

Monrovia Unified School District

Plymouth Elementary
1300 Boley Street
Monrovia, CA 91016

Comprehensive Safe School Plan

EC32280 et seq
(revised 02/15)

PLYMOUTH ELEMENTARY SCHOOL

February 2015 – June 2016

Monrovia Unified School District is committed to devoting its energy, resources and support to provide a challenging, supportive, safe, orderly and positive learning environment by working actively and cooperatively as students, staff, parents and community.

The Seven – Step Planning Process:

1. Identify Safe School Planning Committee.
2. Create Your School Vision Where Students are safe to learn.
3. Gather and Analyze Data.
4. Identify Areas of Desired Change; Set Major Goals for Both Safe School Components.
5. Select and Implement Strategies for Both Safe School Components.
6. Communicate Plan to Stakeholders.
7. Evaluate and Assess School's Progress.

Safe School Plan Guidelines

- Each MUSD school is expected to develop a Comprehensive Safe School Plan that includes a focus on high expectations of performance and behavior in all aspects of the school experience.
- Comprehensive Safe School Plans should include a sequence of strategies and activities appropriate for all students, with a focus that is preventative in nature and supports the development of students' assets. The plan should deal with such critical issues as truancy; racial conflict; bullying; gang activities on campus; violent behaviors; weapon possession; substance abuse; natural disasters; and crisis response.
- The plan should incorporate extra-curricular and co-curricular activities that meet individual student needs to belong and to be respected and appreciated.
- The plan should include procedures for accommodating children and youth with disabilities.

Comprehensive Safe School Plan

(Required Components)

I. Planning Committee:

Narrative or list providing names and titles of the planning committee members (in cooperation with law enforcement, community leaders, parents, pupils, administrators) or other parties interested in the prevention of campus crime and violence. (EC 35294)

Suzanne Heck - Principal

Cecilia Vega-Office Manager

Susana Reveles - Teacher

Rocio Ramos - Health Clerk

(Head Custodian/ Unfilled) - Safety Team/Head Custodian

School Site Counsel, 2014 - 2015

II. School's Safety Mission Statement:

At Plymouth Elementary School the staff and school community are devoted to learning for all students. We are dedicated to developing the unique potential of each student in a safe, respectful learning environment. We believe that through creating and maintaining an environment that is nurturing, positive, and focused all students will be successful. We believe in challenging all students to gain an understanding of core academic standards. We are devoted to employing and maintaining highly qualified staff. In using a teamwork philosophy, our mission is to prepare students for their future; to be academically, socially, and emotionally ready to grow and become vital, contributing citizens of a culturally diverse world.

III. Narrative Explanation:

- **Data sources reviewed by committee**
 - 2014 – 2015 Single Plan for Schools
 - Parent Survey 2013 - 2014
 - Staff Survey 2014

- **Conclusions the committee drew from the data**

- *Generally speaking, most stakeholders feel that Plymouth School is safe.*
- *Staff and Parent Surveys were similar regarding a positive, safe campus.*

IV. Narrative Summary:

- **Areas of pride and strength. (List by Component 1 and 2)**

People and Programs:

- **Effective teacher planning**
- **Teacher collaboration and planning time monthly**
- **Highly experienced teaching staff**
- **Commitment to Plymouth by PTA, parents and other Plymouth stakeholders**
- **3rd year of ELA Curriculum**
- **ELD Instruction Daily (45 mins. Daily)**
- **Behavioral goals and expectations are in place through the use Positive Behavior Intervention and Support plan (PBIS)**
- **Community Service Activities for student council (Unity Center Canned Food Drive)**
- **Books and Blankets – Building community through literacy**
- **Achieve and Believe Celebrations tri-annually (ABC)**

Places:

- **Classrooms and grounds are pleasant places to meet and learn.**
- **The campus is safe and secure from criminal activity because we lock all gates and monitor visitor activity.**
- **There are limited places to loiter on campus.**
- **Students are provided with current textbooks and materials.**
- **There are a variety of sports facilities and equipment available.**
- **We have a comprehensive library and full service computer lab.**
- **We have up-to-date emergency supplies in classrooms and emergency bins**
- **Plymouth Garden is run by Village Healthy Behaviors Grant and Options. They are creating gardening beds for harvesting fruits and vegetables**

