

Keiller Leadership Academy
School Safety Plan
2017-2018

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Keiller Leadership Academy School Safety Plan 2017-2018

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Criterion 1.

Assessing the Current Status of School Crime:

A. Assessing the Current Status of School Crime:

Keiller Leadership Academy (KLA) opened as a non-profit, independent charter school on July 1, 2005. The school's board of directors made the decision to purchase the minimal amount of services from San Diego Unified School Police services for KLA. These services provided for School Police response, as needed. The school has experienced a significant decrease in the number of calls made to School Police over previous years. Because the school's reform efforts included changing the culture of one of "chaos" to one of an academy of learning, students are responding and behaving in ways that better support their own learning. During 2005-06, KLA hired a "Security Officer" -- an unarmed, private citizen to monitor the campus. In October of 2006, the position was eliminated due to lack of need. However, during 2014-2015 school year, KLA hired a "Security Officer."

B. Site Response to School Crime Data:

Our school population is made up of culturally diverse families who come from low socioeconomic status. Approximately 44 % of our students are English Language Learners. With our site budget we provide two full-time counselors and a behavior specialist. We also employ a part-time nurse. The counseling program consists of behavior intervention and preventative discipline. At KLA we focus on building self-esteem and social skills through individual and group counseling, anger management strategies, and a school wide social responsibility program called "Character Counts." In secondary, the students use the Situational Leadership Curriculum. In addition, the grade level counselors keep parents informed of safety issues.

Criterion 2. Child Abuse reporting Procedures consistent with P.C. 11164 Et. Seq. Reference Administrative Procedure No. 6370.

A. All teachers, instructional aides, teacher's assistance, classified employees, administrative officers, supervisors of child welfare and attendance, certified students, personnel employees, day care center administrators, licensed day care workers, physicians, psychiatrists, psychologists, dentists, and licensed nurses are required to report suspected child abuse.

B. A known or suspected instance of child abuse must be reported by telephone, immediately or as soon as practically possible, to one of the child protective agencies. Following the telephoned report, a written report shall be sent within 24 hours of receiving the information concerning the incident.

1. Child Abuse Team; San Diego Police (619) 531-2260

2. Integrated Child Protected Services: Department of Social Services (858) 560-2191 (24 hour response number)

C. Person observing evidence of suspected child abuse will inform Principal/Vice Principal, or District Counselor. All staff receive a memo from administration annually (copy in attachments section) of regulations. Although not required, it is strongly suggested that employees inform the principal of the incident. Students and parents shall be aware that students also may report instance of child abuse on themselves or others to their teachers, counselors, or the principals.

Criterion 3. Disaster Response Procedures

Reference Emergency Procedure 28, 85, 95 and Introduction of Emergency Procedure pages 2.1 to 2.3, Emergency Checklist, and Section 3 of Emergency Procedure.

- A. The site disaster plan has been developed to provide for the safety of students, staff, building, equipment, and supplies. It includes the organization of staff to meet an emergency, a system of warnings, instruction and preparation of students, and appropriate drills. Also included are a list of radio and master key assignments, and the operation instructions for emergency equipment and their locations. Refer to Emergency Preparedness Disaster/Emergency Policies and Procedures starting on page 13.
- B. No False Drills – In the event of a “false alarm,” all staff members and students will evacuate the building and complete an orderly and safe evacuation of the classrooms and buildings. Staff and students will remain on the blacktop until an “all clear” is given.
- C. Lockdown Procedures: Campus administrators may be required to lock down the school facility when a dangerous person is on or near the school site or a dangerous circumstance occurs on or near the site. A lock down may be ordered by a principal or designee, members of School Police Services, members of the San Diego Police Department, or any other public safety agency.

School Signal for Lockdown:

In the event of a lockdown:

- 1. A long, uninterrupted bell, or the administrative/security team will personally alert each staff member in the classrooms.
- 2. Staff will lock all doors leading into the classrooms, including any interior doors that connect with other rooms and close all window covers.
- 3. Only if necessary will staff instruct all students to take the duck-and-cover position under their desks.

If staff/students are outside their classrooms

- 1. Staff will direct all students to the nearest schoolroom as soon as possible.
- 2. Staff members inside classrooms that face open fields, blacktop, etc. will remain near their doors to allow staff and students left outside to enter.
- 3. Lock and secure doors.

All clear: Verbal instructions will be given over the “ALL CALL” system, the telephone system, or administrative/security team will go from room to room giving the all clear. Code word is: “Cougar.”

Criterion 4. Policies Related to Suspension, Expulsion, or Mandatory Expulsion and Other School-Designated Serious Acts which would lead to Suspension or Expulsion.

Reference Administrative Procedures 6290, 6295, and “Report on Suspension.” District Form 22-R 2220, revised August 26, 1997.

