VISION
Avance exemplifies student success as academic and professional empowerment and community leadership.

MISSION
Avance sets the standard for public charter school excellence via rigorous college and career preparation that inspires a lifetime of learning and leading.

VALUES
Avance places quality education first, and values a professional culture of community, diversity and fiscal and social responsibility.
Avance Health/Safety and Emergency Plan

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Avance School Emergency Response Plan
Introduction
The purpose of the Avance Emergency Response Plan (AERP) is to provide a concise reference for staff when facing a crisis or an emergency. Accident and crisis prevention are particularly important whenever children are involved, but even the most thorough and imaginative forethought cannot prevent all emergencies. It is our responsibility to be prepared with management plans for foreseeable emergencies and for all staff members to be apprised of their roles in these plans.

Purpose
The purpose of the AERP is to protect the safety and welfare of the employees, visitors, volunteers, and students at Avance, and to ensure the preservation of public property.

Objectives of plan are to:
- Protect the safety and welfare of students, employees, and staff.
- Provide for a safe and coordinated response to emergencies
- Protect the School's facilities and properties
- Enable the School to restore normal conditions with minimal confusion in shortest possible time
Provide for interface and coordination between the school and the City and/or County Emergency Operation Center (EOC) in Los Angeles, California. Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purposes. This requires close cooperation between school officials and ARC or local government representatives, and should be planned and arranged for in advance.

History of Avance Emergency Response Plan
This plan is being implemented through the assistance of the US Department of Education's Readiness and Emergency Management for Schools Grant. This grant was awarded to Avance in February of 2008. The plan includes the following: monthly meetings, initial school site meetings, plan development and distribution, CPR/first aid training, emergency response/crisis management training, security and vulnerability assessments, emergency drills, emergency go-kits, and communication devices. Implementation of the recommendations began in August 2008 during the Avance Faculty and Staff Orientation Meetings. Planning and organization is under the direction of the Academia Avance Principal.

Responsibility
School administrators have the responsibility to ensure the safety of their students and staff in an emergency. Law requires developing emergency plans and training staff in all-hazards emergency response procedures.

The principles of NIMS (National Incident Management System), SEMS (Standardized Emergency Management Systems), and ICS (Incident Command System) are incorporated in this plan & school personnel must be trained in how the system works. Avance must have drills & exercises in order to practice using the system. Periodic training will be available to help orient new employees & provide refresher training to current employees on an annual basis.

Legal Requirements
The following are summaries of emergency crisis related Education Codes and Govt. Codes:
California Emergency Services Act (Ch.7, Division 1, Title 2, CA Govt. Code) The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Govt. Code (Sect. 3100, Title 1, Division 4, Chapter 8):
States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term “public employees” includes all persons employed by the state or any other county, city, city and county, state agency or public district, excluding aliens legally employed. The law applies to public school employees in the following cases:
- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has ramifications for School District employees:
1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.

2. When pressed into disaster service, employees' Workers Compensation Coverage becomes the responsibility of the state, Office of Emergency Services, but overtime pay is paid by the school. These circumstances apply only when a local emergency is declared.

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States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 825-840.6)

**Petris Bill (Section ~8607 of California Govt. Code)**
This law requires that state and local government including special districts (i.e.: schools) be prepared to respond to emergencies using the Standardized Emergency Management System (SEMS). SEMS must also be used in school planning, training and exercising (CA Code of Regulation 2400-2450).

**SEMS requires that each organization understands and uses the following:**
- The Incident Command System, a method of organizing any emergency response effort into five basic functions: command, planning/intelligence, operations, logistics, and finance/administration.
- An Emergency Operations Center (EOC) (or Incident Command Post in the field), the staff of which is organized according to the same five functions as the Incident Command System.
- Coordination of the school district EOC with the Operational Area (county) EOC, or with city EOC and/or county Offices of Education, as needed.
- Incorporation of SEMS into all school plans, training and exercises.
- Documentation of the use of SEMS in planning, training, exercising, and during emergency.

