Appendix G: Health and Safety Manual

Model Safe School Plan

A Template for Ensuring a Safe, Healthy and Productive Learning Environment

Emergency Procedures

MODEL SAFE SCHOOL PLAN – EMERGENCY PROCEDURES

PREFACE

California public schools are required to comply with California Education Code (CEC), Section 35294, and dealing with the preparation of "safe school plans." In keeping with this task it was recommend that finding or developing a Comprehensive School Safety Plan would help guide the NMA school administrators with their plans. These plans address violence prevention, emergency preparedness, traffic safety and crisis intervention. It was also critical that the model covered emergency preparedness and response, and is based on the California Standardized Emergency Management System (SEMS), which is designed to centralize, organize and coordinate emergency response among various NMA organizations and public agencies. SEMS provides an effective framework for managing emergencies ranging from minor incidents to major earthquakes.

The NMA *Model Safe School Plan* is based on guidance from the California Department of Education and the Office of Attorney General (*Safe Schools – A Planning Guide for Action, 2002 Edition*).

Safe School Plan

Emergency Procedures

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Homeland Security Advisory Recommendations Adapted for NMA

(Based on American Red Cross Homeland Security Advisory)

SEVERE *(Red)*	• *Complete all recommended actions at lower levels.* • Listen to radio, TV, and Channel 3 for current information and instructions. • Be alert and immediately report suspicious activity to Police at 264-5471 and designated Homeland Security Resident Agent (760-353-9090). • Close school if recommended to do so by appropriate authorities. • 100% identification check (i.e. driver's license retained at front office) and escort anyone entering school other than students, staff and faculty. • Offer lessons in Safety curriculum. • Ensure School Site Crisis Team members are available for students, staff and faculty.
HIGH *(Orange)*	• *Complete all recommended actions at lower levels.* • Be alert and immediately report suspicious activity to Local Police at 264-5471 and designated Homeland Security Resident Agent (760-353-9090). • Review emergency procedures and supplies. • Offer lessons School Safety curriculum Discuss children's fears concerning possible terrorist attacks in consultation with School Site Crisis Team. • Prepare to handle inquiries from anxious parents and media.
ELEVATED *(Yellow)*	• *Complete all recommended actions at lower levels.* • Be alert and immediately report suspicious activity to Local Police at 264-5471 and designated Homeland Security Resident Agent (760-353-9090). • Ensure all emergency supplies are stocked and ready. • **Distribute Bulletins to parents.**
GUARDED *(Blue)*	• *Complete all recommended actions at lower level.* • Be alert and immediately report suspicious activity to Local Police at 264-5471 and designated Homeland Security Resident Agent (760-353-9090). • Provide safety training to staff and practice emergency drills pursuant to school emergency procedures. • Review communications plan and update emergency contact information. • Review emergency supplies and supplement as necessary. • Offer lessons from School Safety curriculum for grades K-8 on emergency preparedness for natural disasters.
LOW *(Green)*	• Develop school emergency plans per NMA Bulletins *[Enter as Appropriate]* and *Emergency Procedures manual.* • Offer American Red Cross "Masters of Disaster" curriculum for grades K-8 on emergency preparedness for natural disasters. • Ensure selected staff members are trained on first aid, CPR and AED.

References: *American National Red Cross – www.redcross.org; American Red Cross*
March 31, 2003

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1.0 INTRODUCTION

1.1 OVERVIEW

State law requires that schools be adequately prepared to respond to earthquakes, fires, and other emergencies (California Education Code § 35295 through § 35297, California Government Code § 8607, and California Code of Regulations § 2400 through § 2450). To assist NMA in complying with these requirements, the NMA has adopted the *Model Safe School Plan, Emergency Procedures (02-01-05)* for use as a template in the preparation of emergency procedures for NMA. The emergency management teams and procedures outlined in this plan are consistent with the Standardized Emergency Management System (SEMS) developed by the State of California. This plan presents specific procedures to be used in preparing for, and responding to, school emergencies.

1.2 PLAN ORGANIZATION

The effective management of emergencies requires both adequate *emergency preparedness* and *emergency response* capabilities. This plan is organized into six sections. Section 2 deals with emergency preparedness, identifies the school's emergency response teams and defines the roles and responsibilities of team members. Sections 3.0 and 4.0 present guidance for determining the nature and extent of an emergency, and a series of initial response actions to be taken in an emergency. Section 5.0 provides detailed emergency response procedures for 18 types of emergencies that may be encountered in a school setting. Section 6.0 provides supplemental emergency information including contact information, supply lists and evacuation routes. Standard forms, site maps and other supporting information are contained in the Appendices.

The Principal will ensure that this *Safe School Plan, - Emergency Procedures* is consistent with SEMS, and that the plan addresses the following eighteen emergencies: aircraft crash; aircraft landing, animal disturbance; armed assault on campus; biological or chemical release; bomb threat; bus disaster; disorderly conduct; earthquake; explosion/risk of explosion; fire in surrounding area; fire on school grounds; flooding; loss or failure of utilities; motor vehicle crash; psychological trauma, suspected contamination of food or water; threat of violence; and unlawful demonstration/walkout.

2.0 STANDARDIZED EMERGENCY MANAGEMENT

2.1 EMERGENCY PLANNING WITH SEMS

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the multiple agencies often participating in response to an emergency. SEMS consists of the following five functions: Management; Planning/Intelligence; Operations; Logistics; and Finance/Administration.

2.1.1 Management

During an emergency, the Incident Commander is responsible for directing response actions from a designated Command Post. To effectively direct response actions, the Incident Commander must constantly assess the situation and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically directed by the Principal, as the Incident Commander. The Principal is assisted in carrying out this function by a Public Information Officer, Safety Coordinator, and Agency Liaison.

2.1.2 Planning/Intelligence

During an emergency, SEMS Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. Under SEMS, this function is supported by two staff members, one involved with "Documentation" and the other with "Situation Analysis." In NMA, "Situation Analysis" may be performed by a "Communications" position. Both of these positions, if assigned at the discretion of the Principal, will report directly to the Incident Commander (Principal) unless a Planning/Intelligence Chief is assigned.

2.1.3 Operations

Under SEMS, all emergency response actions are implemented under the Operations function. This function is supported by staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents. Within NMA, these activities are performed by the following teams, under the direct supervision of the Incident Commander (Principal), unless an Operations Chief is assigned: First Aid/Medical Team; Security/Utilities Team; Assembly Area Team; Psychological First Aid Team; Supply/Equipment Team; Request Gate Team; Reunion Gate Team; Fire Suppression; and Search and Rescue Teams.

2.1.4 Logistics

The Logistics function of SEMS supports emergency operations by coordinating personnel; assembling and deploying volunteer teams; providing supplies, equipment, and services; and facilitating communications among emergency responders. Within NMA, these activities are performed by the Security/Utilities Team and the Supply/Equipment Team both of which report directly to the Incident Commander unless a Logistics Chief is assigned.

2.1.5 Finance/Administration

The Finance/Administration function of SEMS involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. Within NMA, these activities may be performed by a "Documentation" position which reports directly to the Incident Commander unless a Finance/Administration Chief is assigned.

Figure 2.1 presents an Emergency Management Organization Chart modeled after SEMS and adapted for NMA.

2.2 INCIDENT COMMAND TEAM

The Incident Command Team is responsible for directing school emergency response activities.

2.2.1 Assignments

The Incident Command Team is led by the Principal (Incident Commander) and also includes the school's Public Information Officer, the Safety Coordinator and the Agency Liaison.

Incident Commander: Principal

Public Information Officer: Administrative Assistant

Safety Coordinator: AVID Coordinator

Agency Liaison: Lead Teacher

The Incident Commander also directs the activities of all other teams.

2.2.2 Roles and Responsibilities

2.2.2.1 Incident Commander

The Incident Commander (Principal) is responsible for directing emergency operations and shall remain at the Command Post to observe and direct all operations. Specific duties of the Incident Commander may include:

- Periodically assessing the situation.
- Directing the Incident Command Team and all other emergency teams.
- Determining the need for, and requesting, outside assistance.

2.2.2.2 Public Information Officer

The Public Information Officer (PIO) is the official spokesperson for the school site in an emergency and is responsible for communicating with the

media and delivering public announcements. Specific duties of the Public Information Officer may include:

- Periodically receiving updates and official statements from the Incident Commander.
- Maintaining a log of PIO actions and all communications.
- Periodically interacting with the media and NMA Communications.
- Preparing statements for dissemination to the public.
- Ensuring announcements and other public information are translated into other languages as needed.
- Monitoring news broadcasts about the incident and correcting any misinformation.

2.2.2.3 Safety Coordinator

The Safety Coordinator is responsible for ensuring that all emergency activities are conducted in as safe a manner as possible under the circumstances that exist. Specific duties of the Safety Coordinator may include:

- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Monitoring drills, exercises, and emergency response activities for safety.
- Identifying safety hazards.
- Ensuring that responders use appropriate safety equipment.

2.2.2.4 Agency Liaison

The Agency Liaison is responsible for coordinating the efforts of outside agencies such as police and fire by ensuring the proper flow of information between Incident Command and the agencies. Specific duties of the Agency Liaison may include:

- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Briefing agency representatives on current situation, priorities and planned actions.

- Ensuring coordination of efforts by periodically keeping Incident Commander informed of agencies' action plans and providing periodic updates to agency representatives as necessary.

2.2.3 Team Supplies and Equipment

- Copy of the school's Emergency Procedures
- Campus map
- Master keys
- Copies of staff and students rosters
- Battery-operated AM/FM radio.
- First Aid kit
- Clipboard, Paper, Pens
- Position identifier

2.2.4 Team Assembly Location

Inside: Administration Office

Outside: North Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.3 FIRST AID/MEDICAL TEAM

The First Aid/Medical Team is responsible for ensuring that first aid supplies are available and properly administered during an emergency.

