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

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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
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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.

First Aid Kits:

Small First Aid 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)

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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.
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: Gags
- 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 Intermittences
- 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
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<tr>
<td>2. Evidence of School Safety Plan Approval by the School Board</td>
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<tr>
<td>3. Description of the school's emergency evacuation procedures, including drills and exercises</td>
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<td>4. Identification of the school's emergency evacuation drill schedules</td>
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<tr>
<td>10. Review and approval of the school's emergency evacuation plan by the community</td>
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Updated: January 2018

Career Technical Education/ROP
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<tr>
<td>x</td>
<td>Completed Checklist and a Copy of the All California ED Code Section 32940 Plan.</td>
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<tr>
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<td>Section 32956 and 32955</td>
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<tr>
<td>x</td>
<td>Including a description of the Key Elements in the Annual School Accountability Report can be prepared pursuant to the annual school accountability report due under ED Code Section 32956.</td>
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<td>The principal shall adopt the comprehensive school safety plan by the end of the first full year following a new school year; the plan shall be reviewed and updated at least once a year.</td>
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22828 (f) The comprehensive school safety plan shall include, but not be limited to the following:

- Explanations and procedures for student discipline and conduct.
- Explanations and procedures for the issuance and usage of police, staff, and school employees to and from school.
- The provision of any subsequent annual review pursuant to Section 32940, in accordance with Section 32956.
- The comprehensive school safety plan shall include, but not be limited to the following: