

**Winship-Robbins
Elementary School District**

**Safety, Emergency,
and
Disaster Preparedness
Plan**

Winship Elementary School

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SECTION 1: SAFE PHYSICAL ENVIRONMENT ASSURANCE

DEVELOPMENT AND REVIEW OF SCHOOL SITE SAFETY PLAN

The school SITE Council shall write and develop a comprehensive Safety Plan relevant to the needs and resources of Winship School. The school SITE Council shall consult with local law enforcement and fire districts in the writing and development of the plan. (Education Code 32281, 32282)

The school SITE Council may delegate the responsibility for writing and developing a school Safety Plan to a school Safety Planning Committee. This committee shall be composed of the following members: (Education Code 32281)

- The Principal
- One teacher
- One parent/guardian whose child attends the school
- One classified employee

Before adopting its comprehensive School Safety Plan, the school SITE Council or school Safety Planning Committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school Safety Plan. (Education Code 32288)

The school SITE Council or Safety Planning Committee may consider incorporating into the plan the following "three essential components": (Education Code 35294.21)

1. Assuring each student a safe physical environment
2. Assuring each student a safe, respectful, accepting and emotionally nurturing environment
3. Providing each student resiliency skills

The school Safety Plan shall include: (Education Code 32282)

1. Appropriate strategies and programs that will provide or maintain a high level of school safety and address Winship School's procedures for complying with existing laws related to school safety, which shall include:
 - a. Child abuse reporting procedures consistent with Penal Code 11164
 - i. Child Abuse Reporting Procedures
 - b. Routine and emergency disaster procedures including, but not limited to, adaptations for students with disabilities in accordance with the Americans with Disabilities Act
 - i. Emergencies and Disaster Preparedness Plan
 - ii. Fire Drills and Fires
 - iii. Bomb Threats
 - iv. Earthquake Emergency Procedure System
 - v. Emergency Schedules
 - vi. Transportation Safety and Emergencies
 - c. Policies pursuant to Education Code 48915c and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations (See W-RESD Board Policies)

- i. Suspension and Expulsion/Due Process
 - ii. Suspension and Expulsion/Due Process (Students with Disabilities)
- d. A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to Education Code 200-262.4 (See W-RESD Board Policies)
 - i. Uniform Complaint Procedures
 - ii. Sexual Harassment
 - iii. Safe ingress and egress of students, parent/guardians and employees to and from school
 - iv. A safe and orderly environment conducive to learning at the school
 - v. The rules and procedures on school discipline adopted pursuant to Education Code 35291
 - vi. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution
 - 1. Conflict Resolution/Peer Mediation
 - vii. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying and hazing, as well as behavioral expectations and consequences for violations
 - 1. Suspension/Disciplinary Plan
 - 2. Absences and Excuses
 - 3. Truancy
 - viii. Parent involvement strategies, including strategies to help ensure parent/guardian support
 - 1. Parent rights and responsibilities
 - 2. Parent Involvement

SECTION 2: INITIAL RESPONSE TO EMERGENCIES

When an emergency situation occurs, personnel in the Winship-Robbins School District must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process: 1) identify the type of emergency; 2) identify the level of emergency; and 3) determine immediate action(s) that may be required. Listed below are some of the identifiable emergencies:

1. Animal Disturbance
2. Armed Assault on Campus
3. Intruder on Campus
4. Biological or Chemical Release
5. Bomb Threat
6. Disorderly Conduct
7. Earthquake
8. Explosion/Risk of Explosion
9. Fire in Surrounding Area
10. Fire on School Grounds
11. Flooding
12. Motor Vehicle Crash

Identify Level of Emergency

The second step in responding to an emergency is to determine the level of the emergency. To assist Winship School in classifying emergency situations, a three-tiered rating system is used:

Level 1 Emergency: A **minor** emergency that is handled by school personnel without assistance from outside agencies.

Level 2 Emergency: A **moderate** emergency that requires assistance from outside agencies, such as a fire or moderate earthquake, or the dispersion of a potentially hazardous material.

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.

Determine Immediate Response Actions

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:

1. Evacuation and/or Fire
2. Lock Down
3. Shelter-in-Area
4. Duck and Cover
5. Disorderly Conduct
6. Off-Site Evacuation
7. All Clear

Descriptions of each of these Immediate Response situations and actions are found in Section 4.

SECTION 3: SCHOOL CRIME ASSESSMENT

Winship School will complete an analysis of suspensions and expulsions at the conclusion of each school year. We make comparisons from year to year and also look at trends in the types of offenses. The information is broken down by offense, and the age, gender, grade level and ethnicity of the students. The information is reported to the school board and to the state.

Year	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15
Suspensions	0	1	0	0	0	4	0	2	2
Expulsions	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	2	2

Year	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15
African American	0	0	0	0	0	0	0	0	0
American Indian	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	1	2
White	0	1	0	0	0	4	0	1	0

SECTION 4: EMERGENCY AND DISASTER PROCEDURES

A. DISASTER SERVICE WORKERS (Government Code 3100)

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

B. EMERGENCY AND DISASTER PREPAREDNESS PLAN:

The Winship School staff and students must be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster as well as to a disaster when it occurs.

The Principal shall maintain a disaster preparedness plan which shall make provisions for handling all foreseeable emergencies and disasters, and which shall also be adaptable for unforeseeable disasters. The plan shall be reviewed and updated periodically. The Principal will have a copy of the disaster preparedness plan at the school site. The plan shall be provided to all employees who shall be responsible for studying the plan and being prepared to operate effectively within its framework.

The site disaster preparedness plan shall be available to staff, students and the public in the school office. The Principal shall make certain that all students and staff are familiar with the plan and shall periodically conduct preparedness drills to ensure effective behavior in the event of an actual emergency or disaster.

The Principal shall have the School Site Council review the disaster preparedness plan and recommend changes and/or improvements.

