

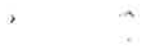
# Comprehensive School Safety Plan SB 187 Compliance Document

## 2022-2023 School Year

**School:** Nord Country School  
**CDS Code:** 04614240110551  
**District:** Nord Country School authorized by Chico Unified School District  
**Address:** 5554 California St.  
 Chico, CA 95973  
**Date of Adoption:** January , 2023

**Approved by:**

Name	Title	Signature	Date
Kelli Ruley	Safety Team Coordinator		1-19-23
Kathleen Dahlgren	Safety Team Member, Administrator		1/19/23
Monica Hill	Safety Team Member, teacher		1-19-23
Monique Dey	Safety Team Member, teacher		1-19-23
Stephanie Hammons	Safety Team Member, Office Manager		1/19/23
Mark Koch	Safety Team Member, volunteer		1/19/23
Jesus Meza	Safety Team Member, Facility Manager		1/19/23
Johnson, Ed	Safety Team Member, Facility Manager		1/19/23
Hilary Tricerri	Board of Directors, President		



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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at [www.nordcountryschool.org](http://www.nordcountryschool.org).

### **Safety Plan Vision**

"To provide a quality education for students in a small rural school which provides a safe, respectful, nurturing and supportive environment."

At Nord Country School we diligently work to create a safe, encouraging and healthy environment for our students.

## Components of the Comprehensive School Safety Plan (EC 32281)

### Nord Country School Safety Committee

Kathy Dahlgren (Principal); Kelli Ruley (Middle School Coordinator); Monica Hill (Teacher); Jesse Meza (Facilities Manager); Ed Johnson (Facilities Manager); Stephanie Hammons (Office Manager); Monique Dey (Teacher); Mark Koch (Volunteer)

### Assessment of School Safety

Our School Safety Committee meets twice a year, or more frequently as needed, to monitor campus safety and to develop plans to resolve potentially unsafe situations that could arise. We coordinate with local law enforcement agencies, and our local fire station to ensure our practices are thorough and aligned to the most recent practices in school campus safety.

### Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

It is a priority at Nord Country School that every student feel both physically and emotionally safe at school. Our practices are aligned with MTSS practices to ensure an environment that supports the social-emotional success of all students in an equitable environment. The staff at NCS focus on teaching character-developing topics on a regular basis to foster social and emotional growth and encourage positive habits in our students.

#### a. School Grounds

NCS is located in a rural community about 9 miles west of Chico. The 5-acre campus is surrounded by a well-maintained chain link fence with several gates for access. Gates are kept closed and secured during school hours to protect our students from outside threats. Adult supervision is provided during school hours, as well as before school and after school. Preventative maintenance and procedures are in place to identify and repair any potential hazards that develop on campus throughout the year.

#### b. Classroom/Communication

We use MTSS practices across campus to enhance learning and positive interaction between students and staff. As part of our MTSS alignment, we emphasize Character Education school-wide to enhance social development, address emotional needs, teach students responsibility, decision-making, and effective communication. All of our teachers, staff members, and students are a piece of making our school a safe place for all.

To ensure communication between school and parents, we send home a newsletter bi-weekly, keep a maintained website and social media page, and use our Schoolwise system to send text, email, and phone notifications. Also, most teachers use apps like Class Dojo and Remind to further communicate with the parents of their students. Parent/school communication helps to keep our school a safe place for our students.

#### c. Discipline

Nord Country School has a fully implemented PBIS (Positive Behavior Intervention Support) program at our school that utilizes a referral system for the lower grades, and a detention program for the middle school. Also, consequence sequences and behavior reflection forms as well as "Golden Tickets" and "Nighthawk Notes" for positive behavior reinforcement. All students and staff are aware of this system and its elements which provides for a fair discipline system that supports students in learning improved behaviors and problem-solving strategies.

#### d. Internal Security Procedures

School buildings and classrooms are well-maintained and free of physical hazards. Classrooms have an appropriate amount of space for the number of students and adults that work in them. Decorations and storage recommendations follow the Fire Marshal's guidelines. All areas of the campus are inspected by our Facilities Manager multiple times a year to ensure a top level of safety.

#### e. Support Services

As part of our MTSS alignment, in addition to our school psychologist, we have added a school counselor to help us to meet the emotional needs of our students. In addition to our schools' efforts, we coordinate with community support agencies such as mental health, child protective services, and Far Northern Regional Center to ensure the needs of all our students are being met and our school is a safe environment for them to thrive in.

