**KJUHSD**

**Emergency Procedures Guide**

**Comprehensive School Safety Plan**

**2020/2021**

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# **RESPONSE TO ANY EMERGENCY**

\_\_\_ Notify the principal and 911, if necessary. The principal or designee notifies the superintendent.

\_\_\_ Notify the school Emergency Response Team.

\_\_\_ Seal off high-risk area(s).

\_\_\_ Take charge of the area(s) until the incident is contained, or relieved by Administration .

\_\_\_ Preserve evidence. Keep detailed notes of the incident.

\_\_\_ Refer media to the official school or district spokesperson Don Shoemaker at # 897-7721 or 897-5156

\_\_\_ Notify the Post-Incident Response Team, if necessary.

# **GENERAL STAFF RESPONSIBILITIES FOR ALL EMERGENCIES**

|  |
| --- |
| **Principal or Designee**  |
| \_\_ Verify information. \_\_ Call 911, if necessary. \_\_ Seal off high-risk area(s). \_\_ Activate the Alertus system\_\_ Notify students and staff. Note: depending on the emergency,  students may be notified by teachers.\_\_ Update staff through email if necessary. \_\_ Evacuate students and staff, if necessary. \_\_ Keep detailed notes of the incident.  | \_\_ Convene Emergency Response  Team and implement emergency response procedures. \_\_ Refer media to official spokesperson(s). \_\_ Implement post-incident procedures as necessary.  |
| **Teachers**  |
| \_\_ Verify information. \_\_ Lock classroom doors unless evacuation orders are issued. \_\_ Check email for updates\_\_ Warn students, if advised. \_\_ Account for all students.  | \_\_ Stay with students during an evacuation. Take class roster. \_\_ Refer media to official spokesperson(s). \_\_ Keep detailed notes of the incident. \_\_ If on conference period, contact  Administration/office |

# **PUBLIC INFORMATION**

**\*\* All staff must refer all media to official spokesperson \*\***

\_\_\_ School district assumes responsibility for issuing public statements during an emergency.

\_\_\_ Superintendent serves as official spokesperson unless another individual is designated. Alternate spokespersons should be identified in advance.

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Work #** |
| Spokesperson | Don Shoemaker | 897-7721 |
| Alternate #1 | Ryan Phelan (KHS)Ryan Walterman (KAEC) | 897-5156 ext 2001897-3880ext 2401 |
| Alternate #2 | Thom Sembritzki | 897-5156 ext 2003 |
| Alternate #3 | Cindy Schreiner | 897-7721ext 2302 |

# **WARNING AND NOTIFICATION**

**\*\* Call 911 if necessary. Assess life and safety issues first! \*\***

\_\_\_ Inform principal or designee.

\_\_\_ Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, activate Alertus Notification System.

|  |  |
| --- | --- |
| **Emergency** | **Actions** |
| Fire | Evacuation |
| Threat | Lockdown |
| Misc. (earthquake, intruder, chemical) | Shelter in place |
| All Clear | Return to normal |

# **EVACUATION / RELOCATION**

\_\_\_ Call 911, if necessary.

\_\_\_ Principal determines if students and staff should be evacuated outside of school buildings(s), or to relocation centers. Emergency Response Team member Don Shoemaker coordinates transportation if students are evacuated to relocation center. Transportation coordinator is to be contacted by the Emergency Response Team member and informed that an evacuation is taking place.

\_\_\_ Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.

\_\_\_ Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.

\_\_\_ Place evacuation sign outside door (e.g., 8 ½ x 11 paper with words “Room Evacuated” in large, legible letters).

**Teachers:**

\_\_\_ Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous.

\_\_\_ Take class roster.

\_\_\_ Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.

\_\_\_ Place evacuation sign outside the door (e.g., 8 ½ x 11 paper with words “Room Evacuated” in large, legible letters)

\_\_\_ When outside building, account for all students. Inform principal/administrator immediately if students are missing.