1. Emergency Box

In the case of an emergency where nobody can enter the school, an emergency box is attached to a post inside the fenced area that contains the well (south of the bus barn, west of the school, in the parking lot). The box appears to be an electrical box and has a combination padlock on it. The code to the combination padlock is **6-9-6**. Inside the box will be:

- a. Keys to the bus barn and the school
- b. A copy of the Safety Plan which includes layout of the school (map)
- c. Crescent wrench
- d. Current list of staff and students

2. Employee Binder

Each classroom teacher will maintain an Employee Binder that will contain the names, addresses and phone numbers of all students in the school along with their family contact information. It will also contain staff phone numbers. The teachers' Employee Binders will be kept in their black "Husky" bags along with a first aid kit.

C. DUTIES OF SCHOOL PERSONNEL DURING AN EMERGENCY:

All staff members are to be thoroughly familiar with the contents of the Safety Plan and the procedures to follow in an emergency. Each staff member will report any activity or situation that is perceived as a threat to the safety and well being of students and staff.

1. The Superintendent/Principal - General Responsibilities

The Superintendent/Principal has a variety of responsibilities to ensure that the school site is adequately prepared to deal with an emergency situation. Among the specific duties of the Superintendent/Principal are the following:

- a) To review and update the Emergency Response Plan annually, with particular attention to the unique characteristics of the site.
- b) To verify that equipment, supplies such as first aid kits and emergency telephone numbers are in place in classrooms, the bus, the Emergency Box, the kitchen and/or office, etc.
- c) To plan alternate classroom evacuation routes, if standard routes are obstructed.
- d) To establish a system of specific disaster warning signals that is well known to staff and students.
- e) To ensure that teachers are trained in responsibilities during disaster and drill procedures.
- f) To ensure that each classroom contains a current Emergency Response Plan Binder, properly labeled and located in a prominent place.
- g) To schedule various disaster drills and to review the disaster plan with staff, students and parents.

2. Superintendent/Principal - Emergency Responsibilities

The District Office, under the direction of the Superintendent/Principal or designee, shall have the primary responsibility for providing assistance and maintaining communication and coordination in the event of an emergency or disaster. Among the specific functions of the Superintendent/Principal or designee are the following:

- a) To establish procedures that include notifying local law enforcement agencies and medical assistance agencies as appropriate.
- b) To establish a communications center and assign District Office personnel specific duties in the event of an emergency.
- c) To maintain communication with the Board of Trustees and the Sutter County Superintendent of Schools Office.
- d) To ensure that there is communication system in place between the
 - a. District Office and designated staff members in the event that the regular
 - b. Telephone system is disrupted by the conditions of the disaster or
 - c. emergency.
- e) To maintain communication with all outside agencies.
- f) To assign the following duties to school staff:
 1. Patrol main entrance to direct emergency personnel, parents, and district staff to appropriate areas and to prohibit unauthorized persons from entering campus.
 2. Monitor/supervise school buildings to maintain safe and secure environment.

3. Conduct search-and-rescue operations to systematically search every room and area to locate trapped or injured persons.
 4. Administer first aid.
 5. Supervise pupil release procedures.
 6. Check building utility systems and appliances for damage and possible shut off.
 7. Provide for fire control.
 8. Give direction to staff and students at various assembly areas on school site.
- g. To act as the Public Information Officer. The Superintendent/Principal acts as the designated spokesperson for all disaster/emergency related public information. The press should be handled by the Superintendent/Principal exclusively and the press should be permitted to approach staff and students only after it has been determined that this contact will not cause any adverse effects. The duties of the Public Information Officer may include preparation of press releases, communication with parents, establishment of on-site rumor control/information post, and other related duties.

3. School Secretary/Bookkeeper

During an emergency situation, the office staff will be under the direction of the Superintendent/Principal and will perform a variety of important functions under his/her direction. A partial list of the functions of the office staff may be responsible for are as follows:

- a) Assist Superintendent/Principal in sounding emergency signals and
- b) making general announcements over the PA system as well as the
- c) telephone intercom.
- d) Communicate and work with emergency medical and fire personnel.
- e) Administer first aid as necessary to both students and staff.
- f) Distribute first aid supplies as necessary.
- g) Establish and coordinate a communication center.
- h) Monitor both local radio and T.V. stations and disseminate pertinent
- i) information to the appropriate personnel.
- j) Secure and keep safe critical records.

4. Maintenance/Custodial Staff

The maintenance/custodial staff on site have a number of maintenance/facility issues to deal with in time of an emergency. During an emergency situation the Maintenance Supervisor/Bus Driver will be in direct and constant contact with the Superintendent/Principal or Designee and will be dispatched as needed. Some of the responsibilities of the head custodian are as follows:

- a) Maintain tool inventory for emergency use.
- b) Check utility systems and appliances for damage and if necessary shut off

- main power or gas supplies.
- c) Extinguish small fires before they get out of control until firefighters arrive.
- d) Coordinate entrance and exit of emergency personnel and vehicles.
- e) Assist with the lock down of the campus if necessary.
- f) Seal off and indicate areas where hazardous materials have been spilled.
- g) Coordinate all safety and evacuation procedures. Patrol and monitor the campus checking all evacuation routes for safety.
- h) Locate missing students or personnel.
- i) Disburse emergency equipment.
- j) Take steps necessary to conserve usable water supplies.

5. Teachers

The classroom teachers are critical to the welfare and safety of their students in time of an emergency. The school staff should be familiar with emergency procedures and any assigned responsibilities. Some of the responsibilities of the teachers in time of an emergency include:

- a) Respond with students to emergency warning signals.
- b) Immediately take student attendance and notify appropriate personnel of missing or injured students.
- c) Administer first aid as necessary.
- d) Carry Emergency Binder when evacuating room.
- e) Release students per Pupil Release Procedures.
- f) Remain calm; supervise and ensure student safety at all times.
- g) Follow the directions of the Superintendent/Principal or designee and unless otherwise instructed, continue in the normal routine to ensure the safety of students.
- h) Direct the evacuation or lockdown of his/her students.
- i) Take roll when the class regroups at the designated assembly area and report the names of students who are unaccountably absent.
- j) Other

6. Bus Driver

- a) Supervise the care of children when disaster occurs while children are in the bus.
- b) Issue the Duck-and-Cover or Evacuate command, as appropriate.
- c) Assist emergency services in accounting for all students on the bus.
- d) Arrange for any first aid attention for those in need.
- e) Report any activities that are perceived as a threat to the safety of students

7. General Directions for all Personnel:

- a) Be aware of falling objects such as electrical lines.
- b) If the situation requires evacuation from the campus, students shall be taken to the bus stop at Franklin School on the corner of Franklin Road and Township Road in Yuba City on the school bus, district vehicles and/or private vehicles for protective custody until parents/guardians can pick the students up or they can be transported safely home.

