

Comprehensive School Safety Plan

2024-25 School Year

School: El Nido Elementary School
CDS Code: 24-65680-0000000
District: El Nido ESD
Address: 161 East El Nido Rd
 El Nido, CA 95317
Date of Adoption: 2/11/25
Date of Update: 2/10/25
Date of Review:
 - with Staff 08/05/2024
 - with Law Enforcement 05/30/2024
 - with Fire Authority 11/15/2024

Approved by:






Name	Title	Signature	Date
Paula Heupel	Superintendent/Principal		
Maria Solorio	Parent		
Janneth DeLaTorre	Parent/Staff Member		
Andrea Beltz	Teacher		
Ismael Muñoz	Staff		

Table of Contents

Comprehensive School Safety Plan Purpose.....	4
Safety Plan Vision.....	4
Components of the Comprehensive School Safety Plan (EC 32281).....	6
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	7
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	8
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines.....	11
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	11
(E) Sexual Harassment Policies (EC 212.6 [b]).....	11
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	11
(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2).....	12
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2).....	13
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5).....	14
(K) Hate Crime Reporting Procedures and Policies.....	16
(J) Procedures to Prepare for Active Shooters.....	17
Procedures for Preventing Acts of Bullying and Cyber-bullying.....	17
Opioid Prevention and Life-Saving Response Procedures.....	18
Response Procedures for Dangerous, Violent, or Unlawful Activity.....	18
Instructional Continuity Plan.....	18
Safety Plan Review, Evaluation and Amendment Procedures.....	20
Safety Plan Appendices.....	21
Emergency Contact Numbers.....	22
Safety Plan Review, Evaluation and Amendment Procedures.....	23
El Nido Elementary School Incident Command System.....	24
Incident Command Team Responsibilities.....	25
Emergency Response Guidelines.....	26
Step One: Identify the Type of Emergency.....	26
Step Two: Identify the Level of Emergency.....	26
Step Three: Determine the Immediate Response Action.....	26

Step Four: Communicate the Appropriate Response Action26

Types of Emergencies & Specific Procedures.....27

 Aircraft Crash27

 Animal Disturbance.....27

 Armed Assault on Campus27

 Biological or Chemical Release.....28

 Bomb Threat/ Threat Of violence29

 Bus Disaster.....30

 Disorderly Conduct30

 Earthquake31

 Explosion or Risk Of Explosion31

 Fire in Surrounding Area32

 Fire on School Grounds32

 Flooding32

 Loss or Failure Of Utilities33

 Motor Vehicle Crash34

 Pandemic Flu.....34

 Psychological Trauma.....35

 Suspected Contamination of Food or Water35

 Tactical Responses to Criminal Incidents36

 Unlawful Demonstration or Walkout.....36

Emergency Evacuation Map.....37

Comprehensive School Safety Plan Purpose

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

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at El Nido Elementary School, 161 East El Nido Road, El Nido, CA 95317.

Safety Plan Vision

The El Nido Board of Education and staff welcome the responsibility for the educational welfare of every child and promote high academic expectations based on a rigorous standards-based curriculum. The Board of Education believes in providing students with a safe and rich learning environment. The Board endorses administrative leadership, high-quality instruction, student achievement, and continuous assessment of student progress.

Children Are First

The El Nido staff cares about each and every student. Providing a safe learning environment is a priority for staff, parents, students, and school community members.

Every effort will be given to provide the best opportunity for academic and social success for your child. We celebrate each individual's uniqueness and challenge all to reach their highest potential. Our community is based on mutual respect and inspires a life-long love of learning. Students will be encouraged to be independent thinkers and taught skills to help resolve their problems.

We provide opportunities for all students to expand their creative abilities and attain maximum academic growth in accordance with their individual needs and interests. We empower students by encouraging them to take responsibility for their own learning. We believe that excellence in education depends upon a quality instructional program provided by teachers and administration and supported by parents. We use our collective resources to create an effective, challenging, and stimulating learning climate of academic excellence.

We believe that:

1. a physically and emotionally supportive atmosphere is essential to a quality learning environment.
2. each child should develop academic, social, physical, and emotional growth to their highest potential.
3. diversity is a valued resource necessary to develop tolerance, respect, and greater understanding.
4. a key to quality education is the regular monitoring of student progress, utilizing our identified grade-level assessments.

El Nido School stresses the prevention of violence on campus and prepares students to handle conflict, anger, and other threats to safety. Programs are implemented to prevent drug, alcohol, and tobacco use. The school implements a positive behavior intervention system (PBIS) and follows a progressive discipline practice for students who violate school and classroom expectations. The EL Nido School discipline policy provides students with behavior guidelines that are aligned with the California Education Code and district policies. School-wide expectations in all areas including school transportation and off-campus are routinely taught. Major/minor infraction consequences provide students with opportunities to relearn clear expectations for behavior while supporting progressive discipline accountability. The focus is to prevent barriers to learning as well as to build protective factors leading to student success, both academically and socially.

All El Nido School students are considered capable and ready to learn and earn responsibility. Responsibility for one's actions is important every day in every area of our lives and is a major pillar of our Graduate Profile. El Nido School Staff members model and monitor responsibility daily. To assist students in learning that their behavior and actions have consequences, they recognize positive behaviors and actions. Students who choose to do the following qualify for recognition for positive and consistent or improved personal, social, and academic responsibility. Such students are ones that:

1. Follow all school rules and act socially responsible (treat others with respect)
 - * In the classroom
 - * on the bus
 - * in the cafeteria
 - * on the playground
 - * walking to and from school
2. Complete homework and return it on time
3. Maintain exemplary or improved academic performance
4. Maintain good attendance
 - * no unexcused tardies or absences.
 - * arrange to make up homework prior to a planned absence.

El Nido staff recognizes parents and guardians' important role in their child's success. It is the shared responsibility of the entire El Nido School community to provide all students with a high-quality education by creating a rich, safe, and diverse learning environment. Families, teachers, and school staff work together as partners in a child's education. We welcome parents and guardians to spend time in their child's classroom and join in the parent/community meetings.

Components of the Comprehensive School Safety Plan (EC 32281)

El Nido Elementary School Safety Committee

The El Nido Elementary School Safety Plan is developed and approved by the SSC, including consultation with a law enforcement agency representative in the plan's writing and development. The SSC includes the following:

- Principal or designee
- One Teacher
- One Other Staff Member
- Three Parents Whose Children Attend the School and/or Community Members

The District will consult with staff, parents, students (where appropriate), and the broader community to develop the plan.

The plan is updated annually, kept on file at both the school site AND the district office, and readily available for inspection by the public. The plan consists of two parts:

Part 1 – All components required by Education Code 32281-32282 except for the emergency preparedness components.

Part 2 – An “Emergency Preparedness Plan” that includes disaster procedures (routine and emergency), including earthquakes and other manmade or natural disasters.

The Comprehensive School Safety Plan includes an action plan that clearly identifies policies and procedures that will improve the safety and climate on campus and includes an evaluation component.

Assessment of School Safety

Suspensions and Expulsions

Year	Cumulative - Enrollment	Total - Suspensions	Total - Rate	Suspension - Expulsions	Total Rate	Expulsion
2020-21	164	3		0.1%	0	0.0%
2021-22	168	2		0.1%	0	0.0%
2022-23	158	0		0.0%	0	0.0%
2023-24	160	0		0.0%	0	0.0%

Conditions and Climate

The school’s suspension rate has remained at zero and remains significantly lower than the Merced County rate of 2.7% and the California state rate of 3.1%. The school met its goal of no more than two suspensions per year and no expulsions. The school has achieved the Blue, or high-performing, Category on the 2024 California School Dashboard.

