2015 – 2016 COMPREHENSIVE SCHOOL SITE SAFETY PLAN

CRISIS RESPONSE PLAN
For

Western Placer Unified School District
and
First Street School

Reviewed by Site Council

January 25, 2016

(NOTE: The Crisis Response Plan is ONE of SEVEN sections of the Comprehensive School Site Safety Plan)

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- Sites/District Office Add Their Data/Goals

DISTRICT CRISIS RESPONSE PLAN
Western Placer Unified School District

SECTION ONE: Assignment and Duties

ROLE	NAME	CHAIN
Site Leader – Principal (Oversees ENTIRE Situation)	**By Site - Name/Cell** CCC – Shamryn Coyle-[redacted] COES –Scott Pickett–[redacted] FSS – Ruben Ayala-[redacted] FRES–Kelly Castillo-[redacted] LCES–Mark Rodriguez-[redacted] SES – John Kovach-[redacted] TBE–Rey Cubias -[redacted] GEMS – Stacey Brown-[redacted] TBMS–Randy Woods-[redacted] LHS – Jay Berns-[redacted] PHS – Chuck Whitecotton-[redacted]	Site Principal→Superintendent/DO → Site Principal → Site Coordinator Continuous Loop – Site Principal keeps Superintendent/DO informed & Superintendent/DO provides leadership to Site Principal Site Principal delegates to Site Coordinator so that the Site Principal is available and not tied down with a specific task
Site Coordinator (Deals with SPECIFICS/DETAILS of Situation)	CCC – Cindy Hood – [redacted] COES – Emily Coffee [redacted] FSS – Bill Justice – [redacted] FRES – D.Burbage-Macaluso [redacted] LCES – Pam Soha- [redacted] SES – Karen Roberts – [redacted] TBES – Jeanine Troxel [redacted] GEMS – Josh O'Geen [redacted] TBMS – Randy Woods [redacted] LHS – Vicki Eutsey – [redacted] PHS – Mike Maul – [redacted]	Site Principal→Superintendent/DO → Site Principal → Site Coordinator Site Coordinator → Site Staff CCC 645-6390 GEMS 645-6370 COES 645-6380 TBMS 434-5270 FSS 645-6330 LHS 645-6360 FRES 434-5255 PHS 645-6395 LCES 434-5292 SES 530-633-2591 TBES 434-5220
District Administrator (Coordinates all activities, rumor control, communication)	Scott Leaman, Superintendent (Kerry Callahan, Asst. Supt)	Scott Leaman →Site Principal →Site Coordinator
District Office Liaison (Communicates to Depts/Sites)	Audrey Kilpatrick, Asst Supt. (Remains at DO)	Kerry Callahan → District Office →Other Sites/Tech/Head Start, as appropriate
Community Liaison (Communicates to Media/Other)	Scott Leaman, Supt.	Scott Leaman →LPD, etc.
Crisis Response Team (Provides Emotional Support)	Susan Watkins, Dir SPED → School Psychologists/Counselors →Staff/Students	Kerry Callahan → Susan Watkins →School Psychologists & Counselors
Transportation (Buses Students as Necessary)	Audrey Kilpatrick, Asst Supt → Mark DeRossett, Transportation Dir	Mark DeRossett → Kate Johnson → Bus Drivers, as needed
Maintenance & Facilities (Physical Plant/Safety Needs)	Audrey Kilpatrick, Asst. Supt. → Mike Adell, Facilities & Curtis Stizzo, Maintenance	Mike Adell & Curtis Stizzo→ Maintenance personnel as needed
Personnel (Provides Info as Needed)	Gabe Simon, Asst. Supt.	Gabe Simon → Kari O'Toole/Melissa Ramirez
Communication (2-Way Radio Support)	Audrey Kilpatrick, Asst Supt	Curtis Stizzo→Maintenance
Technology (Provides technological	Kerry Callahan → Tsugufumi Furuyama	Tsugufumi Furuyama → Aaron Newman → Joe Ross

support)		
Translation (Provides translation as needed)	Kerry Callahan →Ramey Dern	Ramey Dern → Maria Gonzalez → Rosemary Knutson
Nursing (Provides Medical Support)	Kerry Callahan → Jessica Rogers & Kathleen Dano	Jessica Rogers & Kathleen Dano → Clerks/Clerk II's