- c) Always move crosswind, never up or downwind, to avoid fumes or smoke.

All drill procedures shall be reviewed with all staff twice per year and communicated with parents at least once per year. Winship School shall keep a log showing the dates and types of drills performed, the dates that the drill procedure was reviewed with the staff, and the dates that the procedures were reviewed for parents.

D. PUPIL RELEASE/OFF-SITE EVACUATION PROCEDURES

Certain actions may involve releasing students from school or relocating them from the school site to a site off campus at a time when parents expect their children to be in school. The Superintendent/Principal will authorize such actions only in times of extreme emergency, and all possible attempts to notify parents as to the situation will be made as soon as possible. In any case, pupils shall be released by school staff only.

Superintendent/Principal's Recommendation:

The Superintendent/Principal will assess the situation in any given emergency and, based upon the circumstances, will recommend an action which may include:

1. Students remain in classrooms with their teachers until they are released to their parents or are transported home via regular bus routes and times.
2. Students are moved with their teachers to a designated large group area on the school site. The large group site will be determined based upon the conditions and location of the emergency.
3. Students will be evacuated to an alternate site.

If an emergency occurs and it becomes necessary to send students home early, relocate them, or ask parents/guardians to pick them up, then these procedures will be followed.

Procedures:

1. Notification of parents:

After receiving authorization from the Superintendent to relocate students or send them home early, the school will notify parents of the situation using all available phones or the SchoolReach system. Information will include:

- a) Name of caller
- b) Type of emergency
- c) Action to be taken
- d) Where parent may pick up child
- e) Other pertinent information regarding the emergency

2. Notification of staff:

Teachers and other staff members should be notified of the plan as soon as possible.

3. Teachers will take the Emergency Binder when leaving the building and take attendance once the class is assembled in a pre-designated safe location.
4. If appropriate, teachers should immediately begin discussions and activities to address students' fears, anxieties, and other concerns.

E. SAFETY DRILLS AND ACTUAL EMERGENCY PROCEDURES

1. EVACUATION/FIRE:

Reasons:

- fire
- bomb threat
- chemical spill

Signal: Fire Alarm

Frequency of drill: Once per month

DRILL PROCEDURE:

- a) Listen for fire alarm (sounded by Office Personnel).
- b) All students, teachers, other staff and visitors shall be required to leave the school building in an orderly and rapid manner. Teachers shall ascertain that none of their students remain in the classroom; office staff shall ascertain that no students remain in the building.
- c) Students exit in silence in single file lines to designated placements. The usual assembly area is the east side of the school yard. The alternate area is northwest of the school on the side of the levee.
- d) Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated escape route is blocked. At least one fire drill per year shall use alternative exits for evacuation.
- e) Teachers take black Husky bags, Employee Binders and cell phones if they are readily available. Teachers close doors as they exit the facility to minimize the spread of fire.
- f) Students count off when assembled.
- g) Teachers indicate class status by holding up a green card (**all in attendance**), a yellow card (**a child is missing**), or a red card (**a dire emergency or first aid needed**).
- h) School facility maps, indicating evacuation routes and the location of fire extinguishers shall be clearly posted in all teaching stations and offices.
- i) Principal or designee gives the "All Clear" signal over the intercom.

In the event that fire is discovered in any part of the school, the fire department shall be called immediately by dialing 911 while the signal is being given to evacuate the building.

All staff shall recognize that it is essential in any emergency to prevent panic by giving students clear direction and supervision.

IN THE CASE OF AN ACTUAL FIRE EMERGENCY:

1. Sound fire signals.
2. Call 911 Emergency Dispatch Center.
3. Follow steps b through g above.
4. If the fire requires evacuation from the campus, students shall be taken to the bus stop at Franklin School on Franklin Road and Township Road in Yuba City on the school bus, district vehicles and/or private vehicles, for protective custody until parent/guardians can pick the students up or they can be transported safely home.
5. Any affected areas of the school will not be reopened until the Sutter County Fire Department or appropriate agency provides clearance and the Superintendent/Principal issues authorization to do so.
6. For fires during non-school hours, the Superintendent/Principal and the Sutter County Fire Department will determine if the school will open the following day.
7. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Sutter County Fire Department to indicate "fire is out."



2. LOCK-DOWN

Reasons:

- student unrest
- intruder

Signal: Lock-Down (intercom)

Frequency of drill: Once per trimester

DRILL PROCEDURE:

- a) School secretary calls over intercom "Lock down".
- b) Each class locks their own door.
- c) Each class closes the curtains or blinds.
- d) Teachers take roll.
- e) Teachers establish communication with office.
- f) Teachers create quiet activities for students.
- g) School secretary gives the "All Clear" signal over the intercom.

IN THE CASE OF AN ACTUAL LOCK-DOWN EMERGENCY:

- A. General Instructions:** The Principal or Designee shall determine when and if the Emergency Plans for securing the building shall be put in place. If the Emergency Plan is activated, the following shall occur:
- 1) An intercom message to alert all staff members to "Secure the building/Lock Down" shall be given.
 - 2) Upon receiving the signal for "Secure the building/Lock Down", all teachers shall lock their classroom doors, pull drapes, and keep students inside the rooms until further instructions.
 - 3) The following agencies shall be alerted:
 - a) Sutter County Sheriff's Department and Fire Department **911**
 - b) Sutter County Superintendent of Schools Office **822-2900**
 - 4) All buildings should be secured if possible.
- B. Firearms on Campus (non-threatening):** Should the school receive word that a student is in possession of a firearm, the following general procedures should be followed. These general procedures apply in a situation where the firearm is not being used in a threatening manner.
1. Upon receiving a report that a student is in possession of a firearm, the person receiving the report should immediately notify the principal.
 2. The principal or designee shall immediately contact the Sutter County Sheriff's Department (911).

