

- ☐ If patient cannot follow simple commands, tag **RED**
- ☐ If patient can follow simple commands, they will be tagged **YELLOW or GREEN**
- ☐ This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

## Mass Casualty

In the event of a Mass Casualty Incident (MCI):

- ☐ Determine what the problem is and call 9-1-1 for local emergency services. Note: A casualty is a victim of an accident or disaster.
- ☐ Identify the problem and give the school address.
- ☐ Site administrators decide whether or not to activate the School Site Disaster First Aid Team protocols (See School Site Disaster Plan).
- ☐ Determine if problem will continue or if it is over.
- ☐ Notify Superintendent's Office.
- ☐ School representative will meet Incident Command Officer (Fire Department or Police Official) who will determine exact nature of the incident.
- ☐ Site administrators/First Responders will implement Mass Casualty Tracking Protocols as appropriate to the situation.
- ☐ Keep calm, reassure students.
- ☐ Fire Department will notify appropriate agencies for additional help.
- ☐ Crisis Team will convene.
- ☐ Contact Superintendent to determine need to send students home

## MASS CASUALTY

### Patient Tracking Sheet

Page \_\_\_\_\_

Paramedic Tag #	Victim Name	Student ID#	Time of Departure	Hospital

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Anthrax Threat**

---

**How to identify suspicious letters or packages**

Some characteristics of suspicious letters or packages include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odors
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential."
- Shows a city or state in the postmark that does not match the return address.

---

**Suspicious unopened letter or package marked with a threatening message such as  
"Anthrax"**

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Then leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give the list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

---

**Envelope with powder or powder spills out onto a surface**

- Do not try to clean up the powder. Cover the spilled contents immediately with anything and do not remove this cover.
- Leave the room and close the door or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at home, CALL 9-1-1 to report the incident. If you are at work, CALL 9-1-1 and your site administrator to report the incident.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. The clothing bag should be given to the emergency responders for proper disposal.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

---

#### **Possible room contamination by aerosol**

(Examples: small devices triggered warning that air handling systems is contaminated, or warning that a biological agent is released in a public space.)

- Turn off local fans or ventilation units in the area.
- Leave the area immediately.
- Close the door or section off the area to prevent others from entering.
- Move upwind, uphill, upstream.
- If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.
- Shut down air handling systems in the building if possible.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

#### **DO NOT PANIC**

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. In order for this to happen, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life threatening lung infection can occur, but prompt recognition and treatment are effective.

---

## BOTULISM

Botulism infection is extremely rare, with fewer than 200 cases report in the U.S. each year. There are two forms of botulism which are associated with a terrorist act:

### Foodborne Botulism

The bacterium is ingested with the contaminated food source.

Symptoms begin within 6 hours to 2 weeks, but most commonly between 12 to 36 hours after eating contaminated foods.

Double or blurred vision, drooping eyelids, slurred speech, difficulty swallowing, dry mouth, and a descending muscle weakness that affects the shoulders first, then upper arms, lower arms, thighs, calves, etc.

These symptoms may be preceded by gastrointestinal disorder such as abdominal cramps, nausea, vomiting, and diarrhea. Paralysis of the respiratory muscles will cause death unless the person is assisted by mechanical ventilation. Botulism toxin can occur naturally in undercooked food, but the frequency of this is extremely rare.

### Inhalation Botulism

Inhalation botulism results from the inhalation of the aerosolized toxin. A small amount of aerosolized toxin released into the wind can have a devastating effect on the surrounding population. Notwithstanding inhalational botulism could be inflicted upon a more limited number of victims by introducing a contaminated object into an enclosed area such as inside of a building. The symptoms are indistinguishable from those of foodborne botulism, except that the gastrointestinal signs sometimes associated with foodborne botulism may not occur.

Botulism cannot be transmitted from one person to another. There is no vaccine for botulism treatment at this time. However, treatment consists of passive immunization with equine anti-toxins and supportive patient care.

---

## SMALLPOX

Smallpox infection results from the variola virus. The disease was once worldwide in scope. Before people were vaccinated, almost everyone contracted the disease. The virus was effectively eradicated from the world in the late 1970's, and the World Health Organization recommended governments cease routine vaccinations in 1980.

Vaccination has proven effective in preventing the disease in exposed persons if administered within 4 days of exposure.

Smallpox is a highly contagious infectious disease that has a mortality rate of about 30%. Since the discontinuation of vaccination in the early 1980's, virtually no one is protected against the disease today. The

U.S. government is currently working to address the need for vaccinations. There is no proven treatment should infection occur.



# Chapter 5

## Incident Command System

### Responsibilities for a School Disaster

Everyone at a school will have some responsibilities in an emergency based on their job, and some people will have additional responsibilities.

---

#### Major Concepts and Components

Every emergency, no matter how large or small, requires that certain tasks be performed. In ICS, these tasks are called Management, Planning, Operations, Logistics, and Finance/Administration.

Under SEMS, the ICS team can be expanded or reduced, depending on the situation and the immediate needs. One person can do more than one function.

Every incident needs a person in charge. In SEMS and ICS, this person is called the Incident Commander or School Commander.

No one person should supervise more than seven people (the optimum number is five). This does not apply to the Student Supervision Team under Operations, however.

#### Common terminology:

All teachers and staff in the school should use the same words to refer to the same actions. The terminology should be known before a disaster. SEMS is a system that, when used properly, affords common terminology.

If the fire department or other responding agencies come on campus, they will coordinate better with the site's command structure if similar situations and actions are described with similar wording.

#### Incident Command System Functions

This system provides for an effective and coordinated response to multi-agency and multijurisdictional emergencies, to include multi-disciplines and

1. Facilitates the flow of information within and between all levels of the system.
2. Facilitates interaction and coordination among all responding agencies.
3. Improves the processes of mobilization, deployment, tracking, and demobilization of needed mutual aid resources.

4. Reduces the incidence of ineffective coordination and communications, and avoid duplication of resource ordering in multi-agency and multi-jurisdiction response actions.

### **Primary Incident Command System Functions:**

#### **Incident/School Commander (The "leader"):**

Typically the Site Principal or highest ranking administrator will be in charge until the Fire, Police Chief or Lead Emergency Responder Agency arrives depending on the nature of the critical incident and/or disaster. However, in an emergency situation any staff person can declare that they are in charge. Once the Lead Emergency Responder arrives, the site administrator should work in partnership with him or her. The Incident Commander makes decisions based on the information and suggestions from his/her Command and Crisis Response Teams. The School Incident Commander should work with Superintendent and/or designee, with safety concerns, motivate responders, communicating clear directions, size up the situation and make rapid decisions, assess the effectiveness of tactics/strategies, be flexible and modify plans as necessary. The Superintendent and/or designee should be contacted if needing authority to commit school resources, additional district support to reunify parents/students, and needing transportation and maintenance support. The I.C. is the liaison to the District Office, Emergency Responders and Public Information Officer.

#### **Command Center Staff:**

- **Safety Officer** - This person will most likely be the School Resource Officer or any other law enforcement officer who monitors safety conditions and develops measures for assuring the safety of all response personnel. He/she advises the Incident Commander on issues regarding incident safety, but understands that safety is everyone's responsibility. This person works closely with responders to make sure they are as safe as possible under the circumstances. This person conducts risk-analyses and implements safety measures. The Safety Officer has the authority to stop any unsafe activity observed. In a complex incident, this person will need many assistants to act as "eyes and ears."
- **Public Information Officer** - The superintendent is the P.I.O. who serves as a conduit for information to internal and external stakeholders, including media and/or parents. The Public Information Officer reports directly to the Incident Commander and supplies verified information to the Communication Administrator. The P.I.O. is the primary contact for anyone who wants information about the incident and the agency/school's response to it. This person primarily deals with the media and communicates to the Communications Officer who will relay information to internal audiences including staff, school and district personnel. They also establish the location where media will receive updates and briefings. The P.I.O. should be able to maintain grace under fire.
- **Liaison Officer** - This person serves as the go-between during a critical incident. This person responds to requests from the I.C. in providing supplies needed for the Command Center including personnel for contacts among the assisting and cooperating agencies. This team member will also ensure that all aspects of the crisis is recorded, documenting the time events occurred in order to support the history of the event such as when outside response agencies arrive, when other support is requested and when law enforcement returns the campus to the school site. Keeps all unauthorized people away from the Command Center.



- **Staffing Officer** – This person has access to all staff names and private phone numbers (not for public release) to communicate in locating staff in tracking down who is not accountable. This person will keep track of all staff time and materials utilized in response to emergency. The Staffing Officer will serve as the base station during a crisis response monitoring the two-way radio communication.
- **Nutritional Services** – Director of Nutritional Services, may be contacted by the Superintendent ad/or designee if food and/or water is requested by the Incident Command Center.
- **Transportation** - Director of Transportation, may be contacted by the Superintendent and/or designee, if transportation is requested by the Incident Command Center.
- **Maintenance & Operations** – Director of Maintenance & Operations, shall assist the Incident Command Center when the emergency involves hazardous materials, gas and electrical lines and/or damage to district facilities.

### **Crisis Response Team**

The Crisis Response Team is responsible for coordinating all school operations in support of the emergency response and for implementing school action plans. The Crisis Response Team will manage a number of different tasks in the event of an emergency. In addition to specific duties delineated in this plan, these tasks will, in general, include, but are not limited to:

1. Respond to direction given from Command Center.
2. Request district and/or community assistance.
3. Coordinate communication with students, staff, parents, and district staff.
4. Discuss the needs of high-risk students and staff; plan for interventions.
5. Assist teachers who need help with students.
6. Staff a "safe room" for students if needed.
7. Staff a "safe room" for staff members as needed.
8. Decide if any athletic or other event should be cancelled.
9. Obtain pertinent information from the family of staff and students if needed.
10. Check in with one another for support.
11. All Crisis Response Team will assist the Student Release Administrator in reunifying students and staff with family.
12. Plan for debriefing meeting with staff.

Note: Not all members of the Crisis Response Team will be activated at every emergency. Decisions as to the extent of the response and staff activation will be made by the Incident Commander at the initiation of the response.

- **Communications Administrator**– This administrator will assist in communicating with families by using the school dialer and email to keep parents informed. Can effectively address parents and ensures announcements and other pertinent information is translated into other languages as needed. This position communicates information from the Public Information Officer to parents, staff and students as



allowed. They must be able to know how to use the dialer to send out mass information to staff and parents/guardians. Should be skilled in use of surveillance system to help assist with school site cameras. They will notify the Command Center as to any new incidents or developing situations as viewed by site cameras. When the crisis is over they will begin collecting witness statements of staff and students if needed. They should arrange for an area where statements can be written without being influenced by their surroundings.

- **Bi-Lingual Communications Assistant(s)** – Needs to assist the Communication Administrator in speaking and writing to non-English speaking families.

- **Student Release Administrator**- This administrator will ensure student data is kept and updated on several flash drives and stored in the Principals Office. They will be the lead Administrator in the reunification process. Reunification refers to getting students reunited with their parents or guardians in an efficient and orderly manner. This administrator is responsible for setting up a secure reunion area(s), keeping track of authorized releases, completing release logs, and documenting any staff or students taken by ambulance and coordinating with the other Crisis Response Team Administrators and the Public Information Officer. Verify that adult completing student release form is on student's emergency contacts and retain form for record. The Student Release team should consider the following when developing course of action:

- How to inform families and guardians about the reunification process in advance, and how to clearly describe their roles and responsibilities in reunification
- How to verify that an adult is authorized to take custody of a student
- How to ensure students do not leave on their own
- How to protect the privacy of students and parents from the media
- How to reduce confusion during the reunification process
- How to effectively address language access barriers faced by students, staff, parents, and guardians
- Consider the staging area of buses for easy loading and departure if possible. Ensure buses are in place before notifying students, parents/guardians and media.
- If students need to board buses to be taken to a reunification site, the Administrator should assign a staff member with a clipboard and create a list of students transported on the bus and the bus number.

- **Student Release Assistant** – Assists the Student Release Administrator in preparing for the reunification site to secure a location, ensure all technology and materials are ready to support the Administrator and collects all final documentation.

- **Data Entry** – Will ensure student data information is kept current on flash drives and store them in the Principal's office.

- **Facility/Security Response Administrator** – This administrator has deep knowledge of both school and a district emergency resource, especially as it pertains to school personnel and facilities. S/he responsible for locating all utilities and turning them off if necessary, assessing and notifying officials of hazardous materials. S/he will record assessment of facilities and hazardous materials on site map and keep track of the weather if it will have an impact on the crisis. In the event of an emergency such as a gas leak or a hazardous materials spill, the Administrator will immediately notify the Incident Commander if an area is deemed unsafe and will call for an evacuation in place as appropriate. This Administrator is also in charge of securing a perimeter control if needed. This position will also direct campus liaisons (when safe) to set-up a perimeter when needed to secure an area or while students are being released. They also are

able to provide maps and floor-plans if needed. This administrator will work closely with the Chief Custodian.

- **Head Custodian** – Will work directly with the Facility/Security Response Administrator. This person will have access to all school keys. S/he will be able to locate and turn off all utilities as necessary and has knowledge of all hazardous material on campus and their location. Will survey and report any damage to facilities to Administrator and assist in securing buildings.
- **Medical** – This team will notify the Administration or Law Enforcement of their location and will report to a determined area by the I.C. when safe to do so. They will obtain a list of students and their location that require medications during the day or other medical needs during a lockdown. They may also need to set up a first aid area for staff and students to treat minor injuries, and complete a master injury report to provide to the Communication Administrator. This team is led by the School Nurse who works with the Health Clerk or any staff with a first aid background such as PE Teachers, Athletic Trainers and Coaches. Team should keep track of all staff and students given first aid. If possible they should ensure that the student's emergency medical card accompanies student to the hospital if not released to parent.
- **Crisis Support** - The Crisis Support Team should be led by the School Psychologist using the Student Support Manager and School Counselors to assist students and school personnel who are unable to cope with the fears and psychological trauma associated with the emergencies and disasters. This team needs to assess the need for on-site mental health support, determine the need for assistance from other school sites or outside agency assistance, provide on-site intervention/counseling and monitor the well-being of school emergency teams, staff, students and parents. The Student Support Manager should contact the Director of Student Support, Cristi Hinds, if there is a need for additional District School Psychologists, School Counselors. If further support is needed The Student Support Manager should contact Merced County's Human Services Agency.
- **Situation Analysis** - This Administrator is responsible for maintaining documentation and evaluating incoming information to aid in decision making. They will record the chronology of incident events for legal, analytical, fiscal, and historical purposes for the Crisis Response Center. In a school incident, s/he helps ensure responders have accurate information, such as the number of students remaining in the building
- **ALL Other School Personnel** – Government Code, §3100 declares that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. This means that all school staff is considered disaster workers during a major emergency. The Crisis Response Team may need to direct some or all staff to assist as needed. No District staff person will be released from their emergency response duties without the expressed permission of the principal or designee as directed by the superintendent or a designee.

- **Classroom Teachers** – will create a list of all students and staff in their room or missing during a lockdown and document any known injuries. Will email the Staffing Officer who is located in the Command Center and when safe to do so will escort students to the Student Release Officer at the Reunification Site. If not currently assigned to any students, report to the Student Release Administrator to assist.
- **Other Site Staff** – During and emergency will assist teachers with attendance, supervising student groups or assist administration with specific tasks.

Routine use of Incident Command System (ICS) facilitates seamless integration of ICS into larger emergencies operations as they evolve. The key to ICS is remembering to focus on the functions and where possible, delegate authority to staff essential functions to distribute the workload.



## Staging Areas

### Command Posts

Primary: Superintendent's Office

Secondary: Attendance Office

### Mass Care Centers

Primary: Gym

Secondary: Computer Lab

### Evacuation/Reunification Sites

On Campus: Gym

Off Campus: Henderson Park

## District and Key Personnel Contact Information

### Part A: District and Key Personnel Contact Information

<p>The Snelling Merced Falls SD Safety Plan provides guidance and direction to the Principal, faculty and staff who have management responsibilities. The plan should be used during all emergency incidents involving SMFSD School Facility.</p> <p>After contacting 911, it is imperative during an emergency to contact Alison Kahl the Superintendent as quickly as possible. She will respond immediately to the emergency and alert the appropriate District Personnel.</p>	Alison Kahl, Superintendent	209-563-6414 / 209-819-9233
	Terry Gasper, District Secretary	209-563-6414 / 209-446-2564
	Larry Lenz, Maintenance	209-563-6414 / 209-761-0603
	Veronica Lilly, School Nurse	209-381-5924 / 209-617-3789
	Alma Jaimes, School Psychologist	

### Part B: Emergency contact Information and Phone Numbers

When you call 911 - it is sent	All Emergencies: Police, Fire, EMS	911
--------------------------------	------------------------------------	-----

<p>directly to the CHP.</p> <p>Depending on the Emergency you may just want to call Fire, EMS or Police Directly.</p>	Snelling Fire Department, Snelling	209-563-6661
	<b>Utilities</b>	
	Pacific Gas and Electric	1-800-743-5000
	<b>Emergency Services</b>	
	American Red Cross	209-383-2150
	County Office of Emergency Services (FEMA)	209-385-7548
	Federal emergency Management Agency (FEMA)	1-800-525-0321
	Earthquake Safety Hotline	1-800-286-7233
	CalTrans Highway Information Network	1-800-286-7233
	Merced Community Action Network	209-723-4565
	Merced County Health Department	209-381-1010
	Merced County Mental Health	209-381-6800
	Merced County Victim-Witness/Family	209-385-7385
	Suicide Prevention	1-800-273-8255
	Federal Bureau of Investigation (FBI) Fresno	599-436-4474
	Federal Bureau of Investigation (FBI) Sacramento	916-481-9110
	National Response Center	1-800-424-8802

	Valley Crisis Center	209-722-4358
	Child Welfare Services	209-385-3104
	<b>Radio Stations</b>	
	AM-Station KYOS at 1408	209-384-8888
	FM-Station KUBB at 96.3	209-383-7900
	FM-Station KMPO at 88.7- Spanish	559-455-5777
	FM-Station KABX at 97.5	209-384-3323



	FM-Station KHTN at 104.7	209-567-1047
	<b>Television Stations</b>	
	KFSN TV Channel 30	559-442-1170
	KGPE TV Channel 47	559-222-2411
	KMPH TV Channel 26	559-255-2600
	KSEE TV Channel 24	559-454-2424
	<b>Newspaper</b>	
	Merced Sun-Star	209-722-1511
	Modesto Bee	209-578-2000

### Emergency Communications

When emergencies occur, communication is key to ensure appropriate parties are notified regarding the extent of the incident and what needs to be done. Below is a checklist as to how emergency communications should be conducted.

---

#### Emergencies within the School:

Internal communications will be via:

SMFSD Website ([www.snelling.k12.ca.us](http://www.snelling.k12.ca.us))

Groupme

Emails and texts.

Parent Messaging System

District telephone/emergency radio to administration offices.

External communications will be via:

Superintendent or Designee will release information to news media and prepare necessary bulletins.

A Crisis Communications Center will be established to collect and release information if the emergency is of a continuing nature.

---

#### **When using the School Site Radio's**

1. Set radios to Channel 1
2. Firmly push down button to transmit, wait several seconds, and then speak calmly and clearly into the mouthpiece.
3. Identify yourself: "This is NAME POSITION."
4. Base will respond.
5. Give message, after transmission is complete. Base will end with "Base Clear"
6. DO NOT interrupt when someone is transmitting exception for emergency information.

---

#### **Briefings will be necessary in a continuing emergency, especially when school remains open**

- Use established communication lines to keep Staff, Students, Parents and essential communicators, as needed.
- Keep secretaries briefed on situation changes and what to tell people who phone the School.
- Hold briefings with Emergency Responders, District Personnel, Staff and other key communicators.
- Enact telephone tree in order to communicate updates.
- Prepare bulletins to distribute to District Personnel, Staff, Students, Parents and essential communicators, as needed.

---

#### **Working with the News Media:**

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process.

- The Superintendent or District Secretary will release information to news media and prepare necessary bulletins.
- News media personnel are not to be on school grounds, except in designated areas.
- Staff is to report any news media personnel that appear elsewhere on campus.

## Snelling Merced Falls School District Emergency Message Form

Date: _____		<b>Priority (Circle One)</b> Emergency      Urgent      Routine (Life Threatened)    (Property Threatened)    (All Others)																											
Time: _____																													
<b>To</b>	Name: _____	<b>From</b>	Name: _____																										
	Title _____		Title _____																										
	Location _____		Location _____																										
<b>Check One</b> <input type="checkbox"/> Take Action <input type="checkbox"/> For Information <input type="checkbox"/> Other _____																													
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>Number</u></th> <th style="text-align: left;"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center; padding-top: 10px;"><b><u>VICTIMS</u></b></td> </tr> <tr> <td style="padding-top: 5px;"># _____</td> <td style="padding-top: 5px;">Fatalities</td> </tr> <tr> <td style="padding-top: 5px;"># _____ Minor</td> <td style="padding-top: 5px;">Injuries, in need of First Aid Attention only</td> </tr> <tr> <td style="padding-top: 5px;"># _____ Moderate</td> <td style="padding-top: 5px;">Injuries, transported by ambulance to Hospital. Burns, back injuries with spinal cord damage.</td> </tr> <tr> <td style="padding-top: 5px;"># _____ Major</td> <td style="padding-top: 5px;">Injuries, transported by ambulance to Hospital. Airway &amp; breathing difficulties, cardiac arrest, severe bleeding, open chest or abdominal wounds, severe shock.</td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 10px;"><b><u>PROPERTY DAMAGES</u></b></td> </tr> <tr> <td style="padding-top: 5px;"><u>Circle One</u> Minor</td> <td style="padding-top: 5px;">Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems &amp; broken windows.</td> </tr> <tr> <td style="padding-top: 5px;">Moderate</td> <td style="padding-top: 5px;">Falling hazards present, hazard present (toxic/chemical spill, broken gas line, fallen power lines)</td> </tr> <tr> <td style="padding-top: 5px;">Major</td> <td style="padding-top: 5px;">Building collapse, building leaning, major ground movement causing large cracks in ground.</td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 10px;"><b><u>RESOURCES NEEDED</u></b></td> </tr> <tr> <td colspan="2" style="padding-top: 5px;"> <b><u>Check All That Apply</u></b>  <input type="checkbox"/> Ambulance    <input type="checkbox"/> Fire Department    <input type="checkbox"/> P. G. &amp; E.    <input checked="" type="checkbox"/> Other _____       </td> </tr> <tr> <td colspan="2" style="padding: 10px;"> <b>Additional Information:</b>  <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> </td> </tr> </tbody> </table>				<u>Number</u>	<u>Description</u>	<b><u>VICTIMS</u></b>		# _____	Fatalities	# _____ Minor	Injuries, in need of First Aid Attention only	# _____ Moderate	Injuries, transported by ambulance to Hospital. Burns, back injuries with spinal cord damage.	# _____ Major	Injuries, transported by ambulance to Hospital. Airway & breathing difficulties, cardiac arrest, severe bleeding, open chest or abdominal wounds, severe shock.	<b><u>PROPERTY DAMAGES</u></b>		<u>Circle One</u> Minor	Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems & broken windows.	Moderate	Falling hazards present, hazard present (toxic/chemical spill, broken gas line, fallen power lines)	Major	Building collapse, building leaning, major ground movement causing large cracks in ground.	<b><u>RESOURCES NEEDED</u></b>		<b><u>Check All That Apply</u></b> <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Department <input type="checkbox"/> P. G. & E. <input checked="" type="checkbox"/> Other _____		<b>Additional Information:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
<u>Number</u>	<u>Description</u>																												
<b><u>VICTIMS</u></b>																													
# _____	Fatalities																												
# _____ Minor	Injuries, in need of First Aid Attention only																												
# _____ Moderate	Injuries, transported by ambulance to Hospital. Burns, back injuries with spinal cord damage.																												
# _____ Major	Injuries, transported by ambulance to Hospital. Airway & breathing difficulties, cardiac arrest, severe bleeding, open chest or abdominal wounds, severe shock.																												
<b><u>PROPERTY DAMAGES</u></b>																													
<u>Circle One</u> Minor	Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems & broken windows.																												
Moderate	Falling hazards present, hazard present (toxic/chemical spill, broken gas line, fallen power lines)																												
Major	Building collapse, building leaning, major ground movement causing large cracks in ground.																												
<b><u>RESOURCES NEEDED</u></b>																													
<b><u>Check All That Apply</u></b> <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Department <input type="checkbox"/> P. G. & E. <input checked="" type="checkbox"/> Other _____																													
<b>Additional Information:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																													

**Recovery**

It is critical to provide a mental health response for students, staff and parents after a crisis that has impacted a school. Often, this can be provided by SMFSD or local community resources.

Victims of a crisis experience a real need to return to normal, but normal as they once knew it is forever gone and changed. Counselors and crisis survivors find the concept of a "new normal" to be very reassuring and accurate. One of the most important actions is simply to listen and allow victims to express his/her own needs and feelings. Encouragement and support, while avoiding judgmental remarks, is the goal.

When the needs of the victims exceed the immediate resources available to the school, Merced County Mental Health and the agencies working under its umbrella are available to support schools. Numerous agencies under the Merced County Mental Health Department umbrella currently provide on-going mental health services to students and families both at schools and within the neighborhood communities. These services are provided by licensed therapists, social workers or supervised interns. The services typically involve a one-on-one or family-oriented approach requiring a different skill set than an emergency mental health response to a community or school crisis.



## Snelling Merced Falls School District Safety Plan Annual Emergency Plan Checklist

This is a checklist to help organize and meet the site requirements mandated by the Emergency Preparedness Plan. The SRO and the Safety AP should complete form but it is highly recommended that the Principal assists with the assessment.

### Access Control

	Yes	No
1 Facility perimeter and areas that require access control are well defined		
2 Facility limits building access points		
3 Designated access points are monitored to control access		
4 Signs direct visitors on where to go and where to sign in		
5 Exterior doors and delivery areas secured when not in use		
6 Visitors are required to check in upon arrival and departure		
7 Visitors are provided with school issued identification when on school grounds		
8 Policies are in place for those with and without appointments or official school business		
Comments:		

### Security Equipment:

	Yes	No
1 Facility has security system installed (cameras, alarms)		
2 Video security systems are connected to the buildings emergency power		
3 Alarm system is connected to local law enforcement		
Comments:		

### Building Exterior:

	Yes	No
1 Bus loading/unloading zones and fire zones are clearly marked		
2 Facility designates areas for use of parking lots (staff lot/ student lot/ visitor lot)		
3 Appropriate perimeter barriers or gates are installed and secured when not in use		
4 Parking placards system in place		
5 Perimeter barriers are clear and enable monitoring		
6 Windows are securely locked		
7 Facility has visual surveillance capability (designated with clear lines of sight)		
8 School grounds are adequately lit		
9 Vandalism/ graffiti is documented and removed		
10 Mechanical, electrical, and other equipment are secured to prevent unauthorized access		
11 Access to roof is restricted		
12 Speed limits are posted		
13 Covered walkways lit to ensure surveillance		
14 Fire hydrants clearly visible		
Comments:		

## Annual Site Hazard Survey I

### Emergency Utility Shut-Offs

Location should be noted on your campus maps

UTILITY		LOCATION
Electrical	Total main electrical shutoff	
Gas	Total main gas shutoff	
Water	Total main water shutoff	
Knox Box		

	OK	Needs Attention	Comments
<b>CAMPUS</b>			
Stop Signs			
Parking/Fire Lanes Marked			
Adequate lighting			
Required Sign Postings			
<b>ASSEMBLY ROOMS</b>			
Exits clear			
Exit & Emergency Lights			
Floors, seating maintained			
Stage: exits clear, wiring			
Kitchen: clean			
Kitchen: safe food storage			
<b>ATHLETIC FACILITIES</b>			
Bleachers, fences, backstops			
Stairs, ramps, walkways, gates			
Surfacing in common areas			
Equipment			
<b>INDUSTRIAL ARTS</b>			
All guards, shields, covers in place			
Aisles clear, material storage			
First aid kits; eye wash operable			
Dust collection/housekeeping			
Compressed gas cylinders secure			
Protective equipment, safety training			
Safety signs posted, enforced			
<b>SCIENCE ROOMS</b>			
Hazardous material storage			
Adequate ventilation, fume hoods			
Eyewash, gas shut-off			
Safety training			
Safety signs posted, enforced			

<b>EMERGENCY PREPAREDNESS</b>			
Fire extinguishers checked monthly			
All Safety Drills conducted or scheduled (fire, earthquake, etc)			
First Aid Equipment in place			
Evacuation Routes posted			
Staff trained on Emerg. Procedures			

## **AMERICAN RED CROSS RECOMMENDED EMERGENCY SUPPLIES FOR SCHOOLS**

Drawn from lists created by the California Senate Select Committee on the Northridge Earthquake, Task Force on Education, August 1994 Recommended Supplies

The following lists address classroom kits, supplies for the whole school and Search & Rescue gear.

### **Classroom Kit**

- Leather Work gloves
- Latex gloves: 6 pairs
- Safety goggles: 1 pair
- Small First Aid kit
- Pressure dressings: 3
- Crow bar
- Space blankets: 3
- Tarp or ground cover
- Student accounting forms (blank)
- Student emergency cards
- Buddy classroom list
- Pens, paper
- Whistle
- Student activities
- Duct Tape: 2 rolls (for sealing doors and windows)
- Scissors
- Suitable container for supplies (5-gallon bucket or backpack)
- Drinking water and cups (stored separately)
- Toilet supplies (large bucket, used as container for supplies and toilet when needed, with 100 plastic bags, toilet paper, and hand washing supplies)
- Portable radio, batteries or other communication system
- Flashlight, batteries
- Push broom (if classroom includes wheelchairs)

### **Supplies for the Whole School: Water, First Aid, Sanitation, Tools, Food, Water**

- ½ gallon per person per day times three days, with small paper cups

### **First Aid**

- Compress, 4 x 4": 1000 per 500 students
- Compress, 8 x 10": 150 per 500 students
- Elastic bandage: 2-inch: 12 per campus; 4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each, small, medium, large
- Butterfly bandages: 50 per campus
- Water in small sealed containers: 100 (for flushing wounds, etc.)
- Hydrogen peroxide: 10 pints per campus
- Bleach, 1 small bottle



- Plastic basket or wire basket stretchers or backboards: 1.5/100 students
- Scissors (paramedic): 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Latex gloves: 100 per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls per campus; 2" cloth: 24 per campus
- Dust masks: 25 per 100 students • Disposable blanket: 10 per 100 students
- First Aid books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff
- Heavy duty rubber gloves: 4 pairs

#### **Sanitation Supplies (if not supplied in the classroom kits)**

- 1 toilet kit per 100 students/staff, to include:
- 1 portable toilet, privacy shelter, 20 rolls toilet paper, 300 wet wipes, 300 plastic bags with ties, 10 large plastic trash bags
- Soap and water, in addition to the wet wipes, is strongly advised.

#### **Tools per Campus**

- Barrier tape, 3" x 1000": 3 rolls
- Pry bar
- Sledge hammer
- Shovel • Pliers
- Bolt cutters
- Hammer
- Screwdrivers
- Utility knife
- Broom
- Utility shut off wrench: 1 per utility

#### **Other Supplies**

- Folding tables, 3' x 6': 3-4 • Chairs: 12-16 91
- Identification vests for staff, preferably color-coded per school plan
- Clipboards with emergency job descriptions
- Office supplies: pens, paper, etc.
- Signs for student request and release
- Copies of all necessary forms
- Cable to connect car battery for emergency power

#### **Food**

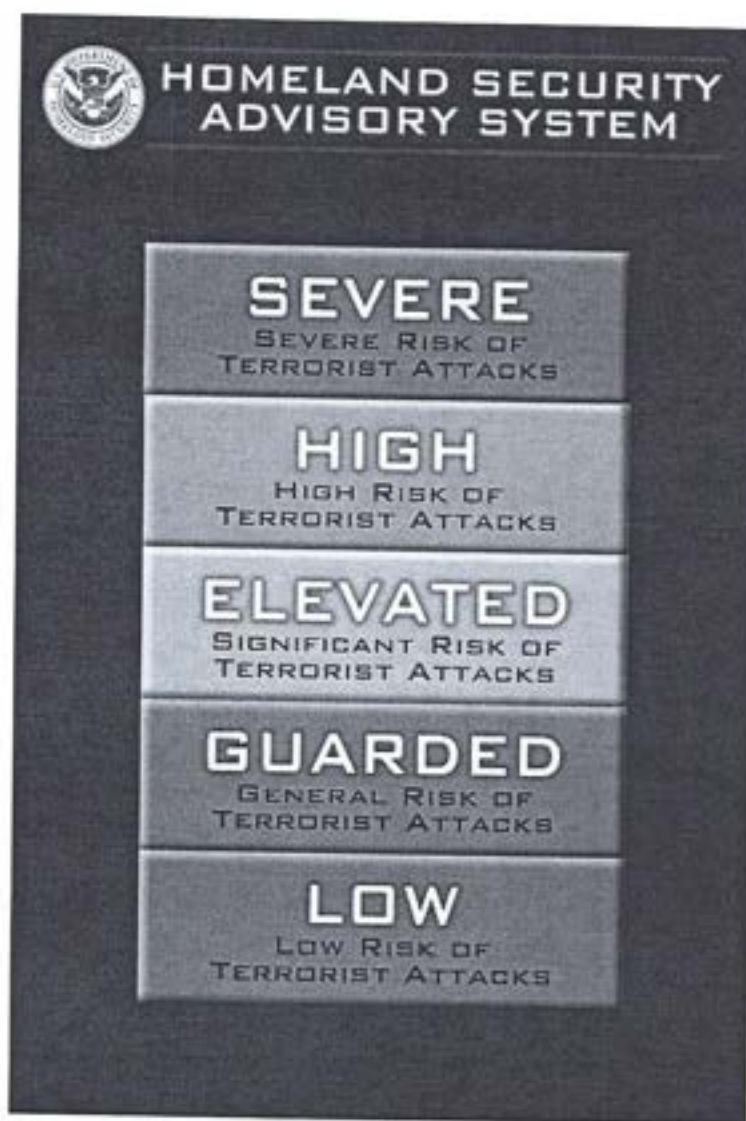
- The bulk of stored food should be easy to serve, non-perishable and not need refrigeration or heating after opening. Food is generally considered a low priority item, except for those with diabetes and certain other specific medical conditions. One method used by schools is to purchase food at the beginning of the school year

and donate it to charity at the end of the year. A supply of granola bars, power bars, or similar food which is easy to distribute, may be helpful. Some schools store hard candy, primarily for its comfort value.

**Incident Command Center**

- 10 Masters Keys to the school site and 10 school maps

## Chapter 6 Homeland Security Advisory System



### Homeland Security Advisory System

The Homeland Security Advisory System provides a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. This system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.

The following protective measures are general guidelines for schools. In the event that the threat level increases to RED, school districts may or may not need to take specific protective action. The nature of the emergency will dictate the response.

### **Threat Conditions and Recommended Protective Measures**

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested protective measures. Each school district is responsible for developing and implementing appropriate specific emergency plans.



This condition is declared when there is a low risk of terrorist attacks. The following general measures should be considered in addition to any specific plans that are developed and implemented:

---

#### **General Measures**

- Assign the responsibility for action to the School Safety Administrator to ensure all checklist items are completed.
- Refine and exercise as appropriate, school and district emergency plans.
- Train teachers and staff on the Homeland Security Advisory System and specific emergency plans.
- Assess school sites for proximity and vulnerability to potential terrorist targets (i.e. Commercial occupancies with potential hazards, utility companies, etc) updating plans as needed.
- Develop and implement security procedures, (Assign a member of the school staff to ensure that this checklist item is completed).
- Conduct routine inventories of emergency supplies and medical kits.
- Include a weekly check of the generator when applicable.
- Know how to turn off water, power, and gas to your facilities.
- Budget for security measures.
- Advise all personnel to report the presence of unknown suspicious persons, vehicles, mail, and other suspicious activities.
- Develop visitor identification and sign in procedures.
- Arrange for staff members to take a First Aid/CPR course.
- All school keys should include the provision for "Do Not Duplicate"
- Review and update the Emergency Call-in List.





This condition is declared when there is a general risk of terrorist attacks. All general measures listed in green alert conditions should be taken, and the following general measures should be considered, in addition to any specific plans that are developed and implemented:

---

### **General Measures**

- Communicate the change in threat level to all staff members.
- Check and test emergency communications, coordinate with all school sites and staff.
- Review and update emergency response procedures.
- Provide parents or guardians with any information that would strengthen a school's ability to respond to a terrorist threat.
- Mark keys with "Do Not Duplicate". (See Condition Green)
- Conduct routine perimeter checks of site, checking integrity of fencing, locks, and ensuring appropriate security signage is in place.
- Review and update emergency call-in list.
- Review current emergency communication plan to notify parents in times of emergency; disseminate information to families of students, staff, and faculty.

**YELLOW  
SIGNIFICANT RISK OF  
TERRORIST ATTACK**

An Elevated Condition is declared when there is a significant risk of terrorist attacks. All general measures listed in green and blue alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

---

### **General Measures**

- Communicate the change in threat level to all staff members.
- Review whether the precise characteristics of the threat require the further refinement of any current emergency plans.
- Implement, as appropriate, contingency emergency response plans.
- Identify and monitor government sources for warnings.
- Review mail handling, and delivery of packages procedure with staff.
- Consider escorts for building visitors.
- Check site for potential hazards such as unattended packages, unauthorized vehicles, or perimeter violations.

