

Auburn Union School District

Comprehensive School Safety Plan

2010 – 2011

E. V. Cain Middle School

CDS Code 31-66787

Randy Ittner, Principal

Team Members

Patricia Leftridge
Steve Schaffer
Randy Ittner
Kelly Loveall
Olivia Conn
Karen Enghusen
Charlie Pierce
Trez Stack
Bernie Kiester
Juli Houston
Kim Lightfoot
Judy Pruett
Jaime Erickson
Ryan Cerny
Josh Sweat
Valerie Harris

Title

Vice Principal
Vice Principal/Teacher
Principal
Administrative Secretary
Teacher
Teacher
Teacher
Teacher
Parent, Site Council
Parent, Site Council
Parent, Site Council
Parent, Site Council
Student, Site Council
Student, Site Council
Student, Site Council
Chief, Auburn Police Department

Auburn Union School District

Comprehensive Safe School Plan 2010 – 2011

E. V. Cain Middle School

Requirements Index	Section/Page
Committee Members	3
School Mission Statement	4
Assessing the Current Status of School Crime	5
Ensuring a Safe and Orderly Environment	8
Disaster/Procedures/Crisis Response	19
Procedures for Safe Ingress and Egress	30
Appendix: Adopted Board Policies	38
➤ Child Abuse Reporting	
➤ Suspension and Expulsion Policy	
➤ Notifying Teachers of Dangerous Pupils	
➤ Sexual Harassment Policy	
➤ Dress Code Policy/Site Dress Code	
➤ Hate Crime Policy and Procedures	
➤ Rules/Proceedings on School Discipline	

Comprehensive School Safety Plan 2010 – 2011 Membership

E. V. Cain Middle School

School Site Council or Delegated School Safety Planning Committee Members	Principal or designee	Classified Employees	Classroom Teacher	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (Specify) Consultant
A	B	C	D	E	F	G*	H*	I*	J*
Randy Ittner	X								
Patricia Leftridge	X								
Steve Schaffer	X		X						
Kelly Loveall		X							
Olivia Conn			X						
Karen Enghusen			X						
Charlie Pierce			X						
Trez Stack			X						
Juli Housten				X					
Bernie Kiester				X					
Kim Lightfoot				X					
Judy Pruett				X					
Jamie Erickson								X	
Ryan Cerny								X	
Josh Sweat								X	
Chief Valerie Harris					X				

*Optional members

School Mission Statement

We will provide a comprehensive program and supportive environment that guides all students to realize their highest potential.

District Mission Statement

We provide our students with a rigorous and well-rounded curriculum that challenges students to become self-reliant individuals, critical thinkers, and responsible citizens.

Comprehensive Safe School Plan 2010 – 2011

Student Data Summary

Assessing the Current Status of School Crime

Suspensions ¹	2008-09 Total Students: 668		2009-10 Total Students: 721	
	Quantity	% of 100 incidents	Quantity	% of incidents
Education Code				
48900(a)	22	18%	17	29%
48900(a)(2)	9	7%	8	14%
48900(b)	0	0%	1	1%
48900(c)	5	4%	0	0%
48900(f)	2	2%	0	0%
48900(g)	5	4%	5	9%
48900(k)	74	60%	25	43%
48900(i)	1	5%	1	2%
48900(h)	0	0%	1	2%
48900.2	1	5%	0	0%
48900.4	5	4%	0	0%
	124	100%	58	100%

Data Source	2008 – 2009	2009 - 2010
Total Number of Students	668	721
Suspensions ² (Total Number of Suspensions)	124	59
Expulsions		
➤ Recommendations	9	6
➤ Suspended	0	0
➤ Expulsions	9	6
<i>Stipulated Expulsions³</i>	4	6
➤ Returned to School	0	0
➤ Not Brought Forward	0	0
Attendance Rate	93.38%	93.5%
➤ Student Days Lost	7,563	8,017
8 th Graders Eligible for First Promotion Ceremony	228/240 (95%)	237/249 (95.1 %)
8 th Graders Eligible for Second Promotion Ceremony	11/240 (4.6%)	12/249 (4.9%)
8 th Graders Eligible for Total Promotion Ceremony	239/240 (99.6%)	249/249 (100%)

¹ Source of data: Aeries

² Some students are responsible for multiple suspensions.

³ A stipulated expulsion occurs when a parent or guardian chooses not to challenge the school's findings.

Conclusions from Data:

- There was a 8% increase in the number of enrolled students between 2008-09 and 2009-10
- There was a very small increase in the percentage in our P2 attendance rate.
- There were sixty-five less suspensions between 2008-09 and 2009-10.
- There was a very slight increase in the percentage of eighth grade students eligible for a promotion ceremony after completing the eighth grade requirements. All students successfully completed the requirements for eighth grade and were promoted to the ninth grade in a comprehensive high school setting.

Conclusions from Parent, Teacher, and Student Input:

- An increase in the average daily attendance would lead to increased revenue for the school and district.
- More administrative time during the 2009-10 school year (i.e. two and a half administrators, vs. two administrators in 2007-08) led to more behavioral interventions for students and a drop in suspensions.
- The expanding E.V. Cain Homeschooling Program, put in place for the 2009-10 school year, will enable students with a variety of needs to get their academic needs met.
- Possibly increasing the Wildcat period to four days a week will increase opportunity for academic enrichment and academic intervention.
- Continuing to build the CARE program will provide assistance to struggling students.
- Students who do not meet eligibility requirements for the eighth grade promotion ceremony participate in a multi-week intervention program during and after the last two weeks of the school year, and then are eligible for promotion. This significantly increases the rate of promotion from the eighth to ninth grade.

Comprehensive Safe School Plan 2010 - 2011

Data Summary, continued

E. V. Cain Middle School

STAR test results, grade point averages, eighth grade promotion rates, and Aeries data, as it relates to student discipline and attendance, were reviewed.

