

TO:

FROM:

Re: Safe School Action Plan

Goal: To Provide for a safe, student-centered environment

The following procedures are elements of the High School action plan

- A. Hold 9th – 12th grade orientation before school begins (within the first 2 weeks of opening day). Brief overview presentation of dress code and discipline code.
- B. Staff meeting will take place before school begins to make teachers aware of dress code.
- C. On a daily basis the advisory teachers will check students for dress code compliance. Students in violations will be sent to the office.
- D. A Resource Officer (when available), High School Principal, all administrators and Campus Safety personnel will assist with supervision on campus during the day. Also, when possible at the end of the school day, they will assist with the supervision of the students exiting the school site.
- E. Varied weekly activities are available to maximize student involvement.
- F. Quarterly evacuation and shelter-in-place emergency drills shall be conducted and recorded.
- G. An emergency response plan is ready for use.
- H. All available administrators are assigned lunch supervision.

With the above activities, High School will be able to realize the vision of a safe school site.

EMERGENCY RESPONSE PLAN
Procedures for General Crisis Intervention 2016-2017
High School (9th-12th Grade)

Crisis is identified as:

Sudden, generally unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death.

The following procedures should be implemented if a school wide crisis occurs:

1. Immediately following notification of crisis
 - a. Crisis team members
 - i. Principal
 - ii. Principal's Secretary
 - iii. Vice Principal
 - iv. Learning Directors
 - v. Counselor
 - vi. Registrar
 - vii. Community Contact
 - viii. Attendance Secretary
 - ix. ELD Coach
 - x. Academic Curriculum Coach
 - xi. Activities Director
 - xii. Athletic Director
 - xiii. Campus Safety
2. Principal will convene crisis team in admin office.
 - a. Determine need for outside resource people and notify as appropriate
 - b. Administrative duties will be assigned
 - c. Plan for notification of school personnel
 - d. Schedule and announce time and location of emergency staff meeting
3. Assign trained staff or community professional
 - a. Interpret
 - b. Provide grief support
 - c. Develop and distribute discussion questions to teachers
 - d. Stand in for absent/affected staff personnel
 - e. Review the facts of the crisis and dispel rumors
4. Provide guidelines for person who are upset
5. Identify students, staff, and parents likely to be most affected by news
6. Assess need, assign team members and other staff to monitor grounds
7. Assess need for additional community resources
8. Notify parents, support, staff, and feeder schools
9. Provide support to staff

Administrative procedures 2016-2017

1. Main office procedures
 - a. Principal and Principal's Secretary will remain in the main office
 - i. Take incoming calls
 - ii. Meet parents
 - iii. Direct students
 - iv. Answer questions
2. School campus procedures
 - a. Principal will assign areas to administrators and other staff personnel to supervise and monitor
 - i. Principal's secretary will be in contact by radio and cell phone with the principal and other administrators and staff personnel out on campus. The secretary will also convey any announcements by way of the PA system.
 - ii. Attendance secretary will assist principal's secretary and community contact in the main office.
 - iii. Attendance secretary and community contact will assist the main office by interpreting.
 - iv. Instructional Aides will assist with campus supervision.
 - v. Head custodian and custodian will assist by being responsible for the utility shut-offs
 - b. All students are to remain on campus
 - c. Staff meeting
 - i. Principal and designated staff or community members must do the following at the first meeting during a school crisis.
 1. Describe the feeling that students may experience and suggest how teachers might handle specific situations.
 2. Help staff members process their responses to the situation.
 3. Describe the feeling that students may experience and suggest how teachers might handle specific situations.
 4. Provide guidelines for helping students who are upset
 5. Request staff to meet 30 minutes early the next morning to review the procedures and debrief. If the crisis occurs on a Friday, call the meeting for the following Monday.

Emergency response team members

(559) 992-8884

NAME	PHONE	ROLE	BACK-UP PERSON	PHONE
PRINCIPAL	Ext. 6205	Media/Public	Assistant Principal	Ext. 6207
Assistant Principal	Ext. 6207	In charge of Safe Room - Cafeteria	Librarian	Ext. 6268
Learning Directors Office	Ext. 6210 & 6211	Assist with Crowd Control	Truancy Officer	Ext. 6235
Custodian		Physical Plant	Learning Director	Ext. 6212
Secretary	Ext 6203	Assist with Crowd Control	Activities Secretary	Ext. 6211
Community Contact	Ext. 6275	Assist with Crowd Control	Learning Director	Ext. 6212
Attendance Secretary	Ext. 6202	Assist with Crowd Control	Counseling Registrar	Ext. 6210
Nurse	Ext. 6232	First Aid	Campus Safety	Ext. 6214
Campus Safety	Ext. 6214	Assist with Crowd Control	Learning Directors Office	Ext. 6210 & 6211

TO:

FROM:

RE: Emergency Response Plan

The following will be implemented for the 2016-2017 school year:

In the event of a lockdown: (A dangerous situation on or near campus that is out of control that could cause harm to students and staff)

