

Río del Mar



ELEMENTARY SCHOOL

COMPREHENSIVE SCHOOL SAFETY PLAN

2023-2024

In compliance with

California Ed Code §§ 32280 - 32289.5

Rio del Mar
3150 Thames River Drive
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 the principal/designee, teacher, parent of a child who attends the school, classified employee, and 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 or Safety Planning Committee - _____

Date Submitted to Law Enforcement and First Responders - _____

Date submitted to Rio School District Office - _____

Date Reviewed by the Superintendent or Designee - _____

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I. The Comprehensive School Safety Plan Overview

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

The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 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 CSSP 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 the 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.

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II. General School Information

A. School Profile

Rio del Mar is an elementary school serving transitional kindergarten through fifth-grade regular education students. Our student population is diverse and reflects the ethnicity and cultural heritage of the community we serve.

Current enrollment: 455 students from July 1, 2023, to June 30, 2024

Children's Ages: 4 to 11

Total Teaching and Support Staff: 50

B. Safe School Mission

School Site Goals

The Rio del Mar staff is committed to accomplishing the following major goals in the education of students:

1. Reduce chronic absenteeism by 10%.
2. Maintain or decrease the overall suspension rate to 0.5% or less.
3. Increase the percentage of all students meeting or exceeding standards on the CAASPP English language arts and mathematics by 3% annually.
4. Increase the percentage of students increasing one or more language levels by 2% annually.

District Goals

1. Provide safe learning and work environments for all children, staff, parents and overall community by providing a common language and organizational structure to advocate and address safety, inclusion and equity to leverage the positive value of differences in our schools and communities.
2. Engage every child in active and meaningful learning by providing the highest quality learning environments that are relevant, rigorous and responsive to support every child developing and learning to their fullest potential.
3. Support healthy personal and social development in every child by building a wide range of experiences and diverse knowledge in all schools.
4. Foster high levels of engagement of language and literacy development by engaging in rich, developmentally appropriate learning experiences that improve every child's learning over time.
5. Develop student capacity for empathy and kindness; to understand multiple perspectives so they can respect all cultures and people through their words and actions.
6. Provide a welcoming environment for parents, inviting them to participate as equal partners in the education of their children; engage parents in opportunities to acquire necessary information, knowledge, and skills to support their children's education at home and at school.
7. Support strong family, community, and school partnerships by understanding and integrating their cultural and linguistic assets into our diverse school communities.

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

- a. Mental Health Professionals/School Counselors
 - a. The school site has one counselor available five days per week
 - b. The counselor is active in the classroom leading students in activities related to behaviors on campus
 - c. The counselor is available to meet with students on an as-needed basis or on a regular basis if regular meetings are warranted
 - d. The counselor meets with parents of at-risk students on an as-needed or requested basis

- e. The school site allows mental health professionals to meet with students as required by their outlined services with outside agencies
- b. Community Intervention Professionals
 - a. If after meeting with parents seeking assistance, the counselor will refer parents to such agencies as Triple P, Parent Project, Logrando Bienestar, and Interface to mention a few.
- c. School Resource Officers/Law Enforcement
 - a. Oxnard Police Department supports the school for any law enforcement needs
 - b. Our Resource Officer, Officer Hurtado, is available by phone or through dispatch
 - c. The Officer has supported us in the past with minor incidents of stealing and bullying
- d. District Nurse
 - a. The nurse is on call to assist with injuries requiring more than basic first aid, head injuries, and illness (i.e rashes) that require a second opinion
 - b. The nurse supports students with health or 504 plans
 - c. The nurse can be reached through her office or by cellphone

C. Description of School Facilities

Rio del Mar is a TK - 5 Elementary school located in the City of Oxnard at 3150 Thames River Drive. The school is bordered by Vineyard Avenue to the East, Thames River Drive to the North and West, and Rio Vista Middle School to the South. The school operates under a shared facilities use agreement with the City of Oxnard. As such, the playground is a shared space after school hours and on weekends with the City of Oxnard Parks and Recreation's sports programs. The city also maintains the grounds in the playground area and school exterior. The school consists of

- 1 administrative building which houses the main office, small meeting rooms, a staff workroom, and the library.
- The cafeteria multipurpose building houses the main eating area, kitchen, staff lounge, and loading dock. The cafeteria serves as the main eating area with a supplemental area located outside to the south of the kitchen. The cafeteria building includes an indoor stage and an attached exterior stage on the south side of the building.
- There are 22 classrooms, two of which are dedicated to TK/Kindergarten aged children. These classrooms access a separate play area with a play structure dedicated to Kindergarten aged children.
- Grades 1 - 5 have a play structure on the main playground along with two basketball courts, a volleyball court, three dirt/turf baseball diamonds, and an open grass area.
- The grounds on the exterior of the school and in the playground area are maintained by the City of Oxnard under the community development plan.
- The school has one parking lot for visitors and one for staff and buses.

