

Ramona Community Campus

School Safety Plan
Revised November 2016

To our valued staff members:

As a public school employee, you are obligated to remain on campus during an emergency until you are released by the site administrator. Your loved ones will be cared for, wherever they are, just as you will care for the loved ones of our community.

Be professional. Keep a clear head.

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An emergency is defined as an unforeseen occurrence or condition calling for immediate action. Some examples include:

- Fire (Evacuate or Shelter in Place)
- Earthquake (Drop/Cover/Hold On, and then evacuate)
- Intruder on campus (use Lockdown or Lockdown/Run)
- Bomb Threat (Evacuate)
- Chemical Leak (Evacuate)
- Other Dangerous Situation on or near campus, per law enforcement alert (use Secure Campus)

EMERGENCY INDICATORS

- **FIRE ALARM** (Alarm and flashing lights): Wait 30 seconds before evacuating to allow time of visual scan of outdoor areas by office/custodial staff.
- **WILDFIRE “SHELTER IN PLACE”** (Announcement): Fire is in the area, but it is safest to remain inside the building. Close all doors. Air conditioning may remain on only if there is no smoke/particulates nearby that can be drawn into the building. Release by fire department or law enforcement.
- **“SECURE CAMPUS!”** (Announcement): Lock all doors, close blinds, continue teaching and learning, keeping everyone inside the classroom. Stay calm and carry on! Release by principal or law enforcement.
- **“LOCKDOWN!”** (Announcement). Lock all doors, close blinds, turn off lights, form barricade and gather behind barricade or in interior space. Release by law enforcement only. Students on playing field, playground or lunch area should run off campus or go to the Kinderhood classrooms.
- **“LOCKDOWN/RUN!”** (Announcement). Lock all doors, close blinds, turn off lights and lead students out external doors to run off campus. Students on playing field, playground or in the lunch areas should use the nearest gate to run off campus.

EMERGENCY PREPAREDNESS

Please review the following procedures with students in the first two days of each school year and periodically throughout the year.

SCHEDULED FIRE DRILL PROCEDURES

- Fire alarms are indicated by short, repeated soundings and accompanied by flashing lights.
- Wait 30 seconds. If you do not hear any call or whistle to remain inside, students and teachers will exit classrooms. Walk quickly and in an orderly manner, single file and silently.
 - A whistle or call is a signal to stop and wait for directions to proceed to an alternative safe location.
- Instruct the last student to close the door upon leaving.
- Take your Disaster Backpack, including a current class roster, and be aware of the whereabouts of each child enrolled in the class. Teacher will count students to verify all are assembled and report to designated staff in the evacuation area that all students are accounted for.
- Students outside the classroom during a fire drill should report to the area to which their class usually evacuates. If the drill is during lunch, high school students report to their previous class teacher at the evacuation area. Students in Speech or SAI room will meet their class in the evacuation area.
- One staff member will be stationed at the front of the school during drills to watch for arriving and departing students and visitors. Arriving students will be held at the front of school and will not enter campus. Departing students will be allowed to leave.
- Office and custodial staff will check assigned buildings, including restrooms, and radio to Administration when each building is cleared.
- Administration will issue the “ALL CLEAR” when the drill is complete.

UNSCHEDULED FIRE ALARM – EMERGENCY PROCEDURES

To prepare for the unlikely event of a Fire Alarm being used to draw out students and staff, it is critical that teachers and students wait 30 seconds before exiting your classroom if there is an unscheduled fire alarm.

Principal and office staff have Evacuation Clipboards and take emergency contact binders whenever buildings are evacuated for an emergency drill or unplanned alarm, along with site radios.

Radio Lead Teachers also have radios with whistles. These are taken for drills/evacuations. (Each classroom cluster also has an identified Alternate who will take the radio if the Lead is absent.)

Immediately upon leaving the buildings, the Principal calls on the radio “**Perimeter Check.**” Office staff and Radio Leads respond after doing a scan of the school perimeter and exterior of buildings. Radio holders will respond with “**(Name). Clear.**” Classes will report to the evacuation area on the basketball courts.

Note: classified staff and others not assigned to a classroom will check in with office staff in the evacuation area.