ESSENTIAL TELEPHONE NUMBERS

	Telephone #	Fax #	Cellular #	Other #
DISTRICT OFFICE/COMMAND CENTER Scott Leaman, Supt	916-645-6350	916-645-6356	[redacted]	
DISTRICT OFFICE LIAISON Kerry Callahan, Asst. Supt.	916-645-6350	916-645-6356	[redacted]	
COMMUNITY LIAISON Scott Leaman, Supt	916-645-6350	916-645-6356	[redacted]	
PERSONNEL Gabe Simon, Asst. Supt.	916-645-5293	916-645-6348	[redacted]	
MAINT/FACILITIES & COMMUNICATIONS Audrey Kilpatrick Mike Adell Curtis Stizzo	916-434-5000 916-434-7268 916-645-5100	916-645-6582	[redacted]	
TRANSPORTATION Mark DeRossett Kate Johnson	916-645-6346 916-645-5171	916-434-3758	[redacted]	
INTEGRATED FIRE SYSTEMS, INC Emergency Page # See Page 5 for passcode	530-637-5322 866-952-6840 866-952-6840	530-637-5299		Alarm Shut-Off Info. [redacted]
TECHNOLOGY Tsugufumi Furuyama Aaron Newman Joe Ross	916-645-5715 916-645-4017 916-645-6394		[redacted]	
CRISIS RESPONSE Susan Watkins Amy Petterson Sandi Miller Ellie Martinez Mayela Martinez Vincent Hurtado	916-645-6350 916-645-4078	916-645-6356	[redacted]	[redacted]
NURSING Kathleen Dano Jessica Rogers	916-645-6360 916-434-5270		[redacted]	
TRANSLATION Ramey Dern Maria Gonzalez Rosemary Knutson	916-645-6350 916-645-6350 916-645-6350		[redacted]	

Melissa Ramirez	916-645-5293		[redacted]		

Accessing Alarm Account History:

On the internet, go to "[redacted]". Using all Capital letters, enter the site account number. Enter your password, or use the default one, [redacted]. A list of responsible parties will come up on the screen. To the left, there is a tab that says, "Recent History". Left click on that tab. All recent events will be listed.

The account numbers are as follows:

CCC	[redacted]	SECURITY	150 E. 12TH STREET	645-6390
COES	[redacted]	SECURITY	2030 1ST STREET	645-6380
FSS	[redacted]	SECURITY	1400 1ST STREET	645-6330
FRE	[redacted]	FIRE	1561 JOINER PWY	434-5255
FRE	[redacted]	SECURITY	" " "	434-5255
LCE	[redacted]	FIRE	635 GROVELAND	434-5292
LCE	[redacted]	SECURITY	" " "	434-5292
SES	[redacted]	SECURITY	4730 H STREET	530-633-2591
TBE	[redacted]	FIRE	2450 EASTRIDGE DR.	434-5220
TBE	[redacted]	SECURITY	" " "	434-5220
TBM	[redacted]	FIRE	770 WESTVIEW DR.	434-5270
TBM	[redacted]	SECURITY	" " "	434-5270
LHS	[redacted]	FIRE	790 J STREET	645-6360
LHS	[redacted]	SECURITY	" " "	645-6360
PHS	[redacted]	SECURITY	870 J STREET	645-6395
BUS	[redacted]	FIRE	2705 NICOLAUS	645-6373
BUS	[redacted]	SECURITY	" " "	645-6373
ODO*	[redacted]	SECURITY	810 J STREET	434-5000
NDO+	[redacted]	SECURITY	600 SIXTH STREET	645-6350

*OLD DISTRICT OFFICE
+NEW DISTRICT OFFICE

TO PLACE YOUR CAMPUS ON TEST:
CALL IFS MONITORING STATION @ [redacted]
GIVE THEM THE CORRECT ACCOUNT NUMBER OR ADDRESS OF SCHOOL

IF ASKED FOR A PASSWORD, [redacted]

Using Your ICOM or KENWOOD Radio

October 1, 2014

These radios have been programmed to communicate with the base stations at all sites.

Do not set your radio to Channel 1.
This Channel is designated for EMERGENCIES ONLY.

Keep your radio charged up, but not left in the charger for more than 24 hours.

Turn on the radio, (top of radio, dial knob on the right.). Turn the volume up, (same knob)

Make sure your channel is set to the site assigned channel. (Either dial knob on top or scroll arrows on the face of the radio.)

