



# **2022-2023 SEED Program School Safety Plan**

Horace Mann SEED  
3401 Scott Road  
Burbank, CA 91504

***Adopted - March 2023***

## **SECTION ONE: School Safety**

### **I. Safe Ingress/ Egress**

Parents or guardians may enter the SEED campus for school drop off and pick through three different entry points.

1. The school office located at 3401 Scott Road is accessible through a secured entry door during school hours.
2. The outside gate located off Keystone Street.
3. The inside gate located within the parking lot.

All doors and gates remain locked at all times. Students must enter and leave the campus under the supervision of an adult. Seed staff will greet students at the respective gate closest to their classroom and walk students to class. Staff will then walk students back to the same gate during pick up time.

Designated drop off time is 8:30-8:35am for morning classes and 12:00-12:05pm for afternoon classes. Designated pick up time is 11:00am for morning classes and 2:30pm for afternoon classes. All other student pick ups and drop offs must take place from the school office where the student will be walked to class by SEED staff or dropped off at the office by SEED staff.

### **II. Visitors on Campus**

Per BUSD protocols, visitors on campus for school business must be vaccinated. Visitors are permitted to enter the school office without showing proof of vaccination for the following reasons:

1. Late drop offs/early pick-ups;
2. Dropping off items to the classroom; and
3. Questions or concerns.

For the 2022-2023 school year, the SEED program does not have any volunteer opportunities available. However, visitors (regardless of vaccination status) are allowed on-site for limited events such as back to school night and the spring picnic.

### **III. Parking Lot and Vehicle Safety**

For optimal safety measures, visitors and staff are advised to park their car within a designated parking lot and avoid street parking whenever possible. Parking lots provide better security, lighting, and safety for loading and unloading children and belongings.

While children are present, drivers may not exceed 25 MPH in a school zone as directed by law. Within a school parking lot, drivers may not exceed 10 MPH.

#### **IV. Child Abuse and Neglect Reporting**

All SEED staff are mandated reporters for documenting and reporting known or suspected child abuse or neglect.

Under the California Child Abuse and Neglect Reporting Act (CANRA) child abuse or neglect includes physical injury or death, sexual abuse or exploitation, neglect, the willful harming or injuring of a child or the endangering of the person or health of a child, and unlawful corporal punishment. Additionally, any mandated reporter may, but is not required to, make a report if they reasonably suspect that a child is suffering—or is at a substantial risk of suffering—serious emotional damage, evidenced by states of being or behavior, including, but not limited to, severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others.

Mandated reporters are to document reports with one of the following law enforcement agencies:

1. Police or sheriff's departments (not including school district police or security departments);
2. County probation departments (if designated by the county to receive mandated reports); or
3. County welfare departments.

#### **V. COVID-19 Response**

COVID-19 safety measures continue to be implemented which include increased cleaning of common touchpoints, proper distancing, free COVID test kits and disposable masks, and updated quarantine protocols.

Per the Los Angeles Department of Public Health guidance, students or staff that report positive for COVID-19 must take the following actions:

1. Staff or parent/guardian must inform the school immediately after positive test results and state the last day that person was present in school.
2. Student/staff member is to stay home for at least 5 days. Isolation may end after Day 5 ONLY if student/staff member:
  - Takes a COVID test on or after day 5 and it is negative and
  - Has been fever free for 24 hours (without medicine) and
  - Has no symptoms or existing symptoms are improving.
3. If student/staff member returns to school with a negative COVID test prior to the 10 days of isolation, it is highly recommended they wear a mask inside until the 10<sup>th</sup> day.
4. Student/staff member may leave isolation after 10 days and return to school without a COVID test as long as they have not had a fever for at least 24 hours without using fever-reducing medicine.

Students and staff exposed to someone that tested positive to COVID-19 may continue coming to school under the following conditions:

1. They must wear a mask while indoors for a period of 10 days after the date of exposure; and
2. They must test themselves for COVID-19 between days 3-5.