Areas of pride and strength include:

W.E.B. (Where Everybody Belongs)

Student Government

Drama

Boys & Girls Club

Student Handbook

Electives

Lunchtime Activities

Lunchtime Intramural Program

CAT Pause

Wildcat Period

Leadership

Athletics

Band

After School Tutoring

School Web Page

Geometry

Intervention Classes

Website

Life Lab

ZAP (Zeroes Aren't Permitted)

Areas we wish to continue improving include:

Student Achievement

School Culture & Climate

Communication

Comprehensive Safe School Plan 2010 – 2011

Ensuring a Safe and Orderly Environment

Component I: People and Programs

E. V. Cain Middle School

Component I: People and Programs
<i>Goal #1: To improve student achievement as manifested in the reporting of E. V. Cain's STAR and API scores.</i>
Objectives:
1. All teachers and administrators will review all student STAR and API scores by September 30, 2010.
2. Throughout the school year, teachers will meet weekly, in their respective teams, to review student assessment data.
3. Identify students scoring far below basic and below basic on the STAR examination, and schedule them for one of the intervention classes for the first trimester of the 2010-11 school year.
4. Throughout the school year, teachers will work in teams to align lessons with the essential California State Standards.
5. Provide timely assessments throughout each trimester and review the results to ensure students are learning.
<i>Goal #2: To increase the number of eighth grade students who are eligible to participate in the first promotion ceremony, so that at least 95% of the eighth grade students meet or exceed the promotion ceremony requirements during the 2010-11 school year.</i>
Objectives:
1. Communicate promotion ceremony requirements to all students and all parents by August 31, 2010 using the Time Tracker and school's website.
2. Test students on the promotion ceremony requirements.
3. Use progress reports and report card data to identify students who are at risk of failing to make adequate progress towards the promotion requirements.
4. Review grade point average data for 2009 – 2010 to determine which sixth, seventh, and eighth grade students are initially scheduled for intervention class during the first trimester of the 2010-11 school year.
5. Initiate Student Study Teams and/or parent-team conferences for those students who are not making adequate progress towards the promotion ceremony requirements.

Goal #3: To promote the Wildcat Values of safe, respectful, and responsible behavior in students, staff, and families.

Objectives:

1. Distribute Time Trackers and review contents with teachers by August 20, 2010.
2. Teachers distribute time trackers to students and review its contents during first period. This shall be completed by August 31, 2010.
3. Students tested on Time Tracker's contents during first period. This shall be completed by September 15, 2010.
4. Time Tracker posted on school's website in English and Spanish. This shall be completed by September 30, 2010.
5. Time Tracker test posted on school's website. This shall be completed by September 30, 2010.

Goal #4: To maintain the number of student recognition opportunities during the 2010-11 school year.

Objectives:

1. Maintain and increase recognition programs for 2010-2011 school year.
2. Communicate recognition programs to staff, students, and families.
3. Recognize students at school, on E. V. Cain's website, and in the *Auburn Journal*.

Programs Include:

Privilege Passes for students with a significant increase in STAR test scores	Wildcat Bucks – turn in on Fridays, and draw winners' names once per week
Student Newspaper	Intramural Sports Program at Lunch
Spirit Days (Dress in school shirts/school colors)	Monthly Attendance drawings
Students of the Month	Ambassador Program for new students that arrive during the school year
School Rallies that celebrate Academic and Athletic Achievement	WEB (Welcome Every Body) for welcoming and including sixth grade students

Component I: People and Programs

*Goal #1 To improve student achievement as manifested in the reporting of
E. V. Cain's STAR and API scores*

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none">• Principal• STAR Committee• Grade Level Teams• PLC (Professional Learning Communities) teams
Completion date	<ul style="list-style-type: none">• Annually• STAR Committee meets monthly• Grade level teams meet weekly
Resources needed	<ul style="list-style-type: none">• Substitutes• California Standards• California Standards Tests (CST) (e.g., practice tests)
How we will monitor and evaluate	<ul style="list-style-type: none">• Weekly team meetings• Monthly STAR meetings• Annual STAR data• Benchmark tests once a month• CST practice tests

Component I: People and Programs

Goal #2: To increase the number of eighth grade students who are eligible to participate in the promotion ceremony on the last day of school, so that at least 90% of the eighth grade students meet or exceed the promotion ceremony requirements during the academic year.

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none"> • Administrators • Eighth grade teams • Intervention teams
Completion date and budget	<ul style="list-style-type: none"> • Weekly team meetings • Mid-trimester and trimester grade reports • Letters from principal to the families of eighth graders who are in jeopardy of not meeting promotion ceremony requirements • Estimated cost is \$300 - \$500
Resources needed	<ul style="list-style-type: none"> • Progress reports • Intervention classes • Conferences • Time trackers • Secretarial support
How we will monitor and evaluate	<ul style="list-style-type: none"> • Weekly progress reports • Report cards • Intervention classes • Team meetings • STAR testing scores • WIG (Will I Graduate) program

Component I: People and Programs

Goal #3: To promote the Wildcat Values of safe, respectful, and responsible behavior in students, staff, and families.

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none"> • Administration • Teachers • Support staff • PBIS (Positive Behavioral Interventions & supports) team
Completion date and budget	<ul style="list-style-type: none"> • Annually (August) • Estimated cost for Time Trackers is \$4000, and paid for by Parent Teacher Committee (PTC)
Resources needed	<ul style="list-style-type: none"> • Time trackers • Website • Website developer to upload information to website • Wildcat Value Expectation posters (laminated)
How we will monitor and evaluate	<ul style="list-style-type: none"> • Discipline data from Aeries reports (i.e. suspension and expulsion data) • The number of eighth graders eligible for promotion ceremony • Auburn Police Department arrest data as it pertains to their involvement in E. V. Cain Middle School's discipline process • Data from SWIS (School Wide Information Systems)

Component I: People and Programs

Goal #4: To increase the number of student recognition opportunities throughout the school year.

