



Innovations Academy

Powerfully creating our lives through self-expression
compassionate connection and
purposeful learning

Safety & Emergency Action Plan

2016/17 School Year

***10380 Spring Canyon Road
San Diego, CA 92131
858-271-1414
858-271-1418 (fax)
InnovationsAcademy.org***

Dear Innovations Academy Community,

At Innovations Academy we powerfully create our lives through self-expression, compassionate connection, and purposeful learning.

We realize that safety is of the utmost importance to provide the most optimal learning environment. We are committed to maintaining a safe and secure campus. Our Safety & Emergency Action Plan strives to be comprehensive and thorough. If you believe that something is lacking, please notify the front office right away.

All school employees receive training on our safety and emergency procedures annually.

Emergency contact numbers:

Life threatening emergency - 911
San Diego Police Department - (619) 221-8985
San Diego Fire Department - (619) 533-4430
Poison Control - 1 (800) 222-1222
Child Protective Services - (858) 694-5141
Director's Cell Phone number - (619) 379-9275
Assistant Director's Cell Phone number - (858) 232-2307

Thank you,

Innovations Academy Staff

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- **Scripps Ranch: Local Crime Demographics**

Innovations Academy is located at 10380 Spring Canyon Road, San Diego, CA 92131 in the Scripps Ranch community. Police reports dated January 2016 – August 2016 list the following actual crime demographics for Scripps Ranch:

- Murders = 0
- Rape = 1
- Robbery = 3
- Aggravated Assault = 12
- Burglary = 23
- Larceny/Theft = 78
- Motor Vehicle Theft = 61
- Car Prowl = 43

Innovations Academy will take precautions to minimize any potential harms to our community.

- **Entrances and Exits**

The Director and Assistant Director will develop procedures so that students, staff, parents, and community members can enter and exit the building in a safe and orderly way, and that the building is secure from unauthorized entry during non-school hours as follows:

- Training staff to lock and maintain the security of the school building and grounds when not in session (e.g. not propping doors that are not being regularly used, locking up in the evening, etc.).
- Posting signs that visitors sign in at the main office.
- Establishing a culture in which any adults without a visitor label and any children not enrolled at the school are escorted immediately to the main office.
- Creating a dismissal plan and student pick-up plan to ensure the safety of all students.
- Staff is responsible for releasing students to parents, legal guardians or other persons designated by parents or legal guardians, unless formally modified by a court order served to the school. In the event that employees are uncertain of the propriety of releasing a student, they should locate or contact the Director before releasing the student.

- **Parent Responsibilities**

Parents are responsible for ensuring the safe arrival/dismissal of their child to/from school. This includes but is not limited to:

- Ensuring that Innovations Academy has the necessary paperwork for anyone picking up the child from school.
- Having the parent call in or bring a signed note if the child is to go home with a friend.
- Following seatbelt laws at all times.
- Students biking, rollerblading, skateboarding, etc. to school must wear an appropriate helmet.
- Students taking public transportation must know which route to take as well as how to walk to school from the drop off location.

- **Visitors Policy**

Innovations Academy encourages interested members of the community to visit our school. To avoid potential disruptions to learning, to provide visitors with the information they need, and for the safety of students and staff, ALL visitors should register immediately upon entering the school building.

Visitors shall sign in at the beginning of their visit, receive a visitor label, and sign out at the end of their visit. Students from other schools as well as students who have ended their school day are not to be on campus unless accompanied by parents/guardians or with the permission of the site administrator.

In registering as a visitor, the sign-in form will include spaces for the following information:

- Name;
- His/her purpose for entering school grounds;
- Destination within the school
- Time in and out

At his/her discretion, the Director, office manager or designee may also request

- proof of identity
- address
- occupation and company affiliation
- age (if less than 21); and any other information consistent with the law.

Parents and guardians visiting during the school day for any purpose other than picking up at or dropping off a child at the beginning or end of the school day as

part of the normal school day schedule should also be requested to sign into the visitor log or a special log for parents. This applies to parents and guardians who are picking up a student early (e.g. for a medical reason) or dropping off a student late (e.g. tardy), as well as parents and guardians who are on campus to volunteer in their child's classroom.

However, formal visitor registration is at the discretion of the school Director or designee. VIP Visitors accompanied by any Innovations Academy management team member may be requested to register as a visitor at the discretion of the accompanying Innovations Academy management team member.

The Director or designee may refuse to register any visitor if he or she reasonably concludes that the visitor's/outsider's presence would disrupt the school, students or employees, would result in damage to property, or would result in the distribution or use of a controlled substance.

