



ABC ADULT SCHOOL
Comprehensive Emergency Response Plan
2022-2023

Revised February 16, 2022

ABC ADULT SCHOOL

Comprehensive Emergency Response Plan

2021-2022

School District: ABC Unified School District

School site: Adult Education

Address: 12254 Cuesta Drive
Cerritos, CA 90703
www.abcadultschool.edu

Phone Number: (562) 229- 7960

Principal: Nancy Amara

E-mail Address: Nancy.Amara@abcusd.us

Plan Revised: 9/28/21

INTRODUCTION

In accordance with Education Code 32280-3288, California Education Board Policy, and Administrative Regulations 0450(a)(b) Comprehensive School Emergency Response Plans will be updated by March 1st of each year.

Some components of the Comprehensive Emergency Response Plan may include proprietary and/or confidential information that shall not be released to the general public which may include but is not limited to the following: student and staff contact information, tactical response procedures or strategies, building infrastructure, and detailed response to campus crisis information.

Additionally, in keeping with the Department of Homeland Management Directive 11042.1, the following will be designated “For Office Use Only,” to be reviewed in closed session of the Safety Board and released only for emergency response use:

- Any documentation detailing emergency response information that could undermine plans and procedures to protect student and staff from harm
- Detailed response protocols
- Critical communication systems
- Supplies storage
- Emergency facilities (i.e. command post, staging areas, etc.)

Copies of the Comprehensive Emergency Response Plan are kept on file at ABC Adult School School, the District Office, and on a secure server. School staff, responders, and emergency response partners have access to plan both in hardcopy and the digitized version.

The plan can be reviewed with approval and by appointment at the school site during regular school hours.

No portion of this Emergency Response Plan may be copied, redistributed, or made available in any format without written consent of the ABC Unified School District.

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1. COMPREHENSIVE SCHOOL SAFETY PLAN COMMITTEE

1. COMPREHENSIVE SCHOOL SAFETY PLAN COMMITTEE

Comprehensive School Safety Plan

School: **ABC Elementary/Middle School/High School**

CDS Code: **00-00AB0-0A00000**

District: **ABC Unified School District**

Address: **16700 Norwalk Blvd, Cerritos CA 90703**

Date of Public Meeting:

Date of Revision and Final Approval by:

Name	Title	Signature	Date
Nancy Amara	Principal	Nancy Amara	2/24/2022
Chuck Minear	Assistant Principal	Chuck Minear	2/23/22
Kathy Evans	Assistant Principal	Kathy Evans	2/23/2022
Nick Enriquez	SIA	Nick Enriquez	2/23/22
Chuck Minear	Safety Committee Chairperson	Chuck Minear	2/23/22
Karen Dennis	Teacher	Karen Dennis	2/24/22
Diane Jhun	Teacher	Diane Jhun	2/23/22
Abby Teh	Teacher	Abby Teh	2/24/22

District Office Approval Date and Signature:

NOTE: Tactical information is excluded from the public inspection document. A "Public inspection Log" will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet.

2. SAFE SCHOOL ACTION PLAN

Safe School Action Plan

Mission Statement: The Mission of the ABC Adult School is to improve the quality of life by providing our diverse community with meaningful opportunities to fulfill career, educational and personal goals through lifelong learning.

Baseline Data and Resources:

ABC Adult School is one of the state's leading comprehensive adult schools. Located in Southeast Los Angeles County in the city of Cerritos, the adult school's main campuses serve over 9,000 students per year in six major program areas. The main office and school site is headquartered at 12254 Cuesta Drive, Cerritos, CA 90703 next door to the District's continuation high school. The phone number of the main office is (562) 229-7960. Our satellite campus, Cabrillo Lane Education Center (Cabrillo Lane) is located at 20122 Cabrillo Lane, Cerritos, CA 90703. Cabrillo Lane's phone number (562) 809-9011. Cabrillo Lane is shared with other District programs: Adult Transitions, STEP, PATH, STAY, BRIDGES and Independent Study for special education and continuation students.

ABC Adult School provides a pleasant, safe and clean learning environment for students and staff. The layout of the school allows for easy visibility of student movement and promotes school safety.

Safety of students and staff is a primary concern of ABC Adult School. The school is in compliance with laws and regulations pertaining to hazard materials and state earthquake standards. The school's disaster preparedness plans include other disaster drills and conducted throughout the school year at both campuses. Drills are held during the day and evening hours. At the beginning of each class, (quarter and semester) students are instructed on what procedures to follow in the event of the disaster.

The School Safety Committee meets on a monthly basis to review site safety concerns and to assist with the identification of items needing repair or creating a possible hazard. Emergency supplies are inventoried and re-stocked on a regular basis.

During the day and in the evenings custodians ensure that classrooms, restrooms and campus grounds are kept clean and safe. All electrical, plumbing, roofing and fixtures are in good working condition and meet applicable building and government code requirements. A scheduled maintenance program is administered by ABC Unified School District to ensure that all classroom and facility repairs are maintained to a degree of adequacy that provides for good learning.

