



Comprehensive Safe School Plan

**Approved by School Board:
12/12/2023 and amended 2/6/2024**

Updated on:

11/28/2023

1/31/2023

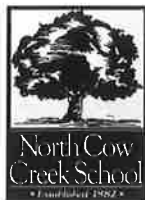
2/15/2022



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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.
- Preemptive parent notification samples will be sent preparing parents for future emergency incidents.
- 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 Section II pgs. 12-21).
- 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, Evacuation, Earthquake and Active Shooter (See Section III: Monthly Emergency Drill Roster)
- Parking lot safety improvements will be monitored with implementation of the upcoming reconfiguration.

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

Objectives:

- NCCS will continue to focus on school culture and student character using the Leader in Me program
- 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 Section III, pg. 28).
- Students will be supervised by staff at all times within and without of 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. In addition, the facility Inspection Toll will be completed annually and included in the School Accountability Report Card.
- 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: Crisis Response Plan).
- 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 Section II: Crisis Response Plan and Post Incident Action and Communication Protocol).
- Should an Active Shooter be on campus, the procedures outlined in the Crisis Response Plan: Active Shooter will be utilized.

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 to students at the time of the emergency, report at once to the site administrator.

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 site administrator and staff.
- 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 and 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 of 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/Shelter in Place

- 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 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 and May Be Considered "Substantive":

- 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.

If any of the above threats lack credible evidence of being "Substantive", then they will be treated as "Transient" or temporary in nature.