1. If you see a threat on campus, call the front office immediately to initiate the LOCKDOWN procedure.
2. The lockdown alarm will be activated. (Loud voice saying "LOCKDOWN" repeatedly with buzzer sound in between)
3. ALL classrooms shall be locked and the teacher and students shall be away from windows and doors with the lights off. Complete silence is of the utmost importance (your life may depend on your silence). ABSOLUTELY NO PERSONS are to enter or leave the room until instructed by either Corcoran PD or Administrative Official.
4. Corcoran PD will detain any person found outside or in the hallways.
5. CELL PHONES are NOT TO BE USED and should be OFF. It is important for officials to get the most accurate information and no others approach campus.
6. DO NOT OPEN THE DOOR FOR ANYONE!! Administrative Officials who need to get into the room will enter with a key. DO NOT RESPOND TO KNOCKS ON THE DOOR.
7. Ensure you know the number of students in your class and the number of students absent. Teachers who are missing students need to inform administrative officials and/or Corcoran PD when either an official or police enter classroom.
8. Any teacher who has a class outside is to gather the students around her/himself and kneel on the ground. In the event of gunfire, direct the students to lay flat on the ground. If a teacher is in the office area she/he is to report to the principal to assist in any way possible.
9. When the emergency has subsided the bell system will return to normal. An all clear will be given over the PA system by administration or a designated person.

We hope we never have to implement such a plan.

Emergency Response

A crisis occurs on campus

1. Administrator assess the situation
 - a. Call 911 and have dispatch send:
 - i. Resource Officer
 - ii. Police, Fire, Ambulance as needed
 - iii. Send site contact person(s) meet emergency services. Give accurate information on the type of crisis and location including where to enter the campus from, i.e. main parking entrance to football field, Bret Harte north parking entrance to main gym.
 - b. Direct crisis team to assigned areas.
2. Administer First Aid
 - a. Individuals trained in administering first aid should assist when possible
3. Remove nonessential persons from the area (uninvolved students)
4. Contact the district office, business office, ext. 1232
 - a. Business office will contact:
 - i. Superintendent, Cabinet, School Board
 - ii. Maintenance/Transportation/Operations as needed
 - b. Director of administrative services will go to the site as liaison to the district office and assist in whatever way necessary.
5. As soon as time permits contact parent(s) of the students involved in the crisis.
6. Communicate with staff and, when appropriate, meet with staff
7. When time permits, send a letter home to parents with information that is accurate and objective
8. Inform students in individual classrooms with accurate, objective information delivered by teachers from a prepared script.
9. Establish crisis counseling and support networks with the assistance of the guidance department.

I have read and understand the components of the Emergency Response Plan.

Name _____ Signature _____ Date _____

On the next page you may want to include any site specific details that you want included in your school's ERP.

Corcoran High School Emergency Response Plan Checklist

1. SCHOOL CRISIS TEAM MEMBERS
2. PLAN AND TIME LINE FOR TRAINING TEAM MEMEBERS
 - a. WHO
 - b. WHAT
 - c. WHEN
3. DETAILS OF COMMUNICATION SYSTEM
 - a. Bell systems/Intercom codes: Our intercom system is a PA type. We also have direct phone lines to each classroom.
 - b. Key Telephone numbers or codes (if applicable)
 - c. Site radio codes (if applicable) #534 (Admin) # 531 Custodian
4. If communication system is down, how will you communicate with
 - a. Site staff: Site administrators will be assigned buildings to contact teachers in the classrooms
 - b. Students: Following the above procedures, classroom teachers will inform their students
 - c. Off Campus: Depending on the situation, an administrator will be assigned a telephone from the Transportation Dept. or Bret Harte Elementary or a private resident, or travel to the central office. We also have an emergency radio communication system that allows communication with the District Office
5. Copies of our emergency response plans are located in the following places:
Principal's Office Custodian Office Campus Safety Office Counseling Office Library
6. The location of our safe room(s) is/are the Main Gym and the Cafeteria
7. The contact person responsible for relaying accurate information to the Corcoran police/fire department is: The Principal
8. The location of the Media Room is the Library (Main Hall)
9. Our contact person with the district office for the purpose of requesting training is:
Campus Safety

Utility Main Shut Offs

1. GAS
 - a. Located southwest corner of girl's gym
2. Water Tank
 - a. Located next to flagpole at main entrance
3. Electricity
 - a. 1000A Culter-Hammer panel board. Southwest outside room 20 turn off all breakers
 - b. 600A Zinsco North tool room inside auto shop main
 - c. 600A Zinco, N. side inside, water HTR Rm S.W. Gym
4. Water to Fields
 - a. Whitley shutoff across sidewalk from back Main flow
 - b. Letts shutoff in front of main entrance
 - c. Quad shutoff next to Ag building room SCI1
 - d. Sci. Weight Room shutoff south Ag. Shop
 - e. Boys Gym shutoff alley
5. Electrical Panel
 - a.