2.3.1 Assignments

First Aid/Medical Team Leader: Lead Teacher

Alternate Team Leader: Science Teacher

First Aid/Medical Team Member: History Teacher

2.3.2 Roles and Responsibilities

First Aid/Medical Team Leader

The First Aid/Medical Team Leader is responsible for directing team activities by periodically interacting with the incident Commander to determine medical needs and planned actions. The First Aid/Medical Team Leader is also responsible for collecting the Injury and Missing Persons Report (Form D, Appendix A) from Team Members and making these reports to have them readily available to the Incident Commander. Specific duties of the First Aid/Medical Team Leader may include:

- Assigning First Aid personnel and assessing available inventory of supplies & equipment.
- Designating and setting up First Aid/Medical treatment areas, with access to emergency vehicles.
- Determining the need for skilled medical assistance, and overseeing care, treatment, and assessment of patients.
- Periodically keeping the Incident Commander informed of overall status.
- Completing the Injury and Missing Persons Report (Form D, Appendix A).

First Aid/Medical Team Members

The members of the First Aid/Medical Team are responsible for assessing injuries and administering necessary first aid and medical treatment as indicated during an emergency. Specific duties of the members of the First Aid/Medical Team may include:

- Setting up first aid area, triage and/or temporary morgue.
- Keeping accurate records of care given and tagging each of the injured with name, address, injury and any treatment rendered.
- Reporting deaths immediately to First Aid/Medical Team Leader.

2.3.3 Supplies and Equipment

- Position identifier
- First aid supplies
- Blankets
- Patient record forms
- Site map
- Injury and Missing Persons Report (Form D, Appendix A)

2.3.4 Team Assembly Location

Inside: Administration Office

Outside: North Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.5 SEARCH AND RESCUE TEAM

The Search and Rescue Team (SAR) is responsible for preparing and performing search and rescue operations during an emergency. There may be two or more Search and Rescue teams.

2.5.1 Assignments

Search and Rescue Team Leader: *[Insert Name]*

SAR Team 1 Members: *[Insert Name], [Insert Name], [Insert Name]*

2.5.2 Roles and Responsibilities

Search and Rescue Team Leader

The Search and Rescue Team Leader is responsible for directing team activities and keeping the Incident Commander informed of overall status. Specific duties of the Search and Rescue Team Leader may include:

- Obtaining briefings from the Incident Commander, noting injuries and other situations requiring response.
- Assigning and recording teams based on available manpower, minimum 2 persons per team.
- Updating teams' reports on site map and recording exact location of damage and triage tally.

Search and Rescue Team Members

The members of the Search and Rescue Team are responsible for performing search and rescue operations during an emergency. Specific duties of the members of the Search and Rescue Team may include:

- Searching assigned area, reporting gas leaks, fires, or structural damage to Team Leader upon discovery.
- Shutting off gas or extinguishing fires as appropriate.
- Periodically reporting to the Team Leader on location, number, and condition of injured.
- Conducting pre-established search and rescue patterns, checking each classroom, office, storage room, auditorium and other rooms.
- Sealing off and posting areas where hazardous conditions exist.

- Contacting Security/Utilities Team to secure the building from reentry after the search.

2.5.3 Supplies and Equipment

- Position identifier
- Work and latex gloves
- Whistle with master keys on neck lanyard
- Clipboard with job duties
- Map indicating search plan
- Gloves
- Blankets
- Bucket or duffel bag
- Goggles
- Flashlight
- Dust masks
- Pencils
- Duct tape
- Caution tape
- Masking tape

2.5.4 Team Assembly Location

Inside: Administration Office Outside: North Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.7 SUPPLY/EQUIPMENT TEAM

The Supply/Equipment Team is responsible for ensuring the availability and delivery of adequate supplies and equipment during the course of an emergency.

2.7.1 Assignments

Supply/Equipment Team Leader: *[Insert Name]*

Supply/Equipment Team Member: *[Insert Name]*

2.7.2 Roles and Responsibilities

Supply/Equipment Team Leader

The Supply/Equipment Team Leader is responsible for directing team activities and keeping the Incident Commander informed of overall status. Specific duties of the Supply/Equipment Team Leader may include:

- Reporting equipment and supply needs.
- Estimating the number of persons requiring shelter and determining the length of time shelter will be needed.

Supply/Equipment Team Members

The members of the Supply/Equipment Team are responsible for assessing the adequacy of available water, food and other supplies and organizing the distribution of resources for immediate use (water, food, power, radios, telephones, and sanitary supplies). Specific duties of the members of the Supply/Equipment Team may include:

- Distributing emergency water and food supplies.
- Establishing a list of all persons in shelter and determining any special needs.
- Controlling conservation of water.

2.7.3 Supplies and Equipment

- Hand-held radios

- Keys
- Emergency water supplies
- Emergency food supplies
- Temporary power supplies
- Sanitary supplies

2.7.4 Team Assembly Location

Inside: Administration Office Outside: North Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.8 ASSEMBLY AREA TEAM

The Assembly Area Team is responsible for the safe evacuation and accounting of all students and staff during an emergency. The team is also responsible for reporting missing persons to the Incident Commander.

2.8.1 Assignments

Assembly Area Team Leader: *[Insert Name]*

Alternate Team Leader: *[Insert Name]*

Assembly Area Team Member: *[Insert Name]*

Assembly Area Team Member: *[Insert Name]*

2.8.2 Roles and Responsibilities

Assembly Area Team Leader

The Assembly Area Team Leader is responsible for directing team activities and periodically interacting with the Incident Command to identify problems and report status. The Assembly Area Team Leader is also responsible for collecting the Injury and Missing Persons Report (Form D, Appendix A) from the Team Members and makes them readily available to the Incident Commander.

Assembly Area Team Members

The members of the Assembly Area Team are responsible for performing the safe evacuation of student and staff during an emergency. Specific duties of the members of the Assembly Area Team may include:

- Obtaining reports of missing students from teachers or other personnel.
- Gathering Injury and Missing Persons Report (Form D, Appendix A) from each teacher and submitting them to the Assembly Area Team Leader.
- Checking student emergency card for name of person(s) authorized to pick up student.
- Assisting the Reunion Gate Team as required.

2.8.3 Supplies and Equipment

- Copy of Site Plot Plan and Vicinity Map showing designated on and off site Assembly Areas
- Injury and Missing Persons Report (Form D, Appendix A)

2.8.4 Team Assembly Location

Inside: Administration Office Outside: North Parking Lot

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location.

2.14 School Staff

California Government Code, Chapter 8, Section 3100 states: "...all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities.

School staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures. If a teacher has been assigned to a position in the following list, the teacher will first accompany the students to the Assembly Area, where they will be reassigned to another teacher. The teacher will then carry out assigned responsibilities.

2.15 Administration Office

Nyesha Williams (Principal) is responsible for providing guidance to school administrators in the areas of emergency preparedness and response.

2.16 PREPAREDNESS PROCEDURES

2.16.1 Management

1. The Principal will annually conduct an Emergency Hazard Assessment to evaluate unique site characteristics and conditions in the adjoining community that could cause an emergency incident. The Emergency Hazard Assessment Summary (Form A, Appendix A) should be used for this purpose.

2. The Principal will designate primary and secondary Command Post locations and ensure that these locations are identified in Section 2.0.

3. The Principal will ensure effective communication between the Command Post and Team Section Chiefs during an emergency. These procedures will be included in the Section 2.0.

4. The Principal will ensure that members of the Incident Command Team (Public Information Officer, Safety Coordinator, and Agency Liaison), and all other team leaders and members are aware of their responsibilities and assignments as defined in this section.

5. The Principal will ensure that emergency response actions are properly documented as they occur, and that appropriate procedures are included in this plan.

2.16.2 Planning/Intelligence

1. The Principal will ensure that all team members receive proper training in the use of communication equipment.

2. The Principal will ensure all teams are provided with instructions for the use and maintenance of maps and "status boards" at the Command Post.

2.16.3 Operations

1. The Principal will ensure that this plan includes procedures for the following:

   - Administering first aid;
   - Activating and performing search and rescue operations;
   - Ensuring site security;
   - Conducting damage assessments;

- Evacuation; and
- Student release operations.

2. The Principal will ensure appropriate training is provided for the following teams:

   - First Aid/Medical Team;
   - Psychological First Aid Team;
   - Fire Suppression
   - Search and Rescue Teams; and
   - Assembly Area Team.

3. The Principal will ensure that routine drills referenced in Section 6.7 are conducted at the school to rehearse emergency response operations.

   - Drills will be conducted at elementary schools at least once per month.
   - Drills will be conducted at secondary schools at least twice per year.

2.16.4 Logistics

1. The Principal will ensure this plan includes appropriate procedures for coordinating and assembling personnel and volunteers in the event of an emergency.

2. The Principal will ensure that adequate emergency supplies are maintained and readily available for emergency use. *Please refer to Section 2.0 for a list of supplies for each emergency team and Section 6.6 for the schools' emergency supplies.*

2.16.5 Finance/Administration

The Principal will assure the following:

1. Purchase of all required emergency preparedness and response equipment and supplies;

2. Tracking of emergency expenditures, and recovery of records damaged or lost in an emergency.

3.0 INITIAL RESPONSE TO EMERGENCIES

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process: 1) identify the type of emergency; 2) identify the level of emergency; and 3) determine immediate action(s) that may be required. Each of these steps is discussed in the following sections. Procedures for specific response actions are provided in Sections 4.0 and 5.0.

3.1 IDENTIFY TYPE OF EMERGENCY

The first step in responding to an emergency is to determine the *type* of emergency that has occurred. Emergency procedures for the 18 different types of emergencies listed below are provided in Section 5.0.

Aircraft Crash
Animal Disturbance
Armed Assault on Campus
Biological or Chemical Release
Bomb Threat
Bus Disaster
Disorderly Conduct
Earthquake
Explosion/Risk of Explosion
Fire in Surrounding Area
Fire On School Grounds
Flooding
Loss or Failure of Utilities
Motor Vehicle Crash
Psychological Trauma
Suspected Contamination of Food or Water
Threat of Violence
Unlawful Demonstration/Walkout

3.2 IDENTIFY LEVEL OF EMERGENCY

The second step in responding to an emergency is to determine the *level* of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a three-tiered rating system is described below.

Level 1 Emergency: A *minor* emergency that is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.

Level 2 Emergency: A *moderate* emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., "unknown white powder".

Level 3 Emergency: A *major* emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

3.3 DETERMINE IMMEDIATE RESPONSE ACTIONS

Once the type and extent of an emergency have been identified, school personnel can determine if an *immediate response action* is required. The most common immediate response actions initiated during school emergencies are:

Duck and Cover
Shelter-In-Place
Lock Down
Evacuate Building
Off-Site Evacuation
All Clear

Procedures for each of these are included in Section 4.0.

