



# **SAN DIEGO UNIFIED SCHOOL DISTRICT**

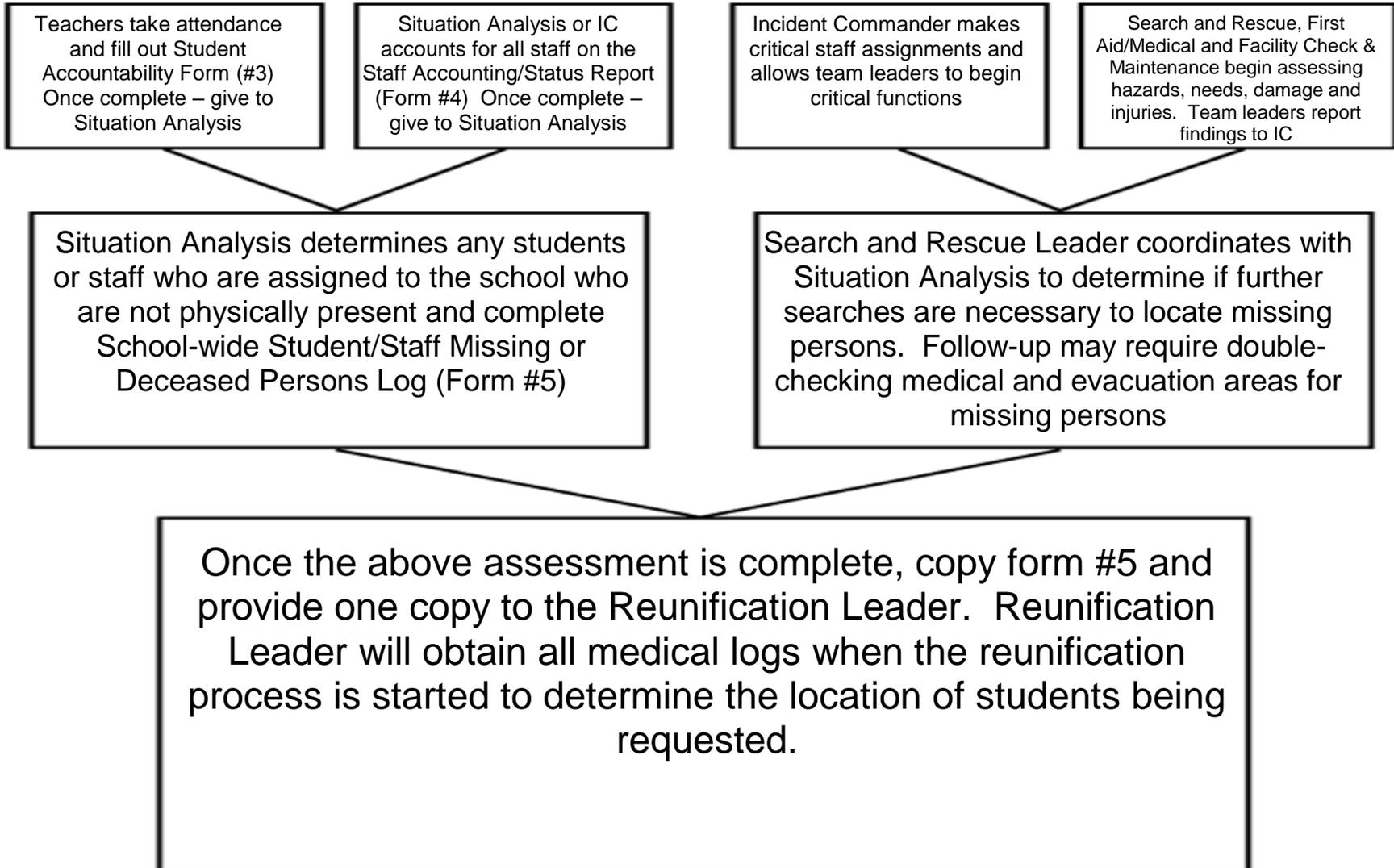
## **Site Emergency Response Plan**

### **America's Finest Charter School**

**4001 El Cajon Blvd., 92105**

**PUBLIC DOCUMENT**

# Emergency Startup Procedures



