Safety Operations Plan
2016 - 2017
Safety Operations Plan

The California Montessori Project’s Plan for Ensuring a Safe, Healthy and Productive Learning Environment for our Stakeholders.

Central Administration Offices
5330 Gibbons Dr., Ste 700
Carmichael, CA  95608
(916) 971-2432
(916) 971-2436 fax

American River Campus
6838 Kermit Lane
Fair Oaks, CA  95628
(916) 864-0081
(916) 864-0084 fax

Capitol Campus
2635 Chestnut Hill Dr.
Sacramento, CA  95826
(916) 325-0910
(916) 325-0912 fax

Carmichael Campus
5325 Engle Road, Ste 200
Carmichael, CA  95608
(916) 971-2430
(916) 971-2435 fax

Elk Grove Campus at Bradshaw
9649 Bradshaw Road
Elk Grove, CA  95624
(916) 714-9699
(916) 714-9703 fax

Elk Grove Campus at EG Blvd
8828 Elk Grove Blvd., #4
Elk Grove, CA  95624
(916) 714-9702
(916) 686-4386 fax

Orangevale Campus
6545 Beech Avenue
Orangevale, CA  95662
(916) 673-9389
(916) 673-9396 fax

Shingle Springs Campus
4645 Buckeye Road
Shingle Springs, CA  95682
(530) 672-3095
(530) 672-3097 fax
CMP Safety Plan Contributors

- James Hartley, CMP Safety Coordinator
- Carrie Klagenberg, Administrative Assistant
- Mary Percoski, Student Information Services
- Heather Stanley, Human Resource Generalist
- Marina Chinn, Club Montessori Network Coordinator
- RaDene Girola, Principal, CMP-American River
- Bernie Evangelista, Principal, CMP-Capitol
- Julie Miller, Principal, CMP-Carmichael
- Kathleen Merz, Principal, CMP-Elk Grove
- Kim Aldridge, Principal, CMP-Orangevale
- John Meinz, Dean of Students, CMP-American River
- Richard Stanley, Dean of Students, CMP-Carmichael
- Rebecca Marsolais, Dean of Students, CMP-Orangevale
- Lori Henderson, Administrative Assistant, CMP-American River
- Elizabeth Parks, Administrative Assistant, CMP-Carmichael
- Elizabeth McCarthy, Administrative Assistant, CMP-Capitol
- Julie Hemenway, Administrative Assistant, CMP-Elk Grove BR
- Maria Pavich, Administrative Assistant, CMP-Elk Grove EG
- Monica Charron, Administrative Assistant, CMP-Shingle Springs
Safety Operations Plan Annual Review

California Montessori Project’s Safety Operations Plan was developed collaboratively with all CMP sites and reviewed for the 2016 – 2017 school year on January 11, 2016 by:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Hartley</td>
<td>Network Safety Coordinator</td>
</tr>
<tr>
<td>Carrie Klagenberg</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Marina Chinn</td>
<td>Club Montessori Network Coordinator</td>
</tr>
<tr>
<td>John Meinz</td>
<td>Dean of Students, CMP-American River</td>
</tr>
<tr>
<td>Richard Stanley</td>
<td>Dean of Students, CMP-Carmichael</td>
</tr>
<tr>
<td>Rebecca Marsolais</td>
<td>Dean of Students, CMP-Orangevale</td>
</tr>
<tr>
<td>Elizabeth McCarthy</td>
<td>Administrative Assistant, CMP-Capitol</td>
</tr>
<tr>
<td>Maria Pavich</td>
<td>Administrative Assistant, CMP-Elk Grove</td>
</tr>
<tr>
<td>Monica Charron</td>
<td>Administrative Assistant, CMP-Shingle Springs</td>
</tr>
</tbody>
</table>

____________________________________
James Hartley, CMP Safety Coordinator

Governing Board Approval

California Montessori Projects Safety Operations Plan was developed collaboratively with all CMP sites and approved by the CMP Governing Board on February 8, 2016.

