isolating the teacher/staff member until transportation home can be arranged
- Staying home when ill. Including when an employee can return to school
- Staying home when a member of the household is ill with the flu
- Sick leave policies specific to a pandemic

Communicable disease control policies for students will be reviewed to include:

- Procedures for when a student becomes ill at school
- Procedures for isolating an ill student until parent/guardian can be notified and student picked up from school
- Procedures for determining when a student can return to school

#### Emergency Communications Plan

- Site administrators will make weekly absence reports to the Imperial County Public Health Department
- Site administrators or designee will notify parents/guardians, students, teachers, and staff of an Influenza pandemic by phone (ParentLink), school websites, site marquees, community marquee, and public service announcements on the radio and television.
- The Superintendent or designee will be responsible for communications with the Imperial County Public Health Department and with the media.
- Site administrators or designees will be responsible for communications with School Personnel and parents/guardians
- The superintendent or designee will communicate and monitor local, state and federal guidance for pandemic planning and operations
- The superintendent or designee will communicate with the Imperial County Office of Education
- In the event of a pandemic, essential operations that will continue are:
  - Communications
  - Custodial
  - Facility Maintenance
  - Payroll
  - Technology
  - Students Support/Guidance
- Important, but non-essential operations that may be cancelled during a pandemic are:
  - Accounts payable and receivable
  - Human Resources
  - Transportation
  - Curriculum
  - Food Services
  - Students Support/Guidance

#### Core Operations:

The district and the individual school sites will use existing management and each Site Administrator or designee will identify 3-5 staff members for key positions. The Superintendent or designee and each site administrator and designee will determine how staff for non-essential operations will be reassigned with the district/school or available as disaster service workers. A



substitute pool for all levels and types of district staff will be developed by the superintendent or designee.

#### Work Policies:

The Superintendent or designee will communicate pandemic-specific policies on sick leave and employee compensation. In addition, he/she will determine where and how employees will work during student dismissals whether at school, home or a combination. Employees will be instructed not to bring their children to the workplace if childcare cannot be arranged. Social distancing strategies will be followed in order to minimize face-to-face contact at school. Employee stress and emotional well-being will be monitored by the district's employee assistance in coordination with public mental health support service and ICOE counseling services. The district psychologist will be responsible for coordinating the counseling and support services.

#### District/School Goal for Level of Continuity of Instruction

Students will be able to work on materials/content that broadly relate to content areas. Materials used might include books, textbooks, workbooks, worksheets, e-mail, television, and Internet content. Depending on length of closure, students may attend school during summer and/or other school breaks to make up missed classes during closure.

- Teachers will have the primary responsibility for curriculum planning and content during student dismissal
- Students will be surveyed in order to identify what technology they have in their homes to support continued student learning *when* schools are closed
- In order to get assignments, there will be phone messages home, the school web page will be used, and a location will be designated at *the school front parking lot* as a drop off/pick up location for assignments and homework
- In order to introduce written materials, textbooks will *be* sent home with students; teachers will create individual lessons/worksheets and Independent study packets
- Teachers will explain material through use of the school web sites(s)
- Students may ask questions through email
- Worksheets and independent study packets will be used for student practice
- Students will be assessed by their completed assignments, worksheets and/or essays
- If students do not have access to technology at home, they will still be responsible for the material through study packets and worksheets

#### Plan for Reopening Schools

- *Preparing facilities:* Superintendent and Maintenance Supervisor
- Resuming priority district/school operations Superintendent or designee and Site Administrators
- Convening and checking-in with district personnel: Superintendent or designee and site administrators
- Recovery in-services for district personnel on self-care, warning signs, disaster mental health: District nurse, district psychologist, Imperial County Mental Health, ICOE mental health services

- Identifying district personnel who will/will not be returning/need continued time off:  
Human relations officer and site administrator
  - Identifying students who will/will not be returning/need continued time off: District nurse
-

**Gunfire or Presumed Armed Individual At or Near School Site:**

**IN THE EVENT THAT GUNFIRE IS HEARD**, the teacher should have students assume the DROP position. This procedure is to be followed whether students are indoors or outdoors, and whether the gunfire originates from inside or outside the building. **Notify the administration immediately.**

The office should contact the local police immediately. Directions should be given for entry to the school site. The location of the supervising administrator should be specified. Where possible, someone should be on hand to meet the police at the designated entry.

