



# Pacific Grove Unified School District

Quarterly Safe School Report

October 25, 2018

## Foundations of Safe Schools



**Whole School Approach**

**Progressive Discipline**

**Restorative Practice**

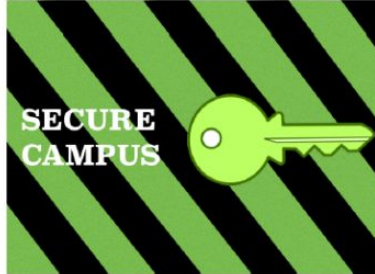
**Character Education**

**Bullying and Cyberbullying  
Prevention & Intervention**

**Well-Being**

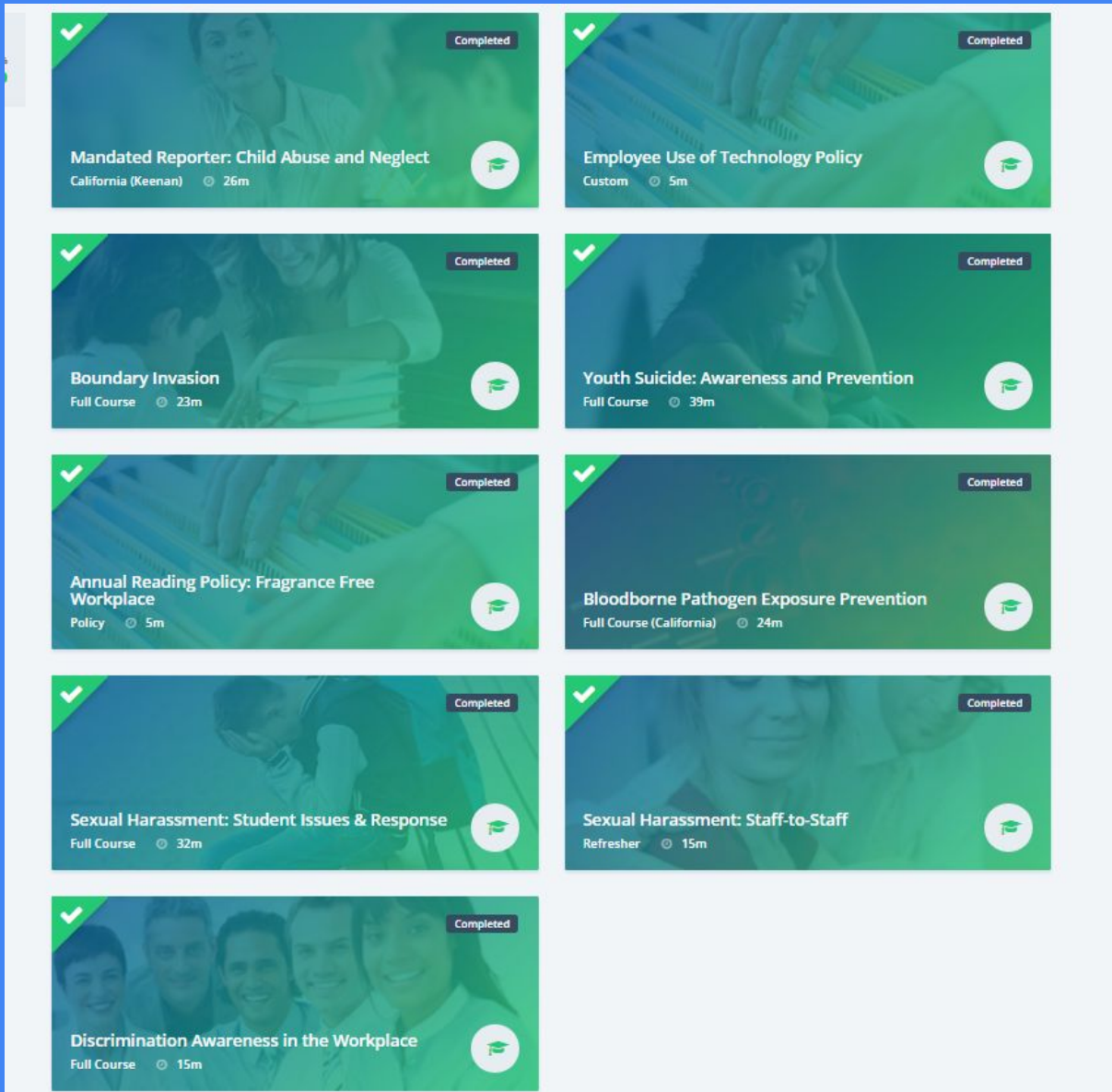
**Safety and Security**

# BIG FIVE EMERGENCY RESPONSE SAFETY TRAINING




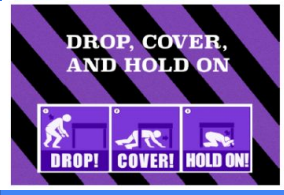
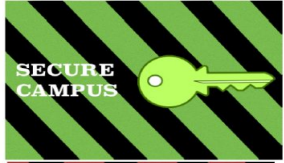


	STAFF	COMMUNITY
PGHS	10/1	9/12
PGMS	10/8, 10/26	10/11
ROBERT DOWN	8/16	TBD
FOREST GROVE	9/24	9/24
ADULT SCHOOL	10/29	9/19,11/6,11/13
DISTRICT OFFICE	10/12	N/A
DISTRICT SUBS	8/1	N/A
NEW HIRES	8/2	N/A

# Additional Safety Training for PGUSD Staff...



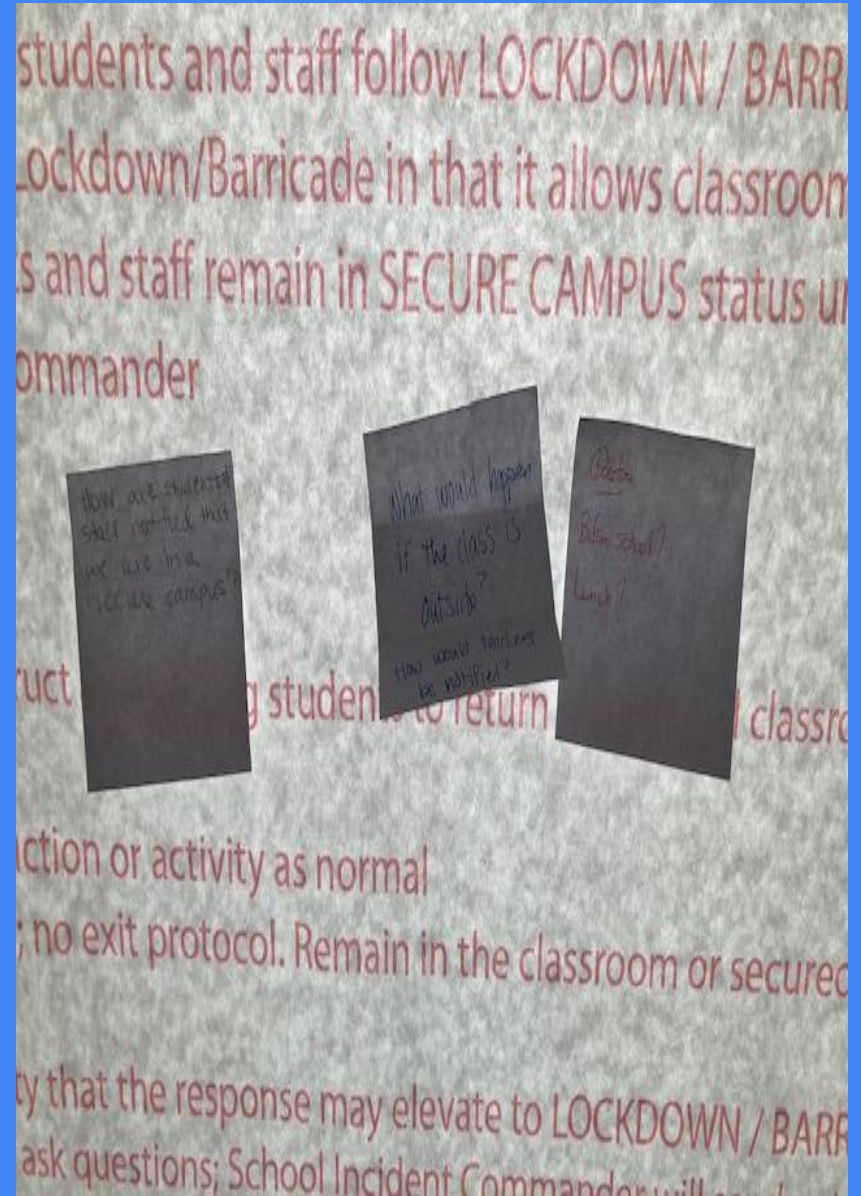
1. Mandated Reporting
2. Boundary Invasion
3. Fragrance Free Workplace
4. Sexual Harassment
5. Discrimination Awareness
6. Employee Technology Use Policy
7. Youth Suicide Awareness and Prevention
8. Bloodborne Pathogens
9. Sexual Harassment Staff to Staff

