

Comprehensive School Safety Plan

2024-2025
School Year

School: Two Rock Elementary School
CDS Code: 49-70979-605231
District: Two Rock Union Elementary School District
Address: 5001 Spring Hill Road
 Petaluma
Date of Adoption: 12/12/2023
Date of Update:
Date of Review:
 - with Staff
 - with Law Enforcement
 - with Fire Authority

Approved by:



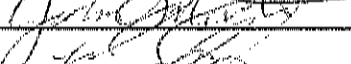
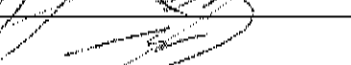

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Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at Two Rock Elementary School Office.

Safety Plan Vision

Two Rock Elementary Comprehensive School Safety plan has several overarching goals: to help our community create a school atmosphere that is safe, respectful, fair, and conducive to learning; to prepare ourselves to respond calmly and competently to any possible disaster, keeping foremost always the safety and well-being of students and staff; and to comply fully with all requirement of the California Education Code.

Components of the Comprehensive School Safety Plan (EC 32281)

Two Rock Elementary School Safety Committee

- Stephen Owens, Superintendent
- Sarah Daugherty, Assistant Business Manager
- Perry Gray, Teacher

Assessment of School Safety

School safety data sources include:

- Suspension and expulsion
- Law enforcement interventions and crime reports
- Staff, student and community surveys
- Property loss, vandalism and insurance reports

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

It is a priority of the administration and staff at Two Rock Elementary School that every student will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities both in and out of the classroom. Our staff desires to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements. Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct. Staff receives training which implements and supports conflict resolution. The Two Rock Elementary School Foundation, School Site Council, Coast Guard First Responders, and other school-community partnerships are actively involved in support of Two Rock Elementary School's students.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

All staff members are considered 'mandated reporters' and are required by law to contact County Child Protective Services (558-3665) when child abuse is suspected. Board Policy and Administrative Regulation 5141.4 outline requirements and updated as required by law.

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

Two Rock Elementary School District will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The Two Rock Elementary School Disaster Procedures incorporate, identify, and provide:

- Strategies of the Incident Command System
- Maps out specific evacuation procedures within the school building disaster plan
- Guidance for emergency response to a variety of potential hazards and incidents, including duck and cover procedures following an earthquake
- Emergency response training and exercise opportunities for students and staff

Adaptations for Students with Disabilities

Students shall follow procedures in accordance to IEP needs and an instructional aide will be assigned to a student with special needs during an emergency.

Public Agency Use of School Buildings for Emergency Shelters

- Sonoma County Sheriff
- American Red Cross

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

The Two Rock Union School District Suspension/Due Process Policy may be found on the Two Rock Union School District Website: <https://www.trusd.org/board-policies> and parent handbook.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

The Two Rock Union School District Policy to Notify Teachers of Dangerous Pupils may be found on the Two Rock Union School District Website: <https://www.trusd.org/board-policies>.

(E) Sexual Harassment Policies (EC 212.6 [b])

Two Rock Union School District harassment policy is located on the district's website: <https://www.trusd.org/board-policies> Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited. The District updates annually and distributes to all employees and parents the policies prohibiting student-to-student sexual harassment and distributes to all employees policies prohibiting employee-to-employee sexual harassment. The Superintendent/ Principal and all Trustees of the Board of Trustees attend the Sexual Harassment Prevention Workshop, satisfying the legal mandate to receive sexual harassment prevention training for two hours every two years.

Prohibited sexual harassment by adults includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical contact of a sexual nature made against another person of the same or opposite sex in the work or educational setting. Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Staff members are instructed about the definition of sexual harassment and reporting procedures. Students are directed to immediately report incidents of harassment, sexual or otherwise, to an adult (parent, teacher, instructional assistant, or administrator). All reports are thoroughly investigated in a timely manner. A school administrator will determine an appropriate course of action for each complaint. Actions may include the following:

1. Conflict resolution and discussions among the parties involved, when appropriate.
2. Student counseling and education, when appropriate.
3. A report to the police or Child Protective Services as appropriate or required by law.
4. Student disciplinary actions that may include the range of consequences in the discipline plan, including suspension, placing on a behavior contract, other appropriate means of corrections, or a recommendation for expulsion.
5. Employee disciplinary action as described in policy, State law, and Ed. Code. District policy and State law related to sexual harassment of students or employees requires the following:

1. Posting the District's sexual harassment policy in a prominent location at the school.
2. Notifying the staff, students (as appropriate), and parents of the sexual harassment policy each school year or at the time of enrollment.
3. Including notification of the sexual harassment policy as part of any orientation materials or programs for new students (as appropriate) or employees as they enroll or are hired.
4. Including the sexual harassment policy in school and district publications.
5. Taking appropriate TRUSD Administrative actions to reinforce the district policy by providing staff training and student instruction and/or counseling.
6. Directing that teacher-led discussion by conducted on this policy with student in age-appropriate ways, and assuring students in that discussion that they need not endure any form of sexual harassment. Students and/or parents and employees can use the District's Uniform Complaint Procedure to file a formal complaint of sexual harassment, or they can use the form specific to sexual harassment complaints.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

Students and their parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriated disciplinary action.

Guidelines:

1. Students shall come to school clean and well groomed.
2. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. This shall be applied fairly to boys and girls alike.
3. Shoes suitable for rigorous physical activity and outdoor play must be worn at all times, unless a teacher or the Superintendent/Principal makes an exception.

4. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia that are crude, vulgar, profane, or sexually suggestive, that bear drug, alcohol, or tobacco company advertising, promotions, and likenesses, or that advocate racial, ethnic, or religious prejudice.

5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. This shall be applied fairly to boys and girls alike.

6. Students may not wear clothing or accessories that demonstrate or suggest gang involvement, or gang-related symbols. These symbols change over time and we may issue future warnings about specific gang-related items.