Depress the "push-to-talk" button and hold it down until you finish talking. Release the talk button and wait for a response. To talk to another site, use the channel assignment below

Ch. 1	**Emergency only**
Ch. 2	**Transportation**
Ch. 3	**Maintenance**
Ch 4	**Food Services**
Ch 5	**Twelve Bridges M.**
Ch 6	**Sheridan**
Ch 7	**Creekside Oaks**
Ch 8	**CC Coppin**
Ch 9	**First Street School**
Ch 10	**Glen Edwards**
Ch 11	**Phoenix High**
Ch 12	**Lincoln High**
Ch 13	**Foskett Ranch**
Ch 14	**Twelve Bridges E**

Ch 15 Lincoln Crossing

Ch 16 CARE (after-school)

DISTRICT CRISIS RESPONSE PLAN
Western Placer Unified School District

CARE (After School Program)
Abigail Castillo, Director [redacted] 645-5135 (office)

(Office)
FSS 434-5038
[redacted]
GEMS 645-4020
4017
SES 530-633-8119

HEAD START PRESCHOOL
CCC 645-1051
Infant/Toddler Center 434-3705 (Next to Phoenix High School)
FAX 434-3706

PCOE PRESCHOOL
1ST & l 645-1772
SES 530 633-2591
CCC 916-645-6390, ext 37

STAR
Creekside Oaks 434-8085
Twelve Bridges 434-6542
Lincoln Crossing 409-0797
Foskett Ranch 434-5884
FRES Preschool 632-8417

CAFETERIA
GEMS – Food Director 645-6373
LHS – Dawn 645-6365
CCC - Kitchen 645-6392
Cafeteria Clerk 645-6375
GEMS Cafeteria Clerk 645-4054
FSS Cafeteria Clerk 434-7283
TBE Cafeteria Clerk 434-5212
TBM Cafeteria Clerk 434-5269

TECHNOLOGY 434-3737
Tsugufumi Furuyama [redacted] 645-5175

Aaron Newman [redacted] 645-

Joe Ross [redacted]
Chuck Youtsey [redacted]
Gordon West [redacted]
Kevin Perry [redacted]

LIGHTHOUSE COUNSELING & FAMILY RESOURCE CENTER 645-3300 Fax – 434-3735

DISTRICT OFFICE EXTENSIONS

101	Evelyn Keaton, District Office Clerk		118	Roberta Giles, Special Ed. Clerk
102	Denise Arger, District Office Clerk		119	
103			120	Ramey Dern, Interventions Secretary
104	Rosemary Knutson , Superintendent Secretary		121	Stacie Wyatt, Account Technician
105/106	Scott Leaman, Superintendent		122	Tammy Sommer, Account Technician
107	Kerry Callahan, Asst. Supt. Educational Services		123	Bonnie Pellow, Account Technician
108	Maria Gonzalez, Admin Assist Ed. Services		124/125	
109	Audrey Kilpatrick, Asst. Supt. Business		126	Debbie McKinnon, Payroll Technician
110	Carrie Carlson, Dir. of Business		127	Rhia Zinzun, Payroll Technician
111	Terri Dorow, Director of Educational Services		128	Melissa Ramirez, Personnel Technician
112	Gabe Simon, Asst. Supt. of Personnel Services		129	Kari O'Toole, Personnel Technician
113			130	
114	Kathleen Leehane, Dir. of Supp. Programs		131	Mike Adell, Director of Facilities
115	Amy Pettersen, Program Specialist Spec. Ed		135	Abigail Castillo, CARE Program
116	Susan Watkins, Dir. of Special Education		137	Brooke Barker, Bus/Pers. Admin Asst.
117	Diane Metzelaar, Secretary Special Education		138	

DISTRICT ADMINISTRATOR
Responsibility Checklist

Superintendent Leaman/Assistant Superintendent Callahan

Basic Duties: Oversees coordination of all activities; makes decisions re evacuation off-campus

□ **CONFIRM FACTS** Obtains accurate information about the total situation. Determines the degree of impact.

□ Works with principal to decide whether to evacuate off campus.

□ Works with principal to convene the **Crisis Response Team.**

□ Works with District Office Liaison to set up a **Community Bulletin Board/Communications** at District Office.

□ Authorizes Board members to be contacted.

□ Notifies City Manager of situation.

□ Goes to school site.

□ Contacts own family to assess their safety and to inform them of situation.