ABC Adult School

Safe School Action Plan

COMPONENT ONE	8/27-6/13	Person Responsible
Goal 1: To provide an inviting and safe teaching and learning environment.		
<p>1. Objective- Throughout the year and by June 30, 2022, the following activities will be completed.</p> <p>Activities:</p> <ol style="list-style-type: none">1. Follow all district policies and Procedures regarding:<ul style="list-style-type: none">. Child abuse reporting procedures. Disaster procedures, routing and emergency. Suspension, expulsion, and mandatory expulsions. Notify teachers of dangerous students. Post and advise staff of sexual harassment policies. District dress code. Bullying Procedures. Safety procedures. Enforce visitor on campus policy. Crime reporting as needed2. Inform and train staff regarding disaster response procedures.3. Conduct fire drills and emergency/disaster drills at least twice yearly.4. Provide each staff member with an emergency kit that includes basic necessary materials.5. Inform parents and students of school rules and progressive disciplines procedures.7. Require all visitors to sign in at the Office and to wear visitor badges and follow school rules while on campus.8. Conduct Student Success Team meetings.9. Hold an annual public meeting for the revision and approval of the Safe School Plan.	Ongoing	Principal, Administration and Staff

Child Welfare and Attendance

School Safe Action Plan

COMPONENT TWO	8/27-6/13	Person(s) Responsible
Goal 1: To ensure that all students and staff members are familiar and trained in following all school safety procedures.		
<p>1. Objective- By June 2022, students and staff will have received training about emergency procedures and will have practiced for emergency events through drills.</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. August-September, all teachers discuss procedures for earthquake, fire and lock-down drills with the students in the classroom. 2. August-September, copies of the Emergency Organizational Plan and the Safe School Action Plan are distributed and reviewed with all certificated and classified staff. 3. Ensure that all staff members are familiar with their assigned responsibilities in the event of an emergency. 4. August- September, a meeting is held with all new staff members to review the Emergency Organizational Plan and the Safe School Action Plan. 5. A copy of the Emergency Organizational Plan is placed and included in each substitute teacher's folder for easy access and reference in the event of a drill or actual emergency. 6. At least a couple times throughout the school year, the School Safety Committee will conduct a survey of all staff members requesting that staff assist with the identification of items in the classrooms that need repair or constitute a hazard to students and staff. 7. On a yearly basis, the fire extinguishers are tested and re-charged as required by the Fire Marshall. 8. Fire Marshall and the Director of Maintenance and Operations conduct an inspection of the campus; work orders are submitted for any items that need immediate repair. 	Ongoing	Principal, Administration and Staff

<p>9. Members of the School Safety Committee share safety tips as needed at staff meetings.</p> <p>10. Each year, the Emergency Operations Communication Chart containing the telephone numbers of each staff member is updated and distributed to the key contact person on the plan.</p> <p>11. An Evacuation Escape Route map will be updated and posted in each classroom on campus.</p> <p>12. A safe and peaceful campus is one of the major goals of each staff member at ABC Adult School.</p>			
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3. EMERGENCY RESPONSE SAFETY PLAN

Responsible and effective emergency planning will go a long way to complete our school's goals during an emergency. Per California Government Code, Chapter 8, Section 3100

Disaster Prep Primary Assignments – Cuesta Campus

Command Center Management	District Public Relations Liaison
Nancy Amara - Principal Deana Colvin - Secretary	Dr. Mary Sieu, Superintendent Dr. Crechena Wise, Director

Emergency Operation Center (EOC)
Location: Assembly Area - In front main office near large tree
Chuck Minear - Assistant Principal Jose Vasquez - Dean
<ol style="list-style-type: none">1. Responsible for all of Cuesta site2. Remains at the EOC3. Coordinates all groups4. Communicates with Cuesta Adult School Campus5. Assumes over-all responsibility of student control after a disaster or emergency

Attendance Accounting Team (AA)
Location: EOC
<ol style="list-style-type: none">1. Bhavana Rajnekar – Team leader2. Christine Olivera- Collection and delivery of forms to EOC3. Connie Caliz - Collection and delivery of forms to EOC4. Georgia Grissom - Collection and delivery of forms to EOC
<ol style="list-style-type: none">1. Collects and accounts for Earthquake/Disaster forms from teachers.2. Liaises with other Site Staff for student accounting information.3. Informs EOC of all missing persons.4. Communication liaison with Principal to Cuesta Site.

Communication Team
Location: EOC
<ol style="list-style-type: none"> 1. Support Incident Commander (IC) by facilitating and delivering communications. 2. Set up PA System or bull horn 3. Use cell phone messages, walkie-talkies, messengers, and any other means needed to communicate between school Emergency services and district office as needed. 4. Relay official communications from IC to staff and students in the assembly area, parents, and public as needed.

Reunification Team
Location: EOC
Jose Vasquez
<ol style="list-style-type: none"> 1. Greet and direct parents/guardians/family members through the Request process. 2. Request identification and verify authorization for students on their emergency cards. 3. Locate student 4. Have parents of school-age students sign "Permit for Release of Child" form. 5. When reunited, collect and file original "Permit for Release of Child" form.