7. Students may wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Ed. Code 35183.5)

The Superintendent/Principal and teachers may impose more or less stringent dress requirements to accommodate the special needs of certain sports, classes, or individuals.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

Safety while entering and leaving Two Rock's rural campus is a high priority. The following precautions are to be followed:

- Safety crossing zones must be used.
- Drivers must pick up and drop off in designated car drop-off zone. Parking in the drop-off zone is prohibited.
- Drivers may also park and walk into campus to pick up students after school.
- Curbs are color-coded and marked to designate safe parking and loading areas.
- Students are not allowed to traverse the parking lot areas without an adult escort.
- Drivers on school grounds must follow all laws regulating cell phone use while driving.

The driveway and drop-off zones help to facilitate safe loading and unloading of students. The school newsletter regularly communicates the need for drivers to slow down, pay attention, and use safe driving practices while entering and leaving campus.

The following procedures are to be followed in order to maintain a safe environment for students and staff at Two Rock Elementary:

1. All visitors are to check into the office, sign in and wear the appropriate identification badge.
2. Before leaving the school site, all visitors are to check into the office, return the identification badge, and sign out.
3. The Cal/OSHA Prevention Program is on the school website with COVID-19 guidelines for a safe school.
4. Students may not leave campus during the instructional day unless picked up by parent/guardian or authorized adult.
5. All student are to play in designated play areas under the supervision of adults.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Campus Safety

Element:

Site Improvements

Opportunity for Improvement:

Campus pathways must be safe and easy to navigate on foot

Objectives	Action Steps	Resources	Lead Person	Evaluation
Portable air purifiers	Air purifiers were purchased to improve air quality in the classroom in accordance to state and CDPH.	CARES funding	Superintendent	in place
Emergency Go Bags	All classrooms and office has an emergency go back.	Safety funds	Superintendent	In place

Component:

Continued Toolbox Tools Instruction & Restorative Practices Implementation and PBIS strategies

Element:

Element: Social

Opportunity for Improvement:

Given the uniquely transient population we serve and increasing awareness of Social Emotional Learning and the importance of teaching social skills, we will continue to employ routines that support students in these domains.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Continue Toolbox Tools Instruction Employ proactive Restorative Practices Adopt PBIS program (2-3 year implementation) Increase access to counseling services	Engage and train staff in the use of these tools; ongoing staff development; time for staff to practice and develop routines; establishing common agreements. Utilize additional funding for counseling supports.	Funding & Time, SEAS Penn St. Team	Faculty & Staff, Superintendent/Principal, specialists SCOE	Plan and review essential practices and establish timelines, milestones and the implementation of common practices; observational data and staff feedback
The District employs a .6 FTE Counseling Intern for MTSS and socio-emotional support.	The counselor supports students at the site with friends groups, new comer groups for students from military connected families	Site general fund	superintendent	The superintendent and counselor meet regularly to review students on counseling caseloads and create a support plan if needed.

Component:

Health and Safety

Element:

Classroom Emergency Supplies and Emergency Folders

Opportunity for Improvement:

To ensure that all supplies and folders are up-to-date, continued practice of emergency drills. Site held Active shooter training for staff in October of 2022 and PA and security camera upgrades.

Objectives	Action Steps	Resources	Lead Person	Evaluation
All emergency folders will have updated information regarding safety procedures.	Update folders with current emergency information and materials	District labor	Superintendent/ Principal and Office Staff	Review folders at each semester for folder accuracy
All classrooms will have appropriately supplied emergency bags	Inventory and replace classroom emergency supplies as needed	Funding and District Labor	Superintendent/Principal, Safety Committee, Office Staff	Review classroom supplies each quarter
PA system installed	all spaces on campus have a working PA speaker	Fund 40	Superintendent	monthly tests during emergency drills
security cameras installed	cameras installed	Fund 40	Superintendent	notifications from Verkada Camera system when someone is on campus. License plate reader and face recognition for familiar faces.
The site contracts with a .2 nurse	conducts checks for vaccines and other health related requirements such as vision and hearing testing. Assists with student who have diagnosed medical conditions.	general fund	Superintendent	Compliance of vaccine and other medical requirements.

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Two Rock Elementary School Student Conduct Code

Students at Two Rock School will be held accountable to the school agreements. All students must allow their teachers to teach, allow other students to learn, and maintain behavior that is safe and conducive to learning. Our behavior support policy is part of a continuing program that seeks to instill independence, self-control and self-awareness in the students.

We believe all students and staff have the right to

- Be Safe
- Be Respectful
- Be Responsible
- Be Kind

Teaching of Expected Behaviors:

1. At Two Rock Elementary School, we believe in our student's innate capacity to find solutions that lead to their success. Our goal is to support students in understanding and managing their social, emotional, and academic needs. To foster this understanding, we utilize the Toolbox Project, where all students learn 12 "tools" that empower them to utilize their own inner resilience to master situations.
2. All teachers will develop a Classroom Bill of Rights at the start of the school year that outlines agreements that must be upheld for an optimal classroom environment. The principal and support staff will be informed of the classroom agreements and parents will receive a copy of the Classroom Bill of Rights. These agreements will be reviewed and referred to throughout the year.
3. Students will be taught the agreements that govern behavior on the playground, in the lunchroom, and throughout the school. Agreements will be prominently displayed and reviewed throughout the year.
4. The teaching and reinforcement of the 12 tools of the Toolbox Project and the school and classroom Bill of Rights will be continuous throughout the year. We will also teach conflict management skills and Win-Win Problem Solving techniques and utilize classroom meetings.

Reinforcement of Expected Behaviors:

Good planning, a good understanding of each child, the use of the 12 "tools" and parent involvement minimize the need for discipline. Teachers and staff use positive conflict resolution techniques and avoid unnecessary confrontations. When misconduct occurs, teachers and staff make every effort to work with students to identify the causes of the student's behavior. Teachers and staff use a variety of strategies to reinforce appropriate behaviors. Students who consistently display appropriate behavior are recognized in positive ways.

Responses to Behavior Mistakes in the Classroom and on the playground:

1. Warning/Verbal inquiry
2. Self Reflection paper, Time Away from Activity
3. Self Reflection paper, Time Away, Reflection paper sent home for parent signature. Parent contact.
4. Self Reflection paper and conference with principal. Parent contact.
5. Referral to Counselor for skills development. Parent contact.