Friends of Nord is a community-based group that provides meals, clothing, and school supplies to our students and their families, when necessary, to further ensure the health and safety of our students most in need.

**(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

All NCS support staff, faculty, and administration are mandated reporters and are required by law to report all known or suspected cases of child abuse or neglect. All staff are trained yearly through the use of the California Child Abuse Mandated Reporter Training and understand the importance of reporting situations as soon as they are aware of them or suspect that there is a problem.

**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

**Disaster Plan (See Appendix C-F)**

Nord Country School will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. NCS's Safety Procedures explain specific evacuation procedures, incident response guidelines for specific scenarios and general disturbances. Overall, they provide guidance for emergency responses to a variety of potential safety concerns. These safety procedures can be found in the attached files.

**Public Agency Use of School Buildings for Emergency Shelters**

Nord Country School could be used as an emergency shelter if the need arose.

**(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

Nord Country School has a very detailed suspension and expulsion policy. The entire policy (Board Policy #5060) can be found in its entirety on our website or in our Main Office. This policy lays out the grounds and procedures for both suspension and expulsion.

**(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Our teachers are trained annually on our safety plan and our MTSS-aligned programs (Positive Behavior Intervention Support) with its accompanying disciplinary practices, suspension procedures, and access to student records. NCS shall provide to its' teachers information on each pupil who has committed a crime reported to NCS by a family member, local law enforcement, or social services. This information is used to develop awareness, assign appropriate disciplinary consequences, and help in allocating resources to maintain a safe environment.

**(E) Sexual Harassment Policies (EC 212.6 [b])**

NCS Sexual Harassment Policy (Board Policy 5090) is available online at our website or in our Main Office. The policy contains applicable definitions, reporting requirements, and investigation procedures. Our Employee Handbooks also contain information on harassment definitions, reporting, and prevention. This is provided to all our our employees annually and available on our website (Board Policy 7000).

Any student who feels that he/she is being harassed should immediately contact the School Compliance Officer. The Governing Board designates the following compliance officer to receive and investigate complaints and to ensure the Charter school's compliance with the law:

Administrator  
Nord Country School  
5554 California Street  
Chico, CA 95973  
530-891-3138

Any student who observes an incident of harassment should report it to a school employee, whether or not the victim files a complaint. Employees who become aware of an act of harassment shall immediately report the incident to the School Compliance Officer. Upon receiving the complaint an investigation will take place immediately in accordance to the school procedures stated in the Uniform Complaint Policy (BP6090). Where it is determined that harassment has occurred, prompt and appropriate action will be taken to end the harassment and address its effects on the victim.

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

NCS parents, students, and staff are provided a copy of our Dress Code annually to be sure that clothing is comfortable and appropriate. Students may not wear clothing that advertises alcohol, tobacco, violence or has explicit subject matter and clothing must cover undergarments. During the winter, appropriate clothing is expected to be worn. Our community group, Friends of Nord, donates jackets, warm clothing, and shoes to families in need to ensure all students are safe and warm during inclement weather.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

At NCS we have multiple procedures in place for the safe ingress and egress of school employees, parents, and students including procedures for student drop off, pick up, and early release. In addition, all emergency exits are clearly marked and students routinely practice safe procedures for exiting and entering both the school buildings and the school bus. Safe ingress and egress will be maintained by periodic reviews of the procedures and pathways. The school will ensure that all passageways to and from school buildings, paths of travel within buildings, and emergency exits remain clear of all obstruction to allow a flow of pedestrian and vehicular traffic. A large majority of students arrive and leave school in private vehicles, traffic flow and drop-off zones are clearly marked to ensure student safety.

All building exits are clearly marked and an emergency evacuation map is posted next to each exit. Safe emergency egress is practiced monthly. A map showing emergency evacuation routes can be found in attached files.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

People and Programs

**Element:**

MTSS Implementaion: Positive Behavior Intervention and Support Program

**Opportunity for Improvement:**

Increase percentage of staff trained in PBIS and decrease negative student behaviors

Objectives	Action Steps	Resources	Lead Person	Evaluation
Train all staff in MTSS practices, including PBIS	Arrange training sessions for all employees	CA MTSS Pathway Certification for Schools	Amber Hayes	Kathy Dahlgren
Decrease negative student behaviors	Use staff and parent surveys to identify areas to improve	Kelvin survey tool, survey from PBIS website	Amber Hayes	Kathy Dahlgren
	Revisit Consequence Sequence to ensure consequences are appropriate for all students	current Consequence Sequence and results of staff survey	Amber Hayes	Kathy Dahlgren
Provide engaging lessons and assessments for all students	Use Universal Design for Learning (UDL) and High Leverage practices (HLP)	Butte County Office of Education, Orange County MTSS	all teachers	Kathy Dahlgren



**Component:**

Physical Environment

**Element:**

Continue practicing readiness drills that address a variety of safety concerns

**Opportunity for Improvement:**

To increase student and staff awareness of emergency procedures, including new safety procedures if needed.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Regularly practice safety drills	Schedule all practice drills on the Master Calendar at the beginning of the school year		Kelli Ruley	Kathy Dahlgren
Continue to assess potential unsafe situations and develop procedures to address them	Consult with local fire department and law enforcement agencies to ensure adequate preparation	Butte County Sheriff Dept. Chico Police Dept. Cal Fire Chico Unified School District Butte County Office of Education	Kelli Ruley	Kathy Dahlgren

**Component:****Element:****Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)****Nord Country School Student Conduct Code**

Nord Country School has three basic rules: Be Safe, Be Respectful, Be Responsible. All students and staff know what these words mean and the body movements that accompany them. Teachers and staff will also have the responsibility of developing routines and procedures, both in their classrooms and on school grounds, which will encourage students to follow the basic rules. At the beginning of the year, our PBIS team conducts a Walkabout event, where students are guided to a variety of locations and taught the Be Safe, Be Respectful, Be Responsible expectations specific to that area. At that time, the expected behaviors are modeled for the student and the expectations are posted in an easy to see location. In addition, Golden Tickets/Nighthawk Notes are used on a daily basis to reward those students displaying positive behavior and raffle-style drawings (weekly for Golden Tickets, twice a month for Nighthawk Notes) are used to further reward positive behavior.

## Conduct Code Procedures

a. Strategies for Effectively Managing/Redirecting Inappropriate Student Behavior

While we work hard to head off inappropriate behavior through prevention and teaching, there are times when consequences are necessary to protect the student and those around him/her. Whenever possible, we use positive strategies and then logical or natural consequences appropriate to individual situations.

b. Intervention Tools

### COOL

DOWN/REDIRECTION

Removing the student from the situation by:

- stepping outside the classroom
- taking a walk to another classroom
- going to a quiet spot in the classroom

These choices allow the student a chance to settle down and rethink his/her behavior choices.

### Oops

Slip

A small slip of paper that is given to a student that had a brief misjudgment of behavior. It is intended to help track this student to be sure a pattern of behavior does not develop.

### Minor

Referral

A form that explains the student's actions and requires a parent signature. Can be given for minor incidents like:

- -disrespect
- -name calling
- -not listening to directions
- -inappropriate language

Consequences for minor referrals are logical actions that match the infraction.

### Major

Referral

A form that explains the students' actions, requires a parent signature, and sometimes a visit with the Principal or Office Manager. These are given for larger incidents like:

- stealing
- hitting
- fighting

### Detentions

(middle school only)

A notice of required attendance in an after-school detention session, requires a parent signature and either 30 or 60 minutes spent after school.

c. Consequence

Sequences

Minor Referrals:

- 1st and 2nd referrals: referral sent home and consequence given by referral writer
- 3rd referral: "Think About It" reflection paper filled out during recess and shadow yard duty for an entire day
- 4th referral: a recess in the office, lunch at a different time, a letter sent home
- 5th referral: contact parents, Behavior Contract
- 6th referral: meeting with parents
- 7th referral: Behavior Intervention Plan

### Major

Referrals:

Will be dealt with on a case by case basis, some possible options are:

- shadow a yard duty for a specific amount of time
- work in another classroom

- call home or parent conference
- loss of privileges

Detentions:

- 2 detentions in three weeks time or 4 detentions in a semester: lunch-time worker
- 1 additional detention: conference with a parent
- another additional detention: conference with a parent where a behavior contract will be established

**(J) Hate Crime Reporting Procedures and Policies**

Nord Country School includes hate crimes as part of our Uniform Complaint Policy (BP6090) and also discusses consequences for student lead hate crimes under our Suspension and Expulsion Policy (BP5060). Anyone who witnesses or even suspects a hate crime has taken place is encouraged to report it immediately to the school administrator so appropriate actions can be taken.

