

# 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

**Travis Education Center**

**Principal: Janelle Preston**

**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 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: **TEC/CDS School Site Council**

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

<b>Name</b>	<b>Position</b>	<b>Role</b>
Janelle Preston	Administrator	Secretary
Sharol Calvin	Parent	Member
Lamarre Rouse	Parent	Member
Shereene Wilkerson	Community Member	Member
Audrey Bram	Student	Member
Kelis Collins	Student	Member
Marti Stralla	Teacher	Member
Doug Ivie	Teacher	Chair
Rowena Kendall	Teacher	Member
Elizabeth Urabe	Counselor	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)]:*

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

- [California School Dashboard](#)
- [SARC Report Card](#)
- [Dataquest](#)
- [LCAP](#)

Most Current Attendance:

2021-2022	2022-2023
84.31%	TBD

Most Current Discipline Referrals

2021-2022	2022-2023
31	TBD

Most Current Suspension Rate

2021-2022	2022-2023
8	TBD

**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:

<b>SOCIAL CLIMATE</b>				
<b>Objectives (Specific)</b>	<b>Goals (general)</b>	<b>Individuals Responsible</b>	<b>Activities</b>	<b>Resources</b>
Identify students who need emotional and/or mental health support and connect them with resources.	Increase school safety and support mental health and wellbeing	Case manager/ Counselor  Admin  Counselor    Teachers   Staff   School social workers       All Staff	Conduct IEP/504 assessments  Refer to students to SRO as appropriate  Refer students to counselor or School Psychologist as appropriate. Utilize services from <b>A Better Way</b> .  Referral to <b>Care Solace</b> for counseling services as appropriate  Use of SEL curriculum to provide students with information regarding wellness in various areas in life  Allow students to use Wellness Center and use data to follow up on frequent visitors  School Crisis Team trained in SIS screener and use of Mobile Crisis Team through SCOE  Keep MSW services 1 day a week  Meet with parents to discuss concerns  Be vigilant in reporting written work or art that may be of a safety concern  Refer students to Student Support Specialist and school counselor as needed	Time  SRO   A Better Way partnership   Care Solace service   Teachers and district funding for Ripple Effects     SSW Partnership w/SCOE



			The month of October is Safety Month and May is Mental Health month, bringing awareness during these two months	Calendared time/ staff time
Provide educational resources for students regarding the impact of drug and alcohol use	Reduce the use of drugs and alcohol	All staff  SSW/ teachers  Admin.  SSS	Build opportunities to learn about the implications for drug/alcohol use within the context of lessons in English, Science and appropriate elective classes, i.e.Health  Arrange for guest speakers to present information to students regarding implications for drug and alcohol use  Implementation of Red Ribbon week activities  Refer students to district's Drug Intervention Program as needed  Provide routine morning "check-in" for students who are suspected as new drug/alcohol users	Teachers Counselor  Student Support Specialist   Time District funding
PBIS implementation	Teach schoolwide expectations through positive means in order to reduce behavior incidents	PBIS team and staff	Attend trainings and workshops to keep validity of the program  Collect data to review and measure progress  Award of character cash for student store  Work with leadership/TEC ambassadors to maintain buy-in  Review codes of conduct at least quarterly with students  Keep PBIS Handbook up to date and Use to review staff and student expectations	Partnership with SCOE to keep accountability  PBIS team and all staff  Time dedicated to implementation and review  Donations
Maintain supervision	Reduce all incidents of inappropriate behavior	Teachers Principal Campus Monitor SSS	Teachers will maintain time of actively monitoring their classes, using proximity to supervise student behavior  The Student Support Specialist and Campus Monitor will supervise campus	Teacher time  Student Support Specialist & Campus Monitor

			<p>before school, during breaks, during lunch, and after school. Throughout the day</p> <p>Teachers will increase their visibility during the scheduled class breaks</p> <p>Teachers will not leave students unsupervised in the classrooms</p> <p>Principal, Student Support Specialist, and campus monitor will monitor students during lunch to prevent students from accessing unsupervised areas</p> <p>During lunch having engaging activities for student to stay occupied</p>	<p>Teachers time</p> <p>Principal, SSS, and Campus Monitor time</p>
Continue opportunities for students to feel connected at school	Improves students feeling connected	All staff	<p>Provide additional opportunities for students to be involved with school activities and school governance (TEC Ambassadors)</p> <p>Implementation of Fun Fridays, March Madness and Garcia's video game Fridays</p>	<p>Time</p> <p>Student ambassadors</p> <p>Teachers</p>
Increase spirit wear on campus	Improve school spirit and pride	All staff	Make spirit wear available for students to purchase	Activity staff
Include parents in more activities	Increase family engagement	Teachers Principal SSS	<p>Invite parents to events during the school day, including Fun Friday events</p> <p>Keep parents informed with weekly updates via parent square</p> <p>Stay up to date with Webpage, FB, IG</p>	Time
Campaign the use of the Parent Square App	Increase family communication and information sharing	Principal Staff	Provide various opportunities to train parents on how to use and monitor parent square	<p>Time</p> <p>Principal</p>

