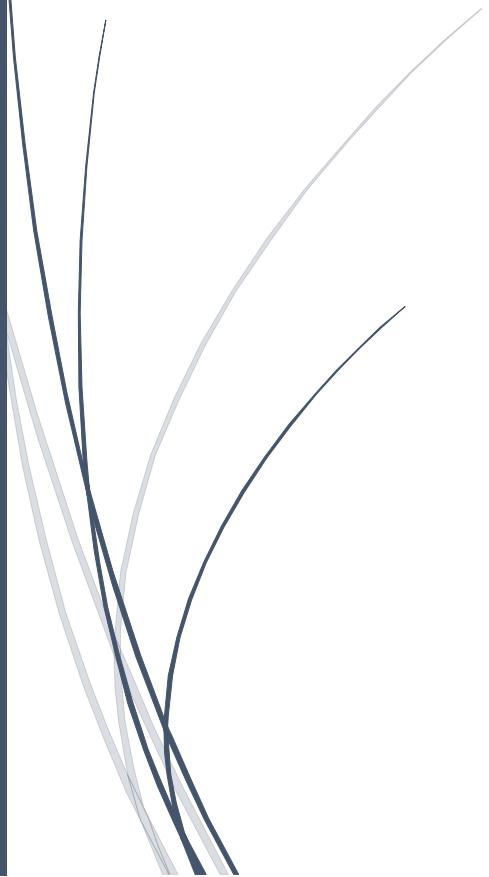




2016-2017

Lassen Union High School District

Comprehensive School Safety Plan
for Lassen High School and Lassen
Community Day School



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The Comprehensive School Safety Plan Overview

The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 to be reviewed and updated by March 1 annually. The School Site Council has delegated this responsibility to the School Safety Planning Committee. Once the Safety Planning Committee has revised the plan, it is sent to the district's governing board for adoption. Once adopted, the plan will be distributed to all employees.

This plan shall include information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety.

For additional information on school safety programs, policies, or procedures and how you may become involved locally, please contact Alexandria Shelton, Human Resource Manager for Lassen Union High School District at 530-251-1197.

Safety Planning Committee

The responsibilities of the development and upkeep of the Comprehensive School Safety Plan have been delegated to the Safety Planning Committee by the School Site Council. The current Safety Committee consists of the following members:

Bill McCabe – Lassen Union High School District Superintendent

James Moore – Susanville Fire Department

Dean Ross – Lassen Union High School District Supervisor of Maintenance & Operations

Robbin Pedrett – Lassen High School Principal

Joshua Blackburn – Lassen High School Assistant Principal

Dave Salas – Lassen High School Security, Classified Employee Representative

John King – City Of Susanville, Police Department

General Information, Mission & Vision Statement

Lassen Union High School District is made up of Lassen High School and the Lassen community Day School. These campuses, while housed separately are close enough in proximity to be covered under one School Safety Plan. Enrollment between both schools is currently at 805 students and we employ 92 staff members.

Mission Statement: Seeking the highest level of achievement and self-confidence in each student, we will provide four years of college and career awareness and instruction in a respectful and inviting environment, providing an array of academic and personal supports, and a wide variety of extra-curricular programs to value and engage each student.

Vision Statement: At Lassen High School we guide and inspire our students to be motivated, engaged, passionate and prepared critical thinkers that have ownership of their future.

Access to School Campus

Other than students and staff, no other individuals shall be permitted to be on school grounds during school hours unless they have been authorized, checked in and cleared by the Main High School Office. Individuals who fail to follow these procedures will be considered trespassers and may be cited by the School Resource Officer

In the event of a disaster, the Lassen High School facilities may be used as a temporary refuge for disaster victims, as per the agreement between LUHSD and the American Red Cross. For access to our facilities for disaster related situations, please contact our Superintendent at 530-251-1197.

