

Peabody Charter School  
3018 Calle Noguera  
Santa Barbara, CA 93105  
(805) 563-1172

# School Site Emergency Operations Plan

SCHOOL YEAR 2023/2024

**“Campus safety and emergency preparedness are not passive activities.”**

# Table of Contents

## Contents:

<b>Contents:</b>	<b>1</b>
School Safety Plan	3
Assessment of the Current Status of School Crime	4
Child Abuse Reporting Procedures	5
Suspension and Expulsion Procedures	6
Procedures for Notifying Teachers of Dangerous Pupils	7
Sexual Harassment Policy	8
School-wide Dress Code Prohibiting Gang-Related Apparel	9
Procedures for Safe Ingress and Egress from School	10
Procedures to Ensure a Safe and Orderly Environment	12
Required Signatures	17
Introduction:	21
Points of Contact:	21
Site Map:	22
Evacuation Map:	23
Infographics	24
Standard Response Protocol:	28
Emergency Operations Plan:	29
Access and Functional Needs:	29
Checklists:	31
Active Shooter:	31
Allergic reaction	31
Bioterrorism	32
Bomb threat / suspicious package	32
Dangerous animal	33
Death of a Student	34
Earthquake	34
Evacuate (SRP)	35
Fire	35
Hazardous Materials	36
Heat Illness	36
Kidnapping	37
Lockdown (SRP)	37
secure! (SRP)	38
Missing Student	38

Natural Disaster	39
Police Activity	40
Out of Control Person	40
Power Outage	40
Serious Injury or Illness	41
Shelter	41
Suicide Committed	42
Suspicious Person or Activity	42
Tsunami	43
Weapons Reported on Campus	43
Appendix A: Peabody Disaster Plan	44

School Safety Plan

School Safety Plan  
Peabody Charter School  
Santa Barbara Unified School District  
3018 Calle Noguera  
Santa Barbara, CA 93105

Demian Barnett, Superintendent/Principal

Claire Krock, Assistant Principal

Julie Bolton, Director of Student Services

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## **Safety Planning Committee Members**

Christine Lindblad, Parent and Teacher Representative

Melissa Wooten, Parent and Teacher Representative

Valeria Reyes, Office Manager

Yolanda Saunders, Office Staff

Claire Krock, Assistant Principal

Julie Bolton, Director of Student Services

This document is available for public inspection at Peabody Charter School and on website at [www.peabodycharter.org](http://www.peabodycharter.org)

# I.

## Assessment of the Current Status of School Crime

Peabody Charter school had 2 suspensions and 0 expulsions during the 2022/2023 school year. Our school is currently focused on a strong message of equity and inclusion. Peabody uses Responsive Classroom across all grade levels to facilitate community building and uses restorative approaches for discipline. We have few office referrals and high attendance rates. We conducted the Healthy Kids Survey during the 2021-2022 school year and had positive outcomes.

## II.

### Child Abuse Reporting Procedures

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5141.4.

Board Policy [5141.4](#)

Administrative Regulation [5141.4](#)

### III.

#### Suspension and Expulsion Procedures

For specific details, refer to Santa Barbara Unified School District Board Policies and Administrative Regulations 5144, 5144.1, and 5144.2.

Board Policy [5144](#), and [5144.1](#)

Administrative Regulation [5144](#), [5144.1](#), and [5144.2](#)



## IV.

### Procedures for Notifying Teachers of Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The SBUSD has incorporated this notification into the existing "Attendance Reporting Screen". On the daily attendance report, when a student is suspended it will be indicated on the attendance screen. The administrator who suspended the student will notify that student's current teachers of the specific violation of California Education Code as provided by law. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure this information so students and others may not view it.

Pursuant to Welfare and Institutions Code 827(b) and Educations Code 48267, the Court notifies the Superintendent of the Santa Barbara Unified School District regarding who has engaged in certain criminal conduct. This information is forwarded to the site Principal. The site Principal is responsible for prompt notification of the student's teachers. Per Education Code 49079, this information must be kept confidential. This information is also forwarded to all administrators and the student's counselor.

## **V.**

### **Sexual Harassment Policy**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5145.7.

Board Policy [5145.7](#)

Administrative Regulation [5145.7](#)

## VI.

### School-wide Dress Code Prohibiting Gang-Related Apparel

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5132.

Board Policy [5132](#)

Administrative Regulation [5132](#)

Dress and Grooming Exhibit [5132](#)

## VII.

### Procedures for Safe Ingress and Egress from School

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 1250.

Board Policy [1250](#)

Administrative Regulation [1250](#)

For specific school hours, refer to Peabody student bell schedule.

Arriving to and departing from Campus: Drop off in the front of the school or enter from either side gate. Campus opens at 7:30am. Buses unload in front of the school as well.

#### **Monday -Thursday 2023-2024**

TK/K Dismissal @1:30 (8/23, 8/24, 8/28, 8/29, 8/30, 8/31, 9/5, 9/6, 9/7, 9/11, 9/12, 9/13, 9/14)				
	TK	K-3rd	4th-5th	6th
School begins	8:00	8:00	8:00	8:00
AM recess	9:55-10:10	9:40-9:55	9:55-10:10	9:55-10:10
Lunch	11:40-12:25	11:40-12:25	12:00-12:45	12:10-12:55
PM recess	1:55-2:10	1:40-1:55	1:55-2:10	1:55-2:10
Dismissal	2:30	2:30	3:00	3:00

## Friday 2023-2024

TK/K Dismissal @1:30 ( 8/25, 9/1, 9/8, 9/15)				
	TK	K-3rd	4th-5th	6th
School begins	9:15	9:15	9:15	9:15
AM recess	10:20-10:30	10:10-10:20	10:20-10:30	10:20-10:30
Lunch	11:40-12:25	11:40-12:25	12:00-12:45	12:10-12:55
PM recess	1:55-2:10	1:40-1:55	1:55-2:10	1:55-2:10
Dismissal	2:30	2:30	3:00	3:00

## Minimum Days (Monday-Thursday) 2023-2024

11/9, 11/13, 11/14, 11/15, 11/16, 1/31, 3/6, 3/18, 3/19, 3/20, 3/21, 4/17, 5/8, 5/23, 6/13				
	TK	K-3rd	4th-5th	6th
School begins	8:00	8:00	8:00	8:00
AM recess	9:55-10:10	9:40-9:55	9:55-10:10	9:55-10:10
Lunch	11:30-12:00	11:30-12:00	12:00-12:30	12:00-12:30
Dismissal	12:00	12:00	12:30	12:30

## Minimum Days (Friday) 2023-2024

10/13, 11/17, 12/15, 3/15, 3/22, 4/26				
	TK	K-3rd	4th-5th	6th
School begins	9:15	9:15	9:15	9:15
AM recess	10:20-10:30	10:10-10:20	10:20-10:30	10:20-10:30
Lunch	11:30-12:00	11:30-12:00	12:00-12:30	12:00-12:30
Dismissal	12:00	12:00	12:30	12:30

Bus transportation: Bus transportation is handled by Santa Barbara Transportation Association. The bus schedule is as follows.

## P E A B O D Y   C H A R T E R   S C H O O L



3018 Calle Noguera   Santa Barbara CA 93105   805 563 1172 Fax 805 569-7012   [www.peabodycharter.org](http://www.peabodycharter.org)

## BUS SCHEDULE 2023-2024 (Grades 1-6) HORARIO DEL AUTOBÚS 2023-2024 (Grados 1-6)

Begins 8/23/2023

### AM Bus/Autobús

7:15   Alamar and Bath  
7:21   De La Vina and Pueblo  
7:29   De la Vina and Mission  
7:33   De la Vina and Micheltorena  
7:37   De la Vina and Anapamu  
7:45   Arrive at Peabody

### PM 2:30 PM Bus/Autobús Grades TK-3

2:30   Depart Peabody  
2:40   Alamar and Bath

### PM 3:00 PM Bus/Autobús Grades 4-6

2:46   De La Vina and Pueblo  
2:51   De la Vina & Mission

2:54 De la Vina & Micheltorena  
2:56 De la Vina & Anapamu  
3:00 Depart Peabody  
3:15 Alamar and Bath

3:21 De La Vina and Pueblo  
3:25 De la Vina and Mission  
3:28 De la Vina and Micheltorena  
3:31 De la Vina and Anapamu

**PM 4:00 PM Bus/Autobús #3 Grades/Grados 4-6**

**FOR AFTER SCHOOL CLASSES/ PARA CLASES EXTRAESCOLARES**

**(Monday-Thursday only/Sólo lunes-jueves) TBA Start Date**

4:00 Depart Peabody  
4:10 Alamar and Bath  
4:16 De La Vina and Pueblo  
4:13 Alamar and Bath  
4:22 De la Vina and Mission  
4:25 De la Vina and Micheltorena  
4:28 De la Vina and Anapamu

TK & Kindergarteners are NOT allowed to stay at school and go home with an older sibling in the upper grades, leaving at 3:00PM.

*A los alumnos de kindergarten no se les permite quedarse en la escuela y marcharse a casa con sus hermanos mayores en grados superiores que salen a las 3:00PM.*

TK & Kindergarteners will not be allowed to get off the bus at their stop unless a parent or guardian is there to receive them.