Campus Sweep and Safety Check
Location : Throughout Campus
<ol style="list-style-type: none"> 1. Rudy Hernandez 2. Angie Perez 3. Vanessa Campos 4. Jessica Vasquez
<ol style="list-style-type: none"> 1. Checks utilities and takes appropriate action to minimize damage to school site and reports status to EOC. 2. Insures that all routes to the Evacuation Assembly Area (EAA) are clear. 3. Assists in the evacuation of classes to their assigned EAA areas. 4. Checks buildings and structures for damage and reports to EOC. 5. Assists in extinguishing small fires. 6. SWEEPS CAMPUS - After the evacuation area is complete. <ol style="list-style-type: none"> a. Check each room for students left behind. b. Calls EOC to report any emergencies and/or injuries. c. Closes/locks doors after checking. d. Responds to EOC communication as to location of trapped or injured persons. e. Transports victims that can be safely moved to the first aid station. f. Reports trapped victims or those that cannot be moved to the EOC.

First Aid Team
Location : EAA (In the field)
<ol style="list-style-type: none"> 1. Thomas Rodriguez 2. Jurizz Barroga 3. Nneka Egbuniwe 4. Maria Garcia
<ol style="list-style-type: none"> 1. Sets up First Aid Area: Retrieves supplies from storage shed and lays out tarps. 2. Triage the injured. 3. Administers first aid, records name of student and injuries, and administers first aid. 4. Records injuries and first aid applied. Names of injured students 5. Reports triage info.

Site Team (Security, Utilities, Sanitation, and Shelter)
Location : Gates
SIA - Nick Enriquez or George Salcedo
<ol style="list-style-type: none"> 1. IMMEDIATELY lock all external gates and doors – secure campus. 2. Monitor gates and open for emergency vehicles, and direct first responders 3. Post signs as needed 4. Direct all stray students to the EAA. 5. Direct parents to the reunification area 6. Check utilities and take action to minimize damage to school site. 7. Assesses damage to site and report findings to IC and/or EOC 8. Establish emergency areas as needed – sanitation, shelter, morgue, 9. Help distribute resources such as water, food, power, etc. 10. Communicate with EOC

Cuesta Campus Teacher and Information

Cuesta Teacher Buddies – use buddy system at needed

Rooms:

A and B	C and B	J and K	L, M and N
H4, 5 and H6	H8 and H9	H10 and H11	H12 and H13
G1 and G3	G9 and G10	F1, 3 and F5	

Disaster Prep Primary Assignments – Cabrillo Lane Campus

Command Center Management	District Public Relations Liaison
Nancy Amara - Principal Deana Colvin - Secretary	Dr. Mary Sieu, Superintendent Dr. Crechena Wise, Director

Emergency Operation Center (EOC)
Location: Assembly Area - In front of the soccer field
<ol style="list-style-type: none"> 1. Kathy Evans - Assistant Principal 2. Maria Vizcarra 3. Charlene DeJong 4. Loren Johnson
<ol style="list-style-type: none"> 1. Responsible for all of Cabrillo Lane site 2. Remains at the EOC 3. Coordinates all groups 4. Communicates with Cabrillo Lane Adult School Campus 5. Assumes over-all responsibility of student control after a disaster or emergency

Attendance Accounting Team (AA)
Location: EOC
<ol style="list-style-type: none"> 1. Maria Vizcarra 2. Loren Johnson
<ol style="list-style-type: none"> 1. Collects and accounts for Earthquake/Disaster forms from teachers. 2. Liaises with other Site Staff for student accounting information. 3. Informs EOC of all missing persons. 4. Communication liaison with Principal to Cuesta Site.

Reunification Team	
Location: EOC	
<ol style="list-style-type: none"> 1. Marci Levins 2. Loren Johnson 	
<ol style="list-style-type: none"> 1. Greet and direct parents/guardians/family members through the Request process. 2. Request identification and verify authorization for students on their emergency cards. 3. Locate student 4. Have parents of school-age students sign "Permit for Release of Child" form. 5. When reunited, collect and file original "Permit for Release of Child" form. 	

Campus Sweep and Safety Check	
Location : Throughout Campus	
<ol style="list-style-type: none"> 1. Arabella Garcia 2. Laura Rodriguez, Custodian 3. Ruben Vasquez, SIA 4. Jacob Llanes, Custodian 	
<ol style="list-style-type: none"> 1. Checks utilities and takes appropriate action to minimize damage to the school site and reports status to EOC. 2. Ensures that all routes to the Evacuation Assembly Area (EAA) are clear. 3. Assists in the evacuation of classes to their assigned EAA areas. 4. Checks buildings and structures for damage and reports to EOC. 5. Assists in extinguishing small fires. 6. SWEEPS CAMPUS - After the evacuation area is complete. <ol style="list-style-type: none"> a. Check each room for students left behind. b. Calls EOC to report any emergencies and/or injuries. c. Closes/locks doors after checking. d. Responds to EOC communication as to location of trapped or injured persons. e. Transports victims that can be safely moved to the first aid station. f. Reports trapped victims or those that cannot be moved to the EOC. 	

First Aid Team
Location : EAA (In the field)
<ol style="list-style-type: none"> 1. Karen Dennis and Medical Assistant Class 2. Loren Johnson
<ol style="list-style-type: none"> 1. Sets up First Aid Area: Retrieves supplies from storage shed and lays out tarps. 2. Triage the injured. 3. Administers first aid, records name of student and injuries, and administers first aid. 4. Records injuries and first aid applied. Names of injured students 5. Reports triage info.