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### **Printed Separately**

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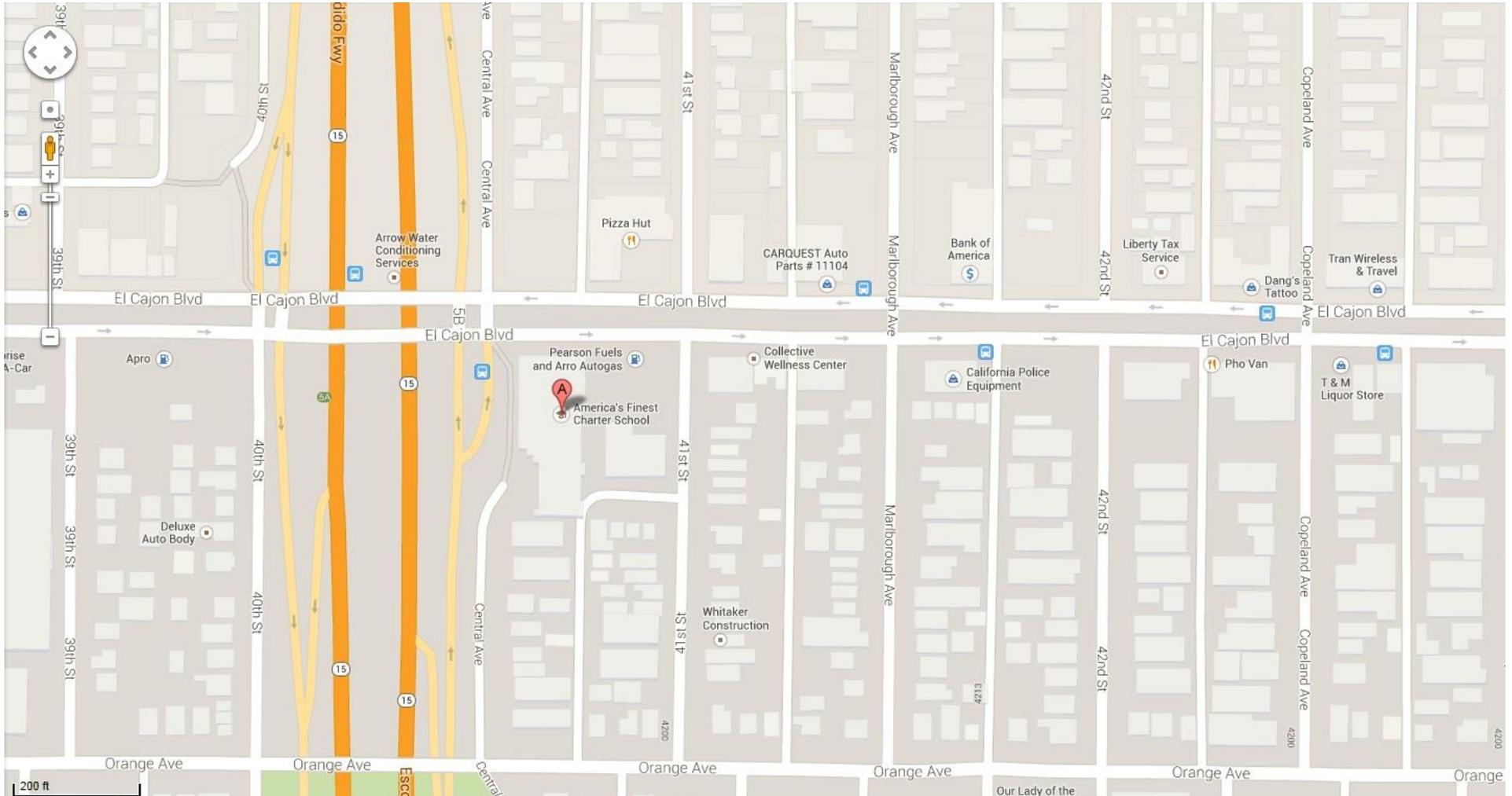
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# SECTION ONE - Site Facility Information

