

Comprehensive School Safety Plan

EdCode 32280

Antelope Valley Adult Education
Antelope Valley Career Center
Antelope Valley Union High School District

Steven Radford, Regional Director

1220 West Ave J
Lancaster, CA 93534

(661) 483-2302

avadult.org

Date of Review: 2/15/2018

Antelope Valley Adult School

Table of Contents

School Safety Committee Members	Page 3
AVUHSD Disaster/Incident Reference Sheet.....	Page 4
Disaster Procedures	Page 5
• Earthquake	
• Fire/Explosion	
• Lockdown	
• Active Shooter	
• Hostage	
• Bomb Threat	
• Suicide Threat	
Emergency Evacuation Routes.....	Page 13
Emergency Supplies Checklist.....	Page 8
Compliance	Page 14
Appendix.....	Page 16
• A: Board Policies	
• B: School Discipline Policy	
• C: School Dress Code Policy	
• D: School Site Safety Plan Check List	

SCHOOL SAFETY COMMITTEE MEMBERS

*The Antelope Valley Adult School Safe Schools Planning
committee members are as follows:*

Steven Radford - Regional Director

Sally Dibbini - Coordinator

Maria Branch - ~~Teacher~~

Evelyn Lenton - Coordinator

Juan Corona - Coordinator

Sean Harper - Security/Custodial

Jeff Bluff - Security/Custodial

Agency Phone Numbers

All Emergencies	911	
Paramedics	911	
Fire Department.....	911	
Highway Patrol Hazard Reporting	1323 982-4971	
Highway Patrol Lancaster Office	(661) 948-8541	
Sheriffs Office Lancaster	(661) 948-8466	
Sheriffs Office Palmdale	(661) 272-2400	
Red Cross	(661) 267-0650	
Ambulance	American Medical Response	(661) 947-2173
	Antelope Ambulance	(661) 951-1998
	Rescue Services International.....	(661) 942-0264
Antelope Valley Medical Center	(661) 949-5000	
Palmdale Regional Medical Center	(661) 382-5000	

EARTHQUAKE PREPAREDNESS AND FIRE SAFETY PROCEDURES

ANTELOPE VALLEY ADULT SCHOOL

45110 Third Street East, Lancaster, CA 93535

I. Directions for Staff Members at All Classroom Locations:

At the first indication of an earthquake - shaking of the ground or buildings - All staff members will issue the DROP command:

A. Inside Building:

Drop means that students and staff are to immediately take a protective position under desks or tables with their backs to windows. Move away from windows to avoid falling glass and keep out from under heavy objects such as suspended light fixtures. Everyone should drop to his/her knees, clasp hands behind neck, close his/her eyes and make his/her body as small an object as possible.

B. Outside Building:

Move away from buildings, trees, power lines, and telephone lines.

II. Teacher Responsibility

Remember, our students are adults, most of whom have family responsibilities. They will want to leave immediately to check on their children. All teachers are to make reasonable efforts to follow recommended procedures, especially those designed to account for everyone and to ensure no one is left in the building.

A. Issue command of Drop and hold students in the room until quake is over.

B. As soon as quake is over evacuate students from the classroom via the nearest exit door to the outside. Move students away from the building. Take your attendance roll sheet outside with you.

C. Take roll again when you are outside, as soon as possible, to be sure all students are out of the building. TELL students they must remain until roll is taken so we do not waste time, effort and resources looking for someone who has left the area. Release students as soon as it appears safe to do so.

D. Teachers are to report any students who are injured to the command center. A student runner can do this for the teacher. The command center will see that first aid is administered to the injured as soon as possible.

