Dr. Lewis Dolphin Stallworth Sr. Charter Schools, Inc.
School Safety Plan

Dr. Lewis D. Stallworth Sr. Charter Schools, Inc.

P.A.S.S.
Preparing
ALL
Students for
SUCCESS

"Every Student, Every Day"

Safe School/Healthy Student's Initiative

2019-2020

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Table of Content

Introduction and Statement of Commitment	3
Response to Any Emergency	4
Guidelines For Pupil Release in Classroom	5
General Staff Responsibilities	6
Emergency System Alert	7
Warning and Notification	8
Lock-Down Procedures	17
School Floor Plans	18
Limitations of Building Design, Exits, Hall passes	19
Utility Emergency	20
Crisis Management Plan	21
Sheltering Procedures	22
Assaults/Fights	23
Student Unrest	24
Death/Suicide of Student or Staff	25
Drive-By Shooting	26
Training for Staff, Students, Parents, and Others	28
Emergency call plan and Emergency Contact directory	29
Stallworth Charter School Site Crisis Plan	31
Drill Schedule, Procedures and Report	32
Safety Planning Committee and Emergency Response Team	33
Head Custodian/Site Supervisor (what will they do)	34
Off-Site Evacuation Assembly Locations	35

INTRODUCTION AND STATEMENT OF COMMITMENT

Stallworth Charter School recognizes the existence of the possibility of a hostile attack, sabotage, or other violent action, as well as disaster/crisis resulting from fire, natural causes, or acts of school violence. Because of the reality of such an event and the state of the world today, Stallworth Carter School Faculty, Staff, Students, Parents, and Community Leaders are committed to providing the safest environment possible.

We have prepared the school safety plan to provide a framework in which the school can plan for and perform its respective emergency functions during school crisis situations. It is further designed to assist the staff in following the procedure with the greatest possible speed and safety. Regardless of the prescribed procedures, training, and instruction, we acknowledge that the sound judgment of the Administration and staff is an integral part of safety management.

RESPONSE TO ANY EMERGENCY

- Notify the principal and 911, if necessary and the principal notifies the superintendent
- Notify the school Emergency Response Team
- Seal off high-risk area(s)
- Take charge of the area(s) until the incident is contained, or relieved by Administration
- Preserve evidence and keep detailed notes of incident
- Refer media to the official school or district spokesperson Gayle Stallworth at (209) 610-4153
- Notify the Post-Incident Response Team, if necessary

GUIDELINES FOR PUPIL RELEASE IN CLASSROOM

Whenever possible, it is preferred that students remain in their classrooms under their teacher's supervision.

Classroom Release Procedures:

- **Teacher stands at door, controlling traffic in and out**
- **Parents line up outside the door**
- **Teacher identifies immediate family members using the Emergency Pupil Release form found in the Classroom Emergency Folder**
- **Teacher refers all others to Communication Center to obtain Clearance Cards**
- **Child leaves with parent and parents should not enter classroom unless necessary**

Identification Instructions:

- **Use Emergency Pupil Release Form located in the Classroom Emergency Folder**
  - **Fill in all sections, including signatures**
  - **Secondary teachers make notification on student attendance roster regarding the release of student**
- **Make sure it is an immediate family member:**
  - **Immediate family may include mother, father, stepmother, stepfather, grandparent(s), aunt, uncle, sister, brother, or legal guardian**
  - **Identification questions may include:**
    - **Who are you? What is your relationship to this child?**
    - **Do you have a photo ID?**
  - **If necessary, ask the child who this person is**
- **Refer all persons other than immediate family members – or any person about whom the teacher has doubts – to Communication Center to obtain a clearance card**
- **Keep all clearance cards and attach them to Pupil Release Forms**

Note: These procedures are quite specific to ensure that younger children are release to authorized adults. The guidelines may be modified for the release of secondary students as long as pupils are released in a safe and authorized manner.

Note: For release into designated large group area and evacuation procedures to alternate site, see pages 12 – 13.

GENERAL STAFF RESPONSIBILITIES FOR ALL EMERGENCIES

Principal or Designee

- Verify information
- Call 911, if necessary
- Seal off high-risk area(s)
- Notify superintendent
- Notify students and staff. Note: depending on the emergency, students may be notified by teachers
- Evacuate students and staff, if necessary
- Keep detailed notes of incident
- Convene Emergency Response Team and implement emergency response procedures
- Refer media to official spokesperson(s)
- Notify community agencies, if necessary (those not responding to the 911 call)
- Implement post-incident procedures, as necessary

Teachers

- Verify information
- Lock classroom doors unless evacuation orders are issued
- Warn students, if advised
- Account for all students
- Stay with students during an evacuation and take class roster
- Refer media to official spokesperson(s)
- Keep detailed notes of incident

EMERGENCY ALERT SYSTEM

Tune to your local radio station for information regarding a potential or impending emergency.

All California radio stations participate in the Emergency Alert System (EAS).