4.0 IMMEDIATE RESPONSE ACTIONS

4.1 DUCK AND COVER

This action is taken to protect students and staff from flying or falling debris.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

   "YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE'S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DUCK AND COVER PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKE STOPS OR GIVEN FURTHER INSTRUCTIONS."

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.

3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.

4. Teachers and students should move away from windows.

4.2 SHELTER-IN-PLACE

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shut down of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the

building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

   "YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."

2. If inside, teachers will keep students in the classroom until further instructions are given.

3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.

4. Teachers are responsible to secure individual classrooms whereas the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

4.3 LOCK DOWN

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all time.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

   "YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM."

2. If inside, teachers will instruct students to lie on the floor, lock the doors, and close any shades or blinds if it appears safe to do so.

3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).

4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement.

5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, have to be allowed on campus.

4.4 EVACUATE BUILDING

This action is taken after the decision is made that it is unsafe to remain in the building.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

   "YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."

2. The Principal will initiate a fire alarm.

3. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned *Assembly Area*.

4. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.

5. Once assembled, teachers and students will stay in place until further instructions are given.

4.5 OFF-SITE EVACUATION

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

   "YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."

2. The Principal will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location. The off-site assembly areas are indicated on the Vicinity Map in Appendix C.

3. Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a pre-designated safe location.

4. Once assembled off-site, teachers and students will stay in place until further instructions are given.

5. In the event clearance is received from appropriate agencies, the Principal may authorize students and staff to return to the classrooms.

4.6 ALL CLEAR

This action is taken to notify teachers that normal school operations can resume.

Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions.

"YOUR ATTENTION PLEASE. IT IS NOW OK TOO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION."

2. This action signifies the emergency is over.

3. If appropriate, teachers should immediately begin discussions and activities to address students' fears, anxieties, and other concerns.

5.0 EMERGENCY PROCEDURES

This section describes the specific procedures school staff will follow during the eighteen emergencies listed below:

Aircraft Crash
Animal Disturbance
Armed Assault on Campus
Biological or Chemical Release
Bomb Threat
Bus Disaster
Disorderly Conduct
Earthquake
Explosion/Risk of Explosion
Fire in Surrounding Area
Fire On School Grounds
Flooding
Loss or Failure of Utilities
Motor Vehicle Crash
Psychological Trauma
Suspected Contamination of Food or Water
Threat of Violence
Unlawful Demonstration/Walkout

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

In the following procedures, the Principal or designee will be referred to as "School Administrator".

5.1 AIRCRAFT CRASH

This procedure addresses situations involving an **Aircraft Crash** on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to Section 5.4, Biological or Chemical Release. If a crash results in a utility interruption, refer to Section 5.13, Loss or Failure of Utilities.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.

2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.

3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.

4. The School Administrator will call "911" and Colton Police (909) 580-5000 and will provide the exact location (e.g., building or area) and nature of emergency.

5. If on school property, the Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, refer to Section 5.4. If the crash results in a utility interruption, refer to Section 5.13.

6. The School Administrator will direct the Fire Suppression Team to organize fire suppression activities until the Fire Department arrives.

7. The First Aid/Medical Team will check injuries to provide appropriate first aid.

8. The School Administrator will call the office of the Local NMA Superintendent. A member of this group will call the Office of Communications with information on this situation as appropriate.

9. Any affected areas will not be reopened until the San Bernardino County or appropriate agency provides clearance and the School Administrator issues authorization to do so.

10. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.

11. If it is unsafe to remain on campus, the School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

5.2 ANIMAL DISTURBANCE

This procedure should be implemented when the presence of a dog, coyote, mountain lion or any other wild animal threatens the safety of students and staff.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include LOCK DOWN or EVACUATE BUILDING as described in Section 4.0.

2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.

3. If additional outside assistance is needed, the School Administrator will call "911", Colton Police (909) 580-5000, Animal Control and/or the Department of Fish and Game [264-5471] and provide the location of the animal and nature of emergency.

4. If a staff member or student is injured, the School Nurse, the parent, and Student Medical Services will be notified.

5. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0, if warranted by changes in conditions at the school.

5.3 ARMED ASSAULT ON CAMPUS

An **Armed Assault on Campus** involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful device.

Procedure

1. Upon first indication of an armed assault, personnel should immediately notify the School Administrator.

2. The School Administrator will initiate the appropriate Immediate Response Action(s), which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.

3. The School Administrator will call "911" and Local Police [264-5471], and provide the exact location and nature of the incident. The School Administrator should designate a person to remain online with Police if safe to do so. If there is an assigned officer on campus, they shall be notified.

4. Staff should take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and the perpetrator.

5. Staff should maintain order in all areas of assembly or shelter, and should await the arrival of law enforcement.

6. After the perpetrator(s) has been neutralized, the School Administrator will conduct a headcount of students and staff, and will notify law enforcement of any missing persons.

7. The First Aid/Medical Team will work with local authorities to ensure injured students and staff receive medical attention.

8. The Security/Utilities Team will control all points of entry to the school.

9. The School Administrator will prepare a verified list of casualties, and the locations to which they were transported. The School Administrator will confer with the Psychological First Aid Team to ensure the notification of parents and family members.

10. All media inquiries will be referred to the designated Public Information Officer.

11. The School Administrator will debrief staff and Local Police officers.

5.4 BIOLOGICAL OR CHEMICAL RELEASE

A **Biological or Chemical Release** is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances: Scenario 1 - Substance released inside a room or a building; Scenario 2 - Substance released outdoors and localized; and Scenario 3 - Substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

Procedure

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

1. The School Administrator will initiate the EVACUATE BUILDING action as described in Section 4.0. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.

2. The School Administrator will call "911", Colton Police (909) 580-5000 and 9-911 and will provide the exact location (e.g., building, room, area) and nature of emergency.

3. The School Administrator will notify the Local NMA Superintendent of the situation.

4. The School Administrator will instruct the Security/Utilities Team to isolate and restrict access to potentially contaminated areas.

5. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.

6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.

7. The Assembly Area Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the School Administrator and the emergency response personnel.

8. The School Administrator will complete the Biological and Chemical Release Response Checklist (Form B, Appendix A).

9. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.

10. Any affected areas will not be reopened until the San Bernardino County or appropriate agency provides clearance and the School Administrator gives authorization to do so.

SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

1. The School Administrator will immediately direct staff to remove students from the affected areas to an area upwind from the release. The School Administrator will, if necessary, initiate the EVACUATE BUILDING action as described in Section 4.0.

2. The Security/Utilities Team will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.

3. The School Administrator will call "911", Colton Police (909) 580-5000 and 9-911 and will provide the exact location and nature of emergency.

4. The School Administrator will notify the Local NMA Superintendent of the situation.

5. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.

6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.

7. The Assembly Area Team will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the School Administrator and the emergency response personnel.

8. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.

9. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.

SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If the School Administrator or local authorities determine a potentially toxic substance has been released to the atmosphere, the School Administrator will initiate SHELTER-IN-PLACE as described in Section 4.0.

2. Upon receiving the SHELTER-IN-PLACE notification, the Security/Utilities Team will turn off local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should communicate their locations to the School Administrator, using the PA system or other means without leaving the building.

4. The School Administrator will call "911", and provide the exact location and nature of emergency.

5. The School Administrator will notify the Local NMA Superintendent of the situation.

6. The School Administrator will turn on a radio or television station to monitor information concerning the incident.

7. The school will remain in a SHELTER-IN-PLACE condition until appropriate agency provides clearance, or staff is otherwise notified by the School Administrator.

5.5 BOMB THREAT

Response to a **Bomb Threat** is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of an explosion.

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911" – telling the operator, **"This is [state name] from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number]."**

2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the School Administrator:

   - When is the bomb going to explode?
   - Where is it?
   - What will cause it to explode?
   - What kind of bomb is it?
   - Who are you?
   - Why are you doing this?
   - What can we do for you to avoid the bomb from exploding?
   - How can you be contacted?

3. The School Administrator will direct the Search and Rescue Team(s) to search for suspicious packages, boxes or foreign objects. While conducting the search, all cell phones, beepers and hand-held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.

4. If a suspicious object is identified, one member of the Search and Rescue Team will report the discovery to the School Administrator while the remaining team members attempt to secure the immediate area.

5. No attempt should be made to investigate or examine the object.

6. After the search, the School Administrator will determine the appropriate Immediate Response Action(s) to announce, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.

7. When a suspicious object or bomb is found, the School Administrator shall issue the EVACUATE BUILDING action. Staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.

8. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.

9. The School Administrator will notify "911", if not previously notified, and Colton Police (909) 580-5000 and will provide the exact location (e.g., building, room, area) of the potential bomb, if known.

10. The School Administrator will notify the Local NMA Superintendent of the situation.

11. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.

12. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The School Administrator will give the ALL CLEAR signal as described in Section 4.0 when appropriate.

13. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

14. After the incident is over, the School Administrator will complete the Bomb Threat Report (Form C, Appendix A).

5.6 BUS DISASTER

These procedures are for use by field trip bus drivers and school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip.

This section addresses three possible scenarios involving a bus disaster: Scenario 1 - Earthquake; Scenario 2 - Flood; and Scenario 3 - Serious Accident or Bus Fire. Bus drivers should first determine which scenario applies and then implement the appropriate response procedures. A copy of these procedures shall be kept in the emergency packet of each school bus. It is important to note that drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, or other unique circumstances

Procedure

SCENARIO 1: EARTHQUAKE

1. The driver should issue DUCK AND COVER action as described in Section 4.0.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition, and wait for shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. If the bus is disabled, stay in place until help arrives.
6. Contact the School Administrator to report location and condition of students and the bus.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local NMA Superintendent.
8. If instructed to continue route, the driver should:
   - If en route to school, continue to pick up students.
   - If dropping students off, continue to do so provided there is a responsible adult at the bus stop. If there is no responsible adult at the bus stop, refer to Number 9 below.
9. If it is impossible to return to school, proceed to the nearest designated shelter indicated on the bus route map. Upon arriving at the shelter, notify the School

Administrator. Remain with the children until further instructions are received from the School Administrator.