- Increase perimeter checks of site, check buildings for unattended packages, and report any suspicious activity or circumstances to law enforcement immediately.
- Test your generator once per week.

**ORANGE  
HIGH RISK OF  
TERRORIST ATTACK**

A High Condition is declared when there is a high risk of terrorist attacks. All general measures listed in green, blue, and yellow alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

---

**General Measures**

- Communicate the change in threat level to all staff members.
- Identify the need for any additional security and coordinating efforts
- Be alert to parent, staff, student concerns to determine when/how to communicate.
  - a. Communication should focus on reassurance that school is a safe place
    - i. Reminder – schools have existing safety plans
    - ii. Reminder – schools practice their safety procedures
    - iii. Reminder – schools have an outstanding ongoing working relationship with law enforcement and excellent communication networks.
- Evaluate school events and take additional precautions, if necessary.
- Consider assigning mental health counselors for students, staff and faculty, if needed.
- Discuss student's fears concerning possible terrorist attacks and offer available resources.
- Consider reducing site ingress and egress points to an absolute minimum.
- Refuse access to people who do not have identification or a legitimate need to enter the site.
- Inspect all deliveries; restrict parking near buildings, and report suspicious vehicles to local law enforcement.
- Consider parking controls or special restrictions at all sites

**RED  
SEVERE RISK OF  
TERRORIST ATTACKS**

A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. The Merced County Emergency Operations Center, located at 3500 N. Apron Avenue, Atwater, will be occupied initially during the first 24 hours of a RED threat level. (Continued operation will be determined on an as-need basis.)

The Merced County Office of Education will provide staff at the Merced County Office of Emergency Operations Center to serve as a communication link and information clearinghouse to all districts in the county. Information will be disseminated as warranted through mass e-mail, telephone, or via amateur radio to the identified District Emergency Manager.

All general measures listed in green, blue, yellow, and orange alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

---

### **General Measures**

- Make contact with your day-to-day local Emergency Manager or assigned contact to ensure a reliable line of communication during the red level.
- Test communication lines - including e-mail link to Army Core of Engineers (ACOE), telephone lines, or amateur radio.
- Make sure cellular phone is charged and ready along with adequate batteries for AM/FM radios, pagers, etc.
- Communicate the change in threat level to all staff members.
- Monitor e-mails and telephone calls from the ALCO EOC for updates during crisis.
- Gather and provide related information to students, staff and parents.
  - A. review communication guidelines under Orange Threat Level
  - B. reminder – In the event of a RED threat level, school districts have a direct communication link via amateur radio to the Merced County Emergency Operations Center. They receive timely, accurate information, from which to make decisions affecting the safety and welfare of students.
- Assess the threat condition on a regular basis and evaluate whether any further protective measures are needed.
- Consider canceling special events.
- Consider closing campuses, if necessary.
- Maintain close contact with your designated District Emergency Manager.
- Monitor all deliveries and mail to your buildings.
- Provide security for parking lots; deploy personnel to observe and report to Law Enforcement to protect facility.
- Be prepared to Evacuate, Lockdown, or Shelter in Place if ordered.
- Ensure mental health counselors are available for students, staff and faculty.



## Appendices

### Guidance to Principals

#### RE: Student Walkout Movements

Parent Script/Post for Website: Good evening students and families, this is an important message from the SMFSD. Our District's top priority is to support the academic and social emotional needs of all students while maintaining a safe and orderly learning environment. We are aware that students around the country are planning several walkouts to protest school violence. We respect and support the right of our students to advocate for causes that are important to them and welcome the opportunity to work with students to discuss appropriate and safe ways to do so while at school. Our goal is that all students feel safe and respected, no matter what they choose to do. We encourage you to talk with your children about these issues, their feelings, and the importance of expressing themselves appropriately. For more information on what our District is doing to keep students safe, please visit our website. Thank you.

#### Teachable Moments/Potential Actions

- Remind students that schools are safe places, we all play a part, be observant
- Explain the difference between reporting, tattling, gossiping; establish protocols for reporting information; re-launch/promote school's anonymous reporting system/Tip Line (social media marketing campaign, website info, discussions regularly revisited throughout the year)
- Senseless violence is something that is difficult to understand; it's important to know how to get help if we're really upset, violence is never the answer for personal problems; etc.
- Proactively organize--lunch time events, rally, moment of silence, town hall, read the names of victims' names, etc.
- Organizers of this movement encourage participants to wear orange to show support for peaceful schools
- Social justice and student activism lessons
  - o Letter writing campaigns to policy makers
  - o Survey students to gather input on how to make their school safer

#### Preparedness

- Collect intelligence on the plan, including social media posts (use student leaders and campus liaisons)
- If you know students plan to leave campus, designate specific roles for staff (during walkout) to help keep situation safe/orderly
  - o Identify an admin designee to accompany students if they leave campus; ensure this person has a cell phone to stay in contact with other site admin
    - § Have emergency pack/supplies, video camera, bullhorn, and clipboards with paper for designee accompanying students
  - o Do not threaten students with punitive action
  - o Do not forcibly prevent students from leaving
  - o Focus on building relationships with students
- Notify local law enforcement ahead of time



- Staging areas/transportation needs (busses on standby?)
- Create a plan for taking attendance before and after the walkout; how will teachers provide names of missing students in an orderly and timely fashion?
- Create a plan for preparing substitutes in the morning

#### **During the event**

- Student safety is the number one priority
- De-emphasize the rebellious nature of students' actions by acknowledging that protesting, or demonstrating, is within their constitutional right to freedom of speech so long as they do not materially and substantially disrupt school.
- All adults are responsible for diffusing high-tension situations; listen with empathy rather than reacting and engaging in escalation behavior; keep a neutral, business-like calm voice at all times; avoid sarcasm, baiting, and downplaying students' feelings
- Do not forcibly prevent students from leaving campus--prohibiting students from walking out--and responding to their actions with threats of truancy or arrest--tend to be more provocative than persuasive.
- If a large group of students leave campus together, have admin designee(s) stay with them until they return safely back to school; these individuals should be in regular contact with the site admin
- If return transportation is needed, contact the district to get a bus

#### **After the event**

- Take attendance after the students have returned from walkout--to verify student participation (include numbers in Parent Square message)
- Notify parents of any missing students, per school procedures
- Debrief with students on opportunities for expression
- Admin debrief to identify future needs/changes
- Students will be held accountable for their actions, per school policy

#### **Employee Conduct**

- These walkouts are politically charged and because of this, all of the professional standards and education code requirements related to the political neutrality of public education employees remain in place. SMFSD Board Policy 4219.25 states the following: The Board of Trustees respects the right of school employees to engage in political discussions and activities on their own time and at their own expense. As these walkouts will take place during school hours, all SMFSD employees should remain politically neutral in their speech or behavior before students.
- If a staff member feels compelled to participate in a walkout, he/she must use personal time and notify a site administrator beforehand per the contract. Staff may not spontaneously abandon their teaching responsibilities and walk out while students are present as it presents a safety issue. If all students walk out, staff members should accompany and supervise to diffuse the situation.
- Staff members should take roll before the walkout and upon returning so that all students are accounted for and any missing students should be reported to administration immediately.
- While students are under their supervision, teachers are expected to monitor student safety, act professionally, and set positive examples. (See Education Code § 233.5.)

- All adults are responsible for diffusing high-tension situations; listen with empathy rather than reacting and engaging in escalation behavior; keep a neutral, business-like calm voice at all times; avoid sarcasm, bating, and downplaying students' feelings; do not attempt to stop students from walking out

