



alpha
public schools

Alpha: Cindy Avitia High School
School Safety Plan
(Updated August 13, 2018)

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Emergency Preparedness

Emergency Supplies

Item	Location	Suggestions
<p>Campus Map: evacuation routes, fire alarms, fire extinguishers and chemistry lab(s) clearly marked</p>	<ul style="list-style-type: none"> • By the classroom door • Not covering classroom windows 	<p><i>(i.e. On a pin board, clipped to a surface. Not stapled or glued down)</i></p>
<p>Emergency Resources Contact List</p>	<ul style="list-style-type: none"> • By the office phone • Not covering classroom windows 	<p>Easily tangible so student/staff can easily grab and take with them if necessary. <i>(i.e. On a pin board, or clipboard)</i></p>
<p>Emergency Code Descriptions</p>	<ul style="list-style-type: none"> • clearly visible place in your room • Not covering classroom windows 	<p>Posted on brightly colored paper that aligns with the various emergency codes <i>(i.e.- "Code Red"- On Red Paper)</i></p>
<p>Determination of Threat Explanation Sheet</p>	<ul style="list-style-type: none"> • In clearly visible place in your room • Not covering classroom windows 	<p>Large Font and clearly labeled</p>
<p>Emergency Bag (see next page for items that should be in this bag)</p>	<ul style="list-style-type: none"> • In an easy to access location, so it can simply be grabbed in the event of an emergency 	<p>Possibly assigning two responsible students to grab this during a drill/emergency</p>
<p>Audio/visual impairment Notification (Only post if applicable, copy in back of your Emergency Binder)</p>	<ul style="list-style-type: none"> • In a clearly visible place for people who may be entering the room 	<p>Notification should be posted in the same location for each classroom, emergency personnel should be notified of location. <i>(i.e. corner of the classroom window)</i></p>

Emergency Phone Numbers

The following agencies should be contacted as soon as possible in the case of an emergency. After agencies are notified, the ANT Office should also be notified.

Emergency Contact Resources	
Organization Name	Contact Information
General Emergency Number	911
Fire (non-emergency)	(408) 277-8900
Police (non-emergency)	311
County Emergency Medical Services/County Emergency Services	(408)794-0600
American Red Cross (Silicon Valley)	(877) 727-6771
State Warning Center	(800) 852 - 7550
National Response	(800) 424 - 8802
Poison Control Center	(800) 222 - 1222
Emergency Broadcast Radio Stations	<ul style="list-style-type: none"> ● KCBS - AM 740 ● KGO - AM 810 ● KLIV - AM 1590 ● KQED - FM 88.5 ● KSOL - FM 98.9 (Spanish) ● KSJX - AM 1500 (Vietnamese)
Alpha Network Team Office	Chris Kang - (408) 357-4333 Ashley Baumgarn - (408) 510-9758

Safety and Emergency Team Roles

Role	Role Description	Staff Member Name
Safety Director	Sweep of school after evacuation Assess injuries and medical risk analysis Point person for notifying parents of updates and procedures on campus	Claudia Flores
Assistant Safety Director	Call 911, greet responding agencies, verify attendance, support efforts to establish control	Jorge Arellano
Assistance Monitor	Assist students, ensure students with disabilities or requiring extra assistance are accounted for	Ivan Rodriguez

Determination of Threat

The Safety Director and/or Back-up Safety Directors will determine the appropriate response to any threat. This Emergency Plan outlines procedures for situations that present imminent danger to students, staff and property beyond the school's ability to control and involve a 911 emergency response. These situations most likely will require evacuation or containment/lockdown.

Evacuation will be required in the event of:	Containment/Lockdown will be required in the event of:
<ul style="list-style-type: none"> ● Fire ● Explosion ● Hazardous Material Spill (Inside) ● Hostage Situation ● Bomb Threat ● Gas Leak 	<ul style="list-style-type: none"> ● Riot ● Shooting ● Armed Person On or Near Site ● Hazardous Material Spill (Outside) ● Hostage Situation ● Suicide ● Earthquake

Emergency Procedures

Emergency Evacuation/Fire or Fire Drill

A fire, fire drill, or other emergency evacuation will be indicated either by the school's fire alarm or via an announcement over the intercom system.

During a fire drill or fire emergency evacuation, teachers should instruct students to evacuate the building in an orderly fashion, using designated routes, and assemble in their assigned Assembly Area. Teachers should take the student roster when leaving the building and take attendance once the class is assembled in their assigned Assembly Area. **Teachers should confirm that all members of their class are accounted for by displaying their "Green" all students present card. If students are missing, teachers should display their "red" missing students card.** Teachers and students should wait silently for an "all-clear" to return to class or for further instructions.

