



# Comprehensive School Safety Plan SB 187 Compliance Document

**2019-2020  
School Year**

**School:** Calistoga Elementary School  
**CDS Code:** 28662416026744  
**District:** Calistoga Joint Unified School District  
**Address:** 1327 Berry Street  
Calistoga, CA 94515  
**Date of Adoption:** December 16, 2019

**Approved by:**

Name	Title	Signature	Date
Nicole Lamare	Principal		
Michelle Hickman	School Site Council Chair		

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## Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at Calistoga Elementary School..

### Safety Plan Vision

#### DISASTER PROCEDURES

Through Board Policy (BP) 3516, the Calistoga Joint Unified School District (CJUSD) Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

In accordance to Administrative Regulation (AR) 3516, the Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters: fire, earthquake or other natural disaster, bomb threats, and campus intruder. Calistoga Elementary School (CES) engages in all of these drills at least once a year.

A protocol for dealing with suicide or other loss of life has been developed by the school, with assistance from the district. A district system for providing counseling services following a tragedy is in place.

### OBJECTIVES

This plan has the following objectives:

To provide for effective action to minimize injuries and the loss of life among students and school personnel in case of disaster during school hours; to provide for the maximum utilization of school personnel and facilities to care for disaster victims; to protect school property.

#### **PUPIL PROTECTION POLICY**

The policy of the BOE for pupil protection is as follows:

The safety of the students and school staff is of paramount importance. All actions taken shall bear in mind the safety and well-being of both students and district employees. Under no circumstances shall any child be released from the custody of school personnel unless and until such may be done with safety. Any adult calling for a pupil at a school site will be required to identify himself to an assigned staff member before being permitted to take a pupil out of school.

## Components of the Comprehensive School Safety Plan (EC 32280–32289)

### Calistoga Elementary School Safety Committee

#### Assessment of School Safety

##### DISASTER PROCEDURES

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In accordance to AR 3516, the Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters: fire, earthquake or other natural disaster, and campus intruder. CES engages in all of these drills at least once a year.

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#### Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

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#### (A) Child Abuse Reporting Procedures

All school personnel must attend annual training on Child Abuse Reporting Procedures. BP/AR 5141.4 states that the Board of Trustees recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly. The Board of Trustees recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Staff members are required to report all suspected child abuse situations. Consultation with the principal is helpful, but not mandated. CES staff, upon making the report, does not investigate the concern; this is the function of Child Welfare Services or law enforcement. The law is designed to provide confidentiality to the reporter.

The CJUSD instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

## **(B) Disaster Procedures**

### **Disaster Plan (See Appendix C-F)**

Through BP 3516, the CJUSD Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

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### **PUPIL PROTECTION POLICY**

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The safety of the students and school staff is of paramount importance. All actions taken shall bear in mind the safety and well-being of both students and district employees. Under no circumstances shall any child be released from the custody of school personnel unless and until such may be done with safety. Any adult calling for a pupil at a school site will be required to identify himself to an assigned staff member before being permitted to take a pupil out of school.

### **Public Agency Use of School Buildings for Emergency Shelters**

Command Post: CES Staff Room/CJUSD Conference Room

Media Center: CJUSD District Office

Security Team: CES Staff Room/Room 9

Base Search and Rescue: CES Library/CJUSD Maintenance Yard

Medical Center: CES Library/CES Conference Room

Food Distribution: Multipurpose Room

Public Care Facility: Multipurpose Room

Student Release Area: Cafeteria/Grass Field - Playground

Waiting Area for Ambulance: Front of Multipurpose Room

Student Care: Room 1/Room 6

Morgue: Behind Rooms 1-6

Shelter Areas (Families): Family 1 (Yellow); Family 2 (Purple); Family 3 (Pink); Family 4 (Green)

Parent/Community Liaison: Principal/School Site Council Chair/PFO President and/or parent members

\*In the event of an earthquake, activities will be staged outside of these areas.

Utility Shut Off: Location (see maps)

Water: Main Valve – Front parking lot, close to fence

Natural Gas: Main Valve – Fenced area behind the Art Storage Room, across from kitchen

Electricity: Basement, under the art storage building

**(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

A. Students who violate a section of the California Education Code are subject to suspension. Guidelines for infractions of CES rules are delineated in an outlined in each student’s handbook so that discipline has consistency district-wide and suspensions/expulsions are administered equitably.

B. Students who are expelled are enrolled in alternative education settings operated by the Napa County Office of Education (NCOE). Community Schools provide a different kind of learning environment for students who are experiencing difficulties in a traditional school setting or who are exhibiting negative behavior patterns in school or the community. Students may range in age from 12 to 18 years old and a multiple-grade, multiple-subject curriculum is taught. Many of the students enrolled in these schools have been expelled from their district school, identified as habitually truant, or placed on probation by the juvenile court. The emphasis of the program is to re-establish the educational direction of students by providing a learning environment that meets their needs. Counseling and other support services are provided by public and community agencies.

C. Students who are expelled but have the expulsion suspended are enrolled in a regular or alternative program in the CJUSD.

D. All teachers can access suspension information by checking with the site administrator or site secretary. Teachers are notified of students who have been convicted of violent crimes directed toward CES personnel.

**(D) Procedures to Notify Teachers of Dangerous Pupils**

Teachers have access to student files through the student information system Aeries.net.

Information regarding a dangerous student in violation of Penal Code Section 243 shall be relayed to school staff in a manner ensuring maximum confidentiality. This shall be communicated individually or at a staff meeting.

**(E) Sexual Harassment Policies**

**A. BULLYING**

1. CES is committed to protecting its students and employees from bullying, harassment or discrimination for any reason and of any type. All students and employees are entitled to a safe equitable and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be a cause for disciplinary action.

Our philosophy is one of a culture of health, wellness, safety, respect and excellence. We strive to train staff and students on intervention and instructional strategies on prevention, including violence prevention. We follow up when incidents are reported or occur.

“Bullying” is described as unwanted purposeful written, verbal, non-verbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gesture, by an adult, student, or environment that causes long term damage, causes discomfort or humiliation, or unreasonably interferes with the individual’s CES performance or participation.

2. Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber stalking
- Cyber bullying
- Physical Violence
- Theft
- Sexual, religious, nor racial harassment
- Public humiliation
- Education Code § 48900.4 (harassment of school/district personnel or pupil; threats/intimidation)

**B. SEXUAL HARASSMENT**



1. Definition: Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment.

2. Examples:

Making unsolicited written, verbal, physical and/or visual contact with sexual overtones such as:

Suggestive or obscene letters, notes, invitations, pictures, or objects.

Leering and other suggestive or lewd looks, expressions, or gestures.

Derogatory comments, slurs, jokes, or epithets.

Assault, touching, impeding or blocking movement.

Continuing to express sexual interest after being informed that the interest is unwelcome.

Making, threatening or implying reprisals following a negative response.

Education Code §§ 48900.2, 48900.4

3. Confidentiality: Reasonable efforts will be made to keep a complaint and the results of the investigation confidential. Witnesses shall be informed that it is a violation of the district policy to disclose the complaint, the nature and outcome of the investigation or the parties involved.

4. Disciplinary action: Students in grades 4 - 12 are subject to disciplinary action. Interventions may include conferencing, warning, counseling, detention, or school service. More serious infractions or chronic violations of the district's sexual harassment policy may result in suspension or expulsion.

5. Retaliation prohibited: A student shall not be subject to retaliation or reprisal for filing a complaint. Every effort will be made by school personnel to ensure non-retaliation and, if this policy is violated, appropriate disciplinary action will be taken.

6. The CJUSD Title IX Officer is the Director of Educational Services and Human Resources, located at the District Office.

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

AR 5132 specifically addresses "gang-related" apparel and behavior. The Board of Trustees believes that appropriate student dress contributes to a productive learning environment, and it expects students to give proper attention to personal cleanliness, and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process. Student attire is the responsibility of the parents/guardian.

Prohibited Clothing and Specific Clothing Guidelines

This list applies to students at CES:

1. Clothing which materially and substantially interferes with the educational process is prohibited, including the use or display on clothing, buttons, ribbons or badges of obscene, vulgar, or profane language or gestures, display of alcoholic beverages or controlled substances in such a way as may tend to promote their use by students.

2. Shoes must be worn at all times. Certain types of shoes may be required for P.E., science and woodshop classes for health and safety reasons. Shoes and sandals must protect the feet. Students may not wear flip-flops or backless shoes, or high heels, as these pose a safety hazard on the playground.

3. Pants must fit so that undergarments are not visible and they must remain around the waist area without requiring the use of hands, pins or other accessories to hold them up.

4. Pajama tops, bottoms or slippers are not allowed.

5. Nothing may hang from pants. Examples include long belts, key chains, chains, bandanas, etc.

6. Bandanas of any color may not be worn or carried.

7. Gang related clothing is not allowed. Signs and symbols determined to be affiliated with gangs, are degrading to an ethnic/religious group, or that cause a disruption of school activities, are not allowed. Examples include, but are not limited to: the initials S, N, BP, WP, confederate flags, masks, swastikas, laugh now/cry later, prison insignia, tears, the numbers 420, 13, 14, XIV, XIII, and hairnets. Jewelry, belts, and accessories with spikes may not be worn.

8. Hats may not be worn in buildings.

9. Students are not allowed to wear make-up. This includes body glitter, colored lip gloss, perfume, artificial nails and tattoos at school.

Teachers, classified staff, students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. Teachers and other staff members are responsible for reporting students that are inappropriately dressed to the school administration. A student that violates the dress code shall be subject to appropriate disciplinary action as established by school site discipline policies. Habitual violation of the dress code will be treated as defiance of authority and will result in possible suspension from CES.

Each student receives a "student handbook" which includes a section on school dress. This handbook is reviewed with students annually in all classes. CES does not permit: attire which is unsafe, unhealthy, disrespects others, causes a classroom distraction, is gang related, or promotes sex, drugs, alcohol, tobacco, violence, profanity or discriminates against any person or groups.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School**

CES is a closed campus. Students are not permitted to leave without parent permission and checking out through the main office.

Neighbors are encouraged to report any activity around the perimeter of the campus which appears suspicious.

Visitors to the campus are required to sign in at the main office and receive a name tag prior to proceeding to buildings other than the main office.

Students are informed that they may be suspended for illegal activity, which occurs on the way to/home from CES and at CES-sponsored activities as well as on campus.

**(H) A Safe and Orderly School Environment Conducive to Learning**

**Component:**

Establishing a safe school environment

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation
Reduce school suspensions by 1% per School Plan for Student Achievement	Work with paraprofessionals and restorative practices.	Monthly administration meetings with paraprofessionals.	Principal/Vice-Principal	
same as above	Rules Rodeo: school-wide assembly in August 2019	School Teacher Committee-BEST Committee meets on a monthly basis.	same as above	
same as above	Best Plan implemented for 2019-2020 school year	same as above	same as above	
same as above	Restorative Practices: year two of implementation school wide; Classroom Circles with individual teachers	Restorative Practices Staff Committee comprised of certificated and classified members meets with administrators on a monthly basis.	same as above	
Social/Emotional Learning For Students	CORE Team Meetings/MENTIS mental health counseling for students; CES Restorative Circles with Restorative Counselor	MENTIS; UpValley Family Center	Principal, Vice-Principal, UVFC Education Coordinator, Restorative Counselor	

**Component:**

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

**Component:**

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Calistoga Elementary School Student Conduct Code**

**Conduct Code Procedures**

A. CES students will show respect for one another, allow teachers to teach and students to learn, and conduct themselves so that everyone can come to CES each day feeling safe and ready to learn.

People in CES should conduct themselves in such a way as to not hurt others on the “outside” with muscles or the “inside” with words. Children are expected to conduct themselves in transition or play in such a way that they are not hurt or that they don’t hurt anyone else. Behavior which threatens the emotional or physical well-being of other students, staff, and volunteers cannot be tolerated.

Finally, CES staff has received training in Building Effective Schools Together (BEST) training. As a result, a BEST committee meets monthly to review student discipline data and determine next steps in addressing behavior trends both in the classroom and during recess time. School wide activities include BEST training days and student rewards for being safe, respectful and responsible.

The following guidelines and rules are meant to insure a safe learning environment for everyone at school:

- Respect other people’s property, bodies, and feelings.
- Follow directions and cooperate with others.
- Use language which is respectful and courteous.
- Play safely and only in areas with adult supervision.
- Honestly accept responsibility for one’s actions.

Note: Consequences may vary depending on circumstances and age/grade of student

Classroom: Teachers should immediately establish guidelines and rules for appropriate student conduct. These should be communicated verbally, posted in writing, and shared with parents. They are most effective when they are few in number, regularly reinforced, and are part of a positive classroom environment. In most cases, consequences in the class and parent contacts work best. Referral to the office should be for offenses, which are serious or chronic in nature. Teachers may also use recess or lunch for a time out.

Assemblies: Students are expected to sit with their classes in assigned areas, to conduct themselves properly and not get up and move around. Talking during performances, yelling, and whistling are not acceptable. Students should be warned and/or directed to the office if behavior is disruptive. Review conduct prior to events.

**B. Procedures: Search and Seizure**

CJUSD is making every effort to keep students safe on campus, as well as maintaining a drug free zone within CJUSD.

Individual Searches: CES officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, BP, AR, or other rules of CJUSD or CES.

\*Employees shall not conduct strip searches or body cavity searches of any student. (Education Code §49050)

\*Searches of individual students shall be conducted in the presence of at least two district employees.

\*The Principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

\*Student Desks: The Principal or designee may conduct a general inspection of CES properties that are within the control of students, such as lockers and desks, on a regular, announced basis. Any items contained in a locker or desk shall be presumed to be the property of the student to whom the locker or desk was assigned.

\*From time to time, CES officials may open and inspect student lockers or desks for general health and safety inspections, or for purposes of disposing abandoned property. Since lockers and desks are under the joint control of the student and CJUSD, CES officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

### C. Bicycle Safety

Children in grades 3 through 6 may ride their bicycles to school. Bike helmets are required of all students using bicycles. Anyone using their bicycle in an unsafe manner will not be allowed to bring their bicycle to school. Bicycles are to be walked on school sidewalks and on the campus at all times. Bicyclists must walk their bicycles at crosswalks near the school and must wait for the directions of the crossing guard. They should be left alone in the bicycle rack area once the bicycle is parked. Students are not allowed in the bicycle area during the school day. Bicycle locks are required and licenses are recommended. The following bicycle safety rules should be understood by the students:

- \*Be careful and alert at all times.
- \*Obey all traffic rules and signs.
- \*Ride in a single file.
- \*Never weave in and out of traffic.
- \*Never cut corners on left turns.
- \*Always use arm signals when turning.
- \*Always keep to the right side of the road or in bicycle lanes.
- \*Never hang on to moving vehicles.
- \*Be careful where you park your bike.
- \*Always ride one on a bike.
- \*Always walk your bicycle on the sidewalk when crowded or on the school grounds.
- \*Always wear a helmet - it is the law.

### (J) Hate Crime Reporting Procedures and Policies

5 CCR § 701

§ 701. School Crime and Incident Reporting Procedures.