**IF INDOORS**, the teacher should attempt to lock classroom doors. The students should be kept away from the line of fire provided by windows, including classroom and office door windows.

- If the teacher can see the source of the gunfire, he/she should notify the Site Administrator immediately. The teacher should never send a student out of the room with a message during such an emergency. Where the only way to inform the Site Administrator is by leaving the room, the teacher should elect to remain with the class unless another responsible adult can provide direct supervision.
- Whenever possible, the Site Administrator should not issue a school-wide signal to DROP. Students may become confused and react as if it were an evacuation and assembly signal, thereby increasing the likelihood of their being shot or taken hostage.
- If students are already outside, the Principal may determine that accelerating the bell schedule to bring students back in early may best provide for their safety. If gunfire has already been heard, or if it is considered imminent, do not cause students to move around the school site until and unless it is safe to do so.
- Students should be trained to drop when they hear gunfire. Students should be trained to stay in that position, remaining silent and attentive to the anticipated instructions of staff members.
- If gunshots have not been heard, but a suspicious or obviously armed individual is seen in the area, the teacher should notify the Office immediately, and without drawing the suspicion of the armed individual, relocate the students to a secure area. Once in a secure area, the teacher should have the students employ a DROP procedure.
- If the Site Administrator receives a report that a possible armed individual is onsite, or nearby, the regular signal system should be overridden, and teachers should be instructed to hold students in class, to limit the number of students outside securable rooms. The Principal should also, in addition to notifying appropriate agencies, issue a DROP order, school wide (where possible this needs to be done without employing the signal system).



- If the suspect is outdoors and the students are indoors, outer doors should be locked. If this procedure is followed, staff members must remain near primary entrance doors to provide access to any students who might be out of class.

**IN SUCH AN EMERGENCY**, the teacher's primary responsibility is for the safety of students. Teachers and other staff members should not leave their students or attempt to take matters into their own hands by approaching the armed individual.

- Staff members should not attempt to engage anyone they suspect to be dangerous in conversation, nor should they attempt to challenge the individual, even in the absence of gunfire. Instead, notify proper authorities and provide for the safety of students.  
**STAY OUT OF IT! STAY AWAY! DO NOT BE COMMUNICATIVE!**
- Persons who have, in times past, proven to be a real threat to the safety of others, tend to follow certain behavioral and personality profiles. These profiles vary widely. *"Pushing the wrong button" by approaching, communicating or even being seen by such an individual* may cause that individual to react with disastrous consequences. Seemingly unobtrusive, empathetic, non-threatening attempts to communicate may be the precise scenario that serves to trigger such an individual to violence.
- You do not know the individual and, even if you do, you cannot be sure you will successfully guess at their behavior and personality profile.
- If you are taken hostage, or if the dangerous individual seeks to communicate with directly with you, use profound caution in avoiding provocation. This may require that you communicate with the individual. Keep such conversation to a minimum to lessen the chance that you'll say the wrong thing.
- If the armed individual requests the presence of another person who is not within sight, that person (staff or student) should not be brought before the individual. Delay, and wait for police authorities to arrive.
- Limit your interaction with the suspect. The sequence of that individual's communications and demands can be delayed if no one is available to interact with the individual.

**IF YOU ARE ISOLATED** with the individual and have little hope of near term intervention by police authorities, do not initiate, but do respond to the individual's attempts to communicate with you. Remain calm. Do not show fear. If you can make it credible, empathize with the individual's concerns. Attempt to put communication on a first name basis. Take note of behaviors and characteristics of the individual and of the weapons carried by that person, so that in the event of your escape or release you will be able to provide such information to authorities.

Do not attempt to escape if you would be leaving students behind, unless you can safely escape with a significant number of students.

