COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM
Inspiring Possibilities

2025-2026 SAFETY PLAN

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COLTON-REDLANDS- YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

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INTRODUCTION

Colton-Redlands-Yucaipa Regional Occupational Program (CRY-ROP) is committed to providing students and staff with a safe and healthy environment conducive to learning and working. Several measures have been implemented over the years to ensure and enhance the learning environment of our teachers, students, and staff.

The administration at CRY-ROP supports the safety measures, policies, and procedures that are implemented to address both operational and safety-related issues. As required, the Safety Plan is presented annually to the Governing Board for review and approval.

COMMUNICATION

CRY-ROP employs the following tools to effectively communicate information relating to organizational safety and emergency response plans:

- Emergency Quick Cards offer steps to respond to a variety of emergencies and campus incidents. They are placed in campus disaster packs, as part of the Crisis Response Packet located in all departments on the CRY-ROP main campus.
- The SchoolMessenger Emergency notification system uses multiple points of contact, such as texts, phone calls, and emails to notify staff members of emergencies and safety-related information. The notification system is beneficial in keeping our organization connected and informed during emergencies, disasters, and incidents involving our campus and district schools. This system is also used to send out school safety alerts. The CRY-ROP Technology Services Department maintains and supports the notification system.
- A paging feature in the POLYCOM VOIP telephone system allows staff to make announcements throughout the CRY-ROP campus.
- The CRY-ROP website - cryrop.edu – lists available emergency information and resources that benefit both internal and external visitors. CRY-ROP updates the website with relevant emergency notifications and other safety notices, when necessary.
- Many CRY-ROP personnel have assigned CRY-ROP cell phones or have their personal phones approved for work use. These are convenient communication tools for emergencies.
- Portable radios are assigned to every classroom, department, and Manager at the main site, allowing teachers and staff to communicate effectively within the organization when cellular and VOIP telephone systems are non-functional or impractical.

VISITOR POLICY

Proper identification of every person visiting our facilities ensures a safe environment. All CRY-ROP visitors must check in at 1214 Indiana Court, Student Services - Registration Department in Building B before being allowed on the campus.

REDLANDS POLICE DEPARTMENT

The Redlands Police Department maintains a professional working relationship with CRY-ROP through the Patrol Services Bureau and the Business Watch Program. The Redlands Police Department provides CRY-ROP public outreach and education resources during annual events and safety training.

SAFETY COMMITTEE

The Safety Committee's goal is to address organizational safety practices and procedures as it relates to health, safety, and government compliance, and to assist in providing a healthy working environment for all students and staff.

The Safety Committee is composed of classified, certificated, and management staff. The Committee meets three times per school year, or as deemed necessary. The CRY-ROP Facilities Manager is the designated Committee Chair. The Committee provides valuable input and recommendations relating to safety objectives for the school year. Some examples include the recent modifications to lockdown procedures, workplace safety and security, and participation in safety drills.

SAFETY SURVEYS

To ensure CRY-ROP's continued support of a safe learning environment for our students and staff, CRY-ROP conducts annual safety surveys through instructor feedback, site visits, or a combination of both, with collaboration from California Schools Risk Management (CSRM), which recommends safety practices, procedures, and proper compliance measures.

The objective of the safety survey is to systematically address and improve safety, reduce risk and liability, as well as assess the risk management of all programs. Additional precautions and safety measures are considered for CRY-ROP's automotive, welding, construction, and manufacturing programs as they utilize trade equipment such as power tools and machinery as part of their curriculum.

INCIDENT COMMAND SYSTEM (ICS) AND SEMS

Local government and school entities utilize The Standardized Emergency Management System (SEMS) during a crisis. Three main concepts within this system pertain to schools: 1) The Incident Command System (ICS), 2) a mutual aid system in which similar organizations assist one another, and 3) a multiple agency coordination where diverse organizations assist one another in cohesively working together.