Responses to Repeated Behavior Mistakes may include:

1. Referral to Principal
2. Recess or After school reflection time
3. Individual counseling referral
5. Behavior Intervention Plan
6. Principal/Teacher/Parent Conference
7. Student Support Team meeting

The following offenses are considered serious and will not be tolerated. Parents will be contacted and the child will be asked to leave school for the remainder of the day. If the behavior is extreme or recurring, students may be given in-school suspension or suspension outside of school. In extreme cases, students may be expelled. A parent/teacher conference will be scheduled before the student can return to school:

1. Fighting
2. Harassing, bullying, or threatening another person
3. Offenses that affect the safety or well being of others

California Education Code #48900:

A student can be suspended from school or recommended for expulsion if the student is involved in the following (either during school hours or going to or coming from school):

1. Harassed, threatened or caused physical injury to another person.
2. Possessed, sold, or furnished a firearm, imitation firearm, knife, explosives, or other dangerous object.*
3. Unlawfully possessed, used, sold, or furnished a controlled substance or drug paraphernalia.
4. Committed or attempted to commit robbery.
5. Caused or attempted to cause damage to school or personal property.
6. Stolen or attempted to steal school or private property.
7. Possessed or used tobacco or any products containing nicotine.
8. Committed an obscene act or engaged in habitual profanity.
9. Disrupted school activities or willfully defied school authority.

10. Knowingly received stolen school or private property.

Conduct Code Procedures

(K) Hate Crime Reporting Procedures and Policies

Board policies related to Hate Crime are located on the district's website: <https://www.trusd.org/board-policies>

Hate crimes occur when a perpetrator targets a victim because of his or her membership in a certain social group, usually defined by racial group, religion, sexual orientation, disability, ethnicity, nationality, age, gender, gender identity, or political affiliation. Hate crime can take many forms. Incidents may involve physical assault, damage to property, bullying, harassment, verbal abuse or insults, or offensive graffiti or letters. Hate-motivated behavior is not common in our small rural school environment. However, the potential exists that it may occur, so the following procedures are established:

1. Any student who believes that he/she is a victim of hate-motivated behavior shall immediately contact the Superintendent/Principal or designee. If the student believes that the Superintendent/Principal or designee has not remedied the situation, he/she may file a complaint against the appropriate school official in accordance with district complaint procedures.
2. Staff who are informed of hate-motivated behavior or personally observe such behavior shall notify the Principal/Superintendent or designee, and law enforcement, as appropriate. Students who engage in hate-motivated behavior shall be subject to discipline in accordance with District policy.
3. The Superintendent/Principal shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods of handling such behavior in appropriate ways.

(J) Procedures to Prepare for Active Shooters

The District has been trained in Run, Hide, Fight procedures. Drills for active shooter are a part of the emergency drills procedures and the superintendent has been trained by SCOE personnel for safety procedures in the event of an active shooter. The superintendent has participated in the Big Five safety training at Sonoma County Office of Education.

Procedures for Preventing Acts of Bullying and Cyber-bullying

The District follows board policy 5131.2

The District conducts the Youth Truth Survey annually to determine if there is pervasive bullying on the campus. Also the District has developed SEL strategies to support students and identify various types of bullying. A safe place with the school counselor is available for students to report any forms of bullying in a confidential manner.

The District believes every child is entitled to a safe school environment free from Discrimination and bullying. Consistent with state and federal law, the District prohibits bullying and discrimination and provides a timely and effective complaint procedure for pupils who believe they have been the victim of bullying or discrimination.

This policy applies to all of the District's students. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the Two Rock Union School District.

This policy also reminds school personnel of their obligation to intervene when safe to do so as required by Education Code section 234.1(b)(1).

Opioid Prevention and Life-Saving Response Procedures

In conjunction with Two Rock Union School District Board Policy and Administrative Regulation 5141.21, Naloxone Hydrochloride (Narcan) is available at our school campus for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. Most staff are trained to recognize the signs of an opioid overdose and volunteer staff are trained on the administration of emergency Naloxone Hydrochloride. Recognizing the Signs of an Opioid Overdose
Anyone who uses opioids can experience an overdose at any time. The Substance Abuse and Mental Health Services Administration's Opioid Overdose Toolkit describes the signs of an opioid overdose as:

- Unconsciousness or inability to waken
- Slow or shallow breathing or breathing with difficulty such as choking sounds or a gurgling/snoring

noise from a person who cannot be awakened

- Fingernails or lips turning blue/purple
- Cold/clammy skin

If an opioid overdose is suspected, stimulate the person by:

- Calling out their name loudly
- Vigorously grind knuckles into the sternum (the breastbone in the middle of the chest) or or rub

knuckles on the person's upper lip

Responding to an Opioid Overdose

- If the person responds, assess whether they can maintain responsiveness and breathing
- Start the chain of survival by calling 911
- Retrieve and administer Naloxone Hydrochloride and monitor breathing
- Provide rescue breathing (CPR) if breathing is slow or has stopped
- If there is no response after 2-3 minutes, administer another dose of Naloxone Hydrochloride
- Once the person is breathing again, place them in recovery position (on their side with their top leg and arm crossed over the body to prevent choking
- Continue to monitor the individual until EMS arrives

Response Procedures for Dangerous, Violent, or Unlawful Activities

Threat of Violence

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication, a phone call or in person. The School Administrator/Incident Commander should ensure all threats are properly assessed and responded proactively in accordance with Ed. Code and Save Schools Policy.

