Bear River High School
Comprehensive School Safety Plan
March 2015
Comprehensive School
Safety Plan

Bear River High School

March 2015
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Signature Page

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Nevada Joint Union High School District

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Secretary to the Principal
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INTRODUCTION

A. Purpose of the Plan
The purpose of the Bear River High School (BRHS) Comprehensive School Safety Plan (School Safety Plan) is to identify and respond to incidents by outlining the responsibilities and duties of BRHS and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that BRHS has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents, and incidents that may occur at BRHS or in the outlying county are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. BRHS regularly schedules in-service training for faculty, staff, and students.

Lastly, developing, maintaining, and exercising the School Safety Plan increases Bear River High School’s legal protection. BRHS is committed to providing students with quality educational experiences in a safe and secure school environment. To implement this commitment, the Comprehensive Safe School Safety Plan was developed in accordance with the objectives of SB 187. Policies and procedures are assessed, modified, and updated on an ongoing basis to ensure that the plan is an effective and integral part of the county’s efforts to provide an optimal learning environment.

B. Scope of the Plan
The BRHS School Safety Plan outlines the expectations of staff/faculty, and students; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

1. Definitions

Incident: An incident is an occurrence — natural, technological, or human-caused — that requires a response to protect life or property. The principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Comprehensive School Safety Plan.

Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident. Identified hazards parallel those identified in the Local Hazard Mitigation Plan of Nevada County.
2. School Board Policy Statement

The BRHS Comprehensive School Safety Plan operates within the framework of the approved Nevada Joint Union High School District Board policies.

C. Situation Overview/Hazard Analysis Summary

1. Office Population

BRHS is currently located in a two-story, multi-level complex. There are 3 two-story buildings on campus, and these are referred to as “A,” “B,” and “C” wings. “C” wing is bisected by a library. The remaining wings include “D,” “E,” “F,” and “G” wings. In total, there are 64 classrooms. In addition to housing classrooms, “A” wing also houses two computer labs and an office. The school’s main office, as well as the Health office is also located in the “A” wing. The “F” wing has one classroom as well as a practice gym/dance room, two locker rooms and the McCrory gymnasium. The two remaining “stand-alone” buildings are the MPR (cafeteria) and the theater.

2. School Population:

General Population
Bear River High School is a comprehensive high school with 696 students, 33 certificated teachers, and 25 classified employees. Students attend grades 9-12 on a modified Monday-Friday schedule. The campus is located at 11130 Magnolia Road, Grass Valley, California.

Special Needs Population

BRHS is committed to the safe evacuation and transport of students and staff with special need on each school site. The special needs population includes students/staff with:

- Limited English proficiency,
- Blindness or visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

BRHS is compliant with all ADA regulations and has ramps located at “D,” the theater, “G” wing and the McCrory gymnasium. There is one elevator located near the main entrance of the school. Two transport chairs and one wheelchair are available in the event of an emergency. The transport chairs are located in the Main Office and in faculty restroom/lounge area located next to the elevator. The wheelchair is located in the Main Office.

Operations Plan

2. Building Information
Bear River High School Comprehensive Safety Plan

BRHS is located at 11130 Magnolia Road, Grass Valley, California. The site includes 64 classrooms, a library, a cafeteria, a theater and a gymnasium. There are three parking lots on campus: The Ag lot, the Staff/Visitor parking lot, and the Student lot.

A map of the buildings annotated with evacuation routes, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs is included in the Appendix.

Hazard Analysis Summary

The Nevada County Operational Area Emergency Services Council prepared a Local Hazard Mitigation Plan on behalf of the County, its incorporated cities and towns and participating districts. The Plan preparation process culminated in a completed document, and it provides the participants with a clear understanding of local risks and tangible mitigation plans for reducing or eliminating long-term risk to people and property from natural and human-caused hazards and their effects. The Plan meets the requirements of the Disaster Mitigation Act of 2000 and maintains the eligibility of Nevada County and all other participants in the Plan for FEMA Pre-Disaster Mitigation (PDM) and Hazard Mitigation Grant Programs (HMGP). The Plan preparation process followed a methodology recommended by FEMA. The planning process examined the recorded history of losses resulting from natural and selected human-caused hazards and analyzed the future risks to the county by these hazards. The planning effort undertaken for the Nevada County Fire Plan was an integral part of the plan.

The Nevada County Superintendent of Schools recognizes that school sites and outlying areas are exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties and damaging or destroying public or private property. The Local Hazard Mitigation Plan of Nevada County 2011 serves as a tool for assessing potential hazards affecting school sites. BRHS utilizes the FEMA training and template E/L361 and G364: Multi-hazard Emergency Planning for Schools and the Local Hazard Mitigation Plan (LHMP) of Nevada County to develop this Comprehensive School Safety Plan.

Mitigation Assessment

According to the Local Hazard Mitigation Plan of Nevada County 2011, circumstances in the school, or near school sites, that may present unique problems or potential risk to people or property rank wildfire as a high risk. The interior and exterior portions of all school buildings and school grounds have been assessed for additional potential hazards that may impact the site, staff, and visitors. Identified hazards have been assessed by risk and likelihood and ranked accordingly.
The following is a history of mitigation assessments from the 2011 Local Hazard Mitigation Plan of Nevada County:

Since we published our 2006 plan, the County has responded to a national call for pandemic flu response preparedness. County efforts have included procurement, installation and tasking of new equipment and the preparation and practice of new policies and procedures that allow the County to respond effectively to future pandemic flu outbreaks. This work was conducted outside the scope of the Plan and whereas the program is maintained by the County, this work will remain outside the scope of the Plan.

Since we published our last Plan, the County has been affected by the worldwide economic downturn which has resulted in reduced government funding. As a result, County departments have been left with fewer staff and financial resources to respond to potential disasters. Our systematic evaluation of the Plan and reassessment of risk prioritization has resulted in a realignment of risk mitigation priorities.

Moving forward, the Plan will list Severe Weather before Floods and Drought will be listed independently following Floods on our priority list. These revisions are based on our experience over the last few years of the logistical challenges due to power outages from severe weather like snow and high winds as well as localized flooding from heavy rains.

Our revised priority list is:

a) Urban and wild land fire
b) Severe weather (heavy rain/thunderstorm/lightning/hailstorm, snow and ice and wind)
c) Flood
d) Drought
e) Dam failure
f) Landslides
g) Avalanches
h) Earthquakes
i) Volcanoes
j) Agricultural hazards
k) Natural Health Hazards such as West Nile Virus
l) Earth Subsidence (due to mining activities) Mitigation Plan (2011)
# Identified High-Priority Hazards

| Urban and Wildfire | “Fire hazards are the most prevalent type of hazard. “Accepting Nevada County’s terrain, climate, rainfall and forest land/urban mix, it is a certainty that significant wild land fires are going to continue as a threat. Generally, the fire season extends from early spring to late fall. Fire conditions arise from a combination of hot weather, an accumulation of vegetation, and low moisture content in the air. These conditions, when combined with high winds and years of drought, increase the potential for wildfire to occur.” Arson and or a commercial fire will continue to remain as serious threats to the commercial and business vitality of the county’s town and cities and developed commercial areas. Enforcement of the county and municipal building, hazardous materials and fire codes will greatly mitigate against future losses of this type. Weather components such as temperature, relative humidity, wind, and lightning also affect the potential for wildfire. High temperatures and low relative humidity dry out the fuels that feed the wildfire creating a situation where fuel will more readily ignite and burn more intensely. Wind is the most treacherous weather factor. The greater a wind, the faster a fire will spread, and the more intense it will be. Winds can be significant at times in Nevada County. North winds in Nevada County are especially conducive to hot, dry conditions, which can lead to "red flag" days indicating extreme fire danger. Winds coming from the southeast have also been noted as a concern in the western third of the County. In addition to wind speed, wind shifts can occur suddenly due to temperature changes or the interaction of wind with topographical features such as slopes or steep hillsides. Lightning also ignites wildfires, often in difficult-to-reach terrain for firefighters. Related to weather is the issue of recent drought conditions contributing to concerns about wildfire vulnerability. During periods of drought, the threat of wildfire increases” (Mitigation Plan 2011, p. 28). |
| Severe Weather | Records show that there have been 69 severe weather incidents affecting Nevada County in the period 1960 to 2000. 28 were incidents related to high wind; 8 incidents were related to freeze or extreme cold; lightning was the issue in 5 incidents; 21 incidents were reported as heavy rain; and 24 were incidents related to winter storm or snow. Some incidents included more than one cited cause (Mitigation Plan 2011, p. 28). Rain, snow, lightning and high winds are likely to continue the natural threats to Nevada County. Transportation for students is one of the main concerns relating to severe storms. The Nevada County Office of Emergency Services, Cal Trans, Nevada County Superintendent of Schools, local school districts, and the California Highway Patrol work together to determine school closures as needed. |
| Flood | Flooding is a natural feature of the climate, topography, and hydrology of BRHS and its surrounding areas. Flooding predominates throughout the winter and early spring due to melting snow, breakaway ice, and rainy weather. As identified in the Nevada County General Plan (1996); “Areas within Nevada County subject to 100-year and 500-year flooding are as follows: Deer Creek west from Scott’s Flat Reservoir through Nevada City towards Lake |
Wildwood; two tributaries bordering Alta Sierra and Highway 49 to the east and west; along Bear River to Rollins Reservoir; Little Greenhorn Creek; Greenhorn Creek; Steep Hollow Creek; the South Yuba River; the entire extent of the Truckee River through eastern Nevada County; and tributaries that run south into Prosser Creek Reservoir, Boca Reservoir, and Martis Creek Reservoir. Shorter stretches are located south of Nevada City; along Highway 20 near Penn Valley; and in the northwest area of the county. The flood hazard areas are generally confined to the areas adjacent to the County's local rivers and streams.” Grass Valley identified the following flood hazards in its 2020 General Plan Update was as follows: “As indicated by Federal Emergency Management Agency Flood Insurance Rate Maps (FIRM), the City of Grass Valley and the General Plan Planning Area are relatively well drained. The 100-year flood designations are generally confined to narrow bands along local drainages. Few transportation corridors are susceptible to flooding in a 100-year flood event. Idaho-Maryland Road east of SR 49/20 and South Auburn Street south of Whiting Street will be flooded during a 100-year flood.” Some backyard flooding has occurred along Mill Street as it abuts Wolf Creek. “To the extent culverts and storm drains are not maintained, other localized flooding could occur. Structures located in the flood hazard areas would be subject to flooding in a 100-year flood event unless special mitigation is employed” (Nevada County EOP, p. 42).

| Hazardous Materials | “Hazardous materials incidents may occur anywhere and at any time in Nevada County. The potential for a hazardous materials incident in Nevada County depends on the volume, distribution, and/or use of chemicals and other hazardous substances in a particular area. An assessment of the known hazardous material threats within Nevada County has been developed. In general, the likelihood of a hazardous materials incident is greatest in the following areas:

1. **Transportation Routes**
Highways, railways, and commercial and military aviation routes constitute a major threat because of the multitude of chemicals and hazardous substances transported along them. Interstate 80 and State Routes 20, 49, 89, 174, and 267 are areas of concern, as are the Union Pacific railroad tracks, which roughly parallel I-80. Additional concerns are the underground pipelines which provide natural gas to various parts of Nevada County and the Underground Hydrocarbon pipeline, which runs adjacent to the Union Pacific railway tracks.

