

Adelante Charter School of Santa Barbara

1102 East Yanonali Street

Santa Barbara, CA 93103

Phone: (805) 966-7392

Santa Barbara Unified School District

School Site Emergency Operations Plan

SCHOOL YEAR 2022/2023

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

Table of Contents

Contents:

Contents:	1
School Safety Plan	3
Assessment of the Current Status of School Crime	4
Child Abuse Reporting Procedures	5
Suspension and Expulsion Procedures	6
Procedures for Notifying Teachers of Dangerous Pupils	7
Sexual Harassment Policy	8
School-wide Dress Code Prohibiting Gang-Related Apparel	9
Procedures for Safe Ingress and Egress from School	10
Procedures to Ensure a Safe and Orderly Environment	12
Required Signatures	24
Introduction:	27
Points of Contact:	28
Site Map:	29
Evacuation Map:	30
Infographics	31
Standard Response Protocol:	31
Emergency Operations Plan:	35
Access and Functional Needs:	35
Checklists:	37
Active Shooter:	37
Allergic reaction	37
Bioterrorism	38
Bomb threat / suspicious package	38
Dangerous animal	39
Death of a Student	40
Earthquake	40
Evacuate (SRP)	41
Fire	41
Hazardous Materials	42
Heat Illness	42
Kidnapping	43
Lockdown (SRP)	43
Lockout (SRP)	44
Missing Student	44

Natural Disaster	45
Police Activity	46
Out of Control Person	46
Power Outage	46
Serious Injury or Illness	47
Shelter	47
Suicide Committed	48
Suspicious Person or Activity	48
Tsunami	49
Weapons Reported on Campus	49
COVID-19 Plan	

School Safety Plan

School Safety Plan Adelante Charter School Santa Barbara Unified School District

Javier Bolívar, Principal
1102 East Yanonali Street
Santa Barbara, CA 93103
Phone: (805) 966-7392
jbolivar@sbunified.org

Plan adopted by School Site Council 2/8/22
Approved by Adelante Charter Board - approval



Safety Planning Committee Members

Veronica Ramos Teacher Representative

Karla Centeno, Office Manager, Non-Teaching Staff Representative

Holly Gil, Instructional Specialist

Javier Bolívar , Executive Director/Principal

School Site Council

Chelsea Guillermo-Wann- Parent Representative, School Site Council President	Perla Camilla-Parent Representative	Sergio Arriaga- Parent Representative, School Site Council Vice President
Monica Dettmer, Teacher Representative	Leticia Lemus, Teacher Representative	Graciela Rodriguez Special Education Director/ Teacher Representative, School Site Council Secretary
Holly Gil, Instructional Specialist	Javier Bolívar, Principal	Stacey Lydon- Parent Representative, School Site Council Parliamentarian
Jesus Lopez-Parent Representative		

MISSION STATEMENT

The mission of Adelante Charter School is to develop bi-literate, multicultural students whose strong academic and cultural foundations prepare them to meaningfully participate and provide leadership in their families, their community and their world to create a more just and equitable society.

This document is available for public inspection at Adelante Charter School and on the website at adelantecharter.org

I. Assessment of the Current Status of School Crime

Data Reviewed by the committee:

Law Enforcement Data (Santa Barbara Police Records) for Adelante Charter School 2020-2021 data as of Dec 2021.

There have been no incidents of theft, vandalism or a need for law enforcement intervention on the Adelante campus this year.

School Discipline and Safety Data

Suspensions and Expulsions

Adelante Charter experienced zero suspensions or expulsions in the 2020-21 school year. Adelante is committed to devoting additional time and resources to creating a safe and caring community and supporting those students who may struggle with socialization skills after a year out of the classroom. We are responding proactively with additional SEL supports in each classroom as well as commitment to restorative practices should discipline issues arise. We find that most disciplinary issues at Adelante are minor and interventions include providing students with an opportunity to report what took place, respond with logical consequences, and restore students back to their classroom community. Adelante uses a restorative approach in order to maintain an environment of respect, resolution and trust. Most discipline referrals occur during recess or lunchtime and typically require adult intervention to listen to the students and support them in finding a resolution to their problem. We understand that our continued focus on a culture and climate of safety, respect and emotional support in the classroom reduces situations that interfere with a safe school environment.

Additionally, playground supervision has increased.

Attendance Data

Chronic Absenteeism: Chronic absenteeism was not reported for the 2020-21 school year on the CA School Dashboard but in 2019 it was 11.4%. During the 2020-21 school year this declined significantly but students were in distance learning until the end of March. Absenteeism has become very difficult to address in the 21-22 school year because of all the disruption with COVID due to quarantine and isolation rules.

Attendance data is closely monitored throughout the school year and each absence is followed up with a parent contact. Families are supported to understand the academic and social implications of missing school. Administration works with families to find ways to support improved attendance. Attendance meetings are held before and after school for families who have displayed patterns of chronic absenteeism. The purpose of the meeting is to bring families, teachers, principal and staff together to support the families and try to identify resources to help whether that is counseling services, transportation, medical issues or ongoing parent education.