C. Firearms on Campus (threatening): If the report of a firearm on campus includes the use of the weapon or threatening with it, the following procedures shall be followed.

1. The Superintendent or Designee shall immediately signal for the
2. emergency actions of "lock down".
3. The Superintendent or Designee shall immediately call 911 to secure the
4. assistance of the Sutter County Sheriff's Department (911).
5. All staff members should understand clearly that if possible they should
6. remove their students from the campus to a safe place rather than
7. securing them in a locked room. Use employee discretion to determine
8. the best circumstance to assure student safety.
9. The whereabouts and actions of the person with the firearm shall be
10. monitored as closely as possible. All information should be turned over
11. to law enforcement. The superintendent or designee will be prepared to
12. provide detailed information on those present at school, as well as
13. specific information about the school site.
14. The Sheriff's Department, upon arrival, will assume responsibility for
15. securing the individual and the weapons. All staff shall follow the directions of law enforcement officials.

D. Active Shooter Plan for Law Enforcement

- 1) School security information
 - a) Staff chart: attached on page 32
 - b) School hours: 8:00 to 2:00 (some staff arrive at 7:30 and stay until 3:30 and often later and/or earlier)
 - c) Security cameras: none
 - d) Intercoms: 2-way phone intercoms in all 3 classrooms, Resource Room, Kitchen and Office, plus the outside can be paged from inside; we also have 2 sets of hand-held 2-way radios that are kept in the Office and the Resource Room
 - e) Televisions: one is in the middle classroom but is not connected to cable (for video only)
 - f) All classrooms have internet access; Wi-Fi is available but need Wi-Fi code: 94SCH3800L
 - g) Door locks:
 1. Classroom 1 has a push & turn lock on interior & exterior doors
 2. Classrooms 2 and 3 have push button locks on exterior doors and push and turn locks on interior doors; all can be opened with a key from the outside and by pushing the lever from the inside
 3. Resource Room, Storage Room and Music Room have lockable doors but can't be locked from inside; only lockable outside with key
 4. Library has a push button lock so it can be locked from the inside
 5. Office has a push and turn lock and a separate key; teachers do not have access to this room when it's locked but Maintenance, Admin, Secretary and Custodian do have access
 6. Exterior front and back door of school are lockable only with key

7. Master keys out: Anderson, Hilbert, Jenkins, Bondelie, Lambert, Bailey, Banuelos, tenants next door (open all doors to school but not bus barn)
 8. Keys to bus barn: Jenkins, a spare in the key box in office, one in the Emergency Box (see page 8).
 9. Exterior door to Storage Room (east side of building) is operable from inside only with a lever handle; has no key opening inside or outside
- h) Telephone systems:
1. Each classroom, the Resource Room and the Kitchen have telephones with outside lines. Classroom phones are on the wall adjacent to the gym.
 2. The Office has 2 telephones and incoming calls are generally answered there unless nobody is in the office; then it's picked up in any other room.
 3. Pay telephones: none
- i) Water control valve: on main pump which is in a fenced area in the parking lot on the west side of the school
- j) Main electrical shut-off panel: south of bus barn in a gray electrical panel box (a stand-alone box)
- k) Propane shut off on tank on east side of school; additional valve on east exterior wall of school
- l) School resources:
1. Bus with capacity to hold all students and staff is kept at Winship (there is a second district bus at Robbins for those students but it doesn't hold their entire student body)
 2. 2-way radios: Office has 2-way radio on the county system; separate hand-held 2-way radio system with 4 handsets and 2 chargers (one set in Office and one set in Resource Room)
 3. All staff have cell phones and most have email capabilities
- m) Recommendation area for Command Van placement: parking lot, levee, or in front of teacherage next door
- n) Recommendation for Reunification Area for parents to meet with children: same

E. Bomb Threats

If a bomb threat is received through phone or mail, the receiver shall discuss the call or mail with no one but the Superintendent/Principal or designee.

Anyone answering a telephoned bomb threat shall try to keep the caller on the line and get answers to the following questions:

1. When is the bomb scheduled to go off?
2. Where is the bomb located?
3. What kind of bomb is it?
4. Who placed the bomb?
5. How do you know about the bomb?
6. What is your name and address?

The person receiving the call should make note of such details as:

1. Date and time of the call.
2. Exact language used.

3. Sex of the caller.
4. Estimated age of the caller.
5. Any identifiable accent.
6. Any identifiable background noise, such as music, traffic, etc.
7. Whether the caller volunteered any specific information regarding the location, the type of bomb detonation time, or reason for the call.

Procedures to Be Followed After the Call:

The Superintendent shall make a decision as to whether the building should be evacuated.

Upon perceiving that a danger may exist, the Superintendent/Principal or designee shall take the following steps:

1. Evacuation away from suspected location of the bomb
2. Away from staging areas of any emergency vehicles, fire hydrants or parking lots
3. If suspicious device is found, DO NOT HANDLE
4. An initial decision to evacuate prior to finding any device should come from the Superintendent
5. The use of two way radios should be curtailed
6. The county authorities shall be notified using 911.

F. Disorderly Conduct

Disorderly conduct may involve a student, staff member or parent/guardian exhibiting threatening or irrational behavior.

Procedures

1. Upon witnessing an incident of 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 member 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 the Sutter County Sheriff's Department and provide the exact location and nature of the incident. If deemed to be appropriate, the Superintendent/Principal or Designee will call "9-1-1" to report the incident.
5. If an immediate threat is not clearly evident, the Superintendent/ Principal or a staff member may attempt to diffuse the situation. 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.

3. SHELTER-IN-AREA

Signal: "Shelter in area" (over intercom)

Frequency: Once/year

Reason:

- **a natural, weather or manmade disaster that may prohibit students and staff from leaving the building**
- a) School secretary calls over intercom "Shelter in area".
 - b) Students gather backpacks and proceed in an orderly line to assigned room: Classes in Rooms #1 and #3 walk into Room #2
 - c) Teachers take roll.
 - d) Teachers establish communication with office.
 - e) Teachers create quiet activities for students.
 - f) School secretary gives the "All Clear" signal over the intercom.