2. **Illegitimate Business**
Illegitimate businesses, such as clandestine drug laboratories, are a significant threat to human health, property, and the environment. In many instances, the residue is discharged into a public sewer or private sewage disposal system, or is dumped in remote areas of the county or along the side of the road, posing a serious health threat to the unsuspecting person who stumbles across it. (Mitigation Plan 2011, p. 34).

| Earthquake | The western half of Nevada County is in the lowest Earthquake Shaking Potential for California. It is likely that the region will be impacted by future seismic activity, and with the exception of the far eastern edge of the County, the magnitude of the incident is not likely to be severe.
Lake of the Pines is the primary community developed in the 8-10% peak ground acceleration zone of Nevada County. Developed primarily since the
1960's, Lake of the Pines would not be expected to suffer significant damage during a normal earthquake event for this area.

Grass Valley, Nevada City, Penn Valley, Cedar Ridge, Lake Wildwood, Rough and Ready, and North San Juan are the communities primarily in the 10-15% peak ground acceleration zone. Of these communities, Grass Valley, North San Juan, Rough and Ready and Nevada City are those, which have structures of un-reinforced masonry buildings in their older neighborhoods and commercial districts. While possible, it is not expected that normal seismic activity in this area would result in significant damage. (Mitigation Plan 2011, p.28).

<table>
<thead>
<tr>
<th>Human Health Hazards</th>
<th>“The impact to human health that wildlife, and more notably, insects, can have upon an area is substantial. The feared avian flu pandemic initially predicted in 2006, and again in later years, would be expected to have serious consequences to human health and economics worldwide. Nevada County, due to its relatively dispersed population may be impacted differently than the state’s major urban areas and their compacted human population.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>West Nile Virus</strong> \nNevada County recognizes the potential for WNV to occur within the County and has initiated a public outreach campaign and a limited control program. The Nevada West Nile Virus task force has managed the risk of WNV through focused efforts at reducing the mosquito population and educating the public. \n<strong>Pandemic Flu</strong> \nEvery few decades an influenza outbreak occurs with a virus that is particularly virulent and contagious resulting in national or even international concerns for human health and welfare. The influenza virus is particularly dangerous to the very young and old, people with a suppressed immune response or have a susceptibility to respiratory disease from a pre-existing condition(s). \nKey improvements to Nevada County’s infrastructure and communication channels have been deemed confidential; however, the results of these efforts can be seen in improved epidemiological surveillance capabilities, more efficacious responses to anomalies and aberrations in both the healthcare and educational systems, and improved communication between public entities, with healthcare providers, and to the public at large” (Mitigation Plan 2011, p.34)</td>
</tr>
</tbody>
</table>

| Intruder | While a hostile intruder incident has never occurred at BRHS, like any educational site, it is vulnerable to intruders. |
| Terrorism | BRHS, like other public institutions, is vulnerable to terrorist activity. |
## Vulnerabilities

<table>
<thead>
<tr>
<th>Fire</th>
<th>The County's single largest risk for human life and financial loss is fire. Wild land fires and, in particular, fires that impinge on the wild land urban interface have cost County residents the most financially and in loss of life. The combined efforts of all involved parties maintain a tapestry of vigilance, preventative efforts and rapid response to the wild land fires threat. Residential developments in wild land areas and limited forestland management resources have created and will perpetuate an environment of dense fuel reserves with seasonal wild land fire risk to the County's residents and their improvements. Our best strategy, to date, has been to thin fuel sources at wild land urban interfaces, educate residents, and provide a rapid response to wild land fires when they start.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe Weather</td>
<td>Severe weather across the County routinely leads to regional power outages, isolation of vulnerable regions (single access road closures), and white-out conditions on roadways. Deep snow, strong winds and severe cold have also created unsafe living conditions for vulnerable members of our community. The County recognizes these risks and supports a number of education and outreach programs targeted and reducing the continuing risks of severe weather across the County.</td>
</tr>
<tr>
<td>Dam Break</td>
<td>An identified vulnerability would be a collapse of Upper Scotts Flat Dam, which would immediately overflow Lower Scotts Flat Dam. Approximately 25% of Nevada City and 65% of the downtown historic district would be submerged in such a failure” (Mitigation Plan 2011, p19).</td>
</tr>
<tr>
<td>HazMat</td>
<td>“The intersection of State Highway 49 and State Highway 20 is of particular concern for hazmat incidents. State Highway 20 is an alternate route when Interstate 80 is otherwise closed. State Highway 49 is the primary access highway for western Sierra County. Increasing population and commerce will invariably result in increasing shipment of hazardous materials on these two significant local routes. The County's single largest risk for human life and financial loss is fire. Wild land fires and, in particular, fires that impinge on the wild land urban interface have cost County residents the most financially and in loss of life. The combined efforts of all involved parties maintain a tapestry of vigilance, preventative efforts and rapid response to the wild land fires threat. Residential developments in wild land areas and limited forestland management resources have created and will perpetuate an environment of dense fuel reserves with seasonal wild land fire risk to the County's residents and their improvements. Our best strategy to date has been to thin fuel sources at wild land urban interfaces, educate residents, and provide a rapid response to wild land fires when they start.</td>
</tr>
</tbody>
</table>
4. Preparedness, Prevention, and Mitigation Overview

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. BRHS fosters preparedness at all levels. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. Bear River High School is committed to taking proactive prevention measures whenever possible to protect the safety and security of staff, students, and visitors. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our schools.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. BRHS has taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property.

For example, of the many hazards that can endanger a school facility and its service to the community, the most prevalent is fire. BRHS was built in accordance with State building codes, in the form of approved materials, fire-resistant assemblies, exiting requirements, the width and design of stairs, the dimensions of corridors, fire suppression systems, and many other standards. Regular fire inspections and recommendations are conducted at BRHS. Regular drills are conducted with evacuation routes practiced with students and staff.
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D. Planning Assumptions and Limitations

1. Planning Assumptions

With planning assumptions in mind, BRHS may deviate from the plan if certain assumptions are not appropriate during operations. The School Safety Plan assumes:

- The community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage, etc.) could occur without warning and the employees of BRHS affected cannot, and should not, wait for direction from local response agencies. In this situation, immediate action is required to save lives and protect school property.
- Following a major or catastrophic incident, the office may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to students, staff, and visitors. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the staff to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Proper prevention and mitigation actions, such as creating a positive office environment and conducting fire inspections, will prevent or reduce incident-related losses.
- Maintaining the School Safety Plan and providing frequent opportunities for stakeholders (staff, students, board members, first responders, etc.) to exercise the plan can improve Bear River High School’s readiness to respond to incidents.
- A spirit of volunteerism among employees will result in their providing assistance and support to incident management efforts.
2. Limitations

It is the policy of BRHS that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, BRHS can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

II. CONCEPT OF OPERATIONS

This plan is based upon the concept that the incident management functions that must be performed by the office and school site staff generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

A. National Incident Management System (NIMS)

The National Incident Management System (NIMS) employs a set of principles that provide a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, as well as the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal grant funds. As part of its NIMS implementation, BRHS participates in the local government’s NIMS preparedness program and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner.
Bear River High School Comprehensive Safety Plan

BRHS recognizes that staff will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers. BRHS works with local government agencies to remain NIMS compliant.

NIMS compliance for school districts includes completing the following:

- Adopt the use of the Incident Command System (ICS). ICS-100 is a Web-based course available free from the Federal Emergency Management Agency (FEMA) Emergency Management Institute. BRHS will make every effort to promote ICS 100 training on school sites.
- Complete NIMS awareness course IS-700 NIMS: An Introduction IS-700 is a Web-based course available free from the Emergency Management Institute. NCSOS will make every effort to promote IS-700 training on school sites.
- Participate in local government’s NIMS preparedness program and incorporate the school plan into the community EOP.
- Train for and exercise the plan. All staff and students are expected to participate in training and exercising the plan’s procedures and hazard-specific incident plans. School sites are charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

B. Implementation of the Incident Command System (ICS)

In a major emergency or disaster, BRHS may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS) will be used to manage all incidents and major planned events.

The Incident Commander at BRHS will be delegated the authority to direct all incident activities until command is passed to appropriate local law enforcement or fire service personnel. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the District Superintendent or other designated officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander or local law enforcement or fire service personnel.
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C. Initial Response

Support personnel and teachers are usually first on the scene of an incident. Staff are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate.

The District Superintendent or his/her designee is responsible for activating the School Safety Plan, including common and specialized procedures as well as hazard-specific incident plans found in annexes. The District Superintendent or designee will assign an Incident Commander based who is most qualified for that type of incident. School sites will incorporate the ICS protocol and follow site specific plans. The Incident Commander will report situation status to District Superintendent and/or Associate Superintendent and will transfer command to local law enforcement or fire service personnel as appropriate.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section establishes the operational organization that will be relied on to manage the incident and includes: BRHS

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

The Superintendent, Associate Superintendent, and school Principals are not able to manage all the aspects associated with an incident without assistance. The office and school site Administrators rely on other personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents.

Staff may be required to remain at school to assist in an incident. In the event that this School Safety Plan is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

A. Superintendent of Schools

The Superintendent of Schools may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the Superintendent of Schools still retains the overall responsibility for the safety of staff and students on school sites within the district jurisdiction. However, delegating the authority to manage the incident allows the District Superintendent to focus on policy-level activities and interfacing with other agencies, staff, and parents. Command of an incident is transferred to local law enforcement or fire service personnel as appropriate.

Incident Commander

The Incident Commander will be responsible to:
Bear River High School Comprehensive Safety Plan

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this Comprehensive School Safety Plan.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)

B. Teachers on school sites

On the BRIHS site, teachers and support staff shall be responsible for the supervision of students and shall remain with students until directed otherwise. Responsibilities are to:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff is encouraged to be trained and certified in first aid and CPR.

C. Instructional Assistants on school sites

Responsibilities include assisting teachers as directed.

D. Counselors, Social Workers, and Psychologists on School Sites

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site. Responsibilities may include:
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- Taking steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Directing students in their charge according to established incident management protocols.
- Rendering first aid if necessary.
- Assisting in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Executing assignments as directed by the Incident Commander or ICS supervisor.

E. School Nurses/Health Assistants

Responsibilities include:
- Administration of first aid or emergency treatment as needed.
- Supervision of the administration of first aid by those trained to provide it.
- Organization of first aid and medical supplies

F. Custodians/Maintenance Personnel on school sites

Responsibilities are to:
- Survey and report building damage to the Incident Commander or Operations Section Chief.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of condition of school

G. Office Staff on school sites

Responsibilities are to:
- Answer phones and assist in receiving and providing consistent information to callers. Follow template provided by Public Information Officer (PIO).
- Provide for the safety of essential documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the Superintendent and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.
- Document date, time, incident, and response information.

H. Food Service/Cafeteria Workers on school sites will:
- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
Bear River High School Comprehensive Safety Plan

- Execute assignments as directed by the Incident Commander or ICS supervisor.

I. Bus Drivers for students on school sites

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Transport individuals in need of medical attention.

J. Other Staff (Itinerant Staff, Substitute Teachers) on school sites will:

- Report to the Incident Commander or ICS supervisor if requested or activated.

K. Responsibilities of students on school sites include:

- Cooperating during emergency drills and exercises, and during an incident.
- Learning responsibility for themselves and others in an incident.
- Understanding the importance of not being a bystander by reporting situations of concern.
- Developing an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.

L. The responsibilities of Parents/Guardians of students on school sites include:

- Encouraging and supporting school safety, violence prevention, and incident preparedness programs within the school.
- Participating in volunteer service projects for promoting school incident preparedness.
- Providing the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practicing incident management preparedness in the home to reinforce school training and ensure family safety.
- Understanding their roles during a school emergency.