- A. Suspension is defined as removal of a student from ongoing instruction for adjustment purposes and calling attention to the seriousness of his/her behavior as provided in Administrative Procedure 6290.
- B. Expulsion is defined as removal of a student from the immediate supervision and control or general supervision, or school personnel as provided in Ed. Code 46300 and Administrative Procedure 6295.
- C. The Executive Director, Assistant Director, or designee may suspend a student from school for a maximum of five consecutive school days for any single cause listed on the district’s suspension form including:
 - 1. Assault/Battery
 - 2. Weapons
 - 3. Alcohol/Intoxicants/Controlled Substances
 - 4. Substances in Lieu of Alcohol/ Intoxicants/Controlled Substances
 - 5. Robbery/Extortion
 - 6. Property Damage
 - 7. Theft
 - 8. Tobacco/Nicotine Products
 - 9. Obscenity
 - 10. Drug Paraphernalia
 - 11. Disruption/Defiance
 - 12. Sexual Harassment
 - 13. Hate Violence(Grades 4-12)
 - 14. Witness Intimidation
 - 15. Harassment(Grades 4-12)

Before expelling a student for any of the reasons “Starred” on the “Report of Suspension,” the Executive Director or Director’s designee shall immediately notify School Police Services, who shall initiate an investigation, and/or notify the San Diego Police Department, of any assault or possession of a firearm (as defined in Penal Code Section 240). The Executive Director or Assistant Director should detain the student at school, when feasible and without physical force, until a school police officer obtains a statement from the student.

- D. The Executive Director or designee shall recommend an investigation and possible expulsion for any of the following acts, unless the Executive Director or designee finds, and so reports in writing to the KLA School Board that expulsion is inappropriate due to the particular circumstance set out in the report of the incident:
 - 1. Causing serious physical injury to another person, except in self-defense
 - 2. Possession of Dangerous Objects
 - 3. Drugs, Alcohol and Intoxicants of Any Kind
 - 4. Sales of Look-Alike Substances Represented to be Drug or Alcohol
 - 5. Robbery or Extortion
 - 6. Damage to Property
 - 7. Theft
 - 8. Tobacco
 - 9. Obscenity/Profanity/Vulgarity
 - 10. Drug Paraphernalia
 - 11. Disruption/Defiance

12. Sexual Harassment
13. Hate Violence
14. Witness Intimidation
15. Harassment(Grades 4-12)
16. Imitation Firearm
17. Terrorist Threats Against School Officials/Property

- E. The Executive Director must recommend expulsion for the following acts (Ed. Code Section 48915 (c), District Zero Tolerance Police, or District Alcohol, Tobacco, and Drug Policy):
1. Third offense for fighting that inflicts injury in one year.
 2. Sexual assault.
 3. Attempted sexual assault.
 4. Possessed, sold, or furnished a weapon, including firearm, any knife, explosive, other dangerous object, any object used in a threatening manner, or possession of an imitation firearm.
 5. Alcohol/intoxicants/controlled substance: furnished, sold, or possession, use or influence, third offense.
 6. Committed or attempted to commit robbery or extortion.
 7. Product with tobacco or nicotine, fourth offense.
 8. Brandishing a knife at another person.
- F. Staff will be in serviced on the current policies during the annual presentation of the safety plan each year and any updates that occur before the next year's presentation will be posted on the staff bulletin board.

Criterion 5. Notification to Teachers of Dangerous Pupils Pursuant to Ed. Code 49079.

Reference Administrative Procedure 4613.

- A. Upon receipt of information from the court that a student has committed any of the crimes enumerated in Welfare and Institutions Code Section 827, the Placement and Appeals Office will inform the Executive Director of information received from the court and the Probation Department which needs to be transmitted to teachers, counselors, or administrators with direct supervisory or disciplinary responsibility over the minor in order to enable them to (a) work with the student in an appropriate fashion, (b) avoid being needlessly vulnerable, or (c) protect other persons from needless vulnerability.
- A. Any information so received by a teacher, counselor, or administrator shall be confidential and shall not be disseminated further by the teacher, counselor, or administrator.

Criterion 6. Sexual Harassment Policy Pursuant to Ed. Code Section 212.6(b). (see updated version)

- A. Definition of sexual harassment: A form of sexual discrimination which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the education setting (see Office for Civil Rights Sexual Harassment Guidance, 62 Federal Register 12034, March 13, 1997).
- B. KLA prohibits all sexual harassment and any sexual harassment that has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment. The District also prohibits sexual harassment in which a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct.
- C. Staff must be in serviced annually on sexual harassment policy. The administration will hand out the current guidelines at the beginning of the school year and post a copy of the

policy on the staff bulletin board, in faculty lounge and throughout the school site. In addition, special attention to this subject will be brought up in a staff meeting including exercising drills for clarity on the definitions of sexual harassment.

Criterion 7. The Provisions of Any School Wide Dress Code Pursuant to Ed. Code 35183.

Reference Administrative Procedure 6270 and Board of Education Policy H-6050.

- A. The KLA Board finds the wearing of gang-related signs, insignia, distinctive modes of dress denoting gang affiliation, and gang related behaviors by students constitute a substantial disruption of school and school-related activities, and regulation of student dress is necessary for the health and safety of the school environment. In conformance with the district's discipline policy, each school community shall establish a school dress and behavior code that will eliminate gang-related behavior.
- B. In order to promote student safety, improve the learning environment, counter the influence of gangs and minimize disruption from the instructional program the parents and staff have decided to implement guidelines for "Same Dress" policy.

STUDENT DRESS STANDARDS

During the school year, students are required to adhere to the following uniform policy:

- **TOPS-** polo shirts in **burgundy, navy blue, white, black, and royal blue (primary students) only**
- **BOTTOMS-** pants, shorts, skirts, and skorts in khaki **only – Classic style only.**
- **SWEATERS, JACKETS, OR VESTS - must be the same as uniform colors** (burgundy, navy blue, white, khaki, and black).

Clothing must fit well. "Saggy" and excessively tight pants are not allowed. Pants, skorts, skirts, or shorts must fit appropriately around the waist.

