



Ridgepoint Elementary

School Site Council Agenda/Minutes

Agenda / Actas del Consejo Escolar

Date & Time *(Fecha & Hora)*

11/19/2025 2:30 PM

Location *(Ubicación)*

Zoom

Zoom Link *(Enlace de Zoom)*

<https://twinriversusd-org.zoom.us/j/6206896534?pwd=cINZWTRoM2JzaERCv1ZLaHZtK2J6Zz09&omn=83957011763>

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

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>		Present / Absent <i>Presente/ Ausente</i>
Parent	May Caples (Year 2)	
Parent	Rebecca Talley (Year 2)	
Parent	Candace Arnold (Year 1)	
Parent	Ilona Krarchuck (Year 1)	
Parent	Leteisha Arrigo (Year 1)	
Alternates <i>(Alternativos):</i>		
<p>*Parents/Community Members that are employees of the school may not serve as a parent member of the site council. <i>(Student reps are for secondary sites only)</i></p> <p>*Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. <i>(Los representantes de alumnos son sólo para escuelas secundarias).</i></p>		
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>		Present / Absent <i>Presente/ Ausente</i>
Principal/Designee: <i>Directora(a)/ Designado(a):</i> Doug Emerson		
Teacher: <i>Maestro(a):</i> Cynthia Michel		
Teacher: <i>Maestro(a):</i> Athena Comeau		
Teacher: <i>Maestro(a):</i> Lisa Greene		
Other Staff: <i>Otro Personal:</i> Michaela Buschow		
Alternates: <i>Alternativos:</i> na		
*Teachers must be the majority <i>*Los maestros deben ser mayoría</i>		

AGENDA

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

Council Business *Asuntos del Consejo*

N/A	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i>
N/A	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i>
N/A	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i>

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

Site Safety Plan (Plan de Seguridad del Centro) Attached Below	Chairperson <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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Document Review: *Revisión y de Documentos*

Other Current school year data as of 11/14/25	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i>
N/A	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i>

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

SPSA Addendum Adding \$955 into Title 1 Basic and put it in Goal 1.3 under benefits since we are short in the budget. Adding \$26 in Title 1 Parent Involvement in Goal 4.1. This will be for materials for parent communication. Go over addendums and go over Title 1 Monitoring and Evaluation Document	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> <i>Person Persona:</i> <i>Second Se secundó:</i> <i>In favor A favor :</i> <i>Oppose En contra:</i> <i>Abstain En abstención:</i> <i>Motion: Pass or Fail:</i> <i>Moción: Aprobada o Rechazada</i>
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Other Business: *Otros Asuntos:*

ELAC Reporting <i>Informes ELAC</i> Minutes from last meeting attached below	Chairperson <i>Presidente</i>	Summary of Reporting (<i>Resumen de Informes</i>)
Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters) <i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i>	Chairperson <i>Presidente</i>	Summary of Presentation (<i>Resumen de Presentación</i>)
Additional Information/New Business/Discussion <i>Información Adicional/Asuntos Nuevos/Conversación</i>	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i>
Adjournment: <i>Aplazamiento:</i>	Chairperson <i>Presidente</i>	Time: <i>Hora:</i>

Next meeting date:

01/28/2026

2:30 PM

Fecha de próxima reunión:



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Council Business *Asuntos del Consejo*

New Members (Nuevos Miembros)	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i>
Elect Officers (Elegir a Funcionarios)	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i>
N/A	Chairperson <i>Presidente</i>	Summary of Action Taken <i>Resumen de Medidas Adoptadas</i>

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

Bylaws (Reglamentos)	Chairperson <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>
Parent Involvement (Participación de Padres)	Chairperson <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>
School Compact (Compacto Escolar)	Chairperson <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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Document Review: *Revisión y de Documentos*

<p>Other</p> <p>Present and discuss: School Data (SBAC, Etc) and SPSA Goals/Actions</p>	<p>Chairperson <i>Presidente</i></p>	<p>Summary of Action Taken <i>Resumen de Medidas Adoptadas</i></p>
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School Plan For Student Achievement (SPSA) *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*

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Adjournment: Aplazamiento:	Chairperson <i>Presidente</i>	Time: Hora:

Next meeting date:

01/28/2026

2:30 PM

Fecha de próxima reunión:



Twin Rivers Unified School District
Comprehensive School Safety Plan
SB 187 Compliance Document
(Education Code Section 32280-32289.5 and
49390-49395)

2025-2026

School: Ridgepoint TK-8
CDS Code: 34 76505 6105985
School Address: 4680 Monument Dr. Sacramento, CA 95842
School Phone: 916-566-1950

Principal's Name: Doug Emerson
Principal's Email: doug.emerson@trusd.net

Date of Adoption by Board of Trustees: _____

2 Attach evac map & aerial view

Signatures:

Doug Emerson	Principal	
	SSC Chairperson	
	Executive Director	

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Part I: Comprehensive School Safety Plan Purpose and Vision (pages 3-4)

✓ *Per California Education Code § 32280 & § 32281(b)*

Part II: School Safety Committee and Plan Review, Evaluation, Amendment Procedures (pages 4-5)

✓ *Per California Education Code § 32281(b), § 32282(c)-(d), § 32286, § 3228*

Part III: Site Demographics and Assessment of School Safety (pages 5-6)