Note: custodian, principal and office staff will quickly check all buildings and radio principal when buildings are cleared. If there is no problem, then principal will instruct custodian to shut off the alarm.

Once check-in is complete, Principal announces, “Drill is complete. Students, please follow the direction of your teachers.”

IF THERE IS A PROBLEM, radio holders respond with an alert: “**(Name). Unknown person/problem at (location).**”

Principal will make immediate determination of safe evacuation location and call that location change over the radio. “**Code Red – The danger is (location).**”

This call is followed by all Radio Holders blowing whistles to get the attention of staff and a loud calling out of the location change. “**The danger is (location).**” Repeat.

Radio Leads then lead toward what they determine is an alternative safe location and other classes follow.

Evacuation change will continue to be at a brisk walk, unless there is imminent danger.

Radio Leads and office staff will begin contacts with teachers to verify and document presence of all students and staff.

If there is **IMMINENT DANGER** (i.e., and observed armed intruder), Radio Holders will blow whistles and **YELL AT ALL STAFF AND STUDENTS TO RUN BACK INTO THE BUILDING OR OFF CAMPUS “Lockdown! Lockdown Run!”** (depending upon the location of the armed intruder). Law enforcement will assist in locating/recovering students off campus.

Note: classified staff and others not assigned to a classroom will check in with office staff in the evacuation area.

Note: custodian, principal and office staff will quickly check all buildings and radio principal when buildings are cleared. If there is no problem, then principal will instruct custodian to shut off the alarm.

Once check-in is complete, Principal announces, “Drill is complete. Students, please follow the direction of your teachers.”

WILDFIRE: SHELTER IN PLACE

In the case of a threat of wild fire (characterized by high winds and widespread fires), CalFire urges Ramona schools to “shelter in place.”

Under “shelter in place” students and staff are safest when housed inside a permanent school structure (all RCC buildings are classified as such), allowing high speed winds and flame to pass quickly over a school site. On-site staff and/or firefighters will quickly douse any “hot spots” once the flames have passed over the school site.

Upon notification from CalFire or other Emergency Agencies, the Principal will announce “**Shelter in place**” and will direct students and staff to remain enclosed in school classrooms during a fire. Air conditioning units should be turned off (either centrally or locally) to minimize smoke in classrooms. Teachers and staff should do their best to block seepage of smoke into classrooms from the base of outside doors.

EARTHQUAKE PROCEDURES

For teachers and staff:

- As soon as you feel trembling, instruct students to “**Duck, Cover and Hold On.**” Teachers and other adults should also do so. Remain in this protective position until the trembling stops.
- Before leaving your protected position, calmly ask if anyone is hurt.
- Scan room for potential hazards (dangling ceiling tiles, broken glass, etc.). If all is clear, instruct students to leave the room. Leave the door OPEN.
- Grab a marker. If you have an injured student(s) you are not able to safely move out of the room, largely mark the number of injured on the outside wall next to your doorway. Stay with your class. Help will be directed to any injured.
- Radio Leads take the radio and clipboard.
- Teachers take Emergency Backpack with you.
- Report to the designated evacuation area on the basketball courts. If you have any injured or missing students, hold up your RED SIGN immediately. As soon as you can safely leave your class under an adult’s supervision, report the injured/missing person(s) to the Lead closest to you, who will radio the Principal.

SECURE CAMPUS

In the event of a nearby dangerous situation that is not an immediate threat to our campus, law enforcement may call for a Secure Campus.

If such a call is made, the Principal will make an interior/exterior announcement “**Secure Campus.**”

In Secure Campus mode, ALL persons stay inside a classroom/building. All doors are locked and blinds are closed. Teaching and learning continues. No one leaves a classroom.

DO NOT USE CELL PHONES.

Please wait for information to come to you via an announcement or through a Radio Lead.

Release from Secure Campus status will be made by Principal, custodian or office staff unlocking doors and announcing “**All clear.**”

LOCKDOWN

Run – Hide – Fight

In the event of an imminent danger, Principal will announce through loudspeaker and radio “**Lockdown!**” or “**Lockdown/Run!**”

Inside classrooms:

- Gather any students on patios or outside of classroom inside the nearest classroom.
- Lock doors and close blinds.
- Quickly barricade doors, if possible.
- Move all students to interior safe areas (work rooms, restrooms), locking doors as you go.
- Do NOT use cell phones.
- Do NOT respond in any way to pounding on door or attempts to enter the classroom.
- Stay in interior safe areas until released by law enforcement only.