IV. DIRECTION, CONTROL, AND COORDINATION

A. School Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single-site or multi-incidents, the School Safety Plan will be activated including the implementation of the Incident Command System (ICS).

The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established.
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with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.
Incident Management Team

Provides Strategic guidance and resource support.

Policy Group
Nevada Joint Union High School District

Incident Commander
Jim Nieto or Cathy Peterson

Establishes incident objectives and directs all response actions

Operations Section
Cathy Peterson

Planning Section
To be determined by incident

Logistics Section
Paul Mont-Eton

Finance/Administration Section
Nevada Joint Union High School District

Implements all response/tactical actions to achieve the incident objectives.

Activated, only as needed, to support the incident response directed by the Operations Section.
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The ICS is organized into the following functional areas:

1. Incident Command:
   - Directs the incident management activities using strategic guidance provided by the Policy Group.

Office/School-related responsibilities and duties will:

   - Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
   - Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
   - Coordinate media relations and information dissemination with the principal.
   - Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
   - Document all activities.

2. Operations Section:
   - Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols
   - Care of students, first aid, crisis intervention
   - Search and rescue, site security
   - Damage assessment
   - Evacuations
   - The release of students to parents.

Specific responsibilities include:

   - Analyze staffing to develop a Parent-Student Reunification Plan and implement an incident action plan for school sites affected by incident.
   - Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing facility.
   - Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
   - Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
   - Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
   - Document all activities.
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As needed, the types of Strike Teams described in the following table may be established within the Operations Section. BRHS staff may be assigned to specific sites to assist in operations.

**Operations Section Teams**

<table>
<thead>
<tr>
<th>Strike Team</th>
<th>Potential Responsibilities</th>
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</table>
| Search & Rescue Team         | Search & Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for:  
  • Identifying and marking unsafe areas.  
  • Conducting initial damage assessment.  
  • Obtaining injury and missing student reports from teachers.                                                                                           |
| First Aid Team               | First Aid Teams provide triage, treatment, and psychological first aid services. First Aid Teams are responsible for:  
  • Setting up first aid area for students.  
  • Assessing and treating injuries.  
  • Completing master injury report.  

  Note: The Logistics Section provides care to responders (if needed). The Operations Section First Aid Team is dedicated to students or other disaster victims. |
| Evacuation/Shelter/Care Team | Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter/Care Team is responsible for:  
  • Accounting for the whereabouts of all students, staff, and volunteers.  
  • Setting up a secure assembly area.  
  • Managing sheltering and sanitation operations.  
  • Managing student feeding and hydration.  
  • Coordinating with the Student Release Team.  
  • Coordinating with the Logistics Section to secure the needed space and supplies.                                                                             |
3. Planning Section: Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Duties may include:

- Assisting Incident Commander with the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.

4. Logistics Section: Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities will:
Bear River High School Comprehensive Safety Plan

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
- Document all activities.

5. Finance/Administration Section: Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident.

Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

This section may not be established onsite at the incident; rather, Nevada Joint Union High School District (NJUHSD). Business offices may assume responsibility for these functions.

B. Coordination with Policy/Coordination Group

In complex incidents, a Policy/Coordination Group will be convened at the NJUHSD offices. The role of the Policy/Coordination Group is to:

- Support the on-scene Incident Commander.
- Provide policy and strategic guidance.
- Help ensure that adequate resources are available.
- Identify and resolve issues common to all organizations.
- Keep elected officials and other executives informed of the situation and decisions.
- Provide factual information, both internally and externally through the Joint Information Center.

1. Community Emergency Operations Plan (EOP)

BRHS maintains a site-specific Comprehensive School Safety Plan to address hazards and incidents. Staff members who maintain and exercise the plan are in frequent contact with Christine Espedal, Safety and School Climate Coordinator, Nevada County Superintendent of Schools. Direction in large-scale events is in cooperation with Nevada County Office of Emergency Services, local law enforcement and fire services personnel.
Bear River High School Comprehensive Safety Plan

2. Coordination with First Responders

An important component of the BRHS Comprehensive School Safety Plan is a set of interagency agreements with various county agencies to aid timely communication. These agreements help coordinate services between the agencies and the NJUHSD. Regular communication, collaboration, drills, and exercises maintain an active working relationship.

Various agencies and services include county governmental agencies such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

If a school incident is within the authorities of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. Bear River High School Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

E. Source and Use of Resources

BRHS will use their own resources and equipment to respond to incidents until incident response personnel arrive.

V. COMMUNICATIONS

Communication is a critical part of incident management. This section outlines BRHS communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

A. Internal Communications

1. Communication Between Staff

Staff will be notified when an incident occurs and will be kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- Telephone Tree: A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at the office. The tree originates with the Superintendent, who contacts the members of the staff.
- E-messenger is a phone system available to make all calls to programmed staff, schools, and parents.
- Emails may be sent to teachers in classrooms as an effective communication tool.
Bear River High School Comprehensive Safety Plan

- Classroom phones may be used for communication between office staff and teachers.
- The Public Address (PA) system will be implemented for all-school site communication.
- Cell phones (direct calls or text) will be used as appropriate.

2. Communication with specific school sites

- Site specific staff will communicate with the District Office and Superintendent of Schools office, and these people will notify others as appropriate. Forms of communication may include:
  - Hard-line phone communication to NCSOS and District Office
  - Cell phone call directly to Superintendent/Associate Superintendent
  - Email
  - Fax

B. External Communications

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from Nevada County Superintendent of Schools and NJUHSD about the incident, what is being done about it, and the safety of the children and staff.

1. Communication with Parents

Before an incident occurs, BRHS will:

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the school’s Comprehensive School Safety Plan, its purpose, and its objectives. Information will be included in the school newsletter and a presentation delivered at Back-to-School Night. School websites will have safety information available.
- Identify parents who are willing to volunteer in case of an incident, include them in preparation efforts, and include them in training.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
- Inform parents of the school site relationship with BRHS and NJUHSD office.

In the event of an incident, BRHS will:

- Disseminate information via automated phone calls, radio announcements, television, and emails to inform parents and staff about exactly what is known to have happened at specific school sites.
Bear River High School Comprehensive Safety Plan

- Implement the plan to manage phone calls and parents who arrive at school or at school site.
- Describe how the school, district, and county offices are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, Web site address, or recorded hotline where parents can receive updated incident information.
- Inform parents and students when and where school will resume.

After an incident, NJUHSD and/or designee will schedule and attend an open question-and-answer meeting for parents as soon as possible.

2. Communication with the Media

In the event of an incident, the Incident Commander will:
- Designate a Public Information Officer.
- Establish an off-campus briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center.
- Coordinate messages with the school site principal and Policy Group.

All BRHS employees are to refer all requests for information and questions to the designated spokesperson or Joint Information Center (if established).

Media contacts at the major television, Internet, and radio stations are maintained by the District Superintendent’s administrative assistant. In the case of an incident, these media contacts will broadcast BRHS external communications plans, including the information hotline for parents and guardians.

3. Handling Rumors

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, NJUHSD will:

- Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries, instructional assistants, cafeteria workers, and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

After the immediate incident response period, NJUHSD will conduct public meetings as needed. These meeting are designed to provide the opportunity for people to ask questions and receive accurate information.
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4. Communication With First Responders

The Incident Commander will maintain communication with first responders during an incident. **Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction.** BRHS frequently exercises the School Safety Plan with first responders to practice effective coordination and transfer of command.

5. Communication After an Incident (Recovery Process)

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school’s educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/school site teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs. Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
- Provide detailed facilities data to the NJUHSD so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.
- BRHS will advise the District and County Office of recovery status.

BRHS will:

- Identify recordkeeping requirements and sources of financial aid for State and Federal disaster assistance.
- Establish absentee policies for staff/teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
Bear River High School Comprehensive Safety Plan

- Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, tele-group tutoring, etc.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

C. Communication Tools

Some common internal and external communication tools that BRHS may use include the following:

- Standard telephone - landline
- Cellular telephones: These phones may be the only tool working when electric service is out; they are useful to faculty/staff en route to or from a site. The use of text messaging is the most effective form of communication when systems are overwhelmed.
- Intercom systems: The intercom system includes teacher-initiated communication with the office using a handset rather than a wall-mounted speaker.
- Bullhorns and megaphones: A battery-powered bullhorn is part of the school’s emergency to-go kit to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.
- Two-way radio: Two-way radios provide a reliable method of communication between rooms and buildings at a single site. All staff will be trained to understand how to operate the two-way radio.
- Computers: A wireless laptop computer may be used for communication both within the school, to District and County Offices, and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area, and the District and County offices. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school and district Web site.
- Fax machines: Possible uses include off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated.
- Alarm systems on school sites: Bells or buzzers are in place and sound in different ways to signal different types of incidents – for example, fire, lockdown, or special alert (with instructions to follow). All staff/faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.
- Whistles: Whistles should be included in crisis kits in order to signal a need for immediate attention or assistance.
- Runners—hand-carried notes may be used for communication as need dictates.
VI. ADMINISTRATION, FINANCE, AND LOGISTICS

A. Agreements and Contracts

If school resources prove to be inadequate during an incident, BRHS will request assistance from local emergency services, and other agencies. All requests will be approved by the Business Offices at District and County levels.

B. Recordkeeping

1. Administrative Controls

NJUHSD Business Office is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations for BRHS. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

2. Activity Logs

The ICS Section Chiefs will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities.
- Significant changes in the incident situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the staff and students.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

C. Incident Costs

1. Annual Incident Management Costs

The ICS Finance and Administration Section is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that can be used in preparing future school budgets.

2. Incident Costs

The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs,
- Equipment operations costs,
Bear River High School Comprehensive Safety Plan

- Costs for leased or rented equipment,
- Costs for contract services to support incident management operations, and
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

D. Preservation of Records

In order to continue normal school operations following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Details are outlined in the Continuity of Operations (COOP) Procedures, a functional annex of this plan.

VII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION

BRHS Principal or designee is responsible for the overall maintenance and revision of the School Safety Plan. Coordination of training, exercising, and drills are the responsibility of the Principal or designee.

The BRHS safety committee, Site Council, and School Board are responsible for approving and promulgating the Comprehensive School Safety Plan. Community fire, law enforcement, and emergency managers’ suggestions for improvement will be requested.

A. Approval and Dissemination of the Plan

The BRHS safety committee, Site Council, and School Board will approve and disseminate the Comprehensive School Safety Plan following these steps:

- Review and Validate the Plan
- Present the Plan (for Comment or Suggestion)
- Obtain Plan Approval
- Distribute the Plan

1. Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change.

2. Record of Distribution

Copies of the Comprehensive School Safety Plan will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The Safety Committee will indicate the title and name of the person receiving the
Bear River High School Comprehensive Safety Plan

plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the Superintendent.

B. Plan Review and Updates

The Comprehensive School Safety Plan will be reviewed annually by the BRHS Safety Committee, Site Council, School Board, and others deemed appropriate by school administration. Compliance with education code Section 32286 requires, “each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update is plan by March 1 every year thereafter.”

The BRHS Safety Plan will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

C. Training and Exercising the Plan

BRHS understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that all school personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur.

Bear River High School’s Safety Plan training will include:

- Hazard and incident awareness training for all staff.
- Orientation to the Comprehensive School Safety Plan and annexes.
- First aid and CPR training offered for all staff.
- Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation.
- Volunteer participation in two online FEMA courses: ICS 100 and IS-700. Both courses are available for free at FEMA’s Emergency Management Institute Web site. Schools receiving federal funds are required to complete these two courses.