10. In all instances, the driver should not attempt to cross bridges, overpasses, or tunnels that may have been damaged.

11. The driver will account for all students and staff throughout the emergency.

SCENARIO 2: FLOOD

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. If the bus is disabled, stay in place until help arrives.
4. Contact the School Administrator 971-2432 to report location and condition of students.
5. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local NMA Superintendent.
6. In all instances, do not attempt to cross damaged bridges or overpasses.
7. The driver will account for all students and staff throughout the emergency.

SCENARIO 3: SERIOUS ACCIDENT OR BUS FIRE

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.
4. Check for injuries and provide appropriate first aid.
5. Call "911" and Colton Police (909) 580-5000 and provide exact location of the bus and wait for arrival of emergency responders.
6. Contact the School Administrator (909) 201-9608 (Principal Cell) to report location and condition of students.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of the Local NMA Superintendent.
8. Stay with the disabled bus until help arrives.
9. The driver will account for all students and staff throughout the emergency.

5.7 DISORDERLY CONDUCT

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to Section 5.3, Armed Assault on Campus.

Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.

2. Staff will immediately notify the School Administrator.

3. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.

4. The School Administrator will call Colton Police (909) 580-5000, and provide the exact location and nature of the incident. If determined to be appropriate, the School Administrator will call "911".

5. If an immediate threat is not clearly evident, the School Administrator or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.

6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)

7. The School Administrator will notify the Local NMA Superintendent of the situation.

5.8 EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

Procedure

Note: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

1. Upon the first indication of an earthquake, teachers should direct students to DUCK AND COVER as described in Section 4.0.

2. Move away from windows and overhead hazards to avoid glass and falling objects.

3. When the shaking stops, the School Administrator will initiate the EVACUATE BUILDING action as described in Section 4.0. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.

4. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.

5. The School Administrator will direct the Security/Utilities Team to post guards a safe distance away from building entrances to prevent access.

6. The Security/Utilities Team will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.

7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.

8. The School Administrator will direct the Security/Utilities Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).

9. If the area appears safe, the Search and Rescue Team will make an initial inspection of school buildings to identify any injured or trapped students or staff.

10. The School Administrator will contact the Local NMA Superintendent to determine additional actions that may be necessary. In turn, the actions will be communicated to the District's Office of Communications.

11. The School Administrator will contact the Local NMA Facilities Director to ensure buildings are safe for reoccupancy. When safe to do so, the Fire Suppression team will conduct an inspection of school buildings. The Fire Suppression Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.

12. Any affected areas will not be reopened until the Local NMA Facilities provides clearance and the School Administrator gives authorization to do so.

13. The School Administrator will initiate an OFF-SITE EVACUATION, as described n Section 4.0, if warranted by changes in conditions at the school.

In the event an earthquake occurs during non- school hours:

1. The School Administrator and the Plant Manager will assess damages to determine any necessary corrective actions. The School Administrator may direct the Fire Suppression Team to participate in the assessment.

2. The School Administrator should confer with the Local NMA Superintendent on identified damages to determine if the school should be closed.

3. If the school must be closed, the School Administrator will activate Parent Alert System and School Personnel Alert System as referenced in Section 5.0.

5.9 EXPLOSION/RISK OF EXPLOSION

This section addresses four possible scenarios involving an **Explosion/Risk of Explosion**: Scenario 1 - Explosion on school property; Scenario 2 – Risk of explosion on school property; Scenario 3 - Explosion or risk of explosion in a surrounding area, and Scenario 4 – Nuclear blast or explosion involving radioactive materials. *[A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]*. It is necessary to first determine which scenario applies and then implement the appropriate response procedures. For "Bomb Threats", refer to Section 5.5.

Procedure

SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. In the event of an explosion, all persons should initiate DUCK AND COVER as described in Section 4.0.

2. The School Administrator will consider the possibility of another imminent explosion and take appropriate action.

3. After the explosion, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0. Evacuation may be warranted in some buildings and other buildings may be used as shelter.

4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.

5. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.

6. The School Administrator will call "911" and Colton Police (909) 580-5000 and will provide the exact location (e.g., building, room, area) and nature of emergency.

7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.

8. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.

9. The Security/Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.

10. The School Administrator will notify the Local NMA Superintendent of the situation. A member of this group will call the Office of Communications with information on the situation.

11. The Security/Utilities Team Leader will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.

12. When it is determined safe to enter affected areas, the School Administrator will advise the Search and Rescue Team to initiate search and rescue activities.

13. The School Administrator will contact the Local NMA Facilities Director to ensure buildings are safe for reoccupancy. When safe to do so, the Fire Suppression Team will conduct an inspection of school buildings. The Fire Suppression Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.

14. Any areas affected by the explosion will not be reopened until appropriate agency provides clearance and the School Administrator gives authorization to do so.

15. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions

SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.

2. If the School Administrator issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.

3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.

4. The School Administrator will call "911" and Colton Police (909) 580-5000 and will provide the exact location (e.g., building, room, area) and nature of emergency.

5. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.

6. The School Administrator will advise the Search and Rescue Team to initiate rescue operations.

7. The Security/Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.

8. The School Administrator will notify the Local NMA Superintendent of the situation.

9. All affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.

10. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.

11. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

SCENARIO 3: EXPLOSION OR RISK OF EXPLOSION IN SURROUNDING AREA

1. The School Administrator will initiate the SHELTER-IN-PLACE response action as described in Section 4.0.

2. The School Administrator will notify "911" and Colton Police (909) 580-5000 and will provide the exact location (e.g., building, area) and nature of emergency.

3. The School Administrator will take further actions as needed.

4. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.

SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

1. The School Administrator will initiate the SHELTER-IN-PLACE response action as described in Section 4.0.

2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows.

3. The School Administrator will notify "911" and Local Police [264-5471] and provide details on the area and personnel affected at the school.

4. After the initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors if possible.

5. The Security/Utilities team will turn off the school's main gas supply (refer to the Site Plot Plan in Appendix C for gas supply shut off valve), local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

6. The School Administrator will monitor radio or television announcements and initiate further actions as appropriate.

7. At the School Administrator's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water.

8. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.

5.10 FIRE IN SURROUNDING AREA

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

Procedure

1. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.

2. The School Administrator will notify "911" and Colton Police (909) 580-5000 and will provide the location and nature of emergency.

3. The School Administrator will instruct the Security/Utilities Team to prevent students from approaching the fire and keep routes open for emergency vehicles.

4. The Agency Liaison will contact the local fire department and will work with the fire department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.

5. If the School Administrator issues the EVACUATE BUILDING action, staff and student will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.

6. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.

7. The School Administrator will keep a battery-powered radio tuned to a local radio station for emergency information.

8. As appropriate, the School Administrator will activate Parent Alert System.

9. The School Administrator will notify the Local NMA Superintendent of the emergency situation. A member of this group will call the Office of Communications with information of this situation.

10. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.

11. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

5.11 FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the School Administrator.

2. The School Administrator will immediately initiate the EVACUATE BUILDING action as described in Section 4.0. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.

3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.

4. The School Administrator will call "911" and Colton Police (909) 580-5000 and will provide the exact location (e.g., building, room, area) of the fire.

5. The Fire Suppression Team will suppress fires and initiate rescue procedures until the local fire department arrives.

6. The Security/Utilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.

7. The Agency Liaison will direct the fire department to the fire and brief fire department official on the situation.

8. The Security/Utilities Team will notify the appropriate utility company of damages.

9. The School Administrator will notify the Local NMA Superintendent of the fire. A member of this group will call the Office of Communications with information on this situation.

10. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.

11. Any affected areas will not be reopened until the San Bernardino County Fire Department or appropriate agency provides clearance and the School Administrator issues authorization to do so.

12. For fires during non-school hours, the School Administrator and the Local NMA Superintendent will determine if the school will open the following day.

13. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate "fire is out."

EXCEPTIONS:

(1) Furniture or equipment constructed of wood or other material of similar combustibility may be permitted in an exit or exposed to an exit when approved by the enforcing agency.

(2) When approved by the enforcing agency, combustible materials may be permitted in exit foyers and lobbies.

(c) No person shall install, place or permit the installation or placement of any storage material of any kind in any exit regardless of the required width of such exit.

EXCEPTION: Personal material located in metal lockers in Groups B and E Occupancies as defined in Part 2, Title 24, CCR.

(d) Aisles shall not be occupied by any person for whom seating is not available.

NOTE: Authority cited: Sections 13108, 13143, 13143.6, 13211, 17920.7, 17921 and 18897.3, Health and Safety Code. Reference: Sections 13100–13146.5, 13210–13216, 17920.7, 17921 and 18897–18897.7, Health and Safety Code.

HISTORY

1. Change with regulatory effect of NOTE filed 8–24–88 (Register 88, No. 36).
2. New subsections (e)–(e)(9) filed 5–26–2005 as an emergency; operative 5–26–2005 (Register 2005, No. 21). A Certificate of Compliance must be transmitted to OAL by 9–23–2005 or emergency language will be repealed by operation of law on the following day.
3. Reinstatement of section as it existed prior to 5–26–2005 emergency amendment by operation of Government Code section 11346.1(f) (Register 2006, No. 9).

§ 3.12. Fire Alarm.

Every organized camp shall provide and maintain a device or devices suitable for sounding a fire alarm. Such device or devices may be of any type acceptable to the enforcing agency provided they are distinctive in tone from all other signaling devices or systems and shall be audible throughout the camp premises.

When an automatic heat or smoke activated fire alarm system is provided, all signaling devices as required by this section shall be of the same type as that used in the automatic system.

NOTE: Authority cited: Section 18897.3, Health and Safety Code. Reference: Sections 18897–18897.7, Health and Safety Code.

§ 3.13. Fire Drills.

(a) Group E Occupancies.

(1) General. Every person and public officer managing, controlling, or in charge of any public, private, or parochial school shall cause the fire alarm signal to be sounded upon the discovery of fire. Every person and public officer managing, controlling, or in charge of any public, private, or parochial school, other than a two–year community college, shall cause the fire alarm signal to be sounded not less than once every calendar month at the elementary and intermediate levels, and not less than twice yearly at the secondary level, in the manner prescribed in Section 2–809, Part 2, Title 24, CAC, except that when a fire alarm system having a distinctive tone, and which is used for no other purpose, is installed, the manner of sounding such alarm shall not be subject to the provisions of Section 2–809 (c), Part 2, Title 24, CAC.

