

Comprehensive School Safety Plan SB 187 Compliance Document

2018-2019 School Year

School: Yermo School
CDS Code: 36-73890-6035455
District: Silver Valley Unified School District
Address: 38280 Gleason St.
 Yermo, CA 92398
Date of Adoption: February 13, 2019

Approved by:

Name	Title	Signature	Date
Mariah Backlund	Parent/Community Member		2-25-19
Sal Castro	Parent/Community Member		
April Frondarina	Teacher		2-13-19
Libbi Garrett	Parent/Community Member		2/13/19
Karla Glover	Teacher		2/13/19
Kate Henson	Principal		2-13-19
Alma Mata	Parent/Community Member		2-13-19
Anna McClaine	Parent/Community Member		2-13-19
Adrina Rodriguez	Teacher		2-13-19
Destiny Sorenson	Staff		02-13-19

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Components of the Comprehensive School Safety Plan (EC 32281)

Yermo School Safety Committee

Kate Henson, Melissa Moore, Alex Garcia

Assessment of School Safety

Yermo School is in its 4th year of PBIS implementation. We have implemented school-wide expectations and we are working on continuing our PBIS expectations into the classroom.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Promote positive social interaction through school-wide PBIS program

Follow a progressive discipline program

Conduct disaster and other drills on a regular basis

Secure campus at all times and ensure proper check in and check out of visitors

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

SUSPECTED CHILD ABUSE REPORTING (MANDATED REPORTER)

By state law, it is the legal responsibility of ALL school employees to report cases of suspected child abuse. If you suspect child abuse or someone gives you information that causes you to be concerned about a particular child, report it to Child Protective Services. To report known or suspected child abuse, any employee shall report by telephone to the local Police/Sheriff department and Child Protective Services.

To report known or suspected child abuse, any employee shall report by telephone to the local child protective agency listed below:

Child Abuse Hotline

412 W. Hospitality Lane

San Bernardino, CA 923415-0029

CHILD PROTECTIVE SERVICES

(909) 384-9233(24-7) 1-800-827-8724(24-7) fax:909-891-3545/3560

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YERMO SCHOOL - STAFF HANDBOOK and GOOGLE DRIVE STAFF FOLDER

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. The Suspected Child Abuse Report form is located in the office and the report will include:

- a. The name of the person making the report.
- b. The name of the child.
- c. The present location of the child.
- d. The nature and extent of any injury.
- e. Any other information requested by the child protective agency including the information that led the mandated reporter to suspect child abuse.

At the time the verbal report is made, the mandated reporter shall not the name of the official contacted; the date and time contacted, and any instructions are advice received. Within thirty-six (36) hours of making the telephone report, the mandated reporter will complete and mail a written report to the local child protective agency. The written report shall include completion of the required standard Department of Justice form (DOJ SS 8572). The mandated reporter may request and receive copies of the appropriate form either from the office, the school district or directly from the local child protective agency. Detailed instructions for completion of the form are on the back sheet of the form.

Employees reporting child abuse to a child protective agency are encouraged, but not required, to disclose his/her identity to the site administrator or designee after the initial verbal report by telephone. Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and district regulations; however, the mandated reporter is still responsible for ensuring that the written report is correctly filed.

- (E.C. 48900.7a) Made terroristic threats against school officials or school property, or both (grades 4-12).
- A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

California Education Code 48915a

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than once avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code 48915c

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

IF A STUDENT REALIZES THAT HE/SHE HAS MISTAKENLY BROUGHT A DANGEROUS OBJECT TO SCHOOL, THE STUDENT SHOULD IMMEDIATELY CONTACT A TEACHER OR ADMINISTRATOR.

EXPULSION PROCEDURES: Written notice of an expulsion hearing shall be forwarded to the pupil at least ten calendar days prior to the hearing. The parent and student have the right to be represented by legal counsel or non-attorney advisor. The superintendent or designee shall forward written results of the hearing to the parent/guardian. Parent must notify any new district of enrollment of the pupil's status in the expulsion process. The notice to expel shall include a notice of the educational alternative placement to be provided to the pupil during the time of expulsion. (E.C. 48918)

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

When a student arrives with a prior suspension or expulsion in their file, teachers are notified via email and reminded of their opportunity to view the student file for further information regarding the incident or incidents.

If a student arrives under an expulsion order, they will not be allowed to enroll and/or attend school until re-admittance procedures from expelling district have occurred.

- All shirts and blouses must be long enough to cover the midriff/trunk when the student raises his/her hand.
- Sleeveless shirts must be worn with an appropriate second shirt underneath unless the sleeveless shirt has a fitted underarm.
- All shirts/blouses must have shoulders or straps that are least two inches wide.

