



Medea Creek Middle School
1002 Doubletree Road
Oak Park, CA 91377

Safe School Plan 2015

Oak Park Unified School District
Prepared Pursuant to Education Code 32280-32288

Oak Park Unified School District

Medea Creek Middle School
Comprehensive School Safety Plan
2015

School Safety Plan

Medea Creek Middle School Comprehensive School Safety Plan 2014-2015 Annual Update Checklist

Required Elements: Each school safety plan shall include Identification of appropriate strategies and programs designed to maintain a high level of school safety and development of the following procedures:

Section Number, Title, and Description	Date of Review	Mark (X) All Appropriate Boxes Below			
		Change Required	No Change Required	Remove Pages*	Add Pages*
1 School Vision <i>Statement of the school's mission and vision</i>	10/14/14		X		
2 A Safe & Orderly Environment <i>Programs and practices promoting a safe and orderly environment conducive to learning</i>	10/14/14	X		All	New 9pgs
3 Safety on Site <i>Leaving Campus, Student Passes, and Electronic Devices</i>	5/19/14	X		All	New 7pgs.
4 School Crime Assessment <i>Uniform information reporting system report</i>	1/2/15	X		3	3
5 Safe Ingress and Egress <i>Safe Ingress and Egress To and From School</i>	11/18/14	X		All	3
6 Dress Codes <i>Policies and regulations pertaining to student dress codes BP 5132</i>	5/13/14		X		
7 In the Event of a Disaster <i>Procedures, Routine, Maps, Scheduled Drills and Emergency Provisions BP 3516</i>	11/18/14	X		All	New 38pgs.
8 Emergency Response <i>Team Flow Chart, Emergency Contact Numbers, Crisis Checklist, Response Team Job Descriptions</i>	11/18/14	X		2	5
9 The District at a Glance					
10 Sexual Harassment Policy <i>Policies and regulations pertaining to sexual harassment BP 4119.11/4219.11/4319.11</i>					
11 Discipline: Rules and Procedures <i>Policies and regulations pertaining to student discipline BP 5114</i>					
12 Hate Crime/Bullying Policies and Procedures <i>Policies and regulations pertaining to hate/bullying reporting procedures BP 5145.9/BP 5131.2</i>					
13 Teacher Notification Policies <i>Teacher notification policies regarding dangerous students BP 4112.9/4212.9/4319.9</i>					
14 Infectious Diseases <i>Policies and regulations pertaining to infectious diseases BP 5141.22</i>					
15 Child Abuse Reporting Procedures <i>Policies and regulations pertaining to child abuse reporting procedures BP 5141.4</i>					
16 Suspension & Expulsion Policies <i>Policies and regulations pertaining to student suspension and expulsion BP 5144.1</i>					

Signatures and Certification:

School Principal

Site Council or Safety Committee Representative

Date

Date

* Attach 2 copies of all page changes to this checklist and indicate which policy section and page(s) it will be replacing. Please return to the Business Services department by February 1.

Medea Creek Middle School Comprehensive School Safety Plan 2014-15 Annual Update Checklist

Required Elements: Each school safety plan shall include Identification of appropriate strategies and programs designed to maintain a high level of school safety and development of the following procedures:

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		Change Required	No Change Required	Remove Pages*	Add Pages*
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2 A Safe & Orderly Environment <i>Programs and practices promoting a safe and orderly environment conducive to learning</i>	10/14/14	X		23	23
3 Safety on Site <i>Leaving Campus, Student Passes, and Electronic Devices</i>	5/13/14	X		17	17
4 School Crime Assessment <i>Uniform information reporting system report</i>	1/12/15	X		2	2
5 Safe Ingress and Egress <i>Safe Ingress and Egress To and From School</i>	11/18/14	X		3	3
6 Dress Codes <i>Policies and regulations pertaining to student dress codes</i>	5/13/14		X		
7 In the Event of a Disaster <i>Procedures, Routine, Maps, Scheduled Drills and Emergency Provisions</i>	11/18/14	X		25	25
8 Emergency Response <i>Team Flow Chart, Emergency Contact Numbers, Crisis Checklist, Response Team Job Descriptions</i>	11/18/14	X		2	2
9 The District at a Glance					
10 Sexual Harassment Policy <i>Policies and regulations pertaining to sexual harassment</i>					
11 Discipline: Rules and Procedures <i>Policies and regulations pertaining to student discipline</i>					
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School Principal

Date


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Please return to the Business Services department by February 1.

MEDEA CREEK MIDDLE SCHOOL

**SCHOOL SAFETY PLAN
2014 - 2015**

Submitted by:

Brad Benioff
Principal

SCHOOL SAFETY COMMITTEE MEMBERS

<u>NAME</u>	<u>TITLE</u>
Brad Benioff	Principal
Amanda Bagheri	Other School Staff
Loretta Brown	Other School Staff
Julie Prince	Parent of Community Member
Statia Foresti	Parent of Community Member
Sharon Lavene	Classroom Teacher
Neva Fast	Classroom Teacher
Francis Hermosillo	Classroom Teacher


Review by:



Principal Signature

2/5/15

Date



Site Council/Safety Committee
Representative Signature

2/5/15

Date

Date and Location of Public
Meeting: _____

School Vision

OAK PARK UNIFIED SCHOOL DISTRICT
EXHIBIT

Series 0000

Philosophy, Goals, Objectives & Comprehensive Plans

E0000

Mission

The mission of the Oak Park Unified School District is to provide students with a strong foundation for learning which meets the challenge of the present and of the future through a balance education which includes academic achievement, personal growth and social responsibility.

SCHOOL VISION AND MISSION STATEMENT

MISSION STATEMENT

The mission of the Oak Park Unified School District is to provide students with a strong foundation for learning, which meets the challenge of the present and of the future through a balanced education, which includes academic achievement.

VISION STATEMENT

Medea Creek Middle School's vision is based on the premise that we are a community of continuous learners dedicated to providing an enriched and challenging learning experience for all students. The key tenets of our vision are:

- We believe school should prepare students for life as productive and responsible citizens.
- We believe in success for all students.
- Everyone is expected to do his/her best in an environment where they feel safe and are known and appreciated as unique individuals.
- We are all lifelong learners.
- Our goal is for learning to be rigorous and relevant.
- Expectations for quality work and how it will be judged are clear to all.
- We are a team.

A Safe &
Orderly
Environment

Medea Creek Middle School Safety Safeguards 2014-2015

These MCMS *Safety Safeguards* work in conjunction with how we ensure a safe and orderly environment. Additional information, including program descriptions, can be found in the Site Single Plan for Achievement and the Student Handbook (both attached).

- Principal and Assistant Principal have attended numerous safety workshops and 'active shooter' enactments, round tables with mental health professionals, local law enforcement and consultation with the National School Safety Center
- Site has various emergency protocols and procedures in place that are reviewed at the site, updated and practiced regularly
- On-site security cameras
- Designated and recognizable bells for various drills
- A computer networked campus and District; phones in offices and classrooms; radios for campus supervisors, office personnel, P.E. Coaches, custodians, counselors, administrators; emergency radio that connects directly to the District Office. HAM Radio; emergency generator; video cameras monitoring campus 24/7.
- A networked school and community (all calls and email) for quick and up-to-the-moment communication
- Weekly walk-throughs of campus for maintenance needs; work orders requesting repair as and when needed
- Doors that lock from the inside
- Gates (we have them!) are usually secured daily, with the exception of the gate nearest the flagpole—but highly visible from administrators' offices
- Site accountability of visitors on campus: office personnel has all visitors sign in/and or wear a visitor badge
- Campus norm is that unrecognizable adults on campus (or those without a visitor badge) are approached on campus to be identified or redirected.
- Campus supervisors are in-serviced regularly on emergency procedures, reporting students in need or at-risk
- Campus supervisors know the campus and students and alert the office and each other about 'things that do not seem right'
- Campus supervisors, custodians, construction workers wear OPUSD vests.
- The culture at MCMS is that each adult takes responsibility for the well-being and safety of students and staff
- Open communication between adults regarding students' and adults' well-being
- Proactive Counseling staff with Crisis Intervention experience; Crisis Intervention Response team (CIRT) contacts
- Crisis Intervention procedures in process with District and community contacts
- Curricular activities focused on 'tolerance' to create a culture of respect and students looking out for each other on campus.
- Continuous work in strengthening communication and contact with local law enforcement

- Campus supervisors know the campus and students and alert the office and each other about 'things that do not seem right'
- Campus supervisors, custodians, construction workers wear OPUSD vests.
- The culture at MCMS is that each adult takes responsibility for the well-being and safety of students and staff
- Regular communication with MCMS Crossing Guard.
- Open communication between adults regarding students' and adults' well-being
- Proactive Counseling staff with Crisis Intervention experience; CERT contacts
- Crisis Intervention procedures in process with District and community contacts
- Camp Medea
- PLUS (Peer Leaders Uniting Students) Program
- Continuous work in strengthening communication and contact with local law enforcement

Medea Creek Middle School
Ensuring a Safe and Orderly Environment
2014-2015

School Climate and Physical Environment:

Oak Park Unified School Districts Goals and Moral Imperatives set the standards by which we implement staff development to meet the needs of our District's stakeholders, with the focus being students. Creating a school climate and a physical environment that are safe and conducive to learning is a priority. Parents are involved in every aspect of the planning and life of our campus. From assisting with traffic flow in the morning, to volunteering in the office and in classes and on curricular trips, and planning events such as the Ability Awareness Faire, parents provide sustenance and support for our campus. Through Parent Faculty Association (PFA), Site Council (SC) and various District Committees, parents have the opportunity to provide meaningful input to maintain and improve the academic growth, health and safety of Medea Creek Middle School. Our site Leadership structure ensures that curriculum and instruction, wellness, safety and a positive school culture that values diversity is inherent in our daily planning. Department, grade level and site Leadership Team meetings are the organizational structure that brainstorm, plans, implements and evaluates practices. Our **Student Handbook** and MCMS Website detail how we ensure a safe and orderly environment. Our **Single Plan for Student Achievement (see attached)** delineates the areas and the path we will take to build upon our trajectory of growth and continually improve.

Safe School Overview 2014-2015

The following statements are Moral Imperatives of the Oak Park Unified School District. They reflect the desire of the Board of Education and the Safe Kids Task Force to implement a proactive approach to personal growth and social responsibility:

- Design and implement a successful transition to the Common Core Standards and focus on differentiated instruction.
- Continue articulation in math between elementary, middle, and high schools and ensure there are intervention programs in both reading and math in place to help struggling students.
- Provide opportunities for students to find their paths beyond high school.
- Programs in STEM (Science, Technology, Engineering, and Math) will emphasize experiential learning at all grade levels.
- Environmental efforts will focus on both instruction and practice related to energy conservation, recycling, water conservation.
- Continue programs that emphasize student and employee wellness and balance. Support participation of MCMS in the Stanford University *Challenge Success* program. Counseling programs and anti-bullying programs will be continued and enhanced where possible.
- Develop new standards and common student outcomes in the area of technology.
- Greater emphasis on creating a learning environment that maximizes the potential of each child, including the recognition of a variety of achievements and day-to-day learning.
- Empower teachers and encourage teacher leadership in a variety of areas such as Common Core, technology, the environment, etc.
- Continue to promote regular communication with both the Oak Park community and our wider learning community.
- Engage more deeply in community outreach projects.
- Provide safe, clean, and high quality facilities that support the instructional program and a safe learning environment at all of our schools.
- Improve disaster preparedness to maximize safety of all staff and students in the event of an earthquake, fire, or other disaster.

Medea Creek Middle School faculty and staff supports school culture that values each student, encourages empathy, and discourages behavior that may prevent students from feeling safe while at school. MCMS has many on-going activities, programs and procedures to promote and to help ensure a safe and positive school environment. We are continuously identifying and implementing events, opportunities and strategies to cultivate a feeling of community at MCMS. A physically and emotionally safe campus is at the forefront of our 'climate radar.' In our continuing effort on cultivating and maintaining a campus built on individual and mutual respect of diversity, the following Action Plan Outline delineates the ways we encourage community and student independence, wellness and safety, responsibility and problem-solving—all with an eye toward creating the best MCMS community possible.

Medea Creek Middle School Action Plan Outline 2014-2015:

1. Camp Medea: Orientation and connection activities for incoming 6th graders and students new to MCMS

August 2014 MCMS Administration, Counselors, selected teachers and students

2. Visits to P.E classes to review rules, policies, and procedures relating to safety and behavior, with a focus on bullying and harassment.

This occurs the first two weeks of school and is done by the Principal, Assistant Principal and Dean

3. Luncheon for students new to MCMS

September 2014 and arranged by ASB

4. Luddington Institute and Ventura County of Education Workshops on At-Risk Behavior

2014-2015 School year for Counselors, Administrators, Community

5. Club Sign-Up Day and Clubs: A variety of student interest Clubs designed to foster connections between MCMS adults and students (see attached Club list)

September 2014-June 2015 and arranged by Assistant Principal, ASB and facilitated by teachers, counselors and administrators.

6. Problem solving strategies shared with 6th grade Humanities classes, with a focus on harassment and bullying.

This occurs the first month of school and is done by the Counselors

7. 8th grade boy and girl group meetings: facilitated by MCMS counselors for selected students: topics of discussion focus on making good decisions and the process involved; problem-solving techniques; communication issues; academic planning.

Planned and facilitated by MCMS Counselors

8. College and Career Presentations: Counselor presentations and discussion in 7th/ 8th grade classes; includes a power point presentation about career exploration, college eligibility, high school graduation, middle school culmination, and making informed choices.

Planned and presented by MCMS Counselor

9. Internet Safety Assemblies and Parent Chat: Hosted by Lori Getz , this presentation covers digital reputations, bullying on-line, data mining, and "What to do if...." scenarios.

November 2014

10. Sharing Survey Results and The Single Plan for Student Achievement with Site Council and the MCMS Community.

November 2014-May 2015, facilitated by the Principal

11. 'Maintaining a Safe Campus': regular updates and discussion with all stakeholders (Faculty Meetings, Site Leadership, PFA, Site Council, ASB).

Ongoing and facilitated by the Principal et al.

12. Student Safety Squad: helps prepare the MCMS campus for emergency preparedness

Ongoing with Assistant Principal

13. Challenge/Success: School-wide emphasis on achievement AND wellness: Morning Announcements, articles and email messages, stakeholder meetings

Ongoing MCMS staff (administration, teachers, classified) students, parents

14. 'Someone Like Me': Kaiser Permanente's Educational Theater presentation of teen issues: making responsible choices in difficult times; this is an evening presentation for 8th grade parents with their child.

January 2015, arranged by the Assistant Principal

15. Ability Awareness Faire: hands-on event demonstrating what it feels like to have a specific learning disability or handicap

January 2015, 7th grade, facilitated by parents

16. "Club Live" is a program to support positive, tobacco-free behavior through enrichment opportunities

October -June, facilitated by Lynn Paniz, Librarian

17. "17th Annual Teens Kick Ash Youth Tobacco-Free Advocacy

Conference," Ventura County Office of Education

February 23, 2015, Lynn Paniz and students

18. "Where Everyone Belongs" (WEB) Training:

March 2015, Training for MCMS Counselor

19. Tobacco Bus of Horrors: Interactive Tobacco Use Prevention Education (TUPE) for MCMS 6th graders

March 2015 and ongoing instruction for students and staff development for 6th grade science teachers

20. "Panthers Make A Difference" Award: MCMS actively encourages students to get involved with their community, far and wide, to make a positive impact on the world. There are many opportunities to get involved. The objective of MCMS' Community Service Plan, and award, "Panthers Make A Difference," is to provide incentives and recognition for students to engage in service and charitable activities.

2014-2015 school year, facilitated by Assistant Principal

21. 'Medea Report It': Web-based anonymous tip line for reporting a variety of concerns.

Ongoing and monitored by the Dean and Administrators

Clubs 2014-2015

Clubs are every other week, unless otherwise stated

6th GRADE LUNCH:

DAY/ROOM NUMBER :

Jacobs: Frisbee

Heller: Conservation/Water/Hydration

Yap: Chinese

Sonnabend: Movie

Steiner: Robotics

Cohen: singing/acting

Wednesdays E3 (Weekly)

Mondays C2

Wednesdays C13 (Weekly)

Thursdays D1a (Weekly)

Tuesdays C11 (Weekly)

7th/8th grade Lunch:

Jimenez/Fadgen: Movie

Fadgen: Hockey

Sinamon: Braiding

Steiner: Robotics

Yap: Chinese

Wechter: Computer Programming

K.Cohen: Gardening

Winsick: Chess

Winsick: Games

Winsick: Surf

Cadle: Art

Cadle: Prayer

Ligeti: Crafts

Dusek: Dr. Who

Pomerantz/Large: Cartoon Villains

Levine: "STOMP"

Wenker: Disney Characters

White: "Castle"

White: "Top Gear"

Mosley: CJSF

Mondays C3 (Weekly)

Thursdays C3

Tuesdays C7

Wednesdays D1a

Fridays C2

Thursdays D1

Mondays C16 (Weekly)

Thursdays R2 (Weekly)

Tuesdays R2 (Weekly)

Fridays R2 (Weekly)

Mondays D2

Tuesday D2

Every "A" day lunch C18

Wednesdays R4 (Weekly)

Mondays C19

Fridays E5

Mondays C8

Thursdays C8

Wednesdays TBA C4

Before School:

Fast/Hermosillo: Fitness Club

Wednesdays Gym (Weekly)

After School:

Roesner: Rockets

Bagheri: Recycling

Mosley: Yearbook

Wenker: Mock Trial

Wednesdays Student Window (Weekly)

Thursdays C3 (Weekly)

Mondays and Wednesdays E5 (Weekly)

Other Safety Guidelines

If an Accident Occurs...

All teacher and student accidents must be reported to the main office of the school site immediately. An accident report must be completed by the teacher in charge and submitted to the main office. Accident and worker's compensation forms for staff members need to be completed as soon as possible and returned to the main office.

Drugs/Medication at School

A. Prescription and Non Prescription Medication/Vitamin Supplements

All prescription or "over-the counter" medicine, including inhalers, must be stored in the Health Office. It is a violation of law for students to carry any medicine on campus. If the student needs to take medication during the school day, parents should return a completed Medicine Release form allowing the school to administer the medication. Please get forms from the Office. Students needing to use inhalers will inform their teacher and be released to the Office. According to the law, the school may not dispense nonprescription medicine unless parent permission, doctor's authorization and the medicines are provided appropriately to the School Office. All medication forms must be renewed annually.

B. Drugs, Tobacco, and Alcohol

Drug, tobacco, or alcohol (or any "look-alikes" of these three items) products are not to be brought on to the campus at any time by any person except under prior special arrangement, with written permission of the school. Any student under the influence of or in possession of these items is in violation of the law and school rules. The consequences are severe for every type of violation and will be discussed with students at the beginning of each school year. There are no "harmless or minor offenses" or "Second chances." The discipline section of the Student Handbook specifies the range of school consequences. Law enforcement authorities will be called to investigate violation of law; notification of parents may only occur after an arrest has been made as the school cooperates in every way with the proper authorities.

Illness

In an effort to provide the most healthful and wholesome atmosphere for students, the Oak Park Unified School District has the following rules and regulations regarding communicable disease control:

1. Students should not attend school with an illness, respiratory infection (common cold), a temperature of 100 degrees or above, or a rash. Students who have had a fever must have a normal temperature (below 100 degrees) for 24 hours before returning to school.
2. If the school feels that a student's physical condition does not warrant that the child be in school, the parent will be called and the student will be sent home with a parent or person designated on the student's emergency card. Parents should not send their children to the school to be diagnosed. Parents are free to call the school for information concerning the length of absence, homework, etc.

3. Parents must follow the attendance procedure outlined in their student's handbook for reporting the absence of a child who is ill. Parents must call the school to verify extended absences.
4. The school will use their communicable disease regulations as guidelines for admitting or excluding students for health reasons. The school has the final authority whether or not to admit any child suffering from a contagious disease even though the child's physician may have suggested the child be permitted to return to school.

Use of Technology Responsibly

The Oak Park Unified School District is committed to preparing students for a rapidly changing world. One way in which we help students meet the challenges of the new millennium is by providing and familiarizing students with the most up-to-date technology possible. Every student in the Oak Park Unified School District has access to a computer. The use of these computers, however, requires that students and staff exercise a certain degree of responsibility. All students and staff sign contracts confirming that they have read the terms and conditions of the Network Use Policy for the OPUSD-Net. The contract verifies that students and staff are aware of the following:

1. Any violation of the rules, regulations and/or policies may result in denial of access privileges, and appropriate disciplinary action.
2. A student's or staff member's access to the computer is for educational purposes only, and the Oak Park Unified School District will take available precautions to restrict access to and eliminate controversial or inappropriate materials. It is impossible to restrict access to all controversial materials.
3. Students and staff agree to report any misuse of the system to the site administrator or District Systems Administrator.
4. Students and staff will be held responsible for any cost or damages resulting from harm caused to the computer system by their actions.
5. The Oak Park Unified School District reserves the rights to search user files, data, programs, e-mail, and user workspace for the purpose of maintaining system integrity and security, and preventing system abuse.

Zero Tolerance for Weapons

The Oak Park Unified School District has adopted and enforces a zero tolerance policy in regards to any type of weapon on campus. Any student who is found to be in possession of a weapon including but not limited to any knife or any type of gun including pellet and BB guns, or any student found to be in possession of any explosive device including firecrackers or fireworks, will be recommended for expulsion, unless the principal recommends otherwise. This includes any replica or look-alike of the above. All persons, including students and parents, are prohibited from engaging in terrorist threats against school officials, school property, or both.

Safety on Site

Leaving Campus

If a student needs to leave during the school day, the student needs to bring a note from their parent to the Office in the morning to get an "Off Campus Pass". This will save the student, their teacher and their parent inconvenience when it comes time to leave campus. Students may never leave campus without a pass from the office and parent permissions. If a student leaves campus, they will be breaking the law requiring them to be at school (truancy). Truants are not allowed to make up schoolwork as are legally absent students; thus their grades are affected.

Off Campus Permit Sample Medea Creek Middle School

OFF CAMPUS PERMIT Medea Creek Middle School

_____,
has permission of the attendance office to be
off campus for the following reason:

- ☐ DENTIST/ORTHODONTIST
- ☐ DOCTOR
- ☐ ILLNESS
- ☐ OTHER _____

TIME OUT _____ TIME IN _____

DATE _____ DATE _____

School Official

Doctor's / Dentist's Signature / Stamp

TIME ARRIVED _____ TIME LEFT _____

**ALL DENTAL AND DOCTOR APPOINTMENTS
REQUIRE PROOF OF APPOINTMENT.**

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 are to be walked (bike riders 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. Numbered parking spaces are reserved for staff. There are no visitor parking spaces. Visitors may park on the curb near the gym or on the street.

Medea Creek Middle School Traffic Safety Procedures

Let's make Drop off Safe and Easy for all involved, with these helpful and important guidelines:

- ✧ **Have your student's backpacks with them in the car.** It takes time and is dangerous for your child to go behind the car and retrieve it from the trunk.
- ✧ **Once your child is dropped off, drive away from the curb.** There is no need to watch your child walk into the school. There are cars behind you waiting to move forward.
- ✧ **Students should only exit the car on the curb side.** Drivers should never get out of the car. If you need to help your child, please find a legal place to park.
- ✧ **White curbs** are the only areas in which to drop off your student. Please do not stop at the red curb.
- ✧ **Follow the traffic pattern:** the MCMS parking lot drop off and pick up should be curbside in front of the gym only. Always pull forward as far as you can and keep moving forward as spaces open in front of you.
- ✧ **Leave 5 minutes early in the morning/ Wait 10 minutes in the afternoon:** The campus is open starting at 7:30am and there is little traffic until 8:00. 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.
- ✧ **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!
- ✧ **DO NOT walk across Doubletree other than at the crosswalk with the crossing guard.** This is dangerous; we have had numerous close calls with students walking across mid-street. Cars cannot see a student, and the student cannot see the cars.

If you are dropping off on Doubletree:

- ✧ **Help the traffic volunteer** by putting on your right signal if you are going to stop at the white loading and unloading curb.
- ✧ **Once your child has left the car,** please put on your left signal; look over your shoulder for oncoming traffic and move away from the curb into traffic slowly when it is safe. The traffic volunteer can make sure traffic coming out of the school is stopped while you drive away.
- ✧ **The traffic volunteer is there to help your child cross the driveway into the school safely;** there is no need to watch until your child has crossed or to drive alongside them as they walk up the street. You have the right of way on Doubletree; cars exiting have to wait for you to drive by before exiting the parking lot.
- ✧ **DO NOT park in the red zone.** The traffic volunteer cannot safely move traffic when you stop close to the driveway, and cannot time your departure when you leave the curb.
- ✧ **Do not go through the Apartment Complex across from the school.** These are our neighbors and the complex is private property. There are No Left Turn and No U-turn Signage at the entrance to the complex.

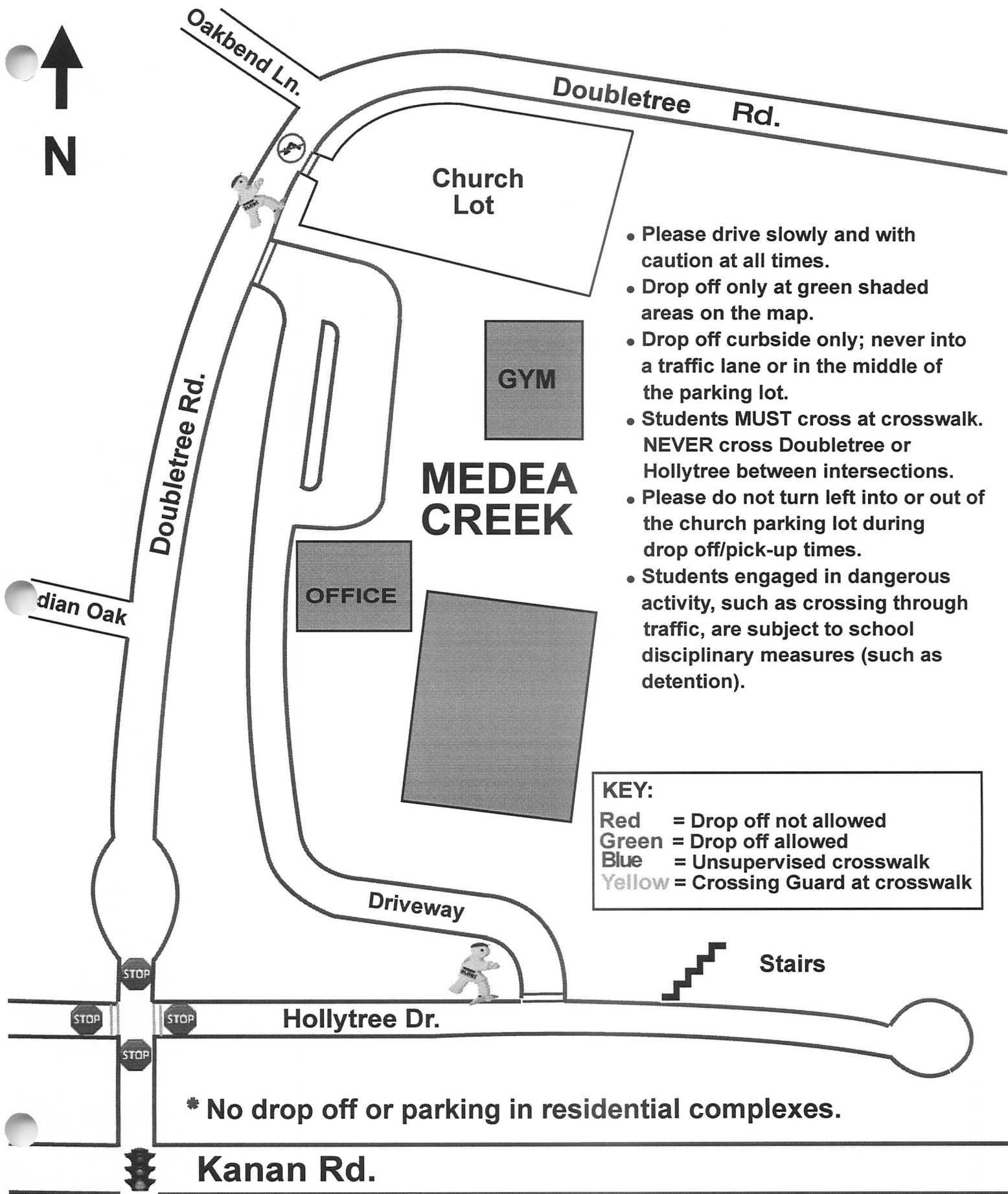
Please remember the following rules when picking up your children after school.