A. All school district superintendents and county office of education superintendents who operate educational programs are required to submit to the California Department of Education safe school assessment reports that contain specific numerical data on the incidents of crime, including hate crimes or hate motivated incidents, occurring on their respective school campuses. Each school district or county office of education shall utilize the following procedure to report crime and hate motivated incident data from school or program sites to the respective school district or county office of education superintendent, and to the California Department of Education:

- (1) Each administrator of a school site or county office of education program, or designee, shall complete a California Safe Schools Assessment School Crime and Incident Reporting Form (July 1, 2001) for each incident of crime, including hate crime or hate motivated incidents. The information on the form includes, but is not limited to, identification of the crime or hate motivated incident, victim characteristics, suspect characteristics, if known at the time of the incident, and the actual or estimated dollar loss to the school district or county office of education resulting from a criminal act directed against property of the school district or county office of education. The site or program administrator shall use the crime and hate motivated incident classification definitions as specified above in Section 700(b) and (d) and the reporting guidelines as specified below in Section 702(a) to determine if a crime or an incident is reportable for the purposes of the Safe Schools Assessment Program.
- (2) The site or program administrator, or designee, shall retain on file for not less than three years the individual reports of crimes and hate motivated incidents on which the aggregate data is based, and any other required documentation, as specified below in Section 702(b).
- (3) Each month the data regarding reportable school crimes and hate motivated incidents shall be reported to the designated person at the respective school district or county office of education.
- (4) Any school district that has its own police department may have the chief of its police force or other administrator of the police department prepare the California Safe Schools Assessment School Crime and Incident Reporting Form (July 1, 2001) for its schools and submit the aggregated data to the California Department of Education.
- (5) On or before February 1 and August 1 of each year, the respective school district or county office of education superintendent, or designee, shall aggregate the school crime and hate motivated incident data reported by schools or programs within their jurisdiction and report the aggregated data to the California Department of Education.
- (6) Beginning February 1, 1997 and thereafter, if a school district or county office of education chooses to submit its data to the California Department of Education in an electronic format, it must do so in a format designated by the California Department of Education. For the purposes of this section, an electronic format includes, computer disk, modem transfer, or other electronic means.

B. Reportable crimes and hate motivated incidents occurring at a school in the jurisdiction of another school district or county office of education shall be reported by the education agency in which the crime or hate motivated incident occurred.

Note: Authority cited: Section 33031, Education Code; and Section 628.1, Penal Code. Reference: Section 48902, Education Code; and Sections 628-628.6, Penal Code.

## **Safety Plan Review, Evaluation and Amendment Procedures**

1. The School Safety Plan shall be reviewed and updated by Calistoga Elementary School (CES) administrators on an annual basis.
2. The School Safety Plan is reviewed in its entirety two times per calendar year for staffing and policy changes.
3. The School Safety Plan is reviewed by CES Staff, CES Leadership Committee and the CES School Site Council.

## Safety Plan Appendices



**Emergency Contact Numbers**

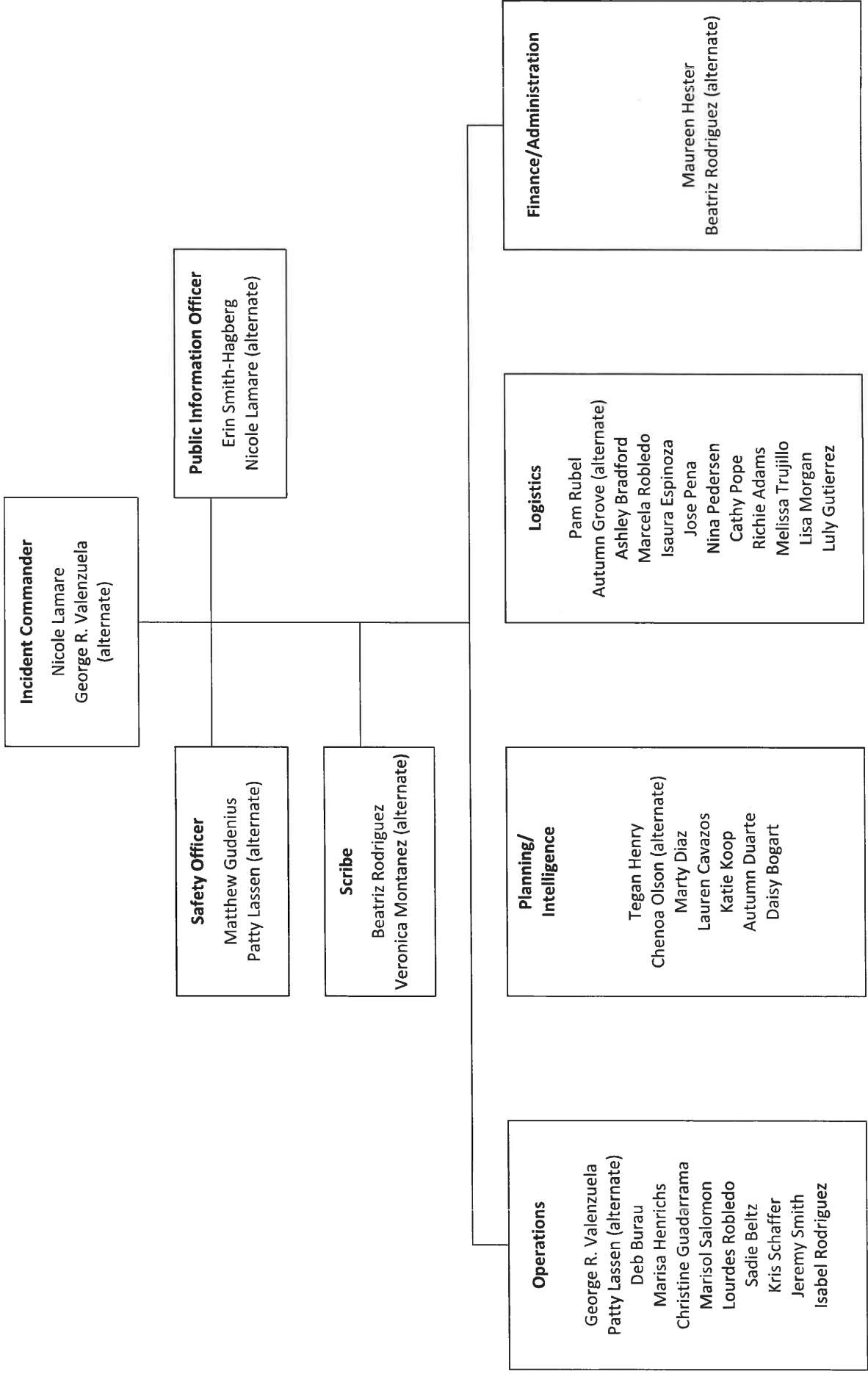
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
School District	Nicole Lamare, CES Principal	707-942-4398 (work)	[REDACTED] (cell)
School District	George R. Valenzuela, CES Vice Principal	707-942-4398 (work)	[REDACTED] (cell)
School District	Erin Smith Hagberg, CJUSD Superintendent	707-942-4703 (work)	[REDACTED] (cell)
School District	Chris Ochs, CJUSD Director of Facilities	707-942-4564 (work)	[REDACTED] (cell)
City Services	Calistoga Sewer and Water Authority	707-942-2828	
Emergency Services	AMR-American Medical Response (Ambulance)	855-267-5299	707-501-5280
Public Utilities	PG&E	1-800-468-4743	1-800-743-5002
Local Hospitals	St. Helena Hospital	707-963-3611	
Law Enforcement/Fire/Paramedic	Calistoga Fire Department	707-942-2840	
Law Enforcement/Fire/Paramedic	Calistoga Department Police	707-942-2810	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Reviewed with CES School Site Council	November 14, 2019	
Signed by CES Principal	November 14, 2019	

**Calistoga Elementary School Incident Command System**



**First Aid & Search  
Teacher A**

William Bailey Tucker  
Jennifer Castle (alternate)  
Tegan Henry  
Tami Berryhill  
Lindsey McFarland  
Joey May  
Lourdes Gonzalez  
Kim Craven  
Alberto Martinez  
Melody Rivas  
Gabby Ochoa  
Kristy Strakbein  
Susy Avina

**Student Release &  
Accountability  
TeacherB**

Amy Palma  
Patty Lassen (alternate)  
Joel Kriner  
David Leonard  
Marc Morita  
Jen Wodlinger  
Brooke Alvarez  
Caitlin Douglas  
Armando Salomon  
Martha Pena  
Jose Sevilla  
Veronica Montanez

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Emergency Plan Prep**

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance.