III. Immediate Management Responsibility:

A. Determine immediately the conditions that exist after the quake is over.

B. Set in motion the emergency procedure plans for the following:

1. Shut off gas and electric power if that appears to be necessary.

2. Medical & health services

3. Communications with the high school district office and community emergency services.

4. Student control & removal from premises.
5. Security of the building and grounds.

IV. Immediate Student Responsibility:

- A. If in class, respond to directions given by the teacher or staff member.
- B. If outside during break, move away from the buildings, power poles and other potential problem areas. Stay away from all power poles and downed power lines.
- C. Remain on the school premises until roll is taken. All students will be released as soon as possible, but it is important that the instructor account for all students. Leave the grounds only after you have been released or you have notified your instructor. This is required so time, effort and resources are not wasted looking for someone who has already left.
- D. When you leave the school premises proceed to your home as quickly as possible. Avoid all power lines, broken gas lines, etc.
- E. Make sure that your family has a contact plan for all members of the family so that in the event of an earthquake each member of the family will know what the other members will do. Remember that the phone system may not work.

V. Assignments of Staff at the Adult School Office:

Office Staff - See DISASTER TEAMS chart on back cover.

All other non-instructional personnel assigned to the building are to report to the First Aid Center to provide whatever assistance is needed.

Instructors - All instructors are to remain with their students until arrangements have been made to release the students. At that time the instructors are to report to the command center for any additional assignments.

Assignments at off-site classroom locations will be as posted at each site.

VI. Adult School Office Command Center Function:

A. Location:

The command center will be located in the main office if possible. The medical lab will be the first aid center. The parking lot to the South of the school will be the command center and first aid center if the building cannot be occupied.

The Principal will be in charge of the command center. If he/she is absent the back up Incident Commander or counselor will be in charge. In the evening the Campus Security Officer will be in charge.

B. The functions of each center are:

1. Command Center

- a. Coordinate all special tasks
- b. Communicate with district office and other community emergency services
- c. Issue all special bulletins and orders

- d. Authorize the retention and release of personnel
- 2. First Aid Center – Primary supply bags are stored in the Front Office.
 - a. Assist injured students and staff members
 - b. Establish a morgue if that is needed
 - c. Distribute all supplies needed
 - d. Assist students who need special housing or care from the congregate care facility at Antelope Valley High School.

VII. Communications:

A special radio will be manned by the Principal or designee. This radio will be used for immediate communication with the District Office Command Center. The radio is located in the front office.

VIII. News Release:

All information released to the news media will be channeled through the Principal/Designee.

IX. Damage Control - Fire Control - Rescue:

A. Emergency Tools

A gas shut-off wrench is located at the front counter.

B. Search/Rescue Team

The rescue team will check the building for damage, look for persons trapped in rooms or beneath rubble and get them out of the building as soon as possible. Report damage and injuries to the command center. Bags (2) with Search and Rescue supplies are located in the main office near the security officer's desk and in the water heater closet in the same area.

X. Fire Extinguisher Locations:

Fire extinguishers are located throughout the building, as shown on the enclosed map.

XI. Fire Drills:

Instructional staff should become familiar with the sound of the fire alarm and inform the students. The alarm at the Adult School building is NOT the traditional tone-tone-tone pause tone-tone-tone fire alarm; it is a continuous noise.

When the fire alarm sounds, all students and staff members are to exit the building in an orderly fashion through the nearest exit. Teachers are to be sure all students leave the room first, then exit the room, taking roll books and closing all doors on the way to the nearest exit. Teachers are to remain outside the building with the students until the "all clear" command is issued. No one is to re-enter the building until it is declared safe.

XII. Electrical Power Failure:

The building is equipped with 26 battery operated emergency lights. These lights have enough candle power to allow safe exit from the building. These battery operated lights have an operating time of approximately three hours. If night classes are in session and the power is not restored within 30 minutes, the class should be canceled and rescheduled for a later date.

XIII. Emergency Supplies Inventory and Locations (Lancaster Office)

Emergency Tools

All emergency tools are located in the downstairs storage closet to the left of the elevator.

FirstAid Kits:

Small FirstAid boxes:

Located in the main office near the Security desk.

Red Backpacks (1) and 3 Medical Bags:

Locations: Main Office, Room 101, Room 103, Room 200.

Contents:

Scissors

Bandage tape Abdominal

compresses Hydrogen

Peroxide Burn gel

Povidone iodine Instant

Cold Packs Antibiotic

ointment Drinking water

packs Emergency

blankets Antiseptic

wipes Triangular

bandages Gloves

Gauze

Ammonia ampules CPR

mask

Benzoin tincture swabs

Orange First Aid Tote Bags (4):

Medium Orange Tote Bags (3), located in Classrooms 101, 103 200.

Contents:

Similar to Red Backpacks as listed above, plus Stethoscope and Blood Pressure Cuff.

Supplies:

Drinking Water is located in the main office.

Fire Extinguishers - See enclosed map.

XIV. Traffic Control--Parking Lots

The Traffic Control team will handle traffic in an emergency. The north gate at the back of the student parking lot should be unlocked and opened. This will provide access from Third Street and an exit onto Avenue I. Each gate should be staffed by one of the rescue team so that the traffic is controlled.

XV. Off-Campus Sites:

Each classroom instructor should follow the procedures spelled out in the section entitled Teacher Responsibility. Once students are safely outside your classroom and the quake is over the teacher must make the decision as to when to send the students home. Every attempt will be made to provide assistance as quickly as possible from the AVUHS District Office or the Adult School Office. Site personnel have been instructed to provide assistance to your classroom as quickly as possible. Check with other adult teachers on your campus for assistance or to offer assistance. Know the schedule of Adult School classes that meet on the campus at the same time as your class.

XVI. Community Emergency Service Phone Numbers (remember to dial 9 for an outside line)

<u>Agency</u>	<u>Phone Numbers</u>
All Emergencies.....	911
Paramedics	911
Fire Department.....	911
Highway Patrol Hazard Reporting.....	1323 982-4971
Highway Patrol Lancaster Office	(661) 948-8541
Sheriffs Office Lancaster	(661) 948-8466
Sheriffs Office Palmdale	(661) 272-2400
Red Cross	(661) 267-0650
Ambulance	American Medical Response
	(661) 947-2173
	Antelope Ambulance
	(661) 951-1998
	Rescue Services International
	(661) 942-0264
Antelope Valley Hospital.....	(661) 949-5000
Palmdale Regional Medical Center	(661) 382-5000

XVII. Community Assistance:

If persons from the general public come to the Adult School for assistance, they should be directed to Antelope Valley High School. AVHS is a congregate care facility and is better equipped, with more personnel to handle a large mass of people.

XX.EMERGENCY PROCEDURES FLIP CHART

Each classroom has an emergency procedures flip chart for easy reference to procedures to be followed in the event of Earthquake, Fire or Shooting.

Earth Quake

- At the first indication of an earthquake: **DROP, COVER AND HOLD**
- When the shaking stops, exit the building with your students and gather in the parking lot.
- Take your attendance sheets.
- Refer to the Evacuation Map for your exit route.
- Take attendance again outside, as soon as possible.
- Report injured students to the Incident Commander via a student runner.
- Code Blue is for immediate evacuation.

FIRE

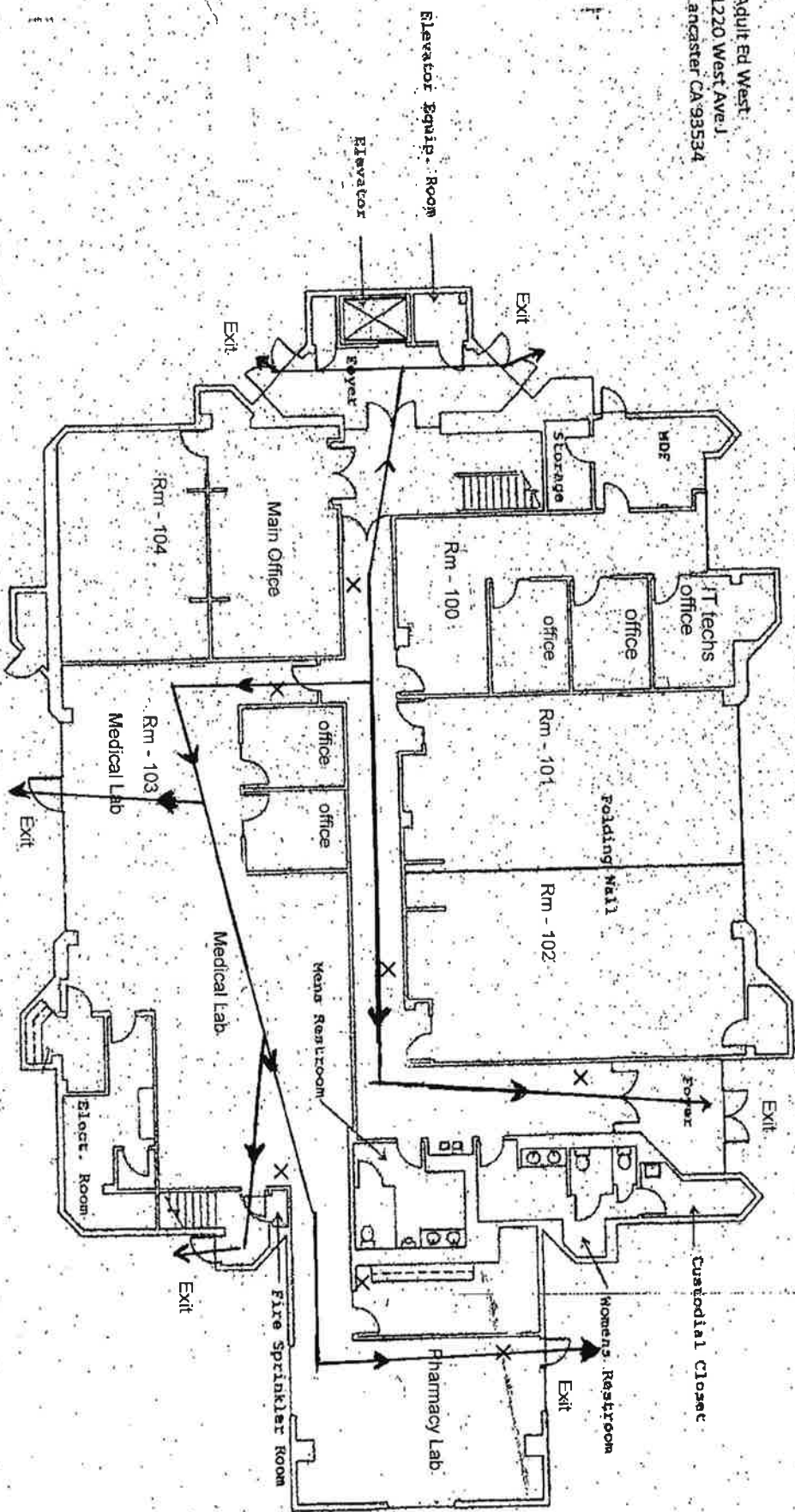
- The fire alarm at AVAS is a long, continuous tone, not the usual tone, pause, tone. At SAVAS it is the usual alarm sound.
- When the alarm sounds, exit the building with your students and gather in the parking lot.
- Take your attendance sheets. Close but don't lock your door.
- Refer to the Evacuation Map for your exit route.
- Take attendance again outside, as soon as possible.
- Drop and roll if you or a student is on fire.
- If you have a fire in your room, exit your room and hit the fire alarm located by each outside door on your way out of the building.
- Code Blue is for immediate evacuation

SHOOTING

- At the first sound of gunfire, students should drop and take cover, stay away from windows.
- Teachers should close and lock their classroom doors, turn off the lights, call the office, if possible, and report their location.
- Code Red is for lockdown, Code Green is the all clear.