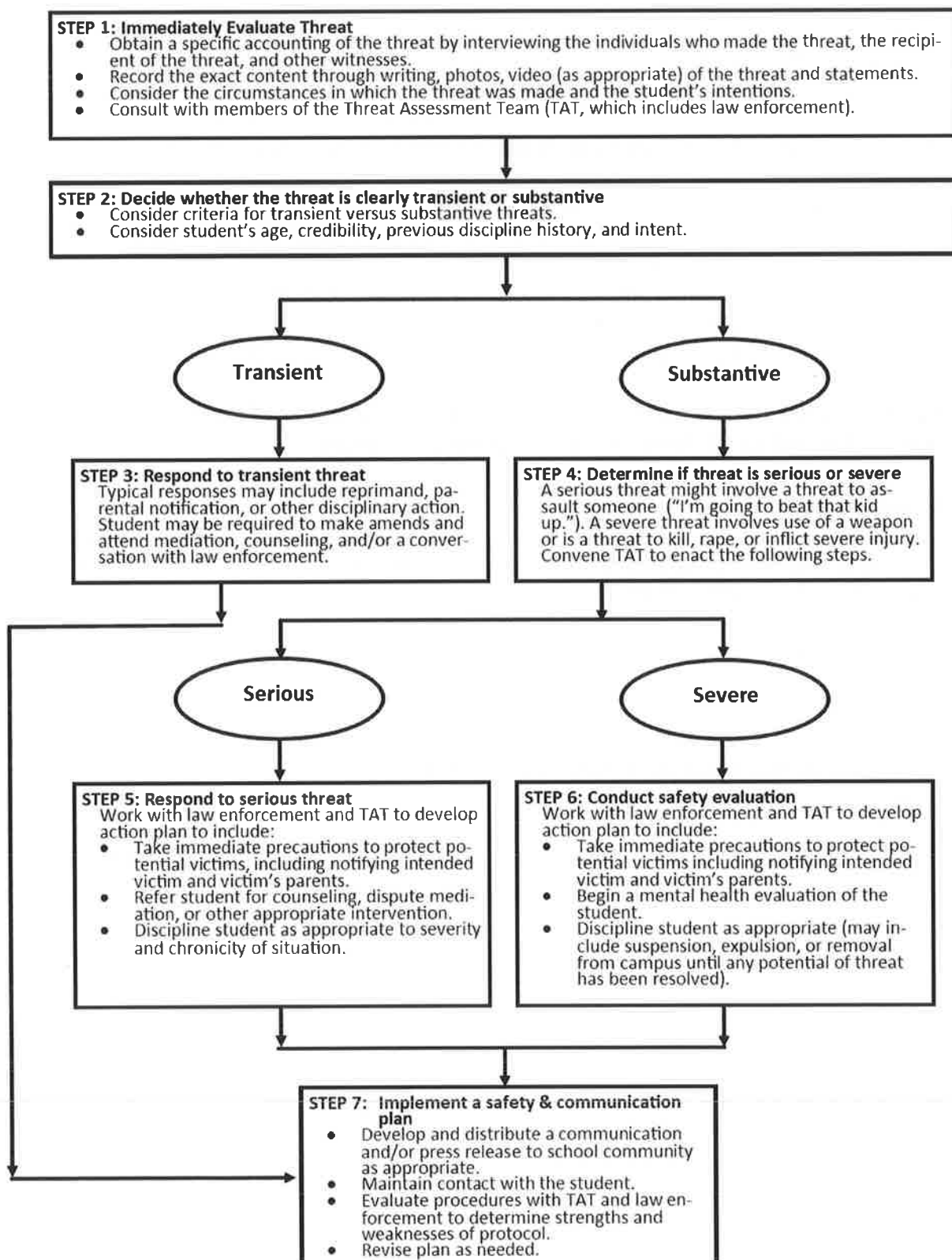
Threat Assessment Team

A Threat Assessment Team (TAT) will determine credibility and assist with developing press releases 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/school psychologist is available one day per week. If not scheduled to be on campus, participation will be sought via phone.

North Cow Creek School District Threat Assessment Protocols



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 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. 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'll know because you'll feel it.
- 2 Personnel and students outside the building will move 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, and
 - 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:
 - a. Secure the emergency list.
 - b. Escort students from the room.
 - c. Keep the exit door open.
 - d. Maintain control of students during the evacuation.
 - e. Take roll of students once class has arrived at the predetermined location.
 - f. Await further instructions.
- 5 Staff or students located outside a building will:
 - a. Move to the **blacktop play area.**
 - b. Await further instructions.
- 5 **No person** shall be allowed back into the building for any reason until emergency personnel have thoroughly inspected the facility.
6. 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.

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 the 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 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, an "all clear" announcement will be broadcast.
- 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 the 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 classrooms
- 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.

As soon as safely possible, all parents will be contacted though the 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 thorough any 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.

<p align="center">BOMB THREAT RECORDING FORM</p> <p>Phone Number: _____</p> <p>Location: _____</p> <p>Time when the bomb may go off: _____</p>

<p>Description/Exact Wording:</p>
--

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 police 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:
 - 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 bullets): Full bookcase, 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 using the identified "safe/secret" statement. 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.
 1. Depending on safety the following pick-up locations will be utilized:
 - a. Option 1: Assigned Classroom
 - b. Option 2: Cafeteria
 - c. Option 3: Office Resource Room
 - d. Option 4: Playfield
 - e. 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, 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 students will be accounted for and physically checked off the class roster as they are deployed into designated transportation.

Any student injured and unable to be moved will be reported to the office or the emergency incident commander using any means that do not require other students to remain unsupervised.

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 _____"

School District Protocol for Dangerous, Violent, or Unlawful Activities

Effective Since: January 1, 2024

Overview: Our school district has established a comprehensive response plan for dangerous, violent, or unlawful activities occurring at school, during school-sponsored activities, or on school buses, as required by Senate Bill 671.

I. Reporting and Assessment

- We have established clear and accessible channels for members of our school community to report any dangerous, violent, or unlawful activities.
- Our trained staff promptly assess the credibility and severity of these reports to determine the appropriate response.

II. Immediate Response and Safety Measures

- In response to credible threats, we swiftly implement safety measures including lockdowns, evacuations, or shelter-in-place, tailored to the specific nature of the incident.
- Regular drills and training sessions ensure that staff and students are well-prepared for these procedures.

III. Coordination with Law Enforcement

- We maintain a strong partnership with local law enforcement agencies, ensuring immediate notification and coordinated response to incidents.
- Joint response plans have been developed with law enforcement for various types of threats.

IV. Communication with Parents and Community

- Our communication plan enables us to inform parents and the community promptly and accurately during incidents, balancing transparency with confidentiality.
- We provide regular updates as situations evolve.

V. Support Services

- Counseling and support services are available for students and staff affected by incidents of violence or unlawful activities.
- We offer resources and referrals for additional assistance when needed.

VI. Training for Staff and Students

- Our ongoing training programs for staff and students cover recognizing, reporting, and responding to dangerous situations, including Restorative Practice techniques.

VII. Review and Update of Protocol

- We regularly review and update our protocol to align with current best practices and legal requirements.
- Feedback from staff, law enforcement, and community members is a vital part of our review process.

VIII. Prevention and Education

- Our educational programs focus on violence prevention, conflict resolution, and fostering a safe and respectful school environment.
- We actively engage students in creating a positive school culture that discourages violent or unlawful behavior.

