



Garden Valley Elementary

# School Site Council Agenda/Minutes

*Agenda / Actas del Consejo Escolar*

## Date & Time (*Fecha & Hora*)

11/19/2025

3:30 PM

## Location (*Ubicación*)

ZOOM

## Zoom Link (*Enlace de Zoom*)

<https://twinriversusd-org.zoom.us/j/86365230540>

## 2025 - 2026, Elected SSC Members *Miembros Electos de SSC*

<b>Non-staff: Parents/Community Member/Students (Please note Year 1 or 2 of membership) <i>No Personal: Padres/Miembros de la Comunidad/Estudiantes (Por favor indique Año 1 o 2 de afiliación)</i></b>		<b>Present / Absent <i>Presente/ Ausente</i></b>
Parent	Maily Leon	
Parent	Laura Hannon	
Parent	Maria Rueda	
Parent	Reina Yadira	
Parent	Priyanka Sharma	
<b>Alternates (<i>Alternativos</i>):</b>		
<b>*Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)</b> <b>*Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. (Los representantes de alumnos son sólo para escuelas secundarias).</b>		
<b>Staff: Principal or Designee/Teachers/Other Staff (Please note Year 1 or 2 of membership) <i>Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal (Por favor indique Año 1 o 2 de afiliación)</i></b>		<b>Present / Absent <i>Presente/ Ausente</i></b>
<b>Principal/Designee: <i>Directora(a)/ Designado(a):</i></b> Dr. Ana Segoviano		
<b>Teacher: <i>Maestro(a):</i></b> Ursula Stallworth		
<b>Teacher: <i>Maestro(a):</i></b> Jesscia Hallett		
<b>Teacher: <i>Maestro(a):</i></b> Kristin Lopez		
<b>Other Staff: <i>Otro Personal:</i></b> Naomi Williams		
<b>Alternates: <i>Alternativos:</i></b>		
<b>*Teachers must be the majority</b> <i>*Los maestros deben ser mayoría</i>		

AGENDA		
ITEM <i>ARTÍCULO</i>	Facilitator <i>Facilitador(a)</i>	Minutes <i>Minutas</i>
<b>Call to Order / Sign in sheet</b> <i>Orden del Día/ Hoja de Firmas</i>  <b>Quorum</b> <i>Quórum (50% +1)</i>	<b>Chairperson</b> <i>Presidente</i>	This meeting is called to order at: <i>Se abre la sesión a las</i>  Total Members in Attendance: <i>Total de Miembros Presentes:</i>  Quorum: <i>Quórum:</i>
<b>Public Comment (2 minutes per speaker)</b> <i>Comentarios del Público (2 minutos cada participante)</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Comments</b> <i>(Resumen de Comentarios)</i>
<b>Review Agenda</b> <i>Repasar Agenda</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Comments</b> <i>(Resumen de Comentarios)</i>
<b>Review / approve minutes from last meeting</b> <i>Revisar/aprobar el acta de la última reunión</i>  1🔗 Previous Minutes	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i>  Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>

**Council Business** *Asuntos del Consejo*

N/A

**Chairperson**  
*Presidente***Summary of Action Taken**  
*Resumen de Medidas Adoptadas*


N/A

**Chairperson**  
*Presidente***Summary of Action Taken**  
*Resumen de Medidas Adoptadas*

N/A

**Chairperson**  
*Presidente***Summary of Action Taken**  
*Resumen de Medidas Adoptadas*

Required Document Review & Approve: *Revisión y Aprobación de Documentos Requeridos:*

Site Safety Plan (Plan de Seguridad del Centro)	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i>  Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i>  Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>
1  Attachment		
N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i>  Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i>  Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>
N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i>  Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i>  Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>
N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i>  Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i>  Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>

**Document Review:** *Revisión y de Documentos*

Needs Assessment (Evaluación de Necesidades)	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i>
N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i>

**School Plan For Student Achievement (SPSA)** *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*

SPSA Addendum	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i>  Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>
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**Other Business:** *Otros Asuntos:***ELAC Reporting***Informes ELAC*

Nominations and voting happened week of 10/ 24 to 10/30

**Chairperson***Presidente***Summary of Reporting** (*Resumen de Informes*)**Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters)***Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)*

