

EXCELSIOR Victorville Campus

SAFETY PLAN



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EXCELSIOR CHARTER-Victorville Safety Plan Signature Page 2018 - 2019

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



Principal

6/6/18
Date



Staff Representative

6/6-18
Date



Parent Representative

Richard T. Vargas
Date



District Office Representative

1/29/19
Date



Law Enforcement Representative

1/30/19
Date

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS
FOLLOWS:

SECTION 1.

Section 32280 of the Education Code is amended to read:

32280.

(a) It is the intent of the Legislature that all California public schools, in kindergarten, and grades 1 to 12, inclusive, operated by school districts, in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and other persons who may be interested in the prevention of campus crime and violence, develop a comprehensive school safety plan that addresses the safety concerns identified through a systematic planning process.

(b) For the purposes of this section:

(1) Law enforcement agencies include local police departments, county sheriffs' offices, school district police or security departments, probation departments, and district attorneys' offices.

(2) First responders include local fire departments, emergency medical responders, and emergency management officials.

(3) "Safety plan" means a developed plan of strategies that are coordinated with first responders and law enforcement agencies and aimed at the prevention of, education about, and response to potential incidents involving natural disasters, crime, and violence on or near the school campus.

SEC. 2.

Section 32282 of the Education Code is amended to read:

32282.

(a) The comprehensive school safety plan shall include, but not be limited to, all of the following:

(1) Assessing the current status of school crime committed on school campuses and at school-related functions.

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(A) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.

(B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). The disaster procedures shall also include, but not be limited to, both of the following:

(i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A school district or county office of education may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:

(I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.

(II) A drop procedure whereby each pupil and staff member takes cover under each table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once each semester in secondary schools.

(III) Protective measures to be taken before, during, and following an earthquake.

(IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.

(ii) Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community.

(C) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27 of Division 4 of Title 2.

(D) Procedures to notify teachers of dangerous pupils pursuant to Section 49079.

(E) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1.

(F) The provisions of a schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.

(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.

(H) A safe and orderly environment conducive to learning at the school.

(I) The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.

(3) Establishing procedures for conducting school safety drills.

School safety drills shall be incorporated into the comprehensive school safety plan, and each school shall administer the drills as follows:

(A) During each school year, each school shall conduct at least the minimum number of school evacuation drills to prepare pupils and school personnel for fire incidents as are required by Section 32001. A school may conduct additional evacuation drills for other incidents that may require evacuation, including, but not limited to, suspicious items, bomb threats, hazardous materials incidents, on-campus shooting incidents, and other situations under which conditions outside of school buildings are safer than conditions inside school buildings.

(B) During each school year, each school shall conduct a minimum of one law enforcement school lockdown drill to prepare pupils, school personnel, and law enforcement personnel to respond to situations in which conditions inside school buildings are safer than conditions outside school buildings. This drill may include, but is not limited to, responses to suspicious items or persons, hazardous materials incidents, bomb threats, and shooting incidents on or near school grounds.

(C) In the preparation for and execution of the drills referred to in subparagraph (A) or (B), the school, school district, or county office of education conducting these drills may work with local first responders and law enforcement agencies to formulate safety plans and to prepare and execute safety drills.

(b) It is the intent of the Legislature that schools develop comprehensive school safety plans using existing resources, including the materials and services of the partnership, pursuant to this chapter. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled "Safe Schools: A Planning Guide for Action" in conjunction with developing their plan for school safety.

(c) Grants to assist schools in implementing their comprehensive school safety plan shall be made available through the partnership as authorized by Section 32285.

(d) Each schoolsite council or school safety planning committee in developing and updating a comprehensive school safety plan shall, where practical, consult, cooperate, and coordinate with other schoolsite councils or school safety planning committees.

(e) The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.

(f) As comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include policies and procedures aimed at the prevention of bullying.

(g) The comprehensive school safety plan, as written and updated by the schoolsite council or school safety planning committee, shall be submitted for approval under subdivision (a) of Section 32288.