DO NOT:

- ✧ Park in the Red!!! Red is Red and that means No Parking.
- ✧ Use the Church Parking Lot, even if the gate is open.
- ✧ This is Private Property. Park on the opposite side of the street making your child walk across Doubletree during this very busy time of day

HINT: Have your children walk a little farther to meet you. It will save you and your child a lot of stress after a long school day. Have your children take a little time after school and meet them in a designated spot at 3:00 p.m. when all the traffic has eased.

When everyone follows these simple, easy guides; traffic will be easier, stress levels will be lowered and our school will ultimately be a safer place.



Electronics and Cell Phone Policy

Each MCMS student (and parent/guardian) accepts and signs an MCMS cell phone and electronic device policy. Electronic devices and cell phones are integral aspects of our students' lives. They are valuable learning and communication tools, yet with every new electronic innovation, new applications are available which can be misused and dangerous. While electronic devices (MP3 players, e0books, tablets, cameras, lap top computers, etc.) are allowed on campus, students and parents should be aware of the following:

Responsibilities and Restrictions of Using Electronics and Cell Phones on Campus

1. Devices may be used only with the approval of the teacher or administrator for a specified purpose. At all other times, devices must be turned OFF (i.e. not on silent) and not visible.
2. Once students are on campus in the morning, ALL electronics are turned off and out of sight.
3. Students may not take pictures or video with their devices at any time on campus or at school-related activities, again, unless specified and monitored by the teacher.
4. Devices, including cell phones, brought on campus may not have any inappropriate materials (i.e. music, pictures, video).
5. Devices, including cell phones, are not to be used before school on campus, during nutrition, passing periods, at lunch or during after school events.
6. Photos of people on campus may be taken ONLY with their permission!
7. Devices or cell phones used to harass/bully another student; carry inappropriate material, cheat, disrupt, or are otherwise used improperly, will be confiscated by a staff member.
8. Students will receive disciplinary action ranging from lunch detention to exclusion from school activities to suspension (see "Progressive Discipline" in Handbook).
9. Devices may be kept until a conference is held between the parent and an administrator.

Furthermore: if a student is using a cell phone (ANY of its functions) for any reason during school time, the following consequences will be imposed:

- Phone will be confiscated from the student
- Progressive discipline will take place (lunch detention, detention, in-school suspension, barred from activities) depending on the incident's severity and the student's prior cell phone use.
- The cell phone will be returned ONLY to the parent/guardian of the student (OPUSD Board Policy 5131c).

Students who have cell phones confiscated more than two times will be placed on a behavior contract and may be suspended from school for one day for continued defiance. These students may also be prohibited from possessing cell phones at school or school-related events.

Please note:

Medea Creek Middle School and the Oak Park Unified School District are not responsible for any loss, theft or damage to a student's personal device brought to campus. It is suggested that students have their identification on any device.

Oak Park
5801 E. Conifer Street
Oak Park, CA 91377

In case of an emergency, please contact the following staff members in the subsequent order:

Call Order	Name	Title	Cell	email	Work Phone
1	Julie Suarez	Director, Business Operations	818-355-7176	jsuarez@oakparkusd.org	818-735-3210
2	Miguel Tabares	Maintenance Engineer	818-256-4002	mtabares@oakparkusd.org	818-735-3204
3	Oscar Jimenez	Maintenance Engineer	818-256-4010	ojimenez@oakparkusd.org	818-735-3203
4	Ruben Botello	Landscape Worker	805-377-4905	rbotello@oakparkusd.org	
5	Candy Garcia	Landscape Worker	818-259-3235	cgarcia@oakparkusd.org	
6	Martin Klauss	Asst. Superintendent	818-203-2586	mklauss@oakparkusd.org	818-735-3216
7	Leslie Heilbron	Asst. Superintendent	818-261-2836	lheilbron@oakparkusd.org	818-735-3266
8	Tony Knight	Superintendent	818-324-8915	tknight@oakparkusd.org	818-735-3206

Emergency Services

****FOR AN IMMEDIATE THREAT TO LIFE OR PROPERTY, CALL 911****

HIGHWAY PATROL:

MOORPARK
VENTURA

(805) 553-0800
(805) 477-4100

EAST COUNTY SHERIFF'S

(805) 494-8200
WWW.VCSD.ORG

NON-EMERGENCY

L.A. CO. LOST HILLS SHERIFF'S

(818) 597-2954

THE GAS COMPANY
WWW.SOCALGAS.COM

1-800-427-2200

VENTURA CO. FIRE DEPT.

(818) 597-2954

WWW.FIRE.COUNTYOFVENTURA.ORG (FIRE UPDATES)

VENTURA CO. RED CROSS

(805) 339-2234

WWW.ARCVENTURA.ORG

EDISON EMERGENCY

1-800-684-8123

OAK PARK WATER

1-800-613-0901

School Crime Assessment



California Department of Education
Data Reporting Office

CDE » DataQuest » Suspension and Expulsion Report

Suspension and Expulsion Report For 2013-14

Suspension and Expulsion Rates Medea Creek Middle (56738746098255)

Report:

Year:

School:

[Glossary](#)

General Description of this Report

This report provides an **unduplicated** count of students involved in one or more incidents¹ during the academic year who were subsequently suspended or expelled² from school. For the purposes of calculating suspensions and expulsion rates in this report, students who were suspended or expelled multiple times are counted only once in the report totals for these respective disciplinary outcome categories.

¹An incident is defined as one or more students committing one or more offenses on the same date at the same time.

²Expulsion counts include all expulsions, even those expulsions where the term of the expulsion has been shortened or the enforcement of the expulsion has been suspended.

Suspension and Expulsion Rate Formulas

(Students Suspended and Students Expelled divided by Cumulative Enrollment) multiplied by 100

List of district and independently reporting charters that did not certify their 2013-14 CALPADS End-of-Year 3 - Discipline submission.

Medea Creek Middle Report

School	Code	Census Enrollment	Cumulative Enrollment	Students Suspended	Suspension Rate	Students Expelled	Expulsion Rate
Medea Creek Middle	6098255	1,127	1,144	15	1.3	0	0.0

Report Total

Level	Code	Census Enrollment	Cumulative Enrollment	Students Suspended	Suspension Rate	Students Expelled	Expulsion Rate
<u>Oak Park Unified Total</u>	5673874	4,669	4,793	48	1.0	0	0.0
<u>Ventura County Total</u>	56	141,978	147,872	4,989	3.4	132	0.1
<u>State Total</u>	00	6,236,672	6,405,954	279,383	4.4	6,611	0.1

[Download Data](#)

Download a tab-delimited file of this data to your computer. You will need to select "Save" after selecting the "Download Data" button. Once the file is saved to your computer it may be imported into another software for analysis.

Viewing this Report

This report is compiled using student-level data reported to the California Longitudinal Pupil Achievement Data System (CALPADS). The student-level data enables an accurate count of the number of suspensions and expulsions and an identification of the most severe offense committed as part of the incident.

The "Census Enrollment" count provides the total unique or unduplicated number of primary enrollments on the CALPADS Fall 1 Census Day, which is the first Wednesday in October of the associated academic year.

The "Cumulative Enrollment" count provides the total number of unique or unduplicated primary, secondary, and short-term enrollments within the academic year (July 1 to June 30), regardless of whether the student is enrolled multiple times within a school or district. Cumulative enrollment counts are calculated separately at the school, district and state-levels for the purpose of generating suspension and expulsion reports at these levels. For example, a student who is enrolled in two schools within the same district during the academic year, will be counted in each of the school's cumulative enrollment, but only once in the district's cumulative enrollment count. For this reason, adding the cumulative enrollment of all schools within a district will not equal the district's cumulative enrollment listed at the bottom of the district-level rate report.

The total counts in this report cannot be compared to totals previously collected and reported through the Uniform Management Information Reporting System (UMIRS). In UMIRS, LEAs reported the total number of offenses committed by offense type, and the LEAs likely were not able to report only the most severe offense committed per incident, resulting in students being counted more than once for the same incident. Thus it is not advisable to compare this report with a UMIRS report, as the two are different and do not contain comparable data.

Availability of UMIRS Reports

Student discipline reports for the 2010-11 Academic Year and prior, often referred to as the UMIRS Reports, will remain accessible on DataQuest. However, the California Department of Education (CDE) no longer collects student discipline/UMIRS data via the Consolidated Application (ConApp) or the Consolidated Application Reporting System (CARS).

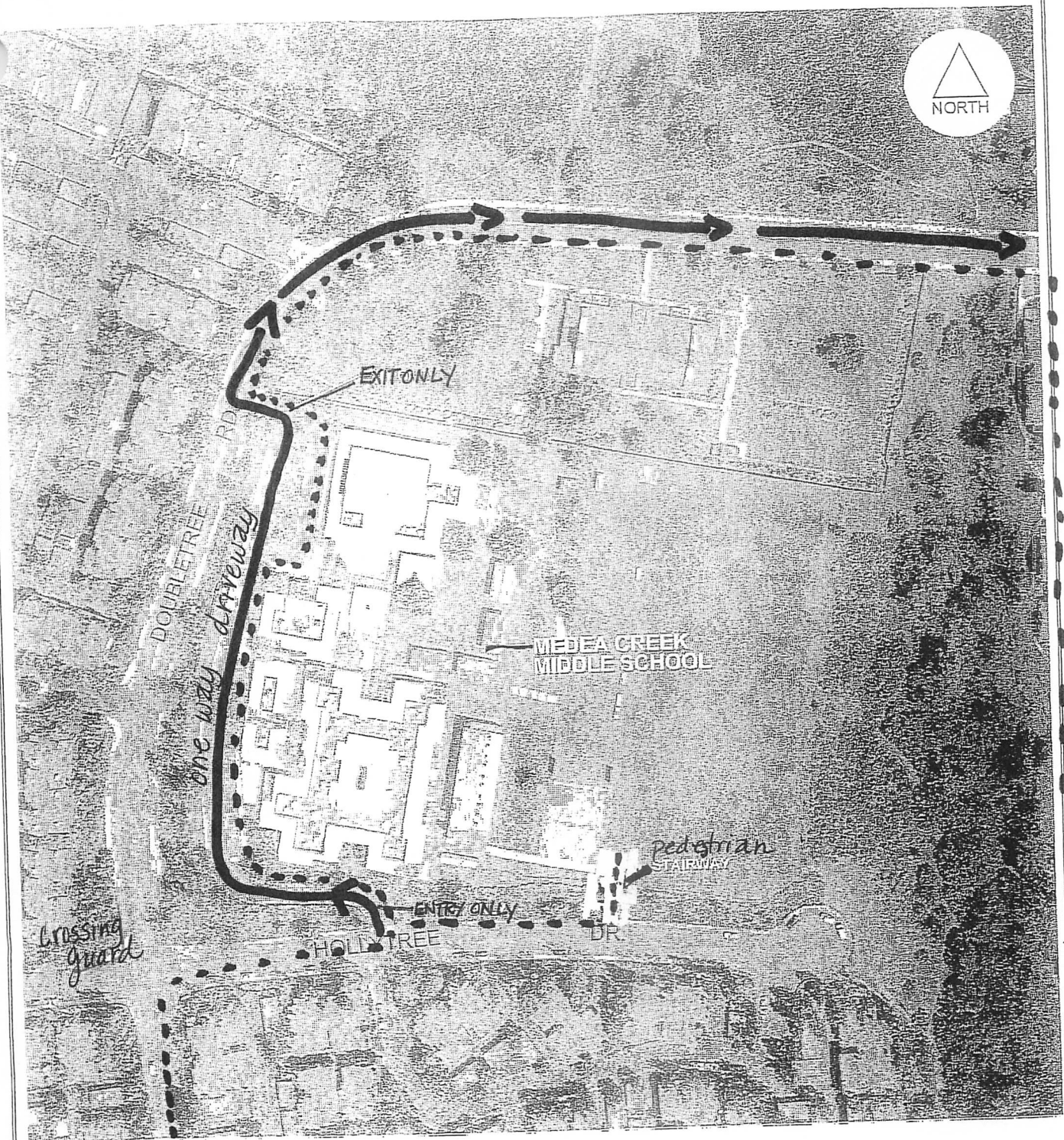
Type: All Students

Report generated: 1/27/2015 10:35 AM

Source: California Longitudinal Pupil Achievement Data System (CALPADS)

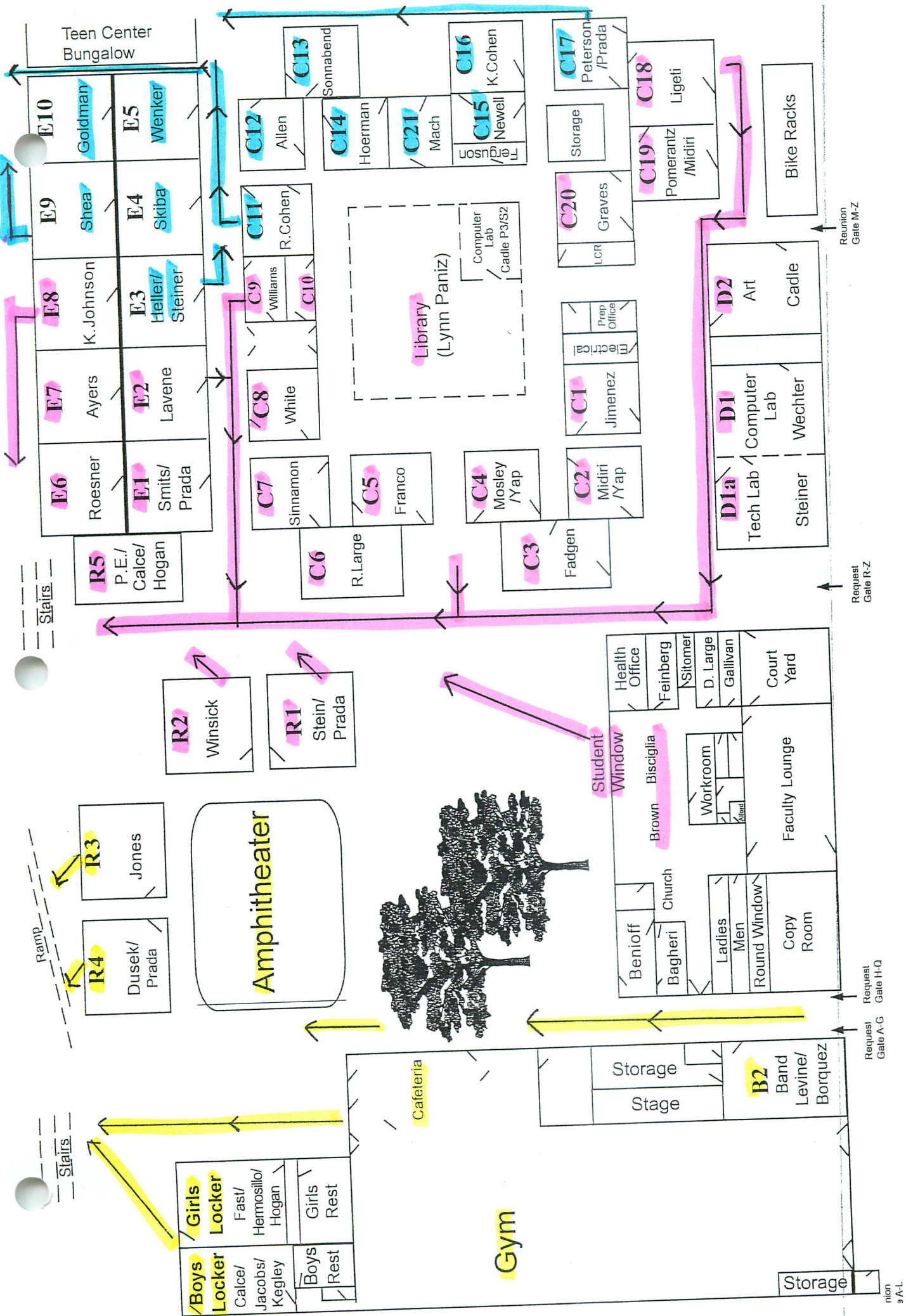
Web Policy

Safe Ingress & Egress



Kanan Road

- Pedestrian Route off campus (both ways lead to Oak Park High School)
- In and Out Driveway



Medea Creek Middle School

MCMS Emergency Staging Area 2014-2015

Upper Grass Field

R5
 B2 Levine/Borquez
 R1 Stein/Prada
 R2 Winsick
 R3 Jones
 R4 Dusek/Prada
 R5 P.E.
 E1 Steinman/Prada
 E2 Lavene
 E3 Heller/Steiner
 E4 Skiba
 E5 Wenker
 E6 Roesner
 E7 Ayers
 E8 Kim Johnson
 E9 Shea
 E10 Goldman
 C1 Jimenez
 C2 Midiri/Yap
 C3 Fadgen
 C4 Mosley/Yap
 C5 Franco
 C6 Large
 C7 Sinnamon
 C8 White
 C9 Williams
 C10
 C11 R. Cohen
 C12 Allen
 C13 Sonnabend
 C14 Hoerman
 C15 Newell
 C16 K. Cohen
 C17 Peterson
 C18 Ligeti
 C19 Pomerantz/Midiri
 C20 Graves
 C21 Mach
 D1/D1a Wechter/Steiner
 D2 Cadie

P.E. Classes
Assembly Area

Volleyball Courts

Unassigned Personnel Assemble Here
(All adults check-in with Evacuation Plan Chief, Dianne Large)

stairs

stairs

stairs

Upper Black-Top

Area

Dress Codes

MEDEA CREEK MIDDLE SCHOOL DRESS CODE:

Medea Creek Students Dress For Success! The appearance and manner of dress of students is a matter to be determined primarily by the students' parents. The District expects students will attend school wearing clothing which is both neat and clean and which is appropriate to the weather and to the activities being conducted in school. In no case shall the dress or appearance of a student be such that it endangers the health and safety of the student or others or such that it has a disruptive effect upon the orderly operation of the school.

Medea Creek Dress Code:

1. For safety, all students must wear shoes with backs, including sandals. All shoes must be hard-soled. **No slippers or flip-flops.**
2. No outfits are permitted which are revealing, see-through, or show underwear (bra straps as an example) or a student's private parts.
3. Wearing shorts: Inside pocket lining on girls' shorts should not be longer than the leg of the shorts; shorts must amply cover the buttocks. The waist of boys' shorts must be worn above the buttocks.
4. No clothes may be worn which look like underwear or sleepwear (pajamas, etc.).
5. No strapless or backless tops or halters. No midriffs. No tank tops for boys.
6. No clothing which depicts sexually suggestive behavior, foul language/pictures or which advertises alcohol, tobacco or illegal substances, or clothing depicting violence.
7. No clothes or hairstyle that create a disturbance. No excessive spikes, Mohawk styles, hair colors or body piercings.
8. No gang related apparel, as identified by the sheriff's department.
9. No clothes may be worn which are excessively tight or extremely baggy; dresses, skirts or shorts must be worn over tights.
10. Hats and sunglasses are not permitted in class, unless approved by the Principal.
11. No wallet or other heavy, dangling chains or straps.

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5132

Dress And Grooming

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

(cf. 4119.22 - Dress and Grooming)

(cf. 5145.2 - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

(cf. 5144 - Discipline)

Gang-Related Apparel

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.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

Legal Reference:

EDUCATION CODE

35183 School dress codes; uniforms

35294.1 School safety plans

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

Hartzell v. Connell (1984) 35 Cal. 3d 899

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Marvin H. Jeglin et al v. San Jacinto Unified School District et al 827 F.Supp. 1459 (C.D. Cal. 1993)

Adopted: 5-24-78

Amended: 8-5-92, 9-17-02

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5132(a)

Dress and Grooming

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. 3260 - Fees and Charges)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5132(b)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

Adopted: 9-17-02

Amended:

In the Event of a Disaster

**Medea Creek Middle School
Emergency Drill Procedures
Teacher Buddy System**

2014-2015 (Revised August 2014).

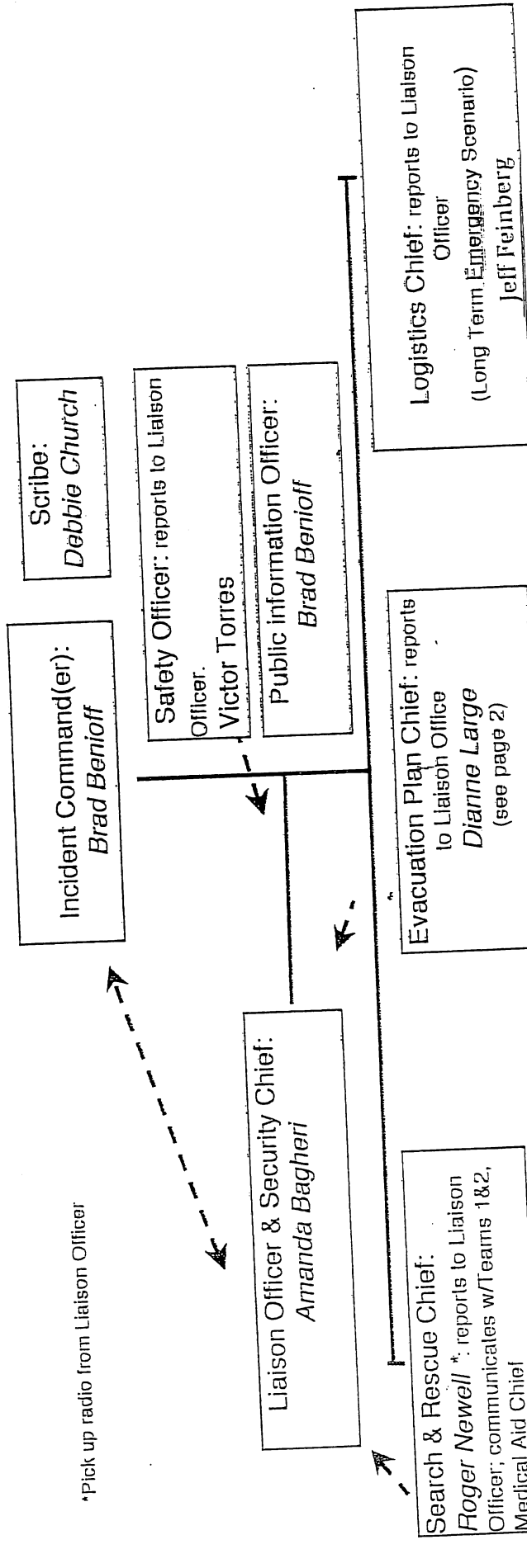
In the event of an Emergency (when we would need to activate our Emergency Response Teams), please refer to this Teacher Buddy System to assist you with your class. This could be necessary in the event of a classroom emergency, but it is primarily used when we are evacuated and are up on the field.

Some faculty members are part of Emergency Teams (refer to the Incident Command System Chart). In the event of an emergency (or a simulated drill), **teachers who are part of these teams will lead their classes to their spots on the upper field, take attendance and account for their students, and then will leave their roll book with their assigned buddy.** This buddy will then supervise both classes.

Buddy System:

- 1). Neva Fast (PE) and Al Calce (PE) are on teams; Kyle Kegley (PE) assists with First Aid; they will leave their roll books with **Frances Hermosillo and Mark Jacobs and Teresa Hogan**; Ellen Ferguson will assist **Frances Hermasillo, Mark Jacobs and Teresa Hogan** with PE students on field.
- 2). **Kathryn Dusek (R4)** and **Sharon Lavene (E2)** will leave their roll books with Lindsay Steinman (E1).
- 4). **Brian Winsick (R2)** will leave his roll book with Alison Stein (R1).
- 5). **Tim Roesner (E6)** will leave his roll book with Sandee Ayers (E7).
- 6). **Amy Sinnamon (C7)** will leave her roll book with Paula Franco (C5).
- 7). **Kim Sonnabend (C13)** will leave her roll book with Kim Hoerman (C14).
- 8). **Cindy Ligeti (C18)** will leave her roll books with Marta Graves (C20).
- 9). **Stephen Peterson (C17)** will leave his roll book with Kelly Pomerantz (C19).
- 10). **Shawn Williams (C9)** will escort her students to, and leave her roll book with Carrie Jones (R3).
- 10). **Rebecca Goldman (E10)** will leave her roll book with Suzanne Shea (E9).
- 11). **Steve White (C8)** will leave his roll book with Christine Allen (C12).
- 12). **Roger Newell (C15)** will leave his roll book with Katie Cohen (C15).
- 13). **Elana Levine (B1)** will leave her roll book with Alison Stein (R1).
- 14). **Jessica Fadgen (C3)** will leave her roll book with Maria Jimenez (C1).
- 15). **Kathy Mosley (C4)** will leave her roll book with Maria Jimenez (C1).
- 16). **Rob Large (C6)** will leave his roll book with Midiri/Yap (C2).
- 17). **Catherine Steiner (D1, D1a)** will leave her roll book with Barbara Wechter (D1, D1a).