## **VI. Discrimination and Harassment**

The following is a list of prohibited, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Burbank Board of Education policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

## **SECTION TWO: Disaster Preparedness**

### **Responsibilities of School Employees**

Immediately upon declaration of a state of extreme emergency, all public employees are declared to be civil defense workers subject to such civilian defense activities as may be assigned to them by their superiors or by law. The term "public employees" includes all personnel employed by the state or any county, city, state agency, or public district, excluding aliens legally employed. (Government Code, Chapter 8, Division 4, Title I, Section 3100).

### **Emergency/Disaster Drill Schedule During School Year**

1. Fire drills shall be conducted one time each month. During the month in which a disaster/earthquake drill is being conducted, the drill will also serve as a fire drill and a separate form shall be completed, indicating that a fire drill was conducted.
2. Disaster/earthquake drills shall be conducted at least twice each school year.

3. Shelter in place drills shall be conducted during lunch, recess or nutrition at least once each school year. This may NOT substitute as a fire drill.
4. Lockdown drills shall take place at least twice each school year.

#### Emergency/Disaster Drills During Summer School

A Fire Drill and a Lockdown Drill shall each be conducted at least once during the first two weeks of the summer session and a report form shall be sent to the district's Maintenance and Operations Department and Emergency Planning and Safety Coordinator. Instructions for earthquake procedures shall be discussed with students and staff during the first week of summer school.

#### After Action Reports

After an actual event, an After Action Report shall be completed detailing the events of the fire, earthquake, lockdown or shelter in place. Each site will keep a copy and forward a copy to the Emergency Planning and Safety Coordinator.

#### **I. Fire Drill Procedure**

Fire Drills shall include a complete evacuation of all persons from all buildings to a predetermined assembly area and a full accounting of all staff, students, volunteers and visitors.

#### Activating Fire Drills

1. Fire Drills shall be initiated by activation of the fire alarm system. A different pull station shall be manually activated for each drill. At least an hour prior to activating the fire alarm, the school must contact the District Service Center. DSC will contact the fire alarm monitoring company so they will not dispatch the fire department. The signal for a Fire Drill shall be a continuous sequence of three short bells, pause, three short bells.
2. All students shall stop work immediately.
3. State law requires that buildings be evacuated upon activation of fire alarm. However, due to recent incidents involving violent intent, Burbank Unified recommends a quick, pre-evacuation safety assessment prior to following fire drill protocol.
4. Prior to evacuation, staff shall take a moment to conduct a brief (30 seconds) safety assessment.
  - a. Listen for threatening noises to determine if it is safe to evacuate.
  - b. Touch the door. A hot door could indicate that there is fire on the other side of the door.
  - c. Look and smell for smoke or other indicators of fire.

- d. In the absence of the above contrary indicators, proceed swiftly and silently with evacuation, bringing emergency buckets and backpacks, including class roster.
  - e. Classroom door should be closed and unlocked.
5. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
6. Staff should check their surroundings while evacuating to help ensure that no student remains in the building. Students should remain under the direct supervision of their teacher or classroom aide.
7. All administrators, campus officials, supervisors, and security personnel are required to carry their UHF radios and cell phones with them.
8. In outside assembly areas, teachers shall take roll and report missing students. All staff shall check-in with the office manager.
9. At the conclusion of the drill, an announcement will be made, at which time all students and staff should return to their classrooms or work areas.

## Fires

When a fire or smoke is discovered in any part of the school, the following actions shall be taken:

1. A staff member shall sound fire signals unless the school and/or building is equipped with an automatic fire detection and alarm system. If the site alarm system is not directly connected to the fire department, staff shall call 911 and report the fire.
2. Staff and students shall follow steps #2-8 above.
3. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
4. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, provide assistance to any injured staff, account for all visitors/volunteers, and set up a command post.
5. If the fire is extensive, students shall be evacuated to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes. The alternative location is Brace Canyon Park located at 2901 Haven Way, Burbank, CA 91504.