Dresses, Skirts, Shorts, and Pants:

- Acceptable length for dresses, shorts, skorts, and skirts are no shorter than MID-THIGH (approximately 4-6 inches above the middle of the knee).
- Pants/shorts must be fitted and worn so as not to bag or sag or be excessively tight. Underwear must not show.
- Slits on dresses, shorts, or skirts must be no higher than mid thigh.
- Nothing is allowed to be hanging from the pants.
- Distressed bottoms may not have any see-through holes above mid-thighs unless fabric can be seen underneath.

Shoes:

- No heels higher than one inch will be permitted.
- Shoes must be worn at all times.
- All students must wear tennis shoes for physical education.
- K-5 students must wear socks at all times.
- House slippers are not permitted.
- Only sandals with backs will be permitted.
- Heelies are not permitted.

Grooming:

- Grooming of self and/or others or applying make-up is not permitted on school grounds at any time.
- No make-up or fake nails are allowed for students in TK through 5th grade.
- No ink writing (pen, marker, etc.) will be allowed on the skin.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

STARTING/ENDING TIMES: Students are to arrive on campus no earlier than 8:05 A.M. unless requested by a teacher. Once on campus students are not allowed to leave before the end of school unless checked out by a parent, guardian, or an emergency contact.

Starting and dismissal times Monday, Tuesday, Thursday, and Friday:

Grade level Time

Kindergarten through 3rd grade Warning Bell 8:25 a.m.

School Begins 8:30 a.m.

Lunch 10:50 a.m.

Dismissal 3:00 p.m.

4th through 6th grade Warning Bell 8:25 a.m.

School Begins 8:30 a.m.

Lunch 11:30 a.m.

Dismissal 3:05 p.m.

7th through 8th grade Warning Bell 8:25 a.m.

School Begins 8:30 a.m.

Lunch 12:10 p.m.

Dismissal 3:10 p.m.

Students arriving after school begins must report to the office for a pass to prevent being marked absent.

On Wednesday, school is dismissed at:

Grade level Time

Objectives	Action Steps	Resources	Lead Person	Evaluation
Increase on-task behaviors	Promote positive classroom interactions Utilize tier II and tier III interventions as needed	PBIS Team, Principal	Principal	End of year surveys, ODR data
Increase pro-social student behavior	Utilize PBIS and other incentives Utilize tier II and tier III interventions as needed	PBIS team, Professional Development,	Teachers	Surveys, ODR data

Component:

Staff collaboration

Element:

The safety and positive culture of the school will increase as staff increases collaboration and communication

Opportunity for Improvement:

Provide opportunities for staff to collaborate about school safety and effective strategies during weekly PLC meetings and other times

Objectives	Action Steps	Resources	Lead Person	Evaluation
Increase staff collaboration about school safety and PBIS Implementation	Allow time at least monthly for staff meeting discussion based on school safety and culture	Bea Ramirez, SBC Sherriff's Dept., SELPA	Principal	Staff feedback, surveys
Collaborate with outside emergency agencies and other district personnel	Have safety team members attend district safety meetings	SVUSD	Principal, Safety Team	Staff feedback, surveys

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Yermo School Student Conduct Code

DISCIPLINE POLICY: A proactive, positive school-wide discipline policy is in place at Yermo School. If a student violates the School-wide Expectations, they may receive a minor or major Office Discipline Referral (ODR), based on the severity of the offense. If a student receives an ODR(s), one or more of the following consequences may be issued: Loss of privilege(s), community service, lunch detention, after school detention, a citation by Clean Sweep or the School Resource Officer, referral to the School Attendance Review Team (SART) or school suspension of 1-5 days depending upon the severity of the offense. The decision to suspend out-of-school is decided by the principal or designee only. Yermo School is a CLEAN SWEEP CAMPUS.

Bus Conduct: Students are expected to conduct themselves in such a manner as to conform to the classroom standards of behavior. Instructions from the driver must be followed. Misbehavior on the bus may result in a white slip. Continued misbehavior may result in loss of bus privileges. Students on a bus while on a field trip are expected to follow all school rules.

Duty concerning the conduct of pupils: Every teacher in the public school shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties...which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of Section 49000 of this code. (E.C. 44807)

(J) Hate Crime Reporting Procedures and Policies

EC48900.3, Suspension For Hate Violence: In addition to the reasons set forth in Sections 48900 and 48900.s, a pupil in any of grades 4 to 12, if it is determined that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence will be suspended and possibly put up for expulsion

Safety Plan Appendices

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
School Site Council	02/13/2019 3:30 pm	SSC Minutes

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Assess the situation

Step Two: Identify the Level of Emergency

Determine if evacuation is necessary

Step Three: Determine the Immediate Response Action

Call 9-1-1

Give school site name

Your name and call back phone number

Exact location with nearest cross street

Number and location of persons injured

Step Four: Communicate the Appropriate Response Action

If there appears to be imminent danger, fire drill procedures may be called while approval for student release or site evacuation is sought.