Areas school wishes to change. (List by Component 1 and 2)

People and Programs:

- Create a that promotes “Healthy Cafeteria Committee ”
- More volunteers
- Improve our Watch DOGS program
- We wish to train all staff on bullying prevention

Places:

- We wish to maintain clean and safe restrooms.
- We wish that all parents would come through front of school to enter our campus, not through other entrances like the cafeteria.
- We wish to have adequate drainage on site (street run-off ends up on the playground at school)
- Analysis of how data, needs and perceptions about the school’s safety determined the goals. (EC 35294.2)
 - When we looked at the staff and parent data we saw where we needed to make changes and these became our goals.
- Stated goals for the school year that address each of the two safe school components for “a safe and orderly environment conducive to learning at school.” (EC 35294.2)

Component 1: People and Programs

Goal: _____ Our school is a positive place where each student is valued and supported in a safe learning environment.

Component 2: Places

Goal: _____ Our school is clean, organized, and has proper safety equipment.

V. Narrative, graph, timeline diagram or list that includes:

- Objectives to meet each goal

People and Program: Objectives (2-3):

1. We need all staff trained in CPR/First Aide trained. Recertification will occur in 2015.
2. We will have all staff trained in anti-bullying strategies.

Places: Objectives (2-3):

1. We will have safe and clean restrooms for both students and staff.

2. We will have adequate drainage on site.

3. We will have adequate and up-to-date emergency supplies in classrooms and emergency bin. (Completed – Jan. 2013)

- **Persons responsible: (Names/Titles)**

- Mrs. Suzanne Heck / Principal
- Mrs. Rocio Ramos/ Health Clerk
- Mrs. Loretta Whitson/ Director of Healthy Start
- Mr. Frank Cedillo/ Head Custodian
- Mr. Mark Reed/Evening Custodian
- Mrs. Desiree Harbaugh/ Plymouth PTA President
- Ms. Susana Reveles/ Safety Team Member

- **Activities that will be undertaken to complete objectives**

- CPR/First Aide training ***(Spring/ 2015)***
- Anti-bullying training ***(Met in Fall 2014)***
- Restroom checks/cleaning three times each day. ***(Met)***
- Speak with district and city about drainage issues ***(Not met)***
- Work with PTA and staff on ensuring adequate and up-to-date emergency supplies in classrooms and emergency bin. ***(Completed)***

- **Evaluation: When and how this year's goals will be evaluated for success**

"Appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include ... "[the policies and procedures listed in EC 35294.2 (a) (2)] Policies may be referenced rather than attached.

- The safety team will meet monthly to review progress toward goals.
- At the beginning of 2012-13, our safety team evaluated the progress of each of our goals, objectives, and related activities.

VI. Timelines for meeting goals and completing activities:

- *Anti-bullying training by Oct. 2014*
- *All restrooms on campus will be safe and clean on a daily basis. The safety team will discuss monthly the progress toward this goal.*

VII. Description of method: Communicating the plan to the public and copy to be kept on file for public access. (EC 35294.2 [a] and 35294.8[b])

- This plan will be shared during School Site Council meetings.
- A flyer will be sent home informing the school community where they can read plan (Plymouth Office).
- This plan will also be shared with all staff members at staff meetings.

VIII. Description of Evaluation Plan: “The Comprehensive Safe School Plan shall be evaluated and amended, as needed, by the school safety planning committee no less than once a year ...” (EC35294.2 [e])

IX. Narrative summary: Evaluation results school has seen from year to year.

- Each year we target specific goals and we have made progress toward our goals each year.

X. Understanding of Requirements:

1. Review annual plan with all staff.
2. Have School Site Council approve plan prior to submission.
3. Plan must be reviewed and updated annually by March 1st.
4. Each school will report on the status of its school safety plan (including a description of the plan’s key elements) in the annual school accountability report card. (EC 33126 et seq. and 35256 et seq.)

