

# Franklin Elementary School District

# Safe School Plan

Revised  
August 2022



# Safe School Plan

**Franklin Elementary School District**  
**332 N. Township Road**  
**Yuba City, CA 95993**  
**(530) 822-5151**



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Revised

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# Section 1.0

## Introduction

## **1.0 INTRODUCTION**

### **1.1 OVERVIEW**

The effective management of emergencies requires both adequate emergency preparedness and emergency response capabilities. This plan has been prepared so that in the event of a disaster, all conceivable actions which can be taken to ensure the safety and welfare of students and staff will be implemented. Preparing staff, students, and parents with appropriate instructions and practice in how to act and react in case of an emergency will effectively minimize the problems that will arise in such a situation. The major objectives of this plan are to save lives and give aid to disaster victims. An overall school safety plan requires a process for identifying security needs, developing prevention and intervention techniques, evaluating physical facilities, and providing communication with staff and students.

### **1.2 PLAN ORGANIZATION**

This plan is organized into six sections. Section 2.0 deals with emergency preparedness, identifies the school's emergency response teams and defines the roles and responsibilities of team members. Section 3.0 and 4.0 present guidance for determining the nature and extent of an emergency, and a series of initial response actions to be taken in an emergency. Section 5.0 provides detailed emergency response procedures for 13 types of emergencies that may be encountered in a school setting. Section 6.0 provides supplemental emergency information including contact information, emergency contacts, and evacuation routes. Standard forms, site maps and other supporting information are contained in the Appendices.

### **1.3 LEGAL REQUIREMENTS**

State law requires that schools be adequately prepared to respond to earthquakes, fires, and other emergencies. (California Education Code 35295 through 35297, California Government Code 8607, and California Code of Regulations 2400 through 2450) The procedures outlined in this plan are consistent with the Standardized Emergency Management System (SEMS) developed by the State of California. This plan presents specific procedures to be used in preparing for, and responding to, school emergencies.

# Section 2.0

## School Personnel Duties and Responsibilities

## **2.0 SCHOOL PERSONNEL DUTIES AND RESPONSIBILITIES**

### **2.1 SUPERINTENDENT / PRINCIPAL -- GENERAL RESPONSIBILITIES**

The Superintendent / Principal has a variety of responsibilities to ensure that the school site is adequately prepared to deal with an emergency situation. Among the specific duties of the Superintendent / Principal are the following:

1. To review and update the Emergency Response Plan annually, with particular attention to the unique characteristics of the site.
2. To post and regularly update a checklist of available emergency equipment supplies and emergency telephone numbers.
3. To plan alternate classroom evacuation routes, if standard routes are obstructed.
4. To establish a system of specific disaster warning signals that are well known to staff and students.
5. To ensure that teachers are trained in responsibilities during disaster and drill procedures.
6. To ensure that each classroom contains a current Emergency Response Plan Binder, properly labeled and located in a prominent place.
7. To schedule various disaster drills and to review the disaster plan with staff, students and parents.

### **2.2 SUPERINTENDENT / PRINCIPAL -- EMERGENCY RESPONSIBILITIES**

The District Office, under the direction of the Superintendent / Principal or designee, shall have the primary responsibility for providing assistance and maintaining communication and coordination in the event of an emergency or disaster. Among the specific functions of the Superintendent / Principal or designee are the following:

1. To establish procedures that include notifying local law enforcement agencies, the fire department and medical assistance agencies as appropriate.
2. To establish a communications center and assign District Office personnel specific duties in the event of an emergency.

3. To maintain communication with the Board of Education.
4. To ensure that there is a communication system in place between the District Office and designated staff members in the event that the regular telephone system is disrupted by the conditions of the disaster or emergency.
5. To maintain communication with all outside agencies.
6. To assign the following duties to school staff:
  - a. Patrol main entrance to direct emergency personnel, parents, and district staff to appropriate areas and to 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 and relocate trapped or injured persons.
  - d. Administer first aid.
  - e. Supervise pupil release procedures.
  - f. Check building utility systems and appliances for damage and possible shut off.
  - g. Provide for fire control.
  - h. Give direction to staff and students at various assembly areas on school site.
7. To act as the Public Information Officer. The Superintendent / Principal acts as the designated spokesperson for all disaster/emergency related public information. The press should be handled by the Superintendent / Principal exclusively and the press should be permitted to approach staff and students only after it has been determined that this contact will not cause any adverse effects. The duties of the Public Information Officer may include preparation of press releases, communication with parents, establishment of on-site rumor control / information post, and other related duties.

### **2.3 ADMINISTRATIVE ASSISTANT / SCHOOL SECRETARY**

During an emergency situation the office staff will be under the direction of the Superintendent / Principal and will perform a variety of important functions under his / her

direction. A partial list of the functions the office staff may be responsible for are as follows:

1. Assist Superintendent / Principal in sounding emergency action signals and making general announcements over the PA system as well as the telephone intercom.
2. Communicate and work with emergency medical personnel.
3. Administer first aid as necessary to both students and staff.
4. Distribute first aid supplies as necessary.
5. Establish and coordinate a communication center.
6. Monitor both local radio and T.V. stations and disseminate pertinent information to the appropriate personnel.
7. Other

## **2.4 MAINTENANCE / CUSTODIAL**

The maintenance / custodial staff on site has a number of maintenance / facility issues to deal with in time of an emergency. During an emergency situation the head custodian will be in direct and constant contact with the Superintendent / Principal or the Security Officer, and will be dispatched as needed. Some of the responsibilities of the head custodian are as follows:

1. Maintain tool inventory for emergency use.
2. Check utility systems and appliances for damage and if necessary shut off main power or gas supplies.
3. Extinguish small fires before they get out of control.
4. Coordinate entrance and exits of emergency personnel and vehicles.
5. Assist with the lock down of the campus if necessary.
6. Seal off and indicate areas where hazardous materials have been spilled.

7. Coordinate all safety and evacuation procedures. Patrol and monitor the campus checking all evacuation routes for safety.
8. Locate missing students or personnel.
9. Other

## **2.5 TEACHERS**

The classroom teachers are critical to the welfare and safety of their students in time of an emergency. The school staff should be familiar with emergency procedures and any assigned responsibilities. Some of the responsibilities of the teachers in time of an emergency are as follows:

1. Respond with students to emergency warning signals.
2. Immediately take student attendance and notify appropriate personnel of missing or injured students.
3. Administer first aid as necessary.
4. Carry Emergency Response Plan Binder when evacuating room.
5. Release students per Pupil Release Procedures.
6. Remain calm; supervise and ensure student safety at all times.
7. Other

# Section 3.0

## Initial Response To Emergencies

### **3.0 INITIAL RESPONSE TO EMERGENCIES**

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

#### **3.1 IDENTIFY TYPE OF EMERGENCY**

The first step in responding to an emergency is to determine the type of emergency that has occurred. Emergency procedures for the 13 different types of emergencies listed below are provided in Section 5.0.

- Aircraft Crash
- Animal Disturbance
- Armed Assault On Campus
- Intruder on Campus
- Biological or Chemical Release
- Bomb Threat
- Disorderly Conduct
- Earthquake
- Explosion / Risk of Explosion
- Fire in Surrounding Area
- Fire On School Grounds
- Flooding
- Motor Vehicle Crash

#### **3.2 IDENTIFY LEVEL OF EMERGENCY**

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

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

Level 2 Emergency: A moderate emergency that requires assistance from outside agencies, such as a fire or moderate earthquake, or the dispersion of a potentially hazardous material, e.g., “unknown white powder” on the site.

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

### **3.3 DETERMINE IMMEDIATE RESPONSE ACTIONS**

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

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

Procedures for each of these are included in Section 4.0.