A fire drill shall be held at the secondary level not less than twice every school year.

(2) Emergency Pre–Fire Planning. Each school principal, district superintendent or day nursery manager shall, in cooperation with the enforcing agency, prepare procedures to be followed in case of fire or other emergency. They should include the following:

(A) Posting of the telephone number of the fire department in the office and/or at the main switchboard.

(B) Assignment of a responsible person to call the fire department upon notification of any fire or activation of the alarm system for any reason other than fire drills.

(C) Posting in a conspicuous place in each classroom or assembly area a plan showing paths of travel to evacuate the room in case of emergency and including an alternate route.

(D) Posting in each classroom instructions to be followed by the teacher. These should include:

1. Maintaining of order during evacuation.

2. Removal of roll call book and calling of roll when designated evacuation area is reached.

(b) College and University Pre–Fire Planning. The Chancellor, President, or his designated representative, shall, in cooperation with the enforcing agency, propose procedures to be followed in case of fire or other emergency in accordance with the provisions of Section 3.13 (a)(2).

(c) Organized Camps.

(1) Every organized camp shall institute fire training programs for all employees in the use of all fire extinguishing equipment and methods of evacuation, and shall establish procedures which shall, as far as possible, be followed in the event of fire or any other emergency. If located in a forest area a plan shall be prepared for the evacuation of the camp in case of an approaching forest fire or other emergency.

(2) Within 24 hours after arrival, every group of persons attending an organized camp shall be made familiar with the method by which the fire alarm may be activated and with the procedures to be followed upon notification of fire.

(3) At least 1 fire drill shall be held within 24 hours of the commencement of each camping session. Additional drills shall be conducted at least once each week thereafter. When sessions exceed a 7 day period, at least 1 drill shall be held during night–time sleeping hours.

NOTE: Authority cited: Sections 13108, 13143, 13143.6, 13211 and 18897.3, Health and Safety Code. Reference: Sections 13100–13146.5, 13210–13216 and 18897–18897.7, Health and Safety Code.

§ 3.14. Fire Hazard.

No person, including but not limited to the State and its political subdivisions, operating any occupancy subject to these regulations shall permit any fire hazard, as defined in this article, to exist on premises under their control, or fail to take immediate action to abate a fire hazard when requested to do so by the enforcing agency.

NOTE: "Fire Hazard" as used in these regulations means any condition, arrangement, or act which will increase, or may cause an increase of, the hazard or menace of fire to a greater degree than customarily recognized as normal by persons in the public service of preventing, suppressing or extinguishing fire; or which may obstruct, delay, or hinder,. or may become the cause of obstruction, delay or hindrance to the prevention, suppression, or extinguishment of fire.

NOTE: Authority cited: Sections 13108, 13143, 13143.6, 13211, 17920.7, 17921 and 18897.3, Health and Safety Code. Reference: Sections 13100–13146.5, 13210–13216, 17920.7, 17921 and 18897–18897.7, Health and Safety Code.

HISTORY

1. Change without regulatory effect of NOTE filed 8–24–88 (Register 88, No. 36).

§ 3.15. Flammable and Combustible Liquids.

Flammable and combustible liquids shall not be placed, stored or handled in any occupancy within the scope of these regulations except as provided in the Uniform Fire Code.

NOTE: Authority cited: Sections 13108, 13143, 13143.6, 13211, 17920.7, 17921 and 18897.3, Health and Safety Code. Reference: Sections 13100–13146.5, 13210–13216, 17920.7, 17921 and 18897–18897.7, Health and Safety Code.

HISTORY

1. Change without regulatory effect of NOTE filed 8–24–88 (Register 88, No. 36).

§ 3.16. Gate Entrances to School Grounds.

Every public and private school shall conform with Section 12081 of the Education Code which reads:

"The governing board of every public school district, and the governing authority of every private school, which maintains any building used for the instruction or housing of school pupils on land entirely enclosed (except for building walls) by fences or walls, shall, through cooperation with the local law enforcement and fire protection agencies having jurisdiction of the area, make provision for the erection of gates in such fences or walls. The gates shall be of sufficient size to permit the entrances of the ambulances, police equipment, and fire fighting apparatus, used by the law enforcement and fire protection agencies. There shall be no less than one such access gate and there shall be as many such gates as needed to assure access to all major building and ground areas. If such gates are to be equipped with locks, the locking devices shall be designed to permit ready entrance by the use of the chain or bolt cutting devices with which the local law enforcement and fire protection agencies may be equipped."

5.12 FLOODING

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION, as described in Section 4.0.

2. The School Administrator will notify "911" and Colton Police (909) 580-5000 and will describe the nature and extent of the flooding.

3. The School Administrator will keep a battery-powered radio tuned to a local radio station for information.

4. If the School Administrator issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.

5. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.

6. The School Administrator will notify the Local NMA Superintendent of the emergency situation. A member of this group will call the Office of Communications with information on this situation.

7. As appropriate, the School Administrator will activate Parent Alert System as referenced in Section 6.0.

8. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions

5.13 LOSS OR FAILURE OF UTILITIES

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Procedure

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.

2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING, as described in Section 4.0.

3. The School Administrator will notify the Custodian between 6:30 am and 10:00 pm or Local Police (at all other days/hours) and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the School Administrator.

4. Local Maintenance Area personnel, working with school administration, will contact the affected utility company to determine whether their assistance is required and the potential length of time service will be interrupted.

5. The School Administrator will notify the Local NMA Superintendent of the loss of utility service.

6. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.

7. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to Section 5.9 Explosion/Risk of Explosion.

8. In addition to the procedures listed above, the Incident Commander will implement the following plans in the event utilities are disrupted.

5.14 MOTOR VEHICLE CRASH

This procedure addresses situations involving a **Motor Vehicle Crash** on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to Section 5.4, Biological or Chemical Release. If a crash results in a utility interruption, refer to Section 5.13, Loss or Failure of Utilities.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.

2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.

3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.

4. The School Administrator will call "911" and Colton Police (909) 580-5000 and will provide the exact location (e.g., building, area) and nature of emergency.

5. The School Administrator will notify the Local NMA Superintendent of the situation. A member of this group will call the Office of Communications with information on this situation.

6. The Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill, refer to Section 5.4. If the crash results in a utility interruption, refer to Section 5.13.

7. The School Administrator will direct the Fire Suppression Team to organize fire suppression activities until the Fire Department arrives.

8. The First Aid/Medical Team will check for injuries to provide appropriate first aid.

9. Any affected areas will not be reopened until the agency provides clearance and the School Administrator issues authorization to do so.

10. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

5.15 PSYCHOLOGICAL TRAUMA

Crisis management at LAUSD specifies actions during and subsequent to any emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies like those described above usually produce one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

Procedure

1. The School Administrator will establish Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Psychological First Aid Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Psychological First Aid Team will provide direct intervention services.
4. If there is a need for additional assistance, the School Administrator will notify the Local NMA Superintendent.
5. The Psychological First Aid Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, the Psychological First Aid Team members will limit exposure to scenes of trauma, injury and death.
7. The Psychological First Aid Team will provide ongoing assessment of needs and follow-ups services as required.

5.16 SUSPECTED CONTAMINATION OF FOOD OR WATER

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central NMA staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.

2. The School Administrator will notify "911", Local Police [264-5471]. Local NMA Office, and the Environmental Health 875-2050. The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.

3. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.

4. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.

5. Local Police will notify members of the Serious Incident Response Team (SIRT), which will conduct an onsite review to determine necessary follow-up actions including the need to notify other potentially affected NMA facilities.

6. The School Administrator and the SIRT will confer with the San Bernardino Health and Human Services (909) 383-4567 before the resumption of normal operations.

7. The School Administrator will notify parents of the incident, as appropriate.

5.17 THREAT OF VIOLENCE

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication or phone call. The School Administrator should ensure all threats are properly assessed in accordance with Bulletin on threats.

Procedure

1. The School Administrator will identify the type of threat and attempt to determine the individual(s) making the threat.

2. The School Threat Assessment Team will conduct the threat assessment in accordance with Bulletin N-18. A Local Police officer should be part of this team.

3. The School Threat Assessment Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk as described by the Colton Police Department:

   Category 1 – High violence potential; qualifies for arrest or hospitalization.

   Category 2 – High violence potential; does not qualify for arrest or hospitalization.

   Category 3 – Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.

   Category 4 – Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.

   Category 5 – Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.

4. In categorizing the risk, the School Threat Assessment Team will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?

5. The School Threat Assessment Team will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.

6. The School Threat Assessment Team will recommend appropriate action to the School Administrator.

7. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate.

5.18 UNLAWFUL DEMONSTRATION/WALKOUT

An **Unlawful Demonstration/Walkout** is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the School Administrator.

2. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE as described in Section 4.0.

3. The School Administrator will notify Colton Police (909) 580-5000 the Local NMA Office and the San Bernardino Sheriff's Office 568-5115 to request assistance and will provide the exact location and nature of emergency.

4. The Request Entrance Team will immediately proceed to the Main Entrance (Suite 100B) to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Entrance should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.

5. If students leave the campus, the Request Entrance Team, in consultation with the School Administrator, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.

6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the School Administrator. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and venetian blinds in rooms so equipped.

7. The Documentation staff member should keep accurate record of events, conversations and actions.

8. All media inquiries will be referred to the designated school's Public Information Officer.

9. The School Administrator should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.

10. The School Administrator will notify parents of the incident, as appropriate.

6.0 OTHER EMERGENCY INFORMATION

The School Administrator must have access to appropriate information, and a method of communication with parents, school personnel and outside agencies. To facilitate this communication, the following information is provided for use in an emergency.

NMA Bulletins Dealing with Emergencies
Alert System 1 (Parent)
Alert System 2 (School Personnel)
Site Plot Plan and Vicinity Map
Emergency Phone Numbers
Emergency Drills

6.1 NMA BULLETINS DEALING WITH EMERGENCIES

The Bulletins listed in Table 6-1 deal with school emergencies. These bulletins have been included with the relevant emergency procedures in Section 5.0.

