



Twin Ridges Home Study Charter School
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TWIN RIDGES HOME STUDY CHARTER SCHOOL
(TRHS)
HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN

2017- 2018

(Health and Safety Policy)

Signatory Page

This school's **HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN** has been completed and approved through a collaboration of efforts in the community, including:

- Jaynie Aydin, Ph.D., TRHS President
- Brenda Royer, TRHS Board Chair
- Drew Prakash TRHS Board Vice Chair
- Jessica Fowler, TRHS Board Member
- Trina Hunner, TRHS Board Member
- Mary Padua, TRHS Board Member
- Lindsey Nieman, TRHS Board Member
- Catherine Alkire, TRHS Board Member
- Bridgette Phipps, TRHS Board Member
- Michelle Peterson, TRHS Treasurer
- Tracy Larson, R.N. School Nurse

Brenda Royer TRHS Board Chair _____

Jaynie Aydin, Ph.D. TRHS Board President _____

Introduction

The purpose of Twin Ridges Home Study Charter School (TRHS) HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN is to identify and respond to incidents by outlining responsibilities and duties of TRHS and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during and after an incident. This plan provides parents and other community members with assurances that TRHS Governing Board has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan outlines an organized, systematic method to mitigate, prevent, prepare for, respond to and recover from incidents. Faculty and staff have been trained to access the seriousness of incidents and respond according to these established procedures and guidelines. TRHS regularly schedules in service training for their faculty and staff.

Lastly, developing, exercising and maintaining the School's HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN increases TRHS's legal protection. Schools without established incident management procedures have been liable for their absence. Establishing procedures on the best professional practices provides a margin of protection against liability.

The TRHS Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and includes strategies for violence prevention in addition to high expectations for student conduct, responsible behavior, and respect for others.

Scope of the Plan

The TRHS HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; Common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

Definitions

Incident: An incident is an occurrence – natural, technological, or human-caused –that requires a response to protect life or property. The Director/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN.

Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or local emergency agencies.

Situation Overview/Hazard Analysis Summary

1. School Population
2. General Population

TRHS's current enrollment is approximately 175 K-8 grade students and students attend optional enrichment lessons located in two buildings at 111 (single story) and 104 (two story) New Mohawk Road in Nevada City, California, The Community Arts Center in Truckee located at 10046 Church Street and 712 Olive Street in Wheatland. These students are supported by a committed staff and faculty consisting of:

- 9 Teachers
- 3Administrators

A master schedule of where lessons and staff are located during the day is provided to each teacher is available in the main office.

TRHS is committed to the safe evacuation of students and staff with special needs. The special needs population includes students/staff with:

Limited English proficiency, Blindness or visual disabilities, Cognitive or emotional disabilities, Deafness or hearing loss, Mobility/physical disabilities (permanent and temporary), and medically fragile health (including asthma and severe allergies). The school's current enrollment of students with special needs fluctuates. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

Facilities Information

TRHS main campus is located at 111 New Mohawk Road in Nevada City, California and has enrichment lessons and parent-teacher meetings at this site as well as The Community Arts Center in Truckee located at 10046 Church Street and 712 Olive Street in Wheatland. A map of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs is kept in the main office and with appropriate site coordinators. All TRHS staff members are required to know these locations as well as how to operate the utility shutoffs. The Governing Board recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code 17002.

Hazard Analysis Summary

TRHS is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. In February 2013, school staff members completed a thorough hazard analysis to identify any circumstances in the school or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential hazards that may impact the site, the staff, and the students. Identified hazards have been assessed by risk and likelihood and ranked accordingly.

The Nevada county Sheriff's Office Operations Division includes several units. The largest unit is the uniformed Patrol Division, based primarily in Western Nevada County, with an additional substation in Truckee covering the eastern portion of the county. The Sheriff's Office has local correctional facilities in Nevada City and Truckee, and assists in court security and protection. Nevada County is a low crime county, with relatively few violent, property, and larceny/theft crimes. The Sheriff's Department reported being down an estimated 6% in calls for service and reported a 10% decrease in criminal incidents from 2010 to 2011. The Nevada County District Attorney has offices in both Nevada City and Truckee. The District Attorney's Office reviews investigations conducted by law enforcement agencies, participates in joint investigations or, when appropriate, conducts their own investigation. The attorneys make filing decisions regarding criminal complaints, and handle felony, misdemeanor and juvenile delinquency cases at all stages of prosecution.

In 2011 the District Attorney's Office filed 636 Felony cases with an 88% conviction rate. Compared According to an annual study conducted by the Robert Wood Johnson Foundation (RWJF), Nevada County is ranked the eighth healthiest county in California. The *Rankings* consider factors that affect people's health within the four categories of health behavior, clinical care, social and economic factors, and physical environment. Although Nevada County does well in the areas of morbidity and physical environment, it has one of the lowest rates of children being fully immunized prior to their kindergarten entrance, and one of the highest rates of parents opting for personal belief exemptions to allow their children entry into school. The percentage of fully immunized kindergarteners in Nevada County has declined from 78% in 2005 to 73% in 2010. The immunization rate for the state overall was 92% in 2010.

Assessment of current school crime is low to non-existent. For more information about Nevada County Crime, Health and Natural Disaster statistics please refer to the following websites:

<http://mynevadacounty.com>

http://stats.doj.ca.gov/cjsc_stats/prof09/index.htm

<http://www.courts.ca.gov/documents/2011CourtStatisticsReport.pdf>

Preparedness, Prevention, and Mitigation Overview

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. TRHS fosters preparedness at all levels including students, parents, teachers, and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. TRHS is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our school.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. TRHS has taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property.