NA

**Chairperson***Presidente***Summary of Presentation** (*Resumen de Presentación*)**Additional Information/New Business/Discussion***Información Adicional/Asuntos Nuevos/Conversación*

NA

**Chairperson***Presidente***Summary of Action Taken***Resumen de Medidas Adoptadas***Adjournment:** *Aplazamiento:***Chairperson***Presidente***Time:** *Hora:***Next meeting date:**

01/28/2026

3:30 PM

*Fecha de próxima reunión:*



Garden Valley Elementary

# School Site Council Agenda/Minutes

*Agenda / Actas del Consejo Escolar*

## Date & Time (Fecha & Hora)

10/08/2025

3:30 PM

## Location (Ubicación)

Zoom

## Zoom Link (Enlace de Zoom)

<https://twinriversusd-org.zoom.us/j/81889561142>

## 2025 - 2026, Elected SSC Members *Miembros Electos de SSC*

<b>Non-staff: Parents/Community Member/Students (Please note Year 1 or 2 of membership) <i>No Personal: Padres/Miembros de la Comunidad/Estudiantes (Por favor indique Año 1 o 2 de afiliación)</i></b>		<b>Present / Absent <i>Presente/ Ausente</i></b>
Parent	Laura Hannon	Yes (Si)
Parent	Maily Leon	No
Parent	Maria Rueda	Yes (Si)
Parent	Priyanka Sharma	Yes (Si)
Parent	Reina Yadira	Yes (Si)
<b>Alternates (Alternativos):</b>		
<b>*Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)</b> <b>*Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. (Los representantes de alumnos son sólo para escuelas secundarias).</b>		
<b>Staff: Principal or Designee/Teachers/Other Staff (Please note Year 1 or 2 of membership) <i>Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal (Por favor indique Año 1 o 2 de afiliación)</i></b>		<b>Present / Absent <i>Presente/ Ausente</i></b>
<b>Principal/Designee: <i>Directora(a)/ Designado(a):</i></b> Dr. Ana Segoviano		Yes (Si)
<b>Teacher: <i>Maestro(a):</i></b> Jesscia Hallet		Yes (Si)
<b>Teacher: <i>Maestro(a):</i></b> Kristin Lopez		No
<b>Teacher: <i>Maestro(a):</i></b> Ursula Stallworth		Yes (Si)
<b>Other Staff: <i>Otro Personal:</i></b> Naomi Williams		Yes (Si)
<b>Alternates: <i>Alternativos:</i></b> Tonius Uba		No
<b>*Teachers must be the majority</b> <i>*Los maestros deben ser mayoría</i>		

# AGENDA

ITEM <i>ARTÍCULO</i>	Facilitator <i>Facilitador(a)</i>	Minutes <i>Minutas</i>
<b>Call to Order / Sign in sheet</b> <i>Orden del Día/ Hoja de Firmas</i>  <b>Quorum</b> <i>Quórum (50% +1)</i>	<b>Chairperson</b> <i>Presidente</i>	This meeting is called to order at: <i>Se abre la sesión a las</i> 3:30 PM  Total Members in Attendance:   6 <i>Total de Miembros Presentes:</i>  Quorum:    Yes (Si) <i>Quórum:</i>
<b>Public Comment (2 minutes per speaker)</b> <i>Comentarios del Público (2 minutos cada participante)</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Comments</b> <i>(Resumen de Comentarios)</i> No comments
<b>Review Agenda</b> <i>Repasar Agenda</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Comments</b> <i>(Resumen de Comentarios)</i> Roles for SSC for this school year and how it impacts the education system.
<b>Review / approve minutes from last meeting</b> <i>Revisar/aprobar el acta de la última reunión</i>	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes/Actas Person <i>Persona:</i> Maria Second <i>Se secundó:</i> Hallet In favor <i>A favor :</i> 6 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i>

**Council Business** *Asuntos del Consejo*

New Members (Nuevos Miembros)	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> Jessica Hallet- Chairperson Maria R.- Vice Chairperson Hannon- Secretary
Elect Officers (Elegir a Funcionarios)	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> No comment
N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> No comments