**California Civil Code, Chapter 9, Section 1799.02**
It provides for “Good Samaritan Liability” for those providing emergency care at the scene of an emergency. ("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").

**Katz Act (sections ~35295-35297) of California Education Code**
This law applies to the governing boards of public and/or private elementary and high schools that have buildings with over 50 students or more than one classroom, and to all county school superintendents. In 1988, the legislature amended the law to require that training in earthquake preparedness procedures should be for both certified and classified staff. The law requires that schools do the following:
- Develop a disaster plan to maintain safety and care of students and staff. The plan should outline emergency roles, procedures for students and staff, and appropriate, ongoing training for all staff and students.
- Conduct periodic drills in “drop and cover” procedures, the evacuation procedure, and other emergency response actions (such as search and rescue, communication, and damage assessment) to train students and staff. Simple drills should be held once a quarter in elementary schools and once a semester in secondary schools; more complicated drills should be held once or twice a year.
- Provide training programs to ensure that staff and students are aware of, and properly trained to follow, your plan and the emergency response procedures.
- Prepare your school serve as a possible public shelter for community during disasters or emergencies.
- Take mitigation measures now to ensure the safety of students and staff, and the viability of the school facility during and after an earthquake or other emergency.

**California Emergency Plan**
Promulgated by the Governor, and published in accordance with the California Emergency Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that “...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take action as may be necessary to carry out the provisions thereof.” Therefore, local emergency plans are considered extensions of the California Emergency Plan.
Comprehensive School Safety Plan Section ~32280 of the CA Educ. Code
This law states that each school district and county office of education is responsible for the overall writing and development of comprehensive school safety plans for its school operating K-12. Comprehensive plans include strategies & programs designed to maintain a high level of school safety. Plans should address procedures for: disaster response; safe ingress & egress to/from school; reporting child abuse; sexual harassment; school discipline; provision for school-wide dress code; policies related to suspension, expulsion, or mandatory expulsion.

Academia Avance Executive Board Policies
1. Certain policies governing emergency preparedness and response within the school are established. The safety of students is paramount. All actions taken shall bear this in mind as well as the safety and well-being of employees. If a disaster occurs during school hours, school will not be dismissed without the express approval of the Principal and/or Charter Board President. Students will remain under the supervision of school authorities until released to parents or their pre-authorized representative. The following entities shall be notified as soon as a closure decision is made through the Principal's Office, as needed.
   - Academia Avance Executive Board
   - Charter Authorizer, State of California
   - Local area media
   - Police, fire, and other agencies
   - State & Federal legislators and other officials
   - California Office of Emergency Services
   - California Department of Education
   - Local hospitals and County Emergency Medical Services

If parents/guardians come to the school with proper identification, students will be released. Since school personnel are expected to assist in post-disaster care of students, arrangements for care of their own family should be prearranged in order to permit discharge of emergency responsibility. We take these steps to ensure employees fulfill their disaster responsibilities. The Principal, or designee shall prepare a list of staff to be assigned specific emergency response roles as outlined in this plan. Each Principal or designee shall conduct a survey of certificated and classified personnel to determine employee’s status in terms of first aid training, disaster preparedness training, and other emergency experience training. Records will be kept current as changes of personnel occur. Copies of records will be kept on file in the Principal's office. Solicit cooperation of the Parent Advisory Board and other parent groups in organizing disaster response activities and assignments. In preparation for the possibility of a long stay at schools, the Principal or designee shall prepare a list of students and staff who have special conditions requiring medications and/or special attention.

<table>
<thead>
<tr>
<th>Academia Avance Emergency, Health &amp; Safety Training Schedule</th>
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<tbody>
<tr>
<td><strong>June</strong></td>
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<tr>
<td>Administrator Training</td>
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JR 8.2016
National Incident Management System (NIMS)
The National Incident Management System (NIMS) is a comprehensive and consistent national approach to all-hazard management at jurisdictional levels and across functional disciplines. The NIMS will enable responders at all levels to work together more effectively to manage domestic incidents no matter what the cause, size, or complexity.

