


Rincon Valley
Union School District

Excellence in Education

Safety Planning

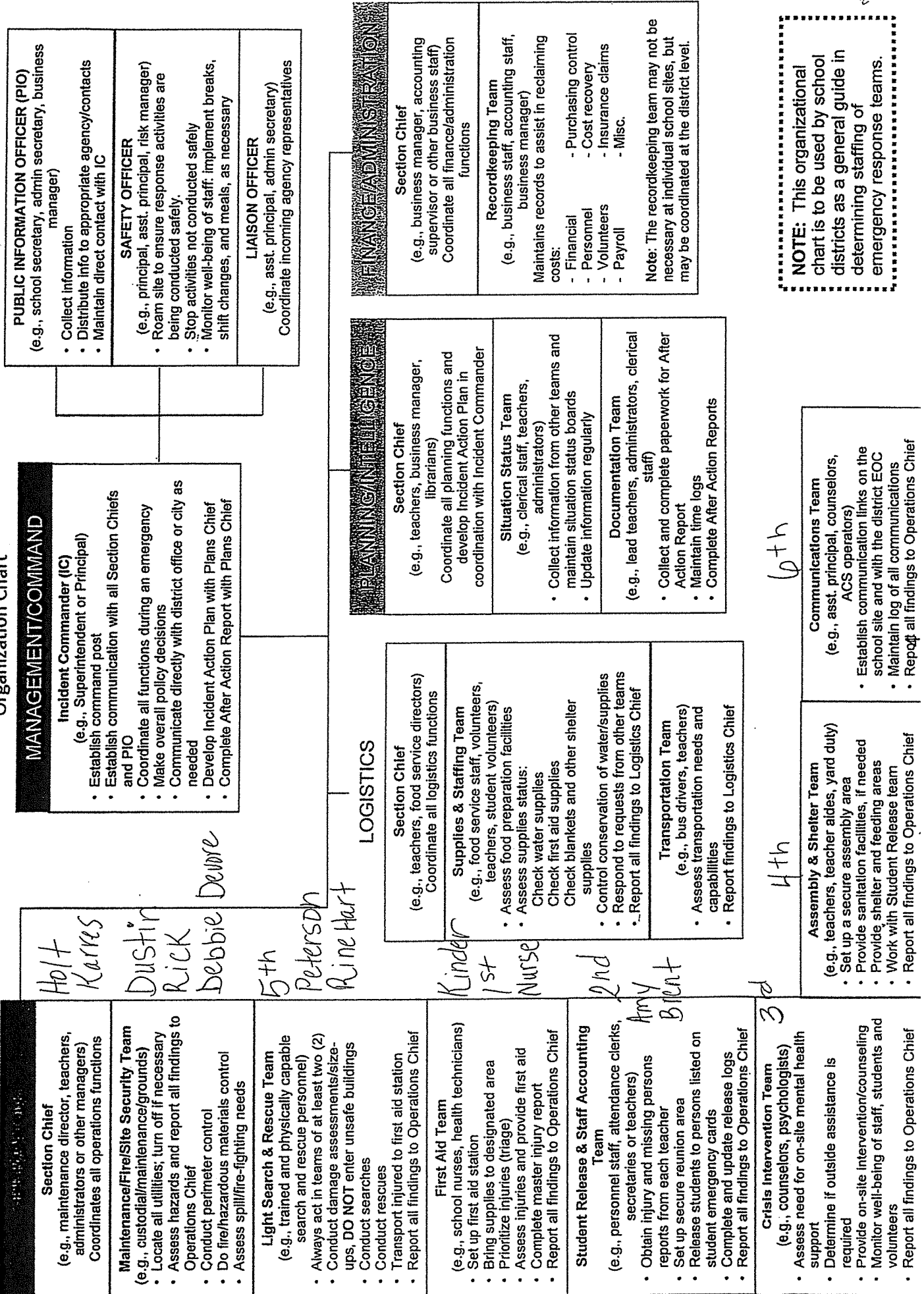
August 2019

1. Debrief the Safety Presentation
2. Review the Emergency Operations Plan for your site
 - a. Organization chart with roles and responsibilities
 - i. Update with staff changes
 - ii. Discuss the responsibilities of different roles
 - iii. Handout position descriptions
 - iv. Include RVP classes and staff if you have a program
 - b. How will staff be notified of a lockdown?
 - c. When will be drills be held?
 - d. Discuss different scenarios
 - i. Danger on campus (wild animals, dangerous adults)
 - ii. Disaster (Earthquake, fire)
 - iii. Review response actions
 - e. How will student release be handled?
 - f. Where is your off site re-unification location?
3. ALL staff know emergency procedures and where to go in case of an emergency