Additional training will include drills, and tabletop and functional exercises. Drills will be conducted at least once per semester. Exercises will occur at least once per school year. Approved parent volunteers and community members will also be incorporated into larger training efforts.

All BRHS staff members are expected to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.
IX. AUTHORITIES AND REFERENCES

The following regulations are the State authorizations and mandates upon which this Comprehensive School Safety Plan is based. These authorities and references provide a legal basis for incident management operations and activities.

- California Senate Bill 187 (Chapter 736, Hughes, Statutes of 1997) requires that all California schools to develop and implement comprehensive Safe School Plans. (Education Code Section 35294.2). Education Code Section 35294.6(a) requires that the plan be reviewed and updated annually by March 1.
- California Education Code 33031 requires that school principals formulate and submit to the district superintendent for approval a civil defense and emergency preparedness plan for that school. Plans must be tested two times during the school year.
- California Government Code Title 1, Division 4, Chapter 8, section 3100 deems public workers to be disaster service workers subject to such disaster services activities as may be assigned to them, and that school districts have a responsibility to be prepared as possible to meet emergencies.
- Because all schools are integral components of each community and its government, it is recommended that all schools—regardless of whether or not they are recipients of Federal preparedness funding—implement NIMS. The Standardized Emergence Management System mandates the use of the National Incident Management System and the use of the Incident Command System (ICS) for managing all disaster/crisis situations.

- Education Code 32282 (a) states: The comprehensive school safety plan shall include, but not be limited to, both of the following:
  1. Assessing the current status of school crime committed on school campuses at school-related functions.
  2. Identifying appropriate strategies and program that will provide or maintain a high level of school safety and address the school’s procedures for complying with existing laws related to school safety.

IX. Climate

I. PURPOSE

The purpose of this section is to ensure that there are programs in place to provide staff and students with a positive school climate.

II. SCOPE

The section outlines the importance of a positive school climate and the tools used for assessing school climate and providing data to guide school improvement efforts.
III. **CORE FUNCTIONS**

Nevada County Superintendent of Schools will act as a resource for school sites to research, support, train, and guide school staff in the development of a positive school climate curriculum goals and standards.

- Work with district and site staff and administrators to determine professional development needs for school climate topics.
- Assist in procurement, distribution and use of school climate curriculum materials and supplemental aids.

A. Assessment of school climate

Education Code 32282 (a) states: The comprehensive school safety plan shall include, but not be limited to, both of the following:

1) Assessing the current status of school crime committed on school campuses at school-related functions.
2) Identifying appropriate strategies and program that will provide or maintain a high level of school safety and address the school’s procedures for complying with existing laws related to school safety.

Nevada County Superintendent of schools reviews appropriate sources of data to identify school safety issues.

- As a measure of school climate, the California Health Kids Survey (CHKS) is conducted. School climate index is measured and reviewed annually.
- Monthly Community Agencies United for Safe Schools and Safe Streets (CAUSSSSS) meetings are conducted to allow continued collaboration and cooperation with law enforcement, probation, school sites principals, mental health agencies, SARB and school district representatives.
- Goals for improved school climate are a vital component of annual school improvement efforts, including those identified as part of the Local Control and Accountability Plan (LCAD).

B. Implementation and action for positive school climate:

- NCSOS is in year four of implementation of the Safe Schools Healthy Students Program
- Olweus anti-bully prevention curriculum was introduced in the 2012-2013 school year and continues to be reviewed in many K-12 districts in Nevada County.
- Second Step K-8 bully prevention curriculum is made available through NCSOS.
Bear River High School Comprehensive Safety Plan

- NCSOS is working to provide training in the Positive Behavior Intervention and Support (PBIS) model. Several schools in the county have implemented the program already.
- Sources of Strength Suicide Prevention program has been implemented in the Nevada Joint Union High School District.
- Nevada County Mental Health Services works collaboratively with school sites to create a positive environment and support anti-stigma mental health and prevention strategies.
- Effective counseling and wellness services are available to all students (psychological and social services, attendance improvement, dropout prevention and recovery, and appropriate referral systems for student support).
- Student Assistance Programs, intervention, and referrals are in place on school sites.
- NCSOS works together with families in the county through PARTNERS: People and Resources Together; a Network of Education, Recreation and Support. Family Resource Centers offer parenting classes and workshops, community resources and referrals, child development information, after-school enrichment, and parent/child classes and activities.

C. Implementation and action for School Safety

- Review of existing school site discipline rules and procedures are done regularly. Expectations for student behavior, codes of conduct, unacceptable behavior, and disciplinary consequences are reviewed annually. Parent and student signatures ensure understanding and acceptance of policies and procedures.
- Internet use agreements between school sites and students are in place to ensure proper and safe use of internet services.
- Professional development activities are promoted for all school personnel to include training on the implementation of the school site plan, safe school strategies, crisis response training, consistent enforcement of school discipline policies, child abuse reporting, and identification and recognition of student mental health issues.
- Accesses to school sites have been appropriately restricted: procedures are in place to address visitors to campus. The use of campus supervisors and security equipment are appropriately utilized.

Functional Annexes

Each functional annex describes the policies, processes, roles, and responsibilities for that function. Functional annexes address all-hazard critical operational functions, including:

CONTINUITY OF OPERATIONS (COOP) PROCEDURES

I. PURPOSE
Bear River High School Comprehensive Safety Plan

The purpose of these Continuity of Operations Procedures (COOP) is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the county after an incident that results in disruption of normal activities or services to schools. Failure to maintain these critical services would significantly affect the education and/or service mission of the school in an adverse way.

- Common procedures, and
- Specialized procedures.

All functional annexes address:

- Situations under which the procedures should be used
- Who has the authority to activate the procedures
- Specific actions to be taken when the procedures are implemented

II. SCOPE

It is the responsibility of Nevada County Superintendent of Schools officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying and mitigating hazards, preparing for and responding to incidents, and managing the recovery. These COOPs are written to address these responsibilities before, during, and after times of routine work schedules. They apply to Nevada County Superintendent of Schools, Earle Jamison Educational Options, T.K. McAteer Center, and Sierra College Child Development Center.

The COOPs outline actions needed to maintain and rapidly resume essential academic, business, and physical services after an incident. NCSOS relies on strong internal and external communication systems and partnerships with contractors and organizations to quickly recover following an incident.

III. RESPONSIBILITIES

The delegation of authority and management responsibilities in event of an incident follows the hierarchy outlined in previous sections. Designated school staff/faculty COOP procedures personnel, in conjunction with the superintendent, will perform the essential functions.
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
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</table>
| Superintendent             | • Determine when to close schools, and/or send students/staff to alternate locations.  
                              | • Disseminate information internally to students and staff.                         
                              | • Communicate with parents, media, and the larger school community.                 
                              | • Identify a line of succession, including who is responsible for restoring which business functions for schools/districts.|
| Associate Superintendent or designee | • Ensure systems are in place for rapid contract execution after an incident.   
                              | • Identify relocation areas for classrooms and administrative operations.            
                              | • Create a system for registering students (out of district or into alternative schools). |
                              | • Brief and train staff regarding their additional responsibilities.               |
                              | • Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations. |
                              | • Identify strategies to continue teaching (e.g., using the Internet, providing tutors for homebound students, rearranging tests). |
                              | • Reevaluate the curriculum.                                                     |
| Maintenance Personnel       | • Work with local government officials to determine when it is safe for students and staff to return to the school buildings and grounds. |
                              | • Manage the restoration of school buildings and grounds (e.g. debris removal, repairing, repainting, and/or re-landscaping). |
### Office Staff/Business Office
- Maintain inventory.
- Maintain essential records (and copies of records) including school’s insurance policy.
- Ensure redundancy of records is kept at a different physical location.
- Secure classroom equipment, books, and materials in advance.
- Restore administrative and recordkeeping functions such as payroll, accounting, and personal records.
- Retrieve, collect, and maintain personnel data.
- Provide accounts payable and cash management services.

### Safety and School Climate Coordinator
- Establish support services for students and staff/faculty.
- Implement additional response and recovery activities according to established protocols.

To implement the COOP procedures:

- All core COOPs personnel will undergo training on executing the COOPs. Training will be designed to inform each participant of his/her responsibilities (and those of others) during implementation.

### IV. PROCEDURES

The following procedures will be followed by staff to assist in the execution of essential functions and the day-to-day operations.

#### A. Activation and Relocation

The superintendent will determine when to activate and implement the COOPs procedures and make the decision to relocate to the alternate site. Authority for activation may be delegated. The activation may occur with or without warning. The superintendent or designee (with delegated authority) will activate the COOPs procedures whenever it is determined that the school is not suitable for safe occupancy or functional operation. Additionally, if accessible, KNCO will also be notified.

Alert, Notification, and Implementation Process
Bear River High School Comprehensive Safety Plan

Staff members will be part of the telephone tree used to notify employees of COOPs activation and provide situation information, as available. Parents/guardians will be alerted and notified using the automated notification system as important information becomes available.

B. Relocation Sites
Relocation sites have been identified as locations to establish management and to implement essential functions if warranted by an incident. Each school site will have more than one potential relocation site, in different wind directions from the incident site.

C. Alternate Facilities and Strategy

For estimated short-term (2 to 14 days) payroll and personnel actions, the alternative facility will be the (list temporary school site) Contingent alternative facilities are listed below:

- An agreement has been established with the Cross Roads Church for use as an evacuation site as necessary.

<table>
<thead>
<tr>
<th>Alternate Facility</th>
<th>Can Replace This Primary Facility</th>
<th>Street Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Roads Church</td>
<td>Bear River HS</td>
<td>10050 Wolf Road, Grass Valley, CA 95949</td>
<td>530 268-2539</td>
</tr>
</tbody>
</table>

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|                                  |                                  |                                     |                        |
|                                  |                                  |                                     |                        |
|                                  |                                  |                                     |                        |

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Bear River High School Comprehensive Safety Plan

For each alternate facility, the essential resources, equipment, and software that will be necessary for resumption of operations at the site will be identified and plans developed for securing those resources. IT systems available at the site will need to be tested for compatibility with BRHS backup data.

E. Interoperable Communications/Backup Sites

BRHS be used as a temporary alternative site for short-term disruptions involving payroll and personnel actions.

With a longer term and/or more comprehensive incapacity of the building, (Cross Roads Church) is the first option for relocation.

F. Vital Records and Retention File

Vital records are archived and/or retained on backup data systems stored off site.

F. Human Capital Management

Employees responsible for essential functions are cross-trained. Identified special needs employees are provided Americans with Disabilities Act (ADA) accommodation and guidance in their responsibilities as well as the assistance that may be provided by coworkers in event of an incident. A coworker may assist the individual, in the appropriate capacity, to an area of safety. All personnel are also encouraged to plan for their families’ well-being before a disaster strikes.

G. Reconstitution

In most instances of COOP procedures implementation, reconstitution will be a reverse execution of those duties and procedures listed above, including:

- Inform staff that the threat of or incident no longer exists, and provide instructions for the resumption of normal operations.
- Supervise an orderly return to the school buildings.
- Conduct an after-action review of COOP operations and effectiveness of plans and procedures.

H. RECOVERY: PSYCHOLOGICAL HEALING PROCEDURES

I. PURPOSE

These procedures have been developed to provide an emotional catharsis to students/staff impacted by trauma at school or in the community. Following a traumatic event or incident, the following recovery procedures should be implemented to assist students, staff, and their families in the healing process.
II. SCOPE

The following procedures outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community. A working relationship with Nevada County Mental Health professionals ensures preparation for recovery from an incident.

IV. RESPONSIBILITIES

To implement the recovery/psychological healing procedures:

- Parents and guardians will be offered tips on how to recognize signs of trauma.
- Mental health experts will be available to offer expertise and help.

V. SPECIALIZED PROCEDURES

The following procedures will be implemented by staff when directed by the superintendent or when deemed appropriate by the situation.

A. Immediately Following a Serious Injury or Death and/or Major Incident:

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families.
- Set up crisis centers and designate private rooms for private counseling/defusing. Staff should include outside mental health professionals to assist with staff grief.
- Encourage teachers to facilitate class discussions about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Any students who are excessively distraught should be referred to the crisis response team.
- Accept donations. In the first hours and days after a major incident, offers of help will probably be plentiful; however, offers will diminish considerably as time passes. Donations given and not used can always be returned. Designate a place for staff, students, and community members to leave well-wishes, messages, and items.

B. Hospital/Funeral Arrangements

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a school day, all student and staff will be excused from school.
• Encourage staff and students to attend the funeral to provide support for the family and bring closure to the incident.
• Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

C. Post-incident Procedures

• Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
• Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.
• Donate all remaining memorial items to charity.
• Discuss and approve memorials with the school board’s consent.

Hazard- and Threat-Specific Annexes

The hazard- and threat-specific annexes:

• Provide unique procedures, roles, and responsibilities that apply to a specific hazard.
• Provisions and applications for warning the public and disseminating emergency public information are included.

NATURAL HAZARDS: FLOOD

Flooding is a natural feature of the climate, topography, and hydrology of BRHS and its surrounding areas. Some floods develop slowly during an extended period of rain or in a warming trend following a heavy snow. Flash floods can occur quickly, without any visible sign of rain. Catastrophic floods are associated with burst dams and levees, hurricanes, storm surges, tsunamis, and earthquakes. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a flood.

I. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to a flood near or on school grounds.

II. CORE FUNCTIONS

The Nevada County Office of Emergency Services, the National Weather Service, and other Federal cooperative agencies have an extensive river and weather monitoring system and provide flood watch and warning information to the school community via radio, television,
Internet, and telephone. In the event of a flood, the Incident Commander, or superintendent, will activate the EOP and implement the Incident Command System. The superintendent will alert staff/faculty and school site administrations in case of imminent or confirmed flooding, including that due to dam failure.

A. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a flood include the following:

- Evacuation
- Reverse Evacuation
- Relocation
- Parent-Student Reunification
- Special Needs Population
- Continuity of Operations (COOP)
- Recovery: Psychological Healing
- Mass Care

B. Activating the Safety Plan

The superintendent will determine the need to activate the Safety Plan and designate an Incident Commander.

1. Incident Commander Actions:

- Issue stand-by instruction. In consultation with the superintendent and Nevada County Office of Emergency Services to determine if evacuation is required.
- Notify local law enforcement of intent to evacuate, the location of the safe evacuation site, and the route to be taken to that site.
- Delegate a search team to ensure that all students and staff have been evacuated.
- Activate communications plan.
- Determine if additional procedures should be activated.
- Issue directed transportation instructions if students will be evacuated to a safer location by means of buses and cars.
- Notify the site administrators of the status and action taken.
- Update the Administrators, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Communicate with bus drivers.
- Determine whether school will be closed or remain open.
- Document all actions taken.
2. Incident Management Team and Section Chiefs Actions

- Monitor radio and Internet for flood information, and report any developments to the Incident Commander.
- Review procedures with staff as needed.
- Disseminate information about the incident and follow-up actions such as where school sites have relocated and parent-student reunification procedures.
- Implement the internal and external communications plan.
- Notify relocation centers and determine an alternate relocation center, if needed, if primary and secondary centers would also be flooded.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school and office property.
- Document all actions taken.

3. Staff Actions

- Execute evacuation procedures when instructed by the Incident Management Team and/or Section Chiefs.
- Account for all staff.
- Remain together as a staff throughout the evacuation process.
- Upon arrival at the safe site, account for all staff. Report any missing or injured staff to the Incident Commander.
- Do not return to the building until it has been inspected and determined safe by proper authorities.
- Document all actions taken.

4. Bus Driver Actions for school sites

- If evacuation is by bus, do not drive through flooded streets and/or roads. Do not attempt to cross bridges, overpasses, or tunnels that may be damaged by flooding.
- If the driver is caught in an unavoidable situation, seek higher ground immediately. If the bus stalls and water is rising, abandon the bus and seek higher ground before the situation worsens.
- Use two-way radios to communicate with the Incident Commander, Incident Management Team, and Section Chiefs.
- Document all actions taken.

TECHNOLOGICAL HAZARDS: CHEMICAL

I. PURPOSE

Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around Nevada County. Currently, ammonia, chlorine, and
propane are all used and stored on school grounds. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a chemical spill.

Chemical accidents may originate inside or outside the building. Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; and industry or laboratory spills.

A. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of an external chemical spill include:

- Reverse Evacuation
- Special Needs Population
- Shelter-in-Place
- Evacuation
- Parent-Student Reunification
- Continuity of Operations (COOP)
- Recovery: Psychological Healing
- Mass Care

If there is an internal chemical spill, the following procedures may be activated:

- Evacuation
- Special Needs Population
- Relocation
- Parent-Student Reunification

The Incident Commander and the Incident Management Team/Section Chiefs will determine if and when these procedures should be activated.

A. Activating the plan for an External Spill

The superintendent will determine the need to activate the safety plan and designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene.

1. Incident Commander Actions

- Issue stand-by instruction if school is in session.
- Determine what procedures should be activated.
- Consider a reverse evacuation to bring all persons inside the building.
- Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
- Notify local law enforcement of intent to shelter in place.
Bear River High School Comprehensive Safety Plan

- Notify the school site administrators of the status and action taken.
- Activate communications plan.
- Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Update site administrators, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Document all actions taken.

2. Incident Management Team and Section Chiefs Actions

- Review procedures with staff if needed.
- Implement the internal and external communications plan.
- Monitor radio and Internet for additional information and report any developments to the Incident Commander.
- Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
- Notify relocation centers and determine an alternate relocation center if necessary.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school and office property.
- Document all actions taken.

3. Staff Actions

- Move staff away from immediate vicinity of danger.
- Execute shelter-in-place procedures when instructed by the Incident Management Team and/or Section Chiefs.
- Report any missing or injured staff to the Incident Commander.
- Remain in sheltered area until the “all clear” signal has been issued.
- In the event of building damage, evacuate staff to safer areas of the building or from the building. If evacuation does occur, do not re-enter the building until an “all clear” signal is issued.
- Document all actions taken.

A. Activating the safety plan for an Internal Chemical Spill

The superintendent will determine the need to activate the EOP and designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene.
If the chemical spill is internal, the following steps will be taken by the school community:

1. Person Discovering the Spill

   - Alert others in immediate area to leave the area.
   - Close windows and doors and restrict access to affected area.
   - Notify principal/teacher/safety officer.
   - Do not eat or drink anything or apply cosmetics.

2. Incident Commander Actions

   - Issue stand-by instruction to all staff and students.
   - Determine what procedures should be activated.
   - Activate the evacuation procedures using primary or alternate routes, avoiding exposure to the chemical fumes.
   - Consider an all-school evacuation.
   - Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
   - Notify the local fire department and the Department of Public Health. Provide the following information:
     - Site name and address, including nearest cross street(s).
     - Location of the spill and/or materials released; name of substance, if known.
     - Characteristics of spill (color, smell, visible gases). Injuries, if any.
   - Notify local law enforcement of intent to evacuate.
   - Notify the site administrators of the status and action taken.
   - Activate communications plan. Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
   - Update the site administrators, Incident Management Team, and Section Chiefs of any significant changes.
   - Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
   - Give the “all clear” signal after the threat has passed.
   - Determine whether school will be closed or remain open.
   - Document all actions taken.

3. Incident Management Team and Section Chiefs Actions

   - Move staff and students away from the immediate danger zone and keep staff and students from entering or congregating in danger zone.
   - Review procedures with staff if needed.
   - Implement the internal and external communications plan.
   - Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
• Notify relocation centers and determine an alternate relocation center if necessary.
• Implement additional procedures as instructed by the Incident Commander.
• Take appropriate action to safeguard school and office property.
• Document all actions taken.

4. Staff Actions

• Move staff away from immediate vicinity of danger.
• Report location and type (if known) of the hazardous material to Incident Commander.
• Execute evacuation and relocation procedures when instructed by the Incident Management Team and/or Section Chiefs unless there is a natural or propane gas leak or odor. If a natural or propane gas leak or odor is detected, evacuate immediately and notify the superintendent.
• If evacuation is implemented, direct all staff to report to assigned evacuation area. Take class roster and emergency to-go kits. Check that all staff have left the building.
• Upon arrival at evacuation site, account for all staff. Notify Incident Commander or designee of any missing or injured staff. Staff should remain together throughout the evacuation and relocation process until all clear is given.

FIRE/WILDFIRE EVACUATION

I. PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students, office and school property in the event of a fire or wild fire on the site or threatening the community.

II. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to an intruder on school or office sites.

III. CORE FUNCTIONS

BRHS is compliant with fire codes and inspections mandated by the Nevada County Fire Marshall. Fire extinguishers and fire alarms are strategically placed and inspected in compliance with state recommendations.

A. Operational functions/procedures that may be activated

Operational functions that may be activated in the event of a fire or wild fire on an office or school site or in close proximity include the following:

Evacuation
Bear River High School Comprehensive Safety Plan

- Relocation

1. Incident Commander Actions

- Issue evacuation order as recommended by local Fire Department.
- Determine what procedures should be activated depending on the location and nature of the fire/wild fire.
- Consult with local fire services and Nevada County Office of Emergency Services.
- Notify site specific administrators and staff.
- Designate a specific staff member to coordinate with public safety at the Incident Command Post.
- Be available to deal with the media and bystanders.
- Parent-Student Reunification

2. Staff Actions

- Assist with ordered evacuation

C. Activating the safety plan for Fire/Wild Fire

The Superintendent will determine the need to activate the safety plan and designate a temporary Incident Commander until the local fire department or Office of Emergency Services assumes command.

1. Notify 911 and report fire

2. Incident Commander Actions

- Issue stand-by instruction to all office and school site staff
- Determine what procedures should be activated
- Activate the evacuation procedures using primary or alternate routes, avoiding exposure to fire.
- Consider all-school site evacuation.
- Notify Maintenance to shut off utilities as appropriate.

3. Incident Management Teams and Section Chiefs Actions

- Follow evacuation protocol assisting students and staff.
- Review procedures with staff as needed.
- Implement the internal and external communications plan.
- Notify relocation centers and determine an alternate relocation center if necessary.
- Implement additional procedures as instructed by Incident Commander.
- Take appropriate action to safeguard office and school property.
- Document all actions taken.
4. Staff actions

- Execute evacuation and relocation procedures when instructed by the Incident Management Team unless there is a natural or propane gas leak odor. If a natural or propane gas leak or odor is detected, or if danger of fire is imminent, evacuate immediately and notify Principal.

HUMAN-CAUSED HAZARDS: INTRUDER

I. PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event of an intruder onto BRHS property.

II. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to an intruder on school or office sites.