Procedure

1. The School Administrator/Incident Commander will identify the type of threat, the severity of the threat and reliability of information about it, and attempt to determine the individual(s) making the threat.
 2. The qualified school personnel designated by the School Administrator will conduct the threat assessment to determine the risk level. The Superintendent shall notify US Coast Guard Security or the Sonoma County Sheriff if a risk arises that requires policer intervention.
 3. Designated staff will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk as described by the Los Angeles Police Department:
Category 1 – High violence potential; qualifies for arrest or hospitalization.
Category 2 – High violence potential; does not qualify for arrest or hospitalization.
Category 3 – Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.
Category 4 – Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.
Category 5 – Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.
 4. In categorizing the risk, the designated school staff will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?
 5. The designated school staff will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
 6. The designated school staff will recommend appropriate action to the School Administrator/Incident Commander.
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7. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate.
 8. All media inquiries will be referred to the designated Public Information Officer.
 9. The School Superintendent/Incident Commander will debrief staff and school police officers.
 10. If appropriate, teachers should immediately begin discussions and activities to address students' fears, anxieties, and other concerns. Report any students/staff who may need post traumatic support to the Mental Health team.
 11. Teachers and staff should provide feedback to School Administrator/Incident Commander regarding areas for improvement and any other information that is helpful in bringing closure to the emergency response effort.

Instructional Continuity Plan

In person instruction is defined in Ca Ed Code(EC) Section 435000(b) to mean instruction under the immediate physical supervision and control of a certificated employee of the LEA.

Given the uncertainty of the impact of natural disasters, pandemic or other unplanned disaster the District shall provide within five days, remote instruction if student access is prohibited which is immediately allowable under state and county health orders.

However, LEA s need to be prepared for in-person instruction when allowable. Two Rock will allow instruction once it is safe to offer in person instruction by the County Health Department, Sonoma County Office of Education, CDE and state of California.

Two Rock is a 1:1 learning device district. Teachers will manage content instruct via zoom or other digital or electronic means to all students. In the event a student does not have internet available the District shall provide a supervised safe instructional area on the school campus.

Students with IEPs shall have goal and accommodations provided them as outlined in their IEP.

Teachers will use zoom to implement and manage distance learning for remote instruction and communicate with students and parents. Most communication, meetings and assignments will be done via zoom. Students will have access to consumable materials and packets through scheduled pick up and drop off at the site's multi-purpose room. Grades, attendance and engagement will be tracked using the district's student information system Schoolwise.

Safety Plan Review, Evaluation and Amendment Procedures

Two Rock Union School District Comprehensive School Safety Plan will be reviewed, evaluated, and amended as needed each school year by the Superintendent/Principal, and Safety Committee with final approval by the Board of Trustees. If there any significant changes, the revised plan will be placed on the agenda of a regular meeting of the Board of Trustees by January 9, 2025 for the public hearing to allow public input before it is readopted.

Safety Plan Appendices

Emergency Contact Numbers

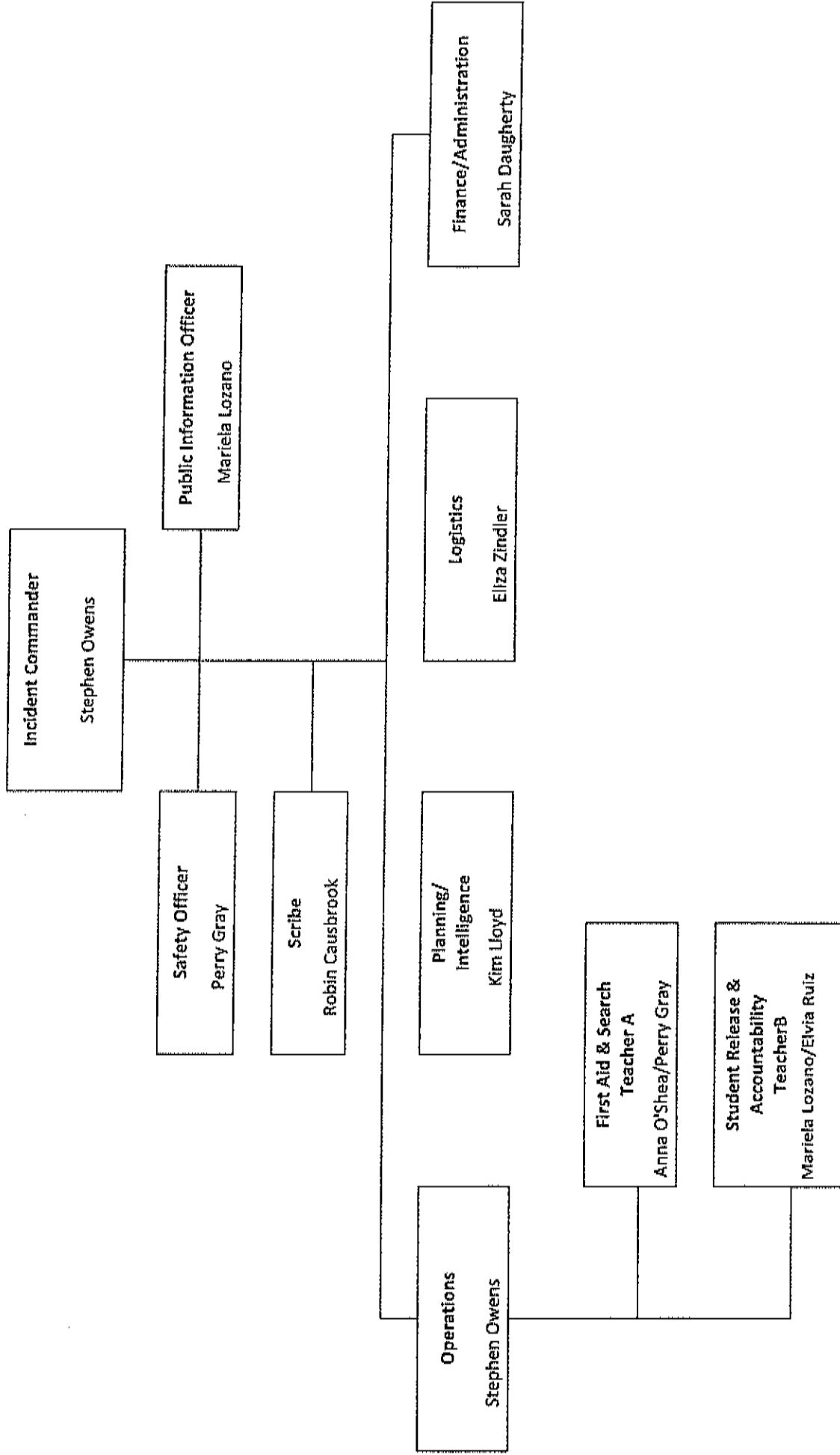
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Sheriff	(707) 565-2121	non-emergency
Law Enforcement/Fire/Paramedic	Fire	(707) 778-4390	Fire, non-emergency
Public Utilities	PG&E	1-800-743-5000	Electric and Gas, non-emergency
Local Hospitals	Petaluma Valley Hospital	(707) 778-1111	Main number
Local Hospitals	Sutter Santa Rosa Hospital	(707) 576-4000	Main number
American National Red Cross	Sonoma County Chapter	(707) 577-7600	
Other	Sonoma County Animal Regulation	(707) 565-7100	
Other	Caltrans	1-800-427-7632	
Law Enforcement/Fire/Paramedic	Highway Patrol Info Line	(707) 588-1400	
Other	Sonoma County Health Services	(707) 565-4400	565-4567 for Communicable Diseases