Site Team (Security, Utilities, Sanitation, and Shelter)
Location : Gates
<ol style="list-style-type: none"> 1. Arnold Navarro, SIA 2. Ruben Vasquez, SIA Bridges 3. Tony Cherry, SIA
<ol style="list-style-type: none"> 1. IMMEDIATELY lock all external gates and doors – secure campus. 2. Monitor gates and open for emergency vehicles, and direct first responders 3. Post signs as needed 4. Direct all stray students to the EAA. 5. Direct parents to the reunification area 6. Check utilities and take action to minimize damage to school site. 7. Assesses damage to site and report findings to IC and/or EOC 8. Establish emergency areas as needed – sanitation, shelter, morgue, 9. Help distribute resources such as water, food, power, etc. 10. Communicate with EOC

4. EMERGENCY DISASTER PROCEDURES

Earthquake (if a drill, you will hear a long continuous ringing sound).

- A. Indoors – When the earth begins to shake, **DROP AND HOLD**:
Drop to knees with back to windows. Get under a desk or other sturdy object and grasp the object with both hands holding tight. Keep eyes shut. Listen for instructions.
- B. Outdoors – Move to an open area away from buildings, trees, and overhead wires.
DROP AND HOLD: Drop to knees and hold on to some object, if possible. Stay in the clear. Listen for instructions from P.A. or bullhorn.
- C. After the Shaking Stops – Walk to the emergency assembly area. (EAA). Remain quiet.
- D. If the building(s) have suffered observed physical damage, do not return students to class until authorized to do so by the appropriate district, city or county authority. Put the Emergency Organization Plan into action.

Bomb Threat

- A. Ask the question of the informant... **WHERE AND AT WHAT TIME?**
Obtain as much information as possible.
- B. Clear buildings when specific information is received.
 - 1. Notify the administrator in charge.
 - 2. Administrator notifies the sheriff's office (562) 860-0044 (complaint desk).
 - 3. Notify the level director of action taken. (Level director notifies superintendent and switchboard).
 - 4. Principal or administrator in charge makes discussions for action in conference with the uniformed officer.
 - 5. Notify custodial help to stand by in the event of a search.
 - 6. Evacuate buildings, if indicated. Follow established evacuation procedures. Use dispersal procedure, if necessary.
Follow site level emergency organization plan, if necessary

Explosion/gunfire

- A. Indoors – **DUCK AND COVER**.
- B. Outdoors – Seek protection (curb, bench, ditch or gutter) **DUCK AND COVER** facing away from disaster.
- C. Evacuate students to emergency assembly area(s) or building(s), if appropriate.
Administration will give directions if this is necessary.
- D. Notify the fire department or sheriff's department (Call 911).
- E. Notify level director. (Level director notifies superintendent, and switchboard).
- F. If fire results, follow procedures for "FIRE."
- G. Put the site level Emergency Organization Plan into action.

Fire

- A. Locate fire.
- B. Notify Fire Department (Call 911).
- C. Sound fire alarm (If fire alarm is not working, sound alarm through continuous “beep” in bullhorn siren and/or through prearranged verbal or visual signal).
- D. Evacuate buildings according to site emergency plans.
- E. Search and rescue will check all rooms to be certain they are evacuated.
- F. If possible, protect school’s vital records; remove from buildings, if necessary.
- G. Consult with fire department personnel before directing students and staff to return to buildings.
- H. Give an “all clear” signal (one long bell) if there is no fire or when all is clear.
- I. Reset alarm system within reasonable length of time.

Anticipated Disturbances, Disorders or Demonstrations

- A. Notify the level director of any anticipated disturbances. (Level director notifies superintendent if indicated).
- B. Contact appropriate resources from whom assistance may be desired: Local fire department, sheriff’s department, Child Welfare and Attendance (ext. 21104), Employee Relations (ext. 21171), Maintenance & Operations (ext. 22403) and Transportation (ext. 22400).

Campus Intruder(s)

- A. Notify an administrator.
- B. Principal will call (911).
- C. An announcement is made over the P.A. “Lockdown now in effect”
- D. Direct all students to get in the classroom and lock all doors.
 - Take roll and inform the office of anyone missing when your room is contacted.
 - The Assistant Principal will contact each room via classroom phones.
 - When the situation is resolved, notification is made over the P.A.

Disturbance—General Public

- A. Notify administrator. (administrator notifies superintendent.)
- B. If conduct of an adult who is not an employee of the district but whose conduct on a school premise or adjacent territory interferes with the orderly processes of the school, warn the adult, in the presence of a witness, that he/she is subject to arrest.
- C. If, after a reasonable time (2-3 minutes), the adult has not complied with the request to desist, proceed to cause a citizen’s arrest or call the sheriff’s department (562) 866-0044.
 - Staff should recognize that the law enforcement agency will be in charge when it responds to the call for assistance.

Severe Weather

WEATHER RELATED EMERGENCY. When a prolonged rain, severe heat, flooding or other weather-related emergency creates conditions, which appear to be serious enough to close the school, follow dispersal procedures as outlined in the Dispersal section of this plan.