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A. Interior Physical Security and Safety Measures

1. Security Cameras provide coverage for lobby, quad, and entrance of campus.
2. Apple Valley Communications monitors an alarm system that protects all windows and doors that enter the campus.
3. All windows are fitted with security film to harden the windows against extreme threats.
4. Furniture is organized in a manner that does not prohibit the quick evacuation of staff and students when necessary.
5. Trash receptacles are organized in a manner that does not prohibit the quick evacuation of staff and students when necessary.
6. All staff and students wear school-issued identification badges.
7. All students sign-in when entering campus and sign-out upon leaving campus.
8. School site has a Raptor background check system in place for parent visitors.
9. Front office personnel have access to three silent alarm panic buttons that immediately contacts and dispatches local law enforcement.
10. Front office personnel have access to a two way communication system that immediately connects with VVC Police.
11. School site tests alarms quarterly to ensure functionality.
12. Maintenance department has taken steps to ensure all furniture is adequately fastened to walls to prevent movement during earthquake/disaster.
13. Local Law Enforcement has provided staff with a walk-through and given advice on how to respond to active shooter events.
14. Front entrance door, and all gates are fitted with a magnet lock system that can lock down the campus at any moment as needed.
15. Assistant Principal's office is fitted with secure door and lock to ensure safe retreat from potential threats for students and staff.
16. School district uses internet filtering system to ensure safe content for students.
17. All doors are secured with locks and an audible alarm system to prevent outside intrusion during non-business hours.
18. Staff have access to digital communication to mass contact parents via phone/text message.
19. All rooms are fitted with fire sprinklers.

B. Remote 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: "Evacuate. This is not a drill." Repeat 3 times.

Administrator or administrator in charge will alert the campus to evacuate to the predetermined evacuation routes before reconvening in the lot behind building B and/or the lot in front of the Child Development Center using the alert signal. This alert may be triggered for any of the following: Safety Hazard, Fire/Explosion, or Dangerous Working Conditions.

Lead Administrator Response (not in order of steps to be completed)

1. Sweep the building to ensure the site has been cleared of all non-emergency personnel.
2. Notify the central office of evacuation and provide a written statement summarizing the events that led to evacuation.
3. Notify VVC Police of evacuation and necessary details.
4. Request the presence of emergency help as needed.
5. Activate appropriate crisis teams as needed.
6. Contact all families using All Call and/or Remind system to arrange pickup/transportation. Use District Office resource.
7. Assistant Superintendents to assist in the pickup/reunification process with families. Assistant Principals as back up.
8. Notify students and staff of reunification location. Set up transportation as necessary.
9. Prompt the staff emergency response team to begin set up of stations.

Staff Response

1. Duck and cover as needed before safely following evacuation procedures.
2. Follow all evacuation procedures to escort students from the building in a fast and efficient manner.
3. Ensure any student with special needs is given adequate assistance.
4. Take attendance once evacuation has been completed to ensure all students are accounted for.
5. Follow the administrator's instructions.
6. Front office staff bring emergency items: health binders, student medications, safety bin.
7. Assess all students present and determine medical attention as necessary.
8. Monitor and supervise all students in a calm manner until reunited with their parent/guardian.

C. Bomb Threat or Suspicious Package

Definition

A bomb threat/suspicious package is one that involves the threat of an explosive device that has been placed in, around, or near a facility, or the detection of a suspicious package that could contain an explosive device. Suspicious is defined as: out of the ordinary, strange noise/sound, or unaccompanied packages.

Alert Signal: Use plain language based on what is observed.

Administrator or administrator in charge will alert the campus to evacuate to the predetermined evacuation routes before reconvening in the lot behind building B or the lot in front of the child development center. If predetermined routes are determined unsafe, a new route will be provided by administrator in charge and/or evacuation committee.

Lead Administrator Response (not in order of steps to complete)

1. Upon learning of a potential threat, local law enforcement agencies will be called immediately to report the threat.
2. Put into place all evacuation protocols to quickly exit the building.
3. Notify the central office of evacuation and provide a written statement summarizing the events that led to evacuation.
4. Notify VVC Police of evacuation and necessary details.
5. Avoid using radios and mobile devices near suspicious package.
6. Contact all families using the All-Call/Remind system. Use District Office resources.
If needed:
7. Assistant Superintendents to assist in the pickup/reunification process with families.
Back up is Assistant Principals.
8. Notify students and staff of reunification location. Set up transportation as necessary.
9. Prompt the Emergency response team to begin set up of stations.

Staff Response

1. Quickly scan your area to check for any additional devices and report them to administrator immediately. Call extension 888 or an admin cell phone.
2. Follow all evacuation procedures to escort students from the building in a fast and efficient manner.
3. Ensure any student with special needs is given adequate assistance.
4. Take attendance once evacuation has been completed to ensure all students are accounted for. Call District Office to account for students: 760-245-4262 extension 266.
5. Take 'Emergency Response Box'.
6. Assess all students present and determine medical attention as necessary.

7. Monitor and supervise all students in a calm manner until reunified with their parent/guardian or are given the all clear to return to campus.

D. Suspicious/Violent Intruder

Definition

Any person or persons that may pose an immediate threat to the safety of all staff, students, and families on the campus.

Alert Signal: Use plain language.

Administrator will audibly alert the staff as needed and may instruct the administrative assistant to activate the silent alarm and/or magnetic door locks as needed.

Lead Administrator Response

1. If the intruder has not entered the campus yet, instruct the front office clerk or enrollment facilitator to lock the entrance using the magnetic lock controls and press panic button.
2. Alert security and evacuation committee by radio.
3. Call 911 law enforcement and request immediate assistance.
4. Initiate "lock out/down" until Law Enforcement arrives.
5. Provide Central Office with a written summary of the events that occurred.
6. Contact Excelsior families as needed. Use District office resource.

Staff Response

1. Listen and take direction from administrator in charge.
2. Ensure the students are safe at all times by reassessing their current location as it relates to the threat.
3. Call 911 law enforcement to request immediate assistance if administrator has not done so.
4. Follow "lock out/down" protocol and direction from lead administrator.
5. Contact families of students as needed. Use District Office resource.

E. Active Shooter

Definition

Any person or persons that pose an immediate risk to our students/staff/families by brandishing or using a weapon/firearm on or in the direct vicinity of our campus.

Alert Signal: Use plain language: "shooter, gun, etc."

Administrator or administrator-in-charge will immediately alert the staff of the active shooter incident. Any staff who sees the active shooter should utilize the notification system to alert the campus using the campus phone. Directions are labeled on the phone.

Lead Administrator Response (not in order of steps to be completed)

1. If the intruder has not entered the campus yet, instruct the front office clerk or enrollment facilitator to lock the entrance using the magnetic lock controls and press panic buttons.
2. Call 911- law enforcement and request immediate assistance.
3. Employ the Run/Hide/Fight protocol if the threat has entered the building.
4. If hiding is the best option, turn off the lights and secure as many students in safe place as possible and lock the door. If running is the best option, run to the first or second designated safe zone, based on what is safest. If fighting is the best option, use what is in the room to distract, harm, or disarm the intruder; work together.
5. Remain in lockdown until law enforcement has cleared the area.
6. Assess all students present and determine medical attention as necessary.
7. Provide Law Enforcement and central office a summary of the events.
8. Contact families of students as needed. Use District Office resource.
9. Evacuate when given the all clear by authorities and deploy reunification process and Emergency Response Team.

Staff Response

1. Listen and take direction from administrator in charge.
2. Ensure the students are safe at all times by reassessing their current location as it relates to the threat. Call 911 -law enforcement to request immediate assistance if administrator has not done so.
3. Employ the Run/Hide/Fight protocol if the threat has entered the building.
4. If hiding is the best option, turn off the lights and secure as many students in the given classroom/office as possible and lock the door. If running is the best option, run to the first or second safe zone, based on what is safest. If fighting is the best option, use what is in the room to distract, harm, or disarm the intruder; work together.
5. Remain in lockdown until law enforcement agencies have cleared the area.
6. Assess all students present and determine medical attention as necessary.

7. Evacuate when given the all clear by authorities and deploy reunification process and Emergency Response Team.
8. Contact families of students as needed. Use District Resources.

F. Parent Information

Telephones/Communications

In the event of an earthquake, flood or other natural disaster, keep your radios tuned 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

1. Go directly to the entrance of Excelsior or reunification area.
2. Inform teacher, aide or adult responsible for that classroom that you are taking the child from the class line.
3. Proceed with child back to Student Release Tables just outside the school entrance/reunification area to sign a Student Release form for each child you are taking. Do not remove your child or any other child from Excelsior without signing the emergency release form. This provides us a record of where each child is when someone else arrives later looking for the child.
4. Unless you are staying to volunteer, please leave as quickly as possible after signing out your child.
5. Adults will be needed to help with first aid, dismissing students, helping with classes, monitoring traffic, etc. If you are able to volunteer to help, go directly to the Command Center where the Volunteer coordinator will give you an assignment. Volunteers should leave children with their classes and not sign the student release form until they are ready to leave.

If You Can't 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/Health Card. We will keep a written record of the child and the adult to whom the child has been released.

The school principal or teacher 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/reunification location.

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 four times per year, two earthquake drills per year with the assistance of the local authorities.

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 American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the 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, except for legal aliens, 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)