In an actual emergency, the ability to communicate quickly and clearly will be extremely important. It is vital that students remain silent in drills and during actual emergencies, to ensure the safety of students and staff.

In the event that the Fire Alarm should sound between classes or during lunch transitions:

- Students within a classroom are to stop what they are doing immediately and form a single line near the doorway.
- Teacher will check to ensure that all students are out of the classroom, then proceed to escort students to the assigned assembly place.
- If there are students in the cafeteria or common area when the alarm sounds, again they are to immediately stop what they are doing and line up single file nearest to the doorway and head to the assigned assembly place.
- All **staff/faculty** should be outside making sure the students are lined up and **quiet**.

Evacuation of Individuals with Disabilities

The Assistant Monitors will maintain an active list of the names of individuals who might require assistance during an evacuation, which will be kept on the in the front office where it's easily accessed. Assistance Monitors will be responsible for ensuring that individuals requiring assistance are safely evacuated from the building.

Evacuation, Fire or Fire Drill Procedures at a Glance

- Fire alarm with sound and flashing lights/silent students
- Take emergency bag with roster, and red and green cards
- Door closed
- Walk to the assigned assembly place; students sit down in a line
- Teacher takes attendance
- Show green flag for all clear signal, or red flag if a student is missing
- If student is missing, Ops team searches for the student
- If a student is injured, display the Injury Assessment Card and indicate the severity
 - (1- Non life-threatening, 2- life-threatening)
- Cell phone on, on silent, emergency use only
- Procedure ends when PA announcement is made: "All Clear"

Earthquake Emergency Procedures

In the event of an actual earthquake, either you feel the earth shaking earthquake the or Safety Director makes an announcement indicating **“This is an Earthquake.”**

Teachers are to direct students to duck and cover. Duck and cover under the table with head and neck underneath and cover your neck with the back of your hands. Once the earthquake has stopped or a second announcement is made indicating “Earthquake has stopped, please evacuate.”

At this point, teachers should check the exit to ensure there are no hazards (downed electrical lines, etc.). Then, they should follow the emergency evacuation procedures above.

Earthquake – Drop, Cover and Hold Drill

1. An administrator/teacher will announce that a Drop, Cover Hold Drill will begin.
2. The administrator/teacher will announce that you do not need to leave the classroom for this drill.
3. At the administrator/teacher's command, all students will drop under their desks.
4. All students will drop under the desk, hold the desk and remain under the desk until told to return to the seated position by the administrator/teacher
5. Teachers should monitor students to be sure all students are under their desks.
6. The administrator/teacher will tell the students to return to their seats.
7. The administrator/teacher will remind students of the need to follow this procedure whenever there is an earthquake and to remain in the duck hold position until they are told to evacuate the building.

Earthquake, Earthquake Drill Procedures at a Glance

- PA announcement or shaking earth
- Duck and cover under table – head and neck underneath, cover back of neck with hands
- 2nd PA announcement or when earth stops shaking, follow evacuation procedures
- Take emergency bag and escort students to assigned assembly place
- Once outside, take attendance and indicate whether all students are present (green card) or students are missing (red card).
- Indicate if there are any injuries, by displaying the appropriate “injury card.”
- Wait for Risk Analysis personnel to instruct teacher on the “next steps.”

Shelter in Place - Code Blue

In general, "code blue" will be called when there is police activity or danger in the surrounding neighborhood, but no immediate threat on campus.

Safety Director/Office Staff should notify classrooms of code blue by using the intercom and announcing "code blue – please lock doors, close blinds, account for all students, and remain in your classroom until you receive an 'all clear.'"

When code blue is called, all students and staff should go immediately to their classrooms/office, lock the doors, and close the blinds. All students should be accounted for. Missing students should be reported to the office immediately by phone. Finally, Safety Director/Office Staff should confirm that bathrooms are empty, lock bathroom doors, and return to the office.

During a code blue, once the campus is secure and all students are accounted for, please ensure students of their safety and continue with instructional activities. Do not leave your classroom or send students out of classrooms for any reason until receiving an "all-clear" or specific instruction from a member of the Safety Director/Office Staff.

Under no circumstances are teachers to open the door.

- All classroom teachers must lockdown in their classrooms.
- All staff and teachers not with a class must lockdown in nearest office space or classroom. **Please remember, classroom doors are not to re-open for any circumstance.**
- If students are in the Cafeteria they are to be locked in place and doors are barricaded, e.g. lunch.
- If students are at PLT or in the field they are to go to their homerooms.

