

Comprehensive School Safety Plan

2023/2024

DRAFT 3



Kingsburg High School

Oasis

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A meeting for public input was held on _____

Plan approved by the Kingsburg Joint Union High School Board of Trustees
on March ____, 2024.

Kingsburg High School
Comprehensive School Safety Plan - Signature Page

The undersigned members of the Kingsburg High School-site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

(name), Principal (or Designee) Date

(name), (Teacher's Association Representative) Date

(name), Parent Date

(name), (Classified Employee Association Representative) Date

(name), (Student - Optional) Date

(name), (Law Enforcement Agency) Date

(name), (Fire Department – *Optional but Encouraged*) Date

(name), (Other) Date

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ASSESSMENT OF CURRENT STATUS

The California Constitution guarantees California children the right to attend public schools that are safe, secure, and peaceful. The CDE, public school districts, county offices of education (COEs) and schools and their personnel are responsible for creating learning environments that are safe and secure. First responders, community partners, and families play an essential role as well. Schools must be prepared to respond to emergencies including natural and man-made hazards, and strive to prevent violence and behavior issues that undermine safety and security. The Comprehensive School Safety Plan includes strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus and aspects of social, emotional, and physical safety for both youth and adults.

Kingsburg High School is located in Kingsburg, California. The school is nestled in the center of the San Joaquin Valley and located in Fresno County. In 2020, it had a population of 12,116. Total crime in Kingsburg is 34% lower than the national average. A person's chance of becoming a victim of a violent crime in Kingsburg is 1 in 619 compared to 1 in 227 in California. According to the 2022-23 LCAP survey, 79% of parents in our community agree or strongly agree that KHS is a safe campus, whereas 83% of KHS students feel safe on campus. In the 2021-22 school year, 4.5% of KHS students had been suspended at least once. However, there was an increase of 8.5% of students believing that drugs are a major issue on campus compared to 2021-22 school year and a 15.5% increase of students believing that fights on campus are a major issue. These two things continue to be the biggest safety concern of students. With this concern, the district has hired an SRO who is specific to only Kingsburg High School District.

School information regarding any instance of emergency that is occurring at the district will be posted on the district and school websites at KJUHSD.com and Kingsburghigh.com for community reference. District will strive to be informative to the degree that timeliness to posting and diligence to content can be provided.

EMERGENCY TELEPHONE NUMBERS

EMERGENCY	911
LAW ENFORCEMENT	
Kingsburg Police Department	897-2931
Fresno County Sheriff	600-3111
FIRE	
Kingsburg Fire Department	897-5821
HOSPITALS	
Selma Hospital	891-1000
Valley Children's Hospital	353-3000
OTHER SERVICES	
Poison Control	800-222-1222
Fresno County Child Protective Services	600-6400
Tulare County Child Protective Services	730-2677
Kings County Child Protective Services	582-3241

DISTRICT ADMINISTRATION PHONE NUMBERS

POSITION	NAME	OFFICE PHONE	Ext.
Superintendent	Don Shoemaker	897-7721	2301
Executive Director of Student Services	Cindy Schreiner	897-7721	2302
Head Maintenance Operations Transportation	Art Campos	859-4116	N/A

SITE LEADERS PHONE NUMBERS

POSITION	NAME	OFFICE PHONE	Ext.
Principal	Ryan Phelan	897-5156	2001
Assistant Principal	Heather Wilson	897-5156	2002
Assistant Principal	Michelle Warkentin	897-5156	2003
11 th -12 th Counselor	Heather Apgar	897-5156	2004
9 th -10 th Counselor	Stephanie Marriott	897-5156	2005

RESPONSE TO ANY EMERGENCY

___ Notify the principal and 911, if necessary.

When placing a 911 call:

- Give your name, school name, and school address
- Give specific location of shooter, intruder, fire, hazardous material and other emergency
- Indicate location of incident command post

___ The principal or designee notifies the superintendent.

___ Notify the school Emergency Response Team.

___ Seal off high-risk area(s).

___ Take charge of the area(s) until the incident is contained, or relieved by Administration.

___ Preserve evidence. Keep detailed notes of the incident.

___ Refer media to the official school or district spokesperson Don Shoemaker at # 897-7721 or 897-5156

___ Notify the Post-Incident Response Team, if necessary.

Kingsburg Joint Union High School District will allow public agencies as noted in AR 1330 to use school buildings, grounds and equipment for mass care and welfare shelters during disasters or other emergencies affecting public health and welfare.

GENERAL STAFF RESPONSIBILITIES FOR ALL EMERGENCIES

Principal or Designee	
<input type="checkbox"/> Verify information <input type="checkbox"/> Call 911, if necessary. <input type="checkbox"/> Seal off high-risk area(s). <input type="checkbox"/> Activate the Alertus system <input type="checkbox"/> Notify students and staff. Note: depending on the emergency, students may be notified by teachers. <input type="checkbox"/> Update staff through email if necessary. <input type="checkbox"/> Evacuate students and staff, if necessary. <input type="checkbox"/> Keep detailed notes of the incident.	<input type="checkbox"/> Convene Emergency Response Team and implement emergency response procedures. <input type="checkbox"/> Refer media to official spokesperson(s) <input type="checkbox"/> Implement post-incident procedures as necessary.
Teachers	
<input type="checkbox"/> Verify information. <input type="checkbox"/> Lock classroom doors unless evacuation orders are issued. <input type="checkbox"/> Check email for updates <input type="checkbox"/> Warn students, if advised. <input type="checkbox"/> Account for all students.	<input type="checkbox"/> Stay with students during an evacuation. Take class roster. <input type="checkbox"/> Refer media to official spokesperson(s). <input type="checkbox"/> Keep detailed notes of the incident. <input type="checkbox"/> If on conference period, contact Administration/office <input type="checkbox"/> Students with disabilities IEP plan will be followed during an emergency.

PUBLIC INFORMATION

**** All staff must refer all media to official spokesperson ****

- School district assumes responsibility for issuing public statements during an emergency.
- Superintendent serves as official spokesperson unless another individual designated. Alternate spokespersons should be identified in advance.

Position	Name	Work #
Spokesperson	Don Shoemaker	897-7721 x 2301
Alternate #1	Ryan Phelan (KHS)	897-5156 x 2001
	Ryan Waltermann (KAEC)	897-3880 x 2401
Alternate #2	Heather Wilson (KHS)	897-5156 x 2003
Alternate #3	Cindy Schreiner (DISTRICT)	897-7721 x 2302

WARNING AND NOTIFICATION

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

- ___ Inform principal or designee.
- ___ Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, activate Alertus Notification System.

Emergency	Actions
Fire	Evacuation
Threat	Lockdown
Earthquake, Intruder, Chemical	Shelter in place
All Clear	Return to normal

EVACUATION / RELOCATION

- ___ Call 911, if necessary.
- ___ Principal determines if students and staff should be evacuated outside of school buildings(s), or to relocation centers. Emergency Response Team member Don Shoemaker coordinates transportation if students are evacuated to relocation center. Transportation coordinator is to be contacted by the Emergency Response Team member and informed that an evacuation is taking place.
- ___ Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route.
- ___ Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.
- ___ Place evacuation sign outside door (e.g., 8 ½ x 11 paper with words “Room Evacuated” in large, legible letters).

Teachers:

- ___ Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous.
- ___ Take class roster.
- ___ Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.

- ___ Place evacuation sign outside the door (e.g., 8 ½ x 11 paper with words “Room Evacuated” in large, legible letters)
- ___ When outside building, account for all students. Inform principal/administrator immediately if students are missing.
- ___ If students are evacuated to a relocation center, stay with your class. Take roll again when you arrive at the relocation center.
- ___ If on conference period, evacuate to designated area and contact administration to provide support.

Relocation Centers:

Each school should have a primary center close by, and a secondary relocation center further away in the event of a community-wide emergency.

- ___ Primary: Kingsburg High School Bowl
- ___ Secondary: Kingsburg Memorial Park

LOCK-DOWN PROCEDURES

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

- ___ Principal or designee will activate the Alertus Notification system. The system will announce a direct order to lock-down over the campus wide speakers, send an email informing all KHS staff of the lock-down, send a text message to all phone contacts registered in the system and alert police and fire departments.
- ___ Direct all students, staff, and visitors into classrooms or office.
- ___ Lock classroom doors.
- ___ Teachers email principal or designee if any student is not accounted for.
- ___ Cover windows of classrooms, including the window in the door.
- ___ Move all persons away from windows and doors.
- ___ Allow no one outside of the classroom until the principal gives an all-clear signal or emergency personnel direct you to open the door.
- ___ If on conference period and it is safe to leave your room, report to the office to provide additional support.
- ___ Any students off campus during a lockdown will stay at their school site or off campus for safety. KHS Admin or Office staff will have keys to access safe zone.

TACTICAL RESPONSES

In Draft as of December 2023

SHELTER IN PLACE PROCEDURES

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

- ___ Identify safe area(s) in each school building.
- ___ Activate Alertus.
- ___ Close all exterior doors and windows.
- ___ Check email for updates
- ___ All persons must remain in safe areas until notified by the principal or emergency responders.
- ___ Teachers take class roster. Teachers should account for all students after arriving in a safe area.

FIRE

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

- ___ Pull the fire alarm.
- ___ Alertus system will activate.
- ___ Evacuate students and staff to a safe distance outside of the building.
- ___ Follow the normal fire drill routine. If normal route(s) are too dangerous, follow alternate route.
- ___ Teachers should take a class roster and account for all students. Roll must be taken before and after evacuation.
- ___ Principal, notifies authorities, and superintendent. Principal and / or superintendent must report an incident to the fire marshal.
- ___ After consulting with superintendent, principal may move students and staff to primary relocation center KHS Football Bowl, if building is damaged or the weather is inclement.

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

BOMB THREAT

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

- ___ Use bomb threat checklist.
- ___ Ask where the bomb is located, when bomb will go off, what materials are in the bomb, who is calling, and why is caller doing this.
- ___ Listen closely to caller's voice, speech patterns, and for background noises.
- ___ **Leave your phone off the hook. Do not hang up after caller hangs up.**
- ___ If the threat is electronic, the employee shall leave message open, and print the message, subject line and note date and time of message.
- ___ Notify principal or designee.
- ___ Principal or designee determines course of action, lock-down, evacuation, or shelter in place, then initiates Alertus Notification system.
- ___ Principal or designee calls 911 (police) and superintendent.
- ___ Principal and superintendent must report incident to fire marshal. If lock-down is ordered, use procedure in the lock-down section of this checklist. If evacuation is ordered, follow these procedures.
- ___ Principal or designee will reassess the situation and will be able to initiate the Alertus Notification system in order to communicate and execute a proper course of action.
- ___ Use standard fire drill procedures to evacuate school building(s) unless evacuating into the reported bomb location.
- ___ Direct students to leave their belongings.
- ___ Students and staff must be evacuated to a safe distance away from the school.
- ___ After consulting with the superintendent, the principal may move students to a primary relocation center, KHS Football Bowl, if the weather is inclement or the building is damaged.
- ___ Teachers should take roll of students before and after evacuation.

- ___ No one should re-enter the building(s) until declared to be safe by fire or police personnel.
- ___ Alertus notifies staff and students when emergency is terminated.
Resume normal operations.

INTRUDER/HOSTAGE

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

- ___ Notify administration office (MUST SPEAK TO A PERSON).
- ___ Ask another staff member to accompany you before approaching the intruder.
- ___ Politely greet intruder and identify yourself.
- ___ Ask the intruder the purpose of his/her visit.
- ___ Inform intruder that all visitors must register at the main office.
- ___ If purpose is not legitimate, ask intruder to leave.
- ___ Accompany intruder to the exit.

If intruder refuses to leave:

- ___ Warn of the consequences for staying on school property. Inform intruder that police will be called.
- ___ Notify security or police and principal if intruder refuses to leave. Provide full description of intruder.
- ___ Trail the intruder and maintain visual contact if he/she indicates potential for violence (be aware of actions, location, weapons, or packages, etc.)
- ___ Principal notifies superintendent and may issue lock-down procedures.

Hostage situation:

- ___ If hostage taker is unaware of your presence, do not intervene.
- ___ Call 911 immediately. Provide details of situation, ask for assistance.
- ___ Notify principal; principal notifies superintendent and other administrators.
- ___ Initiate lockdown procedure using Alertus Notification system.
- ___ Administration team seals off area near hostage, creates and secures perimeter.
- ___ Give control of scene to police and hostage negotiation team.
- ___ Keep detailed notes of events and actions.

If taken hostage:

- ___ Follow instructions of hostage taker.
- ___ Try to keep calm. Calm students if they are present.

- ___ Treat the hostage taker as normally as possible.
- ___ Be respectful to hostage taker.
- ___ Ask permission to speak; do not argue or make suggestions.

UTILITY FAILURE

Gas Line Break

- ___ Call 911.
- ___ Notify Principal/designee.
- ___ Open windows.
- ___ If directed, follow evacuation procedures.
- ___ Do not re-enter building until utility officials say it is safe.

Electric Power Failure

- ___ Calm students.
- ___ Stay in classroom until evacuation notification.
- ___ If there is danger of fire, evacuate the building by evacuation procedures.
- ___ If a short is suspected, turn off all electronic devices in room, and notify custodian.

Water Line Break

- ___ Notify Principal/designee and custodian.
- ___ Relocate articles that may be damaged by water.
- ___ Relocate students to designated safe area.