A. Chemical Accident Emergency:

Chemical accidents, which might necessitate Shelter-in-Area or evacuation, will most likely involve the release of toxic fumes or the threat of an explosion.

Procedures:

1. The Superintendent or Designee shall determine the need to implement the Emergency Evacuation Plan and call 911.
2. Call for Shelter-in-Area or evacuate if necessary following the evacuation plan.
3. If evacuation from site is necessary, the students and staff will be loaded into the school bus, district vehicles, and private vehicles to take them to an area of safety.
4. Always move crosswind – never up or downwind – to avoid fumes.
5. Maintain control of the students at a safe distance from the school.
6. Render first aid if necessary.
7. Teachers will take roll, and maintain calm and order with the students.

B. Animal Disturbance

This procedure should be implemented when the presence of a dog, coyote, or any other wild animal threatens the safety of students and staff.

Procedures:

1. The Superintendent/Principal or Designee will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE or EVACUATE BUILDING.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so.
3. If additional outside assistance is needed, the School Administrator will call "9-1-1", the Sutter County Sheriff's Department (530) 822-7307 or the Sutter County Animal Control (530) 822-7375. The exact location and type of animal and the nature of the emergency will be provided to the appropriate agency.
4. If a staff member or student is injured medical services will be requested. If a student is injured, the parent will be immediately contacted regarding the situation and the nature of the injury.

4. DUCK AND COVER

Signal: "Duck & cover" (over intercom)

Frequency: Once per trimester

Reason: earthquake

DRILL PROCEDURE:

- a) Assume position by students.
- b) Assume position by teacher.
- c) Maintain calm in the classroom.
- d) School Secretary gives the "All Clear" signal over the intercom.

IN THE CASE OF AN ACTUAL EARTHQUAKE EMERGENCY:

A. General Procedures:

Students shall be taught the following safety precautions to be taken during an earthquake in the event that adults are not present to give specific directions:

- a) The safest place to be is in the open. Stay there.
- b) Move away from buildings, trees, and exposed wires. **DO NOT RUN!**
- c) After the earthquake, if you are on your way to school, continue to school.
- d) After the earthquake, if you are on your way home, continue home.

B. Earthquake While Indoors at School:

When an earthquake occurs, the following actions shall be taken inside the school building and in individual classrooms:

- a) The teacher shall implement the DROP action
- b) The student will get under equipment where available
- c) The student will get next to a wall or under an inside doorway away from glass.
- d) The student will drop to knees with back to the windows and with knees together.
- e) The student will clasp both hands firmly behind the head, covering the neck.
- f) The student will bury their face in their arms, protecting the head, and with their eyes closed.
- g) The students will stay in this position until instructions are given to do otherwise.

- h) As soon as possible, the teachers shall move the children away from windows and out from under heavy suspended light fixtures.
- i) Teachers shall implement action to LEAVE THE BUILDING when the earthquake is over. Evacuation routes shall be posted.
- j) All electrical lines should be avoided.

C. Earthquake While Outdoors at School:

When an earthquake occurs, the following actions shall be taken if teachers and students are on school playgrounds:

- a) The teacher or yard duty supervisor shall direct the children to WALK away from building, trees, poles, or wires.
- b) The teacher shall implement the DROP action.
- c) Teachers and students shall stay in the open until the earthquake is over.
- d) All electrical lines should be avoided.

D. Earthquake While on the Bus:

When students are on the school bus and an earthquake occurs, the following actions shall be taken:

- a) The bus driver shall pull to the side of the road away from any buildings, poles, wires, overhead structures or bridges.
- b) The bus driver shall set the brakes and turn off the ignition.
- c) The bus driver shall wait until the earthquake is over before proceeding on the route.
- d) The bus driver shall contact the Superintendent or designee for instructions.
- e) If the bus driver continues on, he/she shall watch for hazards created by earthquakes, such as fallen electrical wires, cracked roads, or fallen poles.

E. Inspections after Earthquakes:

All school buildings shall receive a thorough inspection after an earthquake.

Checkpoints:

- a) Large cracks affecting buildings
- b) Earth slippage that may affect buildings
- c) Water leaks
- d) Gas leaks
- e) Down or exposed electrical lines

If problems are detected or suspected, the maintenance shall immediately shut down all utilities in the building affected and notify the maintenance department.

If the Superintendent believes the school is damaged sufficiently to be a hazard, he/she shall ask the County Building Inspector to check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.

The County Building Inspector shall be responsible for determining if the structure is safe for occupancy. The Superintendent shall expedite repair, reconstruction and replacement of equipment.

5. WEATHER-RELATED PROCEDURES

A. Tornado Winds:

In the event of a storm generating hurricane-force winds, the following procedures should be observed:

- a) All students and staff should be in the building.
- b) The emergency action of "duck and cover" should be implemented.
- c) Radios in the school office should be tuned for updated information and advice.
- d) The Principal or designee will communicate with emergency personnel and the district office with any updates or questions.

B. Floods:

The public will be notified of evacuation routes and evacuation procedures on a yearly basis. In the event of a flood, the students of Winship School will be evacuated by bus and personal vehicles. The site of evacuation will be one of the following:

- a) In the event of flooding from the north, the site will be evacuated to Robbins School in Robbins.
- b) In the event of flooding from the south, the site will be evacuated to the bus stop at Franklin School on the corner of Franklin and Township Roads in Yuba City.

In the event of a flood, the Office of Emergency Services will coordinate the closure of the school and the evacuation route.

- a) In the event of general evacuation, the principal or designee shall secure student records and any other confidential files deemed critical.
- b) The bus driver and the principal or designee will coordinate the use of district vehicles and personal vehicles for evacuation of the site.
- c) In the event of a school evacuation, teachers and the school secretary shall have in their possession their Emergency Binders.
- d) During an evacuation, students should be released to their parents. Only people listed on the student's emergency card as an emergency contact may sign out a student.

There are two possible causes for flooding:

- a) **Slow water rise** results when there is a break of a levee, or water rises over the top of a levee. In this case, schools will have already been closed according to county flood plans so school site evacuation will not be necessary. The slow water rise will be monitored and evaluated by Reclamation District 1660 and the Offices of Emergency Services.
- b) **Dam failure** is another cause of flooding. Emergency action will take place if the Shasta Dam fails. If there is advanced warning with enough time, the school will be closed at the end of the regular school day and students will be sent home as usual. Closure of the school will be coordinated with the Office of Emergency Services.