Approval for student release or site evacuation must be granted by the Superintendent or designee

Determine if the site emergency operations plan requires activation

secure immediate impact area

Notify district superintendent's office

1. During an emergency situation, students may be released only to the parent, guardian or other adult

legally responsible for their care or listed as an emergency contact. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

2. The dismissal of students from the school shall be governed by the emergency procedures outlined

in this disaster guide. However, this would not preclude the exercise of professional judgment by Site Administrator or law enforcement agencies when the circumstances indicate dismissal to be in the best interest of the Students.

IDENTIFICATION OF STUDENTS

Few students will be wearing identification pins or bracelets. It is important that teachers keep their roll book with them at all times. In the event one group of students is temporarily placed in the care of another staff person, the roll book will accompany that group of students. Depending on the time and circumstances, roll will be taken periodically. This will help the teacher maintain close contact with authorities in locating particular students and provide officials with necessary data.

Biological or Chemical Release

CHEMICAL SPILL – OFF SITE

- Immediately notify the Director of M.O.T.
- Provide the following information:
- Date, time, and exact location of the release or threatened release
- Name and telephone number of person reporting
- Type of chemical involved and the estimated quantity
- Description of potential hazards presented by the spill
- Document time and date notification made
- Other emergency personnel responding (Highway Patrol, CALTRANS, etc.)
- Determine whether to initiate Shelter in Place Protocol
- Locate a fire extinguisher and have present, should the need arise-? Place reflective triangles or traffic cones if in street or

highway. DO NOT LIGHT FLARES!

- If spill response equipment is available use it to take the necessary measures to prevent the spill from spreading.

Reporting Chemical Spills

A Chemical Spill incident must be reported to the Director of M.O.T. WITHIN 24 HOURS OF THE SPILL.

Spill Clean Up

SMALL CHEMICAL SPILLS less than 10 gallons: May be cleaned up by SVUSD Spill Team. Contact

M.O.T. to activate the Spill Team.

LARGE CHEMICAL SPILLS greater than 10 gallons: May not be cleaned up by SVUSD Spill Team. Contact M.O.T. and the district's designated spill clean-up contractor will respond.

MAJOR CHEMICAL SPILL

- CALL 9-1-1 IMMEDIATELY
- Call M.O.T.

California Emergency Management Agency (800) 852-7550

National Emergency Response Center (800) 424-8802

- Your call-back phone number
- Exact street location with the nearest cross street
- Nature of incident
- Number and location of people involved and/or injured
- Notify District Superintendent's Office
- Evacuate involved buildings using fire drill procedures. The Principal must have Superintendent's permission to evacuate the

entire site.

- Implement a systematic inspection of the facilities to determine if everyone is out.
- The Fire Dept. or Sheriff's Deputies shall organize a search team to check for suspicious objects; a bomb can be disguised to look

like any common object. Site employees should be ready to assist as needed.

- Maintain an open telephone line for communications.
- Secure all exits to prevent re-entry to buildings during the search period.
- Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large

part away from the building.

- Re-occupy buildings only when clearance is given by proper authorities.

Bus Disaster

BUS ACCIDENTS

Bus Accident – Non-Injury

- Driver reports details of accident by radio or second party.
- Who? Bus number and driver's name.
- Where? Exact location and direction of travel.
- What? Describe incident.
- Notify M.O.T. of the incident. Call 9-1-1 with information. (In California, all occupied school bus accidents are investigated by

the California Highway Patrol.)

- Who? Name of district department.
- What? Describe briefly the vehicles involved/nature of accident.
- Where? Exact location/address.
- When? Time of incident.
- M.O.T. will dispatch bus, mechanic and replacement driver with route information and camera.
- M.O.T. will notify the Director and Superintendent or Designee. Supervisor should go to the scene of the accident.
- M.O.T. will notify schools regarding accident and delay or change of route.

Driver Response: Notify Office by radio.

- Who – Bus number and driver's name.
- Where – Exact location, address and direction of travel.
- Transportation Office Response:
- Call 9-1-1 with information.
- Who – Name of School District and department
- What – Describe briefly the facts as known. Describe seriousness of injuries.
- Where – Exact location and address
- When – Time of accident.

FIRE WITHIN SCHOOL BUILDING:

1. Administrator-in-charge will sound the school fire alarm, evacuate the building, and call 9-1-1.
2. Proceed to the Marshaling Area.
3. Alert the Superintendent's Office.
4. Remain in control. DO NOT RUN!
5. Keep access roads open for emergency vehicles.
6. Students and staff should not return to the school until Fire Department officials declare the area safe.
7. All further action will be directed by the administrator-in-charge.