Description of School Facilities

The campus of Lassen High School is adjacent to the Lassen Community Day School and is separated by one city street. Lassen High School is comprised of 8 separate buildings which include the following:

100 Building – Administrative Offices and Classrooms

200 Building – Student Center/Cafeteria

300 Building – Classrooms

400 Building – Small Gymnasium (Includes Women's locker rooms)

500 Building – Metal and Wood Shops, and Portable Ag Classrooms

600 Building – Portable Classrooms

700 Building – Classrooms

800 Building – Large Gymnasium (Includes Men's locker rooms)

At the high school, there are a total of 52 classrooms in use, 34 bathrooms and the interior campus is approximately 147,000 square feet.

The Lassen Community Day School is housed in one building, which includes 5 classrooms, 5 bathrooms, one lunch/recreation room and is approximately 12,500 square feet.

School Crime Status

Lassen Union High School District has partnered with the Susanville Police Department and has a School Resource Officer on campus during school hours. Below is a summary of on campus crimes committed between January 2 through June 1, 2017:

Traffic Warnings: 22	Weapon on Campus Citation: 6
Traffic Citations: 3	On Campus Safety Citation: 1
Traffic Accidents: 5	Trespassing: 7
Drug/Tobacco Warning: 7	Ambulance Responses: 6
Drug/Tobacco Citation: 8	Fights: 10
Drug Furnishing: 4	Misc. Safety: 18
Drug Use/Sales Investigations: 15	Truancy Home checks: 19
Student Search: 17	Suicide/Mental Health: 4
CDS Assistance: 19	Runaway Reports: 3

Evaluation of 2015-2016 Action Plans/Goals

After analyzing data, resources and desired areas of change, Lassen Union High School District determined that the following priorities for action were necessary to create a safe, secure campus and a positive learning environment.

Goal #1 – Install a fence along the outside perimeter of the Lassen High School Campus.

Although this goal was identified as the most immediate need to ensure the safety of our students, at the board meeting held on April 28, 2016, the motion to approve this project failed due to lack of a second motion.

Goal #2 – Modify the fire alarm system, so that each building may be alarmed individually, rather than activating the whole campus.

Last school year, there was much discussion at the Board level regarding the installation of the fence around the campus. At the board meeting held on April 28, 2016, the motion to approve this project dies due to lack of a second.

Goal #3 – Provide each classroom an emergency preparedness kit.

Thanks to the generous help and contributions from the Lassen County Public Health Department, this goal has been accomplished and each classroom is supplied with an emergency preparedness kit that includes, water, toilet with privacy screen, toilet paper, emergency blankets and granola bars.

2016-2017 Safety Needs Assessment Goals

A safety needs assessment was completed on September 13, 2016 by the Risk Control Services department of the Northern California Schools Insurance Group. The Safety Planning Committee reviewed this needs assessment in October of 2016. Below are the goals that have been identified for the 2016-2017 school year, as well as a summary of the steps that will be taken to accomplish each.

Goal #1 – Increase the lighting in the parking lots

The lighting in the parking lots are dim, with sparse lighting fixtures and needs to be updated. The Supervisor of Maintenance and Operations will begin looking into rebates and grants funds that may be provided by the Lassen Municipal Utility District.

Update 2/14/2017: Two new exterior lights have been installed in the front parking lot. One new light has been installed in the back parking lot and Lassen Municipal Utility District has begun to replace all of the street lights along Main Street with LED lights to brighten the area. Two new lights have also been installed in the bus yard area.

Goal #2 – Establish a regular and consistent emergency preparedness training for all staff, which includes the installation of campus maps. Evaluate progress on a quarterly basis.

Update 2/14/2017: This year we changed the emergency notification system in accordance with the Susanville Fire Chief. Each building is now on an individual fire alarm system. The evacuation location has been changed and is now located in the Student Center. Lassen High School staff has conducted two fire drills and one soft lock down drill. Nurses have been trained on the creation and maintenance of an

emergency medical binder for students with medical needs. As for the campus maps, the woodshop teacher is building two maps to be installed at the north end of campus, near the gazebo and another at the southeast side of the 100 building between the 100 building and the large gym. These campus maps will assist emergency responders in navigating to emergencies.