**Required Document Review & Approve:** *Revisión y Aprobación de Documentos Requeridos:*

Bylaws (Reglamentos)	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes Person <i>Persona:</i> Maria Second <i>Se secundó:</i> Hallet In favor <i>A favor :</i> 6 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i> Approved
Parent Involvement (Participación de Padres)	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes Person <i>Persona:</i> Hallet Second <i>Se secundó:</i> Namoi In favor <i>A favor :</i> 6 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i> Approved
School Compact (Compacto Escolar)	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes Person <i>Persona:</i> Maria R Second <i>Se secundó:</i> Hallet In favor <i>A favor :</i> 6 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i> Approved
N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes Person <i>Persona:</i> NA Second <i>Se secundó:</i> Na In favor <i>A favor :</i> 0 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Na <i>Moción: Aprobada o Rechazada</i> Na

**Document Review:** *Revisión y de Documentos*

Other  School Data (SBAC, Etc) and SPSA Goals/Actions	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i>  School sources iReady, after school program, SWUN, tutors , EL and disability kids have their own program. Engaging with parents and teachers.
N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i>  No comment

**School Plan For Student Achievement (SPSA)** *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*

N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes  Person <i>Persona:</i> Dr.A Second <i>Se secundó:</i> Maria R In favor <i>A favor :</i> 6 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: <b>Pass</b> <i>Moción: Aprobada o Rechazada</i>  Approved
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<b>Other Business: <i>Otros Asuntos:</i></b>		
<b>ELAC Reporting</b> <i>Informes ELAC</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Reporting (<i>Resumen de Informes</i>)</b> 5% for both ELAC and Math
<b>Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters)</b> <i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Presentation (<i>Resumen de Presentación</i>)</b> N/A
<b>Additional Information/New Business/Discussion</b> <i>Información Adicional/Asuntos Nuevos/Conversación</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> No comment
<b>Adjournment: <i>Aplazamiento:</i></b>	<b>Chairperson</b> <i>Presidente</i>	<b>Time: <i>Hora:</i></b> 4:19 PM

<b>Next meeting date:</b> <i>Fecha de próxima reunión:</i>	11/19/2025	3:30 PM
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**Garden Valley Elementary**

## **SITE EMERGENCY MANAGEMENT PLAN**

**2025-2026**

The **School Site Safety Team**, formed at the individual school level, is comprised of staff and students to carry out the **Incident Command Post** roles and responsibilities. In the event of an emergency, assigned personnel (pg 3 and 4) should report to their designated areas (pg 7) to perform their assigned responsibilities, which include:

1. Assess the situation
2. Secure the area
3. Check for injuries and damage
4. Activate the response
5. Report findings to the District Office through Catapult EMS

Also, see the **Emergency Operations Procedures Manual**, including the **Emergency Response Situations and Scenarios** (Section K of CSSP; <http://intranet/misc/emergency-procedures/>) for further response plans and role responsibilities.

# INCIDENT COMMAND POST

## Section Chiefs

<b>Incident Commander</b> Manages Site during an emergency incident.	Primary	Back-up
	Roberto Castro	Roman Romodin
<b>Operations Chief</b> Manages and supervises the ICP Response Units(pg 4) during an emergency incident.	Primary	Back-up
	Dr. Ana Segoviano - Principal	Kristi Lopez - Assistant to Principal
<b>Incident Management Team</b> Direct and supervise students and staff during an emergency incident.		
Assigned Area	Primary	Back-up
Planning	Mai Yer Yang	Unique Solis
Logistics	Dr. Ana Segoviano	Kristi Lopez
Finance/Admin	Paoyee Lee	Kate Ingersoll
Communication	Zenobia Gerald	Marlisa Rodriguez