## II. Earthquake and/or Disaster Plan

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, staff shall consider potential post-earthquake hazards outside school buildings including, but

not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

#### A. Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.
3. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.
4. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

#### B. Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.
4. No student is permitted to leave the grounds.

#### C. Subsequent Emergency Procedures

After an earthquake has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff shall refrain from operating any electrical switches until the area is declared safe.
4. Complete building evacuation.

5. Staff are required to carry their UHF Radios and cell phones with them when evacuating the building.
6. Teachers shall take their emergency buckets and backpacks when departing the building.
7. Conduct accounting of students, staff, volunteers, and/or all visitors.
8. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
9. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
10. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
11. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
12. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.
13. Establish contact with the district Emergency Operations Center (EOC)
14. Begin reporting site status to the district EOC.

#### Staff Responsibilities (See Appendix A for teacher assignments)

- A. Pre-appointed staff shall be responsible for taking/executing the following:
  1. Volunteer/visitor sign-in list and to locate those individuals who have signed in.
  2. Staff list and accounting for each staff member. All staff shall check-in upon evacuation.
  3. Student and staff emergency cards.
  4. Shut off water - main water shut off is located near the school office entrance by Scott Road. The barricades must be opened and the two water valves can be shut off by manually turning them until shut.
- B. Set up an on-site command post.
  1. As the evacuation is being completed, the disaster container will be opened, the command post will be established, and supplies and materials will be disseminated.
  2. Ensure detailed and frequent documentation of status and events, including condition of facilities and people, relocation of people, requisitions for help or supplies, etc., are written down.



C. Search and rescue procedures.

1. Building checks to determine whether or not the structures are safe for re-entry will be completed by trained personnel.
2. Upon clearance for safe re-entry into the building, search and rescue teams may be directed to trapped or missing people, rescuing and evacuating victims when it is safe to do so.

D. Establishment of a medical treatment area.

1. The medical treatment area will be established with supplies, cots, and privacy areas.
2. Injured and/or traumatized persons will be triaged and treated utilizing trained staff and volunteers.

E. Establishment of a morgue.

1. Site will identify a location for a morgue – a secure location than can be locked, with either refrigeration or ability to set a low temperature (ideally). It should be away from student areas.
2. Supplies needed include identification tags and sheets that can be used to wrap/cover a body, and zip lock bags for any personal items to remain with the body.

F. The District's Emergency Operations Team will activate the Emergency Operations Center (EOC), which is located at the Administration Building or in the EROC trailer at the District Service Center.

1. The EOC will begin a roll call of all school sites immediately, followed by a status report from each school site.
2. The EOC will be in direct communication with City agencies and all school sites. The District EOC will be the source whereby public information is dispersed; maps and resources are set up; school status reports will be recorded; and policy decisions will be made.

G. Student Care and Release.

Student aides are to remain with students while class teachers conduct designated search and rescue or command post responsibilities.

1. A "release gate" will be established and student release procedures will be activated.
2. Students shall only be released to individuals listed on the student's emergency card and/or only when it has been confirmed that students recognize the requesting individuals and feel secure in their custody. Individuals will be requested to sign for the student(s) release. Records will be kept on all students leaving the campus.

3. If parents cannot be reached and students are left on site, staff will contact all listed emergency contacts on their form. In the event that no one is available to pick up the student(s), accommodations will be made with the Burbank Police Department.

### **III. Shelter in Place Procedures**

Shelter in place is in response to chemical, biological, or radiological contamination that may have been released into the environment, also a severe weather or wildlife event, or excessive smoke from a fire.

Shelter in place drills shall include relocating all persons from the playground, field area, lunch area or any other outside areas, back into individual classrooms, auditorium, library or any other safe area inside the building.

#### **Activating a Shelter in Place Drill**

1. The signal for a shelter in place drill shall be an announcement over the public address system, through the all call phone system, through radio communication, text or email.
2. All students, staff, volunteers and visitors shall immediately proceed to move inside the buildings to pre-designated safe areas.
3. All doors and windows must be closed.
4. In the event of an airborne contaminant, an effort should be made to adjust all thermostats to temporarily turn off the air conditioner. Facilities should be contacted if HVAC needs to be completely shut down.
5. If already inside, all persons must remain inside until an "all clear" announcement is made over the public address system or by designated runners.
6. Principal shall make a plan to account for all students, staff, and visitors.
7. An "all clear" announcement must be made before anyone can leave the building.

