



# Comprehensive Safe School Plan

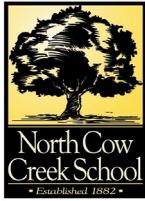
Approved by School Board: 02/14/2023  
Updated on: 01/31/2023

**PUBLIC COPY**



## **North Cow Creek Safe Schools Table of Contents**

Safe School Goals and Objectives	Section I
Site Crisis Response Plan	Section II
Forms and Documentation	Section III
Board Policies	Section IV



## North Cow Creek Safe Schools Goals and Support Plan

North Cow Creek School is located in Palo Cedro, California, in a rural area. The school serves students in the Northern portion of Palo Cedro and inter-districts transfer students throughout Shasta County.

**Goal One:** All Students will have safe ingress and egress during the daily school routine or during an emergency situation.

### Objectives:

- Parents will be directed for safe and orderly traffic flow for drop off and pick up through information in the student/parent handbook, first day packets, through the school newsletter and during parent meetings. Frequency of parent communication will be monitored as needs and issues are assessed.
- Fencing and gates will be utilized to limit the ingress and egress points to those areas that can be closely monitored. The main entry and exit point will be monitored by office staff.
- Access signage will be placed at all points of ingress/egress.
- The school administrator will work with local law enforcement to establish safe routes to school and to ensure that traffic safety is monitored. Frequency of law enforcement involvement will be assessed by traffic flow incidents, parent and staff input as needed.
- Procedures will be in place for emergency evacuation from the campus that have been established based on practices recommended by law and fire agencies as well as District insurance carriers.
- Emergency evacuation plans will be placed in each room as well as a flip chart listing the steps for each emergency procedure (See Appendix A/Forms) (Section II).
- Fire drills will be held monthly. The following drills will be conducted, in conjunction with the fire drills, on a rotational basis: Soft Lockdown/Shelter in Place, Earthquake (annually), Evacuation, and Active Shooter (See Monthly Emergency Drill Roster, Appendix A/Forms)

**Goal Two:** The North Cow Creek campus is a secure and safe environment.

**Objectives:**

- The campus is closed. Visitors will be required to sign in and receive a visitor's pass before they can be on campus. Students must be signed out before they can leave the campus.
- A Student Emergency Card system will be in place with current contact information and a list of authorized individuals who may pick up students in case of an emergency. Student contact/emergency information will be updated monthly and kept in the school emergency kit.
- A school emergency kit will be maintained in the office, checked annually and updated as needed (See Crisis Response Plan)
- Students will be supervised by staff at all times within and without the classroom. A duty schedule will be developed each year for recess and lunch supervision.
- Students are not released to anyone not listed on their emergency card or designated by their parents or guardian.
- Monthly safety checks will be performed by the custodial staff to identify any safety concerns, ensure appropriate lighting is on campus at night, and all equipment is safe for use by students and staff. The Facility Inspection tool will be completed annually and included in the SARC.
- Staff will receive training in emergency procedures during the first three months of each school year, including "Active Shooter" procedures.
- PBIS (Positive Behavior Intervention Services) will be utilized to establish clear, articulated expectations for student behavior and consistent enforcement of expectations by all staff.
- A Threat Assessment Team (TAT) will be in place to monitor protocols and processes for identifying threats and assisting school staff during an actual threat situation. The TAT will participate in a formal training, at least one time per year, that shall include onsite or offsite training by law enforcement or threat assessment trainers.
- A Threat Assessment Protocol will be utilized and followed as the TAT and administration work through the identification and process for managing potential threats (See Section II).
- All rooms will have door locks that allow teachers to secure their classes and lock doors without stepping outside.
- Graffiti and repairs due to vandalism will be addressed quickly. Families may be held liable for financial restitution for graffiti, vandalism and damage to school property.
- A campus-wide security surveillance system will be utilized to monitor key areas of campus for appropriate activities.
- Should a bomb threat be received, the principal or designee shall notify law enforcement. A decision to evacuate the whole school will be determined in cooperation with law enforcement. Staff will avoid any publicity concerning the bomb threat (See Crisis Response Plan, Post Incident Action and Communication Protocol).
- Should an Active Shooter be on campus, the procedures outlined in the Crisis Response Plan, will be utilized.