5. BUILDING EVACUATION, EVACUATION TO SAFE HAVEN, AND ASSEMBLY PROCEDURE

In accordance with the Education Code and Title V, Administrative Code, regular fire and disaster drills will be conducted to acquaint faculty and students with appropriate procedures for evacuation of buildings. The following guidelines will be in effect for these drills:

Administration: sounds fire alarm; makes announcement to students and staff. In case of fire, close doors and windows. In case of hazardous materials, close ventilation system. Activate Incident Command System as appropriate. Monitor and provide updates and instructions as available. Maintain communication. Announce any new procedure. Announce, “All Clear,” when the emergency has ended.

Staff: ahead of time, practice as a class, following both fire and earthquake procedures. Identify any students or staff who may need special assistance during evacuation. Learn from these individuals how best to help them. Teach students how to provide assistance ahead of time. In schools with large numbers of disabled students needing assistance, volunteers should be recruited from the immediate vicinity and trained. Be prepared to help visitors as well. At time of alarm or after earthquake shaking stops:

Remind students to follow instructions for building evacuation:

1. **“Don’t Talk. Don’t Push. Don’t Run. Don’t Turn Back.”** Students should exit the school in an organized manner. Check that students or staff needing special assistance have it. Remind students NOT to use cell phones, to keep lines free for emergency communications!
2. **Take your:**
 - Classroom Go-Bag or Go-Bucket;
 - Emergency clipboard or notebook with class lists and Class Status Report Forms;
 - Duffle bag packed supplies.
3. **Evacuate.** Unless instructed otherwise, evacuate using normal building evacuation routes posted. If you encounter obstructions, such as a jammed door, be prepared to take an alternate route. Move directly away from the building when exiting.
4. **Keep classes separate and take roll.** Check again for injuries. If any students are injured, mount your classroom identification sign in front of the group above head level. Fill out your Classroom Status Report Form and return it to the Incident Command Center with the student runner.
5. **Remind students about student-release procedures and their purpose to keep them safe.** Remind them not to use their cell phones in order to keep lines open for emergencies. For emergency communication, use SMS only.
6. **If you are a member of a team, have the teacher next to you supervise your class and**

proceed to the Incident Command Center.

7. **Teachers are to remain with their class AT ALL TIMES.** Students must remain together as a class. Periodically call roll as needed. Keep students quiet so that they can hear information from the public address or megaphone/bullhorn system that will be used for announcements. The Incident Command Center will provide updates and relieve staff of their assignments.

Note: all personnel without a specific duty or class are to immediately report to the Incident Command Center for instructions. All paraeducators who do not have a class are to report immediately to the assembly area to assist where needed.

Evacuation to Safe Haven: all schools should designate an alternate site for assembly should school grounds need to be evacuated. Identify evacuation routes ahead of time, and inform parents of this alternate site. Schools that face known risks such as flooding, landslide, debris flow, tsunami, chemical release, or schools that do not have a safe assembly area on-site, should arrange and prepare safe havens ahead of time with emergency supplies. If necessary, also arrange transportation to your safe haven depending on the threats you face, evacuation to safe haven may be automatic (e.g., following earthquake in coastal areas with tsunami threat), or you may wait for evaluation by on-site incident commander and assessment team.

Reverse Evacuation: there may also be times when it becomes necessary to go back inside, because inside is safer than outside. Practice reverse evacuation at the end of your drills, when you go back to your classrooms, following all of the same rules.

Note: Always assume and act as though an alarm is signaling a real threat. Whether an alarm is a real situation, a drill, or even a false alarm, safety demands that you practice your response procedures as though it were a real event!

Shelter in Place Procedure: You may be requested to shelter-in-place when there are dangers outside the school that prevent normal student release, such as severe weather or flooding, nuclear, biological or chemical incident or terrorist attack. Shelter-in-place is appropriate when evacuation is not. It should be announced throughout the school using a public address system or face-to-face communication.

Administration:

1. Activates Incident Command System as needed.
2. Announces to students and staff to stay in, or return to indoor shelter areas. Close all doors and windows, if appropriate. Turn off the ventilation system, if appropriate. Monitor and provide updates and instructions as available. Announce, "All Clear," when the emergency has ended.

Staff:

1. Clear the halls of students and staff immediately and report to nearest

- available classroom or pre-designated shelter locations inside the facility.
2. Teachers keep your emergency go-bag or bucket and notebook or clipboard with you.
 3. Assist those with special needs.
 4. Close all windows and doors and lock entrances, if appropriate.
 5. Seal the room from outside air infiltration, shutting off heating, ventilating or cooling system, if appropriate.
 6. Take attendance and turn in Class Status Report Form to Incident Commander when safe to do so.
 7. Turn on the radio/computer monitor for further information or instruction.
 8. Have students refrain from using cell phones on their desks. In generalized disasters it is important to keep lines open for emergencies.
 9. Stay where you are until instructed otherwise by school authorities.

Lockdown Procedure

Lockdowns are called for when there is a violent intruder or person with a weapon, if a threat of violence or other crisis occurs inside or outside the school and if moving around or evacuation would be dangerous. Immediately the office staff will activate the automatic door locking system. The doors on the outside of the campus will then lock automatically. A distinct loud siren or alarm should be used to signal immediate lockdown.

Administration: initiation the door locking system, then sound lockdown signal and announce: “Attention—There is an intruder in the building. Initiate lockdown procedure.” Do NOT activate the fire alarm! Take cover. Activate Incident Command and prepare to transfer command to police or public safety authorities. Monitor the situation. Reassess and provide updates and instructions as available. Public safety authorities will return command to you when it is safe to do so. Following the incident inform students and parents, as appropriate, providing time for review and discussion.

