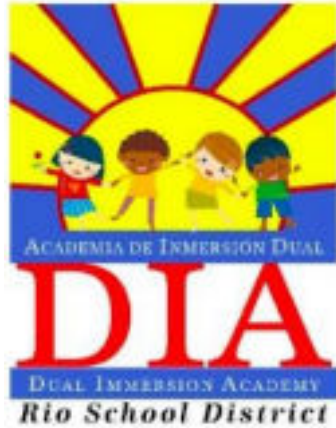


Rio Real



COMPREHENSIVE SCHOOL SAFETY PLAN 2023-2024

In compliance with

California Ed Code §§ 32280 - 32289.5

1140 Kenney St, Oxnard Ca 93036



The Rio School District Comprehensive School Safety Plan per California Education Code Section 32281 is developed by a School Site Council (SSC) or a Safety Planning Committee. The Committees are made up of principal/designee, teacher, parent of child who attends the school, classified employee, others. The plan shall be updated annually as required by EC Section 32281. The plan is to be approved by SSC and Rio School District Superintendent or designee.

Date Plan approved by site SSC - November 15, 2023

Date Submitted to Law Enforcement and First Responders - November 2023

Date submitted to Rio School District Office - November 15, 2023

Date Reviewed by Superintendent or Designee – _____

Table of Contents

I. The Comprehensive School Safety Plan Overview	6
II. General School Information	6
A. School Profile	6
B. Safe School Mission	7
C. Description of School Facilities	9
D. School Site Council Membership	10
E. Notifications and Communication	10
III. Safe School Reports	8
A. School Crime Status	11
B. Safe School Assessment Resources	13
C. Safe School Needs Assessment 2023	13
IV. School Safe Practices, Policies and Procedures	13
A. Child Abuse Reporting Procedures - BP 5141.4	13
B. Notification of Dangerous Pupils to Teachers - BP 4112.9	14
C. District Rules and Procedures on School Discipline - BP 5144	14
D. Bully Prevention - BP 5131.2	18
E. Hate Crime Reporting Procedures - BP 5145.9	19
F. Safe Ingress/Egress Procedures – BP 1250	19
G. Nondiscrimination/Harassment – BP 0410	20
H. Suspension & Expulsion Policies – BP 5144.1	20
I. Search and Seizure – BP 5154.12	21
J. Dress Code Prohibiting Gang Related Apparel – BP 5132, 5136	22
K. Bus Conduct – BP 5131.1	22
L. Comprehensive School Safety Plan – BP0450	22
M. Conduct – BP 5131	23
N. Emergency / Disaster Preparedness Plan including Public Agency Response – BP 3516	23
O. Employee Safety and Protection – BP 4157	24

P. Sexual Harassment – BP 5145.7 24

Q. Weapons and Dangerous Instruments – BP 5131.7 25

R. Positive School Climate 25

V. Emergency Response Plan 25

A. Emergency Contacts and Assignments 25

District Emergency Numbers 25

District Contact Numbers 25

Local Agency Emergency Numbers 26

Staff Emergency Assignments 26-27

School Staff Buddy List 28-30

B. Initial Contact to Launch District Emergency Operations Protocol 30

C. Communication to Families 30

D. Initial Response Actions 30

1) Action “Lockdown” 30 Active Assailant “criminal incident” on Campus 30

2) Action “Secure School/Shelter in Place” 32

3) Action “Evacuation - Leave Building” (Evacuation Procedures) 33

4) Action “Student Release” 34

5) Action “Directed Transportation” (Off-Site Evacuation) 34

6) Earthquake Procedures – Duck, Cover, Hold 35

VI. Disaster Response Checklists 35

Aircraft Crash 36

Biological/Chemical Weapons Assault 37

Bomb Threat 40

Chemical or Hazardous Materials Incident 41

Earthquake 42

Fire 43

Flood 44

Medical Emergency 45

Nuclear Attack 45

Riot/Civil Disorder 46

Severe Windstorm 47

Suspicious Mail/Packages 48

Active Assailant, Intruder or Criminal Activity on Campus 49

Utility Failure 51

I. The Comprehensive School Safety Plan Overview

Rio School District has developed employee safety and emergency action plans which provide sites detailed guidance for use as necessary for student and staff safety.

The Comprehensive School Safety Plan (CSSP) is required by Education Code 32280-32289.5 to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Site Council (or School Safety Planning Committee) as well as to the District's Superintendent or County Office of Education. The CCSP applies to staff, students, and guests. The contents of the CSSP should include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety.

Dr. María M. Hernández
Rio Real Elementary School
1140 Kenney St., Oxnard CA 93036
805-485-3117 mhernandez@rioschools.org

II. General School Information

A. School Profile

Rio Real Elementary School is an elementary school serving Transitional Kindergarten through eighth grade. Our student population reflects the ethnicity and cultural heritage of the community we serve with 98% Hispanic students, 2% white and 1% other.

Current enrollment: 764 students Ages: 4 to 14 as of November 13, 2023

Total Staff (Teaching and Support): 68

1 Principal & 1 Assistant Principal

Teachers – 33.8

Counselor – 1 FTE

Custodians – 3 FTE

Campus Supervisor Assistants – 10

Library Clerk – 1 FTE

School Nurse – 1 FTE

School Psychologist – 1 FTE

Instructional Assistants – 7 (5.75 hr. positions)

Office Staff – 1 FTE and 2 – (5.75 hr. positions)

B. Safe School Mission

School Site Goals

The Rio Real Elementary School staff is committed to accomplishing the following major goals in the education of students:

Goal 1 Reading - By June 8, 2024 all students will demonstrate improvement in reading as measured by 3 - 8 California Assessment of Student Performance and Progress (CAASPP) and the California Spanish Assessment in grades 3-8 and local assessments in K-2.

The percentage of students who score a 1 and 2 on the ELA section of the CAASPP will decrease by 10% from 67% to 57% in the 2022-2023 academic year.

In K-2, 80% of students will achieve grade level reading skills in Spanish as demonstrated through the Spanish BPST, leveled reading passages and high frequency words.

In 2023 the goal for students with disabilities is an increase of at least one academic performance level based on the English Language Arts Equity Report for 2023.

Goal 2 Mathematics - By June 2024, all students including English Learners in grades 3-8 will take the California Assessment of Student Performance and Progress (CAASPP), the percentage of students who score a 3 or 4 on the mathematics section of the CAASPP will increase by 10% from 21% in the 2021-2022 academic year to 31% on the 2023-2024 CAASPP.

The percentage of students who score a 1 or 2 on the mathematics section of the CAASPP will decrease by 10% from 53% in the 2021-2022 academic year to 43% in the 2023-2024 academic year.

In K-2, 60% of all students will achieve grade level skills in mathematics as determined by district created benchmark assessment.

Goal 3 English Language Development - By June 2024 the percentage of students who are English Learners and who score a 4 on the English Language Proficiency Assessment (ELPAC) will increase by 10% from 15% in 2022 to 25% in 2024 (A 4 on the ELPAC is one requirement for reclassification).

English Learners who score a 3 on the ELPAC will increase by 10% from 37% to 47%.

English Learners who have been enrolled at Rio Real since Kindergarten and who score in levels 2 or 3 will decrease by 10% from a total of 67% to 57%.

Goal 4 Attendance - Staff, students, parents and community members at Río Real will work together to help students feel safe, connected to school and attend school in an orderly environment as measured by student attendance rates at 97.0%.

ANNUAL DISTRICT GOALS 2023-2024:

- 1. LEARNING EXCELLENCE FOR EVERY CHILD - READ-WRITE-MATH-GROWTH
ENGLISH LANGUAGE DEVELOPMENT FOR ALL IDENTIFIED ENGLISH LEARNERS**
- 2. PREVENTING SERIOUS DISCIPLINE EVENTS**
- 3. INCREASING SENSE OF SAFETY AMONG STUDENTS**
- 4. IMPLEMENTING & PERSEVERING WITH PROFESSIONAL LEARNINGS AND
INSTRUCTIONAL TOOLS - MAKING FOLLOW THROUGH ESSENTIAL**

To help foster the above commitments the following resources are utilized;

- a. Mental Health Professionals/School Counselors - Río Real partners with the following community organizations to provide services for mental well-being and support to students and families: Logrando Bienestar, Ventura County Behavioral Health, Interface and Kaiser Permanente. Service delivery with these community organizations is organized through a referral process by our school counselors of which Río Real has 1 full time counselor position.
- b. Community Intervention Professionals - Social emotional and academic interventions are delivered as part of our Multi-Tiered Systems of Support (MTSS) for all students. When a student is not making adequate progress on grade level standards or behavior, they are referred to the Intervention Progress Team. The IPT process is then utilized in a

way to determine a student's areas of need whether they be social/emotional or academic. Intervention cycles of 6-8 weeks follow the team meeting and after ~ 3 rounds of intervention, the student may be referred to special education evaluation or the progress may be adequate to bring the student close to grade level standards. Interventions range from small group instruction with the teacher, small group instruction with a pull out instructor, referral to a counselor, outside counseling agency, family counseling referral or enrollment in the Río after school program (ASES).

- c. School Resource Officers/Law Enforcement - The services of a School Resource Officer is provided by and in collaboration with the Ventura County Sheriff's Department. Officers from the Ventura County Sheriff's Department are responsive to the needs of the school on an on-call basis.
- d. District Nurses - Río Real has access to 2 district nurses and 1 on site nurse contracted through an independent agency. The onsite nurse works 7 ½ hrs/day and provides routine services to students. She is available before, during and after school. Routine care includes attention to minor cuts and scratches, falls, bumps, nosebleeds and coughs and colds. During the day she can be found in the health office and also going into classrooms to teach students about the importance of and procedures for handwashing. Our district appointed nurses are responsible for administering medication such as insulin to diabetic students and are called to the campus when there is a more serious case of injury such as broken bones, seizures and head bumps which may require further medical attention.

C. Description of School Facilities

Río Real is a 90:10 dual immersion academy with Spanish as the target language serving students ages 4-14 in grades TK– 8. The school, which was built in 1958, is located at 1140 Kenney St. Oxnard, CA in the unincorporated area of El Río separated from the city of Oxnard by the 101 freeway and bordered by State Route (Vineyard Ave) and State Route (Rose Ave.). Río Real is a neighborhood school which has served hundreds of families in its 60 year history, and is now serving the great grandchildren of its original students in 5 one story permanent buildings and approximately 20 modular buildings. The school operates on city water for its drinking water and well water to irrigate its 9 1/2 acres of land. In 2020 a ¼ mile running path was added to the grounds to serve the roughly 550 elementary and 210 middle school students. In response to the school's environmental focus, a 2,000 Square foot garden area with planting beds and outdoor tables for class group work in addition to the native habitat garden and several other vegetable gardens and an outdoor classroom have been added to the campus for the purpose of student learning and participation.

D. School Site Council Membership

Education Code Section 35294.2(e) requires that the Comprehensive School Safety Plan be reviewed and updated at least annually by the school site council or safety committee.

The school site council/safety committee may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired – Mental health professionals, school counselors, community intervention professionals, school resource officers, police officers on campus.

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

School Site Council Roster

Dr. María M. Hernández - Principal
Melissa Macias- Classroom Teacher
- Classroom Teacher
- Classroom Teacher
Margarita Jimenez- Other employee
Ann Ransom- Parent
Victor Gomez- Parent
Claudia Naranjo- Parent
David Ramos- Parent
Ed Ransom - Parent
Gloria Rizo-Centino- Parent

E. Notifications and Communication

Required CSSP Notifications

The following persons and entities were notified in writing of the public hearing concerning input on this Comprehensive School Safety Plan (EC 35294.2(e)):

- A representative of the local school employee organization
- A representative of each parent organization at the school site, including the parent teacher association
- A representative of each teacher organization at the school site
- A representative of the student body government
- All persons who have indicated that they want to be notified

Notice to Public

The Comprehensive School Safety Plan prepared for the 2023-2024 school year was shared with: (EC 35294.2(e) and 35294.8(b))

- SSC
- Staff handbook (electronic format)
 - Communicated to the following entities:
 - Law Enforcement Agencies
 - Fire Department
 - First Responders

III. Safe School Reports

A. School Crime Status

An assessment of the current status of school crime at the school and at school-related functions, was accomplished by reviewing the following of information:

- Office Referrals- When students are referred to the office, depending on the type of issue the students are experiencing they may be referred to the counselor for mediation and or counseling. If the referral requires a consequence, the student may then be referred to the assistant principal or principal for disciplinary action which is progressive in nature and could range from alternate means of corrective action to suspension.
- Attendance Rates/School Attendance Review/Board Data- The goal for attendance in the School Plan for Student Achievement is typically identified at 97%. In the years prior to Covid which started in March of 2020, the school came within .4% to achieving this goal with a rate of 97.1%. Since the start of Covid it has been a challenge to maintain a level of attendance which does not penalize students for being ill or family conditions out of their control. The chronic absentee rate reported on the CDE dashboard for the 2022 school year, increased from 3.7% in the 2018-2019 school year to 21.7% Chronically absent in the school year ending 2022.

In the 2023-2024 school year, School Attendance and Review Team (SART) meetings are scheduled and held with parents on a monthly basis. Of the SART meetings scheduled, less than 30% of parents whose children are identified as chronically truant, attend the SART conference scheduled with the principal and school team. In cases where the SART meetings

do not improve attendance, are forwarded to the School Attendance and Review Board level and the parent is requested to appear in front of a panel of persons including a representative from the Ventura County District Attorney's office. Attendance by parents at this level is over 80%.

- California Healthy Kids and the Youth Truth Survey will be administered to 4th and 7th grade students and students in 3rd- 8th grades respectively in the 2023-2024 school years. Results from student, family and staff surveys will be reviewed and the data will be used to make recommendations for school improvement programs and counseling needs.

- School Improvement Plan - School Plan for Student Achievement was developed by the School Site Council in collaboration with the English Learner Advisory Committee, parents in Coffee with the Principal and teachers. The plan includes goals to improve in the areas of Reading, Mathematics, English Learners and establishing a positive school climate and improving attendance rates.

- Property Damage Data - In the 2023-2024 school year, the Río Real campus has been the target of graffiti by neighborhood youth. On October 31st 2023, one classroom's window was broken and youth entered the room and did minimal damage. Two security cameras on the exterior of the Kinder and 1st grade buildings were sprayed with dark paint to hide the youth responsible for the damage. There have been no other incidents of destruction to property by community members.

Other ongoing incidents of property damage in which students are involved is writing on the walls in the bathrooms with markers.

Río Real is a closed campus with a 6' fence surrounding the school's 9 ½ acre campus. There are 8 entry gates which are locked during the day and only opened to allow students to enter in the morning and leave school in the afternoon. After the start of school, students who arrive late, enter the campus through the office.

Río Real has a security camera system which monitors hallways, the parking lot and common areas and can be accessed for viewing incidents which may occur on the campus. There are currently plans in place to increase the number of cameras on campus.

- Other: California Department of Education Dashboard (chronic absenteeism and suspension rates) - As previously mentioned, Río Real has typically experienced high rates of attendance during non-covid years. Attendance summary data in K-5th grade has been affected by COVID cases which continue in our general student and teacher population causing student attendance to fall below 96%. Although students in 6th-8th grades have also been affected by COVID, the attendance rate in the middle school has remained slightly above (97.32%) for the August/September reporting period.

Río Real Elementary School does/does not experience high rates of suspension or

expulsion. Total Suspensions: as of November 13, 2023

Total Expulsions: 0

B. Safe School Assessment Resources

The following resources were analyzed to develop an understanding of current conditions of school safety and standard practices to develop a comprehensive plan of action and procedures to ensure students, staff, and guests are provided a safe and secure environment.

- Safe School Needs Assessment
- District input
- School Site Inspection
- SRO/Law Enforcement

C. Safe School Needs Assessment 2022 – 2023

- Asphalt inside the campus needs to be recoated

- Safety Cameras need to be expanded to cover rooms 10 and 11 as well as the 5th grade playground

- Hallway and parking lot lighting needs to be repaired and increased

IV. School Safe Practices, Policies and Procedures

All board policies below have been modified for length; full policies can be found on the District Website as needed.

A. Child Abuse Reporting Procedures - BP 5141.4

The Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school based mental health services or other support services and/or may refer the student to resources available within the community as needed.

All district employees, are mandated reporters, as defined by law and administrative regulation and are obligated to report all known or suspected incidents of child abuse and neglect. Training regarding the duties of mandated reporters is provided on an annual basis for all employees at school sites.

September 2021 all staff participated in online training and received a certificate of completion.

B. Notification of Dangerous Pupils to Teachers - BP 4112.9 The Board of Trustees believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications he/she believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

Procedurally, when a new student enrolls at a school site and the school receives their Cumulative Record (Cum), if any disciplinary or behavioral issues appear in the record, the teacher is emailed notification for them to review the Cum File.

C. District Rules and Procedures on School Discipline - BP 5144 The Board of Trustees desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5)

The administrative staff at each school may develop disciplinary rules to meet the school's needs. However, the rules shall be consistent with law, Board policy, and district regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

Code of Conduct

Our school adheres to the principles of **Positive Behavior Support which**

- include:**
- Health and safety
 - Legitimate Educational Purpose
 - Property Loss and Damage
 - Serious Disruption

Students are taught the importance of balancing their **rights and responsibilities** as citizens of our school community.

A. Student Rights

All students can learn and they have the right to:

- Be safe and protected
- Be free from verbal abuse and harm
- Have personal belongings safe
- Be treated with respect
- Learn in a “cared for” environment
- Be able to learn without distraction

B. Student Responsibilities

Students are expected to display appropriate behaviors while in class, on the school grounds, while going to and from school, and during school-sponsored activities:

- Show respect for yourself and others.
- Be in the assigned seat, ready to work and with all materials, when the bell rings.
- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.
- Use a pleasant voice when talking to others.

C. Sexual Harassment

Rio School District prohibits student sexual harassment. Student sexual harassment includes both student-to student harassment and adult-to student harassment. Sexual harassment is any unwelcome sexual behavior from another person and can include sexual comments, jokes, rumors, graffiti, or touching or staring in a sexual way. Students who sexually harass other students at school, at a school related activity or while going to, or coming from school, will be disciplined. Appropriate student discipline for sexual harassment may include suspension and/or expulsion. Students who believe that they have been sexually harassed either by an adult or by another student should immediately tell the school principal, a teacher, or a school counselor so that the District can take action to stop the harassment and protect the student.

EDUCATION CODE SECTION 231.5.

(a) It is the policy of the State of California, pursuant to Section 200, that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind in the educational institutions of the state. The purpose of this section is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies.

(b) Each educational institution in the State of California shall have a written policy on sexual harassment. It is the intent of the Legislature that each educational institution in this state include this policy in its regular policy statement rather than distribute an additional written document.

(c) The educational institution's written policy on sexual harassment shall include information on where to obtain the specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies.

(d) A copy of the educational institution's written policy on sexual harassment shall be displayed in a

prominent location in the main administrative building or other area of the campus or school site. "Prominent location" means that location, or those locations, in the main administrative building or other area where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

(e) A copy of the educational institution's written policy on sexual harassment, as it pertains to students, shall be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

(f) A copy of the educational institution's written policy on sexual harassment shall be provided for each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or at the time that there is a new employee hired.

(g) A copy of the educational institution's written policy on sexual harassment shall appear in any publication of the institution that sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the institution.

D. Bus Conduct BP 5131.1

In order to help ensure the safety and well-being of students, bus drivers, and others, it is expected that students will exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver.

E. Playground Behavior

Students shall:

1. Follow directions and playground rules
2. Stay in assigned areas
3. Keep hands, feet and objects to themselves
4. Treat others with respect (no teasing, insulting, provoking)
5. Use equipment appropriately:
6. Follow school procedures as set by the administration and teachers.

F. Consequences for Misbehavior

School site staff will follow the district discipline matrix for inappropriate behavior. Inappropriate incidents are reported to the Principal or his/her designee who completes the following:

1. Holds a conference with the child/children to provide due process.
2. Contacts the child's teacher and/or parents/guardian to report the incident.
3. Determines an outcome which is appropriate to the incident and which helps the child correct his/her own future actions.

The goal of this process is to assist students in understanding the relationship between rights (free play time on the playground) and responsibilities (maintaining appropriate behavior). Ongoing referrals may be addressed through an Intervention Progress Team (IPT) meeting including playground personnel, parent, teacher, and principal.

G. Unacceptable Behavior and Suspensions

The Following behavior is UNACCEPTABLE and will result in consistently applied discipline (according to Education Code 48900, 48260, 31583):

School sites will follow the Rio School District's Progressive Discipline Matrix for unacceptable behaviors.

- Threatening, bullying, fighting, assault and battery.
- Extortion (taking or attempting to take money or property from another person by use of a threat).
- Truancy: excessive absences and/or tardiness.
- Causing or attempting to cause damage to school or private property. ● Disturbing class or student activities.
- Use of profanity, vulgarity, or obscenity.
- Disobedience, defiance, or disrespect to school employees.
- Inappropriate mode of dress.
- Possession of personal radios, tapes, CD Players.
 - Electronic devices: Students are permitted to carry a cell phone; however, all cell phones must remain turned off and in student backpacks when at school. If a student is caught with a cell phone in hand during school hours, the phone will be confiscated and a parent will need to come to the office to retrieve it.
- Severe disruptive behavior is not tolerated in the Rio School District. Students may be suspended from school and a conference will be held with their parents. As an alternative to suspension, a parent may be required to spend a day at school with his/her child.

The Rio School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in section 422.55 of the Penal Code and E.C.220 and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Both students who are bullied and students who bully others may have serious, lasting problems.

What students and parents can do:

What students can do:

- Be a friend to others: introduce yourself to new student, invite other students to play or hang out with you, work with an adult to solve disagreements.
- Talk to an adult.
- Be a supportive bystander; speak to an adult if you see another student being bullied.

What parents can do:

- Volunteer in the school.
- Participate in the School Safety Committee, School Site Council, Parent English Language Committee, or other school wide committees.
- Notify your child's teacher, school counselor, or Principal if your child reports bullying to you or you suspect something is wrong.

H. Bicycles, Skateboards and Scooters

Children riding bicycles to school must park and lock them in the designated area immediately upon arrival at school. Bikes must be walked on school property and on sidewalks. Skate boards, bikes and scooters are not to be ridden on campus at any time. Skateboards and scooters should be held and put away while on school property. Bicycle (skateboard and scooter) riders under age 18 must wear a properly fitted and fastened helmet which meets specified safety standards when they ride on a street, bikeway, or public bicycle path or trail (Vehicle Code Sections 21212, 21204).

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

D. Bully Prevention - BP 5131.2

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of

bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

Teachers, students and families are encouraged to attend frequently scheduled anti cyberbullying presentations provided by both our school counselor and local agencies.

Students, parents and teachers are able to report bullying on the Sprigeo App at sprigeo.com either anonymously or they can leave their name and grade. This report is automatically delivered to school administrators for investigation.

E. Hate Crime Reporting Procedures - BP 5145.9

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

F. Safe Ingress/Egress Procedures – BP 1250

The Board of Trustees believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

Registration Procedures

During School hours Visitors must sign in at the Main office before going on to campus, the only exception is for events during or after school that are planned by the school principal or designee. Please have the following information to sign in.

1. Name, ID may be requested
2. Purpose for entering school grounds
3. Classroom/destination

Procedures for Outside Visits during school hours:

1. Visitor makes an appointment with the principal or designee to observe in the classroom.
2. The time of the visit is determined by the teacher/administrator in order to ensure minimal disruption of teaching and learning.
3. The principal or designee accompanies visitors.
4. If a visitor walks into the classroom unannounced, the teacher may acknowledge the parent and must refer them to the office to make an appointment with the principal.
5. All visitors/volunteers must check into the office before a visitation/observation and display a visitor badge. That signifies that they have checked in and others are aware of their presence on campus.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

G. Nondiscrimination/Harassment – BP 0410

The Board of Trustees is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

H. Suspension & Expulsion Policies – BP 5144.1

Suspension from Class by a Teacher

A teacher may suspend a student from class for the remainder of the day and the following day for any acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-8" above. (Education Code 48910). When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. **As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and**

a school administrator shall attend if either the parent/guardian or teacher so requests.

Suspension by Superintendent, Principal or Principal's Designee

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-8" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

Expulsion

In determining whether to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

I. Search and Seizure – BP 5154.12

The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or

otherwise prohibited items. Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050). Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

J. Dress Code Prohibiting Gang Related Apparel – BP 5132, 5136 The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

K. Bus Conduct – BP 5131.1

In order to help ensure the safety and well-being of students, bus drivers, and others, the Board of Trustees expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. He/she shall make these rules available to parents/guardians, students, and other interested parties. (5 CCR 14103)

The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (5 CCR 14103)

L. Comprehensive School Safety Plan – BP0450

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

The school site council at each district school shall write and develop a comprehensive

school safety plan relevant to the needs and resources of that particular school. (Education Code 32281)

M. Conduct - BP 5131

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

N. Emergency / Disaster Preparedness Plan including Public Agency Response - BP 3516

The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. A disaster plan has been developed and maintained detailing provisions for handling emergencies and disasters and which shall be included in each site's comprehensive school safety plan. (Education Code 32282). The Emergency and Disaster plan complies with Standardized Emergency Management System (SEMS) guidelines and the National Incident Command System (NIMS)

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

Please see Emergency Operations Plan Updated 2/2023

Staff training provided on: __03/21/2022_____

2023-2024

DATE	Time	Fire Drill	Earthquake Drill	Lock Down Drill
09/12	1:30	X		X
10/20	1:30	X	X	
11/09	1:30	X		

12/14	1:30	x		
1/11	1:30	x		
2/15	1:30	x	x	
3/14	1:30	x		
4/18	1:30	x		
5/16	1:30	x		
6/6	1:30	x	x	

Fire: Monthly

Earthquake: Quarterly

Bomb Threat, Lockdown: 1x per trimester

This section or the individual disaster sections should be adapted for pupils with Disabilities. For our student with a physical disability in the 3rd grade in rooms 1 and 19, the aide will assist the student to evacuate via wheelchair. For our visually impaired student in the 1st grade in room 6, the aide will assist the student to evacuate via guided walking.

O. Employee Safety and Protection – BP 4157

The Board of Trustees is committed to maximizing employee safety and believes that safety is every employee's responsibility. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state and local laws and regulations. No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and to correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee. The Superintendent promotes safety and corrects any unsafe work practice through education, training and enforcement. A written injury and illness prevention program has been established in accordance with law. (Labor Code 6401.7)

P. Sexual Harassment – BP 5145.7

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student or staff member by anyone. The Board also prohibits retaliatory behavior or action against any person, who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging

sexual harassment.

The district strongly encourages any student or staff to immediately contact his/her teacher/manager, to report the harassment. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Q. Weapons and Dangerous Instruments – BP 5131.7

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

R. Positive School Climate

The Board of Trustees desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

V. Emergency Response Plan

Rio School District has developed an Emergency Operations Plan (EOP) with review by Law enforcement. The CSSP and the EOP will be shared with Law Enforcement, Fire Department and First Responders on a yearly basis as updates are made.

A. Emergency Contacts and Assignments

All site and district staff phone numbers are located on a separate document and have been

provided to law enforcement.

Local Agency Emergency Numbers

Local Agency Emergency Numbers	
Police Department or Sheriff's Department	Oxnard Police Department: 911 or (805) 486-1663 Ventura County Sheriff: 911 or (805) 654-2551
Fire Department	911

American Red Cross	(805) 339-2234
Southern California Edison	(800) 611-1911 (to report power outages)
Southern California Gas Co.	(800) 427-2200
Water – City of Oxnard	(805) 385-8136

Staff Emergency Assignments

Emergency Task	Title	Relief Back-Up
Emergency Coordinator	Principal-María M. Hernández	Assistant Principal – Nidia Mejia
Logistics Section Chief	School Office Manager- Interim Liz Lopez	Counselor – Margarita Jimenez
Search & Rescue Team	Custodian-Raul Barreda	Custodian – Jose Barreda
Utilities Team	Custodian- Raul Barreda	School Office Supervisor- Liz Lopez Principal-María M. Hernández

Student/Staff Accounting Team	School Office Manager- Liz Lopez Teachers – Mariela Plascencia, Lily Rabelo	Support Specialist- Elizabeth Enriquez
Student Release Team	Principal-María M. Hernández Office Manager - Iliana (Liz) Lopez Teachers- Marcela Ortiz, Elsa Hernandez, Maria Mauricio	Counselor-Margarita Jimenez

First-Aid Team and Morgue	Pablo Hernandez and Lionel Carrizales Teachers – Yesenia Viera, Arianna Lopez-Castellanos, Jackie Leal	Library Clerk-Lily Rabelo Counselor-Margarita Jimenez
Food/Water Sanitation Team	Food Service Manager-Elodia Vargas Food Service Assistants-Judit Lopez, Tammy Bauer Campus Supervisor Assistants	Custodian-Raul Barreda
Security Team	Custodian- Raul Barreda	Safety Coordinator- Nidia Mejia
	Campus Supervisor Assistants	
Command Center	Principal - Maria M Hernández, Assistant Principal- Nidia Mejia Teachers- Pablo Hernandez, Lionel Carrizales	

School Staff Buddy List

Responsibility for Remaining with Students		Responsibility for Assuming Emergency Task		Emergency Task
Room #	Teacher	Room #	Teacher	
K-1	Maria Lopez Ochoa	K-2	Rosa Navarro	Stay with Students
4	Lourdes Sepulveda-Gallegos	5	Yesenia Nava	Stay with Students
6	Mariela Plascencia	9	Patricia Cabrera	Plascencia Staff/Student accounting team Cabrera Stay with Students

8	Sandra Morales	7	Yessenia Viera	Viera -First Aid/Morgue Roll Call, Assess Damages (First Aid if necessary) Morales - Stay with students
14	Aurora Zamudio	17	Elsa Hernandez	Hernandez -Student Release Team Roll Call, Assess Damages (First Aid if necessary) Zamudio - Stay with Students
15	Yenni Luna	16	Nicole Jovel	Luna - Stay with Students Jovel - Assess Damage
25	Monica Rocha Ortiz	19	Jackie Leal	Rocha Ortiz -First Aid/Morgue Roll Call, Assess Damages (First

				Aid if necessary) Leal- Stay with students
--	--	--	--	--

22	Olga Velasco	20 & 21	Jeanine Malette Teresa Ivey	Stay with Students
40	Lionel Carrizales	18 26	Pablo Hernandez Lily Rabelo	Command Center Student/Staff Accounting Team
23	Mayra Aguilar	24	Irene Carranza-Chavez	Stay with Students
		28	Maria Mauricio	Mauricio - Student Release Team

30	Patricia Ferrer	29	Jazmin Palomares	Stay with Students
27	Magdalena Molina SAI teacher	13	Arianna Lopez-Castellanos Psychologist	Psych -First Aid/Morgue Roll Call, Assess Damages (First Aid if necessary) SAI teacher -Stay with Students
31	Katie Browning	32	Erika Bair	Stay with Students
33	Marcela Ortiz	34	Melissa Macias	Ortiz - Student Release Team Macias -Stay with Students
36	Joseph Stewart	39	Griffin	Student Release Team

37	Diana Barrera	38	Roslinda Melchor	Stay with Students
11	Kimberly Landberg	Stay w SS	Margarita Jimenez	First Aid/Morgue Roll Call, Assess Damages (First Aid if necessary)
3	Dorina Padilla	10	Blanca Ramos	Stay with Students

B. Initial Contact to Launch District Emergency Operations Protocol Call

will be made to the district office to alert the District of an emergency at a school site.

Communication to Families

For emergency communication Edulink is utilized through the district office to communicate with groups of parents based upon the needs at each school site or the entire district. The Superintendent or Public Information Officer (PIO) will facilitate communications with families. **All communication, even at the site level, will be reviewed by the Superintendent, their designee or the PIO.**

C. Public Agency use of Schools as Shelters

The American Red Cross has worked with Ventura County Schools Self-Funding Authority and Ventura County Office of Education on an agreement through the county to allow for use of school sites for shelter locations. Should the American Red Cross want to utilize a Rio School District Site we will enter into discussion with the above mentioned entities to allow use of our facilities.

D. Initial Response Actions

1) Action “Lockdown”

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all times.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e.,

sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM

DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM.”

“SU ATENCIÓN POR FAVOR. TENEMOS UNA SITUACIÓN DE EMERGENCIA Y NECESITAMOS IMPLEMENTAR LOS PROCEDIMIENTOS DE CIERRE DE EMERGENCIA. LOS MAESTROS DEBEN CERRAR LAS PUERTAS DEL SALÓN CON CANDADO Y MANTENER A TODOS LOS ESTUDIANTES DENTRO DEL SALÓN HASTA PRÓXIMO AVISO. NO ABRAN LA PUERTA HASTA SER NOTIFICADOS POR UN ADMINISTRADOR O AGENTE POLICIAL. SI ESTÁN AFUERA, LOS ESTUDIANTES Y EL PERSONAL DEBEN PROCEDER DENTRO DEL EDIFICIO O SALÓN MÁS CERCANO”.

2. If inside, teachers will lock the doors, instruct students to lie on the floor, and close any shades or blinds, silence phones and computers.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement.
5. Staff should monitor forms of communication including email and text.
6. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, are allowed on campus.

Active Assailant “criminal incident” on Campus

Beginning with the 23/24 school year our district will take steps to comply with SB906 by providing parents and guardians with Annual Notification based upon model content provided by the state regarding California’s Child access prevention laws and laws relating to storage of firearms. In addition to these notifications our administrators, school officials, shall immediately report a threat or perceived threat to Law enforcement to begin an investigation and threat assessment process which would include a review of the firearm registry of the Department of Justice.

A dangerous person could be someone with a legitimate purpose on campus (student, staff, or authorized visitor) or an unauthorized person, armed or violent. Staff must call for a lockdown as soon as an active assailant is identified and call 911 to engage law enforcement

The best and safest response to an active assailant is to “Lockdown”.

Follow procedures for lockdown – secure yourself and students in locked classrooms, cover windows, silence phones and computers, keep lines of communication open such as email and texting.

Take necessary action to protect yourself and students.

If you are on the field or on campus, move away from the sound of gunfire, stay low, behind walls or hidden by bushes.

If you are unable to get into a locked room the following is recommended:

- Hide in an area out of the assailant’s view
- Block entry to your hiding place if possible
- Silence your cell phones and radios
- As a last resort, if your life is in imminent danger, and you are able, defend yourself against the assailant

2) Action “Secure School/Shelter in Place”

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from the environment. That there may be danger in the local area (no on campus) or airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment and may include the shutdown of classroom and/or building HVAC systems.

The difference between Shelter-in-Place and Lock Down is that the former may involve shut down of the HVAC systems, and allows for the free movement of students within the building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE WITH WINDOWS AND DOORS SECURELY CLOSED. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.”

“SU ATENCIÓN POR FAVOR. PORQUE HEMOS RECIBIDO INFORMACIÓN SOBRE UN

PELIGRO EN LA COMUNIDAD, ESTAMOS INSTITUYENDO PROCEDIMIENTOS DE REFUGIO EN UN LUGAR SEGURO. RECUERDEN, ESTO SIGNIFICA QUE LOS ESTUDIANTES Y EL PERSONAL DEBEN PERMANECER DENTRO DEL EDIFICIO Y LEJOS DE VENTANAS AL EXTERIOR Y CERRAR LAS PUERTAS DE FORMA SEGURA. TODOS LOS ESTUDIANTES Y EL PERSONAL QUE ESTÁN AFUERA DEBEN MOVERSE INMEDIATAMENTE A LA PROTECCIÓN DE UN CUARTO EN EL INTERIOR. TAN PRONTO TENGAMOS MÁS INFORMACIÓN, LA COMPARTIMOS CON USTEDES”.

2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
4. Teachers are responsible to secure individual classrooms whereas the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

3) Action “Evacuation - Leave Building” (Evacuation Procedures) This action is taken after the decision is made that it is unsafe to remain in the building.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

“SU ATENCIÓN POR FAVOR. NECESITAMOS INSTITUIR UNA EVACUACIÓN DE TODOS LOS EDIFICIOS. LOS MAESTROS DEBERÁN LLEVAR A SUS ESTUDIANTES AL ÁREA DE ASAMBLEA Y REPORTARSE A SU ÁREA DESIGNADA. LOS ESTUDIANTES DEBERÁN PERMANECER CON SU MAESTRO. LOS MAESTROS NECESITAN LLEVARSE SU LIBRO DE ASISTENCIA Y CERRAR EL SALÓN CUANDO TODOS LOS ESTUDIANTES HAYAN SALIDO DEL SALÓN.”

2. The Principal will initiate a fire alarm.

3. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
4. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.
5. Once assembled, teachers and students will stay in place until further instructions are given.

4) Action “Student Release”

1. Warning: Verbal Communication by the principal or designee. Action “Student Release” will be considered by the principal or designee. Students will be held at school until released to an authorized adult.
2. Action “Student Release” consists of:
 - a. Dismissal of all classes.
 - b. Release of students to their parents or guardian or another authorized adult at principal’s or designee’s judgment.
3. Action “Student Release” may be appropriate for, but not limited to, the following:
 - Flood,
 - Severe wind storm
 - Fire,
 - Or strategic alert

5) Action “Directed Transportation” (Off-Site Evacuation)

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

“SU ATENCIÓN POR FAVOR. NECESITAMOS INSTITUIR UNA EVACUACIÓN FUERA DE LA ESCUELA. LOS MAESTROS DEBEN LLEVAR A SUS ESTUDIANTES AL ÁREA DE ASAMBLEA FUERA DE LA ESCUELA Y REPORTARSE A SU ÁREA DESIGNADA. LOS ESTUDIANTES DEBEN PERMANECER CON SUS MAESTRO. LOS MAESTROS DEBEN

LLEVARSE SU LIBRO DE ASISTENCIA Y CERRAR SU SALÓN DESPUÉS DE QUE TODOS LOS ESTUDIANTES HAYAN SALIDO DEL SALÓN.”

2. The Principal will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location. The off-site assembly areas are indicated on the Vicinity Map in Appendix C.
3. Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a pre-designated safe location.
4. Once assembled off-site, teachers and students will stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, the Principal may authorize students and staff to return to the classrooms.

6) Earthquake Procedures – Duck, Cover, Hold

This action is taken to protect students and staff from flying or falling debris.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

If able to make an announcement: REMINDER: ALL STUDENTS SHOULD FOLLOW STAFF TO DUCK AND COVER AND HOLD ON

RECORDATORIO: TODOS LOS ESTUDIANTES DEBEN SEGUIR AL PERSONAL PARA AGACHARSE Y CUBRIRSE Y AGARRARSE

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.

VI. Disaster Response Checklists

Checklists are included to outline the initial response to the following situations:

Aircraft Crash

Biological/Chemical Weapons Assault (unknown powdery substance)

Biological/Chemical Weapons Assault (via aircraft or outdoor dispersion)

device)
 Biological/Chemical Weapons Assault (via indoor dispersion device)
 Bomb Threat / Explosion
 Chemical or Hazardous Materials Incident / Gas Fumes
 Earthquake
 Fire
 Flood
 Medical Emergency
 Nuclear Attack
 Riot/Civil Disorder
 Severe Windstorm
 Suspicious Mail/Packages
 Active Assailant, Intruder or Criminal Activity on Campus –
 Weapons/Assault

Threat of Violence

Team.

Utility Failure/ Power Failure/ Blackout

You are the Incident Commander. Begin a comprehensive assessment of the situation and directing resources until emergency response personnel arrive.

Aircraft Crash

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

Upon arrival of emergency responders, form a unified command with them and direct your resources accordingly.

Principal: Call 9-1-1 to report the crash and notify District Office.

Teachers: Determine if your class is in immediate danger.

Perform a quick assessment of the situation and determine if immediate evacuation is necessary. If the Principal issues an “Evacuate Building” action, the students will evacuate the buildings using prescribed routes or other safe routes to the assembly area. The Principal will initiate an offsite evacuation, if it is unsafe to remain on campus.

danger evacuate your class to a safe location, otherwise stay in your room.

If you evacuate, take roll and document absent and/or missing students on class attendance sheet.

Establish a Command Post. Minimum Incident Command System

Move your class to the designated Assembly Area, as directed, once it has been established. If the class is

Activation recommended: Operations Section, Hazard Control Team, the Search and Rescue Team, the Medical Team, the Assembly Area Team, and the Student Release

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.

Biological/Chemical Weapons Assault

Discovery of Unknown Powdery Substance

Discovering Party: Upon discovery of any unidentified powdery substance, do not touch, sniff, or taste the substance.

Do not attempt to clean up or remove the substance.

Cover the powder with whatever you can (paper, clothing, trash can, etc.) and do not remove this cover.

Leave the room and close the door or otherwise prevent access to the room.

Wash your hands with soap and hot water.

Report the discovery to the Principal.

Remove any contaminated clothing from your person as soon as possible and place inside plastic bags.

Principal: Upon knowledge of a biological or chemical weapons assault at school ensure that 9-1-1 has been dialed. Establish a Command Post and report the incident to the District Office.

Ensure that an evacuation of the immediate area has been conducted and that the area is isolated and cannot be entered.

Direct custodian to ensure that HVAC system is shut down.

Make a list of all the people who were in the room or area of the substance and provide this list to the emergency response agencies investigating the incident.

Ensure that everyone who may have had contact with the powder washes his/her hands and removes contaminated clothing as soon as possible. Contaminated clothing should be placed in plastic bags.

Minimum Incident Command System Activation recommended: Assembly Team, Operations Section, and Hazard Control Team. You are now the Incident Commander.

Ensure that all students and staff have been accounted for.

All Personnel: Do not panic. Remain calm and follow instructions. Do not

turn on any air conditioner/heater or fan.

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.

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 Team Leader.

Biological/Chemical Weapons Assault

Agent Delivered via Aircraft or Dispersion Device that is Outdoors

Principal: Upon knowledge of a biological or chemical weapons assault that is conducted

by dispersing biological/chemical agents via aircraft or dispersion device that is outdoors ensure that all staff and students are moved indoors. Instituting shelter –in-place procedures may be appropriate.

Direct custodian to ensure that HVAC system is shut down.

Direct staff to cover vents with thick paper using tape to create a seal.

Minimum Incident Command System Activation recommended: Assembly Team, Operations Section, and Hazard Control Team. You are now the Incident Commander.

Ensure that all students and staff have been accounted for.

All Personnel: Do not panic. Remain calm and follow instructions.

Move indoors.

Close and secure all doors and windows.

Ensure that your heater/air conditioner is turned off.

Take roll of your classroom.

Cover vents with plastic or thick paper using tape to create a seal.

Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.

Remain in this area until notified to leave by Principal or emergency response agencies.

Immediately report any injuries or illnesses to your supervisor or officers of emergency response agencies.

Biological/Chemical Weapons Assault

Agent Delivered via Dispersion Device that is Indoors or the school's HVAC System

Principal: Upon knowledge of a biological or chemical weapons assault that is conducted by dispersing biological/chemical agents via dispersion device that is indoors or the school's HVAC system direct a full evacuation to the school's normal outdoor evacuation area.

Direct custodian to ensure that HVAC system is shut down.

Call 9-1-1 to report the incident.

Follow normal evacuation procedures.

Follow instructions of emergency response agencies. Minimum Incident Command System Activation recommended: Assembly Team, Operations Section, and Hazard Control Team. You are now the Incident Commander.

Ensure that all students and staff have been accounted for.

All Personnel: Do not panic. Remain calm and follow instructions.

Evacuate classroom to normal outdoor evacuation assembly area. Ensure that all windows and doors are closed while evacuating.

Take Roll Book and pen and pencils. Ensure that all students have been accounted for.

Use pre-planned evacuation routes.

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.

Immediately report any injuries or illnesses to your supervisor or officers of emergency response agencies.

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?) What is your

name?

Principal: Dial 9-1-1 to notify police of Bomb Threat.

Contact the District Office.

If you believe the bomb threat is credible, do not use a walkie-talkie or cell phone. (There are some radio-controlled bombs).

Determine if you will evacuate the school before conducting a search. Activate the alarm signal (bell-verbal) if you decide to conduct an evacuation.

Evacuate to Assembly Area.

Minimum Incident Command System Activation recommended: Operations Section, and Hazard Control Team. You are now the Incident Commander.

Chemical or Hazardous Materials Incident

Principal: If a hazardous material is released in the area of the school, local law enforcement 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.

Establish and maintain communication with law enforcement and/or fire department and the District's Emergency Operations Center. Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Logistics Section.

If an evacuation to another location is imminent, prepare to move students and staff to the designated shelter utilizing available resources.

Until ordered to evacuate assume that a "shelter-in-place" strategy will be employed and do the following:

Direct that all students and staff remain indoors until it is safe.

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

Direct that all windows be shut.

Teachers: Upon notification that a hazardous materials incident has affected the school, keep calm while preparing for an evacuation to another location, if directed.

Keep students calm.

Close all classroom doors and windows.

Ensure that the heating-ventilation and cooling system is shut down.

Unless otherwise instructed, assume that a "shelter-in-place" strategy is being utilized. Keep all students indoors until it is determined to be safe.

Earthquake

Duck, Cover and Hold

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 any match, lighter, or other object that may create any open flame.

Tune to: KNX 1070 AM.

Prepare to evacuate to the Assembly Area, if instructed to do so.

If Outside: Move away from buildings and utility wire.

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: Establish a command post and initiate damage assessment and report to the District Office.

If necessary, direct the evacuation of staff and students to assembly areas.

Activate a Search Team to check all buildings for trapped or injured staff and students.

Ensure that the disabled are assisted in the evacuation.

Minimum Incident Command System Activation recommended: Operations Section, Search and Rescue Team, Assembly Team, Hazard Control Team. Refer to Section 4. You are now the Incident Commander.

Continued...

Earthquake (continued)

Teachers: Give the Duck, Cover and Hold command to students. Duck, cover and hold yourself.

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.

Take any emergency supplies and roll book to the assembly area.

Take roll and document absent and/or missing students on class attendance sheet.

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.

Determine the first aid needs of your class. Prepare to have injured students transported to the Treatment Area, when activated.

Fire

Discovering Party: 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.

Clear everyone from the immediate area.

Close - but do not lock all doors leading to fire area to isolate the area and prevent spread of fire.

Principal: Upon knowledge of fire at school 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.

Supervise the evacuation of staff and students to assembly areas.

Direct a subordinate to check all bathrooms and training rooms for staff and students.

Ensure that the disabled are assisted in the evacuation.

Minimum Incident Command System Activation recommended:

Assembly Team, Operations Section, and Hazard Control Team. 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.

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 Team Leader.

If the fire is small (no bigger than a desk) use the nearest fire extinguisher to put it out. Only use a fire extinguisher if you have been trained. Do not risk personal safety to put out a fire.

Flood

Principal: If you are experiencing flooding problems, which may affect your school site, contact the District Office.

Establish a Command Post and tune to the Emergency Alert Station (EAS) to receive an update on the storm. Tune to KNX 1070 AM for EBS.

If flooding is imminent, Minimum Incident Command System Activation recommended: Operations Section, Hazard Control Team (Section 4) and the Logistics Section to begin sandbagging and other property protection measures as required.

Determine from the District and local authorities if the school is being evacuated or closed. If so, activate the Student Release Team (Section 4) to begin the student release process.

Activate other Incident Command System functions as required to support your actions.

Teachers: Keep students indoors until it is determined to be safe.

Prepare to evacuate students. Evacuate students to pre-designated Assembly Area if an evacuation is ordered.
Take roll and document absent and/or missing students on class

attendance sheet.

Prepare to release students to the Student Release Team. 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.

Medical Emergency

All Personnel: If the situation is life threatening, dial 9-1-1.

Report medical emergencies to the School Principal.

Await instructions.

Principal: Ensure that 9-1-1 has been called and report the medical emergency to the District Office.

Provide emergency First Aid. Utilize the school nurse if available. Activate the Medical Team if there are multiple casualties.

Direct responding emergency personnel to the victim(s).

Isolate staff and student from the victim(s).

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: 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 Team.

Direct the Facilities Team to begin locating food and water.

Direct the Facilities Team to begin protecting each building containing people for nuclear fallout. Any object placed between the fallout and people can help to reduce exposure.

Direct that all heating-ventilation and cooling units be shut down.

Direct teachers to keep students on the interior walls of each building.

Keep all staff and students indoors until it is determined by the Ventura County Health Department that it is safe.

Maintain communication with the District Emergency Operations Center to receive updates. Tune to the Emergency Alert System (EAS) at KNX 1070 AM to receive updates.

Upon receiving the "all clear," activate the Student Release Team.

Activate Incident Command System teams as required to accomplish necessary functions.

Teachers: 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.

3. Take roll and document absent and/or missing students on class attendance sheet.

Upon receiving the "all clear," prepare to release students to the Student Release Team

Riot/Civil Disorder

All Personnel: If disturbance is off campus, as much as possible, remain in your work area and maintain your normal work routine.

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: Direct a lock down of the campus if you believe the situation warrants.

Consult with the Police Department and the District to coordinate appropriate protection for the school and its personnel.

Establish a Command Post

Inform teachers and staff of the emergency situation. If appropriate, use the public address system.

Minimum Incident Command System Activation Recommended: Operations Section and Hazard Control Team to staff the 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.

Severe Windstorm

Principal: If you are experiencing high winds, which may affect your school site, contact the District Office.

Establish a Command Post and tune to the Emergency Alert Station (EAS) to receive an update on the storm. Tune to KNX 1070 AM for EBS.

Minimum Incident Command System Activation recommended: Operations Section and the Hazard Control Team (Section 4).

Determine from the District and local authorities if staff and students should move to the interior core area of the building away from outside windows and doors.

Activate other Incident Command System functions as required to support your actions.

All Personnel: Keep students indoors and away from windows and doors.

Close all windows and blinds and avoid building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Follow instructions provided by Principal or emergency response agencies.

Report and injuries to your supervisor.

Suspicious Mail/Packages

Indicators: Suspicious Mail is mail that... is

unexpected or from an unfamiliar source.

has excessive postage.

is addressed to someone who no longer works at the school.

is addressed to a current employee but with the wrong title.

contains several misspelled words on the envelope.

marked with restrictive endorsements such as "Personal" or "Confidential". has no return address or an address that cannot be verified.

mail that is from a foreign country.

shows a city or state in the postmark that doesn't match the return address. is lopsided, oddly shaped, or has an unusual weight, given its size.

has protruding wires, strange odors or stains. has powdery substance on the outside. has an unusual amount of tape on it. is ticking or making unusual sounds.

Discovering Party: Do not try to open the package or envelope. Do

not sniff, taste, or shake the package.

Isolate the package.

If powder is spilled from an envelope or package, do not try to clean up the powder.

Cover the spilled contents immediately with anything (clothing, paper, trash can) and do not remove this cover.

Evacuate the immediate area and close the door.

Notify the Principal.

All Personnel: When informed of suspicious mail or packages do not panic, spread rumors or communicate unverified information.

Remain away from any isolated area and follow instructions from the Principal or emergency response agencies.

Principal: Visually inspect mail or package (except if powder has reportedly come from package). Never touch suspicious mail or packages.

Make assessment of the suspicious nature of the mail or package and contact 9-1-1 if deemed suspicious.

If powder spilled from the package, ensure that the area is isolated and ensure that all personnel that have had contact with the package have washed their hands and removed contaminated clothing.

Notify the District Office of the incident.

Activate the Incident Command System and await the arrival of emergency response agencies.

Active Assailant, Intruder or Criminal Activity on Campus

As required by Board Policy, school sites have visitor check in requirements. All visitors must check in and have identification when on campus. This checklist is designed to address unknown individuals who come onto campus and are exhibiting suspicious or potentially threatening behavior or obvious criminal activity.

Discovering Party: Notify office of unfamiliar individual and report their location and behavior.

If the individual appears dangerous or is involved in criminal activity, avoid contact and move to a safe location.

All Personnel: 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.
- All student phone powered off
 - Staff phones and computers placed on silence, should be left on for communication purposes
- Do not leave your classroom or work area
- Await further instructions

- If outside of a classroom (Physical Education or passing period) seek shelter in the closest room (gymnasium, MPR, kitchen, even restrooms), lock or block the door and stay quiet

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 school office or district 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.

If the intruder enters your area:

Do not provoke an incident

Remain calm and do not get involved. Leave or avoid the area.

Principal: 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 possible). Explain the school visitor policy.

If suspicious or criminal activity has been reported immediately dial 9-1-1 and contact the District Office.

Consult with the Police Department and the District to coordinate appropriate protection for the school and its personnel.

Inform teachers and staff of the emergency situation. If appropriate, use the public address system and direct a lock down of the campus.

Activate the Incident Command System and attempt to monitor the situation without putting staff in jeopardy. Await the authorities.

Do not permit staff or students to leave the school until you have determined it to be safe.

As appropriate, use the public address system to end the school lock down.

Utility Failure

Principal: Assess if utility failure presents a threat to safety, if so contact 9-1-1 immediately.

Notify District Office and District Maintenance Department. Contact the appropriate utility company if directed.

Southern California Edison (800) 655-4555 (dial "0")

Southern California Gas Company (800) 427-2000 (dial "1" – gas leaks; "4" – all other issues)

Teachers: 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 Team to isolate the area.

Determine if an evacuation of classrooms is necessary.

Open window shades and use emergency flashlights as necessary.

Prepare to relocate your class to your pre-designated Assembly area.