

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

Travis Community Day School

Principal: Allyson Rude Azevedo

Approval Date: February 12, 2019

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)]:

Name	Position	Role
Allyson Rude Azevedo	Administrator or Designee	Secretary
Athena Couvillion	Parent	Member
Heather Driver	Community Member	Member
Mary Jo Dickerson	Parent	Member
Dan Dickerson	Student	Member
Ashley Tate	Student	Member
Adrian Certuche	Student	Member
Cheryl Chatmon	Teacher	Member
Andre Garcia	Teacher	Member
Rhonda Hopson	Teacher	Member
Janelle Preston	Counselor	Chair
Christy Montoya	Classified Employee	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: **January 16, 2019**

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:

See Action Plan on the next page...

SOCIAL CLIMATE

Objectives (Specific)	Goals (general)	Individuals Responsible	Activities	Resources
Identify students who need emotional and/or mental health support and connect them with resources.	Increase school safety	All staff	<p>Conduct IEP/504 assessments</p> <p>Refer to students to SRO as appropriate</p> <p>Refer students to counselor or School Psychologist as appropriate. Utilize services from <i>A Better Way.</i></p> <p>Request restoration of MSW services</p> <p>Meet with parents to discuss concerns</p> <p>Be vigilant in reporting written work or art that may be of a safety concern</p> <p>Refer students to Student Support Specialist as needed</p> <p>Encourage use of the on-line resource for students to report information related to student who may need mental health support</p> <p>Train students on how their brain works (stress responses) and implement mindfulness practices</p> <p>Utilize the IEP Process, 504 Process, SST Process, SART Process, the Placement Review Board, and SARB to connect students with appropriate accommodations and resources, as needed.</p>	Time
Intervene/Report incidents of bullying	Reduce Bullying and support skill development for conflict management	All staff	<p>Continue with a School Ambassador Group (students and staff) to keep connected with issues on campus</p> <p>Identify bullying behavior and address it appropriately</p> <p>Encourage students to use the on-line resource for students to report information related to bullying.</p> <p>Continue to offer opportunities to learn about the implications for bullying within the context of lessons in English and appropriate elective classes</p>	<p>Principal and Counselor Time</p> <p>Staff time, parent time</p> <p>Staff time; maintain website and respond when issues are reported on-line.</p> <p>Teachers</p>

			Arrange for guest speakers to present information to students regarding bullying and violence	Teachers
Provide educational resources for students regarding the impact of drug and alcohol use	Reduce the use of drugs and alcohol	All staff	Build opportunities to learn about the implications for drug/alcohol use within the context of lessons in English and appropriate elective classes Arrange for guest speakers to present information to students regarding implications for drug and alcohol use Refer students to district's Drug Intervention Program as needed	Teachers Counselor All staff
Improve supervision	Reduce all incidents of inappropriate behavior	Teachers Principal Campus Monitor	Teachers will increase time of actively monitoring their classes, using proximity to supervise student behavior The Student Support Specialist will supervise campus before school, during breaks, during lunch, and after school. Teachers will increase their visibility during the scheduled class breaks Principal, Student Support Specialist, and campus monitor will monitor students during lunch to prevent students from accessing unsupervised areas	Teacher time Student Support Specialist Teachers time Principal, SSS, and Campus Monitor time
Continue opportunities for students to feel connected at school	Improves students feeling connected	All staff	Provide additional opportunities for students to be involved with school activities and school governance (TEC Ambassadors)	Time

Increase spirit wear on campus	Improve school spirit and pride	All staff	Make spirit wear available for students to purchase	Service Learning Teacher
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PHYSICAL CLIMATE				
Goal	Objectives	Individuals Responsible	Activities	Resources
Request ground cover to mitigate student contact with thorns near basketball court	Improve student safety during PE and lunchtime activities	Principal	Submit 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 and lunchtime activities, including preventing damage to cars in the lot	Principal	Submit request to district facilities supervisor	District funds Maintenance Time

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)]
- 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 16, 2019 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 January 16, 2019. [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 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 – 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.

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

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

Evacuation Map Not for Public Display

The schools are equipped appropriately for accessibility (for persons of all abilities) and provide adequate space for the population.

2018-19 Emergency Drill Schedule

2018-19 Emergency Drill Schedule

		August				
		EARTHQUAKE	FIRE	LOCKOUT	LOCKDOWN	OTHER
ELEMENTARY	Cambridge		8/29/18 @ 9 am			
	Center		8/30/18 @10:00 am			
	Foxboro					
	Scandia		8/30/2018@2:00 pm 8/24@2:00pm			
	Travis		8/28@9:00am			
MIDDLE	Golden West					
HIGH	Community Day					
	Vanden High		9/27/18			
	Travis Education Center (TEC)		9/6/18			

2018-19 Emergency Drill Schedule

		September				
		EARTHQUAKE	FIRE	LOCKOUT	LOCKDOWN	OTHER
ELEMENTARY	Cambridge				9/17/18 @ 11 am	
	Center		9/24/18 @9am			
	Foxboro					
	Scandia	9/6/18 @9:15 9/28/18@2:10				
	Travis		9/19 @10:45 am			
MIDDLE	Golden West					
HIGH	Community Day					
	Vanden High					
	Travis Education Center (TEC)					