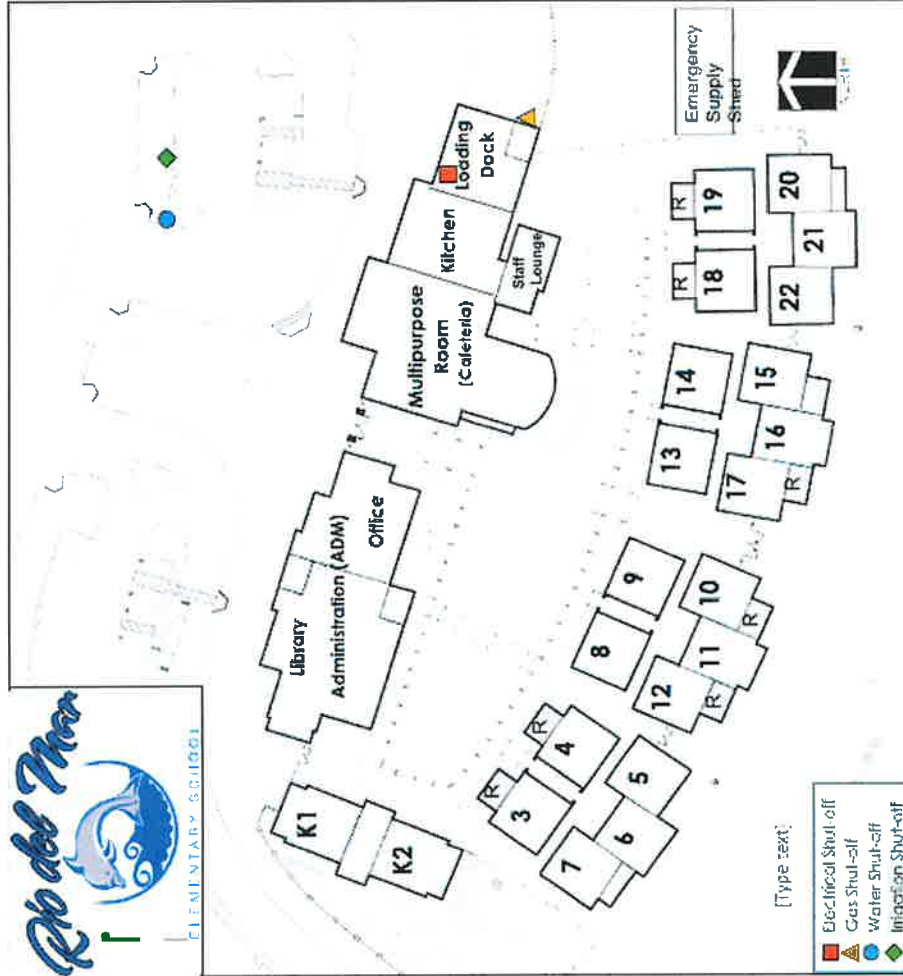
Refer to the map below for more details.

CAMPUS MAP

2023-2024

Rio Del Mar Elementary School
 3150 Thames Drive
 Oxnard, CA 93036
 (805) 485-0560

Restrooms	
K1	Ms. Handley TK/Kindler
K2	Ms. Jaramilla TK
3	Mrs. Baulista 1st Grade
4	Mrs. Dowdy 1 st Grade
5	Mrs. Anle 1 st Grade
6	Prochiral Assessment
7	RDM Catalyst Pre-School
8	Ms. Spencer Kinder
9	Mrs. Young 2 nd Grade
10	Mrs. Cluett Kinder
11	Mrs. Franczkowiak 2 nd Grade
12	Mrs. Sola 2 nd Grade
13	Mrs. Araola 3 rd Grade
14	Mr. Sockey Music
15	Reading/Art
16	Mrs. Vozdaz 3 rd Grade
17	Mrs. Tenorio 2 nd Grade
18	Mrs. Gonzalez 5 th Grade
19	Mrs. Keller 2 nd Grade
20	Mrs. Aziz KSP
21	Mr. Martinez 5 th Grade
22	Mr. Mesocur 4 th Grade
ADM	Ms. Sanchez Support
ADM	Mr. Manfom Counselor
ADM	Mrs. Hernandez Psychological
ADM	Mrs. Gonzalez Office Mgr
ADM	Mrs. Martinez SPSS
ADM	Mrs. Hudson Principal
Kitch	Mrs. Martinez Kitchen Mgr.