✓ *Per California Education Code § 32282(a)(1)*

Part IV: Key Safety Personnel – Incident Command System (pages 7-15)

✓ *Per California Education Code § 32282.1*

Part V: Firearm Safety Notification Procedures (page 16)

✓ *Per California Education Code § 49392*

Part VI: Threat Reporting Procedures (pages 16-17)

✓ *Per California Education Code Ed Code §§ 49390, 49393, 49394*

Part VII: Emergency Response Protocols from District Master EOP (page 18)

✓ *Per California Education Code § 32282(a)(2)(B)(i), (I)-(K)*

Part VIII: Strategies and Procedures for School Safety

✓ *Per California Education Code § 32282(a)(2)(A)-(N)*

Part I: Senate Bill 187: Comprehensive School Safety Plan Purpose and Vision

The California Education Code (sections 32280-32289.5 and 49390-49395) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

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

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

Comprehensive School Safety Plans are required under SB 187 and AB 1747 and shall contain the following elements:

- Assessment of the current status of school crime committed on school campuses and at school-related functions
- Bullying prevention policies
- Key safety personnel
- Firearm safety notification procedures
- Threat reporting procedures
- Identification of the appropriate strategies and procedures to maintain a high level of school safety and the school's procedures for complying with existing laws related to school safety, which shall include the following:
 - A) Child abuse reporting procedures
 - B) Disaster and emergency procedures, including adaptations for pupils with disabilities
 - C) Earthquake emergency procedures
 - D) Use of facilities during emergencies
 - E) Suspension and expulsion policies
 - F) Notification of dangerous pupils
 - G) Discrimination, harassment, hate crime reporting
 - H) Dress code policies
 - I) Safe ingress and egress
 - J) School discipline procedures
 - K) Tactical response to criminal incidents
 - L) Prohibition of high-intensity drills
 - M) Reporting dangerous or unlawful activity
 - N) Sudden cardiac arrest response
 - O) Opioid overdose protocol
 - P) Instructional continuity plan
 - Q) Bullying prevention policy

The Comprehensive School Safety Plan requires that the School Site Council or school safety committee consult with a fire department and other first responder entities. Updates to the Plan must be shared with the law enforcement agency, the fire department, and the other first responder entities. The School Safety Plan will be reviewed and updated annually. An updated file of all safety-related plans and materials shall be readily available for public inspection.

Comprehensive School Safety Plan Vision

The Twin Rivers Unified School District has developed this Comprehensive School Safety Plan (CSSP) to ensure a safe learning environment and site-based emergency preparedness for all students and staff. The CSSP is intended to ensure compliance with State and Federal school safety program regulations. This Plan is part of a comprehensive plan that includes a District Master Emergency Operations Plan prepared in compliance with State disaster planning requirements, City and County Emergency Management Plans, the Standardized Emergency Management System

(SEMS), and the National Incident Management System (NIMS). NIMS is a nationwide standardized approach to incident management and response. Developed by the U.S. Department of Homeland Security and released in March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

Standardized Emergency Management System Plan provides staff, parent volunteers, and students with site-specific emergency instructions during an emergency crisis or disaster. Staff designated to carry out specific emergency responsibilities are expected to understand the policies, procedures, and system. Training and exercises are ongoing components of the Plan.

This Plan incorporates the Incident Command System (ICS). The District has established a plan for maintaining a liaison with any multi-agency EOC and the County Emergency Operations Center to help facilitate effective coordination of aid requests, resources, and the general flow of information among all agencies and jurisdictions within the region.

All emergency actions will be taken according to the following priorities:

1. Protection of life
2. Incident stabilization
3. Protection of property
4. Restoration of services

Part II: School Safety Committee and Plan Review, Evaluation, and Amendment Procedures

List names and place an X in the column representing each person’s role.

School Safety Planning Committee Members (School Site Council Members or School Safety Committee, comprised of the members listed) Ed. Code 32281	Principal or designee	Teacher Rep. of Cert. Employees	Parent	Classified Employee	Other School Staff	Law Enforcement
Name						
Twin Rivers Police						X
Doug Emerson	X					
Molly Lawrence		x				
Erine Reid		x				
Jonathan Highfill		x				
Celeste Kong/Simon Jumpshot					x	
Julie Rhea				x		
Michaela Buschow					x	

Date reviewed/amended: _____

Date communicated to the public: _____

Comprehensive School Safety Plans are reviewed and updated at least once a year by the School Site Council or a school safety planning committee. The Plan must be presented at a public meeting prior to adoption. The School Site Council or school safety committee shall notify, in writing, the following persons and entities, if available, of the public meeting.

- A) A representative of the local school employee organization
- B) A representative of each parent organization at the school site, including the parent-teacher association and parent-teacher clubs
- C) A representative of each teacher organization at the school site
- D) A representative of the student body government

During the annual review, local data is reviewed, such as the current status of school crime committed on school campuses, California Healthy Kids Survey results, suspension and expulsion data, chronic absenteeism rate, and discipline data, including bullying and harassment incidences. Established goals related to school safety are reviewed and revised annually. Appropriate action steps are outlined, resources and lead person(s) are identified, and an evaluation date is established.