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Office Staff Review of Emergency Folders	8/14/2024	At the District Office
Maintenance Review of Facility	November 2024	At the District Office
Facilities Inspection Tool Review	November, 2024	
Site Council Meeting	January 7, 2025	
Safety Committee Meeting	January 7, 2025	

Two Rock Elementary School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

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Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

The first step in responding to an emergency is to determine the type of emergency that has occurred:

1. Aircraft Crash
2. Animal Disturbance
3. Armed Assault on Campus
4. Biological or Chemical Release
5. Bomb Threat
6. Bus Disaster
7. Disorderly Conduct
8. Earthquake
9. Explosion/Risk of Explosion
10. Fire in Surrounding Area
11. Fire On School Grounds
12. Flooding
13. Loss or Failure of Utilities
14. Motor Vehicle Crash
15. Psychological Trauma
16. Suspected Contamination of Food or Water
17. Threat of Violence
18. Unlawful Demonstration/Walkout

Step Two: Identify the Level of Emergency

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a three-tiered rating system is described below:

- **Level 1 Emergency:** A minor emergency that is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.
- **Level 2 Emergency:** A moderate emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., "unknown white powder".
- **Level 3 Emergency:** A major emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance, or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

Step Three: Determine the Immediate Response Action

Once the type and extent of an emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are:

- **Duck & Cover:** Students and staff protect themselves by crouching under a table, desk, or chair until the danger passes.
- **Shelter in Place:** Students and staff are kept indoors in order to isolate them from the outdoor environment. The heating and air conditioning system is also shut down.
- **Lock Down:** Students and staff are kept in a designated locked area until a danger has passed, such as an intruder being on campus.
- **Evacuate Building:** Students and staff are escorted outside to an assembly area if it has been determined that it is too dangerous to remain indoors. **Evacuate Campus:** Students and staff are escorted to an off-site assembly area if it has been determined that it is too dangerous to remain on campus.

- Clear: Notification is given that normal school operations should resume.

Step Four: Communicate the Appropriate Response Action

Once the type of immediate response action is determined, the incident commander must inform the site's staff which response action to take. The most appropriate method of communication depends on the response action selected. When announcing what response to take, avoid codes, jargon, or any other potentially confusing vocabulary. Be calm, direct, and clear in your announcements.

- Duck & Cover: Immediately use the site's school-wide communication system to instruct students and staff to protect themselves by moving into a "duck & cover" position by crouching under a table, desk, or chair until the danger passes. Time is the most urgent matter with this response action as the emergency may take place before the announcement can be made. However, do not assume that all members of the site are already in a "duck & cover" position. Make the announcement even if the immediate crisis has passed.
- Shelter in Place: Immediately use the site's school-wide communication system to instruct students and staff that they are to stay indoors until further notice, even if the heating and air conditioning system is disabled.
- Lock Down: Immediately use the site's school-wide communication system to instruct staff to lock all exterior doors, to close any open windows, and to keep students as far away as possible from any windows until further notice
- Evacuate Building: Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the site's outside assembly area.
- Evacuate Campus: Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the site's outside assembly area. From there, notify staff and students using a bullhorn that it has been determined that it is too dangerous to remain on campus. Provide instructions on how staff and students will be relocated.
- All Clear: Use the site's school-wide communication system to notify staff and students that normal school operations should resume.

Types of Emergencies & Specific Procedures

Aircraft Crash

This procedure addresses situations involving an Aircraft Crash on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to the section on Biological or Chemical Release. If a crash results in a utility interruption, refer to the Section, Loss or Failure of Utilities.

Procedure

1. The Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION .
2. If the Superintendent/Principal or designee issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
4. The Superintendent/Principal or designee will call "911" and will provide the exact location (e.g., building or area) and nature of emergency.
5. Appropriate first aid will be provided, if needed.
6. Any affected areas will not be reopened until the appropriate agency provides clearance and the Superintendent/Principal or designee issues authorization to do so.
7. Two Rock will begin the process of counselling and recovery as appropriate.
8. If it is unsafe to remain on campus, the Superintendent/Principal or designee will initiate an OFFSITE EVACUATION, if warranted by changes in conditions.
9. Superintendent/Principal or designee will notify the Board of Trustees President.

Animal Disturbance

This procedure should be implemented when the presence of a dog, coyote, mountain lion or any other wild animal threatens the safety of students and staff. Animal Care and Control Services will be engaged.

Procedure

1. The Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include LOCK DOWN/SHELTER IN PLACE or EVACUATION OF THE BUILDING.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.
3. If additional outside assistance is needed, the Superintendent/Principal or designee will call "911 and provide the location of the animal and nature of emergency.
4. If a staff member or student is injured, the Superintendent/Principal or designee and/or the parent will be notified.
5. The Superintendent/Principal or designee will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions at the school. If so, Superintendent/Principal or designee will contact the Board of Trustees President.

Armed Assault on Campus

An Armed Assault on Campus involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful device.