THE FOLLOWING ITEMS ARE PROHIBITED AT KLA:

- Bandanas and other "gang" symbols. All such items will be confiscated by school personnel and returned only to the parents.
 - Students with pierced ears may wear small post type earrings, no more than 1/4 inch in diameter.
 - No hats.
 - Decal tattoos.
- C. Staff will be in serviced on the uniform policy before school begins and examples given by principal on the parameters of its implementation and examples of violations.

Criterion 8. Procedures for Safe Ingress to and Egress from School.

Safe ingress and egress to and from school is a primary concern at KLA. KLA staff patrols and monitors students and traffic before and after school outside of the gates while administrative personnel are located inside and outside the gates to maintain safety once students arrive or prior to departing school grounds.

Reference Emergency/Disaster Procedures.

- A. Site emergency preparedness plans are located in the CRISIS RESPONSE BOX. This box shall include site map, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid/supply stations, and designated areas for prolonged student/staff care, rosters of all staff and students and phone extensions to all rooms in the building.

The CRISIS RESPONSE BOX is located in the Assistant Director's (Mr. Christman's) office. Designated clerk is aware of contents of the box and the importance her role in its use.

- B. As required by state law, each Site Administrator shall conduct safety drills (including fire, earthquake/disaster preparedness, bus safety, and campus emergencies) and maintain an accurate record of each drill. In addition, drills are also done after school hours with the Extended Day Program and records are maintained of these drills from their director.
- C. All students and staff shall review site evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take.

Criterion 9. Safe and Orderly School Environment.

Reference Administrative Procedure No. 6270

- A. Teachers shall be responsible for classroom discipline at KLA that will ensure a proper learning environment for all students. Every teacher shall hold pupils to a **strict account of their conduct** on the way to and from school, on the lunch court, during passing periods, and in the classroom.
- B. Each September, the Assistant Director and the Dean of Students shall explain the required behavior to and from school, on the playground, will hold grade level CONDUCT assemblies during school hours, and lunch breaks. Teachers will also give individual instruction on classroom conduct.
- C. All pupils shall comply with regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. (Ed. Code Section 48908).
- D. Students are to be under the direct supervision of a staff member at all times while in school, or while attending a school-directed activity.
- E. It is the Executive Director's responsibility to maintain good discipline in the school in accordance with the Education Code, California Administrative Code, and district wide regulations and procedures promulgated by the Superintendent for measurement of citizenship and development of good discipline. An Executive Director may delegate to the Assistant Director or to any teacher those duties necessary for maintenance of good student conduct.
- F. Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for their children. In addition, all parents are notified as to school wide discipline policies through the Keiller Leadership Student Handbook, which is distributed at the start of each school year, or when a child registers.
- G. The San Diego Police Department JST Officer, assigned to KLA, in conjunction with KLA personnel will give instruction to students on pedestrian safety to and from school, personal safety and use of 911 for any emergencies. The local fire station will give a presentation on campus with fire truck and paramedics as determined by administration. This will enhance the communication between students, staff and community.
- H. A crisis response drill will be held annually, and procedures will be amended as needed. A phone tree will be created to inform and advise incidents impacting the staff.

Criterion 10: Procedures for Addressing Mental Health of Students

Reference Administrative Procedure No. 5135 & 6370

A. If a student shows threats of suicide or self-harm while on campus, the Site Principal/Administrator or Designee will follow the procedures:

- The student will not be left alone. A responsible adult will be with the student at all times. The student will be kept away from sharp objects or potentially dangerous items. The student will not be moved or transported off school grounds. The primary/secondary counselor will counsel the student.
- If a student is demonstrating suicidal behavior and is in immediate danger or can harm himself/herself, "911" will be contacted and San Diego Police Department will be notified at 619-531-2000. If immediate referral for a psychiatric evaluation is necessary, a police officer or other public health officer may take the student into protective custody. (Welfare and Institutions Code 5150)
- For children 17 and under, emergency health care services are available 24 hours per day at the San Diego Mental Health Services at 619-421-6900.
- The student's parents will be immediately contacted in regards to the situation and asked to come to the school.
- The primary or secondary counselor may recommend that the parent/guardian seek appropriate professional help. The counselor will make the appropriate referrals (i.e. Euclid Family Counseling, Logan Heights Counseling, etc.) for the student and family.
- The parent/guardian will sign a student release form.
- The primary or secondary counselor will follow up with parent/guardian to determine what help has been arranged for the student.
- If the primary or secondary counselor notices that the parent/guardian is not helping the student and the student is in danger of suicide or self-harm or suspension of neglect, he/she must make a referral to Child Protective Services which is outlined in Administrative Procedure 6370.

B. If a student commits suicide or self-harm while on campus, the Site Principal/Administrator or Designee will follow the procedures:

- "911" will be contacted. San Diego Police Department at 619-531-2000 will also be contacted immediately.
- The student's body will not be disturbed or released to the public safety personnel. The area will be cleared of staff and students.
- Counselors will provide a room for students, staff members, and parents to receive support regarding the loss.
- Staff members on the site will be informed about the situation separate from the students.
- Parents/guardians will be notified.
- Counselors can do a student presentation addressing how students can identify warnings signs and how a student can help someone who is having suicidal thoughts.
- Outside Charter counselors can provide individual crisis counseling.

C. Ways in which KLA addresses mental health issues not related to suicide.

- Primary counselor, secondary counselor, and behavior specialist, have several counseling groups. These counseling groups specialize in different topics, such as socio-emotional concerns and self esteem. Individual counseling is also provided for students.
- Parent series are also held. For example, Vista Hill will be visiting KLA to discuss behavior and mental health issues that students may experience.

