

Mark Twain Union Elementary School District  
Copperopolis Elementary School  
*Comprehensive School Safety Plan*

**SB 719 & AB 115**  
**Standardized Emergency Management System**  
**(SEMS)**  
**National Incident Management System (NIMS)**  
**Compliance Document**

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*This document is to be maintained for public inspection during business hours*

# **Copperopolis Elementary School Comprehensive School Safety Plan**

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## **Comprehensive School Safety Plan**

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 1: General Information – School Safety
Part 1: District Commitment to School Safety

### District Commitment to School Safety

***Mark Twain Union Elementary School District*** is committed to ensuring that students enrolled in this district, and all employees who attend campuses are safe and secure. The District believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school in the District. The District intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

## **Comprehensive School Safety Plan**

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 1: General Information – School Safety
Part 2: Legislative Requirements – CSSP

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

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

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

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

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

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

## Comprehensive School Safety Plan

Copperopolis Elementary Mark Twain Union Elementary School District
Section 1: General Information – School Safety
Part 3: Legislative Requirements – Standardized Emergency Management System (SEMS)

*Mark Twain Union Elementary School District* has incorporated protocols of California's Standardized Emergency Management System (SEMS). The California Code of Regulations, Title 19, Division 2, Chapter 1, Sections 2400-2450 outlines the requirements of all special districts. These regulations establish the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS). SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California.

SEMS requires emergency response agencies use basic principles and components of emergency management including;

- ICS,
- Multi-agency or inter-agency coordination,
- Operational area concept, and
- Established mutual aid systems.

State agencies must use SEMS. Local governments must use SEMS by December 1, 1996 in order to be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, §2920, §2925, and §2930.

Executive Order S-2-05 issued by the Governor of California directs the California Office of Emergency Services and Office of Homeland Security, in cooperation with the Standardized Emergency Management System Advisory Board, will develop a program to integrate the National Incident Management System, to the extent appropriate, into the state's emergency management system.

## Comprehensive School Safety Plan

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 1: General Information – School Safety
Part 4: Legislative Requirements – National Incident Management System (NIMS)

In 2004, the Department of Homeland Security released the National Incident Management System (NIMS) as required by Homeland Security Presidential Directive (HSPD) -Management of Domestic Incidents and HSPD-8 Preparedness. While most emergency situations are handled locally, when there's a major incident help may be needed from other jurisdictions, the state and the federal government. NIMS was developed so responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies, including acts of terrorism. NIMS benefits include a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid and resource management.

HSPD-5 established and designated the NIMS Integration Center (NIC) as the lead federal entity to coordinate NIMS compliance. Its primary function is to ensure that NIMS remains an accurate and effective management tool through refining and adapting compliance requirements to address ongoing preparedness needs.

To accomplish this, the Compliance and Technical Assistance Branch relies on input from Federal, State, local, tribal, multi-discipline and private sector stakeholders to assure continuity and accuracy of ongoing implementation efforts. In this collaborative role, the NIC has worked with these partners to refine and implement improvements to NIMS, including the development of performance measurement systems for State, territorial, tribal, and local governments, based on lessons learned and best practices from across the nation.

NIMS plans include;

- Use of standardized terminology,
- Standardized organizational structures (ICS),
- Interoperable communications,
- Consolidated action plans,
- Unified command structures, when applicable,
- Uniformed personnel qualifications standards,
- Uniformed planning, training, and exercises,
- Comprehensive resource management, and
- Designated incident facilities.



## Comprehensive School Safety Plan

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 1: General Information – School Safety
Part 5: Maintaining a Safe and Orderly Environment

It is a priority of the administration and staff in the *Mark Twain Union Elementary School District* that every student who attends our schools will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities both in and out of the classroom.

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

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

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

Our school district promotes nonviolent resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training which implements and supports conflict resolution (California Education Code Sections 32228 – 3228.6, 35160, 35160.1, 44806).

## **Comprehensive School Safety Plan**

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 1: General Information – School Safety
Part 6: Responsibilities

### Responsibilities

#### **Superintendent**

The Superintendent is responsible for the overall district wide implementation of all aspects of this program.

#### **Principals**

The principal is responsible for the implementation of the Comprehensive School Safety Plan at the site level. Under District policy, and by law, it is understood that the principal of a school is charged with the responsibility of students, professional staff and additional employees within their school. Therefore, it is the responsibility of the principal to designate a certificated person to assume a portion of that responsibility and to make decisions during a crisis in the absence of the principal.

In absence of Sara Tutthill (Principal at Copperopolis School) the following will take his place implementing the school wide safety plan in the order listed.

Teacher in Charge:  
Adrianna Hatfield

Second in Charge:  
Carol Aardal

Other key people actively involved in the CSSP are found in the Incident Command System (ICS).

The designee shall have copies of the CSSP and be fully aware of the procedures contained within. Faculty and staff shall be informed as to who's in charge when the principal is away.

#### **Managers**

Managers of employees that work at multiple sites are responsible for ensuring that employees are in compliance with this program. Oversight of such employees is also the responsibility of the person responsible for the implementation of this program at the site level to which the employee is working.

**Supervisors**

Supervisors will notify their employees of any known safety hazards or emergencies.

**Employees**

Employees will notify their supervisor of any new safety hazards or emergencies. Employees will follow all reporting instructions as outlined in their CSSP.

**Parents and Students**

Parents and Students will follow all communication or reporting instructions as outlined in their CSSP.

## **Comprehensive School Safety Plan**

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 1: General Information – School Safety
Part 7: District Emergency Communications Procedures

### District Emergency Communications Procedures

The first method of communication in an emergency at Mark Twain Union Elementary School District is the use of our intercom system. See specific events for use of bell system and intercom system to alert students and staff for emergencies.

In addition to our in house system, MTUESD uses the Infinite Campus Shout Out phone system for emergency communications with parents. In the event of an emergency the phone system will be called (can be connected via landline or cell phone) and a message can be sent out to parents and guardians via phone, text and email. In a disaster situation we can make contact with every phone number and email our students have listed on their emergency cards.

MTUESD will also make use of local media to get information out to the general public quickly.

## **Comprehensive School Safety Plan**

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 1: General Information – School Safety
Part 8: Specific Emergency Communication

### Specific Emergency Communication

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In addition to our in house system, MTUESD uses the Infinite Campus Shout Out phone system for emergency communications with parents. In the event of an emergency the phone system will be called (can be connected via landline or cell phone) and a message can be sent out to parents and guardians via phone, text and email. In a disaster situation we can make contact with every phone number and email our students have listed on their emergency cards.

MTUESD will also make use of local media to get information out to the general public quickly.

