

# Reagan Elementary

# Safe School Plan

2012-2013

John Hannigan, Principal



**“A Successful School is a Safe School”**

This manual has been prepared to serve as a reference for school personnel to respond effectively and efficiently to emergencies in crisis situations.

It is the objective of Reagan Elementary School to provide you with an understanding of your authority and responsibility as you protect the students entrusted to your care.

**REAGAN ELEMENTARY  
SITE CRISIS INTERVENTION PLAN**

<b>TABLE OF CONTENTS</b>
--------------------------

<b>CRISIS INTERVENTION PLAN.....</b>	<b>3</b>
<b>EMERGENCY PHONE NUMBERS.....</b>	<b>4</b>
<b>SUSD DISTRICT CONTACTS.....</b>	<b>5</b>
<b>VERBAL OR WRITTEN SUICIDE THREATS.....</b>	<b>6</b>
<b>BOMB THREAT.....</b>	<b>7</b>
<b>EARTHQUAKE.....</b>	<b>8</b>
<b>CODE RED.....</b>	<b>9</b>
<b>SAFE SCHOOL REPORT.....</b>	<b>10</b>
<b>SITE OPERATIONS/DUTIES.....</b>	<b>18</b>
<b>EVACUATION MAP .....</b>	<b>App.</b>

**REAGAN ELEMENTARY  
SITE CRISIS INTERVENTION PLAN**

**2012-2013 CRISIS INTERVENTION TEAM**

**Management/Administrative Block**

John Hannigan – Principal x-6783

**Planning/Assistance Block**

Araceli Pina - Office manager  
Caralea Dupzyk - RSP/Speech  
Vicki Freeman – Nurse  
Theresa Blanchard - CSP

**Operation/Specialists Block**

John Hannigan - Principal  
Diego Lopez -Psychologist

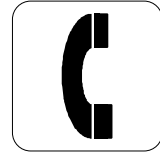
**Logistics/Custodial Block**

Primo Prieto - Custodian

**Financial/Media Block**

Araceli Pina - Office Manager  
John Hannigan - Principal

# EMERGENCY



## PHONE NUMBERS

### Ambulance, Fire, or Police

Dial '911'

### District Crisis Responders

Superintendent	524-6520
Business	524-6532
Transportation	524-6652
Food Service	524-6590
Maintenance	524-7032

### Fire Department

Emergency Phone	911
Non-Emergency	875-6568

### Utilities

P.G. & E. (Electrical)  
1-800-743-5002

P.G. & E. (Gas)  
1-800-743-5000

City of Sanger (Water)  
875-6513

### Emergency Management

American Red Cross	486-0701
City Hall	875-2587
Dept. of Public Safety	875-6513

### Law Enforcement

Police	875-8521
Sheriff's Dept.	488-3939
Highway Patrol	488-4321
FBI	436-4474

### Hospitals

St. Agnes Medical Center	449-3205	ER
1303 E. Herndon, Fresno		
Fresno Community	459-6000	
Fresno & R streets		

### Helpful Numbers

Child Abuse Hotline	255-8320
National Youth Crisis Hotline	1-800-448-4663
Fresno County Mental Health	1-800-654-3937
Fresno County Health Dept.	445-3434
Poison Control	1-800-876-4766
Suicide Prevention	453-6616
US Weather Bureau	498-0375

# SANGER UNIFIED SCHOOL

## DISTRICT SCHOOLS



### **High School**

Sanger High School	1045 Bethel Ave.	93657	524-7121
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### **Middle School**

Washington Academic Middle School	1705 10 <sup>th</sup> St.	93657	524-7015
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### **Continuation High School**

Education Center	1801 7 <sup>th</sup> St.	93657	524-6490
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### **Elementary Schools**

Centerville	48 Smith Ave.	93657	524-6000
Del Rey	Jefferson & Morro, Del Rey	93616	524-6060
Fairmont	3095 N. Greenwood	93657	524-6120
Jackson	1810 3 <sup>rd</sup> St.	93657	524-6180
Jefferson	1110 Tucker St.	93657	524-6250
John Walsh	6350 E. Lane, Fresno	93727	524-6320
Lincoln	1700 14 <sup>th</sup> St.	93657	524-6370
Lone Star	2617 S. Fowler, Fresno	93725	524-6430
Madison	2324 Cherry Ave.	93657	524-7430
Wilson	610 Faller Ave.	93657	524-6900
Reagan	1586 S. Indianola	93657	