\_\_\_ If students are evacuated to a relocation center, stay with your class. Take roll again when you arrive at the relocation center.

\_\_\_ If on conference period, evacuate to designated area and contact administration to provide support.

**Relocation Centers:**

Each school should have a primary center close by, and a secondary relocation center further away in the event of a community-wide emergency.

\_\_\_ Primary: Kingsburg High School Bowl

\_\_\_ Secondary: Kingsburg Memorial Park

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# **LOCK-DOWN PROCEDURES**

Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building(s).

\_\_\_ Principal or designee will activate the Alertus Notification system. The system will announce a direct order to lock-down over the campus wide speakers, send an email informing all KHS staff of the lock-down, send a text message to all phone contacts registered in the system and alert police and fire departments.

\_\_\_ Direct all students, staff, and visitors into classrooms or office.

\_\_\_ Lock classroom doors.

\_\_\_ Teachers email principal or designee if any student is not accounted for.

\_\_\_ Cover windows of classrooms, including the window in the door.

\_\_\_ Move all persons away from windows and doors.

\_\_\_ Allow no one outside of the classroom until the principal gives an all-clear signal or emergency personnel direct you to open the door.

\_\_\_ If on conference period and it is safe to leave your room, report to the office to provide additional support.

\_\_\_ Any students off campus during a lockdown will stay at their school site or off campus for safety. KHS Admin or Office staff will have keys to access safe zone.

# **SHELTER IN PLACE PROCEDURES**

Shelter in place provides refuge for students, staff, and the public within the school building(s) during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on the type of emergency:

\_\_\_ Identify safe area(s) in each school building.

\_\_\_ Activate Alertus.

\_\_\_ Close all exterior doors and windows.

\_\_\_ Check email for updates

\_\_\_ All persons must remain in safe areas until notified by the principal or emergency responders.

\_\_\_ Teachers take class roster. Teachers should account for all students after arriving in a safe area.

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# **FIRE**

In the event that a fire, smoke from a fire, or a gas odor has been detected:

\_\_\_ Pull the fire alarm.

\_\_\_Alertus system will activate.

\_\_\_ Evacuate students and staff to a safe distance outside of the building.

\_\_\_ Follow the normal fire drill routine. If normal route(s) are too dangerous, follow alternate route.

\_\_\_ Teachers should take a class roster and account for all students. Roll must be taken before and after evacuation.

\_\_\_ Principal, notifies authorities, and superintendent. Principal and / or superintendent must report an incident to the fire marshal.

\_\_\_ After consulting with superintendent, principal may move students and staff to primary relocation center KHS Football Bowl, if building is damaged or the weather is inclement.

\_\_\_ No one should re-enter the building(s) until declared safe by fire service personnel.

\_\_\_ Alertus notifies students and staff of termination of emergency and resumption of normal operations.

# **BOMB THREAT**

On receiving a message that a bomb has been planted in the school:

\_\_\_ Use bomb threat checklist.

\_\_\_ Ask where the bomb is located, when bomb will go off, what materials are in the bomb, who is calling, and why is caller doing this.

\_\_\_ Listen closely to caller’s voice, speech patterns, and for background noises.

\_\_\_ **Leave your phone off the hook. Do not hang up after caller hangs up.**

\_\_\_ Notify principal or designee.

\_\_\_ Principal or designee determines course of action, lock-down, evacuation, or shelter in place, then initiates Alertus Notification system.

\_\_\_ Principal or designee calls 911 (police) and superintendent.

\_\_\_ Principal and superintendent must report incident to fire marshal. If lock-down is ordered, use procedure in the lock-down section of this checklist. If evacuation is ordered, follow these procedures.

\_\_\_ Principal or designee will reassess the situation and will able to initiate the Alertus Notification system in order to communicate and execute a proper course of action.

\_\_\_ Use standard fire drill procedures to evacuate school building(s) unless evacuating into the reported bomb location.