- COVID: A COVID-19 Prevention Program has been developed and updated every six months. This plan will be followed to address the specific safety needs of students.

## **Section II**

### **Site Crisis Response Plan**

#### **PURPOSE**

The purpose of this plan is to provide North Cow Creek School Staff with clear and concise procedures in the event of an emergency, threat, or incident.

In an emergency situation, injuries to students and personnel Can be minimized when communication is clear and when every player knows exactly the role he or she must play.

## NORTH COW CREEK SCHOOL

### Duty Assignment

#### **Site Administrator**

- Assume overall direction of school disaster procedures.
- Account for the presence of all students and staff.
- Control internal and external communication.
- Direct evacuation of buildings, if necessary.
- Transfer students to a safe location when their safety is threatened.
- Provide for “in place” sheltering.
- Issue instructions to teachers if the students are to assemble in pre-selected safer areas of the school.
- Report, as soon as possible, the conditions and actions that have taken place as needed.

#### **Classroom Teacher**

- Respond to the specific emergency as prescribed and direct students in appropriate safety procedures.
- Remain with students until relieved by the authority of the school site administrator.
- Take roll during emergency, as soon as possible, and report missing students to the site administrator.
- Send students in need of first aid to the first aid station, if necessary.
- Help to restore order and assist other staff and students, as needed.
- Use pre-planned activities during periods of confinement to lessen possible hysteria and tension.
- If assigned no students at the time of the emergency, report at once to the site administrator.
- **Whenever possible, use a “safe student buddy system” where students are paired up to help account for one another.**

#### **Custodial Staff**

- Shut off utilities as necessary at the direction of the site administrator.
- Conduct rescue operations as required, to the extent of capabilities and safety.
- Survey and report damage to the site administrator.
- Safeguard all potable water within the campus.
- Follow predetermined emergency procedures of supervisors.

#### **Other Non-Teaching Staff**

- Assist the site administrator in the execution of their duties.
- Assemble the first aid station, if necessary.
- Act as communication liaisons between parents, site administrator and staff

# INCIDENT REPORTING AND INITIAL EMERGENCY PROCEDURES

In the event of the following:

## **ACTIVE SHOOTER**

- Refer to Section II: Active Shooter

## **ALTERCATION BETWEEN ADULTS**

- Remove students from the immediate area.
- Notify the office using the campus phone system

## **ATTEMPTED KIDNAPPING**

- Secure your students in the classroom.
- Account for all students.
- Notify the office of the attempt and perceived victim using the campus phone system.
- Provide a description of the suspect.

## **BOMB THREAT/SUSPICIOUS OBJECT**

- Refer to Section II: Bomb Threat

## **COMMUNICATION PROTOCOL**

- Refer to Section II: Post-Incident Action, Communication Protocol

## **DEATH OF STUDENT (OFF CAMPUS)**

- Minimize initial comments to students until all facts are present.
- Contact the school office for confirmation.
- Respect the privacy of the victim's family.
- Moderate student discussions.
- Expect support from district psychological or counseling personnel.

## **DEATH OF STUDENT (ON CAMPUS)**

- Remove students from the scene by sending them to neighboring classrooms.
- Notify the office using campus phone system or through adult runners.
- Remain with the victim until relieved by administrative personnel, law enforcement or paramedic.
- Minimize initial comment to students.
- Expect support from district psychological or counseling personnel.

## **DEATH OF EMPLOYEE**

- Same as above



## **EARTHQUAKE**

- Refer to Section II: Earthquake

## **EVACUATION OF CAMPUS**

- Refer to Section II: Evacuation Off Campus

## **FIRE**

- Refer to Section II: Fire

## **HARD LOCKDOWN**

- Refer to Section II: Hard Lockdown

## **MOUNTAIN LION OR OTHER MAJOR ANIMAL PREDATOR**

- Move students to the nearest secure location.
- Notify the office through the campus telephone system.

## **RUMORS OR TRAUMA, INJURY, ACCIDENT OR DEATH**

- Seek confirmation from the school office.
- Minimize comments to students until all facts are known.
- Moderate student discussions.
- Expect support from district psychological and counseling personnel.