HAZARDOUS MATERIALS / CHEMICAL SPILLS

Incident in School

- ___ Call 911.
- ___ Notify administration.
- ___ Seal off area of leak/spill.
- ___ Take charge of area until fire or hazmat personnel contain the incident.
- ___ Fire official in charge will recommend sheltering or evacuation actions.
- ___ Principal or designee will initiate Alertus Notification system.

- ___ Follow plans and procedures for sheltering or evacuation.
- ___ Notify parents if students are evacuated
- ___ Resume normal operations after consulting with fire or hazmat officials.

Incident near School Property

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

EARTHQUAKE

During an Earthquake:

- ___ Stay calm. First and foremost, having an emergency plan will help you and your students remain calm.
- ___ Stay put. If you are indoors, stay there. If outdoors, stay there.
- ___ Take cover. If indoors, do a “drop and cover” under a desk, table, or bench, or stand alongside an inside wall, in an archway, doorway that does not have a door, or corner. Avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls until the shaking stops.
- ___ If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in “drop and cover” positions.
- ___ Do not be surprised if the electricity goes out, or if fire alarms and sprinklers go on.

After an Earthquake:

- ___ Keep students safe and relaxed. Carefully evaluate the situation.
- ___ Use caution when moving students and staff to a safe area(s).
- ___ Make sure everyone is alright. Take class rosters and account for all students.

- ___ Do not move the seriously injured unless they are still in danger.
Administer first aid, if necessary.
- ___ Wear sturdy shoes in areas near fallen obstacles and broken glass.
- ___ Check natural gas, water, and electrical lines for damage.
- ___ Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is not natural gas leaking.
- ___ Do not touch electrical power lines or broken electrical equipment.
- ___ Be prepared for aftershocks.

MEDIA PROCEDURES

All staff must refer media to district spokesperson.

School District assumes responsibility for issuing public statements during an emergency.

- *Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.*

EMERGENCY MEDICAL CARE

Epinephrine Auto-Injectors

The main office at Kingsburg High School and Kingsburg Alternative Education Center maintain a supply of epinephrine auto-injectors for emergency medical aid.

Trauma Kits

Kingsburg JUHSD stocks ___# Trauma Kits on our campus, next or near to our AED devices in case of traumatic injury, in order to help keep a casualty stable while awaiting professional medical attention.

Note: Per AB 70 – “It is noted that a person or entity that complies with the use is not liable for any civil damages resulting from any acts or omission in the rendering of emergency care by use of a trauma kit.”

Automated External Defibrillator (AED)

There are _____ AEDs on our campuses. The AED Program is available in Appendix A.

Sudden Cardiac Arrest

The district has implemented a Cardiac Emergency Response Plan and associated outline for the Cardiac Emergency Response Team. The plan is available in Appendix B.

CHECKLIST FOR SUICIDE

Is student showing warning signs?

- **Actions:** expressing hopelessness, risky/dangerous behaviors (i.e. substance use), noticeable changes in behavior, withdrawal/isolation, self-harm.
- **Words:** either verbally or written through class assignments or social media stating hopelessness, depression, or thoughts about harming self. *“I just can’t take it anymore” “I want it all to end” “It will never get better.”*
- **Physical:** appearance changes, changes in affect, reported loss of sleep, appetite, weight loss/ gain, personal hygiene, apparent marks from self-harm.
- **Feelings:** of anger, guilt, loneliness, hopelessness, depression, sadness, worthlessness etc. expressed by student.

If yes to any of these, staff member would need to proceed to following risk level checklist. If no, or unsure, contact counselor or administrator for further evaluation.

RISK LEVEL CHECKLIST SUICIDE

Low Risk Level of Suicide (Student showing some warning signs or student reports concerns of another student)

- ✓ Take every warning sign or threat of self-harm seriously
- ✓ If reported by another student, encourage student to utilize anonymous tip line (Sprigeo) and notify counselor/administrator of information disclosed
- ✓ If student self reports, take immediate action by contacting a counselor or administrator to inform of situation
- ✓ Remain with the student until the counselor or administrator takes student to clarify the situation and further assess suicide risk.
- ✓ Counselor or administrator will notify parent/guardian of situation
- ✓ Develop a safety plan with the student and parents if necessary
- ✓ Encourage parents/guardians to go to primary health care provider or mental health services if necessary
- ✓ Document actions on appropriate forms
- ✓ Counselor will follow up with the student and family as often as necessary
- ✓

Moderate to High Risk Level of Suicide (Student displays suicidal ideation or behavior with an intent or desire to die)

- ✓ Keep student under close supervision
- ✓ Take immediate action by contacting or sending someone to inform a counselor or administrator of situation
- ✓ Counselor will conduct a suicide risk assessment to determine student's risk level
- ✓ Counselor will consult with appropriate designated school site staff and/or crisis service agency to assess student's mental state and obtain a recommendation for next steps
- ✓ If student requires hospitalization or immediate emergency medical treatment proceed to Extremely High (Imminent) Risk
- ✓ School counselor or administrator will notify parents/guardians
- ✓ Counselor will create a safety plan, or if already in place, review and update
- ✓ Confirm understanding of next steps for student's care. Ensure that student and parent have discussed importance of lethal means restriction
- ✓ Provide referrals and resources for parent/guardians
- ✓ Document actions on appropriate forms
- ✓ Counselor will follow up with the student and family as often as necessary

Extremely High (Imminent) Risk Level of Suicide (Student has voiced the intent to engage in a suicidal act, have access to the lethal means needed to carry out the act, and may have lethal means on their person)

- ✓ Ensure that a school staff member remains with the student at all times
- ✓ If student presents immediate threat, clear the area and ensure that all other students are safe
- ✓ Alert counselor or administrator by contacting or sending someone to inform them
- ✓ If a life threatening emergency, call 911
- ✓ If the student has lethal means on their person:
 - Do not attempt to take a weapon by force
 - Talk with the student calmly
 - Have someone call 911
 - Clear area for student safety
 - Once the student gives up the potentially lethal means, stay with the student until counselor/administrator or 911 emergency support arrives

- ✓ Before student returns to school, counselor and administrators initiate re-entry plan and meeting with student and parent/guardian

STUDENT OR STAFF SUICIDE TAKES PLACE

- Assemble the Crisis Management Team (CMT)
- (CMT) is made up of: Site and district leadership teams, school psychologist, grief counselors, SAP counselor, local authorities, etc.
- Develop a Plan for communication with students, staff and community
- Communicate meeting date and time through parent square, email and/or text.
- Staff gathering to discuss plan in place for support of both students/staff.
- Provide support for students and staff as long as necessary.
- Provide references for suicide prevention and warning signs

ESSENTIAL QUESTIONS:

1. Which Students are affected?
2. Who is the victim's "circle of friends"?
3. Is there a possibility of contagion or imminent recurrence?
4. Who are the staff members being affected? What classes was the student enrolled in?
5. What activities are available to help start the grieving process?
6. What activities will help bring closure for students and staff?
7. Has the family been contacted regarding concerns and or services moving forward?