Procedure

1. Upon first indication of an armed assault, personnel should immediately notify the Superintendent/Principal or designee.
2. The Superintendent/Principal or designee will initiate the appropriate Immediate Response Action(s), which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATION OF THE BUILDING or OFF-SITE EVACUATION.
3. The Superintendent/Principal or designee will call "911" and provide the exact location and nature of the incident. The Superintendent/Principal or designee should designate a person to remain online with Police if safe to do so.

4. Staff should take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and the perpetrator.
5. Staff should maintain order in all areas of assembly or shelter, and should await the arrival of law enforcement.
6. After the perpetrator(s) has been neutralised, the Superintendent/Principal or designee will conduct a headcount of students and staff, and will notify law enforcement of any missing persons.
7. The Superintendent/Principal or designee will work with local authorities to ensure injured students and staff receives medical attention.
8. The Superintendent/Principal or designee will control all points of entry to the school.
9. The Superintendent/Principal or designee will prepare a verified list of casualties, and the locations to which they were transported. The Superintendent/Principal or designee will ensure the notification of parents and family members.
10. The School Administrator will debrief staff and contact the Board of Trustees President.

Biological or Chemical Release

A Biological or Chemical Release is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biological or chemical substances:

- Scenario 1 - Substance released inside a room or a building;
- Scenario 2 - Substance released outdoors and localized; and
- Scenario 3 - Substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

Procedure

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

1. The Superintendent/Principal or designee will initiate the EVACUATE BUILDING action. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.
2. The Superintendent/Principal or designee will call "911", and will provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Superintendent/Principal or designee will notify the Board of Trustees President.
4. The Superintendent/Principal or designee will instruct maintenance personnel to isolate and restrict access to potentially contaminated areas until emergency services arrive.
5. The Superintendent/Principal or designee will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases).
7. The Superintendent/Principal or designee will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance.
8. Two Rock will begin the process of counseling and recovery.
10. Any affected areas will not be reopened until the appropriate agency provides clearance and the Superintendent/Principal or designee gives authorization to do so.

SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

1. The Superintendent/Principal or designee will immediately direct staff to remove students from the affected areas to an area upwind from the release. The Superintendent/Principal or designee will, if necessary, initiate the EVACUATE BUILDING action.
2. The Superintendent/Principal or designee will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The Superintendent/Principal or designee will call "911", and will provide the exact location and nature of emergency.
4. The Superintendent/Principal or designee will notify the Board of Trustees President.
5. The Superintendent/Principal or designee will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases).
7. The Superintendent/Principal or designee will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance.
8. Two Rock will begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the Superintendent/Principal or designee gives authorization to do so.

SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If the Superintendent/Principal or designee or local authorities determine a potentially toxic substance has been released to the atmosphere, the Superintendent/Principal or designee will initiate SHELTER-IN-PLACE.
2. Upon receiving the SHELTER-IN-PLACE notification, the Superintendent/Principal or designee will turn off local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings. Teachers should communicate their locations to the Superintendent/Principal or designee, using the PA system or other means without leaving the building.
4. The Superintendent/Principal or designee will call "911", and will provide the exact location and nature of emergency.
5. The Superintendent/Principal or designee will notify the Board of Trustees President.

6. The Superintendent/Principal or designee will turn on a radio or television station to monitor information concerning the incident.
7. The school will remain in a SHELTER-IN-PLACE condition until appropriate agency provides clearance, or the Superintendent/Principal or designee otherwise notify staff.

Bomb Threat/ Threat Of violence

Response to a Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of an explosion.

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911" – telling the operator, "This is A CALL FROM PETALUMA, CALIFORNIA from TWO ROCK UNION SCHOOL DISTRICT AT 5001 SPRING HILL ROAD. We are receiving a bomb threat on another line. The number of that line is 707 762-6617."
2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the Superintendent/Principal or designee:
When is the bomb going to explode?
Where is it?
What will cause it to explode?
What kind of bomb is it?
Who are you?
Why are you doing this?
What can we do for you to avoid the bomb from exploding?
How can you be contacted?
3. Upon arrival, the appropriate county agency will search for suspicious packages, boxes or foreign objects. All cell phones, beepers and hand-held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.
4. No attempt should be made to investigate or examine the object.
5. After the search, the Superintendent/Principal or designee will determine the appropriate Immediate Response Action(s) to announce, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
6. When a suspicious object or bomb is found, the Superintendent/Principal or designee shall issue the EVACUATE BUILDING action. Staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
7. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
8. The Superintendent/Principal or designee will notify "911", and will provide the exact location (e.g., building, room, area) of the potential bomb, if known.
9. The Superintendent/Principal or designee will notify the Board of Trustees President.
10. Two Rock will begin the process of counselling and recovery.
11. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The Superintendent/Principal or designee will give the ALL CLEAR signal.
12. The Superintendent/Principal or designee will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

Bus Disaster

The District does not offer transportation to and from school. The Petaluma City Schools District provides bus transportation on specific occasions. Two Rock will follow the Bus emergency procedures as outlined by PCS.

Disorderly Conduct

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to Section, Armed Assault on Campus.

Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff will immediately notify the Superintendent/Principal or designee.

3. The Superintendent/Principal or designee will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
4. The Superintendent/Principal or designee will call (911), and provide the exact location and nature of the incident.
5. If an immediate threat is not clearly evident, the Superintendent/Principal or designee may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
7. The Superintendent/Principal or designee will notify the Board of Trustees President.

Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

Procedure

Note: Keep calm and remain where you are. Assess the situation, and then act.

Remember, most injuries or deaths are the direct cause of falling or flying debris.

1. Upon the first indication of an earthquake, teachers should direct students to DUCK AND COVER.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When the shaking stops, the Superintendent/Principal or designee will initiate the EVACUATE BUILDING action. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
4. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
5. The Superintendent/Principal or designee post guards a safe distance away from building entrances to prevent access.
6. The Superintendent/Principal or designee will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
7. The Superintendent/Principal or designee will check for injuries and provide appropriate first aid.
8. The Superintendent/Principal or designee will notify the appropriate agencies of damages.
9. If the area appears safe, the appropriate agency will make an initial inspection of school buildings to identify any injured or trapped students or staff.
10. The Superintendent/Principal or designee will contact the Board of Trustees President to determine additional actions that may be necessary.
11. The Superintendent/Principal or designee will contact the appropriate agency if necessary to ensure buildings are safe for re-occupancy. When safe to do so, the appropriate agency will conduct an inspection of school buildings.
12. Any affected areas will not be reopened until appropriate agency provides clearance and the Superintendent/Principal or designee gives authorization to do so.
13. The Superintendent/Principal or designee will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions at the school.