 - a. How will staff who are itinerant, know where to go?
 - b. Music teachers, Special education staff
4. Where is the CSSP kept?
5. Where are emergency materials kept?
 - a. First aid kits
 - b. Water
 - c. Forms
 - d. Communication systems
 - e. Shut offs (gas, water)
6. How will this information be reviewed throughout the year, so that staff know what to do in an emergency situation?

2019-2020

Village Elementary Charter
 Rincon Valley USD Incident Command System (ICS)

Organization Chart



Holt
Karras

Dustin
Rick
Debbie

5th
Peterson
Rinehart

Kinder
1st
Nurse

2nd
Amy
Brent

3

6th

4th

Assembly & Shelter Team (e.g., teachers, teacher aides, yard duty)

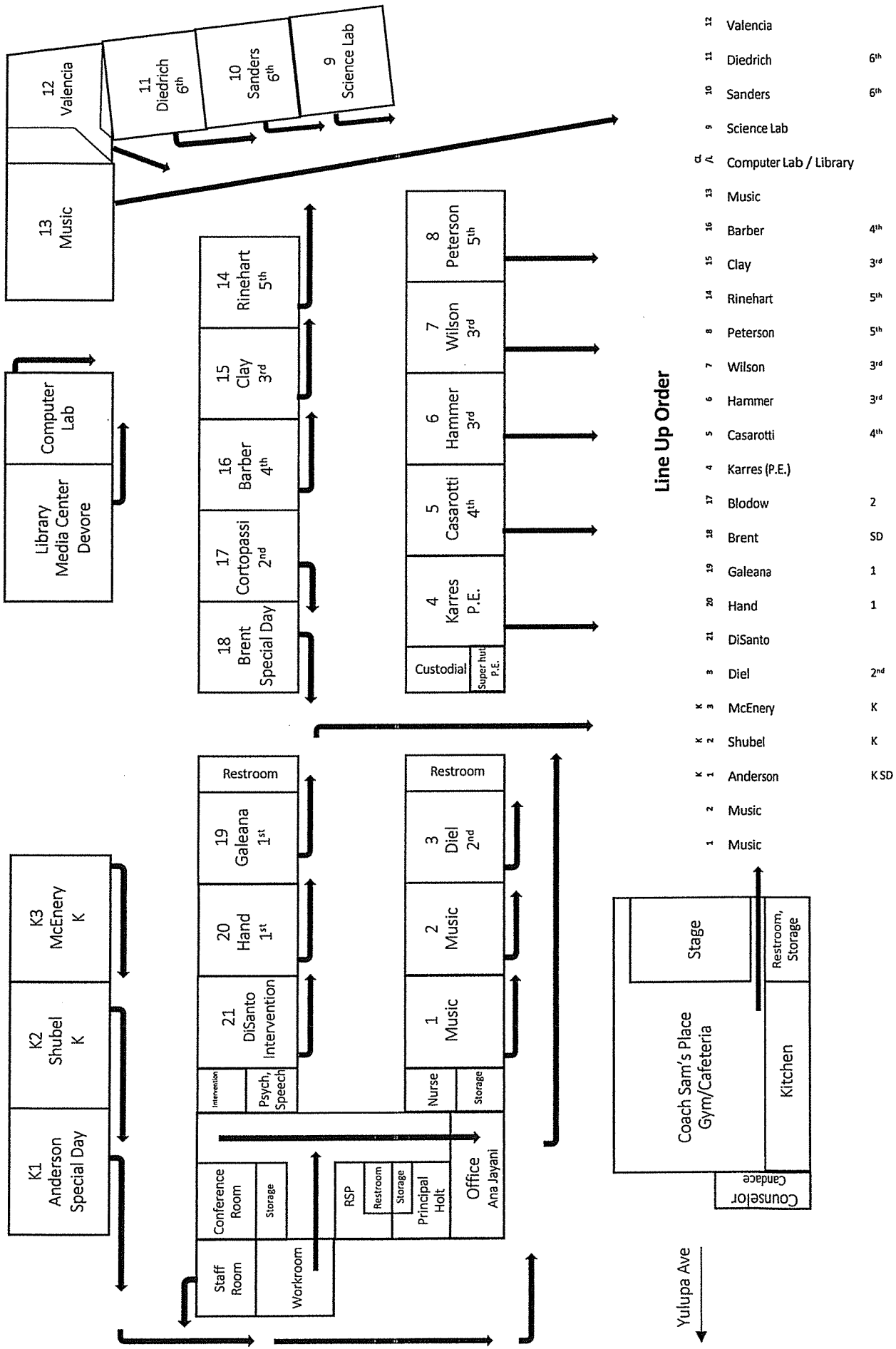
- Set up a secure assembly area
- Provide sanitation facilities, if needed
- Work with Student Release team
- Report all findings to Operations Chief