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none">• Administrators• Teachers• Support staff• Office staff• Noon Duty Supervisors
Completion date and budget	<ul style="list-style-type: none">• Monthly and Trimester• Approximately \$500 from donations
Resources needed	<ul style="list-style-type: none">• Certificates• Gift certificates, gift cards, etc.• Wildcat Bucks• Secretarial support staff
How we will monitor and evaluate	<ul style="list-style-type: none">• Discipline records• Student surveys• Participation in after school golf and soccer clubs• Participation in lunchtime Intramural Programs• Participation in weekly depositing of Wildcat Bucks (Winners are drawn once a week)• Number of students recognized for Student of the Month, Honor Roll, and Perfect Attendance awards

Comprehensive Safe School Plan 2010 - 2011

Ensuring a Safe and Orderly Environment

Component II: Place

E. V. Cain Middle School

Component II: Place	
<i>Goal #1: To remodel school library (room 11). Replace carpet, paint interior, replace and properly attach bookshelves to walls, create computer cubbies.</i>	
Objectives:	
1. Steve Schaffer, Vice Principal, will coordinate activity with Stan Brandl, Maintenance and Operations Supervisor.	
2. Replace carpet and attach existing bookshelves in fall 2010 with remainder of remodel occurring during summer 2011.	
<i>Goal #2: To identify areas of concern on our campus, and communicate said concerns to the district office</i>	
Objectives:	
1. Complete a campus tour with Stan Brandl, Director of Maintenance, and note any campus landscaping and safety concerns.	
2. Submit findings to Randy Ittner, Principal, E.V. Cain Middle School.	
<i>Goal #3: To complete a campus technology needs assessment, and revise the school's technology plan to reflect the needs assessment's findings.</i>	
Objectives:	
1. Develop a campus technology needs assessment.	
2. Complete needs assessment.	
3. Review findings.	
4. Update the school's technology plan to reflect the needs assessment's findings.	
5. Develop a budget and identify funding sources.	
6. Submit technology plan to the Auburn Union School District School Board for approval.	
Programs Include:	
1. www.schoolnotes.com	2. Accelerated Reader
3. Accelerated Math	4. Projectors
5. Aeries Gradebook	6. Document scanners

Component II: Place

Goal #1: To remodel the school library (room 11).

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none">• Stan Brandl, Director of Maintenance
Completion date and budget	<ul style="list-style-type: none">• Fall 2011• District cost
Resources needed	<ul style="list-style-type: none">• Contracts with outside agencies to complete the remodel.
How we will monitor and evaluate	<ul style="list-style-type: none">• Site visits• Principal's monthly meetings with Stan Brandl• Completed remodel

Component II: Place

Goal #2: To identify areas of concern on our campus, and communicate said concerns to the district office.

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none">• Stan Brandl, Director of Maintenance• Administrators• Maintenance personnel• Staff
Completion date and budget	<ul style="list-style-type: none">• Annually• District's yearly maintenance plan and budget
Resources needed	<ul style="list-style-type: none">• Safe School Plan
How we will monitor and evaluate	<ul style="list-style-type: none">• Report to district• Maintenance completion of tasks/work orders• Principal's monthly meetings with Stan Brandl

Component II: Place

Goal #3: To complete a campus technology needs assessment, and revise the school's technology plan to reflect the needs assessment's findings.

E. V. Cain Middle School

Who will take the lead	<ul style="list-style-type: none">• Principal• Jerry Fonda and Steve Schaffer (Site Technology Coordinators)• Bruce Epstein (District Technology Coordinator)• Teachers and Departments
Completion date and budget	<ul style="list-style-type: none">• Annually• Technology grants and district funds
Resources needed	<ul style="list-style-type: none">• Maintenance• Technology Coordinator• Yearly evaluation of our school's needs
How we will monitor and evaluate	<ul style="list-style-type: none">• Feedback from staff members• Staff technology committee meetings twice a year

Comprehensive Safe School Plan 2010 – 2011

E. V. Cain Middle School

<p>Method for Communicating Plan and Notifying Public: Ed Code 32288</p>	<p>Date of Public Hearing: March 9, 2011</p> <p>Site of Public Hearing: District Office</p> <p>The following persons and entities, if available, will be notified of the public meeting:</p> <ul style="list-style-type: none"> ➤ Local Mayor ➤ Representative of the local school employee organization ➤ A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs ➤ A representative of each teacher organization at the school site ➤ A representative of the student body government ➤ All persons who have indicated they want to be notified
	<p>The School Site Council or School Safety Planning Committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> ➤ A representative of the local churches ➤ Local civic leaders ➤ Local business organizations ➤ In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15th of any schools that have not complied with California Education Code 32281

Review of Progress for Last Year	Name:	Date:
Law Enforcement Review	Name:	Date:
Site Council Approval	Name:	Date:
School Board Approval	Name:	Date:

SECTION B

Disaster Procedures and Crisis Response

Check In & Check Out Procedure

All staff members will notify the principal's secretary (Kelly Loveall), extension 3346, by telephone or in person if they leave campus during business hours, so that all staff members are accounted for should an emergency occur.

All students must check out at the main office if they leave campus during the school day, and must check in at the main office upon their return. A log sheet is maintained in the main office.

Parents and visitors must check in at the main office before entering school grounds, and check out when they leave.

Bomb Threat

If a bomb threat is made to our school, staff will be notified via a "Lockdown" announcement. Staff and students will remain in their classrooms until the school's administration is given direction by the emergency responders. An administrator or emergency responder (e.g., Police Officer) will open classroom doors.

Staff and students will be evacuated according to administrative and/or emergency responder instruction(s).

While waiting in designated evacuation area, staff members will:

- Take roll and keep their students together.
- Remain in their designated area while waiting for further instruction.
- Not touch or move any suspicious objects, and will report their location to responding emergency responders and/or site administrator(s).
- Not use any electrical devices such as radios, walkie-talkies, pagers, or cell phones.

Earthquake

During an earthquake, please have students get as much of their bodies as possible under their desks. Teachers should be either under their desks, or under the doorframe during an actual earthquake.

- At cessation of earthquake tremors, assess the situation (e.g., injuries to students and damage).
- Remain in place until notified by an emergency responder (e.g., Police Officer) or an administrator.
- Staff and students will be evacuated according to administrative and/or emergency responder instructions.
- Teachers will evacuate their classrooms according to emergency personnel instructions.

While waiting in designated evacuation area, staff members will:

- Take roll and keep their students together.

Staff members and students will:

- Remain in their designated area while waiting for further instruction.
- Not touch or move any suspicious objects, and will report their location to responding emergency responders and/or site administrator(s).
- Not use any electrical devices such as radios, walkie-talkies, pagers, or cell phones.

