

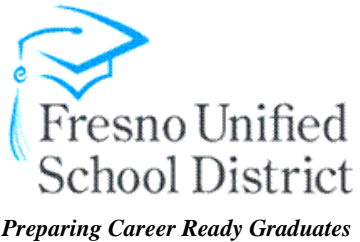
VPA Safe School Plan Checklist

This year, the Safe School Plan will be electronically submitted to Share Point on the Safety Website. The Safety Office will receive 3 Hard Copies of the *signature page and evacuation maps* (both stage 1 and stage 2). Safety Plans are due on or before March 1, 2014. These hard copies will be delivered to your area Area Superintendent, Board Room and Safety Office.

E	CDS Code
E	Safe School Leadership Team
E	School Safety Walk
E	Threat Assessment Management Team
E	First Aid Responders
E	Name of person responsible for monthly AED checks (if applicable)
E	Immediate Care Responders
E	Pandemic Influenza Parent Reunification Plan including:
E	• Location
E	• Team Members
E	Fire Drill Schedule
E	Lockdown Drill Schedule
E	Earthquake Drill Schedule
E	Lockdown Procedure
E	Phone Tree
E	Campus Visibility Deployment of Staff
HC	Signature Page
HC	Site Evacuation Map
HC	Off Campus Evacuation Map (map of site if available and evacuation plan)
E	E Mail your Safe School Plan to Ellen.Bartel@fresnounified.org (Ellen will UPLOAD your SSP)

E=Electronically
HC=Hard Copy

Note: Print hard copies of entire plan (pages 1-50) including Threat Assessment Procedures and Protocol - give to your management team.



**Fresno Unified School
Comprehensive Safe School Plan
(Education Code Section 32280-32288)
At Valley Preparatory Academy Charter School
CDS Code
10-62166-0106740
From: 2014 TO 2015**

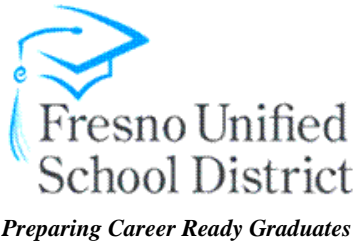
FUSD Core Belief: A safe learning and working environment is crucial to student learning.

Contact Person: Shelly Melton-Lether

Position: Executive Director

Telephone Number: (559) 225-7737

E-Mail address: shelly.letter@valleyprep.com



Fresno Unified School District

Comprehensive Safe School Plan

Board of Education

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Andrew De La Torre – Director of Benefits and Risk Management

District Manager II, Emergency Planning/Crisis Response
Armand Chavez

March 2014

Purpose and Scope

The Fresno Unified School District (FUSD) Comprehensive Safe School Plan (CSSP) provides guidance and direction to principals, faculty and staff who have emergency management responsibilities. The ERP along with the School Comprehensive Safe School Plan shall be used during an emergency incident involving a FUSD School facility.

Key Emergency Contact

After contacting 911, it is imperative during an emergency to contact Susan Bedi, FUSD Communications Office as quickly as possible. She will respond immediately to the emergency and alert the appropriate members of the District Safety Team.

Safe School Leadership Team (SSLT)

Each FUSD facility and administrative site will have a Safe School Leadership Team (SSLT) to take charge of the emergency, respond effectively, protect the occupants of the facility and reduce the risk of physical injury, property damage and business interruption.

Standardized Emergency Management System (SEMS) is the system required by Government Code 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: **Field Response, Local Government, Operational Area, Regional and State.**

The school site Safe School Leadership Team (SSLT) carries out the Field Response level of crisis and emergency management, the District School Safety Team functions at the Local Government level in this system. By organizing our crisis response plans according to SEMS, both school sites and the District are positioned to integrate services when an incident occurs on an area, regional or state level.

By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system,
- Facilitate coordination among all responding agencies.

Use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS will reduce the incident of poor coordination and communications, and reduce resource ordering duplication on multi-agency and multi-jurisdiction responses. SEMS is designed to be flexible and adaptable to varied disasters that occur in California and to the needs of all emergency responders.

Essential Management Functions: SEMS has five essential functions adapted from Incident Command System (ICS). The Field Response uses the five primary ICS functions: **Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration.** The term management is used instead of command at all levels except Field Response. The titles of the other functions remain the same at all levels.

Under the SEMS, tasks are delegated to members of the SSLT to successfully handle critical incidents. The SSLT member is then responsible for the task assigned and serves as the manager of the task. This type of delegation allows each manager to focus on just one or two aspects of the incident. These managers then

provide information to the incident commander (principal) and assist them in making informed decisions. Using this organizational system during a critical incident creates clear communication channels that will reduce the amount of confusion and chaos.

Permanently assigning specific areas of responsibility to members of the Safe School Team provides each member with the opportunity to specialize in the management of his/her area.

The SEMS can also address the uncertainty of exactly who will be in the building during an emergency. When assigning the management of critical roles in the SEMS, assign an alternate for each role to assure coverage at all times. This may require some individuals to be responsible for more than one task if the primary manager were out of the building. While the SEMS identifies roles for the members of the SSLT, all school faculty members should know their specific functions during an emergency. Teachers with students in class will have specific functions, as will teachers not assigned a class when an emergency occurs. It is imperative to emergency operations that SEMS roles and responsibilities are assigned and understood by the Safe School Leadership Team members. The Roles & Responsibilities outline above in this document will also assist the Incident Commander if one or more team members/alternates are not available. City emergency responders use the SEMS to manage emergency events. Because of this, a school with assigned roles for administrators and teachers will be able to work more efficiently with city agencies.

Directions

1. Establish:

- ✓ Safe School Leadership Team
- ✓ Safety Walk
- ✓ Threat Assessment Team/Student Wellness Team
- ✓ First Aid Responders
- ✓ Pandemic Influenza Management Plan with reunification team and on campus location established for student/parent reunification.

2. Complete School Safety Walk

3. Stage 1 Site Evacuation maps are developed by Maintenance. If you need to adjust your evacuation map, please notify Lucy Baisa at lucia.baisa@fresnounified.org

4. Stage 2 Off campus evacuation (map of site and plan).

5. Establish:

- ✓ 2014 – 2015 Fire Drill Schedule – Once per month at the elementary and middle school level and three times per year at the high school. (before/after school, lunch, instructional time)
- ✓ 2014-2015 Lockdown drill – Three times per year – (before/after school, lunch, instructional time).
- ✓ 2014-2015 Earthquake Drill (Duck and Cover once a quarter at the elementary and middle school level and two times at the high school)
- ✓ School Phone Tree
- ✓ Visibility of staff deployment plan

Note: The strategies for improving school safety/climate pages are no longer required. They have been placed in the Single Plan for Student Achievement.

6. Update the templates of the plan to reflect current areas of responsibility at your site.

7. Work closely with the school site council. Remember the school site council has the responsibility of approving the final plan and must be involved in its development. (SSC meeting for approval must be prior to March 1.) Please calendar a meeting in January or February to discuss and approve plan.

8. Submit your Comprehensive Safe School Plan to Ellen.Bartel@fresnounified.org, Secretary of Safety & Security Office, she will Upload your SSP to SharePoint Website for Board approval.

Completed plans must be submitted no later than March 1 of the school year.

Safe School Leadership Team

Please note that the Safe School Leadership Team functions have been organized to align with the District Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). Depending on staff available, team members may serve multiple roles. For example, the Principal may serve as both incident commander and Operations officers etc.

In the event of an emergency situation, the Safe School Leadership Team should report to a designated location to oversee and provide directions during the emergency situation. The principal and/or designee in charge are to facilitate the following: (1) secure the area, (2) check for damage, (3) assess injury situations, and (4) report findings to the Assistant Superintendent. Safe School Leadership Team is listed below.