## **Comprehensive School Safety Plan**

Copperopolis Elementary School
Mark Twain Union Elementary School
Section 1: General Information – School Safety
Part 9: CSSP Internal School Site Communication Procedures

### CSSP Internal School Site Communication Procedures

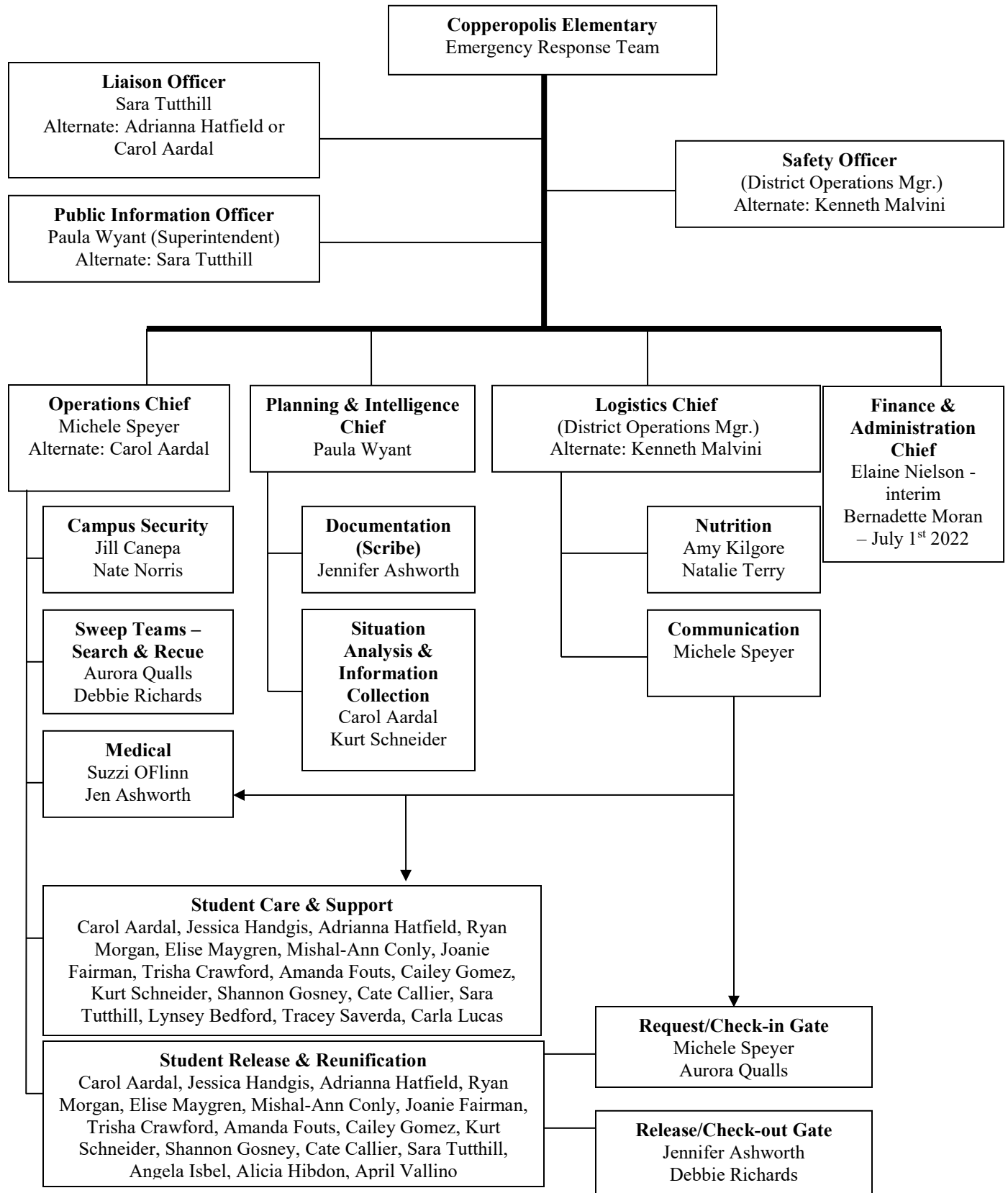
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In addition to our in house system, Copperopolis Elementary uses the phone system for emergency communications with parents. In an event of an emergency the phone system will be called and a message can be sent out to parents and guardians via phone, text and email. In a disaster situation we can make contact with every phone number and email our students have listed in Infinite Campus.

Copperopolis Elementary also will make use of local media to get information out to the general public quickly.

In addition, see the ICS flow chart of emergency communications at Mark Twain Union Elementary School District School.

## Copperopolis Elementary – Emergency Response Team



Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 1: General Information – School Safety
Part 10: CSSP Faculty and Staff Assigned Roles

### CSSP Site Specific Assigned Roles

SEMS/NIMS will be utilized during all incidents or emergencies. When the campus activates its EOC communications and coordination will be established between the Incident Commander (in the field) and the EOC. Coordination of fire and law enforcement resources will be accomplished through their respective mutual aid systems. The same five primary functions of ICS will be utilized in the EOC as well as in the field.

### **EOC and IC Management Functions**

- **Management/IC:** This function provides for the overall management and coordination of response and recovery activities through the joint efforts of the District, local governmental agencies, and private organizations.
- **Operations:** This function is responsible for coordinating all jurisdiction operations in support of the response to the emergency through implementation of the action plan.
- **Planning/Intelligence:** This function is responsible for collecting, evaluating and disseminating intelligence and information; developing the action plan coordination with the other functions; and maintaining documentation.
- **Logistics:** This function is responsible for providing facilities, services, needed equipment, and materials.
- **Finance/Administration:** This function is responsible for financial and administrative aspects not assigned to the other functions.

**This section gives a brief summary of terminology and assignment roles, which are necessary in the school site's CSSP.**

**EOC Director** - Responsible for operating and coordinating all emergency operations within the District's jurisdiction under the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS); requesting mutual aid assistance with the approval of the Emergency Operations Executive; providing a liaison with nearby jurisdictions and appropriate State and Federal agencies and the effective operation and coordination of the District's Emergency Operations Center (EOC).



**Incident Commander** – The Incident Commander is responsible for incident activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources. The Incident Commander, regardless of rank or position in the organization, has complete authority and responsibility for conducting the overall operation.

**PIO** – Under the direction of the IC, a member of the Command Staff is responsible for the formulation and release of information about the incident to the news media.

**Liaison Officer** - A member of the Command Staff, and is the point of contact for the mutual aid agency representatives. This includes representatives from public and private contractors assisting the agency, Law Enforcement agencies, Fire services, Red Cross, Public Works, Coroner's Officer, etc.

**Safety Officer** - Developing and recommending measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe operational conditions or situations.

**Operations Chief**- Ensure that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC. Ensure those operational objectives and assignments identified in the EOC action plan are carried out effectively.

**Logistics Chief** - Provide logistical support for the incident. These include telecommunications, transportation, supplies, facilities, personnel, food, and ground support. Provides logistical support to all other sections.

**Planning Chief** - Oversees Situation Analysis, Documentation, and the Incident Action Plan. Establishes special information collection activities as necessary, e.g., weather, environmental, toxics, etc. Assembles information on alternative strategies. Provides periodic predictions on incident potential. Reports significant changes in incident status. Compiles and displays incident status information.

**Finance Chief** - Responsible for managing all financial aspects of an incident to include: Financial and cost analysis, tracking and recording of personnel time, ensuring all obligation documents initiated at the incident are properly prepared and completed. It is the responsibility of the finance chief to brief administrative personnel on all incident related financial issues needing attention or follow-up, maintain periodic contact with administration on financial/administrative matters, process purchase orders and contracts in coordination with the Logistics Section.

**Site Incident Command Center** – General meeting location of the principal and their site emergency command team. The location is typically the office or front of the designated evacuation meeting area. The responsibilities of the site incident command center are to account for the presence of all students and staff, implement and coordinate the emergency plan, control internal and external communication, and communicate with the Superintendent.

- **Command Center is located in the Copperopolis School office if cleared and safe. Backup Command Center is the Library/Computer Room.**

**School Safety Team Members-** See Emergency Response Team flow chart

**Sweep Team** – The responsibilities of the site sweep team is to proceed in an orderly and pre-established sweep pattern checking classrooms, hallways, and storage areas for people and observable assessment of buildings. If injured people are found during the sweep, the team reports the location of all injured to the first aid team. The sweep team report to the site's incident command center.

- **Sweep Teams:**

#### **Sweep Team members for Emergency Plan**

##### **Copperopolis**

Buildings F- M

Trisha Crawford

Back up:

Cailey Gomez

Buildings N-Q

Mishal-Ann Conly

Back up:

Joan Fairman

Buildings C-E

Elise Maygren

Back up

Cate Callier

Gymnasium

Amy Kilgore

Back up

Natalie Terry

Media Center

Aurora Qualls

**Student Accounting Team** – generally consists of all classroom teachers. Their responsibilities include:

- Ascertain the extent of injuries and capabilities for class evacuation
- Determine the need of assistance for neighboring (buddy) teachers
- Evacuate classrooms using pre-determined routes to specific location
- Takes roll and reports roll status to emergency operations center through sweep team members
- Supervises and reassures students throughout the duration of the emergency
- Take care of minor first aid needs

**Student Release Team** – Consists of helping to locate information on whereabouts of faculty, staff, and students. This team is the only team, which should release students to parent(s) or guardian(s). **Members-** See Emergency Response Team flow chart

Team responsibilities include:

**Copperopolis Elementary** – Michele Speyer, Jen Ashworth and Debbie Richards

- Maintain a location at the front of emergency meeting area
- *Assigning team(s) dedicated to the release of students and another team(s) dedicated to locating information for staff and students*
- Release team begins the process of reuniting students with parents or guardians. *Team ensures students are released to authorized parent or guardian and documents release by using a sign out form*
- Staging areas may be the office, media room, or gym

**Student Support Team** – Is responsible for sending messengers or giving assistance where needed. **Members-** See Emergency Response Team flow chart  
Responsibilities include,

- Assist parents on where to find the Student Release Team
- Assist in obtaining first aid supplies to teachers who have minor first aid cases
- Assist in any other appropriate areas as designated by the principal

**Security Team** – Generally consists of maintenance or custodial staff. **Members-** See Emergency Response Team flow chart

This team's responsibilities include,

- Shut off of all utilities
- Turn on utilities when cleared to do so
- Lock all external gates, doors, and/or secures school with personnel at open areas
- Assist in the routing of parents and emergency personnel as necessary

**First Aid Team** – Generally located at the front of the emergency meeting area.

**Members-** See Emergency Response Team flow chart

the team's responsibilities include:

- Administering first aid.
- Recording information on the extent of injuries and first aid administered.
- Determines need for medical assistance.
- Ensures medical supplies, emergency health records, and student health cards are at the location.

**First aid supplies** - Basic first aid supplies are found in each classroom in the black emergency bag. The school nurse keeps the bags filled with supplies when requested by the teacher.

**Crisis Team** - (Sometimes known as a grief counseling/crisis intervention team) This group of people act as a resource for the District in providing recommendations or choices in response to an individual student's death; the loss of a significant other; death of a staff member; or any event which may adversely affect student learning. School team crisis members often include school psychologist, school nurse, and guidance counselor. County Office of Education crisis team will be called to assist. **Corrina Lindblom, Suzzi O'Flinn, Linda Springer, CCOE Behavior Health upon request.**

**Special Needs Students and Staff** - List students and staff who need special assistance (e.g. blind, deaf, autistic, medically fragile) and those who need wheel chairs or assistance with evacuation due to physical or other disabilities. Include students and staff who may require medication during a prolonged period of time.

See Student Medical Alert Binder

## **Comprehensive School Safety Plan**

School District
Mark Twain Union Elementary School District
Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures
Board Policy 5141.4 Administrative Regulation 5141.4

### **Board Policy 5141.4**

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

#### **Child abuse or neglect does not include:**

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)
6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

### **Reportable Offenses**

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

### **Responsibility for Reporting**

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

### **Reporting Procedures**

#### **1. Initial Telephone Report**

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department, sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

#### **2. Written Report**

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or

electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

### **3. Internal Reporting**

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after



the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

### **Training**

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

### **Victim Interviews by Social Services**

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency

representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

### **Release of Child to Peace Officer**

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

### **Parent/Guardian Complaints**

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

### **Notifications**

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

### **The Superintendent or designee also shall notify all employees that:**

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

Regulation MARK TWAIN UNION ELEMENTARY SCHOOL DISTRICT

approved: May 21, 2015 Angels Camp, California

revised: June 9, 2016

## **Comprehensive School Safety Plan**

Copperopolis Elementary School Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 1: General Information – Disaster

### General Information – Disaster

**Mark Twain Union Elementary School District** will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents.

## Comprehensive School Safety Plan

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 2: Biological/Chemical Weapons Assault

### Biological/Chemical Weapons Assault

Biological and chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to: anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

Any possible biological/chemical weapons assault should be reported immediately to the principal.

The principal should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation.

If the agent is delivered via aircraft:

1. *Shelter in place*
2. *Call Angels Camp Police Department/Calaveras Sheriff Department.*
3. *Call Office of Emergency Services.*
4. *Implement ICS*

If the agent is delivered via dispersion device that is outdoors:

1. *Shelter in a safe place*
2. *Call Angels Camp Police Department/Calaveras County Sheriff's Department*
3. *Call Office of Emergency Services.*
4. *Implement ICS*

If the agent is delivered via dispersion device that is indoors:

1. *Shelter in a safe place*
2. *Call Angels Camp Police Department/Calaveras County Sheriff's Department*
3. *Call Office of Emergency Services.*
4. *Implement ICS*

If the agent is delivered via the school's HVAC system:

1. *Shelter in a safe place*
2. *Call Angels Camp Police Department/Calaveras County Sheriff's Department*
3. *Call Office of Emergency Services.*
4. *Implement ICS*

In any situation involving biological or chemical weapons the principal and staff must follow all instructions given by officers of emergency response agencies. *The District EOC* will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control.

## Comprehensive School Safety Plan

Copperopolis Elementary School Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 3: Bomb Threat Procedures

### Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property, **DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.**

#### 1. Receiving the Call

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line so as to gather information about the location and timing of the bomb and the person(s) responsible. He/she should also try to determine the caller's gender and age and should take note of any distinctive features of voice or speech and any background noises such as music, traffic, machinery or other voices.

Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats. Protocol on the following page.

#### 2. Notification Procedures

Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the principal or designee. If the threat is in writing, he/she shall place the message in an envelope and take note of where and by whom it was found.

Any student or employee seeing a suspicious package shall promptly notify the principal or designee.

The Principal or Site Administrator will notify local law enforcement and the District Superintendent's Office.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the facility.



### 3. Action Plan Procedures

If required to develop an action plan, the principal/administrator may consult with the following: other administrators, head counselor, head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

The principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

The principal will authorize reoccupation of an evacuated building only after consulting with law enforcement authorities.