# Section 4.0

## Immediate Response Actions

## **4.0 IMMEDIATE RESPONSE ACTIONS**

### **4.1 DUCK AND COVER**

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

#### **Description of Action**

1. If there is sufficient time, the Superintendent / Principal or office staff member will make the following announcement on the intercom / PA system. The person making the announcement should be calm, convey reassuring comments that the situation is under control and give clear directions. The announcement will be made a second time if circumstances and time allow.

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

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.

### **4.2 SHELTER-IN-PLACE**

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

The difference between Shelter-in-Place and Lock Down is that Shelter-in-Place involves the shutdown of the HVAC systems and allows for the free movement of students within the building. Students are not to be allowed outside of the classroom, however their movement within the classroom is not restricted.

## Description of Action

1. The Superintendent / Principal or office staff will make the following announcement on the PA system. The person making the announcement should be calm and convey reassuring comments that the situation is under control all the while giving clear directions to staff and students. The announcement will be made a second time if circumstances and time allow.

“YOUR ATTENTION PLEASE. WE ARE INSTITUTING SHELTER IN PLACE PROCEDURES. STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING. WINDOWS AND DOORS SHOULD BE SECURELY CLOSED. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF THE NEAREST ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.”

2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or the school gymnasium. Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
4. Teachers are responsible to secure the classroom which would include some or all of the following: shut down the classroom HVAC system, turn off local fans in the area, close and lock doors and windows, and seal gaps under doors and windows with anything that is available in the classroom.

### 4.3 LOCK DOWN

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. Lock Down is also initiated when there is an intruder on campus that has the potential to cause a threat to staff and students. During Lock Down, students are to remain in the classrooms or designated locations at all time.

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

## Description of Action

### PROTOCOL FOR LOCK DOWN DRILL

1. An audio alarm will sound indicating that the school is in lock down mode.
2. Students will immediately walk to the nearest classroom or MP room.
  - a. If an adult is NOT in room, students walk to next available classroom.
  - b. Students do not enter restrooms during a lock down drill.
  - c. Students IN the restroom are to immediately exit restroom and go to nearest classroom.
3. Teachers are to lock doors, turn off lights and pull curtains/shut blinds.
  - a. Business should go on as usual unless notified otherwise.
4. Teachers will place green or red sign in the window to indicate “okay” or emergency.
5. Teachers will take roll call. If teacher has “inherited” a student from another class, that teacher will notify homeroom teacher that the student is in their class.
6. Notify office of any students unaccounted for in your class (wait a few minutes to see if school personnel calls you to say they have your student).
7. The office will notify appropriate service agencies and inform school members of the status of the emergency as quickly as possible.

During a lock down, the principal will ascertain whether students can use the restrooms as a group and then they must be accompanied by an adult.

Students inside the cafeteria will remain in the cafeteria and follow all directions of the supervising adult(s).

In the event you are confronted by an intruder, do not argue or antagonize him/her in any way. Keep your distance, do not attempt to trick or threaten.

When the emergency is over, an audio signal will indicate that the campus is “all clear”.

#### **4.4 EVACUATE BUILDING**

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

##### **Description of Action**

1. The automated emergency system will make the following announcement on the PA system if it is feasible. The announcement will be repeated a second time if circumstances allow.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE DESIGNATED ASSEMBLY AREA FOR THEIR CLASSROOM. TEACHERS MUST TAKE ATTENDANCE UPON ARRIVAL AT THE DESIGNATED ASSEMBLY AREA.”

2. The Superintendent / Principal or office personnel will initiate a fire alarm.
3. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned assembly area.
4. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.
5. Once assembled, teachers and students will stay in place until further instructions are given.

#### **4.5 OFF-SITE EVACUATION**

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

##### **Description of Action**

1. The automated emergency system will make the following announcement on the PA system if it is feasible. The announcement will be repeated a second time if circumstances allow.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AND OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE IDENTIFIED OFF-SITE AREA. STUDENTS ARE TO REMAIN WITH THEIR

TEACHERS. TEACHERS NEED TO TAKE THEIR ATTENDANCE RECORDS AND LOCK THEIR CLASSROOM WHEN ALL STUDENTS HAVE EXITED.”

2. The Superintendent / Principal will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location, The Ranch House.
3. Teachers will take the Emergency Response Plan Binder when leaving the building and take attendance once the class is assembled in a predesignated safe location.
4. Once assembled off-site, teachers and students will stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, the Superintendent / Principal may authorize students and staff to return to the classrooms.

#### **4.6 ALL CLEAR**

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

#### **Description of Action**

1. The automated emergency system will make the following announcement on the PA system if it is feasible. The announcement will be repeated a second time if circumstances allow.  
  
“YOUR ATTENTION PLEASE. IT IS NOW SAFE TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS.”
2. This action signifies that the emergency is over.
3. If appropriate, teachers should immediately begin discussions and activities to address students’ fears, anxieties, and other concerns.

# Section 5.0

## Emergency Procedures

## **5.0 EMERGENCY PROCEDURES**

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

- Aircraft Crash
- Animal Disturbance
- Armed Assault on Campus
- Intruder on Campus
- Biological or Chemical Release
- Bomb Threat
- Disorderly Conduct
- Earthquake
- Explosion / Risk of Explosion
- Fire in Surrounding Area
- Fire on School Grounds
- Flooding
- Motor Vehicle Crash

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

### **5.1 AIRCRAFT CRASH**

This procedure addresses situations involving an Aircraft Crash on or in the proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to section 5.4, Biological or Chemical Release.

#### **Procedures**

1. The Superintendent / Principal will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.
2. If the Superintendent / Principal issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the assembly area.

3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the administrator or Safety Officer of missing students as classrooms are cleared.
4. The Superintendent / Principal or appropriate office personnel will call "911" and the Sutter County Sheriff's Department (530) 822-7307 to provide the exact location and nature of the emergency.
5. If on school property the Superintendent / Principal, Head Custodian, or Safety Officer will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, refer to Section 5.4.
6. If it is unsafe to remain on campus, the Superintendent / Principal will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

## **5.2 ANIMAL DISTURBANCE**

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

### **Procedures**

1. The Superintendent / Principal will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE or EVACUATE BUILDING.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as a means to isolate the animal.
3. If additional outside assistance is needed, the School Administrator will call "911", the Sutter County Sheriff's Department (530) 822-7307 or the Sutter County Animal Control (530) 822-7375. The exact location of the animal and nature of the emergency will be provided to the appropriate agency.
4. If a staff member or student is injured, medical services will be requested. If a student is injured, the parent will be immediately contacted regarding the situation and the nature of the injury.

### 5.3 ARMED ASSAULT ON CAMPUS / INTRUDER ON CAMPUS

An **Armed Assault on Campus** involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful device. An **Intruder on Campus** would consist of an unidentified person(s) on campus of a suspicious nature. The following are procedures that would be followed in the event of an **Armed Assault on Campus**. These procedures would be modified at the discretion of the Superintendent/Principal for an **Intruder on Campus** who does not appear to possess weapons or have a clear intent to harm students.

#### Procedures

1. Upon the first indication of an armed assault, personnel should immediately notify the Superintendent / Principal or the Safety Officer.
2. The Superintendent / Principal will immediately initiate the appropriate Immediate Response Action(s) which may include LOCK DOWN, EVACUATE BUILDING, or OFF-SITE EVACUATION (ALICE). The most likely scenario will be to immediately initiate a LOCK DOWN.
3. The Superintendent / Principal or appropriate office personnel will call "911" and the Sutter County Sheriff's Department (530) 822-7307 and provide the exact location and nature of the incident.
4. Staff should take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and the perpetrator.
5. Staff should maintain order in all areas of assembly or shelter, and should await the arrival of law enforcement.
6. After the perpetrator(s) has been neutralized, the office personnel will conduct a head count of students and staff by contacting each classroom. The Superintendent / Principal and law enforcement will be notified of any missing persons.
7. All media inquiries will be referred to the Superintendent / Principal.
8. The Superintendent / Principal will debrief staff as soon as it is feasible.

