



**LINCOLN STREET SCHOOL**  
**Comprehensive School Safety Plan**  
**2020 – 2021 School Year**



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## INTRODUCTION

The following information is of major importance to you in reducing the effect of a disaster, such as fire, earthquake, medical emergency, power failure, accident and riot involving weapons or bomb threat. We urge you to read this manual carefully and keep it handy for future reference.

All of us tend to assume that because fire or other disasters strike so seldom, they will never affect us in our places of work or in our residences. None of the people who have lost their lives in fires, floods, earthquakes or other disasters expected one to happen to them, so they were unprepared. There is no way to be really prepared for a disaster except to plan in advance.

The odds of disaster striking our school may not be great, but it does exist. As long as there is the slightest possibility that one may occur, we owe it to ourselves and others around us to be as prepared as possible. Since time is critically short in most life threatening emergencies, please review this information IN ADVANCE, as you may not have the opportunity to read it during the actual emergency.

No one expects you to become an expert on emergency procedures, but you can become more knowledgeable by learning a few relatively simple points of information that may make the difference between handling the situation safely or in a panic-stricken disaster.

Being familiar with the instructions in this manual and the emergency procedures may save your life, the lives of our students, and fellow employees.

Lincoln Street School employees should become familiar with and follow the school site emergency plan on which they are assigned.

This plan also incorporates by reference the Lincoln Street School's Emergency Operations Plan which contains tactical information, and therefore, is not available to the general public.

## GENERAL

- A. Panic can be one of the greatest dangers to employees. Staff members should remember that in times of stress, employees will look for leadership in those who are normally in an authoritative position. Remain calm. Size up the situation and take action based on known facts.
- B. A well-prepared and tested plan for prompt and positive protective action minimizes injuries and loss of lives in a major disaster.
- C. This plan outlines actions to be executed in an emergency. All staff personnel must be thoroughly familiar with the contents of this plan.
- D. In absence of orders from his or her superiors, each supervisor is authorized and directed to implement as directed herein; or take such action as may, in his or her judgment, be necessary to save lives and mitigate the effects of disasters.
- E. The Superintendent or designee may implement one or more of these emergency actions in coping with a disaster.
- F. The administrator will be responsible for the safety of the mobility-impaired person and the hard of hearing that may be in their area.

## ACTIONS

- A. The Superintendent, or their designated representative, will assume overall direction of disaster procedures. They will:
  - 1. Alert occupants by telephone or electronic messaging system.
  - 2. Direct and control evacuation of building.

3. Direct employees to assist others as required.

B. Administrator in building will:

1. Be responsible for the supervision of employees and the public who may be in their area.
2. Institute security measures for valuables, checks, cash and documents.
3. Commence evacuation after determining safe routes. Notify those employees who are hard of hearing and help anyone who may be confined to a wheelchair.
4. Report clearance of personnel from building to the Superintendent or the designee.  
Report need of medical assistance to Superintendent or the designee.

## **SCHOOL CLOSURES**

A. Considerations: In the event that it becomes necessary to cancel school for an entire day or a partial day, the following will be taken into consideration:

1. Decision to close school for the entire day shall be made by the Superintendent based on input from the site administrator.
2. Factors which will be considered in making the decision shall include, but may not be limited to, the present road conditions, the present and future weather conditions, and the status of heat, water and electric power at the school site.
3. Since it is in the best interest of the students and staff to make a decision to close school in a timely fashion, every effort will be made to announce the school closures by 6:00 a.m. In the event there are extenuating circumstances, a decision to cancel school may be made after 6:00 a.m. if absolutely necessary.

B. Notification:

1. When the decision has been made to close the school, the Superintendent/designee will post on Lincoln Street School's website.
2. Administrator will be responsible to notify school site staff. Administrators are encouraged to use the staff emails, school messenger, or social media to disseminate such information rapidly. It is requested that Administrators include the above information about notification of school closures in their communications several times during the winter months when closures are most likely to occur.