#### **The action plan procedure could include the following:**

The principal or designee shall immediately use fire drill signals and institute standard evacuation procedures as specified in the emergency plan (if it is deemed safe to do so).

The principal or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. School police officers may assist in this search. No other school staff shall search for or handle any explosive or incendiary device.

Except for school police officers, no staff or students shall reenter the threatened building(s) until the law enforcement and/or fire department staff advises the principal or designee that reentry is safe.

# Mark Twain Union Elementary School District BOMB THREAT CHECKLIST

**KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE**

Exact Time and Date of Call:

---

Exact Words of Caller:

---

---

---

**Please check the appropriate boxes.**

Voice	Accent	Manner	Background Noise
<input type="checkbox"/> Loud	<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory Machines
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Foreign	<input type="checkbox"/> Rationale	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Office Machines
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Mixed
<input type="checkbox"/> Soft	<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Street Traffic
<input type="checkbox"/> Deep		<input type="checkbox"/> Angry	<input type="checkbox"/> Trains
<input type="checkbox"/> Pleasant		<input type="checkbox"/> Irrational	<input type="checkbox"/> Animals
<input type="checkbox"/> Other		<input type="checkbox"/> Incoherent	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Emotional	<input type="checkbox"/> Voices
		<input type="checkbox"/> Laughing	<input type="checkbox"/> Airplanes
			<input type="checkbox"/> Party Atmosphere

Language	Speech	Familiarity With Threatened Facility
<input type="checkbox"/> Excellent	<input type="checkbox"/> Fast	<input type="checkbox"/> Much
<input type="checkbox"/> Fair	<input type="checkbox"/> Distinct	<input type="checkbox"/> Some
<input type="checkbox"/> Foul	<input type="checkbox"/> Stutter	<input type="checkbox"/> None
<input type="checkbox"/> Good	<input type="checkbox"/> Slurred	
<input type="checkbox"/> Poor	<input type="checkbox"/> Slow	
<input type="checkbox"/> Other	<input type="checkbox"/> Distorted	
	<input type="checkbox"/> Nasal	
	<input type="checkbox"/> Lisp	

**Questions to ask the caller.**

1. When is the bomb going to explode?

---

2. Where is the bomb?

---

3. What does it look like?

---

**4. What kind of bomb is it?**

---

**5. What will cause it to explode?**

---

**6. Did you place the bomb?**

---

**7. Why did you place the bomb?**

---

**8. Where are you calling from?**

---

**9. What is your address?**

---

**10. What is your name?**

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## Comprehensive School Safety Plan

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 4: Chemical or Hazardous Material Incident

### Chemical or Hazardous Material Incident

If a chemical spill occurs at a nearby home or industry, students should remain inside. Students who are outside should be taken inside as soon as possible.

If the chemical spill is an immediate danger to students and staff of the school – as indicated by mandates from the emergency preparedness agencies, students and staff should exit the building through doors on the side of the building opposite the industry site.

Standard fire drill procedures should be followed.

Procedure:

When a fire alarm sounds the teacher will:

1. Evacuate students along established routes to pre-designated areas. Teachers must remember to close their classroom door and turn off the lights.
2. Teachers need to take classroom black bag with red 'X' with them during the evacuation.
3. Students should not waste time gathering school materials, but should take jackets and sweaters as appropriate for the weather (even during a known drill).
4. Once on the field/track teachers are to line students up in a single file line and take roll of the students present. They are to check against roll in the Black Bag.
5. These red forms will be collected by office personnel. If all students are present, the teacher must hold up the green ALL CLEAR CARD. Students who are not accounted for will be reunified with teacher ASAP. Teacher should hold up red card if students are unaccounted for.

6. Students and teachers are to remain in place until an all-clear announcement is made or until they are given further directions from a designated staff member. (Principal, Lead Teachers).
7. In the event of a real emergency (non-planned fire drill) designated teachers will be given radios to assist the administration and emergency team in any further actions.

If a chemical spill occurs onsite, students in the area of the spill should be evacuated to an area outside.

Teachers shall proceed with emergency chemical spill procedure located in the District's Chemical Hygiene Plan.

If a fire occurs during a chemical spill, the fire alarms should be pulled and the fire emergency procedures shall be followed.

The principal will follow the pre-established district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

Follow all instructions given by the Fire Department when they arrive at the facility.

## **Comprehensive School Safety Plan**

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 5: Earthquake Procedures

### Earthquake Procedures

#### **Indoors**

DUCK, COVER, AND HOLD.

Get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

#### **Outdoors**

Move away from buildings, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run.

#### **In School Bus**

Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District E.O.C.

#### **General**

Be prepared for immediate aftershocks and ground motion.

Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.).

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.

Call 9-1-1, if you have an immediate emergency such as a fire or serious injury.

Assist injured with First Aid treatment.

The students and staff shall remain in the duck and cover position for at least two (2) minutes.

The school's Office Staff will make the evacuation announcement over the P.A system.

Evacuation should NOT be automatic.

If you do not hear a PA announcement to evacuate, and are in an unsafe classroom-ceiling has collapsed, wires are crackling, broken glass is all over the floor, have another teacher watch your students and find the safest evacuation route. You may only need to move your class to another room.

Establish communications with your supervisor, principal or District EOC and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

Each teacher will account for their students before the teacher and students leave the classroom.

Each teacher will gather their students and make an orderly exit out of the classroom.

The teacher will take their emergency bag and roll book with them as they exit the classroom.

Each classroom shall proceed to the pre-designated evacuation area three minutes after the bell and evacuation announcement has been made.

### **Evacuation Plan**

#### **Buildings C-E**

Exit classrooms and proceed to field/track via pathway between upper bathrooms and Office.

#### **Buildings F-M**

Exit classrooms and proceed to field/track via pathway between upper bathrooms and Office.

#### **Buildings N-Q**

Exit classrooms and proceed to field /track via pathway between garden area and classroom buildings

#### **Gym**

Exit Gym via playground door; proceed to designated class meeting area.

#### **Media Center**

Exit via Computer Lab door and proceed to designated class meeting area.

Office

Exit and proceed to field/track via pathway between garden area and classrooms.

Please assist all students in wheelchairs down ramps. Students in wheelchairs follow the path towards their designated classroom area.

**Reminder**

The principal will follow the pre-established district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.



## Comprehensive School Safety Plan

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 6: Aircraft Crash

### Aircraft Crash

If possible, duck and cover under a desk or table.

When an airplane crash occurs and the impact scatters debris into a classroom, students and teachers should immediately crawl under their desk.

The school's Principal or designee will call the local fire department or other emergency agencies.

Assist any injured requiring first aid treatment.

When the initial phase of the crash has ended, teachers and students should evacuate the building by following the normal evacuations procedures. If normal evacuations routes are blocked, alternate routes should be used.

Assist any persons who have physical problems evacuating the building.

When outside the building, each class moves quickly to a pre-designated location near the school. The meeting area should be at least 300 feet from the structure and out of the way of the fire department.

The teacher shall maintain control over the students for which he or she is responsible.

The school's designees will go directly to entrances on the school site to direct all non-emergency traffic away from the buildings. Keep fire lanes, streets and walkways open for emergency responders.