## **SERIOUS INJURY**

- Begin First Aid procedures
- Notify office using campus phone or reliable student messenger(s)
- Send students to the neighboring classroom.
- Stay with the victim until relieved by paramedic or other qualified individual.

## **SOFT LOCKDOWN**

- Refer to Section II: Soft Lockdown/Shelter In Place

## **STRANGER ON CAMPUS**

- Notify the office through the campus phone system or by walkie-talkie from the playground
- Provide a description of the individual

## **STUDENT BEHAVIOR CRISIS**

- Remove students from immediate area of student misbehavior or
- Remove disruptive students from peers.
- Notify the office through available systems.
- Commence procedures outlined in individual student behavior plan if available or
- Rely upon office or designee for next steps.

**STUDENT SEIZURE (MEDICAL WITH HEALTH PLAN)**

- As able, be aware of health plan protocols associated with a student prone to seizures and follow as necessary.
- Remove students from the immediate area.
- Do not restrain but protect the student from harming themselves.
- Notify the office through the campus phone system or by walkie-talkie from the playground.
- Stay with the victim until relieved by paramedic or other qualified individual.
- Debrief with health personnel.

**STUDENT SEIZURE (MEDICAL WITHOUT A HEALTH PLAN)**

- Remove students from the immediate area.
- Do not restrain but protect the student from harming themselves.
- Notify the office through the campus phone system or by walkie-talkie from the playground.
- Stay with the victim until relieved by paramedic or other qualified individual.
- Debrief with health personnel.

**THREAT ASSESSMENT PROTOCOLS**

- Refer to Section II: Threat Assessment Protocols

# THREAT ASSESSMENT PROTOCOLS

## THREAT ASSESSMENT STEPS

Utilize the modified “Virginia Model for Student Threat Assessment” to evaluate and appropriately respond to a threat as listed in Section II: North Cow Creek School District Threat Assessment Protocols

Focus on gathering facts. Retain all evidence and secure any building or area of campus that contains evidence until law enforcement advises the release of the area for normal use. Do not profile, or make assumptions.

## WHAT THREATS INITIATE THE THREAT ASSESSMENT PROTOCOLS:

- Any verbal or physical threat involving firearms, explosives, or arson
- Any student infraction that deals with or threatens assault with a deadly weapon, instrument, firearm, or explosive.
- Any student infraction in which a student unlawfully offered, arranged, or negotiated to sell an enumerated controlled substance.
- Any student possessing, selling, or otherwise furnishing a firearm.

## THREAT ASSESSMENT TEAM

A Threat Assessment Team (TAT) will determine credibility and assist with developing press release and communications to the school community. The TAT at NCC will be composed of the following individuals

- Administrator
- Counselor\*
- School Psychologist\*
- 2 Certificated Staff Members (**Donnelley, Osborne**)
- 2 Classified Staff Members (**Cisneros, Cook**)
- Law Enforcement

\* The current counselor and school psychologist are available one day per week. If not scheduled to be on campus, their participation will be south via phone.

# North Cow Creek School District Threat Assessment Protocols

## STEP 1: Immediately Evaluate Threat

- Obtain a specific accounting of the threat by interviewing the individuals who made the threat, the recipient of the threat, and other witnesses.
- Record the exact content through writing, photos, video (as appropriate) of the threat and statements.
- Consider the circumstances in which the threat was made and the student's intentions.
- Consult with members of the Threat Assessment Team (TAT, which includes law enforcement).

## STEP 2: Decide whether the threat is clearly transient or substantive

- Consider criteria for transient versus substantive threats.
- Consider student's age, credibility, previous discipline history, and intent.

Transient

Substantive

### STEP 3: Respond to transient threat

Typical responses may include reprimand, parental notification, or other disciplinary action. Student may be required to make amends, mediation, counseling, and/or a conversation with law enforcement.

### STEP 4: Determine if threat is serious or severe

A serious threat might involve a threat to assault someone ("I'm going to beat that kid up.") A severe threat involves use of a weapon or is a threat to kill, rape, or inflict severe injury. Convene TAT to enact the following steps.