Part III: Site Demographics and Assessment of School Safety

Number of Students	625
Number of Staff	55
Number of Disabled Students	0
Number of Disabled Staff	0
Site Square Acreage / Square Footage	11993
Number of Classrooms	28
Number of Other Rooms	8
Number of Parking Lots	1
Campus Safety Specialist (CSS) On-Site (Y/N)	N
Health Assistant On-Site (Y/N)	Y

2024 California School Dashboard	% of Students
Suspensions	6.9
Chronic absence rates	22.7
2024-25 School Climate Report Card (Elementary)	% of Students
School Connectedness	56
Academic Motivation	70

Meaningful Participation	30
Facilities Upkeep	32
Parent Involvement in Schooling	54
Social and Emotional Learning Supports	59
Antibullying Climate	58
Feel Safe at School	55
Cyberbullying	24
Rule Clarity	60

At Ridgepoint TK-8 _____, we develop and maintain strategies and programs that provide and maintain a high level of school safety and comply with existing laws related to school safety.

Our school assesses the safety of students, staff, and families annually as part of our process to approve our Comprehensive School Safety Plan. We review and update our Single Plan for Student Achievement for the academic and social/emotional success of our students. We review Suspension/Expulsion data, Attendance rates/SARB data, Office Referrals, and the results from the California Healthy Kids Survey. We maintain a relationship with our local law enforcement agencies, including Twin Rivers Police, and know the procedures to report property damage or other criminal activity. In addition, all our staff comply with District and State requirements for Mandated Reporter Training and follow protocols for Child Abuse Reporting.

Creating a safe school requires putting in place many preventive measures for a student’s mental and emotional well-being. Our school works to reduce the risk of violence by teaching students appropriate strategies for dealing with emotions, expressing anger in appropriate ways, and resolving conflicts. Our school uses a comprehensive approach to school violence prevention. Student needs are identified using measures such as teacher and staff observations, parent and community information, patterns of behavior, and counseling requirements and experiences.

Our school has a system of rules and procedures to ensure a safe and orderly environment that is conducive to learning. These rules outline our students' behavioral expectations throughout the school day and all around campus.

Our school has a program to ensure pupils and certificated and classified staff are aware of and trained in plans, procedures, and routines for disasters and emergencies. We rehearse these regularly. We include adaptations for pupils with disabilities. (See Part VII for specific emergency response protocols). Our District regularly consults with law enforcement agencies, Twin Rivers Police, and local fire departments to ensure proper planning and procedures are in place and utilized.

Our District has procedures to allow public agencies, including the Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency.

Our school follows all our District’s Board Policies related to safety (see Part VIII: Strategies and Procedures for School Safety).

Part IV: Key Safety Personnel – Incident Command System

Ridgepoint TK-8

**Incident Command System
Year: 2025-2026**

Name	Work Phone	Cell Phone
COMMAND STAFF		
Incident Commander (Principal)		
Primary: Doug Emerson	916-566-1950	916-212-6686
Alternate: Michaela Buschow	916-566-1950	916-616-6641
GENERAL STAFF		
OPERATIONS SECTION		
Section Leader: Julie Rhea	916-566-1950	916-397-7562
Alternate: James King	916-566-1950	310-722-1376
Accountability Unit		
Unit Leader: Julie Rhea	916-566-1950	916-397-7562
Team 1: Dorothy Stephney	916-566-1950	916-667-4532
Team 2:		
Medical Unit		
Unit Leader: Heather Sizemore	916-566-1950	916-544-0782
Triage Team: Dawn Paule	916-566-1950	707-344-3596
Treatment Team: Heather Sizemore	916-566-1950	916-544-0782
Search & Rescue Unit		
Unit Leader: Doug Emerson	916-566-1950	916-212-6686
Team 1: Michaela Buschow	916-566-1950	916-616-6641
Team 2: James King	916-566-1950	310-722-1376
PLANNING & INTEL SECTION		
Section Leader: Michaela Buschow	916-566-1950	916-616-6641
Alternate: Megan Pedigo	916-566-1950	707-799-2229
Situation Unit		
Unit Leader: Julie Rhea	916-566-1950	916-397-7562
Alternate: Dorothy Stephney	916-566-1950	916-667-4532