## Location

Site Name: America's Finest Charter School  
Site Address: 4001 El Cajon Blvd., 92105  
Site Public Phone Number: (619) 694-4809

Site Direct Phone Number: (619) 990-4724 cell  
Site Fax Number: 619 794-2762  
Thomas Bros. Page/Coordinate:



# Site Hazard Assessment Summary

**American Finest Charter School**  
 San Diego Unified School District  
 4063 Polk Ave., San Diego, CA 92105

1269-  
H5

## Hazard Site Assessment (Note: See Attached Weighted Legend)

		Dam Failure	Earthquake	Liquefaction	Flood	Landslide	Tsunami	Wildfire	Weighted Total
Probability	Score:		3					1	
	Weight (45%):	0	1.35	0	0	0	0	0.45	1.8
Magnitude/ Severity	Score:		3					2	
	Weight (30%):	0	0.9	0	0	0	0	0.6	1.5
Warning Time	Score:		4					4	
	Weight (15%):	0	0.6	0	0	0	0	0.6	1.2
Duration	Score:		3					1	
	Weight (10%):	0	0.3	0	0	0	0	0.1	0.4
Weighted Total:		0	3.15	0	0	0	0	1.75	4.9

Comments:

August of 2006

Interstate 15 immediately adjoins the campus to the east

## Site Emergency Resource Information

### Emergency Disaster Kit

This site maintains 1 kits.

The Emergency Disaster Kit stores necessary resources for a site incident command. This kit should not be confused with the Emergency Response Box, which is carried out of the site to a Public Safety Incident Command Post. School personnel should use the items contained within the kit to manage their incident command. Further assistance can be found in District Emergency Procedure #16. The following equipment and supplies are stored inside the Emergency Disaster Kit:

- Handheld Air Horns – recommend a minimum of five (Site Incident Commander & Chiefs)
- Bull Horn – recommend a minimum of one
- Batteries – recommend a minimum of two sets for bull horn, flashlights, emergency radios and walkie talkies)
- Flashlights – recommend one per Site Incident Command Team member (17) (Search & Rescue Team and First Aid and Medical Team requirements listed separately in Section Five)
- Walkie Talkies – recommend a minimum of five (Site Incident Commander & Chiefs)
- Duct Tape – recommend a minimum of two rolls used for marking blank vests.
- Rosters - recommend a minimum of one set per room sorted by alphabet
- Steno Pads (5x7) – recommend one per Site Incident Command Team member (17)
- Pencils & Pens - recommend one each per Site Incident Command Team member (34)
- Copies of Forms – (See Section Five for all Forms)
- Chalk - recommend twenty-five sticks, red in color
- 3x5 Cards – recommend one hundred
- Department or Classroom Placards
- Medical Team Supplies – see Section Five - Form #4
- Search and Rescue Team Supplies – see Section Five - Form #11
- Vests for Key Personnel – recommend a total of 17 for Site Incident Command Team members (Search & Rescue Team and First Aid & Medical Team requirements listed separately in Section Five)

All Emergency Disaster Kits and their contents are the responsibility of the Site Incident Commander. The Site Incident Commander will conduct annual inspections in October of each year. The responsibility to inspect and replace non-operating equipment and supplies belongs to the site.

## Emergency Response Boxes

This site maintains 1 Emergency Response Boxes. One box is for the Site Incident Command Team and one box is for the Public Safety Incident Commander.