TABLE 6-1: NMA BULLETINS

No.	Subject	Date	Emergency Procedure	Sect.
	Possible Food Borne Illness or Contamination		Suspected Contamination of Food or Water	5.16
	Organizing for Crisis Intervention and Assessing and Managing Threats		Psychological Trauma	5.15
	Organizing for Crisis Intervention and Assessing and Managing Threats		Threat of Violence	5.17
	Emergency Drills and Procedures		Emergency Drills	6.7
	School Procedures During Heavy Rains or Flood Conditions		Flooding	5.12
	Procedures and Plan of Action for Handling Disturbances, Disorders, or Demonstrations on or Adjacent to School Sites		Unlawful Demonstration / Walkout	5.18
	Landing of Aircraft on School Sites		Aircraft Crash	5.1
	Bomb Threats		Bomb Threat	5.5
	Bioterrorism Preparedness Response: Health Perspective		Biological or Chemical Release	5.4

6.2 ALERT SYSTEM 1 (PARENT)

Parent contact information is maintained in the main office and managed by *Adminsitrative Assitant*

6.3 ALERT SYSTEM 2 (SCHOOL PERSONNEL)

A current listing of school personnel contact numbers is provided in Appendix B.

[Note: Attach listing of school personnel telephone numbers in Appendix B]

6.4 SITE PLOT PLAN AND VICINITY MAP

A Site Plot Plan and Vicinity map are provided in Appendix C. The Site Plot Plan includes the locations of emergency supplies, fire extinguishers, utilities shutoff valves, on-site primary and backup assembly areas and associated evacuation routes. The Vicinity Map indicates the off-site primary and backup assembly areas and the designated evacuation routes to these locations.

6.5 EMERGENCY PHONE NUMBERS

A listing of external emergency phone numbers is provided in Table 6-2 below.

TABLE 6-2: EMERGENCY PHONE NUMBERS

School Name	*Nova Meridian Acacemy*		
School Address	*850 Via Lata Suite 105*		
	Colton, CA 92324		
School Phone	(909) 370-2055	**Location Code**	
District			
Principal	Nyesha Williams	(909) 370-2055	
Administrative Assistant	*Shanelle Hunt*	*(909) 809-1117*	
Avid Coordinator	Tishri Campa		
NMA Board President	*Michael Arroyo*		
NMA Board Treasurer	*Gregory Pounds*		
Public Information Officer	Nyesha Williams		
Office of Emergency Services		(909) 580-5000	
Office of Environmental Health and Safety Contact: Jeff Seigel		(213) 241-3199	
School Mental Health **Director: Allan Rawland**		(909) 382-3133	
Local Police		(909) 580-5000	
Non-District			
Fire And Medical Emergencies		**911**	
South Coast Air Quality Management District			
California Highway Patrol		(916) 657-9261	
County Department of Health Services		*(909) 891-3900*	
Gas Company	*Colton Public Utility*	(909) 370-5555	
Electric Company	SMUD	1-800-456-7683	
Local Fire Station	*Colton*	*9-911*	
Local Hospital		*(909) 883-8731*	
Local Police/Sheriff Dept	*Colton*	*(909) 580-5000*	
Medical Clinic (Nearest)	*Arrowhead Regional Medical Center*	(909) 987-2700	
Sewer Authority	*San Bernardino Public Works*	875-5000	
Water Company	*San Bernardino Public Works*	875-5000	

6.6 EMERGENCY SUPPLIES AND EQUIPMENT

Emergency supplies will be maintained in each classroom and a centralized location: In the school office.

TABLE 6-3: RECOMMENDED CLASSROOM EMERGENCY SUPPLIES

Location: Place these supplies next to primary evacuation doorway in each classroom

Item	Recommended Quantity	Quantity at Hand
Backpack	1	
Flashlight	1	
Batteries	2	
Pair of scissors	1	
First Aid instruction summary sheet	1	
Pad of paper (for name tags, etc.)	1	
Pen	1	
Pencil	1	
Light stick	1	
Whistle	1	
Sewing kit	1	
Package of safety pins	1 package	
Solar blanket	1	
Package of 10 gums	1 package	
Package of 10 life savers	1 package	
Package of plastic trash bags	6 packages	
Package of small paper bags	2 packages	
Package of paper cups	2 packages	
Package of premoistened towelettes	1 package	
Bottle of hydrogen peroxide	1	
Small package of Tylenol	2 packages	
Package of Tums	1 package	
Ammonia inhalants	4	
Ziploc sandwich bags	2	
Box of Telfa pads	1	
Pair of tweezers	1	
Box of Band-Aids	1	
Cold packs	2	
2" roller bandage	1	
3" roller bandage	1	
Box of triangular bandages	1	
Roll of adhesive tape	1	
Pair of disposable gloves	10	
Container of waterproof matches	1	

Item	Recommended Quantity	Quantity at Hand
Box of toilet tissue	1	
Box of sanitary napkins	1	
Bottle of saline solution	1	

6.7.2 DRILL 2: SHELTER-IN-PLACE

A Shelter-In-Place indicates that an emergency that requires students and staff to remain inside has occurred.

Signal: The signal for the "Shelter-In-Place" drill is the following PA announcement.

"YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."

Procedure:

1. When the announcement has been given, all classes will remain in their rooms.
2. Physical education classes will proceed into the gym.
3. Students should be arranged in the shelter area so as to enable them to assume a "**Duck and Cover**" position on command given by the teacher in charge.
4. Move students to the most protected areas in the room.
5. Have students face away from windows and keep their backs toward windows.
6. Close all doors and windows. If possible, cover windows by lowering blinds, closing slots, drawing curtains, or pulling shades
7. Turn off gas, lights, power equipment, and appliances. All personnel must remain in the shelter area until further instructions are received from official sources.

6.7 EMERGENCY DRILLS

In order to be adequately prepared, the following drills should be executed and documented in the Emergency Drill Record (Form G, Appendix A). There are three emergency drills school personnel should be prepared to implement: Drill 1 - Fire; Drill 2 - Shelter-in-Place Alert; and Drill 3 – Earthquake.

6.7.1 DRILL 1: FIRE

Signal: Continuing short bells for 10 seconds pause for 5 seconds; sequence repeats for a minimum of 1 minute.

Procedure:

Teachers

1. Please refer to the evacuation map in your classroom. If the room does not have a map, please contact the Principal today.
2. Familiarize yourself with class's route before the drill begins.
3. When the signal is given, have students form a single line outside the classroom. (Form a double line for large classes.)
4. Check to see that all students are out of the classroom; take student roster and close all doors.
5. Have students walk **quietly** in single file to the Assembly Area. Teachers should walk at the rear of the line.
6. Have students form a single line in the designated Assembly Area
7. Take attendance.
8. Wait for the "all clear" signal – one long, steady bell – then return **quietly** to your classroom in single file.

All Other Personnel: Report to Assembly Area for further instructions.

6.7.3 DRILL 3: EARTHQUAKE

An earthquake drill is held to provide maximum protection in case of earthquake or other emergency where the risk of flying or falling debris is present. No advance warning or signal normally will be given. In practice drills, teachers should supervise students and be alert to the position of each student during the entire drill.

Signal: The signal for the drill is the following PA announcement.

"YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE'S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DUCK AND COVER PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKE STOPS OR GIVEN FURTHER INSTRUCTIONS."

Procedure:

1. Drop to knees facing away from windows.
2. Get under desks or tables where possible.
3. Fold body onto floor with arms close to knees.
4. Place head as far as is possible between knees; cover crown of the head with hands.
5. Stay in this position for 10 seconds.
6. Teachers will direct students to return to seats.

After an earthquake, students will evacuate using the evacuation routes practiced during the fire drill. The students are gathered in the Assembly Area and line up in the designated space.

If an earthquake occurs during non-classroom hours i.e., passing periods, nutrition, or lunch, all persons will proceed to the Assembly Area and line up in the designated space.

APPENDIX A
FORMS

FORM B

BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

FORM B – BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

School _____

Location _____

	Yes	No	Note
Have students and staff been evacuated from area of contamination?	_____	_____	_____
Have all students and staff been accounted for?	_____	_____	_____
Has the area of contamination been cordoned off and secured?	_____	_____	_____
Has the area of contamination been affixed with conspicuous signs reading: "DO NOT ENTER"?	_____	_____	_____
Have the doors and windows to the area of contamination been closed and locked?	_____	_____	_____
Have fans and ventilators serving the area of contamination been turned off?	_____	_____	_____
Have staff, students, or other personnel who came in contact with the area of contamination cleaned their hands with soap and water?	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Completed by _____

Date _____

[Note: Send a copy of this form to Central Administration Office CAO and maintain the original in the emergency document file.]

FORM C

BOMB THREAT REPORT

FORM C – BOMB THREAT REPORT

School _____

Date of Call _____ Time of Call _____ a.m. _____ p.m. _____

Call Received by _____

Location _____ (Phone Number) _____

The person answering the threat call should ask the following questions and record the answers below

When is the bomb going to explode? _____ a.m. _____ p.m. _____

Where is it? _____

What will cause it to explode? _____

What kind of bomb? _____

Why are you doing this? _____

Who are you? _____

What can we do for you to avoid the bomb from exploding? _____

How can you be contacted? _____

Record the exact language of the threat:

_____

_____

_____

_____

Voice on the Phone: Man ( ) Woman ( ) Child ( ) Age _____

Intoxicated ( ) Accent ( ) Speech Impediment ( )

Other ( ) _____

Background Noise: Music ( ) Talk ( ) Children ( ) Machines ( )

Airplane ( ) Typing ( ) Traffic ( )

Other ( ) _____

_____

_____

Completed by _____

Date _____

[Note: Send a copy of this form to Local Police and maintain the original in the emergency document file.]

FORM D

INJURY AND MISSING PERSONS REPORT

FORM D – INJURY AND MISSING PERSONS REPORT

School _____ Room Number _____

Teacher's Name _____ Date _____

INJURED		
Name	**Type of Injury**	**Location**

MISSING PERSONS	
Name	**Last Seen Location**

Note: Send a copy of this form to Local Police and maintain the original in the emergency document file.

FORM E

STUDENT RELEASE LOG

FORM E – STUDENT RELEASE LOG

School _____

Date _____

Student's Name	Release Time	Name of Person Released to	Signature

[Note: Maintain the original in the emergency document file.]