LOGISTICS SECTION

Section Leader: Michaela Buschow	916-566-1950	916-616-6641
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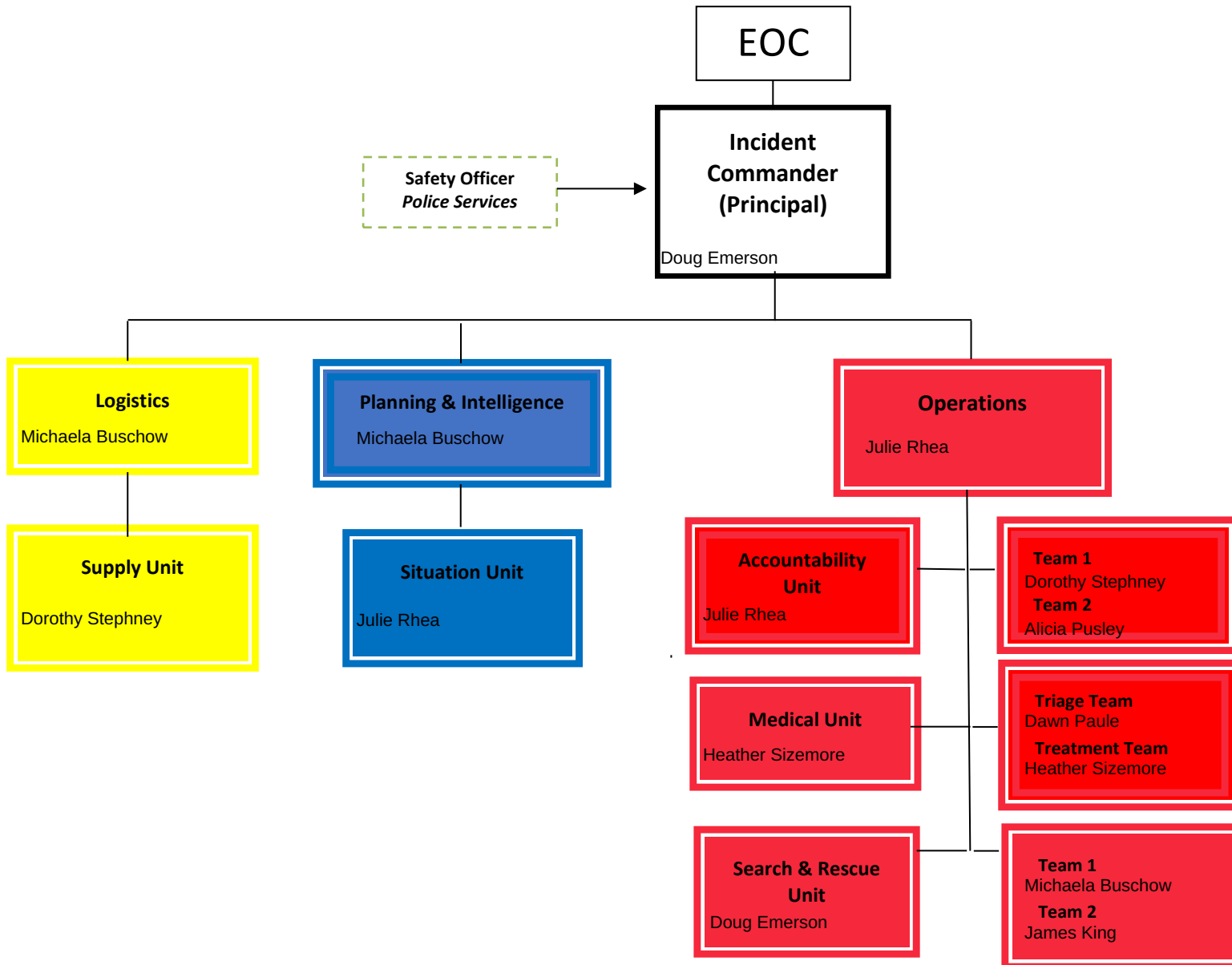
Alternate: Megan Pedigo	916-566-1950	707-799-2229
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Supply Unit

Unit Leader: Dorothy Stephney	916-566-1950	916-667-4532
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Alternate: Alicia Pusley	916-566-1950	916-743-9195
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Incident Command System
Year: 2025-2026



RESPONSE DECISION FLOW AND RESPONSE STEPS

DECISION STEPS	EXAMPLE
ALLOW PRE-PLANNED / AUTOMATIC RESPONSE PROTOCOLS TO TAKE PLACE.	EVACUATION, LOCKDOWN, CALL FOR HELP
ESTABLISH AN INCIDENT COMMAND POST	GATHER TEAMS / DETERMINE CAPABILITIES AND CONDUCT A HASTY SITUATION ASSESSMENT.
DEVELOP AN INCIDENT ACTION PLAN	DETERMINE PRIORITIES AND OBJECTIVES AND OUTLINE RESPONSE STRATEGIES AND TACTICS.
INITIATE PLAN	DEPLOY RESPONSE TEAMS, DOCUMENT INCOMING INFORMATION. ADJUST PLAN AS NECESSARY. RE-EVALUATE AT THE BEGINNING OF EACH OPERATIONAL CYCLE.
ENTER INTO UNIFIED COMMAND	BRIEF EACH FIRST RESPONDER ELEMENT (FIRE, PARAMEDICS, POLICE) AS THEY ARRIVE AT THE INCIDENT COMMAND POST. ADJUST RESPONSE PLANS BASED ON FIRST RESPONDER CAPABILITIES AND RE-EVALUATION OF ELEMENT SPECIFIC (FIRE, POLICE, SCHOOLS) PRIORITIES AND OBJECTIVES.