Fire Drill

<u>Time</u>	<u>Procedure</u>
<u>Before School</u>	<p>Students proceed to the south end of the basketball blacktop area.</p> <p>Staff members help usher students from hallways and sidewalks to basketball blacktop area, and help clear the area behind Dragila and Music Room for emergency vehicles.</p>
<u>During Class</u>	<p>Staff members escort their students; in a single file, quiet line; to their respective numbers on the blacktop area.</p>
<u>Passing Period</u>	<p>Students proceed to the blacktop area, and report to their <i><u>PREVIOUS</u></i> classroom number.</p> <p>Staff members help usher students to the blacktop area before reporting to their designated blacktop number.</p>
<u>Lunch</u>	<p>Students in classes will be escorted; in a single file, quiet line; to their respective numbers on the blacktop area by their teachers.</p> <p>Students at lunch will be ushered to the south end of the basketball court blacktop area by noon duty supervisors.</p>
<u>After School</u>	<p>Staff members will usher students out of hallways and away from campus.</p> <p>Parents will be directed out of the parking lot areas by office staff to clear the area for emergency vehicles.</p> <p>Bus drivers will move their buses to the south end of campus where they will stage for student pickup. This will clear the traffic lanes for emergency vehicles.</p>

Teacher Expectations during a fire drill:

- Lock your classroom door.
- Bring their red and green cards as well as their attendance roster.
- Maintain your class rosters and take attendance during a fire drill.
- Stand at the front of your line and raise the appropriately colored card **AFTER** you take attendance.

Student Expectations⁴ during a fire drill:

- Follow directions.
- Face forward while standing in a quiet, straight line.

⁴ Disruptive students will face disciplinary consequences.

E.V. CAIN MIDDLE SCHOOL

LOCKDOWN PROCEDURE

Step 1	Get students in your classroom in thirty (30) seconds or less. If you are not near your classroom, seek cover in the nearest classroom.
Step 2	Lock your door, and DO NOT OPEN YOUR DOOR ONCE IT IS LOCKED! An administrator or someone from law enforcement will open it when all is clear. Do NOT answer any knock at your door.
Step 3	NO ONE LEAVES YOUR CLASSROOM ONCE THE DOOR IS LOCKED. Turn off your lights; close all your blinds/curtains/shades.
Step 4	Students sit quietly on the floor and/or under desks. They should NOT be using their cell phones.
Step 5	Staff members will place a red <i>or</i> green card in their classroom window or office window. GREEN = NO PROBLEM * RED = PROBLEM **
Step 6	Wait for additional instructions from an administrator or emergency responder. Please answer your classroom phone if it is ringing.

Students who are not in classrooms when the lockdown is called should go to the nearest classroom. If the nearest classrooms have already been locked, students should go to the nearest bathroom and close the door.

* If every student who was present at the beginning of the period is PRESENT, and there are NO INJURIES, put up a GREEN card.

** If any student who was present at the beginning of the period is NOT PRESENT, if there are any ADDITIONAL STUDENTS, or if there are any INJURIES, put up a RED card.

Shelter-In-Place

	<i>CLASSROOM TEACHERS</i>
Step 1	Get your students in your classroom.
Step 2	Lock your classroom door and close all windows.
Step 3	Close window shades, blinds, or curtains.
Step 4	Turn off all fans, heating and air conditioning systems.
Step 5	Use duct tape and plastic sheeting to seal all cracks around the door and any vents into your classroom. You will find supplies in your disaster supply bucket.
Step 6	Teacher shall take attendance, and may continue with class instruction during a shelter-in-place.
Step 7	Wait for additional instructions from an administrator or emergency responder.
	<i>CUSTODIAN</i>
Step 1	Turn off all fans, heating and air conditioning systems.

Shelter-In-Place⁵ is a cautionary campus status. Its purpose is to ready the campus for a potential perceived threat. Often times, this is used where hazardous materials may have been released into the atmosphere. This is a precaution aimed to keep you safe while remaining indoors. E. V. Cain's close proximity to Interstate 80 to the south, Highway 49 to the east, and a railway to the southwest suggests that it is susceptible to an airborne hazard emanating from one of these locations.

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by an administrator via the intercom system. Teachers shall not release any students until notified by an administrator or emergency responder.

⁵ Source: <http://www.redcross.org/services/disaster/beprepared/shelterinplace.html>

Power Failure

Students remain with their teachers, and teachers may modify instruction if necessary. Information will be delivered to classrooms via an administrator as it is made available. Walkie-talkies will be delivered to the following classrooms, and should be used if you have an emergency and need to communicate with the main office:

<u>Classroom</u>	<u>Teacher</u>
1	Lynn Shanley
8	Shirley Paris
14	Carol Stryker
Dragila Gym	Steve Howe, Trez Stack
20	Kathy Koester
35	Mathew Metrock

Alternative EMERGENCY contact numbers include:

<u>Staff Member</u>	<u>Telephone Number</u>
Randy Ittner, Principal	906-6976
Patricia Leftridge, Vice Principal	613-4116
Steve Schaffer, Vice Principal	913-0157
Kelly Loveall	745-3346
Michelle Cooke	745-3348

Hazardous Material Accident, Train Derailment, Explosion, or Fallen Aircraft

If a *Hazardous Material Accident, Train Derailment, Explosion, or Fallen Aircraft* occurs near our school, staff will be notified via an intercom announcement, telephone call, or room visit by an administrator and/or emergency responder. Depending on the nature of the incident, staff and students may be directed to remain in their classrooms, or directed to evacuate to a designated area.

SHELTER-IN-PLACE

Staff and students will remain in their classrooms until notified by administrator(s) and/or emergency responders.

1. Get your students in your classroom.
2. Lock your classroom door and close all windows.
3. Close window shades, blinds, or curtains.
4. Turn off all fans, heating and air conditioning systems.
5. Use duct tape and plastic sheeting to seal all cracks around the door and any vents into your classroom. You will find supplies in your disaster supply bucket.
6. Teacher shall take attendance, and may continue with class instruction during a shelter-in-place.
7. Wait for additional instructions from an administrator or emergency responder.

The custodian will turn off all school wide fans, heating and air conditioning systems.

EVACUATION

Staff and students will be evacuated according to administrative and/or emergency responder instruction(s).