Safe School Leadership Team

		Name	Phone
Incident Command	Principal/Executive Director Assistant Director	Shelly Melton-Lether Corrie Sands	(559) 225-7737/ 559-470-4750 /559-250-1195
Planning/Operations	Operations/Maintenance/Security	Peter Reta	(559) 994-8237
Intelligence	Administration/Financial Secretary	Terri Martin	(559) 225-7737
Other	Kitchen Manager	Janice Walstrom/Lisa Taylor	(559) 485-8155
Maintenance	Maintenance Manager	Brennan Ferreira	(559) 351-0087

SCHOOL SAFETY WALK

After establishing your Safe School Leadership Team, the “Safety Walk” of your site must be done to assess safety conditions, emergency access, evacuation routes, PA system etc... This information is vital in the development of your Safety Plan.

<i>Exterior of School Building</i>	<i>Checked & in order</i>	<i>Needs Attention</i>	<i>J-Order in process</i>
Gates - lockable	X		
Fences - stable and no broken areas	X		

Appropriate school zone signs in position	n/a		
Free of graffiti	X		
External utilities secured and locked	X		
Roof hatches secured and locked	n/a		
Shrubs trimmed	X		
Doors and windows in working order and lockable from inside	x		
Outdoor lighting illuminate all areas of use during night hours	X		
Exterior cameras in good working order where applicable			X
PA system in good working order and has the ability to be used outdoors (i.e. field area)			X
Playground equipment safe and fall-protection material placed on the ground below equipment	X		
Athletic facilities & external building are secured & illuminated at night	X		
Dumpsters and garbage cans are secured	X		
Parking lots are well-lit	X		
No parking zone within 5ft. of the building	X		
Sidewalks free from cracks and tripping hazards		X	
Fields are free from potholes		X	
Bike racks secured and placed in a locked cage		X	
Gym bleachers are safe and in working condition	n/a		
<i>Interior of School</i>	<i>Checked & in order</i>	<i>Needs Attention</i>	<i>J-Order in process</i>
Doors and windows are in working order and lockable from inside	X		
Exit lights in working order	X		
Universal evacuation signage is posted in every room near the door and in hallways	X		
The District Emergency Telecommunication Center's number is posted in every room	x		
Computer/server rooms secured and appropriately ventilated	X		
Hallways are free from obstructions (furniture, music instruments, large art displays etc.)	X		
Visitor pass protocol is in effect	X		
Staff wear ID badges	X		
<i>Classroom</i>	<i>Checked & in order</i>	<i>Needs Attention</i>	<i>J-Order in process</i>
Classroom emergency guide is posted	X		
Emergency folder is easily accessible	X		

Evacuation map is posted	X		
Classroom phone has the emergency phone # sticker	X		
Doors and windows are lockable from the inside	X		
Peepholes are installed	X		

<i>Equipment Needs</i>	<i>Have enough</i>	<i>Need</i>	<i>How many?</i>
Vests	X		
Radios	X		
Crossing guard signs	X		
Cones for parking	X		
Caution signs	X		
Golf carts	n/a		
First aid kits	X		
Other			

NOTES:

BP 2250 Principal's Designee

Stage 2 Evacuation (Off Campus)

In the case of a Stage 2 Evacuation, all students/staff will travel to the following site and wait instruction.

SITE – Lion Park parking lot is North of the Park = The parks locating is at corner of Marks and Emerson

ALTERNATE SITE – Apartments across the street/ Large Grassy Area / Ashlan Gardens/Manager: (559) 225-0403

Contact Person: Peter Reta Phone: (559) 994-8237

Student holding areas: Please take into consideration all special needs of your students when deciding holding areas

Elementary

SPED _____ **Same as above** _____

Pre-school/ Kinders _____ **Same as above** _____

Primary _____ **Same as above** _____

Upper _____ **Same as above** _____

ED _____ **Same as above** _____

Secondary (Same as above)

7th _____

9th _____ N/A _____ 11th

8th _____

10th _____ 12th _____

SPED _____

PACE _____

**Fresno Unified School District
THREAT ASSESSMENT MANAGEMENT TEAM (TAMT)
(Student Wellness Team)**

When a school identifies an individual or group that may pose potential harm to themselves or others, the school will convene their Threat Assessment Management Team (**TAMT**).

The task of the TAMT is to assess the level of threat posed; determine what level of response the school site will initiate; what district resources may be required and what response may be needed.

This team should work with outside agencies when making referrals under Welfare and Intuitions Code 5150.

The team will oversee and document the school site's response to threats, 5150 referrals and plan for monitoring or services that may need to occur after the crisis has passed.

When engaged in the FUSD 5150 referral process, this team becomes a Student Wellness Team. The team may expand at that point to include other staff, parents or whoever else may be required to monitor the student's well being when and if returned to school.

STAFF MEMBER	TITLE	ALTERNATE	ALTERNATE
Shelly Melton-Lether	Administrator	Director, Assistant Director or Designee	
Sheena Villarreal	Counselor	School Psychologist or Student Assistants, (SAP) Counselor, Counselor Trained in Threat Assessment	FUSD School Psychologist
Peter Reta	Campus Safety Director	Fresno Police Department 911	
Cecilia Garcia	School Nurse	School Social Worker or other staff determined by the principal	

FIRST AID RESPONDERS

Each district site must have designated First Aid responders who are first to provide assistance when needed. **Annually, identify those staff members who have current training in CPR and First Aid.** In an emergency situation, any staff member may provide assistance. Insure that there are an adequate number of people trained in first aid in addition to the crisis response team.

The following staff members are designated emergency first aid responders for the **2014 – 2015** school year at Valley Preparatory Academy Charter School.

CPR/AED	FIRSTAID	Expiration	NAME	TITLE	Room/Phone
X	X	09/16	Cecilia Garcia	School Nurse	Office/(559)225-7737
X	X	09/16	Peter Reta	Campus Safety Director	Office/(559) 994-8237
X		2/14	Laura Drury	Secretary	Office/(559) 225-7737
X		2/14	Terri Martin	Office Manager	Office/(559) 225-7737
X	X	2/14	Corrie Sands	Site Director	RM 11/(559) 225-7737/559-250-1195
X		2/14	Michael Lee	IT Supervisor	Cafeteria/(559) 907-1248
X	X	2/14	Shelly Melton-Lether	Director	Office/(559) 225-7737/559-470-4750

AED (Automated External Defibrillator) Maintenance Checks

Please list the person(s) who are responsible for the monthly AED maintenance check. (If applicable)

NAME: Cecilia Garcia	TITLE: School Nurse
Peter Reta	Campus Safety Director

Emergency First Aid Guidelines for California Schools is the guide for providing first aid.

The guidelines and first aid supplies are located in the health office. Additional supplies (red 1st aid bags) at the high schools are located in the boy's gym, girl's gym, and may also be in shop classes.

The guidelines chart contains Universal Precautions for blood borne pathogens. Any time an employee is involved in a possible blood exposure incident, it shall be reported as a Worker's Compensation incident.

CPR PRECAUTIONS

To minimize the risk of infectious disease transmission during emergency mouth-to-mouth resuscitation, mouthpieces, shields, pocket masks, or other ventilation devices shall be used. Such equipment shall be stored with first aid equipment in the health office.

Unless the scope of the crisis/first aid response is prohibitive, the appropriate student and/or the emergency employee accident reports are to be completed as per usual District policy.

IMMEDIATE CARE RESPONDERS

Identify all persons who are trained in monitoring and providing medical care for students with significant health conditions (severe allergies, severe asthma, diabetes, seizures, and specialized healthcare procedures, such as catheterizations, GT feeding etc.). Staff will need to provide for the medical needs of these students, if they remain at school for a significant amount of time. Nurse to be responsible for training designated personnel every year to monitor and provide medical care for students with significant health conditions.

The following staff members are designated Immediate Care Responders for the **2014-2015** school year at Valley Preparatory Academy school.

NAME	TITLE	ROOM/PHONE
Shelly Melton-Lether	Executive Director/Principal	Office/559-225-7737
Cecilia Garcia	School Nurse	Office /559-225-7737
Peter Reta	Campus Safety	Office # 2/559-994-8237/559-225-7737 Ex.111

*a confidential list of all students in the category must be kept in nurse's office as well as with the school safety coordinator.