X - Fire Extinguishers

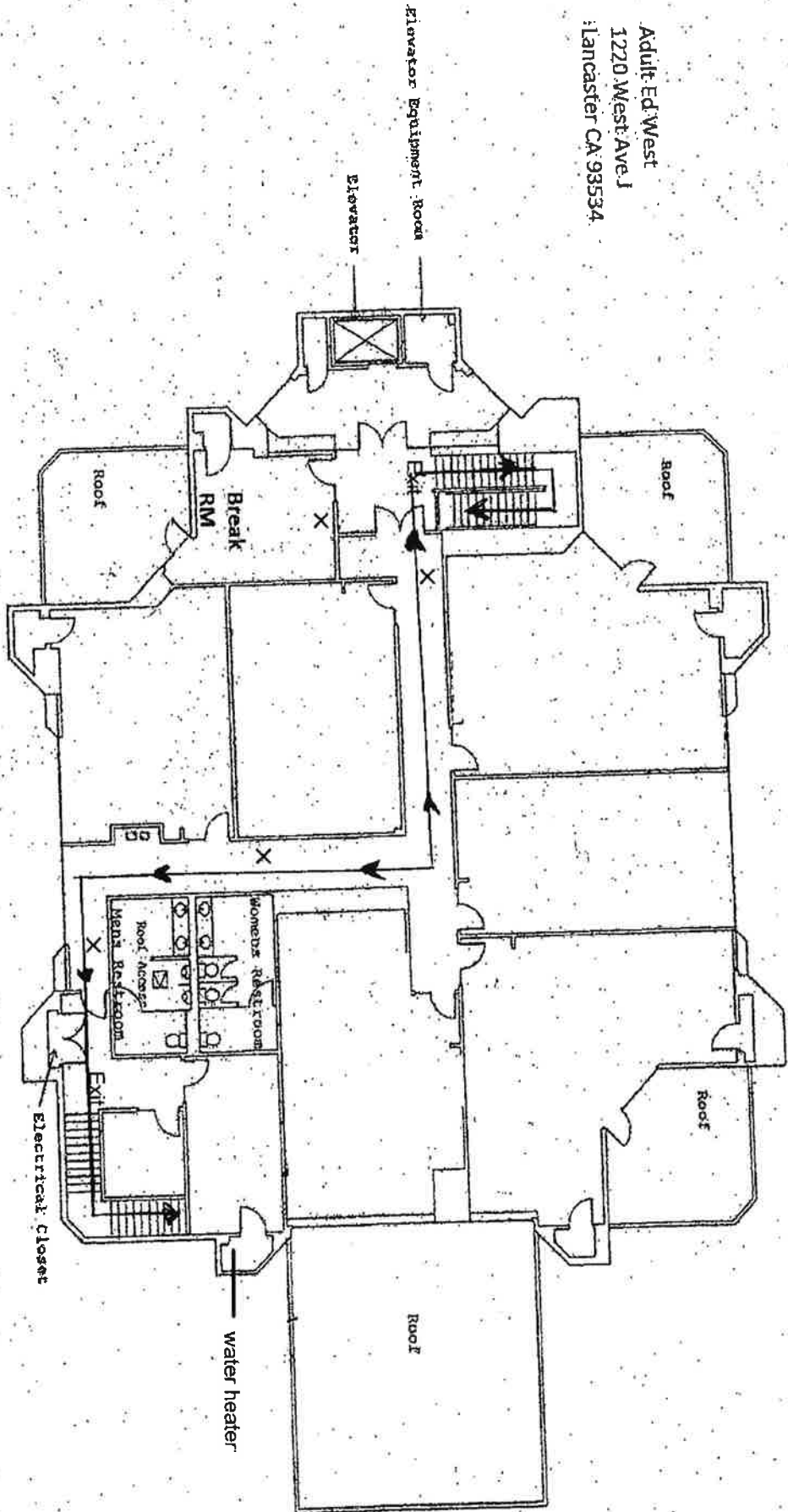
Adult Ed West
1220 West Ave J
Lancaster CA 93534



EXISTING FIRST FLOOR PLAN
Scale 1/8" = 1'-0"

X - Fire Extinguishers

Adult Ed West
1220 West Ave J
Lancaster CA 93534



EXISTING SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



COMPLIANCE

Law Enforcement Review

The plan has not yet been reviewed by an active local police department representative.

District Office Approval Date

Yearly approval required.

Post On School Accountability Report Card

Not applicable. Adult schools are not required to produce a school accountability report card. However, copies of the final approved plan will be available at the adult school office.