Standardized Emergency Management System (SEMS)
SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. It is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS is the overall system in which many agencies, levels of government, and information systems fit. The parts of SEMS are:
- Incident Command System
- Multi-agency or inter-agency coordination
- State Master Mutual Aid Agreement and Systems
- Operational Areas
- Operational Areas Satellite Information Systems (OASIS)

School districts have mutual aide agreements for shelter, counseling, and other items and must participate in inter-agency coordination. It is important to understand this and be prepared to participate.
Public schools have mutual aide agreements for shelter, counseling, and other items and must participate in inter-agency coordination. It is important this and be prepared to participate.

Organizational Levels
Information regarding a disaster and school site conditions are reported from site level up to state and federal levels.

FIELD --School Site
LOCAL GOVT --School District, City(s), County
OPERATIONAL AREA --County representing School Districts,Cities, Special Districts
REGION --3 Regions in California
STATE --Coordinates with FEMA

Field Level (School Site)
- Utilizes the Incident Command System
- Tactical on-scene response
- Establish and maintain Incident Command Post (school site) and Field Command Post (fire, police, etc.)
- Requests support from Local Government EOC (fire, police, EMS, Public Works, etc.)

SEMS and Schools
The Standardized Emergency Management System is based on a number of concepts, three of which are pertinent to schools:
1). A management tool called the Incident Command System
2). Mutual aid systems, in which similar organizations assist each other in emergencies; and
3). Multiple agency coordination, under which diverse organizations work together and communicate with each other.

**Incident Command System**
ICS was developed by fire departments to give them a common language when requesting personnel and equipment from other districts, and common tactics when responding to emergencies. The system is designed to minimize the problem common to many emergency response efforts - duplication of efforts - by giving each person a structured role in the organization, and each organization its piece of the larger response.

The ICS is the combination of facilities, equipment, personnel, procedures, and communication operating within a common organizational structure, designed to aid in domestic incident management activities. ICS is used by all levels of government-Federal, State, tribal, and local, as well as by many private sector and non-governmental organizations.

The five ICS functions are required at all NIMS levels. They are: command, planning, operations, logistics, and finance/administration. These are the tasks involved in any emergency response anywhere. They may be performed by a few people or many, depending on the size of the emergency and the human resources at hand.

<table>
<thead>
<tr>
<th>Function</th>
<th>School Site Command Post</th>
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</thead>
<tbody>
<tr>
<td>Command</td>
<td>Overall responsibility</td>
</tr>
<tr>
<td>Operations</td>
<td>Directs the tactical response of all operations</td>
</tr>
<tr>
<td>Planning</td>
<td>Collects, processes and documents information at the site</td>
</tr>
<tr>
<td>Logistics</td>
<td>Provides services, personnel, and equipment in support of incident</td>
</tr>
<tr>
<td>Finance/Administration</td>
<td>Provides financial accounting and cost control at incident site</td>
</tr>
</tbody>
</table>

**2017-18 Academia Avance School Emergency Response Team (SERT)**

**Highland Park Campus:** Roles subject to change

Incident Commander:
R. Gonzalez/V. Webb

<table>
<thead>
<tr>
<th>Command</th>
<th>Operations</th>
<th>Planning and Intelligence</th>
<th>Admin/Finance</th>
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</thead>
<tbody>
<tr>
<td><strong>Safety Officer:</strong> R. Gonzalez</td>
<td><strong>Section Chief:</strong> R. Gonzalez</td>
<td><strong>Section Chief:</strong> R. Gonzalez</td>
<td><strong>Section Chief:</strong> M. Olmos</td>
</tr>
<tr>
<td><strong>Public Information Officer:</strong> R. Mireles</td>
<td><strong>Site Coordinator:</strong> J. Rodriguez</td>
<td><strong>Logistics Section Chief:</strong> M. Olmos</td>
<td><strong>Secretary:</strong> L. Contreras</td>
</tr>
<tr>
<td><strong>Liaison:</strong> R. Mireles</td>
<td><strong>First Aid Coordinator:</strong> J. Smith</td>
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<td><strong>Recorder:</strong> L. Contreras</td>
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<td></td>
<td><strong>Police/Fire/Medical Coordinator:</strong> A. Rodriguez</td>
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<td></td>
<td><strong>Search Team Coordinator:</strong> J. Rodriguez, N. Cervantes</td>
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<td></td>
<td><strong>Site Facility/Check Security:</strong></td>
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</table>
| J. Rodriguez  
| N. Cervantes |

**Parent Coordinator:**  
A. Vizcaya  
L. Contreras

**Site Release Team Coordinator/ Student Supervision Coordinator**  
L. Contreras
2018-19 Academia Avance School Emergency Response Team (SERT)
SYCAMORE CAMPUS roles subject to change

<table>
<thead>
<tr>
<th>Command</th>
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<tr>
<td>Safety Officer:</td>
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<td>Section Chief:</td>
<td>Section Chief:</td>
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<td>V. Webb</td>
<td>V. Webb</td>
<td>V. Webb</td>
<td>M. Olmos</td>
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<tr>
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<td>Site Coordinator:</td>
<td>Logistics Section Chief:</td>
<td>Secretary:</td>
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<td>R. Mireles</td>
<td>L. Contreras</td>
<td>M. Olmos</td>
<td>G. Longoria</td>
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<td>Liaison:</td>
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<td>Police/Fire/Medical Coordinator:</td>
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<td>M. Ramirez</td>
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<td>Search Team Coordinator:</td>
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<tr>
<td>S. Adriaan</td>
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<td>J. Frankfurt</td>
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<td>Site Facility/Check Security:</td>
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<td>J. Frankfurt</td>
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<tr>
<td>L. Contreras</td>
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<tr>
<td>Site Release Team Coordinator/ Student Supervision Coordinator: M. Ramirez</td>
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<tr>
<td>Section Chief:</td>
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<tr>
<td>V. Webb</td>
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CAMPUS EMERGENCIES

Actual Fire Emergency: The fire alarm will ring solely in the affected buildings. Only buildings in which alarms are ringing should be evacuated. Follow procedures contained on the wall chart in your classroom. If the chart is missing, contact the Principal for a replacement.

Fire Drills: During a fire drill, all the alarms in all campus buildings will sound.

Preparation for an emergency evacuation is of the utmost importance. Each and every faculty/staff member is to regard such an event with extreme seriousness. Adults will be expected to conduct themselves in such a way as to leave no doubt in any student’s mind that fooling around, talking or any type of festive attitude is not to be tolerated. At the sound of the evacuation bell, the following procedure is to be carefully followed:

a. Everyone is to leave any building in which the alarm is sounding. In classrooms, at the sound of the alarm, teachers are to stop their lesson and guide students to the predetermined location.

b. Evacuate the building in a quick but controlled and orderly manner. Avoid running and pushing. All unnecessary talking should stop. The first one to reach any door should open it, and hold it open, unless door checks are provided. In this case one should see that the door is properly secured.

c. Go to your predetermined evacuation area and remain there until you and your class receive an "All-clear". Students should be at least 25 feet from any building and away from entrances which could possibly be used by firemen or paramedics. An evacuation map is included in the appendix of this handbook.

d. Teachers should bring an attendance sheet or an Emergency Roster for attendance purposes. Nothing else should be carried out from the building.

e. During a fire drill, Principal and Student Services Coordinator should check to see that all teachers and pupils are out of the classrooms and that all doors are closed. Report any alarms not sounding during the drill or alarm to the Principal.

f. Students and Faculty are not to return to their proper areas until the all-clear signal has been given (silencing of the bells) and the Principal has directed them to return.

g. All personnel in the Administration offices will evacuate at the sound of the fire signal bell with the exception of the phone operator who will leave only during an actual emergency.