## **5.4 BIOLOGICAL OR CHEMICAL RELEASE**

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

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

### **Procedures / Scenario 1: Substance Released Inside a Room or Building**

1. The Superintendent / Principal will initiate the EVACUATE BUILDING action as described in Section 4.0. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.
2. The Superintendent / Principal or designee will call the Sutter County Sheriff's Department (530-822-7307) and the Office of Environmental Health and Safety (OEHS) (530-822-7400) and will provide the exact location and nature of the emergency.
3. Students or staff who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals.
4. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.

### **Procedures / Scenario 2: Substance Released Outdoors and Localized**

1. The Superintendent / Principal will immediately direct staff to remove students from the affected areas to an area upwind from the release. The Superintendent / Principal will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.

2. The Superintendent / Principal or designee will call the Sutter County Sheriff's Department and the Office of Environmental Health and Safety (OEHS) and will provide the exact location and nature of the emergency.
3. Students or staff who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals.
4. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.

### **Procedures / Scenario 3: Substance Released in Surrounding Community**

1. If the Superintendent / Principal or local authorities determine a potentially toxic substance has been released to the atmosphere, the Superintendent / Principal will initiate SHELTER-IN-PLACE as described in Section 4.0.
2. Upon receiving the SHELTER-IN-PLACE notification, staff members should shut down HVAC units in classrooms, close and lock doors and windows, and seal gaps under doors and windows with wet towels or duct tape if at all possible.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings. Teachers should communicate their locations with the office using any available communication systems.
4. The Superintendent / Principal or designee will call the Sutter County Sheriff's Department and the Office of Environmental Health and Safety (OEHS) and will provide the exact location and nature of the emergency.
5. Office staff and classrooms will turn on radios or television stations to monitor the incident.
6. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance, or staff is otherwise notified by the Superintendent/ Principal.

## **5.5 BOMB THREAT**

The response to a **BOMB THREAT** is initiated upon the discovery of a suspicious package on campus grounds or the receipt of a threatening phone call that may present a risk of an explosion.

## Procedures

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911." The person calling "911" should tell the operator, "This is (state name) from Franklin Elementary School. We are in the process of receiving a bomb threat on another phone line. The Superintendent / Principal should be notified as soon as possible.
2. The person answering the threat call should refer to the "Bomb Threat Checklist" and ask the following questions, record the answers, complete as much of the "Bomb Threat Checklist" as possible and then immediately notify the Superintendent / Principal.

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?

Additional questions if caller is willing to stay on the line:

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

3. The Superintendent / Principal will initiate the EVACUATE BUILDING response in most cases involving a BOMB THREAT. This response will quickly get students to an assembly area away from buildings. It is, however possible, that a LOCK DOWN response could be initiated based upon the information gathered from the caller on the phone. For example, if the caller indicated that there was a pipe bomb located in one of the outside trash containers, it would not make sense to file all students down hallways past these containers. The Superintendent / Principal will determine the most appropriate response based upon the information at hand.
4. The Superintendent / Principal, Safety Officer, and Head Custodian will immediately begin to search for suspicious packages, boxes or foreign objects around campus. They will be assisted in the search by law enforcement agencies as soon as they arrive on the scene. While conducting the search all cell phones and beepers will be turned off since many modern day explosive devices can be triggered by radio frequencies.
5. If a suspicious object is identified, one member of the search team will report the discovery to the Superintendent / Principal and the law enforcement agency on

site. No attempt should be made to investigate or examine the object. The immediate area where the bomb is located should be secured.

6. In the event of an evacuation, teachers will bring their Emergency Response Plan Binder and take attendance in the assembly area to account for students. Teachers will notify the person clearing classrooms of any missing students.
7. School activities will not be resumed until all buildings have been inspected by proper authorities and are determined to be safe. The Superintendent / Principal will give the ALL CLEAR signal when it is appropriate.
8. The Superintendent will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.
9. After the incident is over the Superintendent / Principal will complete the Bomb Threat Report Form C.

## **5.6 DISORDERLY CONDUCT**

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

### **Procedures**

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff member will immediately notify the Superintendent / Principal.
3. The Superintendent / Principal will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
4. The Superintendent / Principal or designee will call the Sutter County Sheriff's Department and provide the exact location and nature of the incident. If deemed to be appropriate, the Superintendent / Principal or designee will call "911" to report the incident.
5. If an immediate threat is not clearly evident, the Superintendent / Principal or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request that he or she leave the campus. Avoid any hostile situations.

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

## **5.7 EARTHQUAKE**

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude. Generally it is best to remain calm and stay where you are. It is important to assess the situation and then act. Most injuries or deaths caused in an earthquake are a direct cause of falling or flying debris.

### **Procedures**

1. Upon the first indication of an earthquake, teachers should direct students to DUCK AND COVER as described in Section 4.0.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When the shaking stops, the Superintendent / Principal or appropriate office personnel will initiate the EVACUATE BUILDING action as described in Section 4.0. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
4. In the event of an evacuation, teachers will bring their Emergency Response Plan Binder and take attendance at the assembly area to account for students. Teachers will notify the person clearing classrooms of any missing students.
5. The Safety Officer and Head Custodian will survey the exterior of the buildings checking for damages involving natural gas, electricity, water, or sewer. Depending on the severity of the earthquake, classrooms will be inspected by the Security Officer and Head Custodian prior to letting staff and students return.
6. The Superintendent / Principal will initiate an OFF-SITE EVACUATION, as described in Section 4.0, if warranted by changes in conditions at the school.

## **5.8 EXPLOSION / RISK OF EXPLOSION**

This section addresses two possible scenarios involving an Explosion / Risk of Explosion. Scenario 1 - Explosion on school property; Scenario 2 - Risk of explosion on school property. It is necessary to first determine which scenario applies and then implement the appropriate response procedures. For "Bomb Threats" refer to Section 5.5.

### **Procedures / Scenario 1: Explosion on School Property**

1. In the event of an explosion, all persons should initiate DUCK AND COVER as described in section 4.0.
2. The Superintendent / Principal will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the school administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION as described in section 4.0. Evacuation may be warranted in some buildings and other buildings may be used as a shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the assembly area.
5. In the event of an evacuation, Teachers will bring their Emergency Response Plan Binder and take attendance at the assembly area to account for students. Teachers will notify the administration / safety officer of any missing students.
6. The Superintendent / Principal or designee will contact the Sutter County Sheriff's Department and provide the exact location and nature of the emergency.
7. The Superintendent / Principal will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

### **Procedures / Scenario 2: Risk of Explosion on School Property**

1. The Superintendent / Principal will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 4.0.
2. If the Superintendent / Principal issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the assembly area to account for students. Teachers will notify the administrator or safety officer of any missing students.
4. The Superintendent / Principal or designee will contact the Sutter County Sheriff's Department and will provide the exact location and nature of the emergency.