- □ Works with site team to support resolution activities.
- □ Works with District Liaison to communicate with District Office staff to update information and to provide support.
- □ Updates Board members.
- □ Approves communication to parents emphasizing the positive.
- □ Assists the site with evaluation of the event and the response.
- □ Plans and sends appreciations to people who helped: letter to the editor, potluck, etc. is appropriate to retain a feeling of community.
- □ Conducts debrief after the event.

DISTRICT OFFICE LIAISON
Responsibility Checklist

Assistant Superintendent, Audrey Kilpatrick

Basic Duties: Coordinates all activities at the District Office location.

- □ Confirms situation with Superintendent.
- □ Sets up and organizes District Command Center (Business Office)
- □ Notifies Transportation, Maintenance, Personnel, and Communication, where necessary.
- □ Screens calls to Superintendent's Office. Delegates to the Superintendent and Asst. Superintendent's Secretary/Admin Assistant.
- □ Provides updates to Board members. Delegates to the Superintendent and Asst. Superintendent's Secretary/Admin Assistant.
- □ Updates voicemail message on district phones. Delegates to the Superintendent and Asst. Superintendent's Secretary/Admin Assistant.
- □ Notifies and updates all sites of the situation.
- □ Advises other districts of situation, if required.
- □ Notifies the Placer County Office of Education, if warranted.
- □ Coordinates repairs, if needed.
- □ Contacts insurance carrier

SITE LEADER - PRINCIPAL
Responsibility Checklist

Basic Duties: Oversees entire situation on site; works with Superintendent to make decisions.

- □ Principal deals directly with District Office/Community coordination.
- □ Principal makes necessary decisions in consultation with District Office.
- □ Principal notifies local law enforcement/fire department when deemed appropriate.
- □ Principal works with District Administrator to activate Crisis Response Team (School psychs/counselors)
- □ Principal oversees entire operation and respond as needed, confident the entire operation is coordinated, organized and under the control of a competent Site Commander.
- □ Principal trouble shoots based on developing circumstances.
- □ Principal works with District Office re media operations/ communications.
- □ Principal works with emergency personnel.
- □ Principal accompanies students and faculty to a safe evacuation site if deemed appropriate.
- □ Principal is efficient/flexible/available to make decisions and communicate – not tied to a specific task.

SITE COORDINATOR
(Task Master)
Responsibility Checklist

CCC – Cindy Hood [redacted]
COES – Emily Coffee [redacted]
FSS – Bill Justice [redacted]
FRES – Dan Burbage-Macaluso [redacted]
LCES – Pam Soha [redacted]
SES – Karen Roberts [redacted]
TBES - Jeanine Troxel [redacted]
GEMS - Josh O'Geen [redacted]
TBMS - Randy Woods [redacted]
LHS – Vicki Eutsey [redacted]
PHS – Tracy Gruber [redacted]

Basic Duties: Coordinate all activities at the incident site.

- □ Directs activities of **Site Command Center**
- □ Alerts Teachers as required
- □ Ensures Staff are at required positions with equipment/information necessary to complete tasks
- □ Assigns additional duties to available staff and direct site operation
- □ Communicates with nursing staff and Crisis Response Team, as needed
- □ Communicates with Transportation, Food Services, as necessary
- □ Organizes and coordinates all necessary activities at site.
- □ Requests added personnel from Personnel Officer.
- □ Works with Site Principal to advise parents of early dismissal of students, if necessary.
- □ Provides information to Superintendent/media spokesperson regarding early dismissal of Students and other information, if/as necessary

DESIGNATED SECONDARY PERSON IN CASE THE PRINCIPAL OR SITE COORDINATOR IS UNAVAILABLE

NAME CELL #

CCC – Lori Deschamps – [redacted]

COES – Annie Larsen [redacted]

FSS – Norma Lázaro – [redacted]

FRES – Katrina Moddelmog [redacted]

LCES – Irma Balonek- [redacted]

SES – Mike Maul – [redacted]

TBES – Corie Volmer – [redacted]

GEMS – Debra Morrison [redacted]

TBMS – Todd Boynton [redacted]

LHS – Barbara Green – [redacted]

PHS – Clint Nelson – [redacted]

TEACHERS
Responsibility Check List

Basic Duties: Supervise and assist your students

In Classroom (Lockdown or Shelter in Place)

- Secure your classroom - lock doors, close windows and shades/blinds.
- Attempt to keep the student calm
- Provide first aid where necessary
- (Lockdown - Students and teachers maintain duck and cover positions away from doors/windows)
- Place color card in the window
  - Green = all safe
  - Red = CRITICAL - need help - injury - missing student
- Do not use the phone - do not use cellular phones

Evacuation (Fire, Bomb Threat or Off-Campus)

- Quickly, yet orderly, escort students to safe area as designated in Site Plan
- Take record book, student information cards, color warning cards
- Take attendance when safe site is reached
- STAY WITH YOUR STUDENTS - wait for instructions re student release

Teachers on prep period

- Report directly to identified areas to secure the campus
- Assist the Site Coordinator with needs (Assist at evacuation site, serve as a runner, make phone calls, etc....)