Planning Assumptions

Stating the planning assumptions allows TRHS School to deviate from the plan if certain assumptions prove not to be true during operations. The School's HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. -- Action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire inspections, will prevent or reduce incident related losses.
- Maintaining the School HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

Limitations

It is the policy of TRHS that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, TRHS School can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

Concept of Operations

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended.

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate. The Director or her designee is responsible for activating the School HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN including common and specialized procedures as well as hazard-specific incident plans. The Director or designee will assign an Incident (Safety Coordinator) based who is most qualified for that type of incident.

Organization and Assessment of Responsibilities

This section establishes the operational organization that will be relied on to manage an incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

The Director and Administrative Staff are not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. TRHS uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles are pre-assigned based on training and qualifications. Each staff member and volunteer is familiar with his or her role and responsibilities before an incident occurs. School staff may be required to remain at school to assist in an incident. In the event that this School HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN is activated, staff will be assigned to serve based on their expertise and training and the needs of the incident.

Director/Staff Administrators

The Director may serve as the incident coordinator or delegate that authority to a qualified individual. At all times, the Director still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the Director to focus on policy-level activities and interfacing with other agencies and parents. The Director shall coordinate between the superintendent's office and the incident coordinator.

Incident Coordinator

The Incident Coordinator responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.).
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the Director and other officials informed of the situation.

Teachers

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise. Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Coordinator or designee.
- Execute assignments as directed by the Incident Coordinator.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

Instructional Assistants

Responsibilities include assisting teachers as directed.

Counselors, Social Workers, and Psychologists

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.

Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Coordinator.

School Nurses/Health Assistants

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

Custodians/Maintenance Personnel

Responsibilities include:

- Survey and report building damage to the Incident Coordinator.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Coordinator or designee informed of condition of school.

Office Staff

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the Director and Policy/Coordination Group.
- Monitor radio emergency broadcasts and assist with health incidents as needed, acting as messengers, etc.

Students

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident. Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident response/recovery activities, as age appropriate.

Parents/Guardians

Responsibilities include:

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understanding their roles during a school emergency.

Direction, Control and Coordination

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the School HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN will be activated. The Incident Coordinator is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Administrative Staff is responsible for providing the appointed Incident Coordinator with strategic guidance, information analysis, and needed resources. School-related responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
- Coordinate media relations and information dissemination with the Director.
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- Document all activities.

Operations Section

Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents. Specific responsibilities include:

- Analyze school staffing to develop a Parent-Student Reunification Plan, and implement an incident action plan.
- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing facility.

- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Document all activities.

Planning Section

Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.

Logistics Section

Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
- Document all activities.

Finance/Administration Section

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident.

Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

This section may not be established onsite at the incident. Rather, the school and school district management offices may assume responsibility for these functions.

Coordination With First Responders

An important component of the TRHS HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN is a set of interagency agreements with various county agencies to aid timely communication. These agreements help coordinate services between the agencies and TRHS.

Various agencies and services include county governmental agencies such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community. If a school incident is within the authorities of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur.

Source and Use of Resources

TRHS will use its own resources and equipment to respond to incidents until incident response personnel arrive.

Communications

Communication is a critical part of incident management. This section outlines the TRHS emergency communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

Communication Between Staff/Faculty Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

- Telephone Tree:** A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school. The tree originates with the Director.
- Morning Faculty Meeting:** As appropriate, updated information about an incident will be presented at the weekly morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- End-of-Day Faculty Meeting:** As appropriate, updated information and a review of the day's events will be presented at an end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

Communication With the School District Office

The Director will notify the Nevada County Office of Education of the status of TRHS. She will designate staff member(s) to monitor all communications.

External Communications

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from TRHS about the incident, what is being done about it, and the safety of the children and staff.

Communication With Parents

Before an incident occurs, TRHS will:

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the school's Emergency Operations Plan, its purpose, and its objectives. Information will be included in the school newsletter and a presentation delivered at annual orientation.
- Identify parents who are willing to volunteer in case of an incident, include them in preparation efforts, and include them in training.

In the event of an incident, TRHS will:

- Disseminate information via text messages, radio announcements, and emails to inform parents about exactly what is known to have happened.
- Implement the plan to manage phone calls and parents who arrive at school.
- Describe how the school and school district are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, Web site address, or recorded hotline where parents can receive updated incident information.
- Inform parents and students when and where school will resume.

After an incident, TRHS administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible.

Communication With the Media

In the event of an incident, the Incident Coordinator will:

- Designate a Public Information Officer.
- Establish an off-campus briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center.
- Coordinate messages with the Director and Policy Group.

Media contacts at the major television, Internet, and radio stations are maintained by the Director. In the case of an incident, TRHS will broadcast the external communications plans, including the information hotline for parents and guardians.

Handling Rumors

In addressing rumors that may pose a risk to TRHS or needs to be clarified, the most effective strategy is to provide facts as soon as possible. To combat rumors, TRHS will:

- Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries and instructional assistants. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

After the immediate incident response period, TRHS will conduct public meetings as needed. These meetings are designed to provide the opportunity for people to ask questions and receive accurate information.