Attendance and Absenteeism

Year	Eligible Enrollment	Attendance Rate	Chronic Absenteeism Rate
2020-21	164	96.77%	7.9%
2021-22	168	95.00%	11.3%
2022-23	158	95.86%	8.9%
2023-24	160	96.21%	8.4%

Attendance rates have decreased. El Nido ESD continues to have a lower chronic absenteeism rate.

Feelings of Safety and Connectedness

Student surveys completed in the 23-24 school year indicated students feel safe and connected to the school-based at a rate of 94%. This percentage meets the school’s goal of 94%. El Nido ESD will continue to ensure students feel safe and connected at school.

The El Nido School staff and community are committed to ensuring that every student feels safe and connected to the school. To that end, we will maintain high expectations for students' behaviors and provide recognition and incentives for positive and consistent or improved personal, social, and academic responsibility.

The school offers opportunities for extra-curricular activities, multi-tiered behavior supports, and social emotional learning for all students.

The school will also continue to survey students and seek information on how we can help students feel safer and more connected to the school.

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

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

All school staff members actively monitor the safety and welfare of all students. Staff members understand their responsibility as child-care custodians and will immediately report all cases of known and suspected child abuse pursuant to Penal Code Section 11166. District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

Definition of Child Abuse:

Child abuse means a physical injury that is inflicted upon a child by another person and such injury is other than accidental. Child Abuse also means the sexual abuse of a child or any act or omission pertaining to child abuse reporting laws (willful cruelty, unjustifiable punishment of a child, unlawful corporal punishment or injury). Child abuse also means the physical or emotional neglect of a child or abuse in out-of-home care.

1. Considered Child Abuse

- a. Injury inflicted by another person.
- b. Sexual Abuse.
- c. Neglect of child's physical, health, and emotional needs.
- d. Unusual and willful cruelty; unjustifiable punishment.
- e. Unlawful corporal punishment.

2. Not Considered Child Abuse

- a. Mutual affray between minors
- b. Injury caused by reasonable and necessary force used by a peace officer:
 - i. To quell a disturbance threatening physical injury to a person or damage property
 - ii. To prevent physical injury to another person or damage to property
 - iii. For the purposes of self-defense
 - iv. To obtain possession of weapons or other dangerous objects within the control of a child
 - v. To apprehend an escapee

Penal Code 11166. (a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect.

The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written follow up report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non-privileged documentary evidence the mandated reporter possesses relating to the incident.

Plans are also completed to assure ongoing monitoring of the student. School staff work closely with police and Child Protective Services with follow up actions as needed. Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. Copies of all written reports are maintained in a confidential file in the principal's office.

The school staff receives annual online or in person safety training and actively monitors the safety and welfare of all students. The staff understands their responsibilities related to student safety and immediately reports all cases of known and suspected child abuse. When a case of child abuse becomes apparent or is suspected, the employee who has knowledge of the abuse discusses the situation with a school administrator. Plans are developed to verbally report the abuse to the police department or to Child Protective Services in a timely manner and to complete a written "Suspected Child Abuse Report" within 24 hours.

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

Disaster Plan (See Appendix C-F)

El Nido School will provide all students and staff with emergency/disaster preparedness training in a variety of procedures according to the following schedule:

Training & Date(s)

Fire Procedures, August 5, 2024

Lock Down Procedures, August 5, 2024

Code Red Procedures, August 5, 2024

Shelter in Place Procedures, August 15, 2024

Earthquake Emergency Procedures, August 5, 2024, & on an as-needed basis.

To ensure the safety of students and school personnel, a comprehensive Safety Plan has been created. Emergency drills are held multiple times per year and evaluated for effectiveness.

Evacuation Procedures:

- Building administrator initiates evacuation procedures.
- Places of Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
- Bombs: Building administrator notifies staff of the evacuation route dictated by known or suspected location of a device.
- Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route indicated on the evacuation map in your room.
- Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.

Teachers:

- Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map located in each room.
- Teachers take attendance logs and classroom keys.
- Teachers lead students to designated areas.
- Teachers take attendance after evacuation on sheets provided.
- Teachers report missing students to admin with attendance roster.
- Stay with students until advised otherwise by administrator.

If trapped by fire in a room, notify the office and 911 immediately.

Relocation Procedures:

- Administrator determines whether students and staff should be evacuated to a relocation center.
- Administrator or school emergency response team designee notifies relocation center.
- If necessary, a school emergency response team designee coordinates transportation to relocation center.
- If necessary, check with district transportation for bus availability.

- Teachers stay with class in-route to the relocation center and take attendance prior to leaving site and upon arriving at the center.
- Notify parents of relocation center address.
- Use student release forms for students who are picked up from a relocation center.

Fire Alarms:

In the event of a fire, smoke from a fire, or detections of a gas odor:

- Pull the fire alarm if the Potter system does not detect automatically and notify building occupants and the Administration to provide a PA Announcement.
- Evacuate students and staff to the designated area. These areas should be a safe distance away from emergency personnel.
- Be aware of the arrival of emergency responders. See the map of evacuation routes and assembly areas located in all classrooms and the main office
- See EVACUATION PROCEDURES
- Fire drills will be held monthly during the school year. Practice both primary and alternate routes.

Shelter-In-Place/Modified Lockdown:

When there is a medical or severe weather emergency, the Incident Commander may choose to place the school under Shelter-in-Place verbally over PA. The threat is outside of the school building. The school may have been notified of a potential threat outside of the building or a non-life-threatening event has occurred inside the building.

Shelter-In-Place/Modified Lockdown Procedures:

- Administrator will order and announce "Shelter-In-Place/Modified Lockdown."
- Keep students inside classroom until "All Clear" sign is given by Administrator.
- Under the direction of Administrator, students and staff are allowed to use school facilities.
- Teachers take student attendance and account for all students. Report any missing persons to the office.
- Close and lock all exterior doors. Do not allow ingress/ egress.
- Continue Instruction.
- Communicate status to Administrator of any problems.
- In most Shelter-in-Place emergencies, first responders will not be required.
- All persons remain in "Shelter-In-Place/Modified Lockdown" until a building administrator or emergency responder declares that it is safe to leave.
- Administrator will announce "All Clear."

Full Lockdown Procedures (these actions happen rapidly):

- An announcement "Lockdown, this is not a drill" (including description of event i.e. intruder, active shooter, etc.)". Repeat announcement several times. Be direct.
- The announcement will include location of intruder, if possible.
- Immediately direct all students, staff and visitors into nearest classroom or secured space. If the option to run seems more appropriate - RUN!!! Classes that are

outside of the building SHOULD NOT enter the building. Move outside classes off campus immediately. Be direct in communication. Code words lead to confusion.

- Lock classroom doors. Move people away from windows and doors. Turn off lights and electronic devices. Build an interior barricade - if practical. Everyone must

remain silent.

- DO NOT respond to anyone that does not identify himself/herself verbally as Law Enforcement and can show identification.
- Rooms and buildings will be cleared one at a time by Law Enforcement officers that have announced themselves. As a building/room is

cleared students and staff will be guided through a secured evacuation route.

We will not open our doors for anyone except law enforcement.

During a lockdown we ask parents to remain at home and await further instructions that we will send through our emergency responder and our websites. We will communicate with you when and where students will be released. We will not be able to release students during a lockdown and parents will not be able to enter the campus. We need our roads clear for our first responders.

Communication with Families: All parents/guardians have an active notification system account that provides 2-way communication without language barriers.

- In case of a natural or manmade disaster while your child is at school, the School and District will communicate with you in a variety of ways through our Parent Information System. We will use our communication system to send a text, voice message and email message to the phone numbers and email which we have on file.
- We will post updates to our school/district website as often as we are able and work with our local radio and TV stations.
- We have evacuation plans in place in case we have to evacuate the school site. We work with other districts in our county, our city and county officials, and law enforcement to ensure a safe relocation of students and staff.
- We will communicate with parents where to pick up their children.