The Director or designee may request that a visitor/outsider who has failed to register, or whose registration privileges have been denied or revoked, to promptly leave school grounds. If necessary, the Director or designee may call the local police to enforce the departure of the visitor/outsider. When a visitor/outsider is directed to leave, the Director or designee shall inform the visitor/outsider that if he or she reenters the school within seven (7) days, he or she will be guilty of a misdemeanor and subject to a fine and/or imprisonment.

All schools will inform parents annually about the school's policies regarding visitors/outsiders, and remind parents that to maximize safety and security they should also register when visiting the school.

This visitor/outsider policy is subject to the further terms and conditions contained in Innovations Academy's Registered Sex Offender Policy, set forth below.

- **Fingerprinting Policy**

For the protection of students, California State law requires criminal background checks for all public school employees, as well as any individual working alone with minors in a school setting. In most cases, fingerprinting is completed with a "Live Scan" machine which takes an electronic picture of the fingerprints (rather than using an ink pad). The fingerprints are then compared to the Federal Bureau of Investigations (FBI) and/or Department of Justice (DOJ) databases.

Any volunteers who have the occasion to be alone with an Innovations Academy pupil while not in the presence of a credentialed Innovations Academy employee must receive fingerprint clearance prior to volunteering on campus. Volunteers do not have to be fingerprinted only if they are working under the direct and continual supervision of a credentialed school employee in the same room, and will have no occasion to be alone with an Innovations Academy pupil. This policy also applies to parents/guardians of Innovations Academy students who volunteer at the school and may have the occasion to be alone

with an Innovations Academy pupil other than their own child.

- **Registered Sex Offender Policy**

For the protection of pupils while they are traveling to and from school, attending school, or at a school-related activity, Directors and their designees should respond appropriately when apprised of information that a registered sex offender resides or works within two (2) miles of Innovations Academy, or otherwise may be likely to attempt to visit an Innovations Academy school for any reason whatsoever.

In accordance with “Megan’s Law”, the Director or designee shall notify parents/guardians annually of the availability of the CD-ROM from local law enforcement regarding registered sex offenders, and recommend that they utilize the information contained on the disk, and that information about registered sex offenders may be obtained from the California Attorney General’s Megan’s Law website, found at <http://meganslaw.ca.gov>, (Penal Code 290.4 and Parra Act), subject to the disclaimer found on said website.

Innovations Academy and its employees shall be immune from liability for the good faith dissemination of sex offender information so long as the dissemination is in the manner and to the extent authorized by law. (Penal Code 290).

When a school has received information about a registered sex offender from any source, the Director or designee may, on a case-by-case basis, notify staff, including but not limited to, campus supervisors, bus drivers, staff who may be involved in visitor/outsider registration, and teachers. If the Director or designee informs any staff member of the information about a registered sex offender, the Director or designee shall also inform the staff member of the following:

- a) Innovations Academy will share public registered sex offender information with staff members of a particular school to assist in identifying a danger;
- b) Any person who uses registered sex offender information to commit a felony will be subject to criminal penalties; and
- c) Staff is not permitted to notify any parents or any other members of the community of any information received pursuant to this policy without the written permission of the Director or designee.

If a suspected registered sex offender is seen on or nearby school grounds, and is not a parent or guardian of a pupil at the school, staff members shall immediately inform the Director or designee. When the Director or designee receives information that a suspected registered sex offender may be on or nearby school grounds or around any pupil, he or she will determine whether the suspected registered sex offender has received written permission for the entry onto school grounds, is a parent or guardian of a pupil at the school, and if possible, is actually a registered sex offender. Any such registered sex offender who does not have written permission for the entry onto school grounds or is not a parent or guardian of a pupil attending the school will be promptly directed to leave by the Director, who will notify law enforcement immediately. Law enforcement will determine if the registered sex offender is in violation of parole or probation conditions.

If a school learns or is notified that a registered sex offender is a parent/guardian of one or more pupils who attend the school, the Director or designee should attempt to schedule a meeting with the parent/guardian for the following purposes:

- a) To establish a positive, cooperative working relationship to the extent possible;
- b) To discuss the incident(s) leading to the registration requirement, (Innovations Academy recognizes that the parent/guardian is not required to discuss any criminal or personal history with representatives of Innovations Academy);
- c) To explain the limitations placed upon the parent's/guardian's participation in school programs, activities or visits, as specified in this policy;
- d) To advise the parent/guardian that the regulations limiting his/her access to children at school will be strictly enforced with the assistance of law enforcement personnel, if required;
- e) To develop joint strategies with the parent/guardian for "normalizing" the educational experience of his/her children to the fullest extent possible; and
- f) To be advised of any judicial restraining orders or conditions of probation or parole that may limit the parent's/guardian's ability to participate in school activities.