This plan assumes that the school must be self-sufficient for a time and may be required to provide shelter to the immediate community.

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## Emergency Response Guidelines

### Step One: Identify the Type of Emergency

#### DISASTER PROCEDURES

##### Purpose

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance.

This plan assumes that the school must be self-sufficient for a time and may be required to provide shelter to the immediate community.

### Step Two: Identify the Level of Emergency

THREE LEVELS OF EMERGENCIES: Emergencies are described by one of the following three levels:

Level One Emergency: A localized emergency which CJUSD personnel can handle by following the procedures in their own emergency plan. Examples: power outage, minor earthquake, etc.

Level Two Emergency: A moderate to severe emergency, somewhat beyond the CJUSD response capability, which may require mutual aid assistance from the fire department, Sheriff's Department, etc. Examples: fire, severe earthquake with injuries and/or structural damage.

Level Three Emergency: A major disaster, clearly beyond the response capability of CJUSD personnel, where large amounts of mutual aid assistance will be required, recovery time will be extensive, and the response time from major supportive agencies may be seriously delayed and/or impaired.

#### Authorities and References

The plan is based on federal and state law and district policy.

### Step Three: Determine the Immediate Response Action

THREE LEVELS OF EMERGENCIES: Emergencies are described by one of the following three levels:

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Level Three Emergency: A major disaster, clearly beyond the response capability of CJUSD personnel, where large amounts of mutual aid assistance will be required, recovery time will be extensive, and the response time from major supportive agencies may be seriously delayed and/or impaired.

#### Authorities and References

The plan is based on federal and state law and district policy.

### Step Four: Communicate the Appropriate Response Action

#### Plan Implementation

The plan will be:

Initiated by the principal or designee when conditions exist which warrant its execution.

Implemented by all staff that will remain at CES and perform those duties as assigned until released by the principal.

Reviewed at least annually by Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.  
The Emergency Teams will be updated at least annually.



## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

#### **DISASTER PROCEDURES**

##### **Purpose**

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##### **Authorities and References**

The plan is based on federal and state law and district policy.

##### **Plan Implementation**

The plan will be:

Initiated by the principal or designee when conditions exist which warrant its execution.

Implemented by all staff that will remain at CES and perform those duties as assigned until released by the principal.

Reviewed at least annually by Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

### **Animal Disturbance**

#### **DISASTER PROCEDURES**

##### **Purpose**

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#### Authorities and References

The plan is based on federal and state law and district policy.

#### Plan Implementation

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Implemented by all staff that will remain at CES and perform those duties as assigned until released by the principal.

Reviewed at least annually by Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

### **Armed Assault on Campus**

#### **LOCKDOWN DRILL**

Principal will use intercom system to call a lock down.

Students will be directed by teacher to drop and cover away from all windows.

Teachers will visually sweep the area outside their room and pull in any unaccompanied students.

After sweeping the area and/or pulling in any unaccompanied students, teacher will proceed to immediately lock their classroom doors from the inside (one full turn with classroom key to the left will secure the lock so it cannot be opened from the outside).

Window coverings will be immediately drawn to obscure vision into classrooms.

All classrooms will remain in "lock down" mode until the "all clear" direction is given over the intercom.

Each classroom reports to their color-coded Team and "Family" if instructed by administration.

#### **LOCKDOWN ACTIVE SHOOTER**

School staff should move students into classrooms/buildings and call 9-1-1.

Begin lockdown procedures including covering windows, turning off lights, and seeking cover under or near furniture and away from windows.

Use appropriate communications methods (i.e. phones, radios, etc.) to contact the School Administrators.

Take roll and identify all students and staff in the classroom.

Be prepared for an evacuation at any time.

Follow the direction of Calistoga Police Department (707-942-2822).

### **Biological or Chemical Release**

#### **GAS LEAK**

The person detecting the odor of natural gas will:

Notify the School Administrator(s)

Determine where the odor of gas is emanating from (a particular room or area, inside or outside the building).

The School Administrator(s) will:

Immediately call 9-1-1 and notify the Calistoga Fire Department (CFD) (707-942-2822) and provide:

building address,

site name

description of the odor, and

location of the odor

If ordered to do so, evacuate the building.

If the gas odor emanates from outside the building, close all windows and doors and remain inside. Follow the instructions of the CFD.

Notify Pacific Gas and Electric (PG&E) at 1-800-468-4743 or

If necessary, the Superintendent may order the school closed due to the gas leak.

Contact Calistoga Police Department: 707-942-2810

## **Bomb Threat/ Threat Of violence**

### DISASTER PROCEDURES

#### Purpose

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance.

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**Level Three Emergency:** A major disaster, clearly beyond the response capability of CJUSD personnel, where large amounts of mutual aid assistance will be required, recovery time will be extensive, and the response time from major supportive agencies may be seriously delayed and/or impaired.

#### Authorities and References

The plan is based on federal and state law and district policy.

#### Plan Implementation

The plan will be:

Initiated by the principal or designee when conditions exist which warrant its execution.

Implemented by all staff that will remain at CES and perform those duties as assigned until released by the principal.

Reviewed at least annually by Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

## **Bus Disaster**

### DISASTER PROCEDURES

#### Purpose

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

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**Authorities and References**

The plan is based on federal and state law and district policy.

**Plan Implementation**

The plan will be:

Initiated by the principal or designee when conditions exist which warrant its execution.

Implemented by all staff that will remain at CES and perform those duties as assigned until released by the principal.

Reviewed at least annually by Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

**Disorderly Conduct**

**DISASTER PROCEDURES**

**Purpose**

This plan is designed to provide a framework for protecting students, staff, volunteers and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It has been prepared in compliance with legal requirements and in cooperation with the Sonoma County Office of Emergency Preparedness and the Sonoma County Office of Education (SCOE).

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**Authorities and References**

The plan is based on federal and state law and district policy.

## Plan Implementation

The plan will be:

Initiated by the principal or designee when conditions exist which warrant its execution.

Implemented by all staff that will remain at CES and perform those duties as assigned until released by the principal.

Reviewed at least annually by Site Safety Committee (SSC).

Emergency and disaster functions have been identified and pre-assigned.

The Emergency Teams will be updated at least annually.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

## Earthquake

Inside the classroom students will:

Get under desks/tables

Drop to knees with back to windows

Clasp both hands firmly behind head, covering neck

Bury face in arms, protecting head

When all students are in a protected position, teacher drops and covers under the nearest desk/table until the "all clear" bell rings or announcement.

In the event of a real earthquake:

Teacher directs class to duck/cover until earthquake is over

When shaking stops, teacher directs students to evacuate building and report to the evacuation area and color coded Team and Family (per fire drill)

If necessary, the Superintendent may close the school due to structural damage and/or the need to keep students and staff safe due to the resulting damage from the earthquake.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

## Explosion or Risk Of Explosion

The person detecting the odor of natural gas and/or explosion will:

Notify the School Administrator(s)

Determine where the odor of gas is emanating from or determine where the explosion took place (a particular room or area, inside or outside the building).

The School Administrator(s) will:

Immediately call 9-1-1 and notify the Calistoga Fire Department (CFD) (707-942-2822) and provide:

building address,

site name

description of the odor/explosion, and

location of the odor/explosion

If ordered to do so, evacuate the building.

If the gas odor emanates from outside the building, close all windows and doors and remain inside. Follow the instructions of the CFD.

Notify Pacific Gas and Electric (PG&E) at 1-800-468-4743

Follow directions of CES Principal to evacuate the school and walk to the Calistoga Boys/Girls Club (if appropriate)

If necessary, the Superintendent may order the school closed due to the gas leak/explosion.

Contact Calistoga Police Department: 707-942-2810

## Fire in Surrounding Area

### POWER OUTAGE/ROLLING BLACKOUTS

Due to the Tubbs Fires during October of 2017, PG&E may conduct intentional power outages or rolling blackouts due to the need to prevent future fires in Napa County. Additionally PG&E may conduct the same drills due to the need to conserve energy and/or power during times when the outdoor temperatures are in the triple digits.