Staff:

1. Gather students into classrooms, maintaining calm. Try to warn other faculty, staff, students and visitors to take immediate shelter. If you are outside the building proceed immediately to a secure area, away from the threat.
2. Close and lock the doors from inside. Stay out of sight and stay away from doors and windows. Wherever you are, turn all available desks and/or tables onto their sides facing the hallway and/or outside windows, if necessary.
3. Instruct students to drop and cover behind the desks making themselves as small a target as possible. Do not close coverings on outside windows.
4. Turn off lights and turn off radios and other devices that emit sound. Silence cell phones.

5. Stay where you are until instructed in person by police or school authorities.
6. Follow instructions to continue class and/or use Disaster and Emergency Student Release procedures.

Emergency Student Release Procedure

Disaster and emergency student release procedures are intended to ensure that students and families are safely reunited, following any unsafe or unusual circumstances.

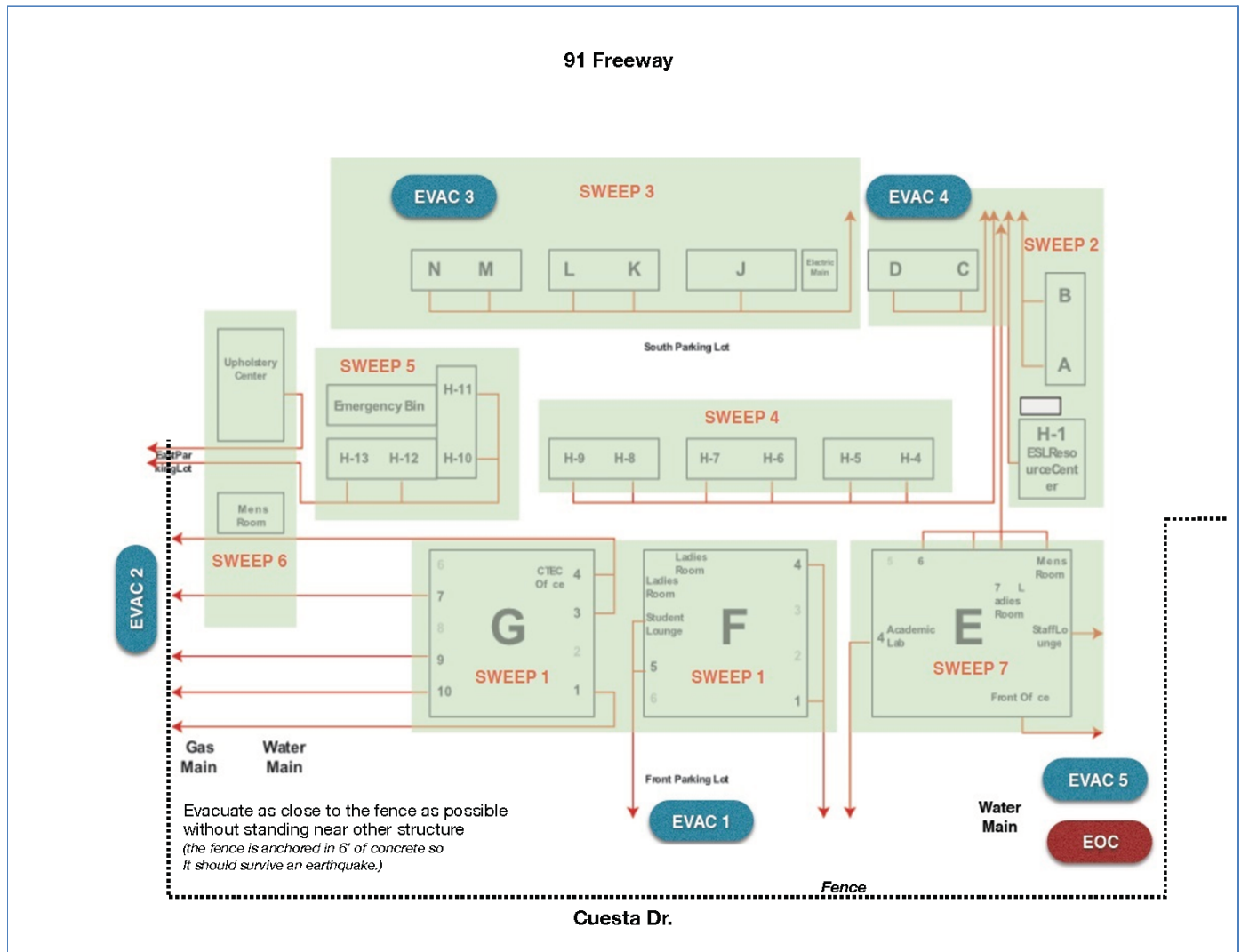
Students: provide and maintain an updated List of Emergency Contacts. This may include spouse, parents and two or three trusted relatives or friends nearby who will be nearby or come in case of emergency.

Administration: ensures that List of Emergency Contacts for each student is updated by students at the beginning of the school year, and can be updated at any time. Maintains the current copy of student emergency contacts in the administration office's "Go-Box", and annually in the school emergency supplies bin.