Each school has an Emergency First Aid Bag (for disaster only) stocked with first aid supplies. High schools have two bags. The "Emergency First Aid Guidelines for California Schools" and the Emergency Bags are located in the health office (high schools should store the second bag in the gym or shop areas or in the Safety Coordinators office.

Communication

List the modes of communicating with your staff in the case of a crisis.

Primary Radio's or Intercom

Alternate Phone System

Alternate Person Cell Phone

Fresno Unified School District Pandemic Influenza Management Plan

The Fresno Unified School District Pandemic Influenza Management Plan consists of several components including the Fresno Unified School District Comprehensive Safe School Plan, Appendixes, Emergency Support Functions, Support Annexes and Incident Annexes. The Pandemic Influenza Management Plan is one of several Incident Annexes and therefore serves to augment the FUSD Comprehensive Safe School Plan and other components. In order to ensure efficient and effective emergency management, the FUSD Pandemic Influenza Management Plan document must be implemented in its entirety.

PHASES OF A PANDEMIC

The World Health Organization (WHO), the medical arm of the United Nations, has developed a global influenza preparedness plan that includes a classification system for guiding planning and response activities for an influenza pandemic. This classification system is comprised of six phases of increasing public health risk associated with the emergence and spread of a new influenza virus subtype that may lead to a pandemic. The Director General of WHO formally declares the current global pandemic phase and adjusts the phase level to correspond with pandemic conditions around the world. For each phase, the global influenza preparedness plan identifies response measures WHO will take, and recommends actions that countries around the world should implement.

Pandemic Phases	Public Health Goals	Fresno Unified School District Goals
<p>Interpandemic Period</p> <p><i>Phase 1</i> – No new influenza virus subtypes detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low.</p> <p><i>Phase 2</i> – No new influenza virus subtypes detected in humans. However, a circulating animal influenza virus subtype poses substantial risk of human disease.</p>	<p>Strengthen influenza pandemic preparedness at all levels. Closely monitor human and animal surveillance data.</p> <p>Minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs.</p>	<p>Ensure that staff members and students are trained in preventative measures such as respiratory etiquette and universal precautions.</p> <p>Minimize the risk of transmission to humans; ensure that staff members understand detection and reporting guidelines and report rapidly as required.</p>

Pandemic Phases	Public Health Goals	Fresno Unified School District Goals
<p>Pandemic Alert Period</p> <p><i>Phase 3</i> – Human infection(s) are occurring with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.</p> <p><i>Phase 4</i> – Small cluster(s) of human infection with limited human-to-human transmission but spread is highly localized suggesting that the virus is not well adapted to humans.</p> <p><i>Phase 5</i> – Larger cluster(s) of human infection but human-to-human spread is localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).</p>	<p>Ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases.</p> <p>Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development.</p> <p>Maximize efforts to contain or delay spread to possibly avert a pandemic, and to gain time to implement response measures.</p>	<p>Ensure all personnel are knowledgeable about the latest epidemiological information.</p> <p>Review and update business continuity plans per Base Plan.</p> <p>Ensure that best practices for infection detection and control measures are followed.</p> <p>Ensure adequate resources for staff/student protection.</p> <p>Ensure that FUSD is implementing best practice for social distancing techniques per LHO guidelines, including reducing the school activity calendar.</p> <p>Maximize communications with parents related to health and safety.</p>
<p>Pandemic Period</p> <p><i>Phase 6</i> – Pandemic is declared. Increased and sustained transmission in the general population.</p>	<p>Implement response measures including social distancing to minimize pandemic impacts.</p>	<p>Increase surveillance of staff/student health and attendance and implement administrative procedures to ensure adequate staffing for essential business and school functions.</p> <p>Follow LHO and FCOEDHS, social distancing, isolation and quarantine measures.</p> <p>Ensure maximum support and education for ill and affected students.</p>

Public Employees as Emergency Disaster Workers

During an emergency/crisis, the welfare of all district employees is as important as student wellbeing. However, employees become emergency service workers under the Emergencies and Disasters Preparedness Plan (Government Code 3100, AR 4212) which states: “A public employee

becomes emergency service workers in the event of a declared emergency. This means that all school district employees will be required to work in this capacity in case a disaster occurs and a state of emergency is declared”.

If a state of emergency is declared, our employees must have a plan in place to address their personal and family needs while they are at work (during regular or extra duty). Please remind your staff of their district obligations and for them to develop their person/family needs plan in the case they are called upon for after hour duty.

1. Fresno Unified School District assumes the following responsibilities:
 - a. Develop capabilities to implement non-medical measures to decrease the spread of disease throughout the school community as guided by the epidemiology of the pandemic and the Local Health Officer.
 - b. Develop and implement pandemic preparedness activities and a business continuity plan aimed at maintaining the provision of educational services and limiting the spread of disease throughout the duration of a pandemic.
 - c. Communicate with and educate the school community about approved public health practices and what each person can do to prepare or respond to minimize health risks.
 - d. Develop and implement educational support plans for students who are isolated or quarantined and coordinate these plans with the social support plans developed by the Fresno County Department of Public Health and the Fresno County Office of Education Director of Health Services.
 - e. Develop and implement support plans for Health Clinics designated to be used as “immunization clinics” or “flu clinics” to triage/evaluate and/or treat influenza patients not requiring hospital care.
2. Each Fresno Unified School assumes the following responsibilities:
 - a. The Principal/Designee will develop a response plan that will:
 - Identify chain of command in case of illness with a minimum of 2 back ups.
 - Review and best practices for respiratory hygiene and universal precautions. Train all school staff, volunteers and students. Identify and procure needed resources.
 - Review procedures for sending ill individuals home and make adjustments if necessary.

- Report the number of staff and students daily absent with pandemic flu to the FUSD Chief Information Officer.
 - Designate office staff who will document actions taken.
 - Working with the FUSD Communications Office, provide information to all stakeholders on the extent of infection at school site and potential changes that might take place at school.
- b. Develop a recovery plan that provides for education support and emotional support for staff and students. If there is loss of life, implement procedures located in the Comprehensive Safe School Plan.

PARENT REUNIFICATION TEAM

Location (must be able to accommodate all parents) **VPA gymnasium** _____

- ✓ Select an appropriate location (per safety plan or other location that may be more appropriate given size of school). Consider entry, exit and ability to hold a significant number of people (e.g., multiple stations)
- ✓ Ensure that you have all of the appropriate documentation such as sign out sheets, emergency cards, reunification form, as well as office supplies such as pens available.
- ✓ Post signs on tables to facilitate communications.
- ✓ Set up a photocopier (with power), telephone (or cell phones), a laptop and printer.
- ✓ Set up tables with appropriate signs:
 - a) 1 for registration desk
 - b) 1 for reunification team #1 (matches form to emergency card, checks schedule, calls classroom and or sends escort to the classroom)
 - c) 1 for reunification team #2 (problem solving team)
 - d) 1 for parents to pick up letter and homework packages
 - e) 1 for nurse to answer questions
 - f) Set up a few tables where parents will line up so that they can fill out form while waiting. Place student release forms and pens on these tables
 - g) 1 table at location where students will meet their parent
 - h) 1 table for health services/nurse at student-parent meeting location
- ✓ Have interpreters speaking Spanish and Hmong (hearing impaired on as-needed basis on site available to assist)

Please fill in your re-unification team members in the chart below assigning an emergency task from the letters (a-h) above. Please ensure the team lead is a strong member of your management team.

STAFF MEMBER	ALTERNATE	TITLE	EMERGENCY TASK (list corresponding letter from above)
Laura Drury	Terri Martin	Registrar/Assistant Director	A and B
Shelly Melton-Lether	Corrie Sands	Executive Director/Office Manger	C
Michael Lee	Scott Bergstrom	Teacher/Registrar	F
Cecilia Garcia	911	Nutrition Coordinator/IT	E and H
Peter Reta	911	Campus Safety Director	G and C
Janice Walstrom		Nutritionist / Curriculum Director	D

SCHOOL SITE PERSONNEL DUTIES AND RESPONSIBILITIES

In the event of a major disaster, there is no guarantee that emergency medical or fire personnel will be able to immediately respond to school sites. Therefore, the **school staff must be prepared to ensure the care and safety of students during the first several hours after a major disaster without outside assistance.** It is critical to determine *who* does *what*, *where*, and *how*—before such a disaster occurs.