APPENDIX

A: Board Policies

- BP/AR 0410: Non Discrimination in District Programs and Activities
- BP/AR 0450: Comprehensive Safety Plan
- BP/AR 1250: Visits to Schools
- BP/AR 1310.1: Civility Policy
- BP/AR 3515.1: Crime Data Reporting
- BP/AR 3516: Emergencies and Disaster Preparedness Plan
- BP/AR 3516.3: Earthquake Emergency Procedure System
- BP/AR 4119.11/4219.11/4319.11: Sexual Harassment
- BP/AR 4158/4258/4358: Employee Security
- BP/AR 4158.1/4258.1/4358.1: Teacher Notification of Dangerous Students
- BP/AR 5113.1: Chronic Absence and Truancy
- BP/AR 5131: Conduct
- BP/AR 5131.2: Bullying
- BP/AR 5132: Dress and Grooming
- BPAR 5136: Gangs
- BP/AR 5141.4: Child Abuse Reporting Procedures
- BP/AR 5145.12: Search and Seizure
- BP/AR 5145.7: Sexual Harassment
- BP/AR 5145.9: Hate Motivated Behavior
- BPAR 6116: Classroom Interruptions
- BP/AR 6142.2: Recognition of Religious Beliefs and Customs
- BP/AR 6163.4: Student Use of Technology
- E 5144.1(a): Minimum/Maximum Penalties Chart

B: School Discipline Policy

C: School Dress Code Policy

D: School Site Safety Plan Check List

School Site Safety Plan Check List

DESCRIPTION OF CALIFORNIA ED CODE ITEM 32282 (a) <i>The comprehensive school safety plan shall include, but not be limited to the following:</i>		IN PLAN	NEEDED	COMMENTS
1	School Info - Name of School, District, principal, address, phone number, email, Public Meeting Date/Location, Law Enforcement Review, Mission Statement, Table of Contents	X		
2	Date reviewed and approved by Site Council. List of committee member's names/titles: Principal/designee, teacher rep, classified rep, Parent of attending student, Law Enforcement rep, Student Rep. May include other community member or other desired members.	X		
3	Assessment of the current status of school crime committed on school campuses and at school-related functions, California Healthy Kids Survey (CHKS), staff climate with student and parent surveys. Student attendance, referrals, discipline and expulsions. Crime Data. Threat, Risk, Hazard and Vulnerability Assessment.	X		
4	Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following :	X		
5	Child abuse reporting procedures consistent with Article 2.5(commencing with Section 111664) of Title 1 of Part 4 of the Penal Code. Sexual Harassment Policy. A Discrimination and Harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1. Procedures adopted under the Safe and Drug Free Schools Act. Hate crime policies and reporting procedures pursuant to Chapter 1.2 (commencing with Section 628) of Title 15 of Part 1 of the Penal Code. Bullying prevention Policies and Procedures.	X		
6	Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). The disaster procedures shall also include, but not be limited to both of the following :	X		
7	Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A district or county office may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:	X		
8	A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff. A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools	X		
9	Protective measures to be taken before, during, and following an earthquake. A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.	X		
10	Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.	X		

School Site Safety Plan Check List

DESCRIPTION OF CALIFORNIA ED CODE ITEM		IN PLAN	NEEDED	COMMENTS
32282 (a) <i>The comprehensive school safety plan shall include, but not be limited to the following.</i>				
11	Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27.	X		
12	Procedures to notify teachers of dangerous pupils pursuant to Section 49079.	X		
13	The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. Any schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For the purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.	X		
14	Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.	X		
15	A safe and orderly environment conducive to learning at the school. Including the social climate (people and programs) AND the physical environment (place).	X		
16	The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.	X		
17	Grants to assist schools in implementing their comprehensive school safety plan shall be made available through the partnership as authorized by Section 32285.	X		
18	The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public. All Site Plans may be viewed by the public at the AVUHSD website: www.avdistrict.org	X		
19	Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter. AVUHSD Board of Trustees will approve plans prior to March 1. See agenda approval date at https://www.boarddocs.com/ca/avuhsd/Board.nsf .	X		
20	Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256	X		
21	Completed Checklist and a Copy of the full California Ed Code Section re: School Site Safety Plan	X		

Principal Approved: _____
Date: _____