<table>
<thead>
<tr>
<th>In the event of any emergency, remember to the 3 “C”s</th>
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<tbody>
<tr>
<td>1. Stay Calm</td>
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<td>2. Keep Control</td>
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<tr>
<td>3. Use Common Sense</td>
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EARTHQUAKE PROCEDURES

During the Shaking:

a. If indoors, stay indoors. Take shelter under any sturdy furniture, away from glass, or in a door jam.
b. Do not use candles, matches, or other open flame.
c. Do not run through or near buildings where there is danger of falling debris.
d. If outside, stay in the open away from buildings and utility wires.
e. If in a moving vehicle, stop but stay inside.
After the Shaking:
a. Follow evacuation procedures, assembly, and attendance accounting of students as given in section on Fire Drills.
b. Stay out of damaged buildings; aftershocks can shake them down.

Active Shooter
A gunman or gunmen killing or attempting to kill people in a confined, populated area. Active Shooter killings are a tragic, unpredictable reality. Since 2006, the U.S. has averaged an active shooter event with 4 or more deaths every 2.9 months. Even though the number of Active Shooter events has been increasing, your odds of being involved in one are still very slim. But just like fire drills and earthquake preparedness, making a plan in advance can make all the difference.

Procedures (as recommended on: activeshooter.LASD.org)
1. **Get out:** If you can stay calm and think clearly, even in the middle of a life and death event, you improve your chances of making it out. Visualize your movements in advance. Use cover, something that will stop a bullet; and concealment, something that at least keeps you out of sight. Use any available means to get out, including emergency exits or windows. Familiarize yourself with emergency exits and where they lead. Even in the best cases, police are minutes, not seconds, away. You must take action to protect yourself. If you can help others without putting yourself in unnecessary danger, do so. If you can’t move safely to an exit, get to a room or a confined area you can lock down. Then secure the location.
2. **Secure your location:** Law enforcement's first responsibility when entering an active shooter situation is to stop the suspect, not to render aid to the victims. Medical teams will enter the scene as soon as the suspect is no longer a threat or is confirmed in another location. Silence any cell phones, and remain quiet. Do not alert the shooter to your presence.
3. **Defend yourself:** If you cannot escape the location, and you can't shelter in place, you may have to defend yourself as a last resort. Almost anything can be turned into an improvised weapon. Look for something that can disrupt the shooter's ability to see, breathe, or control their weapon. When law enforcement arrives, they are going to be in a heightened state of readiness and awareness, looking for any aggressive movements. So keep your hands visible, and follow any commands you are given. Especially in developing situations, engaging law enforcement -- running toward them, reaching for them, even to thank them -- could put people at risk.

LOCKDOWN EMERGENCY ACTION PLAN
1. Lock-down procedures will be used for the following crisis:
   a. dangerous intruder
   b. person(s) with weapon
   c. bomb/explosive threat
   d. environmental threat/disaster

2. CRISIS TEAMS
Command: Principal, Executive Director,
Operations: Dean, Student Services Coordinator, Office Staff, Faculty
Planning/Logistics: Director of Operations, Student Records
Admin/Finance: Director of Operations, Student Records, Office Manager

3. LOCKDOWN PROCEDURE:
a. In the event of a campus emergency, persons designated to sound the emergency signal will be:
   * Principal, Student Services Coordinator, Manager of Administration, Executive Director. After emergency signal has been made the Principal or designated person will call 9-1-1.
   (LAPD Northeast Division).
b. When signal is heard, each crisis team coordinator will be on tactical alert with cell phone/hand-radios.
c. Secure all entrances:
   - guests are prohibited from entering campus
   - prepare for arrival of LAPD units or emergency vehicles

JR 8.2016
- office holds all incoming calls (emergency purposes only).