III. CORE FUNCTIONS

BRHS will ensure that the school site post signs at point of entry to the campus and buildings from streets and parking lots stating the following:

- All visitors entering school grounds on school days between 7:00 a.m. and 4:30 p.m. must register at the Main Office.
- To help prevent intruders on school grounds, BRHS will require sign-in sheets and name tags to be worn in a visible location. Name tags will be filled out by office staff and visitors will return to office to sign out and return name tags.

In the event of an intruder, BRHS will contact law enforcement agencies for their assistance. Practiced procedures may be put into action to alert and protect students and staff.

Precautionary measures are outlined below to keep staff and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep staff and students safe.

A. Operational Functions/Procedures That May Be Activated
Operational functions or procedures that may be activated in the event of an intruder on campus include the following:

- **Alert** - notify those in harm’s way of the danger at hand. Call 911. Be clear, concise, and accurate with information. Caller should identify self, the location, suspect information, type of weapon (if applicable), direction of travel and call back number.
- **Lockdown or shelter-in-place** – Lock down and barricade entry points as appropriate for incident. Law enforcement will enter locked rooms with a key; staff should not open door on command.
- **Inform** – Principal or designee will give real time updates to affected school and office sites as approved by law enforcement.
- **Counter** – If the intruder enters the room with intent to cause harm, counter the attacker as a last resort. Use distraction devices, spread out, turn off the lights and be ready to cause confusion for the intruder.
- **Evacuate** – Put time and distance between staff and intruder, if safe to do so.

**B. Activating the Safety Plan**

The principal or superintendent will determine the need to activate the Safety Plan and designate an Incident Commander to implement the procedures specified in this annex. The Incident Commander will transfer command to law enforcement as soon as possible.

**1. Incident Commander Actions**

- Issue stand-by instruction.
- Determine what procedures should be activated depending on the location and nature of the intruder.
- Consult with local law enforcement and emergency management agencies and monitor the situation.
- If appropriate and safe to do so, request that the intruder leave campus in a calm, courteous, and confident manner.
- Notify law enforcement and School Resource Officers to assist, if necessary. Provide a description and location of intruder.
- Keep subject in view until police or law enforcement arrives.
- Activate communications plan.
- Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
- Notify the superintendent/Policy Group of the status and action taken.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- Activate the Crisis Response Team to implement recovery: psychological healing procedures.
• Update the Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
• Do not allow staff and visitors to enter or leave the building until proper authorities have determined that it is safe to do so.
• Give the “all clear” signal after the threat has passed.
• Determine whether school will be closed or remain open.
• Document all actions taken.

2. Staff Actions

• Notify the Incident Commander or designee. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon. Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.

HUMAN-CAUSED HAZARDS: ACTIVE SHOOTER

I. PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event of an active shooter on BRHS property.

II. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to an active shooter on school property.

III. CORE FUNCTIONS

BRHS will ensure that the school site post signs at point of entry to the campus and buildings from streets and parking lots stating the following:

• All visitors entering school grounds on school days between 7:00 a.m. and 4:30 p.m. must register at the Main Office.
• To help prevent intruders on school grounds, BRHS will require sign-in sheets and name tags to be worn in a visible location. Name tags will be filled out by office staff and visitors will return to office to sign out and return name tags.

In the event of an active shooter, BRHS will contact law enforcement agencies for their assistance. Practiced procedures may be put into action to alert and protect students and staff.
Precautionary measures are outlined below to keep staff and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep staff and students safe.

A. Operational Functions/Procedures That May Be Activated
Operational functions or procedures that may be activated in the event of an active shooter on campus include the following:

- **Alert** – notify those in harm’s way of the danger at hand. Report incident immediately to law enforcement. Be clear, concise, and accurate with information. Caller should identify self, the location, suspect information, type of weapon (if applicable), direction of travel and call back number.
- **Lockdown** – Lock down and barricade entry points. Lock doors, cover windows, turn off lights. Only law enforcement may enter a locked-down room or an administrator with a key. Do not open doors by voice command.
- **Inform** – Principal or designee will give real time updates to affected school and office sites as approved by law enforcement.
- **Counter** – If the active shooter enters the room, be prepared to counter the attacker as a last resort. Use distraction devices, spread out, turn out the lights and be ready to cause confusion for the intruder.
- **Evacuate** – Put time and distance between staff and intruder if safe to do so.
- **Parent-Student Reunification**
  - Rooms will be cleared by law enforcement; children will be moved to reunification site. Reunification plan will be implemented.
- **Recovery: Psychological Healing**

B. Activating the Safety Plan

The principal or superintendent will determine the need to activate the Safety Plan and designate an Incident Commander to implement the procedures specified in this annex. The **Incident Commander will transfer command upon the arrival of law enforcement.**

1. Incident Commander Actions

- Issue stand-by instruction.
- Determine what procedures should be activated depending on the location and nature of the intruder.
- Consult with local law enforcement and emergency management agencies and monitor the situation.
- If appropriate and safe to do so, request intruder to leave campus in a calm, courteous, and confident manner.
- Notify law enforcement and School Resource Officers to assist if necessary. Provide a description and location of intruder.
- Keep subject in view until police or law enforcement arrives.
• Activate communications plan.
• Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
• Notify the superintendent/Policy Group of the status and action taken.
• Be available to deal with the media and bystanders and keep site clear of visitors.
• Activate psychological healing procedures.
• Update the Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
• Do not allow staff and visitors to enter or leave the building until proper authorities have determined that it is safe to do so.
• Give the “all clear” signal after the threat has passed.
• Determine whether school will be closed or remain open.
• Implement reunification plans
• Document all actions taken.

2. Staff Actions

• Notify the Incident Commander or designee. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon. Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.
References

Local Hazard Mitigation Plan (LHMP) of Nevada County. (2011).
Retrieved from: http://www.mynevadacounty.com

POLICY

ADMINISTRATIVE OPERATIONS

Control and Communications Channels and Systems

Emergency Procedures

It is the intent of the Governing Board to insure the educational process of students whenever emergencies arise which tend to disrupt the normal operation. Schools should remain open and the educational process continued whenever possible and there is no danger to students or staff.

Notification

It shall be the duty of any District administrative personnel to notify the Superintendent and/or the District Office of any impending or actual emergency situation, as defined, known to him/her.

Implementation of Emergency Procedures

The Superintendent shall implement the operation of emergency procedures at any time deemed necessary in an impending or actual emergency situation.

Closing of Facilities

The Superintendent and/or his designee shall be the only district employee authorized to close any of the district's educational facilities. Such facility will only be closed when, in the opinion of the Superintendent or his designee, the physical welfare of the students or staff on that site is questionable. School principals shall be authorized to close schools only when communication with the District Office is impossible and when failure to close the school will likely result in personal injury.

Use of Personnel

Personnel may be moved temporarily as needed. The Superintendent shall be authorized to pay as much as $100.00 per day for substitutes during an emergency.
Safety

The Board of Trustees recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3320 - Claims and Actions Against the District)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3530 - Risk Management/Insurance)

(cf. 3542 - School Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5142.1 - Identification and Reporting of Missing Children)

(cf. 5143 - Insurance)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 6145.2 - Athletic Competition)

(cf. 6161.3 - Toxic Art Supplies)
(cf. 6163.2 - Animals at School)

(cf. 7111- Evaluating Existing Buildings)

Staff shall be responsible for the proper supervision of students during school hours, during school-sponsored activities, and while students are using district transportation to and from school.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, as well as injury and disease prevention.

(cf. 5141.7 - Sun Safety)

(cf. 6142.8 - Comprehensive Health Education)

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety Program
17280-17317 Building approvals (Field Act)
17365-17374 Fitness of school facilities for occupancy
32001 Fire alarms and drills
32020 School gates; entrances for emergency vehicles
32030-32034 Eye safety
32040 First aid equipment
32225-32226 Two-way communication devices in classrooms
32240-32245 Lead-free schools
32250-32254 CDE school safety and security resources unit
32280-32289 Safety plans
44807 Duty of teachers concerning conduct of students
44808 Exemption from liability when students are not on school property
44808.5 Permission for students to leave school grounds; notice (high school)
45450-45451 Crossing guards
48900 Hazing
49300-49307 School safety patrol
49330-49335 Injurious objects
49341 Hazardous materials in school science laboratories
51202 Instruction in personal and public health and safety

GOVERNMENT CODE
810-996.6 California Tort Claims Act

HEALTH AND SAFETY CODE
115725-115735 Playground safety
115775-115800 Wooden playground equipment
115810-115816 Playground safety and recycling grants

PENAL CODE
245.6 Hazing

PUBLIC RESOURCES CODE
5411 Purchase of equipment usable by physically disabled persons

VEHICLE CODE
21100 Rules and regulations; crossing guards
21212 Use of helmets
42200 Fines and forfeitures, disposition by cities
42201 Fines and forfeitures, disposition by counties

CODE OF REGULATIONS, TITLE 5
202 Exclusion of students with a contagious disease
570-576 School safety patrols
5531 Supervision of social activities
5552 Playground supervision
5570 When school shall be open and teachers present
14103 Bus driver; authority over pupils

COURT DECISIONS
Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508

Management Resources:

AMERICAN SOCIETY FOR TESTING AND MATERIALS
F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, 2005

U.S. CONSUMER PRODUCT SAFETY COMMISSION PUBLICATIONS

WEB SITES
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss
California Department of Public Health: http://www.cdph.ca.gov
Centers for Disease Control and Prevention: http://www.cdc.gov
Environmental Protection Agency: http://www.epa.gov
U.S. Department of Education, Safe Schools:
http://www.ed.gov/about/offices/list/osers/osep/gtss.html

Policy NEVADA JOINT UNION HIGH SCHOOL DISTRICT
adopted: October 9, 2013 Grass Valley, California
ACTIVE SHOOTER RESPONSE

Active Shooter:
- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.

The following responses are NOT in order of protocol but are to be applied to specific incidents and needs (ALICE).

ALERT – when possible ALERT others of threat
- If possible, call 911 and leave the line open
- Use phone, cell phone, text message, email, or by shouting to alert others.

LOCKDOWN:
- If you are in an office/classroom and cannot safely evacuate, secure the door and barricade.
- If you are in a hallway, get into a room, secure the door and barricade.
- Find a place to hide where the shooter is less likely to find you
  - Be out of the active shooter’s view
  - Spread out in the room, do not group together
  - Provide protection if shots are fired in your direction (i.e. barricades, closed door, desks, chairs, etc.)
  - Do not trap yourself or restrict options for movement.
  - Silence your cell phone but if possible keep line to 911 open.
  - Silence any source of noise.
  - Remain calm.

INFORM:
If it is safe:
- Provide as much information as possible to others regarding location of shooter
- Alert Administrators, District and County Office
- Leave phone line open for dispatch to hear what is going on
- Collect information on shooter; i.e. clothing, name, description, etc.

COUNTER:
As a last resort, and only when your life is in imminent danger, attempt to disrupt, and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

09/01/14
EVACUATE
If there is an accessible escape route, attempt to evacuate the area.
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others, if possible. Lead students to a safe location if it is safe to evacuate.
- Once safe, prevent others from entering the unsafe area.
- Keep your hands visible (this is important if law enforcement is on site).
- Follow the directions of law enforcement.
- Do not attempt to move wounded people.
- Call 911 when you are safe.
- When incident has cleared, report that you, and those with you are safe.

When Law Enforcement Arrives:
Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.
- Officers usually approach in teams.
- Offices may be in uniforms or plain clothes with identifying shirts and external bullet proof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands, and may push individuals to the ground for their safety.
- Officers will NOT stop to assist victims.