Outside in lunch area:

- Campus Safety Officers blow whistles 3 LOUD BLASTS and wave RED FLAG.
- Students freeze and look to nearest CSO for direction.
- Quickly move students into Kinderhood classrooms, or direct to run off campus, depending upon location of danger.

Outside on fields or playgrounds:

- Campus Safety Officers blow whistles 3 LOUD BLASTS and wave RED FLAG.
- Students freeze and look to nearest CSO for direction.
- Quickly move students into Kinderhood classrooms, or direct to run off campus, depending upon location of danger.

If a Lockdown Drill, custodian and office staff will check buildings for locked doors and closed blinds. Site will be released from drill with announcement “Drill complete. All clear.”

CONTROLLED EVACUATION

In the event of a controlled evacuation ordered by law enforcement or Cal Fire (i.e., hazardous material), staff will lead students to Olive Peirce Middle School where a Student Release Station will be set up. Parents will be contacted using School Messenger and other reasonable means of communication, and will be directed to OPMS to pick up their children.

THREATENING SITUATION

Each teacher will have a Stop Sign card in case of a threatening situation which calls for the removal of students from the classroom. This is not to be used for an ornery or abrasive parent, but for a truly threatening situation (angry spouse, threat of physical injury, etc.) Use of this card will trigger a 911 call to law enforcement. Direct the student:

“(Name), please take the Stop Sign and take the class into Mrs. (Name) room.”

LEADS

Radio Leads in each area take the emergency radio and clipboard when classrooms are evacuated.

AREA	LEAD	ALTERNATE
G Wing	Varnado	Johnson
B Wing primary	Pierce	Brown
B Wing middle	McNulty	Marshall
B Wing upper	Worthen	Hicks
C Wing south	Gill	McBride
C Wing north	Tompkins	Williams
D Wing	Guile	Nelson
Study Hall	Wagner/Cervantes	Pilkerton

BUILDING CHECK

AREA	STAFF	ALTERNATE
Office, Library, Computer Lab, Staff Lounge and G Wing	School Secretary	Computer Lab Tech
MPR and F Wing offices; Front of campus/parking – to hold incoming persons until the drill or emergency is complete, and to direct high school students to the evacuation area	RCMS Clerk	Library Clerk
B Wing	Custodian	B24 Teacher
C and D Wings	MVA Clerk	C6 Teacher

To report/radio protocol:

“(Name) to (Principal). (Building) clear.”

Response:

“(Principal) to (Name). (Building) clear. Copy.”

Example:

“Kory to Kathryn. B Wing clear.”

“Kathryn to Kory. B Wing clear. Copy.”

EVACUATION PRIORITIES

Priority 1

Safe and immediate evacuation of all students, staff and visitors to basketball courts. All additional staff should report to the basketball courts. Teachers will remain with students at all times. If someone is injured in the classroom and cannot be moved quickly and safely, use a marker to write a large number on the wall next to the outside door to indicate how many injured people are inside the classroom.

Priority 2

Attendance/accounting for students and staff. Any injured or missing students must be reported immediately to attendance/health clerk.

Priority 3

Command center established at the bottom of the ramp. All additional staff should report for assignments.

- Custodian will check emergency supplies and utilities.
- Search and sweep will be initiated as needed.
- If restrooms are unsafe, latrines will be set up by custodian and assigned staff.

Disaster teams include:

- Search and Sweep
 - Search all rooms and restrooms thoroughly (visually, vocally and physically).
 - Mark rooms that have been searched with a large X on the door
 - Do not attempt to move an injured person without authorization
 - Priority given to missing classes or persons
 - Use form to guide search and record status of each room
- First Aid
 - Station will be set up in covered tables area.
 - Teachers will handle minor first aid.
 - Health clerk and other assigned persons will staff station as needed.
- Parent Communications
 - School secretary, MVA Clerk and RCMS Clerk will handle parent communications and student release
 - Parent identification will be required before students are released
 - Release station at top of ramp
 - Radio communication to announce which student to be released
 - Bilingual staff should be available to assist
- Field Supervision and Safety (teacher responsibility)

Priority 4

Set up emergency first aid station (see above)

Priority 5

Maintain a safe, orderly environment for children throughout the emergency.