Communication With First Responders

The Incident Coordinator will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. TRHS frequently exercises the TRHS HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN with first responders to practice effective coordination and transfer of command.

Communication After an Incident (Recovery Process)

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/faculty teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of lessons.
- Educate school personnel, students, and parents on available crisis counseling services.
- Apprise the Nevada County Office of Education of recovery status.

Some common internal and external communication tools that TRHS may use include the following:

Standard telephone: TRHS has designated a school telephone number as a recorded “hotline” for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with first responders and others.

Cellular telephones: These phones may be the only tool working when electric service is out; they are useful to faculty/staff en route to or from a site.

Intercom systems: The intercom system includes teacher-initiated communication with the office using a handset rather than a wall-mounted speaker.

Bullhorns and megaphones: A battery-powered bullhorn is part of the school’s emergency to-go kit to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.

Computers: A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area, and the district superintendent. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school and district Web site.

Fax machines: Possible uses include off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated. Medical information, release forms, and authorizations include the designated fax number.

Plan Development, Maintenance and Distribution

The TRHS governing board is responsible for the overall maintenance and revision of the TRHS HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN. The Director is responsible for coordinating training and exercising the TRHS HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN. Both the board and the staff are expected to work closely together to make recommendations for revising and enhancing the plan. Community fire, law enforcement, and emergency managers’ approval and suggestions will also be requested.

Approval and Dissemination of the Plan

The TRHS Board and the Director will approve and disseminate the plan following these steps:

- Review and Validate the Plan
- Present the Plan (for Comment or Suggestion)
- Obtain Plan Approval (School Board)
- Distribute the Plan

Record of Changes

Each update or change to the plan will be tracked. The record of changes will include:

- The change number, the date of the change, and the name of the person who made the change. - -

The record of changes will be maintained.

Record of Distribution

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the TRHS Board.

Plan Review and Updates

The TRHS Board and County Safety Specialists will review the basic plan annually. The Director will establish a schedule for annual review of planning documents. TRHS HEALTH, SAFETY, RISK MANAGEMENT &

EMERGENCY/DISASTER PLAN will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

Training and Exercising the Plan

TRHS understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. Basic training and refresher training sessions will be conducted for all school personnel in coordination with local fire, law enforcement, and emergency managers.

Mandatory Staff training will include:

- Hazard and incident awareness training for all staff.
- Orientation to the TRHS HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN.
- First aid and CPR for all staff.
- Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation.
- Additional training will include drills, and tabletop and functional exercises. Drills will be conducted at least once per semester.
- Approved parent volunteers and community members will also be incorporated into larger training efforts.
- All TRHS staff members are expected to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.

Authorities and References

The following regulations are the State authorizations and mandates upon which this TRHS HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN is based. These authorities and references provide a legal basis for incident management operations and activities:

EDUCATION CODE SECTION 32280-32289

BP 4319.43, 4119.43, 4219.43

8 CCR 5193(d)

Education Code 49414, 49414.5, 49423, and 49423.1

Education Code 49423; 5 CCR 600

Education Code Section 44237

Education Code Section 49450

Education Code Section 49452.7

Penal Code Section 11164-11174.3

Functional Annexes

Functional annexes address all-hazard critical operational functions, including:

- Common procedures, and specialized procedures.
- Each functional annex describes the policies, processes, roles, and responsibilities for that function.

All functional annexes should address:

- Situations under which the procedures should be used.
- Who has the authority to activate the procedures.
- Specific actions to be taken when the procedures are implemented.

Functional annexes do not repeat content but rather build on the information within the basic plan.

For Emergencies call 911

STAFF & TRHS Main Offices:

Administrator: Jaynie Aydin	530-478-1815 w. 530-264-6856 h.
Business Manager Michelle Peterson	530-478-1815 w. 530-613-0493 h
Resource / Attendance Coordinator: Violet Groom	530-478-1815 w. 530-798-3694 h
Truckee Coordinator: Jessica Fowler	530-550-8673 w. 530-386-3985 c.
Wheatland Coordinator: Jennifer Sheffo	916-397-7909

Fire and Police Administration for specific services & offices:
<http://www.nevadacountycommerce.com/business/counselors/>

For Emergency Information:

Nevada County Sheriff:	530-265-1471
Nevada City Police Department	530-265-2626
Nevada Co. Emergency Services:	530-265-1405
Nevada City Ambulance	530-273-1414
Nevada City Fire Dept:	530-265-2351

Placer County Sheriff:	530-889-7800
Placer City Fire Dept:	916-771-0107
Placer Co. Emergency Info.	530-886-5310
Placer County Ambulance	916-786-2428
Placer County Hospitals	
Kaiser	916-784-4000
Sutter	916-781-1000
Auburn	530-888-4500

Roseville –all emergencies	911/ 916-786-6444
Roseville Hospital	916-786-6444
Truckee Police	530-550-2328
Truckee Fire	530-582-7850
Truckee Ambulance	530-587-6011 (hospital)
Truckee Hospital	530-587-6011
Wheatland Police	530-633-2016
Wheatland Fire	530-633-2727
Beale AFB Law Enforcement	530-634-2131
Beale Command Post	530-634-5700
Yuba Co. Emergency Services:	530-749-7520

Sierra County Sheriff	530-289-3700
Sierra Co. Emergency Services:	530-289-3251

PG&E	1-800-743-5000
Red Cross	530-272-3265
Office of Emergency Management, Sacramento,	
Bomb Squad Coordination	916-262-1744

For Emergency Reports Turn Radio to:

- Nevada County: KNCO 830 AM or 94.3 FM for Emergency Information, KVMR 89.5 FM
- Placer County: Eastern Slope: KFBK 1530, Western Slope: KAH1 950
- Yuba County: KKCY 2200 or 673, 1410, KMYC, ph. 742-5555
- 1600 KUBA, ph.673-1600

Each Resource Center is required to develop the following:

- Prepare and post a List of Contacts
- Produce and post Site Evacuation Plan.
- The Plan should clearly provide steps in sequence and include a list of staff/parents/other with assigned duties, and a named alternate in case the designee is absent.