It is the District's intent that school will remain open during a power outage. However, if necessary, the Superintendent may order the school closed.

**How to Prepare for an Outage:**

Ensure portable lighting (i.e. flashlights and batteries) are available at CES.

Keep hallways and pathways clear at all times.

Ensure school staff has established alternative teaching methods and plans to be used during power outages.

Conduct a survey of your school site for the classrooms and offices with no windows and identify relocation options.

**During an Outage:**

Contact School Administrator(s) if CES is experiencing a blackout.

After 30 minutes, have School Administrators walk through campus and check on the status of individuals in each building.

Ensure students use a buddy system when going to the restroom.

Do NOT use candles or gas lanterns.

Turn off computers, monitors, printers, copiers, major appliances, and lights when not in use or needed.

**EMERGENCY EVACUATION PROCEDURES**

CES is responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, CES must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired, must be assisted.

CES must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:

The population of people with disabilities/special needs

Appropriate signage and equipment (e.g. wheelchairs/stretchers) needed for individuals with disabilities/special needs.

Training for school staff to assist individuals with disabilities/special needs.

Coordination with first responders

**Evacuation Locations:**

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, CES must identify safe evacuation locations to relocate the school population.

**On Campus Evacuation Location**

See appendix for on campus evacuation map "Evacuation Drill Procedures"

**Off Campus Evacuation Location**

CES students are to evacuate the school site, when directed to do so by District Officials, to the following locations:

**Primary Off Site Location/Organization**

Calistoga Boys/Girls Club

**Address**

1401 North Oak Street, Calistoga, CA 94515

**Point of Contact**

Lana Tillotson

**Phone Number**

707-709-6950

**Hazard Assessment**

Each school year, prior to the arrival of the teaching staff, the principal and/or designee, will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas.

During the first month of the school year each teacher will conduct a classroom hazard checklist to be submitted to the principal.

**Staff Orientation/Training**

All CES staff will be oriented to this plan by the principal and/or designee at the beginning of each school year.

Staff members designated for medical responsibilities shall have first aid and CPR certification and training in triage.

### Evacuation Routes

The principal is responsible for establishing safe evacuation routes from all school facilities. Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

### Parent Communication/Responsibility

Pertinent components of this plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents.

All parents will complete a Student Release form for their child and designate other persons who are authorized to pick-up their child in the event of an emergency.

### Supplies and Equipment

Disaster supplies and equipment are maintained as follows:

Emergency kits in each classroom, to include student contact information, flashlight, batteries, and basic first aid supplies.

First aid and other search and rescue supplies which may be needed during the first few hours following an emergency are located in the shed near Room 9.

Tools for shutting off the utilities at each shut-off location are available at the custodial office.

### Emergency File

An Emergency File containing Student Release-Permission Slip information for all students will be maintained in the school office marked EMERGENCY FILE and will be taken by the school office manager whenever the school building is evacuated.

### Communications

During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. Internal telephones will only be used to report in by specific request of the emergency management team. The all call system may be used by the emergency management team.

In the event that telephone and/or electrical service are interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds.

It is the responsibility of the Superintendent/Principal to disseminate information to the public.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

### Fire on School Grounds

#### FIRE DRILL

Await further instruction from principal via PA System.

Teacher will take the emergency folder and the roll sheet to the evacuation area (the grassy field beyond the picnic tables in back of the school).

All classes are to silently walk to the evacuation area.

Each classroom reports to their color coded Team and "Family" (see Evacuation Drill Procedures).

Students who are with a prep teacher during the drill will be led by that teacher to the assigned class location on the field.

Roll will be taken. If all children are present, display a "GREEN CARD" from the emergency folder at the front of your line. If a child is at school but missing from the field, display a "RED CARD" & child's name to administration.

Wait for the "all clear" announcement to return quietly to class.

#### POWER OUTAGE/ROLLING BLACKOUTS

Due to the Tubbs Fires during October of 2017, PG&E may conduct intentional power outages or rolling blackouts due to the need to prevent future fires in Napa County. Additionally PG&E may conduct the same drills due to the need to conserve energy and/or power during times when the outdoor temperatures are in the triple digits.

It is the District's intent that school will remain open during a power outage. However, if necessary, the Superintendent may order the school closed.

How to Prepare for an Outage:

Ensure portable lighting (i.e. flashlights and batteries) are available at CES.

Keep hallways and pathways clear at all times.

Ensure school staff has established alternative teaching methods and plans to be used during power outages.

Conduct a survey of your school site for the classrooms and offices with no windows and identify relocation options.

During an Outage:

Contact School Administrator(s) if CES is experiencing a blackout.

After 30 minutes, have School Administrators walk through campus and check on the status of individuals in each building.

Ensure students use a buddy system when going to the restroom.

Do NOT use candles or gas lanterns.

Turn off computers, monitors, printers, copiers, major appliances, and lights when not in use or needed.

#### EMERGENCY EVACUATION PROCEDURES

CES is responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, CES must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or cognitively/emotionally impaired, must be assisted.

CES must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:

The population of people with disabilities/special needs

Appropriate signage and equipment (e.g. wheelchairs/stretchers) needed for individuals with disabilities/special needs.

Training for school staff to assist individuals with disabilities/special needs.

Coordination with first responders

Evacuation Locations:

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, CES must identify safe evacuation locations to relocate the school population.

On Campus Evacuation Location

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Primary Off Site Location/Organization

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Address

1401 North Oak Street, Calistoga, CA 94515

Point of Contact

Lana Tillotson

Phone Number

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Hazard Assessment

Each school year, prior to the arrival of the teaching staff, the principal and/or designee, will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas.

During the first month of the school year each teacher will conduct a classroom hazard checklist to be submitted to the principal.

Staff Orientation/Training

All CES staff will be oriented to this plan by the principal and/or designee at the beginning of each school year.

Staff members designated for medical responsibilities shall have first aid and CPR certification and training in triage.

Evacuation Routes

The Principal is responsible for establishing safe evacuation routes from all school facilities.

Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

Parent Communication/Responsibility

Pertinent components of this plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents.

All parents will complete a Student Release form for their child and designate other persons who are authorized to pick-up their child in the event of an emergency.



## Supplies and Equipment

Disaster supplies and equipment are maintained as follows:

Emergency kits in each classroom, to include student contact information, flashlight, batteries, and basic first aid supplies.

First aid and other search and rescue supplies which may be needed during the first few hours following an emergency are located in the shed near Room 9.

Tools for shutting off the utilities at each shut-off location are available at the custodial office.

## Emergency File

An Emergency File containing Student Release-Permission Slip information for all students will be maintained in the school office marked EMERGENCY FILE and will be taken by the school office manager whenever the school building is evacuated.

## Communications

During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. Internal telephones will only be used to report in by specific request of the emergency management team. The all call system may be used by the emergency management team.

In the event that telephone and/or electrical service are interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds.

It is the responsibility of the Superintendent/Principal to disseminate information to the public.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

## Flooding

Await further instruction from principal via PA System.

Teacher will take the emergency folder and the roll sheet to the evacuation area (the grassy field beyond the picnic tables in back of the school).

All classes are to silently walk to the evacuation area.

Each classroom reports to their color coded Team and "Family" (see Evacuation Drill Procedures).

Students who are with a prep teacher during the drill will be led by that teacher to the assigned class location on the field.

Roll will be taken. If all children are present, display a "GREEN CARD" from the emergency folder at the front of your line. If a child is at school but missing from the field, display a "RED CARD" & child's name to administration.

Wait for the "all clear" announcement to return quietly to class.

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It is the District's intent that school will remain open during a power outage. However, if necessary, the Superintendent may order the school closed.

### How to Prepare for an Outage:

Ensure portable lighting (i.e. flashlights and batteries) are available at CES.