C. Partial Day Closure:

1. In the event that it becomes necessary to close schools in a specific community for safety reasons after students are in attendance during the day, the Administrator shall confer with the Superintendent.

## **EVACUATION**

A. Upon receipt of order from the Superintendent/designee or the sounding of the alarm for emergency situations, (fire, bomb threat, earthquake, etc.) the administrator will request all persons to leave building by:

1. Closest designated exit and assemble in the area designated in the room evacuation plan. A plan is posted at the entrance of each workstation.
2. Blocked passageways or dangerous conditions will require using alternate exits. Alternate evacuation routes and exits are specified for each office.

B. Security measures appropriate with existing conditions shall be taken upon evacuation of the building.

1. Cash and records returned to safe.

2. Records returned to desk or files.
3. Records, checks, etc., to be taken with employees.
4. Urgency could require leaving cash, receipts, securities, and records unguarded. Notify the Superintendent or the designee of exact location.
5. Check area to see that all personnel have cleared. Report it to the Superintendent or the designee.
6. First aid or ambulance.
  - (a) Notify the Superintendent or the designee of needs.
  - (b) Assist in organizing first aid or rescue teams as necessary.

C. Lincoln Street School Building Evacuation Plan:

In the event of an emergency necessitating the evacuation of the building, all staff as well as additional occupants should exit the building according to the evacuation plan for their area. Once out of the building staff should proceed to designated rally points.

## **BOMB THREAT**

Making a bomb threat is a crime in the State of California and must be reported. If officers respond, they will make a report at the scene. The Superintendent or designee will hold a meeting with the staff to discuss the Bomb Threat Incident Plan. The Superintendent or designee are responsible for evacuating the building. The key to handling any kind of a bomb threat is a very small amount of preparation, training and practice. With this commitment, a bomb incident can be handled very well and without incident. Without it, a bomb threat can be a disaster.

A. Receiving a Bomb Threat Telephone Call

1. Always have a Bomb Threat Response Form near receptionist.
2. Listen closely to the voice (male or female), voice quality (calm, excited), accents and speech impediments.
3. Fill out the Bomb Threat Response Form as the caller is speaking.
4. Report the information immediately to your supervisor.
5. Supervisor will determine action to be taken, including contacting the Red Bluff Police Department by dialing 911.
6. Remain available because law enforcement personnel will want to interview you.

B. Receiving a Written Bomb Threat

1. When a written threat is received, save all materials, including the envelope or container. Once the message is recognized as a bomb threat, further handling should be avoided. Every possible effort must be made to retain the evidence, such as fingerprints, handwriting or typewriting samples, paper and postal marks. These items will prove essential in tracing the threat and identifying the writer.
2. Although written messages are usually associated with generalized threats or extortion attempts, a written warning of a specific device occasionally may be received. It should never be ignored.

C. Responding to Bomb Threats

It is critical to train the building staff who answers the telephone to properly handle a bomb threat call. If practical, run mock telephone drills and evaluate the information recorded by the call takers. Instruct all personnel, in what to do if a bomb threat call is received. It is always desirable for more than one person to listen in on the call. Bomb Threat Response Forms should be available at all call-taker locations.

1. A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or death. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location, components or method of installation.
2. The indicators that increase your awareness of the seriousness of the problem are such factors as the caller being very specific about:
  - (a) Type of device
  - (b) The type of explosives used
  - (c) The placement of the device
  - (d) The time it is going to go off
  - (e) Whether it is intended to harm people
  - (f) The motive for setting the device

One or more of these factors can be used to determine the validity of the threat. If all the criteria above are met, there is a high probability that the device is real and in place, and an evacuation should be conducted immediately.

3. The decision to evacuate the building ultimately rest with the Superintendent or designee.
4. The bomb threat caller is the best source of information about the bomb. When a telephone caller makes a bomb threat, keep in mind the following guidelines:
  - (a) Try to keep the caller on the line as long as possible. Ask him or her to repeat the message. Record every word that is spoken by the caller.
  - (b) If the caller does not indicate the location of the bomb or the time of the possible detonation, ask him or her for this information.
  - (c) Inform the caller that the building is occupied and that the detonation of a bomb could result in death or serious injury to many innocent people.