(SEE PAGE 24 – LIST OF OFF CAMPUS SITES)

COMMUNITY LIAISON
Responsibility Checklist

Superintendent, Scott Leaman

Basic Duties: Your position is to coordinate all activities at the community level.

- □ Act as media spokesperson.
- □ Coordinate with District Office Liaison and Administration
- □ Work with site team members to advise parents.
- □ Be in communication with site level person at hospital.
- □ Be in contact with City Council and Local Officials, as needed
- □ Relay information about hospital victims to **District Office Command Center.**
- □ At Site Administrator's request, take a leadership role in conducting parent and community meetings.
- □ Contact radio, television, newspapers, as deemed appropriate.
- □ If requested by site, coordinate a community resource response.
- □ Plan with Site Principal and Crisis Response Team for a community meeting, if needed.

CRISIS RESPONSE TEAM
Responsibility Checklist

Susan Watkins
Amy Pettersen

Basic Duties: Your main function is to organize and dispatch members of the Crisis Response Team to the appropriate incident site.

Crisis Response Team Members: (School Psychologists and School Counselors)
Susan Watkins, Amy Pettersen, Stacey Barsdale, Sandy Miller, Ellie Martinez, Mayela Martinez, Vincent Hurtado, Janice Giorgi, Victoria Galvan, Liz Wilson, Tom Kelly, Mary Lou Resendes, Terry Thickens

- □ At request of site Crisis Response Support Team Leader, contact community mental health resources.
- □ Direct activities of any District Interns.
- □ If requested by site, contact neighboring districts and secure their assistance.
- □ Contact Placer/Sacramento County law enforcement chaplaincy, as necessary
- □ Contact Placer/Sacramento County Department of Mental Health to alert the Critical Incident Stress Management Team, as necessary
- □ Provide support to students and staff, if requested; assess critical situations.
- □ Assist site in staffing safe rooms for students and staff.
- □ Provide written information to parents concerning possible reactions to the event.
- □ Be available for consultation to site as they conduct follow-up activities in the weeks to come.

TRANSPORTAION
Responsibility Checklist

Mark DeRosset/Kate Johnson

Basic Duties: Coordinate all transportation needs surrounding the incident.

- □ Work with dispatcher to contact bus drivers, if necessary.
- □ Advise Mid Placer Transportation of situation and coordinate resources, if necessary.
- □ Advise drivers of staging areas and routes.
- □ Assign mechanics and available maintenance staff to work with Lincoln PD (if available) to block and direct traffic to allow buses to safely enter and exit designated pick-up area.
- □ Provide evacuation to secondary site, if necessary.
- □ Provide early transportation home to regular bus drivers as necessary.
- □ Check off names of students on bus rosters as they reach exit gate; have mechanic escort them to proper buses.

MAINTENANCE/FACILITIES
Responsibility Checklist

Curtis Stizzo - Maintenance
Mike Adell - Facilities

Basic Duties: Provide all necessary support as deemed appropriate

- □ Accompany Superintendent to incident site.
- □ Provide blueprints and any other technical data of the site.
- □ Designate staff to bring extra communication equipment to the sites.
- □ Assist emergency services personnel with information about the site.
- □ Provide any required resources to emergency personnel.
- □ Provide support in establishing site command center.
- □ Coordinate repairs.

PERSONNEL
Responsibility Checklist

Gabe Simon, Assistant Superintendent of Personnel

Basic Duties: Identify district personnel who can be of assistance during the crisis.

- □ Notify employee families affected by the crisis.
- □ Assist site with information on personnel, including substitutes, who are present on campus.
- □ Contact substitutes to work upcoming days.
- □ Assist in coordination of specialized personnel to incident, per request of Command Center or District Liaison.
- □ Provide and maintain an updated resource guide of specialized personnel.

COMMUNICATION
Responsibility Checklist

Curtis Stizzo

Basic Duties: Provide the most effective form of communication to the incident site under the circumstances.