Principal/Safe School Leadership Team

1. Acts as the liaison between the school site and central office and maintains communication with appropriate central office staff and/or local law enforcement agencies, fire department, and medical assistance agencies as appropriate.
2. Posts and regularly updates Safe School Leadership Team information and the emergency phone numbers, emergency first aid responders, and chemical inventory lists.
3. Ensures Safe School Leadership Team members are knowledgeable of location of shut-off valves and how to turn them off. **Do not attempt to turn utilities back on yourself.**
4. Ensures that all staff are trained to carry out responsibilities during disaster and drill procedures; encourages teachers to work in teams through a buddy system.
5. Establishes a communications system consisting of the following elements:
 - a. System of specific disaster warning signals that are well known to staff and students, and includes both bell and voice signals.
 - b. Alternate system for written communication with staff in the event voice-to-voice communication is not available.
 - c. Designate and enforce exclusive use of a telephone line and number to be used only by the Principal (or authorized person) and the Superintendent (or designee).
 - d. A communication Center in a location accessible to parents, interested community members, and media to handle inquiries, rumor control, and information in an orderly fashion.

The following guidelines should be adhered to:

- Include a sign-in sheet for all media to complete. (PC 627.2)
 - Notify the Telecommunications Center at 73831 (or 457-3831 from an outside line) of the emergency and media response. Notify the District Community Relations Office who will notify the Assistant Superintendent and the Emergency Planning Coordinator.
 - Follow the directions of the Assistant Superintendent. Only the Superintendent or designee and the District Community Relations Officer or designee is authorized to release information. **All other personnel should cordially refer the media to the District Community Relations Office (457-3733).**
 - Designate a person to record incidents for documentation purposes including debriefing.
6. Ensure that the emergency (brown) phone is in working order and that precautions are taken to keep that number private.
 7. Ensures that each classroom or homeroom maintains a current emergency card system for every student (i.e., copies of emergency card or other effective system, which summarizes the information on the emergency card). (See Student Release Team page)
 8. Establishes a student release system that will facilitate an organized method to release individual students to authorized adults only.
 9. Assigns the following duties to school staff:
 - a. Patrol entrances to direct emergency personnel, parents, district staff, and media to appropriate areas, and prohibit unauthorized persons from entering campus.
 - b. Monitor/supervise halls and corridors to maintain a safe and secure environment.
 - c. Conduct search-and-rescue operations to systematically search every room in order to locate trapped/injured persons and to recover critical supplies and equipment.
 - d. Establish/coordinate Communication Center.
 - e. Administer first aid.
 - f. Work with emergency medical triage teams to identify injured students and staff and to record ambulance destinations.
 - g. Supervise Student Release Procedures.
 - h. Check building utility systems and appliances for damage.
 10. Schedules regular emergency drills and reviews the emergency plan with staff, students, and parents and to schedule regular site inspections for safety hazards.
 11. Plans alternate classroom evacuation routes if standard routes are obstructed.
 12. Ensures that other personnel who provide services to students and staff are aware of emergency procedures.
 13. Reviews and updates the site-level plan annually, with particular attention to the unique characteristics of the site.
 14. Inform any satellite programs (on or adjacent to your site) of the emergency immediately. (Example: Parenting Center, Pre-school, Special Needs Program).

Satellite Program	Principal/Supervisor	Phone

PC 627.2 Registration by Outsider
 Ed Code 32211 Threatened disruption/interference with students
 BP 1112(a) CF Visits to Schools

Evacuation Plans

Each site must have an evacuation plan that consists of two stages:

Stage One Evacuation: All students and staff are evacuated from buildings and stationed at a safe location on campus.

Stage Two Relocation: At the direction of the District Incident Commander, all students and staff are relocated to a determined location off campus at time of event. Coordinate with transportation department and Police and Fire Department. (Examples: gas leak, fallen aircraft.)

Plans shall be based on the current “Key Plan” maps obtained from the Department of Maintenance and Operations.

<http://operationalservices.fresno.k12.ca.us/mo/key.html>

Evacuation Plan Checklist:

- ❑ Detailed campus diagrams that show:
 - Evacuation routes
 - Designated areas for each teacher and class
 - Areas of supervision
 - Transportation points (for both busses and autos)
 - Student Release area
 - Press area
- ❑ Teams
 - Crisis Response Team
 - Student Release Team
- ❑ Emergency cards and census list (Always ready to be taken to student release area)
- ❑ Parent/Guardian sign out log or forms

- ❑ Impaired mobility list (Location of these students throughout the school day)
- ❑ Classroom evacuation materials (laminated guides, “go bags”, binders or boxes that teachers will carry along with their roll books must be located in a standard site in all classrooms. Recommended placement to be next to the classroom exit).
- ❑ Communication Plan (How teachers will communicate to the Safe School Leadership team and visa versa)

Per Board Policy 6114.1 *The principal shall also hold fire drills at least once a month at the elementary and intermediate level, and not less than three times every school year at the secondary level. (At least one drill during the time of: before/after school, lunch, instructional time).*

2014-2015 Fire Drill Schedule

Month	Date	Time
July		
August	8/29/14	8:30 am
September	9/26/14	4:00 pm (after school program)
October	10/15/14	2:10 pm
November	11/19/14	9:00 am
December	12/13/14	1:30 pm
January	1/27/15	11:15 am
February	2/20/15	8:00 am
March	3/10/15	3:45 pm (after school program)
April	4/24/15	12:15 pm (during lunch)
May	5/27/15	10:12 am (unless CST testing is scheduled)
June	6/3/15	12:45 (2 nd period lunch)

2014-2015 Lockdown Drill Schedule

Semester	Date	Time
Before/After School	10/30/14	7:45 am/3:45 pm
Lunch	12/5/14	12:00 pm
Instructional Time	2/17/15	10:15 am

2014-2015 Earthquake Drill Schedule

Per AR 3516.3 Drop, Cover and Hold procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. (Education Code 32282)

Date	Time
10/16/14 (Great California Shakeout Registered)	10:16 am
3/10/15	8:10 am

As soon as the drill is completed fill out the form on the Safety SharePoint Page.

<http://www.fresnounified.org/safety/default.aspx>

Imminent Danger/Lockdown Procedure

(Remain on Campus)

Bullhorn/Intercom will Sound!

- Make sure you have your keys at all times!
- You will be notified that we are going into lockdown by an intercom announcement.
- Teachers who have students out on the playground gather all the students and take them to the gymnasium. (Important! No talking or laughing at this time.)
- When you hear the lockdown announcement, please do not call the office for information. Do not allow students to use telephones or cell phones.
- Teachers should quickly check outside areas and get students into classrooms – even if they aren't in your class.
- Secure your room: Confirm all doors locked (interior and exterior), turn off lights, and keep students down and away from the windows and door. **(Stay out of sight.)**
- All Staff are required to call the “partner” to verify lockdown.
- After securing room, barricade the door.
 - **Place a green card in the window seal if all is well and blue card for medical .**
 - **For help: Place a red card in widow seal if you can. If not, we will know you need help!**
 - When security or a police officer sweeps the building, they will notice the red card and contact (enter and/or call) your room to inquire. If no card is placed in the window seal security will assume the room is not safe and proceed to enter.
- During lockdown, no one should be in the halls except Administrators, VPA Security (Peter Reta) and Police.
 - Staff without students, who are not in their room, should report to the nearest classroom.
- Administrators and security, or their designee, will sweep for loose students.
- Stay where you are, unless you feel you and your students are in danger.
- Administration will determine the need to notify police of any emergency situation.