Goal #3 – Add two pull stations to the fire alarm system in the small gym and connect the large gym to all 600 classrooms.

Update 4/6/2017: Tri-Signal is preparing an estimate on connecting the remaining 600 buildings. The Network Coordinator pointed out that existing conduit is available to expedite the process.

Maintenance & Operations Supervisor will follow-up with the company regarding the status of the estimate.

School Safety Practices, Policies and Procedures

The following sections outline policies and procedures which have been adopted by Lassen Union High School District in an effort to ensure the safety of our students. A full list of Lassen Union High School District's policies that have been adopted by the Board of Trustees may be found on our website, or at www.lassenhigh.org

Child Abuse Reporting Procedures (BP 5141.4)

Whenever a “reasonable suspicion” of child abuse arises, please follow the following steps to report the incident. Please note that reporting the suspected abuse to another employee/supervisor does not relieve you of your responsibility to complete the both of following steps:

- STEP 1 – A telephone report must be made immediately or as soon as possible. The telephone report may be made to the Child Protective Services, or law enforcement agency in your jurisdiction.

Child Protective Services (530) 251-8277 - 720 Richmond Rd, Susanville, CA 96130

Lassen County Sheriff's Department (530-251-5245

Susanville Police Department (530) 257-2171

- STEP 2 – Send a written report within 36 hours to Child Protective Services. The written report shall include the name of the person making the report, the name of the child, the present location of the child, the nature and extent of the injury, and any other information including information that led to the suspicion of child abuse. For further information on this topic, please see the Human Resources Manager. To view the full policy on this topic, please visit our website.

Release of Minor to a Peace Officer (Ed. Code 48906)

When a principal or other school official releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165.6 of the Penal Code, or pursuant to Section 305 of the Welfare and Institutions Code. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor's parent or

guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at a subsequent detention hearing.

[**Notification of Dangerous Pupils to Teachers**](#)

The district shall inform the principal/teachers annually of students who were engaged in, or reasonably suspected to have engaged in, for the previous three school years, any of the acts described in:

- Education Code 48900 subdivision [except subdivision (h)]
- Education Code 48900.2 (sexual harassment)
- Education Code 48900.3 (hate violence)
- Education Code 48900.4 (harassment of school/district personnel or pupil; threats/intimidation)
- Education Code 48900.7 (terrorist threat) The principal/teacher shall keep this information in confidence and must not further disseminate.

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

In order to do this, Aeries has incorporated a notification system into their program, visible to teaching staff through the Teacher Portal. All students who have committed one of the above offenses are flagged with a red "SSA" code. If you hover over this code, you will be given a date of the most recent infraction. Additionally, in the Assertive Discipline screen, the violations above are noted by an asterisk following the violation code. For example, in the code "14-*Burglary", the asterisk signifies that the student has committed a dangerous offense. For more information on this topic, please contact the Technology department.

[**School Discipline \(BP 5144, 5144.1\)**](#)

A student is accountable for his or her behavior. It is important to note that repeated violations of school and district policies or state laws will result in increased consequences. Suspensions and expulsions will be handled according the LUHSD Discipline Matrix and in accordance with Education Code. All other offenses will be handled according to California State Education Code, LUHSD School Board policy and California State law. The consequences listed in the Discipline Matrix are a guide for most situations. The administration may use professional discretion except in cases that call for mandatory expulsion. Students may be suspended on the first offence of any violation of Ed Code 48900, A-R. Any student who is suspended is subject to the "Five Day" rule. Once a student completes his/her suspension, they shall continue to be ineligible from all LHS activities, extra-curricular/co-curricular until the end of the fifth school day following the return to school. To review a complete copy of the LUHSD Discipline Matrix, please contact the high school main office. To view the full policy on this topic, please visit our website.

[Nondiscrimination, Harassment and Bullying Prevention \(BP 5145.3, 0410\)](#)

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. To view the full policy on this topic, please visit our website.