### **Transportation**

Tabitha Dougherty – Transportation Manager	3555 S. Academy	93657	524-6652 875-1149
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## Verbal or Written

## Threats of Suicide



### Teacher

1. Send for Counselor or Psychologist
2. Take threat seriously.
3. DO NOT leave student alone.

### Administration

1. Notify parents to come get student. If the parent doesn't take threat seriously we might need to get more help.
2. Parents must show proof of psychological consultation before student is allowed to return to school.
3. Notify Superintendent's Office.

### Counselor

1. Isolate student from peers.
2. Talk with student; assess the seriousness of threat.
3. Ask if student has entertained thoughts of suicide before.
4. DO NOT leave student alone.
5. Notify Principal.
6. Continue to counsel student.
7. Contact these people for help:
  - \*District Psychologist
  - \*School Psychologist
  - \*National Youth Crisis Hotline  
1-800-448-4663
8. Ask student to sign No-Suicide Contract and if he/she refuses, document refusal.
9. Provide parents with community resources for counseling. Work with parents, students, teachers, and administration to monitor student.

# Bomb Threat



## Phone Call Recipient

1. Keep caller on phone as long as possible-DO NOT HANG UP.
2. Signal to someone near you to alert Principal's Office.
3. As soon as possible, notify the district office

## Administration

1. Call district office, then call '911' for Police and report that a threatening phone call has been made.
2. Do not mention a bomb, if possible, to avoid premature media coverage.
3. Notify Superintendent's Office.
4. Make a decision whether or not to evacuate the building.
5. Evacuate if necessary.
6. DO NOT USE RADIOS OR ELECTRONIC BELLS! Bombs can be activated by radio signals and electronically.
7. Pass information and instructions to teachers orally or/by bullhorn or messenger.
8. Establish search teams of employees-do not touch any suspicious package.

9. Principal will remain in office to coordinate search team response and to act as a guide for the Police.
10. Wait for 'All Clear' from Police before allowing students back to regular schedule.
11. File an Incident Report.

## Teacher

1. Collect class roll book.
2. Evacuate when advised.
3. Take attendance when students are assembled away from school.
4. Notify Principal of any missing students.
5. Go to lock-down if advised.

# During Earthquake



**Administrative, Assistance, Teacher, Specialist, and Custodial Blocks**  
Indoors or Outdoors – Take action at the first indication of ground shaking.

## **If indoors in a room**

1. Stay Inside.
2. Move away from windows, shelves, and heavy objects and furniture, they might fall.
3. Take cover under a table or desk use triangle of life.
4. Tell students to “Drop and Tuck”.
5. If table or desk moves, hold the legs and move with it.

## **If in an open area**

1. Stay where you are.
2. Turn away from windows.
3. “Drop and Tuck.”

## **If indoors in a lab or kitchen**

1. Extinguish all burners.
2. Stay clear of hazardous chemicals that may spill.
3. Take cover under a table or desk and move with it.

## **If outdoors**

1. Move to an open space, away from buildings and overhead power lines
2. Lie down or crouch.
3. Keep looking for potential dangers.



# CODE RED!!!

## CODE RED ALERT

Should such a procedure be called for, you will immediately be notified via a loud horn, at this point **CODE RED** Alert is in effect. You will be advised to follow the Code Red Alert procedures which includes the following:

1. If you are caught outside when the alert is given, get to class as quickly as you can.
2. Lock all doors.
3. Stay away from the windows.
4. Take roll and note any student that is missing.
5. Stay off the phones.
6. Wait for further instructions, which will come via intercom or telephone.

**Here are few important things to remember.**

1. **We will not run Code Red drills unless notified in advance.** If a Code Red Alert is broadcast over the intercom unexpectedly, it will be the real thing. Take it seriously.
2. Stay calm and wait for instructions.

**REAGAN ELEMENTARY**  
**SAFE SCHOOL REPORT**

**I. Membership:**

The Safe Schools Committee is composed of the School Site Council and formed to address the four components of a safe school.