Sense of School Connectedness and School Safety

2020-21 California Healthy Kids Survey (Adapted for remote learning) all 5th grade

Results were slightly different this year as the typical school connectedness questions were directed at in-person learning and since our students were still in distance learning when they took the survey, the questions were not included and the data can't be compared to previous years. (Students returned to in-person learning at the end of March) 80% of 5th graders reported interacting with caring adults from school all of the time or most of the time, 89% reported that adults at school have high expectations for students all the time or most of the time. 78% reported being academically motivated even during distance learning.

Looking at students' social-emotional health 23% of 5th graders reported feeling sad all of the time or most of the time - a closer look at the data reveal this was only reported from female students. We know COVID-19 has impacted students' mental health and this is a focus we are committed to addressing.

California School Parent Survey (Adapted for remote learning) 39% response rate

Even during the pandemic 88% of parents surveyed reported that they agree or strongly agree that the school actively seeks the input of parents before making important decisions. 97% reported that they agree or strongly agree that parents feel welcome to participate at this school. 98% reported that they agree or strongly agree that school staff treat parents with respect and 94% reported that they agree or strongly agree that school staff take parent concerns seriously. 92% reported that teachers are good at letting families know how their child is doing in school between report cards. 97% reported that they agree or strongly agree that the school promotes academic success for all students and 98% reported that they agree or strongly agree that the school treats all students with respect. 96% agree or strongly agree that the school provides high-quality instruction to their child. These are important areas of success and we are proud as a community that we were able to maintain this level of support and collaboration with families even during the pandemic. It is also important to note that 46% of responders reported feeling somewhat to extremely concerned about the mental health of their child. This supports our focus on mental wellness for all students.

California School Staff Survey (Adapted for remote learning) 65% response rate

100% of responders reported they agree or strongly agree that the school is a supportive and inviting place for students to learn, promotes academic success for all students, emphasizes helping students academically when they need it, and emphasizes teaching lessons in ways relevant to students. 90% reported that disruptive student behavior is a mild to insignificant problem at the school. 87% of responders

report they agree or strongly agree that the school is a supportive and inviting place for staff to work. 85% of responders report they agree or strongly agree that the school promotes personnel participation in decision-making that affects school practices and policies. 100% of responders report they agree or strongly agree that adults who work at the school feel a responsibility to improve this school. 88% report that student depression or other mental health issues are a mild to moderate problem and 89% of responders reported that teachers and staff need more professional learning in the area of supporting students exposed to trauma or stressful life events.

We know that learning is social, emotional and academic. Children learn best when they feel safe, affirmed and deeply engaged within a supportive community of learners. Learning is enhanced by physical activity, joy and opportunities for self-expression. Many students in the Adelante community have experienced trauma as a result of the pandemic, particularly our most vulnerable families who experienced higher rates of infection, hospitalization, and death. Many families in our community experienced unemployment and food and housing insecurity. This cumulative trauma has affected many students and resulted in chronic absenteeism, disengagement, and concerns over mental health. We know that if this is not addressed and students are not supported to thrive socially and emotionally they will not be able to thrive academically. Adelante works to ensure that students and parents are actively engaged in our school.

Vandalism/Theft

There have been no incidents of theft or vandalism in the last five years.

*Two-way radios were purchased for all staff to ensure and maintain communication with administration, teachers, office staff, Franklin Elementary School, The Franklin Children's Center and SB Unified in the event of an emergency.

II.

Child Abuse Reporting Procedures

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

Board Policy [5141.4](#)

Administrative Regulation [5141.4](#)

III.

Suspension and Expulsion Procedures

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

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

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

IV.

Procedures for Notifying Teachers of Dangerous Pupils

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

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

V.

Sexual Harassment Policy

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

Board Policy [5145.7](#)

Administrative Regulation [5145.7](#)

VI.

School-wide Dress Code Prohibiting Gang-Related Apparel

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

Board Policy [5132](#)

Administrative Regulation [5132](#)

Dress and Grooming Exhibit [5132](#)

Dress Code for Adelante Charter School Students

Neatness in appearance and appropriateness of dress are required at all times. All uniform shirts are to be **embroidered** with the school name.

- **School uniforms** should be worn on a daily basis except for the last Friday that we have classes each month, which is free dress day. However, for field trips on a Free Dress Friday the students must wear their teal school shirt.
- Hairstyle and hair color **may not be distracting** to the learning environment. For example, no Mohawks, shaved designs, etc.
- Face, hands and arms should be free of any decoration, tattoos or coloring. No make-up may be brought to school.
- Athletic or simple, covered shoes are required for school. Feet **must** be covered within the shoe. Sandals, platform, and skate (heelies) shoes are unacceptable.
- Oversized clothing is not permitted. Hats are allowed on the playground and on field trips as long as they are appropriate.
- Sweatpants, blue jeans and camouflage pants are not part of the school uniform.

Appropriate School Uniform Attire consists of the following:

- Teal polo with embroidered school name
- Teal polo for ALL field trips
- Khaki/tan pants, shorts, skirt, jumper
- Gray ACS sweatshirt or Gray plain sweatshirt (CIMI and Día de Los Muertos okay)
- Long sleeve shirts worn under the polo on cold days are white, gray, black, beige/tan

The parents of students who are not dressed in appropriate school attire as stated in the dress code above will be called by the school office and asked to bring the appropriate articles of clothing for the student.