2018-19 Emergency Drill Schedule

		October				
		EARTHQUAKE	FIRE	LOCKOUT	LOCKDOWN	OTHER
ELEMENTARY	Cambridge	10/18/18 @ 10:18am				
	Center	10/18/18 @ 10:18am	10/18/18 @ 10:18am			
	Foxboro	10/18/18 @ 10:18am	10/3/18 @ 9:00am			
	Scandia	10/18/18 @ 10:18am	10/4/18@9:20 am			
	Travis	10/18/18 @ 10:18am	10/11/2019 @ 1:20pm			
MIDDLE	Golden West	10/18/18 @ 10:18am				
HIGH	Community Day	10/18/18 @ 10:18am				
	Vanden High	10/18/18 @ 10:18am				
	Travis Education Center (TEC)	10/18/18 @ 10:18am				

2018-19 Emergency Drill Schedule

		November				
		EARTHQUAKE	FIRE	LOCKOUT	LOCKDOWN	OTHER
ELEMENTARY	Cambridge		11/16/18 @ 1:20 pm			
	Center				11/30/18 @ 9:15am	
	Foxboro		11/2/18 @ 1:30pm			
	Scandia					
	Travis		11/28 @9:00am		11/6 @2:00pm	
MIDDLE	Golden West					
HIGH	Community Day					
	Vanden High					
	Travis Education Center (TEC)					

2018-19 Emergency Drill Schedule

		December				
		EARTHQUAKE	FIRE	LOCKOUT	LOCKDOWN	OTHER
ELEMENTARY	Cambridge		12/4/18 @ 9 am			
	Center		12/10/18 @ 2pm			
	Foxboro		12/18/19 @ 11:00am		12/6/19 @ 1:05pm	
	Scandia		12/12/18@9:30			
	Travis	12/17@1:20pm	12/3 @8:40am			
MIDDLE	Golden West					
HIGH	Community Day					
	Vanden High					
	Travis Education Center (TEC)			12/6/18		

2018-19 Emergency Drill Schedule

		January				
		EARTHQUAKE	FIRE	LOCKOUT	LOCKDOWN	OTHER
ELEMENTARY	Cambridge			1/23/19 @ 10 am		
	Center	1/28/19 @ 11am	1/28/19 @ 11am			
	Foxboro	1/22/19 @ 2:00pm				
	Scandia		1/30/19@9:30 am			
	Travis		1/18@2:00:00 pm			
MIDDLE	Golden West					
HIGH	Community Day					
	Vanden High				1/24/19	
	Travis Education Center (TEC)					

2018-19 Emergency Drill Schedule

		February				
		EARTHQUAKE	FIRE	LOCKOUT	LOCKDOWN	OTHER
ELEMENTARY	Cambridge	2/20/19 @ 10:45 am				
	Center		2/11/19 @ 8:45am			
	Foxboro		2/5/19 @ 9:00am			
	Scandia					
	Travis		2/21@8:45AM		2/6@9:00am	
MIDDLE	Golden West					
HIGH	Community Day					
	Vanden High				Feb 19-28, 2019	
	Travis Education Center (TEC)		2/7/18			

2018-19 Emergency Drill Schedule

		March				
		EARTHQUAKE	FIRE	LOCKOUT	LOCKDOWN	OTHER
ELEMENTARY	Cambridge		3/12/19 @ 11 am			
	Center		3/20/19 @ 11am	3/20/19 @ 11am		
	Foxboro		3/21/19 @ 1:45pm		3/13/19 @ 11:10am	
	Scandia					
	Travis	3/20 @12:45pm	3/12@10:35am			
MIDDLE	Golden West					
HIGH	Community Day					
	Vanden High		3/15/19		3/15/19	
	Travis Education Center (TEC)			3/7/18		

2018-19 Emergency Drill Schedule

		April				
		EARTHQUAKE	FIRE	LOCKOUT	LOCKDOWN	OTHER
ELEMENTARY	Cambridge				4/17/19 @ 12:10 pm	
	Center		4/3/19 @ 10:14am			
	Foxboro	4/8/19 @2:00pm				
	Scandia					
	Travis		4/15@1:20:pm			
MIDDLE	Golden West					
HIGH	Community Day					
	Vanden High					
	Travis Education Center (TEC)					

2018-19 Emergency Drill Schedule

		May				
		EARTHQUAKE	FIRE	LOCKOUT	LOCKDOWN	OTHER
ELEMENTARY	Cambridge		5/21/19 @ 1:20 pm			
	Center		5/16/19 @ 2pm		5/16/19 @ 2pm	
	Foxboro	5/23/19 @9:30am	5/1/19 @ 8:40am			
	Scandia					
	Travis		5/29@ 9:00:am		5/3 @10:35am	
MIDDLE	Golden West					
HIGH	Community Day					
	Vanden High					
	Travis Education Center (TEC)					

2018-19 Emergency Drill Schedule

		June				
		EARTHQUAKE	FIRE	LOCKOUT	LOCKDOWN	OTHER
ELEMENTARY	Cambridge		6/4/19 @ 10:45 am			
	Center		6/4/19 @ 11am			
	Foxboro		6/4/19 @ 10:00am			
	Scandia					
	Travis					
MIDDLE	Golden West					
HIGH	Community Day					
	Vanden High					
	Travis Education Center (TEC)					