The ICS is a method of organizing an emergency response used under the SEMS with five basic functions. The five basic functions are Command, Planning, Operations, Finance, and Logistics. The ICS assigns leadership for each group based on whom is the most qualified. During an emergency event, the first CRY-ROP employee on the scene becomes the Incident Commander. The Incident Commander will activate the Incident Command Team as necessary. The Incident Commander may hand off this responsibility to a more qualified employee, or designee, when necessary.

To aid responsiveness, the CRY-ROP management team is designated for specific Officer roles. Team members can fill different roles in the absence of another team member. However, they must be knowledgeable of the other members' roles, duties, and responsibilities. This can be accomplished through participation in Emergency Preparedness training during the year.

The Incident Command System may be activated by any designated ICS Officer.

CRY-ROP designates default staff assignments for ICS roles, which may be adjusted depending on the incident

- Incident Commander – Facilities Manager

- Finance Officer – Chief Business Official

- Logistics Officer – Director of Student Services

- Operations Officer – Redlands/Yucaipa Program Manager

- Technology Officer – Technology Services Manager

- Planning Officer – Workforce Development & Grant Manager

- Public Information Officer (PIO) - Superintendent

- Safety Officer – Colton Program Manager

- Liaison Officer – Director of Education Services

- Communications Officer (CO) – Director of Human Resources

PROTECTIVE MEASURES AND PRACTICES

CRY-ROP has established several safety measures and procedures to enable employees to practice crisis management and emergency response to incidents and crises. Below are a list of supplies and a summary of appropriate actions during an incident or crisis.

CRISIS RESPONSE PACKET

A Crisis Response Packet is inside each disaster backpack located within district departments of the Main Campus. The packet contains important current documentation along with critical items needed to maintain the safety and welfare of our staff and students during an incident or crisis.

The Crisis Response Packet contains:
- Neighborhood map
- Aerial photo of campus
- Campus map/diagram
- Staff roster
- School schedule
- Incident Command Team Sheet
- List of emergency resources
- Evacuation sites
- Location and inventory of the emergency supplies

EMERGENCY QUICK REFERENCE CARDS

Emergency Quick Reference Cards, developed by the Safety Task Force, are designed to guide staff on how to respond to a variety of emergencies, including campus incidents. The "Quick Cards" are included in emergency backpacks, facilitating the process of better response measures. Below is a list of the "Quick Cards" provided in the backpacks:

- Earthquakes
- Emergency Equipment
- Emergency Response- All communication
- Emergency Response- Phone
- communication
- Lockdowns
- Radio communications
- Threat Response

AED PROGRAM

CRY-ROP has enhanced the safety of its staff, students, and customers by instituting an internal AED Program at its Adult Campus.

The purpose of the AED (Automatic External Defibrillator) is to address cardiac emergencies by providing a valuable life-saving device as well as training staff as lay AED responders. This will increase the response time in such emergencies. There are two AEDs located on the Main Campus. They are located in the Student Services lobby in the Building B, the reception area of Building C, and the Multi-purpose Room in Building A.

- AEDs are wall-mounted in conspicuous spaces within each building and easily accessible during business hours.
- CRY-ROP trains personnel as AED lay responders and uses the American Heart Association guidelines for its skills training and application.
- The AEDs are serviced and monitored through an annual agreement with Devices For Life, LLC. The AEDs are inspected monthly by Facilities. This ensures the equipment is operable and ready to use during a medical emergency.

KNOX BOXES

Each building is equipped with an emergency access Knox Box, which contains an emergency contact list and a key for emergency services to access the buildings. Only the Redlands Fire and Police Departments have access to these boxes and Facilities coordinates with the Fire Marshall to make any changes to key or contact lists. The locations for each box are as follows:

- Building A – West side of building, facing the small parking area
- Building B – West side of building, facing the small parking area
- Building C – West side of building, to the right of the front entry

RADIO CHECKS

- The radio check process is conducted quarterly by the Facilities Manager and is an important safety exercise for staff assigned to the Main Campus. It ensures assigned staff is familiar with the operation of the portable radios. Second, itverifies that CRY-ROP's safety equipment is in good working condition.
- Radio checks include a roll call of the management team followed by departments and classrooms. Alternates are assigned to fill in during the absence of a manager, usually an Administrative Assistant or other administrative staff personnel.
- The Facilities Manager is responsible for scheduling the radios checks sending staff prior notification and reminders.