The Emergency Response Boxes are a file folder type boxes. The boxes are clearly labeled and contain vital information needed by the Site Incident Command Team and Public Safety Incident Commander (in the event a public safety incident command post is established). Further assistance can be found in District Administrative Procedure 5000. The following information is stored inside each box:

- Current copy of the Site Emergency Response Plan which should include site evacuation procedures, including staging locations. Also included should be an aerial photo including all **new** structures, electric, gas, water cable, telephone, intrusion and fire alarm shutoffs, classroom numbers, gate openings for vehicles/pedestrians and all fire hydrants that have been added to accommodate these new structures.
- Current map of site or school layout. Map must show **all** buildings, classroom numbers, and evacuation routes.
- Most current blueprint (architectural drawings).
- Current roster of students and staff assigned to the site, as well as issues pertaining to special needs students. These rosters will be in alphabetical order for staff and students. Student roster must be in alphabetical order, divided by grade level and have emergency contact/release information.
- A list of the site's staff skills including language translation, specialized training, and emergency equipment carried in vehicles.
- If available, current student photos on CD-ROM or most recent year book.
- Telephone numbers listed in numerical order for each classroom/building.

Maintenance of the Emergency Response Boxes and their contents is the responsibility of the Site Incident Commander. The Site Incident Commander will work with School Police Services on conducting an inspection during October of each year. The responsibility to inspect and replace information belongs to the site.

## **SECTION TWO - Emergency Procedures**

### **Persons with Disabilities**

In emergencies, persons with disabilities may need special assistance in evacuating to the designated location. Each Site Incident Commander is responsible for pre-identification of persons with disabilities who may need assistance and assigning staff to assist them. Persons with disabilities or other staff who may need special assistance in an evacuation situation are responsible for ensuring that their Department Head is aware of their needs for assistance.

Because of the volume of foot traffic that can be expected through stairways and corridors in a building during an evacuation, there must be an area of rescue assistance established aside from the main flow of foot traffic. Such an area must be clearly marked so disabled individuals know where to go for refuge in a critical time. Proper signage for this area is “**Area of Rescue Assistance.**” Evacuation maps will articulate this information.

### **Return to Facility**

The Site Incident Commander, in consultation with the Public Safety Incident Commander if necessary, will determine when individuals can return to the facility. In the event that staff or students must be released early, the Site Incident Commander must request approval from the Office of the Superintendent. School Police Services should be advised of this information.

### **Site Shelter-In-Place Procedure**

Shelter-In-Place generally occurs when evacuating the site is more dangerous than taking shelter inside a building. This generally occurs during natural disasters, severe weather conditions, or health hazards. The following procedure applies to this site. Additional information pertaining to Shelter-in-Place is available in District Emergency Procedure 04.

### **Notification**

The Site Incident Commander is responsible to notify the Site Incident Command Team when a Shelter-In-Place is necessary. School Police Services, in coordination with the Site Incident Commander is responsible for activating the Shelter-In-Place notification procedures for site-level personnel.

**If the primary emergency notification system fails to activate, the secondary notification method will be handheld air horns found in the Emergency Disaster Kit.**

### **Activation & Deactivation**

Quickly direct students and staff inside to the nearest room; do a verbal and visual sweep as you get everyone inside. Shut all doors and windows leading into the room, including interior doors. Doors may be opened for late arrivals if the exterior environment is safe. Take student attendance and report missing or extra students or adults to the office by radio, telephone or e-mail. For environmental emergencies, immediately shut off the air conditioning/heating system, try to seal air vents and gaps under doors and around windows. Monitor your local radio, T.V. or e-mail for updates. Remain in Shelter-in-Place until the "All Clear" notification is given.

### **Return to Facility**

The Site Incident Commander, in consultation with the Public Safety Incident Commander if necessary, will determine when individuals can return to the facility. In the event that staff or students must be released early, the Site Incident Commander must request approval from the Office of the Superintendent. School Police Services should be advised of this information.