*A los alumnos de kindergarten no se les permite bajar del autobús en su parada salvo que estén esperando su madre/padres/tutor para recibirlos.*

**P E A B O D Y C H A R T E R S C H O O L**



3018 Calle Noguera Santa Barbara CA 93105 805 563 1172 [www.peabodycharter.org](http://www.peabodycharter.org)

***TRANSITIONAL KINDERGARTEN & KINDERGARTEN ONLY\****

**BUS SCHEDULE 2023-2024**  
***HORARIO DEL AUTOBÚS 2023-2024***

**Begins 8/23/2023**

**AM Bus/Autobús**

7:15	Alamar and Bath
7:21	De La Vina and Pueblo
7:29	De la Vina and Mission
7:33	De la Vina and Micheltorena
7:37	De la Vina and Anapamu
7:45	Arrive at Peabody

**\*PM 1 :30 Bus/Autobús Kinder Early Release (August 23th Thru September 15th, 2023)****PM 1:30 PM Bus/Autobús KINDER PM**

<b>*1:30</b>	Depart Peabody
<b>*1:40</b>	Alamar and Bath
<b>*1:43</b>	De La Vina and Pueblo
<b>*1:51</b>	De la Vina & Mission
<b>*1:54</b>	De la Vina & Micheltorena
<b>*1:56</b>	De la Vina & Anapamu

**3:00 PM Bus/Autobús Grades 4-6**

3:00	Depart Peabody
3:15	Alamar and Bath
3:18	De La Vina and Pueblo
3:25	De la Vina and Mission
3:28	De la Vina and Micheltorena
3:31	De la Vina and Anapamu

***Kinder Starts 2:30 Bus Schedule September 18th, 2023*****PM 2:30 PM Bus/Autobús Grades TK-3 PM**

2:30	Depart Peabody
2:40	Alamar and Bath
2:43	De La Vina and Pueblo
2:51	De la Vina & Mission
2:54	De la Vina & Micheltorena
2:56	De la Vina & Anapamu

**3:00 PM Bus/Autobús Grades 4-6**

3:00	Depart Peabody
3:15	Alamar and Bath
3:18	De La Vina and Pueblo
3:25	De la Vina and Mission
3:28	De la Vina and Micheltorena
3:31	De la Vina and Anapamu

TK & Kindergarteners are not allowed to stay at school and go home with an older sibling in the upper grades, leaving at 3:00PM.

*A los alumnos de TK y Kindergarten no se les permite quedarse en la escuela y marcharse a casa con sus hermanos mayores en grados superiores que salen a las 3:00PM.*

TK & Kindergarteners will not be allowed to get off the bus at their stop unless a parent or guardian is there to receive them.

*A los alumnos de TK y Kindergarten no se les permite bajar del autobús en su parada salvo que estén esperando su madre/padres/tutor para recibirlo*

Bicycle/scooters/skateboards: *Helmets must be worn by all students who ride bikes, scooters and or skateboards.* Bicycles must be locked in the bike racks located around the school. Students should keep the model and serial number of their bicycle recorded at home for use in identification. The school is NOT responsible for thefts; therefore,



reports to the police should be initiated by parents. Students may not ride bicycles, scooters or skateboards on campus during the day or take them from class to class.

Prohibited: Skateboards, scooters, and inline/roller skates are not allowed on school grounds and are not to be ridden anywhere on perimeter sidewalks. AR [5142](#)

Early Release of Students: *Notification on the student emergency card is required for any adult picking up a student early from school.*

Students shall be released during the school day only to the custody of an adult, with a photo ID if:

1. The adult is the student's custodial parent/guardian. ([BP 5021](#))
2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity. (BP 3516)
3. The adult is an authorized law enforcement officer acting in accordance with law ([BP 5145.4](#))
4. The adult is taking the student to emergency care at the request of the principal or designee.

Visitors: All visitors to campus must check in at the Main Office and show valid picture ID. Please sign your name in the visitors' binder and take a visitor lanyard from the office closet.

## VIII.

### Procedures to Ensure a Safe and Orderly Environment

#### ***Safety Plan Goals for 2023 - 2024***

**GOAL 1:** Ensure staff and student knowledge of updated emergency readiness procedures, including knowledge and application of the Standard Response Protocol 2021.

<b>Strategy</b>	1.1: CONTINUE TO Consistently implement safety drills to ensure familiarity of procedures, protocols and best practices.	1.2 Have regularly scheduled drills for Secure, Lockdown, Evacuate, and Shelter emergencies	1.3 Ensure effective communication and reunification processes
<b>Baseline</b>	1.1 Providing regular safety drills and training is essential for emergency preparedness	1.2: We have had new staff members join our Peabody team and need to update the safety teams and protocols.	1.3 We will update our search and rescue backpacks and our procedures.
<b>Assessment</b>	1.1 Document and improve practices based on Emergency Readiness procedures	1.2 Document and improve practices based on Emergency Readiness procedures	1.3: Review new safety teams and conduct a Search and Rescue Drill.

**GOAL 2:** Update the Emergency supply kits, and disaster shed on Peabody Campus.

<b>Strategy</b>	Strategy 2.1: Staff will catalog current supplies and do a needs assessment on materials needed.	Strategy 2.2: Staff will catalog emergency food in classroom bins and create an adequate supply.
<b>Baseline</b>	2.1: We currently have water available but no prepackaged food in case of emergency.	Strategy 2.2: School Will collect an Emergency Bar bag from each student on campus.
<b>Assessment</b>	2.1: Our emergency supplies will be updated and we will address the issue of food, water, and emergency bathrooms.	2.2: Each classroom will have a fully stocked emergency bin with a snack for each student.

## **IX.**

### **Rules and Procedures on School Discipline**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5144.

Board Policy [5144](#)

Administrative Regulation [5144](#)

**X.**

## **Procedures related to Positive School Climate**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5137.

Board Policy [5137](#)

## **XI.**

### **Hate Crimes Policy and Procedures**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5145.3.

Board Policy [5145.9](#)

Administrative Regulation [5149.9](#)

## **XII.**

### **Bullying Prevention Policies and Procedures**

For specific details, refer to Santa Barbara Unified School District Board Policy 5131.2.

Board Policy [5131.2](#)

### **XIII.**

## **Protocols for Responding to a Potential Opioid Overdose**

Refer to Board Policies: BP 5141.21 and AR 5141.21

Checklist:

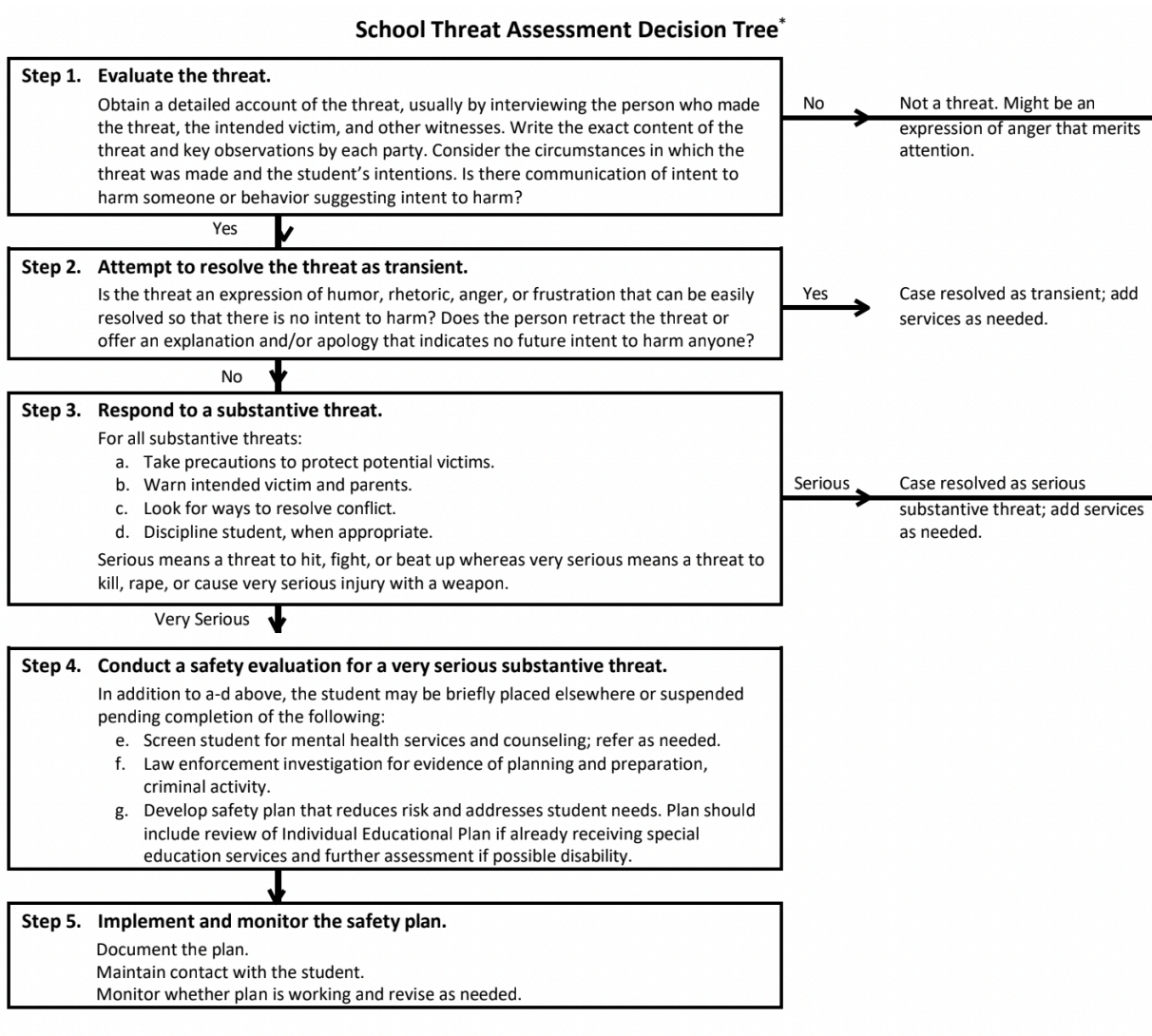
### **Actual or Suspected Opioid Overdose**