Adaptations for Students with Disabilities

Adaptations for students with disabilities are in accordance with the American with Disabilities Act.

Public Agency Use of School Buildings for Emergency Shelters

Public agencies, including the American Red Cross, have permission 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 Board will cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs.

The district has informed the local Red Cross of our availability as a mass care/welfare schedule. El Nido Elementary School maintains an Incident Management Binder that includes the following procedures in the event of a necessary emergency shelter-in-place (i.e. fire, earthquake, lock-down) or evacuation. This is an internal document that is not provided to the public for safety/security. Local law enforcement provides training guidance for staff in lockdown procedures and reviews the comprehensive safety plan annually.

- Emergency shut off systems
- School Command Post
- School Emergency Response Team
- Student Rosters and Accountability
- Safe Assembly and Evacuation Locations
- Identifying and Providing Evacuation Assistance for Students with Disabilities
- First Aid
- Emergency Survival Kits
- Media Staging
- Parent Communication/Reunification

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

The school desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. Rules and regulations set the standards of behavior expected of students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

School policies follow district policies and state laws regarding suspension and expulsion. The offenses for which a student may be suspended or expelled are printed in the Parent-Student Handbook given to parents/guardians at the beginning of the year. A pupil may not be suspended from school or recommended for expulsion unless the Superintendent determines that the pupil has committed an act as defined pursuant to one or more of subdivisions.

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

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

Upon the receipt of the records of a new student, the records are routed to the Superintendent, classroom teacher, special education personnel if needed, and then back to the office. The cumulative records include a copy of each suspension. Each person receiving the cumulative record is to acknowledge receipt and fully review the document, submitted questions or clarifications if needed. When the school receives information from the juvenile court system that a student has been convicted of a serious or violent crime requiring teacher notification, the Superintendent will notify the teacher. When students transfer from our school with a significant disciplinary history, the new district is notified by the Superintendent. Personnel are provided with written information about the student discipline history and related services. Copies of the written notice are maintained in the school office.

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

The El Nido ESD Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the school's academic and other educational support programs, services, and activities. The Board prohibits, at the school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and/or bullying of any student, based on actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Board of Trustees is committed to maintaining a school environment that is free from harassment and/or discrimination. The Board Policy prohibits harassment and/or discrimination of any student by another student, an employee or other person, at school or at a school-sponsored activity. The Board Policy also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Any staff or student who engages in harassment and/or discrimination of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.

Any staff or student who feels that he/she is being harassed should immediately contact the Superintendent or designee in order to obtain the District Board Policy and Uniform Complaint Procedure. Complaints of harassment and/or discrimination can be filed in accordance with these procedures.

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

All students are expected to follow the dress and grooming code.

Shoes:

State law requires students to wear shoes to school, and at all times during school activities. Students wearing open-toed, backless, or platform shoes must carry an appropriate pair of closed-toe shoes for P.E. Failure to do so will result in non-participation and may impact the student's grade in P.E. Kindergarten through third graders may not wear open-backed shoes. Their shoes must have straps on them for safety reasons.

Tops appropriate for school wear:

Tops must have at least two-inch shoulder straps and cover the midriff (no crop tops).

Any letters, words or images on shirts/blouses may not represent gang association, prejudice, profanity including printing depicting drugs or alcohol.

Shorts, pants and leggings:

Students are required to wear shorts under dresses/skirts for using playground equipment and participating in P.E. activities.

Shorts and dresses must cover the student's bottom.

Hats, caps, or other head coverings:

Shall be removed inside buildings letters, words, or images may not represent gang association, prejudice, profanity including printing depicting drugs or alcohol.

All clothing and grooming shall be within the bounds of decency, non-distracting, and conducive to the health and safety of all students:

Clothing shall be sufficient to conceal undergarments at all times.

Jewelry, piercings, and other accessories must be fitted (not loose/dangling) for safety during physical activities.

Fingernails are to be kept short in length, just above fingertip, for safety (false or acrylic nails are not appropriate for school and can be dangerous during physical activity such as recess, pe, and competitive sports).

***The school administrators and staff shall have full authority to determine if clothing, make-up, grooming, and accessories are inappropriate and/or distracting for the school. At any time that a school administrator or staff determines that clothing and/or accessories are determined to be inappropriate, the administrator may disallow such an item/s. We will contact the home and/or provide temporary appropriate clothing.

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

In an effort to assure the safety and welfare of students, parents, and visitors to El Nido School, the following procedures should be followed when traveling to and from the school site:

Daily Bus Drop-off & Pick-up

The Transportation Department prides itself on its safety record and the quality of service provided to the El Nido Elementary School District students. Students who take advantage of school transportation must follow and obey all bus procedures and regulations.

In the morning, if the bus does not arrive within 15 minutes of the normal time (except for foggy day schedules), the child should return home, and the school should be notified. El Nido School requires that TK-2 students must be returned to school if someone is not at home to meet the child. An adult must be in clear sight in order for a TK-2 student to be dropped off. If the driver cannot see an adult, the child will be returned to school.

Persistent refusal to submit to the authority of the bus driver or to obey the regulations shall be sufficient reason to deny transportation to a student. The driver, administrator, director of transportation, or other people responsible for safe bus operation may deny transportation services.

Students will only be allowed off the bus at their designated stop. When a student needs to go to a different stop for childcare etc., the parents will be required to notify the school once by written notice. The school office will verify all notes written by the parent/guardian with a phone call to the parent/guardian.

Transportation delays due to fog or other road hazards will be announced through the following local radio and television stations beginning at 6:15 a.m.:

KABX 97.5 F.M, KFSN TELEVISION ABC CHANNEL 30; Messages sent via ParentSquare(Parent Communication System)

Supervision of Students:

Each morning, as students arrive on campus, the staff is assigned to designated areas to monitor activities; all students arriving on campus are directed to the play areas. During lunch, assigned duty staff patrol the cafeteria, blacktop areas, and playing fields. When students are dismissed at the end of the day, assigned teachers supervise students with bus loading and student pick up to ensure students leave campus in a safe and orderly manner.

Visitors to the school site:

Many individuals visit the campus as volunteers or to participate in school events. To maintain a safe and secure environment, all parents and visitors are required to check in at the school office upon arrival, obtain and wear a visitor's badge, and then return to the school office upon departure.

El Nido Elementary School has ingress & egress from the parking area on El Nido Road and the pathway from the trailer park. Parents, staff, and visitors using the parking lot should exercise extreme caution and vigilance in watching for students. Before the school day begins, students are observed on arrival by office staff and instructed to go directly to the supervised playground. After school, students are to meet their approved rides at the Drop-Off/Pick-Up area, where a member of the staff will assist them if needed. No student is allowed to enter the parking lot for any reason without appropriate supervision.

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

Component:

El Nido Elementary School District is committed to children. It is our commitment to provide an enriching learning environment for the intellectual, physical and emotional growth of each child. We will provide a healthy and safe environment for children to grow, to learn how to work together, be proud of themselves and others as they learn. We will provide a diversified curriculum to meet the individual needs of all our students within the learning environment that promotes positive attitudes and feelings, fosters students' high esteem, stimulates academic achievement and enthusiasm for learning, develops positive personal qualities, and promotes understanding and respect for cultural diversity and individual differences.

The school environment should be characterized by positive interpersonal relationships among students and between students and staff. The small size of El Nido Elementary School District enables the school to know and appreciate each individual student's ability and need. Students are encouraged to become the best that they can be, meet or exceed state standards, and help each other achieve individual and group goals.

