

TRAVIS UNIFIED SCHOOL DISTRICT



Reaching beyond the boundaries
to build a community of learners.

SCHOOL SAFETY PLAN

Travis Unified School District
2751 De Ronde Drive
Fairfield, CA 94533

Cambridge

Principal: Susan Nader

Assistant Principal: Julius Walker

Approval Date: February 7, 2023

SECTION 1 – CALIFORNIA EDUCATION CODE SECTION 32281 (B)1), (B)(2)

The school has partnered with local law enforcement and community responders to develop our Standard Response Protocol for threats such as the COVID-19 virus, active shooter, air pollution/chemical release, bomb threat, civil disturbance on campus, earthquake, fire, evacuation, severe windstorm/tornado, lockdown, lockout and threat of explosion/gas leaks/aircraft accident.

Our goal is to use a Standard Response Protocol to practice simple responses to emergency situations. Staff members have been trained in emergency response and hold regular drills with students. Precautionary measures are used to secure buildings such as fencing, security cameras and visitor sign in.

The School Safety Plan was written and developed by the [EC Section 32281 (b)(1) and 32281 (b)(2)]:

Name of committee: **School Site Council**

Council/Committee Members [EC Section 32281 (b)(2)]:

Name	Position	Role
Kimberly Almeida	Parent	Member
Jason Auguston	Parent	Member
Maria Marin	Parent	Member
Amy Van Dam	Parent	Member
Kim Lovelady	Teacher	Member
Rebecca Hill	Teacher	Member
Susan Nader	Principal	Member
Ruby Mora	Secretary	Member
Annette Bennink	Teacher	Member
Leonard Perez	Teacher	Member

SECTION 2 – CALIFORNIA EDUCATION CODE SECTION 32281 (B)(3)

The School Safety Plan was written and developed through consultation with local law enforcement agencies including the Fairfield and Vacaville Police Departments [EC Section 32281 (b)(3)].

SECTION 3 – CALIFORNIA EDUCATION CODE SECTION 32282 (A)(1)

The comprehensive school safety plan includes, but is not limited to all of the following [EC Section 32282 (a)]:

An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information [EC Section 32282 (a)(1)]:

- Attendance rates / SARB data – [DataQuest Chronic](#) / [Dataquest Truancy](#)
- Suspension / Expulsion data - [DataQuest](#)
- California Healthy Kids Survey (CHKS) – [School Climate](#)

Additional school specific data can be located at the following links:

- [California Dashboard](#)
- California Dashboard – [Additional Reports and Data](#)
- [Dataquest](#)
- [LCAP](#)
- [LCAP – Accountability Model](#)
- [SARC](#)

The above links were shared with the School Site Council on: October 18, 2022

SECTION 4 – CALIFORNIA EDUCATION CODE SECTION 32282 (A)(2)

The comprehensive school safety plan includes, but is not limited to all of the following [EC Section 32282 (a)]:

Identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety [ED Section 32282 (a)(2)]:

Our school has implemented the following programs and strategies to maintain a high level of school safety:

Cambridge Elementary school staff are committed to providing students with a safe, and productive learning environment where they are safe both physically and emotionally. Safety is our number one priority. We have implemented safety systems that strategically address safety needs in the following areas: physical safety for everyone, socio-emotional safety for all, and school facilities.

School Facilities

The Cambridge school facility is maintained by the Travis USD Business & Operations department as well as the Maintenance, Grounds and Custodial department. These departments collaborate with the school site to ensure that Cambridge meets safety guidelines and regulations delineated in our school safety plan and district plan. Our custodians play a crucial role in regularly reviewing site needs, touring the school and outlining needs, on-going projects and the progress of work orders. Both day and evening custodians work diligently to ensure that all areas of the school are clean and in good working order. When there are concerns or issues, staff report to our site custodian or to office staff so a work order can be placed in the FMX system. These work orders are routinely reviewed for completion. Long range planning and larger projects are planned as funding becomes available on a priority basis.