- \* Personal characteristics of students and staff
- \* The School's physical environment
- \* The School's social environment
- \* The School's cultural environment

The committee is made up of parents, teachers and administration that meet on a regular basis to discuss and prepare statements regarding concerns, strengths, and goals related to the above four components for the school. Based upon these meetings and a yearly survey, our Safe School Plan will be continually updated and rewritten on an annual basis.

**II. Description of school and district:**

<b>Sanger Unified Description</b>
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Sanger Unified School District covers approximately 180 square miles in eastern Fresno County. The District includes the City of Sanger, the communities of Centerville, Del Rey, Fairmont, Lone Star, Tivy Valley, a portion of the Sunnyside area of metropolitan Fresno, and suburban and rural areas of the cities of Fresno, Clovis, Fowler, Selma, and Parlier. Sanger Unified adjoins the school districts of Fresno, Clovis, Fowler, Selma, Kings Canyon, Parlier and Sierra Union. SUSD's Eastern and Southern areas are rich in agriculture while the Northern and Western portions are largely suburban with some agriculture. Sanger Unified serves approximately 9,000 students. The District contains nine K-5-(6) elementary schools, one K-8 elementary school, one 7-8 middle school, one 9-12 comprehensive high school, one 9-12 continuation high school, one 7-12 alternative high school, one 7-12 community day school, one K-12 regional charter school, one K-8 environmental charter school and one K-8 academic charter school. Sanger Unified and all of its schools operate on a traditional school year calendar.

**Description of the School**

Reagan Elementary is located in the community of Sanger in the Central San Joaquin Valley. The school has an enrollment of 425 K-5<sup>th</sup> graders. The ethnic composition of the students range from Hispanic, Caucasian and Other. Socioeconomic status ranges from middle income to high middle class income.

Reagan Elementary is one of the newest schools in the Sanger Unified School District. Reagan Elementary is located on the corners of Indianola and Church Avenues in the City of Sanger. The school operates on a traditional school calendar. We are committed to providing a strong instructional program for all students to ensure excellence in education.

During the 2012-2013 school year the school will serve approximately 425 Kindergarten

- fifth grade students. About 65% of these students will participate in the Free or Reduced-Priced Lunch Program. Roughly 16% of the students are considered English Learners.

### Reagan Mission Statement

We, the Reagan Red Hawk Community, are committed to reaching new heights as we soar to academic excellence.

**Motto- Soar to Excellence!**

### III. Assessing current school crime data:

#### Assessment of Current School Crime Reports:

Reported from School Accountability Report Card TBD.

#### Suspensions and Expulsions

Data reported are the number of suspensions and expulsions (i.e., the total number of incidents that resulted in a suspension or expulsion). The rate of suspensions and expulsions is the total number of incidents divided by the school's total enrollment as reported by CBEDS for the given year. Reagan will not have suspension/expulsion information until the end of 2007/08 school year.

	School			District		
	2009/10	2010/11	2011/12	2009/10	2010/11	2011/12
<b>Number of Suspensions</b>	23	14	0			
<b>Rate of Suspensions</b>	3%	%	0%			
<b>Number of Expulsions</b>	0	0	0			
<b>Rate of Expulsions</b>	0	0%	0%			
Truancy Rate	0	0%	0%			
Total suspension	23	14	0			
Violence drug total	8					
<b>See UMIRS Data Report</b>						

#### Rules on discipline:

Rules and regulations regarding discipline, hate crimes and school/district rules and procedures are provided in the District Parent Student Handbook on pages 10-24. All classrooms are expected to have an assertive discipline policy in place. All students in grades 2<sup>nd</sup>-5<sup>th</sup> participate in the Personal Responsibility Points Program. Contacts home are expected to take place. In addition, the principal will hold trimester parent presentations on discipline and potential areas of concern.