FORM F

DAMAGE ASSESSMENT REPORT

FORM F – DAMAGE ASSESSMENT REPORT

NOTE: Do not enter building unless the structural evaluation has been completed and the building is designated as safe to enter.

School/Site Name: _____ Location/Building Code: _____

District:_____ Date: ___/____/____ Time: (24:00 Hours):____:____

Damage Category	No Damage	Slight Damage	Severe Damage	Hazardous Condition	Location/Room #/Note
Electrical	☐	☐	☐	☐	_____
Natural Gas Lines and Water Heater/Boiler	☐	☐	☐	☐	_____
Water	☐	☐	☐	☐	_____
Sewer	☐	☐	☐	☐	_____
Phone	☐	☐	☐	☐	_____
Hazardous Materials	☐	☐	☐	☐	Chemical Type/Quantity spilled or leaking: _____
Custodial chemicals					
Lab chemicals	☐	☐	☐	☐	Chemical Type/Quantity spilled or leaking: _____
Asbestos	☐	☐	☐	☐	_____
Lead	☐	☐	☐	☐	_____
Physical Hazards	☐	☐	☐	☐	
Sink Holes					_____
Construction Areas	☐	☐	☐	☐	_____
Damaged Bld. Matl.	☐	☐	☐	☐	_____
Broken Glass	☐	☐	☐	☐	_____

Notes: (description of trouble, location, severity or hazardous materials):

_____

_____

_____

_____

_____

Findings

Building or room safe for reoccupancy ☐

Building or room closed due to hazardous condition ☐

The following corrective measures need to be completed prior to reoccupancy:

_____

_____

_____

_____

_____

[Note: Send a copy of this form to Central Administration Office CAO and maintain the original in the emergency document file.]

FORM G

EMERGENCY DRILL RECORD

FORM G – EMERGENCY DRILL RECORD

School _____

Type of Drill	Date Held	Time		Remarks	Recorded by
		Start	End		

[Note: Send a copy of this form to Central Administration Office CAO Maintain the original in the emergency document file.]

Appendix H: School Budget

Nova Meridian Academy
Budget Narrative for Charter Renewal
April 16, 2009

Summary

The attached budget and cash flow projections are based on conservative estimates of the actual costs to renew Nova Meridian Academy's charter. Cost estimates are based on the historical costs of Nova Meridian Academy, which is in its second year of operation and will financially operate similarly to the way it has in the past two years.

The budget includes three years of financial projections: 2009/10, 2010/11, and 2011/12. We have included the 2008/9 budget approved by the board in December 2008 as a point of reference for the financial projections in addition to the 2008/9 forecast. The one year cash flow projection is for 2009/10.

Enrollment Projections

The charter school has nearly two years of historical enrollment and ADA data to pull from. In 2008/9 the assumption is that the school enrolls 100 students but assumes its average daily attendance to be 94 over the entire year. (2008/9 P2 ADA was reported at 101.19). School leadership believes there is room to grow within the district and projects enrolling a total of 181 students in 2009/10 and 256 students in 2010/11 and 2011/12.

Revenue

Revenue projections for the first year (2009/10) were based on consensus estimates of the 2009/10 revenue for charter schools as reported by the Charter School Development Center (CSDC) and assume no COLA; in other words, the funding rate used for 2009/10 projections were lower than the 2008/9 rates. The funding rate for the General Block Grant is estimated at $6,520 per ADA and the rate for the categorical block grant is $419 per ADA. Those rates were kept flat to be conservative over two additional years given the current state budget crisis. It is possible that Nova will receive a COLA restoration or ADA funding increases in the upcoming three years which would increase revenue substantially, but because we want to remain conservative in our estimates, we have assumed no COLA restoration or ADA funding increases.

In addition to the general and categorical block grant funding, the school will receive:

- Lottery Funding: the school will receive approximately $131 per ADA per year for state lottery revenue.
- Supplemental Hourly Revenue: Assume approximately $4 per student hour and 2,300 student hours for supplemental instruction for students who are at-risk of failing or have failed the CAHSEE exam
- Arts and Music Block Grant: The school will also receive $3,564 per year for the Arts and Music Block Grant, which has been established as a recurring grant.
- School Facilities (SB740): While this grant is dependent on state funds, growth for 2010/11 and 2011/12 is based on actual funds to be rewarded this fiscal year.
- Middle and High School Counseling: The school has budgeted for $64 per student.

- Additional funds for field trips, fundraising and private donations were kept relatively flat based on actual receipts for 2008/9.

Expenses
Expenses have been conservatively estimated by EdTec based on Nova Meridian Academy's two years of operational experience and EdTec's experience working with a number of charter schools in California. Below is a summary of the major expense categories and their underlying assumptions.

Staffing and benefits: Nova plans to add a full-time Principal, three FTE teachers, part-time Counselor, and a part-time Office/Finance manager in 2009/10.

Nova plans to continue to outsource its business services, so it will not expand its central office staff beyond the administrative positions listed above.

Nova currently covers the costs of health insurance for its employees. The school is still exploring its options for the upcoming year. Budget projections assume 14% per year increase in health costs.

School offers STRS for its certificated employees and Social Security for non-certificated employees. Worker's Comp insurance is included at 2.3% of total salaries based on current JPA rates offered by the CA Charter Schools Association (CCSA).

Books and Supplies: Nova plans to purchase new textbooks and core materials, books and other reference materials, instructional materials, classroom furniture and equipment, computers and office furniture and equipment to accommodate the additional students, teachers and staff.

Services and Operating Expenditures: The school has budgeted 1% of the general and categorical block grant for district oversight fees payable to Colton Joint Unified School District.

Facilities are budgeted to be $150,000 for 2009/10 based on increasing the current rental space. Additional facilities related expenses include budgeted janitorial services of $15,600 and utilities of $15,600.

The school budgets $10,000 for other consultants and $15,000 for marketing and student recruiting. In 2009/10, Nova begins to repay the Revolving Loan with interest payments of $11,038.

The school has budgeted to contract with a back office business provider to manage the school's business office in partnership with the Principal.

Capital Outlay: The school plans minimal capital expenditures of $5,000 for building improvements.

Cash Flow:

In 2008/9 the school has adjusted its cash flow projections to reflect the advance apportionment deferral from July to October. Instead of 6% of the Advanced Apportionment, schools will only receive 0.9% in July and the rest in September. Property taxes are not included in this delay. We also anticipate that the April apportionment will be paid at 1/3 of the total apportionment. We don't anticipate this deferral of revenue in 2009/10; however, even if the state did decide to defer the July apportionment in 2009/10, Nova would have sufficient cash to cover its monthly expenses.

Revolving Loan repayments of $8,333 are to be paid each month from September through February.

Contingencies and Reserves:

Nova started 2008/09 fiscal year with approximately $10k as the fund balance based on the audited financials and plans to end the current fiscal year with a positive net income of $84k which would bring the ending fund balance in 2008/09 to $85k after depreciation. This fund balance exceeds the five percent recommended reserve.

Nova Meridian Academy
Cash Forecast

2009/10

		Jul Projected	Aug Projected	Sep Projected	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected	
BEGINNING CASH		245,360	323,288	301,080	250,498	209,253	240,160	200,997	159,538	120,289	349,707	390,708	431,708	
INCOME														
	Subtotal - General Block Grant	-	16,523	46,696	57,472	123,565	57,472	57,472	57,472	261,999	131,000	131,000	131,000	-
	Subtotal - Federal Income	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal - Other State Income	-	-	2,096	2,096	7,727	2,096	2,096	3,878	59,557	2,096	2,096	9,509	-
	Subtotal - Fundraising and Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL INCOME	-	16,523	48,792	59,568	131,293	59,568	59,568	61,350	321,556	133,096	133,096	140,509	-
EXPENSES														
1000-3000	Compensation & Benefits	10,300	12,061	65,695	65,480	65,053	65,053	65,694	65,267	65,138	65,096	65,096	65,096	-
4000	Books & Supplies	-	-	466	466	466	466	466	466	466	466	466	466	
5000	Services & Other Operating Expenses	23,013	26,671	32,922	32,922	32,922	32,922	32,922	32,922	32,922	32,922	32,922	32,922	
6000	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	
	TOTAL EXPENSES	33,312	38,732	99,084	98,869	98,441	98,441	99,082	98,655	98,527	98,484	98,484	98,484	
NET OPERATING CASH INFLOW (OUTFLOW)		(33,312)	(22,208)	(50,292)	(39,300)	32,852	(38,873)	(39,514)	(37,305)	223,029	34,612	34,612	42,025	
Prior Year Revenue		131,578	-	1,654	-	-	1,654	-	-	-	-	-	-	
Change in Accounts Receivable (current yr)														
Change in Accounts Payable (current yr)														
Summerholdback for Teachers		(24,814)	-	6,389	6,389	6,389	6,389	6,389	6,389	6,389	6,389	6,389	6,389	
Loan Proceeds		-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Payments		-	-	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	-	-	-	-	-
Other Balance Sheet Changes (prepaids etc)														
ENDING CASH		323,288	301,080	250,498	209,253	240,160	200,997	159,538	120,289	349,707	390,708	431,708	480,122	

Nova Meridian Academy
Budget Summary

	2008/09 Budget - Forecast	2008/09 Budget - Approved 12/15/08	2008/09 Notes	2009/10 Budget - Forecast	2010/11 Budget - Forecast	2011/12 Budget - Forecast
SUMMARY						
Revenue						
General Block Grant	718,403	696,098		1,202,671	1,696,592	1,696,773
Federal Income	157,500	157,500		-	-	-
Other State Income	91,896	75,036		107,011	130,259	132,156
Other Local Revenue	5,824	5,824		5,940	6,059	6,180
Fundraising and Grants	2,605	2,008		2,555	2,606	2,658
Total Revenue	**976,228**	**936,466**		**1,318,178**	**1,835,517**	**1,837,768**
Expenses						
Compensation and Benefits	415,288	432,350		693,883	984,027	1,025,650
Books & Supplies	100,962	94,800		98,816	99,862	93,621
Services & Operating Exp.	338,632	313,558		424,185	571,653	617,447
Capital Outlay	1,459	5,000		5,000	10,000	10,200
Total Expenses	**856,341**	**845,708**		**1,221,884**	**1,665,542**	**1,746,918**
Operating Income (excluding Depreciation)	**119,887**	**90,758**		**96,294**	**169,975**	**90,849**
CDE Recommended Reserve (5% of Expenses)	42,817	42,285		61,094	83,277	87,346

