



Medea Creek  
Parent Guide  
to  
School Traffic,  
Safety and  
Emergencies

## **A. Programs and Strategies that Provide School Safety**

- Safe School Ambassadors/WEB mentors
- Positive Behavior Intervention Systems (PBIS)
- Medea Report It
- Wellness Center and Programs
- Safety Drill Practice and Assembly
- “See Something, Say Something” to a trusted adult
- Hiring and training additional and all campus supervisors
- Continue to build and have an ongoing relationship with Ventura County Sheriff
- Consult with safety consultant, Mr. Randy Pentis
- Provide staff with all safety trainings
- On-going walk-throughs and assessing campus safety and security

## **B. Disaster Procedures, Routines & Emergency Operations Plan (EOP)**

Staff members are trained in emergency response and management procedures that are reviewed yearly. School sites hold regular mandatory fire/evacuation, drop cover and hold and lockdown drills. Drill documentation is kept at each site and is shared with Risk Management. Risk Management maintains training and drill documentation for all school sites.

Each site has one or more Automated External Defibrillator(s) (AED's) and Bleeding Control Kits. Designated staff receive CPR and First Aid training and instruction on how to use the AEDs and the Bleeding Control Kits equipment.

Each classroom has the following emergency supplies: Emergency Action Plan Flip Charts, Emergency Go Bags, Lockdown kits, a case of water. A designated safety storage container houses school wide emergency supplies including First Aid, Search and Rescue, Incident Command, and Sanitation supplies. These supplies are inventoried and re-supplied each year as needed. Each school office keeps an updated copy of the Emergency Operation Plan, school roster, to assist staff during emergencies. School sites have access to food and other supplies on campus.

The OPUSD has an emergency communications system designed to allow schools to report their status during an emergency via computer, radio, cell phone and the district's internal phone system. Schools have hand-held radios for on-campus communications. Campus staff use a district- wide radio system to connect school sites to the district office. The District participates in and has communication capabilities with the Ventura County Sheriff and Ventura County Fire stations through satellite phones, data link, radio, and telephone.

Pursuant to Education Code 32282, the Oak Park Unified School District grants 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.

### **Lockdown Procedures/Shelter In Place**

***In addition to monthly fire drills and an annual emergency preparedness drill, MCMS conducts a lockdown drill during the school year.***

**What is a lockdown?** Lockdown is when at the sound of a designated bell, ALL persons on campus immediately take shelter in a lockable school room where an adult(s) is present. Obviously, in a true emergency, a student might have to duck into the nearest lockable space, with or without an adult present. All persons remain inside and secure until the Principal or Assistant Principal signals that the lockdown is over.

**How is a shelter in place different from a lockdown?** Shelter in place usually involves free movement within the building (to use the restroom, etc.). A lockdown is much more stringent and confined to the classroom only.

**What is the purpose?** A lockdown is used when a potentially dangerous person is at large, usually someone who poses a potentially immediate danger to people on campus. Often, this person is a suspect in a local crime, like a bank robbery, in which the police are still tracking down their suspect. The most extreme example would be an active shooter incident.

**Procedures:**

- At the designated bell tone/announcement, students and adults (EVERYONE ON CAMPUS) immediately take shelter in the nearest classroom or office where an MCMS adult is present.
- **Once the campus is secured**, everyone is accounted for and the emergency has been resolved, **students may be released to a parent/guardian through the reunion gates.**

**The procedure is as follows:**

- a. The liaison officer (assistant principal) will give the ok to release students. Only then will the student be located and then released.
  - b. Teachers will remain with their students in class. Students will wait in class until a runner requests them (or a parent texts them). **Teachers note the time of release of a student to a request gate.**
  - c. Student safety squad members and MCMS personnel (including ALL out of classroom staff, instructional aides, teachers without a class that period) will be assigned to gates or as runners and should **report to request gate A-G for instructions.**
- **Early release after shelter in place and use of cell phones/text protocol. The following three apply to early release simultaneously:**
    - a. **Parent/guardian may text children for release.** Child verifies release from class by showing the teacher the text. Both child and guardian meet at the appropriate request gate for identification verification. Upon verification, the parent's hand is stamped and both child and parent proceed to the reunion gate for release.
    - b. **Parent requests child at the appropriate request gate** and identification is verified. Request authority to send the child's name and teacher's name via radio/runner to office staff, who notifies the classroom via loudspeaker or runner. Child is released from class and meets the guardian at the reunion gate for release.
    - c. Verification of requesting parent is verified at request gate and from there parent texts child for release. The text is shown to the teacher and is released from class.
- \*\*\*\*Runners are sent to the classroom if all communication is down. Runners help with the verification process if running isn't required.