### Under the direction of the Incident Commander or Operations Chief:

**Planning** supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.

**Logistics** provides resources and needed services to support the achievement of the incident objectives.

**Finance/Admin** monitors costs related to the incident; provides accounting, procurement, and cost analysis.

**Communications** develops the talking points, key messages, and tactical approaches to communicate with all audiences.

# INCIDENT COMMAND POST

## ICP Response Unit

<b>Security Team</b> Protect and assist students and staff during an emergency incident	<b>Staff Assigned</b>	
	<b>All teachers and staff</b>	
<b>Search and Rescue Team</b> Find and assist missing and injured students and staff during an emergency incident.	<b>Staff Assigned:</b>	
	<b>Health staff: Sharon White, Nurse; Naomi Williams, Health Assistant; Office Staff: Mai Yer Yang, Office Manager; Unique Solis, Administrative Clerk</b>	
<b>First Aid Team*</b> Treat and triage injuries during an emergency incident.	<b>Staff Assigned</b>	<b>Specialty Area</b>
	<b>Sharon White</b> <b>Naomi Williams</b>	<b>Nurse</b> <b>Health Assistant</b>
<b>Evacuation Team</b> Move students and staff to safe on or off-site locations during an emergency incident.	<b>Staff Assigned</b>	<b>Evacuation Area</b> (subject to change dependent upon situation)
	<b>Lisa Molmen</b> <b>Kimberly Gunter</b> <b>Tonius Louie-Uba</b>	<b>On Site: Blacktop - playground</b>  <b>Off Site: Beechwood Way (street south of school site)</b>
<b>Reunification Team</b> Connect student and parent after an emergency incident.	<b>Staff Assigned</b>	<b>Reunification Area</b> (subject to change dependent upon situation)
	<b>Kristi Lopez - Assistant to Principal</b>	<b>Garden Valley Playground at Beechwood Way Gate</b>

\* The Incident Commander or Operations Chief will activate **the First Aid Team** to treat injured students and staff. The First Aid Team will set up the First Aid Area for the injured. If possible, injured will be moved to the First Aid Area by any available ICP Response Team or the First Aid Team may be sent to the injured person to treat.

# SAFETY INFORMATION

## SAFETY FOLDERS

Primary caretakers of the folders are the classroom teacher and office manager. It is important that the folders be available to substitute when the teacher is out. Contents include class rosters, student and staff list with special needs, emergency procedures, directions, and reference numbers. Take the folder with you when evacuating. Use folder cover to indicate your status; red- missing, injured, or extra students and staff or green- assigned student and staff accounted for and all ok.

## ACCOUNTABILITY PLAN

### Conducting Roll During and After an Emergency Incident

In an emergency incident, it is critical to know the whereabouts of all students and staff assigned to the site as quickly as possible. The following directions and procedures will provide a systematic and thorough process for completing this important task. The Incident Commander or Operations Chief will initiate the accountability plan.

**Teachers or Staff** will take attendance via Catapult or complete the Emergency Incident Roll Form to account for all students. Indicate missing and injured students or staff assigned to your room. If you have additional students, staff, or other people in your room during the incident, record this information in the Chat Box in Catapult or on the form. Do not release these people, or anyone else, until directed to do so by administration or law enforcement.

**Office staff** will contact each assigned room to verify response and collect emergency incident roll call information. Use Catapult, email, cell phone, or runners (if safe to do so) to make contact with the room. Move quickly through the list. From classroom roll call information, create a master, site attendance roster that provides updated information of students and staff who are missing or injured. Missing student information will be cross-checked with daily attendance data to verify students attendance for the day (sick or early check-out), and if they are listed as “extra” in another class. Relay the master site-attendance roster to the Incident Commander or Operations Chief.

# REUNIFICATION PLAN

## Orderly Student Reunification System

During and after an emergency incident many parents will come to the school very quickly to pick up their children. Following the Accountability Plan, the site will account for each student and staff member. Implementing the Reunification Plan will provide the site with an orderly process to reunify students with their parents or guardians. The Incident Commander or Operations Chief will initiate the Reunification Plan.

### ON-SITE

**Evacuation Team Members** will supervise the Student Staging Area (Evacuation Area). Evacuation Team will release students to the Reunification Team Member and record information on the Student Release form. The Student Release form will follow the student to the Reunification Area.

**Security Team Members** will supervise parents arriving to pick up their children at the Parent Staging Area. When it is safe to do so, escort or direct parents to the Reunification Area.

**Reunification Team Runner** will bring student to the Reunification Area for release to parent/guardian. Parents will sign in (Student Reunification form). Reunification Team Members will review proper parent identification before releasing student and collect the Student Reunification form. At the conclusion of the incident, give all Student Release forms to the Incident Commander or Operations Chief.