**THE OPPORTUNITY FOR ESCAPE SHOULD BE CLEAR AND EXTREMELY LIKELY TO SUCCEED, IF NOT, NO ATTEMPT SHOULD BE MADE.**



## Meadows Union School District

2059 Bowker Road  
El Centro, CA 92243  
(760) 352-7512 ~ fax (760) 337-1275  
[www.meadowsunion.org](http://www.meadowsunion.org)

Governing Board:  
Enrique Cervantes  
Beatriz Rodriguez  
Rochelle Rolfe  
Brenda Villegas  
Ernesto Pinedo

Administration: Mario Garcia - Superintendent Summer Heraz - Principal David Ostermann - Business Officer

### MANDATED TOPICS RECEIPTS FOR 2017-2018 SCHOOL YEAR

The information is located on the Meadows Union School District Website

[www.meadowsunion.org](http://www.meadowsunion.org)

MENU – MUSD Human Resources – Get Safety Trained for \*\* Topics

For all others MENU – DOCUMENTS – HUMAN RESOURCES

As part of the annual employee mandate notification program, each employee is required to read the mandated topics information available on the human resources page of the Meadows Union School District website and to complete the trainings listed below. Topics are located on the SISC Training portal and must be completed online. The information available includes administrative policies, procedures and practices on the following:

- Child Abuse Reporting \*\*
- Drug and Alcohol Free Workplace\*\*
- Exposure Plan for Bloodborne Pathogens \*\*
- Sexual Harassment\*\*
- Uniform Complaint Procedures
- Universal Precautions
- Employee Use of Technology
- Nondiscrimination in Employment

*\*\* Certificates of training completing must be provided to the Business Office within 6 weeks of employment*

I, \_\_\_\_\_, have carefully reviewed the mandated notification information located on the Meadows Union School District website and completed the online courses on the SISC Training Portal (certificate of completion attached). I am aware that it is my responsibility to adhere to these policies and procedures.

I understand this form will be part of my permanent Personnel record.

I understand this form will be placed in my Personnel file which is maintained in the District office.

Signature \_\_\_\_\_

Date \_\_\_\_\_

PLEASE RETURN THIS FORM TO PAYROLL

Exhibit E



## MEADOWS UNION ELEMENTARY SCHOOL DISTRICT

### Board Policy No. 5001.1: SEXUAL HARASSMENT OF PUPILS

#### A. Introduction

The District recognizes that harassment on the basis of sex is unlawful. Employees and pupils will not engage in conduct constituting sexual harassment. This Board Policy prohibits any act of sexual harassment as defined by this Board Policy where such act is related to any school activity or school attendance as allowed by law. The District will not condone or tolerate sexual harassment. The District will take appropriate disciplinary action against all employees or pupils found to have engaged in sexual harassment.

#### B. Definitions of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. It includes but is not limited to circumstances in which:

1. Submission to such conduct is made a term or condition of a pupil's academic status or progress.
2. Submission to or rejection of such conduct is used as the basis for any academic decision affecting such pupil.
3. Such conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct is used as the basis for any decision affecting benefits and services, honors, programs, or activities available at or through the school.

#### C. Forms of Sexual Harassment

Forms of sexual harassment include but are not limited to the following:

1. Oral harassment such as derogatory comments, jokes or slurs;
2. Physical harassment such as unnecessary, unwelcome or offensive touching, or impeding or blocking movement;
3. Visual harassment such as derogatory or offensive posters, cards, cartoons, pictures, graffiti, drawings, or gestures; and

Exhibit F

4. Unwelcome sexual advances, requests, or demands for sexual favors, and other oral or physical conduct of a sexual nature.

D. **Complaint Procedure For All Illegal Harassment**

Any pupil wishing to make a complaint of sexual harassment should immediately report it to the Principal or designee. However, there is absolutely no requirement that a pupil must make a complaint to the alleged harasser. If the Principal or designee is the alleged harasser, the pupil should make the complaint to the Superintendent. A pupil making a complaint of sexual harassment shall not suffer any reprisal for doing so. The District will promptly and thoroughly investigate all complaints of sexual harassment. The District also will take immediate and appropriate action to resolve such complaints. All incidents of sexual harassment will be remedied. A report of the results of the investigation will be made to the complainant, the alleged harasser, and the supervisor of the alleged harasser.