Medea Creek Middle School 2014-2015 Incident Command System Page 1



*Pick up radio from Liaison Officer

Medea Creek Middle School 2014-2015
Incident Command System Page 2

Evacuation Plan Chief:
(Report to Liaison Officer)
Dianne Large

Attendance Officer:
(Report to Liaison Officer)
Loretta Brown

Evacuation Supervisors:
(Report to Attendance Officer)

Tim Foesner: C1-C24; D1, D2
Jessica Fadgen: PE, B2
R1-5, E1-10

Request Gates: *
(Activated by Liaison Officer)
Kathy Mosley: A-G
Fadgen/Dusek H-Q
Paniz/Steiner R-Z

Reunion Gates: *
(Activated by Liaison Officer)
Winsick : A-L
Gallivan: M-Z

Psychological Rx:
Carol Gallivan
Dianne Large
Rob Sitomer

Logistics Chief:
(Long Term Emergency Scenario)
Jeff Feinberg

Transportation Chief:
(Long Term Emergency)
Jeff Feinberg

Volunteer & Labor Pool:
(Long Term Emergency Scenario)
Al Calce

Food & Supplies:
(Long Term Emergency Scenario)
Mary Smolarski

Shelter
(Long Term Emergency Scenario)
Kim Hoernan

2014-15 Phases of Emergency Evacuation and Release From the Field

The purpose of this outline is to highlight the order of events and procedures that unfold during an emergency evacuation to the field; it also highlights the special teams and personnel who have additional roles in such events.

Phase I: Evacuate to the field via Room Numbers and take attendance (adults, students)

- Attendance Officer
- Evacuation Supervisors
- Evacuation Plan Chief

Phase II: Emergency Teams and Personnel Report to their positions:

- Search and Rescue
- Triage
- Transport
- First Aid
- Security Officer (Locks Gates)
- Sanitation and Utilities (Check utilities)
- Logistics Chief w/ Evacuation Plan Chief (from shed to black top: table set up, bull horn/PA System)
- Liaison Officer/Security Chief
- Incident Commander
- Scribe (brings Request/Release Carts and materials)


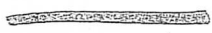
Phase III: Liaison Officer shares status/information with Officers/Chiefs:
Rescues/first aid underway

Phase IV: Liaison Officer declares rescues completed:
Repositioning Personnel for emergency release of students

Phase V: Emergency Release of Students



Kanan Road

-  Pedestrian Route off campus (both ways lead to Oak Park High School)
-  In and Out Driveway

MCMS Emergency Plan 2014-2015
August 2014

Re-purposing of MCMS Emergency Plan Personnel

In the event of an Emergency Drill, various MCMS Personnel have specific roles and responsibilities, either individually, or as part of a Team. Once the situation is stabilized, and we are able to begin releasing students to parents/guardians on the Emergency cards, the following **MCMS personnel will be re-purposed and re-positioned:**

I. Loretta Brown, Dianne Large and Jeff Feinberg will report to the: Calling Table on the Blacktop. This is where the PA system is located and will be used to call the names of students whose families have come to the MCMS REQUEST GATE to ask for their children.

Procedure:

- 1). Runners (Safety Squad Students and MCMS adults) will bring white Release Slips with the name of the student requested.
- 2). At the Calling Table, on the blacktop near the field, the names will be called over the PA system (or they will use runners) and students should take their Release Slip to their alpha Reunion Gate, where they will meet the parent/guardian.
- 3). Classroom teachers supervising students will note the students' time of release on their roll sheets.

II. The Liaison Officer (Asst. Principal) will direct Line Supervisors (Roesner and Fadgen) to report to REQUEST GATE H-Q) and Search and Rescue Chief (Newell) to re-purpose/position the following:

Team 1: Peterson, White report to REQUEST GATE A-G as runners
Levine, Williams report to REQUEST GATE H-Q as runners
R. Large, Fast report to REQUEST GATE R-Z as runners

Team 2: Calce, Ligeti report to REUNION GATE A-L with Winsick to assist
Goldman, Lavene to REUNION GATE M-Z with Gallivan to assist
Sonnabend and Sinnamon to REQUEST GATE R-Z with Paniz/Steiner to assist

MCMS Request and Reunion Gates For Emergency Release (2014-2015):

- There are three Request Gates (A-G, H-Q, R-Z) and two 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:
 - A). We have evacuated to the upper field and need to be released from there
 - B). We are in classrooms and need to be released from there.

Here we are detailing release from the upper field:

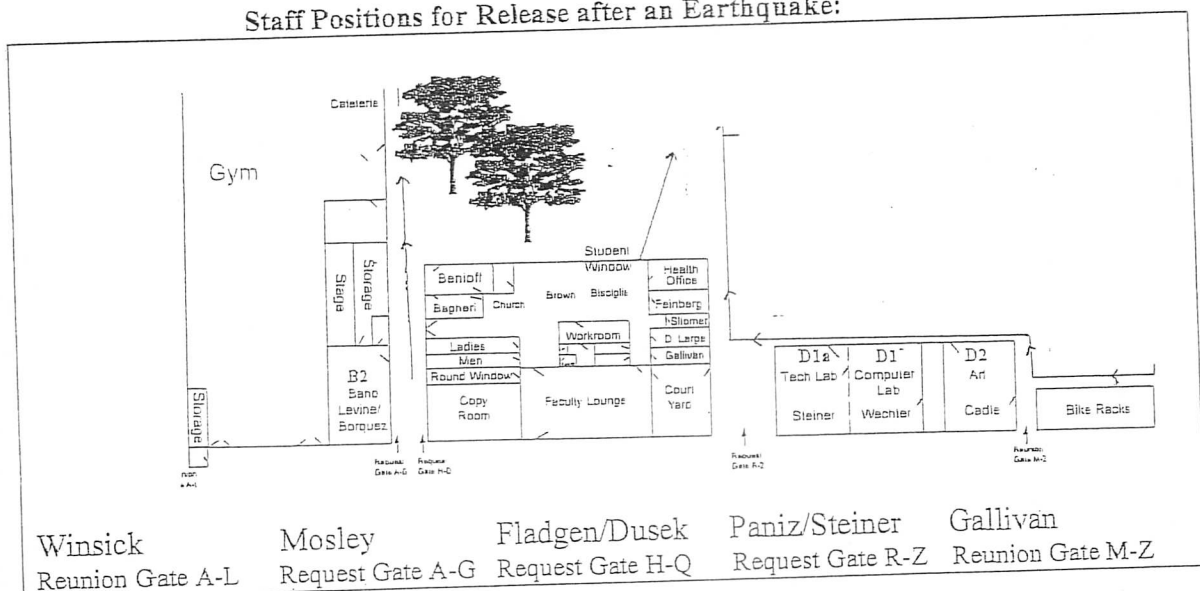
A. Emergency (Earthquake, etc.) Procedure for Releasing Students from the Upper Field:

- 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 pulls off a small, white paper from the student's schedule and gives 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.
 5. The appropriate parent/guardian (with stamped hand) would sign the small, white paper.
 6. MCMS personnel keeps the paper and marks the time on it.
 7. The student is released.

Request/Reunion Gate Positions: MCMS Staff stationed at these positions should first be accounted for (Report to Evacuation Chief) and then should report to the SCRIBE (Debbie Church) near the stage area to pick up the carts containing Emergency Release information, Student Schedules and Release Slips.* The Liaison Officer (Amanda Bagheri) will give the OK to release students. Only then will students be located and then released.

*Safety Officer will secure campus, and then will report to Reunion Gate

Staff Positions for Release after an Earthquake:



REQUEST GATE INSTRUCTIONS (2014-15):

- 1. All gates should be locked
- 2. Pick-up Cart from Scribe (D. Church)
- 3. Move Cart to position just INSIDE your ALPHA GATE
- 4. Runners will report to you to assist
- 5. Give parents, through the gate, "There Has Been An Emergency" handout
- 6. As parents come to the gate, they will REQUEST a student;
Parents must: Show I.D., (and provide a note from the parent if they are picking up another child and are not on the Emergency Form; if they show a note, keep it)
- 7. Check the I.D. against the information you have on the Emergency Form in the File Box (File Box contains: Emergency Information, white Release Slip)
- If the I.D. matches, YOU WILL:
 - Pull the Release Slip off of the Emergency Form
 - Give Slip to Runner, who will go to the Calling table to deliver Slip
 - Runner will return to you
 - Stamp the parent's hand with available stamp—or mark on hand "OK" with marker

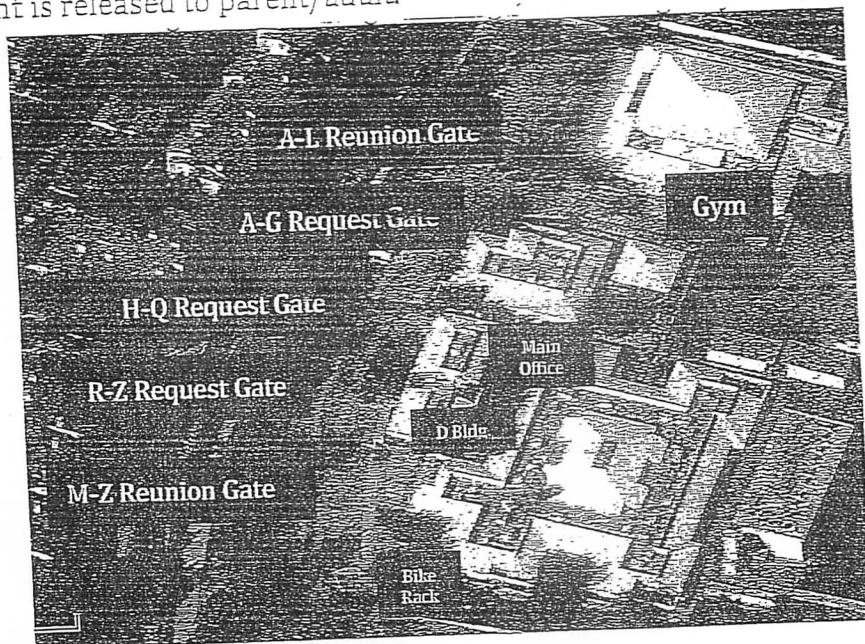
***If there is a large number of people requesting students, gather several Slips and give to Runners in bunches.

- Parents should proceed to appropriate RELEASE Gate to pick up student.

After Drill/Emergency, Return Cart/Materials to Scribe

RELEASE GATE INSTRUCTIONS (2014-15):

1. Report to scribe to pick up bag
2. Report to your Alpha RELEASE GATE
3. All Outside gates should be locked, until you begin releasing students.
4. All Parents/adults at your Gate would have come from the REQUEST GATE and have had their hand STAMPED or MARKED, indicating they may pick up student(s). They already have shown I.D. and have been approved at the REQUEST GATE
5. Requested student comes to your gate and hands you the RELEASE SLIP
6. You have the parent sign the Slip, mark the time and KEEP IT.
7. Student is released to parent/adult.



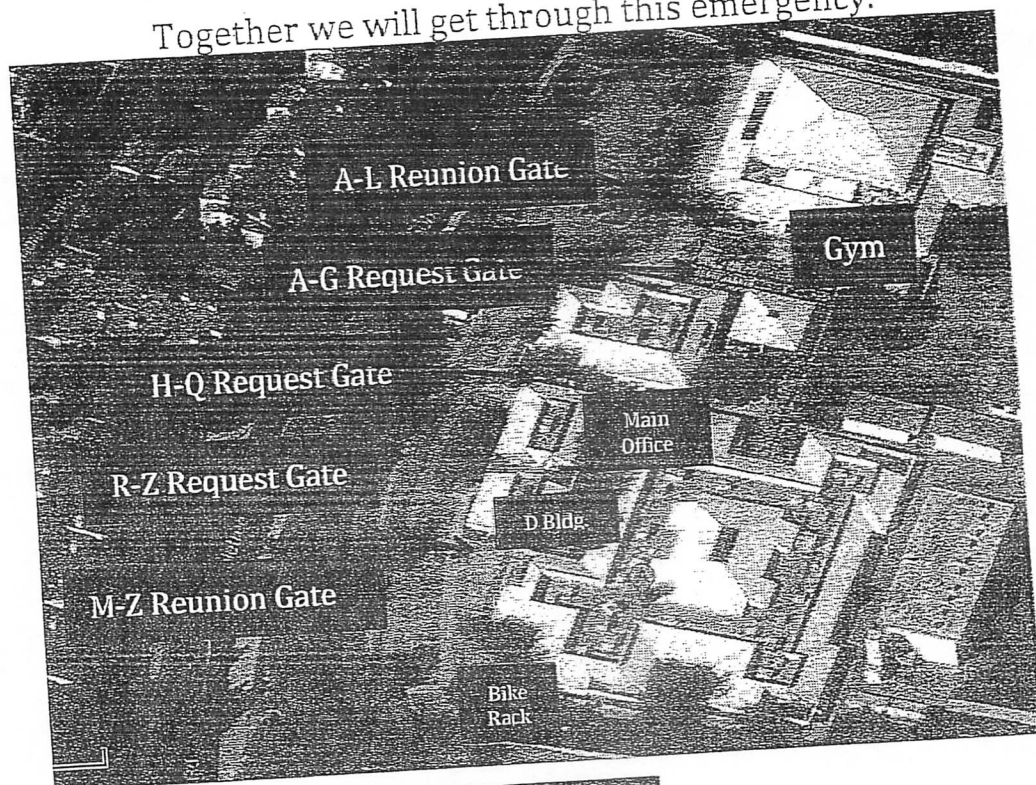
Schools are among the safest of places to be during an emergency!

Follow these steps to help us quickly and safely release your child:

1. DO NOT PARK IN THE DRIVEWAY.
2. GO TO THE A-G OR H-Q OR R-Z request gate.
3. Have your ID ready to present at the alpha REQUEST GATE.
4. Wait in line to request your child from school personnel.
5. Go to the A-L or M-Z REUNION GATE to meet your child.
6. Sign-out your child at the REUNION GATE.
7. Leave campus immediately.

As soon as communication paths are available to us, please check your voice or email for information and updates from OPUSD.

Together we will get through this emergency.



Driveway will be closed in
an emergency

Medea Creek Middle School
Response to Contagion

1. Observe/Note aberrant conditions (define percentage)
2. Contact: District Nurse #
District Office #
Department of Public Health #
3. Gather data on students/staff who are ill:
Phone, address, siblings
Food eaten in the last 24 hours, places visited, etc.
Symptoms, duration
4. Sanitize and/or isolate:
Cleaning—surfaces, bathrooms, cafeteria, lockers, locker rooms, computers, door knobs
Equip classrooms and offices with hand sanitizer, wipes, tissues
5. Inform Community:
Site communication: e-mail faculty
Letter on Website
All-call
District to community communication
6. Monitor Daily Attendance:
Number ill, symptoms
Number sent home
7. Prepare Statement/Guidelines to give to parents of students who are sent home ill:
Symptoms, descriptions of what to look for, how long to stay home and recuperate,
when to seek medical help: send home with students, email blasts, Website.
8. Prepare for possible shut down of school:
Review Emergency Release Plan.

gy I

We have this ready to give parents
at the GATES.

Oak Park Unified School District
Medea Creek Middle School

THERE HAS BEEN AN EMERGENCY

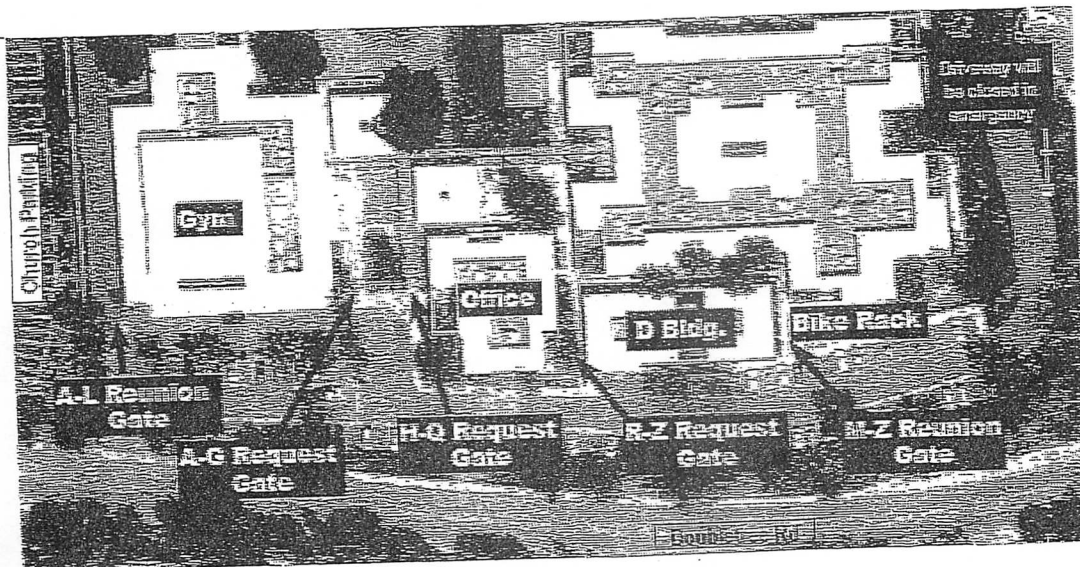
Schools are amongst the safest place to be during an emergency!

Follow these steps to help us quickly and safely release your child:

- 1). DO NOT park in the driveway
- 2). Go to the A-G or H-Q or R-Z REQUEST GATE
- 3). Have your ID ready to present at the Alpha REQUEST GATE
- 4). WAIT in line to request your child to school personnel at GATE
- 5). Go to the A-L or M-Z REUNION GATE to meet your child
- 6). Sign-out your child at the REUNION GATE
- 7). Leave campus immediately.

As soon as communication paths are available to us, please check your voice or email for information and updates from OPUSD.

Together we will get through this emergency.



TO: MCMS Community
FROM: Amanda Bagheri, Assistant Principal
RE: Overview of Emergency Procedures
DATE: August 2014

MCMS's Emergency Plan seeks to address short and long term needs:

Essentially, we plan for three types of emergencies:

1. Fire via Fire Drills
2. Lock Down via Lock Down Drills and/or other Emergency Release scenarios
3. Earthquake via Emergency Preparedness Drills

Medea Creek Middle School has a comprehensive School Safety Plan. It is each person's responsibility to review the Plan, and understand our individual role in the Plan. This Plan details protocols and identifies defined roles and responsibilities for faculty and staff. It is our template. We familiarize ourselves with it so that we all refer to, and learn from, a common starting place.

But by very definition, emergencies are not planned events and can take forms that we may not have imagined. It is therefore important to remember that we are all responsible for the safety of our campus; that we must *ALL* be alert to what is going on around us and notify the administration, the office, a colleague should someone or something potentially pose a danger; that we *ALL* have the capacity to make decisions on the spot, out of dire necessity.

If you see that there is imminent danger (an active shooter scenario as one example), hurrying to take your students off campus (versus "locking down" in the classroom and becoming a sitting target), out of harm's way, might be the solution. Experts tell us (most notably Ron Stevens, Executive Director of the National School Safety Center) that in extreme, horrific circumstances, we must each make a decision to try to save lives.

Please make yourself aware of our Emergency Plan—especially aware of colleagues who have special roles/responsibilities (See: *Incident Command System* and *Teacher Buddy System*) that take them away from their lines.

A. For drills and other emergencies that require classroom evacuation,

MCMS assembles on the upper field by classroom identification. Each room number is designated on the upper field, near the grass area. Let all of your students know the location of your classroom evacuation/assembly area.

- During an emergency drill, always bring your emergency backpack (most are red) and your roll book. Once we are up on the field, you will take classroom attendance and **complete an Attendance Accountability Report ONLY IF SOMEONE IS MISSING.**
- **Room Supervisors will collect them** (Room Supervisors: Fladgen: P.E., B2, R1-R5, E1-E10; Roesner: C1-C21; D1, D2).
- **WEAR YOUR RED VEST** (for a person who was in class but is not accounted for up on the field) or **YOUR GREEN VEST** (everyone who was in class is also accounted for up on the field). If you are wearing a green vest, you should **NOT** fill out an **Attendance Accountability Report**. A teacher who must leave his/her line should take attendance and hand the roll book over to a neighboring colleague; the neighboring colleague will supervise both lines.
- **Teachers who have a prep period during a drill should automatically report to the P.E. assembly area either to assist there, or wait for instructions.**

- Instructional and supervision aides and other unassigned personnel should report to the Evacuation Chief (Dianne Large) to be accounted for and then go to the Liaison Officer (Amanda Bagheri) for supervision assignment.

1. In the event of a Fire we, of course, evacuate to the field. If we are in imminent danger on campus, we could possibly relocate to OPHS (also a Red Cross point). If the community is in danger, we would want to facilitate the release of students as swiftly as possible. *See Request/Reunion Procedures.*

2. In the event of a Lock Down, a Lock Down bell will tone; students and adults immediately move into a safe haven (last class period or room nearest, given the level/sight of danger). Lock Down procedures move into action, including securing gates and, via computer and radio, accountability (attendance). Authorities (District and law enforcement, if necessary) are contacted by principal or assistant principal. **Black Emergency Kits in rooms and offices are available for extended periods of Lock Down.** This is their primary function. *For eventual release of students see Request/Reunion Procedures.*

3. In the event of an Earthquake, with moderate to significant damage, we evacuate to the field and have our **Emergency Teams activated.** If injuries are light (meaning Search and Rescue has a manageable number to search out and to rescue) all adults on the Transport, Search and Rescue and Team Officers/Leads would be **repositioned, with other personnel, to assist with student request and reunion procedures.** Security Officers and others might be in charge of organizing the set up of shade areas, toilets and water distribution, after the process of assessing resources.

B. Communications Systems in Place (Depending on what is available).

- Dedicated radio line to District Office. They contact us FIRST.
- Ham Radio at MCMS (Mosley)
- ALL CALL System
- Email for within and without MCMS
- Prepared Handouts for parents rushing up to MCMS directly after an emergency

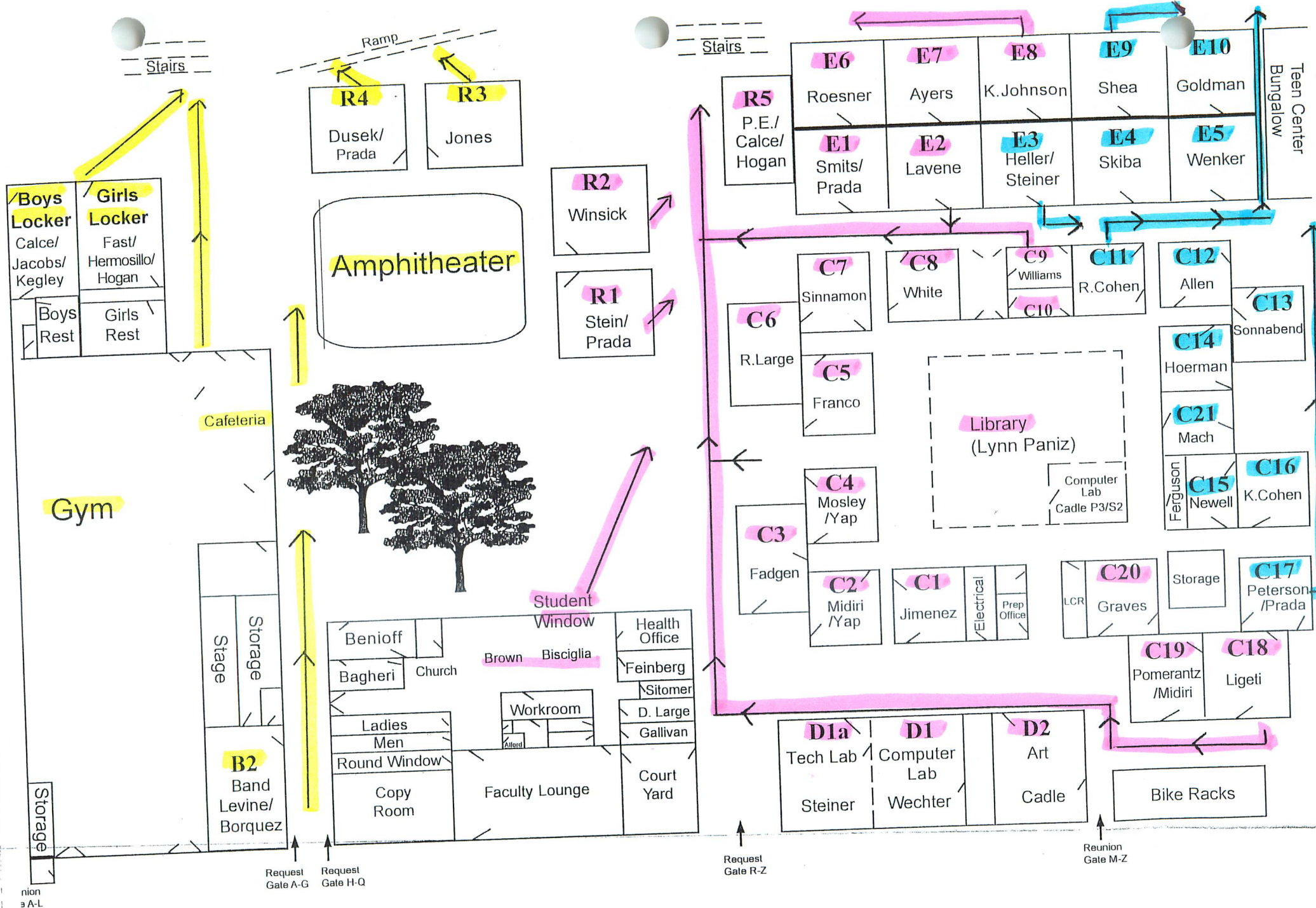
C. Supplies and Equipment:

- Emergency Supply Shed: in addition to the classroom kits and backpacks, MCMS has a shed located near the E Building elevator. Emergency Team equipment, tools, water and a variety of other materials are housed there.
- AED Machine: MCMS has an Automated External Defibrillator; it is located in the Main Office, between the Student Window and the Health Tech's desk; there are several staff members trained to operate it.

D. Helpful Statistics:

- *It is within 4-6 hours that toilets, water and the like begin operation/distribution*
- *Every 24 hours there is a 50% attrition rate of students (this is the percent of students estimated to be retrieved by families)*

Ed./Government Code is clear that, in the event of an emergency, school personnel are mandated to remain at the school site and can only be released by the principal.