_________________________  _________________________
Rob Henderson            Gary Bowman
Governing Board President CMP Executive Director
Safety Operations Plan

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 California Montessori Project (CMP) developed a Comprehensive School Safety Plan which includes a Site Emergency Response Plan and will help guide the CMP school administrators with their safety and response plans. Each of these plans will address policies and procedures, hazard prevention, emergency preparedness, response and recovery. These plans adopt both the framework of the National Incident Management System (NIMS) and the model of the Standardized Emergency Management System (SEMS), developed by the State of California and are designed to centralize, organize and coordinate emergency response among various CMP organizations and public agencies. NIMS/SEMS provide an effective framework for managing emergencies ranging from minor incidents to major earthquakes.

Mission
CMP’s mission for the Safety Operations Plan is to provide a Comprehensive Safety Plan and a Site Emergency Response Plan for ensuring a safe, healthy and productive learning environment for all stakeholders.

CMP’s Safe School Vision
1. CMP will provide a safe, orderly and secure environment to learning.
2. CMP will create a school in which students will attend regularly and be safe from both physical and social-psychological harm.
3. CMP will solicit the participation and views of stakeholders to promote a safe and healthy environment.
4. CMP will develop a plan to work cooperatively and collaboratively with parents, students, staff, administrators and community agencies to provide a safe and orderly school and neighborhood.
5. CMP will provide training opportunities to staff and students which will promote preparedness in the event of an emergency.
Safety Operations Plan
Table of Contents

Preface (includes our Mission and Philosophy)

Plan 1: CMP Comprehensive School Safety Plan

Introduction

Plan 1: Section 1: School Climate
  1.1.1 Assessment of Current Status of School Crime.............. 1
  1.1.2 Strategies to Maintain a High Level of School Safety..... 1

Plan 1: Section 2: Child Abuse Reporting and Procedures
  1.2.1 Child Abuse Reporting .............................................. 1
  1.2.2 Child Abuse Reporting Procedures .......................... 2

Plan 1: Section 3: Behavior and Discipline Procedures

Plan 1: Section 4: Suspension and Expulsion Policy
  A. Grounds for Suspension and Expulsion of Students .......... 2
  B. Enumerated Offenses .................................................. 2
  C. Suspension Procedure .................................................. 12
  D. Authority to Expel ...................................................... 13
  E. Expulsion Procedures .................................................. 13
  F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses ........................................ 14
  G. Record of Hearing ...................................................... 16
  H. Presentation of Evidence .............................................. 16
  I. Written Notice to Expel ................................................. 16
  J. Disciplinary Records ................................................... 17
  K. No Right to Appeal ...................................................... 17
  L. Expelled Pupils/Alternative Education .......................... 17
  M. Rehabilitation Plans .................................................... 17
  N. Readmission ............................................................. 17
  O. Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities ......................... 18

Plan 1: Section 5: Teacher Notification of Dangerous Students

Plan 1: Section 6: Sexual Harassment and Discrimination Policy

Plan 1: Section 7: Dress Code
  1.7.1 Policy .................................................................. 1
  1.7.2 Guidelines ............................................................. 1
  1.7.3 Campus Dress Code .................................................. 1

Plan 1: Section 8: Peace Education/Anti-Bullying Policy
Plan 1: Section 9: Safe and Orderly Learning Environment

Plan 1: Section 10: Procedures of Safe Ingress and Egress of Stakeholders
1.10.1 Drop off and Pick up Procedures
1.10.2 Visitor Procedures

Plan 2: Site Emergency Response Plan (SERP)

Introduction
1. Goal
2. Purpose
3. Authority
4. Scope
5. Application of the Plan
6. Decision to Activate
7. Expectations & Assumptions
8. Limitations
9. Site Emergency Response Plan Framework

Plan 2: Section 1: Risk Assessment
2.1.1 Preparedness, Prevention & Mitigation Overview
2.1.2 Hazard Analysis Summary
Table: High-Priority Hazards

Plan 2: Section 2: Incident Command System
2.2.1 Incident Command System (ICS)
2.2.1.1 Incident Management
2.2.1.2 Transfer of Command
2.2.1.3 Designated Alternates
2.2.1.4 Assignment of Responsibilities
2.2.1.5 Levels of Emergency
Table 2.2.1: Levels of Emergency