## **Safety Plan Review, Evaluation and Amendment Procedures**

Nord Country School's Comprehensive School Safety Plan will be reviewed, evaluated, and amended annually.

**Safety Plan Appendices**

## Emergency Contact Numbers

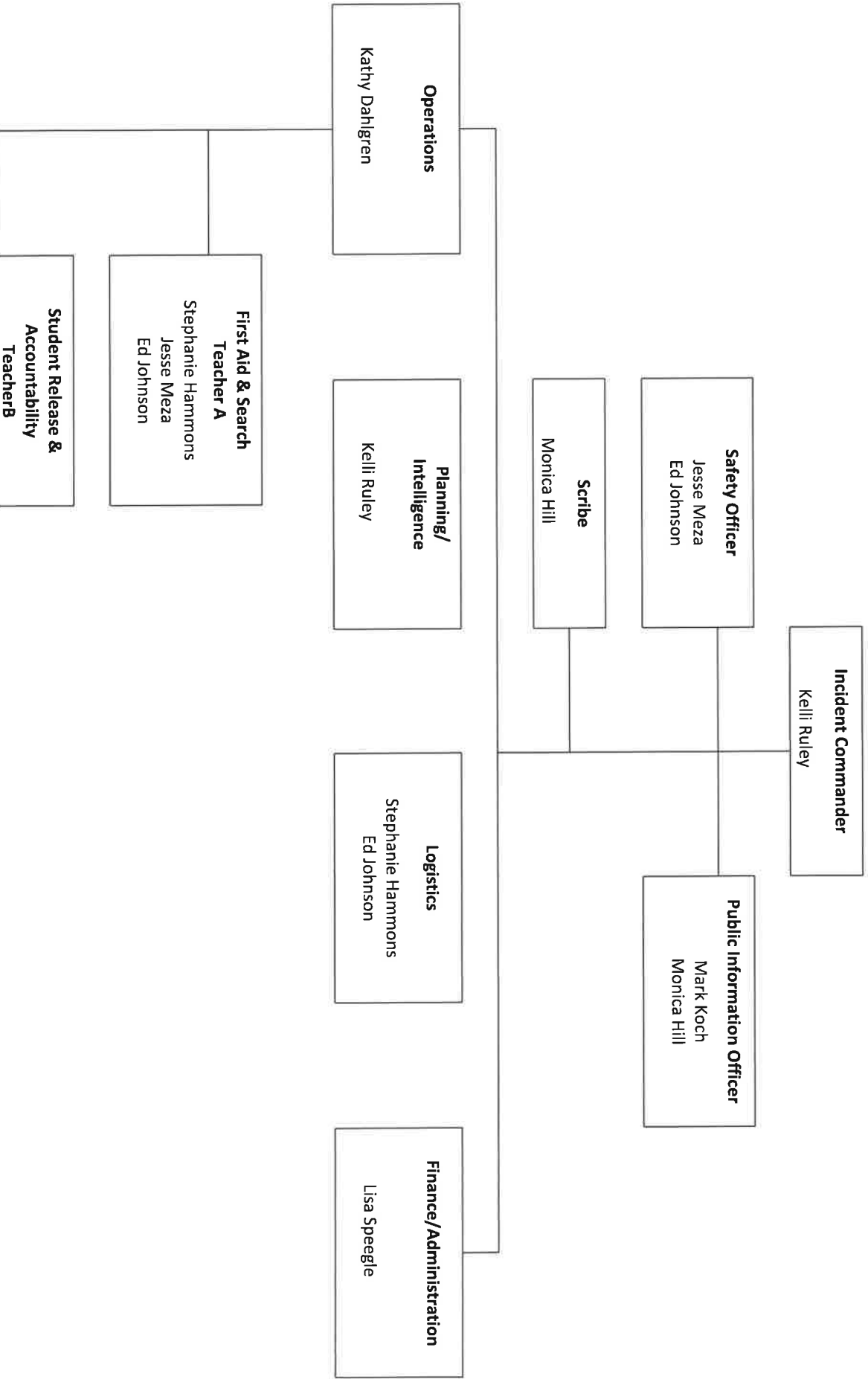
### Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Butte County Sheriff	530-538-7321	
	Chico Police Department	530-897-4900	
Public Utilities	PG&E	800-743-5000	
	Reliance Propane	530-872-7740	
Local Hospitals	Enloe Hospital	530-332-7300	
School District	Chico Unified	530-891-3000	
Other	Butte County Public Works	530-538-7681	flooding and road closures
	Union Pacific Railroad	888-877-7267	environmental spills
	Union Pacific Railroad	800-848-8715	damaged crossing or track blockage
	Poison Control	800-222-1222	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Safety Committee Meeting: School Safety Plan review	1/19/2023 4:00pm	Document was reviewed and amendments were made. The team unanimously approved this document.