Site Administrator Signature

Date

Plymouth Elementary School

1300 Boley Street
Monrovia, CA 91016
(626) 471-2480

DISASTER PREPAREDNESS PLAN

The goal of Plymouth's Disaster Preparedness Plan is to insure speedy and effective action to minimize injuries and potential loss of life among students and staff in the event of an emergency or disaster.

The Disaster Preparedness Plan has been separated into sections based on the nature of the disaster or emergency.

SECTION 1 LOCKDOWN PROCEDURES
(CRIMINAL DISTURBANCE or
CIVIL UNREST)

RED

SECTION 2 BOMB THREAT

RED

SECTION 3 CHEMICAL OR HAZARDOUS
MATERIAL INCIDENT

RED

SECTION 4 EXPLOSION/AIRCRAFT CRASH or
SIMILAR INCIDENT

GREEN

SECTION 5 FIRE

GREEN

SECTION 6 EARTHQUAKE OR NATURAL DISASTER
BELL SIGNALS

GREEN

RED

Principal will come on the intercom and say, "We are locking down the school. This is a LOCKDOWN." **Stay in rooms and lock doors.**

GREEN

Three short intermittent bells (fire alarm). **Evacuate rooms immediately.**

SECTION 1

LOCKDOWN PROCEDURES

(CRIMINAL DISTURBANCE OR CIVIL UNREST)

RED

Plymouth Elementary School requires that all visitors to campus check in through the office. The lockdown procedures are designed to isolate the students and staff from unwelcome visitors and violence in order to reduce/eliminate injury.

PROCEDURES

1. Any and all threatening disturbances should be reported to the administration immediately. The principal will notify the police department and the superintendent's office of the threat. If the disturbance poses an immediate danger, the principal will call for the staff to initiate the LOCKDOWN PROCEDURES * **Signal for lockdown... "We are locking down the school. This is a LOCKDOWN."**
2. Upon hearing the call for a LOCKDOWN, all students and staff will enter the nearest classroom as quickly as possible. If students are in the restroom or other room, they are to remain there until the lockdown is complete.
3. Immediately after students have entered the nearest room (no more than 10 seconds), teachers will secure and LOCK all doors and windows in their rooms.
4. Teachers will take roll on the students in their room and keep all students/staff inside regardless of the bell schedule or signals from outside.
5. Teachers/staff members are instructed to NOT open doors or windows for any reason, regardless of who is attempting entry into the room.
6. If the situation is violent (sound of firearms/explosions), instruct the students to move to the center of the room and lie face down.

7. The principal or the police department will signal the ALL CLEAR, ending the lockdown procedures. Teachers should not open doors or windows prior to the ALL CLEAR signal.

SECTION 2

BOMB THREAT

RED

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT. IMMEDIATELY CALL 911 and NOTIFY THE ADMINISTRATION.**

PROCEDURES

1. If a bomb threat is called to the school, make every attempt to keep the caller on the phone as long as possible to gain information. Try to determine the gender and age of the caller. Try to have the caller tell you the exact location of the bomb and the time of threatened detonation.
2. **DO NOT USE RADIOS, CELL PHONES, or PAGERS.** These devices could trigger detonation. Turn off all electronic communication devices.
3. Notify the administration, who will notify the Superintendent and local law enforcement.
4. If the location of the suspicious object is not known, **STUDENTS WILL REMAIN IN THE CLASSROOMS under a LOCKDOWN.** Teachers should lock all doors and windows and move the students to the center of the room. If possible have the students cover themselves under a sturdy object.
5. The principal, in conjunction with law enforcement, will make the decision to evacuate the buildings. To evacuate, the alarm will sound and students will follow the evacuation routes to their designated staging areas.
6. Students and staff will return to the buildings only after they have been cleared by law enforcement and the principal has authorized the reoccupation.

SECTION 3

CHEMICAL OR HAZARDOUS MATERIAL

RED

In the event of a chemical, hazardous materials, or biological attack it is highly unlikely that the harmful materials will be detectable by sight, smell, or taste. The principal will notify classrooms and staff in the event of such an emergency.