# STUDENT TRAINING BIG FIVE

	PGHS/CHS	PGMS	RHD	FG	PGAE
 <p>SHELTER IN PLACE</p>	FEB	NOV APR	MAR	DEC	APR
 <p>DROP, COVER, AND HOLD ON</p>	OCT	OCT JAN	OCT	OCT	OCT
 <p>SECURE CAMPUS</p>	FEB	NOV MAR	SEPT	NOV APR	NOV JAN
 <p>LOCKDOWN/ BARRICADE</p>	APRIL	DEC MAR	JAN	JAN	FEB
 <p>EVACUATION</p>	SEPT	AUG OCT FEB	JULY NOV DEC FEB APR MAY	AUG FEB MAR	DEC MAR MAY



# PACIFIC GROVE HIGH SCHOOL STAFF SAFETY TRAINING





## SHELTER IN PLACE

**SHELTER IN PLACE** is a short-term measure implemented to isolate students and staff from the outside environment and prevent exposure to airborne contaminants or threats posed by wildlife or other hazards. The procedures include closing and sealing doors, windows, and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off exit lights.

**SHELTER IN PLACE** is considered appropriate for, but is not limited to, the following types of emergencies:

- External Chemical Release
- Fire in the Community
- Hazardous Material Spills

### SHELTER IN PLACE:

- Requires an understanding that all heating, air conditioning, and ventilation systems may be shut down immediately
- Requires an understanding that all pilot lights and sources of flame may need to be extinguished
- Requires an understanding that any gaps around doors and windows may need to be sealed
- Allows for free movement within classrooms or offices

### STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and windows
- Keep all students in the classroom until further instructions are received. Support those needing special assistance
- Secure individual classrooms: a) close doors and windows; b) shut down the classroom HVAC system; c) turn off fans; d) seal gaps under doors and windows with wet towels, duct tape, or other materials if instructed by School Incident Commander
- Take attendance and call (or e-mail) status to school secretary, according to site protocol

Wait for another action or, if ALL CLEAR announcement is issued, return to normal class routine

## EVACUATION

**EVACUATION** is implemented if you can determine a possible or confirmed fire, gas, chemical, radiation, explosion, or imminent explosion, fire, gas, earthquake.

- Do not exit from the building to a designated safe area on campus or off-site
- May require that students and staff rely on alternate egress opportunities
- May require that certain vulnerable populations be evacuated
- Requires that students remain with assigned evacuee unless circumstances prohibit that
- Requires that staff and students - all those with special needs must use the safe egress route
- In the event of an explosion, earthquake, or other emergency, if you are in a classroom, **EVACUATION** will be followed by **DRIVE COVER** and **HOLD ON!** protocols. Students and staff should drive to the safe drills under a table or table cover the head with arms and hands and hold onto furniture.

### STAFF ACTIONS:

- Prepare students to leave in a designated and orderly manner from the building
- Gather emergency supplies and materials located in the building for communications and first aid kit, if available
- Remove staff ID placed from emergency exit and return
- Ensure that the door is closed, but unlocked
- Check with "Buddy Teachers" to determine the location of the evacuee with their assigned evacuee to ensure that all students are accounted for
- If necessary, one "Buddy Teacher" will evacuate both classrooms
- Take care to ensure the safety and address the needs of students or staff with disabilities according to site protocol
- Emphasize that the class stay together in route to the Evacuation Assembly Area
- Appoint a responsible student to lead that will be another evacuee to ensure that everyone evacuated the room. Follow closely with the class actively monitoring safe egress. Do not allow evacuees to go to designated Evacuation Assembly Area
- Use the designated evacuation routes and responsible in the assigned location in Assembly Area
- According to site protocol, take attendance once class is safely in assembly location
- According to site protocol, report missing students
- Remain in the Evacuation Assembly Area until further instructions
- Wait for another action or, if ALL CLEAR announcement is issued, return to normal buildings and routines

## HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

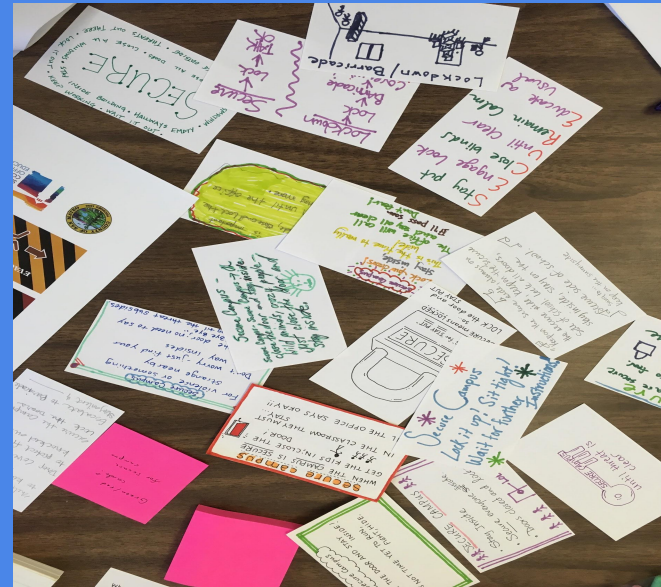
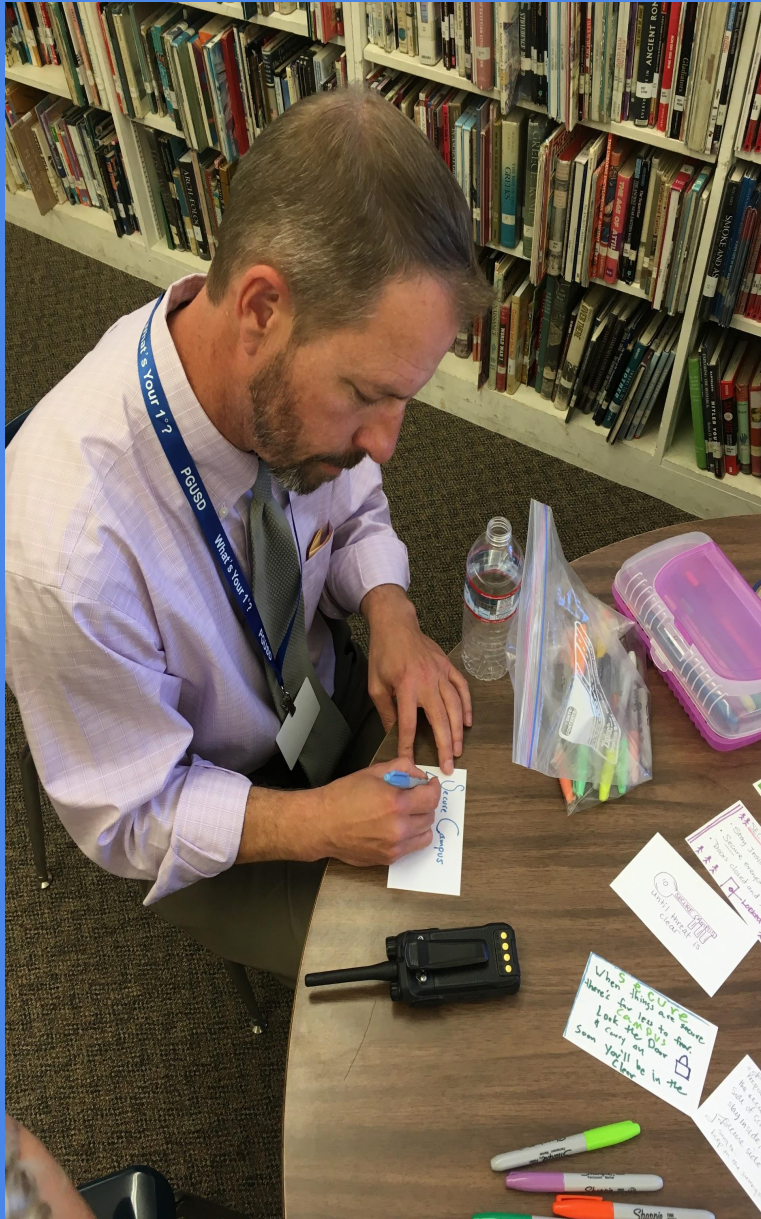
To alert visually impaired individuals:

- Announce the type of emergency
- Offer arm or guidance
- Tell person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

To alert individuals with hearing impairments:



# PACIFIC GROVE MIDDLE SCHOOL STUDENTS/STAFF SAFETY TRAINING



**Secure Campus**  
 For violence or something  
 Strange nearby  
 Don't worry - just find your  
 way insides  
 Lock the door; no need to say  
 "Bye Bye"  
 Keep learning til the threat subsides.

**Secure Campus**  
 Lock it up! Sit tight!  
 Wait for further  
 Instructions!



"Keep on the secure side, always on  
 the secure side, keep on the secure  
 side of school. Lock all doors,  
 stay inside, stay on the  
 secure side of school."  
 Sung to...  
 Keep on the sunnyside

**Secure Campus**  
 Lock 'em doors!  
 Stay inside,  
 This is the time to really  
 wide!  
 The office will call  
 and say all clear  
 It'll pass soon  
 Don't fear!



**Secure Campus** -  
 Secure Campus - Secure Campus -> Oh  
 close the door and stay inside.  
 Wild animals, crazy people -  
 just close the door and  
 stay inside.

**Lockdown**  
 Lock  
 Barricade  
 Cover windows  
 No lights or TALK!

**Secure**  
 Lock  
 TALK  
 OK

**SECURE**  
 When things are secure  
 there's far less to fear.  
**CAMPUS**  
 Lock the Door  
 & carry on   
 Soon you'll be in the  
 Clear

Secure Campus is important  
 So get inside, close and lock the  
 door.  
 Stay still until the office  
 says something more.



Stay inside

E

Close + lock  
doors

U

Relax

E

Stay put

Engage lock

Close blinds

Until clear

Remain Calm

Educate as  
usual



SECURE means LOCKED  
So...

LOCK the door and  
STAY PUT

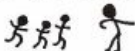


Shelter in place  
to keep the hazards  
erased out



Drop Cover + Hold  
to protect from being  
knocked out cold

Secure the campus  
Lock the doors

Escalate to Participate  
Staysilent of \_\_\_\_\_

**secure campus**  
WHEN THE CAMPUS IS SECURE  
GET THE KIDS IN; CLOSE THE DOOR!  
 DOOR!  
IN THE CLASSROOM THEY MUST STAY...  
'TIL THE OFFICE SAYS OKAY!!

Secure Campus  
CLOSE THE DOOR AND STAY INSIDE!  
IT'S NOT TIME YET TO RUN,  
FIGHT, HIDE.