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, and 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

Principal - Leslie Hudson

Teacher - Crystal Dowdy

Teacher - Kelsey Young

Teacher - Darian Spencer

Other School Employee - Ignacio Mendoza III

Parent - Sheryl Melbourne

Parent - Stephanie Ramirez

Parent - Cristina Mackey

Parent - Amanda Mason

Parent - Anna Massovich

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))

- Parents at a monthly Coffee With the Principal meeting
- Electronic parent notification system
- School staff at monthly staff meetings and through a shared document for commenting in Google Drive
- Communicated to the general public through the district website
- Communicated to the following entities:
 - Law Enforcement Agencies
 - Fire Department
 - First Responders

III. Safe School Reports

A. School Crime Status

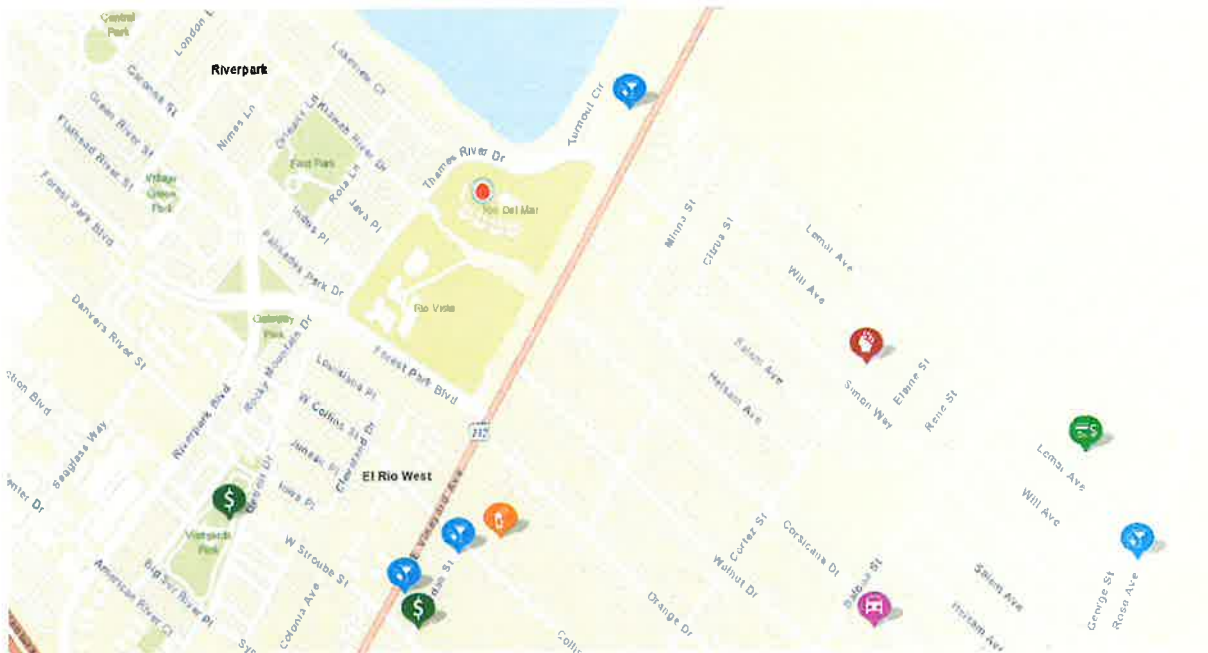
An assessment of the current status of school crime at school and at school-related functions was accomplished by reviewing the following information:

- Office Referrals (Review referrals for violence, theft, destruction of property if any)
- Attendance Rates/School Attendance Review/Board Data
- Property Damage Data

Rio del Mar Elementary school does not experience high rates of violent acts during school or after school hours, or at events held outside of the school day. Most office referrals are personal/social in nature or basic rule infractions.