Reunification

New Mohawk Site Reunification:

In the event of an emergency which requires site evacuation, TRHS Staff, Students and Teachers will gather at Hooper and Weaver Mortuary, 459 Hollow Way, Nevada City, CA 95959
(530) 265-2429

Truckee Reunification Site:

10069 Bridge St, Truckee, CA 96161
(530) 536-5029

Wheatland Reunification Site

Outback Car Wash

601 1st St, Wheatland, CA 95692

Emergency Response

The California Standardized Emergency Management System (SEMS) is organized at five (5) levels that enable the most efficient coordination of services in an emergency situation. All California counties operate under the SEMS. Oversight for TRHS is through the Nevada County Superintendent of Schools. This requires that notification be given to the County Office of Education, as well as local agencies.

First Aid and Health Care Related Emergencies

The Director or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when student accidents and injuries occur and that parents/guardians are notified as appropriate. The Director or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness. School staff shall appropriately report and document student accidents.

Emergency/Disaster Policy: Aircraft - Fallen

In the event that aircraft falls on or near your building, endangering students and/or staff, the following will be accomplished:

- The Incident Coordinator will determine which Action, if any, should be implemented. Where necessary, staff will take immediate action for their own safety and the safety of students, without waiting for directions.
- All students and/or staff are to maintain a safe distance in case of possible explosion.
- Assess immediate situation and take action to evacuate the area, if necessary.
- Verify that all students and/or staff are accounted for. If anyone is missing, notify on-scene fire chief.
- The official in charge will direct further action, as required.
- Students and/or staff should not return to the building until the official in charge declares the area safe.
- Notify 911

Emergency/Disaster Policy: (Severe) Windstorm

The U. S. Weather Bureau can usually forecast severe windstorms with a high degree of accuracy. If time and conditions permit, you may be directed to GO HOME prior to an emergency. However, if high winds develop during work hours with little or no warning, the following emergency actions will be accomplished:

- Implement action to TAKE COVER. If possible, designee will locate cell phone and take to shelter.
- Students and/or staff should assemble inside shelters or buildings designated as most safe for prevailing conditions.
- Avoid auditoriums and other structures with large roof spans.

- If time permits, take in or secure trash cans, tables, etc. which are outside and could be flying objects of debris.
- Evacuate rooms bearing full force of winds.
- Close windows and blinds.
- Remain near an inside wall on the floor, if possible.
- Keep tuned to a local radio station for latest advisory information.
- Verify that all staff/students are accounted for.
- Notify utility companies of any break, or suspected break in utility lines, if possible
- Notify Central Office (530-478-1815) to maintain communication coordination

Emergency/Disaster Policy: Chemical Accident

Notification of chemical accidents usually comes from the Fire or Police Department, or from Civil Defense officials (Office of Emergency Services). You will most likely be notified of a chemical accident when such an incident occurs near a building threatening the safety of the students and/or staff. In the case of incident occurring at a location other than the resource center, no notification may be provided to you. Therefore, if you suspect a chemical accident, immediately contact your local Fire and Police Departments, and follow all directions they provide.

Chemical accidents of disaster magnitude include tank truck or railroad accidents involving large quantities of toxic gases. Should such an accident endanger the students and/or staff, the following will be accomplished:

- Although it is usually advisable to remain inside until ordered to evacuate, the person in authority should determine the need to implement Action to LEAVE THE BUILDING. Then, determine whether students/staff should leave the area. This direction will most likely come from the Fire or Police personnel in charge.
- Move crosswind – never up or downwind – to avoid fumes.
- Render First Aid, if necessary.
- Notify Police and Fire Departments, if not already on the scene.
- Verify that all students/staff are accounted for. If anyone is missing, notify on-scene Fire Chief.
- Notify the Central Office (530/478-1815) to maintain communication coordination, if appropriate.
- Follow directions given by on-scene Fire Chief. Student and/or staff should NOT return to the building until the official in charge declares the area safe.

Emergency/Disaster Policy: Flood

Weather conditions are usually predicted with a high degree of accuracy. With information available in advance, special instructions will be issued as the need arises. If information is received that any of the dams in the area have been severely damaged, flooding may be imminent. The EXTENT of the flood and the TIME before it arrives will dictate the course of action to be taken. The person in authority may initiate the following emergency Actions:

- GO HOME
- LEAVE THE BUILDING
- DIRECT TO TRANSPORTATION
- Provide care for students at school, if applicable.
- Coordinate Actions with School District/County Schools Emergency Operations Center.