PRIORITIES – OBJECTIVES – STRATEGIES – TACTICS MATRIX

Guidance Element	Description	Example
Priorities	Defines the intent of the Incident Commander, in general terms, with regard to the most important things that must be accomplished. They are generally expressed in terms of core capacities and capabilities.	<p style="color: red;">What are the most important things to focus on immediately?</p> <p>Gain accountability of all students and staff within 10 minutes of the onset of the incident.</p>
Objectives	<p>Define what must be accomplished to achieve the priorities based on the knowledge of the current situation and the resources available.</p> <p>Objectives can be thought of as the “big picture” response mechanisms that allow the Incident Commander to address the defined priorities.</p>	<p style="color: red;">How do I address the identified priorities?</p> <ol style="list-style-type: none"> 1) Conduct classroom-by-classroom accountability surveys at the Evacuation Assembly Area. 2) Conduct Search and Rescue Operations
Strategies	Plan of action to achieve one or more objectives. Strategies describe what actions and resources are required to achieve specific objectives. These should be re-evaluated at the beginning of each operational period.	<p style="color: red;">What are the specific resources I need to deploy in order to accomplish the stated objectives?</p> <ol style="list-style-type: none"> 1) Deploy Accountability Team to the Evacuation Assembly Area. 2) Deploy Search and Rescue Teams to selected areas.
Tactics and Tasks	Defines how specific actions will be performed to achieve the planning objective. Tactics specify who, what, when, and where when describing the deployment and direction of resources for implementing strategies to achieve incident objectives. These may be adjusted as necessary.	<p style="color: red;">What are the specific task directives?</p> <ol style="list-style-type: none"> 1) Accountability Teams 1 will survey each classroom assembly, acquire a class roster from the teacher and determine the number of missing students by name. 2) Team 2 will account for and identify by name all students and staff reporting to the casualty collection point. 3) Search and rescue Team 1 will clear and mark buildings 1 through 3, and Team 2 will clear and mark buildings 4 through 6. No entry into buildings 7 and 8 – fire location.

INCIDENT COMMAND SYSTEM

POSITION DESCRIPTIONS

COMMAND STAFF

The Command Staff are incident management personnel that the Incident Commander or Unified Command assigns to directly support the command function. Command Staff positions are established by the Incident Commander or Unified Command as needed to support the management of an incident. Command staff report directly to the Incident Commander or Unified Command and are assigned assistants as necessary to perform their duties.

The ICS Command Staff includes:

Incident Commander (IC) (at the site Incident Command Post): The Incident Commander (at the site) has overall incident management responsibility and is responsible for all incident management decisions. When an incident occurs within a single jurisdiction, and there is no overlapping responsibility, the appropriate authority designates a single Incident Commander. When incident management crosses jurisdictional and/or functional agency boundaries, the various jurisdictions and organizations may still agree to designate a single Incident Commander, or they may enter into a Unified Command (See below).

When there is a single Incident Commander, that individual is solely responsible for the following:

- Establishing the incident objectives and priorities that guide incident action planning and operations
- Approving all response plans and strategies based on expert advice
- Approving all external messages
- Determining the operational cycle
- Assessing the situation
- Establishing an Incident Command Post (ICP)
- Establishing or modifying an appropriate organization
- Ensuring planning meetings are scheduled as required
- Coordinating activity for all Command and General Staff
- Coordinating with key people and District officials
- Approving requests for additional resources or for the release of resources
- Keeping District administration informed of incident status
- Approving the use of trainees, volunteers, and auxiliary personnel
- Order the demobilization of the incident when appropriate.

UNIFIED COMMAND

When multiple disciplines are involved in response efforts, they may enter into a Unified Command (UC). Unified Command is used to improve the unity of effort in multijurisdictional or multiagency incident management.

Unified Command enables different jurisdictions and organizations to jointly manage and direct incident activities through a common set of incident objectives, strategies, and a single incident action plan.

Each partner in the Unified Command maintains authority, responsibility, and accountability for its own personnel and other resources.

GENERAL STAFF SECTION

OPERATIONS

The Operations Section plans, performs, and supports tactical activities to achieve the incident objectives established by the Incident Commander (IC).

OPERATIONS SECTION CHIEF:

- Manage tactical operations at the site / Incident Command Post level.
- Interact with the next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan
- Request resources needed to implement the Operation's tactics as a part of the Incident Action Plan development
- Assist in the development of the operations portion of the Incident Action Plan
- Supervise the execution of the Incident Action Plan for Operations
- Ensure safe tactical operations
- Request additional resources to support tactical operations
- Approve release of resources from assigned status (not release from the incident)
- Maintain close communication with the Incident Commander
- Direct and oversee the activation, operations, and demobilization of the Operations Section and maintain a Unit Log.

The Operations Section Chief determines the need to activate or deactivate units within the section. If a unit is not activated, responsibility for that unit's duties will remain with the Section Chief.

ACCOUNTABILITY UNIT LEADER

- Gain accountability of all students, staff, visitors, and contractors at the Incident site
- Report accountability status to the Incident Command Post
- Organize and supervise the movement of personnel to transportation for movement during off-site evacuations
- Track movement of personnel to off-site reunification and conduct on-site parent release operations.

MEDICAL UNIT LEADER

- At the scene of the incident, establish and manage the triage site and Casualty Collection Point
- Oversee the triage and medical treatment of all casualties
- Report casualty status and fatalities to the Incident Command Post
- Track movement of casualties and recommend mitigation strategies to the Incident Commander
- Liaise with medical first responder upon arrival and provide casualty status
- Request additional personnel and supplies as needed
- Liaise with the Coroner's Office on scene

SEARCH AND RESCUE UNIT LEADER

- Oversee all incident site search and rescue teams and operations at the direction of the Incident Commander.
- Develop and implement search and rescue plans
- Track search and rescue team activities
- Document team actions
- Ensure teams have appropriate equipment
- Make equipment and personnel requests to the Incident Commander, as necessary
- Report all information to the Incident Commander
- Assist fire department operations at their request
- Brief arriving fire department personnel as directed
- Assist medical teams with immediate intervention treatment as needed

PLANNING & INTELLIGENCE

The Planning Section collects, evaluates, processes, and disseminates information for use at the incident.

PLANNING & INTELLIGENCE SECTION CHIEF:

- Collect and process situation information
- Supervise the preparation of the Incident Action Plan
- Establish information requirements and reporting schedules for the Situation Unit
- Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- Report any significant changes in incident status
- Compile and display incident status information
- Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan
- Oversee preparation of Incident demobilization plan
- Maintain close communication with the Incident Commander
- Direct and oversee the activation, operations, and demobilization of the Planning & Intelligence Section,

- Maintain a Unit Log

The Planning & Intelligence Section Chief determines the need to activate or deactivate units within the section. If a unit is not activated, responsibility for that unit's duties will remain with the Section Chief.

SITUATION UNIT LEADER

- Maintain the Incident Command Post status board
- Responsible for documenting, managing, and displaying all incoming and outgoing incident information
- Document assignments and supply needs
- Notify the Incident Commander of pertinent information and status changes
- Establish information requirement
- Fill EOC information requests
- Maintains a master record of the incident

LOGISTICS

All incident material support and staffing needs are provided by the Logistics Section.

LOGISTICS SECTION CHIEF:

- Manage all incident logistics
- Provide logistical input to the Incident Commander in preparing the Incident Action Plan
- Brief other Section and Unit Leaders as needed
- Conduct logistical forecasting
- Identify anticipated and known incident service and support requirements
- Request additional resources as needed
- Review and provide input to all plans and planning subsections, as required
- Supervise requests for additional resources
- Direct and oversee the activation, operations, and demobilization of the Logistics Section
- Maintain a Unit Log.

The Logistics Section Chief determines the need to activate or deactivate units within the section. If a unit is not activated, responsibility for that unit's duties will remain with the Section Chief.

SUPPLY UNIT LEADER

- Responsible for the immediate identification and local acquisition of equipment or supplies for the Incident Command Post and teams.

Part V: Firearm Safety Notification Procedures (California Education Code 49392)

In compliance with California Education Code Section 48986, the District provides annual written notification to parents and guardians of pupils in kindergarten through grade 12 regarding California laws relating to the safe storage of firearms. This notification is included in the District's Student and Family Handbook and serves to increase awareness and promote school and community safety.

Part VI: Threat Reporting Procedures (California Education Code 49393)

1. Purpose

These procedures are established to ensure the safety of all students, staff, and visitors by providing a clear, coordinated process for reporting, assessing, and responding to threats or incidents of violence, unlawful activity, or potential harm occurring:

- On school grounds
- During school-sponsored events
- On school transportation

These procedures fulfill the requirements of **Education Code sections 49390–49395**, as established by **Senate Bill 906**, effective January 1, 2023, and incorporate the use of **Catapult EMS** to support timely communication and incident management.

2. Definitions

- **Threat or perceived threat:** Any writing or action by a pupil that creates a reasonable suspicion the pupil is preparing to commit a homicidal act related to the school or a school activity. This includes depictions of firearms, ammunition, shootings, or related violent imagery in association with physical harm or death (e.g., on social media, journals, or class notes).
- **Dangerous or unlawful activity:** Any act or threat that could cause injury or violate local, state, or federal laws (e.g., possession of weapons, physical assault, drug activity, threats of harm).
- **LEA employee:** All certificated and classified staff, contractors, and governing board members who interact with students.

3. Immediate Response and Reporting Protocol

A. Staff Observations and Mandatory Reporting

- Any staff member who observes or becomes aware of a threat or perceived threat of a **homicidal act related to school or a school activity** must immediately:
 - **Report to site administration and**
 - **Notify local law enforcement, Twin Rivers Police** (or school resource officer)

- **Submit an Action Alert (Code Red) through Catapult EMS**, which will simultaneously notify key response personnel, including administration and district-level safety officials
- Include all **available evidence** related to the threat (e.g., screenshots, notes, eyewitness statements).
- If multiple employees are aware of the same incident, a report by one satisfies the obligation for all; however, employees are encouraged to document/report individually when in doubt.

B. Reporting Other Dangerous or Unlawful Activities

- Staff should report all observed or suspected incidents involving violence, weapons, or unlawful acts to site administration **and through Catapult EMS**.
 - Site administrators will use Catapult EMS to:
 - Track incident response in real-time
 - Coordinate with district and law enforcement partners
 - Document steps taken throughout the incident
-

4. Administrative Investigation and Threat Assessment

- Upon receiving a report, school administration will:
 1. **Secure the immediate safety** of all individuals involved (e.g., initiate lockdown, call security, isolate the student).
 2. **Initiate a threat assessment** using District-adopted tools (e.g., Behavioral Threat Assessment model).
 3. **Collaborate with law enforcement**, per Ed. Code § 49394, to:
 - Conduct a timely investigation
 - Review the California DOJ firearm registry
 - Conduct a search of the school site if warranted by reasonable suspicion
 - **All communication with internal response teams and documentation of investigative steps will be managed via Catapult EMS**, supporting transparency and centralized recordkeeping.
-

5. Parent and Student Involvement

- Parents/guardians of involved students will be notified in a manner consistent with district policy and legal requirements.
 - In cases involving threats of violence, mental health supports may be offered, including:
 - Counseling referrals
 - SST or IEP team review, if applicable
 - Safety re-entry planning
-

6. Documentation and Follow-Up

- All incidents and responses will be documented in both Aeries and Catapult EMS for tracking and legal compliance.
- School administrators will convene a follow-up meeting to:
 - Review the adequacy of the response
 - Ensure all supports and consequences were implemented appropriately
 - Adjust safety protocols if needed

Part VII: Emergency Response Protocols

These Emergency Response Protocols are an excerpt from the larger Master Emergency Operating Plan (EOP) that is developed under the U.S. Department of Education's Emergency Response and Crisis Management Discretionary Program.