How to react when law enforcement arrives:
- Remain calm, and follow officers’ instructions.
- Put down any items in your hands (i.e. bags, jackets).
- Immediately raise hands and spread fingers
- Avoid making quick movements toward officers.
- Avoid pointing, screaming, or yelling.
- Proceed to safe area; do not ask officers’ questions.

Information to provide to Law Enforcement: (when asked)
- Location of active shooter.
- Number of shooters, if more than one.
- Physical description of shooter/s.
- Number and type of weapons held by shooter/s.
- Number of potential victims.
BOMB THREAT

1. If a bomb threat is received by phone, use the BOMB THREAT REPORTING FORM – do not disconnect phone – keep line open.

2. Get an outside line and call 911

3. Notify Administrator immediately

4. Administrator will designate an employee to conduct a cursory search of buildings. DO NOT touch any suspicious objects or packages. Report any suspicious object to the Administrator, 911 and dispatched authorities.

5. Administrator and Law Enforcement will determine whether to evacuate building or school site.

6. If evacuation is ordered, report to normal evacuation site in a calm orderly manner. Teachers will account for students at evacuation site.

7. Do NOT use electrical devices (i.e., radios, walkie-talkies, cell phones, PA systems) in an area where a bomb might be located.

8. Maintenance staff should shut off gas lines.

9. Do NOT return to buildings until Law Enforcement has cleared the incident.
RECEIVING BOMB THREAT

QUESTIONS TO ASK:

When is the bomb going to explode?
Where is the bomb located?
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 name?
What is your address?
What will prevent you from doing this?

EXACT WORDING OF THE THREAT:

________________________________________________________

________________________________________________________

________________________________________________________

Reported call immediately to:

__________________________________________DATE:

Phone number:______________________________________

Your name:__________________________________________

DESCRIPTION:

Sex of caller:_________ Race:_____________

Age:_________ Length of call:_________

Number at which call is received:

CALLERS VOICE:

Calm ______ Nasal
Angry ______ Stutter
Excited ______ Lisp
Slow ______ Raspy
Rapid ______ Soft
Loud ______ Ragged
Laughter ______ Crying
Normal ______ Distinct
Slurred ______ Accent
Familiar ______ Clearing Throat
Disguised ______ Intoxicated
Deep Breathing
Cracking Voice

If the voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

Street
Factory Machinery
Animals
Voices
Static
Music
PA System
Motor
Clear
Office Machinery
Other
Planes

THREAT LANGUAGE:

Well Spoken
Foul
Irrational
Incoherent
Taped
Message read
Death of Staff Member or Student

1. Verify information
2. Call 911 and treat any medical needs if death occurs on school/office site
3. Inform Superintendent/Administration
4. Provide privacy and comfort for witnesses if death occurs on school/office site
5. Maintain confidentiality.
6. Superintendent or designee will notify family or verify information with family.
7. Refer media to Public Information Officer.
8. Superintendent will make all call to staff and parents.
9. Superintendent may provide grief counselors for students and staff when returning to site:
   a. Make arrangements for counseling areas
      i. Make arrangements for multiple counselors (Nevada County Mental Health, clergy, school counselors)
      ii. Provide food/water for those grieving in counseling areas
      iii. Provide paper, pens
      iv. Make arrangements for substitute teachers as needed
      v. Provide funeral information as appropriate
      vi. Consider workspace or classroom of deceased
      vii. Make arrangements for substitute teacher for deceased
      viii. Plan site memorial as appropriate

10. Attend funeral as appropriate.
11. Resume normal schedule as appropriate.
SUICIDE

Suicide Attempt in workplace:
1. Verify information.
2. Call 911 and treat any medical needs.
3. Inform Superintendent and Associate Superintendent.
4. Provide privacy and comfort for person. Do NOT leave suicidal person alone.
5. Maintain confidentiality.
6. Superintendent or designee will notify family.
7. Refer media to designated Public Information Officer

Suicidal death of an employee:
1. Verify information.
2. Inform Superintendent and Associate Superintendent.
3. Superintendent may bring in grief counselors.
4. Attend funeral as appropriate.

Warning signs of depression, suicide risk
Intense feelings of:
- hopelessness
- desperation
- sadness
- being alone
- anxiety, agitation
- rage or anger
- guilt, shame, worthlessness
- reckless behavior

Risk factors: Untreated mental illness, alcohol or drug abuse, abuse, self-injury, friends.

Suicidal Hotlines:
- National Suicide Hotline: 1-800-784-2433
- Nevada County Mental Health – 530-265-5811

September 2014
Warning signs of depression, suicide risk

Intense feelings of:
- Hopelessness
- Desperation
- Sadness
- Being alone
- Anxiety, agitation
- Rage or anger
- Guilt, shame, worthlessness
- Reckless behavior

Risk factors: Untreated mental illness, alcohol or drug abuse, abuse, self-injury.

Suicidal Hotlines:
- National Suicide Hotline: 1-800-784-2433
- Nevada County Mental Health: 530-265-5811

Stages of Grief

Stage 1: Denial  “This can’t be happening”
Stage 2: Anger  “This is wrong and shouldn’t have happened”
Stage 3: Bargaining  “If I promise to......will it all be better?”
Stage 4: Depression  “Things will never get better”
Stage 5: Acceptance  Moving forward with life

- Nevada County Mental Health: 530-265-5811
EARTHQUAKE PROCEDURES

1. Take immediate action

INDOORS:
   a. DROP: Take cover under a nearby desk or table

   b. COVER: Clasp both hands behind the neck, bury your face in your arms, make your body as small as possible, close eyes and cover ears with forearms.

   c. HOLD: Hold onto the table legs or side of desk. Remain in position until the ground stops shaking or further directions are given.

   If there are no tables or desks available:
   DROP: Take cover under the chairs, and/or between the rows of chairs.

   If there are no tables, desks, or chairs:
   DROP: Take cover by dropping to the floor, against an interior wall.

OUTDOORS:

   Move away from the buildings, power lines, block walls, and other items which might fall. Take the “drop” position.

2. Do not evacuate unless the directive is given by an Administrator

3. If evacuation order is given; follow evacuation protocol. Account for all staff and students at school sites.

4. Report missing or injured students or staff to Administrator. Call 911 if needed.

5. Use flashlights or natural lighting – no candles, matches, or other open flames.

6. All utilities should be shut down if damage to building has occurred.
FIRE ALARM ZONE LOCATIONS

Zone #1  Pullbox in hallway by A201 & A202
Zone #2  Pullbox outside B204 & G1  *Also heat sensors in G10, G11, G12, G13, G14, G15, G16 & G17
Zone #3  Pullbox southside special ed conference room
Zone #4  Pullbox outside G19
Zone #5  Pullbox southside of “D” outside maintenance shop
Zone #7  Pullbox northwest & corner of boiler room (E building)
Zone #8  Smoke detectors McCrory Gym
Zone #9  Pullboxes inside McCrory Gym, lobby and boys’ locker room
Zone #10 Sprinkler system McCrory Gym
Zone #11 Pullboxes & smoke detectors G3 & G4
Zone #12 Library fire panel
Zone #13 Smoke @ FAEP - A1
Zone #14 Smoke & heat building A principal area
Zone #15 Heat building A second floor lab
Zone #16 Smoke & heat building B 1st floor
Zone #17 Performing Arts fire panel
Zone 18 Aquatics Center fire panel
Bear River High School

FIRE/"LEAVE THE BUILDING" DRILLS

A. FORMAL FIRE/"LEAVE THE BUILDING" DRILLS are usually conducted in conjunction with the Higgins Fire Department at least once per semester.

B. Please note the following information:

1. When the Fire/"Leave the Building" alarm sounds, please have your students move out of your classroom in a quiet and orderly fashion down the corridor to the nearest exit in the direction indicated by the attached "Emergency Building Evacuation Patterns" map. (Please post the map in your classroom-preferably near the door). Students in wheel chairs or on crutches may need to follow the alternate route map and report to the administrator in that area.

2. When the alarm sounds and the students begin to exit, please pick up your roll/grade book and emergency bag and carry them with you.

3. Make sure EVERY student leaves your classroom and is exiting the building in the proper direction and moving toward the designated class assembly area.

4. After all of the students are out of the classroom and you are ready to leave, please turn out the lights and leave the doors unlocked.

5. Follow your class down the corridor and out the exit to insure that none of your students remain inside the building.

6. When you and your class have exited from the building, please have your students gather together in the area, which is assigned, to your class.

7. Take attendance of your class; you will need to fill out the Emergency Preparedness Teacher/Staff Report Form. This form will be delivered via a student runner to one of the office ladies assigned to your evacuation area.

8. Please keep your class outside of the building until the "all clear" bell sounds or a verbal command from an administrator or Security Supervisor is given, indicating that it is safe to return to your classroom.

9. Teachers on prep will report to the staff lot in front of the administration building.

PLEASE POST THE EMERGENCY BUILDING EVACUATION PATTERNS DIAGRAM IN YOUR CLASSROOM
<table>
<thead>
<tr>
<th>Teacher</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
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Hazardous Materials Event

Incident occurred on site:
1. Remove all staff and students from event area
2. Call 911
3. Inform Maintenance of Incident
   a. Maintenance takes charge of area until fire personnel arrive
4. Notify Administration/Superintendent
5. Seal off area of leak/spill
6. Fire official will recommend shelter or evacuation actions
7. Follow protocol for sheltering or evacuation.
8. Account for all staff
9. Resume normal operations when cleared by fire or police personnel

Incident near office site:
1. Fire or police will notify Administration/Superintendent
2. Fire or police in charge of scene will recommend shelter or evacuations actions.
3. Follow protocol for sheltering or evacuation as recommended by fire personnel.
4. Account for all staff
5. Resume normal operations when cleared by fire or police personnel.
LOCKDOWN PROCEDURES

It may become necessary for the safety of the staff and students to require that everyone report to and remain in a locked and secured area of the school facility. In the event of such an emergency situation, please strictly adhere to the following procedures:

1. Emergency Alert Warning Signals:
   
   In the event of the need for a lockdown, a long sustained sounding tone will indicate that a “lockdown” condition exists on campus and that the students should immediately report to the nearest room (NOT restrooms) that can be secured and locked.

2. If anyone is caught in a restroom during a “lockdown”, they should lock the bathroom door if possible and get into a stall, lock the stall, and pick their feet up so they cannot be seen. They should remain at that location until law enforcement or a staff member unlocks the door and they receive verbal instructions that the lockdown is over.

3. Staff members should quickly check the immediate area; firmly direct students into the closest room, lock the door, close the curtains and remain quiet inside the room until law enforcement or administrator unlocks the door and they receive verbal instructions that the lockdown is over. Computer labs need to turn off computer monitors.

4. Students should be moved away from areas located near the door and windows. The students should be directed to immediately get down on the floor; and, if possible, get under or behind a desk, a table or other item of furniture. Everyone should remain quiet during the drill.

5. Please DO NOT call the office or tie-up the phone lines; please do not allow students to be on their cell phones. Please submit attendance via the excel email system.

6. Anyone in the immediate vicinity of the threatening activity (i.e. campus invasion, person with a gun or weapon, etc.) should lie flat and still on the ground until it is safe to move, run away (in a side to side fashion), or until verbal instructions are provided by law enforcement.

7. Staff members and students are to remain on “Lockdown” status until law enforcement or staff member unlocks the door. Do not follow any bells or PA announcements once in lock down. No one should leave a class/secured area unless administration has sent instructions that it is allowable (i.e. bathroom, water).