5. All affected areas of the school will not be reopened until the appropriate agency provides clearance and the school administrator issues authorization to do so.
6. The Superintendent / Principal will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

## **5.9 FIRE IN SURROUNDING AREA**

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

### **Procedures**

1. The Superintendent / Principal will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
2. The Superintendent / Principal or designee will contact "911", the Sutter County Fire Department, or the Sutter County Sheriff's Department, depending upon the conditions.
3. The Superintendent / Principal will work with local fire department officials to determine if the school grounds are threatened by the fire, smoke, or other hazardous conditions.
4. If the Superintendent / Principal issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the assembly area.
5. In the event of an evacuation, teachers will bring their Emergency Response Plan Binder and take attendance at the assembly area to account for students. Teachers will notify the school administrator or safety officer of missing students.
6. The Superintendent / Principal will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

## **5.10 FIRE ON SCHOOL GROUNDS**

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

## **Procedures**

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the office.
2. The Superintendent / Principal will immediately initiate the EVACUATE BUILDING action as described in Section 4.0. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area. Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Missing students should be reported to the safety officer or Superintendent / Principal.
3. The Superintendent / Principal will call "911" or the Sutter County Fire Department and provide the exact location of the fire.
4. If necessary, the Superintendent / Principal will contact the Sutter Union High School District to request busses for staff and student evacuation.
5. Any affected areas of the school will not be reopened until the Sutter County Fire Department or appropriate agency provides clearance and the Superintendent / Principal issues authorization to do so.
6. For fires during non-school hours, the Superintendent / Principal and the Sutter County Fire Department will determine if the school will open the following day.
7. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Sutter County Fire Department to indicate "fire is out."

## **5.11 Flooding**

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

## **Procedures**

1. The Superintendent / Principal will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION, as described in Appendix D.
2. The Superintendent / Principal or office personnel will notify the Sutter County Sheriff's Department or "911" to describe the nature and extent of the flooding.

3. The office will keep a battery-powered radio tuned to a local radio station for information.
4. If the Superintendent / Principal issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the assembly area.
5. In the event of an evacuation, Teachers will bring their Emergency Response Plan Binder and take attendance at the assembly area to account for students. Teachers will notify the office / administration of any missing students.
6. The Superintendent / Principal will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

## **5.12 MOTOR VEHICLE CRASH**

This procedure addresses the situation involving a Motor Vehicle Crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to Section 5.4, Biological or Chemical Release.

### **Procedures**

1. The Superintendent / Principal will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 4.0.
2. The Superintendent / Principal or designee will contact "911", the Sutter County Fire Department, or the Sutter County Sheriff's Department, depending upon the conditions.
3. If the Superintendent / Principal issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the assembly area.
5. In the event of an evacuation, teachers will bring their Emergency Response Plan Binder and take attendance at the assembly area to account for students. Teachers will notify the school administrator or safety officer of missing students.
6. The Superintendent / Principal will initiate an OFF-SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

# Section 6.0

## Emergency Drills

## **6.0 EMERGENCY DRILLS**

In order to be adequately prepared, the following drills should be executed and documented in the Emergency Drill Record. There are three emergency drills school personnel should be prepared to implement: Drill 1 - Fire; Drill 2 - Lock Down; and Drill 3 - Earthquake.

### **6.1 DRILL 1: FIRE**

1. Please refer to the evacuation map in your classroom. This map should be posted by the exit door inside each classroom.
2. Direct the evacuation of students to designated assembly areas when alarm is activated.
3. When leaving classroom, check for the safest evacuation route in the event that the practiced route is blocked.
4. Take Emergency Handbook, keys (purse if applicable), close classroom door and direct students to WALK quickly and safely to their area.
5. After students are lined up, take role and make sure that all students are accounted for. If students are in another class, that teacher is responsible for their presence. When all students are accounted for, hold up the green card from the handbook as a signal to the principal/designee that you are sure of the whereabouts of each student. If a student is missing from your count, hold up the red card and the principal/designee will assist you.
6. If students are at recess during a fire alarm they must WALK quickly to their designated line-up area. Teachers must join the class as quickly as possible. Do NOT return to your classroom for your Emergency Handbook.
7. If students are in the cafeteria they are to FREEZE upon hearing the fire alarm and wait for instructions. All teachers of students in the cafeteria must report directly to their students and direct them to a safe area outside.
8. If the fire is in the cafeteria, noon duty supervisors and all available adults must work quickly to evacuate students via the safest route.
9. Wait for the "all clear" signal to return students to classroom.

**NOTE:** All school personnel need to exit buildings during a fire drill. School personnel should exit the building and report to the assembly area closest to their location.

## 6.2 DRILL 2: LOCK DOWN / INTRUDER ALERT

A “Lock Down” indicates that there is an emergency situation that requires staff and students to lock themselves in the classroom away from a possible dangerous situation.

### PROTOCOL FOR LOCK DOWN DRILL

1. An audio alarm will sound indicating that the school is in lock down mode.
2. Students will immediately walk to the nearest classroom or MP room.
  - a. If an adult NOT in room, students walk to next available classroom.
  - b. Students do not enter restrooms during a lock down drill.
  - c. Students IN the restrooms are to immediately exit restroom and go to nearest classroom.
3. Teachers are to lock doors, turn off lights and pull curtains/shut blinds.
  - a. Business should go on as usual unless notified otherwise.
4. Teachers will place green or red sign in the window to indicate “okay” or emergency.
5. Teachers will take roll call. If a teacher has “inherited” a student from another class, that teacher will notify homeroom teacher that the student is in their class.
6. Notify office of any students unaccounted for in your class (wait a few minutes to see if school personnel calls you to say they have your student).
7. The office will notify appropriate service agencies and inform school members of the status of the emergency as quickly as possible.
8. During a lock down, the principal will ascertain whether students can use the restrooms as a group and then they must be accompanied by an adult.
9. Students inside the cafeteria will remain in the cafeteria and follow all directions of the supervising adult(s).
10. In the event you are confronted by an intruder, do not argue or antagonize him/her in any way. Keep your distance, do not attempt to trick or threaten.

11. When the emergency is over, an audio signal will indicate that the campus is “all clear”.

### **6.3 DRILL 3: EARTHQUAKE**

An earthquake drill is held to provide maximum protection in case of earthquake or another emergency, where the risk of flying or falling debris is present. In practice drills, teachers should supervise students and be alert to the position of each student during the entire drill.

**Signal:** The signal for the drill is the following PA announcement followed by a WARBLE.

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

#### **Procedures**

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

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

# Section 7.0

## Other Emergency Information

## **7.0 OTHER EMERGENCY INFORMATION**

The following represents other pertinent information that may be necessary in emergency or disaster situations.

### **7.1 PARENT CONTACT SYSTEM**

Parent contact information is maintained in the main office and is managed by the school secretaries. Parent contact information is available from the school data management system (Aeries) as well as from the emergency cards on file in the office.

### **7.2 SCHOOL PERSONNEL CONTACT SYSTEM**

A current list of school personnel contact numbers both at home and school is available in Appendix A. The Franklin School Phone Tree lists the contact numbers of all certificated and classified employees at Franklin School. The phone tree would be utilized to communicate emergency information to all staff members after hours.

### **7.3 SITE MAPS / EVACUATION OF CLASSROOMS**

A site map indicating the plan for the evacuation of classrooms is included in Appendix B. Also included on this map is the location of the classroom fire extinguishers.

### **7.4 SITE MAPS / OFF SITE EVACUATION**

A Site Evacuation Map is included in Appendix C which indicates the off site assembly area and the designated evacuation routes to this location. Appendix D indicates Flood Evacuation Route.

### **7.5 EMERGENCY PHONE NUMBERS**

A listing of external emergency phone numbers is provided in Appendix E.

## 7.6 PUPIL RELEASE / EVACUATION PROCEDURES

Certain actions may involve releasing students from school or relocating them from the school site to a site off campus at a time when parents expect their children to be in school. The Superintendent / Principal will authorize such actions only in times of extreme emergency, and all possible attempts to notify parents as to the situation will be made as soon as possible. In any case, pupils shall be released by District staff only.

### **Superintendent / Principal's Recommendation:**

The Superintendent / Principal will assess the situation in any given emergency and, based on the safety of students and the condition of the school and neighborhood, will make a determination based upon the circumstances. Alternatives include:

- Students remain in classrooms with their teachers until they are released to their parents or are transported home via regular bus routes and times.
- Students are moved with their teachers to a designated large group area on the school site. The large group site will be determined based upon the conditions and location of the emergency.
- Students will be evacuated to an alternate site.