### **Supreme Court Stance**

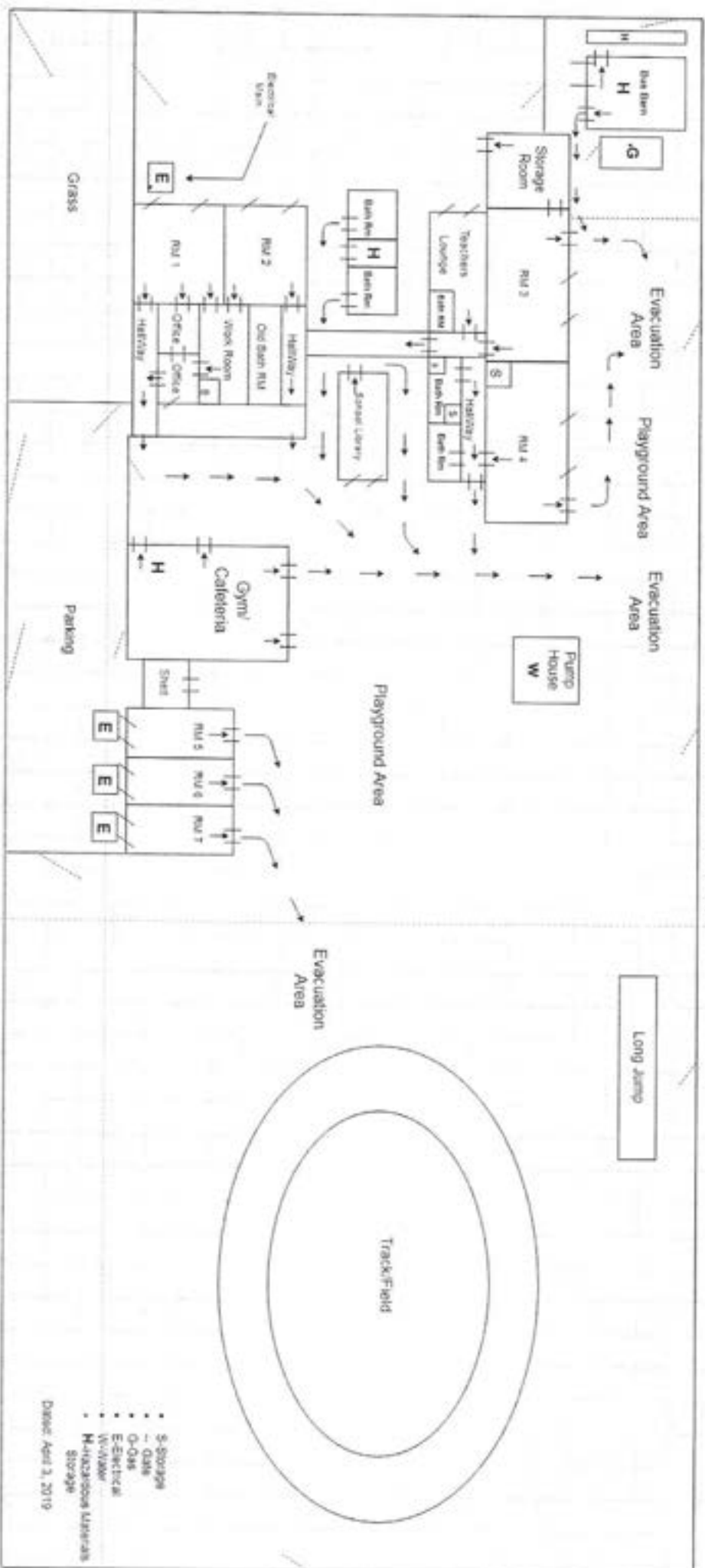
- Generally students can express political views as long as those expressions don't disrupt school operations, the educational process or the rights of other students to learn.

### **District Statement for Website**

RE: Safety

1. Our Board and Superintendent have made school safety priority #1 in our district.
2. Our superintendent has been the leader in the development of our District Safety Plan.
3. We have developed partnerships with law enforcement to develop a comprehensive plan of action which includes the following:
  - a. Regular realistic drills
  - b. Active threat training
  - c. Active shooter simulations
  - d. Unannounced lockdown drills with debriefs
  - e. Unannounced visitors on campus with debrief
4. We have involved students, developed strong relationships. We strive to create an environment where all students belong and have success.
5. We think of preparedness in three phases: green = no threat, yellow = no immediate threat, but vigilant and ready, red = imminent threat.

SNELLING MERCED FALLS SCHOOL DISTRICT  
16089 N Hwy 59  
Snelling, California  
DIAGRAM OF BUILDING AREAS



- S-Storage
  - O-Office
  - E-Electrical
  - W-Water
  - M-Mechanical
- Storage
- Dated: April 2, 2019

## BOMB THREAT PROCEDURES

(To be completed by person receiving bomb threat)

### 1. Staff Member Receiving Bomb Threat:

- ☐ Remain calm & gather as much information about the caller/source.
- ☐ Listen carefully: see "Bomb Threat Checklist" below
- ☐ Note exact time of the call
- ☐ Write down exact responses to questions
- ☐ Let source do as much talking as possible and keep the caller on the line as long as possible
- ☐ Ask specific questions: when, where, what, who (name), why, etc.
- ☐ DO NOT TOUCH OR REMOVE ANY SUSPICIOUS OBJECT!
- ☐ Immediately notify an administrator
- ☐ Record in writing all details of the call, including exact wording and noting estimated age & gender of caller, accents, repeated words, peculiar speech mannerisms, background sounds (voices, traffic, music, etc)
- ☐ Number at which call was received from: \_\_\_\_\_

### QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?
10. Are you an employee? Student?

### CALLER'S VOICE:

\_\_\_\_ Calm \_\_\_\_ Nasal \_\_\_\_ Angry \_\_\_\_ Stutter \_\_\_\_ Excited \_\_\_\_ Lisp \_\_\_\_ Slow \_\_\_\_ Raspy  
\_\_\_\_ Rapid \_\_\_\_ Loud \_\_\_\_ Deep \_\_\_\_ Soft \_\_\_\_ Ragged \_\_\_\_ Clearing Throat \_\_\_\_ Laughter  
\_\_\_\_ Breathing \_\_\_\_ Crying \_\_\_\_ Cracking Voice \_\_\_\_ Normal \_\_\_\_ Disguised \_\_\_\_ Accent  
\_\_\_\_ Slurred \_\_\_\_ Familiar \_\_\_\_ Distinct \_\_\_\_ Whispered

If voice is familiar, whom does it sound like?

### BACKGROUND SOUNDS:



\_\_\_\_ Street Noises \_\_\_\_ Factory Machinery \_\_\_\_ Office Machinery \_\_\_\_ Animal Noises \_\_\_\_ Voices  
\_\_\_\_ Clear \_\_\_\_ PA System \_\_\_\_ Static \_\_\_\_ Music \_\_\_\_ Local \_\_\_\_ House Noises \_\_\_\_ Long Distance  
\_\_\_\_ Motor \_\_\_\_ Booth \_\_\_\_ Dishes \_\_\_\_ Other: \_\_\_\_\_

**THREAT LANGUAGE:**

\_\_\_\_ Well Spoken \_\_\_\_ Incoherent \_\_\_\_ Foul Message \_\_\_\_ Message Taped \_\_\_\_ Message read by threat maker

**EXACT WORDING OF THE THREAT:**

---

---

---

Sex of Caller: \_\_\_\_ Race: \_\_\_\_ Age: \_\_\_\_ Date: \_\_\_\_ Time: \_\_\_\_ Length of Call: \_\_\_\_

**Report Call Immediately to an Administrator who should ensure the Principal is notified**

**2. Administrator**

- Assess information
- Determine whether to evacuate threatened area
- Call 911 & notify City Police of event and action
- Notify the Executive Assistant to the Superintendent/Talia Costa
- Conduct a search of your area for any suspicious packages or unidentified backpacks.
- **NO ONE IS TO TOUCH OR REMOVE ANY SUSPICIOUS ITEM!**
- If suspicious item is found, evacuate minimum 300 feet from area.
- Secure area.
- Notify appropriate authorities
- **DO NOT USE RADIO DEVICES!**
- Re-enter only under authority's directions
- **TURN OFF CELL PHONES AND DO NOT USE**
- If ordered, evacuate as with fire drill and go to assigned areas. Direct Teachers to take student rosters with them and account for all students once they have reached the designated area. They are to notify Principal of missing students
- Keep appropriate documentation (report) of event

**Listed below are websites that provide additional information.**

<http://www.ready.gov> Disaster Preparedness Information <http://www.whitehouse.gov> White House

<http://www.dhs.gov> Federal Department of Homeland Security

<http://www.nasponline.org> National Association of School Psychologists

<http://www.fema.gov/> Federal Emergency Management Agency

<http://www.oes.ca.gov/> California Office of Emergency Services

<http://www.bt.cdc.gov/> Centers for Disease Control and Prevention

<http://www.fbi.gov/> Federal Bureau of Investigation

<http://www.co.merced.ca.us/index.aspx?nid=1599> Merced County Office of Emergency Services

<http://www.mcoe.org/> Merced County Office of Education

## SNELLING- MERCED FALLS ELEMENTARY SCHOOL DISTRICT REOPENING PLAN 2020-2021 SCHOOL YEAR

May be subject to change to adhere to Merced County Public Health regulations and/or California Department of Public Health

Updated September 3, 2020

### Reopening Plan

- Snelling Merced Falls Elementary opens as per the regular 2020-2021 adopted district calendar on August 19, 2020, with in-person (traditional) setting beginning September 8, 2020 under the small cohort/groups of groups of children and youth guidelines.
- For 2020–21, Local Educational Agencies (LEA) are authorized to utilize in-person instruction, distance learning, or a combination thereof to satisfy minimum school day minutes and annual instructional day requirements.
- Physical education minutes and annual instructional minute requirements are waived for 2020-21.

### Cleaning and Disinfection:

- All classrooms, offices, and other used facilities at the school site will be cleaned and disinfected daily per CDC guidelines.
- All buses will be cleaned and disinfected daily at the end of the day per CDC guidelines
- All computer or "digital" devices will be wiped/disinfected at the end of the day.  
Note: Devices will be assigned to individual students.

### Cohort Plans:

- Students will be cohorted by grade level and/or grade spans with no more than 14 students and two supervising adults.
- Students will eat breakfast and lunch with their cohort.
- Students will remain with their cohort during recess and physical education.

### Entrance, Egress, and Movement Within the School:

#### School Hours of Operation

- Five days per week
- Monday, Wednesday, Thursday, Friday-Full day 8:40 - 3:05, Tuesday 8:40-2:00

#### School Arrival

- Students will play/hangout in designated areas by cohort until bell rings.

### Close of School

- Classrooms will have a dismissal schedule allowing for safe distancing of each class cohort and will wear a mask when leaving the site.
- Students who are picked up will be picked up at the front of the school in the loading area.

### Daily Schedule

- See 2020-201 Bell Schedule located on our website

### Deliveries & Visitors

- Vendors and visitors will be required to complete a Passive Screening wellness checklist:
- COVID-19 Screening Checklist for Visitors/Non Employees Reporting to Snelling Merced Falls Elementary prior to entering campus in the school office.
- Vendors will be allowed on campus wearing proper PPE.
- Deliveries will be at designated areas.