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

Numerous mechanisms are in place to promote and sustain positive school climate. Our school serves approximately 155 students. The school has been recognized as a "special place" in this world of overcrowding and high stress. There is a warm, caring staff that looks out for each student as they might their own family. This affords the opportunity to deploy many added supports while engaging in continuous consultation with all stakeholders regarding school climate. Some of the strategies we employ are outlined below and in alignment with our school mission and values.

Examples of strategies and programs include:

- Prevention activities that are designed to maintain safe, disciplined, and drug-free environments, including participation in Red Ribbon Week activities, Great American

Smoke-out, staff development and teacher training in research-based programs and practices.

- On campus programs promoting positive youth development, student leadership, and alcohol, tobacco, drug, and violence prevention.
- An after-school program that operates from 3:00 to 6:00 p.m. each day school is in session. Programs provide academic enrichment, physical education, and social

skills building.

- Students receive information and referral to the Merced County Mentoring Program for participation in school-based, cross-age, or community mentoring services.
- Use of research-based violence prevention curriculum in all classes and after school programs.

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

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

El Nido Elementary School Student Conduct Code

Code of Conduct:

Society has set rules that parents model when they set rules and consequences for their children. This section talks about those rules. Parents can impact their children's discipline at home and at school. Studies prove that children whose parents are involved in their education perform better in school. That is why we encourage parents to be active with their children at all grade levels. We encourage parents to work with their school parent group, volunteer in the classroom and to be active with their children's learning at home.

Responsibility is important every day in every area of our lives. El Nido School Staff members model and monitor responsibility daily. Students who choose to behave responsibly and to do the following qualify for recognition for positive and consistent or improved personal, social, and academic responsibility. Such students are ones that:

1. Follow all school rules and act socially responsible treat others with respect in the classroom, in the cafeteria, on the playground, on the bus, and walking to and from school
2. Complete homework and return it on time
3. Maintain exemplary or improved academic performance
4. Maintain good attendance

Conduct Code Procedures

School Rules:

- No unexcused tardies or absences.
- Arrange to make up homework prior to a planned absence.
- Playground/Yard Rules

- o Keep hands, feet and objects to self.
- o Use equipment safely..
- o Stay in supervised or designated areas.
- o Walk quietly in the corridors and play areas.
- o Follow directions from any adult who works at the school and listen to the bells
- o Don't use language or gestures that are offensive.
- o Don't use intimidating or aggressive behavior, looks or words.
- o No playing or "hang out" in the bathrooms.
- o No toys allowed.

Consequences:

The school has special consequences for misbehavior and Board-adopted discipline procedures. Special classroom rules are posted in each room. The school will provide student/families with a copy of the discipline procedures.

California Education Code provides that a student shall not be disciplined, suspended or recommended for expulsion unless the Superintendent/Principal determines the student has violated one or more parts of the Code of Conduct.

Disciplinary consequences include, but are not limited to, detention, suspension and expulsion. To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Alternative means of correction and disciplinary strategies include detention and or denial of the privilege of participation in extracurricular or co-curricular activities in accordance with Board policy.

A student may be disciplined, suspended or expelled for acts enumerated in the Code of Conduct that are related to school activity or school attendance occurring at any District school or within any other school district, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off campus.
4. During, while going to, or coming from a school sponsored activity.
5. For conduct which occurs after school hours and off District property, but which is reasonably likely to cause a substantial disruption of a school activity or attendance.

Except for single acts of a grave nature or offenses for which suspension or expulsion is permitted or required by laws for a student's first offense, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others. [E.C. 48900.5]

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by the teacher or school administrator. A principal or designee may suspend a student for up to five days. A teacher may suspend a student for the remainder of the class in which the misbehavior occurred and for the next day's class. A suspension may be extended under certain conditions.

There are two kinds of suspension: on-campus suspension and home suspension. Student placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may, however, be required to complete assignments and test which will be made available to them through an intermediary.

Parents and/or guardians have a right to review school rules regarding student discipline. If you wish to do so, please contact the school office. [E.C. 35291, 48980]

The Superintendent/Principal has discretion on the final decision on all discipline infractions.

(K) Hate Crime Reporting Procedures and Policies

Hate Violence (Grades 4-12) [E.C. 48900.3]:

The school and the district prohibit and hateful or discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices. Any person who comes onto a school campus or other school facility and there is reasonable cause to believe that their conduct has willfully disrupted the orderly operation of such campus/facility is subject to having their permission to remain withdrawn by the chief administrator and/or may be subject to arrest. [Penal Code 626.4, 626.8]

Hate violence means any act punishable under Penal Code 422.6, 422.7 or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.

The school and the district strongly believe everyone - students and District employees - deserves to be treated with respect. There is a great deal of diversity in the families we serve and we believe that our diversity is strength. We believe in the 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. We strive to ensure everyone feels welcome in our schools.

In order to create a safe learning environment for all students, the school has initiated protocols and aligned practices to the district's policies to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society.

The District's Uniform Complaint Procedure may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying.

(J) Procedures to Prepare for Active Shooters

See Lockdown Procedures

Procedures for Preventing Acts of Bullying and Cyber-bullying

The El Nido ESD Board of Education is committed to creating a safe learning and working environment for all students and employees. The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or groups of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Strategies and programs at El Nido School that prevent bullying for all students include:

- Administrative school wide review of school rules annually and targeted classroom meetings as needed.
- Teachers annually review clear classroom procedures and common language related to bullying prevention.

If necessary, students who are identified in need of intervention will receive extra support from a classroom teacher, administrator, and/or counseling services

Opioid Prevention and Life-Saving Response Procedures

El Nido Elementary is committed to ensuring the safety and well-being of all students and staff. As part of our comprehensive safety plan, we have implemented opioid prevention strategies and life-saving response procedures. Our trained staff are equipped to administer Narcan in the event of an opioid overdose and are also certified in the use of Automated External Defibrillators (AEDs) to respond to cardiac emergencies. Training and lessons are provided to students and parents/guardians regarding opioid use, early signs, access, and emergency response. These measures are part of our ongoing commitment to create a safe environment where students can thrive, with quick and effective responses to medical emergencies.

Response Procedures for Dangerous, Violent, or Unlawful Activity

See Lockdown Procedures

Instructional Continuity Plan

In the event of disruptions to regular classroom activities, our comprehensive safety plan includes strategies to maintain learning through a combination of remote learning options, digital platforms, and flexible instructional methods. Teachers are equipped with tools and resources to deliver lessons virtually or in alternative formats, ensuring students' academic progress continues uninterrupted. Each student is provided a device to use off campus with a digital security interface that is FERPA compliant. Internet hotspots are provided for families who identify the need for internet connectivity. We prioritize communication with families to provide support and resources, fostering an inclusive learning environment regardless of circumstances.

1. Remote/Hybrid Learning

Online Platforms: digital learning management systems (e.g., Google Classroom, Empower Learning) are in place to deliver lessons remotely.

Live Streaming: Teachers can live-stream lessons for students at home or in quarantine, ensuring real-time instruction.

Recorded Lessons: Pre-recorded lessons or tutorials are made available for students to access at their convenience, ensuring no student falls behind.

2. Communication Plans

Regular Updates: Communication with students, parents, and staff remains clear and frequent through emails, text alerts, and online portals.

Language Accessibility: Information is provided in multiple languages to ensure all families can access learning materials and instructions.

3. Distribution of Technology and Learning Materials

Device Lending: Devices (laptops, tablets) are provided to students who lack access to technology at home.

Hotspot Devices: For students with limited internet access, schools offer mobile hotspot devices to ensure connectivity for remote learning.

Printed Materials: In areas where technology is not accessible, printed assignments, workbooks, and instructional materials may be distributed for at-home use.