VII.

Procedures for Safe Ingress and Egress from School

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

Board Policy [1250](#)

Administrative Regulation [1250](#)

DAILY SCHOOL SCHEDULE **2021-2022**

CLASSES BEGIN Breakfast in the Classroom	8:00 AM
RECESS	Kindergarten 9:10 to 9:25 franklin playground 1 st 9:20 to 9:40 lower campus 2 nd - 3 rd 9:50 to 10:05 lower campus 4 th - 6 th 9:40 to 9:55 upper campus
LUNCH	K & 1 st 10:50 - 11:40 2 nd & 3 rd 11:20 - 12:05 4 th , 5 th & 6 th 11:45 - 12:30
RECESS	1 st 1:15 - 1:30 PM franklin playground 2 nd - 3 rd 1:15 - 1:30 PM lower campus
DISMISSAL	Kindergarten 2:00 PM 1 st -2 nd 2:50 pm 3 rd -6 th 3:00 pm



**DISMISSAL FOR ALL STUDENTS ON
WEDNESDAY IS 1:00 PM**

Arriving to and departing from Campus:

Due to COVID restrictions students have staggered end times and enter/exit only through specified gates.

The school day begins at 8:00am. There is no supervision before 7:40.

Students who enter through Gate 1 on Wilson Ave.(Kinder-4th) are greeted by parent volunteers who assist in escorting children from cars to the entrance of the school. This was a need identified by families and organized by PIDA and PTSO. Classrooms are assigned weekly to provide volunteers for drop-off. This has greatly reduced traffic on Wilson Ave and improved safety for children. This year the City of SB installed signs along the loading area and repainted the white curb at the front of the school. This has helped to clear the area of cars in the mornings. Children exit cars and pass through the screening process each morning.

Students who enter through Gate 2 near the Eastside Library (5th - 6th) exit the car in the parking lot and enter through the screening process.

Bus transportation: Bus transportation to and from school is provided by the Metropolitan Transit District of Santa Barbara. Bus schedules are available at www.sbmtd.gov. Questions regarding schedules should be directed to the MTD.

Bicycles: *Helmets must be worn by all students who ride bikes.* Bicycles must be locked in the bike rack located in the student quad. Students should keep the model and serial number of their bicycle recorded at home for use in identification. The school is NOT responsible for thefts of bicycles; therefore, reports to the police should be initiated by parents. Students may not ride bicycles on campus during the day or take them from class to class.

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

Early Release of Students: *Photo ID is required for any adult picking up a student early from school.*

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

1. The adult is the student's custodial parent/guardian. ([BP 5021](#))
2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity. (BP 3516)
3. The adult is an authorized law enforcement officer acting in accordance with law ([BP 5141.4](#))([BP 5145.11](#))

4. The adult is taking the student to emergency care at the request of the principal or designee. ([BP 5141](#))

Visitors: All visitors to campus must check in at the Main Office where they sign in the visitor log and fill out a sticker with name, destination and time to be worn while on campus. Due to COVID-19 visitors on campus have been greatly reduced and must be fully vaccinated and show proof of a negative COVID-19 test.

VIII.

Procedures to Ensure a Safe and Orderly Environment

Based on data analysis, the School Safety Planning Committee along with the School Site Council identified two safety-related goals for the school year as well as the strategies and/or activities that will be used to meet those goals. The goals are reported within the Safety Plan to the ACS board of directors and the Adelante community.

Goals

Component One: Safe and Affirming Learning Environments

Goal 1: Ensure the school environment is safe, nurturing and welcoming for all students, staff and families promoting high levels of engagement, connection, affirmed identity and overall well-being.

- **Strategy #1: All students will participate in Tribes Learning Community activities, SEL, Mindfulness or Community-building activities on a weekly basis**
 - Related Activities: Teachers will include implementation details in their weekly plans and all new staff will be trained. School counselor supporting SEL through classroom lessons
 - Person(s) responsible for implementation: Principal, School Psychologist, Counselor, Teachers
 - Timeline for implementation: Ongoing
 - Evaluation guidelines: Student social-emotional screeners, CHKS results for school connectedness and safety, teacher surveys.
- **Strategy #2 Adelante will focus on affirming the identities of all children which supports an increased sense of connectedness to school and a sense of belonging.**
 - Related Activities: Provide students with books that represent themselves and help to affirm their identity. Staff will build relationships with students to identify their interests and use those interests to develop meaningful and relevant assignments.
 - Person(s) responsible for implementation: Principal, School Psychologist, Counselor, Teachers
 - Timeline for implementation: Ongoing
 - Evaluation guidelines: Student social-emotional screeners, CHKS results for school connectedness and safety, teacher surveys.
- **Strategy #3 The School Community will be provided information about SEL resources, the Core Values of Adelante Charter, bullying prevention and Restorative Approaches over the course of the school year.**
 - Related Activities: 5th grade learns about the Holocaust. They will share what they have learned about the powerful role the ally can choose to take vs being a bystander. Grade level activities that address bullying /hate /

injustice. Utilize “big buddy” time more intentionally to build community. Community participation in an anti-bullying campaign. K-6 Mindfulness and SEL - Supported by School Psychologist and Counselor. Mental Health Matters - 6th grade students participate in a two week course

- Person(s) responsible for implementation: Principal, School Psychologist, Counselor, teachers and Parent Coordinator
- Timeline for implementation: ongoing
- Evaluation guidelines: Annual Parent Satisfaction Survey, CHKS results

Component Two: Physical Environment of the School

Goal 2: To create a physical place where students feel safe, cared for and connected.