1. Check for breathing and heart rate
2. Maintain an open airway and administer CPR if needed
3. Contact the school nurse immediately
4. Call 9-1-1
5. Have trained individual administer Naloxone as directed
6. Notify the District Cabinet and the Superintendent
7. Keep victim calm and in place
8. Contact parents/guardians, or designated family member
9. Conduct an After Action Review

## XIV.

# Protocols and Procedures for Responding to Dangerous, Violent, or Unlawful Activity on School Grounds or on School Bus

Determine source of threat and complete a threat assessment as outlined below:



If threat is suspected or present, call 9-1-1 and follow the Standard Response Protocol (p.30) as the situation deems necessary. Follow the appropriate checklist as indicated.



## Required Signatures

### Site Safety Committee Members

#### Signatures

---

Committee Chairperson	Date
-----------------------	------

---

Teacher Representative	Date
------------------------	------

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Teacher Representative	Date
------------------------	------

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Parent Representative	Date
-----------------------	------

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Classified Representative	Date
---------------------------	------

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Parent Representative	Date
-----------------------	------

---

Date

---

Date

## **Comprehensive School Safety Plan**

### **Approval Signatures**

---

School Site Administrator      Date

---

School Safety Coordinator      Date

---

Assistant Principal      Date

---

Director of Student Services      Date

---

School Board Representative      Date

---

Superintendent      Date

## Introduction:

### Purpose:

The purpose of the School Site Emergency Operations Plan is to provide concise guidelines. It is the intent of the schools to provide the most effective tools to assist each person in their ability to identify and respond to emergencies on their specific school site. The School Site Emergency Operations Plan is not intended to be a replacement for the District Comprehensive School Safety Plan, but will serve as a supplement thereto.

### Scope:

Should there be a conflict or omission in this plan, the District Comprehensive School Safety Plan for your site will take precedence. Should you have any questions regarding this plan, you should also consult the District Comprehensive School Safety Plan. This plan does not include all aspects of the District Comprehensive School Safety Plan, and in the interest of brevity, many requirements are not in the plan, however, users of this plan are still required to meet all state and federal mandates located within the District Comprehensive School Safety Plan.

### Access and Functional Needs:

The Santa Barbara Unified School District is committed to the safe evacuation and transportation of all students, staff and visitors, including those with access and functional needs. This population can be especially vulnerable during an emergency or crisis and includes, but is not limited to, staff, visitors and students with:

- Limited English Proficiency
- Blindness or visual disabilities
- Cognitive or emotional disabilities
- Mobility/physical disabilities (permanent or temporary), and/or
- Have Medically fragile health conditions (including asthma and severe allergies).

All known students, and staff with access and functional needs should be listed on the AFN Registry, along with the assistance they will likely require.