Medea Creek Middle School

MCMS Emergency Staging Area 2014-2015

Upper Grass Field

R5	
B2	Levine/Borquez
R1	Stein/Prada
R2	Wimsick
R3	Jones
R4	Dusek/Prada
R5	P.E.
E1	Steinman/Prada
E2	Lavene
E3	Heller/Steiner
E4	Skiba
E5	Wenker
E6	Roesner
E7	Ayers
E8	Kim Johnson
E9	Shea
E10	Goldman
C1	Jimenez
C2	Midiri/Yap
C3	Fadgen
C4	Mosley/Yap
C5	Franco
C6	Large
C7	Sinnamon
C8	White
C9	Williams
C10	
C11	R. Cohen
C12	Allen
C13	Sonnabend
C14	Hoerman
C15	Newell
C16	K. Cohen
C17	Peterson
C18	Ligeti
C19	Pomerantz/Midiri
C20	Graves
C21	Mach
D1/D1a	Wechter/Steiner
D2	Cadle

P.E. Classes
Assembly Area

Volleyball Courts

Unassigned Personnel Assemble Here
(All adults check-in with Evacuation Plan Chief, Dianne Large " ")

stairs

Upper Black-Top

stairs

Area

stairs

**Oak Park Unified School District
Medea Creek Middle School
Emergency Drill Procedures
2014-2015**

TO: Medea Creek Middle School Faculty and Staff
RE: Emergency Drill Procedures and UPDATES
FROM: Amanda Bagheri, Assistant Principal
DATE: August 2014

- A. **For fire drills and other emergencies that require classroom evacuation, MCMS assembles on the upper field by classroom identification.** Each room number is designated on the upper field, near the grass area. Let all of your students know the location of your classroom evacuation/assembly area.
- B. **Please make yourself aware of our Emergency Plan—especially aware of colleagues who have special roles/responsibilities (See: *Incident Command Flow Chart* and *Teacher Buddy System*) that take them away from their lines.**
- During an emergency drill, always bring your emergency backpack (most are red) and your roll book (have a hard copy of your class rosters). **Once we are up on the field, you will take classroom attendance and complete an Attendance Accountability Report ONLY IF SOMEONE IS MISSING.**
 - **Room Supervisors will collect them** (Room Supervisors: Fladgen: P.E., B2, R1-R5, E1-E10; Roesner: C1-C21; D1, D2).
 - A teacher who must leave his/her line should take attendance and hand the roll book over to a neighboring colleague; the neighboring colleague will supervise both lines.
 - **Teachers who have a prep period during a drill should automatically report to the assembly area, check in with the Evacuation Chief (for adult attendance) assist there, or wait for instructions from the Liason Officer.**
 - Instructional and supervision aides and other unassigned personnel should report to the Evacuation Chief (Dianne Large) to be accounted for and then go to the Liaison Officer (Amanda Bagheri) for supervision assignment.

Medea Creek Middle School

TO: MCMS Faculty and Staff
FROM: Amanda Bagheri, Assistant Principal
RE: **Shelter In Place (Lock Down) Procedures**
DATE: August 2014

In addition to monthly Fire Drills and an annual Emergency Preparedness Drill, MCMS conducts a Shelter In Place Drill during the school year.

What is Shelter In Place? Shelter In Place is when, at the sound of a designated bell, ALL persons on campus immediately take shelter in a lockable school room where an adults 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 signal that the Shelter In Place is over.

Purpose? Shelter In Place is used when a potentially dangerous person (or a creature, e.g., bear, mountain lion, etc.) 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. It is also implemented to protect us during extreme weather or severely dangerous air conditions.

Procedures:

1. At the designated bell tone, students and adults (EVERYONE ON CAMPUS) immediately take shelter in the nearest classroom or office where an MCMS adult is present.
2. Adults make sure that doors are locked and that the windows are closed and locked with the blinds closed, too.
3. Everyone should move away from windows as much as possible and should remain seated on the floor, turning AWAY from outside facing windows.
4. Class should remain quiet, with only the teacher's computer on (if it is off, turn it on). Otherwise, no computers, televisions or radios should be on. All phone use should cease as well.
5. Doors should not be opened, unless the voice quickly can be verified.
6. **Once the group is in place (per above instructions), teachers should immediately check their email for any update or instructions from the Principal or Assistant Principal—We are enormously fortunate that we are networked!**
 - P.E. teachers should move into the Locker Room or Gym and keep a walkie-talkie radio on, if the computer is not available
 - The librarian and all people present in the Library should relocate to the nearest classroom.
7. Part of the Administrator's instructions to teachers will include **sending attendance, via computer, to OFFICE MCMS.**
 - If the Shelter In Place is during a class period, send only the names of adults and students who were either absent from class prior to the Shelter In Place and/or those who were present at the beginning

of class, but are not present during the Shelter In Place (this type of attendance is what we do during a fire drill).

- If Shelter In Place is necessitated before school, during passing period, at nutrition or lunch, students should quickly go to their next (or closest) class or office. Directly after school, they should find the nearest safe haven. Teachers would then send the names of all students gathered in their room.
 - Any injuries should also be reported to the office ASAP. We will call 911, if necessary.
8. Administrators will assist in securing the campus (locking gates, closing doors to the "C" Building and communicating with the District Office, law enforcement and other agencies).
9. **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:

- 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 time of release of student to Request Gate.
- Student Safety Squad members and MCMS Personnel (including ALL out-of classroom staff, instructional aides, teachers without a class--either on prep period) will be assigned to Gates or as runners and **should report to Request gate A-G for instructions.**
- The Liaison Officer (Amanda Bagheri) will give the OK to release students. Only then will students be located and then released.

10). Early Release After Shelter In Place and Use of Cell Phones/Texts Protocol. The following three apply to early release simultaneously:

1). **Parent/Guardian may text children for release.** Child verifies release from class by showing the teacher the text. Both child and Guardian meet at appropriate Request Gate for identification verification. Upon verification, the parent's hand is stamped and both child and parent proceed to Reunion Gate for release.

2). **Parent requests child at appropriate Request Gate** and identification is verified. Request Gate authority sends child's name and teacher's name via radio/runner to office staff, who notifies the classroom via loud speaker. Child is released from class and guardian and child meet at Reunion Gate for release.

3) Verification of requesting parent is verified at Request Gate and from there parent texts child for release. The text is shown to teacher and is released from class. See #1.

***Runners are sent to classroom if all communication is down. Runners help with verification process if running isn't required.

* Also See "MCMS Request and Reunion Gates" Sheet

Release Coordinator

- Sets up secure reunion area
- Checks student emergency cards for authorized releases
- Completes release logs
- Coordinates with the Public Information Officer on external messages

Safety Officer

- Check with Incident Commander for situation briefing
- Open and maintain a position log – Document Messages, Actions Taken, Decision Justifications, Requests Filled
- Monitor drills, exercises and emergency response activities
- Identify and mitigate safety hazards and situations
- Stop or modify all unsafe operations
- Ensure that responders use appropriate safety equipment
- Keep Incident Commander advised

Student Care Chief

- Accounts the whereabouts of all students, staff, and volunteers
- Sets up secure assembly area
- Manages sheltering and sanitation operations
- Manages student feeding and hydration
- Coordinates with the Student Release Team
- Coordinates with the Logistics Section to secure the needed space and supplies

Campus Check and Security Chief

- Oversees the safety of students and staff
- Determines if response actions/strategies can cause harm to students and staff
- Determines whether students have been evacuated far enough from the school
- Identifies personnel assigned to perform team functions
- Coordinates functions of site security, physical plant safety and security, and setting up

Search & Rescue Leader

- Perform visual check of outfitted team, include radio check
- Record names and assignments before deploying teams
- Dispatch teams to know hazards or situations first, then search the campus
- Record all teams progress and reports on site map. When a room is reported clear mark a C on the map
- Record exact location of damaged and triage tally

Morgue

- Confirm that the person is actually deceased
- Notify Incident Commander as soon as possible
- Do not move the body until directed by the Incident Commander
- Keep accurate records
- Write the following information:
 1. Date & time
 2. Exact location where found
 3. Name of decedent if known
 4. If identified-how, when, by whom
 5. Name of person filling out tag
- Attach one tag to body

Medical Aid Chief

- Administer First Aid
- Document name, injury, and first aid given
- Determine need for medical assistance
- Work cooperatively with outside agencies
- Keep Command Center informed
- Maintain morgue as needed

Scribe

- Assists Incident Commander in completing the incident form to document events, response, outcomes
- Document all activities, listing times and event.

Liaison Officer

- Check with Incident Commander for situation briefing
- Determine your personal operating location and set up
- Obtain necessary equipment and supplies
- Open and maintain a position log
- Brief agency reps on current situations, priorities and incident action plan
- Keep IC informed of agencies action plans

Public Information Officer

- Gather accurate details of the incident
- Release information to parents, community members, and the media during the crisis
- Send out communication to school staff and students about the crisis
- Document all contacts and announcements

Incident Commander

- Assess the level of danger and determine the level of threat
- Move students and staff away from the crisis area
- Set a perimeter
- Summons additional help
- Set up command post
- Summons emergency services
- Compile status and final incident reports

Emergency Release Slip Sample

Medea Creek Middle School

Oak Park Unified School District
Medea Creek Middle School

RELEASE SLIP

Released to: _____
Signature

Released by (MCMS personnel): _____
Name Time

**Medea Creek Middle School
Emergency Preparedness Drills
2014-15**

August 29: Fire Drill

September 19: Fire Drill

October 16: Great California Shake-Out

February 5: Shelter In Place Drill

March 12: Fire Drill

April 24: Fire Drill

BULLETIN

TO: Medea Creek Middle School Faculty and Staff

FROM: Amanda Bagheri, Assistant Principal

DATE: October 2, 2014

RE: **Emergency Preparedness Drill Thursday, October 16, 2014 Alternate Bell Schedule (see Bell Schedule last page)**

I. OUTCOMES:

1. Practice emergency classroom evacuation:
 - Does check-in teacher buddy system work?
 - Do adults remember to put on GREEN or RED vests?
 - Do students exit quietly and stay with teacher?
 - Do students line up quickly and wait for instructions?
2. Practice Emergency Response Team (ERT) procedures:
 - Does field teacher buddy system work?
 - How well do we compensate for absent members of the Teams?
 - Are they effective and efficient?
 - Does the Safety Squad identify themselves to teachers and report to the Liaison Officer (Amanda)
 - Is radio chain of command used effectively?

Remember:

- ***Radio chain of command***
 - ***Use Channel 2 when reporting names of the missing, injured or transported; use "male" or "female"***
 - ***Do not interrupt two-way radio transmissions***
3. Assess Request/Reunion procedures
 - How quickly does it all work?
 - How smooth is the process of re-positioning personnel?
 - How effective is the Calling Table?
 4. Assess student behavior:
 - Do students maintain orderliness?
 - Do students know where to go once they have a Release Slip?
 5. Assess how we might realistically improve:
 - Feedback from faculty and staff

II. INSTRUCTIONS:

Prior to the Drill on 10/16:

- Please review in the Emergency Information in your RED FOLDER; include a set of your current class rosters.
- Review the importance of this drill and emergency procedures with students, as well as the evacuation route to the field and what will happen when they get there.

- **Show the student-produced video on the MCMS Website** (under the tab “EMERGENCY INFORMATION”) which explains Request and Reunion Gates in the event of an emergency that necessitates early release of students. *The video is a couple of minutes long.*
- **Conduct one “Drop and Cover” drill* with your period one class before 10/16/13** (*Say “Drop” loudly; students ‘ball up’ under desk, with arms/hands covering head—facing away from windows, heavy objects).
- FYI:
- Students may (quickly) grab their backpacks to bring up to the field.
- Once attendance is taken up on the field, students remain seated. Students should dress comfortably.
- Students may read, etc., but **MUST remain seated**. If they have bottled water, they may drink it. **There is no food** (including gum, candy) while on the field.
- Bathrooms are NOT readily available. Screen requests! We will have a bathroom procedure (escorting students), and discourage all but emergencies. **Safety Squad students will be stationed at the top of the stairs closest to the P.E. storage bin to escort students.**

Please be aware that the bulk of this Drill involves the Emergency Response Teams. Exit from classrooms and assembly on the field is done just like a fire drill. Students remain on the field for an extended period of time and do not witness most of the action unfolding.

Remember that you are a powerful role model during these procedures.

III. October 16th Emergency Preparedness Drill:

CHECK:

- _____ Upon hearing the short series of bell sounds (simulating the 7.2 earthquake) at **approximately 10:30 a.m.** (Period 3) EVERYONE should drop and hold, taking cover for the duration of the bell sounds.
- _____ After the bell stops ringing, take with you your Emergency Backpack, Roll Book, Red Emergency Folder (for Disaster Information), Red/Green VESTS and classroom sign.
- _____ Students too injured to be moved, should remain in the classroom.
- _____ Lead an orderly and quiet exit of your class to the field.
- _____ Doors should be unlocked, but closed upon exit.

On the field/blacktop:

- _____ Students should line up by classes, on the grass, facing the blacktop.
- _____ Teachers/staff without a class should check-in with the Evacuation Plan Chief (**Dianne**)
- _____ Teachers should re-take attendance, accounting for the safe evacuation of students to the field, using the Accountability Report Forms only if a student is missing (not absent).
- _____ Teachers should wear a RED or GREEN vest (GREEN =all students present;

RED= someone is missing—was in the classroom, but is not on the field).
Teachers/Staff who are wearing RED VESTS turn in attendance forms to
Jessica Fadgen or Tim Roesner, who will also check for present adults.
Teachers wearing GREEN VESTS do not to turn in a form.

Fadgen/Roesner take teacher attendance, and **report adults present** to the Evacuation Plan Chief (**Dianne**) to be accounted for.

Student attendance will be checked by the Attendance Officer (**Loretta**).

Students should sit down after being accounted for, and remain seated for the duration of the drill.

Attendance gathering is crucial to this process. In the event of a true emergency, just knowing WHO got out of the buildings will be key (since people may not follow Request and Reunion procedures).

ERT Teachers will turn over their classes to teacher buddies and report to the ERT Staging Area. ***Many teachers are part of ERTs. Your careful supervision of classes is essential.***

ERT teachers will meet up with ERT Officers, who will check-in with the Liaison Officer (**Amanda**) to receive radios, keys, and an informational briefing of the situation. ERT members will proceed to the storage shed to gather their materials.

Search and Rescue, Transport and Triage will not proceed into buildings until attendance is gathered (per Fire/Safety Dept. protocol)

After attendance has been reported:

ERTs will simulate securing campus: shutting off gas/power, getting emergency supplies, conducting search and rescue/triage/transport, following protocol.

Once all ERT teams have responded to emergency needs, they will report back to their respective Team Officers, who will then report to the Liaison Officer for **RE-PURPOSING** of duties.

We will be testing our processes used to locate students and have them reunite with the family members who request them from the Request Gate and who will meet them at the Reunion Gate.

****Classes will be dismissed by the Liaison Officer following the completion of the Drill, and teachers will lead students in an orderly exit from the upper field to period 4:
Lunch/Class**

Emergency Drill Thursday, October 16th:

Bell Schedule

8:23-9:00 Period 1

9:05-9:40: Period 2

9:45-10:15: Period 3 (class)

10:15-10:25: Nutrition

10:30-11:25: Period 3 (Drill)

11:25-12:05: Period 4: Lunch

11:30-12:10: Period 4: Class

12:10-12:50: Period 5: Lunch

12:10-12:50: Period 5: Class

12:55-1:45: Period 6

1:50-2:40: Period 7

Chemical Spill / Airplane Crash

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		<i>First 10 Minutes</i>	<i>Next 50 Minutes</i>	<i>Remainder of the Day</i>	<i>Subsequent Days</i>	
<ul style="list-style-type: none"> ♦ Chemical Spill Occurs on Campus ♦ Recall/Further Evaluation 		<ul style="list-style-type: none"> ♦ Identify the location in the school where spill has occurred, as well as the substance(s) ♦ Assess the situation ♦ Call 911 ♦ Determine building exits that will be used for evacuation of affected building(s), when required ♦ Conduct an orderly evacuation of the area. <u>DO NOT RING FIRE ALARM BELLS</u> ♦ Call Maintenance Department ♦ Keep students and others out of the affected area until notified by Maintenance Department or by Fire Department Hazardous Materials Team that area is safe ♦ Notify District Office 	<ul style="list-style-type: none"> ♦ Follow established procedures in Disaster Plan ♦ Determine from Ventura County Management officials whether evacuation is required from assembly point of when return to building is anticipated. ♦ Coordinate between Ventura County emergency officials and School District and Maintenance personnel to meet any additional requirements 	<ul style="list-style-type: none"> ♦ Follow established procedures in school/buildings Disaster plan 		<ul style="list-style-type: none"> ♦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- ♦ Principal or his/her designee is in charge.
- ♦ It is better to be safe than sorry.
- ♦ Maintain control of the facility at all times.
- ♦ Principal does not leave command post
- ♦ Wait for administrative response.

Major Student Disruption

Note: In situations that may result in major disruption and/or demonstration, prevention is the school's goal. A video camera can be very effective in deterring disruptive acts. In disruptive situations, attempt to obtain footage of the event(s).

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
When a major student disruption occurs		<ul style="list-style-type: none"> ♦ Call District Office ♦ Alert campus supervisors and other administrators ♦ Attempt to diffuse tension by: ♦ Identifying key players/concerns ♦ Isolating key players in a neutral area ♦ Conferencing with players ♦ Alerting parents/legal guardians ♦ If situation cannot be diffused, separate and detain students and solicit support of parents ♦ Call school officials and/or 911, if situation calls for further action ♦ Clearly communicate to all students (via announcements or bullhorn), in the presence of adult witnesses, that students should either attend classes or move to a safe, designated area; inform students that they will be subject to suspension and arrested if they do not comply ♦ DO NOT release students from classes ♦ Announce <i>Code Red</i> ♦ If a student(s) persist, after second warning and reasonable period of time (not more than two or three minutes), notify student(s) of his/her suspension and give direction for his/her leaving the campus; if student(s) do not cease and desist, direct police to arrest the student(s) ♦ If a disruption escalates further, announce <i>Code Red</i>, and follow procedures ♦ Announce <i>"All Clear"</i> 	<ul style="list-style-type: none"> ♦ Notify parents/legal guardians of involved students ♦ Secure detailed written statement(s) from students and other witness, including involved staff members ♦ Take appropriate disciplinary action as directed by OPUSD Discipline Guidelines 	<ul style="list-style-type: none"> ♦ Discourage all communication until clearance from law enforcement is received ♦ Designate a place for parents who arrive on campus ♦ Have an administrator on hand to answer questions ♦ Debrief Safe School Team and other staff ♦ Debrief central level staff ♦ Complete a written report ♦ Summon other central level staff, as needed ♦ Meet with parents, if necessary ♦ Let police handle any questions regarding crime and the investigation ♦ Once incident is over, return to normal operations ♦ Debrief staff and revise plans ♦ Debrief students ♦ Send home notices 	<ul style="list-style-type: none"> ♦ Meet with Safe School Team to update and revise plans, if needed ♦ Meet with parents, if needed ♦ If media person appears, meet them in a designated area ♦ Monitor school building continually ♦ Update school staff and revise plans as necessary 	<ul style="list-style-type: none"> ♦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- ♦ Principal or his/her designee is in charge.
- ♦ It is better to be safe than sorry.
- ♦ Maintain control of the facility at all times.
- ♦ Principal does not leave command post
- ♦ Do not confront the suspect.
- ♦ Wait for administrative response.

Weather Tornadoes

Definition: A destructive or potentially destructive weather condition as defined by the National Weather Service, usually announced, time permitting, by NWS in two phases – WATCH and WARNING

Preparation: Evaluate physical plant and develop plans for secure areas for secure areas for student/employee population

1. Utilize lower floors and interiors areas.
2. Do not use gyms and other areas with wide roof spans
3. Develop a special alarm system for tornado warnings.
4. Educate staff and students on appropriate posture to assume in shelter area in actual tornado warning
5. Keep first aid supplies current and convenient

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
Tornado Watch		<ul style="list-style-type: none"> ♦ Inform student/employee population that Tornado WATCH is in effect ♦ Move students and faculty from portable classrooms and outside to permanent facilities ♦ Prepare for shelter areas as defined in plan ♦ Monitor weather advisories ♦ Make plans to evacuate large areas with wide open roof spans ♦ Keep doors unlocked ♦ Close windows and outside doors ♦ Monitor progress of storm ♦ Sound alarm and move students and staff to shelter area as defined in plan ♦ Close windows and outside doors ♦ Stop at close available building, which can be used as shelter ♦ Advise students to seek cover and place themselves in protected position, covering head and face ♦ If non suitable shelter is available, have students disembark and lie flat in lowest area available ♦ Keep students in shelter until storm/threat of storm is past 	<ul style="list-style-type: none"> ♦ Continue to monitor weather advisories or until WATCH is cancelled ♦ Continue to monitor storm ♦ Return to normal activity once storm/threat of storm has passed ♦ If damage or injuries, take appropriate steps to secure any needed help, and notify Executive Director ♦ Notify Transportation Dispatch of actions taken as soon as feasible 	<ul style="list-style-type: none"> ♦ Debrief Safe School Team and other staff ♦ Debrief central level staff ♦ Return to normal when approved (Code Green) ♦ Summon other central level staff, as needed ♦ Meet with parents, if necessary ♦ Monitor school building continually ♦ Complete written report 	<ul style="list-style-type: none"> ♦ Meet with Safe School Team to update and revise plans, if needed ♦ Meet with parents, if needed ♦ If media person appears, meet them in a designated area ♦ Monitor school building continually ♦ Update school staff and revise plans as necessary 	<ul style="list-style-type: none"> ♦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

(Continued on Next Page)

Weather – Thunderstorms and/or Lightning

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> ♦ School Grounds ♦ School Buildings ♦ Athletic Events ♦ In Transit ♦ Field Trips or Hiking in an Open Area 	<ul style="list-style-type: none"> ♦ Storm approaching 	<ul style="list-style-type: none"> ♦ Get out of open areas and into an enclosed building as quickly as possible ♦ Do not seek shelter under isolated trees or close to metal fences, playground equipment, or shelters in exposed locations ♦ Get indoors; stay indoors ♦ Stay away from open doors and windows, metal objects, electrical appliances ♦ Keep telephone use to a minimum ♦ Do not handle flammable liquids in open containers ♦ Seek Shelter in buildings ♦ Avoid open spaces, metal fence, sheds, or unenclosed structures ♦ Do not use metal objects such as fishing rods or golf clubs ♦ Remove metal-cleated shoes ♦ Stay inside of vehicle, DO NOT TOUCH exposed metal parts ♦ DO NOT park under electrical lines, or trees ♦ Persons using scooters, motorcycles, bicycles, and other open vehicles should seek protected shelter ♦ Move to high ground and avoid lone trees and small sheds ♦ Stay away from metal fences ♦ Seek shelter in thick timber, ravine, ditch, or in an enclosed vehicle or building 	<ul style="list-style-type: none"> ♦ Based on facts, decide if school should be evacuated immediately, thus guaranteeing safety of students, staff, or kept in regular session ♦ Activate and brief the Safe School Team; use all available resources, if needed ♦ Brief all personnel after initial call ♦ Determine plan for day ♦ Declare appropriate code ♦ Determine if incident is a Level II incident, follow Level II instructions. 	<ul style="list-style-type: none"> ♦ Declare Code Green, when appropriate ♦ Principal, police and appropriate central level staffs hold joint press conference, if needed, giving specific details ♦ Give Superintendent update ♦ Principal meet with Safe School Team for update ♦ Hold staff meeting giving details and answering questions ♦ Summon counselors, social workers or the needed staff ♦ Meet with parents, if necessary ♦ Send notice home if appropriate ♦ Debrief with students 	<ul style="list-style-type: none"> ♦ Meet with Safe School Team to update and revise plans, if needed ♦ Meet with parents, if needed ♦ If media person appears, meet them in a designated area 	<ul style="list-style-type: none"> ♦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- ♦ Principal or his/her designee is in charge.
- ♦ It is better to be safe than sorry.
- ♦ Maintain control of the facility at all times.
- ♦ Principal does not leave command post
- ♦ Wait for administrative response.

Black Out

Definition: When the generator becomes dysfunctional and all power is lost. May also include loss of phone service.

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		<i>First 10 Minutes</i>	<i>Next 50 Minutes</i>	<i>Remainder of the Day</i>	<i>Subsequent Days</i>	
<ul style="list-style-type: none"> ♦ School ♦ Campus ♦ School Building 	<ul style="list-style-type: none"> ♦ Principal must establish the level of incident on information form head custodian ♦ Teachers are to secure their doors and stay in place (Code Red) ♦ Teachers are not to release students from class 	<ul style="list-style-type: none"> ♦ If imminent danger exists, dial 911 or District Office ♦ Activate and brief Safe School Team, in necessary ♦ Safe School Team or designee will monitor building and/or campus to make sure all students and school personnel are in a safe and secure area ♦ Make sure every classroom has light ♦ Activate emergency classroom plans ♦ Activate emergency runner system to support communications 	<ul style="list-style-type: none"> ♦ Continue to monitor area until power is restored ♦ If any student disruption occurs, take appropriate disciplinary action, as directed by OPUSD disciplinary guidelines ♦ Once power and order are restored, return to normal operations 	<ul style="list-style-type: none"> ♦ Keep flashlights in every classroom until notified ♦ Complete written reports, if necessary ♦ Continue to monitor area ♦ Meet with staff to update and revise plans ♦ Debrief students ♦ Send notice home if necessary 	<ul style="list-style-type: none"> ♦ Maintain normal operations 	<ul style="list-style-type: none"> ♦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- ♦ Principal or his/her designee is in charge.
- ♦ It is better to be safe than sorry.
- ♦ Maintain control of the facility at all times.
- ♦ Principal does not leave command post
- ♦ Do not confront the suspect.
- ♦ Wait for administrative response.

Evacuation Plan & Procedures

Evacuation of School Buildings

In a number of situations, it may be necessary to evacuate a school building. These situations may include fire and bomb threats. The sounding of a fire alarm should signal this evacuation. The following steps must be followed:

1. Maps should be posted in all classrooms indicating primary and secondary egress routes and holding areas/assembly points.
2. Teachers should bring their class record books with them when evacuating their classroom/building, as well as emergency cards and emergency kits.
3. Teachers should ensure that all students are out of the classroom and restrooms.
4. Teachers should turn off lights and close door prior to following their students out of the classroom/building.
5. Instruct the first student inline to hold open exit door(s) until all persons in the class have evacuated. (Continue this procedure until building is clear.)
6. Classes should proceed to the pre-designated holding area/assembly point. Once there, teachers should make note of students who are not present and maintain order.
7. Teachers should remain with their classes until an "all clear" signal is sounded or an administrator gives other instructions.
8. Students should be instructed to take their backpacks with them (from the classroom)

Evacuation of Campus

Situations may arise which require an off-campus evacuation to ensure the safety of students and staff. These situations include a chemical spill, airplane crash, explosive device located on campus, or major fire. Pre-planning procedures for the emergency evacuation of campus shall consist of the following minimum requirements when evacuation is required.

1. Identify at least four assembly points (North, South, East, West) a minimum of one quarter ($\frac{1}{4}$) mile away from the school location in the event it becomes necessary to evacuate school campus.
2. Establish the desired evacuation routes to the four holding areas/assembly points on an evacuation plan.
3. Provide for the special evacuation needs of the disabled. Who will assist? See Emergency Plan
4. Maintain a copy of the evacuation plan readily available in the school administration office.
5. Orient staff, faculty, and students on their specific duties, requirements, and responsibilities should an off-campus evacuation be necessary.
6. Provide for the use of the public address system as the primary means of notifying building occupants, when possible (Reference *Code Yellow*, *Code Green*, and *Code Red Procedures*). Determine an alternative means of announcing an evacuation in the event of public address system failure.

When an Off-Campus Evacuation is Called

EVACUATION SITES		School	
North:		South	
East		West	

Teachers Should:

1. Bring class record books when evacuating their classroom/building and emergency forms & emergency kits
2. Ensure that all students are out of the classroom and restrooms.
3. Turn off lights and close door prior to following their students out of the classroom.
4. Instruct the first student in line to hold open exit door(s) until all persons in the class have evacuated. (Continue this procedure until building is clear.)
5. Proceed to the pre-designated holding area/assembly point. Once there, make note of students who are not present and maintain order
6. Remain with their classes until an "all clear" signal is sounded or an administrator gives
7. Students should bring backpacks with them from the classroom.

School/Based Administrator should:

1. Notify the appropriate District Office Personnel
2. Establish and assign a management post at the off-site evacuation point.
3. Gather lists of students not accounted for from staff members.
4. Identify the location of classes in holding area/assembly point to facilitate the orderly location of students for parents wishing to pickup of students.
5. Direct parents to the management post for pickup of students.
6. Maintain contact with Sheriff/Fire Departments to stay informed about conditions at the school site and nearby areas.

CREATING A SAFE PHYSICAL ENVIRONMENT

Inevitably, there will be special situations and special places in schools where problems are more likely to occur. To prevent such problems, changing the school environment may be necessary. These interventions alter the use of school space and supervision routines so that opportunities for violent or disruptive behavior are minimized or eliminated.

An analysis of the school environment can determine if hot spots exist in the school. For example, the back hallway leading from the locker commons to the band room may be an area where many fights or disruptions occur due to minimal supervision and poor lighting. Perhaps an analysis also will show that these problems are most likely to occur in the mornings at a time when student traffic increases through the back hallway. A thorough understanding of when and where problems occur should prove invaluable to the Schoolwide Team. Some of the environmental characteristics that a school may examine include the following:

- number and types of exits
- location and design of bathrooms
- design of the cafeteria, common areas, and playground
- patterns of supervision
- density of traffic patterns throughout parts of the school during various times of the day
- lighting
- isolated areas
- bell and class schedules and the mixing of students from different grades
- length of time students stand in line to wait for a bus or to wait for lunch

Equipped with the above information, the Schoolwide Team will be in a position to change the environment to minimize opportunities for inappropriate behavior. By continuing to monitor and supervise all areas of the school regularly, the team can maximize environmental safety.

Source: Dwyer, K. and Osher, D. (2000), "Safeguarding Our Children: An Action Guide." U.S. Departments of Education and Justice, American Institutes for Research, Washington, D.C.; Internet, [http://www.ed.gov/offices/OSERS/OSEP/Action Guide/](http://www.ed.gov/offices/OSERS/OSEP/ActionGuide/).

America's Playgrounds Safety Report Card

DOES YOUR PLAYGROUND MAKE THE GRADE?

Evaluate the risk factors in your playground by using the following format. A complete explanation of the criteria is on the following pages.

YES NO

Scoring System

For every 'Yes' your playground receives one point. Total up the number of points for each section.

Supervision _____

Age appropriate _____

Fall Surfacing _____

Equipment Main. _____

Total _____

23-20 = A Congratulations on having a SAFE playground. Make sure you maintain this high level of excellence.

19-16 = B Your playground is on its way to providing a safe environment for children. Work on the areas checked 'No.'

15-12 = C Your playground has potential for being hazardous for children. Take corrective measures.

11-8 = D Children are at risk on this playground. Start today to make improvements!

7 and below Do not allow children on the playground.

Call 1-800-554-PLAY

SUPERVISION

Adults present when children are on equipment _____

Children can be easily viewed when on equipment _____

Children can be viewed in crawl spaces _____

Rules posted regarding expected behavior _____

AGE-APPROPRIATE DESIGN

Playgrounds have separate areas for ages 2-5 and 5-12 _____

Signage indicating age group for equipment provided _____

Platforms allow change of directions to get on/off structure _____

Platforms have appropriate guardrails _____

Equipment design prevents climbing outside the structure _____

Supporting structure prevents climbing on it _____

FALL SURFACING

Appropriate surfacing provided _____

Six foot use zone has appropriate surface _____

Appropriate depth of loose fill provided _____

Concrete footings are covered _____

Surface free of foreign objects _____

EQUIPMENT MAINTENANCE

Equipment is free of broken parts _____

Equipment is free of missing parts _____

Equipment is free of protruding bolts _____

Equipment is free of noticeable gaps _____

Equipment is free of head entrapments _____

Equipment is free of rust _____

Equipment is free of splinters _____

Equipment is free of cracks/holes _____

continues

Identifying Warning Signs of Potential Violence

Learn to identify characteristics of persons who exhibit warning signs of potential violence. Those who display these signs should be referred to appropriate agencies or individuals such as counselors, parents, law enforcement, and social, medical, and mental health services. When deciding whether and where to make referrals, one should consider applicable regulations concerning parental consent, confidentiality, and mandatory reporting requirements.

These signs simply mean that a child appears to be troubled, and violence might be one of the possible outcomes of this distress. Neither stigmatize children nor assume that they will be violent just because they are at risk for such behavior. Other warning signs may also exist. Consequently, this list should not be considered all-inclusive, and certain items and combinations may be far more indicative of a potential problem than others. The signs include:

- Has engaged in violent behavior in the past.
- Has tantrums and uncontrollable angry outbursts abnormal for someone that age.
- Continues exhibiting antisocial behaviors that began at an early age.
- Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.
- Often engages in name calling, cursing, or abusive language.
- Has brought a weapon or has threatened to bring a weapon to school.
- Consistently makes violent threats when angry.
- Has a substance abuse problem.
- Is frequently truant or has been suspended from school on multiple occasions.
- Seems preoccupied with weapons or violence, especially that associated more with killing humans than with target practice or hunting.
- Has few or no close friends despite having lived in the area for some time.
- Has a sudden decrease in academic performance and/or interest in school activities.
- Is abusive to animals.
- Has too little parental supervision given the student's age and level of maturity.
- Has been a victim of abuse or been neglected by parents/guardians.
- Has repeatedly witnessed domestic abuse or other forms of violence.
- Has experienced trauma or loss in their home or community.
- Pays no attention to the feelings or rights of others.
- Intimidates others.
- Has been a victim of intimidation by others.
- Dwells on perceived slights, rejection, or mistreatment by others; blames others for his/her problems and appears vengeful.
- Seems to be preoccupied with TV shows, movies, video games, reading materials, or music that express violence.
- Reflects excessive anger in writing projects.
- Is involved in a gang or antisocial group.
- Seems depressed/withdrawn or has exhibited severe mood or behavioral swings, which appear greater in magnitude, duration, or frequency than those typically experienced by students that age.
- Expresses sadistic, violent, prejudicial, or intolerant attitudes.
- Has threatened or actually attempted suicide or acts of unfashionable self-mutilation.

Threat Incident Report

School and school district policy should require students and employees to report all threats or incidents of violent behavior they observe or are informed about to the Designated Administration Representative (DAR). The DAR should take the steps necessary to complete a threat incident report as quickly as possible, including private interviews of the victim(s) and witness(es). The report will be used by the Threat Assessment Team to assess the safety of the school and to decide upon a plan of action. It should include:

- Name of the threat-maker and his/her relationship to the school and to the recipient.
- Name(s) of the victims or potential victims.
- When and where the incident occurred.
- What happened immediately prior to the incident.
- The specific language of the threat.
- Physical conduct that would substantiate intent to follow through on the threat.
- How the threat-maker appeared (physically and emotionally).
- Names of others who were directly involved and any actions they took.
- How the incident ended.
- Names of witnesses.
- What happened to the threat-maker after the incident.
- What happened to the other students or employees directly involved after the incident.
- Names of any administrators, teachers, or staff and how they responded.
- What event(s) triggered the incident.
- Any history leading up to the incident.
- The steps that have been taken to ensure the threat will not be carried out.
- Suggestions for preventing school violence in the future.

Elements of the threat incident report and any subsequent actions relating to the incident should be recorded in a tracking system for use by the DAR and the Threat Assessment Team. Such systems range from simple card files to commercially available relational databases. The tracking system, as well as all investigative files, should be kept secure and maintained separately from other records.

Student Threat Response Checklist

- ☐ Document the student's comments; ask the witness(es), adult(s), and/or students(s) to record the statements with signature(s) and date.
- ☐ Review the student's disciplinary file to look for other incidents of threat, hostility, or aggression.
- ☐ Talk with the student's counselor or student support specialist to learn all you can about the student—home situation and any outside influences that may be affecting the student emotionally and behaviorally.
- ☐ Review all of the student's educational records and files to determine whether there are psychological evaluations, educational assessments, or other information relevant to the alleged conduct.
- ☐ Invite the student to tell his or her side of the story. Listen carefully, and pay attention to the student's behavior/affect as he or she is telling the story. Take notes on the conversation.
- ☐ Check the student, his or her bookbag, and locker for possible weapons. Look through the student's notebooks and books for drawings and notes that might bear on the student's propensity to engage in violent or dangerous acts.
- ☐ Talk to the student's friends, if they are known, and to his or her teachers. Ask them if they have heard the student make threats or talk about violent acts.
- ☐ If appropriate, ask the student if there are guns at home. If so, ask whether he or she has access to them.
- ☐ Call the student's parents/guardian after the investigation has been completed. Ask if there are guns in the house and if their son/daughter has ever talked about wanting to hurt or kill anyone. The reason this conversation with parents should take place after the investigation is completed, rather than before or during the process, is that the school administrator will have the facts and will be able to substantiate what the student and others may have said.
- ☐ Call the parents/guardian of the threatened student(s) and inform them of the incident and the action that has been taken. If charges have been filed, explain to the parents that they have the right to discuss the charges with local law enforcement.
- ☐ Following due process procedures, suspend the student from school, depending on the circumstances shown in your investigation.
- ☐ Call your police support officer, who will come to make a report, and who will talk with the parents and the student about what the report means, and about the student's situation.
- ☐ Depending on the nature of the threat, along with other circumstances, you may ask that the parent or guardian arrange for the student to have a psychological evaluation, or to see his or her doctor before returning to school. Don't forget that there may well be a legal limit to the maximum number of suspension days, and that you will likely have to recommend expulsion after that maximum has been reached.
- ☐ If you think it necessary, require that a doctor, social worker, psychologist, or other professional working with the student contacts you before you allow the student to return to school.
- ☐ Remember that when a student says, "I'm going to kick your ass," the situation is probably quite different from one in which a student says, "I want to/am going to hurt, kill (specific name or a general name)." In the latter situation the student usually provides some detail. Take notes.
- ☐ Inform the appropriate person in the superintendent's office when a threat is made, and consult regarding intervention/disciplinary action to be taken.

A well thought-out response to a student threat will go a long way toward ensuring that the student will not follow through on that threat, and that he or she can get the help needed to avert future threats.

THREAT ASSESSMENT CARD

All threats are **not** created equal; most threateners are unlikely to carry out their threat.

A threat is an expression of intent to do harm or act out violently against someone or something. It can be written, spoken, or symbolic (hand motion as in shooting).

Can you tell why?

- ☐ Warning signal
- ☐ Taunt/intimidate/power/control
- ☐ Punish
- ☐ Manipulate
- ☐ Coerce/frighten/terrorize
- ☐ Compel someone to do something
- ☐ Strike back
- ☐ Disrupt
- ☐ Test authority
- ☐ Protect oneself

Is the threat

- ☐ Direct
- ☐ Indirect
- ☐ Veiled
- ☐ Conditional

Factors

- ☐ Specific, plausible details
- ☐ Identity of victims
- ☐ Reason
- ☐ Means
- ☐ Weapon
- ☐ Method
- ☐ Date
- ☐ Time
- ☐ Place
- ☐ Concrete information about plans

LOW LEVEL THREATS—min. risk to public safety

- ☐ Vague & indirect
- ☐ Information inconsistent
- ☐ Implausible
- ☐ Lacks detail
- ☐ Lacks realism

MEDIUM LEVEL—A threat which could be carried out, although it may not appear realistic

- ☐ More direct and concrete
- ☐ Wording suggests some thought
- ☐ General indication of place and time
- ☐ No strong indication of preparatory steps
- ☐ There may be a specific statement ("I'm serious!" or "I really mean this")

HIGH LEVEL—A threat that appears to pose an imminent and serious danger to the safety of others

- ☐ Threat is direct, specific and plausible
- ☐ Threat suggests concrete steps have been taken toward carrying out threat—practiced with weapon, surveillance

FOUR PRONGED APPROACH

Personality

- ☐ Leakage—recurrent themes of destruction appearing in writing or artwork, recurring preoccupation with themes of violence, hopelessness, despair.
- ☐ Low tolerance for frustration
- ☐ Poor coping skills
- ☐ Lack of resiliency
- ☐ Signs of depression
- ☐ Narcissism
- ☐ Alienation
- ☐ Attitude of Superiority
- ☐ Exaggerated need for attention
- ☐ Low self-esteem
- ☐ Anger management problems
- ☐ Inappropriate humor

Family Dynamics

- ☐ Access to weapons
- ☐ Intimidated by child
- ☐ No limits

School Dynamics

- ☐ Disrespectful Behavior
- ☐ Detachment

Social dynamics

- ☐ Media
- ☐ Drugs and Alcohol



BOMB THREAT

QUESTIONS TO ASK:

1. When is a bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: _____
Race: _____
Age: _____
Length of call: _____
Time: _____
Date: _____
Number at which call is received: _____

PLACE THIS CARD UNDER YOUR
TELEPHONE

CALLER'S VOICE:

- | | |
|-----------------------------------|------------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

- | | |
|---------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noise |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Clear | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other |

THREAT LANGUAGE:

- | | |
|-------------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Educated | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Message read by threat maker | |

REMARKS: _____

REPORT TO: _____

PHONE NUMBER: _____

REPORT MADE BY: _____

Position: _____

Phone Number: _____

Date: _____

OAK PARK UNIFIED SCHOOL DIST.
Marilyn Lippiatt, Superintendent

Section 6. After a Crisis

The actions taken after severe acts of violence can have a major effect on the well-being of students and the community at large. It is difficult to respond in a timely and appropriate manner without having a pre-established, detailed plan.

A. The Role of School Administrators

1. Support Systems

- a. Implement plans for providing qualified counselors, especially for providing Critical Incident Stress Debriefing (see the textbox on page 30). Students, faculty, and staff may require both short-term and long-term counseling.
- b. When providing information and counseling, take into account multi-lingual needs.
- c. Maintain both an information line and special call-in line for victims and their families whenever large groups of students are affected.
- d. Keep in close contact with injured victims and/or surviving family members.
- e. Determine the need for additional health services and resources (e.g., nursing staff) to attend to increased physical needs of students.
- f. Hold meetings to provide staff with information related to the crisis, eliminate rumors, advise them of next steps, and advise them on what to tell their students.
- g. Develop written statements for teachers to read in class. Send similar statements to parents.
- h. Help students, faculty, and staff deal with their own reactions. Whenever possible, help teachers and staff deal with their reactions first, before they interact with their students.
- i. Hold a special meeting with victims and their siblings.
- j. Ensure that each school in the district supports siblings of victims by providing them with additional reassurances of safety and academic support as appropriate.
- k. Provide places and times for members of peer groups to meet and counsel each other.
- l. Designate space for "safe rooms" where at any time, students, teachers, and staff can receive comfort and counseling and talk about events during the crisis.
- m. Provide information to parents/guardians who want to know how to help their children cope with feelings about the crisis.
- n. Hold special workshops for students who feel angry about the crisis to express their feelings.
- o. Keep parents/guardians informed of the support services being made available to their children.
- p. Provide a place after the crisis where parents/guardians can meet with counselors and other adults to discuss

ways to help their children transition back into school.

- q. Provide a list of suggested readings to teachers, parents, and students.
- r. Only after persons who have been directly affected by the crisis have received needed attention, evaluate whether community forums should be initiated for people to air their concerns about the tragedy or other issues pertaining to school safety.
- s. Fund additional time for teachers to work with students needing additional academic support due to such problems as grief, stress, difficulty concentrating, and anxiety.
- t. Hire a volunteer coordinator to ensure the meaningful participation of parents/guardians and community members in a way that does not use additional administrative time.
- u. Provide for the orientation of families who enroll their children in schools where violent events have occurred. Include younger students who graduate into these schools and students who transfer from other schools.

2. Managing the School Environment After Violence

- a. Maintain close cooperation with investigating authorities to facilitate completing investigations and minimizing complications.
- b. Deal with problems of deceased students' desks and lockers. Have a counselor or other qualified adult provide therapy while sitting at an empty assigned desk, bus seat, or locker. In the case of an empty desk, one strategy is to move the desk, over time, to the back of the row and all other desks forward; then eventually, remove the desk.

- c. When appropriate, remove deceased students' names from forms, posters, rosters, absence reporting logs, and anywhere else they occur in reporting systems.

- d. In collaboration with families of victims and the school community, evaluate how affected areas in the school site where school violence took place should be handled when students return to school.

3. Memorials, Funerals, and Incident Anniversaries

- a. Allow excused absences and time off for all students, teachers, and staff who wish to attend funerals and memorials.
- b. Allow for and cooperate with families who are planning memorials and activities to honor victims.
- c. Arrange to have a quiet area for staff and students who do not wish to attend memorials and activities.
- d. If possible, avoid conducting funerals at the school.
- e. Assess the appropriateness of creating memorials to victims on school premises, particularly in the case of religious memorials. If establishing memorials on site would not be appropriate, identify alternative sites, and consider living memorials such as trees as an option.
- f. Include students, families of victims, and community members in planning for memorials.
- g. Establish a policy for how school administration should handle student or community members' independently establishing memorials.
- h. Assess whether families want recognition of victims at graduation ceremonies, at assemblies, in yearbooks, and on anniversaries of the

crisis. Particularly at graduations, chairs for those students could be left empty and their names read.

- i. Invite family members of victims to all ceremonies and memorials.
- j. Plan ahead for the attention the school will receive on the one-year anniversary of the incident.
- k. Plan ahead for the emotional needs of the school community on anniversaries.
- l. Consider the special needs of families of offenders.
- m. Ensure someone is at the home of the deceased victims and perpetrators during funerals and/or memorial services to prevent against theft, vandalism, etc.

4. Closure of Mourning Period and Moving Forward

- a. Consult with counselors, teachers, students, and staff on when would be

the most appropriate time to signal closure of the mourning period.

- b. Conduct a public ceremony to symbolize closure of the mourning period, and control media access to it.
- c. Hold a parents' night to bring closure to the crisis.
- d. Get school in session and moving forward as soon as possible.

5. Lessons Learned

- a. Conduct meetings with school site and district personnel to review lessons learned from the experience.
- b. Reevaluate the adequacy of crisis and safety planning based on lessons learned, and make modifications as necessary.
- c. Write thank-you notes to out-of-building district and community resource people who provided (or are still providing) support during the crisis.

B. The Role of Teachers and Staff

1. Cooperate with law enforcement to maximize investigative effectiveness.
2. Help victims and other students re-enter the school environment. Classmates of victims may need help in knowing how to act.
3. Provide accurate information to students and dispel rumors.
4. Provide activities to reduce stress and trauma, such as artwork, music, and writing.
5. Alter curricula and postpone testing as needed.
6. Ensure librarians have books available that deal with managing grief

and other reactions to crisis situations.

7. Train teachers to be aware of warning signs of grief and depression.
8. Train teachers to implement techniques to deal with the range of students' emotions related to crisis situations.
9. Have class discussions about the incident and how to cope with the aftermath.
10. Be careful of the use of TV broadcasts in the classroom. Live newscasts can be traumatizing.

11. Lower classroom and/or school flags to half-staff.
12. Discuss funeral procedures when appropriate.
13. Volunteer to help victims and their families.

14. Organize and participate in memorials and other activities.
15. Seek counseling for help in dealing with personal feelings about the incident.

C. The Role of School Counselors, Psychologists, and Social Workers

1. Stay in close contact with the counseling director of the Crisis Management Team.
2. Be available by canceling other activities.
3. Obtain the schedule of any seriously injured or deceased students and visit their classes. Also visit classes attended by their close friends.
4. Organize and provide individual and group counseling as needed to students, teachers, and staff.
5. Contact parents/guardians of affected students with suggestions for counseling support and referrals.
6. Locate counseling assistance throughout the community, including counselors from other nearby schools.
7. Establish a self-referral procedure. Make referral forms available.
8. Provide and advise counseling for the crisis team and emergency response personnel.
9. Keep records of affected students and provide follow-up services.
10. Accept other responsibilities as designated by the Crisis Management Team director.

D. The Role of Parents

1. Learn to recognize and help children with their reactions. Common reactions include unrealistic fears of the future, insomnia, physical illness, and becoming easily distracted.
2. Encourage children to receive counseling or to speak to a trusted adult about their feelings surrounding the incident.
3. Consider attending school as needed with children who are very fearful of returning to their classes.
4. Obtain counseling as needed in order to be able to remain physically and emotionally healthy and be available for one's children.

E. The Role of the Community

1. Volunteer time and resources to victims.
2. Provide services to meet the needs of victims.

3. Provide a central location where other members of the community can go to receive information about the types of assistance needed and/or available.

F. The Role of Law Enforcement

1. After a crisis, conduct a thorough investigation including debriefing of all persons present at the time of the incident.
2. Encourage the development and use of regional Critical Incident Stress Debriefing Teams for involved emergency personnel. (See the textbox on page 30 for more information).
3. Coordinate with affected schools and other agencies to assist victims' families in locating survivors.
4. Encourage schools to support their employees and students in the prosecution of people who commit acts of violent crime.
5. Encourage law enforcement and schools to coordinate their news releases.
6. Provide schools with a central point of contact in the police department who will answer questions and address concerns.
7. Encourage students and school employees to participate in aftermath debriefings.
8. Facilitate meetings in which teachers, staff, students, and parents/ guardians can express their thoughts on how police handled the incident.
9. Undertake and coordinate critique of the department's response after a serious incident of school violence. Identify areas in need of improvement.

California's "zero tolerance" law (Education Code 48915) requires the superintendent to immediately suspend and recommend for expulsion any student who knowingly possesses or furnishes a firearm, brandishes a knife, sells a controlled substance at school or at a school activity, or commits or attempts to commit a sexual assault or sexual battery. Federal law (20 U.S.C. 8921) and Education Code 48916 require students to be expelled for one year if found to have committed any of these offenses, although exceptions may be made on a case-by-case basis.

At the local level, some boards have broadened zero tolerance grounds to include any type of weapon or drugs, or participation in a violent act (including hate crimes, harassment and discrimination) on campus or at school-sponsored events. The state Attorney General, however, has opined that a district may not adopt a zero tolerance policy which would call for automatic expulsion for the first offense involving possession of drugs or alcohol (80 *Ops. Cal. Atty. Gen.* 347, 1997), as such a policy would conflict with the legislature's determination that mandatory expulsion is for the most serious offenses listed in Education Code 48915(c).

Many communities view zero tolerance policies as the responsible route to safer schools. Such policies place as a top priority the removal of potentially dangerous students from school. They also ensure fair and equal treatment of all students. Others are concerned that such policies will unfairly punish some "good students" who may be carrying weapons out of fear or for some other sound reason and that students too young to understand the consequences of their behavior will be held to the same standards as older students.

Boards choosing to adopt a zero tolerance approach must be careful not to circumvent state or federal law. For example, the superintendent must consider individual circumstances when making a determination whether to recommend the student for expulsion. Boards also need to take appropriate steps to ensure that staff, students and parents are aware of the policy and that it will be strictly enforced. To accomplish this, some schools have held "violence awareness" assemblies or used parent and student contracts to explain the rationale behind the new rules and the consequences of violations.

Another issue that should be addressed by boards considering a zero tolerance policy is the level of evidence necessary to determine if a student has committed the prohibited act. With regard to firearms, state law requires the governing board to confirm, prior to expulsion, that an employee can verify the student's possession of the gun. If the policy is broadened to include behavior such as discrimination or harassment, this same requirement of employee verification might be added. In practice, verifying the possession of a weapon may be more clear-cut and less subjective than verifying whether the student discriminated against or harassed someone. Therefore, it is recommended that districts consult with legal counsel before broadening a zero tolerance policy beyond state or federal mandates.

Finally, boards should consider what educational and related services will be provided to expelled students. Boards may place expelled students in community day schools or create other alternative programs. The board should determine whether the necessary resources are available to provide counseling and other support services. Without appropriate services, troubled students once expelled may be left with less supervision and little incentive or instruction to change their behaviors.

ELEMENTS OF A SUCCESSFUL ZERO TOLERANCE POLICY

PROGRAM ELEMENTS

Using zero tolerance is far more complex than issuing a policy and expecting students to follow it. At schools where the practice has succeeded, several common elements are present.

A Clear, Specific Policy

Specify exactly what behaviors or property you intend to ban, and the consequences for ignoring the policy. Policies need to be straightforward and simple, something that students understand, something that is easily publicized, and something that does not discriminate among students.

The policy adopted in San Diego was based on California's criminal penal code, which provided well-defined criteria for violation. It also eliminated potential conflict among district constituents over what items and behaviors should be included in the policy.

Community and School District Cooperation

Effective zero tolerance involves communitywide effort; it is not a practice restricted to school district staff. Support from school board members, parents, police officers, and court officials is essential. Police officers must be willing to exercise the proper intake procedure for students who violate a zero tolerance policy; court officials must hold students in juvenile detention hall until they can be seen by a judge; and the judge must work with families to find out why students act the way they do.

Student Knowledge and Understanding of the Policy

Publicity is a key aspect of the program. Before implementing zero tolerance, students in San Diego were shown videotapes depicting weapons and behavior prohibited by the new policy. Contracts signed prior to the school year are also used to alert

students and parents to their obligations under zero tolerance.

Perhaps the most effective way to publicize zero tolerance policies is enforcement. Under zero tolerance, students are sent to juvenile hall for bringing a weapon to campus.

Uniformly Applied Consequences

Effective zero tolerance means school administrators have zero discretion in applying consequences when students violate the policy. The same procedures must be followed each time a violation occurs, regardless of who is involved.

One way to encourage consistency in the intake process is to turn all violations over to police officers. Turning violations over to the police ensures consistency, and a program will go bad without consistency.

TIPS ON MAINTAINING PUBLIC SUPPORT FOR ZERO TOLERANCE

- **Keep drastic action within the confines of the penal code.** If a weapon or incident does not meet specific criteria defined by law, it should be handled administratively as a general rules violation. Expulsions to alternative education should be reserved for only the worst offenses.
- **Develop an alternative education program.** Students who are removed from school need an opportunity to continue their education in a structured environment. By just expelling them, the school is not really helping them and is potentially making matters worse on the street.
- **Keep everyone well informed of roles within zero tolerance.** School officials need to work closely with law enforcement so beat officers understand the program. The judge in the juvenile system must understand why it is more important to detain kids on zero tolerance charges than to detain kids in other situations. Reinforce to police officers the importance of arresting students.

Source: Jamie Whaley and Holly Kleinsasser, "Making Zero Tolerance Work," *Inside School Safety*, Vol. 1:4, Aspen Publishers, Inc., © 1996.

SUPERINTENDENT
Marilyn Lippiatt



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OAK PARK UNIFIED SCHOOL DISTRICT

5801 E. Conifer St. • Oak Park, CA 91377-1002
(818) 735-3200 • Fax (818) 879-0372

October 2001

Dear Parents, Students and Community Members,

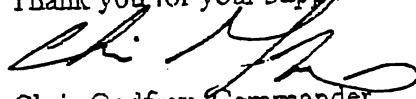
The safety of students on school campuses in Oak Park is a high priority of the Ventura County Sheriff's Department and the Oak Park Unified School District. Over the past several years our two agencies have developed a strong partnership focused on law enforcement, school and community safety and prevention. This collaborative relationship, involvement of school sites, parents and community members helps to keep the schools in Oak Park positive, productive and safe learning environments.


In an effort to ensure safety on school campuses, the Sheriff's Department has taken a strong stance against possession of weapons, drugs, alcohol, tobacco and violent assaults. The Oak Park Unified School District and the Board of Education support this policy.

The Ventura County Sheriff's Department has a strict Juvenile Hall lodging policy for all students arrested for weapons violations and/or violent assaults that occur on school campuses. The discretionary practice of citing juveniles and releasing them to their parents from the Sheriff's station for these types of violations will not occur absent mitigating circumstances, and only at the direction of the Watch Commander. Additionally, any crimes involving drug violations occurring on school campuses will be enforced to the full extent of the law. If a student is found in possession of marijuana, regardless of the amount, he/she will be arrested for the violation. This policy includes students coming to and going from the school campus.

It is important that you understand and support this practice. It is the goal of both agencies to provide the safe and secure campus environment the students in Oak Park deserve. It is our hope that your influence and guidance concerning the serious consequences related to possession of weapons and drugs on campus will guide your child and others in Oak Park to positive choices. By designing and implementing these policies, it is hoped that they will rarely need to be used.

Thank you for your support.


Chris Godfrey, Commander
Ventura County Sheriff's Office


Marilyn Lippiatt, Superintendent
Oak Park Unified School District

County of Ventura

VENTURA COUNTY SHERIFF'S DEPARTMENT
East County Police Services

MEMORANDUM

TO: East County Patrol Personnel

FROM: Bruce McDowell, Chief Deputy 

DATE: September 14, 1999

SUBJECT: "ZERO TOLERANCE" INVOLVING SCHOOL INCIDENTS

It is the goal of East County Police Services and related school districts to provide a safe learning environment for all students. For this reason, it is important that all personnel adhere to the following policy.

Any incident on a school campus within East County Police Services' jurisdiction involving a violent assault or illegal possession or use of a weapon as defined in the Penal Code, will be enforced to the full extent of the law. This policy encompasses all students coming and going from the school campus.

All suspects, regardless of their student status, shall be removed from the campus and transported to the station for photographs and fingerprint processing. Juvenile Hall officials have agreed to assist in the zero tolerance policy by allowing deputies to lodge all such juvenile offenders. If the suspect is an adult, the decision to book the suspect in the county jail will be subject to the guidelines of Penal Code Section 853.6.

The intent of the zero tolerance policy is to show an immediate, visible response to students and parents when a student is the victim of an assault where there are significant injuries, a weapon used, or where there are multiple students attacking a single student.

Two other types of school campus crimes are to be considered as part of the zero tolerance policy. Fights involving gang members and fights that are racially motivated. The SED/Gang Unit should be notified when gang fights occur on campus. Many of the fights involve weapons and probation term violations. Incidents involving weapons not defined in the Penal Code, or incidents involving weapons not in violation of a criminal statute should be handled administratively by the school.

School officials may handle physical fights administratively that do not involve weapons, racially motivated assaults, or gang activity unless there are significant injuries to substantiate that a violent assault has occurred. As an example, a situation may develop where a call is received from a parent demanding to file a report for an assault

Zero Tolerance School Policy

Page 2

that occurred against his or her child on the campus. A crime report will be taken; however, if the crime does not meet the requirements above, the juvenile offender would not be transported to juvenile hall. Under this scenario, circumstances surrounding the incident will dictate whether it will be handled administratively or the suspected offender will be taken to the East County Station for cite and release.

In keeping with the community oriented policing philosophy, deputies are to work cooperatively and in partnership with school officials to help resolve problems. Some resolutions may involve options not in keeping with the zero tolerance policy because the incident does not meet the criteria for arrest and removal from campus.

A detailed list of laws pertaining to schools is included in the East County Police Services Municipal Codes and County Ordinances. This book is available from the Thousand Oaks Police Department's C.O.P.P.S. Unit.

If mitigating circumstances are present, the decision to cite and release or release pursuant to Penal Code Section 849(b)(1), shall be made by the watch commander.

SCHOOL SEARCH CHECKLISTS

INTRODUCTION

The following school search checklists were developed to help school officials understand and comply with the Fourth Amendment of the United States Constitution, which imposes limitations on the authority of public school teachers, principals and other administrators, coaches, and other public school staff members to conduct searches. The checklists refer to some but not all of the rules and principles that are described in greater detail in the main text.

These checklists concisely restate some of the most important search and seizure rules, and are designed to help school officials identify and record appropriate facts that would justify a search of a student and his/her locker and possessions when there are reasonable grounds to believe that a student has committed an offense or violation of school rules and that evidence of an infraction would be revealed by the search. This is done by presenting a series of questions that a school official should be prepared to answer to justify a search or seizure. Note that not all of these questions will be pertinent in any given situation.

Some questions will require more than a simple "yes" or "no" response, and when a more detailed answer is appropriate, the checklist will usually indicate in parentheses that the school official should be prepared to more fully "explain" or "describe" the relevant circumstances and/or why the school official drew the inference or reached the conclusion that he or she did.

The Fourth Amendment only prohibits searches that are unreasonable, balancing the legitimate privacy rights of students against the legitimate need for school officials to maintain order, discipline, and safety. The key to meeting the reasonableness test, simply stated, is to document all of the reasons that justify the decision to undertake the search. When school officials think carefully about what they are doing and try consciously to minimize the intrusion upon students' privacy rights, they are far less likely to violate the Fourth Amendment. For school officials as for police officers, most Fourth Amendment violations are thoughtless ones. It is hoped that these checklists will help school officials to organize their thoughts.

These checklists do not by any means list all of the pertinent facts and observations that could conceiv-

ably occur during an investigation into suspected criminal activity or violation of school rules. It is simply not possible to anticipate every situation that could arise, and school officials should be prepared to record any additional pieces of information that might be relevant in determining the reasonableness of a search.

School officials should carefully document all of the facts that were known before conducting a search, as well as any information learned during the course of conducting a search. The timing and sequence of events are critical. School officials must be prepared to explain what they knew, and when they knew it. An investigation must be thought of as a step-by-step process where each step in the unfolding sequence of events is justified by the information learned in the preceding steps. Thus, for example, a school official must have "reasonable grounds" to believe an offense or infraction was committed before opening a locker or bookbag to search for evidence of the infraction. School officials should carefully document not only all relevant facts and observations, but also the reasonable, common sense inferences that can be drawn from the information at hand based upon the school official's training and experience.

SEARCH DEFINED

A search entails a "peeking," "poking," or "prying" by a teacher, principal, or other school official into a private area or an enclosed opaque container, such as a locker, desk, purse/handbag, knapsack, backpack, briefcase, folder, book, or article of clothing. The act of opening a locker or container to inspect its contents constitutes a search, as does the act of reading a journal or handwritten notes. Ordering a student to open a locker or container, or to empty his/her pockets, also constitutes a search.

A search may be based on suspicion of either a criminal offense or a violation of school rules. A search can be for contraband (e.g., drugs, alcohol, explosives or fireworks, and/or prohibited weapons); an instrumentality used to commit an offense or school rule violation (e.g., a weapon used to assault or threaten another or burglar tools); the fruits or spoils of an offense or school rule violation (e.g., the cash proceeds of a drug sale, gambling profits, or a stolen item) or other evidence of an offense or

continues

School Search Checklists continued

school rule violation (e.g., gambling slips, hate pamphlets, records of drug or illegal gambling debts, "crib" notes or other evidence of cheating or plagiarism, etc.).

GENERAL RULE

In order for a search to be reasonable, a school official must satisfy two separate inquiries: First, was the search justified at its inception? Second, was the search conducted in an appropriate manner, that is, was the actual search reasonable in its scope, duration, and intensity?

A search is constitutionally permissible at its inception where the school official has reasonable grounds—based on the totality of the known circumstances—for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Reasonable grounds is more than a mere hunch or unsubstantiated rumor.

A search will be reasonable in its scope and intensity where it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

Note: If the search is conducted in concert with or at the specific request of a police officer, stricter rules will usually apply, and the school official should defer to the police officer in conducting the search.

AUTHORITY TO INITIATE THE SEARCH

To initiate a lawful search, a school official must have reasonable grounds to believe that:

- a law or school rule has been or is being broken
- a particular student(s) has committed the violation or infraction
- the suspected violation or infraction is of a kind for which there may be physical evidence (i.e., contraband, instrumentality, fruits or spoils, or other evidence)
- the sought-after evidence would be found in a particular place associated with the student(s) suspected of committing the violation or infraction

"Reasonable grounds" means a suspicion that is based on reasons that can be articulated. It is more than a mere hunch or supposition, but much less

than the level of proof that would be required to impose a disciplinary sanction.

COMMON FACTS THAT SUPPORT REASONABLE GROUNDS

The following factors and circumstances may be used in determining whether reasonable grounds exist to initiate a search:

Factors Justifying a Search

- observed infraction/offense in progress
- observed item believed to be stolen (Explain.)
- observed weapon or portion thereof
- observed contraband
- smell of burning tobacco or marijuana
- student appears to be under influence of alcohol/drugs (Explain.)
- student admits violation
- student appears to be lying (Explain.)
- student fits description of suspect of recently reported offense
- student(s) flee from vicinity of recent offense
- student(s) flee upon approach of school official
- information provided by others (See Information Provided by Others, below.)
- threatening words or behavior (Explain.)
- incriminating evidence was found during a lawful consent search
- incriminating evidence was discovered by a teacher/administrator (If this discovery entailed a "search," that search must have been lawful.)
- incriminating evidence was turned over by another student
- other suspicious conduct (Must fully explain.)

Other Relevant Factors

- training and experience of school official conducting the search and familiarity with the particular disciplinary problem
- extent of particular disciplinary problem in school
- reputation of student to be searched
- student to be searched has history of previous similar violations
- student was previously disciplined for a similar offense/infraction
- student was already subject of pending investigation for similar offense/infraction

continues

School Search Checklists continued

- report of stolen item
- student seen leaving area where infractions are often committed (i.e., location where students congregate to smoke)
- student became nervous or excited when you approached (Explain.)
- student refused to make eye contact with you
- student made a suspicious or "furtive" movement (Must describe the exact conduct and why it was suspicious.)
- Did the student try to conceal an object from your view?
- Did the student deny making the suspicious movement you observed? (*Note:* Lying is always relevant in deciding whether there are reasonable grounds to believe that the student committed an offense/infraction.)
- student is part of a group known to have committed similar offenses/infractions (Explain.)

SEARCHES OF MULTIPLE SUSPECTS

- Did the search involve more than one student? If so, were there reasonable grounds to believe that each individual to be searched would be in possession of the item(s) being sought? (*Note:* In some situations, the number of suspects may be so small that the entire group may be searched. Courts will consider: (1) the size of the group, (2) the strength of the grounds to believe that one of them is the person who committed the offense, (3) the seriousness of the offense, and (4) whether the sought-after evidence could harm others.)
- What investigative steps were taken before searching a group of students to narrow the field of suspects? (Explain.)

INFORMATION PROVIDED BY OTHERS

Note: All source information should be carefully documented, explaining why the source is credible and why the information is reliable. The record should indicate when, during the course of the investigation, each particular piece of information was learned, and from what source. An anonymous "tip" standing alone will usually not justify a search unless the information provided is corroborated by independent investigation or observation, or by some other source of information.

- Was the information provided by a school staff member?
- Was the information provided by a student?
- Was similar or corroborative information provided by multiple sources?
- Was the information provided by a victim of an offense?
- How recent or "fresh" is the information? If there was a delay in reporting the information, why?
- Was the information provided by an eyewitness to an offense/infraction? Did the source actually see the offense and offender? (Describe the circumstances and the likelihood that the person could be mistaken (e.g., poor lighting, observation from a substantial distance, obstructed view, etc.).)
- Was the information provided by a person who had personal knowledge of the offense/infraction, or instead by someone who only learned of the incident from yet another person? (Explain.)
- How did the person learn of or know about the offense/infraction and the existence and location of the evidence (e.g., he/she was present when the offense/infraction was committed; he/she saw (or smelled) the evidence and saw where it was being kept, etc.)?
- Was the information provided by a person who heard the suspect admit to or boast about the offense/infraction? (Explain the circumstances of the overheard admission and the likelihood that the suspect was lying or exaggerating to impress others.)
- Was the information provided by a person with a reputation for veracity? Did the source of the information have a motive to lie or exaggerate?
- Was the information provided anonymously? If so, describe the steps taken to verify/corroborate the information before conducting the search.
- Were similar anonymous "tips" obtained from two or more separate sources?
- Was the anonymous tip consistent with information you were already aware of? (Explain.)
- Was the information provided by someone known to be involved in unlawful activity? If so, explain why this source of information is credible.
- Has this source provided reliable information in the past?
- Did the source make a statement against his or her own interests?

continues

School Search Checklists continued

- Does the source have a motive to lie or to minimize his/her own culpability by falsely accusing another?
- Did the source provide information only in exchange for leniency?

ADDITIONAL INFORMATION LEARNED BEFORE CONDUCTING THE SEARCH

- Did you find and question other persons who may have witnessed the violation/infraction or who may have relevant information? If yes, with what results? If not, why not?
- Did the student suspected of the infraction/violation make an admission to other students?
- Did you observe conduct or circumstances that would tend to corroborate the suspicion (e.g., student appeared to have been in recent fight, student appeared to be under influence of drugs, student observed congregating with other persons suspected of committing offense, etc.)? (Explain.)

ADDITIONAL INFORMATION LEARNED BY INTERVIEWING THE SUSPECT STUDENT

- Did you confront the student about the violation before conducting the search? If so, describe the student's reaction (e.g., admitted offense, denied offense, became nervous, excited, belligerent, was evasive, etc.).
- Describe the student's attitude to your questions (e.g., evasive, hostile, uncooperative, etc.). (*Note:* A student's refusal to consent to a search may not be used as evidence that the student is guilty or has something to hide.)
- Did the student provide an implausible explanation for his/her conduct? (If so, explain.)
- Did the student make any statement that you knew to be false or misleading? (If so, explain.)
- Were there any discrepancies/inconsistencies in the student's story? (If so, explain.)
- Was the suspected offense/infraction committed by more than one student? If so, did you question each one separately?
- Did two or more suspect students give conflicting stories/explanations?
- Did the student(s) make any furtive or unusual movements? (Describe the actions and why they were suspicious.)

- Did you ask the student to explain these furtive or unusual movements?
- Did the student deny making any suspicious movements that you observed?
- Did the student refuse to comply with any instructions (e.g., refused to remove hands from pockets, refused to put down package, etc.)? *Note:* Ordering a student to empty his/her pockets constitutes a search that must be justified by school officials.
- Did you smell tobacco/alcohol/drugs on the student's person?
- Did the suspect appear intoxicated (e.g., dilated pupils, red eyes/nose, sluggish, hyperactive, etc.)?
- Did the student have difficulty in responding or standing?
- Did another school staff member question the student about the incident? If so, did the student give answers different from the ones given to you? (Explain.)

MANNER IN WHICH SEARCH WAS CONDUCTED

School officials are generally expected to use the least intrusive means available to accomplish the legitimate objectives of the search. The search should be no broader in scope, nor longer in duration than is reasonably necessary to locate the specific object(s) being sought. A school official conducting a search should therefore follow a logical plan designed to minimize the intrusiveness of the search and complete the search as quickly and easily as possible.

For example, the plan might be to: (1) tell the student what you are looking for and give him/her a chance to surrender the item; (2) conduct any search away from other students; (3) have another school official present as a witness; (4) start any search in the place where the sought-after item is most likely to be; (5) look to see if you can visually identify the item(s) you are looking for before touching or rummaging through personal belongings; (6) feel the outside of a soft-bodied container to determine whether the sought-after object is inside before opening the container and exposing all of its contents; and (7) stop searching when the sought-after item is found unless at that moment there are reasonable grounds to believe that additional evidence would be found if the search were to continue.

continues

School Search Checklists continued

Describe the object(s) you expected to find before the search was initiated:

- Was there a logical and reasonable connection between the thing or place to be searched and the item expected to be found there (i.e., why did you think that the evidence of the suspected offense/infracton would be found at this location)? (Explain.)
- Were there reasonable grounds to believe that the sought-after evidence would still be at this location?
- When was the last time the evidence was seen or reported to be at this location?
- Was the suspected offense/infracton of an ongoing nature (i.e., drug possession or distribution), or was it a "one-time" incident?
- When was the last time that the suspect committed the offense/infracton?
- Did anyone report actually seeing the sought-after evidence at the location to be searched?
- Was the container/place to be searched physically capable of concealing the evidence you were looking for?
- Was the container/place to be searched of a kind commonly used to store or conceal the type of evidence that you were looking for? (Explain.)
- Have previous searches of such containers/places resulted in the discovery of this kind of evidence?
- Have you received drug recognition or other training from police concerning the nature of local drug or gang-related activities and the manner in which drugs or weapons are concealed or packaged?
- Did you feel or examine the container to determine whether the sought-after object was inside before opening the container and exposing all of its contents to view?
- Was the actual search (i.e., the opening of the locker, backpack, etc.) conducted out of the presence of other students? If not, why not?
- Was the search conducted in the presence of the student suspected of committing the offense/infracton? If so, was the student given an opportunity to assist in the search (i.e., to open the bookbag and to produce only the sought-after item)?
- Was there reason to believe that the student would resist or interfere in the search, try to conceal or destroy evidence, or reach for and use a concealed weapon? (Explain basis for concern.)
- Was at least one other school official present to serve as a witness? (Identify the witness.)
- Did the search involve a vehicle? If yes, was the vehicle on school property? Were students advised that vehicles brought onto school parking lots are subject to being searched?
- How long did the search take to complete?
- Did the search cause any damage to student property? If so, describe the damage and why this was necessary?
- Did you threaten to use force against a student? (Must explain.)
- Did you use actual force against a student (i.e., physical restraint)? (Must fully explain.)
- Did the student resist or attempt to interfere with the search or threaten anyone with violence? If so, were the police called?
- Did the search cease when the particular item(s) being sought was found and taken into custody? If not, explain the reasonable grounds to believe that additional evidence of an offense/infracton would be found.
- Did you find evidence of a school rule infracton or violation of law that you did not initially expect to find?

If yes, when you discovered this other item(s), were you looking in a place and in a manner likely to find the item that you were originally looking for? If not, you must explain why you expanded the scope of your initial search.

When you discovered this other item(s), was it immediately apparent to you that this object was contraband or evidence of an offense/infracton? (Explain.)

SPECIAL RULES FOR SEARCHES OF PERSONS

School officials should be especially cautious before undertaking a search of a student's person. The scope of the search must not be excessively intrusive in light of the age of the student and the nature of the suspected infracton. Students therefore should not ordinarily be subjected to a physical touching to find evidence of comparatively minor infractons of school rules. Rather, a physical search of a person is more likely to be sustained where the object of the search poses a direct threat to students, such as weapons (and especially firearms) and illicit drugs.

continues

School Search Checklists continued

School officials must be especially cautious in touching a student's crotch area or female breasts.

As with any search, a school official should follow a logical plan that minimizes the degree of intrusion to the greatest extent possible and that reduces the likelihood that a student would resort to violence.

For example, the plan might be to: (1) bring the student to the principal's office or other location away from other students; (2) make certain that at least one other school official is present to assist and serve as a witness; (3) clearly identify the specific object(s) being sought and provide the student an opportunity to surrender it unless to do so would create an unreasonable risk; (4) separate the student from any handbag that he/she is carrying and require the student to remove an outer garment so that it could be searched without touching the student; (5) make certain that any physical touching of the student is done by a staff member of the same sex as the student; (6) if the search is for a weapon and a hand-held metal detector is readily available, the wand should be used to identify pockets or areas to be searched as well as pockets that should not be touched; (7) begin any touching of the student in the place where the object(s) is most likely to be; (8) conduct a limited "patdown" of the student's clothing before reaching into a pocket or waistband; (9) require the student to empty his/her pockets when a patdown reveals something that could be the sought-after evidence unless it would be dangerous to do so (i.e., where the item is a weapon that the student might reasonably use to commit an assault); and (10) stop searching immediately upon finding and securing the sought-after item unless there are reasonable grounds to believe that the student is carrying additional evidence that would justify a further search of the person.

- How old is the student to be searched?
- What is the gender of the student to be searched?
- Was the student brought to the principal's office or other location away from other students? If not, why not?
- Was another school employee present as a witness? (Recall that searches should be conducted in private and away from other students. It is nonetheless recommended that another school staff member attend to serve as a witness.)
- Did the student at any time resist or threaten to resist the search? If yes, were the police called? If

not, why not? (While school officials may be authorized in some circumstances to use force in conducting a search, the better practice is to call the police for assistance.) (Explain.)

- Did you tell the student exactly what you were looking for?
- Was the student given an opportunity to remove the sought-after item from his/her pocket before being physically touched? If not, why not (i.e., the sought-after item was a weapon that the student could have used to commit an assault)?
- Did you separate the student from any handbag or container he/she was carrying?
- Did you ask the student to take off any coat or jacket so that it could be searched without touching the student?
- Was any touching of the student done by a staff member of the same sex as the student? If not, why not?
- Was any touching of the student first done at the location most likely to be concealing the sought-after evidence?
- Was the student "frisked" (i.e., a limited patdown of the outer clothing) to feel for the sought-after object before reaching into a pocket or waistband?
- Did the frisk reveal an object that could have been the item being sought?
- Did the frisk unexpectedly reveal an object immediately believed to be a weapon or other contraband?
- Did you ask the student to empty a pocket to reveal any object felt during a patdown that could reasonably have been the sought-after item? If not, why not?
- Did the object appear to be a weapon that could have been used to assault you?
- Did the student comply with this request?
- Did the search at any time expose the student's undergarments or naked body? (Must fully explain.)

Note: Some states have enacted laws that prohibit school officials from conducting a "strip search" of a student. A strip search would include the removal or re-arrangement of clothing for the purpose of visual inspection of the person's undergarments, buttocks, anus, genitals, or breasts. The term generally does not include any removal or re-arrangement of clothing reasonably required to render medical treatment or assistance, or the removal of articles of outer

continues

School Search Checklists continued

clothing, such as coats, ties, belts, or shoelaces. A sweater or sweatshirt worn under another sweatshirt, jacket, or vest should not be deemed to be an undergarment unless it is in direct contact with the student's skin. The statutory prohibition would also not preclude a school official from ordering a student to produce an object concealed on his or her person, even if the object is located in the crotch area or in a brassiere, provided that there is no touching by a school official of the student nor significant exposure to view of the student's undergarments or nude body. (Note that ordering a student to produce the sought-after evidence does constitute a search, although not necessarily a "strip search.")

OBTAINING PERMISSION TO SEARCH

A school official may ask for permission to conduct a search, even if the official does not have reasonable grounds to believe that the search would reveal evidence of an offense/infracton. Note that if you do already have reasonable grounds to believe that evidence of an offense/infracton will be found in a particular place, you need not rely on the consent doctrine and may conduct a search of that location even over a student's objection.

To be valid, permission to search must be clear and unequivocal and must constitute a knowing and voluntary waiver of constitutional rights. The better practice is to obtain consent that is express and in writing. A student's mere acquiescence to your request to search would not constitute a valid consent if the student reasonably believed that you would conduct the search whether he/she agreed to the search or not. A student's refusal to give permission may not be considered as evidence of guilt.

- Where did the waiver of rights take place (e.g., principal's office, crowded hallway, etc.)?
- Was a Permission to Search form used?
- Did the student read and sign the form?
- Did the person giving consent appear to have the authority to consent to search the area or object to be searched?
- Did the person giving consent claim or appear to own the property/area?
- Did the person giving consent appear to control the property/area? (Explain.)
- Was the place to be searched a locker assigned to that student? (Note: Special care should be taken in obtaining consent to search an area under joint

control, such as a locker assigned to two students. In that event, the search must be limited to the belongings of the person giving consent.)

- Did the student deny ownership of the object to be searched? (If so, the student has no expectation of privacy and that particular student cannot later complain that you went ahead and searched that object. However, the student would also have no authority to grant permission to search that object/place.)
- Was the person giving consent mature enough to be able to understand his/her rights? (Explain.)
- Describe the person's state of mind and appearance (e.g., calm, trembling, protesting his/her innocence, anxious, etc.).
- Was the student familiar to you (i.e., did you have any prior interaction with the student that would put him/her at ease)?
- Was he/she accustomed to being brought to the principal's office?
- Had the student ever before been asked to give consent to search? (Describe the prior incident.)
- Were any threats or promises made by you or anyone else to obtain consent?
- If the student giving consent is under the age of 18, was a parent or legal guardian given the opportunity to participate in the waiver process? If not, why not? Was the student told that he/she could withhold consent until a parent or guardian could be consulted?
- Did you tell the student/parent why you were asking for permission to search and describe what you were looking for?
- Was the student/parent advised that he/she may refuse to give consent and that there would be no recriminations for doing so?
- Did the student reasonably believe that you would proceed to conduct the search whether he/she consented or not? (Explain.)
- Was the student/parent advised that he/she could limit the scope of the consent search to particular places or things to be searched, and could withhold consent as to particular places and things? (Note: You may not use a student's refusal to consent to search a particular object or location as evidence that the student is hiding something at that location.)
- Was the student/parent advised that he/she may terminate consent at any time without having to give a reason for doing so?

continues

School Search Checklists continued

- Was the student/parent present during the execution of the search?
- Was the student/parent aware that he/she could watch the search being conducted (e.g., did you advise the student/parent that he/she could be present during the search)?
- Was the execution of the consent search limited to the scope of the consent that was given (e.g., limited to places/objects specifically discussed as part of an oral waiver or described in the signed form)?
- Did any signed consent form authorize the search of the student's entire locker, including any backpacks or other closed containers stored therein?
- Did the student/parent at any time revoke or withdraw permission to search? If yes, did you immediately stop searching? (*Note: You may not use a withdrawal of consent as evidence that you were getting close to uncovering an incriminating object.*)
- If you continued to search after consent was withdrawn or revoked, did you at that point have reasonable grounds to believe that a further search would reveal evidence of an offense/infraction?

Courtesy of National Association of Attorneys General, Washington, D.C.