Communications Team (e.g., asst. principal, counselors, ACS operators)

- Establish communication links on the school site and with the district EOC
- Maintain log of all communications
- Report all findings to Operations Chief

NOTE: This organizational chart is to be used by school districts as a general guide in determining staffing of emergency response teams.

Village Elementary School – 900 Yulupa Avenue, Santa Rosa 2019-2020



Staff Meetings

Rincon Valley Union School District
 Certificated Employees 2019 - 2020 Calendar

YEAR	M	T	W	Th	F		Days of Instruction	Certificated Employees Workdays
JULY 2019	1	2	3	4	5			
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30	31					
AUGUST				1	2	August 5, 6, 7 or 13 Teacher workday (Pick one)		
	5	6	7	8	9	August 8 District In-Service		
	12	13	14	15	16	August 9 Buyback Day #1	13	17
	19	20	21	22	23	August 10 Buyback Day #2		
	26	27	28	29	30	August 14 First Day of School - Shortened day		
SEPT.								
	2	3	4	5	6	September 2 Labor Day		
	9	10	11	12	13		20	20
	16	17	18	19	20			
	23	24	25	26	27	September 23-30 Conferences - Shortened days		
	30							
OCT.			1	2	3	October 1-4 Conferences - Shortened days		
	7	8	9	10	11		23	23
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				
NOV.					1	November 1 Teacher Workday- End 1st Trimester		
	4	5	6	7	8		14	15
	11	12	13	14	15	November 11 Veterans Day		
	18	19	20	21	22	November 22 Report cards home		
	25	26	27	28	29	November 25 - 29 Local Holidays and Thanksgiving		
DEC.								
	2	3	4	5	6			
	9	10	11	12	13		15	15
	16	17	18	19	20			
	23	24	25	26	27	December 23-31 Winter Break		
	30	31						
JAN. 2020								
	1	2	3			January 1-3 Winter Break		
	6	7	8	9	10	January 6 Buyback Day #3		
	13	14	15	16	17		18	19
	20	21	22	23	24	January 20 Martin Luther King Day		
	27	28	29	30	31			
FEB.								
	3	4	5	6	7	February 7 End of Trimester 2		
	10	11	12	13	14	February 10 Lincoln's Birthday	18	18
	17	18	19	20	21	February 17 President's Day		
	24	25	26	27	28	February 28 Report cards home		
MARCH								
	2	3	4	5	6	March 2, 3, 5, 6 Conference Days - Shortened days		
	9	10	11	12	13			
	16	17	18	19	20	March 16-20 Spring Break	17	17
	23	24	25	26	27			
	30	31						
APRIL								
	6	7	8	9	10		22	22
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30				
MAY								
	4	5	6	7	8			
	11	12	13	14	15	May 25 Memorial Day	20	20
	18	19	20	21	22	May 26 & 28 Shortened days		
	25	26	27	28	29	May 29 Last Day of School - Minimum day		
JUNE								
	1	2	3	4	5			
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30						
TOTALS							180	186

Safety Drills
 Preliminary Schedule
 (Subject to change)

8/30 Lockdown

August 29th, 6:30 Primary Back to School
 6:30 Principal Talk
 7:00 Upper Back to School

9/26 Evacuation

10/17 Earthquake

11/19

12/18

1/30

2/28

3/31

4/17

5/20

Legal Holiday
 Local Holiday