Opioid Overdose Protocol

Effective Date: January 1, 2024

Purpose: To provide a safe and effective response to incidents of opioid overdose in schools serving pupils in grades 7 to 12, in accordance with Senate Bill 10.

I. Identification of Overdose Signs

- All staff will be educated on recognizing signs of an opioid overdose, which include, but not limited to:
 - Loss of consciousness or unresponsiveness
 - Slow, shallow, or stopped breathing
 - Constricted (small) pupils
 - Choking or gurgling sounds
 - Limp body

II. Immediate Response Procedures

- In the event of a suspected opioid overdose:
 1. Immediately call 911.
 2. If trained, administer first aid.
 3. If available and permitted, administer naloxone.

III. Naloxone Availability and Administration

- Naloxone kits will be stored in accessible, yet secure locations.
- Designated staff members will be trained in the administration of naloxone.

IV. Training and Education

- Annual training for staff on opioid overdose recognition and response.
- Educational programs for upper grade students about the dangers of opioid misuse.

V. Emergency Contact and Post-Overdose Procedures

- Maintain up-to-date emergency contact information for all students.
- Establish post-overdose support, including counseling and referral to treatment.

VI. Coordination with Local Health Authorities

- Coordinate response plans with local health departments and emergency services.

VII. Regular Review and Update of Protocol

- The protocol will be reviewed annually and updated as needed to align with current best practices and legal requirements.

VIII. Communication Plan

- Regular communication of the protocol to staff, students, and parents.
- Ongoing awareness campaigns about opioid risks and prevention.

Confidentiality: All responses to opioid overdoses will respect the privacy and dignity of the affected individuals.

Emergency Procedures for Students with Special Needs and School District Protocol for Adaptations for Pupils with Disabilities

Effective Since: January 1, 2024

Overview: In compliance with Senate Bill 323, our school district has integrated comprehensive adaptations into our disaster procedures to ensure accessibility and safety for pupils with disabilities. This initiative aligns with the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

I. Inclusion of Adaptations in Disaster Procedures

- All disaster response plans now include specific adaptations to accommodate the needs of pupils with various disabilities.
- These adaptations are designed to ensure that all evacuation, lockdown, and emergency response procedures are accessible to every student.

II. Collaboration with Special Education Experts

- We have collaborated with special education experts and disability advocates to develop and refine these adaptations.
- Regular training is provided to all staff members to familiarize them with the specific needs and appropriate responses for students with disabilities.

III. Annual Safety Plan Evaluation

- Our safety plans undergo an annual evaluation to ensure that they include effective and up-to-date adaptations for pupils with disabilities.
- This evaluation process involves feedback from teachers, parents, and disability experts.

IV. Open Communication Channels

- We maintain open channels of communication for school employees, parents/guardians, educational rights holders, and pupils to raise concerns regarding individual students' ability to access disaster procedures.
- These concerns are promptly brought to the attention of the school principal for assessment and action.

V. Individualized Response Strategies

- When a concern about an individual pupil's access to disaster procedures is validated, we develop and implement tailored strategies to address their specific needs.
- These strategies are incorporated into the overall disaster response plan for the school.

VI. Regular Drills and Accessibility Checks

- Drills incorporating these adaptations are conducted regularly to ensure that all students, including those with disabilities, can participate effectively.
- Accessibility checks are a routine part of these drills to identify and rectify any gaps in our response plans.

VII. Continuous Improvement and Updating

- Our protocols for pupils with disabilities are subject to continuous review and improvement to adapt to changing needs and feedback.
- We stay informed about advancements in accessibility and emergency response to ensure our practices are up to date.

Note: The integration of these adaptations into our disaster procedures reflects our commitment to the safety and inclusivity of all students. We recognize the importance of addressing the unique needs of pupils with disabilities in emergency situations and are dedicated to ensuring that our safety plans are comprehensive, effective, and inclusive. Our approach involves ongoing collaboration with the community, experts, and stakeholders to provide a safe and supportive learning environment for every student. The Principal is responsible for identifying all students who will require additional assistance working with the designated certificated staff (classroom teachers) and to ensure that coverage and a plan is completed for each student.

Section III

Forms & Reference Information

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

DRILL LOG

TYPE OF DRILL	DATE	TIME	COMMENTS

STUDENT SIGN OUT SHEET

STUDENT NAME Last, First	Parent Signature	Date Released	Time Released

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)