### **Site Lockdown Procedure**

A lockdown is the act of confining students and personnel in a secured location until an emergency or threat (e.g., police activity) is over. You may be required to lockdown your room or facility when a dangerous person or situation is present on or near the site. Additional information pertaining to Lockdown is available in District Emergency Procedure 09.

### **Notification**

The Site Incident Commander is responsible to notify the Site Incident Command Team when a Lockdown is necessary. School Police Services, in coordination with the Site Incident Commander is responsible for activating the Lockdown notification procedures for site-level personnel.

**If the primary emergency notification system fails to activate, the secondary notification method will be handheld air horns found in the Emergency Disaster Kit.**

### **Activation & Deactivation**

Quickly gather students and personnel to the nearest room; do a verbal and visual sweep as you gather everyone inside. Lock all doors and windows, including any interior doors. Close all window coverings to prevent anyone from seeing inside your room. Keep away from doors and windows, be quiet. Take attendance and quietly radio, telephone, or e-mail information pertaining to missing or extra students or adults to the office. If safe to do so, monitor e-mail for updates. If you hear gunfire or if someone tries to enter your room, have everyone "Duck, Cover, and Hold" under desks. Do not open doors or windows. Remain in lockdown until the "All Clear" notification is given.

### **Return to Facility**

The Site Incident Commander, in consultation with the Public Safety Incident Commander if necessary, will determine when individuals can return to the facility. In the event that staff or students must be released early, the Site Incident Commander must request approval from the Office of the Superintendent. School Police Services should be advised of this information.



## Comprehensive School Safety Plan

### **CRITERION 1: Assessment of current status of school crime and site response to crime data**

To obtain crime data for the vicinity surrounding your school site go to <http://www.crimemapping.com> and customize the dates for a period of six (6) months and adjust the Search Radius to a radius that gives sufficient information to answer the criteria. Click Trend Report icon. Please document the following -

Date range was used: **May 7, 2014 – November 3, 2014**

Search Radius was used: **0.2 mile radius**

#### **Crime report shows the following:**

- **65 reported crimes**
- **The majority of the crimes occurred on El Cajon Blvd. Our students do not use El Cajon Blvd. to come to school, we are in a cul-de-sac on Central Ave. although the main address to the building is El Cajon Blvd.**
- **The breakdown of the 65 crimes are:**
  1. **Assault - 8**
  2. **Burglary - 7**
  3. **Drugs/Alcohol Violations - 24**
  4. **DUI - 3**
  5. **Fraud – 1**
  6. **Motor Vehicle Theft - 3**
  7. **Robbery - 4**
  8. **Theft/Larceny - 4**
  9. **Vandalism – 5**
  10. **Vehicle Break-in - 6**

## **Strategies and Programs to maintain levels of safety to and from school**

### **Morning procedures**

- Parents drive or walk students to school and they are dropped off in the cul-de-sac on Central Ave.
- Students arriving an hour early are required to attend tutoring and doors are locked
- Staff supervises students at all times before school begins
- Teachers pick their students up in the cul-de-sac on Central Ave.
- Students arriving late are escorted to classes with late passes.

### **After School Procedures**

- Students are dismissed through the cul-de-sac all teachers are in the cul-de-sac to ensure safe dismissal

### **Site Based After School Activities/Program**

- AFCS has a unique after school program which over 50% of our students attend. This program keeps our students in a safe environment until 6 p.m.
- After school Computer lab
- Detention
- Homework Club

### **Classroom Assemblies Addressing School Safety Issues**

- Gang awareness provided by San Diego Police
- Drug awareness provided by McAlister Institute

### **Off-Site Community Programs**

- Special after school and week-end programs provided by Inner City Outings Sierra Club
- The Children's Initiative

## **CRITERION 2: Child abuse reporting procedures**

This procedure is outlined in Administrative Procedure 6370. You can meet this criterion by reviewing the procedure and incorporating the information into your School Safety Plan. Please describe below how you provide in-service training for your staff and students:

**Staff were in-serviced on child-abuse reporting procedures during the first month of school via an online presentation and feedback mechanism.**