**Nord Country School Incident Command System**





Monique Dey  
Stephanie Hammons

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

On site emergency incidents generally will be identified and reported by staff, students, or volunteers on school grounds. Other emergency incidents within the community, generally will be reported to school faculty by outside agencies. The NCS Board has empowered the authorized Incident Commander and any designated Incident Command Team personnel to direct the schools response to emergency situations.

### **Step Two: Identify the Level of Emergency**

Level 1 (Yellow) = a minor event is in the area that could affect our school

Level 2 (Orange) = a risk exists or is about to occur, that will impact our school facility, staff, and students

Level 3 (Red) = an emergency situation is occurring, the risk is real and requires immediate response to ensure safety

### **Step Three: Determine the Immediate Response Action**

Level 1 (Yellow) = doors locked, blinds closed, normal classroom activity, in or out of classrooms with staff member only, no pull-out programs

Level 2 (Orange) = doors locked, blinds closed, lights off, students at their desks, quiet activities only, in or out of classrooms with staff member only, no pull-out programs

Level 3 (Red) = doors locked, blinds closed, lights off, everyone on the floor in a safe location, quiet, no one in or out of classrooms, no pull-out programs

Initially, we will call a Level 3 so that the safety of students is ensured as we fully assess the situation. We will lower the level from there as needed or as the situation changes.

### **Step Four: Communicate the Appropriate Response Action**

Follow procedures and guidelines on the safety clipboard located in each room by the exit.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

Follow Code Red procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

### **Animal Disturbance**

Follow Code Red procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

### **Armed Assault on Campus**

Follow Code Red procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

### **Biological or Chemical Release**

Follow Propane Evacuation or Code Red procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

### **Bomb Threat/ Threat Of violence**

Follow Code Red procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

### **Bus Disaster**

Follow Bus Evacuation Procedures and guidelines. See attached Emergency Procedures for details.

### **Disorderly Conduct**

Follow Code Red procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

### **Earthquake**

Follow Earthquake procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

### **Explosion or Risk Of Explosion**

Follow Propane Evacuation procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

### **Fire in Surrounding Area**

Follow instructions from First Responders or Evacuation Procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

### **Fire on School Grounds**

Follow Fire procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

### **Flooding**

Follow First Responders directions or Evacuation Procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

### **Loss or Failure Of Utilities**

Follow procedures and guidelines in the Extended Power Outage Guidelines. See attached Emergency Procedures for details.

**Motor Vehicle Crash**

Follow Code Red procedures and guidelines on the safety clipboard located in each room by the exit. See attached Emergency Procedures for details.

**Psychological Trauma**

Contact our School Psychologist, Counselor, and county agencies for support.

**Suspected Contamination of Food or Water**

Assess situation, and contact appropriate authorities.

**Unlawful Demonstration or Walkout**

Assess situation and contact appropriate authorities.



# Emergency Response Guidelines Tactical Responses

THIS INFORMATION IS NOT AVAILABLE TO THE PUBLIC

In collaboration with law enforcement, tactical response strategies have been developed to address criminal incidents. As defined in EC, “tactical responses to criminal incidents” means steps taken to safeguard pupils and staff, to secure the affected school premises, and to apprehend the criminal perpetrator or perpetrators.

The strategies incorporate security measures, defensive tactics, and offensive response.

In accordance with EC 32281(f), the District has elected not to make the tactical response plans available to the public. This is due to the sensitive nature of this information, and the negative ramifications of its misuse.