Serious

Severe

### STEP 5: Respond to serious threat

Work with law enforcement and TAT to develop Action plan to include:

- Take immediate precautions to protect potential victims, including notifying intended victim and victim's parents.
- Refer student for counseling, dispute mediation, or other appropriate intervention.
- Discipline student as appropriate to severity and chronicity of situation.

### STEP 6: Conduct safety evaluation

Work with law enforcement and TAT to develop action plan to include:

- Take immediate precautions to protect potential victims including notifying intended victim and victim's parents.
- Begin a mental health evaluation of the student.
- Discipline student as appropriate (may include suspension, expulsion, or removal from campus until any potential of threat has been resolved).

### STEP 7: Implement a safety & communication plan

- Develop and distribute a communication and/or press release to school community as appropriate.
- Maintain contact with the student.
- Evaluate procedures with TAT and law enforcement to determine strengths and weakness of protocol.
- Revise plan as needed.

# EMERGENCY ALERT PROCEDURES

## OFFICE

1. In order to access communication with **all rooms and outside** on campus using the office phone system,
  - a. Press Page on an office phone and wait for dial tone.
  - b. Enter 500 and wait for the tone.
  - c. Speak slowly and clearly.

## CLASSROOMS/GYM

1. In order to initiate an alert, contact the office providing the specific information regarding the alert.
  - a. Dial 100 or 101 on classroom phone.
  - b. Speak slowly and clearly.

## PLAYGROUND

1. Notify the office by walkie-talkie or send a reliable student or adult messenger to the Office.

# FIRE

## In the event of a fire:

1. The fire alarm will be activated by personnel at the nearest fire alarm pull station, or
2. Upon hearing the fire alarm:
  - a. Listen for the announcement and/or check your email to verify the alarm is valid **or if it is a monthly**. If you do not hear an announcement or see an email, call the office.
  - b. Evacuate the classroom and follow the exit route listed on the classroom emergency plan/map.
  - c. Monitor class to remind students they should not talk while walking out or while waiting for instructions.
3. In the event that the procedure is a drill, an “all clear” announcement will be broadcast at which time staff and students may return to their classroom.

# EARTHQUAKE

## In the event of an earthquake:

1. Verbal announcements may be broadcast over the campus intercom system, or you will know because you will feel it.
2. Personnel and students outside the building will move **toward the blacktop play** area away from any buildings, trees, utility poles, downed power lines or other hazards.
3. Personnel in the building will:
  - a. drop – assume a curled position on the floor, knees on the ground.
  - b. cover – hands joined behind the neck, beneath a table or student desk if possible.
  - c. hold – in this position for approximately five minutes or until shaking stops.
4. Following the event, the fire alarm may sound. Staff located in buildings will:
  1. Secure the emergency list.
  2. Escort students from the room.
  3. Keep the exit door open.
  4. Maintain control of students during the evacuation.
  5. Take roll of students once class has arrived at the predetermined location.
  6. Await further instructions.
5. Staff or students located outside a building will:
  1. Move to the **blacktop play area**.
  2. Await further instructions.
6. **No person** shall be allowed back into the building for any reason until emergency personnel have thoroughly inspected the facility.
7. In the event that the procedure is a drill, an “all clear” announcement will be broadcasted at which time staff and students may return to their classroom.

## HARD LOCK DOWN

In the event that it becomes necessary to secure the building with the students remaining inside due to a dangerous intruder on campus:

1. Verbal announcements will be broadcast over the campus intercom system.
2. Staff will escort students to the nearest building and secure the door. The exterior and interior doors to be buildings are to be locked.
3. Draw drapes/blinds closed and cover the window in the door.
4. Students will move as far away from the window as possible. If a gunshot is heard refer to Active Shooter Protocol.
5. Teachers will account for all students present on that day writing down the first and last name of each student who is missing.
6. The office will call each classroom: When answering the phone speak slowly and providing the following information:
  - a. Your first and last name
  - b. If all students are present, state: "All students present"
  - c. If one or more students are missing, state: "I have \_\_\_\_\_ students missing. They are..."
7. The classroom walkie-talkie needs to be turned on, and teachers should open up and check their emails regularly throughout the event for any specific directions. Teachers in possession of a cell phone should turn the phone on as an additional source of communication.
8. All personnel will await further notification either through a general broadcast over the school intercom system, through individual telephone, personal contact or by e-mail.
9. Students may not be released to exit the classroom. Provide trash bags, privacy screening materials, and toilet paper for use if the event extends for a long period of time and students must use the restroom.
10. In the event that the procedure is a drill or the emergency is over, official personnel with keys will open classroom doors to announce.
11. Teacher shall secure the emergency list/packet and keep it with them. Do not open the door for anyone unless receiving instructions from the office.