Nova Meridian Academy
Budget Summary

		2008/09 Budget - Forecast	2008/09 Budget - Approved 12/15/08	2008/09 Notes	2009/10 Budget - Forecast	2010/11 Budget - Forecast	2011/12 Budget - Forecast
DETAIL							
Enrollment							
	9 to 12	106	100		181	256	256
	Total Enrollment	106	100		181	256	256
Attendance Rates							
	9 to 12	95.0%	94%		95.0%	95.0%	95.0%
	Average	95.0%	94%		95.0%	95.0%	95.0%
ADA							
	9 to 12	101	94		172	243	243
	Total ADA	101	94		172	243	243
	Economically Disadvantaged	5	5		9	14	14
	Free Lunch	5	5		7	13	13
	Reduced Lunch	15	15		20	25	25
	English Language Learners	25	25		-	-	-
Revenue							
	General Purpose Block Grant (9 - 12)	667,408	640,422	$6608 per ADA per CSDC	1,121,114	1,585,664	1,585,664
	Subtotal General Purpose Block Grant	667,408	640,422	Rates provided by CSDC	1,121,114	1,585,664	1,585,664
8015	State Aid	631,632	606,092		1,061,017	1,500,664	1,500,664
8780	Property Tax	35,776	34,330		60,097	85,000	85,000
8480	Charter Schools Categorical Block Grant	50,995	55,676	$419 per ADA per statute; includes $317 per ED & ELL student	81,557	110,928	111,109
	Subtotal - General Block Grant	718,403	696,098		1,202,671	1,696,592	1,696,773
8292	PCSGP	157,500	157,500		-	-	-
	Subtotal - Federal Income	157,500	157,500		-	-	-
8545	School Facilities (SB740)	50,813	38,964	Fund availability determined by state budget	51,829	52,866	53,923
8560	State Lottery Revenue	13,231	12,314	$131 per ADA per CDE	22,525	31,859	31,859
8591	Supplemental Hourly Revenue	9,994	9,400		17,354	25,036	25,537
0000	Arts & Music Block Grant	7,564	8,000	$16.81 per ADA; $3564 minimum	3,564	3,564	3,564
0000	Middle and High School Counseling	6,760	6,358		11,738	16,934	17,273
	Subtotal - Other State Income	91,896	75,036		107,011	130,259	132,156
8693	Field Trips	2,353	2,353		2,400	2,448	2,497
8699	Other Local Revenue	3,471	3,471		3,540	3,611	3,683
	Subtotal - Local Revenues	5,824	5,824		5,940	6,059	6,180
8694	Fundraising	2,505	1,908		2,555	2,606	2,658
8692	Donations - Private	100	100		-	-	-
	Subtotal - Fundraising and Grants	2,605	2,008		2,555	2,606	2,658
	TOTAL REVENUE	**976,228**	**936,466**		**1,318,178**	**1,835,517**	**1,837,768**
Expenses							
1000 Certificated Employees							
	Administration (Cert)	11,742	11,742	0 FTE currently but adding FT Principal in 09/10	63,654	65,564	67,531
	Teachers (Cert)	269,892	269,892	6 FTE currently, but adding teachers in out years	397,752	549,723	566,215
	Substitutes (Cert)	6,132	7,553	0 FTE	6,738	14,000	14,875

Nova Meridian Academy
Budget Summary

	2008/09 Budget - Forecast	2008/09 Budget - Approved 12/15/08	2008/09 Notes	2009/10 Budget - Forecast	2010/11 Budget - Forecast	2011/12 Budget - Forecast
Counselors	-	-		41,200	90,177	92,882
Stipend	6,125	6,125		14,000	20,000	25,000
SUBTOTAL	**293,891**	**295,312**		**523,343**	**739,463**	**766,502**
2000 Classified Employees						
Administration (Class)	28,949	36,472	1.5 FTE	29,817	30,712	31,633
Instruction (Class)	25,120	20,900	3 FTE, but adding AVID tutors in out years	29,767	43,921	45,239
SUBTOTAL	**54,069**	**57,372**		**59,584**	**74,633**	**76,872**

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Nova Meridian Academy
Budget Summary

	2008/09 Budget - Forecast	2008/09 Budget - Approved 12/15/08	2008/09 Notes	2009/10 Budget - Forecast	2010/11 Budget - Forecast	2011/12 Budget - Forecast
3000 Employee Benefits						
3401· Health Insurance	24,000	36,000	$4000 per FTE per year. Growing at 14% per year.	41,040	72,778	82,966
3301· Social Security/Medicare/ETT	10,666	11,007		16,897	24,570	25,331
3501· Unemployment Insurance - State	5,444	5,413		4,275	5,950	5,236
3101 STRS	20,694	20,694	8.25% of Certificated Salaries	35,449	48,065	49,507
3601· Worker's Comp	6,525	6,525	2.3% of Gross Pay	13,295	18,567	19,235
SUBTOTAL	**67,329**	**79,666**		**110,956**	**169,931**	**182,276**
4000 Books and Supplies						
4100 Textbooks and Core Materials	19,797	19,500	$197/pupil with decreasing per pupil expenses in out years	20,000	20,400	21,000
4200 Books and Other Reference Materials	5,067	2,500	$51/pupil with decreasing per pupil expenses in out years	4,000	4,080	4,162
4315 Custodial Supplies	2,000	2,000		3,500	4,500	5,000
4320 Educational Software	1,000	-		1,020	1,040	1,061
4325 Instructional Materials	17,238	17,000	incl $100/std for Baldrige	17,583	17,934	18,293
4330 Office Supplies	7,850	6,300		7,000	7,140	7,283
4335 PE Supplies	1,296	1,000		1,500	1,530	1,561
4410 Classroom Furniture and Equipment	8,300	9,300		10,000	15,000	5,000
4420 Computers	26,000	23,900		18,000	20,000	22,000
4430 Office Furniture and Equipment	11,225	11,000		15,000	7,000	7,000
4720 Other Food	780	600		796	812	828
SUBTOTAL	**100,962**	**94,800**		**98,816**	**99,862**	**93,621**

Nova Meridian Academy
Budget Summary

		2008/09 Budget - Forecast	2008/09 Budget - Approved 12/15/08	2008/09 Notes	2009/10 Budget - Forecast	2010/11 Budget - Forecast	2011/12 Budget - Forecast
5000	**Services and Other Operating Expenditures**						
5803	Accounting Fees	7,300	7,300		7,446	7,595	7,747
5809	Banking Fees	600	600		612	624	637
5812	Business Services	72,585	69,648	7.5% of governmental revenues	98,226	137,014	137,170
5910	Communications - Internet / Website Fees	1,800	1,800		1,836	1,873	1,910
5920	Communications - Telephone & Fax	3,500	4,200	Two phone and fax lines	3,570	3,641	3,714
5210	Conference Fees	2,265	1,000	AVID, CCSA conferences	2,310	7,000	9,000
5854	Consultants - Other	11,000	5,000		10,000	20,000	22,000
5824	District Oversight Fees	7,097	6,874	1.0% of General & Categorical Block Grants	11,932	16,876	16,876
5305	Dues & Membership	1,545	1,150		1,576	1,607	1,640
5310	Dues & Membership - Subscriptions	200	200		204	208	212
5605	Equipment Leases	3,600	3,600		3,672	7,200	10,800
5830	Field Trips	1,700	667		1,734	1,500	2,000
5450	Insurance - Other	8,168	8,168		12,000	15,000	18,000
5844	Interest Expense	-	-	CDE Revolving Loan interest payments in out years	11,038	3,891	1,566
5515	Janitorial Services	12,000	12,000	$1,000 per month increasing with additional pupils	15,600	18,000	24,000
5845	Legal Fees	5,000	5,000		5,100	5,202	5,306
5851	Marketing and Student Recruiting	15,000	15,000		15,000	18,000	18,000
5899	Miscellaneous Operating Expenses	3,000	3,000		3,060	4,000	4,500
5857	Payroll Fees	3,600	3,600		4,800	6,000	6,600
5915	Postage and Delivery	1,701	1,600	$16 per Student	2,954	4,261	4,347
5860	Printing and Reproduction	4,500	4,500		4,590	5,000	6,000
5863	Professional Development	2,000	3,500		7,000	10,000	13,000

Nova Meridian Academy
Budget Summary

		2008/09 Budget - Forecast	2008/09 Budget - Approved 12/15/08	2008/09 Notes	2009/10 Budget - Forecast	2010/11 Budget - Forecast	2011/12 Budget - Forecast
5875	Recruiting - Staff	1,000	1,000		3,000	5,000	6,000
5610	Rent	119,376	119,376	Based on current lease with plans to move in 2010	150,000	216,000	222,000
5615	Repairs and Maintenance - Building	4,500	4,500		4,590	3,000	4,000
5616	Repairs and Maintenance - Computers	500	500		510	1,000	1,500
5699	Rentals, Leases & Repairs - Other	624	500		636	1,000	1,500
5520	Security	-	-		-	-	5,000
5878	Student Assessment	2,000	2,000		2,040	2,081	2,122
5881	Student Information System	2,775	1,775		2,831	4,000	5,000
5893	Transportation - Student	5,363	4,600		5,470	6,000	7,000
5225	Travel - Meals & Entertainment	1,000	1,500		1,020	2,000	3,000
5215	Travel - Mileage, Parking, Tolls	1,000	1,000		1,020	2,000	3,000
5220	Travel and Lodging	2,300	4,000		2,346	6,000	7,000
5510	Utilities - Gas and Electric	14,400	14,400	$1,200 per month increasing with additional students	15,600	18,000	24,000
5896	Website Development	-	-		-	-	-
	SUBTOTAL	**338,632**	**313,558**		**424,185**	**571,653**	**617,447**
6000 Capital Outlay							
6200	Buildings & Improvement of Buildings	1,459	5,000		5,000	10,000	10,200
	SUBTOTAL	**1,459**	**5,000**		**5,000**	**10,000**	**10,200**
	TOTAL EXPENSES	**856,341**	**845,708**		**1,221,884**	**1,665,542**	**1,746,918**