2.2.2 Site Emergency Response Plan Functions
2.2.2.1 Management (Incident Command)
2.2.2.2 Planning and Intelligence
2.2.2.3 Operations
2.2.2.4 Logistics
2.2.2.5 Finance and Administration

2.2.3 Site Emergency Response Team (SERT)
2.2.3.1 Management (Incident Command Team)
2.2.3.1.1 Incident Commander
2.2.3.1.2 Public Information Officer
2.2.3.1.3 Safety Officer
2.2.3.1.4 Agency Liaison Officer
2.2.3.2 Planning and Intelligence Team ....................................... 10
  2.2.3.2.1 Planning and Intelligence Officer............................... 10
  2.2.3.2.1.1 Scribe .......................................................... 10
  2.2.3.2.1.2 Communications Officer .................................. 11

2.2.3.3 Operations Team .......................................................... 12
  2.2.3.3.1 Operations Officer ............................................... 12
    2.2.3.3.1.1 Assembly Area Team ..................................... 12
    2.2.3.3.1.2 First Aid Medical Team .................................. 13
    2.2.3.3.1.3 Search and Rescue Team ................................. 15
    2.2.3.3.1.4 Fire Suppression/Hazmat Team.......................... 17
    2.2.3.3.1.5 Psychological First Aid Team ............................ 18
    2.2.3.3.1.6 Request Gate Team ....................................... 19
    2.2.3.3.1.7 Reunion Gate Team ....................................... 20

2.2.3.4 Logistics Team ............................................................ 22
  2.2.3.4.1 Logistics Officer ............................................... 22
    2.2.3.4.1.1 Supply/Equipment Team .................................. 22
    2.2.3.4.1.2 Security/Utilities Team ................................. 24

2.2.3.5 Finance and Administration Team .................................. 26
  2.2.3.5.1 Finance and Administration Officer ......................... 26

Flow Chart: Incident Command Team ......................................... 27

Plan 2: Section 3: Emergency Situation Protocols
Initial Response to Emergencies............................................... 1
  2.3.1 Identify Type of Emergency ......................................... 1
    2.3.1.1 Aircraft Crash ................................................ 2
    2.3.1.2 Animal Disturbance ........................................... 3
    2.3.1.3 Armed Assault on Campus .................................. 4
    2.3.1.4 Biological or Chemical Release ............................. 5
    2.3.1.5 Bomb Threat ................................................... 9
    2.3.1.6 Bus Disaster ................................................... 11
    2.3.1.7 Disorderly Conduct .......................................... 14
    2.3.1.8 Earthquake ................................................... 15
    2.3.1.9 Explosion/Risk of Explosion ................................ 17
    2.3.1.10 Fire in Surrounding Area .................................. 21
    2.3.1.11 Fire on School Grounds .................................... 22
    2.3.1.12 Flooding ...................................................... 23
    2.3.1.13 Loss or Failure of Utilities ................................ 24
    2.3.1.14 Motor Vehicle Crash ....................................... 26
    2.3.1.15 Psychological Trauma ....................................... 28
    2.3.1.16 Suspected Contamination of Food or Water ............... 29
    2.3.1.17 Threat of Violence .......................................... 30
    2.3.1.18 Unlawful Demonstration/Walkout ............................ 32
2.3.2 Identify Level of Emergency .............................................. 33

2.3.3 Determine Immediate Response Actions ......................... 34
  2.3.3.1 Drop, Cover and Hold On ........................................ 34
  2.3.3.2 All Alert .................................................................. 35
  2.3.3.3 Shelter-In-Place ...................................................... 36
  2.3.3.4 Lock Down ............................................................. 37
  2.3.3.5 Evacuate Building .................................................. 38
  2.3.3.6 Off-Site Evacuation ................................................ 39
  2.3.3.7 All Clear ................................................................. 40

Plan 2: Section 4: Emergency Drills
  2.4.1 Fire Drill ..................................................................... 1
  2.4.2 Shelter-In-Place Drill .................................................. 2
  2.4.3 Lock Down Drill ........................................................ 3
  2.4.4 Earthquake Drill ......................................................... 4

Plan 2: Section 5: Communication Plan
  2.5.1 Single Source Policy .................................................... 1