### IV. **Appropriate strategies and programs that maintain school safety**

Sanger Unified School District believes that a safe school environment is free of gang related conduct or activity. Each school site has a Safe School Plan that is reviewed and updated annually usually within the first few weeks of beginning each School Year. Reagan's School Site Council (SSC) approves our Safe School Plan. Emergency drills are conducted to prepare students and staff in the event of an emergency. We strive to maintain a safe, healthy, nurturing

and orderly school campus that encourages positive attitudes in students and staff. A joint effort between students and staff help keep the campus clean and litter free. The site maintenance staff surveys their campus as the first order of business each day. He/she insures the campus is clean, any vandalism is corrected, and that the campus is presentable and representative of the priority Sanger School Board sets on safety and appearance.

Our school utilizes student council to enhance student social activity and direct the school's commitment to the community of Sanger. Moreover, Reagan prides itself on the student to community communication. Specifically the school works to establish weekly, monthly and trimester communications with the community. Various parent groups are arranged to communicate concerns and enhance communications.

#### **V. Additional resources, programs that could help provide safe schools**

Information about the school's efforts to create and maintain a positive learning environment, including the use of disciplinary strategies, which include Behavioral Interventions and analysis of Response to Interventions (**See attached Behavior Intervention pyramid**). In addition, we have various other programs in the district that support positive behavioral interventions.

#### **Police Activities League (PAL)/Youth Center**

The City of Sanger and Sanger Unified School District have formed a partnership to help develop a Youth Center that will be sponsored by the Police Activities League (PAL). It will be a center that will offer students and their families a framework of activities to better themselves.

#### **Attendance**

The Sanger Unified School District works hard to reduce absences by:

- (1) Clearly communicating to parents that students may only miss school when ill
- (2) Providing counseling for at-risk students
- (3) Recognizing outstanding attendance
- (4) Incorporating a district level School Attendance and Review Board (SARB) to address attendance issues

#### **VI. Disaster procedures –see table of contents.**

#### **VII. School procedures comply with existing laws:**

##### **A) Child Abuse Reporting/Laws related to school safety**

Child abuse reporting requires that teachers report abuse as outlined in board policy and administrative regulations 5141.4. Staff have all been informed of the School Safe Binder and encouraged to review it for clarification on reporting details. (**see attached sign-in and agenda of meeting**).

**B -D) Disaster procedures, routine and emergency are all addressed in the school's disaster plan/emergency procedures document. These policies and procedures, including suspension/expulsion regulations, are outlined in the Sanger Unified Parent Information**

**Handbook on pages 10-24 (see attached). This document is provided to ALL parents at the beginning of the school year and/or upon enrollment.**

Reagan has a general opening meeting prior to the school year starting. At this meeting we mention the Reagan Safe School Plan Binder. The Safe School Plan Binder is located in the staff room. It maintains the board policies and laws related to Emergency Disaster, Fire Drill, Earthquake, weather smog, campus disturbances, employee security, sexual harassment, student discipline, sexual harassment, environmental safety, dress code and child abuse reporting. It contains the “dangerous student” reports for previous years and other reports related to school safety. Teachers are required to be notified of dangerous pupils pursuant to section 49079. (A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of section 48900 or in section 48900.2, 48900.3, 48900.4 or 48900.7 that the pupil engaged in or is reasonably suspected to have engaged in those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section. Teachers are able to access this information regarding this section based on suspension forms, SASI student discipline icon and as students are suspended a copy of the “Major Office Referral” is placed in their mailbox and logged into SASI for review (see attached referral form).

**E) Discrimination and Harassment:**

Twice a year the principal reviews with the staff and students the policies regarding sexual harassment and bullying (see **agendas**). Further information is contained within the Sanger Unified Parent Information Handbook (SUPIH). The uniform complaint procedures, and policies related to harassment and discrimination are found on pages 2, 4 and 10.

**F) School Wide Dress Code:**

Information regarding school wide dress code is reviewed in the district handbook as well as on the school website. It is also reviewed once a year. Reagan is a non-uniform school. We require students to follow the district dress code, but don't require a uniform dress code.

**G) Procedures for safe ingress and egress:**

Reagan provides bussing for students, who live in designated areas to and from home. Supervision is provided on campus at 7:15 a.m. to provide a safe and secure environment once students arrive to campus. We have designated cross walks for crossing major streets near the school. Students are required to use them at all times. Page 12 of the SUPIH refers to the enforcement of discipline infractions to and from school.