[Sexual Harassment \(BP 4119.11, 4219.11, 4319.11, 5145.7\)](#)

Sexual harassment may include any unwanted physical contact, verbal comments or written statements that would be offensive to others as judged by a reasonable person. Sexual harassment is considered severe and has a negative impact on the victim's academic performance or creates an intimidating, hostile, or offensive education environment. Any student that believes that they have been sexually harassed should report the incident promptly. The report may be made verbally or in writing to any staff member who will then report the incident to the principal or designee. Confidentiality will be preserved consistent with applicable district policy and state law. To view the full policy on this topic, please visit our website.

[Gang Related Apparel \(BP 5132\)](#)

The district has adopted a policy prohibiting the wearing of gang-related apparel. Violations of this policy will be handled according to the LUHSD Discipline Matrix, under "dress code violation". To review a complete copy of the LUHSD Discipline Matrix, please contact the high school main office. To view the full policy on this topic, please visit our website.

[Complaints \(1312.1, 1312.2, 1312.3, 1312.4\)](#)

All complaints received by LUHSD shall be handled in accordance with the respective complaint policy that has been adopted by the Board of Trustees. To view each complaint policy in its entirety, please visit our website.

[Emergency & Disaster Procedures](#)

The following sections outline the emergency and disaster plans and procedures that have been developed by the Lassen Union High School Safety Planning Committee.

[Automated External Defibrillators \(AED's\)](#)

An automated external defibrillator is a lightweight, battery-operated, portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm in the case of

sudden cardiac arrest. There are several of these devices around campus that you may use in the case of an emergency. Classified employees are provided training on how to use these devices every other year, however, if you would like to schedule a training, please contact Human Resources to schedule. For a map of AED locations around campus, please see page 15.

Evacuation Protocol

There are many situations that may require buildings to be evacuated. When evacuating your classroom/office:

- Gather your class roster, gradebook and leave your classroom door unlocked.
- Stand at the doorway, checking students/staff for injuries as they exit. If you are in an area with students present, staff should be the last to exit.
- Before leaving your room, conduct a sweep to ensure that everyone has exited. All buildings should evacuate to the fence line between the baseball and football fields. Each classroom will find its numbered location on the fence and will line up accordingly.
- Once at the fence line, check for injured or missing students and notify Administration and Security if necessary.

Administration & Security Responsibilities – Once an evacuation has started, security and administration will sweep each building, then proceed to take the class roster binders, direct students and staff to the assembly area, while avoiding any visible hazards. Inform students to remain with their class in order to identify any missing students. Check in with teachers and staff to identify injured or missing students and inform emergency responders.

For students needing regular medication, the school nurse shall be responsible for maintaining a confidential binder which includes each student's medical information. Once the nurse evacuates to the location, she will begin to check the welfare of each individual student and will notify the teacher if that student needs to be seen by emergency responders.

Special education teachers, counselors and behavior specialists will need to notify Administration of particular concerns regarding individual students and their individual disability. When a teacher is aware of a disability, they will then assign that student to pair with a peer for assistance in evacuating.

Earthquake

Keep calm and remain where you are. Even a mild tremor can create a hazardous situation. Assess the situation, then act. Most injuries or deaths are the direct cause of falling or flying debris. The following procedures should be followed regardless of the magnitude of the earthquake.

If Indoors:

- At the first sign of shaking, teachers/staff should give the DROP, COVER and HOLD command. Everyone should get under a desk or table. Stay away from file cabinets and other tall or heavy objects.
- Get as far away from the windows as possible.
- Drop to your knees, back towards the window with knees together, clasping one hand around the back of your neck to protect it. Wrap other arm around the table or chair leg that you are underneath.
- Bury your face in your arms, protecting your head.

- Close eyes tightly and stay in place until the earthquake is over.

If Outdoors:

- Staff should direct students away from buildings, trees, poles and wires.
- Everyone should cover as much skin surface as possible.
- Do not run!

Once the shaking has stopped, anticipate aftershocks. School Administration will initiate the Evacuation Protocol, using the prescribed routes to the assembly areas. Remain in the assembly areas until your building has been cleared to return to.