The principal will follow the pre-established district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

Stay in assembly area and account for all personnel and students.  
Do not return to buildings until authorized by the fire department or principal.

## **Comprehensive School Safety Plan**

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 7: Fire Procedures or Explosion

### **Fire Procedures**

In the event of an identified fire, the school's Principal or Principal Designee will call the local fire department or other emergency agencies.

Signal will be sent to the entire school: P.A. announcement/command to initiate Fire procedures. The announcement will be "This is an alert, fire procedures" and the location for reunification will be stated.

The school's Para Educators will go directly to entrances on the school site to direct all non-emergency traffic away from the buildings.

The principal will follow the pre-established district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

### **Fire Alarm**

In the event of a fire alarm, the office fire alarm panel will be checked by the administrator/principal/office staff to confirm the location of the alarm.

The school's Principal or Principal Designee will call the local fire department or other emergency agencies.

Signal will be sent to the entire school: P.A. announcement/command to initiate Fire Alarm/Shelter in Place procedures. The announcement will be "This is an alert, Shelter in Place until the alarm is identified."

The administrator/principal or designee will go to the location to determine the reason for the alarm, fire/smoke or false alarm. Follow Fire Procedures if there is an identified fire. In the event of a false alarm see procedures below.

### **False Alarm**

In the event of a possible false alarm, the administrator/principal or designee will attempt to determine the reason for the alarm. If the reason is unknown or a

threat is discovered, follow Section 9/Lock Down procedures until the campus is cleared by local authorities.

**Reminders**

Students and teachers will exit the building through the designated doors. If the primary evacuation route is blocked, alternate routes shall be taken.

Stay in the designated assembly area and account for all personnel and students.

When outside the building, each class moves quickly to a pre-designated location near the school. The meeting area should be at least 300 feet from the structure and out of the way of the fire department.

The teacher shall maintain control over the students for which he or she is responsible.

Do not block fire lanes or areas used by the fire department.

Do not reenter building until authorized by fire department or the principal.

If the fire is off site, wait for instructions from the principal or District EOC.

Only trained personnel should operate fire extinguishers or other fire suppression systems.

## **Comprehensive School Safety Plan**

Copperopolis Elementary School Mark Twain Union Elementary School District
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Section 3: Disaster Procedures
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Part 8: Flood Procedures
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### **Flood Procedures**

If a flood warning is received by a District school or site, notify the District Superintendent immediately.

If a major flood warning is received at the District Office, the District EOC should be activated.

### **Reminders**

The principal will follow the pre-established district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

Determine if the flow or pool of water is increasing in size near any classroom, assembly, or evacuation area. If so, consider moving classroom, assembly, or evacuation area to an alternate area.

Safe shelter should be maintained throughout the flood period.

Evacuation of specific schools, facilities or areas will be directed by the District EOC in coordination with SEMS/NIMS.

## Comprehensive School Safety Plan

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 9: Shelter In Place

### Shelter in Place/Civil Unrest Procedures

Any threatening disturbance should be reported immediately to the Principal/Administrator.

If the disturbance is affecting normal school or facility operations, the Principal/Administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by intercom, Site staff must follow the instructions below:

**If the situation is violent and may include the use of firearms, all staff will follow ALICE procedures.**

If you are inside:

#### **Procedure**

1. **Principal or designee will contact the Angels Camp Police Department/Calaveras Sheriff's Department and Superintendent, they will be notified immediately.**
2. **The signal will be given over the loud speaker:**  
Give oral command to initiate Lockdown Procedure immediately  
Further instructions will be given over the intercom/phone system
3. **The bell and fire system will be turned off** by the office/custodial staff to prevent undirected student movement.
4. **Teachers will perform the following procedures:**
  - a) Check any areas outside your classroom and bathrooms adjacent to your classroom. Instruct any students/staff to enter your classroom for "lockdown".
  - b) Lock all classroom doors and exit doors.
  - c) If your classroom has windows, close blinds and curtains. If your door has a window, cover it with a piece of paper if possible.
  - d) Keep students away from windows and doors. Instruct them to remain calm, quiet and locate them near the ground, out of sight from the intruder looking into the classroom.

- e) **Do not let students use cell phones.** Due to the fact that a shooter may hear them and shoot towards the sound. In the case of a bomb electronic devices (Cell phone and radios) can also detonate a bomb.
  - f) **Turn off all equipment and sources of light** (you want it to appear as if you have an empty room)
  - g) If you observe an intruder, use the telephone and report location, description, and direction the intruder is headed.
  - h) Await further instructions
- 5. All buildings will be locked and checked, if possible, by maintenance/custodial staff as soon as possible.
  - 6. If this type of situation occurs **during the break or lunch period, students will be directed to go to the nearest building or classroom.** Instructions may be communicated by verbal directions from staff on the grounds.
  - 7. Staff and students remaining outside after the lockdown will report directly to the office if possible, with caution. If the staff or students are unable to reach the office safely, they are to **remain hidden until law enforcement can escort them to safety.**
  - 8. The ICC (Incident Command Center) will be activated in the main office (District Office as a second location). The school site crisis team leaders will report to the ICC if possible. If we need an off campus site;

Copperopolis – Fire Department

Mark Twain Elementary – District transportation center

**Once the Angels Camp Police Department/Calaveras Sheriff's Department arrives, they will assume control of the situation** until the emergency subsides. They will initially be directed to the ICC or a specific location on campus if the situation dictates it. The school administration will resume control when the school is deemed safe.

- 10. **Staff and students will be given further direction and information with the intercom system or text system. The "ALL CLEAR" signal will be announced over the intercom or text system releasing students and staff to resume normal activity.**

Principal and staff must follow all instructions given by responding law enforcement.

## Comprehensive School Safety Plan

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 10: Lockdown/Civil Unrest/ Active Shooter Procedures

### Lockdown/Civil Unrest Procedures (page 1 of 4)

Any threatening disturbance should be reported immediately to the Principal/Administrator.

**If the disturbance is affecting normal school or facility operations, the Principal/Administrator should notify law enforcement authorities immediately.**

As necessary, alert all site employees of the situation by intercom, Site staff must follow the instructions below:

#### **Alert:**

1. Principal or designee will contact Law Enforcement and Superintendent immediately.
2. Signal will be sent to the entire school: P.A. announcement/command to initiate lockdown procedures.
  - **Shelter in Place: Neighborhood Alert Lockdown/Medical Lockdown Alert** – the announcement will be “This is an alert, shelter in place.”  
Lock all exterior doors, gates and monitor main access to campus; Students and staff remain within the building and movement on the campus is limited/students are escorted around campus by school staff, regular classroom procedures. A threat is either outside of the school or the campus needs to be unobstructed for medical personnel and parking lots are cleared of all traffic. Staff will be sent an email, via office staff, with details as appropriate of the reason for the alert.
  - **Lockdown: Threat is in the school/on campus** – the announcement will be “This is a lockdown” and state the type of threat and location of the threat. Further instruction may be given over the intercom/phone system. Staff/students are secured inside buildings or if possible escape to offsite designated evacuation point (District office complex); no movement on campus. **Teachers will follow ALICE procedures if there is an active shooter, see below.**

**ALICE - Alert, Lockdown, Inform, Counter, Evacuate**

ALICE is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. It's not designed to be sequential but rather to be utilized dynamically in each unique situation.