Total Suspensions for the previous school year: 2

Total Expulsions for the previous school year: 0



The status of local crime located within the ½ mile of the school is shown on the map above during the six months prior to 11/01/2023. This information breaks down as follows:



Burglary - 0



Drugs/Alcohol Violations - 4



Assault - 1



Theft/Larceny - 2



Vandalism - 1



Motor Vehicle Theft -1



Fraud - 1

Crime data information from www.crimemapping.com.

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

Safety walk conducted Summer 2023. Results from the safety assessment indicated no major facility issues. All aspects of the facility are in good operational condition and will be maintained through the maintenance work order system. When an unsafe condition is found by an employee, it is reported to the administration and custodial. If the condition cannot be remedied at the school site, a maintenance work order is created and repairs are performed by district personnel or outside contracted maintenance companies approved by the district. Unsafe conditions are barricaded/restricted until repairs are made to ensure staff and student safety.

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.

All staff complete training annually online during the first six weeks of each school year.

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 with 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 a 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)

A guide to basic school rules and a code of conduct is outlined in the school's student handbook. Our goal is to promote positive behavior as outlined in the district school discipline matrix.

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)

Bullying prevention training is conducted within the first six weeks of school.

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 that 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 noninstructional 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, with the exception of events planned by the school principal or designee which would allow parents to

enter for a specific event in a designated area, en masse. Visitors shall provide the following information to access campus.

1. Name and ID (as needed)
2. The purpose for entering school grounds
3. Classroom/destination
4. Sign in on our school's register

Procedures for Outside Visits during school hours:

1. The 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 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 shall acknowledge the visitor and 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 to signify that they have checked in so others are aware of their authorized 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 for other school activities. 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 that 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 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)

The primary function of all staff and students during an emergency drill is to be accounted for. When an evacuation is required, some students with temporary or permanent disabilities may find it difficult to evacuate on their own. As such, support staff will be made available by the emergency coordinator to evacuate and care for students as the needs arise.

Staff evacuates their students to Muster Area 1 on the grass playground area to be accounted for before assuming their emergency roles. In the event that Muster Area 1 has been compromised, the staff will be directed to Muster Area 2. (See map below)

Practice is a key component to being prepared for a real emergency. The school conducts monthly fire drills, quarterly earthquake drills, and other drills annually. The tables below outline

the drill schedules. The school operates an After School Program (ASP). The ASP follows the same drill schedule as the regular day.

This emergency plan is updated and reviewed with staff annually with the most recent training provided on December 6, 2023.

Please see the Emergency Operations Plan for more information.

Fire Drill Schedule

Month	Date	Time	Alarm Signal Used
The after school program will conduct the drills on the dates listed. Fire drills are conducted monthly.			
September	1	9:00 am	Bell
October	19	1:45 pm	Bell
November	2	10:30 am	Bell
December	14	10:30 am	Bell
January	18	8:30 am	Bell
February	22	10:30 am	Bell
March	14	10:30 am	Bell
April	18	10:30 am	Bell
May	16	10:30 am	Bell
June	6	10:30 am	Bell

Other Emergency Drill Schedule

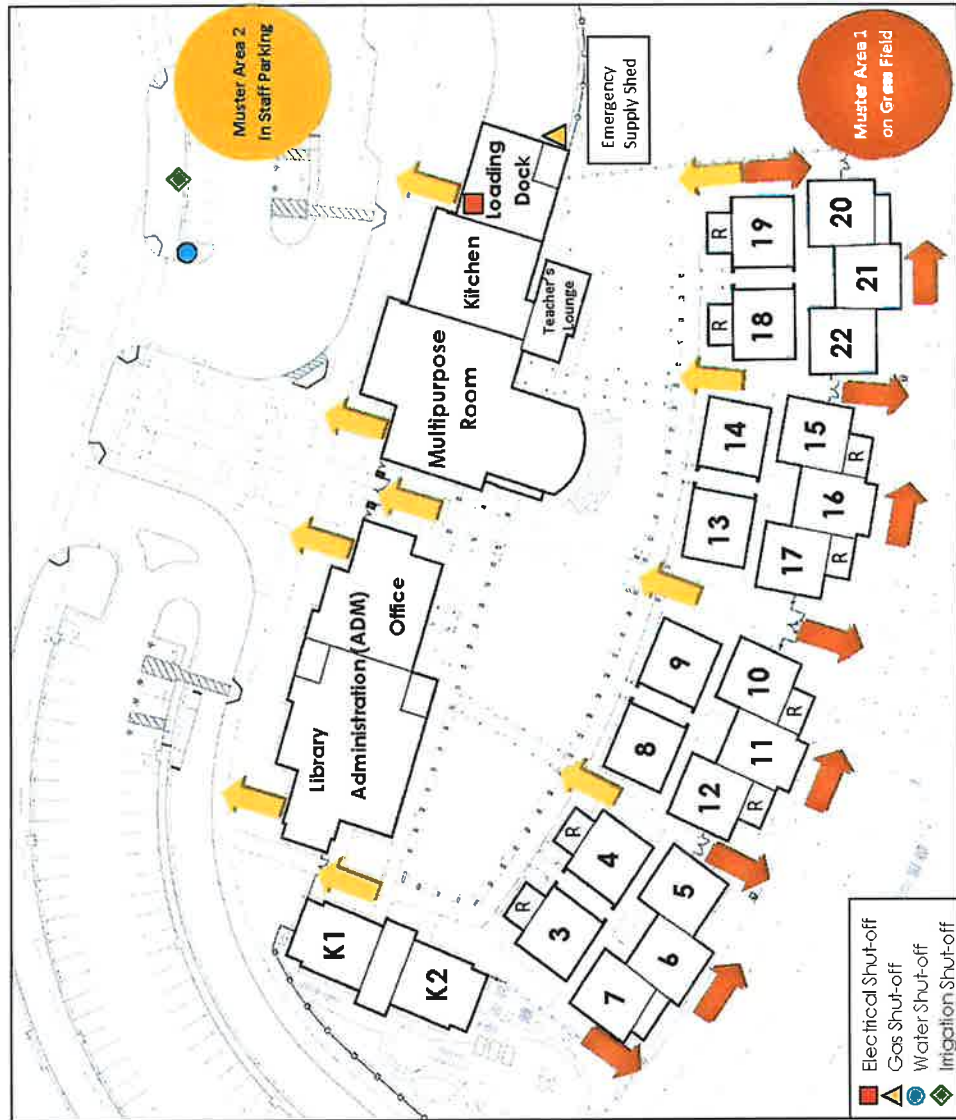
Month	Date	Type of Drill	Time	Alarm Signal Used
The after school program will conduct the drills on the dates listed. Lockdown drills are conducted twice per year with earthquake drills conducted quarterly.				
September				
October	19	Earthquake	1:45pm	Intercom
November				

December	8	Lockdown	9:00 am	Intercom
January	11	Earthquake	10:30 am	Intercom
February	9	Lockdown	1:30 pm	Intercom
March				
April	18	Earthquake	10:30am	Intercom
May				
June	1	Earthquake	2:00 pm	Intercom



Rio del Mar Elementary School
3150 Thames Drive, Oxnard, CA 93036
(805) 485-0560

EVACUATION MAP



0. 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 that 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 practices through education, training, and

enforcement. A written injury and illness prevention program has been established in accordance with the 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 is 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

District Emergency Numbers

District Emergency Numbers	
District Emergency Operations Center	Facilities Department: (805) 983-1329
Cellular	MOT Director: (805) 947-6977

District Contact Numbers

To protect employee privacy, the personal information for staff members is retained on a separate document from this public document.

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	(800) 427-2200
Water – City of Oxnard	(805) 385-8136

Staff Emergency Assignments

Teacher	Grade	Primary Assignment	Secondary Assignment
Angela Handley	TK/K	Student & Staff Accounting	Student Release
Rocio Jaramillo	TK	Student & Staff Accounting	Student Release
Darian Spencer	Kindergarten	Student & Staff Accounting	Student Release
Rebecca Bautista	First Grade	First Aid/Morgue	Search and Rescue

Crystal Dowdy	First Grade	Student Release	Student & Staff Accounting
Bernadette Cisneros	Kindergarten	Student & Staff Accounting	Search and Rescue
Maria Ante	First Grade	Student Release	Student & Staff Accounting
Destiny Keller	3rd/4th Grade	Student & Staff Accounting	Student Release
Kelsey Young	2nd/3rd Grade	Student & Staff Accounting	Student Release
Tara Franckowiak	Second Grade	Student & Staff Accounting	Security
Maria Soto	Second Grade	Search and Rescue	Student Release
Patricia Arreola	Third Grade	Security	Student Release
Marisela Valdez	Third Grade	Search and Rescue	Student Release
Jovana Tenorio	Fourth Grade	Emergency Coordinator (assist or take command in the principal's absence)	Student & Staff Accounting then Student Release
Maria Gonzales	Fifth Grade	Student & Staff Accounting	Search and Rescue
John Martinez	Fifth Grade	Search and Rescue	First Aid/Morgue
Fred Messecar	Fourth/Fifth Grade	Search and Rescue	First Aid/Morgue
Resource Staff	Role	Primary Assignment	Secondary Assignment
Lillian Hernandez	Psychologist	Crisis Intervention	Crisis Intervention
Ignacio Mendoza III	Counselor	Crisis Intervention	Emergency Coordinator (Assist or take command if needed)

Neesha Aziz	Resource	Crisis Intervention	Crisis Intervention
Martha Martinez	Resource IA	Crisis Intervention	Crisis Intervention
Natacha Sanchez	SLP	Crisis Intervention	Crisis Intervention
Administrative Staff	Role	Primary Assignment	Secondary Assignment
Robert Guynn	Principal	Emergency Coordinator	NA
Betty Gonzalez	Office Manager	Student and Staff Accounting	Student Release
Karina Martinez	SFSS	Student and Staff Accounting	Student Release
Support Staff	Role	Primary Assignment	Secondary Assignment
Angela Ybarra	Librarian	Student and Staff Accounting	Student Release
Veronica Martinez	Kitchen Manager	Food/Water and Emergency Supplies	Food/Water and Emergency Supplies
Brenda Young	Kitchen Staff	Food/Water and Emergency Supplies	Food/Water and Emergency Supplies
Yasmin	Kitchen Staff	Food/Water and Emergency Supplies	Food/Water and Emergency Supplies
Angelita	Kitchen Staff	Food/Water and Emergency Supplies	Food/Water and Emergency Supplies
Guadalupe Moreno	Day Custodian	Utilities and Emergency Supplies	Search and rescue
Robert Adame	Night Custodian	Utilities and Emergency Supplies	Search and Rescue
Lupe Gonzalez	Campus Supervision Assistant	Security	Student Release

Cristal Espinoza	Campus Supervision Assistant	Security	Student Release
Sara Ramirez	Campus Supervision Assistant	Security	Student Release
Rubi Aguilar	Campus Supervision Assistant	Security	Student Release
CSA Sub	Campus Supervision Assistant	Security	Student Release
Candace McMann	Campus Supervision Assistant	Security	Student Release
After School Staff	Role	Primary Assignment	Secondary Assignment
Ambren Sajid	ASP Coordinator	Student Release (during regular school hours) / Emergency Coordinator (after school hours)	Student and Staff Accounting (during regular school hours) / NA (after school hours)
ASP Staff	Program Instructor	Student and Staff Accounting	Student Release
ASP Staff	Program Instructor	Student and Staff Accounting	Student Release
ASP Staff	Program Instructor	Security	Student Release
ASP Staff	Program Instructor	First Aid/Morgue	Student Release

School Staff Buddy List

Disaster Team Partner ("Buddy") Assignments

Note: In an emergency, when directed to evacuate to the buildings, all teachers will take any emergency items and move their classes to the muster area.

Duties:			
<ul style="list-style-type: none"> Assume responsibility for buddy teacher's class if he/she is missing Alert Principal/Designee to absence of buddy/substitute employee filling in for them Assist buddy with injured students as needed 			
Room #	Teacher	Room #	Teacher
Room K1	Ms. Handley	Room K2	Ms. Jaramillo
Room 3	Mrs. Bautista	Room 4	Mrs. Dowdy
Room 5	Ms. Ante	Room 6	Ms. Aziz
Room 7	Catalyst	Room 8	Ms. Spencer
Room 9	Ms. Young	Room 10	Mrs. Cisneros
Room 11	Mrs. Franckowiak	Room 12	Mrs. Soto
Room 13	Mrs. Arreola (partner with room 14 & 16)	Room 14	Multiuse by various staff
Room 15	Mrs. Berghoff	Room 16	Ms. Valdez (partner with room 13 & 15)
Room 17	Mrs. Tenorio	Room 18	Mrs. Gonzales
Room 19	Mrs. Keller	Room 20	Ms. Aziz
Room 21	Mr. Martinez	Room 22	Mr. Messecar
Office Manager	Ms. Gonzalez	SFSS	Ms. Martinez
Cafeteria Manager	Ms. Martinez	Cafeteria Staff	Staff
CSA	Ms. Lupe Gonzalez	CSA	Cristal Espinoza
CSA	Candace McMann	CSA	Sara Ramirez
CSA	Rubi Aguilar	CSA	Sub
Principal	Ms. Hudson	Custodian	Mr. Moreno/Mr. Adame
Speech	Ms. Sanchez	Librarian	Mrs. Ybarra
Psychologist	Ms. Hernandez	Counselor	Mr. Mendoza
After School Coordinator	Ms. Ambreen	After School Staff	ASP Staff
<ul style="list-style-type: none"> Instructional Assistants are to assist classroom teachers Classroom volunteers are the responsibility of the classroom's teacher Substitute teachers become the responsibility of the buddy teacher When/if your buddy is unavailable, injured, or fulfilling some other responsibility, you may be asked to supervise their class 			

School Staff Contact Information

To protect employee privacy, the personal information for staff members is retained on a separate document from this public document.

B. Initial Contact to Launch District Emergency Operations Protocol

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

C. Communication to Families

For emergency communication, Parent Square is utilized through the district office to communicate with groups of parents based on the needs at each school site or the entire district. The Superintendent or the 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.**

D. Public Agencies 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 American Red Cross want to utilize a Rio School District Site we will enter into a discussion with the above-mentioned entities to allow the use of our facilities.

E. 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 LockDown 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 LOCKDOWN 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."

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

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, and keep lines of communication open such as email and texting.

Take necessary action to protect yourself and your 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

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, and 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.

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 may be dangerous in the local area (not on campus) or airborne contaminants in the 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 LockDown is that the former may involve the shutdown 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.”

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 ROLL BOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

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 the 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 ROLL BOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."

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

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
- Utility Failure/ Power Failure/ Blackout

Aircraft Crash

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

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

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 off-site evacuation if it is unsafe to remain on campus.

Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Hazard Control Team, the Search and Rescue Team, Medical Team, Assembly Area Team, and Student Release Team.

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

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

Teachers: Determine if your class is in immediate danger.

If the class is in 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 the class attendance sheet.

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

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.

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 it 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 the 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 a 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, and document absent, and or missing students on the class attendance sheet. Turn the 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 the 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 the 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 the 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 directs a full evacuation to the school's normal outdoor evacuation area.

Direct custodian to ensure that the 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 the classroom to the normal outdoor evacuation assembly area. Ensure that all windows and doors are closed while evacuating.

Take a 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, and document absent, and or missing students on the class attendance sheet. Turn the 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 the 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 departments 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 a match, lighter, or any 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 wires.

Watch for falling glass, electrical wires, poles, trees, or other falling debris.

Prepare to relocate to the 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 the 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 the roll book to the assembly area.

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

Teachers are now available to activate the Buddy system and either remain in the 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 the 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 the fire area to isolate the area and prevent the spread of fire.

Principal: Upon knowledge of fire at school, activate alarm signals (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 a 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, and document absent, and or missing students on the class attendance sheet. Turn the 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 is 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 a pre-designated Assembly Area if an evacuation is ordered.

Take roll and document absent and/or missing students on the 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 students from the victim(s).

Nuclear Attack

This plan is designed to provide direction in the unlikely event a nuclear weapon detonated 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 from 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 in 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 the class attendance sheet.

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

Riot/Civil Disorder

All Personnel: If a 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 the campus is in a lockdown situation.

“Teachers, we are initiating a school lockdown. This is not a drill.”

Once the campus is secure you will hear; “The school lockdown is over. This is not a drill.”

If rioters enter your area:

Initiate lockdown 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 lockdown 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 students 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 in 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 the Principal or emergency response agencies.

Report 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 a 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 the 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 an isolated area and follow the instructions from the Principal or emergency response agencies.

Principal:

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

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

If powder spills from the package, ensure that the area is isolated and ensure that all personnel that has 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.

10/16/14

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 the office of an 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 lockdown. This is not a drill" will be used. Initiate lockdown procedures and await further instructions.

- Remain calm and lock all doors and close window blinds.
 - Avoid window areas if possible.
 - All student phones 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 lockdown 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 a 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 lockdown 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 lockdown.

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 "O")

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.