Maintenance & Security Responsibilities: After the earthquake is over and the buildings have been evacuated, Maintenance and Security personnel should begin to conduct inspections of each building, including an inspections of utilities. Once each building has passed inspection, students and staff shall be notified to return to the area.

For students with disabilities: Once an evacuation has started, take the class roster binders, direct students and staff to the assembly area, while avoiding any visible hazards. Inform students to remain with their class in order to identify any missing students. Check in with teachers and staff to identify injured or missing students and inform emergency responders.

For students needing regular medication, the school nurse shall be responsible for maintaining a confidential binder which includes each student's medical information. Once the nurse evacuates to the location, she will begin to check the welfare of each individual student and will notify the teacher if that student needs to be seen by emergency responders.

Special education teachers, counselors and behavior specialists will need to notify Administration of particular concerns regarding individual students and their individual disability. When a teacher is aware of a disability, they will then assign that student to pair with a peer for assistance in evacuating.

The following date have been designated for Earthquake drills district wide: Friday, March 24, 2017 and Wednesday, April 19, 2017.

Shelter-In-Place

In the event of a critical incident where hazardous materials may have been released into the atmosphere, a decision to shelter-in-place may be the preferred method of safely waiting out the situation. To shelter-in-place, follow these procedures:

- Close and seal all windows and doors.
- Close off and seal any ventilation areas.
- Stay as far away from the sealed doors, windows and ventilation areas as possible.
- Do not allow anyone to leave the room.
- Wait for an "all clear" announcement.

Maintenance Responsibilities: Turn off all fan, heating and air conditioning units.

[Soft-lock Down](#)

In the event of an incident where it may be unsafe to go outdoors, a soft-lock down may be called. A soft-lock down will be announced over the PA. Do not allow any students to come in or go out of your room. Close all windows and blinds, if possible and lock your doors. Using the colored email system below, notify Administration of your class status. Continue with regular instruction until the soft-lock down has been cancelled via an announcement. PLEASE NOTE THAT ONLY A SOFT-LOCK DOWN MAY BE CANCELLED VIA ANNOUNCEMENTS. A HARD-LOCK DOWN SHOULD NOT BE CANCELLED UNTIL AN EMERGENCY RESPONDER COMES TO YOUR ROOM AND CLEARS YOU.

[Email Color System](#)

Address your email to the Superintendent, Principal and Assistant Principal. In the subject line, use the appropriate color below.

Green – A subject line titled “Green” will notify Administrators that all of your students are present and accounted for and you have begun procedures for a soft-lock down. No additional information should be included in this email.

Yellow – A subject line titled “Yellow” will notify Administrators that all of your students are present and accounted for, plus you have additional students with you, who are not assigned to your classroom. This email should include the name of each extra student.

Red – A subject line titled “Red” will notify Administrators that you are missing students or are in need of medical attention. This email should include the names of any students you are missing or the nature of the medical help that is needed.

[Fire/Explosions](#)

In the case of a fire, teachers and staff should only use a fire extinguisher to extinguish the fire if it is safe to do so. Otherwise, follow the emergency protocol listed below:

If able to evacuate:

- If the alarm in your building is not going off, listen for an announcement from the Main Office to enter into a soft lockdown and take roll. Notify Administration of any missing students using the Color Email System.
- If the alarm in your building is going off, instruct students to stay low and evacuate the building using the evacuation protocol, while steering staff/students AWAY from the effected buildings. Leave doors closed and unlocked and take a current roster. All buildings are to evacuate to the Student Center.
- Once you are in the Student Center, take roll and notify Administration of any missing students.
- Remain in the Student Center until emergency responders have given permission to return to the buildings.
- If you are able, assist the injured until emergency responders are on scene.

If unable to evacuate:

- Close as many doors as possible.
- Stuff cracks and openings with wet cloth and avoid fanning flames.
- Lay on the floor to avoid breathing in smoke or fumes.

- Communicate your location to the Main Office with the reason you were unable to evacuate.