### **Alert**

Use plain and specific language to alert others to the danger. The purpose of the Alert is to make as many people as possible within the danger zone aware that a potentially life-threatening situation exists. This can be facilitated via many different methods (PA, text, email, personal senses). No matter the method of delivery, the objective should be a conveyance of information, not an issuance of a command. The use of plain language, delivered through as many delivery channels as possible, is the best way to ensure awareness within the danger zone. It will empower as many as possible with the ability to make an informed decision as to their best option that will maximize survival chances.

### **Lockdown**

Barricade the room. Prepare to Evacuate or Counter if needed. Lockdown is an important response in the event of an active shooter or violent intruder, but there has to be a semi-secure starting point from which survival decisions can be made. Relying on lockdown alone will significantly endanger occupants in a violent intruder situation.

### **Inform**

Communicate the violent intruder's location and direction by any means necessary to pass on real-time information. Information should always be clear and direct and, as much as possible, communicate the whereabouts of the intruder. Effective information can keep the shooter off balance, giving people in the school more time to further lockdown, or evacuate to safety. Active shooters work alone 98 percent of the time. If the shooter is known to be in an isolated section of a building, occupants in other areas can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter. Knowledge is the key to survival.

### **Counter**

Create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting. ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of all involved. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate. ALICE does not endorse civilians fighting an active shooter, but when confronted directly in a life-and-death situation, individuals should use any actions necessary to defend themselves. Counter is a last-ditch and worst-case scenario option. Counter is about survival, the last barrier between a shooter and a potential victim, and anything a person can do to gain control is acceptable. It's the opposite of being a sitting duck, and every action taken is a step towards survival.

### **Evacuate**

When safe to do so, remove yourself from the danger zone. An active shooter in a building presents a situation like no other. Evacuating to a safe area takes people out of harm's way and hopefully prevents students and staff from having to come into any contact with the shooter. Keep in mind to break a window start at the top corner as opposed to the center.



3. The bell system will then be turned off by the office/custodial staff to prevent undirected student movement.
4. **Procedures if you are inside for a Lock Down and there is no active shooter:**
  - a) Check any areas outside your classroom and bathroom adjacent to your classroom. Instruct any students/ staff to enter your room for "lockdown"
  - b) **Lock all classroom doors and exit doors.**
  - c) If your classroom has windows, close blinds and curtains. If your door has a window, cover it with a piece of paper if possible.
  - d) Keep students away from windows and doors. Instruct them to take cover under desks or lay down on the floor. Instruct them to remain quiet and calm.
  - e) **Stay off cell phones.** Due to the fact that a shooter may hear them and shoot towards the sound. In case of a bomb, electronic devices (cell phones and radios) can also detonate a bomb.
  - f) **Turn off all equipment and sources of light.** (you want it to appear as if you have an empty room)
  - g) **If you observe an intruder, enact ALICE procedures**
  - h) Await further instructions
  - i) **In a lockdown, police or emergency responders will identify themselves, enter your classroom and direct you to the proper evacuation location.**
5. All buildings will be locked and checked, if possible, by maintenance/custodial staff as soon as possible
6. **If you are outside: (Lunch or break periods) Instructions maybe communicated by verbal directions from staff on the grounds.**
  - a) Staff and students will be directed to go to the nearest building or classroom.
  - b) If you cannot make it to a building or classroom, flee the area of the threat/danger and remain hidden until law enforcement can escort you safely to the proper evacuation location.
7. The ICC (Incident Command Center) will be activated in the main office (District Office as a second location). The school site crisis team leaders will report to the ICC if possible.
8. Evacuation Locations:
  1. **School Gymnasium**
  2. **Copperopolis Fire Department**

Once Angels Camp Police Department/Calaveras Sheriff Department arrives, they assume control of the situation until the emergency subsides. School administration will resume control when the school is deemed safe.

**Angels Camp Police policy is to stop the intruder immediately.**

9. Staff and students will be given further directions and information with the intercom system. The "ALL CLEAR" signal will be announced over the intercom system releasing students and staff to resume normal activity.
10. **In a Lockdown, the police or emergency responders will identify themselves, enter your classroom and direct to the proper evacuation location.**
11. **In case intruder enters classroom, fight with whatever you have at your disposal and evacuate students out the other door.**

**Principal and staff must follow all instructions given by responding law enforcement.**

**Student Reunification Process:**

After a Lock Down and the campus is secured by emergency response, all students are evacuated/relocated to the gymnasium. This location is for the process of student reunification with family by staff. The gymnasium will be secured from all media, family members and other visitors. Staff members will supervise the students within the gymnasium.

1. Students are seated in the gym until released to family.
2. Staff will set up parent reception location outside the gym towards the parking lot. Four tables will be designated corresponding to student's last name: A-F, G-L, M-R, S-Z.
3. Police, clergy, counseling, school administration will all be present at the reunification site.
4. Each table has a box with student contact information and release forms. Family members are required to have picture ID and complete a release form before the child will be released.
5. A staff member will be given the release form and get the child requested by staff members from the reception table. The family member will be directed to the side of the gym (field side) where the reunification process will take place. Once the student and family member are reunified, the reunification form will be signed and returned to staff. The staff runner will then recycle for another processing.
6. If the child is injured, deceased or missing, the family members will be brought into the gym through the Kitchen access door where they will be met by school administration in one of the team rooms. The family

members will be notified of the status of their child at that time. One room for missing or injured students and the other team room for notification of next of kin.

Staff requirements and duties:

- School administration: supervises reunification site
- Office, Library, Kitchen Staff will work the reception tables
- Para Educators: act as staff runners
- Teachers: act to supervise students in holding area and work the release point
- All other school personnel will work by the direction of school administration as needed

See Student Release Form

**Copperopolis Elementary Student Release Form**

**Completed by Guardian/Requester at Request Table:**

Please print

Student's Name: \_\_\_\_\_

Teacher (homeroom): \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Adult Picking up

Student: \_\_\_\_\_

**Completed by Request Table Staff:**

Proof of I.D.? (circle one) YES NO

Name of Guardian or Emergency Contact? (circle one) YES NO

**Taken by Runner, to be completed by Holding Area Staff:**

**Student Status**

Sent with Runner ☐ Absent ☐

First Aid ☐ Missing ☐

Comments:

\* If student is absent/missing, runner takes to incident commander or assigned staff

\* If student is located, runner accompanies student to release gate with form

**Completed by Release Gate Staff:**

Confirmed that student is being matched with adult noted above:

Photo I.D. checked ☐ OR verified with student ☐

Guardian/ Approved care giver Signature:

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

## **Comprehensive School Safety Plan**

Copperopolis Elementary School Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 11: Severe Windstorm Procedures

### Severe Windstorm Procedures

If a severe wind warning is received at a school or other District site, notify the District Superintendent immediately.

If a severe wind warning is received at the District Office, the District EOC should be activated.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid gymnasiums and other buildings with free-span roofs.

If needed ICS (see appendix J) procedures will be implemented

### **Reminder**

Avoid all areas that have large concentrations of electrical equipment or power cables.

## Comprehensive School Safety Plan

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 12: Suspicious Mail/Packages

### Suspicious Mail/Packages

All incoming mail and packages should be handled with caution.

