

Code 1 - practice/planned

Code 2 - unplanned (Mrs. Jones)

Code 3 - clear

Safety Points to Review with Students

1. Obey all orders **THE FIRST TIME** without questions.
2. Do not talk on your cell phones, turn off ringers.
3. Do not text. A student may panic parents and cause chaos and confusion for school authorities and police.
4. Have common sense. Do not be a hero.
5. Think happy thoughts - a place you like to visit, recent vacation or just count slowly as high as you can.
6. Keep still and quiet.
7. Be ready to move, crawl, run, sprint, jump or climb.
8. Be prepared to help carry or assist another student.

Guidelines for Teachers

1. Lock all students in a stronghold (classroom) if possible.
2. Secure students in a cover position (something a bullet will not penetrate) cement, walls, trees, mound of dirt, etc.
3. Do a hand count; have each student raise their hand and touch the hand, then the student puts down the hand for an accurate count.
4. Have all students lie flat facing away from the wall if indoors.
5. Have all students turn away from the cement for possible fragments.
6. Use books, bookshelves and desks to absorb any bullets.
7. Do not put yourself in a no exit position; be able to move to new locations.
8. Report over radio or cell your information. Do not tie up the lines. Give direct information and hang up. Someone in danger may need the line.
9. Keep everyone quiet. Be on the lookout but do not expose your position with quick movements.
10. Dark out all windows if possible and move all students away from the door.
11. If you need to talk through the door, stand off to the side in case someone shoots the door.
12. Identify all unknowns by them showing ID card.
13. Use furniture to block doors that do not lock or prop closed with ball of foot and heel planted firmly.

Gratton School
4500 Gratton Rd.
Denair, CA 95316

209 632-0505
209 632-7810 fax

Superintendent	Wendy Williams	cell 209 406-3975
Administrative Assistant	Debbie Rocha	cell 209 678-5734

Teachers

Room 3 Kindergarten	Staci Isaac	cell 209 606-2335
Room 7 First Grade	Sadie Maxwell	cell 209 505-7856
Room 4 Second	Bernadette Everett-Reed	cell 209 542-5115
Room 2 Third	Sheila Amaral	cell 209 484-1257
Room 2A Annex	Sydnee Kline	cell 209 985-7973
	Lorie Wagner	cell 209 606-0798

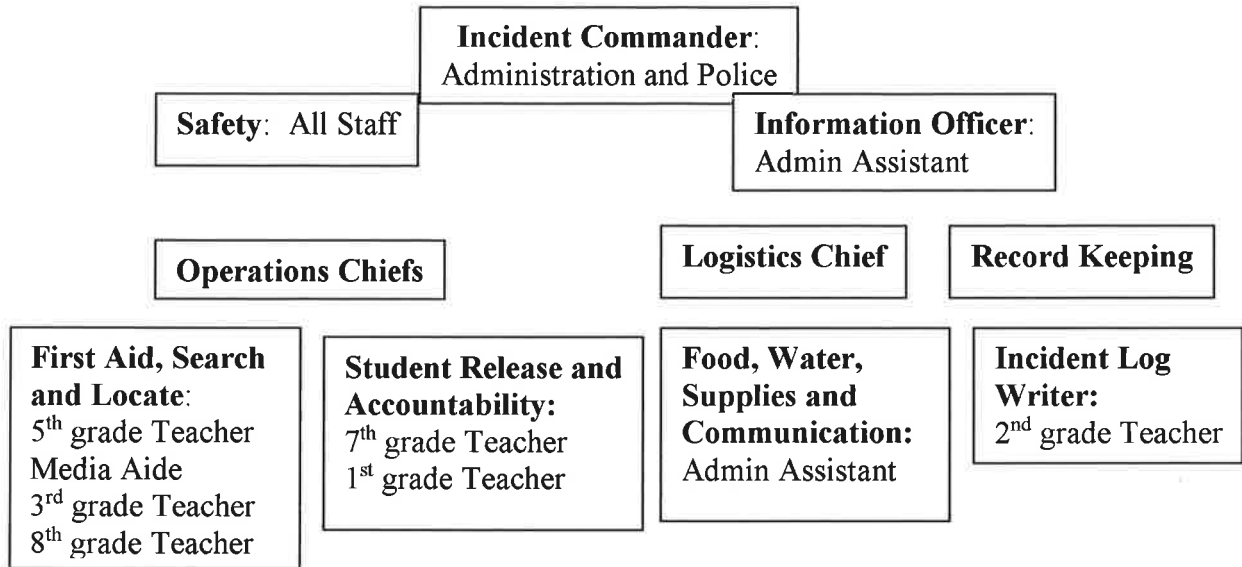
Room 6 Fourth	Pennie Segna	cell 209 535-1170
Room 5 Fifth	Sarah Cunningham	cell 209 470-5061
Room 12 Sixth	Samantha Ericksen	cell 209 417-7802
Room 10 Seventh	Rexann Casteel	cell 209 417-9655
Room 11 Eighth	Rebekah Remkiewicz	cell 209 543-5373
Library/Computer Lab	Nicki Coburn	cell 209 620-7658
Room 8	Neena Stegmann	cell 209 985-4641

Yard Duty

K-3 side	Melissa DeSouza	cell 209 872-1220
	Sue Chivers	cell 209 595-2089
4-8 side	Roger Maxwell	cell 209 988-8935



Gratton School Incident Command System



5th grade students go to 4th grade class
1st grade students go to 4th grade class
2nd grade and 3rd grade students go to kindergarten class
7th grade students go to 8th grade class

All teachers must take role when students arrive in your class. Search and Rescue people will check with each of you for a report of missing students.