### OFF-SITE

**Evacuation Team Members** initiate the Off-Site Evacuation Plan to move students and staff to the pre-designated Off-Site Evacuation Area. Evacuation Team Members work with District's Emergency Response Team to arrange pick-up and transportation of students and staff to the off-site location.

**Evacuation Team Members** will supervise students at the Off-Site Student Staging Area (Evacuation Area). Evacuation Team Members will release students to the Reunification Team Member and record information on the Student Release form. The Student Release form will follow the student.

**Reunification Team Members** will move to the off-site evacuation area and set-up the Off-Site Reunification Operation. The Reunification Team, with assistance from the District's Emergency Response Team, will supervise the Off-Site Parent Staging Area. Reunification Team runner will bring the student to the Parent Staging Area for release to parent/guardian. Parents arriving to pick up their student will sign in, (Student Reunification form). Reunification Team Members will review proper identification. At the conclusion of the incident, give all Student Release forms to the Incident Commander or Operations Chief.

## DESIGNATED AREAS

**SITE COMMAND POST: Primary:**

Playground-Black Top

**Secondary:**

Cafeteria

**STAFF STAGING:**

Cafeteria/Classrooms

**FIRST AID (TRIAGE):**

Playground - Black top

**ON-SITE EVACUATION: In-doors:**

FRONT PARKING LOT

**Outdoors:**

SOUTH EAST CORNER OF SCHOOL  
PLAYGROUND FIELD ON BEECHWOOD WAY

**EMERGENCY STAGING: PARENT STAGING:**

SOUTH EAST GATE on BEECHWOOD WAY

**REUNIFICATION:**

Staff Lounge - room 16

**COUNSELING:**

CITY OWNED EMPTY FIELD WEST OF  
SCHOOL SITE

**MEDIA STAGING:**

Garden Valley Front Office

Library

# STUDENT REUNIFICATION FORM

## Please Print

Student's Name

Teacher

Grade

Requested By

### To be filled in by Request Gate Staff

Proof of ID

Name In Emergency Info Yes No

### Student's Status To be filled in by teacher

Sent with Runner\_Absent\_First Aid\_Missing

### To be filled in by Reunification Gate Staff

Proof of ID Name In Emergency Info Yes No

### To be filled in by Requester at Release Gate

Requester Signature

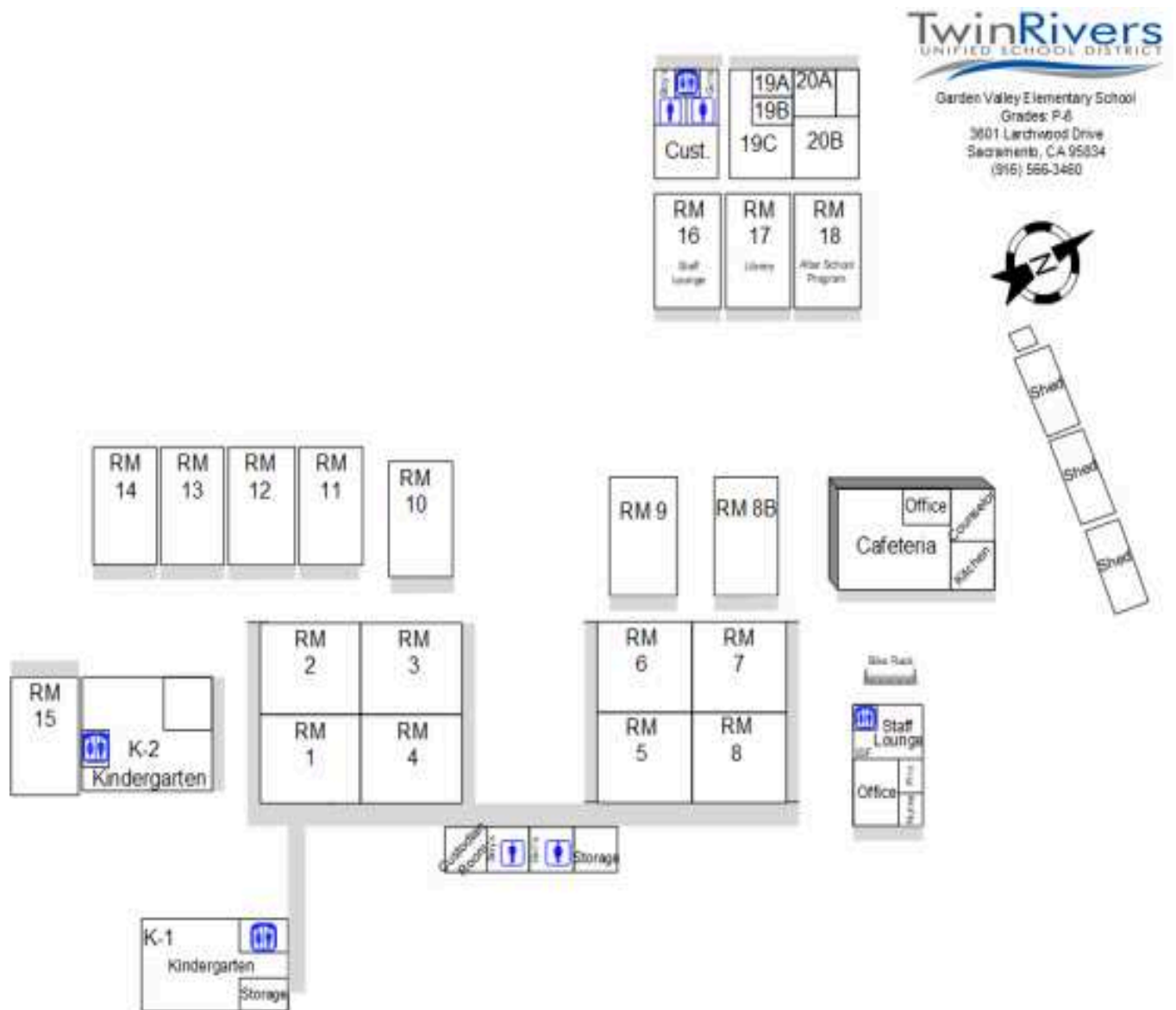
Destination

Date: Time:

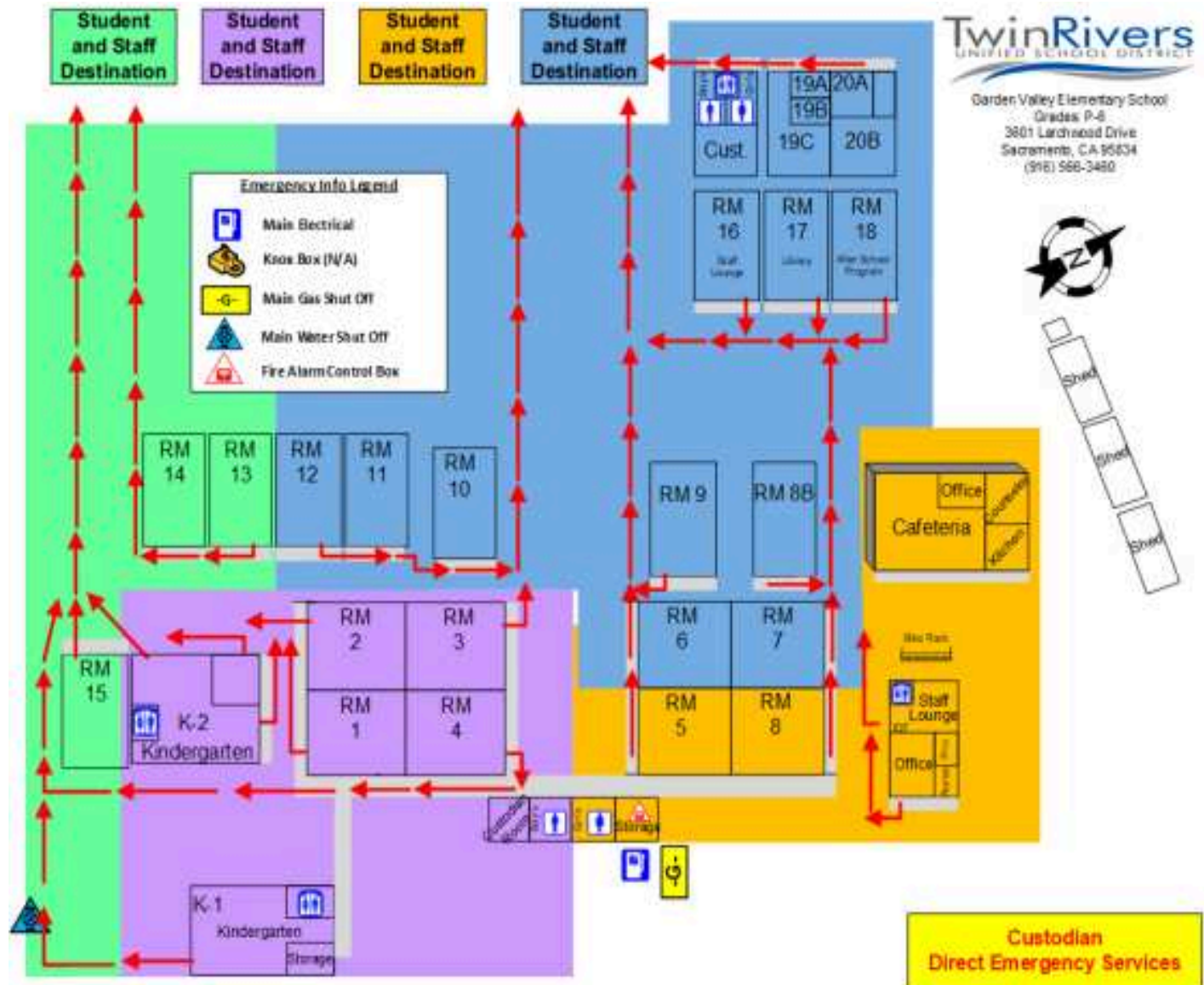
Notes:

# Garden Valley Evacuation Map Page

## Designated Evacuation Areas with Assignment Routes



# Garden Valley Emergency Preparedness Map Page Utilities Off/On Locations



# Catapult EMS

TRUSD will use Catapult EMS to monitor all safety drills/incidents. Save Catapult EMS on your laptops AND YOUR CELL PHONES.

## Drill Procedures

### Fire

- During class:
  - Have students line up single-file and silently walk to the blacktop/field. ○ Evacuate via designated routes.
  - Close door, DO NOT LOCK THE DOOR- do a visual check of room to ensure no one is in the room.
  - Follow the evacuation route designated for your room and direct students to the identified safe location.
  - Students face away from the buildings.
  - Take roll. If all present, have 1<sup>st</sup> student in line hold up green side of card. ○ If there is an issue of any kind, have 1<sup>st</sup> student in line hold up the red side of card and support staff will come to you to assist.
  - Wait for “All clear” announcement over the PA before returning to class.
- During recess:
  - The alarm will sound ... students will line up on their designated class line.
  - Teachers will meet their students at their class line and escort them to the appropriate location.
- During lunch/lunch recess:
  - On the yard:
    - The alarm will sound ... students will line up on their designated class line.
    - Teachers will meet their students at their class line and escort them to the appropriate location.
  - In the lunchroom:
    - The alarm will sound ... students will line up on their designated class line.
    - Yard supervisors will excuse students from the multipurpose room and lead students to designated class lines.
    - Teachers/Yard supervisors will escort them to the appropriate location.
- Teachers will show red/green Emergency cards to account for students
- After the “All clear” announcement, the teacher escorts students back to class.

## Earthquake

- During class:
  - Everyone gets under their desks immediately.
    - DO NOT turn off lights, close blinds or lock doors.
  - Wait for the “*All clear*” announcement to resume previous activity.
- During recess:
  - Yard supervisors will guide students to a clearing on the field, away from buildings and equipment.
- During lunch/lunch recess:
  - On the yard:
    - Yard supervisors will guide students to a clearing on the field, away from buildings and equipment.
  - In the lunchroom:
    - Yard supervisors will direct students to get under lunch tables, then they will do the same.
- After the “*All clear*” announcement, yard supervisors will blow whistle and line students up on their designated class line. In the lunchroom, students will return to their class assigned table. Teachers will meet their students outside or in the lunchroom.