**We at America's Finest Charter School meet with the entire staff in procedures to report child abuse. The director goes from class to class to let everyone know who to go to if there is a problem. We follow the Child Abuse Reporting Procedures Policy# 5000-6**

### **CRITERION 3: Disaster procedures, routine, and emergency**

The Site Emergency Response Plan is reviewed annually with SDUSD Police Department. While a Public version is available for inspection, a Confidential version is kept in the site's Emergency Response Box and reviewed annually with site staff. Describe below when the plans are reviewed with staff and the type of drill held by with staff and students:

**We do hold 1 earthquake drill each year for the Great American Shakeout. We have monthly fire drills. All of our staff are trained in our emergency plan. We have a safety committee that organizes safety procedures for the school.**

**School Emergency Response Plans are reviewed during the first month of school.**

#### **CRITERION 4: Policies and acts related to suspension, expulsion, or mandatory expulsion**

This mandate is outlined in Administrative Procedures 6290 and 6295, and “Report on Suspension” form, Stock item 22-R-2220 (English), and item 22-R-2222 (Spanish).

Describe below details on how staff is in-serviced on these procedures and how the community is informed of the process (parent conferences, student handbooks, etc.):

**All our staff are in serviced on our suspension and expulsion policy during the first week of school. Our parents are informed about our suspension & expulsion policy in our AFCS Parent Handbook. The director visits classes in grades 3-8 to discuss the suspension and expulsion policy.**

**We have had 7 suspensions for the 2013-2014 school.**

## **CRITERION 5: Notification to teachers of dangerous students**

To meet this mandate, refer to Administrative Procedure 4613 and incorporate information. Site administrators are obligated to tell staff about students considered dangerous or troublesome, but it is important that the students' rights be respected as well.

Describe below how staff is notified of students considered dangerous or troublesome:

**In the event a student is dangerous teachers and staff members assigned to that child are notified through a conference before the arrival of the child. The Administration shall disseminate the information to those teachers and other personnel directly supervising or reporting on the behavior or progress of the student for the purpose of working with the student in an appropriate fashion, to avoid being needlessly vulnerable or to protect other persons from needless vulnerability. The site will communicate with school police/probation officer to ensure the continual success and safety of the site, students and staff.**

## **CRITERION 6: A sexual harassment policy**

A districtwide sexual harassment policy is outlined in Administrative Procedure 0112 and 6290.

Describe below how staff is in-serviced on this policy:

**All staff receive the AFCS Sexual Harassment Policy and sign off indicating their possession of the document. Key points of the policy are highlighted during staff meetings by the director. Staff is informed of their role and responsibility to follow the rules, regulations, procedures, and expectations, including third party witness experiences. As they are detailed in the “Sexual Harassment Policy”. In addition, policies and reporting complaints are also discussed during this time.**

## **CRITERION 7: The provisions of any school wide dress code**

Referring to Administrative Procedure 6270 and Board Education Policy H-6050 can address this mandate. Be sure to incorporate into your plan the language that addresses the wearing of gang attire, including the fact that the wearing of gang attire is NOT protected under the first amendment.

Describe below your site's dress code along with how students, parents and staff are informed and any reference to your student handbook and/or website:

**AFCS has the dress code on our web-site and in our Parent Handbook.**

**AFCS uniform policy is explained to all parents when they enroll their child in school.**

**AFCS enforces a school wide uniform policy. Teachers and staff are all made aware of the dress code when they are hired and check for school uniforms daily, if a student is not in school uniform a letter goes home to the parents, making sure that the child returns to school the next day in uniform. This is to create school unity and decency. Each classroom has a code of conduct poster stating school uniform policy. All students are provided with AFCS t-shirts free of charge and if students cannot afford a school uniform AFCS makes arrangements with Operation School Bell to provide free uniforms for grades K-6. AFCS also helps families in grades 7-8 to obtain uniforms if they are in need of help.**

**CRITERION 8: Procedures to ensure safety of students, staff, and parents/guardians while going to and from school**

In order to meet this criterion, refer to district's emergency procedures. You should refer to current site maps and Crimemapping.com data. Verify the safe and proper avenues of travel for students, staff, and parents.