TEACHERS your primary responsibility is your class. This includes accountability for their whereabouts, minor first aid, emotional well-being, even guiding stressed out parents to the release area. Please do not leave your post unless you are comfortable turning over this total responsibility to another staff member. *Under no circumstances are you to leave the campus without express permission from the principal.*

As the emergency unfolds, teachers may be assigned to other duties, but only after each student in the class is accounted for and students are secure both physically and emotionally. Other staff will be assigned to supervise a class if the teacher is needed elsewhere.

ADDITIONAL STAFF are expected to remain on campus and assist in the evacuation and stabilization of our students. After checking in at the evacuation area, additional staff will be assigned to needed areas. *Under no circumstances are you to leave the campus without express permission from the principal.*

LATRINE SET UP

In the event that restrooms are unsafe or unstable, simple latrines will be prepared under the direction of the custodian. For outside latrines the following material is available:

- 50 ft. roll of heavy plastic sheeting
- 6 poles
- Staple gun
- Breaker bar
- Shovel
- Sack of lye
- Camp-type toilet seat or trash can with plastic liners

Latrines will be set up at each end of the field area.

SEARCH AND SWEEP
 AREA 1
 OFFICE/LIBRARY/COMPUTER LAB/LOUNGE

Search and Sweep Staff:

1. _____
2. _____

Please check off rooms as you complete the search and sweep.

Check all workrooms and patio areas adjacent.

ROOM	ALL CLEAR	# INJURED	QUICK INFO /HAZARDS
Office			
Health Office			
Workroom			
Library			
Computer Lab A			
Computer Lab B (including server room)			
Staff Lounge			
Kitchen/Dining room			
Men's Restroom			
Women's Restroom			

PLEASE RETURN COMPLETED FORM TO COMMAND CENTER.

SEARCH AND SWEEP
AREA 2
B Wing

Search and Sweep Staff:

1. _____
2. _____

Please check off rooms as you complete the search and sweep.

Check all workrooms and patio areas adjacent.

ROOM	ALL CLEAR	# INJURED	QUICK INFO /HAZARDS
B3			
B4			
B7			
B8			
B10			
Boys' Restroom			
Girls' Restroom			
B15			
B16			
B17			
B20			
B21			
B24			

PLEASE RETURN COMPLETED FORM TO COMMAND CENTER.

SEARCH AND SWEEP
AREA 3
C Wing

Search and Sweep Staff:

1. _____
2. _____

Please check off rooms as you complete the search and sweep.

Check all workrooms and patio areas adjacent.

ROOM	ALL CLEAR	# INJURED	QUICK INFO /HAZARDS
C1			
C4			
C5			
C6			
Girls' Restroom			
Boys' Restroom			
C12			
C13			
C16			
C18			

PLEASE RETURN COMPLETED FORM TO COMMAND CENTER.

SEARCH AND SWEEP
AREA 4
D Wing

Search and Sweep Staff:

1. _____
2. _____

Please check off rooms as you complete the search and sweep.

Check all workrooms and patio areas adjacent.

ROOM	ALL CLEAR	# INJURED	QUICK INFO /HAZARDS
D1			
D3			
D4			
D6			
D8			

PLEASE RETURN COMPLETED FORM TO COMMAND CENTER.

SEARCH AND SWEEP
AREA 5
F and G Wings

Search and Sweep Staff:

1. _____
2. _____

Please check off rooms as you complete the search and sweep.

Check all workrooms, restrooms and patio areas adjacent.

ROOM	ALL CLEAR	# INJURED	QUICK INFO /HAZARDS
G1			
G6			
G10			
G11			
G15			
MPR			
Kitchen			
Girls' Restroom			
Boys' Restroom			
F15			
F13			
F12			

PLEASE RETURN COMPLETED FORM TO COMMAND CENTER.