C. Air Pollution

For current conditions, check the website at:
<http://www.airnow.gov/?action=aqibasics.aqi>

Pollution Standard Index (PSI)

Good	Below 50	No notification necessary
Moderate	51 - 100	Susceptible persons, such as those with heart or lung disease should be cautious during outdoor activity .
Unhealthful	101 - 137	Susceptible persons, such as those with heart or lung disease should minimize outdoor activity .
Health Advisory Episode	138 - 199	Everyone should discontinue prolonged, vigorous outdoor exercise lasting longer than one hour. Examples of this kind of outdoor activities that should be avoided are: calisthenics, basketball, running, soccer, football, tennis, etc. Susceptible persons, such as those with heart or lung disease should avoid outdoor activity .
Stage I	200 & above	Everyone should discontinue all vigorous outdoor activities regardless of duration.

D. Hot Weather Precautions

The Winship School Office personnel shall, when deemed necessary, obtain an official temperature reading from the internet (www.weather.com) for the Weather Channel or from KUBA Weather www.kubaradio.com , AM radio 1600, or (530) 673-1862.

In order to safeguard the health of students and personnel during periods of extreme heat conditions, the following procedures shall be followed:

- a) Every opportunity shall be provided to students and personnel to consume water as necessary.
- b) When the temperature reaches 100 degrees, strenuous outdoor activities during P.E. classes, recess periods, and lunch periods should be avoided.

F. EMERGENCY COMMUNICATION

Winship School shall follow all confidentiality laws and regulations regarding the release of student and staff records and information.

1. Employees:

In the event of a crisis, Winship School shall make every effort to communicate with the Sutter County Superintendent of Schools Office, the W-R Board of Trustees, and staff and continue to update them as the emergency unfolds.

In order to maximize our ability to communicate, the following is required:

1. All cell phones assigned to district staff shall be operational during school business hours.
2. All two-way radios shall be programmed and operational during school business hours.
3. All district staff e-mail addresses and phone numbers shall be updated every year and other times as necessary and distributed to all staff.
4. All staff emergency contact information (address, phone numbers, and names of emergency contact people) will be available.
5. All staff and student emergency contact information will be updated as necessary, but at least once a year, into SchoolReach web site.

The method of communicating will depend on the situation and who needs to be contacted.

2. Parents and Students:

In the event of an emergency at Winship School, the school office shall activate the SchoolReach phone system and then establish a system for keeping parents informed and updated during and after the emergency.

3. General Public:

When the emergency requires that the general public be informed and updated, the superintendent will post messages on the website and provide regular updates. The Superintendent/Principal will serve as the district spokesperson for any media releases.

SECTION 5: CHILD ABUSE REPORTING PROCEDURES

Definition of Child Abuse:

- a) A physical injury inflicted by other than accidental means on a child by another person
- b) Sexual abuse of a child as defined in Penal Code 11165.1
- c) Neglect as defined in Penal Code 11165.2
- d) Willful cruelty or unjustifiable punishment of a child as defined in Penal Code 11165.3
- e) Unlawful corporal punishment or injury resulting in a traumatic condition as defined in Penal Code 11165.4

Reportable Offenses:

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 1166)

Any mandated reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child, or that the child's emotional well-being is endangered in any other way, may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166.05)

Instances that indicate that the emotional well-being of a child might be endangered include, but are not limited to, evidence that the child is suffering from emotional damage, such as severe anxiety, depression, withdrawal, or untoward aggressive behavior towards self or others.

Reporting Procedures:

1. Initial Telephone Report
 - a. Immediately or as soon as possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone

- b. Telephone reports should be made to Child Protective Services at the main office at (530) 822-7155 or after hours at (530) 822-7227.
 - c. When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received
2. Written Report: Within 36 hours of receiving the information concerning the incident,
- a. the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form
 - b. Reports of suspected child abuse or neglect shall include:
 - i. Name, address, and telephone number of mandated reporter
 - ii. Child's name and address, school, grade, and class
 - iii. Names, addresses and telephone numbers of the child's parents/guardians
 - iv. Information that gave rise to the reasonable suspicion of child abuse or neglect
 - v. The name, address, telephone number and other relevant personal information about the person or persons who might have abused or neglected the child
3. Internal Reporting
- a. Employees reporting child abuse or neglect to the appropriate agency are encouraged, but not required, to notify the Principal after the initial telephone report to an appropriate agency.
 - b. Principal will provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, District Board Policy, and Administrative Regulation.
 - c. Principal may assist the mandated reporter in completing and filing these forms.

Training: Training of mandated reporters shall include child abuse identification and reporting. The training shall be given by professional employees of the Child Protection Agency at the school site each year.