KFBK Radio in Sacramento broadcasting on 1530 AM and 92.5 FM. KSTN

Radio in Stockton broadcasting on 107.3 FM
(Station 1420 AM has been discontinued)

WARNING AND NOTIFICATION

** Call 911 if necessary. Assess life and safety issues first! **

- Inform principal: Robin Moore-Zaid - (209) 948-4511 x 1002 or designee: Alice Stallworth - (209) 948-4511 x 1001
- Principal/designee notifies CEO: Gayle Stallworth – (209) 948-4511 x 1005
- The above will contact the Response Team and warn students and staff
- If an emergency requires immediate action to protect the safety of students and staff, activate: P.A. System and/or Radio Communication

EMERGENCY ACTION	BELL SIGNAL	VOICE SIGNAL	What To Do
All Clear	One Long Sound (10 seconds)	"All Clear"	May return to building.
Leave Building	Fire Alarm	"Leave Building"	Move students and staff, in an orderly fashion, to an outside area of safety. Provide assistance to persons with disabilities in wheelchairs or braces.
Lockdown	Site Determine And Post	"Lockdown"	Lock all doors and windows, pull down shades. Those in outside areas immediately return to classrooms. Action Duck and Cover.
Closed Campus	Site Determine And Post	"Closed Campus"	No unauthorized visitors. Close campus for lunch. Regular school schedule.
Duck and Cover, or Drop	No Bell Signal	"Duck and Cover" Or "Drop"	Duck to knees underneath tables or desks, away from windows, with the head protected by the arms and back to windows. Move persons in wheelchair/braces away from windows. If outside, drop to ground with the head protected by arms shielding the eyes. Persons in wheelchair/braces to bend forward protect the head and shield eyes.

- Codes may be used in situations where immediate notification is required, but the safety of the students and staff may be compromised if everyone in the school building(s) knows of the emergency (i.e., a hostile intruder may panic if the principal announces the intruder's presence over the P.A. system)
- The code words will inform school personnel of the type of emergency and appropriate actions

- **The code words are:**

CODE WORD:	EMERGENCY:
RED	FIRE
BROWN	SEVERE WEATHER
BLACK	BOMB THREAT/WEAPON
WHITE	EVACUATE BUILDING
BLUE	ACCIDENT/PHYSICAL INJURY
GREEN	INTERNAL DIASTER
PINK	UNIDENTIFIED PERSON ON SITE

CODE RED: FIRE

In the event that a fire, smoke from a fire, or a gas odor has been detected:

- Pull the fire alarm
- Evacuate students and staff to a safe distance outside of the building
- Follow the normal fire drill routine
- If normal route(s) are too dangerous, follow alternate route
- Teachers must take a class roster and account for all students
- Roll must be taken after evacuation
- Principal calls 911, notifies authorities, and CEO-Administrator
- Principal and / or CEO-Administrator must report incident to the fire marshal
- After consulting with CEO-Administrator, principal may move students and staff to primary relocation center (St. Gertrude

Catholic School/Church), if building is damaged or weather is inclement

- **No one should re-enter the building(s) until declared safe by fire service personnel**
- **Principal notifies students and staff of termination of emergency and resumption of normal operations**

***Action:** All staff and students orderly evacuate immediately within 5 minutes of the initial alarm, with minimal congestion at exits. Teachers and students are stages in an orderly fashion away from fire lanes. Teachers will have taken roll once in the evacuation area. Any missing students are reported immediately reported to the Principle/designee. Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.*

CODE BROWN: SEVERE WEATHER/EARTHQUAKES

- **Initiate Action Duck and Cover, or Action Drop**
- **Remain in the Duck and Cover, or Action Drop positions until the all-clear sounds**
- **Administer immediate first aid as necessary**
- **Take student attendance. Notify office of missing/injured students**
- **Maintain order among students in a calm, matter-of-fact manner**
- **Supervise students. Initiate buddy system**

***Actions:** Whenever a severe weather alarm is sounded, all students, teachers, and other employee shall immediately begin Duck, Cover, and Hold procedures: DUCK, or DROP down on the floor Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms. HOLD onto the furniture and be prepared to move with it. STAY in this position for at least one minute, or until the shaking or storm stops. Evacuation: An Evacuation shall NEVER be automatic. There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determine if an evacuation is required.*

CODE BLACK: BOMB THREAT/WEAPON

On receiving a message that a bomb has been planted in the school:

Use bomb threat checklist (attached)

- **Ask where bomb is located, when bomb will go off, what materials are in the bomb, who is calling, and why is caller doing this**
- **Listen closely to caller's voice, speech patterns, and for background noises**
- **After hanging up, immediately dial *57 to trace the call**
- **Notify principal or designee**
- **Principal determines whether a lock-down or evacuation is the appropriate course of action. Principal orders based on determination**
- **Principal notifies 911 (police) and superintendent**
- **Principal and superintendent must report incident to fire marshal**

If lock-down is ordered, use procedure in the lock-down section of this checklist. If evacuation is ordered, follow these procedures:

- **Principal alerts staff and students. Do not mention term "Bomb Threat"**
- **Use standard fire drill procedures to evacuate school building(s) unless evacuating into the reported bomb location**
- **Direct students to take their belongings**
- **Students and staff must be evacuated to a safe distance away from the school**
- **After consulting with the superintendent, the principal may move students to a primary relocation center, St. Gertrude School/Church, if weather is inclement or the building is damaged**
- **Teachers should take roll of students following evacuation**
- **No one should re-enter the building(s) until declared to be safe by fire or police personnel**
- **Principal notifies staff and students when emergency is terminated**
- **Resume normal operations**