**As soon as safely possible, all parents will be contacted through our emergency notification system.**



## SOFT LOCK DOWN/SHELTER IN PLACE

In the event that it becomes necessary to secure the building with the students remaining inside for a nonthreatening cause:

1. Verbal announcements will be broadcast over the campus intercom system.
2. The exterior and interior doors to all rooms are to be locked.
  - a. Classified staff and available certificated staff will sweep the campus, including bathrooms, to direct all students back to their classroom.
3. The office will call each classroom. When answering the phone speak slowly providing the following information:
  - a. Your first and last name
  - b. If all students are present, state: "All students present"
  - c. If one or more students are missing, state: "I have \_\_\_\_ students missing. They are..."
4. The classroom walkie-talkie needs to be turned on and teachers should open up and check their emails regularly throughout the event for any specific directions. Teachers in possession of a cell phone should turn the phone on as an additional source of communication.
5. Teachers and students will conduct instruction as usual, but will not leave the classrooms.
6. All personnel will await further notification either through a general broadcast over the school intercom system, through individual telephone, personal contact or by e-mail.
7. Depending on the situation, staff will be instructed as to if students may be released to use a restroom. *(Future Considerations: Provide trash bags, privacy screening materials, and toilet paper for use if the event extends for a long period of time and students must use the bathroom).*
8. In the event that the procedure is a drill or the emergency is over, an "all clear" announcement will be broadcast.
9. **As soon as safely possible, all parents will be contacted through our emergency notification system.**

## BOMB THREAT

Utilize the following procedures if receiving a call, note, or verbal threat of a bomb on campus:

1. If receiving the call, **text, or notification through any form of social media,** remain calm. Keep the caller on the line and do not hang up, even if the caller does.
2. Send a student to the office with a note stating: "Need immediate assistance in room \_\_\_\_."
3. Write down as much information as you can on a piece of paper or, if possible, using the form provided in your classroom emergency flip chart.
4. Evacuate when directed to do so.
5. Avoid telling the students about the threat.
6. Do not allow anyone to touch, handle or move any suspicious object.

### BOMB THREAT RECORDING FORM

Phone Number:

\_\_\_\_\_

Location:

\_\_\_\_\_

Time when the bomb may go off:

\_\_\_\_\_

**Description/Exact Wording:**

# ACTIVE SHOOTER

## PURPOSE:

This policy is intended to provide guidance in the event an individual is actively shooting persons at the school site and to comply with the applicable regulations of the Occupational Safety and Health Administration (OSHA).

## POLICY:

It is the policy of North Cow Creek to provide an active shooter emergency response plan to alert employees that an active shooter appears to be engaged at the school site. Our active shooter response plan is based on giving employees authority to make crucial decisions that will save lives. School shootings typically end within just a few minutes, before law enforcement arrives.

## DEFINITIONS:

For purposes of this policy: An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on school grounds. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to policy and emergency responders. These devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

A **Lockdown** may be a component of any emergency, but is not an automatic response to an active shooter on campus. It is recommended you, RUN, HIDE, or FIGHT.

## PROCEDURES:

1. The first employee to identify an active shooter situation will **ALERT** others at the site. Use the most wide-ranging form of communication available including the classroom phone, classroom two-way radio, or personal cell phone. Do not use the fire alarm.
  - a. Speak in plain language, using the words **ACTIVE SHOOTER**.
  - b. State location of the incident.
  - c. Give a physical description of the shooter(s).
  - d. State type of weapon(s) if known.
2. Any employee who is at a location distant and out of immediate threat from the active shooter will immediately call 911 to **INFORM** them of all details available.
3. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the 911 operator:
  - a. Description of shooter(s) and possible location.
  - b. Number and types of weapons.
  - c. Shooter's direction of travel.
  - d. Location, condition, and number of any victims.