NOTE: PLEASE DO NOT RELEASE THE STUDENTS IF A BELL SOUNDS DURING THE LOCKDOWN!
SHELTER-IN-PLACE PROCEDURES

It may become necessary for the safety of the staff and students to shelter-in-place in a secured area of the school facility. In the event of such an emergency situation, please strictly adhere to the following procedures:

1. **Emergency Alert Warning Signals:**

   In the event of the need for a shelter-in-place, a PA announcement will indicate that a condition exists on campus or in the community. Students and staff should immediately report to the nearest room (NOT restrooms) that can be secured and locked. Additional directions will follow specific to the incident.

2. Staff members should quickly check the immediate area; firmly direct students into the closest room, lock the door, and follow instructions for the existing condition (i.e. hazardous spill).

3. Please **DO NOT** call the office or tie-up the phone lines; please do not allow students to be on their cell phones. Please submit attendance via the excel email system. You may continue with class instruction unless otherwise advised.

4. Staff members and students are to remain in a “Shelter-in-place” status until a PA announcement with additional instructions is given. **Do not follow any bells once “sheltered-in-place”**. No one should leave a class/secured area unless administration has sent instructions that it is allowable (i.e. bathroom, water).

**NOTE:** **PLEASE DO NOT RELEASE THE STUDENTS IF A BELL SOUNDS DURING SHELTER-IN-PLACE!**
MEDICAL EMERGENCIES

The following are just a couple of quick reference medical emergencies that may occur and what to do; however, in all situations you must fill out the proper incident form. The best thing to do if you are not sure is to call the office at x 4560 and get help right away.

SEIZURES: Can range from mild blackouts to sudden, uncontrolled muscle contractions called convulsions. Convulsions may last for several minutes. Person can lose all control of their bowels.

1. Call the Emergency Hotline (x 4560) giving details of the situation.
2. Do not hold or restrain the person.
3. Do not place anything between their teeth.
4. Protect the person from injury and keep their airway open.
5. Move furniture or equipment that might get in the way.
6. Protect the head by placing a thin cushion, such as folded clothing, beneath it.
7. If the person vomits, place them on their side.
8. When the seizure is over, check for breathing and other injuries.
9. The person will be drowsy and disoriented and will need rest.
10. Reassure and comfort the person.

FAINTING:

1. Notify the main office giving details of the situation.
2. Elevate the legs 8”-12” if injury is not suspected.
3. Loosen tight clothing.
4. Check for breathing and pulse.

DIABETIC EMERGENCY:

1. Notify the main office giving details of the situation.
2. If person is unconscious and a known diabetic, give sugar (fruit juice, candy, non-diet drinks).
3. If person is unconscious, DO NOT GIVE ANYTHING TO EAT OR DRINK.
4. Check for breathing and a pulse.

We do not expect you to have to handle this type of emergency alone or make medical decisions; however, the better prepared we are to know how to react and what to expect, the “easier” it will be for us to assist anyone in need.
HANDLING MEDICAL PROBLEMS

Whenever a student or a staff member is injured during a class or school activity and medical attention is required, you should:

1. Notify the administration office about the incident, the action you will be taking and/or need for assistance. This will alert the office staff, nurse and administration about the problem. This will insure that the appropriate medical attention is provided and the proper accident report forms will be completed.

2. If the student or staff member is mobile, please make sure that a teacher or another student accompanies the injured individual to the main office. (Please do not allow the injured individual to walk to the main office unattended due to the potential problems that could result in complicating the injury or aggravating the condition.)

3. If the student or staff member is not mobile, please call the main office to request assistance. Depending upon the severity of the injured, an ambulance may be called or a wheelchair provided to transport the injured to the hospital or main office for medical attention.

Your adherence to this process would be greatly appreciated and would negate potential legal problems.
Health Care

Clinics and Referral Programs

Chapa-De Indian Health Program, Inc.
1350 East Main St., Grass Valley, CA 95945
www.chapa-de.org
530-477-8545
Accepts patients who are American Indian or non-Indian. Provides services regardless of ability to pay. Accepts new patients on the first of every month.

Sierra Family Medical Clinic, Inc.
15301 Tyler Foote Rd., Nevada City, CA 95959
530-292-3478
info@sierraclinic.org
www.sierraclinic.org
Family practice clinic in San Juan Ridge area. Accepts MediCal, Medicare and has sliding scale for fees.

Western Sierra Medical Clinic, Inc.
Miners Family Health Center
1345 Whispering Pines, Grass Valley, CA 95945
530-274-9762
wsmc@wsmclinic.org
www.wsmcmcd.org
Downieville Clinic and Mobile Health Services
209 Nevada St., Downieville, CA 95936
Offers comprehensive medical and dental services. Accepts Medi-Cal and Medicare.
Crisis and Help Lines

**California Missing Persons Hotline**
800-222-FIND (3463) or 916-227-3290
missing.persons@doj.ca.gov
ag.ca.gov/missing

**California Youth Crisis Line**
California Coalition For Youth
For youth 12 – 24 yrs and adults supporting youth.
24 Hour Crisis Line: 1-800-843-5200
Free and confidential.

**Domestic Violence and Sexual Assault Coalition (DVSAC)**
530-272-3467 - 24 Hour Crisis Line

**National Runaway Safeline**
Crisis Line: 800-786-2929

**National Suicide Prevention Lifeline**
24 Hour Crisis Line: 1-800-273-8255
TTY 1-800-799-4889
Auburn, CA 530-885-2300
Text the word “HOPE” to 916-668-4226

**Nevada County Behavioral Health**
530-265-5811 or 888-801-1437 - 24 Hour Mental Health Crisis Line

**Nevada County Child Protective Services (CPS) Hotline**
Hotline operates 24/7 530-273-4291 or 888-456-9380
If you are concerned that a child is experiencing abuse or neglect, make a report by calling the CPS hotline.

**Poison Control Center**
800-222-1222

09/01/14
Transportation

Bus System

Durham Transportation (School Buses)
10701 E Bennett Rd, Grass Valley, CA 95945
(530) 273-7282

Gold Country Lift
Local Phone Number (530) 271-RIDE (7433)
Toll Free Number (855) 341-RIDE (7433)

Gold Country Stage - Nevada County Transit Services Department
13081 John Bauer Ave, Grass Valley, CA 95945
530-477-0103
GoldCountryStage@co.nevada.ca.us

Utilities

Communication

KNCO 94.1 FM - News Talk Radio
1255 E. Main St. #A, Grass Valley, CA 95945
Listener Line 530-477-5626 or Business Line 530-272-3424
www.knco.com
Broadcasts and lists on website the school snow closures when they are in effect.

KVMR 89.5 FM – Voice of the Community
401 Spring Street, Nevada City, CA 95959
530-265-9073
www.kvmr.org

Grass Valley Union Newspaper
The Union
464 Sutton Way
Grass Valley, CA 95945
530-273-9581
Community Resources

Energy/Utility Assistance

PG&E
Energy Assistance Programs
127 East Main St., Grass Valley, CA 95945
800-743-5000
www.pge.com
Offers energy assistance programs including CARE for low-income families and individuals, FERA residential single family assistance, Medical Baseline Allowance, and Energy Savings Assistance Program.

Water

Nevada Irrigation District (NID)
1036 West Main St., Grass Valley, CA 95945
530-273-6185 or Toll-Free from Placer Co. 800-222-4102
Emergency Calls: during business hours 530-273-6185, weekends and after hours 530-273-3346
Reunification Protocol

LOCATION of evacuation/reunification site: Subject to change in response to incident.

Bear River High School primary reunification site is: Crossroads Church (530) 268-2539

Plan for reunification:
Reunification occurs when events at the school or in the neighborhood demand that students are physically returned to parents at an alternate site. In the event of criminal activity, injury or death, additional time may be needed for law enforcement interviews or crisis counseling.

- Administration will be alerted if reunification is required.
- Reunification plan will be activated
- Staff will be alerted that the reunification plan has been activated
- Depending on incident, law enforcement will clear rooms and escort staff and students to waiting buses. It is essential that students and staff follow ALL directions given by law enforcement. (Note: Law enforcement may not be in full uniform, weapons may be drawn, instructions to leave the classrooms with hands up may be given).
  - An up-to-date classroom attendance list should be taken
  - Student/Staff will load assigned bus
  - Students/Staff will check in to the reunification site and be escorted to an assigned area
  - Students will stay with staff in assigned area until parent/guardian
  - Parent’s will check in with photo identification & be reunited with student(s)
  - Counseling will be available as needed
  - Staff must remain at reunification site until released by Administrator
SYSTEMS FAILURE

Major systems failure sometimes occur which make it difficult, if not impossible, to conduct regular site activities. Preparations should be made for major system failures such as power, telecommunications, heating system, natural gas, etc.

Asbestos:
Upon discovery of an accidental disturbance, falling or dislodging of asbestos:
1. Notify Maintenance
   a. Turn off the air handling system and restrict other sources of air movement
2. Notify Administration and District Superintendent
3. Immediately evacuate staff and visitors from area
4. Close and restrict access to area

Gas Leak – Notify Pacific Gas & Electric (PG & E) 1-800-743-5000

If gas odor has been detected in the building:
1. Notify Maintenance Crew to turn off gas lines
2. Call 911
3. Evacuate staff, students, and visitors (clear restrooms and adjoining buildings) to evacuation site.
4. Notify Administration, District and County Superintendent
5. Account for students, staff and visitors
6. Move to alternate evacuation site if advised by the fire department
7. No one may re-enter building(s) until fire or police personnel declare entire site safe.
8. Notify staff of termination of emergency
9. Return to normal operation once cleared

If gas odor has been detected outside of the building:
1. Notify Maintenance Crew to turn off gas lines
2. Call 911
3. Evacuate staff and visitors (clear restrooms and adjoining buildings) or shelter in place (Fire personnel makes decision)
4. Notify Administration, District and County Superintendent
5. Account for staff and visitors
6. Move to alternate evacuation site if advised by the fire department
7. No one may re-enter building(s) until fire or police personnel declare entire site safe.
8. Notify staff of termination of emergency
9. Return to normal operation when cleared

September 2014
**Power Failure:** Notify: Pacific Gas and Electric (PG & E) 1-800-743-5000
When a major power failure occurs, contact the appropriate emergency community response agency. Advise Administration, District and County Superintendents. Staff shall move to area of natural light and remain on site until dismissed by Superintendent or until power is restored.

When downed power lines are involved, it may be necessary to initiate evacuation or shelter protocol. **DO NOT ATTEMPT TO MOVE OR TOUCH THE LINE.** Close off the area where the downed line is located.

**Telecommunications Failure:** AT & T – 530-274-8255

When the main telephone system fails, advise Administration, District and County Superintendent. Use alternative operational phone and advise utility company.

**NCSOS Phone System:** Primo Companies  
    Contact: Adrian Lima – 530-477-2113  
    Email: alima@primocompanies.com

**Water Contamination:** Nevada Irrigation District – 530-273-6185  
    **After hours:** 530-273-3346
If water contamination is suspected:
1. Notify Maintenance who will:
   a. Notify Health Department as required  
   b. Notify Water Control Board  
   c. Call in experts as required
2. Notify Administration, District and County Superintendents
3. Instruct all staff NOT to use water
   a. Arrange for potable water as required

**Water Outage:** Nevada Irrigation District – 530-273-6185  
    **After hours:** 530-273-3346
1. Notify Maintenance of water outage.  
   a. Notify NID
2. Notify Administration, District Superintendent
3. Staff will remain on site until dismissed by Superintendent
4. Notify Health Department as necessary.

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