Staff or student who is aware of a weapon brought to school:

- **Immediately notify principal or teacher**
- **If necessary, initiate "Lockdown" emergency action if the situation appears threatening to the safety of the building**
- **Call 911 if situation warrants action**
- **Call Stockton Police Department (209) 937-8377**

- Tell principal or teacher the name of the individual suspected of bringing the weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves
- If the teachers suspect that a weapon is in the classroom, a neighboring teacher should be confidentially notified
- The teacher should not leave the classroom

Principal:

- Call the police if a weapon is suspected to be in school, as viewed by a reasonable person
- Ask another administrator or school security staff member to join you in questioning the suspected student or staff member
- Accompany the suspect to a private office to wait for the police
- If the suspect threatens you with a weapon, do not attempt to disarm him/her
- Conduct a search with police
- Keep detailed notes of all incidents and why the search was conducted
- If the suspect is a student, notify parent(s) or guardian(s)
- Explain why the search was conducted and the results of the search
- Back away with your arms up
- Try to remain calm

CODE WHITE: EVACUATE BUILDING

Call 911, if necessary.

- Principal determines evacuation procedures after consulting with superintendent or designee: Gayle Stallworth
- Principal determines if students and staff should be evacuated outside of school buildings(s), or to relocations centers
- Emergency Response Team member Alice Stallworth coordinates transportation if students are evacuated to relocation center
- Transportation coordinator Robin Moore-Zaid is to be contacted by the Emergency Response Team member and informed that an evacuation is taking place
- Principal notifies relocation center
- Direct students and staff to follow fire drill procedures and route
- If normal route is too dangerous, follow alternate route
- Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible

- Place evacuation sign in window (e.g., 8 ½ x 11 paper with words "Room # _____ Evacuated" in large, legible letters)

Teachers:

- Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous
- Take class roster
- Close classroom doors and turn out lights
- When outside building, account for all students. Inform principal immediately if students are missing
- If students are evacuated to a relocation center, stay with your class
- Take roll again when you arrive at the relocation center....
  Relocation Centers: Each school should have a primary center close by and a secondary relocation center further away in the event of a community-wide emergency

- Primary Off-Site Evacuation Assembly Location:
  - ST. Gertrude Catholic School – 1663 East Main Street – Stockton, CA 95205 – 209-266-0278; Contact Person: Alvar Araque or Eduzerdo Pere
  - AMPM Gas Station Parking Lot – 130 South Wilson Way – Stockton, CA 95205 – 209-466-6633; Contact Person: Jurprect Singh

BLUE: ACCIDENT/PHYSICAL INJURY

Follow "Guidelines for School First Aid Procedures," published by California School Nurse Organization.

Assess seriousness of injury or illnesses and administer first aid. If necessary, call 911. Notify parent or guardian of illness or injury; include type of injury/illness, medical care being given, and location where child has been transported.

- When calling 911, be prepared to provide:
  - Your location, building name and address
  - Floor
  - Room Number
  - Describe illness or type of injury
  - How the illness or type of injury occurred
  - Age of injured
  - Quickest way for ambulance to reach you

- Assign a staff member to meet rescue service and show where the injured students are.
- Request Health/Emergency card be brought to same location as student
- Hold bells if emergency situation is in common area where students travel during class change
- Assign member of ERCM Team to stay child, even if transported to hospital
- If child is being transported, request parent meet the child and ERCM team at the hospital
- Notify the designated Director
- Advise faculty and staff of situation (when appropriate)
- Follow-up with parent or guardian

Teachers and Other Staff Responsibilities:

- Evaluate the situation
- Isolate and secure the area as needed
- Direct any unaffected persons to a safer and secured area
- Call 911
- Notify the Administrator-in-Charge ASAP
- Advise them of the number of injured and the situation and give location
- If the scene is safe, proceed to the victim and assess the severity of the injury
- Stabilize the victim and administer first aid
- Assist the emergency medical response as needed
- If the scene is not safe, i.e., electrocution, downed wires, etc., wait for Emergency Medical Services personnel

Bus Driver Responsibilities:

- Be alert for students who show signs of emotional distress

GREEN: INTERNAL DIASTER (HAZARDOUS MATERIALS/ CHEMICAL SPILLS)

Incident in School Incident near School Property:

- Call 911
- Notify principal
- Seal off area of leak/spill
- Take charge of area until fire or hazmat personnel contain the incident

- **Fire officer in charge will recommend sheltering or evacuation actions**
- **Follow plans and procedures for sheltering or evacuation**
- **Notify parents if students are evacuated**
- **Resume normal operations after consulting with fire or hazmat officials.**

Incident near School Property:

- **Fire, police, or hazmat personnel will notify superintendent**
- **Superintendent will notify principal**
- **Fire officer in charge of scene will recommend sheltering or evacuation actions**
- **Follow plans and procedures for sheltering or evacuation**
- **Notify parents if students are evacuated**
- **Resume normal operations after consulting with fire or hazmat officials**

PINK: INTRUDER/HOSTAGE

Intruder: "An unauthorized person who enters school property."