Below are indicators of suspicious mail and steps to take in the event that suspicious mail is received.

Mail that ...

- ... is unexpected or from an unfamiliar source
- ... has excessive postage
- ... is addressed to someone who no longer works in the District
- ... is addressed to a current employee but with the wrong title
- ... contains several misspelled words on the envelope
- ... marked with restrictive endorsements such as "Personal" or "Confidential"
- ... has no return address or an address that cannot be verified
- ... mail that is from a foreign country
- ... shows a city or state in the postmark that doesn't match the return address
- ... is lopsided, oddly shaped, or has an unusual weight, given its size
- ... has protruding wires, strange odors or stains
- ... has powdery substance on the outside
- ... has an unusual amount of tape on it
- ... is ticking or making unusual sounds

Not all mail comes perfectly packaged or with accurate information on it, so it is important that employees handling mail remain sensible in the screening of mail. However, prudent scrutiny conducted in a reasonable manner can greatly reduce the school's chances of becoming the victim of attack by mail.

What to do with suspicious mail (general response):

- Do not try to open the package or envelope.
- Do not sniff, taste or shake the package.
- Isolate the package.
- Evacuate the immediate area; close the door.
- Contact your supervisor and call 911.

Response to mail suspected of delivering biological/chemical agents in powder form:

- Do not open an envelope or package with powder on the outside.
- If powder is spilled from an envelope or package, do not try to clean up the powder.
- Cover the spilled contents immediately with anything (clothing, paper, trash can).
- Do not remove this cover.
- Leave the room and close the door or otherwise prevent access to the room.
- Wash your hands with soap and hot water.
- Ensure that everyone who had contact with the piece of mail washes his/her hands with soap and hot water.
- Notify your supervisor.
- Supervisor should immediately contact the local police (911) or the U.S. Postal Inspection Service (415-778-5800).
- Supervisor should notify the District Superintendent's Office.
- Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- Make a list of all the people who were in the room or area, especially those who had contact with the envelope or package. Provide this list to the emergency response teams investigating the incident.
- Investigators will remove the envelope or package and conduct a thorough check of the area for contamination.
- If you are prescribed medicine as a result of this exposure, take it until instructed or until it runs out.

NOTE: Contacting the U.S. Postal Service is less likely to create a media event than the local police but their response may be slower.

## Comprehensive School Safety Plan

Copperopolis Elementary School Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 13: Medical Emergency

### Medical Emergency

In the event of a medical emergency by faculty, staff member, or student the following procedures shall be followed.

- ❑ A member of the faculty, staff, or student should immediately get help by contacting the nurse or principal.
- ❑ A staff member who is certified in first aid should assist the nurse in the medical emergency.
- ❑ If the injured party can move, transport the injured to the school office.
- ❑ If the injured party is unable to move, stabilize the body so that movement is limited.
- ❑ If necessary, call 9-1-1.
- ❑ The school's Principal will notify the parent(s), legal guardian(s) of the medical emergency.

### **Reminders**

- If the student *has not* been transported to the hospital let the parent decide whether or not, he/she wants the student taken to an emergency room and to which hospital he/she would like the student taken.
- Let the parent decide if he/she would rather come for the student and take him/her to the emergency room.
- If the student *has* been transported to the hospital and the parent is not available, assign a staff member to accompany the student to the hospital.
- Depending upon the nature of the medical emergency the news media may seek inquiries. The principal can refer all media inquiries to the District's Public Information Officer.



## Comprehensive School Safety Plan

Copperopolis Elementary School Mark Twain Union Elementary School District
Section 3: Disaster Procedures
Part 14: School Bus Route Emergency

### School Bus Route Emergency

In the event of an emergency during the time a school bus is in-route the driver will contact the District's Director of Transportation to report the bus location, number of students and guidelines on how to proceed with the transportation. The Director of Transportation will communicate the information to the Superintendent and principal. The Director of Transportation will follow the communication procedures outlined in this CSSP.

The following steps should be taken during a field trip.

1. Student authorization release forms should be kept on file in the school's main office.
2. Before a bus leaves with the students a list of riders for each bus will be left at the school. Riders are informed of their expectation to travel on the bus they are assigned (or the one in which roll is taken from).
3. A copy of the list is given to the chaperones.
4. Teachers will take roll prior to the bus departure.
5. If an accident occurs while in-route, the driver will contact the Director of Transportation informing the director of the accident, location, and number of students on board. The chaperone and/or teacher will contact emergency personnel if emergency medical treatment is needed. The chaperone and/or teacher will contact the principal informing the principal of the accident and any emergency care. The principal will contact the Superintendent of the bus accident and communicate the names of any faculty or student who is receiving emergency care. In the event emergency care is given, the principal will contact the chaperone/teacher or student's primary contact. The principal will also use the rider list to notify parents of the accident.

Copperopolis Elementary School Mark Twain Union Elementary School District
Section 15: COVID
Administrative Regulation 3515.1

In the event of a COVID 19 possible case. The following procedures are to be followed in order to maintain a safe environment for students and staff at

**Copperopolis Elementary School.**

1. Staff will notify admin of possible case.
2. Admin will contact school nurse
3. Person(s) will be isolated from others
4. Administration will notify parent/guardian
5. Person will be required to seek medical testing and/or quarantine
6. County Health Department will be notified
7. School will follow county health department guidelines
8. Person will be allowed to return to school when he/she is cleared by physician and/or county health department

**Comprehensive School Safety Plan**

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 4: Notification of Dangerous Pupils
Part 1: Notifying Teachers of Dangerous Pupils

Notifying Teachers of Dangerous Pupils (page 1 of 3)

When the principal is aware that a student has caused or tried to cause another person serious bodily injury, or any injury that requires professional medical treatment, a separate and confidential file is created for that child. Information based upon written District records or records received from a law enforcement agency are contained in the file.

When such a student is assigned to a teacher's classroom, the principal shall provide the teacher with written notification. The teacher is asked to review the student's separate and confidential file in the office. Teachers are informed that such information is to be kept in strictest confidence and is to disseminate no further.

Excerpts from the California Education Code, the California Penal Code and Your School District Administrative Regulations are presented below.

From California Education Code Section 49079

- (a) A school district shall inform the teacher of every student who has caused or who has attempted to cause serious bodily injury to another person, as defined in paragraphs (5) and (6) of subdivision (e) of Section 243 of the Penal Code, to another person. The District shall provide the information to the teacher based on any written records that the District maintains or receives from a law enforcement agency regarding a student described in this section.

- (b) No school district shall be liable for failure to comply with this section if, in a particular instance, it is demonstrated that the district has made a good faith effort to notify the teacher.
- (c) The information provided shall be from the previous three (3) school years.
- (d) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

From California Penal Code Section 243(e) – Paragraphs 5 and 6

- (5) ... “Injury” means any physical injury, which requires professional medical treatment.
- (6) ... “Custodial Officer” means any person who has the responsibilities and duties and who is employed by a law enforcement agency of the city or county or who performs those duties as a volunteer.

Notice Regarding Student Crimes and Offenses

The Superintendent or designee shall inform the teacher of every student who has engaged in, or is reasonably suspected to have engaged in, any act during the previous three years, which could constitute grounds for suspension or expulsion, with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. (California Education Code 49079).