Criterion 11: Safe School Planning Committee Formation

School Safety Planning Committee Members

- | | |
|--|-----------------------|
| 1. Joel Christman, Executive Director | Administrator |
| 2. Nicole Dougherty, Primary Director | Administrator |
| 3. Tertia Sartain, Secondary Director | Administrator |
| 4. Kambia Torres, Dean of Students | Certificated Employee |
| 5. Anthony Morales, Primary Counselor | Certificated Employee |
| 6. Devina Williams, Secondary Counselor | Certificated Employee |
| 7. Elizabeth Ochoa Executive Secretary | Classified Employee |
| 8. Eva Contreras, Parent Volunteer Coordinator | Classified Employee |

UPDATING REVIEW BY COMMITTEE:

Public Meeting Dates: Meetings regarding the criteria in this report were held with staff on 1/25/07 and 2/22/07.

Parent/ Public (Orientation Meeting) Meeting: Date: 5/10/12

Annual Review Date: 10/1/12, 2/29/16, 9/19/2017



PRIMARY BEHAVIOR INTERVENTION PLAN (BIP)

Responsibility and Interventions:

Teachers / Staff			
<p>Violation 1:</p> <ul style="list-style-type: none"> Verbal Warning <p><i>*Note: Student remains in class</i></p>	<p>Violation 2:</p> <ul style="list-style-type: none"> Verbal Warning Student completes Think Sheet in classroom Student meets with teacher to discuss <p><i>*Note: Student remains in class</i></p>	<p>Violation 3:</p> <ul style="list-style-type: none"> Refusal to complete Think Sheet, student is sent to the Justice Room Student completes Think Sheet Student meets with teacher to discuss incident 	<p>Note: At the teacher's discretion, a student may be sent to the Dean for any violation of the School Rules and Expectation Policy.</p>

Dean of Students/Director			
<p>Visitation 1:</p> <ul style="list-style-type: none"> Incident documentation Student completes Think Sheet in The Justice Room. (Student remains in the Justice Room for a determined amount of time.) Student completes teacher assigned class work. 	<p>Visitation 2:</p> <ul style="list-style-type: none"> Incident documentation Student completes Think Sheet in The Justice Room. (Student remains in the Justice Room for a determined amount of time.) Dean calls home Student completes teacher assigned class work. Loss of privileges 	<p>Visitation 3:</p> <ul style="list-style-type: none"> Incident documentation Student completes Think Sheet in The Justice Room. Dean calls home Student completes teacher assigned class work. Parent conference is scheduled to discuss behavior. Possible Consequences: <ul style="list-style-type: none"> - ISS - Suspension - Lunch Detention - After School Detention Loss of other school privileges 	<p>Note: For more serious violations, the Director may send a student home pending a parent conference, ISS, Saturday school, suspension, or expulsion.</p> <p>(This includes if a student is involved in a fight off school grounds in accordance with CA Ed. Code (Sect.48900 (a1) or 48915 if expulsion is included)</p>

ISS Program
<p>Student may be assigned In-school Suspension in accordance with CA Ed. Code (Sect.48911.1)</p> <ul style="list-style-type: none"> A student may be assigned ISS for up to 5 days All subject coursework will be completed Counseling (PE/Elective) (Additional counseling services may be determined and issued by the KLA Counseling Office.) Lunch will be taken in ISS Classroom ISS concludes with a 1 hour after school instruction hour. Students are dismissed at 3:50 P.M.

Suspension / Removal Process
KLA Suspension/ Expulsion Policy will be exercised in accordance with CA Ed. Code.

***This program is founded based on the principles of Restorative Justice**



Secondary Behavior Intervention Plan (BIP)

Responsibility and Interventions:

Teachers / Staff			
Violation 1: "Verbal Warning <i>*Note: Student remains in class</i>	Violation 2: "Verbal Warning " Student completes Teacher-Student Mediation Program (TSMP) form <i>*Note: Student remains in class</i>	Violation 3: "Refusal to complete TSMP, student is sent to the Justice Room	Note: At the teacher's <i>discretion</i> , a student may be sent to the Dean for any violation of the School Rules and Expectation Policy.

Dean of Students/Director			
Visitation 1: "Incident documentation "TSMP form completed. (Student remains in the Justice Room for remainder of block. If student refuses to complete form, a parent conference is scheduled. Student is sent home or remains in the Justice Room for remainder of the school day.)	Visitation 2: "Incident documentation "TSMP form completed. "One (1) hour (after school) Detention "Parent Call (Student remains in the Justice Room for remainder of block. If student refuses to complete form, a parent conference must be scheduled. The student will be sent home, or remains in the Justice Room for remainder of the school day.)	Visitation 3: "Incident documentation "TSMP form completed. "One (1) hour Detention, In-school Suspension, Suspension "Parent Call and Conference (Student may be assigned to ISS. Student is sent home or remains in the Justice Room for remainder of the school day.)	Note: For more serious violations, the Director may send a student home pending a parent conference, ISS, Saturday school, suspension, or expulsion. (This includes if student is involved in a fight off school grounds in accordance with CA Ed. Code (Sect.48900 (a1) or 48915 if expulsion is included)

KLA PLUS (ISS Program)
Student may be assigned In-school Suspension in accordance with CA Ed. Code (Sect.48911.1) " A student may be assigned ISS for up to 5 days "Core Course Program (MSHE)- all subject coursework will be completed "Counseling (PE/Elective) (Additional counseling services may be determined and issued by the KLA Counseling Office.) "Lunch will be taken in ISS classroom "ISS concludes with a 1 hour after school instruction hour. Students are dismissed at 3:50 PM.
Suspension/ Removal Process
"KLA Suspension/ Expulsion Policy will be exercised in accordance with CA Ed. Code.

Emergency Preparedness
Disaster/Emergency
Policies and Procedures

Keiller Leadership Academy
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(619) 263-9266

Keiller Leadership Academy
GENERAL EMERGENCY PROCEDURES/EVACUATION DRILLS

FREQUENCY OF DRILL – Once every 2 months, or as directed by Fire Marshall

SCHOOL SIGNAL –

EARTHQUAKE: An ALL CALL for assuming the “DROP AND HOLD” position will be made for an oral command to “DROP AND HOLD.” In the event of an actual earthquake evacuation procedures will then be implemented after the ALL CALL is given.

EVACUATION: The signal for the evacuation, (including a fire drill) of the buildings to the emergency assembly will be a series of short bells or an oral command to “EVACUATE.”

LOCK DOWN: An ALL CALL will be announced at the onset of a lock down and at the conclusion.

RULES COVERING EVACUATION DRILLS – The following rules governing evacuation drills should be strictly observed:

1. Drills are to be conducted with absolute quiet.
2. Discipline and control are to be maintained.
3. Speed is essential – Move in a quick and orderly manner.
4. A check should be made to see that all children are accounted for.
5. Teachers, staff, all employees and visitors on school property must leave the building according to established exit routes.
6. Children are to remain in line with teacher until signal to return is given.
7. The TEACHER is the **last one out of the building**.
8. The DOOR OF THE ROOM SHOULD BE CLOSED (**not locked**) to prevent drafts.
9. Take out disaster bag.
10. EXIT FROM CLASSROOM – Children should be trained to leave the room in an established order when the signal is given. Teacher is the last to leave the room. **LIVES ARE MORE IMPORTANT THAN BUILDINGS**.
11. After teacher accounts for all students, the Student Monitor will report to The Command Post.

Avoid crossing lines with other classes. All classes are to assemble in their line-up area, as indicated on the evacuation map. Classes will use the same means of evacuation from their rooms as shown on the exit route unless an unexpected emergency requires that teachers make a necessary change. Classrooms should then proceed to a safe area in a single line.

ROOM STUDENT MONITORS - Each teacher needs to choose one child as the Student Monitor and a second child as the substitute.

Teachers need to practice drills until satisfied that the class understands exactly what to do, and can safely carry out the procedure in the event of an emergency.

Disaster Bag (Duffel Bag)

1. Class list (copy of attendance list with telephone numbers)
2. Student name tags (stick-on labels – teachers will add student names)
3. Felt tip pens (2)
4. Teacher Emergency Report Forms (BLUE)
5. Site disaster plan and evacuation map
6. Class set of pencils
7. Writing Tablet
8. Small Journal
9. Yellow Teacher “ID Tag,” for student monitor (2 per 5th grade class)
10. Tissue/toilet paper
11. Paper cups
12. Book(s) to read to students
13. Gloves
14. Handi-wipes
15. Room number card
16. First Aid Kit
17. 1.5 L of water-in classroom
18. Flashlight

ALL DISASTER BAGS ARE PROPERTIES OF THE SCHOOL!!

Disaster Preparedness Plan

EMERGENCY ASSEMBLY AREA – Our emergency assembly area is our line-up area for Fire Drills. Students and teachers are to remain in this area until there is a direction to leave from the Command Post.

COMMAND POST – The command post will account for the presence of all students and staff, implement and coordinate the emergency operations and control the internal and external communication. The Executive Director, or designee, will be at this station at all times during an emergency.

FIRST AID STATION – This station will administer first aid and record information on the extent of injuries and the first aid administered.

REUNION GATE – The Lisbon Avenue gate will be the only place where students may be reunited with parents or guardians unless another Reunion Gate is designated by Administration at that time. Staff assigned to this gate will confirm that students recognize the requesting individuals and feel secure in their custody. They will request that the individuals sign for each student and keep records of all students who leave campus. Student information will be held here.

EVACUATION FROM KLA SITE- In the event, after meeting at the Command Post, Administration feels it necessary to leave the school site for safety, a predetermined approved site will be designated as the off campus evacuation site.

** The temporary site is the **Keiller Park adjacent to the east side of the property**

Student and Staff Accountability Team

Personnel: Teachers

Responsibilities:

1. Evacuate students
2. Ascertain extent of injuries of students
3. Take roll; check for missing students, report class status to Command Post
4. Supervise and reassure students throughout duration of emergency

Procedure:

When staying inside for safety in the event of an emergency:

1. Get under protective cover (table, desk, etc.) if available
2. Assume protective position
 - a. Drop to knees with back to windows and knees together.
 - b. Clasp one hand firmly behind the head, covering neck; hold on to table leg with other hand.
 - c. Bury face in arms, protecting the head; close eyes and cover ears with forearms.
 - d. Stay in position until ALL CLEAR signal is given or threat is over.

NOTE: Disaster event itself sets emergency procedure in motion, regardless of bell.