### **IV. Lockdown Procedures**

Lockdown is in response to a perceived or actual threat of physical danger on or near the campus.

#### **Activating a Lockdown**

1. Lockdown will be initiated by:
  - a. Activating the red lockdown button in the main office, which will announce, "This is a lockdown," and provide concise directions.
  - b. Announcement over the public address system, the all call function on the phones, radio communication, text or email.

- c. Gunfire or other commotion may indicate to students and staff the need to immediately lockdown without specific instructions.
2. If the situation warrants, dial 9-1-1 for police assistance and be prepared to provide concise information.
3. When reasonably possible, notify the Superintendent's Office that a lockdown is being initiated.

### Types of Lockdowns

1. Soft lockdown (Police activity in the neighborhood, unknown subject on campus, medical emergency, etc.)
  - a. Get into a lockable space immediately.
  - b. Close and lock all doors and windows, cover windows.
  - c. Account for all students, staff and visitors in each room.
  - d. Remain calm and wait for more information and instructions.
  - e. No one is allowed to enter or exit campus.
  - f. If/when possible, bathroom breaks and other movement within the campus, such as access to food, may be guided by the principal or designee.
  - g. Teaching may continue.
2. Hard lockdown (known threat on campus, weapons present, imminent danger to staff and students)
  - a. Get into a lockable space immediately.
  - b. Close and lock all doors and windows, barricade the door, cover windows, and turn out lights.
  - c. Take cover within the room (consider preparing to go on the offensive).
  - d. Silence all cell phones.
  - e. Silence all people.
  - f. Do not "peek" to see what is going on.
  - g. Do not open the door once it is locked.
  - h. If possible, silently account for all students, staff and visitors in each room.
  - i. Remain calm and wait for information and instructions via text, email, etc.
  - j. Do not post on social media.

In the absence of "soft" or "hard" lockdown clarification, always activate "hard lockdown" procedures and then scale back as further information becomes available.

### Deactivating a Lockdown

1. A principal, site administrator, or any public safety official may deactivate a lockdown. This decision should be made with all agencies involved if it is a multi-agency event.
2. Deactivate the lockdown through the public address system or by runner if the phones are not working.
3. Notify the Superintendent's Office that the lockdown has been deactivated.

## **V. Bomb Threat**

### Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

### Response Procedure

1. Law enforcement and/or fire department staff shall conduct the bomb search. No school staff shall search for or handle any explosive or incendiary device.
2. No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.
3. To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Board of Education, other governmental agencies, and the media during the period of the incident.
4. Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.
5. Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

## **VI. HazMat Procedures**

In the City of Burbank, Hazardous Waste Management is regulated by the Los Angeles County Fire Department. Assistance with managing hazmat related substances or perceived risks associated with those items can be mitigated by calling the Los Angeles County participating agency which is the Burbank Fire Department at 818-238-3473.

The listing of hazardous materials includes the following:

1. Substances listed as human or animal carcinogens by the International Agency for Research on Cancer (IARC).
2. Those substances designated by the Environmental Protection Agency pursuant to Section 307 (33 U.S.C. Sec. 1317) and Section 311 (33 U.S.C. Sec. 1321) of the federal Clean Water Act of 1977 (33 U.S.C. Sec. 1251 et seq.) or as hazardous air pollutants pursuant to Section 112 of the federal Clean Air Act, as amended (42 U.S.C. Sec. 7412) which have known, adverse human health risks.
3. Substances listed by the Occupational Safety and Health Standards Board as an airborne chemical contaminant pursuant to Section 142.3.
4. Those substances designated by the Director of Food and Agriculture as restricted materials pursuant to Section 14004.5 of the Food and Agricultural Code which have known, adverse human health risks.
5. Substances for which an information alert has been issued by the repository of current data established pursuant to Section 147.2.