Never attempt to fight a fire larger than a wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.

Fire Extinguisher Instructions:

P – Pull safety pin from the handle A – Aim at the base of the fire

S – Squeeze the trigger handle

S – Sweep from side to side

If your clothes (or someone else's) catch fire, STOP, DROP AND ROLL!

Upon arrival, the Fire Department will assume command

Principal will account for teachers and school district staff. Teachers will account for students Notify Superintendent/Assistant Superintendent of incident

LIGHTNING STRIKES:

Lightning seeks the path of least resistance between cloud and earth and the path will course through any object that stands out because of its height or isolation. That object might be a building, a pole, a tree, an antenna or a human body.

The time reference from seeing the stroke of lightning to hearing the thunder is the Flash-To-Bang measurement of lightning distance.

For each five second count, lightning is one mile away (e.g. 25 seconds = five miles away, 20 seconds = four miles away). At a count of 15 seconds (3 miles) take immediate defensive actions. There are four types of lightning conductions: direct, contact voltage, side flash and lightning channels.

If outdoors and lightning strikes near you:

- Avoid water, hilltops and trees
- Avoid all metal objects such as electrical wires, fences, machinery, motors, tools, etc.
- Avoid direct contact with other people. Unsafe places include tents, small open-sided rain shelters or isolated trees
- If any vehicle or building is nearby, get inside and close al windows and doors completely
- If you feel your hair stand on end, it is possible that you will be struck by lightning. Drop to your knees and bend forward. DO NOT LIE FLAT ON THE GROUND!

Independent System Operator (CAISO) Minimum Operating Reserves criteria.

- STAGE 2 EMERGENCY indicates that the operating reserves in the real-time market is forecasted to be less than five (5) percent.
- STAGE 3 EMERGENCY indicates that the operating reserves in the real-time market is forecasted to be less than one point five

(1.5) percent.

If the district is notified of a STAGE 3 EMERGENCY, possible-affected sites bell be contacted as soon as practicable. Once notified, turn off PCs, monitors, printers, copiers, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer. Shut off lights in unoccupied rooms. In spite of everyone's best effort to communicate, it is possible that an outage will occur with no notice to the district. To keep abreast of the daily situation, listen to 1230AM radio station as you are driving into work for the status of the day.

PREPARING FOR AN OUTAGE

- Update each student's emergency card
- Determine availability of portable lighting at site (i.e., flashlights and batteries)
- Find out that when power is lost, do emergency lights go on and do the "Exit" signs remain lit?
- Clear away materials and boxes from hallways and pathways
- Check SVUSD PG&E Block list to determine in which PG&E block your site is located
- Ask your teachers to have alternative teaching methods and plans to be used at STAGE 3 only
- Conduct a survey of your site for the classrooms and offices with no windows and prepare relocation plans
- Plan alternative communication methods that suit your site, such as runners, cell phones, or radios
- Develop a site plan such as a buddy system or chaperone, for restrooms or any other necessary leave during this period
- Have flashlights & replacement batteries available for the restrooms and other locations with no windows
- Ask your staff and students to have seasonal warm clothing available
- Use surge protectors for all computer equipment, major appliances and electronic devices
- If you have electric smoke detectors, use a battery-powered smoke detector as a back up

DURING AN OUTAGE

- CONTACT M.O.T. IMMEDIATELY IF YOUR SITE IS EXPERIENCING A BLACKOUT
- According to Pacific Bell, phones connected directly to a phone jack will be operable. Phones that require power from an

electrical outlet will not work

- If an outage lasts more than 30 minutes, have pre-designated people walk through the campus and check on the status of

individuals in each building

- Use a buddy system when going to the restrooms
- DO NOT USE barbeques, Coleman-type stoves, hibachis and other outdoor-cooking devices indoors
- DO NOT USE candles or gas lanterns
- Turn off PCs, monitors, printers, copiers, major appliances and lights when not in use or not needed. If you cannot turn off the

whole computer, turn off the monitor and the printer

- Shut off lights in unoccupied rooms
- The rolling outages should not last more than two hours and, with some preparation, business can be conducted as close to

normal as possible.

SUDDEN LOSS OF UTILITIES IN SEVERE WEATHER

- Demonstrators will be asked to leave school grounds. The Administrator will offer to meet with a spokesperson.
- If negotiations fail, the authorities will be called to the scene.
- Principal or Designee will be a spokesperson for the media.
- Students will not be released until it is determined by the Principal that they will not be at risk of harm.
- If necessary, students will be removed from the school grounds via an alternate route.