4. Teacher Professional Development

Training in Digital Tools: Teachers receive ongoing training to effectively use educational technology tools and virtual platforms.

Crisis Response Pedagogy: Teachers are trained on how to engage students in remote or disrupted settings while maintaining a focus on social-emotional learning.

5. Support for Students with Special Needs

Individualized Learning Plans (IEPs): Students with disabilities are provided accessible materials, assistive technology, and virtual IEP meetings.

Specialized Instruction: Provisions for students who require specialized instruction, such as speech therapy, are delivered virtually or in-person with appropriate safety measures.

6. Student and Staff Well-being

Social-Emotional Learning (SEL): Schools integrate SEL activities into remote learning to support students' mental health and emotional well-being during disruptions.

Counseling Services: Virtual counseling sessions are offered to students who need additional support, ensuring continuity in mental health services.

7. Flexible Grading and Attendance Policies

Adjusted Grading: In response to challenges posed by remote learning, modify grading criteria to ensure fairness may be used; maintaining focus on proficiency of Ca. State Standards.

Flexible Attendance: Attendance policies are adapted to account for students who face challenges in participating due to health, technology, or family circumstances.

8. Continuity of Extracurricular Activities

Virtual Events: When possible, extracurricular activities, like music, drama, and clubs, may transition to virtual formats to keep students engaged.

Outdoor Activities: Outdoor, socially distanced activities will be offered within allowable safety guidelines to maintain enrichment opportunities.

9. Emergency and Pandemic-Specific Protocols

Emergency Packets: Pre-prepared emergency packets containing learning materials are provided to families in case of sudden school closures and access to digital learning is not feasible.

Pandemic-Related Plans: Specific plans for COVID-19 or similar health crises might include staggered schedules, hybrid learning options, or entirely virtual learning environments.

Safety Plan Review, Evaluation and Amendment Procedures

The Comprehensive School Safety Plan will be reviewed, evaluated, and updated by March 1 of every year with the staff and School Site Council (SSC). Any amendments deemed necessary will be approved by a vote of the SSC. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual School Accountability Report Card (SARC).

Safety Plan Appendices

Emergency Contact Numbers

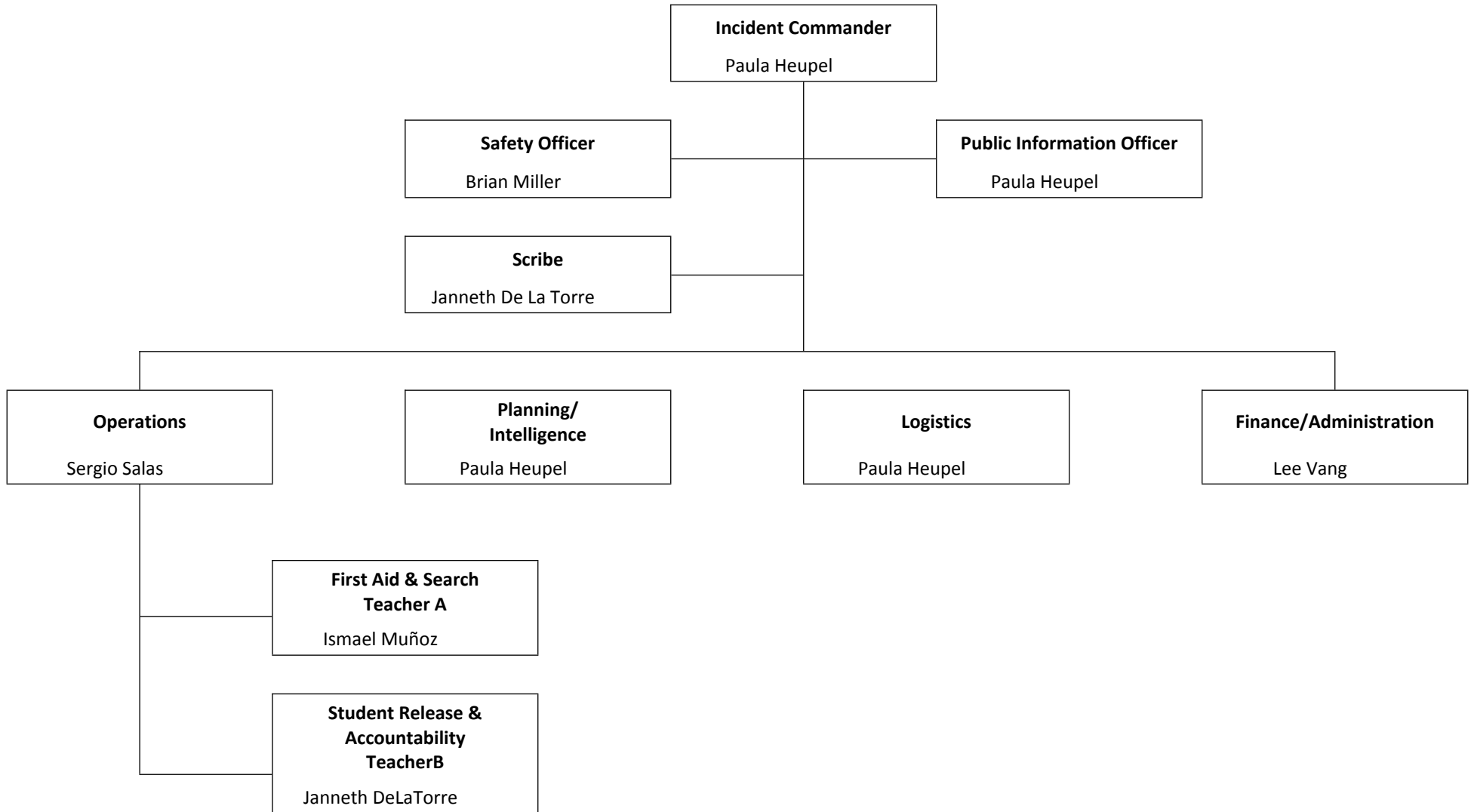
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Merced County Sheriff	911	(209-385-7444)
Law Enforcement/Fire/Paramedic	Merced County Fire Station 83	911	(209-722-8452)
Law Enforcement/Fire/Paramedic	Mercy Medical Center	911	(209-564-5000)
Public Utilities	Pacific Gas & Electric	1-800-743-5000	
Emergency Services	CA Poison Control Center	1-800-222-1222	
Emergency Services	National Response Center (Toxic/Hazardous Spill)	1-800-424-8802	
American National Red Cross	American Red Cross Central Valley	1-559-455-1000	
City Services	Merced County Health Department	209-381-1200	
Other	Merced County Superintendent of Schools	209-381-6601	
Radio Station	KYOS -1480 AM	209-723-2191	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Chief Rich Bohn, Battalion Chief B20 Fire Marshal, Merced County Fire Department	March 19, 2020	Conducted a campus walkthrough with Chief Bohn.
Merced County Fire Department Fire Inspector Team	March 19 - July 21, 2020	Ms. Reeder, along with two other Fire Inspectors read and reviewed the El Nido CSSP.
Cassandra Reeder, Merced County Fire Department Fire Inspector 1	July 22, 2020	Ms. Reeder sent an email indicating the Fire Inspector Team had read the El Nido CSSP and had provided some suggestions to add/change to the plan.
Reviewed, revised and approved CSSP.	January 25, 2021	Reviewed, revised and approved CSSP.

El Nido Elementary School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

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

Overview:

A major emergency may occur anytime or anywhere. It may be a natural disaster such as flood, earthquake, severe winds or tornado. It may be an accidental disaster such as a chemical spill, fallen aircraft, a fire or industrial explosion. It could also be an intentional disaster such as a bomb scare, violence, arson, or nuclear attack. In any time of general disaster, lives can be saved if people are prepared for the emergency and know what actions to take.