## Off Campus Reunification Areas

Medea Creek Middle School  
Evacuation Map - Off-Site  
Oak Park High School  
899 N. Kanan Road, Oak Park, CA 91377 (818)735-3300  
Mat McClenahan - Principal



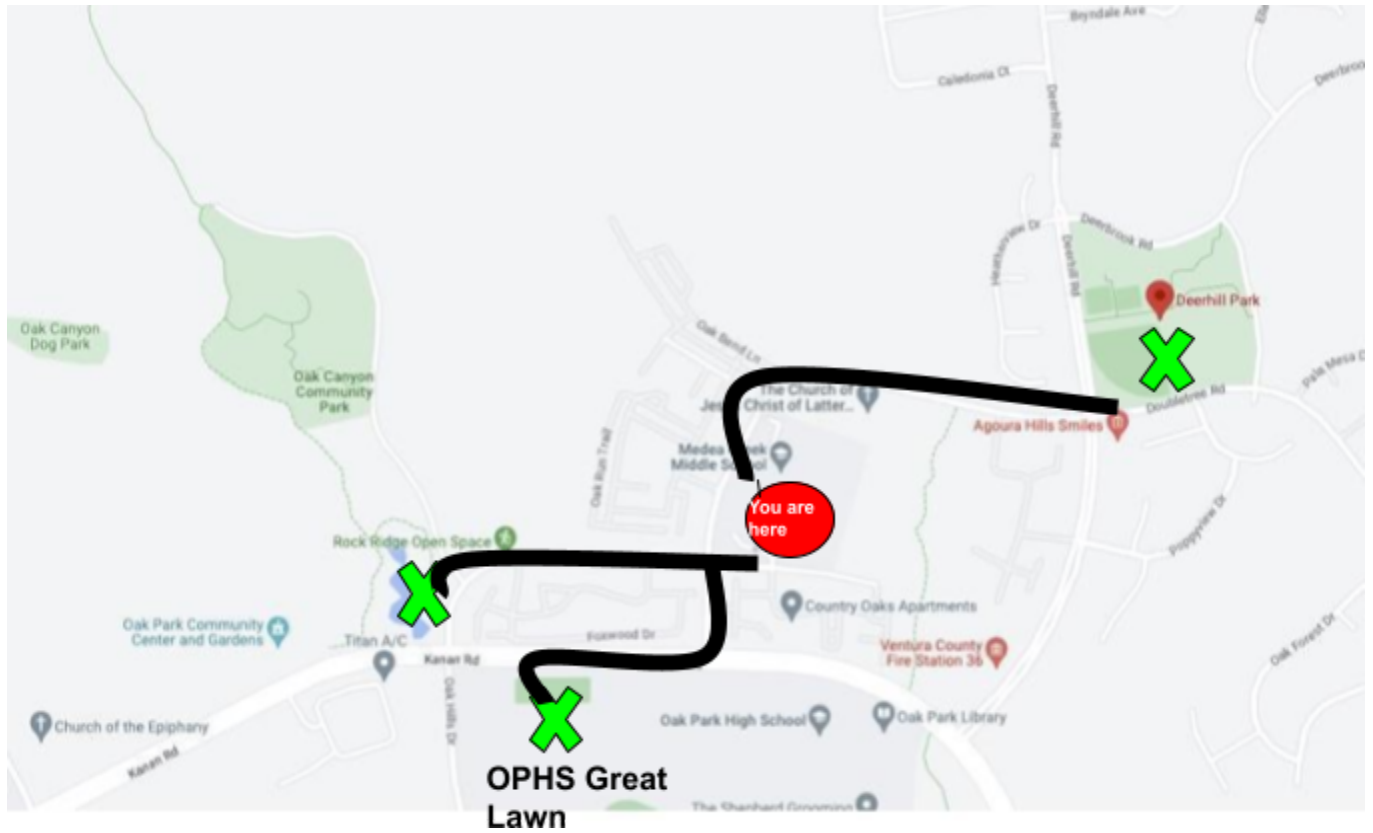
----- Pedestrian route Off Campus to Oak Park High School



 Other emergency evacuation routes



Other assembly areas Off Campus



## C. Safe routes to school (pedestrian, vehicle, bicycle, traffic safety)

School and district staff are dedicated to ensuring the safety of students, staff and parents/guardians going to and from school.