EMERGENCY LOCKDOWN

The lockdown procedure at the Main Campus is implemented when there is an emergent and immediate threat to safety on campus or within the vicinity of the campus. Such emergencies could include a natural disaster, hostile incident, police activity, or an environmental incident requiring students, personnel, and visitors to stay indoors.

To aid responsiveness, any CRY-ROP staff member can call the lockdown. The ICS (Incident Command System) may be activated if the lockdown lasts for an extended period.

Follow the following steps during a lockdown:

- Initiate the lockdown by hand-held radio or telephone paging system
- Close and lock campus doors and windows
- Close curtains or blinds
- Turn off lights in areas with windows
- Turn off all video/audio equipment
- Minimize noise level. Observe a 'code of silence'
- Do not make calls using office telephones
- Do not provide access to other areas - Managers who need access have keys
- All staff must follow instructions and convene to a safe zone as instructed by a Manager

- Persons outdoors must shelter in place using a safe area, but may not enter the locked building.
- No one will be permitted to leave the campus until an "all clear" is given by a Manager and/or a Public Safety Officer

MAIN CAMPUS TEACHERS
- Immediately lock classroom doors, both front and back

- Move and stay away from windows and doors
- Remain calm
- Shelter in place
- Do not allow students to talk on cell phones
- Instruct students to remain silent
- SILENTLY take roll using the daily attendance roster
- Wait for directions from the Director of Student Services or assigned management team member
- Resume normal activities once the "all clear" has been given

CRY-ROP MANAGERS

Managers are entrusted with taking steps to protect their departments and carry out their duties during a lockdown, guaranteeing the safety and welfare of employees.

The Safety Officers (Facilities Manager and other Managers) will oversee the lockdown process and ensure that the campus is on a lockdown.

- If necessary, call 911 and provide all the facts related to the incident
- For situations occurring within the campus vicinity, follow instructions from Public Safety personnel
- Immediately access your portable radio, set to channel 1, and keep it with you during lockdown
- Make sure the Daily Sign-In Sheet and disaster pack is accessible at all times
- Immediately access the Crisis Response Packet located in your section. <u>Please follow directions listed under emergency procedures</u>
- Inform staff and students to keep calm, use noise discipline, and avoid cell phone use
- Escort your staff to the designated safe zone when necessary
- Follow the lockdown Quick Card instructions as listed in the Crisis Response Packet inside your disaster pack
- Take roll using the Daily Sign-In Sheet
- Communicate using your portable radio, using channel 1
- DO NOT allow anyone to leave the safe zone until an "all clear" has been given

SHELTER IN PLACE/MODIFIED LOCKDOWN

If CRY-ROP is advised by local agencies to 'shelter in place', or if a staff member initiates a 'Modified Lockdown', all students, staff, and visitors must remain inside the buildings and protect themselves by following the steps below:

- Lock all exterior doors.
- Make sure the Daily Sign-In Sheet and disaster pack is always accessible

- Take roll using the Daily Sign-In Sheet
- Retrieve the handheld radios and set them to channel 1
- Depending on the incident, seal all cracks around the door and any vents into the building
- Listen to directions from the assigned Incident Commander and/or Manager for instructions on whether to resume normal operations or evacuate
- During Modified Lockdowns, internal business operations can continue, but no one will be permitted to leave the campus until an "all clear" is given by a Manager and/or a Public Safety Officer

EARTHQUAKES

CRY-ROP adopted the California Emergency Management Agency (CalEMA) procedures to follow in the event of an earthquake.