In the event an earthquake occurs during non-school hours:

1. The Superintendent/Principal or designee will assess damages to determine any necessary corrective actions.
2. The Superintendent/Principal or designee will confer with the Board of Trustees President on identified damages to determine if the school should be closed.
3. If the school must be closed, the Superintendent/Principal or designee will activate Parent Alert System and School Personnel Alert System.

Explosion or Risk Of Explosion

This section addresses four possible scenarios involving an Explosion/Risk of Explosion: Scenario 1 - Explosion on school property; Scenario 2 – Risk of explosion on school property; Scenario 3 - Explosion or risk of explosion in a surrounding area, and Scenario 4 – Nuclear blast or explosion involving radioactive materials. [A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]. It is necessary to first determine which scenario applies and then implement the appropriate response procedures.

Procedure

SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. In the event of an explosion, all persons should initiate DUCK AND COVER.
2. The Superintendent/Principal or designee will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
5. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
6. The Superintendent/Principal or designee will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency.
7. The Superintendent/Principal or designee will check for injuries and provide appropriate first aid.
8. Staff should attempt to suppress only small fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
9. The Superintendent/Principal or designee will assess for any damages to water lines, sewers, power lines and other utilities.
10. The Superintendent/Principal or designee will notify Board of Trustees President.
11. The Superintendent/Principal or designee will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.
12. When it is determined safe to enter affected areas, the appropriate agency will conduct search and rescue activities.
13. The Superintendent/Principal or designee will contact the appropriate agency to ensure buildings are safe for re-occupancy. When safe to do so, the appropriate agency will conduct an inspection of school buildings.
14. Any areas affected by the explosion will not be reopened until appropriate agency provides clearance and the Superintendent/Principal or designee gives authorization to do so.
15. The Superintendent/Principal or designee will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY

1. The Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the Superintendent/Principal or designee issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
4. The Superintendent/Principal or designee will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. Staff should attempt to suppress only small fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The Superintendent/Principal or designee will assess for any damages to water lines, sewers, power lines and other utilities.
7. The Superintendent/Principal or designee will notify Board of Trustees President.
8. All affected areas will not be reopened until the appropriate agency provides clearance and the Superintendent/Principal or designee issues authorization to do so.
9. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
10. The School Administrator will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

SCENARIO 3: EXPLOSION OR RISK OF EXPLOSION IN SURROUNDING AREA

1. The Superintendent/Principal or designee will initiate the SHELTER-IN-PLACE response action.
2. The Superintendent/Principal or designee will notify "911" and will provide the exact location (e.g., building, area) and nature of emergency.
3. The Superintendent/Principal or designee will take further actions as needed.
4. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the Superintendent/Principal or designee issues further instructions.

SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

1. The Superintendent/Principal or designee will initiate the SHELTER-IN-PLACE response action.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows and walls.
3. The Superintendent/Principal or designee will notify "911" and provide details on the area and personnel affected at the school.
4. After the initial blast, remove students from rooms with broken windows, extinguish small fires, and provide first aid.
5. The Superintendent/Principal or designee will turn off the school's main gas supply, local fans in the area; close doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
6. The Superintendent/Principal or designee will monitor radio or television announcements and initiate further actions as appropriate.
7. The school will remain in a SHELTER-IN-PLACE condition until appropriate agency provides clearance and the Superintendent/Principal or designee issues further instructions.

Fire in Surrounding Area

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

Procedure

1. The Superintendent/Principal or designee will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION.
2. The Superintendent/Principal or designee will notify "911" and will provide the location and nature of emergency.
3. The Superintendent/Principal or designee will prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The Superintendent/Principal or designee will contact the appropriate agency and will work with that agency to determine if the fire threatens school grounds, smoke, or other hazardous conditions.
5. If the Superintendent/Principal or designee issues the EVACUATE BUILDING action, staff and student will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.
6. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
7. As appropriate, the Superintendent/Principal or designee will activate Parent Alert System.
8. The Superintendent/Principal or designee will notify Board of Trustees President.
9. If needed, the Superintendent/Principal or designee will notify Petaluma Bus Dispatch to request buses for staff and student evacuation.
10. The Superintendent/Principal or designee will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

Fire on School Grounds

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the Superintendent/Principal or designee.
2. The School Administrator will immediately initiate the EVACUATE BUILDING action. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The Superintendent/Principal or designee will call "911" and will provide the exact location (e.g., building, room, area) of the fire.
5. The Two Rock staff will suppress only small fires and initiate rescue procedures until the local fire department arrives.
6. The Superintendent/Principal or designee will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles until the fire department arrives.
7. The Superintendent/Principal or designee will direct the fire department to the fire and brief fire department official on the situation.
8. The Superintendent/Principal or designee will notify appropriate personnel and agencies of damage to utilities.
9. The Superintendent/Principal or designee will notify the Board of Trustees President.
10. If needed, the Superintendent/Principal or designee will notify Petaluma City Schools to request buses for staff and student evacuation.
11. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
12. For fires during non-school hours, the Superintendent/Principal or designee and the Board of Trustees will determine if the school will open the following day.
13. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate "fire is out."

Flooding

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

Procedure

1. The Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFFSITE EVACUATION, as described in Section 4.0.
2. The Superintendent/Principal or designee will notify "911" if appropriate and will describe the nature and extent of the flooding.
3. If the Superintendent/Principal or designee issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
4. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
5. The Superintendent/Principal or designee will notify the Board of Trustees of the emergency situation.
6. As appropriate, the Superintendent/Principal or designee will activate Parent Alert System.
7. The Superintendent/Principal will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

Loss or Failure Of Utilities

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Procedure

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the Superintendent/Principal or designee immediately.
2. Upon notice of loss of utilities, the Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
3. The Superintendent/Principal or designee will notify the appropriate agency and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the Superintendent/Principal or designee.

