

**Excelsior Charter Schools
School of Business & Innovation
Safety Plan**



Principal

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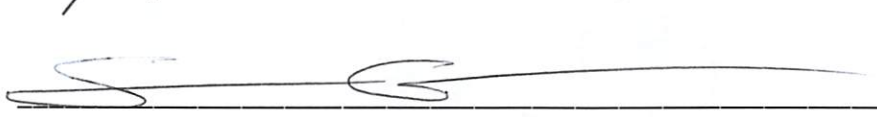
Victorville, CA. 92394

**Excelsior Charter Schools
School of Business & Innovation
Safety Plan Signature Page
2022-2023**

The undersigned members of Excelsior Charter School Safety Planning Committee certify that the requirements for the Safety Plan have been met.


Principal _____ Date 2/2/23


Teacher Representative _____ Date 2/2/2023


Staff Representative _____ Date 2/2/2023


Parent Representative _____ Date 2/2/2023


Student Representative _____ Date 2/2/2023

District Office Representative _____ Date _____

Law Enforcement Representative _____ Date _____

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Security

- Excelsior North Victorville Campus has full-time security on the premises during regular school hours.
- After hours Apple Valley Communications (alarm company) monitors all windows and doors that enter the campus.

Safety Measures

- All tables, desks, chairs and furniture are organized and arranged so that staff and students can evacuate quickly if needed.
- Recycle bins and trash cans are suitably arranged throughout campus so they do not interfere with the evacuation of students and staff in the event of an emergency.
- Office personnel has the remote capability of restricting parents, students, and visitors from entering the Excelsior North Victorville campus.
- All staff and students must always wear school-issued identification badges.
- Upon entering the Excelsior North Victorville campus, parents, students and visitors must sign in when entering the campus and sign out on existing campus.
- All parents and visitors will be verified using the rapture system.
- All furniture such as desk, chairs, and tables have been strategically placed to provide the minimum amount of movement in the event of emergency.
- Excelsior North Victorville campus has multiple exits and rear exits in the case of an emergency or blocked exit.
- In an emergency, Excelsior North Victorville campus communication will be through an all-call telephone system and digital communications such as schools' web page.

Campus Evacuation and Family Reunification (Earthquake, Disaster)

Definition

- This type of evacuation will be used for any event where students, staff, and families will need to be moved from the building and/or reunited with family members.

Alert Signal: Evacuation, Earthquake disaster

- The administrator or administrator in charge will alert the campus to evacuate and follow evacuation routes prior to convening on the blacktop/west field lot behind the campus using the predetermined code. This code may be triggered by: Safety Hazard, Fire/Explosion, or Dangerous Working Conditions.

Lead Administrator Response

- Seep the campus to make sure every classroom has been evacuated of all students and employees and doors marked appropriately.
- Contact central office of evacuation and provide a statement summarizing nature of events and details leading to the evacuation.
- In case of emergency assistance, **911** will be contacted.
- Determine what level of assistance will be needed.
- Administrator, Administrative Assistant, and office assistant will be primary source on crisis team.
- Communication will be done as soon as circumstance has been assessed. An all call and immediate posting of events will appear on the Excelsior North Victorville campus web site.
- The Administrative assistant and office assistant will coordinate the unification of the students and parents.

Staff Response

- Staff primary responsibility is student safety. Staff will exist the classroom and follow the evacuation map.
- All staff should take their attendance roster and mark the classroom as empty, to assist in the communication with administration.
- Accompany students to the designated meeting area.
- Wait for instruction from Administration or emergency personnel.
- Ensure that special needs students are being assisted and monitored.

Lock down, Bomb Threat or Suspicious Package

Definition:

- **Lock down**-is the restriction of movement in the event of an emergency and to regain order in multiple situations.
- **Bomb threat or Suspicious Package**- involves that threat of an explosive device that has been placed in, around, or near a facility, or the identification of a suspicious package that could potentially contain an explosive device.

Alert Signal: Lock down, Bomb Threat or Suspicious Package

- Administrator or administrative assistant will alert the campus when to evacuate to the predetermined evacuation routes before reconvening in the parking lot behind the campus. If predetermined routes are determined unsafe, a new route will be provided by administrator in charge.