- □ Work with Telephone Company, as necessary.
- □ Update voice mail message, as appropriate.
- □ Keep sites updated on telephone status.
- □ Coordinate use of District's 2-way radio system and all phone contacts.

TECHNOLOGY
Responsibility Checklist

Tsugufumi Furuyama

Basic Duties: Provide access to electronic communications services.

- □ Provide information on mass messaging – email, voicemail, text.
- □ Work with Site Leader to coordinate messaging.
- □ Work with sites to provide access to Student Management System (AERIES)
- □ Assist with technology needs.

DISTRICT NURSE
Responsibility Checklist

Jessica Rogers R.N. & Sara Hodgen R.N.

Basic Duties:

Provide the best possible first aid service to the incident site as circumstances permit.

- □ At request of Site Coordinator report to site and establish a first aid station area; ensure adequate adult assistance.
- □ Provide direction to Clerks re handling of Student Medication.
- □ Provide direction and support to Clerks re reviewing Student Health Care Plans for students with critical needs.
- □ Direct first aid station under the supervision of the Site Coordinator.
- □ Coordinate activities with hospital, if needed.
- □ Meet with parents of injured students.
- □ Assist school site team with parent or community meeting.

TRANSLATION

Responsibility Checklist

Ramey Dern/Maria Gonzalez/Melissa Ramirez/Rosemary Knutson

Basic Duties: Provide translation for communications and information as necessary

- □ Provide appropriate information to Spanish radio and Television stations as deemed appropriate.
- □ Coordinate release of information with Community Liaison Officer – Scott Leaman
- □ Establish a procedure to provide communication and information to parents.
- □ Mobilize translators (teachers/students/parents) as needed.

SECTION TWO: Evacuation Information

OPERATIONAL AREAS AND SAFE ON-CAMPUS SITES

SCHOOL SITE	OPERATIONAL AREA	STUDENT SECURITY
Lincoln High School	New Administrative Office Area - [redacted] Old Office Administrative Office Area – [redacted]	Fine Arts Theater - [redacted] New Gym/Old Gym - [redacted]
Glen Edwards Middle School	School Office & Staff Room - [redacted] Room 20/21- [redacted]	Multi Purpose Room - [redacted] Classroom Holding Areas - [redacted]
Creekside Oaks Elementary School	Administrative Building/School Office - [redacted] Library - [redacted]	Classroom Holding Areas - [redacted] Community Center - [redacted]
Carlin C. Coppin Elementary School	Main Office Complex - [redacted] Extension Classroom Unit III – [redacted]	Classroom Holding Areas - [redacted] Multi Purpose Room - [redacted]
Sheridan School	School Office - [redacted] Staff Room – [redacted]	Classroom Holding Areas - [redacted] Multi Purpose Room - [redacted]
Phoenix High School	Office Complex - [redacted] Infant Care Center - [redacted]	Classroom Holding Areas - [redacted] Infant Care Center - [redacted]
First Street School	Office Complex – [redacted] Library – [redacted]	Classroom Holding Areas – [redacted] Multi/Café – [redacted]
Twelve Bridges Elementary School	Office – [redacted] Library – [redacted]	Classroom Holding Areas – [redacted] Multi Purpose Room – [redacted]
Foskett Ranch Elementary School	Office – [redacted] Library – [redacted]	Classroom Holding Areas – [redacted] Multi Purpose Room – [redacted]
Twelve Bridges Middle School	Office [redacted] Library – [redacted]	Classroom Holding Areas – [redacted] Gymnasium – [redacted]
Lincoln Crossing Elementary	Office – [redacted] Library – [redacted]	Classroom Holding Areas – [redacted] Multi Purpose Room – [redacted]
District Office	Zebra Room – [redacted] Lincoln High School – [redacted]	N/A – Assist at Sites

CRISIS EVACUATION OFF-CAMPUS SITES

FROM	TO
Carlin Coppin School	McBean Park Multi-Purpose/ Lincoln High School
Creekside Oaks School	Lincoln High School
Sheridan School	Stuart Hall/LHS
Glen Edwards Middle	Lincoln High School
Phoenix High	Glen Edwards Middle Sch.
Lincoln High School	Glen Edwards Middle Sch.
First Street School	Creekside Oaks Elem. Sch.
Twelve Bridges Elem. School	Twelve Bridges Middle Sch.
Foskett Ranch School	Lincoln High School
Twelve Bridges Middle School	Twelve Bridges Elem. School
Lincoln Crossing Elem. School	Creekside Oaks Elem. School
District Office	Lincoln High School