For Further support, contact:

Comprehensive Youth Services of Fresno

Dedicated to providing a full range of prevention

3795 E. Shields Ave, Fresno, CA 93726

(559) 229-3561

www.cysfresno.org

1-800-273-Talk (8255)

National Suicide Prevention Lifeline

A 24 hour, toll-free crisis hotline that links callers to a nearby crisis center

www.suicidepreventionlifeline.org

For more information about suicide and mental illness:

American Association of Suicidology

A resource and education organization dedicated to the understanding and prevention of suicide.

www.suicidology.org or call (202) 237-2280

American Foundation for Suicide Prevention

Dedicated to advancing the public's knowledge of suicide and its prevention.

www.afsp.org or call 1-888-333AFSP

American Psychiatric Association

A national professional organization of psychiatrists.

www.psych.org or call (703) 907-7300

CHILD ABUSE REPORTING

- A. When facts are brought forth to a school employee's attention that suggest there is a reasonable suspicion that child abuse is suspected, the following should occur:
- Employee shall file child abuse report with a child protective services agency in accordance with California State Law, as soon as possible – by telephone and then through written report within 24 hours. Form located at website [Child Abuse Form 8572](#)
 - Cooperate with authoritative agency and/or representative conducting investigation as needed after report is filed
 - Mandated Reporters shall not be impeded in filing a Child Abuse Report in a timely manner by any school employee
 - Mandated Reporter shall not conduct their own investigation or contact the perpetrator under any circumstances once abuse is suspected and/or a report is filed
 - Mandated Reporters shall not be retaliated against for reporting a suspected child abuse case
- B. Witnesses and/or recipients of information about suspected child abuse that involves a district employee as the alleged perpetrator, shall do the following:
- Employee shall file child abuse report with a child protective services agency in accordance with California State Law, as soon as possible –

by telephone and then through written report within 24 hours. Please see district office for the correct forms.

- Notify Superintendent/District Office of the report. Once report is processed with CPS, it will be kept on file at district office
- Superintendent and/or authoritative agency will consult administration about administrative action that should be taken.

C. All district employees shall have received the following training on an annual basis:

- Training modules through Keenan Safe Schools
- Module: Mandated Reporter: Child Abuse and Neglect (CA-full course)

D. Any Child Protective Services (CPS) report that is filed by a faculty member involving KJUHSD, retain the original information in your possession for potential future needs.

(See example of form following:)

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY			
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE			
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY					
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)							
	ADDRESS			Street	City	Zip	DATE/TIME OF PHONE CALL	
OFFICIAL CONTACTED - TITLE					TELEPHONE ()			
C. VICTIM <small>One report per victim</small>	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	TELEPHONE ()	
	PRESENT LOCATION OF VICTIM				SCHOOL	CLASS	GRADE	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	PHYSICALLY DISABLED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED?	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	IN FOSTER CARE?	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)		
	RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
	VICTIMS SIBLINGS		NAME		BIRTHDATE	SEX	ETHNICITY	
1. _____		3. _____						
2. _____		4. _____						
D. INVOLVED PARTIES <small>VICTIMS PARENTS/GUARDIANS</small>	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	HOME PHONE ()	
				BUSINESS PHONE ()				
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	HOME PHONE ()	
				BUSINESS PHONE ()				
SUSPECT	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	TELEPHONE ()	
	OTHER RELEVANT INFORMATION							
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____							
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT				
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)							

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

IV. INSTRUCTIONS (Continued)

- SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
 - SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
 - SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
 - SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.
- ### V. DISTRIBUTION
- Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
 - Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

CAMPUS SAFETY

Kingsburg Joint Union High School District is committed to providing a safe campus for all students, faculty, parents, community members, and visitors who come on to campus.

CAMPUS SAFETY EMERGENCY

Anyone who witnesses and/or hears anything that is an emergency may report to KJUHSD staff about the incident. KJUHSD will investigate all incidents brought to the school's attention in a timely manner, notify the proper authorities and initiate Alertus Notification system when needed in an emergency. KJUHSD works closely with local law enforcement on any criminal matters that fall under the KJUHSD jurisdiction.

Targeted staff members are trained in cardiopulmonary resuscitation, first aid and the use of Automated External Defibrillators (see Appendix A & B). Coaches also receive this training along with heat illness and prevention.

SUSPENSION AND EXPULSION/DUE PROCESS

At the following website one can find policy *5144.1 Suspension and Expulsion Due Process* [BP 5144.1 Suspension and Expulsion Due Process](#) and [AR 5144.1 Suspension and Expulsion Due Process](#)

required pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations.

Per Ed Code 49079 and the Safe Schools Act, KJUHSD must notify teachers for a period of three years from the last infraction that the student violated the SSA. Only an asterisk (*) will be printed next to the student's name on a teacher roster for notification.

DISCRIMINATION HARASSMENT INTIMIDATION BULLYING

District programs and activities shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote

programs which ensure that discriminatory practices are eliminated in all district activities. All board policies can be found at [Kingsburg JUHSD Board Policy](#) or at the following website by searching the key words: <https://simbli.eboardsolutions.com/Index.aspx?S=36030696>

DRESS CODE/GANG

Anything that contains gang, tagger, and/or clique symbols or displaying gang colors or clothing will not be tolerated at KJUHSD.

KJUHSD ALERTUS NOTIFICATION SYSTEM

The alert notification system is designed to initiate emergency procedures as needed by the district. Utilizing P.A. system, email, text messaging, and alert beacons.

CYBERSECURITY

To safeguard the network infrastructure and ensure the monitoring of potentially harmful digital media content, several procedures are implemented.

- Firstly, we employ a robust firewall and intrusion detection systems to fortify the network against unauthorized access and cyber threats.
- We regularly update and patch software to address vulnerabilities.
- We conduct security audits to identify and rectify weak points in the system. We implement content filtering mechanisms to screen digital media for inappropriate or threatening content.
- We utilize advanced antivirus software to detect and eliminate malware.
- We establish access controls and user authentication protocols to limit unauthorized access.
- We implement a comprehensive network monitoring system that tracks and analyzes network traffic, enabling the identification of any unusual patterns or activities.
- We also regularly review and update these measures to stay ahead of evolving cyber threats.

SAFETY CAMERAS

Safety Cameras are utilized as a tool by Kingsburg Joint Union School District and are located in all areas on the campuses. The equipment may or may not be actively monitored at any time. Safety Cameras are in place to deter and combat illegal or unsafe activity. Recordings may be used in investigations, disciplinary proceedings and/or referred to local law enforcement, as appropriate.

K-9 DOGS

Kingsburg Joint Union High School District contracts with Proactive K-9 Dogs throughout the year to search classrooms, bathrooms, parking lots, athletic facilities, and anywhere on campus that is under the jurisdiction of Kingsburg Joint Unified School District. The K-9 Dogs are trained to detect illegal substances including but not limited to: drugs, alcohol, firecrackers, and prescription pills.

METAL DETECTOR SCANS

Metal detectors are in use to keep our campuses safe. Anyone may be scanned by metal detectors for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events.

SPRIGEO

Kingsburg Joint Union High School District utilizes Sprigeo.com as a means to report any of the following, but not limited to: Illegal Activity, Bullying, Harassment, Safety Issues, mental health, unauthorized people on campus, etc.

Sprigeo is an anonymous reporting website where students, staff, parents, and/or community members can report activity related to Kingsburg Joint Unified School District and the report will directly go to Administration for further investigation.

REPORTING THREATS

Any employee who are alerted to or observe any threat or perceived threat, shall report it immediately to administration. Administrators at both KHS and Oasis High School have been trained in Behavioral Threat Assessment Training. Administrators immediately contact the police and conduct a threat assessment.

GO GUARDIAN

KJUHSD has purchased Go Guardian which notifies administrators if a student is at risk of making a threat or searching anything that is deemed at risk.

SCHOOL DISCIPLINE

Students will follow the rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5. These rules are located in the parent and student handbooks.

STUDENT PICK UP

A student can only be picked up by their parent/guardian or a person listed on their Student Emergency Form. The adult picking up the student must also present a valid identification card.

CAMPUS SUPERVISOR

Patrol and monitor Kingsburg High School to maintain order and security. Assure student compliance with school and District policies and regulations. Perform set duties with patience, tact, and good judgment and within established guidelines. Identify campus violations and inappropriate behavior.

SCHOOL RESOURCE OFFICER

School resource officers (**SROs**) is a Kingsburg police officers who works in elementary, middle and high schools. They are responsible for working with school administrators, security staff and faculty on developing comprehensive safety plans to ensure schools are safe places for students to learn. Kingsburg High School and Kingsburg Alternative Education Center share an SRO who monitors both campuses.

DRUG AWARENESS

Opioid/Synthetic Drug Awareness

Kingsburg Joint Union High School District participates in annual training for members of its staff in emergency naloxone hydrochloride opioid antagonist, Narcan, in order to be prepared in the event that a pupil is suffering or is reasonably believed to be suffering from an opioid overdose.

The district participates in building awareness of the risks associated with fentanyl and mixing drugs and the importance of how to help respond to an overdose to reduce the stigma around seeking help, treatment and care. Staff receives annual training on “Opioid Overdose Response Awareness”.

Fentanyl & Overdose

Knowing the signs of an overdose:

- Falling asleep or losing consciousness
- Doesn't respond to stimuli like shouting, a pinch or sternum rub
- Slow, weak or no breathing
- Choking or gurgling sounds
- Limp body
- Cold and/or clammy skin
- Discolored skin (especially in lips and nails)
- Small, constricted “pinpoint pupils”

If you are not sure someone is overdosing:

- Call 911 Immediately
- Administer Narcan, if available
- Try to keep the person awake and breathing
- Lay the person on their side to prevent choking
- Stay with the person until emergency assistance arrives

It is noted that AB 1166 extends the qualified immunity to those administering emergency opioid antagonists, “when a person who, in good faith and who is not compensated, renders emergency or non-medical care or assistance at the scene of an emergency as not liable for civil damages resulting from an act or omission unless the act was done with gross negligence or willful or wanton misconduct.”

(Appendix A)

Kingsburg Joint Union High School District
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM

The Kingsburg Joint Union High School District AED Program has been created to provide a rapid response to sudden cardiac arrest (SCA) for employees, students, and visitors to Kingsburg Joint Union School District. This document describes the policies, procedures, and protocols to be used in administering this program. District Risk Management and the AED Program Coordinator have approved all protocols for this program.

The AED Program Coordinator will conduct an annual review of this written plan in order to meet regulatory requirements and ensure proper program implementation and quality assurance. The AED Program Coordinator must approve allelements of this document and any significant revisions made therein.

AED Program Administrators

Administrators	Name	Date
Superintendent:	Mr. Don Shoemaker	
Disaster Emergency Coordinator:	Mr. Don Shoemaker	
District AED District Program Coordinator	Ms. Shari Jensen/Admin Asst to Superintendent	
Maintenance AED Coordinator:	Mr. Art Campos/ MOT	
KHS Site AED Coordinator:	Ms. Robin Lund/Nurse & ASB Technician	
KAEC Site AED Coordinator:	Mr. Ryan Walterman/ Director Ms. Erica Avila	
Athletic Site AED Coordinator	Mr. Scott Hodges/Athletic Director	
AED Advisory Group:	Mr. Don Shoemaker/Superintendent Mr. Scott Hodges/AD & Teacher Mr. Ryan Phelan/Principal KHS Mr. Ryan Walterman/ Director KAEC Mr. Omar Jalil/ Athletic Trainer Ms. Robin Lund/Nurse & ASB Technician KHS Ms. Shari Jensen/ Admin Asst Superintendent	

1.0: Public Access Defibrillation Program

1.1 Overview

Kingsburg Joint Union High School District implemented this Automated External Defibrillator (AED) Program to provide early defibrillation to victims of sudden cardiac arrest (SCA) on the campuses. Sudden cardiac death (SCD) is a sudden, unexpected death caused by loss of heart function (sudden cardiac arrest). The decision to implement the program was made in consideration of the fact that SCA is the largest cause of natural death in the U.S., causing about 220,000 adult deaths in the U.S. each year. SCD is responsible for half of all heart disease deaths. SCA results when the heart abruptly and, without warning, stops working, which prevents blood from being pumped to the rest of the body. SCA usually causes death if not treated within minutes. A cardiac arrest is different from a heart attack or myocardial infarction, where blood flow to the still-beating heart is interrupted. People with heart disease have a higher chance of having cardiac arrest, but SCAs occur in people who appear healthy and have no known heart disease or other risk factors.

Research has demonstrated that educating and training laypersons on cardiopulmonary resuscitation (CPR) and immediate actions to take during an SCA improves the chance of survival. The American Heart Association recommends CPR and automatic external defibrillator (AED) training for laypersons for this reason. By installing automatic external defibrillators at key Kingsburg Joint Union High School District facilities, such as cafeterias, museums, theaters, gyms, and sporting event venues that attract large crowds, lay responders or rescuers (LRR) are given access to defibrillation devices. Survival rates have been demonstrated to be higher in areas where CPR and AED trained bystanders have rapid access to these devices. An AED is a type of medical device that can be used on a person in certain types of cardiac arrest in an effort to restore a pulse.