- **Notify principal**
- **Ask another staff member to accompany you before approaching the intruder**
- **Politely greet intruder and identify yourself**
- **Ask the intruder the purpose of his/her visit**
- **Inform intruder that all visitors must register at the main office**
- **If purpose is not legitimate, ask intruder to leave**
- **Accompany intruder to the exit**

If intruder refuses to leave:

- **Warn of the consequences for staying on school property**
- **Inform intruder that police will be called**
- **Notify security or police and principal if intruder refuses to leave**
- **Call Stockton Police Department (209) 937-8377**
- **Call 911 if situation warrants action**
- **Await a police response**
- **Provide full description of intruder**
- **Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons, or packages, etc.)**

- **Principal notifies superintendent and may issue "Lockdown" emergency procedures and warning signal**

Hostage situation:

- **If hostage taker is unaware of your presence, do not intervene**
- **Call 911 immediately. Provide details of situation, ask for assistance**
- **Seal off area near hostage scene**
- **Notify principal; principal notifies superintendent**
- **Give control of scene to police and hostage negotiation team**
- **Keep detailed notes of events and actions**

If taken hostage:

- **Follow instructions of hostage taker**
- **Try to keep calm. Calm students if they are present**
- **Treat the hostage taker as normally as possible**
- **Be respectful to hostage taker**
- **Ask permission to speak; do not argue or make suggestions**

Please Note:

- **If immediate actions is not required, notify staff members at a meeting before, or after school hours**
- **Teachers will debrief students during class unless an assembly or P. A. announcement is preferred**
- **Principal notified parent(s) or guardian(s) of affected students, or emergency contact(s) of staff as necessary**
- **Superintendent notifies other schools in the district**
- **The school(s) with siblings of the affected student(s) or children of the affected staff should be called first**

LOCK-DOWN PROCEDURES

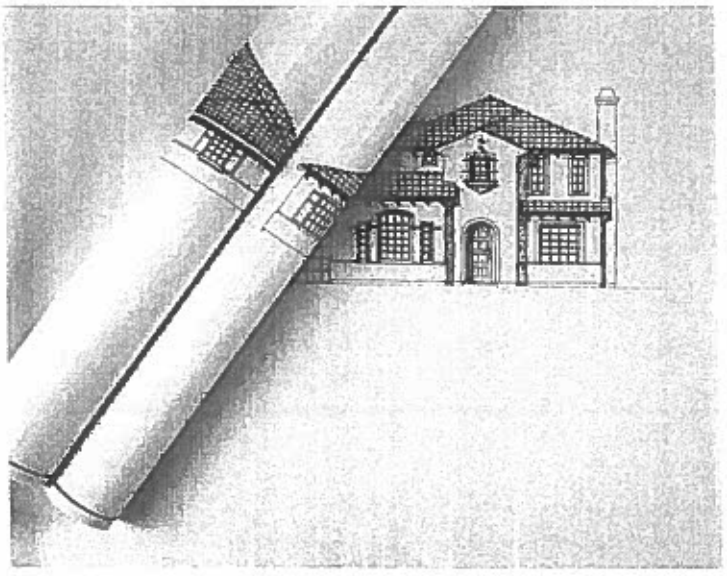
Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building(s):

- **Principal will issue lock-down notification / procedures by announcing a warning over the P.A. system, by sending a messenger to each classroom, or by sounding bells**
- **P.A. announcement may be a code word or basic alert (see Warning and Notification for coded warnings)**
- **Direct all students, staff, and visitors into classrooms**
- **Lock classroom doors**
- **Cover windows of classrooms, including the window in the door**
- **Move all persons away from windows and doors**
- **Allow no one outside of classroom until the principal gives an all-clear signal**

SCHOOL FLOOR PLANS

The Stallworth Charter School floor plan is posted inside every classroom. The evacuation route is clearly labeled for each classroom.

(A School Floor Plan is not included in this document for safety purposes. If you are a board member at the school, one is available for you in the Principals Office)



Limitations of Building Design:

- All buildings are utilized for instruction or storage
- Every classroom has a floor plan for the building in which it is located

Exits:

- All exit doors open to the outside
- The front school double doors are monitored by a security camera system for visitor entrance
- Gates are locked from 8:00 am – 4:00 pm daily
- Gates after 4:00 pm are opened due to the After School Program

Hall Passes:

- Student sign in/out procedures are followed in all classrooms
- Classrooms and Office have hall passes, no student should be in the hall without a pass

Security:

- All keys are secured in a locked cabinet
- School Administrators has access to keys
- All school records are maintained in a secure location

Visitor Access Control:

- All visitors enter the front double glass doors to the building
- Front doors are monitored with a camera system
- Visitors must sign in prior to proceeding to a classroom or other areas of the building
- Approval is needed from the office administration or principal
- The visitor procedure is consistently and efficiently implanted
- Parents, students, faculty and staff are notified immediately if change in procedure takes place
- If disruption is anticipated, visitors are escorted out and away from the building and the local police department and/school security officer is notified

UTILITY EMERGENCY

In case of a utility emergency (electrical power failure, gas leakage, or water main break), the following procedure will be put into action.