If an emergency occurs and it becomes necessary to send students home early, relocate them, or ask parents / guardians to pick them up, the procedures will be followed insofar as possible.

### **Procedures**

1. **Notification of parents.** After receiving authorization to relocate students or send them home early, the school will notify parents of the situation using all available phones. Information will include:
  - Name of caller
  - Type of emergency
  - Action to be taken
  - Where parent may pick up child
  - Other pertinent information regarding the emergency situation
2. **Notification of staff.** Teachers and other staff members should be notified of the plan as soon as possible.

## 7.7 GUIDELINES FOR PUPIL RELEASE FROM CLASSROOM

Whenever possible, it is preferred that students remain in their classrooms under their teacher's supervision prior to their release to parents.

### Classroom Release Procedures

1. Teachers will have students sitting quietly in their assigned seats in the classroom.
2. Teacher will position herself / himself at the classroom door to interact with parents as they come to the classroom. Parents should not be allowed in the classroom unless absolutely necessary.
3. Teacher will identify the immediate family member of the student prior to releasing student.
4. Teacher will complete the Student Release Log having the parent/guardian sign in the appropriate location.
5. Teacher will contact office if unable to identify the adult attempting to pick up the child.

### Identification Instructions

1. Use the Student Release Log located in the Emergency Response Plan Binder to release children. All sections of this form should be completed, including signatures.
2. Make sure that the person to whom you release the student is an immediate family member. All instances where the person requesting to pick up the child is not an immediate family member need to be cleared by the office.
3. Immediate family members include mother, father, stepmother, stepfather, grandparents, and adult siblings.
4. Possible questions to ask regarding proper identification may include:
  - Who are you, what is your name?
  - What is your relationship to the child?
  - Do you have a photo I.D.?
  - Etc.
5. If necessary, the child can be questioned regarding the adult who is attempting to pick them up.

## **7.8 GUIDELINES FOR PUPIL RELEASE / LARGE GROUP SITE ON CAMPUS**

Under certain conditions it may be necessary to move the students to a central location on the school campus. The only building on campus that can house the entire school population at one time is the Multi-Purpose Building. If students are to be released to parents from the Multi-Purpose Building the following procedures should be followed.

### **Large Group Site Release Procedures**

1. Teachers will have students sitting or standing in an assigned area. Teachers will spread classes far enough apart so each class is easily recognizable.
2. Teacher will position herself / himself at the front of the group of students. Students will be called up one at a time as parents arrive to pick them up.
3. Teacher will identify the immediate family member of the student prior to releasing student.
4. Teacher will complete the Student Release Log having the parent / guardian sign in the appropriate location.
5. Teacher will contact office if unable to identify the adult attempting to pick up the child.

### **Identification Instructions**

1. Use the Student Release Log located in the Emergency Response Plan Binder to release children. All sections of this form should be completed, including signatures.
2. Make sure that the person to whom you release the student is an immediate family member. All instances where the person requesting to pick up the child is not an immediate family member need to be cleared by the office.
3. Immediate family members include mother, father, stepmother, stepfather, grandparents, and adult siblings.
4. Possible questions to ask regarding proper identification may include:
  - Who are you, what is your name?
  - What is your relationship to the child?
  - Do you have a photo I.D.?
  - Etc.

5. If necessary, the child can be questioned regarding the adult who is attempting to pick them up.

## **7.9 GUIDELINES FOR PUPIL RELEASE / LARGE GROUP SITE OFF CAMPUS**

Under certain emergency conditions it may be necessary to move the students to a location off the school campus. The designated off site campus location is the parking lot of the Ranch House Restaurant. If students are to be released to parents from a large group site off campus, the following procedures should be followed.

### **Large Group Off-Site Release Procedures**

1. Teachers will have students standing in the parking lot. Teachers should utilize the existing lines in the parking lot to organize students. Teachers will spread classes far enough apart so each class is easily recognizable.
2. Teacher will position herself / himself at the front of the group of students. Students will be called up one at a time as parents arrive to pick them up.
3. Teacher will identify the immediate family member of the student prior to releasing student.
4. Teacher will complete the Student Release Log having the parent / guardian sign in the appropriate location.
5. Teacher will contact office if unable to identify the adult attempting to pick up the child.

### **Identification Instructions**

1. Use the Student Release Log located in the Emergency Response Plan Binder to release children. All sections of this form should be completed, including signatures.
2. Make sure that the person to whom you release the student is an immediate family member. All instances where the person requesting to pick up the child is not an immediate family member need to be cleared by the office.
3. Immediate family members include mother, father, stepmother, stepfather and grandparents, and adult siblings.
4. Possible questions to ask regarding proper identification may include:

- Who are you, what is your name?
- What is your relationship to the child?
- Do you have a photo I.D.?
- Etc.