- A. Take out Disaster Bag and disaster folder, including student roster/attendance list.
- B. Close doors and windows, but do not lock them.
- C. Put yellow door tag on door to signal injury in classroom.
- D. Evacuate the buildings following the routes on the attached maps. During evacuation, stay as far away from the buildings as possible. Avoid glass and other hazards.
- E. First person in line holds up the RED Classroom ID Card.
- F. All students not in their class should return to their classroom teacher at line-up area.
- G. Account for all students and send Teacher Emergency Report to Command Post.
- H. Place yellow teacher ID card on student reporting to the Command Post.
- I. Site Emergency Responsibility Teams perform their designated tasks. Teachers joining Sweep, Rescue, and/or First Aid Teams should arrange for “buddy” to supervise their students during duration of emergency/drill. Teachers place

themselves to assist with other classes whose teacher has to report to other stations.

- J. Keep self and students calm.
- K. Ensure students have nametag with name, room number and teacher.
- L. All teachers are to choose one student as a runner. Runners report to the Reunion Gate.
- M. Dismiss students to reunion gate upon authorized request and/or return students to classroom upon all clear signal. Student(s) should walk in a quiet and orderly manner.

If outside on site:

- A. The command DROP is given; move away from buildings, trees and exposed wires before dropping.
- B. Move away from buildings, trees, and exposed wires and other hazards, then DROP. DO NOT RUN.
- C. After the earthquake/disaster is over, if on way to school, continue to school; if on way home, continue home.

On school buses:

- A. Remain seated and hold on. If driver gives DROP command, assume protective position on floor.
- B. If Emergency Evacuation is ordered, evacuate according to instructions and go with driver to designated assembly area. If TAKE COVER command is given after leaving bus, immediately TAKE COVER.
- C. After emergency is over driver issues instruction to re-board the bus or ensures that students are in an area of safety.

All staff stays on campus until released by Command Post Team.

Equipment/Supplies: Disaster bag and water

Command Post Team

Location: Keiller Park

Personnel: Executive Director, Assistant Directors and Executive Secretary

Responsibilities:

1. Sets up Emergency Operation Center
2. Accounts for the presence of all students and staff. Checks off names of classrooms as Teachers' Emergency Forms are given to them. Reports missing/injured students to Sweep & Rescue Teams
3. Controls internal & external communications
4. Calls for emergency assistance if needed. Dial 911 and state, "Keiller Leadership Academy has an emergency situation of _____. We need the following back up (police, ambulance, firefighters, etc.) Keiller Leadership Academy is located at 7270 Lisbon Street."
5. If telephones are down, listen to portable radio for alternate communication methods.
6. Close campus.
7. Checklist (next page)
8. The administration, with security/utilities team or district personnel will ascertain if buildings are safe for re-entry.
9. Prepares reports for district administration.

Equipment/Supplies: Emergency staff and students lists, pencils, paper, note pads, walkie-talkies, bull horns, portable radio, masking tape, grease pencil, binoculars, clip board, attendance book, master keys, emergency plan, health problems list, maps.

Checklist for Command Post

Information to be completed:

- _____ Report on extent of damage
- _____ Call 911 to report emergency
- _____ List of missing children
- _____ List of missing adults (see checklist below)
- _____ Coverage of child release area
- _____ Child injury reports from first aid area
- _____ Fire team operation
- _____ Search team operation
- _____ Rescue team report
- _____ Traffic control person assigned (with radio)
- _____ Reports made from each classroom or area including physical damage
- _____ All visitors or itinerant personnel accounted for
- _____ Search team salvages needed equipment from inside buildings
- _____ Coordinators of first aid area have made assignments

List of adults on campus:

Aides, Cafeteria Staff, Classroom Teachers, Custodians, Counselors, Dean of Students, Office Personnel, Parent Volunteers, Intenerate Teachers, Administration and any Visitors.

First Aid Team

Location: Amphitheatre

Personnel: Nurse, Cafeteria Staff, Medical Team

Responsibilities:

- 1 Administer first aid and records information on extent of injuries and first aid administered; determine need for medical assistance.
- 2 Communicates information to Command Post Team.
- 3 Maintain essential equipment and supplies.
- 4 Coordinate triage area. International coding for evaluation of injured:

RED: urgent
YELLOW: semi-urgent
GREEN: ambulatory
BLACK: deceased

Procedure:

1. Establishes First Aid Station in lunch arbor or alternate station will be on black top.
2. Gate by cafeteria provides ambulance access.

First Aid Training Personnel: Nurse

Sweep Team

Personnel: Counselors and Search & Rescue Team

Responsibilities:

1. Meet at Command Post and set up area.
2. Get needed equipment and names of students reported missing or injured from Teacher Emergency Report if available.
3. Proceeds in groups of two or three people, in sweep pattern assigned by Command Post.
4. Checks each classroom, storage room, auditorium, etc. (visually, vocally, and physically).
5. Reports location of all injured students and staff to Rescue Team via walkie-talkie.
6. Confirms existence and location of fires detrimental to students' safety.

Procedures:

- Check all rooms for injured.
- Mark doors with chalk when secure.
- Drying check, mark with red pen each room on site map and room door (with chalk) with code: I=injured individual; F=Fire; D=Dangerous situation (i.e., gas fumes).
- Return maps to Command Post.
- Reports to include condition code of injured individual(s) as is possible: GREEN=walking wounded; YELLOW=injured, but not first priority; RED=seriously injured; BLACK=deceased.

Equipment: (Obtain from Command Post and First Aid Station) Master keys, gloves, walkie-talkies, fire extinguishers, school site maps, pens, pad, masking tape and chalk.