D. Pay particular attention to background noises, such as motors running, music playing, people talking and any other noise that may give a clue about the location of the caller. Unfortunately, each set of circumstances has its own dynamic and special problems. These are intertwined and when looked upon as a total entity they can help you see the problem in better focus.

#### E. Evacuating the Buildings

1. Staff and students from the building will assemble at the designated area and wait for instructions. Administrator will notify the Superintendent or designee when their personnel have cleared the building.
2. Implement security measures for records, cash, etc., before clearing the offices.
3. The Superintendent or designee will be responsible for:
  - (a) Returning staff and students to building.
  - (b) Transferring staff and students to another location.
  - (c) Releasing staff and students for the day.

**LINCOLN STREET SCHOOL**  
**BOMB THREAT RESPONSE FORM**

<b>Upon receiving a bomb threat call, complete this form and CONTACT A SUPERVISOR IMMEDIATELY</b>		
Name of person receiving call:	Location:	Date:
Time of call: AM or PM (circle one)	Telephone no. receiving call:	
Name of person whom caller requested:		
<b>DETAILS OF CALL:</b>		
WORDS of caller ( <i>Record exact words</i> )		
I SAID ( <i>Record exact words</i> )		
WHEN will it explode? ( <i>Record exact words</i> )		
WHERE is it? ( <u>Record exact words</u> )		
WHAT does it look like? ( <i>Record exact words</i> )		
<b>WHO IS THE CALLER?</b>		
Name:	Address:	
Telephone:	Organization:	
Other statements ( <u>Records the exact words</u> )		
Time caller hung up: AM or PM. (circle one)		
<b>ADMINISTRATOR FOLLOW-UP:</b>		
Administrator Name:	Administrator Phone No:	
Administrator Action Taken:		
Agency Contacted? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, Agency Name:	
Contact Name: (person you spoke to)	Contact Phone No: <input type="checkbox"/> 911 <input type="checkbox"/> Other: .....	
Agency Recommendation or Instructions:		

## **FIRE**

- A. In case of fire in building the Administrator in the immediate area of the fire shall order evacuation of the area and notify the Superintendent or designee.
- B. The Superintendent or designee will:
  - 1. Order the evacuation of the other areas of the building according to specific building evacuation plans.
  - 2. Notify Red Bluff Police and Fire Departments – 911.
  - 3. Notify Sheriff's Office (530) 529-7988.
  - 4. Fight developing fires without endangering life.
  - 5. Shut down air conditioners/ventilators.
  - 6. Establish liaison with fire and law enforcement at scene.
  - 7. Determine actions: Dismiss, return and transfer personnel upon approval of the Superintendent.
  - 8. Implement any further actions needed.
- C. Administrator is to notify the employees who require additional support in order to safely evacuate the building. (ie...those confined to a wheel chair, visually impaired, deaf or hard of hearing)

## **EXPLOSION OR THREAT OF EXPLOSION**

- A. In the event of an explosion within a building, such as those caused by leaking gas, the Administrator or Supervisor should:
  - 1. Implement evacuation of the building according to specific building evacuation plans.
  - 2. The Administrator is to notify the employees who require additional support in order to safely evacuate the building. (ie...those confined to a wheel chair, visually impaired, deaf or hard of hearing)
  - 3. Notify:
    - (a) Superintendent or the designee
    - (b) Fire Department – 911
    - (c) Police Department – 911
    - (d) Red Bluff Police Department – 527-3131
    - (e) Sheriff's Department – 529-7988
    - (f) Office of Emergency Services – 529-7988
  - 4. Move to an area of safety as designated building evacuation plans. Face away from buildings.
  - 5. Fight fires without endangering life.
  - 6. Notify utility companies as needed:
    - (a) Pacific Gas & Electric – 800-743-5000
    - (b) City of Red Bluff - 527-2605



7. Notify St. Elizabeth Community Hospital (529-8000) if there is a casualty.
8. Organize available personnel to avoid rescue efforts. Contact Tehama County Health Services Department for assistance (527-8491) or Tehama County Public Health (527-6824).

B. Threat of explosion:

1. Evacuate building.
2. Follow procedures for Explosion (VII).

## **EARTHQUAKE**

A. Occupants should:

1. Remain inside building.
2. Try to avoid glass and falling objects.
3. Move away from windows where there are large panes of glass and from large cabinets, shelving or bookcases that could topple.
4. Walk – do not run – to secure area.
5. Move to shelter under desk, table or brace yourself inside a doorframe.
6. Do not run outside; you are safer inside.

B. The Administrator will:

1. Survey exit routes and visible damage.
2. Report to Superintendent or designee the status of building area and utilities.
3. Render first aid, if necessary.
4. Prohibit lighting any fires.
5. Isolate any fallen electrical wires.
6. Secure records, cash, etc. and lock safe.
7. Evacuate building upon orders of the Superintendent or the designee or your judgment of conditions in immediate area.
8. The Superintendent or the designee will order evacuation of building if necessary.
9. Contact local support authorities, police, fire etc.

C. Avoid objects that are liable to topple.

D. After the Earthquake:

1. Remain in the same position for a moment after the earthquake and visually assess your surroundings to be sure you are safe to move from your spot.
2. DO NOT attempt to evacuate or leave your immediate area unless absolutely necessary or when instructed to do so.

3. Check for injuries, and assist students and co-workers who are suffering from injury, shock or emotional distress.
4. Notify proper authorities, if possible, through whatever means are available if anyone has been injured and needs medical attention. Remember that help may not be forthcoming because power and communication links are usually disrupted following an earthquake.
5. Administer first aid to injured victims.
6. Assess your area for any dangers which might not withstand an aftershock and move away from it if possible.
7. Use telephone only in an emergency if it does work.
8. Tune into an emergency radio station for additional information and follow instructions from proper authorities.

## **CHEMICAL ACCIDENT**

- E. Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gases or chemicals.
- F. Should such an accident endanger the occupants or area of this building, Superintendent or designee will:
  1. Determine the need to implement evacuation of the building or surrounding area.
  2. Determine if assembly areas are safe.
  3. The Administrator is to notify the employees who require additional support in order to safely evacuate the building. (ie...those confined to a wheel chair, visually impaired, deaf or hard of hearing)
  4. Move crosswind, never up or downwind, to avoid fumes.
  5. Administer First Aid to injury victims.
  6. Notify Red Bluff Police and Fire Departments – 911.
  7. Direct other actions as required.
  8. Return staff and students to building when safe to do so at the direction of the Superintendent or designee.
  9. Upon approval of the Superintendent, release staff and students for the day if area is unsafe.
  10. Transfer staff and students to other location if directed.

## **RIOT**

- A. A riot may be defined as a large group of out of control individuals resulting in chaos and a complete breakdown of order. Adults are far out-numbered by students on campus at any given time and could not control such a situation without outside help.
- B. In the event of a large civil unrest incident on campus:
  1. Contact law enforcement immediately and notify them of the approximate number of participants and presence of weapons.
  2. Try to isolate the disorderly group away from other students by locking doors and windows or assembling orderly students in a secure area such as an auditorium or gymnasium.

## **FLOOD**

- A. The major concern during flooding is drowning or injury from floating debris. Water is the most powerful force on earth. No humans or machinery can operate successfully any length of time against a raging body of water.
- B. The only defense is to assess where the flood waters will go and get out of the way by moving to higher ground.
- C. In the event someone gets caught in a powerful current follow these rescue steps:
  - 1. Reach out to the person with an object they can grab.
  - 2. Throw a buoyant object out that will help them stay on the water surface. If the object is tied onto a line, tie off the shore end to something sturdy so the power of the water does not pull you in.
  - 3. Attempting to swim to the individual is very dangerous. Many would-be rescuers drown unless they are wearing flotation equipment, and even then have lost their life if the equipment fails.

## **MEDICAL EMERGENCY**

- A. Assess the victim. Call 911 if he/she is unconscious or if you are concerned about his/her condition.
- B. Apply immediate first aid if you know what to do. Improper first aid can harm more than help if you have not been trained, so locate someone who is trained.
- C. DO NOT move an injured or unconscious individual except in cases where the area is dangerous or unsafe.

## **POWER FAILURE**

Power failures may result in loss of telephone service, heat, water and light causing potential emergency situations. Use of portable generators to restore power can be dangerous to utility workers trying to restore the power on transmission lines.

- A. Retain room heat by keeping doors and windows closed or wear outdoor clothing to keep warm. Do not use heating appliances not meant for space heating or which require outside venting for heat.
- B. Minimize water use so Red Bluff City water pump expansion tank water supplies last as long as possible.
- C. Use available outside light or battery powered flashlights.
- D. Use battery radios or cellular phones for communication in place of telephones.

## **GUNMAN/VIOLENT INTRUDER ON CAMPUS**

All Lincoln Street School personnel should be familiar with and follow the procedures of the site to which they are assigned.

- A. Anyone observing someone committing an act of violence or appearing to commit an act of violence should report the incident immediately by calling 911.
  - 1. Attempt to get to a safe location and report the description of the suspect and their last known location. If you are using a cell phone, the 911 may not work and you need to call your local police department or sheriff's office directly:
    - (a) Red Bluff Police Department – 527-3131
    - (b) Sheriff's Department – 529-7988
  - 2. Notify a supervisor or administrator so that the building sites can be alerted/warned.

- B. Everyone should be trained to be aware of their surroundings and assume that anyone appearing with a weapon is serious.
1. Supervisors/administrators should reinforce to employees that warning the building sites of a possible gunman/intruder is extremely important.
- C. The supervisor or designee will make the decision to Lockdown or Evacuate the building sites.
1. The announcement of a lockdown will be made over the intercom phone system or Catapult indicating Lockdown Level 1, 2, or 3 by the Superintendent or Administrator.
  2. The announcement will also be made by email from Superintendent or Administrator.
  3. Level 1 Lockdown is initiated when the threat:
    - (a) Is exterior to the building.
    - (b) Risk level is low/ not imminent.
  4. Level 2 Lockdown is initiated when the threat:
    - (a) Is exterior or interior to the building.
    - (b) Poses a heightened level of risk.
  5. Level 3 Lockdown is initiated when the threat:
    - (a) Is interior to the building.
    - (b) Risk level is extreme.
- D. In the event of Lockdown Level 1 the following procedures will be followed:
1. All exterior doors will be locked by:
    - (a) Lincoln Street School – Administrator or designee
  2. The main entrances will be locked and monitored.
  3. Staff will remain in the building.
  4. Movement of staff will be limited and monitored.
  5. Normal work should take place.
  6. Dismissal of students should proceed as per normal routine.
  7. Wait for further instructions from supervisors/designees. Announcements will be made periodically to notify staff of Lockdown status.
  8. All offices/work areas will be locked.
  9. All window coverings will be closed.
  10. Staff offices/work areas.
  11. Do not attempt to contact Superintendent unless you have pertinent information.
  12. If you require immediate medical attention call 911. Render first aid as needed.

13. Wait for further instructions regarding change of Lockdown Level, dismissal of and details.

Announcements will be made periodically to notify staff of Lockdown status.

E. In the event of Lockdown Level 2, the following procedures will be followed:

1. Staff will be directed to secure themselves in their work area and behind a second door, if possible.
2. Staff who are outside the area should be brought inside once the lock-down has been initiated.
3. Staff should take a cell phone with them, if possible.
4. Once secured, close the window coverings and lock the doors.
5. In the secured area, have staff sit on the floor or lay down out of sight of any windows.
6. If possible, use heavy desks, file cabinets, etc. to barricade the doors.
7. If urgent medical care is required or have a critical situation call 911. Render first aid if possible.
8. Once you have barricaded yourself into your retreat location, stay there until you hear further instructions from the supervisor/administrator or designee. Do not attempt to call the office unless you have pertinent information. Announcements will be made periodically to notify staff of Lockdown status.
9. Do not open the door for anyone else, even a law enforcement officer; unless they can produce an ID or you can verify their identification by phone.

F. In the event of an evacuation, staff will assemble at the designated area and wait for instructions.

1. The Administrator will notify the Superintendent or designee when their personnel have cleared the building.
2. The Superintendent or designee will be responsible for:
  - (b) Returning staff and students to building.
  - (c) Transferring staff and students to another location.
  - (d) Releasing staff and students for the day.
3. Encountering a gunman/intruder in an open area:
  - (a) Try and put as much distance as possible between you and the suspect by running away from the suspect. Use a zigzag pattern moving left and right and keep running.
  - (b) Attempt to get to a safe location and call 911 to report the description of the suspect and their last known location. If you are using a cell phone, the 911\* may not work and you need to call your local police department or sheriff's office directly:
    - Red Bluff Police Department – 527-3131
    - Sheriff's Department – 529-7988
4. Encountering a gunman/intruder in close proximity, it is important you do the following:
  - (a) Do not scream or throw up your hands, as this may startle the suspect.

- (b) Put yourself into a non-threatening, submissive posture by slightly hunching your shoulders downward, looking down toward the suspect's knees and ankles and not raising arms/hands above your shoulder. Keep eyes moving from the suspect's face and hands to their feet and ankles. This posture makes the suspect believe that you are not a threat.
  - (c) Start moving out of the area in small steps while telling the suspect in a soft non-threatening tone, "take it easy, take it easy, I'm not going to give you a problem," etc. Do not argue or use threatening body language.
  - (d) Once you are out of the suspect's immediate area, turn and run in a zigzag pattern to safety.
5. In the event you are taken hostage, the goal is to become a "good hostage" by not appearing to be a hostile threat or being too cowering and submissive. Assure the hostage taker that the suspect is in charge and you are going to comply.

## PANDEMIC

A. A pandemic is defined as an *epidemic occurring over a very wide area* (several countries or continents) and usually affecting a large proportion of the population.

The World Health Organization (WHO) provides an influenza pandemic alert system, with a scale ranging from Phase 1 (a low risk of a flu pandemic) to Phase 6 (a full-blown pandemic).

**Phase 1:** A virus in animals has caused no known infections in humans.

**Phase 2:** An animal flu virus has caused infection in humans.

**Phase 3:** Sporadic cases or small clusters of disease occur in humans. Human-to-human transmission, if any, is insufficient to cause community-level outbreaks.

**Phase 4:** The risk for a pandemic is greatly increased but not certain.

**Phase 5:** Spread of disease between humans is occurring in more than one country of one WHO region.

**Phase 6:** Community-level outbreaks are in at least one additional country in a different WHO region from phase 5. A global pandemic is under way.

Occupational Health and Safety standards impose additional requirements on employers to protect employees from airborne infectious diseases like COVID-19 and pathogens transmitted by aerosols. Under section 3203 of California's general industry safety regulations, employers must establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards. Employers are required to determine if the infectious disease is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from federal, state and local guidelines. It is the employer's responsibility to maintain a current and relevant IIPP.

All staff are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted Superintendent or Designee. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework policies are provided to assist in limiting the spread of influenza at the primary and alternate worksites.

### Preventative Measures

- Know How It Spreads
- Wash Your Hands Often
- Avoid Close Contact (Social distancing)
- Wear Face Coverings

- Clean and Disinfect
- Monitor Your Health Daily

### **Monitor Your Health Daily**

Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. This is especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet. Follow reopening plan guidelines.

**LINCOLN STREET SCHOOL BUILDING AND SITE EVACUATION PLANS**

Refer to Emergency Operations Plan



**LINCOLN STREET SCHOOL POLICIES**