1. Lock your classroom door.
2. Bring your red and green cards as well as your attendance roster.
3. Wait in the designated evacuation area for further instructions.
4. Maintain your class rosters and take attendance.
5. Assess the situation (e.g., student injuries)
6. Keep your students together

Incident Command System (ICS) Command Team Organization

INCIDENT COMMANDER

Michele Schuetz, Superintendent
Douglas Crancer, Asst. Superintendent
Randy Ittner, Principal

LIASON

Douglas Crancer, Asst. Superintendent
Kelly Loveall, Secretary

PUBLIC INFORMATION OFFICER

Michele Schuetz, Superintendent
Douglas Crancer, Asst. Superintendent
Ana Gonzalez-Cifuentes, Translator

SAFETY OFFICERS

Police, Sheriff, and/or Fire
Stan Brandl, Asst. Sup. Maintenance
Patricia Leftridge, Vice Principal
Steve Schaffer, Vice Principal
Facundo Marquez, Custodian
Carol Francis, Health Clerk
Michelle Cooke, Secretary

OPERATIONS

Police, Sheriff, and/or Fire
Stan Brandl, Asst. Sup. Maintenance
Patricia Leftridge, Vice Principal
Steve Schaffer, Vice Principal
Facundo Marquez, Custodian
Carol Francis, Health Clerk
Michelle Cooke, Secretary

LOGISTICS

Police, Sheriff, and/or Fire
Stan Brandl, Asst. Sup. Maintenance
Patricia Leftridge, Vice Principal
Steve Schaffer, Vice Principal
Facundo Marquez, Custodian
Carol Francis, Health Clerk
Michelle Cooke, Secretary

PLANNING/INTELLIGENCE

Police, Sheriff, and/or Fire
Stan Brandl, Asst. Sup. Maintenance
Patricia Leftridge, Vice Principal
Steve Schaffer, Vice Principal
Facundo Marquez, Custodian
Carol Francis, Health Clerk
Michelle Cooke, Secretary

ADMINISTRATION/FINANCE

Douglas Crancer, Asst. Superintendent
Kelly Loveall, Secretary
Carol Francis, Health Clerk
Michelle Cooke, Secretary

Incident Command System (ICS)

Command Team Organization

Incident Commander	<ul style="list-style-type: none"> ➤ Coordinate the district or school response. ➤ Checks status, progress, and needs of all other ICS management chiefs. ➤ Coordinates with responding agencies, and establishes a unified command.
Liaison	<ul style="list-style-type: none"> ➤ Creates a communication link between the district or school incident commander and the fire and police commanders. ➤ Provide general information to other agency incident commanders, but does not make command decisions. ➤ Contact link for other community agencies.
Public Information Officer (PIO)	<ul style="list-style-type: none"> ➤ Official spokesperson for the district. ➤ All personnel shall refer information requests to the PIO. ➤ Will work jointly with the responding agency's PIO, and all of the agency PIOs, at the scene, will decide on one of them to be the Overall Official Incident Spokesperson. ➤ All media releases must be approved by the Overall Incident Commander before their release.
Safety Officer	<ul style="list-style-type: none"> ➤ Responsible for the physical and emotional needs of the responders. ➤ Monitors responders to prevent unsafe actions. ➤ Roams and ensures people have breaks if needed. ➤ May work closely with mental health crisis team. ➤ Small sites may have to utilize everyone in safety role. ➤ Other agencies could provide safety function.
Operations	<ul style="list-style-type: none"> ➤ These teams do the actual "hands on" response. ➤ Operations teams are concerned with accountability, assembly, shelter, first aid, search and locate, security, etc.
Logistics	<ul style="list-style-type: none"> ➤ Obtains any needed resource including people. ➤ Responsible for transportation, food, water, supplies, etc. ➤ Makes sure communication system is functioning. ➤ May have to be "messengers" if communication cannot be established.
Planning & Intelligence	<ul style="list-style-type: none"> ➤ Gathers information ➤ Assists with medium/long range planning related to the ongoing incident and recovery (logistical) issues. ➤ Arranges for recovery/aftermath resources so that there is no gap between the end of the incident and necessary support services.
Administration & Finance	<ul style="list-style-type: none"> ➤ Responsible for collecting data, scribe records, expenses, etc. either during or after the incident. ➤ Provides an official record of the event. ➤ Coordinates the follow up paperwork, reports, etc. ➤ Works closely with other management chiefs to provide personnel information, resource information, money/credit if needed.