Emergency/Disaster Policy: Explosion or Threat of Explosion

In the event of an explosion at any TRHSCS site or the threat of an explosion, the following will be accomplished:

Explosion: Command DROP is given or staff should react by following this procedure even in the event no command is given. If the explosion occurred within a building or threatened a building, the staff should immediately implement:

- Action to LEAVE THE BUILDING.
- Move to an area of safety.
- Render First Aid as necessary.
- Notify: Fire Department Police Department Utility Company, City/County Admin. Offices

fight incipient fires without endangering life.

-Verify that all students/staff are accounted for.

-Staff/students should not return to the building until the Fire Department officials declare the area safe.

Threat of Explosion:

Announce to LEAVE THE BUILDING. Follow all other direction above, in order, if applicable.

Emergency/Disaster Policy: Hold-up, Shooting, Hostage, Etc:

If confronted with situations such as hold-up, shooting, taking of hostages or other civil disturbance, one should:

-Remain as calm as possible, keep a clear head, DON'T PANIC.

-Go along with the demands of the individual controlling the situation, as much as possible.

-DO NOT risk death or injury by trying to overcome the individual.

-Provide assistance (First Aid, assurance, motivation, etc.) to others.

-Study the details of the situation, i.e., what the person is wearing, what is said, names, physical appearance, what occurs).

-As soon as possible...and...ONLY WHEN SAFE to do so, notify someone outside of the situation.

CALL 911

Emergency/Disaster Policy: Bomb Threat (Peacetime)

If a bomb threat occurs, the following procedure will be followed:

-Threat delivered by phone call: The person who receives the call should get as much information as possible from the caller.

-Notify the person in authority of the situation as soon as possible.

- Sound alarm or announce through a runner that there is an emergency. This will implement Action to LEAVE THE BUILDING.

-Caution staff/students against picking up or disturbing any strange object. IT COULD BE A BOMB.

-Notify: Fire Department & Police Department

-Staff/students should not return to the building until the official in charge declares that the area is safe.

Emergency/Disaster Policy: War

Strategic Warning is given when enemy-initiated hostilities may be imminent. Dissemination will be by news media, radio, television and newspapers. No public warning devices will be sounded. This warning may last for several hours or several days. In the event of a Strategic Warning, the following will be accomplished:

-Implement Action to GO HOME.

-Take necessary steps to close school, if applicable.

-Notify the Central Office (530/478-1815) when this is done.

-Alert Signal Attack Probable will be issued by announcement of an EMERGENCY ACTION NOTIFICATION, implement Emergency Broadcast System. This warning indicates confirmed information received that an attack by hostile forces against the North American continent is anticipated.

Dissemination:

-3 to 5 minute steady blast on a public warning device

-Monitor Radio Receivers, EBS Station.

The Civil Defense Plan establishes the following procedures in the event of an ALERT SIGNAL.

-Turn on the radio for information and instructions. The local station which is part of the Emergency Broadcast System is: KNCO 830 on the AM radio dial. *94.1 FM

-Take one of the following actions, as directed:

-Prepare for an attack until the TAKE COVER SIGNAL is heard.

-Implement Action to TAKE COVER. Take the best possible shelter.

-The Civil Defense Plan sets forth an automatic response to the ALERT SIGNAL.

-Notify the central office (530/478-1815) to maintain communication.

Take Cover Signal Attack Imminent occurs following confirmed information that hostile forces have been detected and are committed to an attack against the North American continent, or that hostile forces have been detected and are committed to an attack against our continent, or that an attack has taken place within the North American continent.

Dissemination:

- 3 minute warbling or series of short blasts, on a public warning device.
- Monitor Radio Receiver, EBS Station

In the event of the warning to TAKE COVER SIGNAL ATTACK IMMINENT, the following will be accomplished:

- Execute Action to TAKE COVER.
- Turn on the battery operated AM radio and tune to the local Early Broadcast System frequency for official information and instructions. KNCO 830 on the AM radio dial.
- *94.1 FM
- Secure area to minimize possibility of persons being struck by flying objects.
- Make contact with appropriate authorities, if possible...and notify the County Office Emergency Operation Center of the action taken.
- Verify that all students/staff are accounted for.
- Remain in the shelter until action is advised or directed by competent authority.
- Notify the central office (530/478-1815) to maintain communication coordination.

Emergency/Disaster Policy: Fire

Inside Building:

In the event a fire is detected inside the building, the following will be accomplished:

-Sound an alarm to announce the emergency condition by voice messenger. Implement Action to LEAVE THE BUILDING and refer to Site Evacuation Plan to determine the designated or nearest safe exit, depending on location of the fire.

-IN CASE A HALLWAY IS BLOCKED BY FIRE OR SMOKE, SELECT AN ALTERNATE ROUTE. TAKE YOUR TIME. KEEP CALM AND DON'T PANIC.

- Notify 911 as quickly as possible
- Maintain a safe distance from the fire and fire personnel/equipment.
- IF the fire is of such a nature that it can be extinguished by use of a fire extinguisher, staff should know the location of those fire extinguishers and how to use them. However, the teacher's first duty is to the safety of students.
- Keep access roads open for emergency vehicles.
- Verify that all students/staff are accounted for.
- Notify the Central Office, 530/478-1815.
- The designated authority will determine whether Action to GO HOME, or any further action, should be implemented.
- Students/staff should not return to the building until the Fire Department officials declare the area safe.

Near Building:

In the event of a fire near the building, the designated authority shall:

- Determine the need to execute Action to LEAVE THE BUILDING.
- Determine the need for students/staff to implement Action to LEAVE THE AREA.

If one or both of the Actions above are determined to be necessary, take immediate action.