## POTENTIAL RESPONSES

In response to an active shooter event, there are three courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome.

**You can choose to RUN, HIDE, or if necessary FIGHT.**

### RUN

**If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:**

1. Have an escape route and plan in mind that will get you and your students out of danger.
2. Leave your belongings behind.
3. If not in charge of students, evacuate regardless of whether others agree to follow.
4. Prevent others from entering an area where the active shooter may be.
5. Keep your hands visible.
6. Follow the instructions of any law enforcement.
7. Do not attempt to move wounded people.
8. Call 911 when you are safe.
9. Go to the pre-arranged site(s) as indicated below if safe to do so:
  - a. South End of Campus (Office, Primary rooms): Property to the East of the school or underneath the bridge crossing at Little Cow Creek.
  - b. Grass Field Area: End of Ford Lane (on the north side of campus).
  - c. Blacktop Area and Upper Grade Rooms: Either end of Ford Lane or into the creek area on the East side of campus.
  - d. Cafeteria: Out past the solar array and down Swede Creek towards Deschutes.
  - e. Off Campus: If the above locations are unsafe leave campus. We will find you once its safe to do so.

### HIDE

**If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:**

1. Lock the door and barricade with all heavy furniture and equipment in the room.
2. Silence cell phones and keep students quiet.
3. Turn off any source of noise: Radios/TV/Learning devices. Two-way radios may be left on but turned down so only the teacher can hear.
4. USE COVER (anything that will protect you from being seen): Full bookcases, masonry wall, heavy desk, etc. and stay low.
5. USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
6. Have a plan for an alternate means of escape if possible (through a window, adjoining room, etc.). Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

Do not open the classroom door or attempt to leave the classroom until a school official or law enforcement opens the classroom door and gives the all clear. If the door is opened be prepared to fight and don't automatically assume it is safe.

## **FIGHT**

**If it is not possible to Run or Hide and you are confronted face-to-face with an active shooter, then you may choose to distract or incapacitate the shooter long enough to increase survivability for yourself and your students. Follow these recommendations:**

1. Act as aggressively as possible against the shooter.
2. Yell, create confusion, and distract the shooter in any way possible.
3. Throw items at the shooter.
4. Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block or hit with chairs and desks).
5. Help others when possible if you see them attempting to incapacitate the shooter.
6. Ensure students are evacuating as rapidly as possible from the active engagement area.
7. Once started, commit yourself to the defensive physical actions.

## **LAW ENFORCEMENT RESPONSE**

**Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:**

1. **Comply with all law enforcement instructions.** The first responding officers will be focused on stopping the active shooter and that is all. As others arrive they will be clearing areas for follow-up emergency and medical teams.
2. Remain calm, do what you are told without arguing or second-guessing. If you have information about additional shooters or hazards, inform them clearly.
3. Put down any items in your hands, raise your hands when coming in contact with officers.
4. Keep your hands visible at all times.
5. Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety.
6. Avoid pointing, screaming, yelling.
7. If you find a weapon or have taken a weapon from an active shooter DO NOT carry it out in your hands. If safe, leave it where it is. If it is not safe to leave it where it is then attempt to put it in a safe container, or bring it out in a small container such as a trash can. Put it down as soon as you see law enforcement and tell them what it is.
8. When evacuating, go the direction the officers are coming from. Do not ask for directions or help.

**When appropriate, be able to provide information that you know:**

1. Number of shooters
2. Identity and description.
3. Number of victims you saw and location.
4. Type of problem that caused the situation.
5. Type and number of weapons possibly in the possession of the shooter.
6. Number and location of individuals still in the building or in danger.
7. Keys, codes, or access information to all areas.

## POST-INCIDENT ACTION

When law enforcement has determined that the active shooter emergency is under control, an “ALL CLEAR” will be given. You may not be allowed back into the school.