ALTERNATE SITES ARE GLEN EDWARDS MIDDLE SCHOOL AND CREEKSIDE OAKS, IN THAT ORDER

DISTRICT CRISIS RESPONSE PLAN
Western Placer Unified School District

EVACUATION OF CAMPUS

Things to Grab:

- Student Emergency Cards (Secretary)
- Student Health Care Plan Binder (Clerk)
- Student Medication Binder (Clerk)
- Medication Bag (Clerk)
    - Labeled Student Meds; Juice boxes
- Evacuation Boxes (Principal)
    - (Goal of 1 box per 100 – 200 students)
    - Principal calls Superintendent/DO
- Blueprint of School (Custodian)
- 5 – 10 Orange Cones (Custodian)

Evacuation Boxes:

- Schools of <400
    - SES & PHS
    - 1 of 12 X 9 X 4 box (one parent pick-up line) containing:
        - Pens/pencils & roll of tape
        - Small spiral notebook
        - Instructions
        - 4 waters, 4 vests, 2 whistles
- Schools of 400 – 500
    - CCC, FSS, FRES
    - 4 of 12 X 9 X 4 boxes (4 parent pick-up lines)
    - EACH of 4 boxes labeled for its alpha section and contains:
        - 2 laminated ALPHA signs for its alpha section
            - A – F; G – L; M – R; S – Z
        - Pens/pencils & roll of tape
        - Small spiral notebook
        - Instructions
        - 4 waters, 4 vests, 2 whistles
- Schools of 500 – 1500 students
    - COES, LCES, TBES, GEMS, TBMS, LHS
    - 8 of 12 X 9 X 4 boxes (8 parent pick-up lines)
    - Each of 8 boxes labeled for its alpha section and contains:
        - 2 laminated ALPHA signs for its alpha section
            - A – C; D – F; G – I; J – L; M – O; P – R; S – U; V - Z
        - Pens/Pencils & roll of tape
        - Small spiral notebook

- Instructions
- 4 waters, 4 vests, 2 whistles

Instructions in Each Evacuation Box:

- Grab Emergency Cards for Your Alpha Section, put in Box and move to Parent Holding Area
- Team of 4 adults per Box MINIMUM! Each wears a vest and whistle.
- Team is NON-Teaching Staff! (Teachers are supervising their students) Use other staff, teachers without classes, or non-district adult volunteers if necessary.
    - **Adult #1 Leader/Sign Holder** – Grabs Emergency Cards & puts in box; holds Alpha Sign high and maintains order front of line; receives communications; makes decisions; restores boxes at end of incident
    - **Adult #2 Line Walker** - lines parents up, calms parents, and walks the line communicating info/updates – taking care of medical situations
    - **Adult #3 Card Puller** - pulls cards from box, checks parent ID's, checks off name on emergency card of person receiving student. If released to another adult, records California Drivers License # of that adult on bottom of card.
    - **Adult #4 Runner** – runs cards (5 at a time) to Student Waiting Area to call for students, then walks students and cards to Student Release Area; turns cards over to Clerk/Secretary at Student Release Area for refiling

Student Waiting Area:

- Students line up with teacher; Teacher takes roll, then has students SIT IN LINES to maintain order and for easy identification/release of students when called.
- Teacher releases student to runners when students names are called.

Student Release Area:

- Students go with Adult #4 (runner with cards) to Student Release Area
- Secretary/Clerk releases students from Student Release Area, refiling cards behind alpha tabs as released

Students Riding Buses:

- Students remain seated in line with teacher in Student Waiting Area as above and wait with class until Bus # is announced.
- Go to designated area for Bus # when called.
- Bus driver with list checks students off as they board.

Students Driving Cars:

- Students remain seated in line with teacher in Student Waiting Area as above and wait for all clear announcement at which time may drive home. If all clear is not announced, must be picked up by parents in same manner as other students.