**SECURE CAMPUS**  
• Stay Inside  
• Secure everyone <sup>inside</sup>  
• Doors closed and locked!  
 Locked!  


# FACILITIES





# Middle School Entry/Office Relocation





# Middle School Entry/Office Relocation



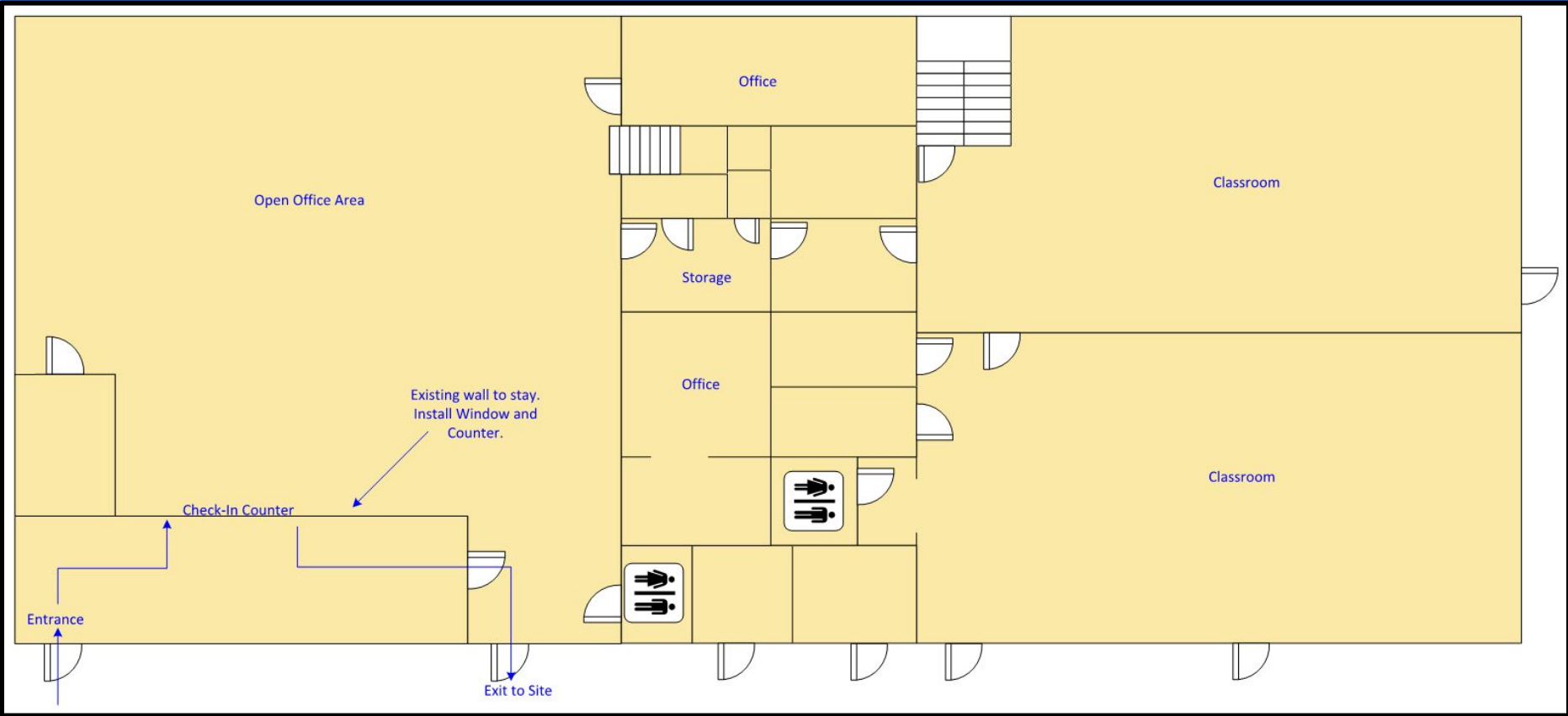
Entrance to Office

Install New 6'-0" Fence

Exit Office to Site



# Middle School Entry/Office Relocation



# Fences and Gates





# Additional Safety Resources

<https://www.acsa.org/Advocacy/fatal-school-violence-toolkit>

## Fatal School Violence Toolkit

The first priority of educators nationwide is to provide a healthy and safe school environment for all students and staff. ACSA has taken a proactive role in school safety with the creation of the Fatal School Violence Toolkit. Leveraging student advocates, federal agencies, thought-leaders, and stakeholders, this toolkit is designed to provide resources that save lives.

Before an Incident

During an Incident

After an Incident

### Before an Incident



#### Before an Incident Checklist:

1. Use an anonymous reporting system or tip line.
2. Establish a district and school safety committee comprised of a myriad of key stakeholders.
3. Update safety plan regularly and train all staff on its contents.
4. Review sample scenarios.
5. Develop relationships with local first responders.
6. Conduct lockdown drills, at least once annually, that include all staff. Empower all staff to call a lockdown.
7. Implement research-based social emotional learning programs that foster positive campus climate.
8. Create a crisis communication plan that includes specific roles, guidelines, and messaging.
9. Conduct regular security assessments of your school facilities.
10. Establish several possible reunification locations and coordinate with those entities; develop a procedure for reunifying students and families after an emergency.
11. Ensure students have access to mental health professionals.
12. Create a crisis response box that includes maps, keys, student and staff emergency cards, and medical information.
13. Identify a crisis command center.

# School Safety

Everybody Working Together