Lockdown/Shelter In Place Procedures

"Lockdown"

Warning:

- 1) The warning signal at the school for a **"Lockdown"** shall be:
"Our School is in a Lockdown, This is not a drill."
- 2) Additional information (example): **"Active shooter on campus, take immediate action."**
- 3) Cancellation: **"The Lockdown has been cancelled, the campus is safe."**

"Lockdown" is considered appropriate for, but not limited to, the following:

- 1) Intruders or unidentified person(s) on site without permission (Lockdown)
- 2) Unauthorized weapons on site (Lockdown)
- 3) Assault, battery, or kidnapping on (Lockdown) or near the school site (Shelter in Place)

"Lockdown" consists of:

- 1) Close and lock classroom doors, close and lock windows and close window treatments, if available
 - a) Once the Lockdown has started, teachers should not, under any circumstance open their doors until the end of the lockdown,
 - b) Opening a door, even to let in a student, could give an active shooter access into the room
- 2) In the event of a lockdown during passing period, lunch, nutrition, before school or after school, all staff and students are to immediately proceed to the nearest indoor space. Teachers and staff should immediately utilize their keys to engage the door locks; however, they should remain at the door allowing students and staff to enter for as long as they deem it safe after which time they should close the door and follow the above procedures.
 - a) Physical Education students should be taken to the nearest room, and held there until the end of the lockdown. When escorting your students from classroom to classroom on daily activities, assemblies or to the library make sure to keep all children in line and an orderly fashion.
 - b) Teaching activities are to be stopped

Lockdown/Shelter In Place Procedures

Page 2 of 3

- c) Silence all mobile telephones, keep the classroom computer turned on, and turn classroom lights off. Continue to check e-mail for updates keep students quiet and away from doors and windows. Maintain a calm environment.
- d) If gunshot(s) or an explosion is heard, begin action **"Duck, Cover, and Hold."**
- e) Take roll and prepare a list of missing students or any additional students who may have been placed in your room
- f) E-mail attendance information to the office, after the threat is contained.
- g) Administrators will sweep the campus looking for students, known visitors and personnel that may be locked out of classrooms and move them inside.
- h) Principal or designee will announce over the intercom when the lockdown is ended.
- i) Incident Commander will radio District Office immediately. District Office personnel will send out all call messages, text messages or all emails. The SITE Incident Commander (Principal) will manage on site decisions.

Active Assailant:

If the assailant enters an occupied room or classroom:

- 1) If possible, run away from the threat to a safe location
 - a) An open room or behind a block wall or building, or off campus
 - b) It is OK to leave campus if it leads to safety
- 2) Hide where there is concealment and cover
 - a) A place that hides staff and students and provides protection from bullets
- 3) Fight when there are no other options
 - a) Try to use surprise and/or anything you can use as a weapon; Chairs, books, fire extinguisher, etc.

When the Police Arrive:

When the police arrive, they will be focused on finding and eliminating the threat. They will only know that there is an active shooter on campus; any adult or older (high school) student *could* be the shooter, and could represent a threat to the officer.

- 1) When you see or are confronted by an officer, get your hands in the air immediately, and make sure there is nothing in your hands, that could be confused for a weapon, especially a cell phone.
- 2) If you are aware of the shooter's location or have a description of the shooter, provide it to the officer quickly and succinctly. The same holds if they ask you questions, otherwise, let them do their work.
- 3) Follow any instructions provided by a police officer or other public safety official.

Lockdown/Shelter In Place Procedures
Page 3 of 3

Shelter in Place” consists of:

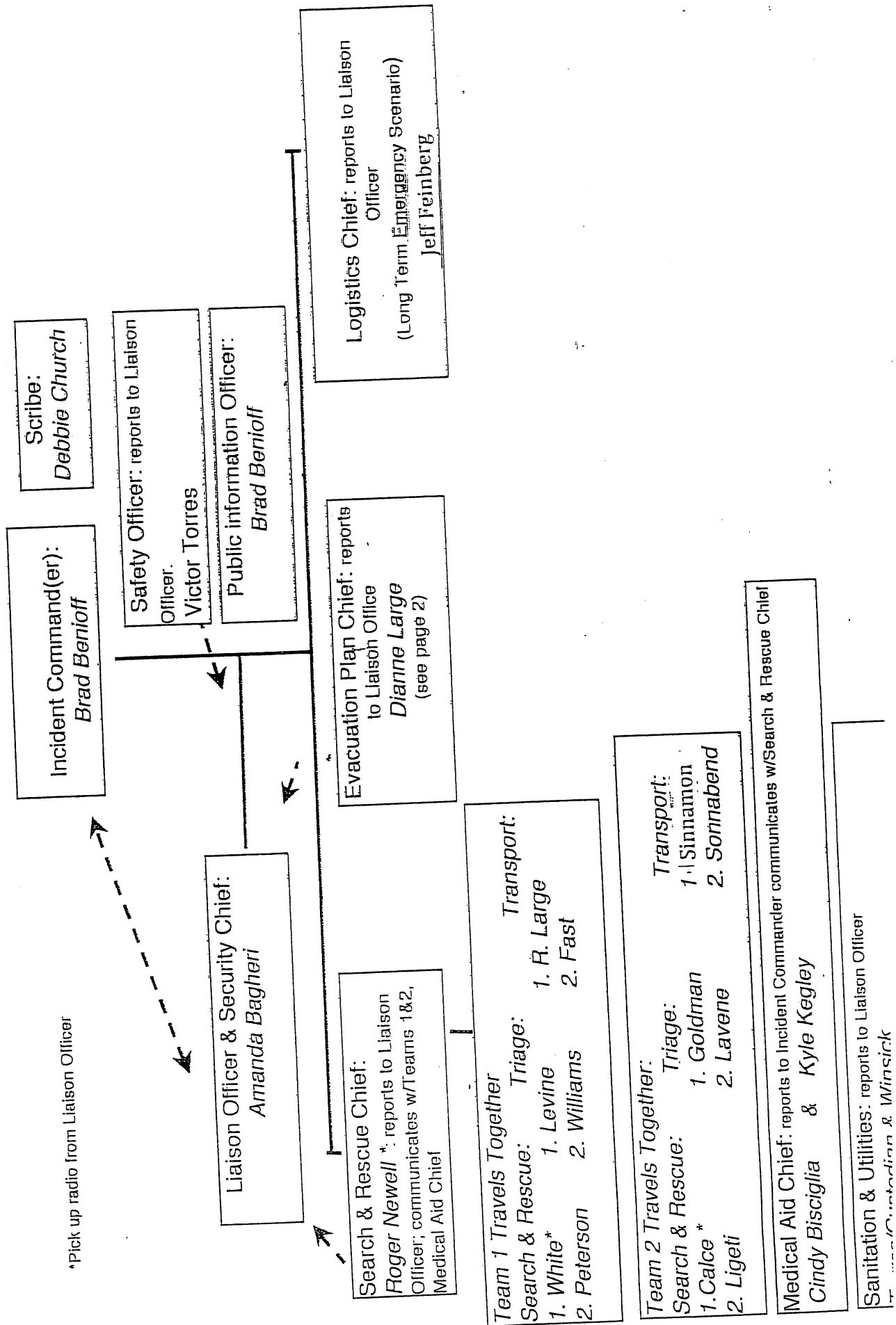
- 1) All procedures from “Lockdown” above
- 2) Exception: teachers may continue teaching, and students may remain in their seats.

“Shelter in Place” is considered appropriate for, but not limited to, the following

- 1) Crimes or emergencies in the neighborhood off site (Shelter in Place)
- 2) It is safer to stay in an area that can be secured than to move to where the potential threat may be encountered (Shelter in Place)
- 3) Bees on campus and hazardous gases (Shelter in Place)

Remember your obligation as a OPUSD employee to remain on campus in an emergency, and to supervise and care for students for as long as is necessary.

Emergency Response



Medea Creek Middle School 2014-2015
Incident Command System Page 2

Evacuation Plan Chief:
(Report to Liaison Officer)
Dianne Large

Attendance Officer:
(Report to Liaison Officer)
Loretta Brown

Evacuation Supervisors:
(Report to Attendance Officer)
Tim Roesner: C1-C21; D1,D2
Jessica Fadgen: PE, B2
R1-5, E1-10

Request Gates: *
(Activated by Liaison Officer)
Kathy Mosley: A-G
Fadgen/Dusek H-Q
Paniz/Steiner R-Z

Reunion Gates: *
(Activated by Liaison Officer)
Winsick: A-L
Gallivan: M-Z

Psychological Rx:
Carol Gallivan
Dianne Large
D.L. Schaner

Logistics Chief:
(Long Term Emergency Scenario)
Jeff Feinberg

Transportation Chief:
(Long Term Emergency)
Jeff Feinberg

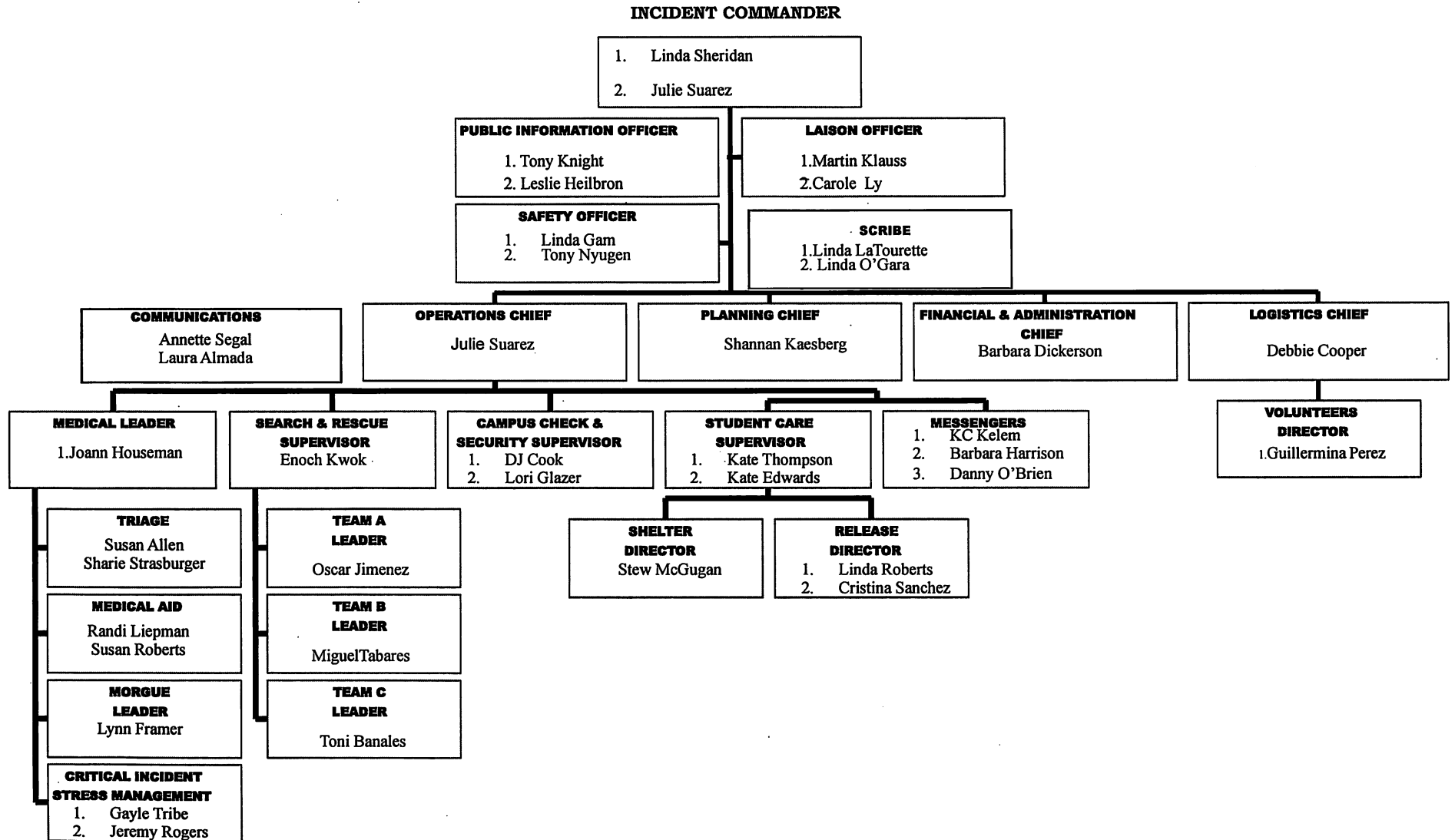
Volunteer & Labor Pool:
(Long Term Emergency Scenario)
Al Calce

Food & Supplies:
(Long Term Emergency Scenario)
Mary Smolarski

Shelter
(Long Term Emergency Scenario)
Kim Hoernan

OAK PARK UNIFIED SCHOOL DISTRICT

INCIDENT COMMAND ORGANIZATION CHART



OPUSD

Management Team

Members	Title	Work Phone	Cell Phone	Support Task
Tony Knight	Superintendent	818-735-3206	818-324-8915	Public Information Officer
Martin Klauss	Asst. Superintendent	818-735-3238	818-203-2586	Logistics
Leslie Heilbron	Asst. Superintendent	818-735-3266	818-261-2836	Contract Issues
Barbara Dickerson	Director, Budget & Accounting	818-735-3215	805-404-5674	Financial Officer
Julie Suarez	Director, Business Operations	818-735-3210	818-355-7176	Safety Officer
Susan Roberts	Director, Pupil Services	818-735-3214	818-929-0146	Stress Management
JoAnn Houseman	District Nurse	818-735-3224	818-288-3346	Medical Aid
Linda Sheridan	Administrative Assistant	818-735-3206	805-660-1620	Incident Commander
Stewart McGugan	Director, Alternative Education	818-735-3207	805-341-7608	Student Care Chief

Medea Creek Middle School

**AFTER HOURS
EMERGENCY**

OAK PARK DISTRICT CONTACTS

Please call in this order:

Miguel Tabares - 818-256-4002

Oscar Jimenez - 818-256-4010

Julie Suarez - 818-355-7176

CERT Graduates



Brookside

Oak Hills

Deborah King

Red Oak

Barbara Jones


Karen Kovisto

Janet Convey

Medea Creek

Neva Fast

Debbie Church



Elana Levine

Brian Winsick

Oak Park High

Kathie Leggett

Dick Billinsley

Brenda Pasqua


Victor Anderson

District Office

Miguel Tabares

Julie Suarez

Linda Sheridan



Debbie Cooper

All Sites

Emergency Response

Weapons used in or around schools, bomb threats or explosions, and fights as well as natural disasters, accidents, and suicides call for immediate, planned actions, and long-term, post-crisis intervention. Planning for such contingencies reduces chaos and trauma. The Oak Park Unified School District has therefore developed procedures to help each site meet the challenges of emergencies at school. All Oak Park Unified School District schools have developed evacuation procedures to protect students from harm, effective communication systems for times of crisis, and a process for securing immediate external support from the law enforcement officials.

A general Crisis Procedure Checklist is provided below as an example of the way in which Oak Park Unified School District schools respond to emergencies.

Crisis Procedure Checklist

- ☐ Assess life and safety issues immediately.
- ☐ Provide immediate emergency medical care.
- ☐ Call 911 and notify police and rescue first. Call the superintendent second.
- ☐ Convene the crisis team to assess the situation and implement crisis response procedures.
- ☐ Evaluate available and needed resources.
- ☐ Alert school staff to the situation.
- ☐ Activate the crisis communication procedure and system of verification.
- ☐ Secure all areas.
- ☐ Implement evacuation and other procedures to protect students and staff from harm. Avoid dismissing students to unknown care.
- ☐ Adjust the bell schedule to ensure safety during the crisis.
- ☐ Alert persons in charge of various information systems to prevent confusion and misinformation.
- ☐ Notify parents.
- ☐ Contact appropriate community agencies and the school district's public information office, if appropriate.
- ☐ Implement post-crisis procedures.

When an Off-Campus Evacuation is Called

EVACUATION SITES	
Oak Park High School	
North:	South
East	West

Teachers Should:

1. Bring class record books when evacuating their classroom/building and emergency forms & emergency kits
2. Ensure that all students are out of the classroom and restrooms.
3. Turn off lights and close door prior to following their students out of the classroom. (Continue this procedure until building is clear.)
4. Instruct the first student in line to hold open exit door(s) until all persons in the class have evacuated. (Continue this procedure until building is clear.)
5. Proceed to the pre-designated holding area/assembly point. Once there, make note of students who are not present and maintain order
6. Remain with their classes until an "all clear" signal is sounded or an administrator gives
7. Students should bring backpacks with them from the classroom.

School/Based Administrator should:

1. Notify the appropriate District Office Personnel
2. Establish and assign a management post at the off-site evacuation point.
3. Gather lists of students not accounted for from staff members.
4. Identify the location of classes in holding area/assembly point to facilitate the orderly location of students for pickup of students.
5. Direct parents to the management post for pickup of students.
6. Maintain contact with Sheriff/Fire Departments to stay informed about conditions at the school site and nearby areas.

Evacuation Plan & Procedures

Evacuation of School Buildings

In a number of situations, it may be necessary to evacuate a school building. These situations may include fire and bomb threats. The sounding of a fire alarm should signal this evacuation. The following steps must be followed:

1. Maps should be posted in all classrooms indicating primary and secondary egress routes and holding areas/assembly points.
2. Teachers should bring their class record books with them when evacuating their classroom/building, as well as emergency cards and emergency kits.
3. Teachers should ensure that all students are out of the classroom and restrooms.
4. Teachers should turn off lights and close door prior to following their students out of the classroom/building.
5. Instruct the first student in line to hold open exit door(s) until all persons in the class have evacuated. (Continue this procedure until building is clear.)
6. Classes should proceed to the pre-designated holding area/assembly point. Once there, teachers should make note of students who are not present and maintain order.
7. Teachers should remain with their classes until an "all clear" signal is sounded or an administrator gives other instructions.
8. Students should be instructed to take their backpacks with them (from the classroom)

Evacuation of Campus

Situations may arise which require an off-campus evacuation to ensure the safety of students and staff. These situations include a chemical spill, airplane crash, explosive device located on campus, or major fire. Pre-planning procedures for the emergency evacuation of campus shall consist of the following minimum requirements when evacuation is required.

1. Identify at least four assembly points (North, South, East, West) a minimum of one quarter (¼) mile away from the school location in the event it becomes necessary to evacuate school campus.
2. Establish the desired evacuation routes to the four holding areas/assembly points on an evacuation plan.
3. Provide for the special evacuation needs of the disabled. Who will assist? See Emergency Plan
4. Maintain a copy of the evacuation plan readily available in the school administrator's office.
5. Orient staff, faculty, and students on their specific duties, requirements, and responsibilities should an off-campus evacuation be necessary.
6. Provide for the use of the public address system as the primary means of notifying building occupants, when possible (Reference Code Yellow, Code Green, and Code Red Procedures). Determine an alternative means of announcing an evacuation in the event of public address system failure.

Definition: When the generator becomes dysfunctional and all power is lost. May also include loss of phone service.

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> † School † Campus † School Building 	<ul style="list-style-type: none"> † Principal must establish the level of incident on information form head custodian † Teachers are to secure their doors and stay in place (Code Red) † Teachers are not to release students from class 	<ul style="list-style-type: none"> † If imminent danger exists, dial 911 or District Office † Activate and brief Safe School Team, if necessary † Safe School Team or designee will monitor building and/or campus to make sure all students and school personnel are in a safe and secure area † Make sure every classroom has light † Activate emergency classroom plans † Activate emergency runner system to support communications 	<ul style="list-style-type: none"> † Continue to monitor area until power is restored † If any student disruption occurs, take appropriate disciplinary action, as directed by OPUSD disciplinary guidelines † Once power and order are restored, return to normal operations 	<ul style="list-style-type: none"> † Keep flashlights in every classroom until notified † Complete written reports, if necessary † Continue to monitor area † Meet with staff to update and revise plans † Debrief students † Send notice home if necessary 	<ul style="list-style-type: none"> † Maintain normal operations 	<ul style="list-style-type: none"> † In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- † Principal or his/her designee is in charge.
- † It is better to be safe than sorry.
- † Maintain control of the facility at all times.
- † Principal does not leave command post
- † Do not confront the suspect.
- † Wait for administrative response.

Weather - Thunder storms and/or Lightning

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> † School Grounds † School Buildings † Athletic Events † In Transit † Field Trips or Hiking in an Open Area 	<ul style="list-style-type: none"> † Storm approaching 	<ul style="list-style-type: none"> † Get out of open areas and into an enclosed building as quickly as possible † Do not seek shelter under isolated trees or close to metal fences, playground equipment, or shelters in exposed locations † Get Indoors; stay indoors † Stay away from open doors and windows, metal objects, electrical appliances † Keep telephone use to a minimum † Do not handle flammable liquids in open containers † Seek Shelter in buildings † Avoid open spaces, metal fence, sheds, or unenclosed structures † Do not use metal objects such as fishing rods or golf clubs † Remove metal-cleated shoes † Stay inside of vehicle, DO NOT TOUCH exposed metal parts † DO NOT park under electrical lines, or trees † Persons using scooters, motorcycles, bicycles, and other open vehicles should seek protected shelter † Move to high ground and avoid lone trees and small sheds † Stay away from metal fences. † Seek shelter in thick timber, ravine, ditch, or in an enclosed vehicle or building 	<ul style="list-style-type: none"> † Based on facts, decide if school should be evacuated immediately, thus guaranteeing safety of students, staff, or kept in regular session † Activate and brief the Safe School Team; use all available resources, if needed † Brief all personnel after initial call † Determine plan for day † Declare appropriate code † Determine if incident is a Level II incident, follow Level II instructions. 	<ul style="list-style-type: none"> † Declare Code Green, when appropriate † Principal, police and appropriate central level staffs hold joint press conference, if needed, giving specific details † Give Superintendent update † Principal meet with Safe School Team for update † Hold staff meeting giving details and answering questions † Summon counselors, social workers or the needed staff † Meet with parents, if necessary † Send notice home if appropriate † Debrief with students 	<ul style="list-style-type: none"> † Meet with Safe School Team to update and revise plans, if needed † Meet with parents, if needed † If media person appears, meet them in a designated area 	<ul style="list-style-type: none"> † In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- † Principal or his/her designee is in charge.
- † It is better to be safe than sorry.
- † Maintain control of the facility at all times.
- † Principal does not leave command post
- † Wait for administrative response.

Weather, ion, does

usually announced, time permitting.

Definition:

A destructive or potentially destructive weather condition as defined by the National Weather Service, usually announced, time permitting.

NWS in two phases - WATCH and WARNING

Preparation:

Evaluate physical plant and develop plans for secure areas for student/employee population

1. Utilize lower floors and interiors areas.
2. Do not use gyms and other areas with wide roof spans
3. Develop a special alarm system for tornado warnings.
4. Educate staff and students on appropriate posture to assume in shelter area in actual tornado warning
5. Keep first aid supplies current and convenient

Plan of Action to be Taken						Policy Reference
Establish Facts of Situation	Establish Level of the Incident	First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
Tornado Watch		<ul style="list-style-type: none">Inform student/employee population that Tornado WATCH is in effectMove students and faculty from portable classrooms and outside to permanent facilitiesPrepare for shelter areas as defined in planMonitor weather advisoriesMake plans to evacuate large areas with wide open roof spansKeep doors unlockedClose windows and outside doorsMonitor progress of stormSound alarm and move students and staff to shelter area as defined in planClose windows and outside doorsStop at close available building, which can be used as shelterAdvise students to seek cover and place themselves in protected position, covering head and faceIf non suitable shelter is available, have students disembark and lie flat in lowest area availableKeep students in shelter until storm/threat of storm is past	<ul style="list-style-type: none">Continue to monitor weather advisories or until WATCH is cancelledContinue to monitor stormReturn to normal activity once storm/threat of storm has passedIf damage or injuries, take appropriate steps to secure any needed help, and notify Executive DirectorNotify Transportation Dispatch of actions taken as soon as feasible	<ul style="list-style-type: none">Debrief Safe School Team and other staffDebrief central level staffReturn to normal when approved (Code Green)Summon other central level staff, as neededMeet with parents, if necessaryMonitor school building continuallyComplete written report	<ul style="list-style-type: none">Meet with Safe School Team to update and revise plans, if neededMeet with parents, if neededIf media person appears, meet them in a designated areaMonitor school building continuallyUpdate school staff and revise plans as necessary	<ul style="list-style-type: none">In accordance with OPUSD policies, make appropriate judgement after evaluating all risksPolicy Manual

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(Continued on Next Page)

Major Student Disruption

A video camera can be very effective in determining

Note: In situations that may result in major disruption and/or demonstration, prevention is the school's goal. A video camera can be very effective in determining disruptive acts. In disruptive situations, attempt to obtain footage of the event(s).

Plan of Action to be Taken

Establish Facts of Situation	Establish Level of the Incident	First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	Policy Reference
When a major student disruption occurs	<ul style="list-style-type: none">Call District OfficeAlert campus supervisors and other administratorsAttempt to diffuse tension by:Identifying key players/concernsIsolating key players in a neutral areaConferencing with playersAlerting parents/legal guardiansIf situation cannot be diffused, separate and detain students and solicit support of parentsCall school officials and/or 911. If situation calls for further actionClearly communicate to all students (via announcements or bullhorn). In the presence of adult witnesses, that students should either attend classes or move to a safe, designated area; inform students that they will be subject to suspension and arrested if they do not complyDO NOT release students from classesAnnounce Code RedIf a student(s) persist, after second warning and reasonable period of time (not more than two or three minutes), notify student(s) of his/her suspension and give direction for his/her leaving the campus; if student(s) do not cease and desist, direct police to arrest the student(s)If a disruption escalates further, announce Code Red, and follow proceduresAnnounce "All Clear"	<ul style="list-style-type: none">Notify parents/legal guardians of involved studentsSecure detailed written statement(s) from student(s) and other witnesses, including involved staff membersTake appropriated disciplinary action as directed by OPUSD Discipline Guidelines	<ul style="list-style-type: none">Discourage all communication until clearance from law enforcement is receivedDesignate a place for parents who arrive on campusHave an administrator on hand to answer questionsDebrief Safe School Team and other staffDebrief central level staffComplete a written reportSummon other central level staff, as neededMeet with parents, if necessaryLet police handle any questions regarding crime and the investigationOnce incident is over, return to normal operationsDebrief staff and revise plansDebrief studentsSend home notices	<ul style="list-style-type: none">Meet with Safe School Team to update and revise plans, if neededMeet with parents, if neededIf media person appears, meet them in a designated areaMonitor school building continuallyUpdate school staff and revise plans as necessary	<ul style="list-style-type: none">In accordance with OPUSD policies, make appropriate judgement after evaluating all risksPolicy Manual	

CALL ATTENTION THROUGHOUT THIS INCIDENT

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times.
- Principal does not leave command post
- Do not confront the suspect.
- Wait for administrative response.