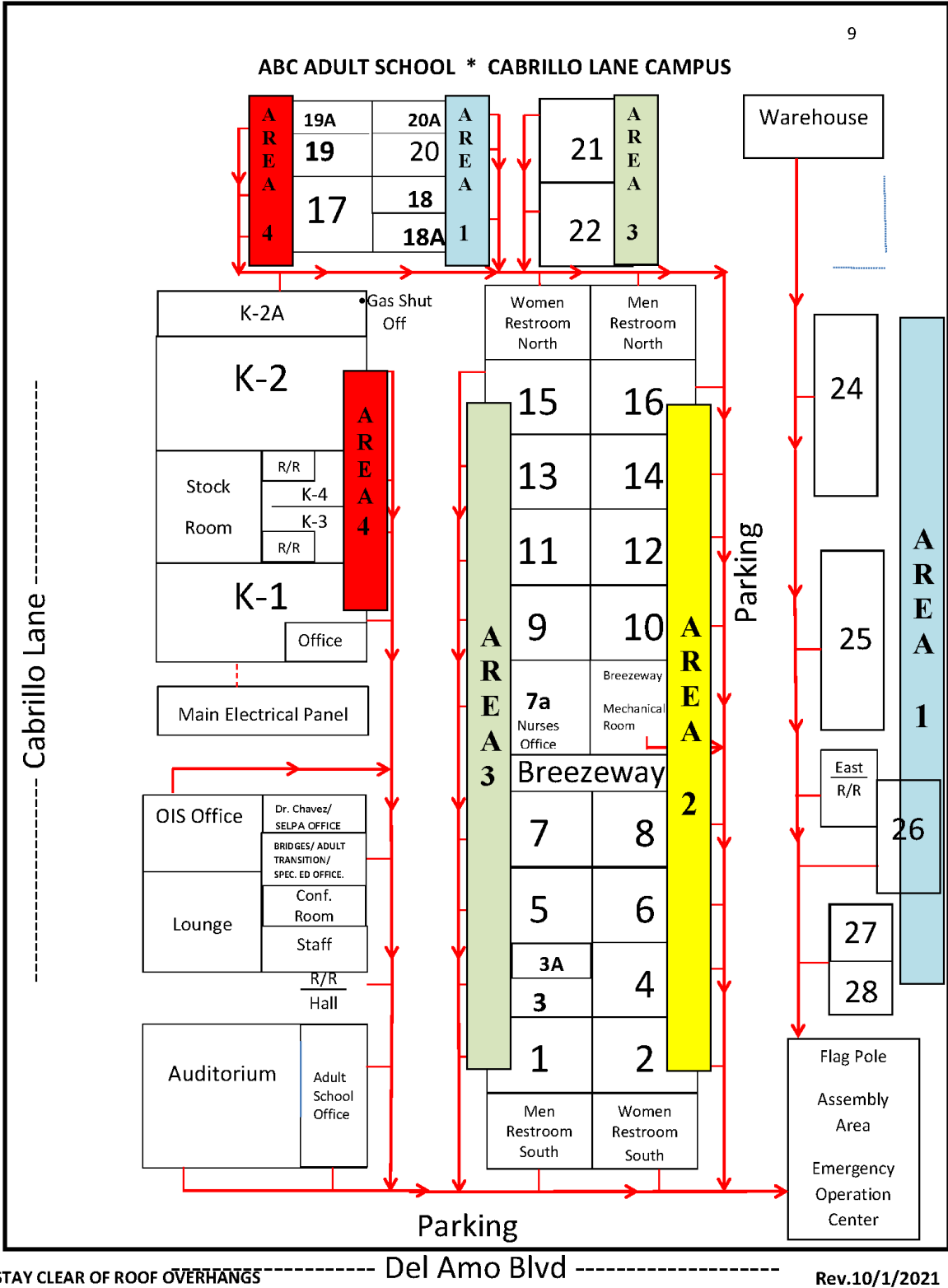
Teachers: make sure that both students are familiar with procedures for emergencies and disasters.

6. EMERGENCY EVACUATION PROCEDURES

School evacuation map – Cuesta Campus



School evacuation map – Cabrillo Campus



7. POSITIVE SCHOOL CLIMATE

The Governing Board and ABC Adult School desires to provide an orderly, caring and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

The staff are encouraged to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. The District shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. The school principal or designee may initiate a student council where students have a forum to discuss these concerns. Staff shall encourage and reward success and achievement, participation in community projects and positive student conduct.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction and mediation skills.

8. DISCRIMINATION AND HARRASSMENT POLICIES

Non-Discrimination

The District designates the individual(s) identified below as the employee(s) responsible for coordinating the District's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the District's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at:

Principal of ABC Adult School

(562) 229-7960

Director of School Services and/or Director of Secondary Schools

(562) 926-5566 ext. 21120

Director of School Services (562) 926-5566 ext. 21269

(Education Code 234.1; 5 CCR 4621)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures) Measures to Prevent Discrimination

The complete ABC Board Policy can be accessed using this link:

<https://4.files.edl.io/925a/02/28/20/211534-31d73a84-88c1-4d4e-bfc2-eb26a6b98e75.pdf>

Sexual Harassment (BP 5145.7(a))

The Governing Board and ABC Adult High School are committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 1312.1 - Complaints Concerning District Employees) (cf. 5131 - Conduct) (cf. 5131.2 - Bullying) (cf. 5137 - Positive School Climate) (cf. 5141.4 - Child Abuse Prevention and Reporting) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could

involve sexual violence

2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed instances of sexual harassment, even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the District will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

Record-Keeping the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in district schools. (cf. 3580 – District Records)

9. APPENDIX B: DUTY ASSIGNMENTS PRINCIPAL, SITE ADMINISTRATORS

CALIFORNIA GOVERNMENT CODE, CHAPTER 8, SECTION 3100

DECLARATION: public employees as disaster service workers

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to the by their superiors or by law.