Power Failure:

- **Power failure in a classroom or one area of the building will be reported immediately to the administration**
- **Pacific Gas and Electric Company will be notified of the outage**
- **All equipment that might be damaged by a power surge when the electricity is restored must be turned off or unplugged**
- **Administration will give notice to employees of the next steps that are to be taken**

Gas Leak:

- **A gas leak must be considered a top-priority emergency situation**
- **An administrator must be notified immediately**
- **The building will be evacuated using the fire drill plan.**
- **The administration**

CRISIS MANAGEMENT PLAN

- Important information will be gathered as quickly as possible
- Student's safety will be a priority
- The Administrator will be notified immediately
- Using a specified spokesperson, an initial press briefing will be conducted after reviewing vital information with the administrator
- The Principal will be the primary spokesperson for the media only after speaking with the superintendent
- The Principal will be deemed the spokesperson for the staff
- School personnel will emphasize to parents and staff that they have the right to refuse speaking to the media

SHELTERING PROCEDURES

Sheltering provides refuge for students, staff, and the public within the school building(s) during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on the type of emergency:

- **Identify safe area(s) in each school building**
- **Principal warns students and staff to assemble in safe areas and brings all persons inside school building(s)**
- **Teachers take class roster and account for all students after arriving in a safe area**
- **Close all exterior doors and windows**
- **Turn off any ventilation leading outdoors**
- **Cover up food not in containers, or put it away in a refrigerator**
- **If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues**
- **All persons must remain in safe areas until notified by the Principal or emergency responders**

ASSAULTS/FIGHTS

- First, ensure the safety of students and staff
- Call 911, if necessary
- Notify the Principal
- Notify the school Emergency Response Team
- Seal off the area where the assault took place
- De-escalate and defuse the situation, if possible
- Principal notifies police if a weapon was used in the assault, if a victim has physical injury causing substantial pain or impairment of physical condition, or if the assault involved sexual contact
- Principal notifies CEO-Administrator and parents of students involved in the assault
- Document all actions. Ask victim(s) and/or witness(es) for their account of the incident
- Notify the school Post-Incident Response Team and have one of members of the team assess counseling needs of the victim(s) and/or witness(es)
- Implement post-incident procedures, if necessary

STUDENT UNREST

- Notify police, if necessary
- First, ensure the safety of students and staff members
- Contain area of unrest; seal off as appropriate
- Move students involved in disturbance to an isolated area
- Notify Principal; principal notifies CEO-Administrator
- Advise staff; Principal may issue a lock-down (see Lock-Down Procedures)
- Terminate bells operation
- Meet with student representatives to address issues, as appropriate
- Document incidents with tape recorder or take detailed notes

Teachers:

- Keep students calm
- Lock classroom doors
- Do not allow students outside of classroom until you receive an "all clear" signal from the Principal
- Make a list of any students absent from classroom
- Document all incidents

DEATH/SUICIDE OF STUDENT OR STAFF MEMBER

Death of a student or a staff member is an emotional strain on the campus population. Without a prepared plan, additional problems related to the crisis – reactions are almost certain.

Principals Responsibilities:

- **Notify CEO-Administrator and immediate supervisor**
- **Activate Site Intervention Team**
- **Request additional District Crisis Intervention resources if deemed necessary**
- **If necessary, request additional clerical support from immediate supervisor**
- **Notify faculty/staff: and schedule a debriefing for all staff at the end of the day**
- **Prepare a parent bulletin to go home with students the day of the incident, if possible, or the following day**

If tragedy occurs during non-school hours:
Notify staff members via telephone tree and conduct a staff meeting before school starts.

If tragedy occurs during the instructional day:

- **Personally visit each classroom to calm students, provide factual information and answer questions**
- **DO NOT USE THE INTERCOM FOR THIS PURPOSE**
- **Crisis Intervention may also visit classrooms to brief student and staff**

Teacher's Responsibilities:

- **Provide factual information to students regarding the incident**
- **Lead class discussions**
- **Identify students in need of counseling and refer to Crisis Intervention Team**
- **With the assistance of the Crisis Intervention Team, generate classroom activities to reduce impact of trauma**
- **It may be necessary to modify classroom activities for a short time as postponing test, etc.**

DRIVE-BY SHOOTING

In the event that a drive-by shooting occurs on or adjacent to a school, these procedures should be followed:

Responsibility of Principal:

- **Initiate Action Lockdown or Action Drop**
- **Immediately notify Stockton Police and appropriate law enforcement agencies**
- **Notify the CEO-Administrator**
  - **Chick for any injured/struck subjects**
  - **Preserve area for evidence until arrival of law enforcement**
  - **Make note of any witnesses or comments made why shooting occurred**
  - **Keep students and staff away from area shooting occurred**
- **Work in coordination with and at the direction of law enforcement officials**

Responsibility of Teacher/Other Staff

- **In classrooms, maintain Action Lockdown or Action Drop (lie flat on floor) until all-clear signal sounds**
- **In open areas, move students to safer area (e.g. classrooms) as quickly as possible**
- **Initiate Action Drop if it is not possible to safely reach enclosed area**
  - **Check for injured/struck subjects**
- **Administer first aid as needed**

TRAINING FOR STAFF, STUDENTS, PARENTS, AND OTHERS

The Principal or a designee shall meet not less than one time yearly with the school staff at which time an orientation will take place. All concerned persons will be familiarized with the Crisis Plan at this time.