Lay responders or rescuers (LRR) are legally protected when they render medical care. According to California Health and Safety Code, Division 2.5, Section 1799.102 (See Appendix I):

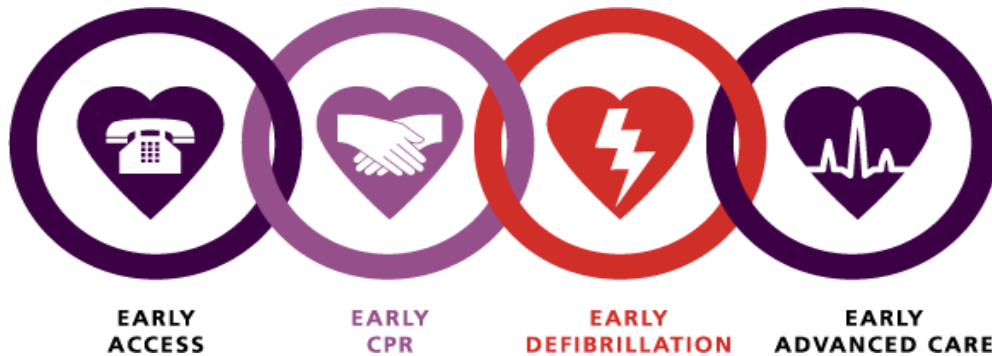
No person who in good faith, and not for compensation, renders emergency care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.

California Civil Code, Section 1714.21 expanded the Good Samaritan Law to include use of an automated external defibrillator for saving the life of another person in cardiac arrest

(See Appendix I).

Opening the wall mounted AED box on some units activates an alarm and/or flashing light. When this alarm is seen or heard, a responder should immediately call 911.

The AED Program supports the goal of the American Heart Association’s *Chain of Survival* because it reduces the amount of time from SCA to defibrillation and emergency medical service (EMS) response.



1.2 Glossary of Acronyms

ABC	– Airway, Breathing and Circulation
AED	– Automated External De fibrillation/Defibrillator (AED)
ALS	– Advanced Life Support
BLS	– Basic Life Support
CPR	– Cardiopulmonary Resuscitation (CPR)
EMS	– Emergency Medical Services
EMT	– Emergency Medical Technician
LRR	– Lay Responder or Rescuer
PAD	– Public Access Defibrillation (PAD)
SCA	– Sudden Cardiac Arrest (SCA)

1.3 Scope

This policy describes Kingsburg Joint Union High School District standards and procedures relating to its AED Program, including equipment, maintenance, response, plan, and protocol. All District departments seeking to acquire an AED are expected to seek District approval and once approved, comply with this policy.

2.0: AED Roles and Responsibilities

The success of the AED Program depends on the effective collaboration of team members from the District. Specific responsibilities of team members include the following:

AED Advisory Group (AED/First Aid Committee)

- Develop recommendations for program operations.
- Review and approve program policies and procedures.
- Identify locations for AED equipment installation.
- Provide quality control oversight.

District AED Program Coordinator

- Will be part of the AED Advisory Group.
- Provide requested reports regarding the AED program.
- Ensure that the District AED Advisory Group receive updated information each year which describes the proper use of an AED. Ensure that necessary information is posted next to any installed AED.
- Publicize an annual list of AED locations.
- Ensure compliance with regulatory requirements.
- Convene and coordinate activities of the AED Advisory Group.
- Serve as liaison and contact for any department wishing to have an AED installed as part of the AED program.

Maintain updated AED information including:

- Policy
- Location of AEDs
- List of individuals with program responsibilities including AED Program Coordinator and AED Advisory Group
- Notify AED Program Coordinator of ANY cardiac arrest or use of the AED.
- Develop and maintain Cardiac Emergency Response Plan (CERP) and AED policies and procedures.
- Assure compliance with regulatory requirements.
- Maintain and compile all data pertaining to the AED Program, including the following records, for seven (7) years or as indicated:
 - A copy of the physician's prescription for the AED.
 - Training documentation from an American Heart Association or American Red Cross recognized AED training class for the AED Cardiac Emergency Response Team.
 - Documentation of HIPAA and other appropriate training for the AED Cardiac Emergency Response Team.
 - Log of maintenance checks of the AED, including the dates checked and the name of

the person that performed the review.

- Record of all incidences for 7 years or, in the case of minors, until they are 18 years of age plus one year or for 7 years, whichever is longer.

AED Program Coordinators

- Maintenance Program Coordinator - Perform weekly Quick Checks by visually verifying the green light indicator status on the device. Record this information on the daily Quick Check log. Maintain all log sheets in an electronic or hard copy format and make them available to the District Program Coordinator upon request. Informs the Maintenance Program Coordinator of any malfunction.
- All Site AED Program Coordinators --Attend safety meetings upon request from the AED Advisory Group.
- Follow the incident and post-incident procedures of the AED Program contained herein.
- Report any abuse or vandalism of the AED to the Disaster Emergency Coordinator and to the Maintenance Coordinator immediately.
- District AED Program Coordinator -- Immediately notify the AED Site Coordinators of any major changes (i.e., change to individuals assigned as AED Site Coordinator

Certification and Training

All listed individuals (attached) must receive CPR and approved AED device training in compliance with regulations adopted by the EMS Authority and the standards of the American Heart Association or the American Red Cross. In accordance with regulations set out in Section 5.6 below to protect the confidentiality of any victim's health information, all program participants may choose to receive training in protection of health information. Although this program does not constitute a HIPAA component program, basic HIPAA training will be used to ensure that all participants are trained in health information confidentiality issues. Lay responders and program participants must complete required training and receive basic HIPAA training (Keenan Safe Schools).

<https://losscontrol-keenan.safeschools.com/courses/details/COURSE-HIPAA?splash=0%27PP>. Participants unable to access this site will be provided with additional training opportunities as indicated.

3.0: Site AED Facility Requirements

In order to be equipped with an AED, a facility must satisfy the following criteria:

- Approval of site from AED Advisory Group.
- Designation of an AED Program Coordinator.
- Agreement to AED Site Coordinator Responsibilities

- Agreement to all policies and procedures for the AED Program.

: AED Equipment

The AED Advisory Group will recommend a specific AED device to be used at the designated locations. This equipment may not be used outside the parameters of the District’s AED program.

District Risk Management/Safety must be notified prior to any departmental purchase of AEDs. Once an AED has been purchased, it falls under the jurisdiction of District Risk Management/Safety and will be included in the AED Program.

To maintain consistency campus-wide, the AED Advisory Group requests that District departments/sites only purchase approved AED devices.

4.0 **Supplies and Accessories** will be provided and maintained for all AEDs and must remain with the unit. See Appendix B for the AED Location and Equipment Sheet.