**EMERGENCY SIGNAL:**
*cell-phone/hand radio communication*

**All Clear Signal:**
*cell-phone/hand radio communication*

**CLASS IN SESSION–INSTRUCTORS**
1. The instructor should maintain control in order to maintain the safety of each student.
2. The classroom instructor's responsibilities are:
   a. Close and lock the door.
   b. Turn off lights and close blinds.
   c. Direct students to lie flat on floor, face down.
   d. Instructor should position students near the door.
   e. Remain vigilant for students still outside.
   f. Be prepared to place a paper underneath the door indicating status of injuries, missing students or information concerning crisis. Put instructor name and classroom.
   (Please make sure to keep a copy of all your class rosters).
   g. Do not leave classroom/lab to find missing students.

**PHYSICAL EDUCATION CLASS**
1. The instructor will blow his whistle and give a verbal command to stop activities.
   a. Quickly escort to nearest building available (Gym, Westminster, Akron, etc)
   b. If shelter is not available, the nearest cover available (back of building, etc.)
   c. If feasible, students should lie flat on ground, face down.
   d. Be prepared to place clipboard/status report outside door or in a visible location.

**LOCKDOWN DURING LUNCH OR PASSING PERIODS**
1. All instructors, staff and administrators who have supervision duties will be responsible for students in outside areas (parking lot, courtyard, etc).
2. Instructors conducting a help-session or lunchtime meeting will be asked to clear hallways and walkways in a quick and orderly manner.
3. All available instructors should assist.
   a. Direct students to nearest classroom, or building.
   b. Once in building, have students lie facedown on floor.
   c. Instructor should position students near the door.
   d. Remain vigilant for students still outside.
   e. Be prepared to place a paper underneath the door indicating status of injuries, missing students or information concerning crisis. Put instructor name and classroom. (Please make sure to keep a copy of all your class rosters).
   * Do not leave classroom to find missing students.

**OFFICE/SUPPORT STAFF**
1. Staff members will cease work, lock doors and turn-off lights.
   a. Look for students who need shelter.
   b. Place a status report underneath door.

**MAINTENANCE STAFF**
1. Staff members will cease work and secure any entrance that is not locked.
   a. Assist any student that needs shelter.
   b. Turn hand-radio to channel "1", indicate status, and wait for instructions.
RESPONSE AND SWEEP
1. Once authorities have arrived and defused the situation, they will conduct a sweep throughout campus.

"ALL CLEAR" SIGNAL AND FINAL INSTRUCTIONS
1. Once the campus is determined safe an all clear signal will be addressed
2. Please do not dismiss your students.
3. Teachers and students may return to their seats and await instructions from the Response Team.

STUDENT HEALTH & SAFETY
As educators we are asked to care about the health and safety of our students. We are asked to model safe and healthy behaviors.

Student Injury (during the school day):
In case of student injury, the school office shall be notified immediately (323-230-7270). If the office cannot be reached, send two students to the office immediately. If an ambulance is needed, the office will contact an ambulance and/or additional emergency equipment. Call 911 from a landline, if no assistance is available. Cell phones can be used to contact the LA Fire Department/Paramedics at 213-485-6180
Under no circumstances should anyone except a paramedic, doctor or nurse, attempt to move a student whose injuries prevent him/her from moving under their own power. A student's injury takes precedence over any activity.

If injury occurs on a field trip, make every attempt to contact & get permission from the student's parents before you attempt to move the student or to authorize medical treatment. Only if this is not possible, or if injury is serious enough in your opinion to warrant immediate emergency treatment, should you personally authorize such treatment by calling paramedic support or securing transportation to an emergency facility. In all cases, faculty member in charge must have with him/her signed Parental Release Form(s). (See school office for these forms before your approved activity.) The faculty member in charge should continue trying to contact the student’s parents. The faculty member responsible for the group or witnessing the accident should complete the accident report form and file it with the School Office.
All injuries, regardless of the seriousness, must be reported to the school office/Principal, in writing, as soon as possible. If an injury occurs off-campus it should be reported to the school as soon as possible.