\_\_\_ Direct students to leave their belongings.

\_\_\_ Students and staff must be evacuated to a safe distance away from the school.

\_\_\_ After consulting with the superintendent, the principal may move students to a primary relocation center, KHS Football Bowl, if the weather is inclement or the building is damaged.

\_\_\_ Teachers should take roll of students before and after evacuation.

\_\_\_ No one should re-enter the building(s) until declared to be safe by fire or police personnel.

\_\_\_ Alertus notifies staff and students when emergency is terminated. Resume normal operations.

# **INTRUDER/HOSTAGE**

**Intruder: “An unauthorized person who enters school property.”**

\_\_\_ Notify administration office (MUST SPEAK TO A PERSON).

\_\_\_ Ask another staff member to accompany you before approaching the intruder.

\_\_\_ Politely greet intruder and identify yourself.

\_\_\_ Ask the intruder the purpose of his/her visit.

\_\_\_ Inform intruder that all visitors must register at the main office.

\_\_\_ If purpose is not legitimate, ask intruder to leave.

\_\_\_ Accompany intruder to the exit.

**If intruder refuses to leave**:

\_\_\_ Warn of the consequences for staying on school property. Inform intruder that police will be called.

\_\_\_ Notify security or police and principal if intruder refuses to leave. Provide full description of intruder.

\_\_\_ Trail the intruder and maintain visual contact if he/she indicates potential for violence (be aware of actions, location, weapons, or packages, etc.)

\_\_\_ Principal notifies superintendent and may issue lock-down procedures.

**Hostage situation**:

\_\_\_ If hostage taker is unaware of your presence, do not intervene.

\_\_\_ Call 911 immediately. Provide details of situation, ask for assistance.

\_\_\_ Notify principal; principal notifies superintendent and other administrators.

\_\_\_ Initiate lockdown procedure using Alertus Notification system.

\_\_\_ Administration team seals off area near hostage, creates and secures perimeter.

\_\_\_Give control of scene to police and hostage negotiation team.

\_\_\_ Keep detailed notes of events and actions.

**If taken hostage:**

\_\_\_ Follow instructions of hostage taker.

\_\_\_ Try to keep calm. Calm students if they are present.

\_\_\_ Treat the hostage taker as normally as possible.

\_\_\_ Be respectful to hostage taker.

\_\_\_ Ask permission to speak; do not argue or make suggestions.

# **UTILITY FAILURE**

**Gas Line Break**

\_\_\_ Call 911.

\_\_\_ Notify Principal/designee.

\_\_\_ Open windows.

\_\_\_ If directed, follow evacuation procedures.

\_\_\_ Do not re-enter building until utility officials say it is safe.

**Electric Power Failure**

\_\_\_ Calm students.

\_\_\_ Stay in classroom until evacuation notification.

\_\_\_ If there is danger of fire, evacuate the building by evacuation procedures.

\_\_\_ If a short is suspected, turn off all electronic devices in room, and notify custodian.

**Water Line Break**

\_\_\_ Notify Principal/designee and custodian.

\_\_\_ Relocate articles that may be damaged by water.

\_\_\_ Relocate students to designated safe area.

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# **HAZARDOUS MATERIALS / CHEMICAL SPILLS**

**Incident in School**

\_\_ Call 911.

\_\_ Notify administration.

\_\_ Seal off area of leak/spill.

\_\_ Take charge of area until fire or hazmat personnel contain the incident.

\_\_ Fire official in charge will recommend sheltering or evacuation actions.

\_\_ Principal or designee will initiate Alertus Notification system.

\_\_ Follow plans and procedures for sheltering or evacuation.

\_\_ Notify parents if students are evacuated

\_\_ Resume normal operations after consulting with fire or hazmat officials.

**Incident near School Property**

\_\_ Fire, police, or hazmat personnel will notify superintendent.

\_\_ Superintendent will notify principal.