Physical Safety for everyone at Cambridge:

The following programs and strategies have been implemented at Cambridge to maintain a high level of safety:

- Monthly emergencies drills are scheduled and practiced by staff and students.
- Partner with the Vacaville Police and Fire Departments for trainings, inspections and drills.
- Radios are utilized by custodians, student support specialist, principal, assistant principal, office staff, itinerant teachers, Instructional Aides, PE teacher.
- Students are supervised before, and after school as well as during all recess or play time.
- All visitors to campus are mandated to sign in at the office and wear a badge for identification
- Students are released to people for the emergency contact list only, when picked up early.
- Communication on safety is addressed through teacher newsletters, Friday weekly messages.

Socio-Emotional Safety

The social-emotional health and safety of everyone at Cambridge is one of our top priorities. To ensure positive socio-emotional safety we have implemented the following strategies, programs and support staff:

- Character Education, Six Character Traits: trustworthiness, respect, responsibility, fairness, citizenship, caring.
- School Social Workers: work with groups, individuals and classes on social skills, and emotional support
- Intervention Specialists
- Second Step Curriculum (anti-bullying, character building)
- Student Study Team
- Student Support Specialist (mentors, recess activities, check in & check outs)
- Student Attendance Review Board
- Schoolwide Expectations (BEST Strategies)
- Schoolwide I
- Incentives i.e. Cougar Cave, Lunch Bunch/Pizza w/Principal
- Family Nights
- Positive Behavior Intervention Supports
- Red Ribbon Week
- Assemblies
- Social Emotional Learning Professional Development/Book Study

SECTION 5 – CALIFORNIA EDUCATION CODE SECTION 32282

Our school follows procedures for complying with laws related to school safety, including but not limited to the following Board Policies, Administrative Regulations and other documents, which can be viewed in their entirety using the corresponding links [EC Sections 32282 (a)(2)(A) – 32282 (e)]:

- A. Child Abuse Reporting procedures ([BP 5141.4](#) and [AR 5141.4](#)) [EC Section 32282 (a)(2)(A)]
- B. Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following. [EC Section 32282 (a)(2)(B)]
 - i. Earthquake emergency procedures that include. [EC Section 32282 (a)(2)(B)(i)]
 - I. A school building disaster plan. [EC Section 32282 (a)(2)(B)(i)(I)]
 - II. A drop procedure. [EC Section 32282 (a)(2)(B)(i)(II)] Dates/Times of drop procedure drills held at least once each quarter in elementary; once each semester in secondary schools
 - III. Protective measures to be taken before, during and after an earthquake. [EC Section 32282 (a)(2)(B)(i)(III)]
 - IV. A program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures. [EC Section 32282 (a)(2)(B)(i)(IV)]
 - Travis USD Emergency Response Protocol
 - Emergency Response/Disaster Procedures (Document 1)
 - District Drill Schedule (Document 3)
 - ii. Establish procedures to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency. ([BP 1330](#) and [AR 1330](#)) [EC Section 32282 (a)(2)(B)(ii)]
- C. Suspension/Expulsion policies and procedures ([BP 5144.1](#), [AR 5144.1](#) and [AR 5144.2](#)) [EC Section 32282 (a)(2)(C)]
- D. Procedures to notify teachers of dangerous pupils ([BP 4158/4258/4358](#) and [AR 4158/4258/4358](#)) [EC Section 32282 (a)(2)(D)]
- E. Discrimination and Harassment Policy. Include hate crime reporting procedures and policies ([BP 4112.9/4212.9/4312.9](#), [BP 4119.11/4219.11/4319.11](#), [AR 4119.11/4219.11/4319.11](#), [BP 5145.3](#), [AR 5145.3](#) and [BP 5131.2](#)) [EC Section 32282 (a)(2)(E)]
- F. Schoolwide Dress Code, if it exists, including prohibition of gang-related apparel ([BP 5132/5136](#) and [AR 5132/5136](#)) [EC Section 32282 (a)(2)(F)]
- G. Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site ([BP 1250](#) and [AR 1250](#)) [EC Section 32282 (a)(2)(G)]
 - Safe Ingress and Egress Procedures (Document 2)
- H. A safe and orderly environment conducive to learning at the school ([BP 5137](#)) [EC Section 32282 (a)(2)(H)]
- I. Rules and procedures on school discipline ([BP 5144](#), [AR 5144](#) and [BP 5131](#)) [EC Section 32282 (a)(2)(I)]
- a. Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees. [EC Section 32282 (c)]