Monthly drills are required in case of fire. Students are trained in the correct procedures for this potential danger.

Volunteers and parents are informed that a Crisis Plan is on file in the school office.

STALLWORTH EMERGENCY CALL PLAN

- Respond to the emergency
- Remain calm: supervise and ensure student safety at all times
- Train and implement "Teacher/Buddy System" when necessary

EMERGENCY CONTACT DIRECTORY

- Life threatening Police/Fire/ambulance **911**
- Police Non-Emergency **209-937-8377**
- Ambulance **209-464-4646**
- **Emergency** **209-937-7911**
- Fire Rescue 209-937-8801
- Sheriff **209-468-4600**
- State Police **831-385-3216**
- Poison Control **800-222-1222**
- St. Joseph's Medical Center **209-943-2000**
- **City Office of Emergency Services** **209-464-4650**
- **County Office of Emergency Services** **209-468-3962**
- **American Red Cross** **209-466-6971 Ext. "0"**
- **ATT (telephone service repair)** **1-800-222-3000, press 2**
- **Pacific Gas & Electric** **800-743-5000**
- **Children's Shelter** **209-468-6966**
- **Youth Services** **209-948-4357**
- **Child Abuse (local)** **209-468-1333/209-468-3780**
- **Child Abuse Statewide** **888-800-4800**
- **Children's Justice Center** **916-277-3287**
- **Runaway Hotline (local)** **209-465-4878**
- **Runaway Hotline National** **800-768-2929**
- **Domestic Violence Information** **800-799-7233**
- **Family Violence Prevention & Services** **530-891-2850**
- **Rape Recovery Center** **415-437-3011**
- **Pregnancy (San Joaquin Community Hospital)** **661-869-6434**
- **Suicide Prevention** **800-784-2433 / TALK: 800-273-8255**
- **Substance Abuse** **209-468-3800**

- **The Crisis Center San Joaquin** **209-468-8686**
- **Mental Health** **800-273-8255**
- **Emergency Alert System (EAS)**
  KFBK **1530AM/92.5FM**

Call your site Administrator for serious health emergencies that occur:
Gayle Stallworth **CEO Administrator** **Cell: 209-610-4153**

In Case of Fire or Severe injuries notify one the following in this order:

Robin Moore-Zaid	**Principal**	**Cell: 773-617-4421**
Alice Stallworth	**Administrator**	**Office: 209-948-4511**
		Cell: 209-351-2613
Claudia Jara	**Secretary**	**Office: 209-948-4511**

After 3:00pm Contact After-School Program in this order:

Minnie Fridy	**ASP Director**	**Cell: 209-993-2265**
Tiffany Fridy	**ASP Staff**	**Cell: 209-430-4811**
Gabriel Martin	**ASP Staff**	**Cell: 209-818-7929**

Stallworth Charter School Site Crisis Plan:

If there is ever an emergency during the school or Afterschool program we will be ready. We are planning and practicing responses to various types of crisis so that your children will be safe and secure. Please read to find out about our school emergency plan.

We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. We ask for your help in the following areas:

- Please do not call the school. We must keep the lines open for emergencies.
- Following an earthquake or other emergency, do not immediately drive to the school. Streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
- No student will be dismissed from school or After school program unless a family member (or individual designated by the guardian) comes for the student.
- All guardians or designated parties who come for elementary students should bring a photo ID.

Our site will periodically practice drill procedures for emergencies and disasters to prepare our staff and your student. We are here to provide a safe, educational and fun program for you and your family.

Sincerely,

Gayle Stallworth, Administrator

Stallworth Drill Schedule, Procedures and Report:

Student Drills: - Include Yearly Scheduled Drill Dates:

Emergency Action	Specific Signal	Frequency	Schedule Drill Monthly Dates Last Friday	Actual Drill Date Fill in date
Action Leave Building (Fire, Bomb Threats, etc.)	Fire Alarm	Monthly Green sign raised All Clear Red sign raised Not all Clear	August Thru May	
Action Secure Building (Incident, weapons, intruders, neighborhood disturbance, etc)	Code Blue	4 X per Year Lock doors Sit on floor until Code Blue Clear is announced	August November February May	
Action Duck and Cover or Drop (Earthquakes, explosion, teachers need help, medical, physical, etc)	Code Red	4 X per Year Lock doors Sit on Floor until Code Red Clear is announced	August November February May	

CEO Administrator Signature:_____Date:_____

Principal Signature:_____ Date:_____

Safety Planning Committee and Emergency Response Team:

TITLE	CONTACT INFORMATION
CEO/Administrator	Name: Gayle Stallworth Office: 209-948-4511 Cell: 209-610-4153
Principal	Name: Robin Moore-Zaid Office: 209-948-4511 Cell: 773-617-4421
Administrator	Name: Alice Stallworth Office - 209-948-4511 C ell - 209-351-2613
Director/After School Program	Name: Minnie L. Fridy Cell: 209-993-2265
Teacher - Room 1014	Name: Camille Jones Cell: 209-507-3498
Teacher - Room 1007	Name: Leticia Alcala Cell: 209-607-0562
Teacher – Room 1008	Name: Laura Marshall C ell: 209-402-0786
Teacher – Room 1013	Name: Emmalyn Pacring Cell: 209-487-3843
Teacher – Room 1011	Name: Valerie Fieber Cell: 209-812-9206
Teacher – Room 1010	Name: Grace Sandoval-Rivas Cell: 209-214-3111
Teacher – Room 1010	Name: Aaron Rosales Cell: 409-209-6625
Teacher – Room 1018	Name: Cody Mabe Cell: 209-417-7622
Teacher – Room 1012	Name: Jesus Martinez Cell: 209-401-0389
Teacher – Room 1006	Name: Carolyn Payne Cell: 209-271-8442
Teacher – Room 1009	Name: Satinderjit Singh Cell: 209-579-4009
Staff	Name: Ernest Martin Cell: 209-598-4196
Staff	Name: Jarrett Moonie Cell: 209-817-7106

Head Custodian/Plant Supervisor:

Mr. Cornelius Stallworth- Cell: 209-298-7354

1. Maintains tool inventory for emergency use. Tools must be organized and easily accessible by site staff in designated storage areas.
2. Is responsible utility systems and appliances – checks for damage, if necessary, shuts off main power.
3. Is responsible for Fire control – extinguishing small fires before they get out of control.
4. Directs emergency personnel and vehicles through gates.
5. Seals off and indicate areas where hazardous materials have been spilled.
6. Other areas specific to school needs.

Teachers (with a group of students)

1. Respond, with students, to emergency warning signals.
2. Immediately take student attendance;
3. Administer first Aid as necessary.
4. Check with teaching "buddy" (man not be on campus).
5. Carry emergency classroom folder when evacuating room.
6. Release students as per pupil release procedures. For files and possible future use in an emergency, make an additional copy of the pupil release form.
7. Remain calm; supervise and ensure student safety at all times.
8. Other areas specific to school needs.

CEO Administrator: (may or may not be on campus)

In response to notification of an emergency, crisis, or disaster such as sudden death, suicide, school bus accident, etc. notify Principal, Ms. Robin Moore-Zaid right away!! Office 209-948-4511 or Cell 773-617-4421

OFF-CITE EVACUATION ASSEMBLY LOCATIONS:

Provide the addresses of at least two off-campus locations that have agreed to provide an assembly area for your school population.

Primary Off-Site Evacuation Assembly Location

Location	ST. Gertrude Catholic School/Church
Organization	School / Church
Address	1663 East Main Street Stockton, CA 95206
Phone Number	(209) 466-0278
Contact	Eduzrdo Pere or Alvar Araque
Date of Agreement	

Secondary Off-Site Evacuation/Assembly Location

Location	AMPM Gas Station (Vacant Lot)
Organization	Gas Station
Address	130 South Wilson Way
Phone Number	(209) 466-6633
Contact	Jurprect Singh
Date of Agreement	

Dr. Lewis Dolphin Stallworth Charter Schools, Inc.

(Fully Accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges)

Safety Plan for Active Shooter

CODE ALICE ACTIVE SHOOTER
CODE ALICE EVACUATION

1st (ALERT)

We will alert everyone with the walkie talkie code word (Code Alice) or whatever the situation.

Example: Code Alice, Active Shooter

2nd (LOCKDOWN)

Anyone can call a lock down. Teachers are to lock the door and direct the students to the safest place in the room. Teachers and students are to stay on lock down until contacted by walkie talkie, intercom, or classroom phone. If students are not in a classroom they should go to the closest open door and shut it.

If student is in the restroom at the time of lock down, please close the door and stand on toilet seat.

3rd (INFORM)

The front office will make the call to the proper authorities if they are not available, administration will take the initiative to call.

4th (COUNTER)

Other authorities will be assisted by security.

5th (EVACUATE)

Evacuation will be in the parking lot. All Teachers/Staff should have students lined up and ready to leave the parking lot and the flow will be assisted by Mr. Garcia and Mrs. Heather. In case of a bomb threat, the front office staff will help escort the children to AM/PM.

Dr. Lewis Dolphin Stallworth Sr Charter School: Self-Injury Prevention Policy and Procedure

DEFINITION: Self-Injury is the deliberate, impulsive mutilation of the body, or body part, not with the intent to commit suicide, but a way of managing emotions that seem too painful for words to express (Conterio, 1998). The following methods of self-injury exit on a continuum: cutting, scratching, burning, preventing the skin from healing, bruising or breaking bones, head banging, biting, hair pulling, punching self or objects, hitting the body with objects, swallowing harmful objects or substances, constricting the flow of air passages, limiting the blood supply to body parts and cutting off body parts.