- **Strategy # 1 Safe and orderly environment during the school day**
 - Related Activities: Expected behaviors taught in each classroom related to walking on campus, keeping voices at a reasonable level and maintaining a clean campus.
 - Person(s) responsible for implementation: Teachers, counselor, support staff, principal
 - Timeline for implementation: Ongoing- schoolwide plan and timeline for the behaviors to be taught.
 - Evaluation guidelines: Annual Parent Satisfaction Survey, CHKS
- **Strategy # 2 All Adelante families will be invited to an annual school beautification day to be held in the fall and/or in the spring (Must be COVID safe)**
 - Related Activities: Partner with Raices the Sustainability Committee
 - Resources needed: Supplies
 - Person(s) responsible for implementation: Raices team
 - Timeline for implementation: When permitted
 - Evaluation guidelines: Annual Parent Satisfaction Survey, Raices Committee Report
- **Strategy # 3 An inventory of on-site emergency supplies will be conducted and replenished as needed.**
 - Related Activities: An audit of all emergency supplies currently found in classrooms and the “Emergency Supply Shed”
 - Resources needed: Replenishment supplies to replace expired or missing items : non-perishable food items, water, bandages, etc.
 - Person(s) responsible for implementation: Principal, custodians
 - Timeline for implementation: Begin in Spring - ongoing.(attention to COVID mitigation is first priority)
 - Evaluation guidelines: Fully-stocked emergency supplies in classrooms in order to be prepared in the event of a large-scale disaster such as an earthquake.

IX.

Rules and Procedures on School Discipline

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

Board Policy [5144](#)

Administrative Regulation [5144](#)

X.

**Procedures Adopted Under the Safe and Drug-Free
Schools Act**

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

Board Policy [5137](#)

Administrative Regulation [5137](#)

XI.

Hate Crimes Policy and Procedures

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

Board Policy [5145.3](#)

Administrative Regulation [5145.3](#)

XII.

Bullying Prevention Policies and Procedures

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

Board Policy [5131.2](#)

Administrative Regulation [5131.2](#)

Introduction:

Purpose:

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

Scope:

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

Access and Functional Needs:

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

- Limited English Proficiency
- Blindness or visual disabilities

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

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

Points of Contact:

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

Principal:

Name: Javier Bolivar

Contact Number: (805) 966-7392

School Staff Responsible for Emergency Operations:

Name: Elizabeth Servin

Contact Number:(805) 966-7392

Office Manager:

Name: Karla Centeno

Contact Number:(805) 966-7392

On-site Facilities (24 hour number)

Name: Holly Gil

Contact Number: (805)680-4595

ADELANTE CHARTER SCHOOL ICS Team Leaders- Update

Commanders	Javier Bolivar Elizabeth Servin Veronica Ramos - upper campus	<p>Their role is to manage the emergency ACS ICS Team Leaders responsibilities as needed. They are the main link for communication between school staff, ACS ICS Team Leaders and emergency service personnel, like Fire and Police. They will be based in the primary or secondary command center.</p> <p>Is responsible for all activities on the school site. This person should determine the schedule for their emergency teams.</p>
Accountability	Jocelyn Aquino Holly Gil	<p>This person manages the emergency by controlling the traffic flow of parents and media until emergency services take over. The entire campus can become a crime scene, so be observant as to what is going on outside the building and on outlining borders of the campus. Focus on the entrances and staging areas.</p>
Student Release	Karla Centeno Susana Ramirez	<p>This team should document and assist the teachers in the release of students to parents and designated adults. Meet, direct and share information with parents. Designate a staging area on campus and off campus. Reassure parents and give instructions and information in a firm calm voice. Ensure student release is documented.</p>
Shelter Assembly	Yuliana Torres José Sandoval	<p>This is the team member(s) that will be trained to assist in the evacuation of all school facilities and coordinate the assembly and accountability of the employees and students once an evacuation has taken place.</p>