- Verify that all students/staff are accounted for.
- Notify the Central Office (530/478-1815) of action to maintain communication coordination.
- Staff should not return to the building until Fire Department officials declare the area safe.
- If applicable, coordinate transportation requirements.

Emergency/Disaster Policy: Earthquake

Earthquakes usually strike without warning. Time permitting; the following Actions will be accomplished:

Inside Building:

- The teacher, or person in authority, implements Action to DROP.
- Students should be instructed to react in the same manner on their own to this type of emergency. -This training can be helpful anywhere this type of emergency occurs.
- Move away from windows, glass, overhead light fixtures and any other objects that may cause injury.
- Refer to identified exit routes. DO NOT RUN - DO NOT RETURN TO THE BUILDING FOR ANY REASON UNTIL DECLARED SAFE BY A PERSON IN AUTHORITY.
- Do not light any fires after the earthquake.
- Render First Aid, if necessary.
- Verify that all students/staff are accounted for.
- If communication lines are available, notify:
 - The local police department
 - Utility companies of any break, or suspected break, in lines.
 - Central Office (530/478-1815), is possible, to maintain communication coordination.
- The person in authority will determine the feasibility of closing the school. In most parts of California, the initial shock is the most severe; subsequent shocks are generally less severe.
- In a few areas of California, there is an historical pattern that indicates subsequent shocks may be more severe than the initial tremor. Know your area. If you are in an area with a historical pattern indicating subsequent shocks, it should be considered in determining how long the buildings should remain unoccupied.
- Turn off all gas, electricity and water, as quickly as possible. These shall remain OFF until all reasonable danger of aftershock has passed...and, it has been determined by inspection that there is no damage to any of the systems.

On Grounds:

- The teacher, or person in authority, implements the Action to DROP. The safest place is in the open, away from trees, buildings and exposed wires. Stay there until the earthquake is over.
- DO NOT RUN!

Fire Drills and Fire Extinguisher Inspections

Fire extinguisher and smoke alarm inspections shall be conducted each semester by the director.

- The administrator on duty shall check that all fire extinguishers show appropriate pressure each semester. A record of the pressure check will be attached to each fire extinguisher.
- Teachers shall be prepared to select alternate exits and direct their lessons to these exits in the event the designated escape route is blocked.

In the event that fire is discovered in any part of the school, the fire department shall be called immediately after the signal is given to evacuate the building.

Directors and teachers shall recognize that it is essential in any emergency to prevent panic by giving students clear direction and supervision.

Immunizations

To protect the health of all students and staff and to curtail the spread of infectious diseases, TRHS shall cooperate with state and local public health agencies to encourage and facilitate immunization (as well as inform parents of their right to the Personal Belief Waiver- if they have not received any vaccinations due to personal medical reasons) of all students against preventable diseases. Each student enrolling in school for the first time shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law, or sign a Personal Belief Waiver. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

Personnel

The TRHS HEALTH, SAFETY, RISK MANAGEMENT & EMERGENCY/DISASTER PLAN provides the framework for a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Director or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

Universal Precautions

Pursuant to 8 CCR 5193(d), all Staff having occupational exposure to blood borne pathogens must enforce universal precautions to prevent contact with blood or other potentially infectious materials. In order to protect employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the school (BP 4319.43, 4119.43,4219.43) This means all body fluids are considered to be infections and barriers are used to prevent contact, i.e. Latex Gloves. Personnel Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether blood borne pathogens are known to be present. Employees shall immediately report any exposure incident or first aid incident in accordance with the school's exposure control plan or other safety procedures.

Providing Medication

Some students may need to take medication prescribed or ordered by an authorized health care provider, to be functional at school and participate in the educational program. The Director or designee shall develop processes for the administration of medication to these students.

For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

If a parent/guardian chooses, he/she may administer the medication to his/her child at school or designate, in writing, another individual who is not a school district employee to do so on his/her behalf.

Education Code 49414.5, 49423, and 49423.1 authorize students to carry and self-administer medication needed for diabetes, auto-injectable epinephrine for use by students suffering an anaphylactic reaction, and asthma medication. In order for students to self-administer any such medication, the school must receive appropriate written statements, as specified in the accompanying administrative regulation.

Administration of Medication by School Personnel

Any medication prescribed by an authorized health care provider may be administered by the school nurse or other designated school personnel only when the Director or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49423; 5 CCR 600)

Only a school nurse with an appropriate medical license, parent, and other school staff with an appropriate license or parent designee not employed by the school district may administer an insulin injection to a student. In the event such licensed school personnel are unavailable, the school will require the parent or parent designee not employed by the district to attend elective site based lessons and fieldtrips with the student.

To the extent that the administration of a medication, such as epinephrine auto-injector or glucagon, is authorized by law, the Director or designee shall ensure that unlicensed personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a parent.