PROCEDURES

1. If a hazardous material incident, a chemical materials incident, or a biological weapons incident occurs, **STAY INDOORS**. Do not attempt to evacuate the buildings.
2. **SHUT ALL DOORS, WINDOWS, AND TURN OFF ALL FANS, HEATERS, AND AIR CONDITIONERS**. If available, use duct tape or similar objects to seal of the seams of doors and windows.
3. Remain in the sealed rooms and follow all instructions given by the principal and/or the police/fire departments until the emergency is over.
4. If a person gets a hazardous material on them react as follows:
 - A powder substance- Brush off
 - A liquid substance- Wash off with water

SECTION 4

EXPLOSION, AIRCRAFT CRASH or SIMILAR INCIDENT

GREEN

In the event of an explosion or crash, the blast will be the initial signal of the emergency. If early warning is available, the principal will notify the classrooms.

PROCEDURES

1. If possible, **DUCK AND COVER** under a desk, table or other sturdy object. Move away from windows, doors, cabinets, and shelves.
2. Following an explosion or crash, notify 911.
3. The fire alarm bell will sound, and students and staff will evacuate the buildings. Teachers will escort their students to the designated staging areas and take attendance. Teachers should report to the administration any attendance discrepancies.
4. Do not reenter the buildings or classrooms until authorized by the principal and/or the fire departments.

SECTION 5

FIRE

GREEN

Each classroom and facility on campus has a functioning fire extinguisher and a manual pull switch to activate the fire alarm. In addition, evacuation routes are clearly posted by the exits of each room and in the hallways. In the event of a fire, follow the procedures below.

PROCEDURES

1. In the event of a fire or smoke, **CALL 911 IMMEDIATELY**. Give specific information to the fire department, including the name and address of the school, your name, and location of the fire.
2. Utilize the manual pull station located in each room to activate the buildings fire alarm system.
3. When the fire alarm sounds, follow the posted evacuation routes and evacuate the buildings. If heavy smoke is present, crawl or stay near the floor for breathable air. Teachers shall **BRING THEIR EMERGENCY FOLDERS (complete with student list(s))**. Students should leave their books and belongings in the classrooms.
4. On the way out of classrooms, students should walk quickly in a straight, quiet line.
5. Teachers will escort their classes and assemble the students in the designated staging areas. Take roll and report any attendance discrepancies by submitting the **EMERGENCY REPORT FORM** to the command center (located at the disaster bin).

6. Follow the directions of the Fire Department. Do not reenter any building until the Fire Department or principal has authorized the entry.

SECTION 6

EARTHQUAKE

GREEN

In the event of an earthquake, the first signal of the emergency will be the ground shaking. If you are indoors, **DUCK, COVER, and HOLD** under a desk, table or other sturdy object. Move away from windows and shelves. Stay under cover until the shaking has stopped. If you are outdoors, move away from buildings, power lines, utility poles, and automobiles.

1. Be familiar with the general evacuation procedures and your duties in the event of an earthquake. All staff's primary responsibility is towards the safety and security of students.
2. In the event of an earthquake, wait until the shaking has stopped, then evacuate all buildings via established routes, if possible. If bells are in working order, the fire bell will be used to signal when to evacuate. **TEACHERS MUST TAKE THEIR EMERGENCY BACKPACKS AND FOLDERS WITH THEM.**
3. Attach a mark on the door as appropriate:

Giant X: All clear. Everyone is outside the room.
Blank: Injured or dead inside.
4. Teachers will escort their classes and assemble the students in the designated staging areas. Have students sit on the grass. Take student roll and report any attendance discrepancies by submitting the **EMERGENCY REPORT FORM** to the command center (located at the earthquake bin). Attach a "Disaster Release" form on each child in the event of a real emergency.

5. If you have a specific duty, turn your class over to your “buddy teacher” and report to the command center for assignment.
6. Follow the directions of the Fire Department. Do not reenter any building until the Fire Department or principal has authorized the entry.

LOSS OF UTILITIES

Indicate specific plan on how the school will respond to loss of utilities.

WATER: What plan and resources will the school use if water service is interrupted?
(Plan should include alternative water source for drinking water, fire suppression, food services, and toilets.)