## Points of Contact:

Emergency Number: **9-1-1**

### Principal:

Name: Demian Barnett

Contact Number: (805) 563-1172 x 150

### Assistant Principal:

Name: Claire Krock

Contact Number: (805) 563-1172 x 151

### School Staff Responsible for Emergency Operations:

Name: Claire Krock

Contact Number: (805) 563-1172 x 151

Name: Julie Bolton

Contact Number: 805-563-1172 x 160

### Office Manager:

Name: Maria Cruz

Contact Number: (805) 563-1172 x153

### On-site Facilities (24 hour number)

Name: Antonio Reyes

Contact Number: (805) 696-8167

### Campus Safety Assistant:

Name: Valeria Reyes

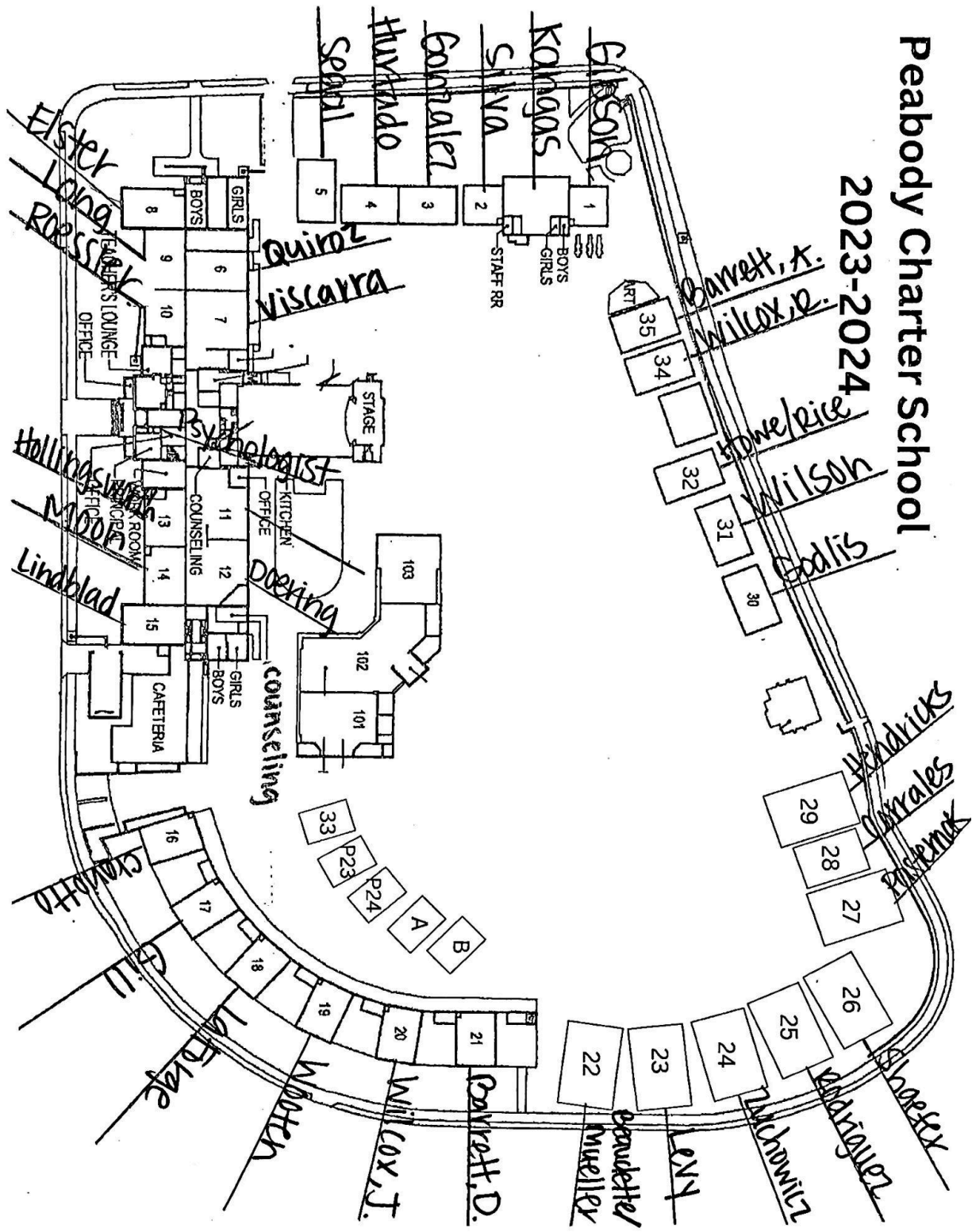
Contact Number: (805) 563-1172 x 154

### Campus Safety Assistant:

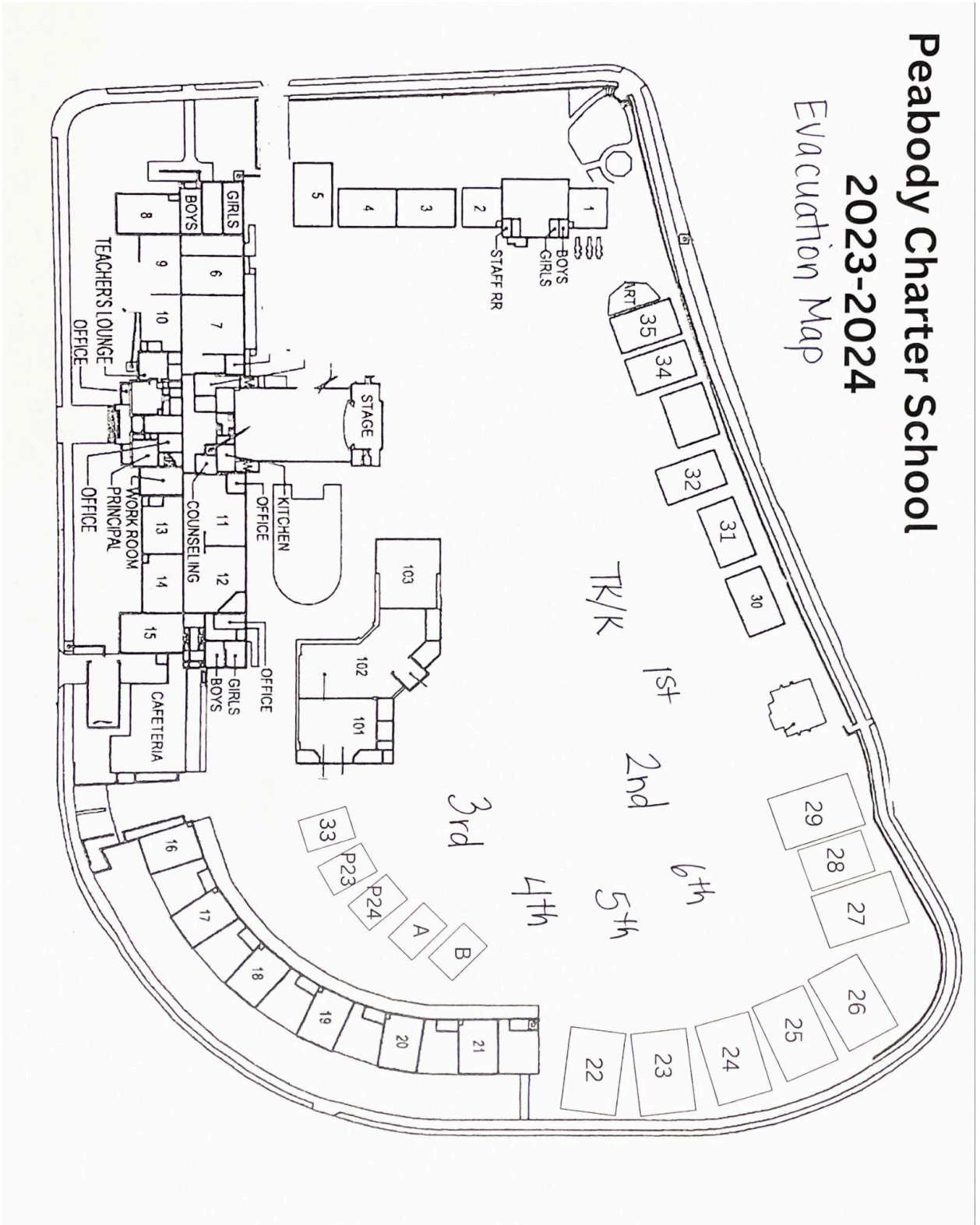
Name: Yolanda Saunders

Contact Number: (805) 563-1172 x 153

Site Map:



# Evacuation Map:



# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



## ACTIVE SHOOTER RESPONSE

WHEN AN ACTIVE SHOOTER IS IN YOUR AREA	WHEN LAW ENFORCEMENT ARRIVES
<b>1. RUN (Avoid)</b>	<ul style="list-style-type: none"> <li>• Remain calm and follow instructions</li> <li>• Put down any items in your hands (i.e., bags/jackets)</li> <li>• Raise your hands and spread your fingers</li> <li>• Keep your hands visible at all times</li> <li>• Avoid quick movements towards officers such as holding onto them for safety</li> <li>• Avoid pointing, screaming, or yelling</li> <li>• Do not stop ask officers for help or directions when evacuating</li> </ul>
<ul style="list-style-type: none"> <li>• Have an escape route and plan in mind</li> <li>• Leave your belongings behind</li> <li>• Keep your hands visible</li> </ul>	
<b>2. HIDE (Deny)</b>	
<ul style="list-style-type: none"> <li>• Hide in an area out of the shooter's view</li> <li>• Block entry to your hiding place and lock the doors</li> <li>• Silence your cell phone and/or pagers</li> </ul>	
<b>3. FIGHT (Defend)</b>	<b>INFORMATION</b>
<ul style="list-style-type: none"> <li>• As a last resort and only when your life is imminent danger</li> <li>• Attempt to incapacitate the shooter</li> <li>• Act with physical aggression and throw items at the active shooter</li> </ul>	YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 9-1-1 OPERATOR
	<ul style="list-style-type: none"> <li>• Location of the active shooter</li> <li>• Number of shooters</li> <li>• Physical description of the shooter</li> <li>• Number and type of weapons held by the shooters</li> <li>• Number of potential victim at the location.</li> </ul>

CALL 9-1-1 WHEN IT IS SAFE TO DO SO



## Fire Emergency Action Plan



### Fire Action Plan



Activate the closest Fire Alarm Station



Do Not Stop to collect personal belongings



Call 9-1-1 if it is safe to do so



Report to the closest Assembly Area



Leave the building or affected area by the nearest exit



Do Not return to the building until Authorized to do so.















Do not use the elevator, USE THE STAIRS



Follow the instructions at the Assembly Area

## Earthquake

<b>If Possible</b>	 <b>DROP!</b>  <b>COVER!</b>  <b>HOLD ON!</b>
<b>Look for those who may need assistance and help if you are able</b>	<div> <b>USING CANE</b>  <b>DROP!</b>  <b>COVER!</b>  <b>HOLD ON!</b> </div> <div> <b>USING WALKER</b>  <b>LOCK!</b>  <b>COVER!</b>  <b>HOLD ON!</b> </div> <div> <b>USING WHEELCHAIR</b>  <b>LOCK!</b>  <b>COVER!</b>  <b>HOLD ON!</b> </div>

Immediately following an earthquake:

- Assess your surroundings and your safety
- Assist those around you who need help
- After shaking stops, evacuate to a safe area
- Follow the instructions you will receive from emergency responders

## Emergency Operations Plan:

When you first become aware of an emergency, you need to make an assessment of the situation you are faced with and take decisive actions to protect yourself and those you are responsible for around you. Remember, the quicker you call **9-1-1**, the sooner you will get the help you need.

- ☐ Assess your situation and take decisive action
- ☐ Notify those on campus and initiate the appropriate SRP.
- ☐ Once you are in a position of safety, call **9-1-1**
- ☐ Give aid to those who need assistance: CPR, Stop-the-Bleed, wound packing.
- ☐ If you are required to evacuate, make sure you assist those with Access and Functional Needs.
- ☐ Prepare to respond to the ever changing conditions and situation of the emergency
- ☐ Maintain your situational awareness; what is going on around you. If you need information, get it. If you have information, give it.
- ☐ Communicate your situation and needs with emergency responders and school administration.
- ☐ Follow their instructions.

## Access and Functional Needs:

Those with known access and functional needs will need additional assistance during an emergency. The best practice is to identify anyone who may need assistance as early as possible, even before the emergency occurs. During an emergency, many more people will meet the criteria for access and functional needs. Be prepared to address those needs as soon as possible and provide assistance. Under emergency conditions, many will experience emotions which prevent them from helping themselves. As a direct result of the emergency itself, many may become injured and unable to care for themselves, or will need additional assistance. We must take decisive action and get help for them as soon as possible. Please consider the following limitations people may experience during an emergency:

- ☐ Physical ability to remove themselves from the situation (can't evacuate by themselves or without assistance).

- ☐ Emotional ability to remove themselves without assistance and guidance
- ☐ Their mobility is limited; pre-existing or as a result of injuries incurred during the emergency
- ☐ Limited visual ability; pre-existing or as a result of injuries incurred during the emergency
- ☐ Limited hearing ability; pre-existing or as a result of injuries incurred during the emergency
- ☐ Developmental
- ☐ Psychological
- ☐ A change in condition as a result of the emergency: injuries, trapped, lost, etc.

\*Note: People often suffer from multiple conditions which may need to be addressed.

## Checklists:

### Active Shooter:

1. Activate School emergency response plan: LOCKDOWN (Locks, lights, out of sight), EVACUATE (Run, Hide, Fight) using the App
2. Contact 9-1-1 immediately
3. Secure the main office area
4. IF possible and safe to do so, gather all information about the suspect(S) involved and relay information to 9-1-1
5. Announce the alert on the PA system
6. Notify the District Cabinet and the Superintendent
7. Remain on 9-1-1 call to assist law enforcement deployments.
8. Lock the doors if it can be done safely, turn off the lights, get out of sight, and remain silent
9. Follow your training and maintain situational awareness
10. When police arrived, direct them to the scene
11. Initiate the ICS and delegate necessary roles
12. Administrators should stay out of view of the shooter if possible.
13. Work with police officers as directed. Police will evacuate students area by area
14. Work to maintain as much calm as possible
15. After the gunmen are contained, account for all students and record the extent of injuries using a Roster Event in the app
16. Send message with incident information to parents
17. Follow up at the hospital with injured staff and students
18. Initiate the Standard Reunification Method
19. After crisis has ended, release the alert in the app
20. Establish family and staff assistance center(s) as needed
21. Conduct After Action Review

### Allergic reaction

1. Check for a medical alert tag
2. Contact the school nurse immediately
3. Call 9-1-1
4. Notify the District Cabinet and the Superintendent
5. Keep victim calm and in place
6. Ask another staff or students to search for an EPI pen in backpack or on they're person if prescribed
7. If obvious signs of anaphylaxis, administer victim's EpiPen immediately
8. Contact parents/guardians, or designated family member
9. Conduct an After Action Review