Maintenance & Security Responsibilities: After the emergency responders have cleared the area. Maintenance and Security personnel should conduct inspections of utilities. Once each building has passed inspection, students and staff shall be notified to return to the area.

For students with disabilities: Once an evacuation has started, take the class roster binders, direct students and staff to the assembly area, while avoiding any visible hazards. Inform students to remain with their class in order to identify any missing students. Check in with teachers and staff to identify injured or missing students and inform emergency responders.

For students needing regular medication, the school nurse shall be responsible for maintaining a confidential binder which includes each student's medical information. Once the nurse evacuates to the location, she will begin to check the welfare of each individual student and will notify the teacher if that student needs to be seen by emergency responders.

Special education teachers, counselors and behavior specialists will need to notify Administration of particular concerns regarding individual students and their individual disability. When a teacher is aware of a disability, they will then assign that student to pair with a peer for assistance in evacuating.

Hard Lockdown

There may be an emergency situation in which evacuating the buildings may actually put students and staff in harm's way. If the situation dictates that it is best for students and staff to remain indoors, a Hard Lockdown will be called. A Hard Lockdown will be a verbal command. If a fire alarm is sounding, but you are given a verbal Hard Lockdown command, the verbal command should override the fire alarm and the following procedures should be immediately implemented:

- Move all staff/students indoors or into the nearest room as quickly and safely as possible.
- Close and lock all doors, turn off lights and move away from windows.
- If possible send a Color Email to Attendance and the Assistant Principal.
- Duck and cover.
- DO NOT open the doors for any reason.
- Send a color coded email to the Superintendent, Principal and Assistant Principal.
- Listen for any announcement on the PA or All Call systems.
- Keep all radio communication to a minimum.
- Keep staff/students calm and quiet. DO NOT allow students out of the room until administration or emergency responders physically come to your classroom to clear you. **DO NOT RESPOND TO "ALL CLEARS" VIA THE INTERCOM DURING A HARD LOCKDOWN.**

For student with disabilities: Once an evacuation has started, take the class roster binders, direct students and staff to the assembly area, while avoiding any visible hazards. Inform students to remain with their class in order to identify any missing students. Check in with teachers and staff to identify injured or missing students and inform emergency responders.

For students needing regular medication, the school nurse shall be responsible for maintaining a confidential binder which includes each student's medical information. Once the nurse evacuates to the location, she will begin to check the welfare of each individual student and will notify the teacher if that student needs to be seen by emergency responders.

Special education teachers, counselors and behavior specialists will need to notify Administration of particular concerns regarding individual students and their individual disability. When a teacher is aware of a disability, they will then assign that student to pair with a peer for assistance in evacuating.

Bomb Threats

If you receive a call in which you are informed of a bomb threat, keep the caller on the line as long as possible and try to gather the following information. If possible, have another person notify 911 as well as school administration and have an additional person listen to the call.

- Ask the caller to repeat the message.
- When will the bomb explode?
- Where is the bomb located?
- What type of bomb is it?
- What does it look like?
- Why did you place the bomb?
- What time was this call received?
- Can you determine the age and sex of the caller?
- Was there an identifiable speech pattern or accent?
- What was the callers emotional state?
- Were there any background noises?

Teachers – Before evacuating, assess your classroom for any potential threat or suspicious packages. Do not touch the item, but be sure to report it right away.

Administration & Security Responsibilities – Upon receiving notice of a bomb threat, begin evacuation from the danger zone. Identify any potential witnesses. Once emergency responders have arrived, report to them for further direction.