Keep hallways and pathways clear at all times.

Ensure school staff has established alternative teaching methods and plans to be used during power outages.

Conduct a survey of your school site for the classrooms and offices with no windows and identify relocation options.

### During an Outage:

Contact School Administrator(s) if CES is experiencing a blackout.

After 30 minutes, have School Administrators walk through campus and check on the status of individuals in each building.

Ensure students use a buddy system when going to the restroom.

Do NOT use candles or gas lanterns.

Turn off computers, monitors, printers, copiers, major appliances, and lights when not in use or needed.

## EMERGENCY EVACUATION PROCEDURES

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CES must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:  
The population of people with disabilities/special needs  
Appropriate signage and equipment (e.g. wheelchairs/stretchers) needed for individuals with disabilities/special needs.  
Training for school staff to assist individuals with disabilities/special needs.  
Coordination with first responders

#### Evacuation Locations:

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, CES must identify safe evacuation locations to relocate the school population.

#### On Campus Evacuation Location

See appendix for on campus evacuation map "Evacuation Drill Procedures"

#### Off Campus Evacuation Location

CES students are to evacuate the school site, when directed to do so by District Officials, to the following locations:

#### Primary Off Site Location/Organization

Calistoga Boys/Girls Club

#### Address

1401 North Oak Street, Calistoga, CA 94515

#### Point of Contact

Lana Tillotson

#### Phone Number

707-709-6950

#### Hazard Assessment

Each school year, prior to the arrival of the teaching staff, the principal and/or designee, will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas. During the first month of the school year each teacher will conduct a classroom hazard checklist to be submitted to the principal.

#### Staff Orientation/Training

All CES staff will be oriented to this plan by the principal and/or designee at the beginning of each school year. Staff members designated for medical responsibilities shall have first aid and CPR certification and training in triage.

#### Evacuation Routes

The Principal is responsible for establishing safe evacuation routes from all school facilities. Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

#### Parent Communication/Responsibility

Pertinent components of this plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents. All parents will complete a Student Release form for their child and designate other persons who are authorized to pick-up their child in the event of an emergency.

#### Supplies and Equipment

Disaster supplies and equipment are maintained as follows:

Emergency kits in each classroom, to include student contact information, flashlight, batteries, and basic first aid supplies.

First aid and other search and rescue supplies which may be needed during the first few hours following an emergency are located in the shed near Room 9.

Tools for shutting off the utilities at each shut-off location are available at the custodial office.

#### Emergency File

An Emergency File containing Student Release-Permission Slip information for all students will be maintained in the school office marked EMERGENCY FILE and will be taken by the school office manager whenever the school building is evacuated.

#### Communications

During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. Internal telephones will only be used to report in by specific request of the emergency management team. The all call system may be used by the emergency management team.

In the event that telephone and/or electrical service are interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds.

It is the responsibility of the Superintendent/Principal to disseminate information to the public.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

#### Loss or Failure Of Utilities

Await further instruction from principal via PA System.

Teacher will take the emergency folder and the roll sheet to the evacuation area (the grassy field beyond the picnic tables in back of the school).

All classes are to silently walk to the evacuation area.

Each classroom reports to their color coded Team and "Family" (see Evacuation Drill Procedures).

Students who are with a prep teacher during the drill will be led by that teacher to the assigned class location on the field.

Roll will be taken. If all children are present, display a "GREEN CARD" from the emergency folder at the front of your line. If a child is at school but missing from the field, display a "RED CARD" & child's name to administration.

Wait for the "all clear" announcement to return quietly to class.

#### POWER OUTAGE/ROLLING BLACKOUTS

Due to the Tubbs Fires during October of 2017, PG&E may conduct intentional power outages or rolling blackouts due to the need to prevent future fires in Napa County. Additionally PG&E may conduct the same drills due to the need to conserve energy and/or power during times when the outdoor temperatures are in the triple digits.

It is the District's intent that school will remain open during a power outage. However, if necessary, the Superintendent may order the school closed.

How to Prepare for an Outage:

Ensure portable lighting (i.e. flashlights and batteries) are available at CES.

Keep hallways and pathways clear at all times.

Ensure school staff has established alternative teaching methods and plans to be used during power outages.

Conduct a survey of your school site for the classrooms and offices with no windows and identify relocation options.

During an Outage:

Contact School Administrator(s) if CES is experiencing a blackout.

After 30 minutes, have School Administrators walk through campus and check on the status of individuals in each building.

Ensure students use a buddy system when going to the restroom.

Do NOT use candles or gas lanterns.

Turn off computers, monitors, printers, copiers, major appliances, and lights when not in use or needed.

#### EMERGENCY EVACUATION PROCEDURES

CES is responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, CES must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or cognitively/emotionally impaired, must be assisted.

CES must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:

The population of people with disabilities/special needs

Appropriate signage and equipment (e.g. wheelchairs/stretchers) needed for individuals with disabilities/special needs.

Training for school staff to assist individuals with disabilities/special needs.

Coordination with first responders

#### Evacuation Locations:

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, CES must identify safe evacuation locations to relocate the school population.

#### On Campus Evacuation Location

See appendix for on campus evacuation map "Evacuation Drill Procedures"

#### Off Campus Evacuation Location

CES students are to evacuate the school site, when directed to do so by District Officials, to the following locations:

#### Primary Off Site Location/Organization

Calistoga Boys/Girls Club

#### Address

1401 North Oak Street, Calistoga, CA 94515

#### Point of Contact

Lana Tillotson

#### Phone Number

707-709-6950

#### Hazard Assessment

Each school year, prior to the arrival of the teaching staff, the principal and/or designee, will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas.

During the first month of the school year each teacher will conduct a classroom hazard checklist to be submitted to the principal.

#### Staff Orientation/Training

All CES staff will be oriented to this plan by the principal and/or designee at the beginning of each school year.

Staff members designated for medical responsibilities shall have first aid and CPR certification and training in triage.

#### Evacuation Routes

The Principal is responsible for establishing safe evacuation routes from all school facilities.

Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

#### Parent Communication/Responsibility

Pertinent components of this plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents.

All parents will complete a Student Release form for their child and designate other persons who are authorized to pick-up their child in the event of an emergency.

#### Supplies and Equipment

Disaster supplies and equipment are maintained as follows:

Emergency kits in each classroom, to include student contact information, flashlight, batteries, and basic first aid supplies.

First aid and other search and rescue supplies which may be needed during the first few hours following an emergency are located in the shed near Room 9.

Tools for shutting off the utilities at each shut-off location are available at the custodial office.

#### Emergency File

An Emergency File containing Student Release-Permission Slip information for all students will be maintained in the school office marked EMERGENCY FILE and will be taken by the school office manager whenever the school building is evacuated.

#### Communications

During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. Internal telephones will only be used to report in by specific request of the emergency management team. The all call system may be used by the emergency management team.

In the event that telephone and/or electrical service are interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds.

It is the responsibility of the Superintendent/Principal to disseminate information to the public.

Contact Calistoga Fire Department: 707-942-2840  
Contact Calistoga Police Department: 707-942-2810

### **Motor Vehicle Crash**

Await further instruction from principal via PA System.

Teacher will take the emergency folder and the roll sheet to the evacuation area (the grassy field beyond the picnic tables in back of the school).

All classes are to silently walk to the evacuation area.

Each classroom reports to their color coded Team and "Family" (see Evacuation Drill Procedures).

Students who are with a prep teacher during the drill will be led by that teacher to the assigned class location on the field.

Roll will be taken. If all children are present, display a "GREEN CARD" from the emergency folder at the front of your line. If a child is at school but missing from the field, display a "RED CARD" & child's name to administration.

Wait for the "all clear" announcement to return quietly to class.

### **POWER OUTAGE/ROLLING BLACKOUTS**

Due to the Tubbs Fires during October of 2017, PG&E may conduct intentional power outages or rolling blackouts due to the need to prevent future fires in Napa County. Additionally PG&E may conduct the same drills due to the need to conserve energy and/or power during times when the outdoor temperatures are in the triple digits.

