

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	
<ul style="list-style-type: none"> <input type="checkbox"/> Verify information. <input type="checkbox"/> Call 911, if necessary. <input type="checkbox"/> Seal off high-risk area(s). <input type="checkbox"/> Activate the Alertus system <input type="checkbox"/> Notify students and staff. Note: depending on the emergency, students may be notified by teachers. <input type="checkbox"/> Update staff through email if necessary. <input type="checkbox"/> Evacuate students and staff, if necessary. <input type="checkbox"/> Keep detailed notes of the incident. 	<ul style="list-style-type: none"> <input type="checkbox"/> Convene Emergency Response Team and implement emergency response procedures. <input type="checkbox"/> Refer media to official spokesperson(s). <input type="checkbox"/> Implement post-incident procedures as necessary.
Teachers	
<ul style="list-style-type: none"> <input type="checkbox"/> Verify information. <input type="checkbox"/> Lock classroom doors unless evacuation orders are issued. <input type="checkbox"/> Check email for updates <input type="checkbox"/> Warn students, if advised. <input type="checkbox"/> Account for all students. 	<ul style="list-style-type: none"> <input type="checkbox"/> Stay with students during an evacuation. Take class roster. <input type="checkbox"/> Refer media to official spokesperson(s). <input type="checkbox"/> Keep detailed notes of the incident. <input type="checkbox"/> 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 Waltermann (KAEC)	897-5156 ext 2001 897-3880 ext 2401
Alternate #2	Thom Sembritzki	897-5156 ext 2003
Alternate #3	Cindy Schreiner	897-7721 ext 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

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.

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 be 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.

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

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

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 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 or call 1-888-333AFSP

American Psychiatric Association

A national professional organization of psychiatrists.

www.psych.org or call (703) 907-7300

CHILD ABUSE REPORTING

- A. 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 processed 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
- B. 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 processed 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.
- C. All district employees shall have received the following training on an annual basis:
- Child Abuse Video at www.getsfafetytrained.com
 - Complete Quiz after watching video on child abuse

- Print out completion certificate and turn in copy to district office
- D. 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.