SECTION 6: DISCIPLINE MATRIX
WINSHIP-ROBBINS ELEMENTARY SCHOOL DISTRICT

VIOLATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Class 1: Weapons possession, Assault on staff	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> *Go right to Step 5 *May be referred to police for criminal action </div>				<u>Minimum:</u> 5 day suspension <u>Maximum:</u> Expulsion
Class 2: Fighting, Theft, Arson, Vandalism, Threats, Possession of or under the influence of drugs, alcohol, or tobacco	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> * Go right to Step 3 * May be referred to police for criminal action </div>		<u>Minimum:</u> 1 day suspension <u>Maximum:</u> Expulsion	<u>Minimum:</u> 2 day suspension <u>Maximum:</u> Expulsion	<u>Minimum:</u> 3 day suspension <u>Maximum:</u> Expulsion
Class 3: Roughhousing, Graffiti, Profanity, Bullying, Insubordination, Gambling, Forgery, Verbal harassment, Cheating, Electronic equipment or cell phone violation	<u>Minimum:</u> Missed recess, Conference with teacher, Parent notified <u>Maximum:</u> 1 day suspension	<u>Minimum:</u> Missed recess, Parent, teacher, & principal conference <u>Maximum:</u> 2 day suspension	<u>Minimum:</u> 1 day suspension <u>Maximum:</u> 5 day suspension	<u>Minimum:</u> 2 day suspension <u>Maximum:</u> Expulsion	<u>Minimum:</u> 3 day suspension <u>Maximum:</u> Expulsion
Class 4: Interference, Loitering, Excessive show of affection, Cafeteria misconduct, Missing or unfinished homework, Chewing gum	<u>Minimum:</u> Missed recess, Conference with teacher, Parent notified <u>Maximum:</u> 1 day suspension	<u>Minimum:</u> Missed recess, Conference with principal, Parent notified <u>Maximum:</u> 2 day suspension	<u>Minimum:</u> Missed recess, Parent, teacher & principal conference <u>Maximum:</u> 3 day suspension	<u>Minimum:</u> 1 day suspension <u>Maximum:</u> 5 day suspension	<u>Minimum:</u> 1 day suspension <u>Maximum:</u> 5 day suspension
Bus misconduct: Insubordination Out of seat, Yelling, Throwing objects, Fighting, Food or drinks	<u>Minimum:</u> Warning, Parent notified <u>Maximum:</u> 1 week no ride	<u>Minimum:</u> 1 week no ride <u>Maximum:</u> 2 weeks no ride	<u>Minimum:</u> 2 weeks no ride <u>Maximum:</u> 1 month no ride	<u>Minimum:</u> 1 month no ride <u>Maximum:</u> 2 months no ride	<u>Minimum:</u> 1 trimester no ride <u>Maximum:</u> 1 year no ride
Other: Repetitive playground offenses, Dress Code violation	Conference with teacher	Missed recess, Conference with teacher	Missed recess, Conference with principal, Parent notified	1-day in-school suspension	2-day in-school suspension

Bullying: Student conduct constituting bullying and/or "cyber-bullying" is subject to corrective action and discipline in the Winship-Robbins ESD. Dependent upon the severity of the conduct, students that commit bullying in violation of the CA Education Code and district or school rules may be subject to a range of corrective action and discipline, including but not limited to warnings and parent notification, suspension, or expulsion. **This applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the school district.**

School personnel who witness acts of discrimination, harassment, intimidation, and bullying are to take immediate steps to intervene when safe to do so, and to report the incident to the Superintendent/Principal.

SECTION 7: NOTIFICATION OF STAFF OF DANGEROUS STUDENTS

Education Code 49079 states that a school district shall inform the teacher of each student who commits an expellable act. Information available to the teacher shall be from the previous three school years.

- a) At the beginning of each school year the Principal will forward an abbreviated version of the files of students who have been placed on a suspended expulsion, mitigation contract, or who have been fully expelled.
- b) During the course of the school year, additional students who are placed on suspended expulsions, mitigation contracts or who are expelled shall have their files added by the school.
- c) Any files that are three or more years old shall be removed.
- d) At the beginning of each year and periodically throughout the year, the teaching staff shall be notified that the file exists, where it is located and the procedure of accessing the file.
- e) The file should be kept in the Principal's office.
- f) Teachers assigned to the school shall be able to easily access those files, and shall be given access to additional information regarding the expellable offense, if requested.

SECTION 8: UNLAWFUL HARASSMENT/BULLYING

Harassment is:

- Verbal conduct such as derogatory comments, slurs, and epithets
- Visual conduct such as derogatory posters, photos, cartoons, drawings
- Physical conduct such as assault or interfering with normal movement
- Retaliation for having reported or threatened to report harassment
- Unwelcome sexual advances, or other unwanted verbal, visual, or physical conduct of a sexual nature.

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Bullying is:

- Any severe or pervasive physical or verbal act or conduct, (including communications made in writing or the wireless transmission by computers, telephones, or pagers of sound or images posted on a social network internet website) including but not limited to: sexual harassment, hate violence, or harassment, threats, or intimidation.
- Placing a reasonable pupil in fear of harm to that pupil's person or property
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance, or
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school

If a student or staff member believes he/she is being harassed or bullied because of sex, race, ancestry, or other protected basis, immediately notify the Superintendent/Principal. Board policies are available at both site offices. Complaints may also be filed with the Superintendent, who may be reached at (530) 696-2451.

SECTION 9: DEVELOPMENT OF A POSITIVE SCHOOL CLIMATE

To create a positive school climate, there must be an emphasis on positive relationships among students, staff and families. Research shows this is one of the most critical factors in preventing student violence. Staff needs to be available to provide support when needed. Students need help overcoming feelings of isolation and learning how to make connections to others. To implement:

1. Provide time for projects that are fun where everyone has an equal chance for success. Examples:
 - Winter play
 - Easter Barbeque and Egg Hunt
 - Last day of school party
2. Create opportunities to empower students to feel ownership of classroom and school. Examples:
 - Student Council
 - Community Service projects
 - Flag raising and lowering
 - Morning announcements

Keep the focus on academic achievement. Students need to receive the message that we expect all children to achieve academically and behave appropriately, while at the same time appreciating individual differences. The expectations need to be clearly communicated. To implement:

1. Cheer for their classmates' academic successes. Examples:
 - Award assemblies for academics
 - Poetry readings
 - Oral presentations
 - Science fair
2. Share and demonstrate progress in ways that are clear to students. Examples:
 - Visual representations of reading and math progress
 - High stakes testing recognition on wall of gym
 - Top Notch awards
 - Student of the Month awards

Treat all students with equal respect. Conflict can arise from students feeling that they are receiving unfair or biased treatment, both by staff and peers. Communicate to students that all students are valued and respected. This can be done by displaying students' work and recognizing diversity, thus demonstrating a sense of community. To implement:

1. Respond to their writing in a personal way that validates what they have to say. Examples:
 - Journals
 - Monthly writing or art displays on wall of gym or classrooms

SECTION 10: STRATEGIES TO PREVENT BULLYING, HARASSMENT AND HAZING:

Create ways to have students share their concerns. Students must feel safe to report troubling behaviors that may lead to dangerous situations. Students who report violence must be protected. To implement:

1. Have peer coaches trained by conflict managers. School Psychologist or Sutter County Intervention Specialist trains peer coaches on strategies to resolve conflict.
2. Establish a climate that communicates clearly that we are a unit that pulls together to get jobs done. Conduct classroom meetings to share ideas and concerns.
3. Discuss safety issues with students in an open way. Students come to school with a wide variety of understandings about issues such as death, violence, and the use of weapons. Students need to be taught about the dangers of firearms as well as appropriate strategies for dealing with feelings of violence. Teach students that they are responsible for their actions and that their choices have consequences for which they will be held accountable. Discuss literature that addresses violence and positive outcomes.
4. Offer information specifically dealing with bullying and hazing. Students need to know that they do not have to "put up with" this type of behavior. Provide bullying workshops through district professional development workshops or from the Sutter County Intervention Specialist.
5. Continue with Character Counts lessons as well as the Essential 55 lessons at flag salute daily. Reinforce with examples whenever possible.
6. A student who has been determined (by school personnel) to have been the "victim" or "target" of an act of bullying will be given priority and/or additional consideration for a transfer if the parent of the "victim/target" requests one.