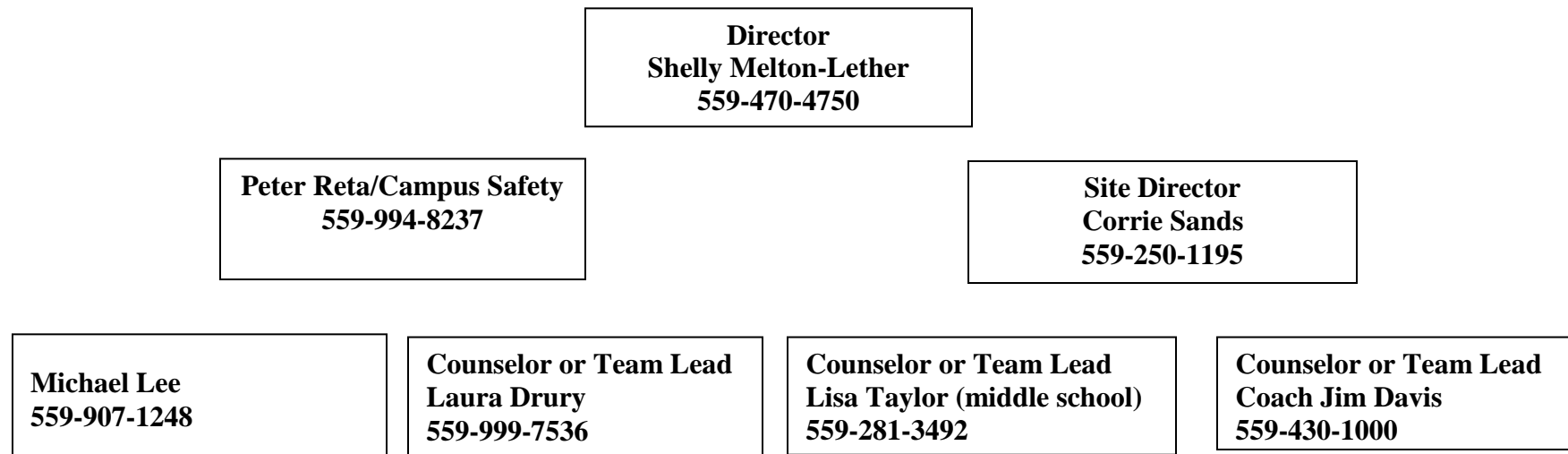
- The lockdown is maintained until an “all clear” code is called over the intercom.
- Children who were the target of the intruder or were frightened by the lock down are referred to a counselor, or appropriate resource, for support.
- An email explanation will be sent to staff as soon as possible. A School Reach phone call will go out to all parents with an explanation.

**State of California Government Code,
Chapter 8, Division IV, Title I**

The State of California Government Code States: that all public employees become emergency service workers in the event of a declared emergency. This means that all school district employees will be required to work in this capacity in case a disaster occurs and a state of emergency is declared.

PHONE TREE

Once it is verified that a crisis exists, the building administrator or designee sets the phone tree in motion. When a crisis occurs during weekends, vacation periods, or when a large number of staff is away from the school, it will be necessary to transmit information via a phone tree. At other times, when crises occur when school is in session, only the people outside the school building need to be contacted via telephone.



Campus Visibility Deployment of Staff

Position	Name	Before/After School Location	Lunch Location	Recess/Passing Location
Valley Prep Campus				
Director	Shelly Melton-Lether	On campus greeting students	Office or Lounge	Office/Classrooms
Site Director	Corrie Sands	On campus greeting students	Office or Lounge	Office Room 11
Office Manager	Terri Martin	Office	Office or Lounge	Office
Other Staff	Janice Walstrom	Greeting at the front gate	Office or Lounge	Office/Cafeteria
IT Supervisor	Michael Lee	Parking Lot	Cafeteria or Lounge	Cafeteria
Campus Safety Director	Peter Reta	Parking Lot	On Campus	On Campus
School Nurse	Cecilia Garcia	Office	Office or Lounge	Office
Maintenance Manager	Brennan Ferreira	Grounds	On Campus	On Campus

Recommendations and Assurances

The School Leadership Council (SLC) recommends this Comprehensive School Safety plan to the district governing board for approval, and assures the board of the following:

1. The SLC is correctly constituted, and was formed in accordance with district governing board policy and state law.
2. Under California Education Code 32281, the SLC or its delegates formed a school safety planning committee with the minimum of the following members:
 - The principal or the principal's designee
 - One teacher who is a representative of the recognized certificated employee organization
 - One parent whose child attends the school
 - One classified employee who is a representative of the recognized classified employee organization
 - Other members, if desired
3. The SLC reviewed the content of the Comprehensive Safe School Plan and believes all requirements as outlined in the Fresno Unified School District Comprehensive Safe School Plan template have been met.
4. This school plan was adopted by the school site council on: _____ (Expected March 7, 2014)_____.

Attested:

Shelly Melton-Lether _____
Typed name of school principal

Signature of school principal

Date

Typed name of SSC chairperson

Signature of SSC chairperson

Date

District Emergency Phone Numbers

FUSD Safety Office Emergency Services 559- 457- 3980
FUSD Emergency Services 559-457-3831 (24 hours a day)
Superintendent
559-457-3882
Maintenance Department
559-457-3261
Health Services
559-457-3220
District Bus Transportation
559-457-3138
School Site Utilities Location (water, power, gas)
559-457-3831
Psychological Services Crisis Intervention Team
559-457-3220
Emergency Planning/Crisis Response, Safe School Manager
559-457-3981
Mental Health Services Coordinator
559-457-3220
Community Relations
559-457-3733
Environmental Services
559-457-3043
Information Technology-Network Engineering
559-457-3700
Technology Services
559-457-2600

STAFF CRISIS MANAGEMENT PLAN
(Site-specific safety procedures)

Please include in this section school site safety procedures and pertinent information from these procedures on the template pages in the Safe School Plan. It is recommended that you account for the School Resource Officer on campus as well as the personnel that make up the probation team or multi-disciplinary team at your site.

These key individuals, as well as other personnel who provide services to students and staff on campus should review the Safe School Plan.

EMERGENCY RESPONSE PROCEDURES

Site specific response procedures should be included for the following:

1. Shelter In Place
2. Building Evacuation
3. Duck, Cover and Hold
4. Lockdown (Armed intruder)

Each procedure should contain the following elements:

1. Verbal command used to initiate
2. Description of incidents that will trigger the emergency response
3. Description of action to be taken by teachers, students and CRT
4. Procedure and signal to rescind emergency response

**FRESNO UNIFIED SCHOOL DISTRICT
2-WAY RADIO PROCEDURES**

IN CASE OF A BOMB THREAT, DO NOT ACTIVATE THESE RADIOS, AS THE FREQUENCY MAY ACTIVATE THE BOMB.

Our district system is licensed and monitored by the Federal Communications Commission for school business use. In an emergency, effective communication is crucial. Follow these guidelines for radio use:

- Only one signal can be on the frequency at a time. Be sure to monitor the system before transmitting.
- Minimize transmissions. Keep sentences short.
- Speak slowly, clearly, within two inches of the radio.
- Use clear “sign-off” terms.
- During normal use, use only the channel assigned to your school.
- It is suggested that the Incident Commander use two radios. One for general staff/student monitoring and one for campus clearance procedures.

**Fresno Unified School District
Threat Assessment
Procedures**

FRESNO UNIFIED SCHOOL DISTRICT THREAT ASSESSMENT PROCEDURES

E.C. 48900.7

Suspension: Terroristic Threats

- (a) *In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.*
- (b) *For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Add. Stats. 1997, Ch. 405)*

California Welfare and Institutions Code 5150

When any person, as a result of mental disorder, is a danger to others, or to himself or herself, or gravely disabled, a peace officer, member of the attending staff, as defined by regulation, of an evaluation facility designated by the county, designated members of a mobile crisis team provided by Section 5651.7, or other professional person designated by the county may, upon probable cause, take, or cause to be taken, the person into custody and place him or her in a facility designated by the county and approved by the State Department of Mental Health as a facility for 72-hour treatment and evaluation.