- Every employee should designate a safe place in their office, under a sturdy table or against an inside wall, where nothing can fall on them.
- Every employee should practice DROP, COVER, AND HOLD annually. They should drop under a sturdy desk or table, hold on, and protect their eyes by pressing their face against their arm. If there is not a table or desk nearby, they should sit on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on them.
- After the earthquake, a designated employee will make two (2) emergency evacuation announcements.
- The department Manager or Administrative Assistant will gather the Employee Roster and evacuate the building.
- All management staff will gather their disaster safety helmet and vest, disaster backpack, portable radio, and cell phone before evacuating the building.

FIRES

- In case of fire, the fire alarm lever is pulled and a designated staff contacts the Emergency Rescue Services (911).
- There are five fire alarm boxes in Building A, nine fire alarm boxes in Building B, and three fire alarm boxes in Building C.
- There are ten fire extinguishers located in Building A, five fire extinguishers in Building B, and two fire extinguishers in Building C.
- The Executive Administrative Assistant, or assigned alternate, will make two (2) emergency evacuation announcements using the telephone intercom system.
- The department Managers, or assigned alternates, will gather the Employee Roster and evacuate the building in a safe and orderly manner.
- The Incident Command Team will gather their disaster packs, safety clothing (helmet and vest), and portable radio before evacuating the building.

EARTHQUAKE DRILLS

- CRY-ROP is a registered participant in the Great California ShakeOut drill held every October. Information about the Great California ShakeOut is available at www.shakeout.org. The Administrative Assistant of every department is tasked with the Great California ShakeOut drill and the necessary action steps that must be taken. The announcement of the Shakeout earthquake drill takes one minute and utilizes the telephone intercom system.
- The Facilities Manager and Safety Officers activate the fire alarms in each of the three buildings immediately following the announcement of the ShakeOut drill.
- The Incident Commander initiates the evacuation of the buildings using both a portable radio and a bullhorn.
- Conduct Earthquake or Safety drills twice a year, in April and October.

FIRE ALARM DRILLS

- The Facilities Manager is responsible for the organizations' safety and security by ensuring that the Emergency Preparedness Plan is adhered to and that proper applications of crisis management are initiated. The related duties of the Facilities Manager include the planning,

conducting, and training of staff and students on Emergency Preparedness.

- The Incident Commander, Safety Officer I, and Safety Officer II will activate all the fire alarms from each of the buildings' electrical rooms. The fire alarms consist of an audible alarm and strobe lights.
- The Operations Officer, with the assistance of the Technology Officer, will assure that all rooms are checked, all persons evacuated, and all exits are clear. Both persons will be equipped with a portable radio.
- A designated staff member will announce over the intercom that a fire alarm is in effect and for all persons to immediately evacuate the buildings.
- The Managers from each department will ensure a safe and orderly evacuation of all personnel from the buildings. This includes assisting persons with disabilities.
- Teachers will gather their classroom disaster packs and safely evacuate students to the South parking lot.
- Managers and teachers will conduct roll calls in the South parking lot, assuring all staff and students are accounted for.
- The fire alarm drill concludes once the Incident Commander, or designee, sounds an "all clear" using the bullhorn and/or portable radio.
- Fire alarm drills are held at random at the Main Campus at least once annually.

EVACUATION PROCEDURES

All CRY-ROP staff, students, and visitors must evacuate the buildings through the nearest available exit and assemble at the Primary designated site, which is the South parking lot at the rear of Building A.

If the Primary site is unavailable for any reason, staff will assemble at the Secondary designated site, which is the sidewalk along Indiana Court.

The Facilities Manager, using appropriate communication measures, will announce proper evacuation procedures. The Management staff and teachers will assist with the process of assuring a safe and orderly evacuation and assist disabled persons as necessary. The Incident Commander will determine the need for deploying the Incident Command System (ICS) and/or coordinate any related efforts.