## Bioterrorism

1. Call 911. Explain what you are observing.
2. Notify staff: Evacuate, Shelter, etc
3. Evacuate non contaminated students, teachers and staff after conferring with emergency responders
4. Isolate any people who have come into contact with the substance
5. Secure the building
6. Established Unified Command with emergency responders
7. Notify the District Cabinet and Superintendent
8. Using ICS, delegate necessary roles
9. In concert with District PIO develop external communications plans for parents, staff, students and community.
10. Ensure accountability of all students and teachers/staff, using the Roster Event in
11. Develop release plan in consultation with emergency responders and health officials
12. Isolate and direct students discovered in a hallway bathroom Wing Etc
13. After the crisis has ended, notify appropriate personnel..
14. Conduct an After Action Review

## Bomb threat / suspicious package

1. Call 911. Explain what you are observing
2. Send an alert using the app
3. Immediate considerations: time call was received; type of call received; when detonation is expected; location of the device; description or appearance of the device; immediate evacuation; who or what the target is: number of devices; possible damage if detonated (number of injuries, or other possible threats if detonated); complete bomb threat report
4. Initiate Standard Response Protocols; Evacuation, Shelter with safety strategy using the app
5. Secure the building and area where the device is located
6. Establish Unified Command with emergency responders
7. Notify the District Cabinet and Superintendent
8. Initiate the ICS and delegate roles as appropriate
9. In concert with District PIO develop a communications plan for parents, staff, students and community
10. Ensure accountability of all students, teachers and staff using the Roster Event in the app
11. Develop release plan in consultation with emergency responders using the Standard Reunification Method (SRM)
12. Isolate and redirect students discovered in hallways, bathrooms, wing, etc.
13. After crisis has ended, release the alert in the app

**14. Discovery / detonation:**

15. Announce IED and location and move clear
16. Conduct a "secondary device scan" : from the device, look outward 5 feet in all directions, then 25 ft in all directions, moving as far away as necessary to determine if there is a second or third device in the area

**17. Contact and Rescue**

18. Consider threat to life and alternate routes
19. Mark device and bypass it

**20. Exposed victim Rescue**

21. Direct victim movement explicitly
22. View area for secondary threats
23. Establish narrow cordon in and out of area
24. Provide Direct Care only
25. Evacuate to recommended standoff, isolate and barricade
26. From Radio safe distance (300 feet or standoff) report IED location, description, size: report action taken; request bomb-squad (EOD)

**27. No victims threatened**

28. View area for second device: reposition personnel to a safe standoff distance; report impact to assignment and priority; cordon off 360° device Killzone; control cordon security awaiting EOD.

**29. Standoff distance**

30. Pipe bomb 5 lb: 70 ft minimum, 1200 feet preferred
31. Suicide bomber 21 pounds: 110 ft minimum, 1700 feet preferred
32. Briefcase suitcase 50 lb: 150ft minimum, 1850 ft preferred
33. SUV/Van 1000-lb: 400 ft minimum, 2400 ft preferred
34. After crisis has ended, release the alert in the App
35. Consider establishing a student/staff support center
36. Conduct an After Action Review

## Dangerous animal

1. Receive information and maintain situational awareness
2. Send an alert using the app: secure!, Lockdown, etc.
3. Call 9-1-1 if you haven't been notified of the activity directly from them.
4. Initiate Standard Response Protocols, secure!: using app
5. Bring students inside the building and secure exterior perimeter
6. Usually, business can be conducted as usual
7. Maintain situational awareness; secure!s can lead to a Lockdown
8. Ensure accountability of all students/staff using the Roster Event in the app
9. Meet at command post and receive information regarding staff and students and the situation
10. Notify District Cabinet and the Superintendent
11. Make contact with emergency responders for instructions

12. Once the event has ended, release the alert in the app
13. Conduct an After Action Review

## Death of a Student

1. Call 911; Consider placing the school into a "Hold"
2. Notify the District Cabinet and the Superintendent
3. Protect the scene
4. Convene school crisis team
5. Ensure family of the deceased is notified through pre-established methods.
6. Alert counselors and nurses at schools where siblings are enrolled
7. Hold a faculty meeting as soon as possible to communicate next steps to staff.
8. Consider messaging requirements
9. Permit students to leave school only with parental permission.
10. Carefully track attendance
11. Consult with police officials involved with the death investigation in case they need to identify Witnesses
12. Assess instructional and support needs
13. Call in substitute teachers as needed
14. Keep time and procedures log of crisis response activities
15. Make home visits to affected families with counselors or crisis team members
16. Hold community support meetings if appropriate
17. Work with the counseling coordinator to initiate grief counseling plan as determined by need and severity of the situation
18. Conduct debriefing with school crisis team and staff members
19. Conduct an After Action Review

## Earthquake

1. Initiate an alert using the app.
2. At the first signs of an earthquake: Initiate the Drop/Cover/Hold on protocol; if in a vehicle, pull over and stop; if outdoors, stay there; do not get in a doorway: do not run outside
3. Practice Drop/Cover/Hold on
4. As soon as that shaking stops and when it is safe to do so, Evacuate to an area which is free from falling debris
5. Assist those who need assistance in evacuating: special needs students, staff and visitors: those who are injured and have mobility challenges
6. Call 911
7. Initiate the ICS and establish a Command Post
8. Account for students, staff and visitors using the Roster Event
9. Establish a primary point of contact for emergency responders
10. Initiate the crisis communications plan
11. Notify District Cabinet and the Superintendent



12. Contact the jurisdictional emergency operations centers for schools affected in their area; Santa Barbara City, City of Goleta, Santa Barbara County
13. Conduct an After Action Review

### Evacuate (SRP)

1. Issue an evacuation alert on the crisis Go app and consider calling 911
2. Announce the evacuation alert on the PA system: "Evacuate!" (inform everyone where you want them to go)
3. Notify the District Cabinet and Superintendent
4. When at the evacuation assembly area, account for all students and staff using the Roster Event using the app. or complete it manually
5. Initiate the ICS and delegate roles as necessary
6. Once the event has ended, release the alert in the app
7. Evacuations are called when there is a need to move students from one location to another. Every time there is a mass movement of students, you will need to account for all of the students and staff involved in the movement with another Roster Event in the app
8. Conduct an After Action Review

### Fire

1. At the first signs of, or indications of a fire, call 9-1-1 and activate the fire alarm system.
2. Initiate the SRP evacuation in the app, if it is appropriate to do so.
3. Notify the District Cabinet and Superintendent
4. **Assess the situation:**
5. Location of fire, smoke, or smell; size of involved area actual and potential; apparent direction and rate of spread; weather conditions; type of building (what is the facility used for, what is it made of); ingress and egress routes for emergency responders, etc.
6. Identify the best location for emergency responders to respond; and identify potential hazards
7. Notify responders of injuries to staff or students
8. Notify emergency responders of the locations of staff and or students who have been injured and need assistance
9. Assist those who need assistance in evacuating: special needs, staff and visitors: injured; those who have mobility challenges; etc.
10. Establish a command post and initiate the ICS
11. Account for students, staff and visitors using a Roster Event in the app.
12. Establish a primary point of contact for emergency responders
13. When the event is over, release the alert in the app
14. Conduct an After Action Review

## Hazardous Materials

1. Call 9-1-1 and explain what you are observing
2. Initiate a "Shelter" (SRP) and give a safety strategy
3. Shelter: close doors, shut the windows, and if possible seal windows and doors with plastic and tape, and turn off the HVAC system
4. Evacuating non contaminated students, teachers and staff after conferring with emergency responders
5. Isolate any people who have come into contact with the substance
6. Secure the building, or contaminated area
7. Initiate the ICS, and establish a Unified Command with the emergency responders
8. Contact the District Cabinet and the Superintendent
9. Delegate staff roles as appropriate
10. In concert with District PIO develop an internal and external Communications plan for parents, staff, students and community
11. Ensure accountability of all students, teachers and staff using a Roster Event in the app
12. In consultation with emergency responders and health officials, develop release plan for students and staff
13. Isolate and redirect students discovered in a hallway, bathroom, wing, who have potential for exposure or contamination
14. After the crisis has ended, release the alert in the app
15. Conduct an After Action Review

## Heat Illness

1. Call 9-1-1
2. Notify District Cabinet and Superintendent
3. Know how to recognize the three most common types of heat-related illness: heatstroke, heat exhaustion, and heat cramps.
4. Heat Strokes are the most severe and can be fatal
5. **Symptoms include:**
  - a. An elevated temperature to 105 degrees to 110 degrees Fahrenheit
  - b. Hot, red, and dry skin
  - c. A rapid, weak pulse.
  - d. Rapid, shallow breathing
6. First aid for heat stroke; (call 9-1-1)
  - a. Wrap damp sheets around the victim and start fanning them
  - b. Wrap cold packs in a cloth and place them on the victim's wrists and ankles, and in the armpits and on the neck
  - c. **Caution:** prolonged cold after temperature has been reduced may cause hypothermia
7. **Victims of heat exhaustion will have normal temperature, but will have other symptoms:**
  - a. Cool, moist, pale skin

- b. Heavy sweating
  - c. Potentially rapid pulse
  - d. Headache, nausea or vomiting, and dizziness
- 8. **Heat cramps are muscular pains and spasms that result from extreme exertion**
  - a. Cramps most often attack the abdomen and legs
- 9. **To avoid heat-related illnesses:**
  - a. Wear lightweight, light-colored clothing
  - b. Drink plenty of water
  - c. Take regular breaks
  - d. Eat small meals
- 10. Conduct an After Action Review