The Director or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

TRHS Health and Safety Policy shall include provisions to inform and review yearly with the staff regarding:

- Procedures for response to natural disasters and emergencies, including fires and earthquakes.
- Instructional and administrative staff training in emergency and first aid response
- The school functions as a drug, alcohol, and tobacco-free workplace.
- Policy that all employees working with students who are minors submit to fingerprinting and a criminal background check. Applicants will be required to provide a full disclosure statement regarding prior criminal record as described in Education Code Section 44237.
- Procedure for reporting child abuse, acts of violence, and other improprieties as mandated by federal, state, and local agencies.
- Policy for addressing sexual harassment for all employees, students, and parents in any combination thereof, including student-to-student.
- A requirement that all enrolling students and staff provide personal belief waivers or records documenting immunizations to the extent required for public schools.
- Procedures relating to preventing contact with blood-borne pathogens.
- Procedures relating to the administration of prescription drugs and other medicines.
- All students shall be screened for vision, hearing and scoliosis. TRHS will adhere to Education Code Section 49450, *et seq.*, as applicable to the grade levels served by TRHS.
- A procedure to provide information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all of the following:
 - A description of type 2 diabetes.
 - A description of the risk factors and warning signs associated with type 2 diabetes.
 - A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
 - A description of treatments and prevention of methods of type 2 diabetes.
 - A description of the different types of diabetes screening tests available

Policy Against Child Abuse

TRHS is committed to protect children from abuse and neglect. In any investigation of suspected child abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the child victim and shall do whatever is necessary to prevent psychological harm to the child victim. "Child" means a person under the age of 18 years. Twin Ridges Home Study Charter School will comply with all prescribed methods for reporting alleged improprieties, such as child abuse, acts of violence, and other improprieties outlined in Penal Code Section 11164-11174.3. Reports of child abuse will be followed as mandated by the state of California. After first becoming aware of a suspected case of child abuse procedure mandates that staff is to file a report. The report will be filed with either the Police Department Child Abuse Unit or the Department of Children and Family Services. The staff member will meet with the appropriate authorities accordingly. Staff will receive in-service training that provides understanding regarding this seriousness of this responsibility.

On-Site Behavior/ Suspension and Expulsion Policy

The on-site behavior policy based on Education Code 48900 provides rules and applies to a safe environment at class sites and on field trips. The policy is adapted as needed in regard to the discipline of a student with special needs as determined by the provisions of the IDEIA. This Behavior Policy is made available to all students and their parents and is reviewed and signed upon admission to site-based lessons. By signing the Behavior Agreement, the students and parents acknowledge their understanding of and the responsibility to the standards set forth in Behavior Policy. Students who present an immediate threat to the health and safety of others while at a class site may be immediately suspended. Expulsion may be proposed to the school's Board upon recommendation of the School Director due to weapons, drugs, alcohol, display of gang related apparel, harassment or threat. The school's policies will provide all students undergoing an Expulsion hearing with an opportunity for due process. The school

will inform involved parties of the right to appeal to the District. Policies conform to applicable federal law regarding students with exceptional needs. The school will notify the student's district of residence of any exits or expulsions and will include suspension and expulsion data in its annual performance report and provide for appeals when legally required. Every effort will be made to work with the County to place expelled students in available educational alternatives. Parents will be informed of and have the right to appeal to the District.

Drug-Free Workplace Policy

TRHS is committed to providing a drug and alcohol-free workplace and to promoting safety in the workplace, employee health and well-being, customer confidence and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, whether on or off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace is prohibited.

Policy Against Harassment and Sexual Harassment

TRHS is committed to providing a work and educational atmosphere that is free of unlawful harassment. TRHS's policy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. TRHS will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which TRHS does business. This policy applies to all employee actions and relationships, regardless of position or gender. TRHS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis.
- Retaliation for reporting or threatening to report harassment.
- Deferential or preferential treatment based on any of the protected lessons above.

Prohibited Unlawful Sexual Harassment

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of the gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by TRHS.

TRHS is committed to provide a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment; --an employment decision is based upon an individual's acceptance or rejection of that conduct;
- (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her against another individual.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive School environment that is free from harassing or disruptive activity.

Sexual harassment may include, but is not limited to:

Physical assaults of a sexual nature, such as:

- Rape, sexual battery, molestation or attempts to commit these assaults; and
- Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.

Unwanted sexual advances, propositions or other sexual comments, such as:

- Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
- Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

Sexual /discriminatory displays or publications anywhere at the workplace by employees, such as:

- Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
- Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
- Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

Complaint Procedure

Any employee or student who believes they have been harassed or has witnessed harassment is encouraged to immediately report such harassment to their supervisor or the Director. TRHS will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

First Reading: January 16th, 2018

Final Reading: February 14th, 2018

Adopted:

Amended: November 12th 2017 by Jaynie Aydin, PhD, Director Twin Ridges Home Study Charter School

Adopted by TRHS Board of Directors February 14th, 2018

Signature of Secretary _____ Date _____

TRHS Site Organization

Each Site Coordinator/Designee is responsible for the control and care of students. She will direct the school staff in the implementation of the disaster plan and prepare the school through assignment of duties as outlined in this plan. Assignment of Duties: Every staff has a responsibility for performing assigned duties in times of Emergency.

Site Coordinator/Designee: _____ (Add name of specific site coordinator here)

The Site Coordinator or designated representative will assume over-all direction of disaster procedures. She will do the following:

- Direct the evacuation of school buildings
- Arrange for physical transfer of students when their safety is threatened.
- Direct teachers to move students to designated areas of safety.

Site Coordinator/Designee: _____ (Add name of specific site coordinator here)

The Site Coordinator or designated representative will assume over-all direction of disaster procedures. She will do the following:

- Direct the evacuation of school buildings
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Each Resource Center is required to develop the following:

- Prepare and post a List of Contacts
- Produce and post Site Evacuation Plan.
- The Plan should clearly provide steps in sequence and include a list of staff/parents/other with assigned duties, and a named alternate in case the designee is absent.