## **ALICE**

TRUSD will use the ALICE intruder threat protocol as part of its safety training

A is alert. Alert is to warn about potential danger. It can be either from personal experience or from a school-wide announcement.

L is lockdown.

I is inform. This is the act of communicating details of a suspect/incident to those in the emergency.

C is counter. Countering is anything to distract the intruder, noise, movement, or, if necessary, direct confrontation.

E is evacuate. Evacuate not only means the building, but getting out of the immediate area of the intruder.

## **Lock-down**

If Outside...get into a building.

If Inside...STAY INSIDE and:

- During class:
  - Lock the classroom door.
  - Turn off the lights.
  - Have children get under their desks or behind an internal barricade.
  - Away from doors and windows
  - Account for all students present/absent/learning center.
  - If necessary, office personnel will call classrooms to check on student attendance. Monitor and respond in Catapult EMS
  - Report anything known about the identity, description, or location of the suspect
  - Wait for the “*All clear*” announcement to resume previous activity.
- During recess:
  - Students are to report to the nearest unlocked classroom.
  - Teachers in classrooms at the end of the corridors and portables facing the blacktop: Do a quick visual scan of the playground or hall area near your classroom for stray students prior to locking door.
  - Follow regular classroom lock-down procedures.
  - If necessary, office personnel will call classrooms to check on student attendance.
- During lunch/lunch recess:
  - On the yard:
    - Follow *during recess* procedures above.
  - In the lunchroom:
    - Yard supervisors will turn off lights.
    - Students remain seated with heads down.
    - Custodian will lock all doors

**STAY QUIET! Gather anything that can be used as weapons, put yourself in a defense position, and surprise the suspect if they make entry**

**NEVER open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom or via CATAPULT EMS.**

## Disaster/Evacuation:

- Have students line up silently, taking attendance to ensure all students ARE accounted for. Bring a guardian list and emergency contact information for all students.

Exit in a safe manner according to route on Evacuation Map

- Close all doors behind you – DO NOT LOCK
- Assist others who are physically, mentally, or emotionally impaired
- DO NOT RE-ENTER any building/room
- Assemble in the Designated Area or as directed
- DO NOT LEAVE the designated area until directed by the Incident Commander

During recess and lunch, and lunch recess:

- Yard supervisors will excuse students from the CAFETERIA and lead students to designated class lines.
- Teachers will meet their students at their class line
- Account for students and proceed to the assigned exit gate.
- Teacher or Staff will take attendance in Catapult or by completing a Roll form. Indicate missing students and staff assigned to your room as well as any additional students or staff in your room during an incident.
- Office staff will contact each room to verify and collect incident roll information. Make a master site attendance roster. Cross check missing students/staff with daily attendance data to verify student/staff attendance. Relay master list to Incident Commander.

## Reunification after Evacuation

After the incident:

- Students will be escorted to the Parent Staging Area for release to their parent/guardian
- Staff will review parent ID before releasing students
  - Parents must sign the Student Reunification form before student will be released
- Staff will collect the Student Reunification form and give to the Incident Commander or Operations Chief

# Certification of School Safety Plan

The School Site Council (SSC) recommends this Comprehensive Safe School Plan to the district governing board for approval, and assures the board of the following:

1. The School Site Council is correctly constituted, and was formed in accordance with district governing board policy and state law.
2. Under California Education Code 32281, the School Site Council or its delegates formed a school safety planning committee with the minimum of the following members:
  - The principal or the principal's designee
  - One teacher who is a representative of the recognized certificated employee organization
  - One parent whose child attends the school
  - One classified employee who is a representative of the recognized classified employee organization
  - Other members, if desired
3. The School Site Council reviewed the content of the Comprehensive Safe School Plan and believes all requirements as outlined in the Twin Rivers Unified School District Comprehensive Safe School Plan template have been met.
4. This school plan was adopted by the school site council on:

Attested:

Dr. Ana Segoviano

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Typed name of school principal

Signature of school principal

Date

XXXXXXXXXXXX

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Typed name of SSC chairperson

Signature of SSC Chairperson

Date