SECTION THREE: Local Emergneyc Services

LOCAL EMERGENCY SERVICES

LINCOLN POLICE DEPARTMENT	916-645-4040
LINCOLN FIRE DEPARTMENT	916-645-4040
PLACER COUNTY SHERIFF'S DEPARTMENT	530-889-7870
CALIF. DEPT. OF FORESTRY, FIRE, RESCUE	916-645-2360
AMERICAN RED CROSS 457 Grass Valley Hwy.	530-885-9392
COUNTY OFFICE OF EMERGENCY SERVICES	530-889-7720
PLACER COUNTY FIRE	530-823-4411
EMERGENCY RESPONSE SYSTEMS	530-823-4411
C.H.P.	911/ emergency
EMERGENCY SERVICES	530-889-7721
CITY OF LINCOLN	916-645-3314
KRIS WYATT, BOARD PRESIDENT	[redacted]
BRIAN HALEY, BOARD VICE PRESIDENT	
DAMIAN ARMITAGE, BOARD CLERK	
PAUL CARRAS, BOARD MEMBER	
PAUL LONG, BOARD MEMBER	
GAYLE GARBOLINO-MOJICA, PCOE	
KFBK	916-924-3901
KAHI	530-888-6397
TV 10	916-321-3300
TV 3	916-444-7316
TV 13	916-374-1300
PGE	1 (800) 468-4743

SECTION FOUR: SPECIFIC RESPONSE PLANS

INCIDENT REPORTING AND INITIAL EMERGENCY PROCEDURES

In the event of the following:

Stranger on campus

- Notify the office using available systems (cell phone, campus phone #200, radio).
- Provide a description of the individual

Individual with firearm-adult or student

- Never take steps to attempt to disarm the individual!
- Secure students, staff, and volunteers in classrooms
- Lock down room- Keep doors closed and locked at all times
- Notify the office using available systems (cell phone, campus phone #200, radio).
- Account for all children
- Provide a description of the suspect

Attempted kidnapping

- Never take steps to physically thwart a kidnap attempt!
- Secure students, staff, and volunteers in classrooms
- Lock down room-Keep doors closed and locked at all times
- Notify the office using available systems (cell phone, campus phone #200, radio).
- Account for all children
- Provide a description of the suspect

Serious Injury

- Begin First Aid procedures and/or
- Notify the office using available systems (cell phone, campus phone #200, radio).
- Activate the Emergency Monitoring System/call 911
- Send students to neighboring classroom

- Stay with victim until relieved by paramedic or other qualified individual
- Identify a liaison to direct emergency responders to the scene

Death of student (off campus)

- Minimize initial comment to students until all facts are present
- Contact school office for confirmation
- Respect privacy of the victim's family
- Expect support from district psychological support personnel
- Moderate student discussions using script provided by support personnel
- Notify office if additional support is needed in your classroom or neighboring classroom

Death of student (on campus)

- Remove students from scene by sending them to neighboring classroom
- Designate an individual to secure the scene
- Notify office using available systems or through adult runner
- Activate the Emergency Monitoring System/call 911
- Remain with victim until relieved by administrative personnel, police or paramedic
- Minimize initial comment to students
- Expect support from district psychological support personnel
- If needed moderate student discussion using script provided by support personnel

Death of employee

- Same as above

Fire

- Notify office using fire pull stations or by available systems
- Evacuate the building per procedure
- Call 911 if safe to do so with specific information

Earthquake

- Begin duck, cover and hold process
- Evacuate buildings 1 to 2 minutes after trembling stops
- Expect that the office will feel the trembling and await further information

Rumors of Trauma, Injury, Accident or Death

- Seek confirmation from school office
- Minimize comments to students until all facts are known
- Moderate student discussions
- Expect support from district psychological support personnel

Altercation between Adults

- Remove students from immediate area. Close classroom blinds
- Notify the office using available systems (cell phone, campus phone #200, radio).
- Notify 911 depending on the seriousness of the situation

Mountain Lion or Other Major Animal Predator

- Commence Return to Building procedures. Close classroom blinds
- Notify the office using available systems (cell phone, campus phone #200, radio).

Violent Student

- Remove students from immediate area of student misbehavior
- Commence restraint procedures if student is attacking others
- Monitor objects that can be thrown
- Notify the office using available systems (cell phone, campus phone #200, radio).

Student Behavior Crisis

- Remove students from immediate area of student misbehavior or
- Remove disruptive student from peers
- Notify the office using available systems (cell phone, campus phone #200, radio).
- Commence procedures outlined in individual student behavior plan if available
- or Rely upon office or designee for next steps

Student Seizure (Medical)

- Be aware of procedures associated with individual
- Clear an area around the student
- Remove students to another area outside the classroom
- Do not restrain
- Contact office
- Activate the Emergency Monitoring System/call 911
- Wait with student