**H-K)** A safe and orderly environment, rules on school discipline, hate crime reporting and rules and procedures on school discipline can all be found in the Parent Information Handbook from pages 10-24.

**L) Supplemental: Characteristics and concerns for improvement of student safety:**

## **Personal Characteristics of Students and Staff**

### **Concerns:**

Provide adequate support for the community and providing expected services.

## **Activities to Address Concerns**

Look at activities that create and promote our own culture and climate

Apply for after school grant and counseling services.

Provide community events that are familiar to all parents and members of the new school.

### **School's Physical Environment, Pride and Strengths:**

Reagan Elementary was built to provide a safe environment for students. All classrooms are self-contained and have restrooms that are located in the encompassing building. Supervision is easily provided due to the layout of the facility.

### **Concerns:**

Outside restrooms are not easily visible from the playground field area.

Kindergarten is far from main office.

Establishing cross-walks at busy intersections.

### **Activities to Address Concerns:**

Noon-aides/parents to provide cross walking for students to and from school.

Crosswalks installed by city in busy areas where students need to cross.

Speed signs to slow traffic on busy thoroughfares.

## **School's Social Environment, Pride and Strength**

The principal seeks to encourage input from the staff, student body, parents, and community. An attempt to reach consensus is an integral part of the decision making at Reagan. Classroom environments enhance learning and positive interaction among students and staff. Classrooms are expected to be orderly and there is maximum use of instructional time. A wide variety of extra-curricular activities are going to be provided to promote individual strengths and social growth in all students. These activities also promote positive interaction between students, staff and the community.

### **Concerns:**

Staff able to provide extra and co-curricular opportunities to students.  
Need assistance from parents to make programs work.

### **Activities to Address Concerns:**

Compacts will be signed by teacher, student, and parent.  
Encouragement of parents to participate in classes.  
School Leaders will discuss, evaluate, and develop new goals as the year progresses.  
Calendar meetings will be held weekly to plan and coordinate daily, weekly, and monthly activities involving Fun Works and Community of Caring.

## **School's Cultural Environment**

Rules are going to be realistic, practical, fair and consistently enforced. Behavior expectations will be clearly stated and known to everyone. The school's staff will be expected to model high moral standards, send positive messages to students, and communicate to the community expectations that all students will excel academically and behave properly. Multicultural values will be promoted within a variety of ways at Reagan. The staff will reflect a diverse ethnic background and will be expected to model intercultural harmony. Students will be expected to learn to respect others through our Community of Caring values. The school wide newsletter will go home in English/Spanish.

### **Concerns:**

Yet to be established.

### **Activities to Address Concerns:**

School-wide adoption of Positive Behavioral Interventions and Supports (PBIS)  
Staff members trained in Second Step and Olweus Anti-Bullying program.  
Addition of social counseling  
Special Friends and Friendship Club established

# DISTRICT SAFETY DUTIES/PROCEDURES

*SEND COPY TO DISTRICT OFFICE*

*AND*

*DENNIS WIECHMANN'S OFFICE*

*BY THE END OF THE SECOND WEEK OF SCHOOL*

*DISTRIBUTE COPIES OF RESPONSIBILITIES*

*TO*

*ASSIGNED SCHOOL STAFF MEMBERS*

Prepared by: John Hannigan  
Date: AUGUST/2012  
School: REAGAN



**SCHOOL SITE OPERATIONS CENTER PLAN**

**Reagan Elementary School  
Sanger**

Meeting Place: Main office Conference Room  
Alternate Site: MPR Staff Lounge

**Assignments:**

**Management**

Staff Member, Title: John Hannigan, PRINCIPAL

Alternate, Title: CSP/Psychologist/RSP/Office Manager

**Responsibilities:**

1. Facilitate the Emergency Management Team Meetings. Designate a primary and alternative meeting site in the event of an emergency.
2. Monitor and ensure completion of all Emergency Management Team responsibilities.
3. Ensure training of all site staff in Emergency Management Plan.
4. Schedule regular emergency drills.
5. Ensure that other personnel who provide services to students and staff are aware of emergency procedures.
6. Review and update the school site plan annually, with particular attention to the unique characteristics of the school site.
7. Determine level of response to emergency event.
8. Other School Site specific: \_\_\_\_\_