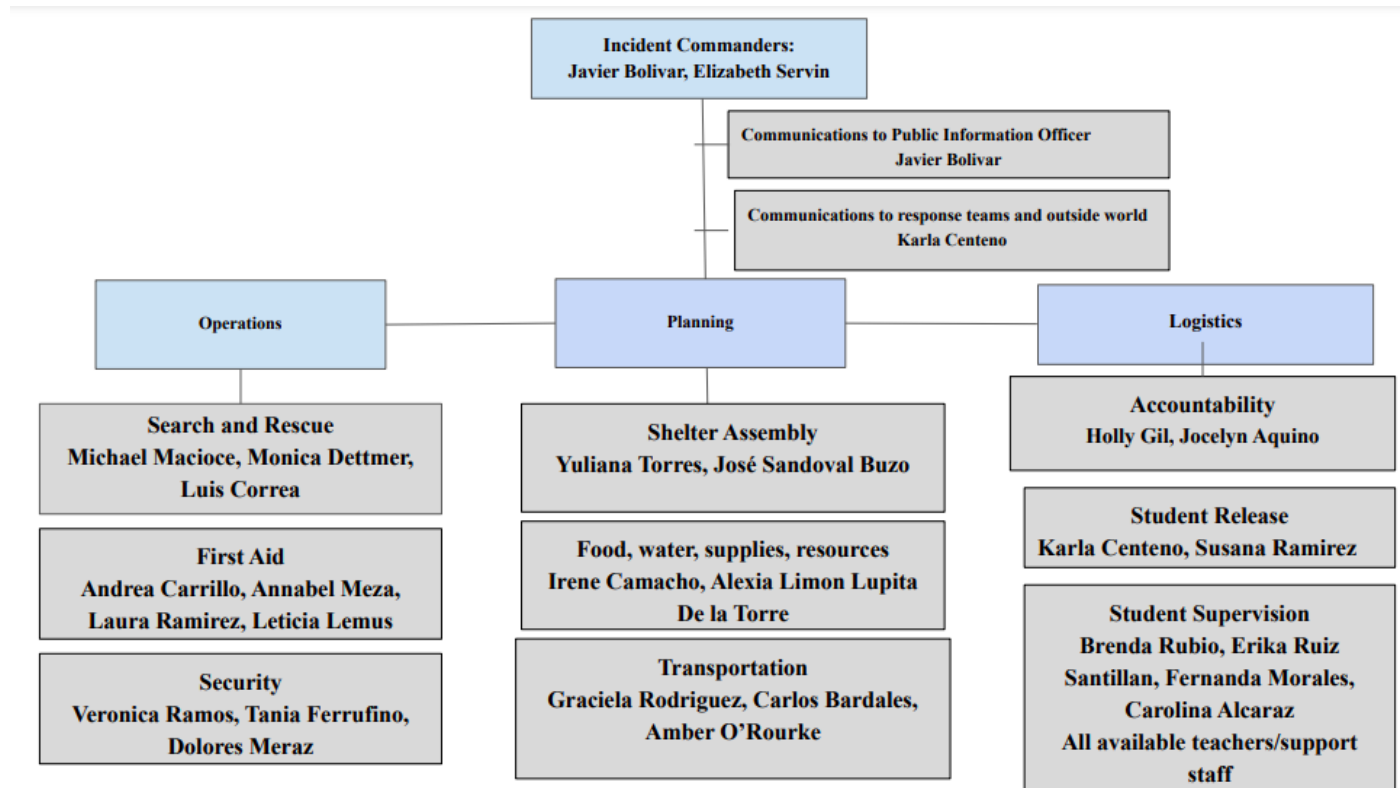
Security	Veronica Ramos Dolores Meraz Tania Ferrufino	Team members are responsible for checking utilities and performing initial assessment of damage to buildings. This team will coordinate with Search and Rescue Team. In addition, they should secure the campus to maximize unauthorized access or exit and direct student release area.
First Aid	Andrea Carrillo Annabel Meza Laura Ramirez Leticia Lemus	This team should establish the first aid treatment areas, triage and provide first aid to the people arriving at these areas. This team will coordinate with the Search and Rescue Team. This team member reports to the incident site to treat victims until medical personnel arrive. Assist medical personnel as needed. Attend to individual medical needs of students, staff (i.e. Diabetics, etc.). Keep student health records. Set up first aid/CPR training for staff as needed.
Search and Rescue	Michael Macioce Monica Dettmer Luis Correa	These team members will move quickly through the building and gather students and staff who are not in a secure location. Be sure to check restrooms, hallways, and other common areas. For a lock-down, take these people to a secured and supervised location. For an evacuation, move these people to the evacuation assembly area. They will rescue the trapped and injured and assist the First Aid Team in treating the injured. In addition, they should help suppress fires.
Student Supervision	Brenda Rubio Erika Ruiz Santillan	Are responsible for the supervision of all students in assembly area.

	Carolina Alcaraz Fernanda Morales All members not assigned to a specific role.	
Transportation	Graciela Rodriguez Carlos Bardales Amber O'Rourke	<p>Meet and direct emergency personnel to the location of the incident. Have campus maps available at entrances and front office that include power, gas, ventilation and water shut-off locations. Be available for communications between emergency personnel and the command center. Take a look at your campus and surrounding areas to determine the best location for staging vehicles. Consider the manageability of the area and how quickly emergency personnel are able to get to the location. Make sure there is no conflict between helicopter landing areas where students are evacuated.</p>
Food, water, supplies, resources	Irene Camacho Alexia Limon Lupita De La Torre	<p>This team should facilitate and coordinate food supplies, meal preparation, meal distribution, water distribution and sanitation set-up.</p>
Communications	Karla Centeno	<p>This person is responsible for communications between the emergency response teams. They are also responsible for communication to the outside world, such as district office, emergency response personnel, the Red Cross, parents, etc. The communications person should prioritize communication in the following manner:</p> <ol style="list-style-type: none"> 1. Life threatening, 2. Property-threatening and 3.

		Non-emergency.
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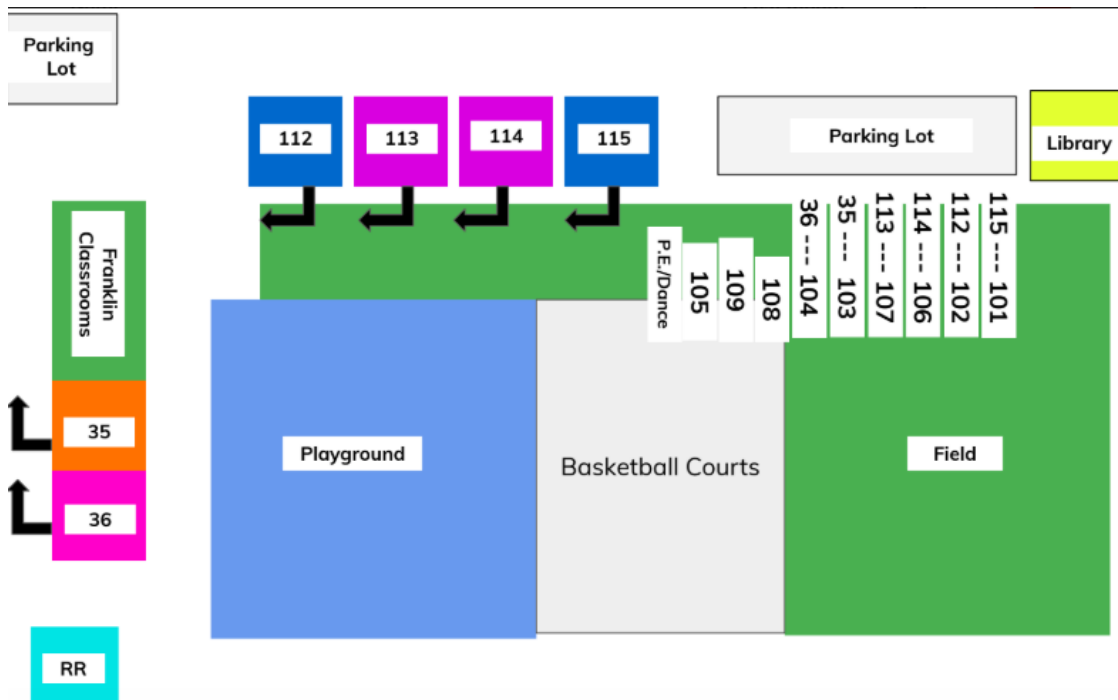
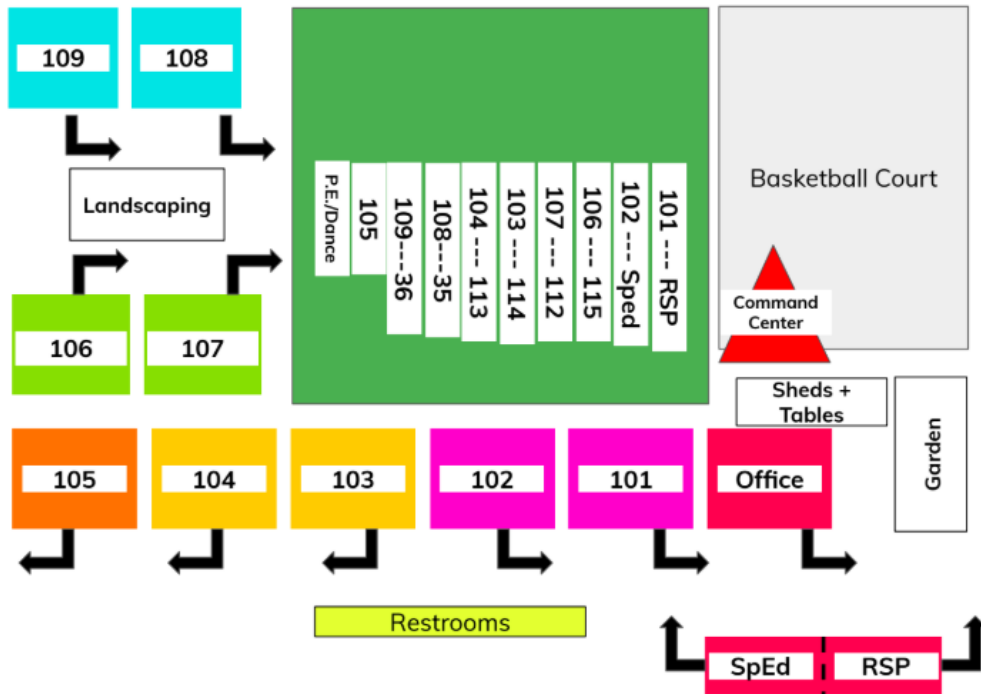
Adelante Charter Emergency Response Plan

Organizational Chart



Evacuation Map:

Each classroom is equipped with an Emergency Management Guide. This is located in a large manila envelope located at each door with procedures for all emergency situations that could arise on campus. It has detailed instructions for all evacuation procedures along with an evacuation map. All teachers are expected to follow these guidelines.