Job Descriptions

Student Release and Accountability: In charge of releasing students to parents when the Incident Commander says to do so. A precise written record must be kept. Class lists should be used. All releases should occur in the front office. Names will be paged over the intercom or if no electricity, runners will be sent.

First Aid, Search and Locate: Any children who are hurt or sick will be sent to the staff room where first aid will be administered. Search and Locate will be notified of any missing students who are not accounted for and will be responsible for locating those students.

Logistics Chief: In charge of acquiring and keeping a two day supply of non perishable food and water for all students and staff. They are also in charge of making sure that batteries for radio and flashlights are in working order.

Incident Log Writer: Record on staff room white board, or paper, events and decisions as they are transmitted over radio or otherwise so that consistent information is provided to all involved.

Information Officer: To inform parents and press of any needed information that can be given out during the event. This person frees the Incident Commander from unnecessary questioning during an emergency situation.

Job Descriptions

Student Release and Accountability: In charge of releasing students to parents when the Incident Commander says to do so. A precise written record must be kept. Class lists should be used. All releases should occur in the front office. Names will be paged over the intercom or if no electricity, runners will be sent.

First Aid, Search and Locate: Any children who are hurt or sick will be sent to the staff room where first aid will be administered. Search and Locate will be notified of any missing students who are not accounted for and will be responsible for locating those students.

Logistics Chief: In charge of acquiring and keeping a two day supply of non perishable food and water for all students and staff. They are also in charge of making sure that batteries for radio and flashlights are in working order.

Incident Log Writer: Record on staff room white board, or paper, events and decisions as they are transmitted over radio or otherwise so that consistent information is provided to all involved.

Information Officer: To inform parents and press of any needed information that can be given out during the event. This person frees the Incident Commander from unnecessary questioning during an emergency situation.

Revised 7/20/16

Classroom Lockdown Procedures

Code 1

Example- Sheriff is in pursuit in the area, suspect in the area. An announcement will be made that this is a planned lock down.

Example-Transient walking on the perimeter roads and loitering.

All staff should-

1. Lock front door.
2. Shut blinds.
3. Take roll and report any missing.
4. Be ready for situation to escalate to **Code 2**.

In addition-

Casteel makes sure computer room front door is locked.

Maxwell locks gym door to classroom.

Cunningham checks bathrooms.

Amaral locks annex doors.

Scott or DeSouza lock gym door & kitchen door.

Coburn locks both library doors, door facing outside the gate being first. Do not release any students. Continue library time as usual but as children finish they will sit and read until safe to return.

Office will ask over intercom or radios for missing students. Principal will search and deliver missing students. **Code 3 will be announced when the environment is safe.**

Code 2

Example- Agitated or suspicious person on campus or in the office.

Example- Sheriff activity in close proximity of the school.

You will hear one of the following signals- (depends on situation)

- 1. A long bell**
- 2. A page for Mrs. Jones to come to the office**
- 3. Announcement of Code 2**

Williams, Rocha will not be able to communicate if a suspect is in the office. Staff will attempt to distract with conversation while the other calls 911 from Williams's office. If suspect is on campus and not in the office, teachers will be notified after the initial signal by individual intercom, radios or by cell with more information if possible.

All staff should-

1. Follow procedure for Code 1 and stop teaching.
2. Students move to designated safe position or under desk lying flat.
(see guidelines)
- 3. Everyone is silent.**
- 4. Do not answer the door unless you are presented with ID.**

In addition-

Cunningham check bathrooms if possible

Scott or DeSouza lock gym door and kitchen door.

Isaac and Amaral escort students into the Resource Annex to sit quietly. Amaral will lock internal door into Amaral's classroom after everyone has made it safely. **This must be done very quietly and discreetly especially if the suspect is in the office.**

Office may not be able to check for students in your classroom nor search for them. You will need to radio or call other teachers to account for who is missing. Code 3 will be announced when the environment is safe.

Disaster

Example- Shooter on campus outside or in the office

Example- Plane Crash or Earthquake

Each staff member is responsible for assessing the situation and deciding safest course of action given the above procedures. If safe to move, students must stay low to the ground and silent.

It may be necessary to evacuate the campus by the closest exit.

When the shooter is disabled, first aide and command center will be located in the office. Search and rescue will begin.

Or

Disaster Meeting Places

1. If a disaster is to the east of the school, and an evacuation is necessary, the meeting place for all students, first aide and command center will be in the walnut orchard across Gratton Rd. to the west.
2. If disaster is in to the west of the school, and an evacuation is necessary, the meeting place for all students, first aide and command center will be all the way to the fence to the east of the school.
3. In the event of a disaster in any building of the school, students must be evacuated to the east permitting, otherwise the west.

Recess Lockdown Procedures

Code 1- Normal bell and an announcement will be made. Students return to class. Once in the classroom, same procedures as above for planned lockdown.

Code 2- Same signal as above. Students return to classroom immediately. Same procedure for each teacher as above.

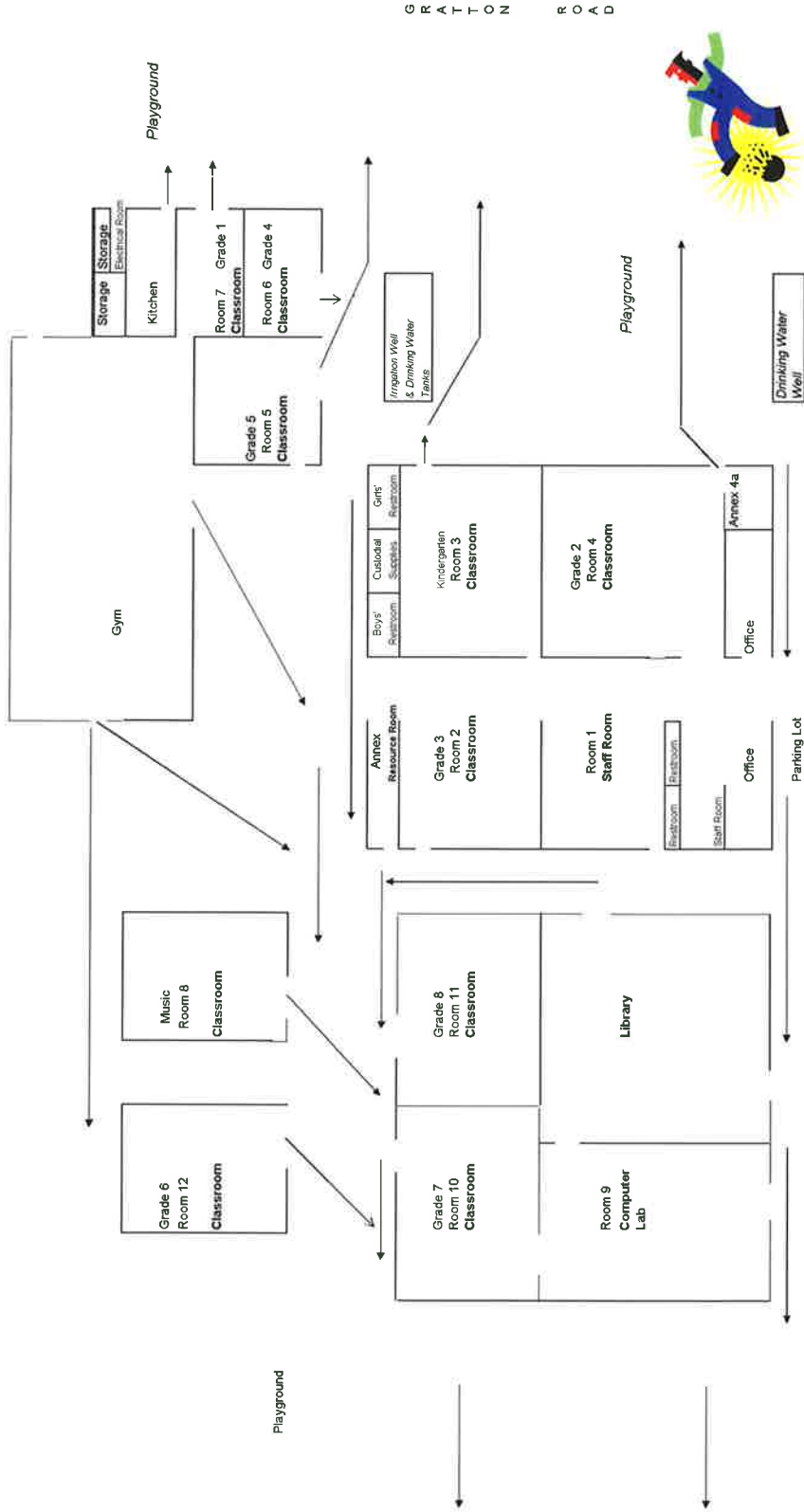
Disaster- Children lie flat on the ground motionless and silent if shooter is in the proximity. Staff, if able will direct as many to safety as possible.

Or

See above meeting places

Code 3- All Clear

Fire and Earthquake Drill and Dangerous Situations



DOERKSEN ROAD