

Action Plan for Component Two

Physical Environment 2006-07

The physical conditions where education takes place including the location, buildings, and classrooms and the attributes contributing to a safe and caring environment

Our Goal is: To update, improve and refine equipment, planning procedures; emergency communications, the training of staff and students to perform various jobs on Disaster Teams in emergency situations, and to remove all controllable physical hazards from the school.

A. Areas of pride:

- Installation of security monitoring devices within the school to reduce the threat of break-ins and vandalism.
- The school is a “closed” campus for grades 6-8.
- Installation of school lockers and locked storage areas to protect valuable equipment and learner’s personal belongings.
- Purchased improved first aid supplies for ACLC use.
- Monthly meeting with EHS principal to improve communication.
- Removal of auto junkyard from nearby EHS auto shop located near ACLC outback area.
- Improved ACLC outback area for eating, relaxation and recreation.
- Installed sound absorbing/beautification panels in seminar room and conference room.

B. Desired Change:

- Implement the updated Crisis/Disaster Preparedness Plan of Encinal High School Site by participating in all scheduled EHS training.
- Train Emergency Response and Student Response teams to do their jobs as per EHS plan
- Update Equipment Supplies/Kits for classroom and response teams

Objective # 1: By the end of November 2006 will have identified all safety, earthquake, fire, and disaster hazards in and around the school, and corrective actions initiated.

1. Related activities:

- a. Student and Staff teams will be trained to identify safety hazards and conduct inspections;
- b. Work orders to repair and/or to take corrective action will be

submitted to Maintenance Operations and Facilities (MOF)
Department of AUSD.

2. Resources needed:

- a. Student Emergency Response Team (SERT) of 3-4 members;
- b. Maintenance services provided by Maintenance Operation and Facilities (MOF).

3. Person(s) responsible for implementation:

- a. Lora Lewis, Lead Facilitator/ACLC Leadership class
- b. Auxiliary Support Team Leader/SERT Leader
- c. MOF staff

4. Timeline for implementation:

- a. SERT trained, inspections conducted by end of first trimester, November 31, 2006.
- b. Hazards repaired, replaced, or corrected by end of year, December 31, 2006.

Objective # 2: On a continuing basis and by the end of the school year, those staff and students on Emergency Response Teams will receive training or retraining in order for them to perform their emergency duties on a monthly basis during “mini-emergency/disaster” training exercises.

1. Related activities:

- a. Student Emergency Response Teams (SERT) will be trained to carry out their responsibilities as messengers and /or to assist staff team;
- b. Staff Team (i.e. Medical, Search and Rescue, Security/Utilities, Supply) will be trained to carry out their responsibilities.
- c. Descriptions of disaster Team Duties and Responsibilities will be put into a binder and be placed in the Faculty Room for easy access and review by Staff.

2. Resources needed:

- a. Alameda Fire Department Personnel to train staff and students;
- b. Equipment to use in training.
- c. Training plan from EHS

3. Person(s) responsible for implementation:

- a. Bill Sonneman, EHS Principal

4. Time line for Implementation: Teams to be trained by June 1, 2007.

Objective #3: To revise and update the Encinal High / ACLC School Disaster Preparedness and Emergency Management Plan to include human emergency issues, incorporate "The Incident Command" system SEMS and REDI model for school emergencies by April 15, 2007.

1. Related activities:

- a. Review existing procedures and update as necessary.

2. Resources needed: None

3. Person(s) responsible for implementation:

- a. Bill Sonneman, EHS Principal

4. Time Line: By April 15, 2007.

Objective # 4: To resupply disaster supplies for school.

1. Related activities:

- a. Update medical team emergency kits and other Disaster Team kits

2. Resources needed:

- a. Disaster "Packs" with emergency supplies for center.

3. Person responsible for implementation:

- a. Lora Lewis, Lead Facilitator

4. Time line for Implementation: By September 30, 2006

Objective #5: Initiate and form a “School Beautification” Committee comprised of staff, parent volunteers and Leadership students, whose task it is to make recommendations and assist in carrying out activities and projects that enhance the school’s environmental setting.

1. Related Activities:

- a. Advertise for interested parents and students on ACLC listsserve
- b. Meet and form committee to brainstorm ideas for beautification.

2. Resources needed:

- a. Donations of materials and labor
- b. Parent and learner input

3. Person(s) responsible for implementation

- a. Paul Bentz, Facilities Coordinator
- b. School Beautification/Facilities Committee members

4. Time Line:

- a. Complete by June 2007