## Kidnapping

1. Verify the student is missing
2. Call 9-1-1
3. Notify District Cabinet and Superintendent
4. Consider placing the school on a "HOLD", until the initial phase of the investigation has been completed
5. Follow school policy and procedures on confidentiality
6. Contact parents or guardians
7. Determine the presence of potential witnesses
8. Check the student file for any restraining orders or other background information
9. Compile information for authorities on the missing student; date of birth, student emergency contact information
10. Provide a picture and description of what the student was last seen wearing
11. Check video system for possible evidence of the event
12. Have student file and photo available for law enforcement
13. Make a note of appearance, vehicle type and color, registration plate number, and any other identifying information
14. Cooperate with police
15. Convene school crisis team and decide on response plan
16. Contact District cabinet and superintendent
17. Work with the counseling coordinator to initiate grief counseling plan as determined by need and severity of the situation
18. After the crisis has ended, release the alert on the app
19. Complete an incident report and file in the principal's office
20. Debrief with the school crisis team and staff
21. Conduct an After Action Review

## Lockdown (SRP)

1. Initiate the Lockdown Alert in the app; call 9-1-1

2. Announce the alert on the PA system: “ Lockdown; Locks, Lights, Out of Sight”, “ Lockdown; Locks, Lights, Out of Sight”
3. Notify District Cabinet and Superintendent
4. Bring all students and staff inside
5. Secure all exterior access points; doors, windows, Gates, Etc.
6. Cover windows
7. Gather students and remain out of sight from exterior windows, halls and doorways
8. Report any necessary information to the management team using the app
9. Initiate the incident command system
10. Communicate with emergency responders
11. Account for all students and staff using the Roster Event
12. Refer to appropriate specific hazard checklist
13. Once the event has ended, release the event in the app and announce the release on the PA system
14. Complete an After Action Review
15. A Lockdown is called when there is a threat to the safety of students and staff inside the building or in close proximity to students and staff; active shooter, violent Intruder, angry or violent parent, or other violent person, dangerous animal inside the building, Etc.
16. Conduct an After Action Review

### Secure! (SRP)

1. Initiate the secure! alert in the app
2. Announce the alert on the PA system; “ secure!! Secure the perimeter”; “ secure!! Secure the perimeter”
3. Consider calling 9-1-1 based on the situation
4. Notify District Cabinet and Superintendent
5. Bring students and staff inside
6. Lock all exterior access points, if safe to do so: doors, windows, gates, Etc
7. Maintain your situational awareness
8. Initiate the Incident Command System
9. Once the building has been secured and everyone is safe, you may continue to conduct business as usual
10. Once the event has ended, release the alert on the app and on the PA system
11. secure!s may be called for: police or criminal activity in the area; dangerous animal outside of the building; civil disobedience; any situation which causes concern for the safety of the campus and the threat is near the campus
12. Conduct an After Action Review

### Missing Student

1. Verify, to the best of your ability, the student is missing
2. Notify District Cabinet and Superintendent
3. Consider placing the school on a “HOLD” or “SECURE” using the app to limit student movement while the search for the student on campus is being conducted

4. Contact the parents or guardians to report the student's absence status and confirm with the parent that the child did not go home and is missing
5. Inform law enforcement and staff of missing student
6. Call 9-1-1
7. Obtain student information and photograph from the files
8. Contact the District Cabinet and the Superintendent
9. Call parent or those listed on the emergency release form
10. Upon verification, direct office staff to email the district faculty and staff regarding the missing student
11. Cooperate with police
12. Compile information for authorities on the missing student; name, date of birth, school, and emergency contact information
13. Provide picture and description of what the student was last seen wearing
14. Initiate a campus-wide search using the group message in the app, and if necessary, make an announcement on the PA system for everyone to be on the alert for the student
15. Notify parents immediately if the student is located
16. After crisis has ended, release the alert in the app
17. Conduct an After Action Review

## Natural Disaster

1. Turn on EAS radio and local news media sources
2. Initiate the appropriate alert using the app; Evacuate, Shelter, Hold
3. Notify District Cabinet and Superintendent
4. Decide whether to evacuate, relocate, or shelter in place
5. Consider calling 9-1-1
6. Initiate the ICS and establish a command post site
7. Ensure accountability of all students and staff using the Roster Event
8. Gather information regarding building integrity and potential hazards (i.e., Rising floodwaters, high winds that may impact power, Etc)
9. Delegate roles as appropriate: and consider the need to transport students and staff to a secondary site
10. Contact the District Cabinet and Superintendent
11. Meet at the command post and receive information regarding students and staff, location of the disaster, building damage, flooding, Etc
12. Communicate with emergency responders for instructions
13. Consider establishing a staff and student Assistance Center and counseling needs
14. After the crisis has ended, release the alert on and announce it on the PA system
15. Conduct an After Action Review

## Police Activity

1. If law enforcement calls to report police activity in your area, take the information and maintain your situational awareness.
2. Initiate a "secure!" using the app

3. If you observe police activity in the area of your school which concerns you, initiate a "secure!", using the app
4. Call 9-1-1
5. Bring students and staff inside the building and secure exterior access points
6. Usually, business can be conducted as normal
7. Maintain your situational awareness; secure!s can lead to Lockdowns, or other protective actions
8. Ensure the accountability of all students and staff using the app Roster Event
9. Meet at the command post and receive information regarding staff and students, and the situation
10. Notify the District Cabinet and the Superintendent
11. Make contact with emergency responders for instructions
12. Once the situation/event has ended, release the alert in the app and on the PA system
13. Conduct an After Action Review

### Out of Control Person

1. Receive information and maintain situational awareness
2. Call 9-1-1 if you weren't notified of the activity by law enforcement
3. Initiate a Secure! (SRP): using the app
4. Consider a Lockdown (SRP) if the person is a danger to themselves or others
5. Bring students and staff inside the building and secure the perimeter access points
6. Usually, business can be conducted as normal.
7. Maintain situational awareness: secure!s can lead to a Lockdown
8. Ensure accountability of all students and staff using the Roster
9. Meet at the command post and receive information regarding staff and students, and the situation
10. Notify the District Cabinet and the Superintendent
11. Make contact with the emergency responders for instructions
12. Once the event has ended, release the alert in the app and announce the release of the alert on the PA system
13. Conduct an After Action Review of the event

### Power Outage

1. In our area we are subject to Public Safety Power Shutoffs (PSPS)
2. If time permits the public utilities companies will issue a PSPS warning when weather conditions dictate and there is an extreme fire danger in the area
3. Determine if the power outage is the result of a PSPS
4. Initiate the ICS and designate roles as appropriate
5. If possible, turn on a radio or other media information source to determine the cause and extent of the outage
6. Determine if the phone connection is still working
7. Use walkie-talkies if available and necessary
8. Contact emergency response agencies if necessary

9. Notify the District Cabinet, Superintendent and the Facilities Director and remain in contact with District Office
10. Contact the utility company for information if possible and to report any dangerous conditions
11. Decide whether to remain in school, conduct early release (closing), or evacuate if necessary
12. Consider heating, cooling, food preparation, sanitary needs (electric flushing toilets), or other health related concerns
13. Ensure the safety of all students and staff
14. Ensure emergency lighting and power are working properly (if equipped)
15. Move students to a lit or appropriate central area if necessary
16. Coordinate move to ensure safety
17. Gather information from staff regarding building integrity and other potential hazards
18. Contact emergency response agencies for instructions
19. Conduct an After Action Review

### Serious Injury or Illness

1. Call 911 or verify that 911 has been called
2. Maintain an open airway, administer CPR, and control bleeding if necessary
3. Immobilize the victim if there is a potential for head, neck or back injury
4. Do not move victim unless immediate emergency situation dictates; fire, electrical wires, violent situation, etc.
5. Treat for shock; cover with a blanket, and elevate the legs
6. Check for medical alert tags
7. Notify District Cabinet and Superintendent
8. Prepare information for emergency responders
9. Convene to school safety team
10. Contact parents
11. Debrief school safety team and staff
12. File an incident report
13. Conduct an After Action Review

### Shelter (SRP)

1. Initiate the shelter alert in the app, and consider calling 9-1-1
2. Announce the alert on the PA, "Shelter", followed by a safety strategy (what you want them to do)
3. Safety Strategies: evacuate to a shelter, seal the room, drop cover and hold on, Etc
4. Hazards: weather, hazardous materials spills or leakage, earthquakes, tsunami, Etc
5. Initiate the Incident Command System and delegate roles as appropriate
6. Communicate with emergency responders
7. Notify District Cabinet and Superintendent
8. Maintain situational awareness

9. Account for all students and staff using a Roster Event in the app
10. Once the incident has ended, release the alert in the app and announced the release of the alert on the PA system
11. Conduct an After Action Review

## Suicide Committed

1. Call 9-1-1
2. Confirm the death
3. Verify details with the family and offer assistance, appropriate support, and referrals.
4. Notify District Cabinet and Superintendent
5. Honor the family's wishes if possible
6. Contact District cabinet and the superintendent
7. Convene school crisis team
8. Inform faculty and staff of the death. If the school is not in session, contact faculty and staff via phone tree, or using the app
9. Complete incident report
10. Prepare and send a letter home to parents and Guardians
11. Consider a school crisis assistance Center for emotional support students and staff
12. Allow faculty staff and students to attend the funeral
13. Conduct an After Action review

## Suspicious Person or Activity

1. Receive information and maintains situational awareness
2. Call 9-1-1 if you haven't been notified of the activity by law enforcement
3. Initiate a secure! (SRP) using the app
4. Bring students inside the building in secure exterior perimeter
5. Usually (dependent on situation), business can be conducted as normal
6. Maintain situational awareness; secure!s can lead to a Lockdown
7. Meet at Command Post and receive information regarding staff and students, and the situation
8. Notify the District Cabinet and Superintendent
9. Make contact with emergency responders for instructions and situation update
10. Once the event has ended, release the alert in the app
11. Conduct an After Action Review

## Tsunami

1. Immediately following an earthquake, consider the possibility of a tsunami affecting the coastal waters and flood zones
2. If a tsunami warning has been issued by the NOAA, Santa Barbara County OEM, or another official agency, increase your situation awareness and begin to plan for the



tsunami's arrival. Understand that tsunamis can last from several hours to several days after the initial arrival time, and its intensity can also increase after its initial arrival time.