These Emergency Response Protocols are consistent with both the Standardized Emergency Management System (SEMS) developed by the State of California and the National Incident Management System (NIMS) developed by the U.S. Department of Homeland Security. The EOP presents specific standardized procedures to be used in preparing for and responding to school emergencies.

It is important to treat this plan as an evolving and living document that will be reviewed in detail annually and updated as required, especially after every incident that requires its use.

The main objectives of these Emergency Response Protocols are to establish policies, procedures, and an organizational structure for response to emergencies for:

- Protecting the life and safety of students and staff
- Protecting Twin Rivers Unified School District property and the environment
- Providing rapid resumption of normal school activities in a timely manner

These emergency protocols are organized into two sections:

1. **Part V.1: Common Response Actions:** Addresses immediate common response actions that may be applied to multiple incident types.
2. **Part V.2: Incident-Specific Response Actions:** Provides pre-incident prevention/mitigation, emergency response, and recovery guidelines for specific incident types.

Each Section of the Incident-Specific Response Actions is divided into 3 subsections:

- A. Pre –Incident Prevention / Mitigation: Those actions, such as plans, training, equipment acquisitions etc., that will prepare schools to deal with emergencies.
- B. Emergency Response Guidelines: Those actions to be taken at the onset, during and at the immediate conclusion of an incident.
- C. Recovery: Those actions that promote continuity of operations and a return to normal operations and post-incident analysis.

The District's Emergency Response Protocols from the Master Emergency Operation Plan (EOP) are accessible online at this [link](#).

Off-Site Evacuation Locations

1st OFF-SITE EVACUATION LOCATION			
Name of Evacuation Facility:	Creative Connections Arts Academy (elementary campus)		
Contact Person:	Julie Rhea	Phone:	916-397-7562
Address:	7201 Arutas Dr, North Highlands, CA 95660		
Special Conditions of Facility Owner:			
2ND OFF-SITE EVACUATION LOCATION			
Name of Evacuation Facility:	Kohl's		
Contact Person:	Julie Rhea	Phone:	916-397-7562
Address:	5030 Antelope Rd, Antelope, CA 95843		
Special Conditions of Facility Owner:			

Part VIII: Strategies and Procedures for School Safety



Ridgepoint Elementary

English Learner Advisory Committee Agenda/Minutes

Agenda/Actas del Comité Asesor para Estudiantes de Inglés

Date & Time (*Fecha & Hora*) 10/22/2025 4:00 PM


Location (*Ubicación*) Library

Zoom Link (*Enlace de Zoom*)

ELAC Attendance *Asistencia al ELAC*

Officers / Funcionarios	Present / Absent <i>Presente/ Ausente</i>
ELAC Member: <i>Miembro ELAC:</i>	
ELAC Member: <i>Miembro ELAC:</i>	
ELAC Member: <i>Miembro ELAC:</i>	
ELAC Member: <i>Miembro ELAC:</i>	
ELAC Member: <i>Miembro ELAC:</i>	
ELAC Member: <i>Miembro ELAC:</i>	
ELAC Member: <i>Miembro ELAC:</i>	
ELAC Member: <i>Miembro ELAC:</i>	
<p>*Parents that are employees of the school may not serve as a parent member of the ELAC. <i>* Los padres que sean empleados de la escuela no pueden ser miembros del ELAC.</i></p>	
Staff: Principal or Designee/Teachers/Other Staff <i>Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal</i>	Present / Absent <i>Presente/ Ausente</i>
Principal: <i>Directora(a):</i> Doug Emerson	No
Vice Principal: <i>Sub Director/a:</i> Michaela Buschow	Yes (Si)
Academic Intervention Specialist, Bilingual: NA <i>Especialista en Intervención Académica, Bilingüe:</i>	No
Family Community Liaison: Kiaya Silva <i>Enlace Comunitario Familiar:</i>	No
Bilingual Para: <i>Asistente Bilingüe:</i> NA	No
Other Staff: <i>Otro Personal:</i>	
Other Staff: <i>Otro Personal:</i>	
Other Staff: <i>Otro Personal:</i>	
Other Staff: <i>Otro Personal:</i>	

Parents, Guardians, Community Members <i>Padres, Tutores, Miembros de la Comunidad</i>