- Toilet – Every classroom has a “Bucket Buddy” which is a 5 Gallon bucket with toilet seat. There is a tarp included to provide privacy.
- Drinking water – Our emergency bin has enough clean water for the school. It is replaced and treated every other year.
- Food services – Our emergency bin has “Emergency Nutrition Bars” which contain the need nutrition for a full day in one bar.
- Fire suppression – Our trees and brush are cut back annual (at a minimum) to prevent fire danger. Every room is equipped with a fire extinguisher which is checked annual (Summer).

ELECTRICITY: What plan and resources will the school use if electrical service is interrupted? (Plan should provide alternative electrical source for ventilation and emergency lighting.)

- Ventilation – All classrooms have two doors which can be propped open to provide ventilation.
- Electric lights – All classrooms have a “backpack” with emergency supplies including a flashlight with back up batteries provided by PTA.

NATURAL GAS: What plan and resources will the school use if natural gas service is interrupted?

- Food service – 1) Use perishable food items from the refrigerator and freezer first 2) Use items from the pantry 3) A retired barbeque with propane tank is in the emergency bin if cooking is needed during an emergency.
- Other

NEW SECTION

SECTION 8

ANIMAL DISTURBANCE

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

Procedure

1. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.
2. Animal related calls for service should be made to the Monrovia Police Department at (626) 256-8000 anytime, day or night. If there is an immediate threat to life, the school administrator will call "911" and the School Youth Officer, (626) 255-6667.
3. Animal Control/Police Officers are trained to deal with dogs, cats, possums, raccoons, birds, snakes, rats, mice, squirrels, deer, and bears. However, wildlife indigenous to the foothills of Monrovia are the responsibility of California Fish and Game. Animal Control Officers may be called to assist with these types of animal related calls, and liaison with Fish and Game officials who have jurisdiction over these matters. If advised by local animal control/police, call the Department of Fish and Game, (888) 334-2258 and provide the location of the animal and nature of emergency.
4. If a staff member or student is injured, the school nurse, the parent, and Student Medical Services will be notified.
5. The school administrator will only initiate an off-site evacuation if warranted by changes in conditions at the school.

EMERGENCY CONTACTS

Monrovia Emergency Contact Numbers

American Red Cross - Public Information	626-799-0841
Animal Services	888-452-7381
Building Inspection	626-932-5527
Fire Station	626-256-8181
Electric Company (SCE)	800-611-1911
Gas Company	800-427-2200
Police Youth Officer (cell phone)	626 255-6667
Police	626-256-8000
Road Closures (Cal-Trans)	800-427-7623
Tree Service hotline	626-932-5575
Water & Sewer - Emergency	626-256-8088
Water & Sewer (Plymouth)	800-999-4033
Wires down hotline	626-256-8000

[Note: Jill has each site’s account number for their respective utilities to add to this section. That information will need to be removed prior to public posting]

Medical

Nearest Hospital	Methodist Hospital	(626) 574-3456
Nearest Medical Clinic	Regal Medical Clinic	(626) 446 - 8492

Please place the following documents after this page:

- Monrovia Police Department (MPD) Guidelines
- Staff Phone Tree
- Radio Contact Guidelines
- Radio Contact List

Monrovia Unified School District

RADIO GUIDELINES

Emergency Drill or District Issue

Always follow the script (on your radio/phone) when you receive a call starting:

" Suzanne / Plymouth, this is District Command Post. Come in please, over."

Contact is over when DCP says "over and out".

Message/Information Only (not an emergency)

1. Your phone will beep
2. Caller will wait for your call back (not more than 15-20 seconds)
3. Caller will give message/information
4. If #2 does not occur, caller will say, "Suzanne / Plymouth, come in please", 1-2 times
5. If still no contact, caller will call the next site contact

This procedure will be followed until contact is made and message/information given.

Emergency Script

District Command Post Initiates contact.

DCP: Suzanne / Plymouth this is District Command Post. **OVER.**

Site: District Command Post, this is Plymouth / Suzanne / 8a.m.

Our status is – *clear; under control; or need help!* (Tell your needs). **OVER.**

DCP: (Responds to your needs). **OVER AND OUT.**