5. If necessary, the child can be questioned regarding the adult who is attempting to pick them up.

# Section 8.0

## Appendix

# Appendix A

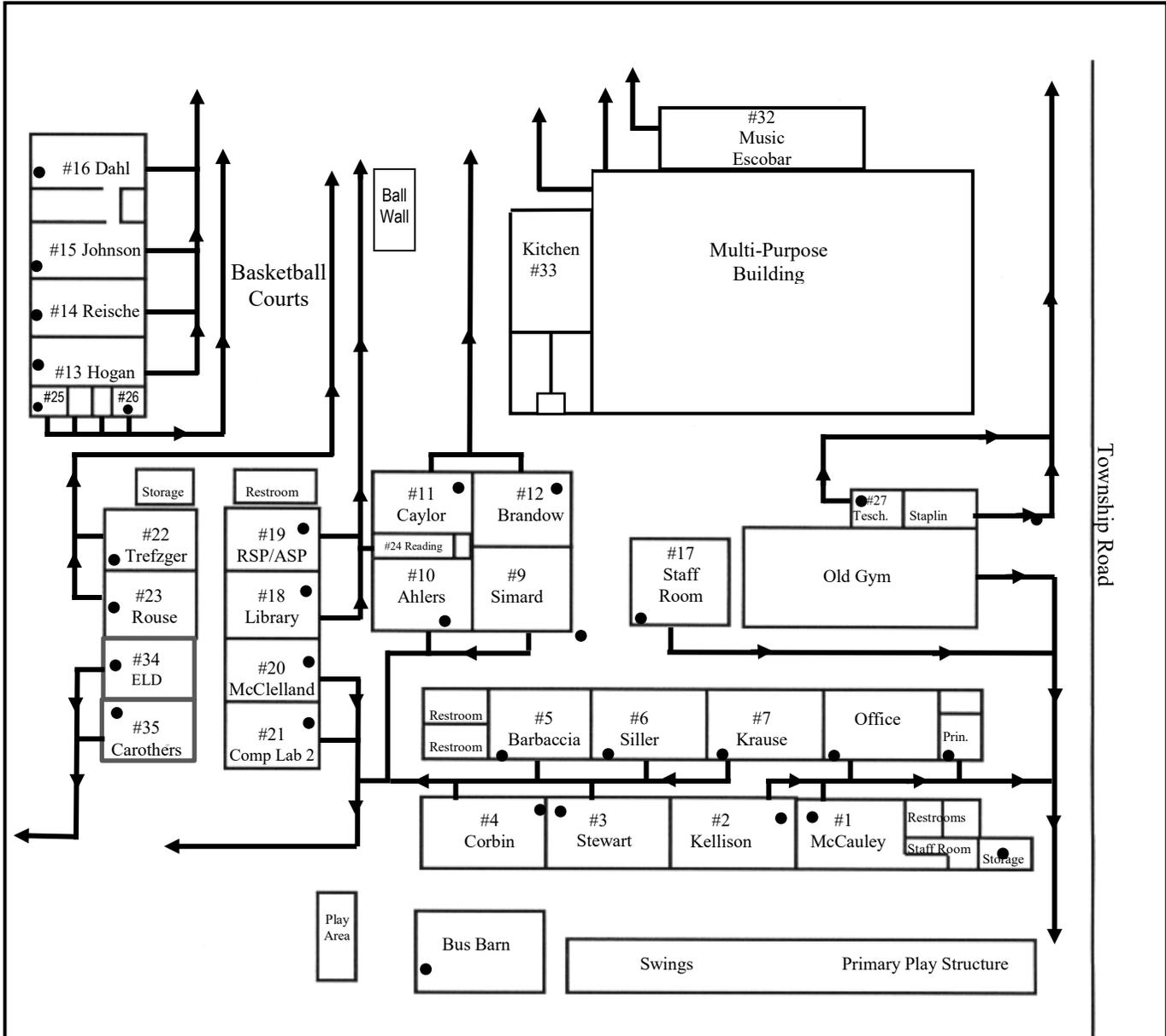
**PLEASE KEEP A COPY AT HOME 2022-23**

Lisa and Erick will call the "key" person for each group. The key person will then call everyone in their group. If someone doesn't answer they will leave a message. When they have called everyone in their group they then call Lisa or Erick and report who they were not able to get a hold of.

		Home	Cell				
Shelton	Lisa			Dahl	Erick	Home	Cell
Carothers	Sharon			Harrison	Jessica		
McCauley	Jennifer			Leff	Jill		
Kellison	Hannah			Lee	Alicia		
Stewart	Kari			Chavez	Nadine		
Corbin	Jennifer			Lego	Anna		
Barbaccia	Debbie			Blumka	Monica		
McClelland	Shannon			Enos	Krista		
Siller	Denise			Wickum	Shannon		
Krause	Colleen			Sanford	Angela		7
<b>Robertson</b>	<b>Laurie</b>			<b>Whalin</b>	<b>Laurie</b>		
Simard	Rhonda			Hedley	Colleen		
Ahlers	Sue			Vershaw	Pam		
Brandow	Dana			Divelbiss	Jimmy		
Caylor	Caitlyn			Casselberry	Robbie		
Rouse	Chelsea			Camargo	Veronica		
Trefzger	Jon			Rubalcaba	Tereasa		
Hogan	Tammy			Madison	Tracy		
Reische	Dawnell			Nunes	Kourtney		
Johnson	Jack			Felgueres	Rosa		
<b>Sanchez</b>	<b>Stephanie</b>			<b>Wiggins</b>	<b>Bobbi</b>		
Staplin	Steven			Howard	Delaynii		
Escabar	Alexia			Goodman	Angela		
Martinez	Luther			Dunn	Shannon		
Rivera	America			Davis	Stephanie		
Blair	K.C			Peters	Kelsey		
Dorn	Chris			Karnegas	Marianne		
Stout	Monica			Cross	Jennice		
Stout	Adam			Fusaro	Danielle		
<b>Guillory</b>	<b>Natalie</b>			<b>Kuykendall</b>	<b>Karen</b>		
Ortega	Valerie			Sanchez	Richard		
Camargo	Michelle			Sandgren	Jenny		
Aziz	Shehreen			Madison	Eliza		
Rossiter	Kristina			Nunes	Kenna		

# Appendix B

# Evacuate Building Map

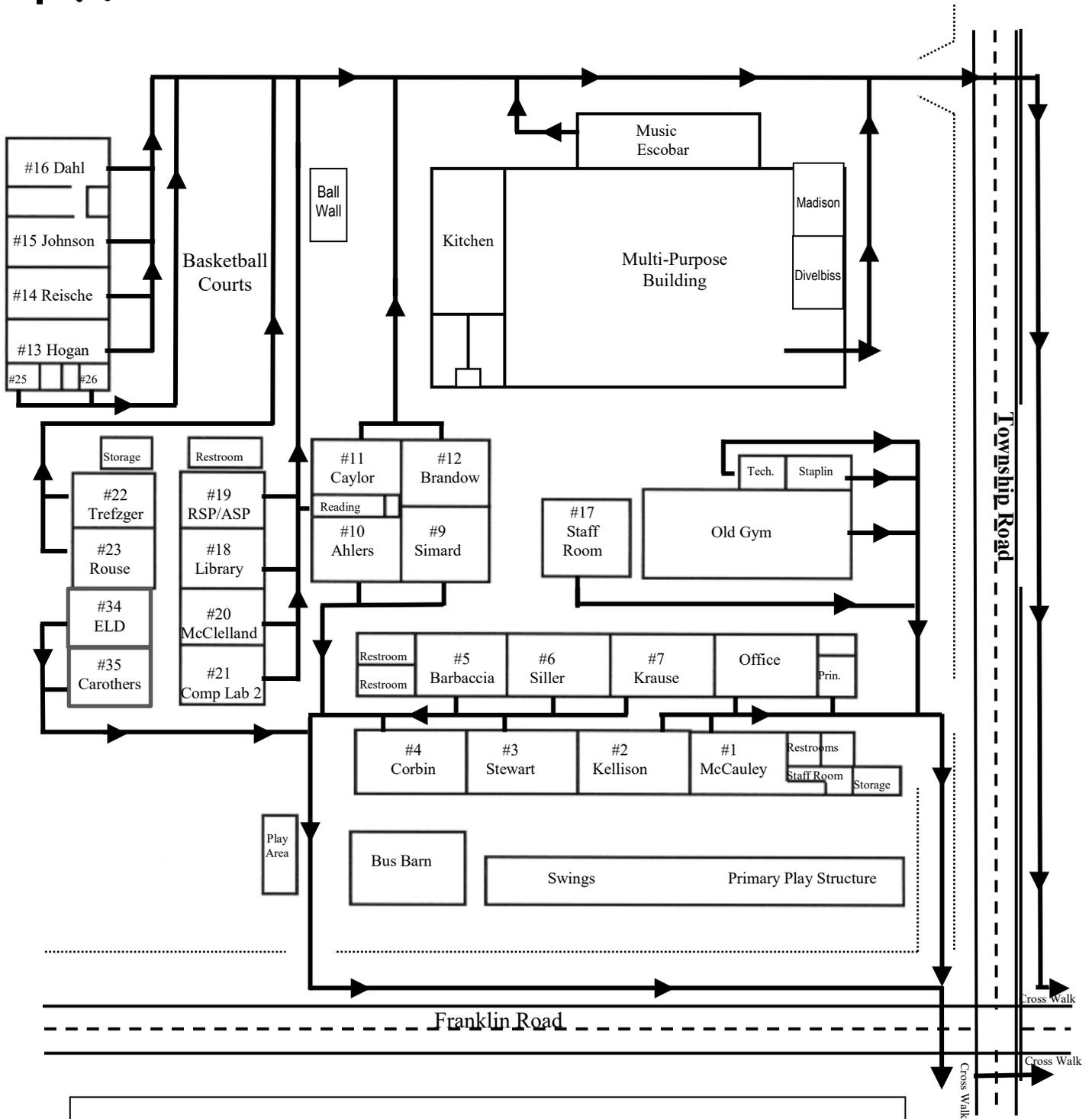


Franklin Elementary School District  
Fire Escape Plan

● Location of Fire Extinguishers

# Appendix C

# Evacuate Site Map/Plan



**Franklin Elementary School District  
Site Evacuation Plan**

AFTER EVACUATING CAMPUS CONTINUE EAST  
ON FRANKLIN ROAD TO THE PARKING LOT OF THE  
RANCH HOUSE RESTAURANT AT THE CORNER  
OF FRANKLIN AND GEORGE WASHINGTON

# Site Evacuation Plan

## General Directions

The general assembly area in the event of a complete site evacuation will be the parking lot the **The Ranch House Restaurant** located on the corner of George Washington and Franklin. The following are general procedures to follow in the event of a complete evacuation of the site.