Each AED location shall include the items in the following table:

Item Description	Quantity
Approved AED Device with batteries installed	
Wall Mounted Cabinet with Quick Reference	
Defibrillation AEDs	
Out of Service Sign	
Accessories (scissors, towel, razor, gloves, wet wipe, dry wipe, pocket CPR mask/shield)	

4.1 AED Maintenance & Maintenance AED Coordinator

The Maintenance AED Coordinator is responsible for AED maintenance. This includes the performance of a full equipment inspection according to the manufacturer guidelines and maintain all inspection records.

Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness per manufacturer guidelines. Maintenance AED Coordinator shall provide the monthly maintenance checks, biannual AED testing, and software updates as required. Specific maintenance requirements must include the information provided by equipment manufacturer:

- The main school office shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the main school

office shall be informed and then notified when equipment is returned to service.

- The main school office shall be responsible for informing response teams of changes to availability of emergency medical equipment.
- The AED Maintenance Coordinator or designee shall be responsible for having regular equipment maintenance performed.
- All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure #_5.5 (7) of this plan.

AED Self-Maintenance Checks/ Maintenance AED Coordinator

AED self-maintenance checks are provided internally by the AED. The AED will perform self-tests on a scheduled basis depending on the AED model (daily, weekly, or monthly).

Daily Maintenance Checks

Daily maintenance checks can be as simple as checking to see if the “Go” light is green. The “Go” light indicates that the battery is in proper working condition.

Monthly Maintenance Checks

Monthly maintenance checks will be provided by the Maintenance AED Coordinator. Maintenance AED Coordinator shall conduct, document, and submit when required to the District AED Program Coordinator, a system check including the following elements and form Appendix C:

AED Testing

AEDs shall be tested biannually and after each use. Complete the AED Test form (See user manual) and provide a copy to the District & Maintenance AED Program Coordinators.

AED Software Updates

Periodically, manufacturers may release new software updates for your AED. Updates should be performed by the Maintenance AED Coordinator with assistance from the IT Department as soon as possible after receiving notification from the manufacturer. See Appendix C for the monthly maintenance checklist.

: AED Response Plan Procedures

In the event of a serious medical emergency, the following guidelines should be followed:

5.0 Assess the situation and try to confirm the scene is safe prior to proceeding with assistance.

5.1 Emergency Notification. Immediately dial 911 from a campus phone or mobile phone, and provide the following information:

- Caller's name.
- Type of emergency (e.g., cardiac arrest).
- Location of emergency.
- If CPR is in process.
- If an AED is available.
- Designate someone to promptly direct the resources that arrive at the scene.

5.2 First Person to Respond

As indicated above, at the scene, if the incident is on Campus, the responder calls 911 and renders appropriate care, if conditions are safe. Procedures on how to operate the AED are displayed in the AED Wall Cabinet. After the incident, the responder will advise the District Office.

1. Determine the most appropriate course of action for providing the best care to the individual(s) involved.
2. Assess whether the AED is needed.
 - If needed, apply device.
 - If not needed, continue to give proper care until medical professionals arrive.
3. Prior to using the AED, and in accordance with American Heart Association or American Red Cross training, the responder should confirm:
 - The patient is unconscious, absent of respirations, and has no pulse.
 - The patient's condition is not a result of trauma.
 - The patient is not hypothermic.
 - The patient is 12 years of age or older and the patient's body weight is over 80 pounds.¹
 - Those administering medical aid shall take necessary Bloodborne pathogens isolation precautions (gloves, goggles, masks, etc.).
 - If the AED is delayed in the arrival and patient is pulseless/non-breathing, initiate basic CPR.
 - Use the AED in accordance with appropriate training methods.²
 - Maintain confidentiality of victim's health information and route only to necessary and appropriate personnel involved in the victim's care.
 - The first person to respond will transfer victim's care to the responding EMS Personnel once they arrive. This person will be expected to provide the following information to the responding EMS personnel:
 - Initial time of the event.

- Any care given prior to EMS arrival.
- Victim's condition.

¹ Follow the recommended guidelines of the manufacturer of the specific approved AED device.

5.3 Failure of the AED

In the unlikely event that the AED does not operate properly, the responder shall continue with basic life support measures, including CPR, until a more highly trained medical authority arrives on scene.

5.4 Post-Incident Procedures

The Program and Site Coordinators will assure that the following action items be performed:

- AED Site Coordinators:
 1. Inform the District AED Program Coordinator and Maintenance AED Program Coordinator within the next business day of the use of the AED.
- Site AED Program Coordinator:
 1. Immediately notify district office of the use of the AED.
 2. Remove the used AED from service and replace with a back-up replacement if available. If there is no replacement, clearly mark the unit out-of-service with directions to the nearest active unit.
 3. Download event data from the internal memory of the approved AED device following manufacturer's guidelines.
 4. Check the AED. Make sure there is no damage or missing parts. Secure new, replacement pads for the unit.
 5. Perform a maintenance check using the checklist in Appendix C.
 6. Replace the used defibrillator AED with a back-up AED if available. Replace any other supplies that have been used.
 7. Clean and disinfect the unit with a soft damp cloth using 90% isopropyl alcohol, soap and water, or chlorine bleach and water solution.
 8. Return the AED to service.
 9. Conduct incident debriefing with the Site Coordinator and individuals present during the incident.

Internal Post Event Documentation

- It is important to document each use of the AED:
 1. Complete incident report forms and forward to the AED Coordinator, district office, and all AED Advisory Group members within 48 hours. See Appendix E for the AED

Incident Report and Appendix F for the Post-Incident Debrief Form.

2. Downloaded data and the Post-Incident Report and Debriefing forms will be stored by the Program Coordinator for seven years for adults, or in the case of minors, for one year after the eighteenth birthday or for seven years, whichever is greater.
3. External Post Event Documentation: After notification of the use of the AED, the prescribing physician and other appropriate personnel shall review the incident for the purpose of medical control. This will be accomplished by transferring the data stored on the AED to a computer where the time, number of shocks delivered, and heart rhythm pre/post shock may be analyzed.
4. If anyone needs psychological support after the incident, employees should contact Human Resources and students should contact District/Site Councilors.

5.5 AED Incident Confidentiality

Lay responders and program participants must protect the confidentiality of a victim's health information and route any information related to the AED incident only to necessary and appropriate personnel involved in the victim's care. The AED Incident Report is confidential to both the victim and the District. This report should not be altered once it is completed. Discussion of all aspects of the event is to be limited to district office, the EMS Provider, Public Safety, AED Site Coordinator, and the Site AED Program Coordinator. Following the incident, when District Administration is not present, such discussions shall take place only during staff debriefing sessions. To prevent violation of victim confidentiality, lay responders and program participants are to refrain from public discussion about any aspects of the medical event. Victim confidentiality must be maintained in accordance with all applicable state and federal regulations.