- b. Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Keep an updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public. [EC Section 32282 (d)]
- c) Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan. See (E) above ([BP 5131.2](#)) [EC Section 32282 (e)]

SECTION 6 – CALIFORNIA EDUCATION CODE SECTION 32286

- Each school shall adopt its comprehensive school safety plan by March 1, 2021, and shall review and update its plan by March 1, every year thereafter. [EC Section 32286 (a)]
- Commencing in July 2021, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual [school accountability report card](#) prepared pursuant to Section 33126 and 35256. [EC Section 32286 (b)]

SECTION 7 – CALIFORNIA EDUCATION CODE SECTION 32288

This plan was submitted to the Student Services Department of the Travis Unified School District on November 17, 2022 for approval by the Travis Unified School District Board of Education. [EC Section 32288 (a)]

This Safety Plan was communicated to the public at a public meeting held at the school site on October 8, 2022. [EC Section 32288 (b)(1)]

DOCUMENT 1

TUSD EMERGENCY RESPONSE PROCEDURES

Active Shooter: Sounds of gunfire. Announcement may be made over intercom.

- Try to remain calm, listen to ascertain if active shooter is within your vicinity, and determine whether to Run, Hide, or Fight.
- **Run:** If there is an escape path, attempt to evacuate yourself and students. Leave your personal belongings behind.
- **Hide:** If evacuation is not possible, hide. Lock and/or blockade the door. Close the blinds. Silence your cell phone and direct your students to do so as well. Hide behind large objects. Remain very quiet.
- **Fight:** As a last resort, and only if you and your students' lives are in danger, attempt to incapacitate the shooter. Act with physical aggression. Improvise weapons.
- **When law enforcement arrives:**
 - Remain calm and follow instructions.
 - Keep your hands visible at all times.
 - Avoid pointing or yelling.
 - Know that help for the injured is on its way.

Air Pollution/Chemical Release: Announcement will be made over intercom.

- Staff will be notified to discontinue all athletic activity on campus.
- Call parents and dismiss students who are susceptible to respiratory problems.
- Turn off air intake systems.

- Follow shelter-in-place instructions (such as close doors/windows), if applicable.

Bomb Threat: Fire alarm will signal evacuation.

- Follow evacuation procedures.
- Students may return to class only when given the "All Clear" signal.
- **Students or staff may not remove any suspicious objects.**

Civil Disturbance on Campus: Announcement will be made over intercom.

Such an event would most likely occur if a large number of students caused a disturbance and refused efforts of administrators and teaching staff to maintain order. The following will take place:

A civil disturbance situation will be announced.

- Police will be contacted.
- Move disturbance to an isolated area, if possible. The administration will meet with concerned parties.
- Daily instruction will continue. Staff should attempt to persuade all uninvolved students to go to class. Teachers who have students in class will keep them until further notice.

Earthquake: Ground will start shaking. For drills: announcement will be made over intercom.

- Implement "Duck, Cover and Hold" (students and staff should take protective positions under desks or tables away from and with backs to windows).
- Fire alarm will sound if students need to be evacuated (see fire procedures).
- Students may return to class only when given the "All Clear" signal.

Evacuation/Fire: Fire alarm will signal. Specific information may be relayed by intercom, if applicable.

- Fire alarm will signal evacuation unless inoperable. A bullhorn or messenger will be used if the alarm is not functioning.
- Teachers will direct students to the evacuation area(s). Teachers will be the last person out of the room and will bring their roll books.
- Students are to line up by class (according to evacuation map) in a straight line during the entire emergency.
- Teachers are to take attendance quickly and return to the front of the line to account for missing students. Implement colored card coding system once attendance is taken.
 - **Green Status Card:** Everyone is ok and accounted for.
 - **Red Status Card:** Missing or extra student(s). Report missing students to administration.
 - **Red Cross on White Status Card:** Medical Attention Needed.
- Students may return to class only when given the "All Clear" signal.
- Students are not to be released unless instructed to do so by administration.
- Parent staging area should be established and communicated

Stay Put - Unsafe Activity in the neighborhood

Announcement- Lockout- secure the perimeter of school, do not use outside bathrooms, stay in class, continue working (close blinds, lock doors).