When informed pursuant to Welfare and Institutions Code 828.1 that a student has committed crimes unrelated to school attendance which do not therefore constitute grounds for suspension or expulsion, the Superintendent or designee may so inform any teacher, counselor or administrator whom he/she believes needs this information in order to work with the student appropriately, avoid being needlessly vulnerable, or protect others from needless vulnerability. The Superintendent or designee shall consult with the principal of the school, which the student attends in order to identify staff that should be so informed. (California Welfare and Institutions Code 828.1).

Teachers shall receive the above information in confidence and disseminate it no further.

(California Education Code 49079, California Welfare and Institutions Code 828.1).

The principal or designee shall maintain the above information in a separate confidential file for each student. When such a student is assigned to a class/program, the principal or designee shall notify the teacher in writing and ask the teacher to initial this notice, return it to the principal or designee, and review the student’s file in the school office. This notification shall not name or otherwise identify the student.

The principal or designee shall notify all certificated personnel who are likely to come into contact with the student, including the student’s homeroom or classroom teachers, special education teachers, coaches and counselors.

## Comprehensive School Safety Plan

Copperopolis Elementary School Mark Twain Union Elementary School District
Section 5: Suspension and Expulsion/Due Process
Board Policy 5144.1 Administrative Regulation 5144.1

Please refer to Mark Twain Union Elementary School District's Board Policy

Copperopolis Elementary School Mark Twain Union Elementary School District
Section 6 : Sexual Harassment Policy
Board Policy 5145.7 Administrative Regulation 4119.11, 4219.11, 4319.11

Please refer to Mark Twain Union Elementary School District's Board Policy

Copperopolis Elementary School Mark Twain Union Elementary School District
Section 7: School Dress and Grooming
Part 1 : Student Rules for Dress and Grooming

Please refer to Mark Twain Union Elementary School District's Parent Student Handbook

## Comprehensive School Safety Plan

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 8: Safe Ingress and Egress
Part 1: Safe Ingress and Egress

### Safe Ingress and Egress (page 1 of 1)

*Copperopolis Elementary School* takes pride in being part of a school district that has a mission to provide a safe environment for all students, parents, and school employees. Our School will take measures to ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian and vehicular traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement agencies and the city to ensure that the school's immediate community is safe.

The principal and members of the school's safety committee will survey the surrounding community for the purpose of determining and recommending safe routes to and from school. **Particular attention will be given to busy streets and major thoroughfares that are used by students, parents, and staff as they proceed to and from school.**

It will be the responsibility of the principal and members of the school safety committee to give attention to the following;

1. **Designated pedestrian crosswalks in the school community are located at Stanislaus Ave. & San Joaquin Ave. and Stanislaus Ave. & Badger Court & front and gym parking lots.**
2. Busy signal cross streets adjacent to the school and school attendance areas.
3. Location of crossing guards and their assigned hourly schedules.
4. Danger zones including busy shopping areas, businesses, hospitals, narrow alleyways, streets with limited visibility to approaching traffic, etc.
5. The safest thoroughfares and/or recommended routes to and from school.

6. Conducting a student safety assembly to establish safety standards for most dependable routes to and from school. Utilizing police department public service officer to discuss safety recommendations.

While it is the intent of the principal and school safety committee to recommend a safe route(s) to and from school the principal and school safety committee members may not live in the community around the school. Therefore, it is the responsibility of parents and students to assess and use routes to and from school, which the parents and student believe is safe.

## Comprehensive School Safety Plan

Copperopolis Elementary School Mark Twain Union Elementary School District
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Section 8: Safe Ingress and Egress
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Part 2: Visitors on Campus
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### Visitors on Campus (page 1 of 1)

The following procedures are to be followed in order to maintain a safe environment for students and staff at **Copperopolis Elementary School**,

- All visitors are to check into the office and sign in
- Visitors will be issued a sticker that indicates they are checked into the office
- Visitors will return the badge to the office at the end of their visit
- Staff will ask all visitors without badges to check into the office or staff will notify the office for assistance
- **Police services will be called upon in the event any visitor is not complying with posted regulations**



## Comprehensive School Safety Plan

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 9: Rules and Procedures of School Discipline

Please refer to Mark Twain Union Elementary School District's Parent Student Handbook

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 10: Crime Assessment
Administrative Regulation 3515.1

*All suspected crimes are report to Angles Camp Police Department*

Copperopolis Elementary School
Mark Twain Union Elementary School District
Section 12: Appendices

Appendix A: SB 334 Text

Appendix B: SB 719 Text

Appendix C: Education Code Sections 35294 – 35294.9 Text

Appendix D: Suspected Child Abuse Report Form

Appendix E: Employee Acknowledgement of Child Abuse Reporting Requirements

Appendix F: Pre-Incident Planning Guidelines

Appendix G: Personnel Assignments

Appendix H: Emergency Contact Numbers

Appendix I: Emergency Supplies

Appendix J: Buddy List

Appendix K: Maps

Appendix L: Request for Exemption from Uniform Program

Appendix M: Behavior Contract

Appendix N: School Crime Reporting Form

Appendix O: School Site Council Meeting Minutes/ Approval

Appendix P: Firearms Safety Memorandum

# APPENDIX H

## EMERGENCY CONTACT NUMBERS

### Emergency Contact Numbers

Vendor	Number	Comments
PG&E	(800)743-5000	
AT&T	(800)331-0500	
City Water Service	(209)754-3543	Water Emergency
Police	9-1-1	24 Hour Non-Emergency
Animal Control	(209)754-6509	
Child Protective Service	(209)754-6452	
City Street Tree Trimming	(209)754-2890	Hazardous limbs/fallen trees only
Street Lightening	(209)754-2890	Lights and down poles
County Health Dept.	(209)754-6460	
Sanitation & Flood Control	(209)754-6401	
Fire Station	<b>9-1-1.</b>  <i>For non-emergencies find your closest station and input number</i>	<b>Station 1</b>  <b>Station 2</b>  <b>Station 3</b>  <b>Station 4</b>  <b>Station 5</b>
American Red Cross	(916)993-7070	Disaster Assistances
<b>Radio Stations</b>	KQBM - (209)293-7300 KKBN - (209)553-1450 KRVR - (209)544-1055	
KCBS Radio	(415)474-5227	
City Emergency Radio	(209)754-2890	
<b>Other Assistance</b>	(209)754-2890	
WeTip	800-78-CRIME, 800-47-ARSON and 800-US-FRAUD	

## Appendix P

### Firearms Safety Memorandum

**To:** Parents and Guardians of Students in the **Mark Twain Union Elementary School District**

**From:** Paula Wyant

**Subject:** California Law Regarding Safe Storage of Firearms

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The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Mark Twain Union Elementary School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.<sup>1</sup>
  - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.<sup>2</sup>
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>3</sup>

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<sup>1</sup> See California Penal Code sections 25100 through 25125 and 25200 through 25220.

<sup>2</sup> See California Penal Code section 25100(c).

<sup>3</sup> See California Civil Code Section 29805.

- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.<sup>4</sup>

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

**Paula Wyant**

Date published: February 23, 2022  
California Department of Education

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<sup>4</sup> See California Civil Code Section 1714.3.