SECTION 11: PARENT INVOLVEMENT STRATEGIES

Give parents opportunities to be involved in school in meaningful ways. Students whose parents are involved are much less likely to become involved in antisocial activities. Make parents feel welcome, and remove barriers to parent participation. Keep parents positively engaged in students' education. Share schools' concerns about students in a timely manner, and work as a team to find help and positive solutions. To implement:

1. Encourage classroom volunteerism
2. Sponsor Read Across America events (Dr. Seuss's birthday breakfast, for example)
3. Encourage participation in the Winship Parents' Club and the Winship School Foundation
4. Encourage chaperoning field trips
5. Encourage parents or other adult family members to come to school to read with students
6. High stakes testing week breakfast

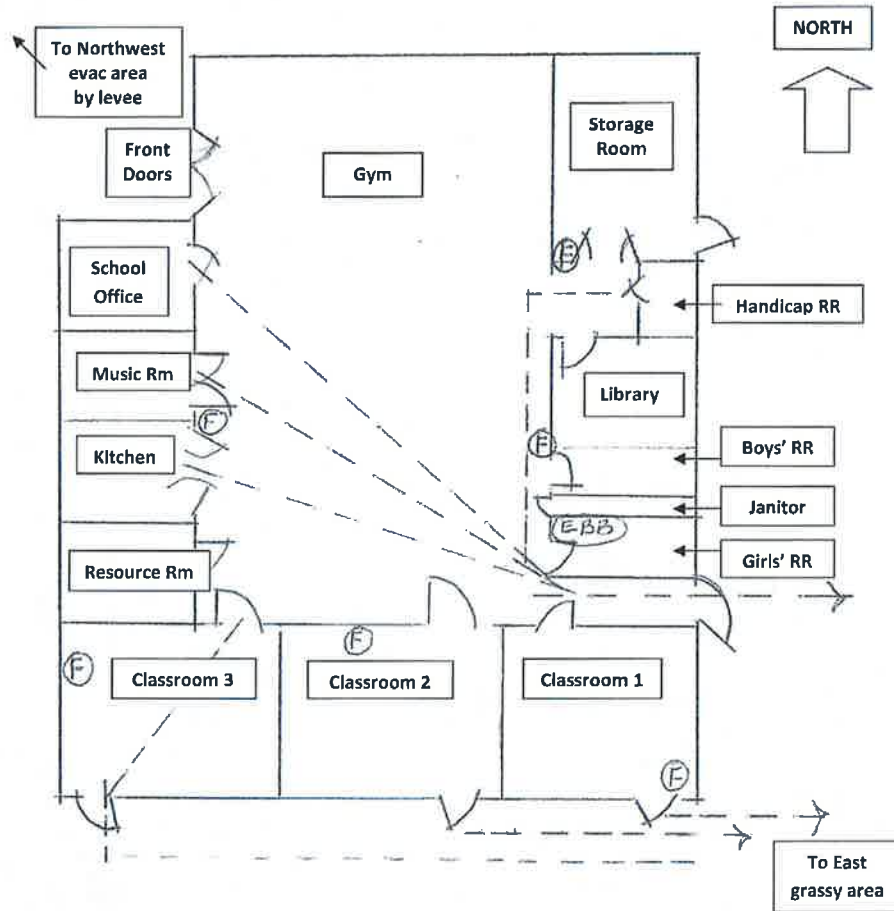
Develop parent/school support activities and involve students in activities which improve the school. To implement:

1. Plan community projects such as food for the needy, Pennies for Patients, or Adopt-a-Family
2. Plan community fundraisers such as the All American Pig Roast
3. Monthly school/community activities examples:
 - a. August: Welcome Back to School Night
 - b. September: Fall Festival
 - c. October: Red Ribbon Week
 - d. November: Thanksgiving Feast and National Parent Participation Day
 - e. December: Winter Program and Food Drive
 - f. January: Chinese New Year's Parade
 - g. February: Valentine's Day party
 - h. March: Dr. Seuss' Birthday and leprechaun trap contest
 - i. April: Spring Barbeque, Easter egg hunt and egg slingshot
 - j. May: Open House and/or Science Fair
 - k. June: last day of school swim party

Develop links to the community so that students see that the school is a part of the community and that we are all connected for common goals. To implement:

1. Invite community business people and others to share their ideas with classes
2. School partnerships with Sutter County Sheriff's Department School Resource Officers (SROs)
3. SARB and mental health partnerships with school to link children and families to the behavioral health services they need.

WINSHIP ELEMENTARY SCHOOL EVACUATION PLAN



Main evacuation route: as shown in above diagram to the far eastern side of the grassy field
 Alternate evacuation route: across gym, out the front door, to the northwest corner of the property by the levee.

- Students will walk in a single file line to the designated area.
- Students will not carry anything with them, will not talk, and will not walk with hands in their pockets.
- Teachers will take black Husky bags with Emergency Binders, plus cell phones if readily available.
- Teachers will leave the room last to make a final check that all children have gone, and close the door behind them.
- Teachers will remain calm and keep children quiet and in line.
- The secretary will check all 3 restrooms, the library and the storage room to be sure they are not occupied.

(F) = Fire extinguisher

(EBB) = Electrical Breaker Box

February 2013

SITE MAP: WINSHIP ELEMENTARY SCHOOL