Procedure when students are outside:

- Teachers should direct students into any available classroom
- Continue working and learning with blinds closed

Lockdown – Police Activity in the area or Threatening Individual/Violent Intruder:

Announcement – "Lockdown" will be made over the intercom.

Procedure when students are outside:

- Teachers should direct students into any available classroom.
- Doors are locked, students go under desks away from windows

Procedure when all students are in class:

- Teachers should check immediately outside their room to escort any students into their class.
- PE teachers are to direct their students to an indoor location.
- Teacher should lock the door, close and lock all windows, draw blinds, close drapes and turn off lights.
- If safe to do so, monitor e-mail for possible updates or further instructions.

Severe Windstorm/Tornado "FLOOD": Announcement will be made over the intercom including words "SEVERE WINDSTORM" or "TORNADO WARNING."

- All students remain in classrooms. If students are outside, they should report to class. If this emergency occurs at lunch, all students will go to open rooms (multiuse room, gymnasium).
- Teachers should shut all blinds and drapes. Do not close windows all the way.
- Students should stay away from windows and should turn their backs to them.
- Refrain from touching any downed electrical wires.
- If "**FLOOD**" occurs prior to schools opening, "School Messenger" will send out information.

Threat of Explosion/Gas Leaks/Aircraft Accident: Announcement will be made over the intercom.

- A Duck and Cover Command will be issued, or evacuation will be ordered with the fire alarm, depending on the situation.
- In the event of gas leak, teachers will be instructed to close all windows and to wait for further instructions.

Emergency Telephone Numbers

From an outside line CALL 911

Stay calm*Speak clearly*State your emergency*Give name/address*Allow dispatcher to direct conversation*Stay on phone

Travis Unified School District

Main Number (707) 437-4604

Non-emergency Police:

- Sheriff/Fire (707) 784-7030
- Fairfield Police/Fire Dept (707) 428-7300
- Vacaville Police/Fire Dept (707) 421-7373
- TAFB Military Police Desk (707) 424-2800 or (707) 424-2227

- Emergency: Police/Fire/Sheriff/Medical 911**
 - TAFB EMERGENCY (707) 424-4911
 - Cell Phone Emergency # - Fairfield (707) 428-7373
 - Cell Phone Emergency # - Vacaville (707) 449-5200
 - Poison Control (800) 876-4766
 - Gas/Power Failure (800) 743-5000
 - Red Cross (707) 429-3131
- Tune in to Radio Frequencies TV for emergency broadcasts:

KUIC 95.3 FM
KCRA Channel 3

It is the teacher's responsibility to ensure these safety procedures are followed. Teachers are required to keep accurate lists of students. Teachers are responsible for the safety of their students. Teachers shall refer to site emergency evacuation plan for designated evacuation location



STAY PUT



LOCKDOWN



EVACUATE



SHELTER

PARTNERS IN SAFETY

The safety of our students and adults is the most important school concern. Our goal is for everyone to come and leave from school in a safe manner. We must all work together to ensure the safety of everyone. Traffic around the school can be very congested. Please use precaution, follow all safety rules and be considerate of others. It is important to observe the loading and unloading rules at all time while in the Cambridge parking lot and around the perimeter of the school.

Drop Off & Pick Up in parking lot:

- ❖ Actively Monitored by Student Support Specialist and/or Administrator
- ❖ Students should not be on campus before 7:30. We do not have supervision for students before this time.
- ❖ Students should be dropped off between 7:30-8:00.
- ❖ Breakfast is served from 7:30-8:00.
- ❖ Drive slowly
- ❖ Pull all the way up to the front of the curb near the flag pole
- ❖ Unload only from the passenger side of the car
- ❖ DO NOT park at the curb and leave your car unattended
- ❖ Unload quickly
- ❖ Students enter the school through the front doors, if dropped off from the front parking lot.
- ❖ Do not double park and drop off your child in the middle of the parking lot lane
- ❖ The white curbs are reserved for bus drop off only

Rainy Day Routine:

- ❖ Students wait in the MPR from 7:50-8:00 am
- ❖ At 8:00 am students go directly to classrooms
- ❖ Unloading and pick up is the same on rainy days

Transitional Kindergarten Drop-off and Pick-up:

- ❖ Drop Off: TK parents/guardians may drop off their children inside the Kindergarten playground area or bring them in to the classroom.
- ❖ Pick-Up: Parents/guardians picking up students will pick up their children in the same location that they were dropped off.