Such facility shall require an application in writing stating the circumstances under which the person's condition was called to the attention of the officer, member of the attending staff, or professional person, and stating that the officer, member of the attending staff, or professional person has probable cause to believe that the person is, as a result of mental disorder, a danger to others, or to himself or herself, or gravely disabled. If the probable cause is based on the statement of a person other than the officer, member of the attending staff, or professional person, such person shall be liable in a civil action for intentionally giving a statement, which he or she knows to be false.

SITE THREAT ASSESSMENT TEAM (STAT)

- Administrator (Principal, Assistant Principal, or Designee)
- Mental Health Professional (School Psychologist or Student Assistance Program (SAP) Counselor trained in threat assessment)
- Law Enforcement or security staff
- School Nurse, School Social Worker, or other staff designated by the school Principal

DISTRICT THREAT ASSESSMENT TEAM (DTAT)

Contacting Communications Department/Public Information Officer triggers the DTAT

The DTAT will consist of:

- Director of Risk Management or designee
 - Area Assistant Superintendent for the school site
 - FUSD Emergency Planning Crisis Response (EPCR) Manager
- And when appropriate:
- District Hearings Officer, Department of Prevention and Intervention
 - District Legal counsel

STEP ONE: EVALUATE THE THREAT

1. Obtain an account of the threat and the context from the student and witness
2. Write down exact threat
3. Obtain student's explanation of the threat's meaning and his/her intentions
 - a. Threat directed toward others (homicidal)
 - b. Threat directed toward self (suicidal)
4. Obtain witness perceptions of the threat's meaning
5. Administrator to begin consulting Site Threat Assessment Team (STAT) members
6. Administrator may place the student who made the threat on suspension while threat assessment is completed (up to 5 days of suspension).
7. Document information on the Student Threat Inquiry form (supplemental)
 - a. Threat assessment/safety evaluation must be completed, immediately if deemed substantive.
 - b. Threat assessment/safety evaluation must be completed within 2 days if deemed as transient.
 - c. Outcome of threat assessment determines final disciplinary action (if appropriate).

STEP TWO: TRANSIENT OR SUBSTANTIVE?

STAT determines whether the threat is transient or substantive:

Factors to consider when determining type of threat:

- Age of student
- Capability of student to carry out the threat
- Student's discipline history
- Credibility of student and willingness to acknowledge his or her behavior
- Credibility of witness accounts

TRANSIENT

SUBSTANTIVE

Often are rhetorical remarks, not genuine expression of intent to harm	Express intent to physically injure someone else or self beyond the immediate situation
At worst, express temporary feelings of anger or frustration	There is at least some risk the student will carry out the threat to others or self
Usually can be resolved on the scene or in the office	Require that you take protective action, including warning intended victims and parent and/or protection of student from self-harm
After resolution, the threat no longer exists	May be legal violations and require police consultation

Usually ends with an apology or clarification

WHEN IN DOUBT, TREAT THREATS AS SUBSTANTIVE
STEP THREE: RESPONDING TO THE THREAT

Revised 5-10-12

***STAT TEAM DETERMINES APPROPRIATE RESPONSE OF THREAT**

TRANSIENT THREAT

Responding to transient threat:

Typical response may include reprimand, parental notification, or other disciplinary action
Student may need to make amends, attend mediation, and or counseling
Continue to monitor student (school staff follow-up as necessary).

SUBSTANTIVE THREAT

Responding to substantive threat:

Decide whether the threat is **serious** or **very serious**:
Assault threats are classified **serious** (I'm going to cause great bodily injury to you)
Threats to kill, rape, or inflict very serious injury are classified **very serious**
Threats involving a weapon are considered **very serious**
Threat to harm self are considered **very serious**

SERIOUS SUBSTANTIVE THREAT

Responding to **serious** substantive threats:

Immediate responses:
Take precautions to protect potential victims
May consult with law enforcement
Notify intended victim and victim's parents
Notify student's parents
Additional interviews as needed (parent, teacher, witnesses)
Take disciplinary action consistent with school policy
Determine appropriate intervention for student, such as counseling, or dispute mediation
Follow up to verify that threat has been resolved and intervention is in progress

Schedule follow up contact with student to assess current risk and update behavior and wellness plans
Document behavior and wellness plans on the Student Threat Inquiry form

VERY SERIOUS SUBSTANTIVE THREAT

Responding to **very serious** substantive threats:

Immediate responses:
Take precautions to protect potential victims
If suicidal, take precautions to protect student
Contact Communications department/Public Information Officer of incident 457-3733
Consult with law enforcement promptly
Notify intended victim and victim's parents
Notify student's parents
Determine safety during student suspension

Determining safety: Site Threat Assessment Team (STAT) Safety evaluation conducted by a team:
Principal/Administrator leads the team
School Psychologist or other district mental health professional conducts Mental Health assessment/extended threat inquiry
Additional interviews: parents of student, teacher, additional witnesses

	Police Department – expands range of options in dealing with threats of violence
SERIOUS SUBSTANTIVE THREAT	VERY SERIOUS SUBSTANTIVE THREAT Revised 5-10-12
	<p>Threat assessment/safety evaluation must be completed immediately. Outcome of threat assessment determines disciplinary action.</p> <p>Contact FUSD Discipline Office (457-3348) for disciplinary recommendations.</p> <p>Individual cases with a mental health basis, and/or low mental functioning and/or emotional disturbance or cases in which there is a high level threat of suicide, the Student Wellness Team/WI5150 process will result. Student Wellness plan developed: (see supplement) Prior to student’s return to campus Interventions and responsible parties outlined The appropriate School Site Administrator will follow up to evaluate the adequacy of the Student Wellness Plan Review Action Plan Determine whether interventions are appropriate Schedule follow up contact with student to assess current risk and update plan</p>
Document student’s plan on the Threat Inquiry worksheet	

**Fresno Unified School District
Student Threat Inquiry
CONFIDENTIAL**

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. Threats are defined as an expression of intent to do harm or to act our violently against self, someone or something. It can be spoken, written or symbolic. The threat may be direct, indirect, and conditional or veiled. The threat assessment process involves **Identifying, Assessing** and **Managing** individual(s) who may pose a risk of violence toward themselves, other students, school personnel, or school property.

Refer to the FUSD Threat Assessment Procedures when completing this form.

Team Members: Site Administrator (Lead), District Mental Health Professional (School Psychologist/SAP), School Nurse, School Social Worker, and other members as appropriate (District Safety/Security staff and/or Law Enforcement).

School Site: Valley Prep Academy

Site Administrator:

Name: Shelly Lether **Position:** Executive Director **Signature:** _____

Team Members:

Name: <u>Sheena Villarreal</u>	Position: <u>Counselor</u>	Signature: _____
Name: <u>Corrie Sands</u>	Position: <u>Site Director</u>	Signature: _____
Name: <u>Peter Reta</u>	Position: <u>Campus Safety Director</u>	Signature: _____
Name: _____	Position: _____	Signature: _____

***Do not place in cum or any permanent student record folder

*** Send original Threat Assessment Inquiry form to the FUSD Safety Office:
Attention: Emergency Crisis Planning Manager
*** Keep a copy filed in the Administrator's confidential file

Step One (IDENTIFY): Gather Facts and Evidence

Name of Student: _____ Student Number: _____ School: _____

Date Threat Reported: _____ Date Threat Occurred (if different): _____

Who Reported Threat? _____ Location of Threat: _____

What student said or did to express a threat (quote if possible):

*Complete separate interviews with all involved parties

___ Student Who Made Threat

___ Recipient(s) of Threat

___ Witness(es)

*Obtain separate written statements from all parties

___ Student Who Made Threat

___ Recipient(s) of Threat

___ Witness(es)

Step One (IDENTIFY): Gather Facts and Evidence (Continued)

Complete Interviews with all involved parties

Interview of Student who made threat

Name: _____ Grade: _____ Date: _____

Interview Completed By: (Staff Name/Title): _____

Guiding Questions:

1. Do you know why I wanted to talk with you? Tell me.
2. What happened today when you were...? (refer to place of incident)
3. What exactly did you say? What exactly did you do? (write down Student's exact words)
4. What did you mean when you said/did that?
5. How do you think (person who was threatened) feels about what you said/did?
(See if Student believes comment/act frightened or intimidated the recipient of threat)
6. What was the reason you said/did that? (find out if there is prior conflict or history to this threat)
7. What are you going to do now that you have made this threat? (does Student intend to carry out threat)

Notes:

**Step One (IDENTIFY): Gather Facts and Evidence
(Continued)**

Interview of Recipient/Target of Threat or Witness to Threat:

_____ Recipient/Target _____ Witness Date: _____

Name: _____ Grade: _____

Interview Completed By: (Staff Name/Title): _____

- Guiding Questions:
1. What exactly happened today when you were (refer to place of incident)?
 2. What exactly did (Student who made threat) say/do? (write down Student's exact words)
 3. What do you think he/she meant when he/she said/did that?
 4. How did you feel when he/she said/did that? Are you concerned he/she might really do it?
 5. What was the reason he/she said/did that?