Staff Guidelines

- Exercise good judgment and reasonable action to guard against escalating the disturbance/demonstration.
- Record observations of any incidents, including date, time, place, names and actions of those involved, and any intervention

attempts. Report to the Principal.

- Maintain normal classroom operations as much as possible.
- If the disturbance/demonstration is outside the building, keep students away from windows and shades

Unlawful Demonstration or Walkout

Student Involvement:

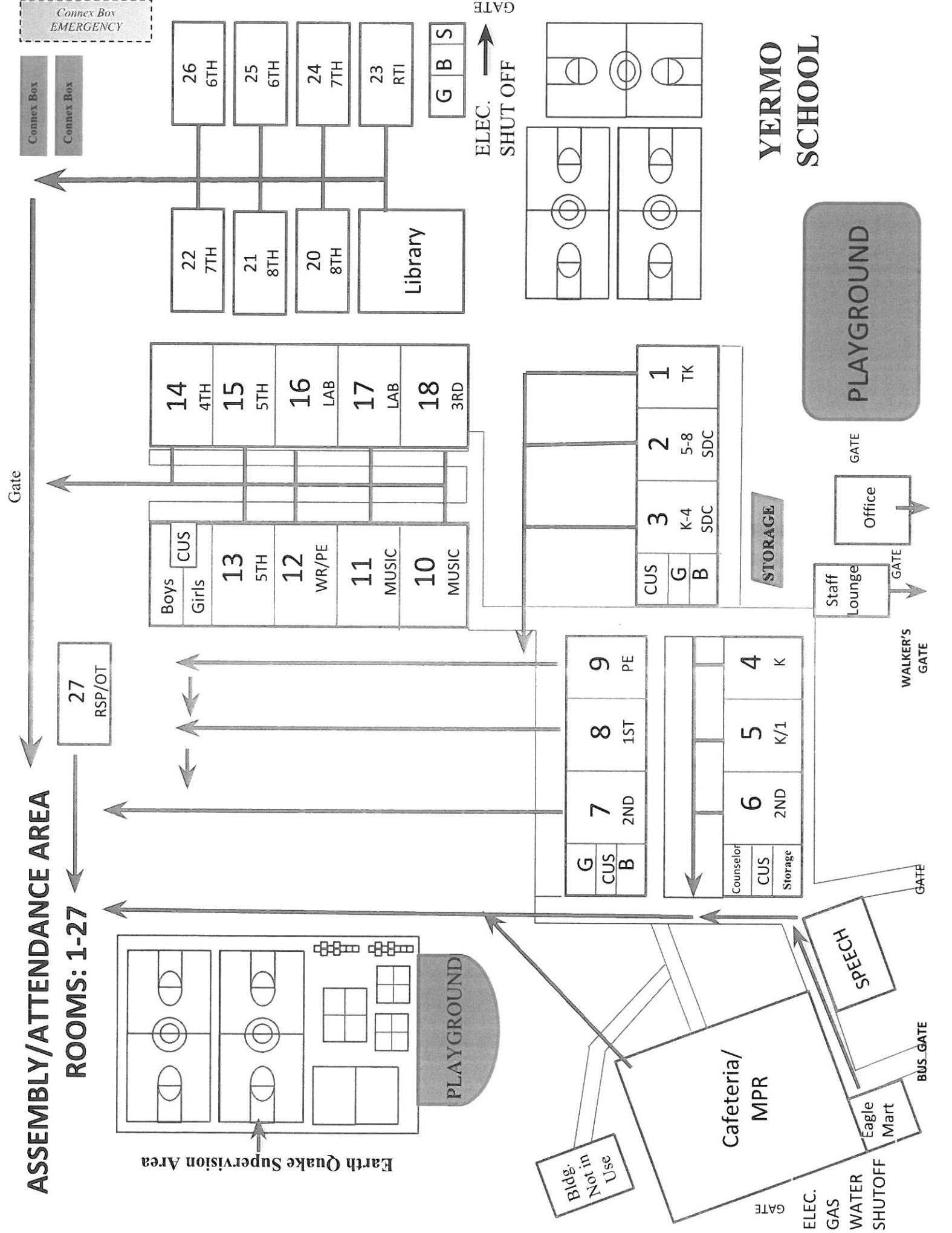
- Secure classroom, notify office to secure building, keep students in the classrooms and away from windows or areas of possible danger
- Call 9-1-1 to alert them of situation
- Alert crisis team
- Alert Superintendent
- Employees and students will be informed as necessary. Calm fears and keep operations as normal as possible. Passing times may be adjusted for student protection
- Students will not be released until it is determined by the Principal that they will not be at risk of harm\
- If necessary, students will be removed from the school grounds via alternate route

Non-Student Involvement:

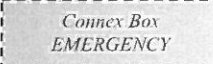
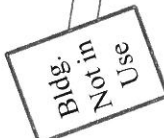
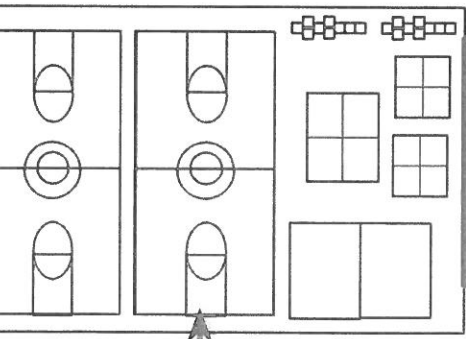
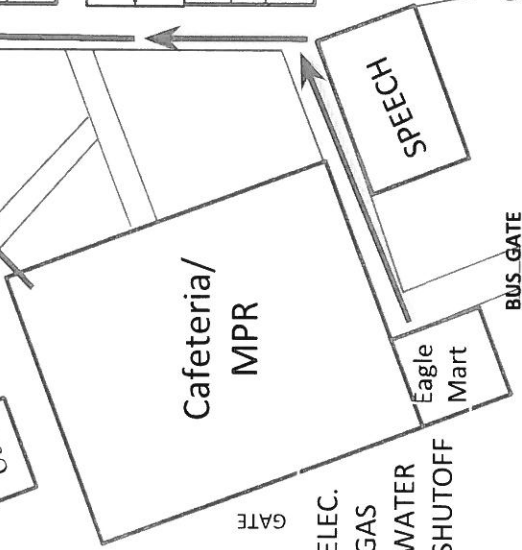
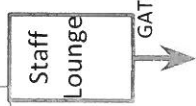
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- Call 9-1-1 to alert them of situation
- Alert crisis team
- Alert Superintendent
- Employees and students will be informed as necessary. Calm fears and keep operations as normal as possible. Passing times may be adjusted for student protection
- Activate shelter in place protocol
- District administrator or principal will inform demonstrators of laws and policies regarding unauthorized assembly
- Demonstrators will be asked to leave school grounds. The administrator will offer to meet with a spokes-person.
- If negotiations fail, the authorities will be called to the scene
- Principal or designee will be spokesperson for media
- Students will not be released until it is determined by the Principal that they will not be at risk of harm
- If necessary, students will be removed from the school grounds via alternate route

ASSEMBLY/ATTENDANCE AREA

ROOMS: 1-27



YERMO SCHOOL



ELEC. SHUT OFF
GATE

Gate

PLAYGROUND

GATE

Office

Staff Lounge

WALKER'S GATE

Cafeteria/
MPR

SPEECH

Eagle Mart

BUS GATE

GATE

ELEC. GAS WATER SHUTOFF

Earth Quake Supervision Area

Bldg. in Use

Library

14 4TH
15 5TH
16 LAB
17 LAB
18 3RD

Boys
Girls
CUS
13 5TH
12 WR/PE
11 MUSIC
10 MUSIC

G
CUS
B
7 2ND
8 1ST
9 PE

Counselor
CUS
Storage
6 2ND
5 K/1
4 K

CUS
G
B
3 K-4 SDC
2 5-8 SDC
1 TK

STORAGE

PLAYGROUND

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Staff Lounge

WALKER'S GATE

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CUS
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4 K

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B
3 K-4 SDC
2 5-8 SDC
1 TK

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ELEC. GAS WATER SHUTOFF

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B
7 2ND
8 1ST
9 PE

Counselor
CUS
Storage
6 2ND
5 K/1
4 K

CUS
G
B
3 K-4 SDC
2 5-8 SDC
1 TK

STORAGE

PLAYGROUND

GATE

Office

Staff Lounge

WALKER'S GATE

Cafeteria/
MPR

SPEECH

Eagle Mart

BUS GATE

GATE

ELEC. GAS WATER SHUTOFF

Earth Quake Supervision Area

Bldg. in Use

Library

14 4TH
15 5TH
16 LAB
17 LAB
18 3RD

Boys
Girls
CUS
13 5TH
12 WR/PE
11 MUSIC
10 MUSIC

G
CUS
B
7 2ND
8 1ST
9 PE

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EMERGENCY INFORMATION/PHONE NUMBERS

FIRST PRIORITY - IN EVENT OF AN IMMEDIATE EMERGENCY:

POLICE, FIRE, PARAMEDIC, TOXIC SPILL.....911

Location: Yermo School
Address: 38280 Gleason St., Yermo, CA 92398
South of Interstate 15

Site Phone: 760-254-2931
FAX: 760-254-2932

SECOND PRIORITY – NOTIFY DISTRICT OFFICIALS:

Silver Valley Unified School District

SVUSD Receptionist	760-254-2916
Superintendent	Ext. 1119
District Crisis Team Coordinator Robert Saffold	Ext.1150
District Psychologists	Ext. 1125 or 1181
SVUSD Maintenance	Ext. 1142
First Student (Buses)	760-254-3850 or Ext. 1170, 1171
Poison Control Center	800-777-6476
Child Protective Services	800-827-8724
San Bernardino County Mental Health	909-387-6153
Family Service Agency	909-886-6737

Yermo School

MEMORANDUM

To: All Staff
From: Kate Henson –Principal
Date : August 6, 2018

Re: Fire, Earthquake, and Lockdown Drills for the 2018-2019 School Year

Drills will be as follows:

Fire Drills:

Evacuate to designated areas:

1. North fence near F. Sandridge Sports Field

Earthquake/Disaster Drill:

Full Scale – Duck, Cover, and Hold on. When given All Clear - Evacuate

1. Areas designated on Basketball Courts (See Assembly Area Map)

Lockdown Drills:

1. Lock doors, remain in classrooms, away from windows, remain quiet
2. If Outside, get students inside closest building
3. In a true emergency situation, designated safe spots are Burger Den, Fire Department, and Eddy World

MAJOR DISASTER DRILL SCHEDULE

FIRE DRILL	EARTHQUAKE DRILL	LOCKDOWN DRILL
8/27/2018		
9/26/2018		9/10/2018
10/30/2018	10/18/2018	
11/16/2018		
12/12/2018		12/3/2018
1/30/2019	1/17/2019	
2/21/2019		
3/19/2019		3/4/2019
4/22/2019	4/12/2019	
5/14/2019		

Resource Specialist	Gabby Hemphill	27
Speech	Mary Jane Caboteja Carolyn Popp	Speech
Custodian - Day	Brenda Lyons	Campus
Custodian - Night	Sub	Campus
Instructional Aide	Virginia Hisquierdo (8:30-3:00)	(27) Campus
Instructional Aide	Louisa Rios (8:45-3:15)	2
Instructional Aide	Carla Baca (8:15-3:15)	2
Instructional Aide	Melissa Moore (8:45-3:15)	3
Instructional Aide	Laurie Herrera (8:00-2:30)	3
Instructional Aide	Jasmine Flores (11:15-3:00)	(27) Campus
Tutor	Kristie Gustafson-Snyder	Campus
Tutor	Nora Naron	Campus
Cafeteria	Valery Parker	Cafeteria
Cafeteria	Becky Boldman	Cafeteria
Cafeteria	Tammie Diemler	Cafeteria
Noon Duty Aide	Dawn Emmons	Campus
Noon Duty Aide	Sally Vintus	Campus
Noon Duty Aide	Elysha Miller	Campus

DISASTER TEAMS

Each Team has an appointed Liaison* who will put in writing everything the team does or requests, or to assist getting needed materials. During a disaster you will not remember everything hours later.

Community Liaison Team (Base)

1. Captain: Destiny Sorenson
2. Renee Renfro

Student Assembly Lead

1. April Frondarina

Parent Assembly and Release Team

1. Captain: Paula Blessing
2. Kerri Trouberman
3. Amber Baker*

Campus Security Team

1. Joshua Shokorzadeh
2. Alberto Nieto
3. Alisa Villalobos*

Utilities/Sanitation Team

1. Captain: Lyons*

Food Team

1. Captain: Val Parker*
2. Becky Boldman

Search & Rescue Team

1. Captain: Alex Garcia (1)*
2. Joe Wald (1)
3. Scott Wolner (2)
4. Adrina Rodriguez (2)*
5. Karla Glover (back up)

Facility Consultant

1. Robert Saffold*

Triage and First Aid Team

1. Captain: Melissa Sikora
2. Diana Sandridge*

Disaster Counseling Team

1. District: Cheri Rigdon*
2. District: Maxine Huntington

ALL OTHER TEACHERS AND STAFF not assigned to a specific team shall report to the basketball courts (concrete area) and help supervise students whose teacher is on a team.

EARTHQUAKE DRILL PROCEDURES

Evacuation procedures:

1. When a drill, the first announcement will represent the quake – Duck, Cover and Hold on to the legs of desks/tables.
2. The second announcement will represent the end of the quake. If a real earthquake, count to 100 before leaving – evacuate to the elementary basketball courts.
3. When evacuating, leave your door **OPEN– LEAVE DOORS UNLOCKED**
4. Bring your red backpack, classroom sign, and red/green clipboard. Put on your yellow emergency vest. If your room has a disaster bag in it, pull it out and leave it outside next to your door.
5. Proceed to evacuation area following designated route, avoiding any dangerous situations.
6. Assemble on the basketball court/concrete pad in your assigned location
7. Teachers will account for students at assembly areas. Students should ALWAYS return to their homeroom teacher unless the emergency/drill occurs during 1st period (then specials teacher will account for students before turning them over to homeroom teacher). Display your classroom number sign and indicate if all students are accounted for (green) or if you are missing any students (red) using your clipboard. (If in doubt, display red so that staff can refer to attendance records)
8. Principal/designee will account for teachers and assure they account for their students.
9. Students **MUST** stay together as a class.
10. All teams report to field behind Rooms 7, 8, 9.