This meeting shall be held on school grounds unless there is a concern for the safety or welfare of pupils or staff, and in that event, it may be held at a location within the Director's or designee's discretion. If this meeting with the parent is

not held, the Director or designee shall notify the parent/guardian in writing of the information contained in this policy. Innovations Academy recognizes the following rights of the parent/guardian to participate in his/her child's education:

- a) To transport his/her child to and from school;
- b) To attend regularly scheduled parent conferences with the teacher, Director or other school official; and
- c) To attend a regularly scheduled school program or activity in which their child is a participant.

The parent/guardian may not extend their presence at school beyond what is reasonable to exercise the aforesaid parental rights, and to that end, a registered sex offender shall not:

- a) Serve as a school or class volunteer;
- b) Act as a chaperone on a school field trip;
- c) Be in the presence of children for any reason other than for the parent rights stated herein; and
- d) Make individual contact with any student other than his/her own while at school or during a school activity.

Staff shall provide observation and/or supervision of a parent/guardian registered sex offender who is visiting a school or participating in a school activity defined herein.

When a parent/guardian is a registered sex offender, the school will make an effort to preserve the confidentiality of information obtained pursuant to the Megan's Law notification process to the fullest degree possible. School officials may share relevant information with employees as needed but will not share the information with unauthorized employees, other parents or with the community at large. In order to avoid a breach of confidentiality, copies of forms, materials or information distributed or used in connection with the implementation of this policy should be collected and/or destroyed. Under no circumstances is it appropriate to post notices, photographs, or the identity of a parent/guardian registered sex offender on school bulletin boards.

All schools shall inform parents annually about the existence of this policy regarding registered sex offenders. All schools shall cooperate to the fullest extent possible with local law enforcement for receiving, communicating and disseminating information concerning registered sex offenders. NOTE: Pursuant

to Penal Code 290(q), any person who uses registered sex offender information to commit a felony will receive a five-year state prison term; any person who uses registered sex offender information to commit a misdemeanor will be fined at least \$500 and not more than \$1000.

- **Emergency Preparedness**

Every school should have emergency preparedness procedures readily on hand, including a list of up to date emergency contact numbers. This information should be discussed and disseminated before school starts, ideally at an all school staff meeting just when the teachers return to duty.

Emergency Contact Numbers:

Life threatening emergency - 911
Director's Cell Phone number - 619-379-9275
Assistant Director's Cell Phone number - (858) 232-2307
San Diego Police Department - (619) 221-8985
San Diego Fire Department - (619) 533-4430
Poison Control - 1-800-222-1222
Child Protective Services - (858) 694-5141

Drills:

It is the Assistant Director's responsibility to schedule emergency drills throughout the year, and record the date and time of each drill. Other staff members may be asked to help out. Those drills are:

- Fire Drill: At least once per month, a fire drill should be conducted in which all pupils, teachers, and other employees are required to vacate the building.
- Lock Down/Shelter-in-Place: A lock-down/shelter-in-place drill should be conducted at least twice each school year.
- Earthquake Duck & Cover Drill: This drill should be performed once per month.

Civil Defense Procedures:

Civil defense procedures are established to promote the safety of children and adults during a period of civil emergency. The local Civil Defense and Disaster Council is responsible for coordinating disaster planning among the cities in your area. It is through this coordination that information and warning notifications are communicated. An Emergency Warning System, which includes sirens strategically positioned throughout the school's county, becomes the major Civil Defense alarm. In addition, schools will receive warning through telephone communications from the local county office.

Alert Signals:

The ability to respond quickly and efficiently when a major disaster strikes is important so that we are to provide protection for students and school staff. In order to be better prepared, the staff, students and parents should be informed of their responsibilities following a major disaster.

When appropriate announcements are made over the “PA system”:

- All students in transit between classrooms, in restrooms, etc., will walk to their assigned classrooms. Children on the playground or library will return to their assigned classrooms. Each teacher will stay in the classroom with his/her students and proceed with the appropriate action for the emergency.
- Students will position themselves under desks or tables. Students on the playground or out of doors will drop, face down on the ground. Open all doors; leave windows as they are. The teacher should be ready with stories, songs, guessing games, etc., in case of an extended waiting period.
- Children will resume their regular class activities. When a building is unsafe to resume classroom instruction or if the situation has made the streets and sidewalks hazardous, the Director (or designee) will declare the premises unsafe. If an evacuation is found necessary, parents will be contacted immediately with information for the new location or a notice will be left at the school site.

Staff Responsibilities:

In the event of a disaster or civil defense alert, individuals on the school site have the following responsibilities:

Director - Sound appropriate alarm to evacuate building (fire drill) or take cover within the building (civil defense).

Following fire drill procedures, check the building to ensure that all students, personnel and visitors have evacuated the building.

Provide for administration of first aid and request other emergency assistance as needed. Keep the Alliance Office and your local county office informed and, if necessary, set up a telephone communications at a nearby residence or business.

Give directions to police in search clearing procedures and take full responsibility for search. Coordinate supervision of students and all clean-up or security efforts.

Teachers

- Carry out appropriate emergency procedures to ensure the safety and welfare of students.
- Supervise children and maintain calm and order.
- Make sure you have access to the classroom copy of the students' emergency contacts (found in red emergency folder)

Other Administration

- Assist and take direction from the Director.
- Make sure first aid supplies are handy in case they are needed. Carry out other duties as assigned.

Aides, Volunteers and Other Adults

- Should assist teachers working with students to keep them safe, orderly and comfortable.
- Be on call for Administrators' requests.

● **Emergency Procedures**

All classrooms should have emergency exit charts posted near the door(s). In the case of an emergency, every adult should be aware of his/her role and responsibilities and follow these procedures:

1. Director assesses the situation.
2. Director notifies all staff members of the emergency via PA, fire alarm, and/or megaphone.
3. Assigned person calls 911.
4. Assigned person contacts other emergency numbers.
5. Director or assigned person meets with emergency crews.
6. Assigned person(s) ensures all classrooms, hallways and restrooms on first floor are empty after escorting students their students to assigned location.
7. Assigned person(s) ensures all classrooms, hallways and restrooms on second floor are empty after escorting students their students to assigned location.
8. Assigned person(s) ensures the industrial bays are empty.
9. Assigned person(s) greet, organize and comfort students outside the building.
10. Each teacher takes role and any missing students are reported to the emergency crew chief and the Director.
11. Assigned person(s) will direct students who need first aid to an assigned location.
12. Director determines, in consultation with the emergency crews, whether to release students to their homes or to return students to classes and makes announcement via megaphone.
13. If students and staff are dismissed for the day, an assigned person(s) will be responsible for securing the building against vandalism and theft.

14. All classroom teachers will ensure that students are released to guardians' care.
15. In the case that counseling services are subsequently needed by any students, the Director and an assigned person will coordinate that effort.
16. In the case that media coverage is an issue, Director and an assigned person will control and organize press releases and media requests.

First Aid

The First Aid area should be located at an assigned place in the front office and properly stocked at all times.

The First Aid team will consist of individuals assigned by the Director or designee. At a minimum the First Aid team will consist of the Administrative Coordinator and the Administrative Support staff.

Disaster Planning

Whenever there is any type of disaster, the primary concern is the safety of the students. The following general guidelines will offer assistance in a variety of disaster situations. Each teacher should also display Disaster Plan guidelines prominently in each classroom.

Fire

- Director, custodians and/or office manager will determine the location of the fire.
- Administrative designee will phone 911, picks up emergency card binder and student medication and leaves the building prepared to phone parents of any injured child.
- Director will sound the alarms.
- Staff will follow emergency procedures previously described.
- Students should leave the room in a single file, walk briskly but carefully, and stay in their class group when they reach their designated spot.

Earthquake

If indoors:

1. All drop down to the floor and duck and cover.
2. Turn away from windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms or hold to the cover and be prepared to move with it.
5. Hold the position until the ground stops shaking.
6. When initial shaking stops, Director or designee sounds alarms to evacuate the building.
7. Staff to follow emergency procedures previously described.

If outdoors:

1. Move away from buildings, poles and overhead wires.
2. Lie down or crouch low to the ground.
3. Look out for dangers that demand movement.
4. Be prepared to duck and cover again due to after shocks.
5. Staff to follow emergency procedures previously described.

Flood/ Severe Weather

Warnings of severe weather are usually received via public radio or the State Warning Center. If time and conditions permit, students may be sent home. However, if the weather conditions develop during school hours, without sufficient warning, students should be held at school.

The Director will assess the situation and make an announcement over the PA or megaphone to A) evacuate, B) stay in classes or C) release students to go home.

See emergency procedures previously described for evacuation directions.

Gas Line Break

1. Director and/or custodian notify Local Gas Company.
2. Director and/or custodian notify the Fire Department.
3. Staff to follow the emergency procedures previously described.

Water Main Break

1. Director and/or custodian notifies the water department.
2. Property manager shuts off water.
3. Director notifies the police.
4. Director determines if it is necessary to follow the emergency procedures to evacuate students and staff.