The objectives of this incident command system are:

1. To provide a standardized plan for the El Nido School District to meet both moral and legal responsibilities to their students, staff, fellow citizens, the community, and the State and Federal governments in time of emergency.
2. To provide for consistent and effective action to minimize injuries and loss of life among students and staff in case of natural or accidental emergency situations.

This guide should be read and understood well in advance of any possible disaster, so that responses to various situations will be quick and effectual. It is hoped that this emergency plan will never have to be put in action, but if the use of this plan saves just one person from injury or death, it will have been worth the effort.

Management

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

Planning & Intelligence

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

Operations

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

Logistics

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

Finance & Administration

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

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action

Types of Emergencies & Specific Procedures

Aircraft Crash

This type of disaster would probably be similar to an explosion. The sound of the crash or the subsequent explosion may be the only warning for the type of an emergency. In the event this occurs, the following actions will be taken:

Principal

1. Determine which emergency action should be implemented and notify staff members.
2. Notify the fire department and the appropriate law enforcement agencies.
3. Make sure that all students and staff stay away from the aircraft or damaged structure.
4. Check and treat injured people.
5. Be aware and avoid chemicals, hazardous materials, fumes, and smoke in the area.
6. Stay clear of the area crash site and debris (50-65 feet).

Staff

1. Take immediate actions, as necessary, to ensure the safety of students.
2. Await further directions.

Note: law enforcement will notify the FAA.

Animal Disturbance

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

The administrator or designee will initiate appropriate actions, which may include lockdown or evacuation. Keep staff and students indoors.

Call 911 or Merced County Animal Control at (209) 385-7436.

Armed Assault on Campus

RUN and escape, if possible.

- *Getting away from the shooter or shooters is the top priority.
- *Leave your belongings behind and get away.
- *Help others escape, if possible, but leave regardless of whether others agree to follow.
- *Warn and prevent individuals from entering an area where the active shooter may be.
- *Call 911 when you are safe, and describe shooter, location, and weapons.

HIDE, if escape is not possible.

- *Get out of the shooter's view and stay very quiet.
- *Silence all electronic devices and make sure they won't vibrate.
- *Lock and block doors, close blinds, and turn off lights.
- *Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- *Try to communicate with police silently. Use a text message or social media to tag your location; put a sign in a window.
- *Stay in place until law enforcement gives you the all clear.
- *Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- *Commit to your actions and act as aggressively as possible against the shooter.
- *Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- *Be prepared to cause severe or lethal injury to the shooter.
- *Throw items and improvise weapons to distract and disarm the shooter.

AFTER

- *Keep hands visible and empty.
- *Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- *Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- *Officers will shout commands and may push individuals to the ground for their safety.
- *Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- *Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- *If the injured are in immediate danger, help get them to safety.
- *While you wait for first responder to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- *Turn wounded people onto their sides if they are unconscious and keep them warm.

Biological or Chemical Release

Poisoning

If a student ingests a poisonous substance:

- *Call 9-1-1
- *Poison Control Center Link Line 1-800-222-1222.
- *Take appropriate first aid measures.
- *Call parents
- *Notify the Office

Chemical Spill on Site: The following are guidelines for Chemical Spills

- *Evacuate the immediate area of personnel
- *Call 911 and report the incident
- *Turn off all HVAC units
- *Determine whether to initiate Shelter-In-Place Protocol
- *Secure the area (block points of entry)
- *Identify the chemical and follow the procedures for that particular chemical.
- *Notify the Office

Chemical Spill Off-Site Involving District Equipment/Property

- *Call 9-1-1
- *Report the emergency and then notify the Office with the following information:
 1. Date, time, and exact location of the release or threatened release
 2. Name and telephone number of person reporting
 3. Type of chemical involved and the estimated quantity
 4. Description of potential hazards presented by the spill
 5. Document time and date notification made
 6. Other emergency responders (Highway Patrol, CALTRANS, etc.)
 7. Locate a fire extinguisher and have present, should the need arise
 8. Place reflective triangles or traffic cones if in street or highway.
- *DO NOT LIGHT FLARES!
- *If spill response equipment is available use it to take the necessary measures to prevent the spill from spreading.

Reporting Chemical Spills

Once an emergency spill response has been completed, the person reporting the initial spill must complete a SPILL RESPONSE EVALUATION and submit it to the Superintendent WITHIN 24 HOURS OF THE SPILL.

Spill Clean Up

Chemical Spills may not be cleaned up by school personnel. Contact the Superintendent. The cleanup will be coordinated through a designated contractor. Hazardous Substances include, but are not limited to the following:

Gasoline

Lacquer Thinner
Solvents
Paint
Motor Oil
Agricultural Spray
Diesel Fuel
Paint Thinner
Kerosene
Stain
Anti-Freeze
Brake Fluid
Airborne Gases/Fumes

In case of hazardous substance spills, always call for assistance and:

1. Extinguish all ignition sources
2. Shut off main emergency switch to fuel pump, if appropriate
3. Move appropriate fire extinguishing equipment to area
4. If possible, contain the spill to prevent further contamination
5. Move people/personnel away or evacuate from contamination area

If the spill is too great to handle, contact the Superintendent.

Bomb Threat/ Threat Of violence

THE PERSON RECEIVING THE BOMB THREAT WILL:

- *Attempt to gain as much information as possible when the threat is received. Do not hang up on the caller.
- *Use the "bomb threat checklist" form as a guide to collect the information needed. Don't be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.
- *The most important information: When will the bomb explode and where is it located?
- *Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator of the threat received. Complete the "bomb threat checklist" form (attached).
- *Turn off cellular phones and/or walkie-talkie radios (radio waves could trigger a bomb).

BUILDING ADMINISTRATOR WILL (IF NECESSARY):

- * Call 911. Give the following information:
 1. Your name and call back phone number
 2. Exact street location with the nearest cross street
 3. Nature of incident
 4. Number and location of people involved and/or injured
- *Evacuate involved buildings using fire drill procedures.
- *Implement a systematic inspection of the facilities to determine if everyone is out and for the presence of suspicious objects. Fire Department or Police Officers may organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object. Site employees should be ready to assist as needed.
- *Maintain an open telephone line for communications.
- *Secure all exits to prevent re-entry to buildings during the search period.
- *Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.
- *Re-occupy buildings only when proper authorities give clearance.

Bus Disaster

Although every precaution is taken to avoid a bus accident in ENESD, accidents involving buses may occur in which students suffer minor injuries. If a minor bus accident occurs, these procedures will be followed:

Going to School Responsibilities

Principal

1. Immediately notify the school site to obtain nursing assistance on site upon notification by the driver.
2. If accident location is nearby, the Principal should respond to the scene.
3. Secure the names of all the students on the bus when it arrives at school, and direct them to a specific location.
4. With assistance from the school nurse, health clerk, or designated first aid person, determine whether there are any other injured students.
5. Contact the parents of any injured students to inform them of the nature and extent of the injuries.
6. Send notices home with all students on the bus: determine the incident, suggest that parents observe their children for any signs or symptoms of injury and obtain medical assistance if necessary.

Driver

1. Evaluate students for injuries.
2. Notify (via two-way radio) the Superintendent of the situation. The Office staff will notify CHP, paramedics if necessary, etc.
3. Continue transporting students to school when so authorized by CHP.

Going Home Responsibilities

Principal

1. Upon notification of the accident, notify parents of injured students, including the whereabouts of those taken by paramedics.
2. Notify school site if students are transported to the hospital.
3. The next day, send notices home with all students on the bus describing the incident and suggesting that parents observe their youngsters for any signs or symptoms of injury.