The Facilities Manager will ensure that all evacuation and escape routes are clear and free of obstructions, that all electrical exit signage are working, and that the evacuation maps are strategically posted throughout CRY-ROP District Office buildings. As required by the State Fire Marshal, all doors are unlocked during business hours.

Evacuations by Public Safety Officials

State and local authorities may decide to evacuate an area for the protection of the public. Such evacuations may be the result of natural disasters, environmental incidents, criminal activity in the vicinity, or related public safety matters.

All students, staff, and visitors should leave CRY-ROP using travel routes specified by the local authorities. Everyone is discouraged from using shortcuts because certain areas may be impassable or dangerous. Please follow all directives given by the public safety personnel during such an evacuation.
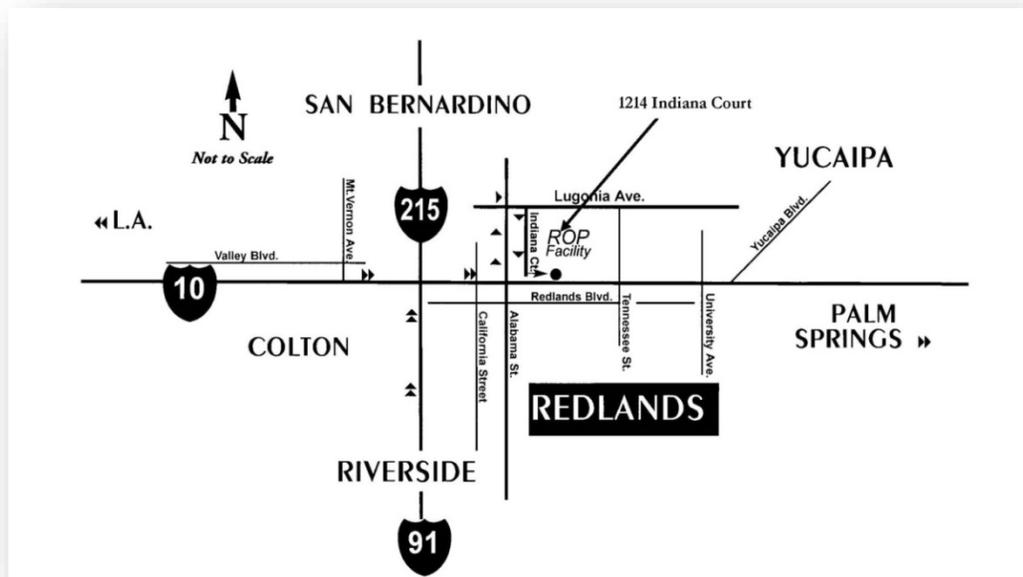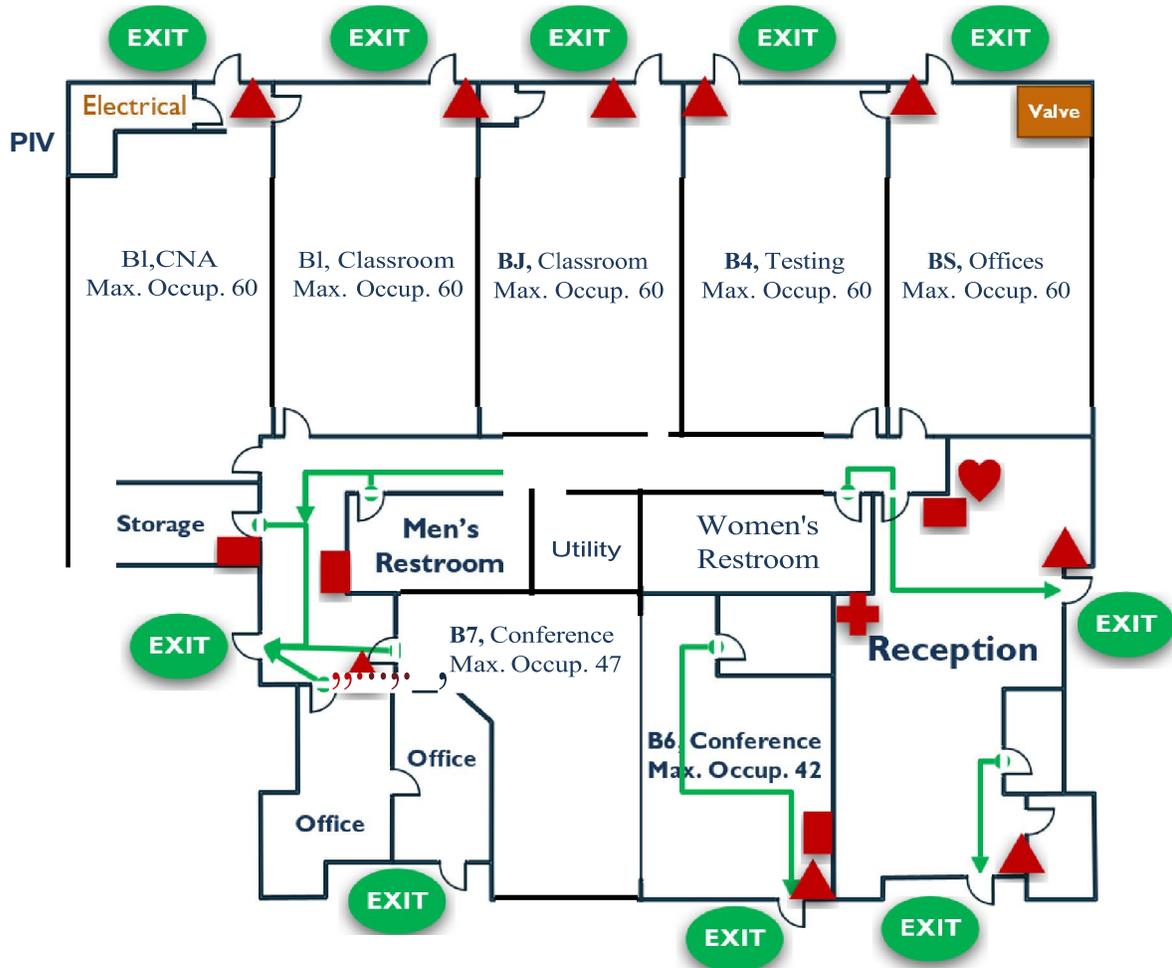
CRY-ROP CAMPUS EVACUATION MAPS