Overview of Action Plans

Action: STAND-BY

Bring students into a classroom or to hold students in the classroom pending further instructions.

Action: GO HOME

Dismiss all lessons and send students to their homes by the most expeditious means. Place calls to parents, if applicable.

Action: LEAVE BUILDING

Effect the orderly movement of students and staff from the inside of a building to an outside area of safety and will be implemented when anything occurs which might make the school or school room uninhabitable.

Action: TAKE COVER

Take shelter immediately! If adequate shelters are not available, use shielded areas within the school building. Assess shelter area and minimize the possibility of injury by flying objects such as blinds, shattered glass and other objects.

Action: DROP (Inside Building)

Students and staff are to immediately take protective positions under desks or tables with their backs to windows – everyone to their knees, clasp both hands behind their necks, close their eyes, cover their ears with their forearms, protect their faces with their arms, and tuck their bodies as small as possible.

Action: DROP (Outside Building)

Earthquake: Students and staff should move away from the building BEFORE this command is given.

Enemy Attack: Students and staff should perform this command immediately; however, if within a few steps of any solid object (tree, ditch, curbing, etc.) should get behind the objects and lie prone with heads away from the light or blast, cover as much skin surface as possible, close eyes, and cover ears.

Action: Directed Transportation

Loading students/staff into school buses (coordinated with local services), private cars or other means of transportation and taking them from an area of danger to an area of safety. Note: This action should be taken under the direction of competent civil defense authorities. Although appropriate for any disaster, this is a most difficult civil defense procedure and should not be attempted unless there is no other alternative, in which case any Lead Teacher may take this action at his/her discretion.

Type 2 Diabetes Information to be distributed to Parents yearly

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010. The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

Description

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Draft Reviewed by Corporate Board of Directors (previously known as Charter Council members)

Date March 12, 2013 Adopted by TRHS Board of Directors (previously known as Charter Council members)

- Draft Reviewed by TRHS Board of Directors (previously known as Charter Council members)

Date November 18th 2014, Adopted by TRHS Board of Directors (previously known as Charter Council members)

Signature of Secretary _____ Date _____

Information on Type 2 Diabetes Provided to Parents and Staff Yearly

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease. Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- Inactivity. Being inactive further reduces the body's ability to respond to insulin.
- Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

REQUIRED INFORMATION

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

- Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

For Emergencies call 911**STAFF & TRHS Main Offices:**

Administrator: Jaynie Aydin	530-478-1815 w. 530-264-6856 h.
Business Manager: Michelle Peterson	530-478-1815 w. 530-613-0493 h.
Resource Coordinator: Violet Groom	530-478-1815 w 530-798-3694 h.
Truckee Coordinator: Jessica Fowler	530-550-8673 w. 530-386-3985 c.
Wheatland Coordinator: Jennifer Sheffo	916-397-7909 c.

Fire and Police Administration for specific services & offices:

<http://www.nevadacountycommerce.com/business/counselors/>

For Emergency Information:

Nevada County Sheriff:	530-265-1471
Nevada City Police Department	530-265-2626
Nevada Co. Emergency Services:	530-265-1405
Nevada City Ambulance	530-273-1414
Nevada City Fire Dept:	530-265-2351
Placer County Sheriff:	530-889-7800
Placer City Fire Dept:	916-771-0107
Placer Co. Emergency Info.	530-886-5310
Placer County Ambulance	916-786-2428
Placer County Hospitals	
Kaiser	916-784-4000
Sutter	916-781-1000
Auburn	530-888-4500
Roseville –all emergencies	911/ 916-786-6444
Roseville Hospital	916-786-6444
Truckee Police	530-550-2328
Truckee Fire	530-582-7850
Truckee Ambulance	530-587-6011 (hospital)
Truckee Hospital	530-587-6011
Wheatland Police	530-633-2016
Wheatland Fire	530-633-2727
Beale AFB Law Enforcement	530-634-2131
Beale Command Post	530-634-5700
Yuba Co. Emergency Services:	530-749-7520
Sierra County Sheriff	530-289-3700
Sierra Co. Emergency Services:	530-289-3251
PG&E	1-800-743-5000
Red Cross	530 272-3265
Office of Emergency Management, Sacramento,	
Bomb Squad Coordination	916-262-1744

New Mohawk Site Reunification:

In the event of an emergency which requires site evacuation, TRHS Staff, Students and Teachers will gather at Hooper and Weaver Mortuary, 459 Hollow Way, Nevada City, CA 95959
(530) 265-2429

Truckee Site Reunification:

In the event of an emergency which requires site evacuation, TRHS Staff, Students and Teachers will gather at Alibi Ale Works 10069 Bridge St, Truckee, CA 96161
(530) 536-5029

Truckee Site Reunification:

In the event of an emergency which requires site evacuation, TRHS Staff, Students and Teachers will gather at Alibi Ale Works 10069 Bridge St, Truckee, CA 96161
(530) 536-5029

Wheatland Reunification Site:

Outback Car Wash 601 1st St, Wheatland, CA 95692

For Emergency Reports Turn Radio to:

- Nevada County: KNCO 830 AM or 94.3 FM for Emergency Information, KVMR 89.5 FM
- Placer County: Eastern Slope: KFBK 1530, Western Slope: KAHI 950
- Yuba County: KKCY 2200 or 673, 1410, KMYC, ph. 742-5555
1600 KUBA, ph.673-1600