Shelter In Place - Code Blue at a Glance

- Police activity in the neighborhood, shelter in place, announcement is made, **"This is a code blue."**
- Shelter in place – don't leave room, (not even for the bathroom)
- Lock door, close blinds
- Keep teaching/normal classroom activities
- Check email for updates
- Cell phone on, on silent, emergency use only
- Procedure ends when announcement is made, **"All clear"**

Emergency Lockdown - Code Red

In general, "code red" will be called only when there is immediate threat on campus. When code red is called unless more detailed instructions are given, all students and staff should go immediately to their classrooms/office, lock the doors, close the blinds, turn off lights, and barricade the doors. All students should be accounted for. Missing students should be reported to the office immediately by via phone or text.

Safety Director/Office Staff should notify classrooms of code red by using the intercom and announcing "code red – Safety Director/Office Staff should notify PLT coaches or after school coordinators of code red by using the two-way radio. Finally, Safety Director/Office Staff should check bathrooms for students reported missing by classroom teachers, returning with them to the office if located.

PLT coaches and after school coordinators should ensure all students returns immediately to their classrooms. If the classroom has already been barricaded, students should go directly to the office.

In the case of an Active Shooter Event:

HIDE: If it is not safe to run, hide and create a stronghold. Lock the doors, close the blinds, turn off lights, barricade the doors and move away from doors and windows. Silence your cell phones and turn off vibrate mode. *Note: In many cases, you will not know where the threat is. If unsure, hide and creating a stronghold will be your best option.

RUN: Decide if you can escape safely. If it is safe, run as fast as you can away from the direction of the danger. DO NOT stop running until you are far away from the area.

- Leave your belongings behind
- Call 911 when safe and notify the office of your location as soon as possible.

DEFEND: This is a last resort. Prepare yourself mentally and physically for the possibility of engaging the shooter. Use any materials available in your room to defend yourself and your students.

Any staff member who needs to report an in-class emergency during a code red should Dial 911.

Lockdown - Code Red at a Glance

- Threat **on campus**: PA announcement, ***"This is a code red."***
- Teacher discretion to **RUN, HIDE, or DEFEND**

HIDE

- Lock door
- Shut blinds
- **Silent**
- Lights off

RUN

- Leave your room and run to a safe spot off campus
- Notify the office of your location as soon as possible

DEFEND

- Use any materials available in your room to defend yourself and your students (e.g., fire extinguisher)
- Teachers with classes outside should also RUN, HIDE (in the nearest classroom), or DEFEND
- Students in the bathroom should either run to the nearest classroom building, or lock the stall and sit/stand on the toilet with feet hidden silently.
- Check email for updates
- Cell phone on, on silent, emergency use only
- Procedure ends when PA announcement is made

Emergency Drill Schedule

The Emergency Drill Schedule should be completed at the beginning of each school year by the Principal and Safety Director/Office Staff. The annual schedule should include one emergency drill each month between August and May. The principal and Safety Director/Office Staff should ensure that school staff are trained on emergency procedures at the beginning of the school year and regularly notified of the monthly emergency drill schedule.

We are required to have the following drills throughout the academic school year. More than these are okay, but at the very least:

- 2 Fire Drills/academic school year
- 1 Lock Down Drills/academic school year
- 2 Earthquake Drills/academic school year

<u>Date</u>	<u>Type of drill</u>	<u>Start Time</u>	<u>End Time</u>
1/29/19	Fire Drill	10:30am	10:45am
2/27/19	Lock Down Drill	10:40am	11:00am
3/14/19	Fire Drill	9:15am	9:33am
4/18/19	Earthquake Drill	8:08am	9:33am
5/23/19	Earthquake Drill	9:36am	10:00am

***Note:** The "California ShakeOut Drill" will be held every year on the 3rd Thursday in October
This can be used as one of the required earthquake drills (note above if doing do)

Parent Unification

Student Pick-up in the Event of an Emergency

In the event of an emergency, it may become necessary to relocate the school population. Such a move would take place when it is determined by school or county officials that keeping students in the school would be hazardous to students and staff.

Parents will be notified of the relocation via a mass one-call sent out by school administrators. When parents are notified of the relocation, you will be told which site the students have been transported to. It is critically important that the school office has all necessary CURRENT phone numbers so that we are able to contact you at any time during the school day in the event of an emergency.

When you arrive to pick up your child—either at Alpha or one of the alternative sites—there will be a student release station. Please pay attention to all directions for parking. Locate the release station and give the station worker your child's name. Once you have been identified, your child will be brought to you at the station. It is essential that parents cooperate with the release station procedures.

We must be organized in order to ensure 100% accountability for our students. All individuals picking up students must be positively identified by our staff or provide valid identification. Unless a person's name is on your emergency card as having your permission to pick up your child, we will not release your child to them. Student safety is one of our primary concerns.