Driver

1. Follow the same procedures as those regarding accidents in route to school.

Disorderly Conduct

If student unrest or disruption persists, after a second warning and after a reasonable amount of time (not to exceed three minutes), notify student that he/she is subject to disciplinary action. Alert other appropriate school personnel about the incident. Identify why the disruption is occurring.

Incident Command Team

*Begin recording events as they occur.

*If necessary, notify law enforcement (Merced County Sheriff's Department)

*Clearly communicate to all students (via announcement or bullhorn), in the presence of adult witnesses, that students should either attend classes or move to a designated safe area.

*Inform students that they will be suspended or possibly arrested if they do not comply with instructions.

*Alert Incident Response Team member for media relations that the media may need to be set up.

*Do not release students from classes.

*If a student disruption persists, after a second warning and after a reasonable amount of time (not to exceed three minutes), request law enforcement to intervene.

*Notify parent or guardian of involved student.

*Secure detailed written statements from witnesses and involved staff.

*Take disciplinary action.

Earthquake

Signal -- Building and ground shaking.

1. Once shaking has stopped wait for verbal notification. If you do not hear a PA announcement to evacuate, and are in an unsafe classroom -- ceiling has collapsed, wires are crackling, broken glass is all over the floor -- have another teacher watch your students and find the safest evacuation route. You may only need to move your class to another room.
2. Alternate routes may be needed for classroom evacuation. Teachers look for hazards as they lead their classes. Utilize Hug-the-wall drill if aftershock occurs during evacuation.
3. Each teacher will account for their students before the teacher and students leave the classroom.
4. Each teacher will gather their students and make an orderly exit out of the classroom.
5. The teacher will take the emergency clipboard and roll book with them as they exit the classroom.
6. Fire Alarm to follow if building evacuation is needed.
7. Each class shall proceed to the pre-designated evacuation area three minutes after the bell and evacuation announcement has been made.

After the Earthquake

1. Render first aid, as necessary.
2. Assist physically handicapped or injured persons.
3. Take roll: account for all students and staff. Teachers will take classes to prearranged places on the playgrounds and will remain there until reentry to the buildings has been approved, or they are directed to take the children have been picked up by the parents or other authorized persons.
4. DO NOT LIGHT FIRES.
5. Custodians will check for utility leaks and notify their site administrator, who will call the utility companies, as necessary, in case of a leak or suspected leak.
6. Notify appropriate emergency agencies (911), and direct further action as required.
7. Students and staff should not re-enter buildings until authorities (i.e., a building inspector or structural engineer) declare them safe.

Explosion or Risk Of Explosion

The following steps should be taken in the event of an explosion, such as those by leaking gas or faulty boiler within a building:

1. The verbal command "duck, cover, and hold" is given. Teachers should instruct students to react in the same manner on their own to this type of catastrophe in case it occurs when the teacher is temporarily not present.
2. If the explosion occurs within the building, or threatens the building, the students and staff should immediately leave the building as soon as it is safe to do so.
3. The site administrator will sound the school site alarm or notify all personnel via telephone or other available means.
4. Move to an area of safety. Teachers shall maintain control of students.
5. Render first aid, as necessary.
6. Fight small fires, without endangering life.
7. Take roll to account for all students and staff.
8. Notify the Superintendent or designee.
9. Notify the utility companies of a leak or suspected leak,
10. Notify the Police and Fire Department (911) and direct further action as required.
11. Students and staff should not return until authorities. (i.e., Fire Department, Police, etc.) declare the area safe.

Fire in Surrounding Area

Upon notification of a dangerous situation near the school, several steps should be taken to protect the school population from the incident.

1. Obtain as much information about the incident as you can. Contact law enforcement for an overview of the incident.
2. Convene a meeting of the Incident Command Team to discuss the situation and/or recommendations from police or fire department.
3. Secure the building, if necessary.
4. Coordinate with team members and faculty to ensure all doors are secured and post lookouts inside the school who can alert you to approaching danger.
5. Notify the Superintendent.
6. Assign a member of Incident Command Team to monitor situation and provide updates as needed.
7. Prepare for possible lockdown or evacuation depending on the situations. Follow law enforcement or fire guidance.
8. If law enforcement or fire have not resolved the situation by dismissal times, plans will need to be made to alter or delay dismissal of students. Transportation should be contacted with information. Parents shall be contacted as necessary.
9. Informational letter for parents should be developed in conjunction with law enforcement or fire officials.

Fire on School Grounds

1. Sound the local fire alarm, if available, or notify all building occupants using intercom, telephone, public address system, or any other effective means.
2. Evacuate building(s) using the standard evacuation procedures following the evacuation map posted in each classroom. Close the classroom door, but do not lock it.
3. If it is a drill administration will announce over the PA that it is a drill.
4. Maintain control of staff and students at a safe distance from the fire, away from firefighting equipment. Instruct students and staff to face away from the building in the event of explosion.
5. Notify: FIRE DEPARTMENT 911
POLICE DEPARTMENT 911
SUPERINTENDENT 209-385-8420
MAINTENANCE 209-385-8420
6. Keep access roads open for emergency vehicles.
7. Take roll: account for all students and staff. Report any missing students.
8. Render first aid, as necessary, and await further instructions.
9. Students and staff should not return to the building until the Fire Department officials declare the area safe.

Flooding

The extent of the flood and the time available prior to its arrival will dictate the course of action to be taken. A sudden event that poses imminent danger may require an immediate response by the school site administrator; however, the district expects that civil authorities will provide progressive alerts as to the severity of the problem areas.

Given warning:

1. The superintendent will decide whether to evacuate one or more classrooms or the school.
2. The sheriff will notify the site administrator who must always be reachable by telephone during school hours for the duration of the emergency.
3. If there is any doubt as to the authenticity of the order to evacuate or return, call the sheriff for confirmation.

Response: Teachers in Classrooms

1. Once you have become aware of a flood danger, keep all students in the classroom.
2. Contact the office to report any students under your care who are not in the classroom.
3. While waiting for instructions to evacuate, enlist the aid of students to move books, records, supplies and other valuables that are stored close to the floor to

desktops or other safe places that are two or more feet above the floor.

4. If your room is being inundated by water, contact the office immediately for instructions.
5. Once ordered to evacuate, keep all students together, close the door after everyone is out.
6. Never attempt or direct others to attempt to walk or wade through fast moving water. Report the situation and wait for rescuers.
7. Your first responsibility is to supervise your class; but be prepared to help with other assignments as needed.

Response: Teachers Outside of Classroom

1. Do not attempt to return to a classroom if doing so requires walking or wading through fast-moving water.
2. Contact the office to inform them of your whereabouts and of those with you.
3. Once instructed to relocate, keep everyone together and close the door behind you.

Other Personnel

1. Maintenance workers should be the eyes and ears, checking in with the office to inform them of potential flooding hazards on campus.
2. Office personnel should monitor emergency weather channels and keep the principal informed.
3. Other classified staff and volunteers should assist certificated personnel.
4. The Superintendent will determine if and when emergency evacuation is necessary, arrange for transportation and a relocation area.
5. Notify parents of the situation and the plans for relocation.

Loss or Failure Of Utilities

IT IS THE DISTRICT'S INTENT THAT SCHOOLS WILL REMAIN OPEN DURING A POWER OUTAGE.

Once notified of a potential power outage, turn off PCs, monitors, printers, copiers, and lights that are not in use. If you cannot turn off the whole computer, turn off the monitor and the printer. Shut off lights in unoccupied rooms.