- Rooms: 1, 2, 17, 27, Office, Old Gym, Old Kitchen

If time and conditions allow, roll should be taken prior to exiting the campus. Exit the campus through the gate at the south east side of the primary playground. Use cross walk to cross Franklin Road heading south, then crosswalk crossing Township Road heading east. Walk single file on the south side of Franklin Road heading east until you arrive at The Ranch House Restaurant parking lot at the intersection of Franklin Road and George Washington Blvd. Assemble students in a single file line, and take roll again. Do not release students to parents while walking down Franklin Road as this will cause a dangerous situation. Students will be released to parents in a controlled fashion once all classes have arrived at the parking lot. The release of students will not take place until authorized by the administrator / authorities in charge. Teachers should have their Student Release Log to utilize in the release of students.

- Rooms 3, 4, 5, 6, 7, 9, 10, 34, 35

If time and conditions allow, roll should be taken prior to exiting the campus. Exit the campus through the gate at the south side of the primary playground near the bus barn. Use cross walk to cross Franklin Road heading south, then crosswalk crossing Township Road heading east. Walk single file on the south side of Franklin Road heading east until you arrive at The Ranch House Restaurant parking lot at the intersection of Franklin Road and George Washington Blvd. Assemble students in a single file line, and take roll again. Do not release students to parents while walking down Franklin Road as this will cause a dangerous situation. Students will be released to parents in a controlled fashion once all classes have arrived at the parking lot. The release of students will not take place until authorized by the administrator / authorities in charge. Teachers should have their Student Release Log to utilize in the release of students.

- Rooms 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 25, 26, Reading Lab, Multi-Purpose Room, Kitchen, Music Room

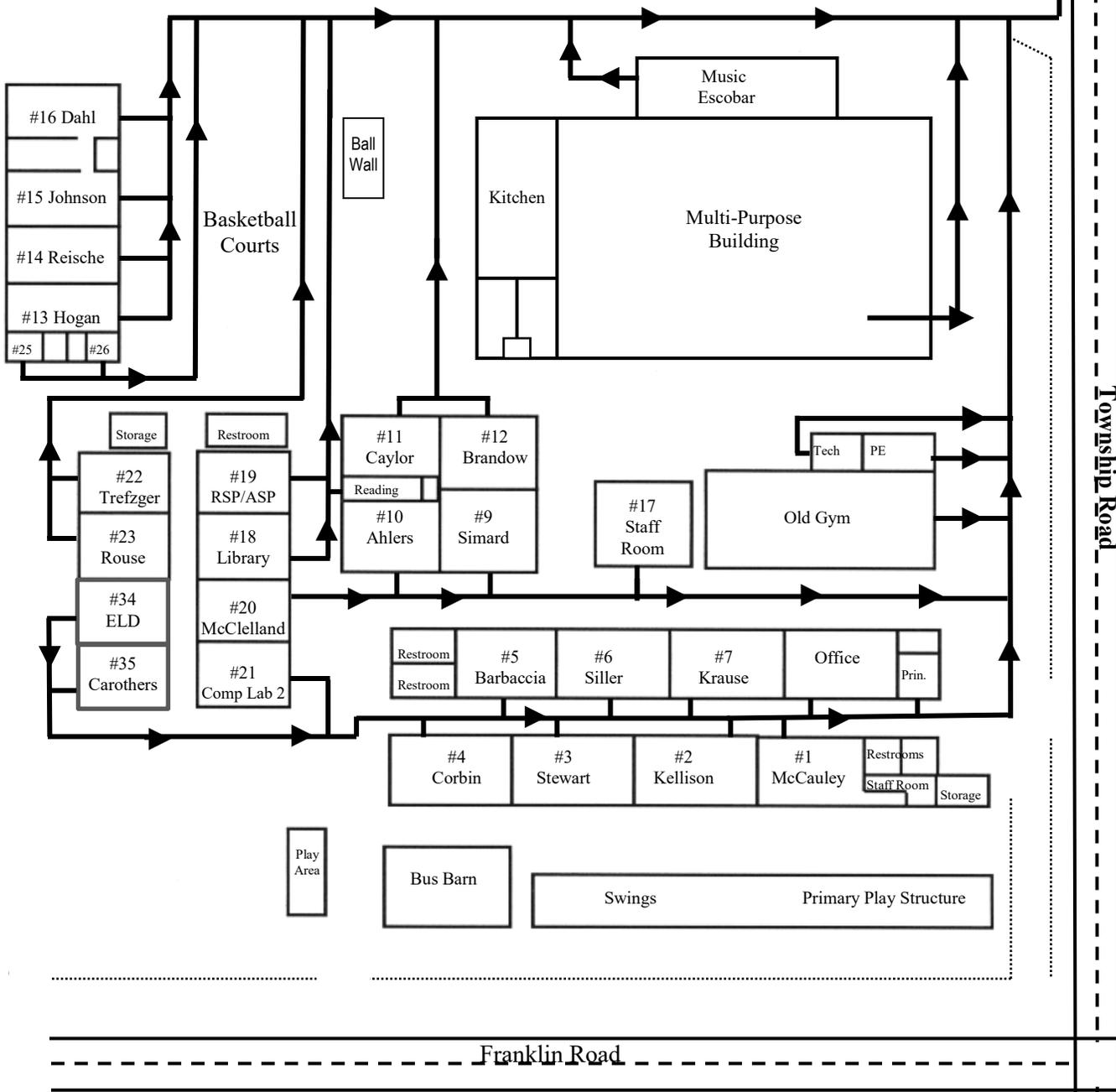
If time and conditions allow, roll should be taken prior to exiting the campus. Exit the campus through the large gate at the north side of the Multi-Purpose building. Cross Township Road heading east. Since there is not a crosswalk at this location, teachers should stop traffic in both directions before students cross Township Road. Walk single file on the east side of Township Road heading south. At the intersection of Township and Franklin Road head east, staying on the north side of Franklin Road until you reach the intersection of Franklin Road and George Washington Blvd. Cross Franklin Road heading south to the parking lot of The Ranch House Restaurant. Since there is not a crosswalk at this location, teachers should stop traffic in both directions before students cross Franklin Road. Assemble students in a single file line, and take roll again. Do not release students to parents while walking down Franklin Road as this will cause a dangerous situation. Students will be released to parents in a controlled fashion once all classes have arrived at the parking lot. The release of students will not take place until authorized by the administrator / authorities in charge. Teachers should have their Student Release Log to utilize in the release of students.

# Appendix D

**Flood  
Evacuate Site Map/Plan**



SEE NEXT PAGE FOR FLOOD EVACUATION CLASSROOM ORDER



**Franklin Elementary School District**  
**Site Evacuation Plan**  
**Flood Contingency**

AFTER EVACUATING CAMPUS CONTINUE NORTH ON TOWNSHIP ROAD, CROSS HWY 20, CONTINUE TO THE BIKE PATH. GO WEST ON BIKE PATH TO ACACIA AVENUE IN SUTTER. GO NORTH ON ACACIA TO SUTTER HIGH SCHOOL.

## Flood Evacuation Classroom Order

Dahl

McCauley

Kellison

Johnson

Carothers

Reische

Sims

Stewart

Hogan

Siller

Barbaccia

Goodman (Will assist with grades 2 and 3)

Krause

McClelland

Simard

S. Ahlers

Staplin (Will assist with grades 4 and 5)

Brandow

Caylor

Trefzger

Rouse

Shelton

Aides: Stay with classes.