Notes:

Step One (IDENTIFY): Gather Facts and Evidence
 (Summary of Step One)

Student Who Made Alleged Threat		
<input type="checkbox"/>	Yes	No Reported threat as a specific plan
<input type="checkbox"/>	Yes	No Written plans/lists/drawings
<input type="checkbox"/>	Yes	No Student & Recipient had prior conflict (>1 day)
<input type="checkbox"/>	Yes	No Student previously bullied the recipient (pattern)
<input type="checkbox"/>	Yes	No Had or sought accomplices
<input type="checkbox"/>	Yes	No History of repeated threats
<input type="checkbox"/>	Yes	No Weapon referenced during threat
<input type="checkbox"/>	Yes	No Weapon brandished during threat
Target(s)/Recipient(s) of Alleged Threat		
Number of Targets/Recipients of Threat: <input style="width: 50px;" type="text"/>		
<input type="checkbox"/>	Yes	No Was recipient another student?
<input type="checkbox"/>	Yes	No Was recipient a District employee?
<input type="checkbox"/>	Yes	No Was recipient a Parent?
<input type="checkbox"/>	Yes	No Other recipient: _____
<input type="checkbox"/>	Yes	No Records Reviewed?

Witness(es) to Alleged Threat		
Number of Witnesses: <input style="width: 50px;" type="text"/>		
<input type="checkbox"/>	Yes	No Was witness another student?
<input type="checkbox"/>	Yes	No Was witness a District employee?
<input type="checkbox"/>	Yes	No Was witness a Parent?
<input type="checkbox"/>	Yes	No Other witness? _____
<input type="checkbox"/>	Yes	No Records Reviewed?

Summary of key findings from STEP ONE:

- Completed Interviews with all involved parties
- Obtained written statements from all parties

Step Two (ASSESS): Transient Or Substantive?

*Factors to consider when determining type of threat:

- *Age of student
- *Capability of student to carry out the threat
- *Student's discipline history
- *Credibility of student and willingness to acknowledge his/her behavior
- *Credibility of witness accounts

TRANSIENT

SUBSTANTIVE

Often are rhetorical remarks, not genuine expression of intent to harm.	Express intent to physically injure someone else or self beyond the immediate situation.				
At worst, express temporary feelings of anger or frustration	There is at least some risk the student will carry out the threat to others or self				
Usually ends with an apology or clarification. After resolution, the threat no longer exists	Require that protective action be taken, including warning intended victim(s) and parent(s) and/or protection of student from self-harm				
Usually ends with an apology or clarification. After resolution, the threat no longer exists	May be legal violations and require police consultation				
	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Serious</td> <td style="text-align: center;">Very Serious</td> </tr> <tr> <td> Examples: <ul style="list-style-type: none"> • Assault threats-“I’m gonna beat him up” • “I’m gonna get you” </td> <td> Examples: <ul style="list-style-type: none"> • Threats to kill, rape, or inflict very serious injury • Threats involving a weapon • Threat to harm self </td> </tr> </table>	Serious	Very Serious	Examples: <ul style="list-style-type: none"> • Assault threats-“I’m gonna beat him up” • “I’m gonna get you” 	Examples: <ul style="list-style-type: none"> • Threats to kill, rape, or inflict very serious injury • Threats involving a weapon • Threat to harm self
Serious	Very Serious				
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List facts and evidence used to assess type of threat:

STAT determination on type of threat

Transient: _____ or _____ Substantive

(Complete Step Three – Transient)

(Complete Step Three – Substantive)

Serious:

Step Three (MANAGE): Responding To Transient Threat

TRANSIENT THREAT

Responding to transient threat:

- Typical response may include reprimand, parental notification, or other disciplinary action
- Student may need to make amends, attend mediation, and or counseling
- Continue to monitor student (school staff follow-up as necessary)

Interventions

- | | | | | |
|--------------------------|-----|--------------------------|----|---|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | School based counseling |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Conflict Mediation |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Alter schedule of student to increase supervision or minimize contact with recipient |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Change in transportation (bus suspension, special transportation, etc.) |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Referral to outside mental health agency (counseling/therapy with outside mental health provider) |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Behavior Support Plan |

Disciplinary Action (as deemed appropriate by site Administrator)

- | | | | | |
|--------------------------|-----|--------------------------|----|---|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Parent Conference |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Detention (number of days): <input style="width: 30px;" type="text"/> |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Consultation with Discipline Office |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Suspension (number of days): |

Other Disciplinary Action (please list):

Manage/Follow up (If applicable)

Assign Case Manager Name: _____

Follow up on Implementation of Behavior Support Plan Date: _____

Follow up on referral to outside counseling Date: _____

Transient Threat ---- Stop Here

Student Inquiry form:

*Complete steps 1, 2, 3 (Transient section only)

* Send original Threat Assessment Inquiry form (including written statements) to the FUSD Safety Office

Attention: Emergency Planning Crisis Response (EPCR) Manager

*Keep a copy filed in the Administrator confidential file – DO NOT PLACE IN STUDENT CUMULATIVE FILE

Step Three (MANAGE): Responding To Substantive Threat

SUBSTANTIVE THREAT

Responding to substantive threats:

Immediate responses:

- Take precautions to protect potential victims
- May consult with law enforcement
- Notify student's parents
- Notify intended victim and victim's parents
- Additional interviews as needed (parent, teacher, witnesses)
- Consult with Discipline Office (take disciplinary action consistent with District policy)
- Determine appropriate intervention for student(s)
- Follow up to verify that threat has been resolved and intervention is in progress
- Schedule follow up contact with student to assess current risk and update support plans

Additional responses to **very serious** substantive threats:

- Contact Communications department/Public Information Officer of incident 457-3733
- Consult with law enforcement promptly
- Determine safety during student suspension
 - Principal/Administrator leads the STAT team
 - School Psychologist or other district mental health professional conducts Mental Health assessment/extended threat inquiry
- If suicidal, take precautions to protect student:

- Individual cases with a mental health related issue, and/or low mental functioning, and/or emotional disturbance, or cases in which there is a high level threat of suicide, the Student Wellness team/WI 5150 process will result. **Refer to FUSD Threat Assessment Procedures document.**

Step Three (MANAGE): Responding To Substantive Threat (Continued)

Response to Threat (as deemed appropriate by site Administrator)

- Yes No Mental Health screening conducted by District mental health
 Yes No STAT consulted with Law Enforcement
 Yes No Law enforcement interviewed student who made threat. CASE # _____
 Yes No Referred Student for additional assessment (completed by County services, probation, etc.)
 Yes No Parent of threat recipient notified of threat (if specific)
 Yes No Staff member notified if recipient of threat (if specific)

Other Disciplinary Action (please list):

*****If student is removed from school by an outside agency (eg., law enforcement, mental health), the Removal of Student During School Hours form must be completed.**