Designated emergency exit routes are defined in the Emergency Operations Plan. In case an accident, fire, earthquake or other emergency affects our regular evacuation routes, school staff is responsible for directing students to a safe, alternative exit route. Students must remain on campus, under staff supervision. In case of emergency, students must be retained until they can be released to either a parent or an authorized emergency contact.

Emergency scenarios that students need to be prepared for:

- Walking to school: Students should continue walking to school.
- Walking home: Students should continue walking home
- In the neighborhood: Students should return home or go to a pre-designated alternate home.
- Waiting for a bus: Students should return home or go to a pre-designated alternate home.
- On a school bus on the way to a field trip: The driver will return to the school when it is safe.
- During a field trip: The teacher will find safe shelter at that location until it is safe to return to the school.
- On a school bus returning to school from a field trip: the driver will continue to school when it is safe to do so.

**Traffic Management Plan** - MCMS has a one-way driveway. Students are to walk at all times on sidewalks (along Doubletree and Hollytree), not in parking lots, and to cross streets legally. Bikes, skateboards and scooters are to be walked (students must wear helmets) on campus sidewalks, not ridden in the parking lot. **Parents should carefully review the traffic management section of the Parent Handbook to avoid putting their child or other children at risk with unsafe drop off and pickup points.** We encourage law enforcement officers to enforce the laws regarding red-zone violations, speeding, jaywalking, unsafe “U-turns,” illegal turns in or out of the parking lot, and double-parking during drop off or pickup. The MCMS school community is expected to respect the crossing guard campus supervisor, and other MCMS staff members by using appropriate language and following his/her lead. **Numbered parking spaces are reserved for staff ONLY. There are no visitor parking spaces. Visitors may park on the curb near the gym or on the street. Adults participating in field trips need to park their cars on the street.**

# D. Medea Creek Middle School Traffic Flow & Safety

Every year and at just about every school, traffic at drop-off and pick-up times are large problems. There have been many ideas and efforts to alleviate traffic at MCMS, but the following suggestions could make a tremendous difference in reducing the traffic lines and keeping our students safe going to and from school.

1. **Follow the traffic pattern:** the MCMS parking lot drop off and pick up should be curbside in front of the gym only. Dropping off in the middle of the parking lot causes delays to cars behind and is dangerous for students crossing in between cars. Always pull forward as far as you can and keep moving forward as spaces open in front of you.
2. **Leave 5 minutes early in the morning/ Wait 5 minutes in the afternoon:** The campus is open starting at 7:30am and there is little traffic until 8:05. Picking up just a little later is also a good idea. Remember that the last bell rings at 2:40 and it takes at least 5 minutes for students to get to the parking lot.
3. **Use an alternate drop-off/pick-up area:** Dropping off or picking up along Hollytree is underutilized as is along Doubletree north of the church. There is a long sidewalk eastbound on Hollytree, which allows a drop off that leads directly to the crossing guard and allows the driver to go directly back to Kanan road!
4. **Carpool/ride a bike/walk to school:** If it is feasible, find neighbors who can walk, ride or carpool together. Remember that it is the law for students to wear bike helmets!
5. **Do not use parking spaces:** Some school employees have schedules differing from the bell schedule. It is important for the smooth functioning of the school that they are able to access their parking space. Please do not assume that because a space is open, that the employee does not need it. **ALL PARKING SPOTS IN THE MCMS LOT ARE DESIGNATED FOR STAFF. PLEASE PARK ALONG THE CURB IN FRONT OF THE GYM OR ON DOUBLETREE RD.**
6. **Do not park, block or drive through residential complex lots:** It is illegal to use the private access driveways, stop or park, or to block the entrances. CHP have been ticketing in these complex areas. These area also our neighbors, please be considerate.

## Safety:

1. **Do not walk across Doubletree other than at the crosswalk with the crossing guard.** We have had numerous close calls with students walking across mid-street. Cars cannot see a student, and the student cannot see the cars.
2. **Do not use cell phones while driving through the lots.** There are too many students and other cars to allow for distractions.
3. **Please drive very slowly through the lots.** Please be patient.
4. **Drop off students curbside only, not in the middle of the lot.**

In all, please be patient, respect other drivers and always be focused on the safety of our students!



## Map of Medea Creek Middle School Campus and surrounding neighborhood.





**School Entrance located on Hollytree Drive leading to the uphill driveway.**





**Uphill driveway when entering Medea Creek Middle School from Hollytree Drive.**



**Numbered staff parking spaces. Please DO NOT park in these spaces.**



**Straight arrow for thru-traffic single lane ONLY.**  
**Right arrow to Flagpole morning/afternoon drop off / pick up.**





**Flagpole morning/afternoon drop off / pick up.**



**Morning/Afternoon drop off & pick up lane. Left lane is for thru-traffic ONLY.**

**Reminder: Always pull forward as far as you can and keep moving forward as spaces open in front of you.**





**School Exit (Right turn ONLY) leading to the Doubletree Road.**



**ShadowRidge Condos entrance across from campus exit.  
No U-Turns allowed from 7:45-8:45 AM and 2:15-3:15 PM on School  
days.**



## **Alternate Drop off / Pick up zones**



- 1. Church parking lot entrance/exit on Double Tree Road - Alternate Morning/Afternoon Drop off & Pick up zone.**





**2. Stairs located on Hollytree Drive - Alternate Morning/Afternoon Drop off & Pick up zone.**



**3. Northeast corner of Double Tree Road and Hollytree Drive  
- Alternate Morning/Afternoon Drop off & Pick up zone.**

## E. Visitor Access to School Campus

Medea Creek is a closed campus. All gates are locked throughout the school day. Visitors wishing to come to campus, must sign in and check in in the main office.

- **Volunteers:** Adults wishing to volunteer, must first contact the teacher or office. All visitors when coming into campus will report to the main office, where they will need to present their Driver's License ID and submit their information into the Raptor System for clearance. All visitors must wear their printed badges while on campus.
- **School Tour Visitors:** Throughout the school year, campus tours are given to prospective Medea Creek families. All visitors when coming into campus will report to the main office, where they will need to present their Driver's License ID and submit their information into the Raptor System for clearance prior to the campus tour. All visitors must wear their printed badges while on campus.
- **Visitors to Classrooms or Campus:** Parents wishing to visit classrooms or campus should fill out a classroom visitation request form and submit it to the office at least two days prior to the requested visit. Classroom visitations are, customarily, 20 minutes or under, and are accompanied by an administrator. All visiting parents will need to sign into the Raptor System before entering the campus. All visitors must wear their printed badges while on campus.

## F. Ensuring a Safe and Orderly Environment

### Program and Practices promoting a safe and orderly environment conducive to learning

Safety is our priority. We regularly practice various emergency procedures and communicate with students the importance of following them. Knowing how to respond to emergencies—natural or manmade disasters—is important.

Gates on campus are locked from the exterior and can be pushed open, if necessary, from the inside.

MCMS regularly has fire, lock-down and earthquake/emergency preparedness drills.

**Emergency Procedures** - An Emergency Plan, including evacuation routes, is posted in each classroom. Your teachers will review the emergency material with you. Familiarize yourself with this plan: know what to do in an emergency. Protecting yourself in emergencies is essential so that you are kept safe and do not endanger others through reckless actions. You are expected to practice every drill as though it were a real emergency. It is your responsibility to know where to go and what to do in an emergency. MCMS adults have many responsibilities during emergencies, so you need to do your part, too: listen and follow instructions as practiced!

**Note: Penal Code 626.9 PC is what's known as California's Gun-Free School Zone Act. The California firearms law prohibits any person from possessing or discharging a firearm in a school zone. An area is a "school zone" if it is within 1,000 feet of ours or any school district.**

#### **General guidelines in the event of an emergency:**

- ***While in class:*** proceed with teacher up to marked room area on upper field.
- ***Directly before school:*** immediately report to upper field; assemble at the marked room number for period
- ***During passing period, nutrition, lunch, or directly after school:*** immediately report to the upper field; find the room number of the last class you were in.

**PLEASE REMEMBER IN AN EMERGENCY** that impacts our community—whether manmade or natural:

- Oak Park roads will be clogged with traffic, assuming roads are even usable.
- The school will utilize the emergency text messaging system through Parent Square.
- If it is unsafe to stay or evacuate on campus, students and staff will use the Great Lawn at the high school for reunion.
- Adults should walk to school to pick up their student (leave the car at home.) For families living outside Oak Park, leave the car at a parking lot away from school sites. The time it takes to walk will be nothing compared to navigating traffic and congestion, which impedes emergency vehicles.

## On Campus Reunification Areas

### MCMS Request and Reunion Gates For Emergency Release

There are 3 Request Gates (A-G, H-Q, R-Z) and 2 Reunion Gates (A-L, M-Z) at MCMS.