It is the District's intent that school will remain open during a power outage. However, if necessary, the Superintendent may order the school closed.

How to Prepare for an Outage:

Ensure portable lighting (i.e. flashlights and batteries) are available at CES.

Keep hallways and pathways clear at all times.

Ensure school staff has established alternative teaching methods and plans to be used during power outages.

Conduct a survey of your school site for the classrooms and offices with no windows and identify relocation options.

During an Outage:

Contact School Administrator(s) if CES is experiencing a blackout.

After 30 minutes, have School Administrators walk through campus and check on the status of individuals in each building.

Ensure students use a buddy system when going to the restroom.

Do NOT use candles or gas lanterns.

Turn off computers, monitors, printers, copiers, major appliances, and lights when not in use or needed.

### **EMERGENCY EVACUATION PROCEDURES**

CES is responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, CES must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or cognitively/emotionally impaired, must be assisted.

CES must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:

The population of people with disabilities/special needs

Appropriate signage and equipment (e.g. wheelchairs/stretchers) needed for individuals with disabilities/special needs.

Training for school staff to assist individuals with disabilities/special needs.

Coordination with first responders

Evacuation Locations:

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, CES must identify safe evacuation locations to relocate the school population.

On Campus Evacuation Location

See appendix for on campus evacuation map "Evacuation Drill Procedures"

Off Campus Evacuation Location

CES students are to evacuate the school site, when directed to do so by District Officials, to the following locations:

Primary Off Site Location/Organization

Calistoga Boys/Girls Club

Comprehensive School Safety Plan

#### Address

1401 North Oak Street, Calistoga, CA 94515

#### Point of Contact

Lana Tillotson

#### Phone Number

707-709-6950

#### Hazard Assessment

Each school year, prior to the arrival of the teaching staff, the principal and/or designee, will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas.

During the first month of the school year each teacher will conduct a classroom hazard checklist to be submitted to the principal.

#### Staff Orientation/Training

All CES staff will be oriented to this plan by the principal and/or designee at the beginning of each school year.

Staff members designated for medical responsibilities shall have first aid and CPR certification and training in triage.

#### Evacuation Routes

The Principal is responsible for establishing safe evacuation routes from all school facilities.

Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

#### Parent Communication/Responsibility

Pertinent components of this plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents.

All parents will complete a Student Release form for their child and designate other persons who are authorized to pick-up their child in the event of an emergency.

#### Supplies and Equipment

Disaster supplies and equipment are maintained as follows:

Emergency kits in each classroom, to include student contact information, flashlight, batteries, and basic first aid supplies.

First aid and other search and rescue supplies which may be needed during the first few hours following an emergency are located in the shed near Room 9.

Tools for shutting off the utilities at each shut-off location are available at the custodial office.

#### Emergency File

An Emergency File containing Student Release-Permission Slip information for all students will be maintained in the school office marked EMERGENCY FILE and will be taken by the school office manager whenever the school building is evacuated.

#### Communications

During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. Internal telephones will only be used to report in by specific request of the emergency management team. The all call system may be used by the emergency management team.

In the event that telephone and/or electrical service are interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds.

It is the responsibility of the Superintendent/Principal to disseminate information to the public.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

#### Psychological Trauma

Await further instruction from principal via PA System.

Teacher will take the emergency folder and the roll sheet to the evacuation area (the grassy field beyond the picnic tables in back of the school).

All classes are to silently walk to the evacuation area.

Each classroom reports to their color coded Team and "Family" (see Evacuation Drill Procedures).

Students who are with a prep teacher during the drill will be led by that teacher to the assigned class location on the field.

Roll will be taken. If all children are present, display a "GREEN CARD" from the emergency folder at the front of your line. If a child is at school but missing from the field, display a "RED CARD" & child's name to administration. Wait for the "all clear" announcement to return quietly to class.

#### POWER OUTAGE/ROLLING BLACKOUTS

Due to the Tubbs Fires during October of 2017, PG&E may conduct intentional power outages or rolling blackouts due to the need to prevent future fires in Napa County. Additionally PG&E may conduct the same drills due to the need to conserve energy and/or power during times when the outdoor temperatures are in the triple digits.

It is the District's intent that school will remain open during a power outage. However, if necessary, the Superintendent may order the school closed.

How to Prepare for an Outage:

Ensure portable lighting (i.e. flashlights and batteries) are available at CES.

Keep hallways and pathways clear at all times.

Ensure school staff has established alternative teaching methods and plans to be used during power outages.

Conduct a survey of your school site for the classrooms and offices with no windows and identify relocation options.

During an Outage:

Contact School Administrator(s) if CES is experiencing a blackout.

After 30 minutes, have School Administrators walk through campus and check on the status of individuals in each building.

Ensure students use a buddy system when going to the restroom.

Do NOT use candles or gas lanterns.

Turn off computers, monitors, printers, copiers, major appliances, and lights when not in use or needed.

#### EMERGENCY EVACUATION PROCEDURES

CES is responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, CES must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or cognitively/emotionally impaired, must be assisted.

CES must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:

The population of people with disabilities/special needs

Appropriate signage and equipment (e.g. wheelchairs/stretchers) needed for individuals with disabilities/special needs.

Training for school staff to assist individuals with disabilities/special needs.

Coordination with first responders

Evacuation Locations:

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, CES must identify safe evacuation locations to relocate the school population.

On Campus Evacuation Location

See appendix for on campus evacuation map "Evacuation Drill Procedures"

Off Campus Evacuation Location

CES students are to evacuate the school site, when directed to do so by District Officials, to the following locations:

Primary Off Site Location/Organization

Calistoga Boys/Girls Club

Address

1401 North Oak Street, Calistoga, CA 94515

Point of Contact

Lana Tillotson

Phone Number

707-709-6950

Hazard Assessment

Each school year, prior to the arrival of the teaching staff, the principal and/or designee, will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas.

During the first month of the school year each teacher will conduct a classroom hazard checklist to be submitted to the principal.

#### Staff Orientation/Training

All CES staff will be oriented to this plan by the principal and/or designee at the beginning of each school year.  
Staff members designated for medical responsibilities shall have first aid and CPR certification and training in triage.

#### Evacuation Routes

The Principal is responsible for establishing safe evacuation routes from all school facilities.  
Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

#### Parent Communication/Responsibility

Pertinent components of this plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents.  
All parents will complete a Student Release form for their child and designate other persons who are authorized to pick-up their child in the event of an emergency.

#### Supplies and Equipment

Disaster supplies and equipment are maintained as follows:  
Emergency kits in each classroom, to include student contact information, flashlight, batteries, and basic first aid supplies.  
First aid and other search and rescue supplies which may be needed during the first few hours following an emergency are located in the shed near Room 9.  
Tools for shutting off the utilities at each shut-off location are available at the custodial office.

#### Emergency File

An Emergency File containing Student Release-Permission Slip information for all students will be maintained in the school office marked EMERGENCY FILE and will be taken by the school office manager whenever the school building is evacuated.

#### Communications

During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. Internal telephones will only be used to report in by specific request of the emergency management team. The all call system may be used by the emergency management team.  
In the event that telephone and/or electrical service are interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds.  
It is the responsibility of the Superintendent/Principal to disseminate information to the public.

Contact Calistoga Fire Department: 707-942-2840  
Contact Calistoga Police Department: 707-942-2810

#### **Suspected Contamination of Food or Water**

Await further instruction from principal via PA System.  
Teacher will take the emergency folder and the roll sheet to the evacuation area (the grassy field beyond the picnic tables in back of the school).  
All classes are to silently walk to the evacuation area.  
Each classroom reports to their color coded Team and "Family" (see Evacuation Drill Procedures).  
Students who are with a prep teacher during the drill will be led by that teacher to the assigned class location on the field.  
Roll will be taken. If all children are present, display a "GREEN CARD" from the emergency folder at the front of your line. If a child is at school but missing from the field, display a "RED CARD" & child's name to administration.  
Wait for the "all clear" announcement to return quietly to class.