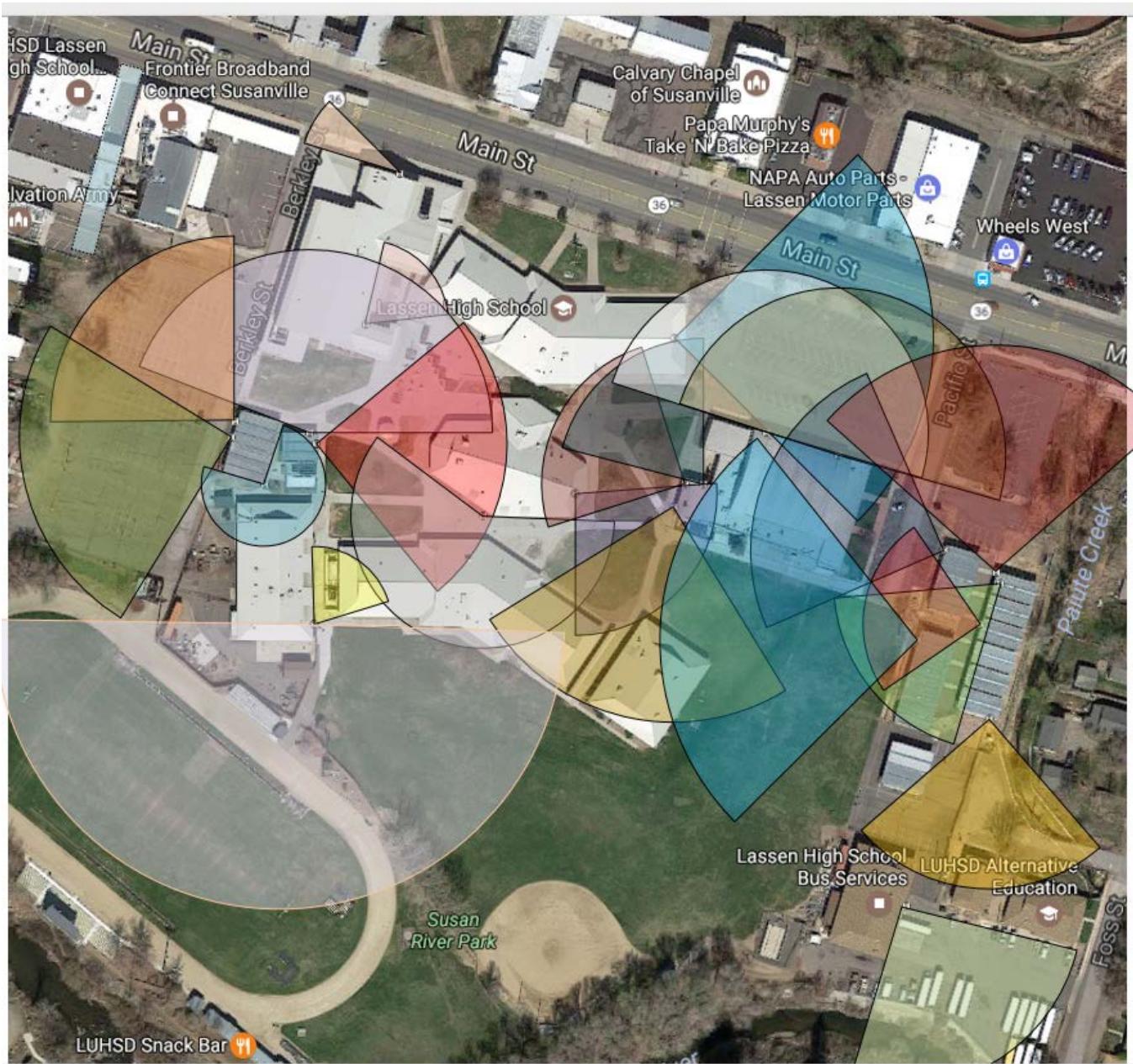
Suspicious Package

If you observe or receive a suspicious letter, envelope or package, do not further handle the object. Immediately clear the area and notify Administration, Security or 911. Be prepared to describe the object and the situation in which you came in contact with it.

Plan Compliance and Adoption

The responsibility of the Comprehensive Safety Plan was delegated to the Safety Planning Committee by the School Site Council. This plan was reviewed and revised by the Safety Planning Committee on May 30, 2017. It was presented to and adopted by the Board of Trustees on June 13, 2017.

Video Camera Coverage



AED Locations