1. **Medical Assistance:**
  - a. Ensure first aid is applied as soon as possible, when in a safe area.
  - b. Treat severe bleeding and life-threatening wounds first.
  - c. Enlist all available help to prevent loss of blood, shock, and other trauma conditions.
  - d. Report all injuries to medical authorities on site as soon as possible.
2. **Accountability:**
  - a. If in charge of students, attempt to gain accountability as soon as possible.
  - b. Communicate your status and the accountability of your students by utilizing the classroom radio, classroom phone (if in a classroom) or utilizing a personal cell phone.
  - c. Students will be returned to parents from a pick-up location established and communicated by school personnel or law enforcement.
    - i. Depending on safety the following pick-up locations will be utilized.
      1. Option 1: Assigned Classroom
      2. Option 2: Cafeteria
      3. Option 3: Office Resource Room
      4. Option 4: Playfield
      5. Option 5: Other identified location
3. **Counseling:**
  - a. Following an active shooter event, counseling and support will be provided. The school will contact local districts and county mental health services to secure counseling support as available.
  - b. Employees and family members can contact the Employee Assistance Plan for additional resources. Members of Shasta-Trinity Schools Insurance group can go online to [anthemeap.com](http://anthemeap.com), and enter SISC to log in to arrange free counseling sessions and other help.
4. **OSHA.** Human Resources/Office personnel will ensure that the SIA Early Intervention Nurse has all the information needed to make this report on the district’s behalf.
5. **Media.** The district will designate a representative who will respond to any media requests for information. The representative will carefully consider the nature of any such requests to avoid disclosing confidential information. Care will be taken to avoid relaying information that could interfere with any ongoing federal or local law enforcement or district investigation.

# EVACUATION OFF CAMPUS

## In the event that students must be evacuated from campus:

1. Transportation will be arranged to a predetermined alternative site. The following school districts have agreed to provide busing, if available, to transport NCC students to their site. If bussing cannot be secured, alternative forms of transportation or options will be determined.

The alternative evacuation site will be Bella Vista Elementary.  
Secondary alternative site will be Junction Elementary.  
Foothill High School may also be utilized.

2. All student will be accounted for and physically checked off the class roster as they are deployed into designated transportation.

Any student will be accounted for and physically checked off the class roster as they are deployed into designated transportation.

3. In the event a student cannot be accounted for, the incident commander will be notified.
4. Students will walk from a designated spot on campus to the transportation pick up area.
5. Teachers will collect and bring the classroom emergency packet.
6. Doors to the building will be shut (and locked if so directed).
7. When arriving at the evacuation site, students will remain in classroom units to await instructions.
8. Students will not be dismissed to parents or guardians until said parent or guardian is confirmed to be listed on the emergency card and said parent or guardian has signed for the student including date and time.
9. In the event that a teacher is incapacitated, an alternative staff member will be designated to assume responsibility.

## COMMUNICATION PROTOCOL

In the event of an emergency on campus, it is imperative that communication be succinct, limited and, above all, accurate.

1. The principal or **principal designee** will direct all personnel in an emergency situation until an incident commander is appointed by an outside emergency agency.
2. Except for the location of the emergency, the telephone system and e-mail will be used to disseminate information from the office or command center to personnel in the classrooms.
3. Members of the press will be limited to a preselected location on or near the campus and may not have contact with pupils under any circumstances.
4. Communication with parents:
  - a. A message will be sent out via the school's announcement system using a communication script.
  - b. The communication script will be distributed to staff listing the information to be shared with parents.
  - c. As practical, the office will begin making phone calls utilizing class rosters and start at the bottom of the alphabetized class roster.
  - d. Teachers will begin calling parents of their students starting at the top of their alphabetized class roster marking off those parents' with whom contact has been made.
5. Personnel will not make independent contact with members of the parent – community during any emergency situation. **Any outside contact must be first authorized by the principal or principal designee.**



## COMMUNICATION SCRIPT

1. "Hello. I need to speak to \_\_\_\_\_"  
(state name clearly)

Do not deliver the message to an individual not on the student emergency card.

2. "There is a situation at North Cow Creek School. \_\_\_\_\_"

Describe in a few words. Examples:

"A car has hit a fire hydrant and the road is closed."

"A plane executed an emergency landing on the grass field."