There are two scenarios for releasing students - as a result of an emergency- before the end of the day:

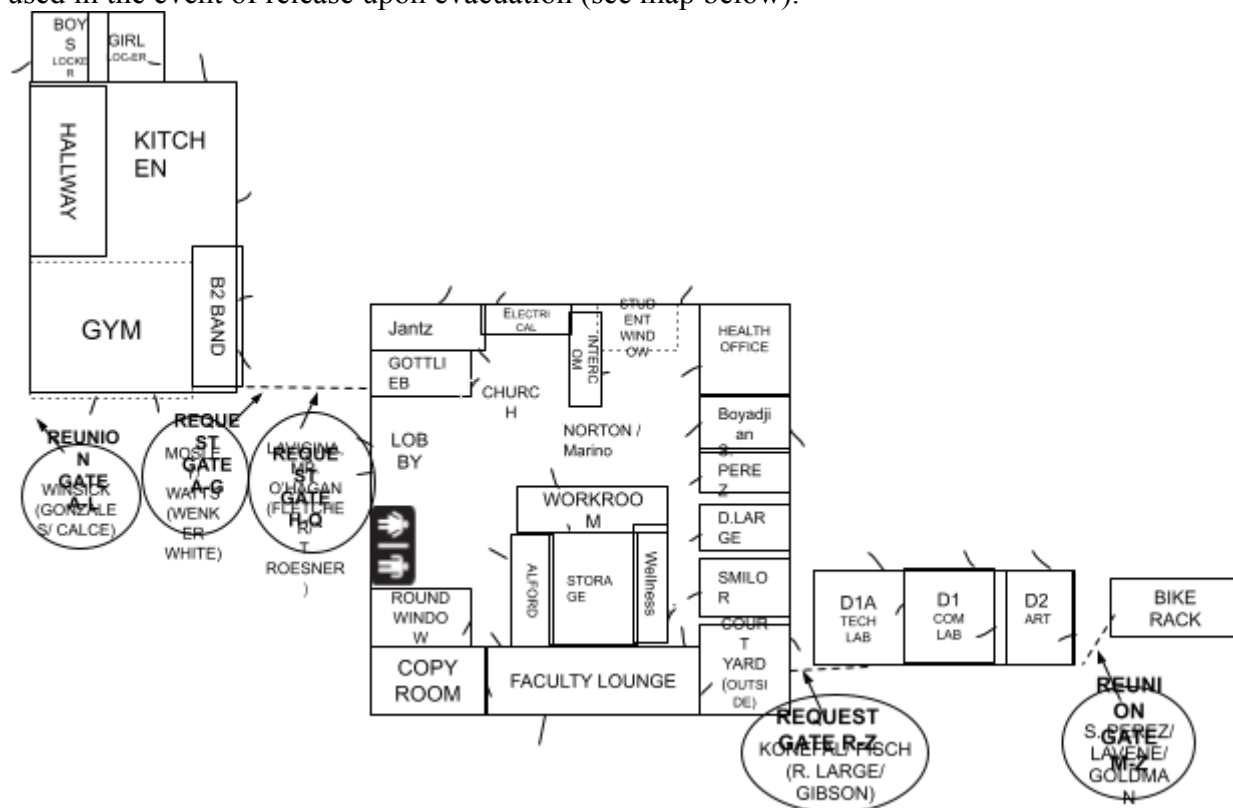
1. We have evacuated to the upper field and need to be released from there.
2. We are in classrooms and need to be released from there.

#### Here we are detailing release from the upper field:

*MCMS's gates, per our Emergency Preparedness Procedures are closed and locked. As conditions warrant and stabilize, students would be released to a parent or guardian.*

1. Parents/guardians report to their **alpha Request Gate**, where an MCMS staff member would have a list of students, their Emergency Cards and schedules.
2. MCMS staff check Parent/guardian I.D. against the Emergency Card. When verified, the parent/guardian's hand is stamped with the "APPROVED" stamp and parent/guardian proceeds to the alpha **REUNION GATE**.
3. MCMS personnel pull off a small, white paper from the student's schedule and give it to a "runner" to locate the student, who would meet the parent/guardian at the appropriate alpha Reunion Gate.
4. At the Reunion Gate, MCMS staff receives the students to be released with their small, white paper.

**Request (A-G; H-Q R-Z) Reunion Gates (A-L; M-Z):** located along the MCMS driveway, are used in the event of release upon evacuation (see map below).





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Other assembly areas Off Campus