Describe below your plan in case of an accident, fire, earthquake, or other emergency affects these routes:

**Students enter campus in a designated area in the cul-de-sac on Central Ave. During an emergency, students and staff are trained to evacuate in designated safety zones. Staff, students and guardians are informed about the safety routes via monthly planned drill and meetings.**

**The Confidential Safety Plan is in place for offsite evacuation.**

## **CRITERION 9: Safe and orderly school environment**

This deals with not only creating a safe school environment, but also an effective discipline policy that maintains that environment. Refer to Administrative Procedure 6270 and incorporate these policies.

Describe how you share these procedures with your school community—not just with your students, staff, and parent/guardian, but also how you work with local fire and law enforcement authorities. Include details on what you are doing to improve communication, both with the partners in your school community and between on-campus organizations or groups of students.

**AFCS has set in place a plan for safety, evacuation, discipline and zero tolerance which is first shared with students, staff and guardians during the first month of each school year and reminded monthly throughout the school year. The discussion and information is disseminated to students during grade level meetings, to staff during the opening staff meeting, to parents during open house, ELAC and Parent Meetings by the school director.**

**The local fire department inspects the school site for a safe school environment.**

**We have partnered with the Mid-City Police Juvenile Department and they visit classrooms to discuss school safety.**

## **CRITERION 10: Assisted Rescue Protocols**

During natural disasters, fires, or black-outs, equipment used to assist individuals between elevate floors, stages, or multi-level walkways may become inoperable. *Blind, mental disability, etc.*

Please describe the site's plans to assist individuals with limited mobility. Include the equipment used, the training conducted with staff on the use of such equipment and where the equipment is stored in preparation of an emergency.

**Although we don't have any multi-level, and we are ADA compliant. We do have rescue equipment to assist and this is stored in the Directors office. Students with special needs are supported by Para-educators and Special Education Teachers. In addition the Administrative staff are trained to assist with rescue protocols. These training sessions are held once a year.**

## **CRITERION 11: School Safety Committee formation**

The law outlines who has to be on your committee, generally your site governance team, or a specially designated school safety committee. Their work in developing your plan must involve the consultation of a law enforcement representative. This can be done with our district's own police department.

Describe below when and where the presentation to your School Site Council was conducted. If it was not held during a School Site Council meeting, describe how it was presented. The meeting must provide an opportunity for members of the public to share an opinion of the plan. Include how you announced the meeting to your school community. Your plan must include a list of people on your school safety committee, their role, and how their participation was coordinated in developing your plan.

**The director of America's Finest Charter School has chosen classified staff, certificated staff, and a parent to be on the Safety Committee**

**Together the safety committee crafted the Criterion, the Criterion were reviewed by the San Diego police and we revised the Criterion based on his recommendations.**

**Interested individuals can view our plan online, it is public for any individual to see.**

**We have gone over the Criterion at ELAC and other Parent Meetings.**



**San Diego Unified**  
SCHOOL DISTRICT

## **Comprehensive School Safety Plan School Safety Committee Meeting Minutes**

**Date May 12, 2014**

**AFCS School Safety Committee Meeting**

**Our Safety Committee Members are:**

**Jan Perry - Director**

**Gloria De Leo – Classified (Admin.)**

**Hilary Dinh - Classified**

**Maggaly Kolsrud – Certificated Teacher**

**Ana Villa - Parent**

- Welcome
- Committee to update Safety Plan
- Calendars for Fire Drills and Earthquake Drills for 2014-2015 school year
- Presentation of Safety Plan at Parent Meeting for May 22, 2014
- Next meeting date: November 17, 2014 to approve the amended Comprehensive School Safety Plan