### Face Coverings and Other Essential Protective Gear:

- All staff and students will wear masks per CDPH and will be managed by teachers, staff, and administration.

### Campus Safety Measures

- Snelling Merced Falls will be closed to the public.
- There will be one entry point during the instructional day for parents/guardians to access the office in case of an emergency or urgent matters.
- School office will have a partitioned space for COVID-19 related needs or concerns.
- School playground equipment will be accessible on an as-scheduled basis; only one class cohort (grade level and/or grade spans) at a time.
- Appropriate safety training will be provided to all staff within their respective job function roles.
- Hand sanitizer will be available in all classrooms, all school facilities, and in hallways.



- Anyone who demonstrates COVID-19 symptoms or becomes ill with COVID-19 will be sent home and the school will follow the protocols provided by California Department of Public Health, also located on our website.
- Anyone who has NOT maintained 6 foot physical distancing nor worn face covering will also be quarantined if they were in close contact for 15 or more cumulative minutes with the affected person.
- Students who have a sibling who is in a different classroom or school who is ill with COVID-19 and or demonstrates symptoms will be required to be quarantined.

#### Health Screenings for Students and Staff:

##### Start of School

- Students will be screened prior to entering campus with a digital thermometer.
- Hand sanitizer will be available to all students prior to entering campus.
- CDPH recommended measures will be taken when a student, teacher, or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19 (attached).

#### Healthy Hygiene Practices:

- Students and staff will have designated time throughout the day for proper handwashing, per training on August 11, 2020.
- All students and staff will have their temperature checked prior to entering the bus and/or campus.
- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands frequently throughout the day, including before eating and when entering the classroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.

- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry.

#### Identification and Tracing of Contacts:

- Identification and tracing of contacts will be provided by the teacher. Snelling Merced Falls are self-contained classrooms with limited staff.
- Point of contact will be Ms. Terry Gasper, office manager, at 563-6414.
- Identify contact information for the local health department where the school is located for communicating information about COVID19 outbreaks among students or staff.
- Incorporate the CDPH Guidance for the use of face coverings.
- Train and communicate with workers and worker representatives on the plan. Make the written plan available and accessible to workers and worker representatives.
- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.
- Identify individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts.

#### Physical Distancing:

- School playground equipment will be accessible on an as-scheduled basis; only one class cohort (grade level and/or grade spans) at a time.
- Classroom desks will be spaced 6ft apart and facing in the same direction.
- Recess has been staggered so that students remain in cohorts.
- Breakfast and lunches will be served in a 'grab-n-go' style and students will sit with cohorts.
- All staff were trained in COVID-19 safety training on August 11, 2020.
- Teachers will enforce safety procedures with their students and continue education in COVID-19 safety as guidelines are updated.

## Triggers for Switching to Distance Learning:

### Long Term Closure

- In the event the Merced County Department of Public Health or the State of California orders schools to shut down or places a stay at home order, a long term closure will take effect.

### Distance Learning Option

- Students and parents have the option to elect distance learning for the 2020-2021 school year.
- Students and parents may choose to return to an in-person (traditional) setting at the end of each quarter.
- Students will be required to tune in to lessons throughout the school day.
- Daily and weekly attendance of student participation must be documented with the mandated instruction minutes requirement TK-3, 180 minutes, and 4-8, 240 minutes.
- Additional requirements to track student attendance would be required, including a weekly engagement record is completed for each student.
- Instructional time must be based on the time value of assignments, as determined by the certificated instructor and approved by the Superintendent. Includes daily live interaction with teachers and peers.
- Must adhere to grade level standards, curriculum that is substantially equivalent to in-person instruction that is simultaneously occurring in the classroom setting.
- Students must adhere to in-person expectations and requirements that are simultaneously occurring in the classroom setting.
- Grades will be based on student assignment completion and assessment results on ABCDF grade scale.

### Communication Plans:

- Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community. For example:
- Review and refer to, if applicable, the relevant county variance documentation. Documentation can be found [here](#).
- Consult with your county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions. A directory can be found [here](#).
- Collaborate with other schools and school partners in your region, including the county office of education.



- Regularly review updated guidance from state agencies, including the California Department of Public Health and California Department of Education.

#### Meals

- Meal times will be staggered.
- Students will be able to eat outside at designated table or in the cafeteria by cohort.
- Students will eat in their cohort.
- Food service staff will wear face mask during work.
- Students will be able to eat their snack outside on picnic tables by cohort.
- Parents will not be allowed to eat on campus.
- Breakfast will be by cohort inside or outside.

#### Bus

- Students must wear a face mask on the bus.
- Students will be assigned a seat by cohort.
- Active Screening - Students will be screened prior to boarding the bus with a digital thermometer.
- Students will have designated seats by cohort or family members.
- Buses will be equipped with hand sanitizer and students will be required to sanitize as they board the bus.
- Parents will not be allowed to board the bus.
- Bus drivers will wear face masks at all times.
- Bus riders will wait to board the bus at the bus loading area and their temperatures will be taken prior to entering the bus. Students with a temperature may not enter the bus and will return to parent.



# **SNELLING MERCED FALLS SCHOOL DISTRICT**

## **COVID-19 PREVENTION PLAN**

AS MANDATED BY:  
CCR Title 8 Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

# School District COVID-19 Prevention Program (CPP)

## Table of Contents

Authority and Responsibility .....	3
Identification and Evaluation of COVID-19 Hazards .....	3
Employee participation .....	3
Employee screening .....	3
Correction of COVID-19 Hazards .....	3
Control of COVID-19 Hazards .....	4
Physical Distancing .....	4
Face Coverings .....	5
Engineering controls .....	5
Cleaning and disinfecting .....	5
Personal protective equipment (PPE) used to control employees' exposure to COVID-19 .....	6
Investigating and Responding to COVID-19 Cases .....	7
Response to a COVID-19 case in the workplace: .....	7
System for Communicating .....	7
Training and Instruction .....	8
Exclusion of COVID-19 Cases .....	8
Reporting, Recordkeeping, and Access .....	8
Return-to-Work Criteria .....	9
COVID-19 cases with COVID-19 symptoms shall not return to work until: .....	9
COVID-19 cases who tested positive but never developed COVID-19 symptoms .....	9
A negative COVID-19 test shall not be required for an employee to return to work .....	9
If an order to isolate or quarantine an employee is issued by a local or state health official .....	9
Appendix B: COVID-19 Inspections .....	11
Appendix C: Investigating COVID-19 Cases .....	12
Appendix D: COVID-19 Training Roster .....	13
Multiple COVID-19 Infections and COVID-19 Outbreaks .....	14
COVID-19 testing .....	14
Exclusion of COVID-19 cases .....	14
Investigation of workplace COVID-19 illness .....	14
COVID-19 investigation, review and hazard correction .....	14
Notifications to the local health department .....	15
Major COVID-19 Outbreak .....	16
COVID-19 testing .....	16
Exclusion of COVID-19 cases .....	16
Investigation of workplace COVID-19 illnesses .....	16
COVID-19 hazard correction .....	16
Notifications to the local health department .....	16

## School District COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in the workplace.

### Authority and Responsibility

The Superintendent has the overall authority and responsibility for implementing the provisions of this CPP at the School District. In addition, all Principals, managers, and supervisors are responsible for implementing and maintaining the CPP at the school sites and for ensuring employees receive answers to questions about the Covid-19 Prevention Program.

The Superintendent has designated a CPP Officer for the specific implementation of the elements of this plan. The CPP Officer for the School District is:

Superintendent  
16099 N. Hwy 59, Snelling, CA 95369  
209-563-6414

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### Identification and Evaluation of COVID-19 Hazards

The School District will implement the following identification and evaluation strategies:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, a school district facility
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with COVID-19 policies and procedures.

#### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor or Principal at the school site. In addition, School District Administration may also be contacted at the District Office.

#### Employee screening

- Each day each employee must submit a written wellness check. This wellness check will be used as a guide to determine if the employee continues to work or will be sent home based on the scenarios below.
- Employees will be required to check their own temperature each and every day prior to coming to work. **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever**
- Daily Assessment forms or the District Smartphone App may will be utilized.

The School District will maintain these confidential documents for one (1) year.

### Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspection** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed. Appropriate work orders, procedures, or other mitigation strategies will be implemented within 3 working days.



## School District COVID-19 Prevention Program (CPP)

- The CPP Officer, designated by the Superintendent is responsible for timely correction.
- Follow-up measures will be taken to determine if the mitigation strategies have been effective.