Infographics

Standard Response Protocol:

IN AN EMERGENCY TAKE ACTION



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

STUDENTS

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

ADULTS

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



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

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



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

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



EVACUATE! (A location may be specified)

STUDENTS

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

ADULTS

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



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

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

ADULTS

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

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ACTIVE SHOOTER RESPONSE

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

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

Fire Emergency Action Plan



Fire Action Plan



Activate the closest Fire Alarm Station



Do Not Stop to collect personal belongings



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



Report to the closest Assembly Area



Leave the building or affected area by the nearest exit



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















Do not use the elevator, USE THE STAIRS



Follow the instructions at the Assembly Area

Earthquake

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

Immediately following an earthquake:

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

Emergency Operations Plan:

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

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

Access and Functional Needs:

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

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

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

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

Checklists:

Active Shooter:

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

Allergic reaction

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

9. Conduct an After Action Review

Bioterrorism

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

Bomb threat / suspicious package

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

12. Isolate and redirect students discovered in hallways, bathrooms, wing, etc.
13. After crisis has ended, release the alert in the CrisisGo app
14. **Discovery / detonation:**
15. Announce IED and location and move clear
16. Conduct a "secondary device scan" : from the device, look outward 5 feet in all directions, then 25 ft in all directions, moving as far away as necessary to determine if there is a second or third device in the area
17. **Contact and Rescue**
18. Consider threat to life and alternate routes
19. Mark device and bypass it
20. **Exposed victim Rescue**
21. Direct victim movement explicitly
22. View area for secondary threats
23. Establish narrow cordon in and out of area
24. Provide Direct Care only
25. Evacuate to recommended standoff, isolate and barricade
26. From Radio safe distance (300 feet or standoff) report IED location, description, size: report action taken; request bomb-squad (EOD)
27. **No victims threatened**
28. View area for second device: reposition personnel to a safe standoff distance; report impact to assignment and priority; cordon off 360° device Killzone; control cordon security awaiting EOD.
29. **Standoff distance**
30. Pipe bomb 5 lb: 70 ft minimum, 1200 feet preferred
31. Suicide bomber 21 pounds: 110 ft minimum, 1700 feet preferred
32. Briefcase suitcase 50 lb: 150ft minimum, 1850 ft preferred
33. SUV/Van 1000-lb: 400 ft minimum, 2400 ft preferred
34. After crisis has ended, release the alert in the CrisisGo App
35. Consider establishing a student/staff support center
36. Conduct an After Action Review

Dangerous animal

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

10. Notify Adelante School Board President, District Cabinet and the Superintendent
11. Make contact with emergency responders for instructions
12. Once the event has ended, release the alert in the CrisisGo app
13. Conduct an After Action Review

Death of a Student

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

Earthquake

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

10. Initiate the crisis communications plan
11. Notify Adelante School Board President, District Cabinet and the Superintendent
12. Contact the jurisdictional emergency operations centers for schools affected in their area; Santa Barbara City, City of Goleta, Santa Barbara County
13. Conduct an After Action Review

Evacuate (SRP)

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

Fire

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

Hazardous Materials

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

Heat Illness

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

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

Kidnapping

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

Lockdown (SRP)

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

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

Lockout (SRP)

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

Missing Student

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

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

Natural Disaster

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

Police Activity

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

Out of Control Person

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

Power Outage

1. In our area we are subject to Public Safety Power Shutoffs (PSPS)
2. If time permits the public utilities companies will issue a PSPS warning when weather conditions dictate and there is an extreme fire danger in the area

3. Determine if the power outage is the result of a PSPS
4. Initiate the ICS and designate roles as appropriate
5. If possible, turn on a radio or other media information source to determine the cause and extent of the outage
6. Determine if the phone connection is still working
7. Use walkie-talkies if available and necessary
8. Contact emergency response agencies if necessary
9. Notify the Adelante School Board President,, District Cabinet, Superintendent and the Facilities Director and remain in contact with District Office
10. Contact the utility company for information if possible and to report any dangerous conditions
11. Decide whether to remain in school, conduct early release (closing), or evacuate if necessary
12. Consider heating, cooling, food preparation, sanitary needs (electric flushing toilets), or other health related concerns
13. Ensure the safety of all students and staff
14. Ensure emergency lighting and power are working properly (if equipped)
15. Move students to a lit or appropriate central area if necessary
16. Coordinate move to ensure safety
17. Gather information from staff regarding building integrity and other potential hazards
18. Contact emergency response agencies for instructions
19. Conduct an After Action Review

Serious Injury or Illness

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

Shelter (SRP)

1. Initiate the shelter alert in theCrisisGo app, and consider calling 9-1-1

2. Announce the alert on the PA, “ Shelter”, followed by a safety strategy (what you want them to do)
3. Safety Strategies: evacuate to a shelter, seal the room, drop cover and hold on, Etc
4. Hazards: weather, hazardous materials spills or leakage, earthquakes, tsunami, Etc
5. Initiate the Incident Command System and delegate roles as appropriate
6. Communicate with emergency responders
7. Notify Adelante School Board President,, District Cabinet and Superintendent
8. Maintain situational awareness
9. Account for all students and staff using a Roster Event in the CrisisGo app
10. Once the incident has ended, release the alert in the CrisisGo app and announced the release of the alert on the PA system
11. Conduct an After Action Review