Lead Administrator Response

- Upon learning of a potential threat, local law enforcement agencies will be called immediately to report the threat.
- Administration and all staff will work to contain students in classrooms and if outside students will return to the nearest building or classroom and securely lock the door.
- If gunshots are heard staff should quickly tell students to "GET DOWN."
- Lock all doors and windows and get under desks if necessary.
- Remain calm.
- Contact all families using the All-Call/Remind system.

Staff Response

- Turn off lights
- Stay away from windows
- Ignore bell schedule until directed by administration
- Scan our area to check for any additional suspicious packages or devices.

Suspicious / Violent Intruder

Definition

- Any member of the community that has not been cleared by the Raptor System to access Excelsior North Victorville campus and may pose an immediate threat to the safety of all staff, students, and families.

Alert Signal: Suspicious / Violent Intruder

- Administrator will audibly alert the staff as needed and may instruct the administrative assistant to active magnetic door locks as needed.

Lead Administrator Response

- If the intruder has not entered the campus yet door should remain locked, and Administration and campus security will assess the situation quickly.
- Dial **911** and request immediate assistance.
- Safely move the students to a safe location on campus until Law Enforcement arrives.
- Contact Central Office and provide a summary of the events.
- Contact families and update website as needed.

Staff Response

- Administration or admin assistant will provide direction.
- Ensure the students are safe at all times by reassessing their current location as it relates to the threat.
- Call law enforcement to request immediate assistance if administrator has not done so.

Active Shooter

Definition

- Anyone that poses an immediate risk to our students/staff/families by brandishing or using a firearm on or in the direct vicinity of our campus.

Alert Signal: Active Shooter

- Administrator or administrator-in-charge will immediately alert the staff or the active shooter incident.

Lead Administrator Response

- If the intruder has not entered the campus yet lock the entrance using the magnetic lock controls.
- Call law enforcement and request immediate assistance.
- Employ the Run/Hide/Fight protocol if the threat has entered the building.
- If hiding is the best option, turn off the lights and secure as many students as possible and lock the door.
- Remain in lockdown until law enforcement has cleared the area.
- Provide Law Enforcement and central office a summary of the events.

Staff Response

- Listen and take direction from administrator in charge.
- Ensure the students are safe at all times by reassessing their current location as it relates to the threat.
- Call law enforcement to request immediate assistance if administrator has not done so.
- Remain in lockdown until law enforcement agencies have cleared the area.
- Assess all students present and determine medical attention, as necessary.

Parent Information

Telephones/Communications

- In an earthquake, flood, or other natural disaster, keep your radios turned to your local radio station for advisory information. Please do not call the school as we must have the lines open for emergency calls.

Dismissal

- Should there be a major earthquake, children will remain under the supervision of Excelsior authorities until parents or responsible adults can pick them up.

Student Release Procedure

- Go directly to the entrance of Excelsior or evacuation area.
- Inform facilitator, substitute, instructional aide or adult responsible for that classroom that you are taking the child from the class line.
- Please have parents leave as quickly as possible after picking up your child.

If You Cannot Get to the School

- Should a major disaster occur, it is likely that many parents will not be able to reach the school right away. If conditions make it necessary, we will release your child to the adult indicated on your child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.
- The school principal or administrator in charge will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires evacuation of the school, the students will be transferred to the nearest available safe shelter.
- If the children are caught in a disaster between home and school, it is recommended that they go immediately to school.

Food and Water

- In the event that children would need to remain on campus for several hours after any sort of a disaster, there will be a supply of fresh water and limited food in the school earthquake kit.

Fire Drills and Evacuation

- In the case of fire at the school, the school will be immediately evacuated according to the floor plan set forth at the beginning of each school year. Teachers are required to keep a student roster with them at all times, checking attendance immediately after evacuation. Fire drills will be conducted at least once per year with the local fire department's help.

Bomb Threats

- In the case of a bomb threat at the school, the school will be immediately evacuated according to the fire evacuation plan, appropriate emergency personnel will be summoned. Students and teachers will not re-enter the building until it has been deemed safe by emergency personnel.

Disaster Relief (taken from BP 6114)

- The Board of Directors shall grant the use of Excelsior's buildings, grounds, and equipment to public agencies, including the Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the Board deems necessary to meet the community's needs.
- Excelsior staff, and cleared volunteers, are considered disaster service workers and subject to disaster service activities which may be assigned to them. If a disaster occurs during school hours, they may be required to remain at the school. (Government Code 3100)