<b>PHYSICAL CLIMATE</b>				
<b>Goal</b>	<b>Objectives</b>	<b>Individuals Responsible</b>	<b>Activities</b>	<b>Resources</b>
Request for grounds to place gravel or cover behind BBall courts	Improve safety for students during PE and lunch	Principal	Resubmit request to district facilities supervisor	District funds Maintenance Time
Request barrier around the entire basketball court to prevent balls from leaving court	Improve student safety during PE, lunch activities, including preventing damage to cars in the lot	Principal	Resubmit request to district facilities supervisor	District funds Maintenance Time
Request for parking lot arrows to guide traffic in and out of lot	Improve safety of drivers entering parking lot	Principal	Resubmit request to district facilities supervisor	District funds Maintenance Time
Request updated camera system	Improve safety on campus and in blind spots	Principal	Submit request to district facilities supervisor, IT and CBO	District funds Maintenance Time
Request an intercom system for campus	Improve student safety during emergency situations	Principal	Submit request to district facilities supervisor, IT and CBO	District funds Maintenance Time
Install automatic door openers	Increase accessibility for wheelchairs etc	District	Submit request to district facilities supervisor	District funds and time
Request maintenance of ceiling tiles for rainy season	Improve student safety keep tiles from sagging & water leaking in classes	District	Submit request to district facilities supervisor	District funds Maintenance Time
Permanent shade structures	Improve student safety and comfort for eating and time spent outside	District	Submit request to district facilities supervisor	District funds Maintenance Time
Fencing to enclose campus	Improve safety and maintain a more secure campus	District	Submit request to district facilities supervisor	District funds Maintenance Time



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)]
- c) Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees. [EC Section 32282 (c)]

- d) 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)]
- e) 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

- o Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter. [EC Section 32286 (a)]
- o Commencing in July 2000, 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 12/22/22 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 12/7/2022. [EC Section 32288 (b)(1)]

## DOCUMENT 1

### **TUSD EMERGENCY RESPONSE PROCEDURES**

Active Shooter: Sounds of gunfire. Announcement may be made over Radio and Panic Button Alarm

- 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 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:**
  - o Remain calm and follow instructions.
  - o Keep your hands visible at all times.
  - o Avoid pointing or yelling.
  - o Know that help for the injured is on its way.

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

- 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. *If evacuation is indicated.*

- Students or staff may not remove any suspicious objects.

<p><u>Receiving Threats:</u></p> <ul style="list-style-type: none"> <li>• Phone: keep caller on line, gather info re: location, timing of the bomb, person(s) responsible. Note gender, age, voice features, background noises.</li> <li>• Mailed/Written: handle letter, note or package as little as possible.</li> <li>• Electronic (ex: e-mail, text): do not delete message.</li> </ul>	<p><u>Response Protocol:</u></p> <ul style="list-style-type: none"> <li>• Call 911 immediately.</li> <li>• Promptly report threat or suspicious package to Administrator.</li> <li>• Place written threat into envelope, note where &amp; by whom it was found.</li> <li>• Turn off 2-way radio equipment located in threatened building.</li> <li>• Public safety officials or school staff may conduct bomb search.</li> <li>• School staff shall not handle any explosive or incendiary device.</li> <li>• If evacuated, do not reenter threatened building until cleared to do so.</li> </ul>
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**Civil Disturbance on Campus:** Announcement will be made over Radios.

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 Bullhorn.

- 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 Radio, 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 bring phones, 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

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

<p><b>Lockdown</b> (Locks, Lights, Out of Sight)          Announcement – "Lockdown" will be made over the Radio          Lock perimeter doors, close and lock all windows, draw blinds, and turn off lights.</p> <ul style="list-style-type: none"> <li>• Move away from sight.</li> <li>• Do not open door.</li> <li>• Maintain silence; silence cell phones that are on person.</li> <li>• Take attendance.</li> <li>• Listen for further instructions.</li> </ul> <p><b><u>If students are outside:</u></b></p> <ul style="list-style-type: none"> <li>• Direct students into any available classroom/indoor location.</li> <li>• If students scatter and run, let them go</li> </ul>	<p><b>Lockout</b> (Secure the Perimeter)          Announcement – "Lockout" will be made over the Radio</p> <ul style="list-style-type: none"> <li>• Bring everyone indoors.</li> <li>• Lock perimeter doors.</li> <li>• Increase situational awareness.</li> <li>• Keep all students/staff in classroom.</li> <li>• Staff can continue to teach/work in locked classrooms/offices.</li> <li>• Take attendance.</li> <li>• Contact school office if staff/students need to use restroom. Admin will confirm with police it is safe to do so prior to authorizing temporary release from class.</li> </ul>
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**Severe Windstorm/Tornado "FLOOD":** Announcement will be made over the Radio

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.

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

- 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**

Emergency: Police/Fire/Sheriff/Medical . . . . . 911  
Cell Phone Emergency # - Fairfield . . . . . (707) 428-7373  
Cell Phone Emergency # - Suisun . . . . . (707) 421-6622  
Cell Phone Dispatch # - Solano County Sheriff . . . . . (707) 421-7090  
Poison . . . . . (800) 876-4766  
Gas/Power Failure . . . . . (800) 743-5000  
Red Cross . . . . . (707) 438-7060  
Non-emergency Police:  
Fairfield Police/Fire Dept . . . . . (707) 428-7300 Suisun Police Dept . . . . . (707) 421-7373  
TAFB Military Police Desk . . . . . (707) 424-3293  
Fairfield-Suisun Unified School District - Central Office Main Number . . . . . (707) 399-1201  
Tune in to Radio Frequencies for emergency broadcasts: KUIC . . . . . 95.3 FM

## DOCUMENT 2