Suicide Committed

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

Suspicious Person or Activity

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

Tsunami

1. Immediately following an earthquake, consider the possibility of a tsunami affecting the coastal waters and flood zones
2. If a tsunami warning has been issued by the NOAA, Santa Barbara County OEM, or another official agency, increase your situation awareness and begin to plan for the tsunami's arrival. Understand that tsunamis can last from several hours to several days after the initial arrival time, and its intensity can also increase after its initial arrival time.
3. Establish a command post on site and prepare to move site occupants to higher ground
4. Determine your sites status and prepare to report your status to the District Office
5. Notify Adelante School Board President,, District Cabinet and Superintendent
6. Attend to any injuries in order of severity and call 9-1-1
7. Conduct damage (earthquake) assessment of buildings and infrastructure
8. Communicate with staff and parents
9. Evacuate or shelter as appropriate
10. Once the event has ended, release the alert using the CrisisGo app
11. Conduct an After Action review

Weapons Reported on Campus

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

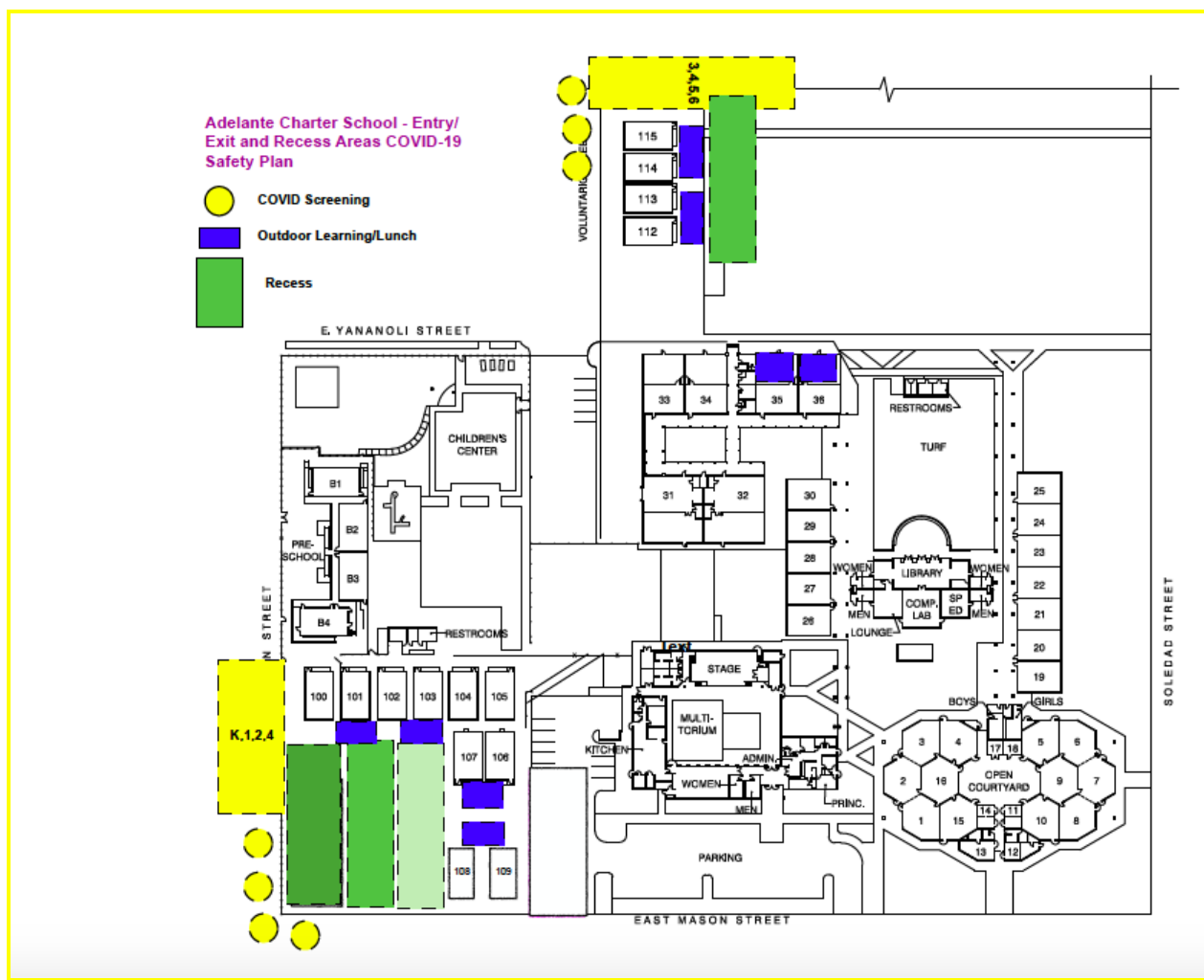
Signature Page (on file)

_____, Parent Representative, School Site Council President
Chelsea Guillermo-Wann

_____, Staff Representative
Karla Centeno

_____, Teacher Representative
Monica Dettmer

_____, Executive Director/Principal
Javier Bolivar,



Adelante Charter School Safe In-Person Instruction Plan

<https://docs.google.com/document/d/1GdClzC92AqLMtlyWTWdp-Mfohy54n2lyBu44oa8nrBs/edit?usp=sharing>