Student Injury
Minor cuts, abrasions, or burns will be handled by the office staff using first-aid kits available for this purpose. If there is a question as to the seriousness of an injury, or the proper treatment, the Principal should be contacted for consultation and/or parent notification through the office. Serious injuries that require immediate outside treatment by a physician or hospital will be given first aid only, and parent(s) will be contacted by the attendance office for transportation to treatment site. If the injury requires on-site emergency treatment, the paramedics will be contacted by calling 911. Thorough documentation must be made for any of the above problems and placed in the Principal’s mailbox.

Student Illness: Treatment of minor illnesses such as headaches, coughs, sore throats or cold symptoms will NOT be administered by Avance faculty or office staff. When an illness requires a student to be sent home from school, parents/ guardians must be contacted for permission to send a student home by bus, or to be picked up by an adult. If a parent cannot be contacted at home or work, the student must remain in the Office until a parent is contacted or the school day ends. If immediate treatment is necessary before the parent can be contacted, the paramedics should be called at 911.

Student Injury: (Outside the normal school day): When a student is injured, this injury must take precedence over whatever activity is taking place. The moderator or faculty member in charge should
immediately evaluate the injury. If the injury is minor and can be easily treated, the faculty member should proceed using necessary first-aid materials, and complete a Student Injury Report (obtained from the office) as soon as possible.

If the injury is more serious--but not life-threatening and the student can move under his own power--the Parent/Guardian should be contacted by the faculty member for immediate pick-up and necessary medical referral. If the Parent/Guardian cannot be reached, the faculty member should proceed to transport the student only if the injury does not preclude student being safely moved under their own power. Faculty must take the Parental Release Form to the hospital. An accurate Student Injury Report must be completed and turned in to the office as soon as possible.

If the injury is serious or an emergency, the faculty member in charge should call the paramedics at 911. All before or after school activities, including sports, must be held in proximity to a telephone for emergency use. Once the paramedics have been notified, the parent/guardian must be notified. The faculty member in charge, or any available faculty/staff member, must stay with the student until the parent/guardian arrives to take charge of the student, either at the injury site, or the hospital. All injuries must be reported on the next school day, using the Student Injury Report. In emergency situations, the school administration must also be notified immediately following the injury.

**Student Injury (After-School)** Injuries occurring after-school, if minor, should be treated by using one of the school’s first-aid kits. A Student Injury Report should be completed by the Teacher and sent to the school office with details of the time, place, cause, type of injury, treatment rendered and names of witnesses.

If the injury is serious or an emergency, the faculty/staff member in charge should call the paramedics at 911. Once the paramedics have been notified, the parent/guardian must be notified. If paramedics are not needed, give first aid and immediately notify the students’ parents. Parent phone numbers for phone and work are listed on the Student Emergency Card provided in the office. Parents must pick them up or accompany them.

**Vision and Eye Protection:** Teachers are asked to watch for indications of poor hearing or weak eyesight on the part of the students. Such cases should be referred to the Principal. Students, teachers, and visitors are also asked to wear "approved eye protective devices in all classes, shops, and laboratories when they are engaging in or observing the use of hazardous materials likely to cause injury to the eyes. Such eye protective devices shall meet the requirements of the American Safety Code." (Education Code Sections 12090-12094)

**Passes to the Office:** Students sent to the Office, except in an emergency, must carry a pass signed by their teacher. The office will, in turn, sign and time the pass when sending the student back to the classroom. In an emergency, be sure to send another student to assist the individual. The office will send the assistant back to the classroom with a pass.