3. Establish a command post on site and prepare to move site occupants to higher ground
4. Determine your sites status and prepare to report your status to the District Office
5. Notify District Cabinet and Superintendent
6. Attend to any injuries in order of severity and call 9-1-1
7. Conduct damage (earthquake) assessment of buildings and infrastructure
8. Communicate with staff and parents
9. Evacuate or shelter as appropriate
10. Once the event has ended, release the alert using the app
11. Conduct an After Action review

### Weapons Reported on Campus

1. Activate School emergency response plan: Secure!, Lockdown, Evacuate, Shelter, Etc., using the app. Announce the alert on the PA system
2. Contact 9-1-1 immediately
3. Contact the School Resource Officer
4. Notify District cabinet and the superintendent
5. Secure the main office area, if possible
6. If possible and safe to do so, gather all information of suspect(s) involved and relay to 9-1-1
7. Remain on 9-1-1 call to assist in law enforcement deployment and response
8. Lock doors if it can be safely done
9. Follow your training
10. When law enforcement arrives, direct them to the scene.
11. Administrators should stay out of view of gunman if possible
12. Work with police officers as directed. Police will evacuate students area by area
13. Work to maintain as much calm as possible
14. After gunmen are contained, account for all students and record extent of injuries
15. Develop a Communications plan and send a message to parents
16. Follow up at the hospital with any injured students or staff
17. Notify school counselors and the crisis team for post-incident counseling needs
18. After the event has ended, release the alert on the PA system
19. Conduct an After Action review

# APPENDIX A:

## Peabody Specific Emergency Readiness

### EMERGENCY PROCEDURES 2023-2024 CHECKLIST FOR TAKING ATTENDANCE

#### TEACHERS:

The following five items should be on your RED Classroom EMERGENCY

CLIPBOARD: *(Always mention in your sub plans where your red clipboard is located.)*

1. This Checklist for Taking Attendance
2. Class Directory List *with* Class set of labels ON WHITE PAPER
3. Class Directory List ON YELLOW PAPER  
(to remain permanently on clipboard)
4. Emergency Procedures for Fire and Earthquake
5. Emergency Procedures for Lockdown

#### DIRECTIONS

##### 1. LABELS (one classroom set)

Place a label on each student who is present and accounted for. All remaining labels should be affixed to the WHITE Class Directory List with a written explanation across the label explaining the student's absence. Example "absent", "went home sick" & "missing."

2. Teachers **take attendance** and **then stand at the front of their class line** with their White Class Directory List (with attached "remaining" labels). The below designated runners will pick up these sheets and take them to the "Command Center" near the Mega Toy. In the event that your runner is absent, please give it your grade's leadership teacher.

##### **\*SPECIAL ED STUDENTS (SDC)**

*All Special Ed Students (SDC) Student Directories & Labels will be attached to their Regular Ed classes. These students will remain with their Regular Ed class unless they need more attention. Special education teachers will check in with you.*

# PEABODY CHARTER SCHOOL

## EMERGENCY PROCEDURES FOR FIRE AND EARTHQUAKE

Updated 8/2023

Below please find a review of our emergency procedures. Leaders for each emergency team should meet with your team before the drill to review procedures. Every classroom should have the RED EMERGENCY CLIPBOARD hung by the classroom exit door to be picked up on the way outside.

**EARTHQUAKE DRILL:** Students/Staff are to "drop, cover, and hold on" and to remain in the "drop" position until evacuation instructions are given. At least 90 seconds will pass before evacuation instructions are given. **At the evacuation location, your class is to sit with the class with which you are teamed up. IF YOU ARE OUTSIDE DURING AN EARTHQUAKE DRILL OR AN ACTUAL EARTHQUAKE, STAY THERE. MOVE AWAY FROM ALL BUILDINGS.**

**FIRE DRILL:** You will hear a signal (**fire alarm bell or public address**) to evacuate to the middle of the grass field which we are calling "Emergency Assembly Area." **Your class is to sit beside the class with which you are teamed up.**

### IMPORTANT:

1. Be sure to take your emergency clipboard with you WHENEVER your class leaves the classroom (on field trips, to visit buddies, go to the Exploration Center, etc.)
2. When evacuating, follow the directions on the "Checklist for Taking Attendance" sheet. **ALSO, PLEASE TAKE YOUR CLIPBOARD AND YOUR EMERGENCY BIN.**
3. Turn off lights, close doors, and evacuate to the field.
4. Once assembled on the field, follow the directions on the "Checklist for Taking Attendance" sheet. Use your **Class Directory List** (attached to your red clipboard) to take attendance. *You should create a way to take roll quickly and efficiently. Affix name labels to each student. The CLASS DIRECTORY LIST will be used to check out students to parents/guardians in the event of an emergency.*
5. After taking attendance, please stand at the front of your class line, and a designated runner will pick up the roll class list with the affixed labels of the absent students.

**IN THE EVENT THAT YOUR GRADE LEVEL DESIGNATED RUNNER IS ABSENT, THE TEACHER WILL PICK ANOTHER RUNNER.**

Runners will deliver the lists to:

Maria Cruz (Upper Grades)

Valeria Reyes (Lower Grades)

### **Command Post Duties:**

Maria Cruz & Valeria Reyes will receive the Class Directory Sheets as they are handed in and will deliver to Kathleen Brontsema and Yolanda Saunders.

6. **AFTER TAKING ATTENDANCE, IF YOU HAVE AN EMERGENCY TEAM ASSIGNMENT, REPORT TO MR. BARNETT FOR FURTHER INSTRUCTIONS.** Otherwise, remain with your students and stay calm. Mr. Barnett will instruct emergency teams to begin their duties. He may reassign members, team responsibilities, if he sees that some staff members are missing. Following is a list of teams, team members, team responsibilities, and (if applicable) the areas where teams are to perform their tasks.

Runners for:

TK: Grade Level Teacher Tutor or Leadership Rep  
Kinder: Grade Level Teacher Tutor or Leadership Rep  
First: Grade Level Teacher Tutor or Leadership Rep  
Second: Grade Level Teacher Tutor or Leadership Rep  
Third: Grade Level Teacher Tutor or Leadership Rep  
Fourth: Grade Level Teacher Tutor or Leadership Rep  
Fifth: Grade Level Teacher Tutor or Leadership Rep  
Sixth: Grade Level Teacher Tutor or Leadership Rep

## **STUDENT SUPERVISION TEAMS**

Stay on field and supervise students

Kinder: Gonzalez, Gibson, Segal Teacher Tutor

First: Viscarra, Elster, Roessler, Teacher Tutor

Second: Duguran, Godlis, Teacher Tutor

Third: Doering, Lindblad, Teacher Tutor

Fourth: Craviotto, LaForge, Teacher Tutor

Fifth: Beaudette/Mueller, Teacher Tutor

Sixth: L. Rodriguez, Teacher Tutor

\*Additional Support for Students:, Hendricks, Corrales, Hernandez/A. Mendoza, Roberts  
Para educators remain with assigned students/classes.

## **SEARCH AND RESCUE TEAMS**

### **SECURITY TEAM:**

**\*Silva, Wooten, D. Barrett, Licon, Long, Pasternak, R. Wilcox, Hollingsworth**

Duties:

- Pick up walkie-talkie
- Patrol campus to make sure that no student leaves unless authorized.
- Report "AWOL" students to Maria/Yolanda and to the Communications Team.
- Direct parents who have come to pick up children to the location of the child's teacher who will then authorize the child to leave.

Locations:

- **Long/Licon**: Patrol the south perimeter of the campus from the corner of Calle Noguera and Calle Granada to the entry by the cafeteria.
- **Pasternak/Wooten**: Patrol east perimeter of the campus from Room 16 to Room 26, Wooten near the bike rack, Pasternak near the flag entrance.
- **R. Wilcox/Hollingsworth**: Patrol the perimeter of campus from Room 31 to the main kindergarten exit. (Calle Rosales)
- **Silva/ D. Barrett**: Patrol the west side from the kindergarten exit (Calle Rosales) to the corner of Calle Noguera and Calle Granada.