In the event of an emergency, the principal, or site administrator will:

- A. Assume overall direction of school disaster procedure.
- B. Account for the presence of all students and staff.
- C. Control internal and external communications.
- D. Direct evacuation of buildings, if necessary. Conditions warranting evacuation could include fires, indoor chemical spills, explosions, threatened explosions, collapsing building etc.
- C. Transfer students to a safe location when their safety is threatened.
- D. In Place Sheltering” procedure could include chemical/toxic material in proximity of site; shootings; riots or other disturbances.
- E. Issue instructions to teachers if these students are to assemble in preselected safe areas within the school
- F. Report to Risk Manager (Ext. 21212) and Director of Maintenance, Operation and Transportation (Ext. 22403) as soon as possible, the conditions and actions that have taken place as needed.

DURING EMERGENCY – The Teacher will:

- A. Respond to the specific emergency as prescribed and direct students in appropriate safety procedures.
- B. Remain with the students until relieved by authority of the school principal/site administrator.
- A. Take roll call if class relocates, as soon as conditions permit such action.
- B. Report missing students to the principal/site administrator.
- C. Send students in need of first aid to school nurse or first aid station.
- D. Help to restore order and assist other teachers and students, as needed.
- E. Use planned activities during periods of confinement to lessen possible tension and hysteria of a sister situation.
- F. If not on classroom duty with students, report at once to preassigned station or to principal/site administrator.

10. APPENDIX C: DUTY ASSIGNMENTS CUSTODIANS
CALIFORNIA GOVERNMENT CODE, CHAPTER 8, SECTION 3100

DECLARATION: public employees as disaster service workers

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to the by their superiors or by law.

- A. Shut off utilities as may be necessary. (Utilities should not be turned off unless absolutely necessary, i.e., broken gas lines, broken water mains, downed electrical wires.
- B. Conduct rescue operations as required and to the extent of capabilities.
- C. Serve and report damage to the school principal/ site administrator.
- D. Follow damage control procedures.
- E. Safeguard all potable water within the building (water heater, in cooking kettles, etc.)
- F. Custodial Lead worker and custodians should follow predetermined emergency procedures of their supervisors.

IN CASE OF EMERGENCY

CONDITION

INFORMATION

Bomb

- If you find a suspicious object or potential bomb, **DO NOT HANDLE THE OBJECT, CLEAR THE AREA** (take personal items with you), and **CALL 911**
- If you get a bomb threat phone call, get as much information as possible and **CALL 911**

Earthquake

- **DROP:** drop to the floor.
- **COVER:** take shelter under furniture or stay close to an interior wall, and cover your head with your arms. IF you are in a wheelchair, stay in it, move to cover, lock your wheels, and cover your head.
- **HOLD:** stay in a hold position until the shaking stops.
- Stay clear of windows to avoid the danger of broken glass.
- When shaking has stopped, if it is safe, exit the building in a calm manner and gather in your designated emergency area.
- Avoid walking under any overhangs.

Evacuation

- Proceed to the nearest safe exit if you hear a fire alarm, see flames, or smell smoke, natural gas, or chemical fumes.
- Stay calm, move quickly, and help those who need assistance.
- **DO NOT RE-ENTER** the building until told to do so by school personnel.

Fire

- Pull a fire alarm and **CALL 911** to give your location and situation.
- Use a fire extinguisher, if it is safe otherwise evacuate and alert others.
- Close, but do not lock doors, and stay low if smoke is present.

Lock Down

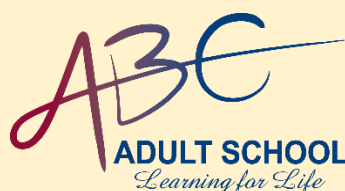
- Close and lock all exterior windows and door to prevent inadvertent opening.
- Stay away from windows and doors.
- Turn off all lights and unnecessary equipment.
- Instruct students to remain calm and quiet.
- Put your cell phone on vibrate.
- **If a fire alarm goes off during a lock down, do not evacuate.**

Medical

- Do not move a seriously injured person, unless further injury is a risk.
- Check the victim for consciousness.
- Have someone **CALL 911**.
- Provide care if you are trained in giving first aid.

Shooter

- **EVACUATE:** leave belongings behind and **CALL 911** to give the location and description of the shooter
- **HIDE OUT:** if evacuation is not possible, secure the doors and seek cover.
- **TAKE ACTION:** try to incapacitate the shooter by using physical aggression as a last resort if your life is in imminent danger.



CAMPUS EMERGENCY

CALL 911 from any campus phone and call the office.

During a lock down, use the email address emergency@abccadulthoodschool.com for any communication.