There are two categories of self-harm behaviors, Direct and Indirect behaviors. Direct Self-Harm Behaviors consist of suicide attempts, major self-mutilation, stereotypic self-injry, moderate-superficial self-injury. Indirect Self-Harm Behaviors include substance abuse, eating disorders, physical risk-taking, situational risk-taking, sexual risk-taking, unauthorized discontinuance or misuse of psychotropic medication.

STATISTICS: Self-injurious behavior is prevalent in all races and socio-economic groups. The age of onset is usually 12-14. 59% began in grades 7-8 (Ross & Heath, 2002). More (64%) females than males (36%) engage in self-injurious behavior (Ross & Heath, 2002).

MOTIVATION: Self-injury is seen as a maladaptive coping mechanism that helps to feel less or more: control or expression of emotions, to numb themselves, ground themselves, or to release endorphins. Students report they cut to: relieve tension, feel alive inside, gain control, numb themselves, vent anger, relieve emotional distress or overwhelming feelings, gain euphoria, stop bad thoughts, purge out bad feelings, hurt and/or control others, feel the warm blood, see "red", and release emotional pain. Other motivational factors include self-injury because their friends all do it, scars who battles won, self-punishment, for ritualistic nature, replace emotional pain with physical pain, gain an immediate release for anger, to stop racing thoughts, to elicit a non-intimate caring response, and to reenact abuse.

SYMPTOMS: Distress signals for an elementary child can include: scratching, cutting or marking the body; thinking or talking about suicide; previous suicide attempts; risk taking behavior (running into traffic or jumping from heights;) intense/excessive preoccupation with death. The following physical, emotional and behavior signs of self-injury have been identified:

- **PHYSICAL SIGNS** can consist of inappropriate clothing for the weather; blood stains on clothing; unexplained scars, bruises or cuts; possession of sharp implements (razor blades, thumb tacks, knives, paper clip); secretive behavior (spending unusual amounts of time in bathroom or other isolated areas).
- **EMOTIONAL SIGNS** may be inability to cope with strong emotions; excessive anxiety and fears, excessive range, depression, poor self-esteem or self-loathing; not connected with positive support system, increased isolation and withdrawal, art and writing displaying themes of pain, sadness, physical harm; changes in social interactions or interests.
- **BEHAVIORL RITUALS** at certain times, place and certain objects may indicate self-injury.

REFERRAL: The behaviors listed above may indicate that a child is emotionally distressed and may be a sign that the child is beginning to think and act in self-destructive ways. When a school staff, parent or student is concerned about a particular student, make an immediate referral to the school site Crisis Team member (school counselor, school psychologist or administrator) for a Suicidal Assessment, which will consist of:

1) Completing a Suicide Assessment Interview (form attached)
2) Post interview, complete the Lethality Scale; determine if immediate endangerment to self and rule out need for 5150 referrals.
3) Notify Parent of recommended action and, when appropriate, refer at risk students for a mental health evaluation as soon as possible.
4) Offer assistance to parents in obtaining a mental health evaluation for their at-risk therapist.

5) If the student has a private therapist, obtain a release of information to consult with him/her on a regular basis in order to compare notes on behavior changes, and to collaborate on readjustment.
6) If appropriate, send student home for support.
7) Establish plan for support upon his/her return. Plan should include scheduling an immediate Student Study Team (SST), which should explore the need for an assessment for SPED to address criterion for an n Emotional Disability.
8) Make an appointment with the student for the day the student is scheduled to return to school.
9) Use a contract (Safety Plan) to encourage the student to talk to someone when he/she feels down in the school setting.
10) Allow the student direct access for the student to an appropriate staff member. This may be the school psychologist, counselor or other members of the school site Crisis Team. Provide a regular and comfortable environment where the student will feel free to voice feelings and express concerns.
11) Crisis team member will keep in regular contact with the student's teachers, and maintain open lines of communication with the parent (s)/guardian (s. Information may be shared with the appropriate personnel for the purposes of monitoring behavior and providing support.
12) During conversations with the student, make an effort to dissolve fantasized or romanticized notions of death whenever there is an opportunity to do so.

TREATMENT OPTIONS: Preferred treatment options for self-injurious behavior consist of cognitive behavior therapy, family therapy, addiction treatment, trauma/abuse treatment, medication and/or combination of the above. Extreme caution should be taken in group therapy for self-injurious behavior. In the school setting positive aspects of group therapy may include: 1) Students do not fell like they are alone in their feelings and actions;2) Group therapy provides services to those receiving none outside of the school setting;3) It allows interactions with numinous students at one time. In the school setting negative aspect of group therapy include: 1) Contagion

effect (negative social-learning and suicidal packs); 2) Lack of access to therapist/emergency services; 3) Does not provide in-depth therapeutic interventions that most need; Schools can't provide the extreme structure need to keep all participants safe.

==========Conteri

Conterio, K., Lder, W. & Kingston Bloom, J. (1998). *Bodily harm: the breakthrough healing program for self-injurers*. Hyperion Press.

Ross, S. & Heath, N. (2002). *A study of the frequency of self-mutilation in a community sample of adolescents*. Journal of Youth and Adolescence. 31 (1), 67-77.