***** All radios should be set to channel 1 *****

* **Search and Rescue Teams** – Get radio and Master Key for each team. Team 1 –Search upper campus (Rooms 10 – 27, middle school bathrooms, and bathrooms next to room 13). Team 2 – Search lower campus (Rooms 1 – 9, bathrooms by room 3, bathrooms by room 7, office, staff lounge, speech, cafeteria, Eagle Mart, and old counselor’s office). Report findings (ie: Team 1; room #; status) to Base over the radio. Move injured to Triage area. Check front and back doors and radio in as cleared. Remember to mark each door with red and green magnets.

* **Campus Security Team** – Check perimeter and secure as needed- radios provided.

* **Utilities and Sanitation Team** – will shut off gas, electric and water then set up waste station as needed – radio provided.

* **Triage and First Aid Team** will attend to injured that come in behind rooms 7, 8, 9. Morgue will be set up in the area behind Rooms 1, 2, 3.

* **Parent Assembly and Release Team** – Students will be released from the back gate once the parent/guardian/caregiver/emergency contact’s name has been verified against the emergency card. A team member will radio to the student assembly which students are needed and they will release the student(s) to be accompanied to the back gate with an adult from the supervision team.

* **Community Liaison Team** – will communicate with the District office, emergency services & media outlets.

Disaster Counseling Team – will provide services as needed.

Food Team - will provide and distribute food as needed.

*** At least one member of Team will have a radio**

LOCKDOWN PROCEDURES

Announcement will be made “**THIS IS A LOCKDOWN**” or “**This is a lockdown drill**”

IF OUTSIDE:

- Staff should quickly check outside areas and get students into the closest available classroom or other inside area. If necessary/possible, start running in a safe direction off campus. *Safe meeting areas off campus are the Fire Station, Eddy World, and Burger Den.*
- Train students to run to an open bathroom, release the strap, and close the door if they are outside during a lockdown.

IF INSIDE:

- Lock doors (pull straps/magnets)
- Close blinds, pull curtains
- Turn off lights and computer monitors
- Have all students move away from windows and stay low to the ground hidden from view and **remain silent**.

REMEMBER:

- **DO NOT OPEN THE DOOR FOR ANYONE!!** Emergency responders will be provided keys and will use them if they need to enter your room.
- **Do NOT allow students to use their cell phones during the lockdown** (this is to prevent the spread of false information or communication with possible intruders)
- Communicate any missing students (if possible) to the office staff via text or e-mail. Office staff will attempt to stay in communication (if possible) using the Remind app
- Staff will maintain (as best they can) a calm atmosphere in the classroom, keeping alert to the emotional needs of students.
- Staff will keep all students in classrooms or other inside areas until “All Clear” is given.
- Staff will not evacuate or leave their assigned area/campus unless authorized by Principal or Police Services.
- Front office staff will work with Principal and Emergency Services.

When the emergency is over, “**ALL CLEAR**” (code) will be announced.

BOMB THREAT CHECKLIST-----DO NOT HANG UP

Person Receiving The Call Completes The Following:

Date and Time call received: _____

Write down exact words of person making threat (Ask caller to repeat what he or she said: "I'm sorry, could you repeat that?")

Questions to ask caller:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

Sex of caller: M / F Age: _____ Accent: _____ Length of call: _____

Caller's voice. Check all that are appropriate:

- Calm Laughing Lisp Accent Deep
- Angry Crying Raspy Whisper Stutter
- Excited Normal Ragged Soft Distinguished
- Slow Distinct Clearing throat Nasal Loud breathing
- Rapid Slurred Cracking voice Familiar? Whom did it sound like? _____

Background sounds. Check all that are appropriate:

- Street noises Long distance Children's voices Phone booth Factory noises
- Dishes banging PA systems Adult voices Static House noises
- Rapid Local call Other _____

Language used. Check all that are appropriate:

- Educated Incoherent Irrational Foul/Swearing Message read by caller Message taped

Other: Write anything else that was not covered above.

Name of employee taking the call:

Position: _____ Department: _____

Work Phone: _____ Date: _____

Recommendation: Each phone receiving incoming calls should have one 3x5 card at the phone with key words related to this checklist to be used as a reminder for whoever receives a bomb threat.