\_\_ Fire officer in charge of scene will recommend sheltering or evacuation actions.

\_\_ Principal or designee will initiate Alertus Notification system.

\_\_ Follow plans and procedures for sheltering or evacuation.

\_\_ Notify parents if students are evacuated.

\_\_ Resume normal operations after consulting with fire or hazmat officials.

# **EARTHQUAKE**

**During an Earthquake:**

\_\_\_ Stay calm. First and foremost, having an emergency plan will help you and your students remain calm.

\_\_\_ Stay put. If you are indoors, stay there. If outdoors, stay there.

\_\_\_ Take cover. If indoors, do a “drop and cover” under a desk, table, or bench, or stand alongside an inside wall, in an archway, doorway that does not have a door, or corner. Avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls until the shaking stops.

\_\_\_ If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in “drop and cover” positions.

\_\_\_ Do not be surprised if the electricity goes out, or if fire alarms and sprinklers go on.

**After an Earthquake:**

\_\_\_ Keep students safe and relaxed. Carefully evaluate the situation.

\_\_\_ Use caution when moving students and staff to a safe area(s).

\_\_\_ Make sure everyone is alright. Take class rosters and account for all students.

\_\_\_ Do not move the seriously injured unless they are still in danger. Administer first aid, if necessary.

\_\_\_ Wear sturdy shoes in areas near fallen obstacles and broken glass.

\_\_\_ Check natural gas, water, and electrical lines for damage.

\_\_\_ Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is not natural gas leaking.

\_\_\_ Do not touch electrical power lines or broken electrical equipment.

\_\_\_ Be prepared for aftershocks.

**MEDIA PROCEDURES**

**All staff must refer media to district spokesperson.**

**School District assumes responsibility for issuing public statements during an emergency.**

* *Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.*

# **CHECKLIST FOR SUICIDE**

**If a student or staff suicide takes place:**

* **Assemble the Crisis Management Team (CMT)**
	+ (CMT) is made up of:  Site and district leadership teams, school psychologist, grief counselors, SAP counselor, local authorities,etc.
* **Develop a Plan for communication with Students, Staff and Community**
* **Communicate meeting date and time through Aeries Communication, email and or phone tree for staff**
* **Staff gathering to discuss plan in place for support of both students/staff**
* **Provide support for students and staff as long as necessary**
* **Provide references for suicide prevention and warning signs**

**ESSENTIAL QUESTIONS:**

1. Which Students are affected?
2. Who is the victims “circle of friends”?
3. Is there a possibility of contagion or imminent recurrence?
4. Who are the staff members being affected? What classes was the student enrolled in?
5. What activities are available to help start the grieving process?
6. What activities will help bring closure for students and staff?
7. Has the family been contacted regarding concerns and or services moving forward?

For Further support, contact:

**Comprehensive Youth Services of Fresno**

Dedicated to providing a full range of prevention

3795 E. Shields Ave, Fresno, CA 93726

(559) 229-3561

[www.cysfresno.org](http://www.cysfresno.org)

**1-800-273-Talk (8255)**

**National Suicide Prevention Lifeline**

A 24 hour, toll-free crisis hotline that links callers to a nearby crisis center

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

 **For more information about suicide and mental illness:**

**American Association of Suicidology**

A resource and education organization dedicated to the understanding and prevention of suicide.

[www.suicidology.org](http://www.suicidology.org) or call (202) 237-2280

**American Foundation for Suicide Prevention**

Dedicated to advancing the public’s knowledge of suicide and its prevention.

[www.afsp.org](http://www.afsp.org) or call 1-888-333AFSP

**American Psychiatric Association**

A national professional organization of psychiatrists.