5.6 Response and Equipment Irregularities

Any protocol or equipment irregularities that occurred during the use of an AED are to be immediately reported to AED Coordinator.

District AED Program Coordinator: Shari Jensen/Don Shoemaker

Phone number: (559)897-7721 Mobile number: _____

Campus address: 1900 18th Ave. Kingsburg CA 93631

Email address: sjensen@kingsburghigh.com

(Appendix B)

Kingsburg Joint Union High School District **CARDIAC EMERGENCY RESPONSE PLAN**

This Cardiac Emergency Response Plan is adopted by **Kingsburg Joint Union High School District** effective **(insert date)**. This plan was reviewed and approved by medical and legal counsel for **Kingsburg Joint Union High School District** on **(insert date)**.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

Note: Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis.

The Cardiac Emergency Response Plan of **Kingsburg Joint Union High School District** shall be as follows:

1. Developing a Cardiac Emergency Response Team

- (a)** The Cardiac Emergency Response Team shall be comprised of those individuals who have current CPR/AED certification. It will include the designated school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct Emergency Medical Services (EMS) to the location of the SCA.
- (b)** Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” attachment, to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
- (c)** All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2

years.

- (d) As many other staff members as reasonably practicable shall receive training.

2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency: The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.

- (a) The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.

3. Automated external defibrillators (AEDs) – placement and maintenance

- (a) Minimum recommended number of AEDs for Kingsburg Joint Union High School District:

- (1) *Inside school building sites* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency.

- *KHS Main School Office; Kingsburg Alternative Education Center main office; Snack Bar at Football Stadium, Theater at KHS; New Gym at KHS, Old Gym, Pool Area -City of Kingsburg*

- (2) The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency.

- (3) If an AED is not working, several locations/options available on campus. Backup equipment will potentially be the defibrillation electrode pads. This will be re-visited as the plan is being reviewed.

- (b) **Kingsburg Joint Union High School District** will regularly check and maintain each school-owned AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.

- (c) Additional Resuscitation Equipment: A resuscitation kit shall be

connected to or inside the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.

- (d) AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- (e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the “Cardiac Emergency Response Team” attachment and in the “Protocol for Posting” attachment.

4. Communication of this Plan throughout the school campus

- (a) The Cardiac Emergency Response Protocol shall be *posted* as follows:
 - (1) In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
 - (2) Adjacent to each AED.
 - (3) Adjacent to each school telephone.
 - (4) In the gym, near the swimming pool, and in all other indoor locations where athletic activities take place.
 - (5) At other strategic school campus locations, including outdoor physical education and athletic areas.
 - (6) Attached to all portable AEDs.
- (b) The Cardiac Emergency Response Protocol shall be *distributed* to:
 - (1) All staff and administrators at the start of each school year, with updates distributed as made.
 - (2) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
- (c) Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.
- (d) A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment

of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

(a) Staff Training:

- (1) In addition to the designated school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable **Kingsburg Joint Union High School District** to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school based AEDs, if available.
- (2) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
- (3) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.

(b) Cardiac Emergency Response Drills:

Cardiac Emergency Response Drills are an essential component of this Plan. **Kingsburg Joint Union High School District** shall annually, perform a successful Cardiac Emergency Response Drill with the participation of athletic trainers, athletic/CNA training students, designated school nurse, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. **Kingsburg Joint Union High School**

District shall prepare and maintain a Cardiac Emergency Response Drill Report for each Drill. (See “Conducting Drills” attachment.) These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)

6. Local Emergency Medical Services (EMS) integration with the school district's plan

- (a) Kingsburg Joint Union High School District** shall provide a copy of this Plan to local emergency which may include local police and fire departments.
- (b)** The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the campus safety and School Resource Officer, on-site first responders, administrators, athletic trainers, designated school nurse and other members of the school and/or community medical team.

7. Annual review and evaluation of the Plan

Kingsburg Joint Union High School District shall conduct an annual internal review of the school/school district's Plan. The annual review should focus on ways to improve the schools response process, to include:

- (a)** A *post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process. (Superintendent Administrative Assist)
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Post-event documentation and action shall include the following:
 - (1) A contact list of individuals to be notified in case of a cardiac emergency. Superintendent; Admin to Superintendent; Nurse/ASB Clerk KHS
 - (2) Determine the procedures for the release of information regarding the cardiac emergency. Privacy rights are important for the person concerned.
 - (3) Date, time and location of the cardiac emergency and the

steps taken to respond to the cardiac emergency.

- (4) The identification of the person(s) who responded to the emergency.
 - (5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
 - (6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
 - (7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- (b)** A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
- (c)** A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

8. Protocol for School Cardiac Emergency Responders

See Following pages

Kingsburg Joint Union High School District
Cardiac Emergency Response
Team PROTOCOL

Sudden cardiac arrest events can vary greatly. Faculty, staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care. (Selma Community Hospital – (559)891-1000)

Follow these steps in responding to a suspected cardiac emergency:

(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
- *Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

(b) Facilitate immediate access to professional medical help:

- Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Immediately contact the members of the Cardiac Emergency Response Team.
 - Give the exact location of the emergency.
(Name: _____ Classroom, Room #_____, WING# _____, gym, sports field, center of campus).

Be sure to let the Emergency Medical Service (EMS) know which door or gate to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.

- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
 - The closest team member should retrieve the automated external defibrillator (AED) enroute to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
 - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.

(c) Start CPR:

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
 - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
 - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old).
 - Follow the 9-1-1 dispatcher's instructions, if provided.

(d) Use the nearest AED:

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
 - *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

(e) Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life

support.

(f) Action to be taken by Office / Administrative Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform “Crowd Control” – directing others away from the scene.
- Notify other staff: designated school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Copy the patient’s emergency information for EMS.
- Notify the patient’s emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

**Kingsburg High School
AEDs/ Where You Are/**

Location Information

School Name & Address Kingsburg High School – 1900 18th Ave., Kingsburg

Cross Streets 18th Avenue/Mendocino & Sierra St.

School Emergency Phone#:

During the Day: KHS Main Office: 897-5156 District Office: 897-7721

After School: 911 - Kingsburg Fire Department

AED Location Main School Office In ASB Technician Office/Nurse on floor by desk

AED Location Little Theater Entryway next to Fire Extinguisher

AED Location Stadium Snack Shack By the to be completed

AED Location New Gym By the to be completed

AED Location Old Gym By the to be completed

Kingsburg Alternative Education Center

AEDs/ Where You Are/

Location Information

School Name & Address Kingsburg High School – 1900 18th Ave., Kingsburg

Cross Streets Sierra St./201 & S. Madsen Ave., Kingsburg

School Emergency Phone#:

During the Day: KHS Main Office: 897-3880 District Office: 897-7721

After School: 911 - Kingsburg Fire Department

AED Location Main School Office - Break Room – On Wall/White Red Box