

# 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 Elementary School

Principal: Shannon Feins

Approval Date: Board Meeting 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: **School Site Council**

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

<b>Name</b>	<b>Position</b>	<b>Role</b>
Mrs. Shannon Feins	Principal	Member
Mrs. Tierra Ekstrom	Parent	Chair
Mr. Patrick Tennant	Parent	Vice-Chair
Mrs. Andrea Knowles	Parent	Member
Mr. Erick Hernandez	Parent	Member
Mrs. Angela Wilkerson	Classified Employee	Secretary
Mrs. Amy Porquez	Teacher	Member
Mrs. Nickie Cunningham	Teacher	Member
Mrs. Christina Heckman-Johnson	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 data was shared with the School Site Council on: **September 20, 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:**

Travis Elementary School Staff are committed to providing students a safe and productive learning environment. Safety is our number one priority. Over the past few years, as a site team we have implemented safety systems that strategically address safety needs in the area of student and staff physical safety, socio-emotional safety and school facilities.

### **Socio-Emotional Safety**

- Our character traits are Be Safe, Be Respectful and Be Responsible. Our mission is for the Travis School Community to be committed to student learning, in a safe and nurturing environment, where everyone is held to high expectations and strives to reach their maximum potential.
- There is a School Social Worker assigned to the site to help intervene with students with tier 1 and tier 2 needs.
- Each classroom conducts classroom character and weekly Second Step (Social Emotional Learning) lessons.

- We have a school social worker, intervention specialists, behavior support specialists, and a student support specialist on staff to additionally provide support to students and staff. We believe in a team approach to support students, staff, and families.
- We conduct Student Study Team meetings when students are not making typical progress. We conduct SART and SARB meetings to address attendance concerns and support students being present on time and every day. Daily phone notifications are utilized to notify parents of absences.
- Our school Health Care Specialist works with our district nurse to implement health care plans on site. Our Health Care specialist works with students on a daily basis administering first aid, monitoring and disseminating medications, and working with students with medical needs regularly.

#### **Facilities:**

- Our school facilities are maintained by Travis Unified School District maintenance and leadership to ensure that our site meets safety guidelines and regulations in the school site and district safety plans.
- School Black Top will be repaired.

#### **Staff/Student Physical Safety**

- We partner with Travis Air Force Base Security Forces and Fire Safety staff to practice drill procedures. We practice Fire, Earthquake, Lock Down and Lockout drills.
- Lead staff have radios for communication.
- Students are supervised by staff before, during and after school.
- All visitors to campus are asked to sign in at the front office and wear a badge /sticker. Volunteers sign in through the district CERVIS computer.
- Through school weekly online newsletters and the automatic phone dialer, parents are informed of areas of concern and constructive solutions that help our school community partner together for student safety.

### **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
    - V. 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

- 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)]
- 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 **January 10, 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 **September 20, 2022**.

[EC Section 32288 (b)(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 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.

**Lockdown – (Locks, Lights, Out of Sight) 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.
- If students scatter and run, teachers are to let them go.

**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.

**Lockout – (Secure the Perimeter.) Threatening Activity in the general vicinity of the school.**

Announcement: "Lockout" will be made over the intercom

- Bring everyone indoors
- Lock perimeter doors.
- Increase situational awareness.
- Keep all students/staff in classrooms.
- Staff can continue to teach/work in locked classrooms /offices.
- Take attendance.
- Contact school office if staff/students need to use the restroom. Admin will confirm with police if it is safe to do so prior to authorizing temporary release from class.

**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:

TAFB Military Police Desk ..... (707) 424-2800 or (707) 424-2227

Sheriff/Fire ..... (707) 784-7030

Fairfield Police/Fire Dept ..... (707) 428-7300

Vacaville Police/Fire Dept ..... (707) 421-7373

**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 locations.



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER

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PARKING, PARKING, PARKING!!!!

Students who are driven to our school must NOT arrive before 7:30 when breakfast begins to be served and need to be picked up promptly after school. There is no designated staff member to assist with parking. All adults are responsible for following rules and procedures that will benefit everyone!