### Control of COVID-19 Hazards

#### Physical Distancing

Where possible, the School District will ensure at least six feet of physical distancing at all times:

- All the School District employees, sub-contractors, vendors or anybody else making contact at any School District site are required to be checked in daily with the School District representative (manager or designee).
- **The School District requires a minimum of 6' of physical distancing at all times by all employees.**
- Provide single point of entrance to the site. Always maintain 6 ft minimum physical distancing.
- Conduct a daily health assessment.
- Any individual that appears to be unwell will NOT be granted access to the site or allowed to start work.
- Require sick workers/employees – and those displaying flu-like symptoms – to stay home. ("Worker/Employee" means worker or employee for the School District, subcontractors, designers, consultants, etc.)
- Send employees home immediately who show signs and symptoms of flu-like or acute respiratory illness symptoms
- Hand Sanitizer and appropriate protective gloves shall be made available throughout each site and office, as necessary.
- Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Signage will be posted throughout District buildings and work areas to raise awareness.
- Minimize the number of employees working within a certain area of a (6' of physical distance to be maintained at all times).
- Use of daily task analysis or job hazard analysis forms to communicate the seriousness of this situation and the protection measures necessary.
- Encourage employees not to share tools or work areas; if this does take place ensure the tools/areas are disinfected after use.
- Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.
- Use of shift-work to minimize the number of employees working within certain areas.
- Stagger break and lunch time to avoid employees from gathering in one location.
- As possible, only perform critical/essential activities.
- No gatherings of employee of more than 10 people, including: breaks, lunch, and meetings. If more than ten employees are involved in a meeting, procedures must be followed to minimize contact.
  - Seats placed at least 6' apart in all directions.
  - Handwipes be provided
  - Each employee will be assigned a place to sit.
  - Handwashing will be encouraged and sanitizer will be provided.
  - Gloves will be available.
  - Masks or faces shields be provided and will be required while inside the building.
- Rotating work schedules will be considered when appropriate. Appropriate schedules could include:
  - Staggered start and ending times
  - AM/PM schedule
  - Alternating days
- All meetings are encouraged to be call-in/video conference; this includes both office and field meetings. Any meeting or training session attended by employees must provide for physical distancing of 6'.
- Minimize number of employees at a work location based on the size of the work location. No more than five (5) people per 1000 square feet inside a building.
- Encourage employees not to carpool unless they are members of the same household.



## **School District COVID-19 Prevention Program (CPP)**

- No physical greetings such as a handshake or hug.
- Encourage personnel to use the stairs, not the elevator (if applicable).

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **Face Coverings**

Each site will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees may provide their own face coverings or use the disposable face coverings provided at the point of entry to the site.

The following are exceptions to the use of face coverings in the workplace:

- When an employee is alone in an office or workplace.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

The following measures will be implemented for situations where the School District cannot maintain at least six feet between individuals:

- The use of partitions or barriers in classrooms and offices.

To the extent feasible, the school district will maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

- For indoor locations, the District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, outside air vents and windows will be closed.
- For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- The HVAC system will be properly maintained and adjusted by the District Maintenance staff and HVAC Technician(s).
- The highest MERV filters will be utilized to insure adequate air filtration.
- Employees are encouraged to open windows or doors with outside conditions are favorable.

### **Cleaning and disinfecting**

## School District COVID-19 Prevention Program (CPP)

The following cleaning and disinfection measures for frequently touched surfaces will be implemented:

- The Site Principal or Supervisor will ensure that adequate supplies and adequate time for disinfection/cleaning to be done properly.
- The Site Principal or Supervisor will direct the custodians in the frequency and scope of cleaning and disinfection.]

When a COVID-19 case is identified at a school site or workplace, the following procedures will be implemented:

PPE will be worn by employees performing disinfection tasks.

- Disposable gloves- Ex: Latex or Nitrile
- Mask- Ex: Disposable face mask
- Eye covering- Ex: Safety glasses, Safety goggles, Face shield

### Procedures

- Clean the surface first, and then disinfect.
- Body fluids must be thoroughly cleaned from surfaces/objects. Use soap and water to clean first.
- Apply the district approved disinfection product. The employees should review the SDS for the chemical to be used and follow all label directions.
- The surface must stay wet with for 10 minutes, or for the appropriate dwell time listed on the product. If the surface dries before the 10 minutes (or, label listed dwell time), reapply
- Dispose into the trash any paper towels, gloves, and other materials that came in contact with the surfaces during the cleaning and disinfection process.

Shared tools, equipment and personal protective equipment (PPE)

- PPE must not be shared, e.g., gloves, goggles and face shields.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
- Where there must be sharing, the items will be disinfected between uses by the affected employee with the District approved disinfecting product.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### Hand sanitizing

- To protect employees from COVID-19 hazards, the District will evaluate its handwashing facilities, determine the need for additional facilities, encourage and allow time for employee handwashing, and provide employees with an effective hand sanitizer. Employers shall encourage employees to wash their hands for at least 20 seconds each time. Provision or use of hand sanitizers with methyl alcohol is prohibited.
- Wash hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (70% alcohol content or greater). At a minimum, employees MUST wash hands at the beginning and end of each shift, after using the toilet, before and after each break.
- Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.
- Avoid touching your eyes, nose, and mouth especially with unwashed hands.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be provided, as needed.

The School District will evaluate the tasks or conditions in accordance with CCR Title 8 section 5144



## **School District COVID-19 Prevention Program (CPP)**

when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight-fitting respirators. A Respiratory Protection Program will be implemented that includes Medical Evaluations, Fit-Testing, and Training.

The School District will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases**.

#### **Response to a COVID-19 case in the workplace:**

The District will take all of the following steps in response to a COVID-19 case in the workplace.

1. Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
2. Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
3. Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
  - a. All employees who may have had COVID-19 exposure and their authorized representatives.
  - b. Independent contractors and other employers present at the workplace during the high-risk exposure period.
4. Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on the COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This may include any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.
5. Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
6. All personally identifying information regarding COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the employer under this section and sections 3205.1 through 3205.4 shall be provided in a manner that ensures the confidentiality of employees.

### **System for Communicating**

The School District goal is to ensure that effective two-way communication with employees, is performed and includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to their Supervisor.
- Employees can report symptoms and hazards without fear of reprisal.
- School District procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- To give employees the tools to get tested when they have symptoms to reduce the likelihood of bringing the virus to work, employees may access COVID-19 voluntary testing available through health plans or local testing centers.
- In the event testing is required to be provided because of a workplace exposure or outbreak, the School District will communicate the plan for providing testing and inform affected employees of the



## **School District COVID-19 Prevention Program (CPP)**

reason for the testing and the possible consequences of a positive test.

- Information about COVID-19 hazards employees (including other employers and individuals in contact with the workplace) may be exposed to, what is being done to control those hazards, and the School District's COVID-19 policies and procedures.

### **Training and Instruction**

The School District will provide effective training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Training will be documented by a completed Training Verification Form provided during the training. Alternatively, a training log may be utilized.

### **Exclusion of COVID-19 Cases**

When a COVID-19 case is identified in the workplace, the School District will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

### **Reporting, Recordkeeping, and Access**

The School District's CPP Officer will:

- Report information about COVID-19 cases to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in the place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make the written COVID-19 Prevention Program (CPP) available at the workplace to employees,



**School District  
COVID-19 Prevention Program (CPP)**

authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

**Return-to-Work Criteria**

**COVID-19 cases with COVID-19 symptoms shall not return to work until:**

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared.

**COVID-19 cases who tested positive but never developed COVID-19 symptoms**

Shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

**A negative COVID-19 test shall not be required for an employee to return to work.**

**If an order to isolate or quarantine an employee is issued by a local or state health official**

The employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be:

- 10 days from the time the order to isolate was effective, or
- 14 days from the time the order to quarantine was effective.

**School District  
COVID-19 Prevention Program (CPP)**

**Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name(s) of employee and authorized employee representative that participated:**


Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

**School District  
COVID-19 Prevention Program (CPP)**

**Appendix B: COVID-19 Inspections**

Work location evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Date: \_\_\_\_\_

Name of person conducting the inspection: \_\_\_\_\_



**School District  
COVID-19 Prevention Program (CPP)  
Appendix C: Investigating COVID-19 Cases**

**Date:** \_\_\_\_\_ **Name of person conducting the investigation:** \_\_\_\_\_

1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.
2. All COVID-19 testing or related medical services provided will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.
3. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

<b>Employee (or non-employee*) name:</b>	<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present)</b>	<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>	<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>	<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>	<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed</b>		
<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>		
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>	
	<b>Names of employees that were notified:</b>	
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>	
	<b>Names of individuals that were notified:</b>	
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>	<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>	<b>Date:</b>	



School District  
COVID-19 Prevention Program (CPP)

Appendix D: COVID-19 Training Roster

Date: \_\_\_\_\_ Name of person conducting the training: \_\_\_\_\_

Employee Name	Signature

## **School District COVID-19 Prevention Program (CPP)**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

If a school site or school district workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

#### **COVID-19 testing**

- The School District will provide COVID-19 testing to all employees in School District exposed workplace, except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in the exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, the School District will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
  - The School District will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

The School District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with the CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders, if applicable.

#### **Investigation of workplace COVID-19 illness**

The School District will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with the CPP Investigating and Responding to COVID-19 Cases.

#### **COVID-19 investigation, review and hazard correction**

In addition to the CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, the School District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Leave policies and practices and whether employees are discouraged from remaining home when sick.
  - COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. The following will be considered:
  - Moving indoor tasks outdoors or having them performed remotely.

**School District  
COVID-19 Prevention Program (CPP)**

- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

**Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace, the CCP Officer will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- The CPP Officer will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. The CPP Officer will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.



**School District  
COVID-19 Prevention Program (CPP)**

**Major COVID-19 Outbreak**

If a school site or School District workplace experiences 20 or more COVID-19 cases within a 30-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.

**COVID-19 testing**

The School District will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

**Exclusion of COVID-19 cases**

The School District will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with the CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

**Investigation of workplace COVID-19 illnesses**

The School District will comply with the requirements of the CPP Investigating and Responding to COVID-19 Cases.

**COVID-19 hazard correction**

In addition to the requirements of the CPP Correction of COVID-19 Hazards, the School District will take the following actions:

- In buildings or structures with mechanical ventilation, the School District will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the School District will use filters with the highest compatible filtering efficiency. The School District will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- The School District will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- The School District will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

**Notifications to the local health department**

The School District will comply with the requirements of any Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.