## **Security team will also help check out students to parents/guardians.**

### **SWEEP / FIRE TEAM:**

**TEAM 1:** Quiroz, Moon

**TEAM 2:** Kangas, Hurtado

**TEAM 3:** M. Barrett, Howe

**TEAM 4:** Shaefer, Zuchowicz

**TEAM 5:** Levy, Gill

**TEAM 6:** Rodda Leonardi//Marshall

MAIN BUILDING: Rooms 8-15

WEST SIDE K wing Rm 1 – 5

NORTH SIDE, Room 30 – 35/Splash zn

EAST SIDE, Room 22- 29

EAST SIDE, ROOMS 16-21/ Portables

EXPLORATION CENTER/Lit Lab

### **Duties:**

1. Pick up walkie-talkie, one per team and pick up a backpack from the Disaster Shed.
2. Proceed to your "Search Section" and begin searching for injured students and adults.
3. Upon entering a classroom, use your tape to put / on the outside of the door, and upon exiting put a /, forming an X on the outside of the door. The X indicates that the classroom has been searched and cleared. A / indicates that there are Search and Rescue teams still in the classroom
4. Remove the injured to the first aid area; try to use as few team members as possible to remove injured.
5. Note heavily damaged/inaccessible areas (after removing as many injured as possible), and report these areas to Mr. Barnett.
6. Report any fires or sparking wires; "visible" fires are given high priority.
7. Inspect buildings for fire hazards.

### **FIRST AID TEAM: \*Nurse, M. Zavala, Hastings, Venegas**

**\*Utilities Team will report to First Aid area after sweep is complete**

### **Duties:**

1. Remove first aid equipment from the storage shed by Kindergarten.
2. Set up first aid station.
3. Treat the injured (using triage), write injury on tape, and affix to the injured.
4. Maintain communication with Mr. Barnett regarding the status of injured.

### **Location:**

Splash Zone

### **COMMUNICATIONS TEAM: \*Cruz, Saunders, Brontsema & Valeria Reyes**

### **Duties:**

- Determine if all staff members are accounted for. (Valeria and Brontsema)
- Determine if all students are accounted for. (Cruz and Saunders)
- If possible, use cell phone(s) to communicate with district office and local authorities.
- Use a portable radio to receive reports/instructions from local stations.
- Inform Mr. Barnett of SBUSD requests and information from local stations.

- Using emergency information cards and master emergency rosters, teachers should release students to persons authorized to take the student in case of emergency. Follow directions as to which exit should be used.

Location:

On blacktop area near Mega Toy play structure

## **UTILITIES TEAM: \*A. Reyes, J. Wilcox, Holbrook, R. Zavala,**

Duties:

- Shut off, if possible, damaged water and gas lines; turn off damaged electrical circuits.
- Indicate damaged utilities on charts, report utilities damage to Mr. Barnett.
- Assess availability of potable water and usable gas and electricity and report to Mr. Barnett. Potable water might include H2O that is in water heaters and toilets. A 55-gallon drum of water are housed **in the shed by Kindergarten.**
- Unless otherwise instructed, work together as a team. Using utilities map and tools, check (and shut-off if necessary) water and gas mains and electrical panels located around the campus.

### LOCATION OF MAINS

*FRONT OF SCHOOL AREA GAS MAINS: located at sidewalk intersection of Calle Noguera and Calle Laureles, also in front of school by school main office window*

*BACK OF SCHOOL AREA GAS MAINS: Located at sidewalk behind "Splash Zone"*

*ELECTRIC POWER ELSEWHERE (MAP): in Assistant Principal's office, in Room 13, by room 21 bike cage, in kitchen storage closet outside of Pinner Exploration Center*

## **EMERGENCY PROCEDURES UTILITY TURN OFF TEAM**

**ANTONIO REYES WILL OVERSEE ALL MEMBERS OF THIS TEAM TO ADDRESS GAS, WATER, AND ELECTRICITY ISSUES.**

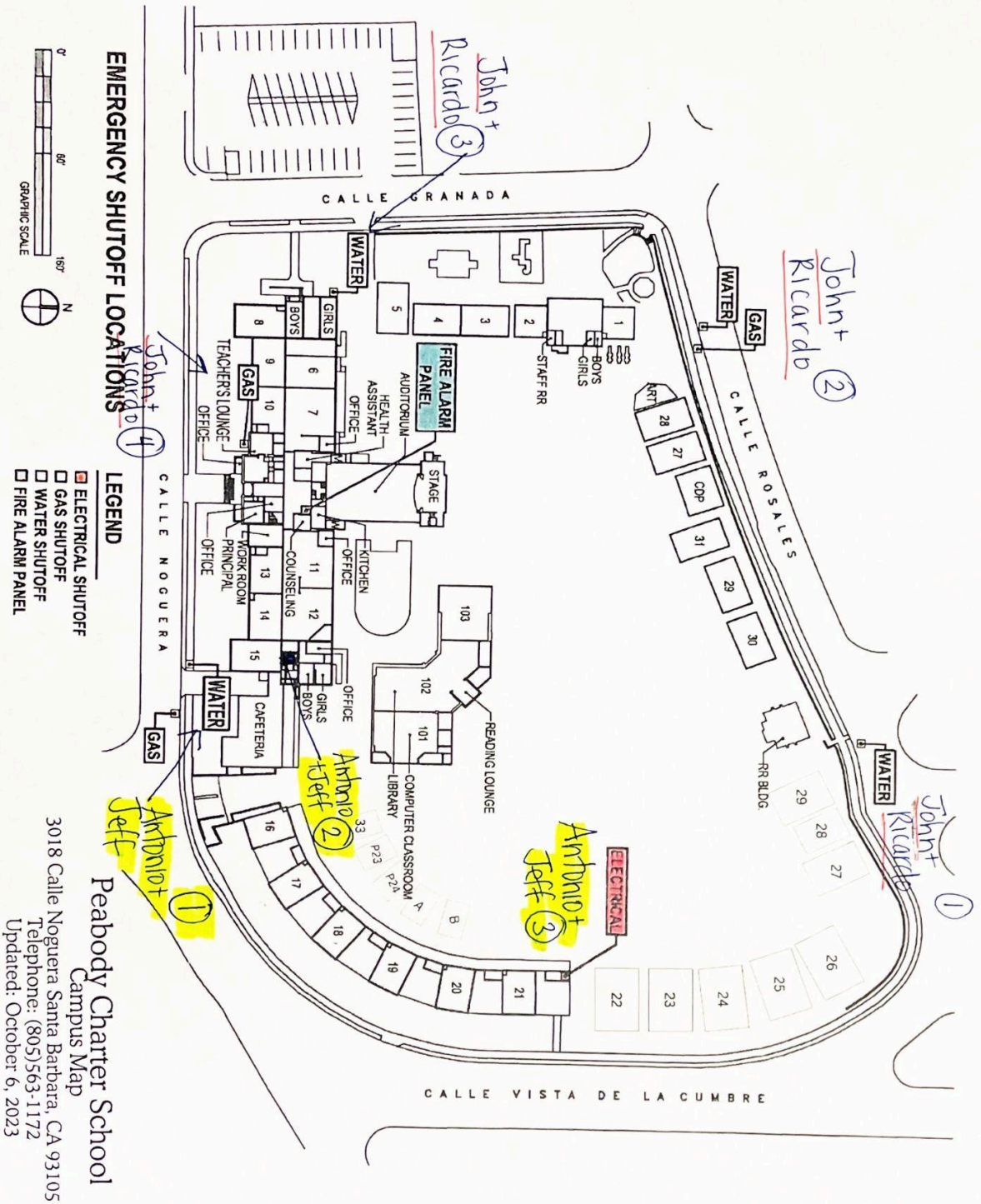
1. Antonio + Jeff are a team
2. John + Ricardo are a team

*Antonio and Jeff will proceed to the front of the school to Gas Mains and Water Mains*

*John and Ricardo will proceed to the back of the school to Gas Mains and Water Mains.*

*Then Antonio and Jeff will go to electric power closet by cafeteria and then electric power closet by 6th grade gate.*

*All teams will report back to Admin in the evacuation area.*



## **SAFE SCHOOL COMMUNICATION PLAN**

**Site Manager for an emergency/crisis:**

**DEMIAN BARNETT**

**Alternate Site Managers:**

**CLAIRE KROCK/JULIE BOLTON**

**Management Center for earthquakes and fire:**

**MEGA TOY AREA ON GRASS**

**Management Center for lockdown:**

**PRINCIPAL'S OFFICE**

**Site system for alarm, signaling, messages:**

**INTERCOM/PHONES**

**FIRE ALARM BELLS**

**CELL PHONES**

**WALKIE-TALKIES**

**WRITTEN/VERBAL MESSAGES**

**Staff assignments & placements for students/staff: EMERGENCY PROCEDURES PLAN**

**Community Agencies and SBUSD notification: Yolanda Saunders, Valeria Reyes, Maria Cruz**

**Parents Informed by: NEWSLETTER, eNEWS, AUTOMATED CALL, MEDIA, AND HANDBOOK**

**Staff Training: REGULAR FIRE, LOCKDOWN, SHELTER IN PLACE, EARTHQUAKE, AND DISASTER DRILLS**

**Note: Response Procedure for Bomb Scare or Telephone Threat: LOCK DOWN**

**NOTE: ANYONE NOT ASSIGNED TO A DUTY OR TO STUDENT SUPERVISION SHOULD REPORT TO ADMINISTRATION COMMUNICATION TEAM.**