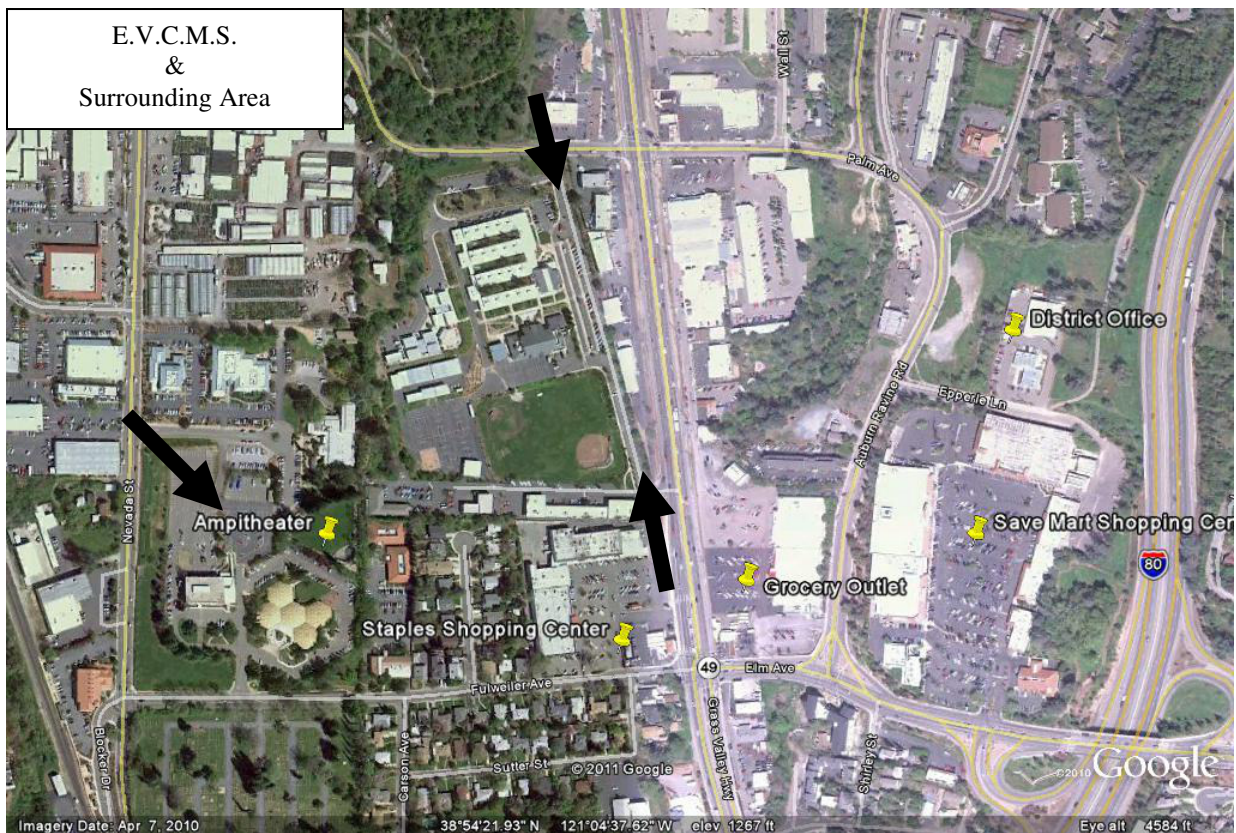
Crisis Response Box

Aerial Photos of Campus	Map of the area
Campus diagram	Staff Roster
Master keys	Turn-off instructions (e.g., fire, gas, etc.)
Student photos	Incident command telephone numbers
Designated command post and staging areas <ul style="list-style-type: none"> ➤ Media staging area away from school ➤ Parent-student reunification area 	Emergency resource lists
Evacuation sites	Student release forms and emergency data cards
Student attendance roster	Inventory of staff resources
List of students with special needs	First aid supplies location
Emergency first aid supplies	Pens, pencils, paper
Flashlight and batteries	Duct tape, masking tape
Bottled water	Snacks (e.g., Energy bars)
Trash bags	Toilet paper
Air freshener	Sheets
Activities book	Markers, crayons
Dry erase board and markers	

The Crisis Response Box, located in the Health Technician’s office, has a MAINTENANCE LIST in it in which the contents of the Crisis Response Box are checked and materials (e.g., batteries) are replaced, when necessary. It is suggested that this process be completed at least twice annually (e.g. beginning and middle of each school year.).

Disaster Procedures & Crisis Response

Campus Ingress and Egress Routes



The primary ingress and egress locations are via Palm Avenue at the north end of campus, Highway 49/Staples Shopping Center at the south end of campus, and the Placer County Public Library at the west end of campus.

The Auburn Union School District contracts bus services from Durham Transportation. The school buses enter the north end of campus via the Palm Avenue Entrance before entering the bus lane adjacent to the Wildcat Gymnasium.

Disaster Procedures & Crisis Response

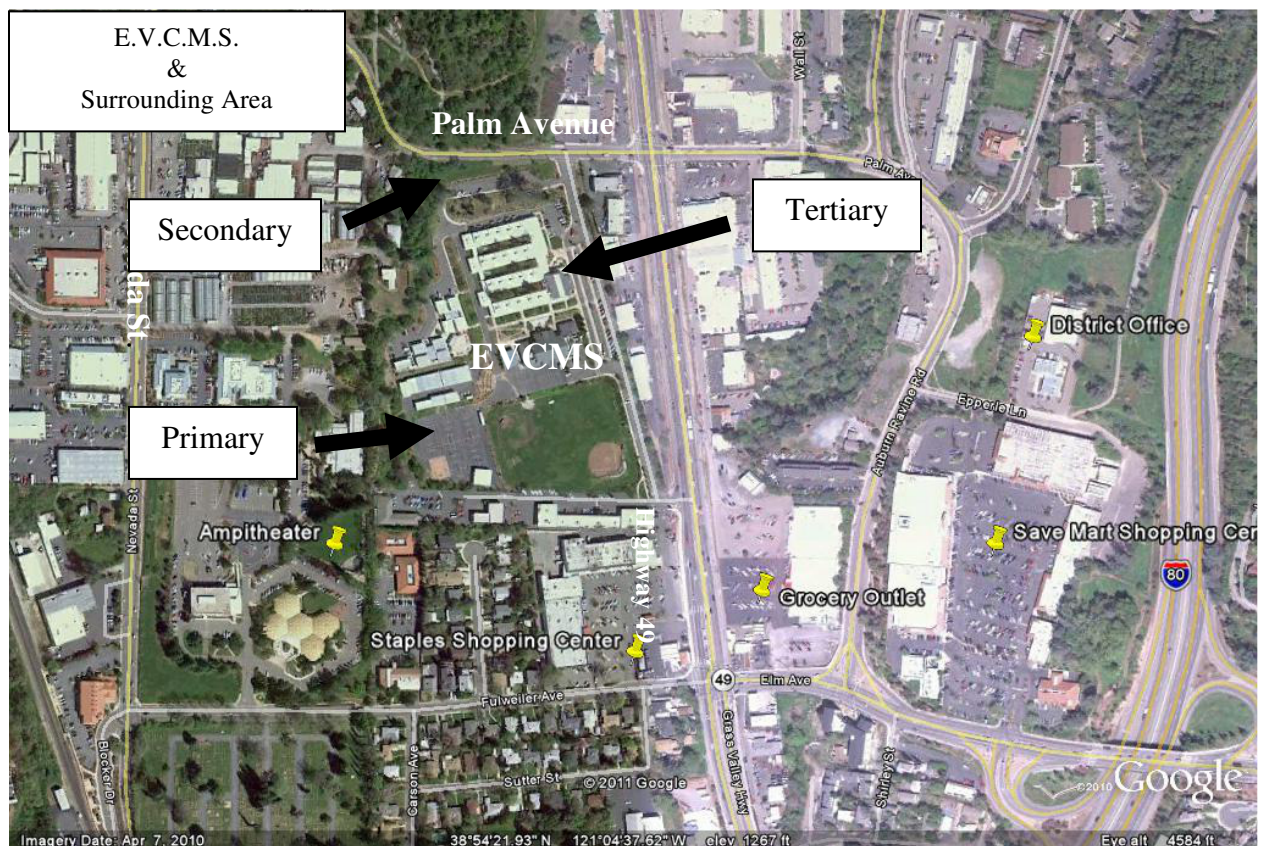
Conditions will always dictate the type of evacuation our campus will initiate. We have three primary off-campus locations from which hazardous conditions may arise:

- a railway line to the west,
- Interstate 80 to the south, and
- Highway 49 to the east of our campus

Subsequently, we may have to respond to a variety of potential hazards outside our campus as well as threats from within our campus (e.g., fire, intruder on campus, etc.).