PREPARING FOR AN OUTAGE

1. Student emergency cards should be regularly updated.
2. Determine availability of portable lighting at site, i.e. flashlights & batteries.
3. Find out if, when power is lost, do emergency lights go on and do the "Exit" signs remain lit?
4. Keep hallways and pathways clear of obstructions.
5. Check the school's PG&E Block list to determine in which PG&E block the site is located.
6. Teachers should have alternative teaching plans to be used at STAGE 3 only.
7. Conduct a site survey for the classrooms and offices with no windows and prepare relocation plans.
8. Plan alternative communication methods that suit the site, such as radios, cell phones, and runners.
9. Have seasonal warm clothing and blankets available.
10. Use surge protectors for all computer equipment, major appliances, and electronic devices.
11. Have battery-powered smoke detectors as back-ups.

CONTACT MAINTENANCE & OPERATIONS IMMEDIATELY BY RADIO DURING A POWER OUTAGE.

1. Phones that require power from an electrical outlet will not work. Most district telephones also have a ____-minute standby capability.
2. Turn off PCs, monitors, printers, copiers, major appliances and lights.
3. Shut off lights in unoccupied rooms.
4. If an outage lasts more than 30 minutes, have designated Incident Command Team members walk through the campus and check on the status of individuals in each building.
5. Use a buddy system when going to the restrooms, or leaving the room for any reason.
6. Have flashlights & replacement batteries available for the restrooms and other locations with no windows.
7. DO NOT USE candles or gas lanterns.
8. Rolling outages should not last more than two hours, and, with some preparation, business can be conducted as close to normal as possible.
9. If a power outage is prolonged, the Superintendent will determine if further action is necessary.

Motor Vehicle Crash

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, see section "Biological or Chemical Release". If a crash results in a utility interruption, see section "Loss or Failure of Utilities".

Procedure

1. The Administrator will initiate appropriate Immediate response actions, which may include DROP, COVER and HOLD, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the assembly area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the assembly area to account for students. Teachers will notify the Administrator of missing students.
4. The Administrator will call "911" and provide the exact location (e.g., building, area) and nature of emergency.
5. The Incident Command Team will secure the crash area to prevent unauthorized access.
6. The Operations Officer will organize and direct fire suppression activities that do not put staff or students in harm's way until the Fire Department arrives.
7. The First Aid Team will check for injuries to provide appropriate first aid.
8. Any affected areas will not be reopened until the agency provides clearance and the Administrator issues authorization to do so.
9. The Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

Pandemic Flu

El Nido Elementary School staff and students are often in close contact, sharing the same space, supplies, and equipment for long periods of time. As a result, there is an increased risk that staff and students will spread flu and other illnesses to each other. Flu spreads mostly by droplets containing flu viruses traveling through the air (up to 6 feet) when a sick person coughs or sneezes. Less often, people might get flu by touching surfaces or objects with flu viruses on them and then touching their eyes, nose, or mouth.

A flu pandemic occurs when a new flu virus that is different from seasonal flu viruses emerges and spreads quickly between people, causing illness worldwide. Most people will lack immunity to the pandemic flu virus. Pandemic flu can be more severe, causing more deaths than seasonal flu. Because it is a new virus, a vaccine may not be available right away.

As part of its Comprehensive School Safety Plan, the district will regularly and frequently communicate with the Merced County Health Department for up-to-date information. In the case of emergency notification, the El Nido School Incident Response Team will perform its assigned duties.

When a vaccine is not available, Non-Pharmaceutical Interventions (NPI) are the best way to help slow the spread of flu. They include personal, community, and environmental actions. These actions are most effective when used together. NPIs also can provide protection against other infectious diseases in schools. To be proactive in protecting against the effects of pandemic flu, El Nido School will practice the following:

- Promote the daily practice of everyday preventive actions at all times.
[\[https://www.cdc.gov/flu/pdf/freeresources/updated/everyday_preventive_9-24.pdf\]](https://www.cdc.gov/flu/pdf/freeresources/updated/everyday_preventive_9-24.pdf)
1. Students and staff should stay home when they are sick.
 2. Cover coughs and sneezes with a tissue.
 3. Wash hands often with soap and water for at least 20 seconds
 4. Clean frequently touched surfaces and objects.
 - Provide flu-prevention supplies at school.
 - Plan for staff and student absences; and tracking those related to pandemic flu.
 - Identify separate space for sick staff or students who cannot leave school immediately.

- Reconfigure room seating or room assignments to increase space between people.
- The Incidence Response Team Communications Officer will provide timely and accurate information to students, staff, families, and community.

Absent direction from state or local officials, the Superintendent will make the determination if events will be cancelled, and if the school will be temporarily dismissed.

The Superintendent and Board will Develop a plan for continuing instruction and essential student services if the school is temporarily dismissed, including working with partners to make sure that meal, health, and social services continue.

Psychological Trauma

Crisis management at El Nido Elementary School specifies actions during and subsequent to any emergency that may have a psychological impact on students and staff.

Emergencies like those described in the Comprehensive Safety Plan usually produce one or more of the following conditions:

Temporary disruption of regular school functions and routines.

Significant interference with the ability of students and staff to focus on learning.

Physical and/or psychological injury to students and staff.

Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff. Contact the ENESD Superintendent at the District Office (209) 385-8420 for specific procedures relating to crisis management.

Procedure:

1. The Superintendent will activate the Psychological Trauma Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Psychological Trauma Team will assess the range of crisis intervention services needed during and following an emergency. The Team may determine the need for additional psychological support and will contact the Superintendent to request additional mental health support.
3. The Psychological Trauma Team will provide direct intervention services.
4. The Psychological Trauma Team will advise and assist the Superintendent to restore regular school functions as efficiently and as quickly as possible.
5. In performing their duties, the Psychological Trauma Team members will limit exposure to scenes of trauma.
6. The Psychological Trauma Team should isolate students demonstrating externalized behavior.
7. The Psychological Trauma Team will provide ongoing assessment of needs and follow-ups services as required for both student and staff.

Suspected Contamination of Food or Water

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by district staff or local agencies.

Indicators or contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The Administrator will isolate the suspected contaminated substance to prevent consumption and will restrict access to the area.
2. The Administrator will notify the district office, food services director, and district nurse. The Administrator will determine if it is necessary to call 911.
3. The Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The First Aid Team will assess the need for medical attention and provide first aid as appropriate.

5. The Administrator will maintain a log of affected students and staff and their symptoms, the food/beverage suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The Superintendent will determine necessary follow-up actions including the need to notify other potentially affected district facilities.
7. The Superintendent will confer with the County Department of Health Services before the resumption of normal operations.
8. The Administrator will notify parents of the incident, as appropriate.

Tactical Responses to Criminal Incidents

Any portion of this comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), will be developed by the Superintendent and Governing Board in accordance with Education Code 32281. In developing such strategies, the Superintendent shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

To help ensure the safety of students and staff, the details of the Tactical Response plan will be developed confidentially and not published in the sections of the Comprehensive School Safety Plan available to the public. [Ed. Code, § 32281(f)(1)]

Unlawful Demonstration or Walkout

When an advance warning of a planned protest is given, notify the faculty of the planned demonstration. An information letter to parents should be developed. Most groups will give advance warning of a planned protest. When the warning comes:

1. Identify a spokesperson for the group.
2. Obtain information on when, why, and how many.
3. Notify law enforcement and the Superintendent.
4. Notify faculty of the planned demonstration.
5. Develop an information letter to parents.
6. The Superintendent will issue any statements or establish contact with the demonstrating group.
7. Do not allow students to be interviewed by media or join in demonstration.
8. Assign Incident Command Team members to act as liaison with law enforcement, media, and possibly the demonstrating group.
9. Direct one staff member to handle all incoming calls.
10. Prepare to establish areas where demonstrations can set up without affecting the operation of the school.

Notify Transportation of demonstration and any possible impact buses may encounter arriving-to or departing from the school.

El Nido School Emergency Evacuation Route

8-7-6-5-4-3-2-1-k