**Employee Injury:**
If employee is injured while engaged in assigned and approved school activity, employee should report immediately to the office and complete a Report of Employee Injury Form. First aid treatment may be administered by staff personnel for minor injuries. If the employee chooses to be seen by a physician, the school will complete the necessary referral forms. Employees sent for treatment cannot return to work without the proper medical release issued by the attending physician. Release must be presented to the Principal prior to returning to assigned work.

**All Employee Injuries--no matter how minor--must be reported immediately following the injury. This is for your protection.**
**Reporting of Accidents:** All accidents involving students, staff, or faculty—**even those appearing to be minor**—should be reported promptly to the Principal. If off-campus and serious in nature, it should be reported immediately by telephone.

**The Accident Report should include:**
- a. Name and address of the injured person
- b. Time and nature of accident
- c. Type of injury involved
- d. Names and addresses of any witnesses, or outsiders involved.

**LIABILITY AND NEGLIGENCE**

**Actions by an employee contrary to written policies can result in employee’s personal liability in the event of an accident.**

To avoid possible legal claims of negligence, designated moderators of an activity should be specifically qualified to supervise that specific activity. This is of particular importance when special certification/ licensing (scuba diving, mountain climbing, fishing, rockery, etc.) exists to verify such qualifications. Extensive experience can also be a basis for substantiation. Prior accidents/mishaps of even a minor nature during a similar event can compromise that moderator’s qualifications for subsequent future events. Under litigation it might be construed as school negligence for assigning a moderator who previously demonstrated incompetence. Other examples of potential legal negligence include the following:

- a. Permitting students to be out of the instructor’s direct supervision (even if transported by a bus driven by others).
- b. Physical impairment of moderator due to medications, drugs or alcohol, or predictable based upon personal physical factors such as heart weakness, etc.
- c. Taking students on an activity requiring special knowledge, experience or skill without any documented prior testing to certify the student’s possession of a reasonable level of competence.
- d. Failure to establish and communicate to the students involved prudent rules and regulations to serve as guidelines for their safe conduct or performance.

**General Liability Insurance:**
Avance carries a blanket Liability Policy. This affords protection from claims arising either on Institute property or sponsored activities elsewhere. Employees and volunteer workers are covered while acting within their assigned duties, subject to such potential exclusions as negligence, as above. Employees are also covered under Workers Compensation within the United States.

**Automobile Liability:** There is **no liability coverage provision for any employee vehicles.** Faculty should not transport students in their personal vehicle. Consequently, use of faculty or student vehicles cannot be sanctioned for transportation of students. Further, the use by employees of their vehicles for a purpose not included in their own policies can cause their own coverage to be voided. There is no implicit or explicit prior approval for faculty to transport students.

**Statements to the Press pending litigation:** All faculty and staff are asked not to discuss pending litigation involving the school or its personnel with the Press. What you may say to the Press in an off-handed manner or during an unguarded moment may have serious repercussions both to the individuals involved and to the school. Casual remarks can be taken out of context, blown out of proportion, or used to hurt those whom we wish to protect. Direct all inquiries to the Principal, Executive Director, or Manager of Administration. Your best response is “I don’t wish to discuss pending litigation.”
Evacuation Plans

Avance Main Campus Evacuation Route

Figueroa Avenue

Pomona
UC Berkeley
MIT

Duke
Occidental
Princeton

Cal Tech
Amherst
Vassar
Howard
Georgetown

Cal State LA

Gracita Pl

Westminster Offices
Gym
Westminster Westside Rooms

Meet in Courtyard (Line up by Class)

ALL CLASSES MEET AT COURTYARD

JR 8.2016
Avance Sycamore Campus Evacuation Route

Quad/Lunch Area

UC Merced

Loyola

Boys Restroom

Girls Restroom

Office

Mills College

Staff Restroom

Humboldt

S. Avenue 49

Student/Staff/Faculty Meeting Point