Upon receipt of a complaint alleging sexual harassment, the District representative conducting the investigation shall do the following:

1. Inform the complainant of the rights under this Board Policy;
2. Authorize the investigation of the complaint and supervise and/or conduct the investigation of the complaint. The investigation, at a minimum, shall include interviews with the complainant, the alleged harasser, and all other persons who reasonably may have relevant knowledge about the complaint, including possible witnesses or victims of prior similar conduct;
3. Take reasonable steps to protect the complainant from any retaliation for filing the complaint;
4. Review factual information gathered to determine whether the alleged conduct constitutes sexual harassment;
5. Report the results of the investigation to the complainant, the alleged harasser, and the supervisor of the alleged harasser;
6. If harassment occurred, take and/or recommend prompt and effective remedial action against the harasser;
7. Take reasonable steps to protect the complainant and other potential victims from further harassment if such harassment is determined to have occurred;



8. Take reasonable steps to alleviate the effects of the harassment.

**E. Dissemination Of Policy**

1. A copy of this Policy on sexual harassment shall be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.
2. A copy of this Policy shall be displayed in a prominent place in the main administrative building or other area of the campus or school site where notices regarding the rules regulations, procedures and standards of conduct are posted.
3. A copy of this Policy shall be provided to each employee at the beginning of the first quarter or semester of the school year, or at the time that there is a new employee hired.
4. A copy of this Policy shall appear in any publication that sets for the comprehensive rules, regulations, procedures and standards of conduct for the institution.
5. A copy of this Policy must be provided annually to parents in the District=s annual notices to parents required by Education Code section 48980.

Legal Reference:

Education Code sections 210-231.5, 48980

Date Policy Adopted By The Board:

---

MEADOWS UNION ELEMENTARY SCHOOL DISTRICT

Board Policy No. 5000:     NONDISCRIMINATION

- A. It is the Policy of the District to provide to every pupil an equal opportunity to receive an education as required by federal and/or state law in any District program or activity. No person shall illegally discriminate against or engage in harassment of a pupil because of the pupil's race, sex, gender, sexual orientation or preference, color, religion, mental or physical disability, national origin, ancestry, or ethnic group identification. Further, the District shall not tolerate discrimination against a pupil because another perceives that the pupil has one or more of the characteristics of a member of the above protected groups. No teacher shall give any instruction, nor shall there be any activity or textbook or instructional materials used which reflect adversely upon persons because of their race, sex, gender, sexual preference or orientation, color, religion, disability, national origin, ancestry, or ethnic group identification or because another perceives that a pupil has one or more of the characteristics of the above protected groups. No textbook or other instructional materials shall be used which contain any matter reflecting adversely upon persons in the above identified protected groups. The Superintendent is designated as the Equal Educational Opportunity/Title IX management employee directly responsible for coordinating efforts to ensure compliance with all nondiscrimination laws. The Superintendent may designate another administrator to be directly responsible.
- B. For the purposes of this Policy, and Board Policies regarding prohibited discrimination against pupils, the following definitions apply.
- "Race" means one of the anthropological/racial ethnic groups, including but not limited to Asian, Black, American Indian, Hispanic, Pacific Islander, White, or Filipino.
- "Sex" means the biological condition or quality of being a female or male human being.
- "Gender" means a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth.
- "Sexual orientation" means actual or perceived heterosexuality, homosexuality, or bisexuality.
- "Color" includes the concept "race" as it is used in Title IV and Title VI of the Federal Civil Rights Act of 1964, respectively commencing at 42 USC 2000c and 20 USC 2000d.
- "Religion" means one's spiritual beliefs.

Exhibit G

"Disability" means a person who has a physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or is regarded as having such an impairment.

"Mental disability" means any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

"Physical disability" means any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin, and endocrine.

"National origin" means the country of a person's birth.

"Ancestry" means the national or cultural origin of a line of descent.

"Ethnic group identification" includes the concept of "national origin" as it is used in Title IV and Title VI of the Federal Civil Rights Act of 1964, respectively commencing at 42 USC 2000c and 20 USC 2000d.

"Harassment" means conduct based upon protected status that is severe or pervasive, which unreasonably disrupts an individual's educational environment or that creates a hostile educational environment.

"Person" includes but is not limited to employees, agents and representatives of the District, students, and volunteers.

**Legal Reference:**

20 U.S.C. sections 1221e, 1681-1686

42 U.S.C. section 2000c and 200d

Education Code sections 200-214, 220-233.8, 241, 51004, 51501

Government Code section 11135

Penal Code section 422.6

5 C.C.R. section 4910, 4910(k), 4910(v) and 4910 (k)

Date Policy Adopted By The Board: