

Ocean View School District

Comprehensive School Safety Plan



Ocean View Junior High School
Heather Hendrix, Principal
2010-2011

Board Approved December 14, 2010

SECTION I – SAFE SCHOOL PLAN	1
ASSESSMENT OF CURRENT STATUS OF SCHOOL CRIME	1
CHILD ABUSE REPORTING PROCEDURES	1
DISCIPLINE PLAN.....	2
<i>School Rules</i>	2
<i>Levels of Consequences</i>	3
DISCRIMINATION/HARASSMENT	4
DRESS CODE	4
HATE CRIME REPORTING PROCEDURES	4
SAFE AND ORDERLY ENVIRONMENT	5
<i>Positive School Climate and Conduct</i>	5
SAFE INGRESS AND EGRESS	6
SAFE SCHOOL PLAN.....	6
<i>Introduction</i>	6
<i>Action Plan</i>	6
SEXUAL HARASSMENT-PERSONNEL.....	7
SEXUAL HARASSMENT-STUDENTS	8
SUSPENSION/EXPULSION	9
SUSPENSION/EXPULSION-TEACHER NOTIFICATION	10
SECTION II – INITIAL RESPONSE CHECKLISTS	10
AIRCRAFT CRASH.....	10
BOMB THREAT	11
EARTHQUAKE – DUCK, COVER, HOLD.....	11
FIRE	13
FLOODING	14
HAZARDOUS MATERIALS INCIDENT.....	14
LOCK DOWN	15
DIRECT RESPONDING EMERGENCY PERSONNEL TO THE VICTIM(S)	15
MEDICAL EMERGENCY	15
NUCLEAR ATTACK.....	16
PANDEMIC FLU.....	17
RIOT/CIVIL DISORDER.....	18
SUSPICIOUS INDIVIDUAL OR CRIMINAL ACTIVITY ON CAMPUS	19
TSUNAMI	20
UTILITY FAILURE	20
SECTION III – POSITION RESPONSIBILITIES	21
ASSEMBLY/SHELTER UNIT	21
DEPUTY INCIDENT COMMANDER	22
FACILITIES UNIT	22
FOOD UNIT	23
HAZARD CONTROL BRANCH.....	24
INCIDENT COMMANDER.....	24
LOGISTICS SECTION CHIEF	26
MEDICAL BRANCH	28
PUBLIC INFORMATION OFFICER (PIO)	30
SEARCH AND RESCUE BRANCH.....	31
SECURITY BRANCH.....	32
SECTION IV – SITE EMERGENCY PLAN	34
EMERGENCY PLAN DIGEST	34
EMERGENCY PLAN	35
<i>Definition</i>	35
<i>Procedure</i>	35
<i>Phase I</i>	35
<i>Phase II</i>	35
<i>Phase III</i>	36
EMERGENCY MAP	38

SECTION I – SAFE SCHOOL PLAN

ASSESSMENT OF CURRENT STATUS OF SCHOOL CRIME

Staff members are expected to work with the principal, families and outside agencies to create a safe school environment for all students, parents, and staff. Suspensions are noted below by school year. Suspensions for the past year are noted by reason. The school also experiences vandalism through graffiti that is painted on windows and building or etched onto windows. The school and District work with Oxnard Police Department to file reports and hold vandals accountable. Graffiti is removed as soon as possible. Additionally, the District is working toward a viable video surveillance system to monitor school grounds during non-school hours.

Number of Suspensions, Days of Suspension and Students Suspended

Year	# of Suspensions- In School	# of Suspensions- Out of School	# of Days of Suspension- In School	# of Days of Suspension- Out of School	# of Students Suspended
2003-2004	151	47	325	136	198
2004-2005	170	64	392	177	234
2005-2006	121	99	262	266	220
2006-2007	81	116	81	145.5	143
2007-2008	219	208	219	437	420
2008-2009	150	138	233	308	284
2009-2010	90	76	188	282	166

Number of Suspensions in 2009-2010 by Reason

Reason	Number of Suspensions
a1	12
a2	30
b	3
c	18
d	
e	
f	5
g	5
i	1
j	
k	75
l	
m	
n	
o	
p	
0.2	9
0.3	
0.4	7
0.7	1
s	

CHILD ABUSE REPORTING PROCEDURES

School employees are mandated reporters and are obligated to report all known or suspected incidents of child abuse and neglect. General procedures are noted below.

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department.

Human Services Agency - Children's Services
4651 Telephone Road
Ventura, CA 93003
(805) 654-3200

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. Mandated reporters may obtain copies of the above form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known:

- a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade and class
- c. The names, addresses and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her.

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case.

DISCIPLINE PLAN

School Rules

Ocean View Junior High School is a community of students gathered for the purpose of formal learning wherein each respects him or herself, others, and the institution. Proper student conduct is important so that all students have the maximum opportunity to learn.

The following school –wide rules are to help students meet their responsibilities:

- Students will be responsible for following all established classroom and playground rules. By following the rules, students can be certain that their rights and the rights of others as well as their own safety is honored and protected.
- Students will be respectful toward all faculty and staff members, parent volunteers, and other students. Students will refrain from: fighting and/or provoking others, using profane or obscene language, responding to others in a defiant manner, and disturbing classes.

- Students will be respectful of and responsible for using school equipment and facilities in an appropriate manner. Students will refrain from purposeful destruction or theft of another person's and/or school property. Students and/or their parents are expected to make restitution for lost books or damaged property.
- Students will be punctual and in attendance at all classes unless excused by a parent or guardian. A written note explaining the student's absence is required from the parent or guardian upon the student's return to school. Parents must sign a release form in the office before a student can be released during the school day. Students cannot be released to a friend or a neighbor unless they are listed on the emergency card.
- Students will honor school as a place for academic and social learning. Students will refrain from bringing and using toys, radios, skateboards, and other personal play equipment onto the school campus. In addition, sports equipment is provided by the school and is not to be brought from home without prior permission from the teacher.
- Students will stay within the school boundaries during school hours.
- Students will follow school rules for behavior when traveling to and from school or involved in an off-campus school activity such as a field trips, concerts, athletics, etc.
- Students will follow all school rules for behavior when attending assemblies or evening activities and will exhibit appropriate audience skills.

Levels of Consequences

LEVEL 1-Lunch Detention: Assigned by any teacher or school personnel working with students in accordance with Ed. Code. Student will be provided a lunch; Failure to serve lunch detention will result in After School Detention and parents will be notified.

LEVEL 2-After School Detention: Assigned by a teacher or any school personnel working with students in accordance with Ed. Code. Failure to serve or inappropriate behavior used in **After** School Detention will result in Friday School and parents will be notified.

LEVEL 3-Friday School: Assigned by assistant principal, but can be referred by staff for assignment. Failure to serve or inappropriate behavior will result in two days In-School Suspension. Parents will be notified.

If a student has a conflict for an after-school or Friday School detention, they MUST see the assistant principal and make other arrangements or the consequence goes to the next level.

LEVEL 4-In School Suspension (ISS): Students may be assigned to **ISS** for one to five days. They may have to ride a late bus in the morning and will return home at the regular time (2:34). The student's teachers will be notified in writing of the suspension and are required to provide assignments for the period of suspension. The assignments will be sent to the ISS room as soon as possible. The student's completed work will be returned to the regular teachers by the ISS teacher upon his/her return to class. During the suspension the regular teachers should not mark the student absent. The student must have a re-admit from the Attendance office in order to return to class following ISS.

LEVEL 5-Out of School Suspension: Assigned by Administration. Student is out of school one to five days in accordance with Ed. Code for a maximum of twenty days in a school year.

LEVEL 6-Alternative Placements: These programs are for students unable to maintain appropriate behavior in a regular school program after having been placed in Opportunity Class. One example of an alternative placement is Gateway, a county community school which is available via a SARB referral.

LEVEL 7-Expulsion: Expulsion proceedings are initiated by the principal, heard by an expulsion committee, and ultimately are the responsibility of the Board of Trustees. The grounds and procedures for expulsion are defined by the Education Code and Board Policy.

DISCRIMINATION/HARASSMENT

District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation.

Ocean View School District prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

DRESS CODE

It is important that students are appropriately attired during school hours. Clothes should not cause a disruption of school activities or endanger safety. The following dress code will be enforced:

1. Hats or other headgear (including hoods) may only be worn facing forward, and only be worn outside.
2. Sunglasses are not permitted at school (except for prescription glasses).
3. Shorts will be allowed if they are at least mid-thigh or longer in length, and may NOT be baggy, frayed, or ripped. Spandex shorts are not allowed.
4. Skirts and dresses must be mid-thigh when sitting.
5. Tank tops may only be worn under a shirt or blouse.
6. No midriff or low cut tops. No spaghetti "straps". All straps must be 2" or wider.
7. Shoes are to be worn at all times. Open-toed or backless shoe are not permitted due to safety hazards. Shoes appropriate for Physical Education activities should be worn during Physical Education. Shoes must provide protection.
8. Pants that are over-sized and will not stay up without a belt are not permitted.
9. Belts must fit around the waist. Belt buckles should not have initials.
10. Chains of any kind (does not include jewelry) are not allowed.
11. Clothes, which display Kings, Raiders, Cowboys, SOX, or any other gang-related names/insignias, are not allowed.
12. No socks extending halfway up to the lower leg. Socks that meet the shorts is gang attire.
13. Any clothing that advocates drugs, alcohol, gangs, violence, illegal acts or morbidity (skull and crossbones, negativity) or has sexual overtones will not be allowed.

HATE CRIME REPORTING PROCEDURES

Ocean View School District affirms the right of every student to be protected from hate-motivated behavior. Any student who feels that h/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

SAFE AND ORDERLY ENVIRONMENT

Conduct

Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program. Behavior is considered appropriate when students are diligent in study, careful with school property, courteous and respectful towards their teachers, other staff, students, and volunteers.

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers staff and/or students
2. Behavior that disrupts the orderly classroom or school environment
3. Harassment of students or staff, including bullying, intimidation, hazing, or initiation activity, or any other verbal written or physical conduct that causes or threatens to cause bodily harm or emotional suffering
4. Damage to or theft of property belonging to the district, staff, or students
5. Possession of laser pointers, unless used for a valid instructional or other school-related purpose, including employment
6. Profane, vulgar or abusive language
7. Plagiarism or dishonesty in school work or on tests
8. Inappropriate dress
9. Tardiness and unexcused absence from school
10. Failure to remain on school premises in accordance with school rules

Positive School Climate

Ocean View School District provides an orderly, caring and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Staff members teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. Students receive instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways.

Students have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. The Superintendent or designee may initiate student courts, campus beautification projects, buddy systems, vandalism prevention campaigns and other similar programs. Staff members encourage and reward success and achievement, participation in community projects and positive student conduct.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction and mediation skills. Staff shall receive training that implements and supports conflict resolution techniques, and training in conflict resolution techniques shall be available to parents/guardians and volunteers.

SAFE INGRESS AND EGRESS

The school has established strong procedures for arriving and departing from school. The entrance and exit are as well as lanes for bus drop off and parent drop off are clearly marked. The principal, vice-principal and other staff monitor the entrance as students arrive and depart each day.

SAFE SCHOOL PLAN

Introduction

Based on the 2000/2001 Safe School Plan revision and the 2004 Ocean View Jr. High School Survey, the Ocean View Junior High School, Site Council presents this Safe School Action Plan.

Action Plan

Component 1 - Personal Characteristics of Students and Staff

Areas of Strength	<ul style="list-style-type: none"> ➤ New Adopted Language Arts materials provide support for higher learning and differentiation in the classroom ➤ Teaching and learning are the priority of the school ➤ Rigorous instruction and curriculum is the expectation for both staff and students.
Improvement Priority	<ul style="list-style-type: none"> ➤ Students continue to come into junior high with below grade level skills, we must use all of our strategies to prepare all students for the rigors of high school. ➤ Without increasing promotion requirements, students are unwilling to strive for improved learning.
Solutions	<ul style="list-style-type: none"> ➤ Continue minimum promotion requirements and high expectations for staff and students. ➤ Restructure the master schedule- attempt more “block” classes. ➤ Use the RTI model to get intervention early and often to all students who need help ➤ Use School liaison to get Pt. Mugu parents more involved in the culture of the school. ➤ Improve school image in the community with positive press and events.
Staff Development	➤ Continue Title III staff development to get our English learners beyond BASIC
Funds	➤ Categorical funds as available.
Assessment	➤ Staff and student complaints/praise throughout the year.

Component 2 - The School's Physical Environment

Areas of Strength	<ul style="list-style-type: none"> ➤ Aesthetic environment of the school is in a continual improvement mode, construction will begin on new 2-story building this year. ➤ Graffiti continues to be cleaned up quickly and has been declining the past several years. ➤ There are clear crisis intervention procedures-practice lockdowns and actual lockdowns are practiced in conjunction with Oxnard Police Department. ➤ Improved communication using Connect Ed, Agenda, and web page.
Improvement Priority	<ul style="list-style-type: none"> ➤ Campus has grown which hampers the community for “watching” our campus during non-school times. ➤ Campus is not enclosed-easy access for unauthorized personnel.
Solutions	<ul style="list-style-type: none"> ➤ Complete development concept for field area using Bond money from construction. ➤ Install a camera and safety lights to help visibility and deter crime. ➤ Complete enclosure of campus once construction is complete. ➤ Develop improved plan for supervision placement. ➤ Continue to improve physical exit paths with building of district office. ➤ Improve ingress and egress patterns.
Staff Development	➤ Safety training and refinement of procedures ongoing.
Funds	➤ Categorical funds as available.
Assessment	➤ Staff and student complaints/praise throughout the year.

Component 3 - The School's Social Environment

Areas of Strength	➤ Staff exhibits a high level of concern for students and take the time to get to know their individual needs and strengths..
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	<ul style="list-style-type: none"> ➤ Students feel safe in reporting crime or other issues to adults on campus. ➤ Majority of students and parents have faith in staff to maintain a safe environment for students.
Improvement Priority	<ul style="list-style-type: none"> ➤ Improve consistency among staff for enforcement of school rules, has been increasingly better the last few years. ➤ Work to improve a sense of community and school partnerships with all stakeholders.
Solutions	<ul style="list-style-type: none"> ➤ Oxnard Police presentation on gangs, drugs, and weapons on campus. ➤ Discuss in faculty meeting the procedures to report and deal with threats (student, adults, or in the community). ➤ Re-establish the teaching of Conflict Resolution with more emphasis on Peer Mediators.
Staff Development	<ul style="list-style-type: none"> ➤ Safety and First Aid. ➤ Gang/Violence and Terrorism threat. ➤ Bullying and Harassment Prevention.
Funds	➤ Categorical funds as available.
Assessment	➤ Staff and student complaints/praise throughout the year.

Component 4 - The School's Culture

Areas of Strength	<ul style="list-style-type: none"> ➤ Students feel pride in their school and the rigorous criteria for promotion ➤ Staff is supportive in promoting and ensuring academic excellence. ➤ A majority of the students feel the staff is accessible and willing to give support. ➤ There is a clear set of expectations and procedures for student behavior.
Improvement Priority	<ul style="list-style-type: none"> ➤ Time within the day to work on staff/student communication and support. ➤ Emphasis placed on reaching academic standards-little time is left for personal growth for both students and staff.
Solutions	<ul style="list-style-type: none"> ➤ Re-establish programs to encourage emotional growth. ➤ Increase the role and influence of Student Council on campus. ➤ Expose students to successful adults. ➤ Stress Career Training for 8th graders.
Staff Development	➤ Use collaboration time to improve our staff to staff relationships as well as our relationships with students and parents.
Funds	➤ Categorical funds as available.
Assessment	➤ Staff and student complaints/praise throughout the year.

SEXUAL HARASSMENT-PERSONNEL

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the work or educational setting, when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made expressly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her
3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work performance; creating an intimidating, hostile or offensive work environment; or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the district

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor or any other employee, or a non-employee, in the work or educational setting, include but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions or the spreading of sexual rumors
2. Unwelcome visual conduct such as written notes, drawings, pictures, graffiti, gestures or sexually explicit e-mails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

SEXUAL HARASSMENT-STUDENTS

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumor
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposefully cornering or blocking normal movements
10. Displaying sexually suggestive objects

SUSPENSION/EXPULSION

Serious misbehavior may be grounds for suspension or expulsion from school. Suspension is the removal of a student from participation in all school activities for up to five days. Suspension is at the discretion of the principal or designee. In most cases students are assigned to an alternative punishment rather than being sent home. Generally, misbehavior related to weapons or drugs will result in out-of-school suspension and recommendation for expulsion. Students may be suspended or expelled based on the following matrix.

Must Recommend Expulsion (Mandatory – EC 48915(c))	Shall Recommend Expulsion Except in Special Circumstances (Expulsion Expected)	May Recommend Expulsion (Discretionary) EC §48900
<p>Act <u>must</u> be committed at school or school activity.</p> <p>1. Weapons</p> <p>a. Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission from a certificated employee that is concurred with by the principal or designee. Selling or otherwise furnishing a firearm</p> <p>b. Brandishing a knife at another person.</p> <p>Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053 et. seq.</p> <p>Committing or attempting to commit a sexual assault as defined in subdivision (n) of 48900 or committing sexual battery as defined in subdivision (n) of 48900.</p> <p>Possession of an explosive.</p>	<p>Act <u>must</u> be committed at school, school activity, or on the way to and from school or school activity.</p> <p>Education Code Section 48915 (a) states that an administrator shall recommend expulsion for the following violations [except for subsections (c) and (e)] unless the administrator finds that expulsion is inappropriate due to a particular circumstance.</p> <ol style="list-style-type: none"> 1. Causing serious physical injury to another person, except in self-defense. Education Code Section 48915 (a) (1). 2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. Education Code Section 48915 (a) (2). 3. Possession and/or use of any substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis. 4. Robbery or extortion. Education Code Section 48915 (a) (4). 5. Assault or battery, or threat of, on a school employee. <p>The recommendation for expulsion shall be based on one or both of the following:</p> <ol style="list-style-type: none"> 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. 2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)]. 	<p>Act must be committed at school, school activity, or on the way to and from school or school activity.</p> <ol style="list-style-type: none"> a. †Inflicted physical injury b. Possessed dangerous objects c. Possessed drugs or alcohol (policy determines which offense) d. Sold look alike substance representing drugs or alcohol e. Committed robbery/extortion f. Caused damage to property ‡ g. Committed theft h. Used tobacco (policy determines which offense) i. Committed obscenity/profanity/vulgarity j. Possessed or sold drug paraphernalia k. Disrupted or defied school staff l. Received stolen property m. Possessed imitation firearm n. Committed sexual harassment o. Harassed, threatened or intimidated a student witness p. Sold prescription drug Soma q. Committed hazing <p>48900.2 Sexual harassment 48900.3 Hate violence 48900.4 Creating disorder 48900.7 Terroristic threats</p> <p>The recommendation for expulsion shall be based on one or both of the following:</p> <ol style="list-style-type: none"> 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. 2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)]. <p>† Section 48900 (s) (Statutes of 2001) states a pupil who aids or abets in infliction of physical injury to another, as defined in Penal Code 31, may suffer suspension, but not expulsion. However, if a student is adjudged by a court to have caused, attempted to cause, or threatened personal injury, the student may be expelled. ‡ Section 48900 (t) "school property" includes, but is not limited to, electronic files and databases.</p>

Students may be suspended or expelled for the above acts including, but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, whether on or off the campus; and 4) during or while going to or coming from a school sponsored activity.

A teacher has the right to suspend a student for up to two (2) days from his or her classroom for offenses listed above. This includes the date of the suspension. The teacher will arrange a parent conference prior to the student returning to class.

Board policy governs suspension and expulsion due process for regular and special education students.

SUSPENSION/EXPULSION-TEACHER NOTIFICATION

Teachers are informed of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code §48900 except possession or use of tobacco products, §48900.2, §48900.3, §48900.4, and §48900.7. This information is based on district records maintained in the ordinary course of business or records received from a law enforcement agency.

At the beginning of each year, the school administrator provides to each teacher a list of students suspended or expelled for his/her review. The teacher documents that they have been notified by signing a notification list.

SECTION II – INITIAL RESPONSE CHECKLISTS

AIRCRAFT CRASH

What to do if an aircraft crashes on or near the school.

Principal:

1. Call 9-1-1 to report the crash and notify District Office.
2. Perform a quick assessment of the situation and determine if immediate evacuation is necessary
3. Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Hazard Control Unit, the Search and Rescue Unit, the Medical Unit, the Assembly Area Unit, and the Student Release Unit.
4. You are the Incident Commander. Begin a comprehensive assessment of the situation and direct resources until emergency response personnel arrive.
5. Upon arrival of emergency responders, form a unified command with them and direct your resources accordingly.

Teachers:

1. Determine if your class is in immediate danger.
2. If the class is in danger evacuate your class to a safe location. If it is safe, stay in your room.
3. If you evacuate, take roll and document absent and/or missing students on class attendance sheet.

4. Move your class to the designated Assembly Area, as directed. Once it has been established.
5. Activate the Buddy System and either remain in Assembly Area to supervise students or report to the Command Post for assignment. Wait for further instructions.

BOMB THREAT

What to do in case of a bomb threat.

Discovering Party: If you receive a bomb threat over the telephone, ask the following:

- When will it explode?
- Where is the bomb right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Why did you place the bomb?
- What is your address? (Where are you?)
 - a) Note: They actually may tell you.
- What is your name?

Principal:

1. Dial 9-1-1 to notify police of Bomb Threat. Contact the District Office.
2. If you believe the bomb threat is credible, do not use a walkie talkie or cell phone. (There are some radio controlled bombs).
3. Determine if you will evacuate the school before conducting a search. Activate the alarm signal (bell-verbal) if you decide to conduct an evacuation.
4. Evacuate to Assembly Area.
5. Minimum the Incident Command System Activation recommended: Operations Section and Hazard Control Unit.
6. In conjunction with the Police Department, direct a search of the campus.

EARTHQUAKE – DUCK, COVER, HOLD

What to do in case of an earthquake.

If inside:

- Take cover under a desk or strong table, or sit or stand against an inside wall.
- Stay inside the building. Leaving the building will subject you to falling debris, downed power lines and other hazards.
- Stay away from windows, glass, bookcases and outside doors.

- Do not use telephones. Place receivers back on the cradle.
- If a fire develops, follow the procedures in the Fire Section.
- Do not light a cigarette or strike a match until gas lines are checked out.
- Tune to Ventura County Emergency Alert Stations (EAS) include: KHAY 100.7 FM and KVEN 1450 AM.
- Prepare to evacuate to the Assembly Area, if instructed to do so.

If outside:

- Move away from buildings and utility wires.
- Watch for falling glass, electrical wires, poles, trees, or other falling debris.
- Prepare to relocate to evacuation Assembly Area, if instructed to do so.

Principal:

1. Establish a command post and initiate damage assessment; report to the District Office.
2. If necessary, direct the evacuation of staff and students to assembly areas.
3. Activate a Search Team to check all buildings for trapped or injured staff and students.
4. Ensure that the disabled are assisted in the evacuation.
5. Minimum Incident Command System Activation recommended:
 - a. Operations Section. b. Search and Rescue Unit. c. Assembly Unit. d. Hazard Control Unit.
 - b. Refer to Section 4. You are now the Incident Commander.

Teachers:

1. Give the **Duck, Cover and Hold** command to students and employees. Duck, cover and hold yourself.
2. When shaking stops, note condition of your neighbors.
3. Determine if an immediate evacuation is necessary (if in your opinion remaining in the building is a hazard). If you do not believe an evacuation is necessary, stay in the building and await further instructions. (Refer to Facility Map for your assigned area.) If you believe an immediate evacuation is necessary, direct an orderly evacuation to your pre-designated Assembly Area.
4. Take your “Go Bag” and roll book to the Assembly Area.
5. Take roll and document absent and/or missing students on class attendance sheet.

6. Teachers are now available to activate the Buddy system and either remain in Assembly Area for student care or report to the Command Post for assignment. (Refer to Section 4).
7. Determine the first aid needs of your class. Prepare to have injured students transported to the Treatment Area, when activated.

FIRE

What to do in case of a fire.

Discovering Party:

1. Activate nearest accessible manual alarm pull box, or notify the office that there is a fire at (**say location**). The Office will call the fire department.
2. Clear everyone from the immediate area.
3. Close – but do not lock all doors leading to fire area to isolate the area and prevent spread of fire.

Principal:

1. Upon knowledge of fire, activate alarm signal (**bell and verbal**) and ensure that 9-1-1 has been dialed. Establish a Command Post and report the fire to the District Office.
2. Supervise the evacuation of staff and students to assembly areas.
3. Direct an employee to check all bathrooms and training rooms for staff and students.
4. Ensure that the disabled are assisted in the evacuation.
5. Minimum Incident Command System Activation recommended: a. Assembly Unit, b. Operations Section, and c. Hazard Control Unit. Refer to Section 4. You are now the Incident Commander.

All Personnel:

- Do not panic. Remain calm and listen to instructions
- Do not open hot doors. Before opening any door, touch it near the top to see if it is hot. Do not break windows – oxygen feeds fires.
- Evacuate when instructed to do so. Take Roll Book and pen and pencils. Use pre-planned evacuation routes (refer to Facility Map), if safe to do so, otherwise use the safest route.
- Take your “Go Bag” and roll book to the Assembly Area.
- Call 911 at earliest opportunity.
- Once in the Assembly Area, do not leave until instructed to do so. Teachers should immediately take roll, document absent, and or missing students on class attendance sheet. Turn attendance sheet in to the Assembly Unit Leader.
- If the fire is small (no bigger than a desk) use the nearest fire extinguisher to put it out. **Do not risk personal safety to put out a fire.**

FLOODING

What to do in case of a flood.

Principal:

1. If you are experiencing flooding problems which might affect your school site, contact the District Office.
2. Establish a Command Post and tune to the Emergency Alert Station (EAS) to receive an update on the storm. Tune to 100.7 FM or 1450 AM for EBS.
3. If flooding is imminent, Minimum Incident Command System Activation recommended: Operations Section, Hazard Control Unit (Section 4) and the Logistics Section to begin sandbagging and other property protection measures as required.
4. Determine from the District and local authorities if the school is to be evacuated or closed. If so, activate the Student Release Unit (Section 4) to begin the student release process.
5. Activate other Incident Command System functions as required to support your actions.

Teachers:

1. Keep students indoors until it is determined to be safe.
2. Prepare to evacuate students. Evacuate students to pre-designated Assembly Area if an evacuation is ordered.
3. Take roll and document absent and/or missing students on class attendance sheet.
4. Prepare to release students to the Student Release Unit. Note: Do not release any students until you have completed the Student Accounting Form. Prepare to release individual students according to the student release procedures.

HAZARDOUS MATERIALS INCIDENT

What to do in cases of a Hazardous Materials Incident.

Principal:

In the event that a hazardous material is released in the area of the school, the Police Department and/or Fire Department will determine if an evacuation of the school is necessary. If an evacuation of the school is necessary, you will be instructed where to go and which routes to take. Inform the District Office of the evacuation order and relay any additional assistance needed.

1. Establish and maintain communication with the Police Department and the District's Emergency Operations Center. Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Logistics Section.
2. If an evacuation to another location is imminent, prepare to move students and staff to the designated shelter utilizing available resources
3. Until ordered to evacuate assume that a "shelter-in-place" strategy will be employed and do the following:
 - a. Direct that all students and staff remain indoors until it is safe.

- b. Direct that all heating-ventilation and cooling units are shut down.
- c. Direct that all windows are shut.

Teachers:

1. Upon notification that a hazardous materials incident has affected the school, keep calm while preparing for an evacuation to another location, if directed.
2. Keep students calm.
3. Close all classroom doors and windows.
4. Ensure that the heating-ventilation and cooling system is shut down.
5. Unless otherwise instructed, assume that a “shelter-in-place” strategy is being utilized. Keep all students indoors until it is determined to be safe.

LOCK DOWN

What to do in case of a lock down.

All personnel:

1. First person to become aware of the situation should use the telephone’s “page” to notify all staff.
2. Person at front desk locks the lobby doors.
3. All staff grabs cell phones or emergency bags and meet in Lockdown Assembly Area.
4. At the Lockdown Assembly Area the person with the most responsibility assigns person to call 911.
5. Report medical emergency to Incident Commander.
6. Await instructions.

Incident Commander:

1. Ensure that 9-1-1 has been called.
2. Provide emergency First Aid. Utilize the school nurse if available. Activate the Medical Unit if there are multiple casualties.

Direct responding emergency personnel to the victim(s).

MEDICAL EMERGENCY

What to do in case of a medical emergency.

All personnel:

1. If situation is life threatening, Dial 9-1-1.

2. Report medical emergency to School Principal.
3. Await instructions.

Principal:

1. Ensure that 9-1-1 has been called and report medical emergency to District Office.
2. Provide emergency First Aid. Utilize the school nurse if available. Activate the Medical Unit if there are multiple casualties
3. Direct responding emergency personnel to the victim(s).
4. Isolate staff and student from the victim(s).

NUCLEAR ATTACK

What to do in case of a nuclear attack.

This plan is designed to provide direction in the unlikely event a nuclear weapon detonates away from the city. The blast effect is assumed to not threaten the City. The hazard of such an incident is the associated radioactive fallout. (Note: Due to Electromagnetic Pulse, electronic and communication equipment may fail).

Principal:

1. Establish and maintain communication with the District's Emergency Operation Center (EOC). Establish a command Post. Minimum Incident Command, System Activation recommended: Operations Section, Logistics Section and Facilities Unit.
2. Direct the Facilities Unit to begin locating food and water.
3. Direct the Facilities Unit to begin protecting each building containing people for nuclear fallout. Any object placed between the fallout and people can help to reduce exposure.
4. Direct that all heating-ventilation and cooling units be shut down.
5. Direct teachers to keep students within the interior walls of each building.
6. Keep all staff and students indoors until it is determined by the Ventura County Health Department that it is safe.
7. Maintain communication with the District Emergency Operations Center to receive updates. Tune to the Emergency Alert System (EAS) at 100.7 FM or 1450 AM to receive updates.
8. Upon receiving the "all clear." activate the Student Release Unit (page 28).
9. Activate Incident Command System units as required to accomplish necessary functions.

Teachers:

1. Keep students on the interior walls of the classroom.
2. Keep students indoors until it is safe to leave. Refer to the Hazardous Materials Incident Section for more information (page 11).
3. Take roll and document absent and/or missing students on class attendance sheet.
4. Upon receiving the “all clear,” prepare to release students to the Student Release Unit.

PANDEMIC FLU

Outbreak of Flu Disease – less than 10% students

District Incident Commander:

1. Begin Heightened Surveillance Reporting. **Send out Parent Letter #2 – Bird Flu**, when bird flu case(s) are confirmed in Ventura County. Can also send Tips for Parents on Prevention flyer.
2. Inform parents that some students are sick but schools remain open, include tip sheets and information resources. **Send out Parent Letter #3 – Initial Outbreak**, when schools remain open. Can also send Tips for Parents on Prevention flyer.
3. Work with Ventura County Public Health regarding a Press Release announcing schools remain open but parents need to prepare/Use key messages – Open School.

Site Incident Commander:

- Post flu prevention signs on campus.
- Implement action plan for decreased work staff as the need arises in each department.

Expansion of the Outbreak – 10% or more of students ill (but less than 30%)

District Incident Commander:

1. Local Health Officer issues ADA Support Letter to schools / Epidemic Declaration.
2. Begin Intensive Surveillance Reporting.
3. Inform parents of tips on keeping children well and how to prevent the spread of germs. **Use Parent Letter # 4 – Expanded Outbreak**, when school remains open. Can also send Tips for Parents on Prevention flyer.

Continued Expansion of the Outbreak – more than 30% of students ill

District Incident Commander:

1. Ventura County Public Health Officer issues Declaration and press release closing schools(s).
2. Close school.
3. Announce school closure; send out **Parent Letter #5 – School Closure**. Use other common methods to efficiently and effectively inform parents / guardians.
4. Cancel any non-academic events.

Following the Outbreak

District Incident Commander:

1. Ventura County Public Health issues declaration and press release that schools can open.
2. Announce school open, send **Parent Letter # 6 – School Open**. Use other common methods to efficiently and effectively inform parents / guardians.
3. Continue communication between Ventura County Office of Education and Ventura County Public Health regarding status.
4. Return to heightened surveillance reporting.
5. If students get sick again, restart checklist at Outbreak section.

RIOT/CIVIL DISORDER

What to do in case of a riot or civil disorder.

All Personnel:

1. **If disturbance is off campus**, as much as possible, remain in your work area and maintain your normal work routine.
 2. Wait for further instructions indicating if campus is in a lock down situation. “Teachers, we are initiating a school lock down. This is not a drill.” Once the campus is secure you will hear: “The school lock down is over. This is not a drill”.
- **If rioters enter your area:**
 - Initiate lock down procedures
 - Remain calm and lock all doors and close window blinds.
 - Avoid window areas if possible.
 - Do not leave your building or work area unless you feel you are in imminent danger.
 - If you do leave the building, avoid any interaction with **rioters**.
 - Await further instructions.

Principal:

1. Direct a lock down of the campus if you believe the situation warrants.
2. Consult with the Police Department and the District to coordinate appropriate protection for the school and its personnel.
3. Establish a Command Post
4. Inform teachers and staff of the emergency situation. If appropriate, use the public address system.
5. Minimum Incident Command System Activation Recommended: Operations Section. Hazard Control Unit to staff Security Team.

Do not permit staff or student to leave the school until you have determined it to be safe. Direct the careful screening of all persons entering the school facility. If appropriate, use the public address system.

SUSPICIOUS INDIVIDUAL OR CRIMINAL ACTIVITY ON CAMPUS

This checklist is designed to address unknown individuals who are exhibiting suspicious or potentially threatening behavior or obvious criminal activity.

Discovering Party:

1. Notify office of unfamiliar individual and report their location and behavior.
2. If the individual appears dangerous or is involved in criminal activity, avoid contact and move to a safe location.

All Personnel:

1. When informed of a suspicious individual or activity on campus, the words “We are initiating a school lock down. This is not a drill” will be used. Initiate lock down procedures and await further instructions.
 - Remain calm and lock all doors and close window blinds.
 - Avoid window areas if possible
 - Do not leave your classroom or work area.
 - Await further instructions.
2. No staff or students will be permitted to leave the school until it is safe. During lock down, communicate any suspicious activities or noises to the office. This information may be useful to authorities. Once it has been determined it is safe, the words “The school lock down is over” will be used.
3. If the intruder enters your area:
 - Do not provoke an incident.
 - Remain calm and do not get involved. Leave or avoid the area.

Principal:

1. If you believe it is safe, approach the individual and assess the individual’s business. You should be accompanied by another adult staff member, if at all possible. Explain the school visitor policy.
2. If suspicious or criminal activity has been reported, immediately dial 9-1-1 and contact the District Office.
3. Consult with the Police Department and district to coordinate appropriate protection for the school and its personnel.
4. Inform teachers and staff of the emergency situation. If appropriate, use the public address system and direct a lock down of the campus.
5. Activate the Incident Command System and attempt to monitor the situation without putting staff in jeopardy. Await the authorities.
6. Do not permit staff or students to leave the school until you have determined it to be safe.
7. As appropriate, use the public address system to end the school lock down.

TSUNAMI

What to do if a tsunami occurs in the area.

Principal:

1. Upon notification, immediately evacuate students/faculty to higher ground or move inland away from the coastline.
2. Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Search and Rescue Unit, the Medical Unit, the Assembly Area Unit, and the Student Release unit.
3. You are the Incident Commander. Begin a comprehensive assessment of the situation and direct resources until emergency personnel arrive.
4. Upon arrival of emergency response personnel, form a united command with them and direct your resources accordingly.
5. Wait for further instructions.

Teachers:

1. Upon notification from Incident Commander evacuate students to higher ground or move inland away from the coastline.
2. Take roll and document absent and/or missing students on class attendance sheet.

Activate the Buddy System and either remain in the Assembly Area to supervise students or report to the Command Post for assignment. Wait for further instructions.

UTILITY FAILURE

What to do in case of a utility failure.

Principal:

1. Assess if utility failure presents a threat to safety, if so contact 9-1-1 immediately.
 2. Notify District Office and District Maintenance Department.
 3. Contact the appropriate utility company if directed.
Southern California Edison 529-1524
Southern California Gas Company 1-800-427-0044 1-213-244-8900
- Determine if any power lines, sewer lines, water lines, or gas lines are down or ruptured at the school; if so, activate the Incident Command System Hazard Control Unit to isolate the area.
 - Determine if an evacuation of classrooms is necessary.

Teachers:

1. Open window shades and use emergency flashlights as necessary.
2. Prepare to relocate your class to your pre-designated Assembly Area.

SECTION III – POSITION RESPONSIBILITIES

ASSEMBLY/SHELTER UNIT

Personnel: Teachers, available staff

Responsibilities:

- Obtain “Go Bag” and any safety equipment if necessary.
- Review procedures/assignments with personnel.
- Establish point of entry into the Assembly/Shelter Area.
- Establish and demarcate the student Assembly/Shelter Area with cones and flagging ribbon.
- Instruct teachers to have students sit on ground. Take roll and document absent and/or missing students on class attendance sheet.
- Buddy teachers should establish contact with each other. Teacher with lead or staff assignment, will “hand off” responsibility for the class to the buddy teacher and report to the emergency assignment.
- Instruct teachers to report immediate first aid needs to you.
- After all classes are accounted for, take Classroom Attendance Sheet to the attendance table.
- Ensure that teachers supervise and reassure students
- Once the Treatment Area has been established, make arrangements with the Treatment Area to transport any students needing medical attention.
- Be alert for latent signs of injury/shock in all students.
- Prepare for student release. Do not release students directly to parents or guardians. Students are to be released only to the Student Release Unit
- Team leader makes periodic status report updates to Incident Commander.

Assembly/Shelter Unit Equipment/Supplies:

- Go Bag
 - A. Emergency Response Plan
 - B. School Disaster Cap and Identification Vest
 - C. Clipboard and appropriate paperwork & forms
 - D. Pens, Pencils and Markers
 - E. Class Roster and buddy Roster
 - F. Updated school wide attendance roster

- G. Two-way Radio
- H. Traffic Cones/flagging ribbon
- I. Table & chairs for attendance table
- J. Games/books etc. to entertain children

***Request all other resources through Logistics**

DEPUTY INCIDENT COMMANDER

Personnel: Vice Principal, Counselor, or Lead Teacher

Responsibilities:

- Obtain your “Go Bag” (Emergency Response Plan, hard hat, job description sheet).
- Report to the Incident Commander.
- Your Primary responsibilities are to assist the Incident Commander.
- Assist the incident commander in reviewing and accomplishing the items in the Incident Commander Checklist.
- Stand in as the Incident Commander at the Command Post when he/she is away.

NOTE: The Deputy Incident Commander does not have the authority of the Incident Commander. Receive and relay information to the Incident Commander when they are away from the Command Post or on break.

If the Incident Commander leaves the School, he/she must appoint a new Incident Commander.

Deputy Incident Commander Supplies:

- Go Bag
 - A. Emergency Response Plan
 - B. School Disaster Cap and Identification Vest
 - C. Clipboard and Legal Pads
 - D. Pens, Pencil and Markers
 - E. AM/FM Radio
 - F. Two-Way Radio

***Request all other resources through Logistics**

FACILITIES UNIT

Personnel: Teachers, janitors, maintenance staff

Responsibilities: The Facilities Unit is activated to set up and maintain all of the incident facilities to include: the command post, the sanitation area, the supply checkout area, the student request and release gates, the staging area, medical treatment areas, and any other functional areas activated by the Incident Commander.

- Receive a briefing from the Logistics Chief/Incident.
- Determine requirements for each facility to be established.

- Prepare layouts of incident facilities. Request assistance, if needed, from the Incident Commander.
- Activate the required facilities (See facility map on page 42 for proposed facility locations):
 - Sanitation Area (see reference section).
 - Command Post
 - Shelter Areas
 - Staff Area
 - Assembly Area
 - Student Release Gate
 - Morgue
 - Treatment Area
- Communicate status updates with Logistics Section Chief/Incident Commander.

Equipment/Supplies:

- Go Bag
 - A. Emergency Response Plan
 - B. School Disaster Cap and Identification Vest
 - C. Legal Pads
 - D. Pens, Pencils and Markers Table and Chairs
 - E. Clipboards

FOOD UNIT

Personnel: Cafeteria staff

Responsibilities:

- Determine food and water needs.
- Coordinate food and water needs with the District’s Logistics Section.
- Setup cooking facilities as required.
- Setup an area for the feeding of students and staff.

Equipment/Supplies:

1. Go Bag
 - A. Emergency Response Plan
 - B. School Disaster Cap and Identification Vest
 - C. Legal Pads
 - D. Pens, Pencils and Markers
 - E. Clipboards
2. Food and water
3. Paper plates, cups, napkins, plastic utensils
4. Flashlights

***Request all other resources through Logistics**

HAZARD CONTROL BRANCH

Personnel: Custodial, Grounds staff and staff made available by buddy system-

Responsibilities: This Unit is responsible for the following functions

1. Fire Suppression
2. Utility Control
3. Hazards Isolation

As you do the following, be alert – report any damage to the Operations Section Chief at the Command Post:

- Take no action that will endanger you.
- Report to ‘Command Post’ (CP).
- Obtain hard hat, identification vest, this checklist, a clipboard and a radio.
- Locate/control/extinguish fires as necessary.
- *If necessary*, shut down gas supply.
- Shut down water and electrical only if advised to do so by Command Post.
- Post **HAZARDOUS AREA – DO NOT ENTER – KEEP OUT** tape around damaged or hazardous area.
- Advise Command Post of all actions taken.
- Report back to Command Post for reassignment.

Equipment/Supplies:

1. Go Bag. (Get Hazard Control Bag supplies from Logistics).
2. Master Key(s)
3. Shutoff tools – gas & water
4. Fire extinguishers

***Request all other resources through Logistics**

INCIDENT COMMANDER

Personnel: Principal, Vice Principal, or Lead Teacher

Responsibilities:

- Remain calm. Lead by example: your behavior sets tone for staff and students.
- Obtain your “Go Bag” i.e. Emergency Response Plan, hard hat, vest, clipboard (with job description sheet).
- Determine the nature and extent of the emergency. (I.e. localized to your campus with expectation of outside help, or major area disaster with little expectation of immediate assistance).
- Verify that Assembly Area is still safe.
- Establish a Command Post.

- Activate the appropriate components of the emergency organization (Command, Operations, Logistics. etc.)
 - Will you need assistance as the Incident Commander? Assign a Deputy Incident Commander.
 - Will you need Search and Rescue, Medical or Hazard Control? Assign an Operations Section Chief to oversee these branches.
 - Will you need to order resources, i.e. food, sandbags, water, etc.? Assign a Logistics Section Chief.

- Using the “Incident Assignments” form (page 18-19), assign staff and volunteers to functions that are required to respond to the incident. Fill only the positions that are necessary to appropriately respond to the emergency. As the incident evolves, it will be necessary to reassign people to different, positions and to activate and deactivate functions.

- The principal is solely responsible for emergency/disaster operations and should, if at all possible, remain at the command post to *observe and direct* all operations.

- Assess total school situation:
 - View Site Map periodically for Search and Rescue progress and damage assessment information
 - Check with team leaders for periodic updates.
 - Reassign personnel as needed.
 - Think about information to be released by Public Information Officer (PIO) and how to release that information. (The District will assist you with this task).

- Ensure District EOC is receiving periodic status report updates.
 - Monitor local emergency radio station for local news.

- Authorize student release when appropriate.

NOTE: No student should be released until student accounting is complete. **In a major emergency, DO NOT send students home at the end of the regular school day, except through the Student Release procedure, or unless directed by the District Office.**

- Plan regular breaks for all staff and volunteers. **Take care of your care givers and yourself!**

- Release school site employees as appropriate per district guidelines. By law, during a disaster, all school site employees become “Disaster Service Workers.” All employees shall remain on site through the conclusion of the work day to ensure adequate student supervision and safety in the Assembly area and staffing of the Student Release Unit. Use your discretion in determining which employees to release or retain at the end of the work day based on school safety needs and the personal circumstances of individual employees (i.e. child care, notification of family emergency, transportation. etc.).

- Remain on and in charge of your campus until redirected or released by the District Office or

Emergency Operations Center.

Incident Commander Supplies:

- Go Bag
 - A. Emergency Response Plan
 - B. School Disaster Cap and Identification Vest
 - C. Clipboard and Legal Pads
 - D. Pens, Pencils and Markers
 - E. Scotch Tape/Masking Tape
 - F. Scissors
 - G. Cassette recorders with blank tapes and batteries
 - H. Emergency Information Forms
 - *Sample News Release
 - *General School Information (student/staff population)
 - I. School Site Cellular Phone
 - J. Two-Way Radio

***Request all other resources through Logistics**

LOGISTICS SECTION CHIEF

Personnel: Teacher

Responsibilities:

- Obtain cap and identification vest
- Review all Emergency Checklist items and assign/delegate responsibility to subordinates
- Obtain briefing from Incident Commander
- Activate and staff subordinate units, as required
- Direct the opening of the disaster storage container.
- Brief subordinates, as necessary.
- Process incoming requests for support. Make sure other functional areas are involved as necessary.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Support the activation of required facilities (see Facilities Map on page 42 for proposed facility locations):
 - Sanitation Area
 - Command Post
 - Shelter Areas
 - Staff Rest Area
 - Assembly Area
 - Student Release Gate
 - Morgue
 - Treatment Area

- Determine the extent of current and anticipated field operations and plan necessary logistical support.
- Provide, maintain and control equipment, supplies, facilities and commercial services required by incident.
- Coordinate and process requests for additional resources with District Logistics Section Coordinator.

Disaster Bin Supplies:

Administrative Supplies

Clipboards
 Pens, Pencils, Markers
 Scissors, Masking Tape
 Identification Vests
 Whistles
 Bull Horn

Extra Radios and Cell Phones (May be stored in principal's office).

Search and Rescue Supplies:

S&R Bags contain:

First aid supply
 Flashlights (2)
 Pencils, Fat Sharpies, Large Chalk
 Steno pad
 Goggles (2), Dust Masks (2), Gloves (2), Hard Hat
 Duct Tape (2-inch)
 18 inch pry bar

General S&R equipment available upon request for all units:

Hard hats
 Goggles
 Dust Masks
 Gloves
 Pry bars
 Flashlights
 Batteries
 Shovel
 Fire Ax

Hazard Control Supplies:

Hazard Control Bag contains:

Emergency Response Plan
 Identification cap and Identification vest
 Clipboard with job description checklist
 Pens, pencils and markers
 Flashlight

First Aid Kit
Dust Mask, Gloves, Goggles, Hard Hat
“Hazard Area” tape and “Keep Out” tape

Medical Supplies:

Medical Treatment Victim Logs
Notice of First Aid Care Form
S.T.A.R.T. Field Guide
Ground Cover/Tarps
Quick Reference Medical Guides
Triage Tags
Medical Supplies to augment supplies in “Go Bags”
Cots and Blankets

Cot and Shelter Supplies:

Traffic cones/Flagging Ribbon
Food and water
Cots and blankets or space blankets

Sanitation Supplies:

Rolls of electrical wire
Stainless spring clamps
Black polyethylene sheeting
Portable toilets
Toilet Paper and T.P. holders
Spare toilet bags
5 gallon urinal buckets
Bucket liners
Shovels
Lye and or Bleach
Hand wash

MEDICAL BRANCH

Personnel: School nurse, available staff

Responsibilities:

- Obtain personal safety equipment (hard hat, surgical gloves, mask, safety glasses, and identification vest).

- Determine appropriate area for medical treatment. Consider:
 - Separation from assembly area & student “request/release” gates
 - Accessibility for S&R teams
 - Safe distance from buildings

- Medical team leader assigns personnel duties per form (see p. 46).

- Obtain equipment/supplies from the container.

- Be familiar with available inventory.

- All personnel wear identification vests.
- Quickly review procedures/assignments with personnel.
- Establish point of entry into treatment area.
- Establish “immediate” and “delayed” treatment areas.
- **Initiate Triage.** (Consider having Search and Rescue Team assist with triage.)
- Prepare to receive victims.
- Team leader makes periodic status reports to Operations Section Chief

Triage Entry Area:

- Staffed with minimum of 2 trained team members.
 - One member confirms triage tag category (red, yellow, green) and directs to proper treatment area. Should take 30 seconds to assess — no treatment takes place here. Victims not tagged will be considered “delayed” and sent to appropriate treatment area.
 - Second team member logs victims on form (see page 58 and sends forms to Command Post as completed).

Treatment Areas (“Immediate” & Delayed”)

- Staffed with minimum of 2 team members per area.
 - One member completes secondary head-to-toe assessment.
 - Second member records information on triage tag and on-site treatment records (see page 48).
- Administer appropriate first aid. Keep accurate records of care given!!
- Continue to assess victims at regular intervals and document care given.
- Communicate with the Incident Commander to determine time line for outside emergency medical support and transport needs.
- If and when transport available, do final assessment and document on triage tag **in red** (if possible). **Keep and file records for reference — do not send with Victim.**
- Communicate with the Incident Commander to establish morgue area, as necessary.

Medical Unit Equipment/Supplies:

- Go Bag
 - A. Emergency Response Plan
 - B. School Disaster Cap and identification Vest
 - C. Clipboards marked “Medical” with appropriate paperwork & forms
 - D. Pens, Pencils and Markers
 - E. Triage Tags & Triage Procedure Guide

F. Quick reference medical guides

1. Two-way Radio
2. Training manuals
3. Medical supplies
4. Tables & chairs
5. Ground cover/tarps (different colors for treatment areas)
6. Signage for treatment areas.

***Request all other resources through Logistics**

Mortality Management Guidelines

Personnel: The County of Ventura Chief Medical Examiner – Coroner has Coroner responsibilities through out the County of Ventura. In a wide-scale disaster within Ventura County, it may be several hours or days before the dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner. Law Enforcement has the ultimate responsibility for carrying out this function if the County Coroner cannot respond. Individuals assuming the Coroner’s role will do so only with the instruction and authorization of the County Coroner. Make arrangements with the District for such authorization.

PUBLIC INFORMATION OFFICER (PIO)

Personnel: The School District will provide staff to fill this position. The Incident commander will follow these guidelines as a PIO until relieved by District staff. In extreme circumstances when District personnel are not available, the Incident Commander must determine whether to delegate this assignment to a trusted staff member or perform the role themselves.

Policy: The public and especially parents have the right and need to know important information related to emergencies/disaster at the school site *as soon as it is available*. The Public Information Officer acts as the official spokesperson for the school site in an emergency situation. News media can play a key role assisting the school in getting emergency/disaster related information to the public and parents. Media representatives are therefore treated with respect.

Responsibilities:

- Predetermine a possible “news center” site to serve as a media reception area (located away from the Command Post).
- **Consult with district PIO to coordinate information release and before making any statements.**
- Assess the situation and obtain a written statement. Prepare a written Statement/Press Release and have it approved by the Incident Commander or District PIO. Read it to the media, if at all possible.
- Statement should reflect:
 - Reassurance – “Everything is going to be OK.”
 - Incident or disaster cause and time of origin.
 - Size & scope of the incident.
 - Current situation – condition of school site, evacuation progress, care being given, number

of injuries and deaths, general nature of injuries, student release location, shelter information, etc. **Do not release names of students or staff.**

- Resources in use.
 - Best routes to approach school if known.
 - Request any school wishes to be made to the public.
- Advise arriving media that press release is being prepared. Give approximate time of its issue.
 - Arrange for a media center site.
 - When answering questions after the press release, be complete & truthful always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase “no comment.”
 - Direct school site/staff volunteers to refer *all* questions from media/waiting parents to the PIO.
 - Determine whether formal written or verbal communications to parents needs to be translated into Spanish.
 - Monitor all news broadcasts about incident. **Correct any misinformation heard.**
 - Keep a log of your actions, communications, and phone calls, e.g. page 45. **If at all possible, tape media and parent briefings.**

PIO Supplies:

- Go Bag
 - A. Emergency Response Plan
 - B. School Disaster Cap and Identification Vest
 - C. Clipboard and Legal Pads
 - D. Pens, Pencils and Markers
 - E. Scotch Tape/Masking Tape
 - F. Scissors
 - G. Cassette recorder with blank tapes and batteries
 - H. Emergency Information Forms
 - *Sample News Release
 - *General School Information (student/staff population)
 - I. AM/FM Radio
 - J. Signage to identify media area or center
 - K. Portable easel with flipchart

***Request all other resources through Logistics**

SEARCH AND RESCUE BRANCH

Personnel: Custodial, Grounds Staff and staff made available by buddy system. Teams to be assigned by Operations Section Chief, minimum of 2 persons per team

Responsibilities:

- Follow all operational & safety procedures in this plan.
- Obtain all necessary safety equipment – remember sturdy shoes, long sleeves.

- Use clipboard with pre-drawn area to be searched.
- Check with Operations Section Chief for **known** injuries, hazards, specific information **before** leaving the Command Post.
- Size up assigned area. Check for hazards before entering any room.
- Before entering room, put single slash (\) on wall adjacent to doorknob side of door.
- Search **visually and vocally. Listen!**
- Exit room, complete search marking (X) on wall.
- Report significant findings to Operations Section Chief as necessary.
- If you find individuals trapped in a room determine if you can safely extract them. If you can not, go back to Operations Section Chief to report location, situation and get assistance. If you can safely extract them, take injured people to the Treatment Area and uninjured people to the Assembly Area.

Search & Rescue Equipment/Supplies:

- Master keys on neck lanyard
- S&R Bag with:(Obtained from Logistics)
 - A. Emergency Response Plan
 - B. School Disaster Cap and Identification Vest
 - C. Job description clipboards with map of search area
 - D. Long Sleeve Shirt & Hard sole shoes
 - E. First aid supply backpack
 - F. Flashlights (2)
 - G. Pencils, Permanent “FAT” marker (2), Railroad crayons (large chalk)
 - H. Steno pad
 - I. Goggles (2), Dust masks, Gloves (2), Hard Hat
 - J. Duct Tape (2-inch)
 - K. 18-inch pry bar

***Request all other resources through Logistics**

SECURITY BRANCH

Personnel: Custodial Grounds Staff and staff made available by buddy system

Responsibilities: Your primary responsibility is to:

- Ensure the safety and security of school staff and students.
- Monitor safety and security of facilities.
- Coordinate with Local Law Enforcement, Fire, and Rescue personnel for assistance when necessary.

- Take no action that will endanger you.
- Report to the Command Post.
- Obtain hard hat (if necessary), Identification cap or vest, this checklist, a clipboard and a radio,
- If directed to do so, lock gates and major external doors.
- Verify that campus is “locked down” and report same to Command Post.
- Advise Command Post of all actions taken.
- Route Fire, Rescue, Police, etc. as appropriate.

Equipment/Supplies:

- Go Bag
 - A. Emergency Response Plan
 - B. School Disaster Cap and Identification Vest
 - C. Legal Pads
 - D. Pens, Pencils and Markers
 - E. Clipboard
 - F. Two-way radio
 - G. Hard hat (if necessary)

***Request all other resources through Logistics**

SECTION IV – SITE EMERGENCY PLAN

2010 OCEAN VIEW JUNIOR HIGH SCHOOL EMERGENCY PLAN DIGEST

Incident Commander: Mrs. Heather Hendrix, Principal
Deputy Incident Commander: Mr. Mark Asher, Assistant Principal

Medical and Mortality Management	Health and Comfort/Food
Polacek, Valerie* Duran, Susan Cozzoli, Kevin Cruz, Evelyn Unzueta, Simon	Jacobsen, Stephen* Lopez, Aurora Lefkovits, Matthew Nutrition Staff
Search and Rescue/Hazard Control/Facilities	Logistics/Communications
Bañuelos, Tony* Okui, Alma Eidson, Greg Pardo, Rigo Guillen, John	Chengcuenca, Evie* Hou, Ann Sim, Rodrigo Guyett, Jennifer Juarez, Eva
Security/Admissions and Dismissal	Sanitation/Gas/Water/Electric Control
Tapia, Maria* Careyette, Mary Sogioka, Don Brockett, Elizabeth Juarez, Eva	Morton, George* Casillas, Miguel Scroggins, Patricia
Assembly	Moving through crowd
Morton, Karla*	Borenstein, Jay Neilan, Laurel Ramirez, Jose

STUDENT ASSEMBLY

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Dominguez, Rosa* Abeloe, Lisa Ratcliff, Brittany Sanchez, Liliana Reveles, Jennifer	Yaw, Ying* Bottoni, Michelle Tompkins, Bart Solis, William	McDougal, Lorena* Anderson, Mary Mendieta, Blanca Will, Cathy Diaz, Monica

* - Indicates Group Leader

** - Report to Medical after Search and Rescue

EMERGENCY PLAN

Definition

This plan is to be observed any time that students are required to evacuate their classrooms following a disaster such as an earthquake, flood, fire, plane crash, chemical spill, pipe leaks and explosions. (AB 2876, 1984)

Procedure

In case of earthquake, students indoors should drop and take cover under desks or tables, away from windows and sliding objects. Cover heads with arms.

NOTE: MOST DANGER IS FROM FLYING OBJECTS.

- 1) If outdoors, move to an open area away from buildings, trees, power lines, and walls.
- 2) The signal to **DROP — COVER - HOLD** will be a continuous bell.

Phase I

- 1) Staff will evacuate their students following attached exit plan (attached). Leave doors open.
- 2) Two story building move to area in front of building then side grass area.
- 3) During evacuation, a staff member or student from each classroom is to take the orange disaster bag with the class. (This Disaster Plan should be in the disaster bag). The bag stays with the group until the bag is no longer needed. It should then be taken to Logistics/Communications. Following a drill, pick up disaster bags from communications.
- 5) The emergency water jug, fire extinguisher, and trash container should also be taken with the group and sent to Communications. Pick up items following a drill. Make sure the items are marked with room number.
- 6) Mark the door.- see next page
- 7) Office staff members are to bring the First Aid Kit, emergency cards, Student Sign-Out sheet, student schedules, and staff emergency information.
- 8) Identification tags are to be made out for each student and placed on left shoulder only and roll is to be taken to assure that all students, staff, tutors, and volunteers are accounted for. Attendance is sent to Communications immediately by designated runner.

Phase II

- 1) Students with teachers move to grassy area at side of school.

Door Notification:

- 1) “0” means no one is left in the room.
- 2) “0” number inside tells us the number of persons left in room.

- 3) Fire and Rescue: Do not enter a room for search and rescue without a buddy.
- 4) When room has been entered and persons are inside searching.
- 5) “P” is put on after leaving the room following the search.
- 6) Room marked with “FIRE”: No one enters.

NOTE: When you take any student for help, those names need to be listed and sent by runner to Logistics/Communications.

Individual Teacher Responsibilities

1. Execute “Drop Drills”
2. Evacuate the classrooms and regroup at designated areas on playground.
3. Be prepared for aftershocks.
4. If appropriate, determine if first aid is needed for anyone who might be injured. See that injured individuals get proper first aid treatment.
5. Teachers must prepare sub packets regarding earthquake information.

Phase III

If it is possible for parents to pick up their children at school, they will do so at the front gate. The teacher in charge of the front gate, along with the Attendance Clerk, will be responsible for beginning the process of reuniting students with their parents or guardians by referring to the Emergency Cards and/or students schedules. The teacher will dispatch student messengers to secure students and escort them to the front gate. Upon release of the students, each parent will be required to sign for their child. As the student population is reduced teachers will be released to join their family. Teachers with young children or critical home need will be dismissed first.

STAFF EVACUATION ASSIGNMENTS

1. **Incident Commander/Deputy Incident Commander** — responsible for the safety of students and staff members in case of any type of disaster.
2. **Rescue/Hazard/Facilities Team** - check for smoke, injured & dead.
3. **Security/Admissions & Dismissals Team** — gate by Gym to be used for admissions and dismissals. This team is responsible for maintaining student emergency information. Gate 1 for those “entering” and Gate 2 for dismissal of students to parents.
4. **Medical Team** — sets up a triage area at the designated area. A First Aid team member will accompany each Fire and Rescue team as they inspect the classrooms and provide help as needed. When the Fire and Rescue is done, First Aid team members will gather at the triage area and provide necessary help. Team administers first aid and is responsible for maintaining appropriate first aid records, medical supplies, and equipment. The team determines the need for further medical assistance and comforts the injured. All first aid bags will need to be picked up using student runners; names should be sent to Communications.

5. **Mortality Team** — located at designated area, out of the line of sight of students and clients. Mortuary Team identifies, marks, and temporarily disposes of any dead bodies. Proper records must be maintained.

6. **Sanitation/Gas. Water & Electric Control Team** – class has been dismissed to a designated adult in holding area:
 - Morton: downstairs & office, main building
 - Luna: upstairs and main building, library, and gym
 - Meyer: 6th grade wing, shop, portables, library, gym
 - take wrench from emergency bag.
 - check for gas leaks (sniff-listen),
 - check for electrical shorts (look, listen)
 - check for water leaks (listen, look)
 - turn off any controls that need it. Do not
 - shut off any which are in good shape.
 - go to Communication area
 - set up parachute on bleachers
 - put lined trash cans in place for waste
 - put clean water in a container with soap
 - remove plastic waste — filled liners from trash cans as needed and
 - remove to side of field
 - put bleach or lye on waste

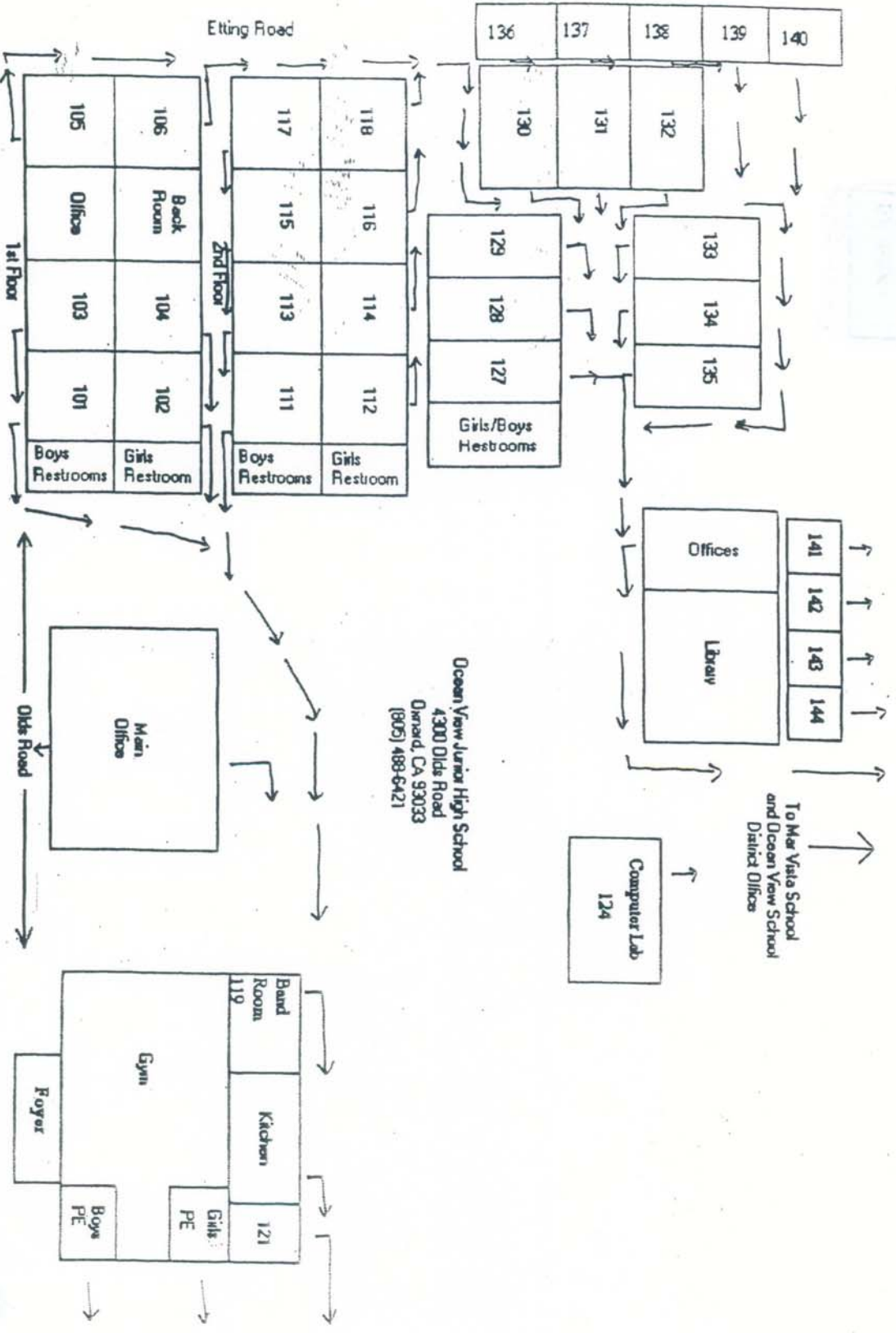
7. **Health and Comfort/Food Team** – monitors students until needed for primary duties.
 - assemble food supplies from kitchen and tin maintenance building.
 - plan, cook, and organize food to serve students.
 - plan 72 hours.
 - organize disbursement of water supplies. Water jugs are to be collected from First Aid. Check availability of water from other sources at school (water heaters, etc.) Use runners, sending names to communications.

8. **Logistics/Communications Team** – responsibilities as follows:
 - have on hand, if possible, an absence list
 - keep a list of where everyone is--faculty, students, community people
 - be able to update coordinators
 - keep a master list of all staff and students safety
 - keep a group of student runners near—always send out in pairs
 - keep a portable radio and monitor local news
 - all information will be directed through this team
 - use bleachers for tables and chairs
 - keep status of all other teams

9. **Monitoring Students and Clients**
 - When evacuating the holding area in Phase I, teachers are to bring their class and any other class(es) left in their supervision to the holding area in Phase **II**. At this point, the class(es) will be seated on the grass in class groups. ALL teachers will be responsible for supervising all groups in their vicinity. Do not stand in one place- - move around among the seated group of students.

- Custodian will be responsible with Sanitation, Gas, Water, and Electric Control Team for cut-off of water, gas, and electricity. Additional cut-off equipment will be taken out with office staff bag.

Evacuation Routes



EMERGENCY MAP