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PARTNERS IN SAFETY

***The most important school concern? The safety of our students.***

*Traffic around schools can pose a safety problem, especially at the beginning and end of each school day. Our goal is to improve safety for our students and offer parents options. Observe the following rules when unloading and loading Travis Elementary students (numbers refer to the map in the welcome folder):*

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**DROP-OFF, OPTION #1—KISS & GO (GRADE K-3 PLAYGROUND AND GRADE 4-6 PLAYGROUND)**

- ✓ Enter the Kiss & Go area (1) only when your children are ready to exit the vehicle. School supplies must be in the car (not in the trunk) so that children can exit quickly.
- ✓ Pull forward all the way to the last gate before unloading, even if there are no cars behind you.
- ✓ Unload **QUICKLY** in the Kiss & Go area.
- ✓ Unload only from the passenger side of the car.
- ✓ Children enter the playground using the nearest gate in front of your vehicle.
- ✓ Remain in the driver's seat.
- ✓ Do not park in the Kiss & Go lane and leave car unattended.
- ✓ Exit the Kiss & Go lane promptly after unloading children. Stay in sequence.
- ✓ Do not pass cars in front of you. Wait until the car in front has unloaded and follow in turn.
- ✓ Do not block the crosswalk or bus entrance/exit with your vehicle.
- ✓ When walking, parents and students are to use the crosswalk whenever possible.

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### DROP-OFF, OPTION #2—PARKING

- ✓ Parents park in a visitor/non-staff assigned parking space in parking lot of or front of school.
- ✓ All students entering through the parking lot should use the cross walk and enter through the nearest open gate.

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### PICK-UP FOR GRADES K-6 – PARENT PICK-UP FROM BLACKTOP

#### **Parents enter the parking lot gates:**

- ✓ Children and siblings should be supervised at all times.
- ✓ When walking, parents and students are to use the crosswalk whenever possible.
- ✓ Parents should monitor children and siblings at all times to prevent accidents or injury.
- ✓ Wait in designated area of blacktop and teachers will walk students to pick up area.
- ✓ Students are not released until parent is present.

#### **Rainy Day Pick Up- Parent enter the MPR using:**

- ✓ Parking lot outside doors.
- ✓ Enter MPR through double doors closest to parking lot.

### Student Walkers –

- ✓ Students gather on the stage on the blacktop.
  - ✓ Students are released to gather transportation vehicles (bikes, scooters or skateboards as needed).
  - ✓ Students are expected to follow all school and traffic rules and behavior expectations while walking.
  - ✓ Students are escorted off school grounds by an adult. Students should follow the adult.
  - ✓ Safe behavior is expected at all times.
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## TRANSPORTATION REQUIREMENTS

If your child rides the bus, your child will always ride the bus unless the teacher/school has written notification from the parent/guardian.

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## RAINY DAYS

Between 7:45 and 8:00, students should walk to their outside classroom doors and knock to be let in. If it is pouring down rain and students have a long distance to walk, they may enter the building through the MPR doors.

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## TRAVIS ELEMENTARY TRANSITIONAL KINDERGARTEN

### **Transitional Kindergarten Drop-off and Pick-up**

- ✓ **AM/PM Drop-off:** TK parents/guardians may drop off their children inside the basketball court area connected to the parking lot.
- ✓ **AM/PM Pick-up:** Parents/guardians picking up AM or PM students will pick up their children in the same location that they were dropped off.