3. "Students are being evacuated to \_\_\_\_\_" or, "Students are secured in the classrooms until \_\_\_\_\_" or, " \_\_\_\_\_"
4. "Please do not call the school. Information has been posted on the school's website. We will also be sending out updates every thirty minutes via text, email, and the automated phone system."
5. "Please arrange to pick up your child at \_\_\_\_\_"

### **SECTION III**

## **FORMS & REFERENCE INFORMATION**

**PURPOSE:** The section is used to maintain the annual forms that need to be updated.

## 2022-2023 DRILLS

[illegible]

## STUDENT SIGN OUT SHEET

[illegible]

SIGNATURE OF AUTHORIZED SCHOOL OFFICIAL

DATE \_\_\_\_\_

TIME

---

---

---

## SCHOOL EMERGENCY KIT

In the event of an emergency, the school Emergency Bag must be accessed immediately and carried by office staff or other responsible adults/

The Emergency Kit must contain:

- Aerial photos of the campus
- Maps of campus listing evacuation sites and command posts
- Campus Site Plan/Floor Plans
- Emergency resource list with phone numbers
- Crisis response plan
- Keys to all locks (added from office key box during emergency as appropriate)
- Utility Shut-off Tools
- Gas line and utility layout (indicated on campus site plan)
- Fire Alarm turn-off procedures
- Teacher/employee roster and cell phone numbers
- Student information (contact information and photos)
- Student attendance roster (updated monthly)
- First aid supplies (checked annually for expiration dates)
- Megaphone and spare batteries (checked annually)
- Caution tape
- Hand-held radios (added from office during emergency)
- Orange safety vests
- Safety Sign (added from office during emergency)

**NOTE: Contents of the Emergency Bag ARE NOT TO BE USED FOR DAY TO DAY FIRST AID. The Emergency Bag must be kept intact in anticipation of an emergency or crisis situation.**

## **STAFF MEETING FOR DEBRIEFING**

As soon as any crisis has passed, the principal or designee will call a staff meeting to debrief all individuals on the crisis including the nature of the crisis, those events leading up to the crisis, any details regarding the condition of the campus or individuals involved in the crisis and any services, psychological or medical, offered to victims of the crisis, associates of the victims and/or staff.

It will be critical to respect the privacy of all individuals involved in any crisis and the need to do such will restrict the amount of communication available to staff immediately following the event.

All staff should make themselves available for this meeting. Staff members not directly involved in the situation should avail themselves of the opportunity to participate in the meeting in order to be well informed about what has happened and to prevent any misinformation or rumors that may be circulating regarding the incident.

Within one week after the incident, if necessary, convene another meeting of staff to review the incident and the procedures associated with the incident to ensure:

1. That all procedures were handled in accordance with the plan.
2. That any necessary revisions evident because of the incident are included in the plan.

The site principal, designee, incident commander, other administrator or other qualified personnel such as the area chaplain or the school psychologist will be available to follow up as necessary with individual staff members or students.

Staff members may be reminded to protect the privacy of any individuals involved in a crisis situation by maintaining a high degree of confidentiality.

## **COUNSELING SERVICES**

Counseling services will be made available to students and staff members in accordance with the best practices. This may involve the participation of counselors and psychologists from throughout the district or from neighboring school districts.

Individuals directly involved with a loss of a family member or friend, or witnesses to an accident where an injury or a fatality occurs or an act of violence where an injury or a fatality occurs will be given immediate access to trained professionals. Because long-term counseling regarding traumatic events or crises may not be within the purview of the school to provide, individuals may be referred to private therapists, to county mental health or to a non-profit agency for follow- up assistance.

Staff members may be admonished to protect the privacy of any individuals involved in a crisis situation by maintaining a high degree of confidentiality.

## **SECTION IV**

### **BOARD POLICIES**

1. Child Abuse Reporting Procedures (BP/AR 5141.4)
2. Suspension and Expulsion (BP/AR 5144.1)
3. Notification to Teachers of Dangerous Students (BP/AR 4158)
4. Discrimination and Harassment (BP/AR 5145.7 & 5145.3)
5. School-wide Dress Code (BP/AR 5132)
6. Hate Crimes Reporting (PB 5145.9)