  2.5.2 Internal Communication ............................................. 1
    2.5.2.1 Communication Between Staff/Faculty Members .......... 1
    2.5.2.2 Communication with the Central Administration Office ... 2

  2.5.3 External Communication ............................................ 2
    2.5.3.1 Communication with Parents .................................... 2
    2.5.3.2 Communication with the Media ................................ 2
    2.5.3.3 Communication with First Responders ...................... 3
    2.5.3.4 Communication after an Incident ............................. 3
    2.5.3.5 Communication Regarding Personal Injury or Death ...... 3

  2.5.4 Communication Tools ................................................. 4
    2.5.4.1 Standard Telephone .............................................. 4
    2.5.4.2 Two-Way Radio .................................................... 4
    2.5.4.3 Cellular Phones ................................................... 4
    2.5.4.4 Mass Communication System ................................ 4
    2.5.4.5 The Site Based Intercom System ............................ 4
    2.5.4.6 Bullhorns ............................................................ 4
    2.5.4.7 Computers .......................................................... 4
    2.5.4.8 Alarm Systems ..................................................... 4
    2.5.4.9 Whistles ............................................................. 4

  2.5.5 Contact Information ................................................... 5
    2.5.5.1 Parent Contact Information ..................................... 5
    2.5.5.2 School Personnel .................................................. 5
    2.5.5.3 Emergency Phone Numbers .................................... 5
Plan 2: Section 6: Procedures

2.6.1 Training Procedures ................................................................. 1
2.6.2 Documentation ........................................................................ 1
2.6.3 Evaluations .............................................................................. 2

Glossary

Appendices

Appendices for Plan 1: Section 1: School Climate

1-1-1 Assessment of Current State of School Crime
1-1-2 Strategies

Appendices for Plan 1: Section 10: Campus Specific Drop off and Pick up procedures and/or map

1-10-1 Campus Specific Drop off and Pick up procedures and/or map

Appendices for Plan 2: Section 1: Risk Assessment

2-1-1 Risk Assessment Template
2-1-2 Risk Assessment Tool 1: Six Steps to Hazard Analysis
2-1-3 Risk Assessment Tool 2: Building Checklist
Identifying School-Based Hazards – Building Mitigation Checklist
2-1-4 Risk Assessment Tool 3: School Grounds Checklist
Identifying School-Based Hazards – School Grounds Mitigation Checklist
2-1-5 Risk Assessment Tool 4: Neighborhood Checklist
Identifying Potential Hazards in the Neighborhood and Community Checklist
2-1-6 Risk Assessment Tool 5: Possible Hazards
2-1-7 Risk Assessment Tool 6: Hazard & Risk Assessment Worksheet
2-1-8 Risk Assessment: Site Map of the Building
2-1-9 Risk Assessment Vicinity Map

Appendices for Plan 2: Section 2: ICS

2-2-1 ICS Template
2-2-2 Public Information Officer Actions and Communications Log
2-2-3 Scribe Actions and Communications Log
2-2-4 Status Board Example
2-2-5 Injury and Missing Persons Report Form
2-2-6 Injury Record Form
2-2-7 Damage Assessment Report Form
2-2-8 Student Release Log
2-2-9 Recommended Classroom Emergency Supplies
2-2-10 Recommended School Emergency Supplies
2-2-11 Financial Emergency Developments & Response Actions Log
2-2-12 Financial Expenditures Tracking
Appendices for Plan 2: Section 3: Emergency Situation Protocols
2-3-1  Biological and Chemical Release Response Checklist
2-3-2  Bomb Threat Report
2-3-3  Food or Water Contamination Report Form

Appendices for Plan 2: Section 4: Drills
2-4-1  Emergency Drill Record

Appendices for Plan 2: Section 5: Communication Plan
2-5-1  School Personnel Emergency Contact Numbers
2-5-2  External Emergency Phone Numbers

Appendices for Plan 2: Section 6: Procedures
2-6-1  Staff Training Log
2-6-2  Incident Summary Report

Appendices for CMP-American River

Appendices for CMP-Capitol

Appendices for CMP-Carmichael

Appendices for CMP-Elk Grove

Appendices for CMP-Shingle Springs

Appendices for CMP-Orangevale