4. The Superintendent/Principal or designee will notify the Board of Trustees President.
5. As needed, school emergency supplies will be utilised to compensate for the loss of a utility.
6. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to section on Explosion/Risk of Explosion.

Motor Vehicle Crash

This procedure addresses situations involving a Motor Vehicle Crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to the section, Biological or Chemical Release. If a crash results in a utility interruption, refer to the section 53, Loss or Failure of Utilities.

Procedure

1. The Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the Superintendent/Principal or designee issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Superintendent/Principal or designee of missing students.
4. The Superintendent/Principal or designee will call "911" and will provide the exact location (e.g., building, area) and nature of emergency.
5. The Superintendent/Principal or designee will notify the Board of Trustees President of the situation.
6. The Superintendent/Principal or designee will secure the crash area to prevent unauthorised access. If the crash results in a fuel or chemical spill, refer to that section for additional information. If the crash results in a utility interruption, refer to that section for additional information.
7. School personnel will check for injuries to provide appropriate first aid.
8. Any affected areas will not be reopened until the appropriate agency provides clearance and the Superintendent/Principal or designee issues authorization to do so.
9. The Superintendent/Principal or designee will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

Pandemic

The District shall follow guidelines set by CDPH, the state of California and the County of Sonoma. The District shall have posted on district website relevant information for the safety of students and staff.

Psychological Trauma

Crisis management refers to actions during and after any emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions.

Emergencies like those described above usually produce one or more of the following conditions:

1. Temporary disruption of regular school functions and routines.
2. Significant interference with the ability of students and staff to focus on learning.
3. Physical and/or psychological injury to students and staff.
4. Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

Procedure

1. The Superintendent/Principal or designee will contact the school psychologist, who has primary responsibility for providing necessary assistance after all types of crises.
2. The Superintendent/Principal or designee along with the school psychologist and county resource officials will assess the range of crisis intervention services needed during and following an emergency.
3. The Superintendent/Principal or designee will provide direct intervention services.

If there is a need for additional assistance, the Superintendent/Principal or designee will notify the Board of Trustees President. The Superintendent/Principal or designee will restore regular school functions as efficiently and as quickly as possible.

6. In performing their duties, the Superintendent/Principal or designee and staff members will limit exposure to scenes of trauma, injury and death.
7. The Superintendent/Principal or designee, school psychologist and country resource officials will provide ongoing assessment of needs and follow-ups services as required.

Suspected Contamination of Food or Water

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The Superintendent/Principal or designee will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The Superintendent/Principal or designee will notify "911", County Department of Health Services Local District Office, and the Office of Environmental Health and Safety if any contaminated food or water has been ingested.
3. The Superintendent/Principal or designee will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The Superintendent/Principal or designee will assess the need for medical attention and provide first aid as appropriate.
5. The Superintendent/Principal or designee will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. Superintendent/Principal or designee will call the appropriate agency, which will conduct an onsite review to determine necessary follow-up actions.
7. The Superintendent/Principal or designee will confer with the County Department of Health Services before the resumption of normal operations.
8. If tampering is evident, notify the appropriate agency. The Superintendent/Principal or designee will notify Board of Trustees President and parents of the incident, as appropriate.

Tactical Responses to Criminal Incidents

The District shall initiate lockdown procedures and secure student and staff in a safe and secure area and contact 911 if needed.

Unlawful Demonstration or Walkout

Tactical Responses to Criminal Incidents

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication or phone call. The Superintendent/Principal or designee should ensure all threats are properly assessed in accordance with current school district policy.

Types of Threats

A threat is an expression of intent to do harm or act out violently against someone or something. It may be spoken, written, or symbolic. Threats can be expressed directly or indirectly to the victim or to others, and threats may be explicit or implied. Threats sometimes, but rarely, actually involve guns or explosive devices. Many students who make a threat will never carry it out. Conversely, others who pose a real danger may not make an explicit threat. Threats may be communicated to the intended victim or related to a third party. A threat to harm others can be transient (i.e., expression of anger or frustration that can be quickly or easily resolved) or substantive (i.e., serious intent to harm others that involves a detailed plan and means):

Examples of Transient Threats:

1. Non-genuine expression
2. Non-enduring intent to harm
3. Temporary feelings of anger
4. Tactic in argument
5. Intended as joke or figure of speech

6. Resolved on scene or in office (time-limited)
7. Ends with apology, retraction, or clarification

Examples of Substantive Threats:

1. Specific and plausible details such as a specific victim, time, place, and method
2. Repeated over time or conveyed to differing individuals
3. Involves planning, substantial thought, or preparatory steps
4. Recruitment or involvement of accomplices
5. Invitation for an audience to observe threat being carried out
6. Physical evidence of intent to carry out threat (e.g., lists, drawings, written plan)
7. Substantive threats can be serious assault (e.g., beat up or hurt) or very serious (e.g., kill, rape, inflict severe injury, or involves the use of weapons).

Please refer to the attached Threat Assessment for Procedure Flowchart.

Unlawful Demonstration or Walkout

An Unlawful Demonstration/Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the Superintendent/Principal or designee.
2. The Superintendent/Principal or designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE.
3. The Superintendent/Principal or designee will notify 911 to request assistance and will provide the exact location and nature of emergency.
4. The Superintendent/Principal or designees will immediately proceed areas of entrance/exit to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed.
5. If students leave the campus, the Request Gate Team, Superintendent/Principal or designees will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the Superintendent/Principal or designee. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass. In the event windows are broken, by closing drapes and blinds in rooms so equipped.
7. The Superintendent/Principal or designee should keep accurate record of events, conversations and actions.
8. The Superintendent/Principal or designee should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
9. The School Administrator will notify Board of Trustees President and parents of the incident, as appropriate.

Emergency Evacuation Map