AGENDA		
ITEM <i>ARTÍCULO</i>	Facilitator <i>Facilitador(a)</i>	Minutes <i>Minutas</i>
Call to Order / Sign in sheet <i>Orden del Día/ Hoja de Firmas</i> Quorum <i>Quórum (50% +1)</i>	Chairperson <i>Presidente</i>	This meeting is called to order at: <i>Se abre la sesión a las</i> 4:05 PM Total Members in Attendance: 20 <i>Total de Miembros Presentes:</i> Quorum: Yes (Si) <i>Quórum:</i>
Review Agenda <i>Repasar Agenda</i>	Chairperson <i>Presidente</i>	Summary of Comments <i>(Resumen de Comentarios)</i> VP reviewed the agenda.
Review / approve minutes from last meeting <i>Revisar/aprobar el acta de la última reunión</i> 1  Previous Minutes	Chairperson <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i> Minutes/Actas Person <i>Persona:</i> Tahreer Second <i>Se secundó:</i> Hermeet In favor <i>A favor :</i> 20 Oppose <i>En contra:</i> 0 Abstain <i>En abstención:</i> 0 Motion: Pass or Fail: Pass <i>Moción: Aprobada o Rechazada</i>

<p>ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) Tema Obligatorio del ELAC: (elegir entre los recursos de ELAC Timeline & Reuniones)</p> <p>ELAC 101 for Members - ELAC elections</p>	<p>President/ Chairperson & Principal <i>Presidente y Directora(a)</i></p>	<p>Summary of Action Taken <i>Resumen de Medidas Adoptadas</i></p> <p>VP reviewed the ELAC slides.</p> <p>Election ballots were passed out. All ballots came back blank. VP spoke with a few parents after the meeting who will think about volunteering for the position. VP will email to follow up.</p>
<p>ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) Tema Obligatorio del ELAC: (elegir entre los recursos de ELAC Timeline & Reuniones)</p> <p>DELAC 101 Training</p>	<p>President/ Chairperson & Principal <i>Presidente y Directora(a)</i></p>	<p>Summary of Action Taken <i>Resumen de Medidas Adoptadas</i></p> <p>VP reviewed the DELAC slides.</p>
<p>ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources) Tema Obligatorio del ELAC: (elegir entre los recursos de ELAC Timeline & Reuniones)</p> <p>The Importance of Attendance</p>	<p>President/ Chairperson & Principal <i>Presidente y Directora(a)</i></p>	<p>Summary of Action Taken <i>Resumen de Medidas Adoptadas</i></p> <p>VP reviewed the The Importance of Attendance slides.</p>

<p>ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources)</p> <p>Tema Obligatorio del ELAC: (elegir entre los recursos de ELAC Timeline & Reuniones)</p> <p>ELD for my Child (Elementary) ELD for my Child (Secondary)</p>	<p>President/ Chairperson & Principal <i>Presidente y Directora(a)</i></p>	<p>Summary of Action Taken <i>Resumen de Medidas Adoptadas</i></p> <p>VP reviewed the ELD for my Child (Elementary) ELD for my Child (Secondary) slides.</p>
<p>ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources)</p> <p>Tema Obligatorio del ELAC: (elegir entre los recursos de ELAC Timeline & Reuniones)</p>	<p>President/ Chairperson & Principal <i>Presidente y Directora(a)</i></p>	<p>Summary of Action Taken <i>Resumen de Medidas Adoptadas</i></p>
<p>ELAC Mandated Topics: (Choose from ELAC Timeline & Meeting Resources)</p> <p>Tema Obligatorio del ELAC: (elegir entre los recursos de ELAC Timeline & Reuniones)</p>	<p>President/ Chairperson & Principal <i>Presidente y Directora(a)</i></p>	<p>Summary of Action Taken <i>Resumen de Medidas Adoptadas</i></p>

<p>DELAC Reporting <i>Informes DLAC</i></p>	<p>DLAC Representative <i>Representante DELAC</i></p>	<p>Summary of Reporting (<i>Resumen de Informes</i>)</p> <p>NA</p>
<p>Other Presentation: (Topics requested by ELAC members) <i>Otra Presentación:</i> (temas solicitados por miembros del ELAC)</p>	<p>Principal Director/a</p>	<p>Summary of Presentation (<i>Resumen de Presentación</i>)</p> <p>NA</p>
<p>Other Committee Reports (if needed): SSC, PTA, LCAP, Etc. <i>Otros Informes del Comité (si es necesario): SSC, PTA, LCAP, Etc.</i></p>	<p>SSC, PTA or Other Representatives <i>SSC, PTA u Otros Representantes</i></p>	<p>Summary of Reporting (<i>Resumen de Informes</i>)</p> <p>NA</p>

<p>Public Comment (2 minutes per speaker) <i>Comentarios del Público (2 minutos cada participante)</i></p>	<p>Secretary <i>Secretario/a</i></p>	<p>Summary of Comments (Resumen de Comentarios) No public comments.</p>
<p>Announcements: <i>Anuncios:</i></p>	<p>Principal <i>Director/a</i></p>	<p>Summary of Action Taken <i>Resumen de Medidas Adoptadas</i> Dates of next meeting were reviewed.</p>
<p>Adjournment: <i>Aplazamiento:</i></p>	<p>Chairperson <i>Presidente</i></p>	<p>Time: <i>Hora:</i> 4:48 PM</p>

<p>Next meeting date: <i>Fecha de próxima reunión:</i></p>	<p>12/10/2025</p>	<p>4:00 PM</p>
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