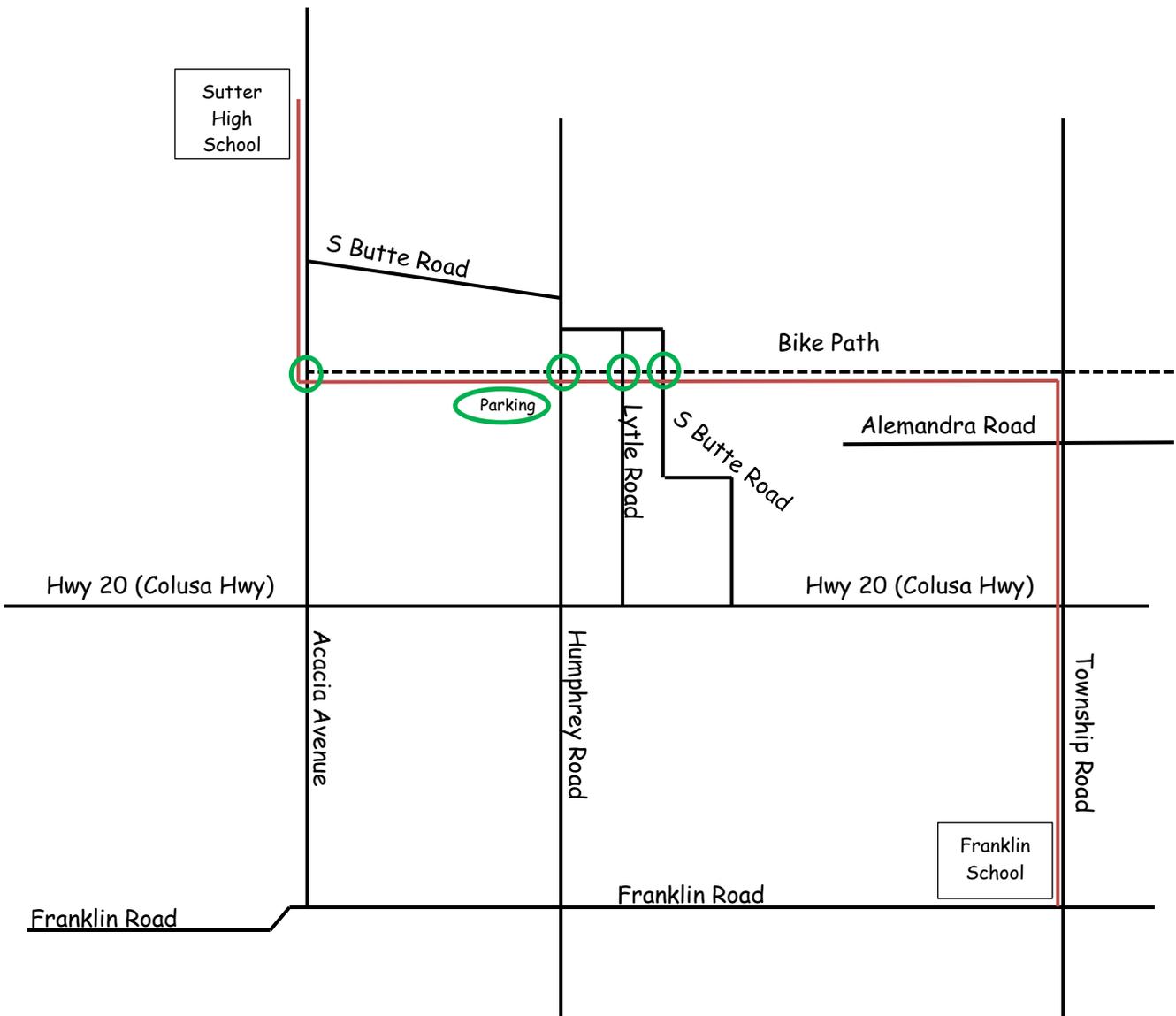
Office Staff: Gather emergency documents and drive to SUHS.

Technology Coordinator: Secure back-up server and transport on cart.

Other Classified Staff: Provide additional assistance.

Custodial Staff: Secure campus and drive to SUHS.

# Flood Evacuation Map Franklin to Sutter High School



 Possible Bus Pick Up Areas

# Appendix E

# Emergency Phone Numbers

# EMERGENCY PHONE NUMBERS

## District Phone Numbers

- Lisa Shelton, Superintendent / Principal [REDACTED]
- Erick Dahl, Vice Principal [REDACTED]
- Stephanie Kuykendall, Fiscal Services Manager [REDACTED]
- Laurie Robertson, Administrative Assistant [REDACTED]
- Laure Whalin, Office Clerk [REDACTED]
- Jimmy Divelbiss, Head Custodian [REDACTED]

## Non- District Phone Numbers

- Fire and Medical Emergencies 911
- California Highway Patrol (530) 477-4900
- Sutter County Sheriff's Department (530) 822-7307
- Sutter Fire Station - Non-Emergency (530) 755-0266
- Sutter County Environmental Health (530) 822-7400
  
- Feather River Air Quality Management District (530) 634-7659
- Sutter County Mental Health (530) 673-8255
- Pacific Gas & Electric 1-800-743-5000
- Rideout Memorial Hospital (530) 749-4300

# Section 9.0

## Forms

# Form A

## Emergency Hazard Assessment Summary

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FORM A – EMERGENCY HAZARD ASSESSMENT SUMMARY

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School Franklin Elementary School District

Location 332 N. Township Road  
Yuba City, CA 95993

On-Site Hazards:

[List any unusual on-site hazards which are unique to the school, e.g. underground storage tanks, unusual chemicals]

Off-Site Hazards:

[List any unusual off-site hazards unique to the school, e.g. freeways, railroads, pipelines, power transmission lines, industrial facilities]

Completed by \_\_\_\_\_

Date \_\_\_\_\_

# Form B

## Biological and Chemical Release Response Checklist

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FORM B – BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

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School Franklin Elementary School District

Location 332 N. Township Road  
Yuba City, CA 95993

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

Completed by \_\_\_\_\_

Date \_\_\_\_\_

# Form C

## Bomb Threat Report

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FORM C – BOMB THREAT REPORT

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School Franklin Elementary School District

Date of Call \_\_\_\_\_ Time of Call \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Call Received by \_\_\_\_\_

Location \_\_\_\_\_ Phone Number \_\_\_\_\_

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

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

Where is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Who are you? \_\_\_\_\_

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

How can you be contacted? \_\_\_\_\_

Record the exact language of the threat: \_\_\_\_\_

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Voice on the Phone: Man ( ) Woman ( ) Child ( ) Age \_\_\_\_\_  
Intoxicated ( ) Accent ( ) Speech Impediment ( )  
Other ( ) \_\_\_\_\_

Background Noise: Music ( ) Talk ( ) Children ( ) Machines ( )  
Airplane ( ) Typing ( ) Traffic ( )  
Other ( ) \_\_\_\_\_

Completed by \_\_\_\_\_

Date \_\_\_\_\_

# Form D

## Injury and Missing Persons Report



# Form E

## Student Release Log





# Form F

## Damage Assessment Report

# FORM F – DAMAGE ASSESSMENT REPORT

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

School/Site Name: Franklin Elementary School Location/Building Code: \_\_\_\_\_

District: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: (24:00 Hours) \_\_\_\_:\_\_\_\_

Damage Category	No Damage	Slight Damage	Severe Damage	Hazardous Condition	Location/Room #/ Note
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural Gas Lines/Water Heater/Boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Hazardous Materials</b> Custodial chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Quantity spilled or leaking</u>
Lab chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Chemical Type/Quantity spilled or leaking</u>
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Physical Hazards</b> Sink Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Damaged Bld. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

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Findings:

- Building or room safe for reoccupancy
- Building or room closed due to hazardous condition

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

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# Form G

## Emergency Drill Record