Three evacuation destinations (e.g., Primary, secondary, and tertiary) will be available should campus and/or conditions around the campus deteriorate. Conditions will dictate the destination.

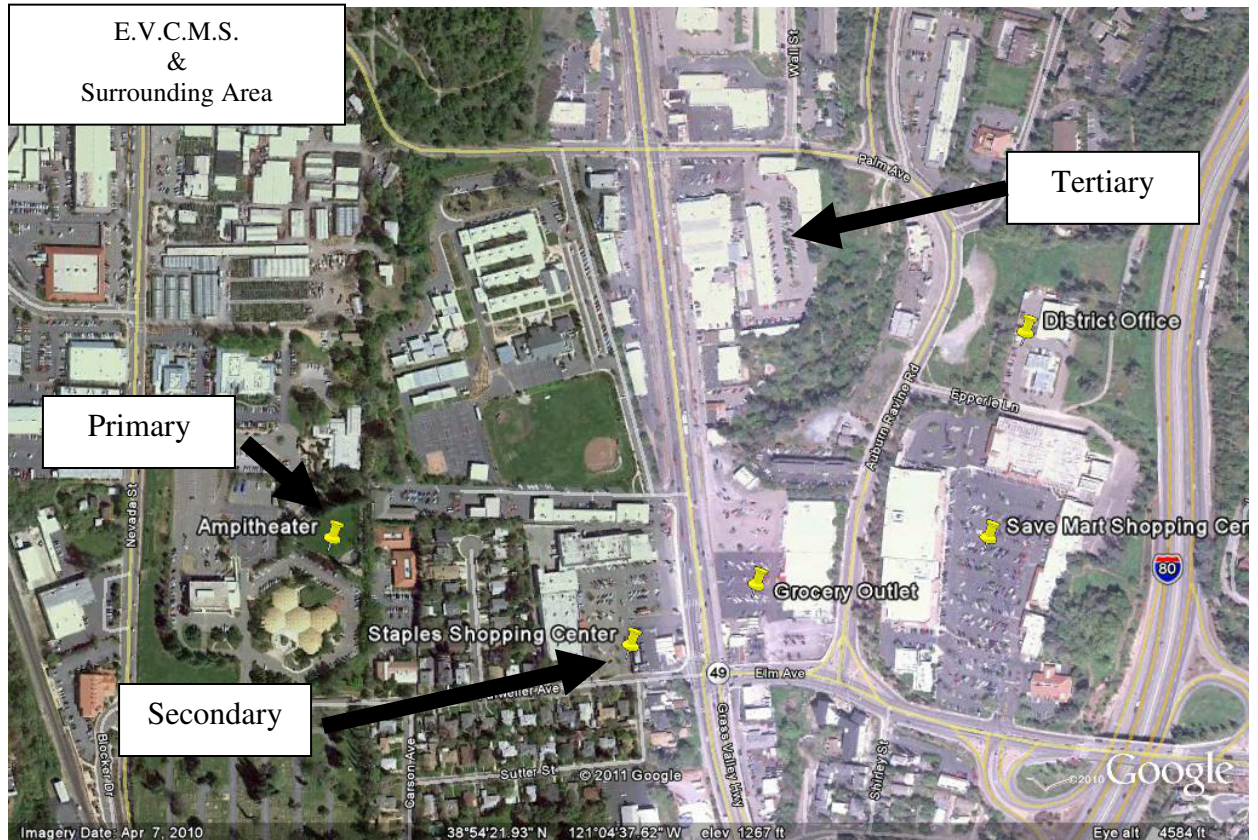
Evacuation Destinations



1. **Primary Evacuation** – Blacktop areas at the south end of campus.
2. **Secondary Evacuation** – Parking lot at the north end of campus.
3. **Tertiary Evacuation** – Bus lanes at the east end of campus.

Relocation Destinations

Three relocation destinations (e.g., Primary, secondary, and tertiary) will be available should campus and/or conditions around the campus deteriorate. Conditions will dictate the destination.



1. **Primary Relocation** – Amphitheater, adjacent to the Placer County Library, and southwest of E. V. Cain’s campus.
2. **Secondary Relocation** – Staples Shopping Center, south of E. V. Cain’s campus.
3. **Tertiary Relocation** – Elm Shopping Center, east of E. V. Cain’s campus. This is a less desirable option as it requires staff and students to traverse Highway 49.

Our secondary and tertiary relocation options may require that a memorandum of understanding be drawn between the Auburn Union School District and the owner(s) of /individual business owners at each location. The memorandum will need to be created and approved by the school board. The evacuation and relocation areas will also be our student staging areas should the need arise to move our students away from campus buildings. Conditions will determine the direction and distance away from campus.

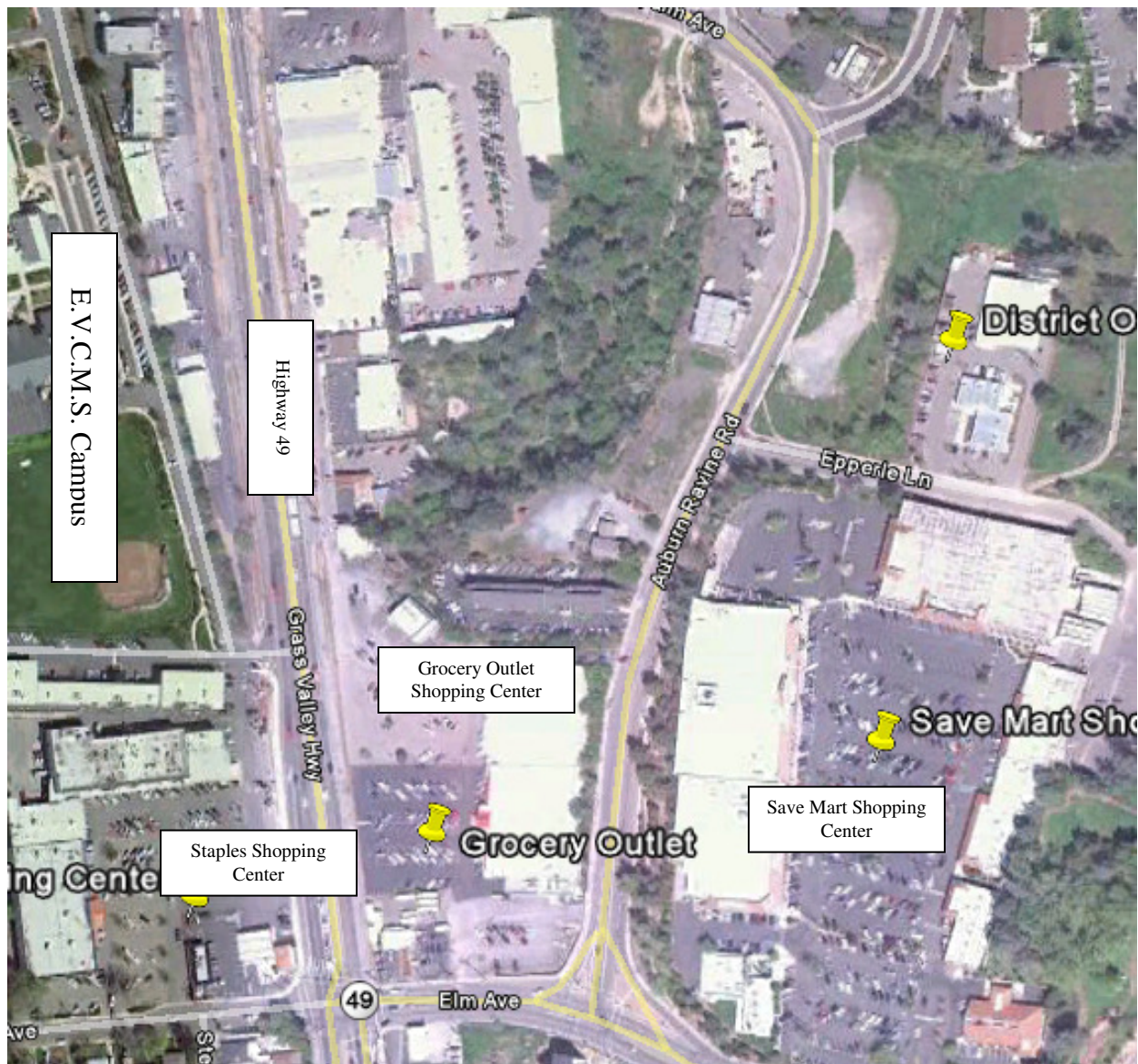
Staging Areas – Parents, On Campus

Our potential staging areas for parents on campus will be at either the Wildcat or Dragila Gymnasiums, or the grass field at the south end of campus. Conditions will determine the location of our designated on campus staging area.



Staging Area – Parents, Off Campus

Our potential off campus staging areas for parents are the Staples Shopping Center, Food 4 Less Shopping Center, or Gottshalks Shopping Center. Conditions will determine which staging area will be used. The Mental Health Crisis Team⁶ shall set up a parent center in order to get information from the accountability team. The team may have an administrator present and will document the people picking up children. Efforts will be made to have interpreters present.



⁶ A team made up of counselors and other support workers. Provide support and short-term help until another team is available or their help is no longer needed.

Staging Area – Media

Our potential media staging areas are the Staples Shopping Center, Food 4 Less Shopping Center, and the Gottshalks Shopping Center. Conditions will determine the location of the media staging area. It is suggested that a media center be established near the Auburn Union School District's district office in order to provide a centralized location for the dissemination of information.



Recovery & Aftermath

Conditions (e.g., Event and aftermath) will determine what actions and resources will be used/made available to staff, students, families, and community members.

Staff	<p><u>COORDINATION OF MENTAL HEALTH SERVICES</u></p> <ul style="list-style-type: none"> ➤ Mental Health Team assembled ➤ Assessment of psychological needs (on-going) ➤ Safe rooms established ➤ Provisions for on-going debriefings ➤ Classroom activities for students ➤ Funerals and memorials ➤ Acknowledgements and thanks ➤ Follow up resources ➤ Preparing for later actions ➤ Support for caregivers ➤ Reflections/Debriefing for future planning as well as lessons learned ➤ Community and/or parent meetings
Students	
Families	
Community	

Resources:

California Department of Education www.cde.ca.gov	Los Angeles County Office of Education www.lacoe.edu
National Association of School Psychologists www.nasp.com	International Critical Incident Stress Foundation www.icisf.org
National Organization of Victim Assistance www.try-nova.org	Auburn Police Department http://www.auburn.ca.gov/pd/ 530-823-4237
Placer County Sheriff Department http://www.placer.ca.gov/Departments/Sheriff.aspx 530-889-7800	Auburn Fire Department http://www.auburn.ca.gov/dept/dept_fire.html 530-823-4211 ext. 2

Recovery - Return to Campus

When an event happens after school, over the weekend, or during breaks we will follow these guidelines for communicating information to staff, families, school board members, Durham Transportation, and the community:

- WHAT:** Our constituents need to know that the campus is safe as well as the date classes will resume.
- WHEN:** Our constituents need to know in a timely manner so they can make the necessary arrangements.
- WHERE/HOW:** Staff members and students' families will be notified via Connect-Ed. Durham transportation will be notified via a telephone call from the district office.
- WHO:** Communication with our constituents will be a joint effort between our school's administration and the district superintendent.

Appendix

Adopted Board Policies

Child Abuse Reporting Policy
Suspensions and Expulsion Policy
Notifying Teachers of Dangerous Pupils Policy
Sexual Harassment Policy
Dress Code Policy
Hate Crime Policy and Procedures
Rules and Proceedings on School Discipline