#### **POWER OUTAGE/ROLLING BLACKOUTS**

Due to the Tubbs Fires during October of 2017, PG&E may conduct intentional power outages or rolling blackouts due to the need to prevent future fires in Napa County. Additionally PG&E may conduct the same drills due to the need to conserve energy and/or power during times when the outdoor temperatures are in the triple digits.  
It is the District's intent that school will remain open during a power outage. However, if necessary, the Superintendent may order the school closed.  
How to Prepare for an Outage:



Ensure portable lighting (i.e. flashlights and batteries) are available at CES.  
Keep hallways and pathways clear at all times.  
Ensure school staff has established alternative teaching methods and plans to be used during power outages.  
Conduct a survey of your school site for the classrooms and offices with no windows and identify relocation options.  
During an Outage:  
Contact School Administrator(s) if CES is experiencing a blackout.  
After 30 minutes, have School Administrators walk through campus and check on the status of individuals in each building.  
Ensure students use a buddy system when going to the restroom.  
Do NOT use candles or gas lanterns.  
Turn off computers, monitors, printers, copiers, major appliances, and lights when not in use or needed.

#### EMERGENCY EVACUATION PROCEDURES

CES is responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, CES must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or cognitively/emotionally impaired, must be assisted.

CES must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:  
The population of people with disabilities/special needs  
Appropriate signage and equipment (e.g. wheelchairs/stretchers) needed for individuals with disabilities/special needs.  
Training for school staff to assist individuals with disabilities/special needs.  
Coordination with first responders

#### Evacuation Locations:

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, CES must identify safe evacuation locations to relocate the school population.

#### On Campus Evacuation Location

See appendix for on campus evacuation map "Evacuation Drill Procedures"

#### Off Campus Evacuation Location

CES students are to evacuate the school site, when directed to do so by District Officials, to the following locations:

#### Primary Off Site Location/Organization

Calistoga Boys/Girls Club

#### Address

1401 North Oak Street, Calistoga, CA 94515

#### Point of Contact

Lana Tillotson

#### Phone Number

707-709-6950

#### Hazard Assessment

Each school year, prior to the arrival of the teaching staff, the principal and/or designee, will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas.  
During the first month of the school year each teacher will conduct a classroom hazard checklist to be submitted to the principal.

#### Staff Orientation/Training

All CES staff will be oriented to this plan by the principal and/or designee at the beginning of each school year.  
Staff members designated for medical responsibilities shall have first aid and CPR certification and training in triage.

#### Evacuation Routes

The Principal is responsible for establishing safe evacuation routes from all school facilities.  
Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

#### Parent Communication/Responsibility

Pertinent components of this plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents.

All parents will complete a Student Release form for their child and designate other persons who are authorized to pick-up their child in the event of an emergency.

#### Supplies and Equipment

Disaster supplies and equipment are maintained as follows:

Emergency kits in each classroom, to include student contact information, flashlight, batteries, and basic first aid supplies.

First aid and other search and rescue supplies which may be needed during the first few hours following an emergency are located in the shed near Room 9.

Tools for shutting off the utilities at each shut-off location are available at the custodial office.

#### Emergency File

An Emergency File containing Student Release-Permission Slip information for all students will be maintained in the school office marked EMERGENCY FILE and will be taken by the school office manager whenever the school building is evacuated.

#### Communications

During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. Internal telephones will only be used to report in by specific request of the emergency management team. The all call system may be used by the emergency management team.

In the event that telephone and/or electrical service are interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds.

It is the responsibility of the Superintendent/Principal to disseminate information to the public.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

#### Unlawful Demonstration or Walkout

Await further instruction from principal via PA System.

Teacher will take the emergency folder and the roll sheet to the evacuation area (the grassy field beyond the picnic tables in back of the school).

All classes are to silently walk to the evacuation area.

Each classroom reports to their color coded Team and "Family" (see Evacuation Drill Procedures).

Students who are with a prep teacher during the drill will be led by that teacher to the assigned class location on the field.

Roll will be taken. If all children are present, display a "GREEN CARD" from the emergency folder at the front of your line. If a child is at school but missing from the field, display a "RED CARD" & child's name to administration.

Wait for the "all clear" announcement to return quietly to class.

#### POWER OUTAGE/ROLLING BLACKOUTS

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It is the District's intent that school will remain open during a power outage. However, if necessary, the Superintendent may order the school closed.

How to Prepare for an Outage:

Ensure portable lighting (i.e. flashlights and batteries) are available at CES.

Keep hallways and pathways clear at all times.

Ensure school staff has established alternative teaching methods and plans to be used during power outages.

Conduct a survey of your school site for the classrooms and offices with no windows and identify relocation options.

During an Outage:

Contact School Administrator(s) if CES is experiencing a blackout.

After 30 minutes, have School Administrators walk through campus and check on the status of individuals in each building.

Ensure students use a buddy system when going to the restroom.

Do NOT use candles or gas lanterns.

Turn off computers, monitors, printers, copiers, major appliances, and lights when not in use or needed.

## EMERGENCY EVACUATION PROCEDURES

CES is responsible for identifying and planning safe ingress and egress routes on their school property as well as appropriate evacuation routes. In addition, CES must plan for assisting students, staff, and visitors with disabilities. Under the Americans with Disabilities Act (ADA) of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and or cognitively/emotionally impaired, must be assisted.

CES must develop plans that identify the location of potential evacuation sites. Evacuation plans must also address the following:

The population of people with disabilities/special needs

Appropriate signage and equipment (e.g. wheelchairs/stretchers) needed for individuals with disabilities/special needs.

Training for school staff to assist individuals with disabilities/special needs.

Coordination with first responders

### Evacuation Locations:

In the event of an emergency, either an on-campus or off-campus evacuation may be necessary. In order to be prepared, CES must identify safe evacuation locations to relocate the school population.

### On Campus Evacuation Location

See appendix for on campus evacuation map "Evacuation Drill Procedures"

### Off Campus Evacuation Location

CES students are to evacuate the school site, when directed to do so by District Officials, to the following locations:

#### Primary Off Site Location/Organization

Calistoga Boys/Girls Club

Address

1401 North Oak Street, Calistoga, CA 94515

Point of Contact

Lana Tillotson

Phone Number

707-709-6950

### Hazard Assessment

Each school year, prior to the arrival of the teaching staff, the principal and/or designee, will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas.

During the first month of the school year each teacher will conduct a classroom hazard checklist to be submitted to the principal.

### Staff Orientation/Training

All CES staff will be oriented to this plan by the principal and/or designee at the beginning of each school year.

Staff members designated for medical responsibilities shall have first aid and CPR certification and training in triage.

### Evacuation Routes

The Principal is responsible for establishing safe evacuation routes from all school facilities.

Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

### Parent Communication/Responsibility

Pertinent components of this plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents.

All parents will complete a Student Release form for their child and designate other persons who are authorized to pick-up their child in the event of an emergency.

### Supplies and Equipment

Disaster supplies and equipment are maintained as follows:

Emergency kits in each classroom, to include student contact information, flashlight, batteries, and basic first aid supplies.

First aid and other search and rescue supplies which may be needed during the first few hours following an emergency are located in the shed near Room 9.

Tools for shutting off the utilities at each shut-off location are available at the custodial office.

#### Emergency File

An Emergency File containing Student Release-Permission Slip information for all students will be maintained in the school office marked EMERGENCY FILE and will be taken by the school office manager whenever the school building is evacuated.

#### Communications

During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. Internal telephones will only be used to report in by specific request of the emergency management team. The all call system may be used by the emergency management team.

In the event that telephone and/or electrical service are interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds.

It is the responsibility of the Superintendent/Principal to disseminate information to the public.

Contact Calistoga Fire Department: 707-942-2840

Contact Calistoga Police Department: 707-942-2810

## Emergency Evacuation Map