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## Operations

Staff Member: Title: John Hannigan, Principal  
Alternate, Title: CSP/Office Manager/Psychologist/RSP

### Responsibilities:

1. Establish a team “buddy” system for teachers to maintain supervision of students while allowing for other assignments of staff as needed and appropriate.
  2. Assign duties to school staff. Make adjustments to maintain coverage during emergency. (Complete form on page 8)
  3. Patrol entrances to direct emergency personnel, parents, district staff, and media to appropriate areas, and to prohibit unauthorized persons from entering campus.
  4. Monitor/supervise halls and corridors to maintain a safe and secure environment.
  5. Conduct search and rescue operations to systematically search every room in order to locate trapped/injured persons and to recover critical supplies and equipment.
  6. Coordinate Communication Center
    - \*Location accessible to parents, interested community members, and media to handle inquiries, rumor control, and information in an orderly fashion. DO NOT allow media to interview any students or staff members on the school grounds.
    - \*Only the Superintendent or designee is authorized to release information. All other personnel should cordially refer the media to the Superintendent or designee.
  7. Administer first aid. Identify trained school site staff. School bus drivers and maintenance personnel maintain current first aid certification.
  8. Work with city/county emergency response personnel to identify injured students and staff to record ambulance destinations.
  9. Supervise student release procedure. Release individual students ONLY to adults authorized on Emergency Procedure Card. Require identification and sign out.
  10. Check building utility systems and appliances for damage. Shut off utilities as appropriate. Do not attempt to turn utilities back on yourself.
  11. Other School Site specific: \_\_\_\_\_
- 
-

## Planning

Staff Member, Title: Araceli Piña, Office Manager

Alternate, Title: RSP/Speech/Nurse

### Responsibilities:

1. Post the Action Plan for Emergency Preparedness in all classrooms and other appropriate campus sites (p 10).
2. Ensure that each classroom or homeroom maintains a current emergency card system for every student (i.e. copies of emergency card or other effective system which summarizes the information on the emergency card).
3. Plan alternate classroom evacuation routes if standard routes are obstructed during an emergency.
4. Establish a communications system:
  - a. Regular phone line(s)#: Principal's office
  - b. Cellular phone (at least one per school site)  
John's Cell (removed)
  - c. Fax phone line (each school site will have one extra telephone to plug into fax line if electricity fails) (removed)  
  
Extra phone is located: Principal's office (removed)
  - d. School buses will be deployed to affected sites to maintain radio communication.
  - e. Alternate system for written communication with staff in the event voice to voice communication is not available.  
System: NTI
5. Identify available first aid supplies. If necessary, requisition additional emergency supplies through district Health & Safety Committee during planning process. First aid supply location(s): Classrooms have first aide kits/nurses office
6. Identify locked gates and location of key(s). Preferably all gates can be opened with a master key. Key location(s): Main Office
7. Maintain written documentation of situation assessment during an emergency.
8. Other School Site specific: \_\_\_\_\_

## **Logistics**

Staff Member, Title: Primo Prieto, Custodian

Alternate, Title: CSP/Office Manager/Psychologist/Lead teacher

Responsibilities:

1. Maintain lists of emergency (private numbers– removed for public release) phone numbers of Emergency Management Team Members.

Emergency Team Members:

### **Management**

Name: John Hannigan Phone: (removed)

Alternate Name: Office Manager Phone: (removed)

### **Operations**

Name: John Hannigan Phone: (removed)

Alternate Name: Office Manager Phone: (removed)

### **Planning**

Name: Araceli Piña Phone: (removed)

Alternate Name: John Hannigan Phone: (removed)

### **Logistics**

Name: Primo Prieto Phone: (removed)

Alternate Name: Office Manager Phone: (removed)

### **Finance**

Name: Araceli Piña Phone: (removed)

Alternate Name: John Hannigan Phone: (removed)

2. Maintain school map showing location of fire extinguishers, gas, electricity, and water mains. (See School Map)
3. Maintain school site chemical inventory lists. (See MSDS Sheets)
4. Coordinate any volunteer activities.