Equipment at Central Area of Command Post: Tool Belt, Wrenches, Fire Extinguishers

SWEEP Assignments

Command Post Administrators, Main Office Secretary

Line up area for disaster drill

SWEEP TEAMS

#1 – Morales (PC)	Classrooms 10-19
#2 – Primary Sweep Team	Both sets of primary bathrooms, Classrooms: 1-9
#3 – Williams (SC)	Library, Classrooms: 20 – 27, 30, 32, 34, 36, 38
#4 – Secondary Sweep Team	Secondary Bathrooms, Classrooms: 28, 29, 31, 33, 35, 37, 39, PE
#5 – Cafeteria Staff	Sweep Cafeteria, Lock Gate at Entrance Area & Trash Area
School Office	Secretary locks hall doors, sweep Administration bldg. restrooms, Auditorium, man phones, wait for assignment from Command Center
Custodial	Turn off power, gas & water; conduct facility Sweep, and lock down campus (see map for locations)
First Aid Station	Nurse & Cafeteria Staff & Medical Team
Rescue Team	Counselor, Attendance Clerk, and Sweep Teams that have completed sweeps
Reunion Gate	Counselor, Parent Coordinators (2)

After sweeps are completed, report to Command Post for further instructions.

Rescue Team

Personnel: Custodians, AD, Sweep Teams that have completed sweeps

Responsibilities:

1. Report to Command Post
2. Dispatched to classrooms in which there are injured persons as reported by Sweep Team
3. Remove injured and transport to First Aid Station, not including deceased and head injured.
4. Return to classroom area or report to First Aid Station if assigned

Equipment/Supplies at the Command Post: radios**, master keys**, gloves, stretchers, flashlights, hardhats, chalk, fire extinguisher, goggles, tool belts, crow bar, ropes.

Parent Communication Team

Personnel: Office Clerk, Parent Volunteer

Responsibilities:

1. Establishes separate, secure reunion area.
2. Meets parent/guardian at front gate.
3. Establishes location to meet students by each grade level
4. Sends messenger with pass to release student to reunion gate.
5. Confirms identity of parent/guardian; verifies that student recognizes individuals claiming them.
6. Ensures that records are maintained on all students leaving campus.
7. Children may be released to persons they recognize and are comfortable with, even if their name does not appear on the release card.

Equipment/Supplies: Necessary record keeping materials (pens, passes, paper, pencils), student address directory (2-3 copies), sign-out clipboard), gate keys, cardboard clipboards.

Site Security Team

Personnel: Custodial Team

Responsibilities:

1. Closes and locks all gates to the campus
2. Turns off all gas and electricity
3. Shuts off water tanks to secure water for drinking purposes
4. If necessary, places U.S. flag in upside down position and raises the flag in that position to signal that emergency care is required.
5. Reports to Principal at the Command Post
6. Controls traffic
7. Completes tasks and returns to the Command Post

Equipment Supplies: Wrenches, crow bar, shovel, binoculars, radios, master key
***see attachment for assignment list*

Teacher Emergency Report
(Complete and send to Command Post)

Teacher _____ Room # _____

of students: Present _____ Missing _____

Children Absent (from school)

Children injured (left in room)

Children not accounted for:

Children injured (sent to 1st Aid Center)

Return to Command Post when complete.

(BLUE)

PLEASE BE AWARE OF AND DISCUSS THE FOLLOWING POINTS WITH YOUR STUDENTS IN ORDER TO PREPARE US FOR AN ACTUAL EARTHQUAKE OR OTHER DISASTER.

DURING AN EARTHQUAKE:

- Students need to know that tables will move and they will either need to move with the tables or hold them (“HUG A TABLE”)
- An earthquake is preceded by a noise, then movement from side to side and finally (there may be up to a one-minute interval) up and down movement
- Hands should be placed in an overlapping position and resting on the top of the head.
- The teacher and the students need to discuss what will probably move and especially what might fall in the room.
- REMAIN IN DROPPED POSITION UNTIL VIBRATIONS HAVE SUBSIDED AND THEN REMAIN THERE FIVE (5) MINUTES MORE.
- Determine injuries. After evacuating to the Emergency Assembly Area, complete Teacher’s Emergency Report Form (In classroom Emergency Packet)
- After an earthquake, the building will be evacuated by either (a) fire drill alarm, (b) administrative announcement, or (c) teacher direction if no word from administrative staff after shaking stops (administrator may be injured). Proceed with class to Emergency Assembly Area (blacktop area). Put box with your room number showing in front of your class line so you can be easily found. Then send students who have minor injuries but are ambulatory/mobile to the first aid area. All first aid (minor and major) will take place in the first aid/triage area.
- When evacuating the building, your path should be checked for possible falling objects.
- Send emergency Teacher Report (in appendix) to designated person at the Emergency Operations Center.
- Keep students together and as calm and comfortable as possible. Do not permit “free play.” DO NOT ALLOW STUDENTS TO ENTER BATHROOMS until notified by the office or Command Post Team. The building may not be safe and the water stored in the reservoirs may be needed. A bathroom area will be designated if bathrooms are not functional.
- Students should know that the school has procedures for providing First Aid, communicating with parents, etc.
- We may not be able to reenter the building until it has been inspected. This could be several hours, even days. Staff will remain with their classes unless assigned other duties by an administrator or designee.
- In the event of a SURPRISE ATTACK the only warning that we would have would be a blinding flash, at which time everyone would immediately take cover as described above.