Interventions

- Yes No School based counseling
 Yes No Alter schedule of students to increase supervision or minimize contact with recipient
 Yes No Change in transportation (bus suspension, special transportation, etc.)
 Yes No Referral to outside mental health agency (counseling/therapy with outside mental health provider)
 Yes No Student Wellness Plan
 Yes No Behavior Support Plan

Other Disciplinary Action (please list):

Disciplinary Action (as deemed appropriate by site Administrator)

- Yes No Parent Conference
 Yes No Detention (number of days):
 Yes No Consultation with Discipline Office
 Yes No Suspension (number of days):

Other Disciplinary Action (please list):

Manage/Follow up (If applicable)

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Assign Case Manager Name: | <input type="checkbox"/> |
| <input type="checkbox"/> | Review Student Wellness Plan | Meeting Date: <input type="checkbox"/> |
| <input type="checkbox"/> | Review Behavior Support Plan Implementation | Meeting Date: <input type="checkbox"/> |
| <input type="checkbox"/> | Follow up on referral to outside counseling | Meeting Date: <input type="checkbox"/> |

<u>Student Who Made Alleged Threat</u>	<u>Victim/Recipient of Alleged Threat</u>
<p>Student Threat Inquiry Form Page 3</p> <p>Female _____ Race: _____ Caucasian _____ African Am _____ Hispanic _____ Asian _____ Other _____</p> <p>SPED (if applicable): SLD _____ OHI _____ MR _____ ED _____ Other _____</p> <p>File Reviewed Yes _____ No _____</p> <p>_____ Yes _____ No Had or sought accomplices</p> <p>_____ Yes _____ No Reported threat as a specific plan</p> <p>_____ Yes _____ No Written plans/lists/drawings</p> <p>_____ Yes _____ No Repeated threat over time</p> <p>_____ Yes _____ No Weapon used in threat</p>	<p>Number of Victims: 1 _____ 2 _____ 3 _____ 4 _____ 5 or more _____</p> <p>Primary Recipient: Student _____ Teacher _____ Parent _____ Administrator _____ Bus Driver _____ Other _____</p> <p>Grade (if applicable) _____ Gender: Male _____ Female _____</p> <p>Race: Caucasian _____ African Am _____ Hispanic _____ Asian _____ Other _____</p> <p>SPED (if applicable): SLD _____ OHI _____ MR _____ ED _____ Other _____</p> <p>File Reviewed Yes _____ No _____</p>

Revised 5-10-12

Yes No Student & recipient had prior conflict (>1 day)
 Yes No Student previously bullied the recipient

Additional Responses to Threat

Yes No Law enforcement consulted
 Yes No Law enforcement contact with student who made threat
Consequences of legal action (probation, detention, release into parent's custody, etc.) _____
 Yes No Mental health screening conducted by school-based staff
 Yes No Referred for additional assessment (completed by DCFS, FCMH, probation, etc.) _____
 Yes No Parent of threat recipient notified of threat (if specific)
Other Response (please list) _____

Disciplinary Action

Yes No Parent Conference
 Yes No Detention (number of days) _____
 Yes No Suspension (number of days) _____
Other Disciplinary Action (please list) _____

Interventions

Yes No School based counseling
 Yes No Alter schedule of student to increase supervision or minimize contact with recipient
 Yes No Recommendation to Alternative Educational placement
 Yes No Change in transportation (bus suspension, special transportation, etc.)
 Yes No Referral to Mental Health Services
 Yes No Outpatient Mental Health Services (counseling/therapy with outside mental health provider)
 Yes No Conflict Mediation
 Yes No Student Wellness Plan
 Yes No Behavior Plan
Other safety precautions (please list): _____

FUSD Student Wellness Plan

Student Name: _____ Student Number: _____ Date: _____
School: _____ Date of Incident: _____
Review Date: _____

Description of Incident

Support Plan

Safety	Monitored By	Review/End Date
To School/Home/Bus:		
Classroom:		
Unstructured Time (Recess/Restroom/Passing Time):		
Mental Health		
<u>Current Services:</u>		
<u>Needed Services:</u>		
Other Miscellaneous:		

_____	_____	_____	_____
Parent/Guardian	Date	Parent/Guardian	Date
_____	_____	_____	_____
Administrator	Date	Student	Date
_____	_____	_____	_____
Name/Agency	Date	Name/Agency	Date
_____	_____	_____	_____
Name/Agency	Date	Name/Agency	Date

Sources of Information

THREAT ASSESSMENT IN SCHOOLS: A GUIDE TO MANAGING THREATENING SITUATIONS AND TO CREATING SAFE SCHOOL CLIMATES

U.S. Secret Service and U.S. Department of Education

Washington, D.C., May 2002

THREAT ASSESSMENT: FLOW CHART, GUIDELINES, PROTOCOL, & WORKSHEET

Fresno Unified School District
Special Education
Psychological Services, 2003

GUIDELINES FOR STUDENT THREAT ASSESSMENT

Dewey Cornell, Ph.D.
Virginia Youth Violence Project
Curry School of Education
University of Virginia, 2002

THE SCHOOL SHOOTER: A THREAT ASSESSMENT PERSPECTIVE

Mary Ellen O'Toole, Ph.D.
Supervisory Special Agent
Federal Bureau of Investigation

COLUMBINE: A PSYCHIATRIC AUTOPSY

A & E Investigative Reports
The Arts and Entertainment Network, 2002

Fresno Unified School District
Special Education
Psychological Services
January 2003

REMOVAL OF STUDENT FROM SCHOOL

DURING SCHOOL HOURS

The student was removed from _____ School during school hours by _____

(School)

(Department)

(Title)

Revised 5-10-12

Making an arrest or taking a child into custody in accordance with the laws of this State and the rules and regulations of this district. (BP/AR 5145.11)

(Student's Name)

(Birth date)

(Age)

(Parent/Guardian's Name)

(Address)

(Phone)

1. _____
(Facility and address where child was taken)

2. Name of Peace Officer _____ Badge No. _____

3. Mental Health/Law Enforcement Agency _____

4. **Basis for action (check one)**

- Section 836 – Penal Code (Arrest without warrant)
- Warrant for arrest
- Section 5150 – Welfare and Institutions Code – Danger to self/other, gravely disturbed
- Section 305 – Welfare and Institutions Code – Without warrant (protective custody)
- Section 625 – Welfare and Institutions Code – Without warrant (minor is suspected of a crime)
- With express permission of parent
- In case of emergency when parent cannot be reached
- In case of emergency when rights of one of the persons involved might otherwise be seriously impaired. (Such as child abuse investigation)

5. Parent notified by _____ of the removal and place where student taken. ***Except in child abuse investigation**
Date _____ Time _____

(Signature of Principal/Designee)

***E.C. 48906. When a principal or other school official releases a minor student of such school to a peace officer for the purpose of removing the minor from school premises, such school official shall take immediate steps to notify the parent/guardian, or responsible relative of the minor regarding the release of the minor to such officer, and regarding the place to which the minor is reportedly being taken.**



BOMB THREAT ASSESSMENT WORKSHEET

CALLERS VOICE

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Raged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |

If familiar, who did it sound like?

BACKGROUND SOUNDS

- | | |
|---|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Outside noises | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> House noise | <input type="checkbox"/> Other |
- _____
- _____

THREAT LANGUAGE

- | | |
|--|--|
| <input type="checkbox"/> Well spoken
(educated) | <input type="checkbox"/> Incoherent
Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message read by
threat maker |
| <input type="checkbox"/> Irrational | |

Remarks: _____

REPORT CALL IMMEDIATELY TO:

Phone Number _____

QUESTIONS TO ASK

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THREAT

SEX OF CALLER

Sex of caller _____

Race _____

Age _____

Length of Call _____

Number at which call is received from

Time: _____

Date: _____ / _____ / _____

REPORT CALL IMMEDIATELY TO:

1. **Communications** **457-3733**
2. **Safety & Security** **457-3980**
3. **Police Department** **911**

NAME: _____ **SCHOOL OR DEPT:** _____ **POSITION:** _____ **PHONE:** _____