[www.psych.org](http://www.psych.org) or call (703) 907-7300

# **CHILD ABUSE REPORTING**

1. When facts are brought forth to a school employee's attention that suggest there is a reasonable suspicion that child abuse is suspected, the following should occur:
* Employee shall file child abuse report with a child protective services agency in accordance with California State Law, as soon as possible – by telephone and then through written report within 24 hours. Please see district office for the correct form.
* Once the report is processes with CPS, it will be kept on file at district office.
* Cooperate with authoritative agency and/or representative conducting investigation as needed after report is filed
* Mandated Reporters shall not be impeded in filing a Child Abuse Report in a timely manner by any school employee
* Mandated Reporter shall not conduct their own investigation or contact the perpetrator under any circumstances once abuse is suspected and/or a report is filed
* Mandated Reporters shall not be retaliated against for reporting a suspected child abuse case
1. Witnesses and/or recipients of information about suspected child abuse that involves a district employee as the alleged perpetrator, shall do the following:
* Employee shall file child abuse report with a child protective services agency in accordance with California State Law, as soon as possible – by telephone and then through written report within 24 hours. Please see district office for the correct forms.
* Notify Superintendent/District Office of the report. Once report is processes with CPS, it will be kept on file at district office
* Superintendent and/or authoritative agency will consult administration about administrative action that should be taken.
1. All district employees shall have received the following training on an annual basis:
* Child Abuse Video at [www.getsafetytrained.com](http://www.getsafetytrained.com)
* Complete Quiz after watching video on child abuse
* Print out completion certificate and turn in copy to district office
1. Any Child Protective Services (CPS) report that is filed by a faculty member involving KJUHSD, the report shall be filed with the District Office

# **CAMPUS** **SAFETY**

Kingsburg Joint Union High School District is committed to providing a safe campus for all students, faculty, parents, community members, and visitors who come on to campus.

CAMPUS SAFETY EMERGENCY

Anyone who witnesses and/or hears anything that is an emergency may report to KJUHSD staff about the incident. KJUHSD will investigate all incidents brought to the school's attention in a timely manner, notify the proper authorities and initiate Alertus Notification system when needed in an emergency. KJUHSD works closely with local law enforcement on any criminal matters that fall under the KJUHSD jurisdiction.

KJUHSD Alertus Notification system

Than alert notification system is designed to initiate emergency procedures as needed by the district. Utilizing P.A. system, email, text messaging, and alert beacons.

SAFETY CAMERAS

Safety Cameras are utilized as a tool by Kingsburg Joint Union School District. Safety Cameras are in place to deter and combat illegal or unsafe activity. They are also used in investigations as needed by school administrators.

K-9 DOGS

Kingsburg Joint Union High School District contracts with Proactive K-9 Dogs throughout the year to search classrooms, bathrooms, parking lots, athletic facilities, and anywhere on campus that is under the jurisdiction of Kingsburg Joint Unified School District. The K-9 Dogs are trained to detect illegal substances including but not limited to: drugs, alcohol, firecrackers, and prescription pills.

SPRIGEO

Kingsburg Joint Union High School District utilizes Sprigeo.com as a means to report any of the following, but not limited to: Illegal Activity, Bullying, Harassment, Safety Issues, mental health, unauthorized people on campus, etc.

Sprigeo is an anonymous reporting website where students, staff, parents, and/or community members can report activity related to Kingsburg Joint Unified School District and the report will directly go to Administration for further investigation.

STUDENT PICK UP

A student can only be picked up by their parent/guardian or a person listed on their Student Emergency Form. The adult picking up the student must also present a valid identification card.

CAMPUS SUPERVISOR

Patrol and monitor Kingsburg High School to maintain order and security. Assure student compliance with school and District policies and regulations. Perform set duties with patience, tact, and good judgment and within established guidelines. Identify campus violations and inappropriate behavior.

SCHOOL RESOURCE OFFICER

School resource officers (**SROs**) is a Kingsburg police officers who works in elementary, middle and high schools. They are responsible for working with school administrators, security staff and faculty on developing comprehensive safety plans to ensure schools are safe places for students to learn.