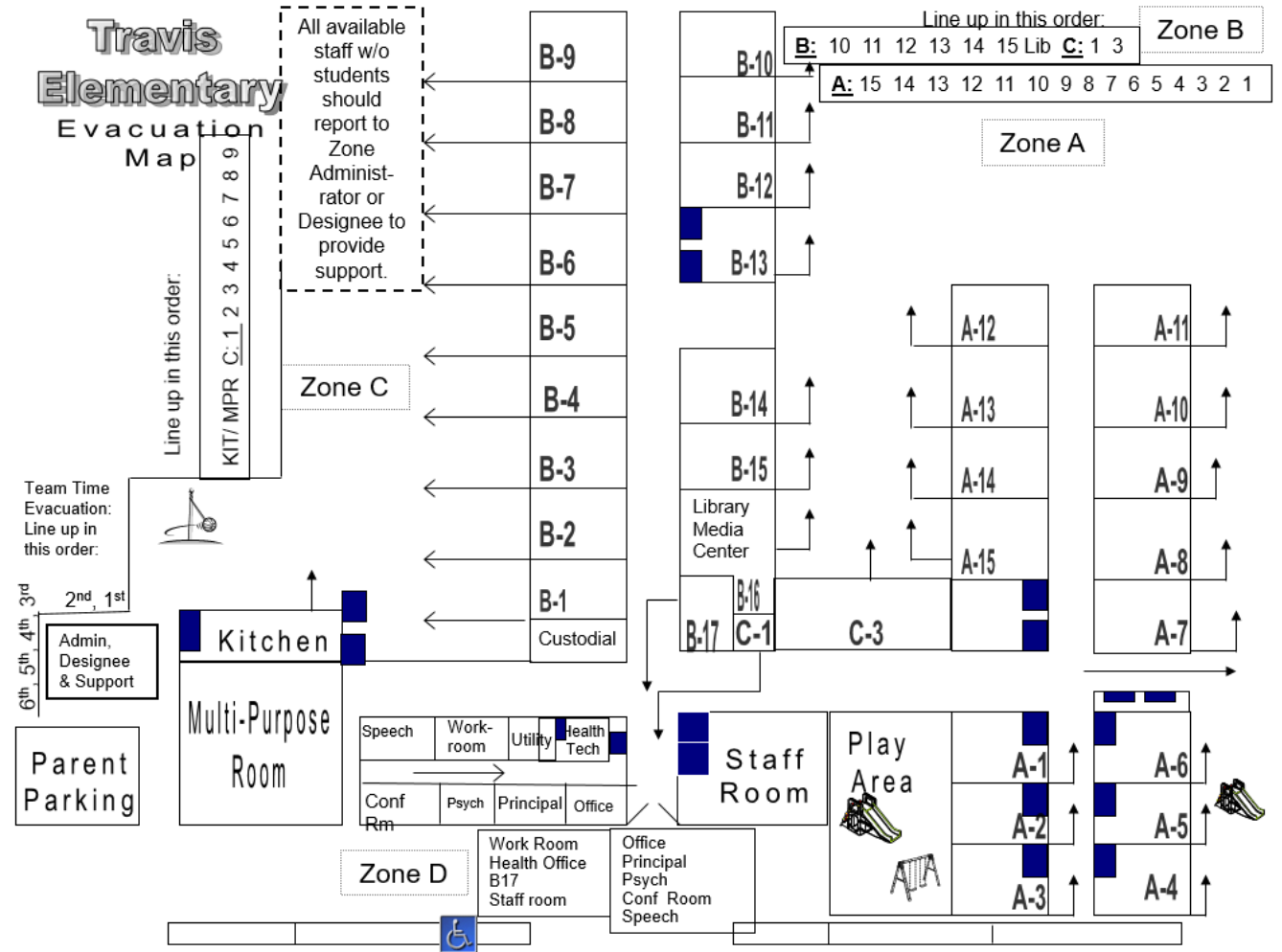
**On rainy days,** parents can enter the main office area and wait with their children until the gate is open or the teacher arrives to escort the students to class. During pickup, students will remain in the classrooms until parents have arrived.

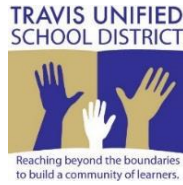
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**STUDENTS ARE NOT TO PLAY ON PLAYGROUND EQUIPMENT BEFORE OR AFTER CLASS. THIS EQUIPMENT IS ONLY TO BE USED DURING SCHEDULED CLASS TIME.**

**Parents/guardians must park** in designated parking areas—at no time are buses to be blocked from entering or leaving school property.

# Evacuation Map





*Travis Elementary  
Emergency Drill Schedule  
2022-23 School Year*

<b>Date/Time</b>	<b>Type of Drill</b>
Aug. 25 @ 9:00 am Aug. 30 @ 12:40 pm	Fire/Evacuation
Sept. 12 @ 8:45 am	Fire/Evacuation
Oct. 20 @ 10:20 am Oct. 28 @ 8:45 am	Earthquake/evacuation Fire/Evacuation
Nov. 17 @ 12:40 am	Fire/Evacuation
Dec. 14 @ 8:45am	Fire/Evacuation
Jan 10 @ 12:40 pm Jan. 19	Fire/Evacuation Intruder Drill
Feb. 10 @ 8:45 am	Fire/Evacuation
March 14 @ 12:40 pm	Fire/Evacuation
April 13 @ 8:45 am	Fire/Evacuation
May 16 @ 12:40 pm	Fire/Evacuation