The CRY-ROP Main Campus located in Redlands, California. It is comprised of three commercial buildings.

- Building A - Administration, 1214 Indiana Court

- Building B - Student Services, 1226 Indiana Court

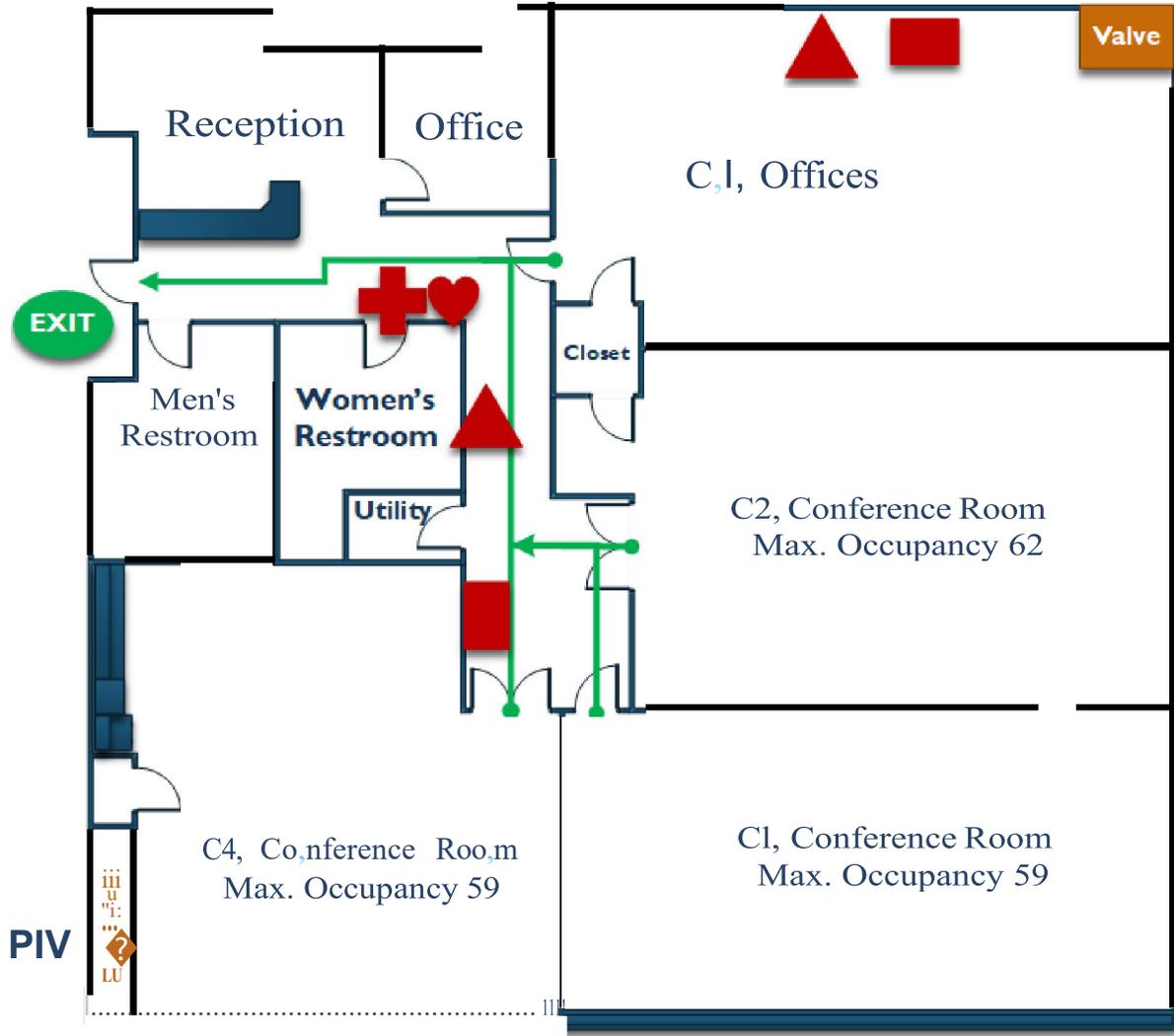- Building C - Technology Center, 1218 Indiana Court

Building A, 1214 Indiana Court

Building B, 1226 Indiana Court

EXIT EXIT EXIT EXIT EXIT

Electrical

PIV

Valve

Bl,CNA
Max. Occup. 60

Bl, Classroom
Max. Occup. 60

BJ, Classroom
Max. Occup. 60

B4, Testing
Max. Occup. 60

BS, Offices
Max. Occup. 60

Storage

Men's Restroom

Utility

Women's Restroom

Reception

EXIT

EXIT

B7, Conference
Max. Occup. 47

Office

Office

B6, Conference
Max. Occup. 42

EXIT

EXIT

EXIT

SAFETY LEGEND

....,.. Evacuation Route   EXIT Building Exit

Fire Extinguisher   - AED

It First Aid Kit   A. Fire Alarm Pull

Buildin◆ C, 1218 Indiana Court

Reception   Office

C,l, Offices

Valve

EXIT

Men's Restroom

Women's Restroom

Closet

Utility

C2, Conference Room
Max. Occupancy 62

C4, Co,nference Roo,m
Max. Occupancy 59

Cl, Conference Room
Max. Occupancy 59

PIV

SAFETY LEGEND		
…,.. Evacuation Route	EXIT	Building Exit
Fire Extinguisher	♥	AED
First Aid Kit		Fire Alarm Pull