## **Finances**

Staff Member, Title: John Hannigan, Principal

Alternate, Title: Office Manager

### Responsibilities:

1. Document staff time and materials utilized in response to emergency.
2. Support purchase of needed materials during emergency.
3. Other School Site specific: \_\_\_\_\_

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## STAFF DUTY ASSIGNMENTS

### Reagan Elementary

**DUTY:** Patrol entrances to direct emergency personnel, parents, district staff, and media to appropriate areas, and to prohibit unauthorized persons from entering campus.

Staff Member(s): CSP/Psych/Custodian/Speech/RSP

**DUTY:** Monitor/supervise outside restrooms/halls/etc for missing students.

Staff Member(s): Caralea Dupzyk

**DUTY:** Conduct search and rescue operations to systematically search every room in order to locate trapped/injured persons and to recover critical and equipment.

Staff Member(s): Caralea Duptzk - RSP

**DUTY:** Coordinate Communication Center

Staff Member(s): Araceli Piña– Office Manager

**DUTY:** Administer first aid

Staff Member(s): Nurse

**DUTY:** Work with city/county emergency response personnel to identify injured students and staff and to record ambulance destinations.

Staff Member(s): John Hannigan/CSP/Psych.

**DUTY:** Supervise student release procedure

Staff Member(s): John Hannigan- Principal/Araceli Piña-Office Manager

**DUTY:** Check building utility systems and appliances for damage. Shut off utilities as appropriate. Do not attempt to turn back on yourself.

Staff Member(s): Custodian- Primo Prieto

**DUTY:** Locking Doors to hallways in each of the classroom buildings:

Staff Members: Building C- Room 2, 4 : Building D- Room 7/15: Building E- Room 16/21

**REMEMBER TO ACCOUNT FOR STUDENT SUPERVISION FOR ANY TEACHER ASSIGNED TO THE ABOVE DUTIES:** (see next page)



# ***CHEMICAL INVENTORY***

## ***Reagan Elementary School***

<b>Toxic Chemicals</b> <small>(i.e.: chlorine bleach)</small>	<b>Quantity</b> <small>(be specific as to room numbers or names and location within rooms)</small>	<b>Location(s)</b>
Green Clean – General purpose cleaner	1	Office, Workroom, Custodial room
Safe- toilet bowl cleaner	1	Office, Workroom, Custodial room
Ring master – Toilet Bowl cleaner	1	Office, Workroom, Custodial room
Ultra Q 128 – Disinfectant	1	Office, Workroom, Custodial room
Bleach	1	Kitchen



<b>SANGER UNIFIED SCHOOL DISTRICT</b> <b>ACTION PLAN FOR EMERGENCY PREPAREDNESS</b>
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EMERGENCY	WARNING	ACTION
FIRE	Fire Alarm	Leave building by posted route or alternate if necessary
FLOOD	Weather Conditions	Stand by for directions; possible relocation.
FALLEN AIR-CRAFT	None	1. Duck, cover, and hold. 2. If necessary, evacuate building at Teacher discretion. 3. Go to rendezvous area.
CHEMICAL ACCIDENT	None	Stand by for directions.
WINDSTORM	Emergency Broadcast System	1. Go inside. 2. Duck and cover. 3. Close curtains. 4. Stand by for directions.
BOMB THREAT	Fire Alarm or Private Messenger	1. Evacuate building (site decision). 2. Notify police. 3. <b>DO NOT APPROACH ANY SUSPICIOUS DEVICE OR OBJECT.</b>
IMMINENT DANGER <small>(drive by shooting weapon on campus)</small>	Continental series of Short Bells	Shelter in Place: 1. All students and staff should hit the ground or, if appropriate, move, immediately to nearest building on school site. 2. Lock doors, pull curtains. 3. Remain inside. 4. Stand by for directions.

FIRE ALARM BELL INDICATES **“EVACUATION”**.  
A BELL OF 3 RINGs INDICATES **“ALL CLEAR”**.

(TO BE POSTED THROUGHOUT SCHOOL SITE)

**COPY**  
**OF YOUR**  
**SCHOOL MAP**  
**SHOWING LOCATIONS OF**  
FIRE EXTINGUISHERS, GAS, ELECTRICITY,  
AND WATER MAIN