Instruction and Explanation for Emergency Equipment**

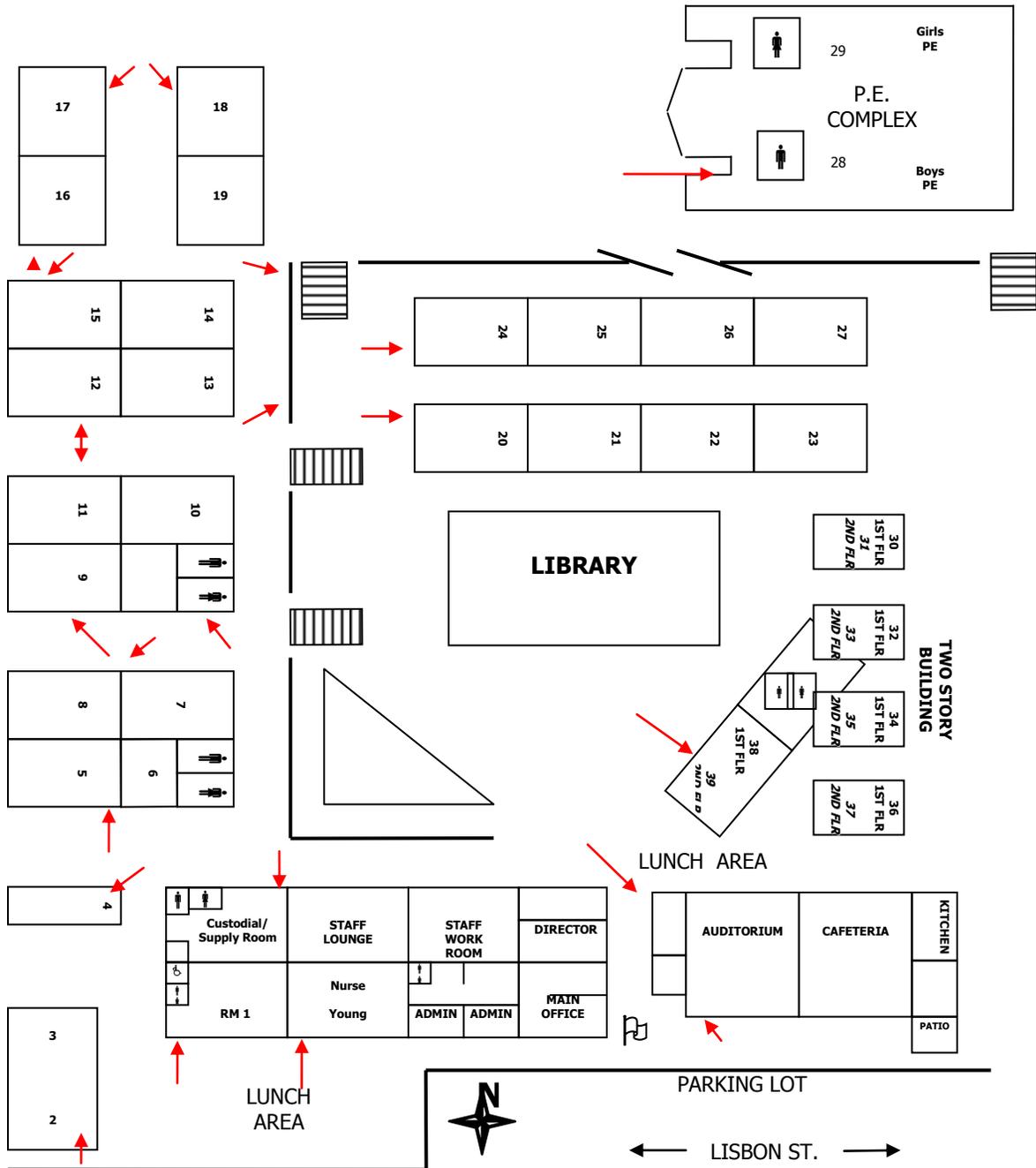
1. **Loud Speaker-** “All-Call” system-
 - a. Turn power on—push-in silver button, right-hand side of console.
 - b. Push-in red button designated “Announce to all areas.”
 - c. Lift receiver, left-hand side of console. Announce “All Call”, speak
 - d. Slowly and clearly into the receiver. At the conclusion of your message, hang up receiver and turn-off power to the receiver.
2. **Telephones** are located in varied locations throughout the administration building, custodial office, teacher’s lounge and every classroom on the Euclid Elementary Site, including temporary buildings.
3. **Alarms** are audible throughout the Euclid School Site and are activated automatically in case of fire or manually from the school office near the secretary’s desk in the “A” building.
4. **Fire extinguishers** are accessible to every classroom if needed.
5. **See attached map** for all the shut-offs for Utilities.
6. **Cable Television** hub is located in a room in the South East corner of the library. Most classrooms are equipped with a television with cable.
7. **Emergency Radio** – is located behind the principal secretary’s desk. Press the RED EMERGENCY BUTTON located on the top left corner of the radio – this will alert the school police that there is an emergency at the school site.

** Additional information to complete requirements for *Criterion #3*

KEILLER LEADERSHIP ACADEMY GAS SHUTOFF MAP 2017-18

KEILLER
PARK

Evacuation Lineup



REV. 6-2017

Appendix 1

Aerial Photo of Keiller Leadership Academy



KEILLER LEADERSHIP ACADEMY Evacuation Map 2017-2018



REV. 03-14-2007 11:43 A.M.