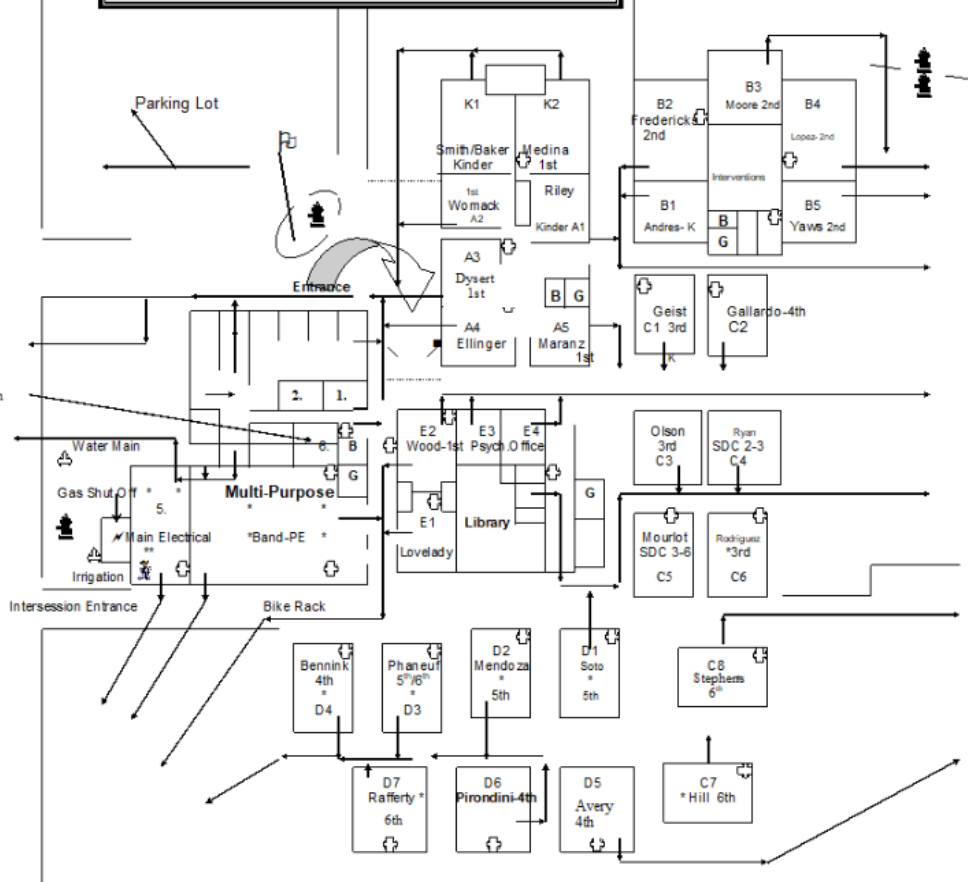
Students are not to play on the kindergarten or regular playground before or after school. This equipment is only to be used during scheduled school time.

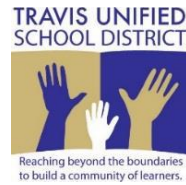
Parents and guardians must park in designated parking areas. At no time are buses to be blocked from entering or leaving school property.

CAMBRIDGE ELEMENTARY SCHOOL - EVACUATION MAP -

- 1. Office
- 2. Health Tech Office
- E3. PTA
- 5. Cafeteria
- 6. Conference Room
- B = Boys
- G = Girls
- * Smoke Detectors
- Fire Extinguishers
- ☒ Knox Box
- 🚒 Emergency Cart

😊 You are here!





*Cambridge Elementary
Emergency Drill Schedule
2022/2023 School Year*

Date/Time	Type of Drill
September 7	Lockdown/Intruder
October 5	Fire/Evacuation
November 1	Stay Put
November 30	Fire/Evacuation
December 6	Lockdown/Intruder
December 20	Fire/Evacuation
January 11	Fire/Evacuation
February 1	Lockdown
February 21	Fire/Evacuation
March 1	Earthquake

March 22	Fire/Evacuation
April 4 April 18	Stay Put Fire/Evacuation
May 2	Fire