Water Contamination

1. Instruct teachers to move students away from drinking fountains and sinks.
2. Notify school office.
3. Have Property Manager turn off pressure to drinking fountains and sinks.

Chemical Spill/ Incident

If Indoors:

1. Block or rope off area – DO NOT TOUCH ANYTHING.
2. Evacuate room and TURN OFF air conditioning system.
3. Notify school office of the incident - contact 911 if necessary.
4. Property Manager should check for chemical safety data to determine clean up procedure.

If Outdoors:

1. Upon hearing of a chemical leak (usually from the fire department or other city office) the Director will determine if students should be evacuated.
2. Move away from buildings, poles and overhead wires.
3. Close doors and windows and TURN OFF air conditioning system.
4. If it is necessary to leave the site, move crosswind, never more directly with or against the wind which may carry fumes.
5. Give first aid.
6. Staff to follow the emergency procedures previously described.

Lockdown/Shooting Incident

If a shooting takes place the first priority is to shelter students and staff. On hearing shots, bell system or an announcement from Director:

1. Teachers close and lock all classroom doors and windows immediately.
2. Teachers take roll.
3. Teachers calmly direct students to duck under their desks.
4. Director calls 911.
5. Director assigned person ensure students are not in the hallways or bathrooms. Students found in these areas are immediately escorted to a secure classroom or office.
6. Office personnel close and lock all office doors and windows immediately.
7. Nobody leaves their secure sites until emergency crew members escort them to safety.
8. Assigned person(s) will control and organize media.
9. Assigned person(s) will ensure that counseling services are available as soon as possible.

Bomb Threat

There are two primary ways a bomb threat may arise. One is through a phone call or written letter in which a bomb is discussed. The other is through a citing of a suspicious object. Threats should be handled quickly and efficiently as if they were real and life threatening.

If there is a phone call or written threat of a bomb on campus, the person who took the call or read the note will:

1. Notify Director immediately.
2. Try to obtain information from the caller such as where the bomb is, where it is set to explode, what it looks like, what kind of bomb it is, why it is there and who the caller is. Note any identifying features about the caller (i.e. gender, speech patterns).

If there is a citing of a suspicious object, the person would:

1. Notify Director immediately.
2. Do not touch the object but note any identifying features to describe it to the Director and emergency crews.

In all cases:

1. If Director determines to evacuate, staff follows emergency procedures previously described.
2. Before emergency crews are on campus, do not search for any bomb, or explosive. Search only for people who should be evacuated.
3. If you see any suspicious object, steer clear of it and report it to the Director and the emergency crew chief. Follow all emergency crew and bomb squad directives.
4. Use radios, walkie-talkies and phones only if absolutely necessary as the frequencies may set off the bomb(s).

Explosion

If indoors:

1. All drop down to the floor and duck and cover.
2. Turn away from the windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms or hold to the cover.
5. Hold the position until directed to the building.
6. Staff to follow the emergency procedures previously described.

If outdoors:

1. Move away from buildings, poles and overhead wires.
2. Lie down or crouch low to the ground.
3. Look out for dangers that demand movement.
4. Staff to follow emergency procedures previously described.

Death/Suicide

- Director will be notified in the event of a death or suicide on campus.
- Assigned person(s) will phone 911.
- Assigned person(s) will phone parents/guardians.
- Director will notify teachers to keep students in their classrooms until informed otherwise.
- Assigned person(s) will control and organize media.
- Assigned person(s) will notify relatives where the victim(s) have been taken and not divulge unnecessary details.
- Assigned person(s) will ensure that counseling services are available as soon as possible.
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Suicide Prevention

Assisting students who express suicidal wishes or engage in suicidal behaviors is essential to maintaining a safe and healthy environment for students.

- An administrator who serves as the head of the school site shall respond to reported incidents of students expressing suicidal wishes or engaging in suicidal behaviors.
- A preliminary assessment and referrals, as appropriate, will be

completed by the designated “administrator”, including a review of risk factors.

- Parents must be informed of the student’s actions or expressions of intent.

Intruders/ Vicious Animals

- Call the school main office and office staff will check out the situation and take appropriate action (i.e., contact Police or animal control agency).
- Administration should initiate a code to alert staff of a potential suspicious intruder.
- Keep the students in the classroom until the threat is cleared.
- Implement shelter in place if necessary; lock classroom doors and windows, move away from windows, draw curtains, remain silent.
- Notify office of who is with you, if possible.
- All students outside of the building are to be quietly and cautiously led into the building.
- Wait for further instructions from administration and/or police/animal agency.