Chemical Spill/Airplane Crash

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> ✦ Chemical Spill Occurs on Campus ✦ Recall/Further Evaluation 		<ul style="list-style-type: none"> ✦ Identify the location in the school where spill has occurred, as well as the substance(s) ✦ Assess the situation ✦ Call 911 ✦ Determine building exits that will be used for evacuation of affected building(s), when required ✦ Conduct an orderly evacuation of the area. <u>DO NOT RING FIRE ALARM BELLS</u> ✦ Call Maintenance Department ✦ Keep students and others out of the affected area until notified by Maintenance Department or by Fire Department Hazardous Materials Team that area is safe ✦ Notify District Office 	<ul style="list-style-type: none"> ✦ Follow established procedures in Disaster Plan ✦ Determine from Ventura County Management officials whether evacuation is required from assembly point of when return to building is anticipated. ✦ Coordinate between Ventura County emergency officials and School District and Maintenance personnel to meet any additional requirements 	<ul style="list-style-type: none"> ✦ Follow established procedures in school/buildings Disaster plan 		<ul style="list-style-type: none"> ✦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- ✦ Principal or his/her designee is in charge.
- ✦ It is better to be safe than sorry.
- ✦ Maintain control of the facility at all times.
- ✦ Principal does not leave command post
- ✦ Wait for administrative response.

Chemical Spill/Airplane Crash

Plan of Action to be Taken					Policy Reference
Establish Facts of Situation	Establish Level of the Incident	First 10 Minutes	Next 50 Minutes	Remainder of the Day	
Off-Campus Evaluation Required Evacuation Cannot Be Made	Hazardous chemical spill occurs so close to building that the best decision would be to stay inside for protection	<ul style="list-style-type: none">Notify all building occupants of the chemical spill over the public address system or by alternate means to initiate evacuation to specific assembly points(s)Call 911Notify appropriate District Office Personnel and Maintenance DepartmentEstablish management post at a safe locationIdentify location of classes in the holding area/assembly point, to activate orderly location other the students for parents wishing to pick up their children according to the disaster planDirect parents to the management post for pickup of studentsMaintain contact with District Office, Sheriff's and Fire Department to stay informed about conditions at the school site and surrounding areaCall 911Notify appropriate District Office and Maintenance DepartmentRequire persons in outside areas to go inside buildingAnnounce Code RedClose all doors and windows in all buildingsShut down all air-conditioning and ventilation unitsUse the public address systems for communicating instructions to staff and studentsDetermine alternative evacuation route if possible	<ul style="list-style-type: none">Follow established procedures in Disaster Plan	<p>Subsequent Days</p> <ul style="list-style-type: none">Meet with Safe School Team to update and revise plans, if neededMeet with parents, if neededIf media person appears, meet them in a designated areaMonitor school building continuallyUpdate school staff and revise plans as necessary	<ul style="list-style-type: none">In accordance with OPUSD policies, make appropriate judgement after evaluating all risksPolicy Manual

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Kidnapping/Childnapping

Note: Although generally an elementary school problem, childnapping has occurred in middle and high school. Typically, a non-custodial parent is denied access to the child by the court, or the custodial parent refuses to comply with a court order to allow access to the child. Any non-custodial adult who takes a child from the campus without the permission of the court ordered parent/guardian may be guilty of a felony.

Release of Students: Established procedures are to be followed in releasing students during the school day.

1. All persons not enrolled in or employed at a school entering a school campus must sign in at the designated office.
2. All visitors on campus must wear visitor passes.
3. The name of the parent/legal guardian must be indicated on student's Emergency Card.
4. The parent/legal guardian should show legal identification.
5. The parent/legal guardian must sign out the student through the designated school office.
6. Checking out students during the last 30 minutes of the school day should be discouraged.
7. Elementary schools may consider implementing a security code system in which parents designate a secret code that identifies them as the parent/legal guardian.

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> ✦ If a child is kidnapped from school 		<ul style="list-style-type: none"> ✦ Call Sheriff's Department ✦ Contact the custodial parent ✦ Obtain witness statements ✦ Inform District Office 	<ul style="list-style-type: none"> ✦ Assist the police investigation 	<ul style="list-style-type: none"> ✦ Continue to assist the police investigation ✦ Meet with staff to update and revise plans ✦ Brief students on factual information ✦ Send note home if appropriate 	<ul style="list-style-type: none"> ✦ Early morning meeting with Safe School team to update and revise plans, if needed, to update and revise plans, if needed ✦ Meet with parents, if needed, to update them on incident ✦ Summon counselors or others, as needed 	<ul style="list-style-type: none"> ✦ In accordance with OPUSD policies, make appropriate judgement after evaluating all risks

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- ✦ Principal or his/her designee is in charge.
- ✦ It is better to be safe than sorry.
- ✦ Principal does not leave command post
- ✦ Do not confront the suspect.
- ✦ Wait for administrative response.

Sexual Battery

Plan of Action to be Taken

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken			Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	
<ul style="list-style-type: none"> Assess the situation 		<ul style="list-style-type: none"> Determine whether medical attention is necessary; if so, call 911 Do not allow the victim to wash, clean-up, or use the restroom if at all possible Assign an administrator to protect the crime scene by not allowing other staff the room or area where the alleged sexual battery occurred Call District Office when police arrive, they take charge of the crime scene and investigation Inform Superintendent Notify the family of the victim Appoint someone to stay with the victim 	<ul style="list-style-type: none"> Isolate any family members who are on campus Investigate the incident and obtain witness statements Isolate offender if possible 	<ul style="list-style-type: none"> Take appropriate disciplinary action as determined by OPUSD <i>Disciplinary Guidelines</i> Debrief staff, but maintain privacy of victim Prepare statement for media Send notice home if appropriate Debrief students if appropriate Summon counselors, if necessary 	<ul style="list-style-type: none"> In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times.
- Principal does not leave command post
- Do not confront the suspect.
- Wait for administrative response.

Death/Suicide of a Student/Staff Member

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> Assess the situation If incident occurred away from school Announcing the loss to the school 	<ul style="list-style-type: none"> Principal must establish the level of incident Give appropriate code action and procedure to be taken Principal should not leave the command station 	<ul style="list-style-type: none"> Call school central office Call 911 if necessary Designate an administrator/staff member to contact deceased's family and offer support Notify the Superintendent Notify counselors Notify school personnel before start of student school day 	<ul style="list-style-type: none"> Gather information Student's schedule and emergency contact card Names of student's close friends, siblings, and schools they attend Names of witnesses, if any Adjust schedule if necessary Keep school personnel updated on events and circumstances Procure personal items of deceased from lockers, desks, etc. DO NOT IMMEDIATELY rearrange any class seating 	<ul style="list-style-type: none"> Discourage all communication until clearance from law Designate a place for parents who arrive on campus Control Traffic Have an administrator on hand to answer questions Debrief central level staff Complete a written report Summon other central level staff, as needed Meet with parents, if necessary Monitor school building continually Let Sheriff handle any question regarding crime and the investigation Once incident is clear, return to normal operations Send notice home Update students with accurate information Summon counselors, social workers or others as need 	<ul style="list-style-type: none"> Early morning meeting with Safe School Team to update and revise plans, if need Meet with parents if need to update them on incident Summon counselors or others, as needed Meet with staff if need 	<ul style="list-style-type: none"> In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times.
- Principal does not leave command post.
- Wait for administrative response.

Fire/Explosion

Plan of Action to be Taken					Policy Reference	
Establish Facts of Situation	Establish Level of the Incident	First 10 Minutes	Next 50 Minutes	Remainder of the Day		
<ul style="list-style-type: none">Fire Alarm sounds automaticallyFire/Explosion discovered by personnel in buildingPerson on fire		<p>First 10 Minutes</p> <ul style="list-style-type: none">Evacuate building(s); follow Fire Drill PlanCall 911, unless immediately determined to be a false alarmIndicate any medical emergencyIf a fire is located, turn off power and gas to the building(s)Provide first aid to victim(s), assist in evacuating building(s)Upon arrival of Fire Department, locate fire and provide map of campus; provide master key(s) to fire crewIf fire discovered in specific area or explosion occurs, inform occupants and evacuate areaAttend to injured by fire/explosion; help them evacuate the buildingEmployees should attempt to extinguish only small fires, using suppression equipment availableDO NOT use water on electrical firesDO NOT attempt to fight fires involving explosivesDO NOT attempt to fight fires involving toxic chemicals or strong oxidizersNotify the Executive Director and Maintenance departmentInform other occupants to leave immediate areaPerform necessary immediate first aid on victims(s)Smother fire by rolling victim on groundDeluge with waterAs a resort, spray with dry chemical fire extinguisherInform appropriate administrative/supervisory personnel	<p>Next 50 Minutes</p> <ul style="list-style-type: none">Maintain students in designated area until "all clear" is advised or other instructions givenKeep students away from building until it is determined safe or until other instructions are given by the Fire Department	<p>Remainder of the Day</p> <ul style="list-style-type: none">Declare Code Green when appropriatePrincipal, police and appropriate central level staff hold joint press conference, if needed. Give specific detailsGive Superintendent updatePrincipal meet with Safe School Team for update and evaluateHold Staff meeting giving details and answering questionsSummon counselors, social workers or other needed staffMeet with parents, if neededUpdate studentsSend notice home	<p>Subsequent Days</p> <ul style="list-style-type: none">Early morning meeting with Safe School Team to update and revise plans, if neededMeet with parents if needed to update them on IncidentContinue follow up with students if neededSummon counselors as neededMeet with staff to update and revise plans.	<ul style="list-style-type: none">In accordance with OpUSD policy

Fire/Explosion

FOR CELLULAR PHONES. IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THE INCIDENT.

NOTE: DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES. IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THE INCIDENT.

Remember:

- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times, unless an actual device is located or explosion occurs. If a device is found, law enforcement will assume control of the site. If an explosion occurs, the Fire Department will assume the lead role.

Fights

Definition: The exchange of mutual physical contact such as pushing, shoving and hitting with the intent to cause harm whether injury occurs or not.

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> Obtain Identification Location in building Number of people involved Number of student(s) or staff injured, if any Identify weapons, if any Time of day Name of staff reporting Name of student reporting Name of messenger Name of other reporting 	<ul style="list-style-type: none"> Principal must establish the level of incident Give appropriate code action and procedure to be taken Principal should not leave the command station 	<ul style="list-style-type: none"> Notify central level staff If injuries occur, call 911 and provide all available information Notify emergency medical team Call or send for help by known student Defer to rules, personal authority Disperse crowd of all bystanders Attempt to defuse the confrontation by the use of verbal command Obtain identification Identify the aggressor(s) Separate student(s) and relocate in office or classroom Wait for assistance 	<ul style="list-style-type: none"> Notify central level staff Defer to rules, not personal authority Once help arrives, separate student and relocate in office or classroom Obtain names of student witnesses Attempt to calm students Identify injured student(s) or staff member(s) Seek medical attention from the school nurse or trained person in first aid, if needed If serious injury, contact 911 and advise of injury If weapon(s) are used or any other person(outsiders) are posing a threat, call law enforcement 	<ul style="list-style-type: none"> Debrief Safe School Team and other staff Debrief central level staff Complete a written report Summon other central level staff Meet with parents if necessary Monitor school building continually Meet with staff to update and answer questions Follow up with students according to discipline plan and notify parents 	<ul style="list-style-type: none"> Early morning meeting with Safe School Team to update and revise plans, if needed Meet with parents if needed to update them on incident Continue follow up with students if needed Meet with staff to update and revise plans. 	<ul style="list-style-type: none"> In accordance with OPUSD policy

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- Principal or his/her designee is in charge..
- It is better to be safe than sorry.
- Maintain control of the facility at all times.
- Principal does not leave command post
- Wait for administrative response.

Actual Bomb Explosion

Definition: An actual bomb explosion is the explosion of a device used to detonate or explode with sudden violence under specified conditions.

Plan of Action to be Taken					Policy Reference
Establish Facts of Situation	Establish Level of the Incident	First 10 Minutes	Next 50 Minutes	Remainder of the Day	
<ul style="list-style-type: none"> ✦ If a call comes in, keep person talking-follow Bomb Threat Instruction Card. 	Level III: Actual Bomb Explosion	<ul style="list-style-type: none"> ✦ Call 911 for Sheriff's Department and fire/emergency services ✦ Immediately place school on Code Red ✦ Activate site Safe School Team ✦ Notify central office staff immediately ✦ Evacuate building, relocating personnel and students in pre-designated area ✦ Attempt to keep students calm and in one location ✦ Have designated staff member to meet emergency vehicles and control traffic ✦ Provide emergency personnel (police & fire) with all information upon arrival ✦ Direct medical personnel to injured persons and provide names and ages ✦ Teachers take roll books with them, and emergency forms, and emergency kits ✦ Teachers conduct a roll call of students and report any missing students ✦ Beware that there might be other blasts ✦ Allow Fire Department/Bomb Squad to take control of the site ✦ Students should take backpacks 	<ul style="list-style-type: none"> ✦ Activate and brief site Safe School Team. ✦ Use all resources as needed ✦ Brief all site personnel on initial call ✦ Determine plan for day ✦ Declare Code Red ✦ Notify parents of injured student(s), if necessary ✦ Notify District of possible emergency relocation 	<ul style="list-style-type: none"> ✦ Declare Code Green when appropriate ✦ Principal, police and appropriate central level staffs hold joint press conference; if needed, give specific details. ✦ Give Superintendent update ✦ Principal meets with Safe School Team for update and evaluate ✦ Hold staff meeting giving details and answering questions ✦ Summon counselors, social workers or other needed staff ✦ Meet with parents, if needed ✦ Send notice home ✦ Provide update to students 	<ul style="list-style-type: none"> ✦ In accordance with QPUSD policy
				Subsequent Days <ul style="list-style-type: none"> ✦ Early morning meeting with Safe School Team to update and revise plans, if needed ✦ Meet with parents if needed to update them on Incident ✦ Summon counselors or others, as needed ✦ Meet with staff to update and revise plans. 	

NOTE: DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES. IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THE INCIDENT.

Remember:

- ✦ Principal or his/her designee is in charge.
- ✦ It is better to be safe than sorry.
- ✦ Maintain control of the facility at all times, unless an actual device is located or explosion occurs. If a device is found, law enforcement will assume control of the site. If an explosion occurs, the Fire Department will assume the lead role.

Bomb Threat with Suspicious Package Found

Definition: A bomb threat is correspondence of a call that leads the receiver of that information to believe that there is an explosive device in the facility, and as a result of visual search, a suspicious package is found. (Note: All information received must be recorded on Bomb Threat Instruction Card.)

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> Believe the messenger Keep Person Talking Follow Bomb Threat Instruction Card directions Ask questions: location of bomb, time bomb will go off, description of device, why it has been placed, name and location of caller, etc. Determine the age, sex, and race of caller Notify principal and explain Conduct visual search of school with two persons familiar with building. 	Level II: Threat and Suspicious Package Found	<ul style="list-style-type: none"> Believe the messenger Dial 911 and notify the Sheriff's Department. Immediately Inform central office staff immediately Activate and brief site Safe School Team and give all information received Evacuate building, relocating staff and students more than 300 yards (use your Emergency Preparedness Plan e evacuation procedures) Teachers take roll books & emergency forms & emergency kits Teachers check and report missing student(s) Have a staff person stand outside to direct emergency vehicles and control traffic Provide emergency personnel a description and the location of the package Secure area and prevent persons from entering the building Allow law enforcement to take control of the site search Students take backpacks 	<ul style="list-style-type: none"> Activate and brief site Safe School Team. Use all resources as needed Brief all site personnel on initial call Determine plan for day Declare <i>Code Red</i> or appropriate code 	<ul style="list-style-type: none"> Declare <i>Code Green</i> when appropriate Principal, police and appropriate central level staffs hold joint press conference: If needed, give specific details. Give Superintendent update Principal meets with Safe School Team for update and evaluate Hold staff meeting giving details and answering questions Summon counselors, social workers or other needed staff Meet with parents, if needed Send notice home Provide update to students 	<ul style="list-style-type: none"> Early morning meeting with Safe School Team to update and revise plans, if needed Meet with parents if needed to update them on incident. Summon counselors or others, as needed Meet with staff to update and revise plans. 	<ul style="list-style-type: none"> In accordance with OPUSD policy

NOTE: DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES. IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THE INCIDENT.

Remember:

- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times, unless an actual device is located or explosion occurs. If a device is found, law enforcement will assume control of the site. If an explosion occurs, the Fire Department will assume the lead role.

Shooting/Slamming at School

Definition: When a person attempts to commit a violent injury to another person or commits an act that places another person in reasonable apprehension of immediately receiving a violent injury.

Plan of Action to be Taken					Policy Reference
Establish Facts of Situation	Establish Level of the Incident	First 10 Minutes	Next 50 Minutes	Remainder of the Day	
<ul style="list-style-type: none"> Obtain Identification Location in building Number of people involved Identify weapon(s) if any Time of day Name of staff reporting Name of student reporting Name of messenger Name of other reporting 	<ul style="list-style-type: none"> Principal must establish the level of incident Give appropriate code action and procedure to be taken Principal should not leave the command station 	<ul style="list-style-type: none"> Notify central staff If imminent danger exists, call 911, otherwise, call Sheriff's Department and provide all available information. Call for emergency medical aid if needed Call or send for help by well known student Keep people from entering the area Have teachers secure doors and evacuate the area of immediate danger Do not attempt to disarm Identify name and location of aggressor if still on the scene and proving a threat If vehicle involved, attempt to identify license, make, and model of car Indicate location of incident Do not disturb crime scene Disperse crowd of all bystanders Wait for assistance 	<ul style="list-style-type: none"> Wait for law enforcement personnel If possible, announce appropriate code and follow procedures Activate the Safety Team Isolate the witnesses with an administrator and gather information Reroute traffic from affected area Attempt to calm students Identify injured student(s) or staff member(s) Seek medical attention from school nurse or person trained in first aid, if needed 	<ul style="list-style-type: none"> Discourage all communication until clearance from law Designate a place for parents who arrive on campus Control Traffic Have an administrator on hand to answer questions Debrief central level staff Complete a written report Summon other central level staff, as needed Meet with parents, if necessary Monitor school building continually Let Sheriff handle any question regarding crime and the investigation Once incident is clear, return to normal operations Send notice home Update students with accurate information Summon counselors, social workers or others as need 	<ul style="list-style-type: none"> In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times.

- Principal does not leave command post
- Do not confront the suspect.
- Wait for administrative response.

Bomb Threat Only

Definition: A bomb threat is correspondence or a call that leads a receiver of that information to believe that there is an explosive device in the facility. (Note: All information received must be recorded on **Bomb Threat Instruction Card**)

Establish Facts of Situation	Establish Level of the Incident	Plan of Action to be Taken				Policy Reference
		First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days	
<ul style="list-style-type: none"> Keep Person Talking Follow Bomb Threat Instruction Card directions Ask questions: location of bomb, time bomb will go off, description of device, why it has been placed, name and location of caller, etc. Determine the age, sex, and race of caller Notify principal and explain Conduct visual search of school with two persons familiar with building. 	Level I: Threat Only	<ul style="list-style-type: none"> Believe the messenger If imminent danger exists (package identified), dial 911 and notify the Sheriff's Department immediately Inform District Office - Superintendent or Assistant Superintendent Principal uses his/her discretion in evaluation process, as well as the use of Code Red or Yellow Activate and brief site Safe School Team. If necessary, on initial call Activate runners to communicate important information 	<ul style="list-style-type: none"> Based on facts, decide if school should be evacuated immediately, thus, guaranteeing safety of students and staff, or kept in regular session. Activate and brief site Safe School Team. Use all available resources as needed Brief all personnel on initial call Determine plan for day Declare appropriate code If determined that this is a Level II incident, follow Level II instructions If Sheriff is called, coordinate efforts according to site plan 	<ul style="list-style-type: none"> Declare Code Green when appropriate Principal, police and appropriate central level staffs hold joint press conference; if needed, give specific details Give superintendent update Principal meets with Safe School Team for update and evaluate Hold staff meeting giving details and answering questions Summon counselors, social workers or other needed staff Meet with parents, if need Send notice to home Provide students with update 	<ul style="list-style-type: none"> Early morning meeting with Safe School Team to update and revise plans, if need Meet with parents if need to update them on incident Summon counselors or others, as needed Meet with staff, if need 	<ul style="list-style-type: none"> In accordance with OPUSD policies, make appropriate judgement after evaluating all risks

NOTE: DO NOT USE TWO-WAY RADIOS OR CELLULAR PHONES. IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT.

Remember:

- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times, unless an actual device is located or explosion occurs.
- If a device is found, law enforcement will assume control of the site. If an explosion occurs, the Fire Department will assume the lead role.

Guns & Weapons in Building or on Campus

Definition: Any carrying, concealing, displaying or using any object, whether used or intended to inflict bodily harm. Such objects include, but are not limited to guns, box cutters, razor blades, clubs, and/or nunchakus.

Plan of Action to be Taken					
Establish Facts of Situation	Establish Level of the Incident	First 10 Minutes	Next 50 Minutes	Remainder of the Day	Subsequent Days
<ul style="list-style-type: none">Obtain IdentificationLocation in buildingNumber of people involvedNumber of student(s) or staff injured, if anyIdentify weapon(s), if anyTime of dayName of staff reportingName of student reportingName of messengerName of other reporting	<ul style="list-style-type: none">Principal must establish the level of IncidentGive appropriate code action and procedure to be takenPrincipal should not leave the command station	<ul style="list-style-type: none">If imminent danger exists, dial 911; otherwise, notify the Sheriff's Department and give all available informationActivate Site Safe School Team, if needNotify central level staffSend reporting student to office with sealed message, if possible, giving name and locationProvide any information, name, location, weapon typeHave teacher secure doors or evacuate area (Code Red)Disperse crowd of all bystandersIsolate student(s) reporting the IncidentDo not attempt to disarm personAttempt to defuse the confrontation with the use of a verbal command	<ul style="list-style-type: none">Wait for law enforcement personnelProvide law enforcement with as much information as possible: name, description, action and location, etc.Do not attempt to disarmOnce situation is under control, have witnesses and victim available for law enforcement personnelReturn to normal when appropriateUse appropriate code(s)	<ul style="list-style-type: none">Debrief Safe School Team and other staffDebrief central level staffReturn to normal when approved (Code Green)Summon other central level staff, as neededMeet with parents, if necessaryMonitor School building continuallyComplete a written reportProvide update to staff and debrief if necessary after schoolProvide update to students if necessarySend notice home if necessary	<ul style="list-style-type: none">Meet with Safe School Team to update and revise plans, if neededMeet with parents if needed to update them on incidentIf media person appears, meet them in a designated areaMonitor school building continuallyDebrief with staff if needed
Policy Reference					<ul style="list-style-type: none">In accordance with OPUSD policies, make appropriate judgement after evaluating all risks Policy Manual

Definition: Any carrying, concealing, displaying or using of a handgun, gun, box cutters, razor blades, clubs, and/or nunchakus.

DO NOT DISCLOSE THIS INCIDENT

NOTE: IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT

Remember:

- Principal or his/her designee is in charge.
- It is better to be safe than sorry.
- Maintain control of the facility at all times.

- Principal does not leave command post
- Do not confront the suspect.
- Wait for administrative response.

Security Numbers

In the Oak Park Unified School District, school security is monitored by a contract with Dial Security and reported to the Ventura County Sheriff's Department.

Ventura County Sheriff

(805) 654-2380 or 911 (emergency)

◆ Immediate Response for Emergencies: Dial 911 (this will also offer a direct response from the Ventura County Sheriff's Department, Fire Department, or Emergency Medical Service).

◆ The Principal or his/her designee is responsible for contacting the District Office or Sheriff's Department for less serious incidents and emergency situations.

◆ The Principal will act as the Incident Commander and will utilize the Sheriff's Department as may become necessary and will serve as the direct liaison for public safety agencies or will appoint a designee to do so.

◆ The Superintendent or his/her designee will provide information and interviews to the media during the accident/emergency.

OPUSD : 735-3206 (Superintendent)

Fire Department: 805 389-9710

Sheriff's Department: 805 491-8200

CVUSD 805-497-9511

LVUSD 818 880-4000

Incident Commander

- Assess the level of danger and determine the level of threat
- Move students and staff away from the crisis area
- Set a perimeter
- Summons additional help
- Set up command post
- Summons emergency services
- Compile status and final incident reports

Public Information Officer

- Gather accurate details of the incident
- Release information to parents, community members, and the media during the crisis
- Send out communication to school staff and students about the crisis
- Document all contacts and announcements

Liaison Officer

- Check with Incident Commander for situation briefing
- Determine your personal operating location and set up
- Obtain necessary equipment and supplies
- Open and maintain a position log
- Brief agency reps on current situations, priorities and incident action plan
- Keep IC informed of agencies action plans

Scribe

- Assists Incident Commander in completing the incident form to document events, response, outcomes
- Document all activities, listing times and event.

Medical Aid Chief

- Administer First Aid
- Document name, injury, and first aid given
- Determine need for medical assistance
- Work cooperatively with outside agencies
- Keep Command Center informed
- Maintain morgue as needed

Morgue

- Confirm that the person is actually deceased
- Notify Incident Commander as soon as possible
- Do not move the body until directed by the Incident Commander
- Keep accurate records
- Write the following information:
 1. Date & time
 2. Exact location where found
 3. Name of decedent if known
 4. If identified-how, when, by whom
 5. Name of person filling out tag
- Attach one tag to body

Search & Rescue Leader

- Perform visual check of outfitted team, include radio check
- Record names and assignments before deploying teams
- Dispatch teams to know hazards or situations first, then search the campus
- Record all teams progress and reports on site map. When a room is reported clear mark a C on the map
- Record exact location of damaged and triage tally

Campus Check and Security Chief

- Oversees the safety of students and staff
- Determines if response actions/strategies can cause harm to students and staff
- Determines whether students have been evacuated far enough from the school
- Identifies personnel assigned to perform team functions
- Coordinates functions of site security, physical plant safety and security, and setting up

Student Care Chief

- Accounts the whereabouts of all students, staff, and volunteers
- Sets up secure assembly area
- Manages sheltering and sanitation operations
- Manages student feeding and hydration
- Coordinates with the Student Release Team
- Coordinates with the Logistics Section to secure the needed space and supplies

Safety Officer

- Check with Incident Commander for situation briefing
- Open and maintain a position log – Document Messages, Actions Taken, Decision Justifications, Requests Filled
- Monitor drills, exercises and emergency response activities
- Identify and mitigate safety hazards and situations
- Stop or modify all unsafe operations
- Ensure that responders use appropriate safety equipment
- Keep Incident Commander advised

Release Coordinator

- Sets up secure reunion area
- Checks student emergency cards for authorized releases
- Completes release logs
- Coordinates with the Public Information Officer on external messages

OPUSD
Management Team

Members	Title	Work Phone	Cell Phone	Support Task
Tony Knight	Superintendent	818-735-3206	818-324-8915	Public Information Officer
Martin Klauss	Asst. Superintendent	818-735-3238	818-203-2586	Logistics
Leslie Heilbron	Asst. Superintendent	818-735-3266	818-261-2836	Contract Issues
Barbara Dickerson	Director, Budget & Accounting	818-735-3215	805-404-5674	Financial Officer
Julie Suarez	Director, Business Operations	818-735-3210	818-355-7176	Safety Officer
Susan Roberts	Director, Pupil Services	818-735-3214	818-929-0146	Stress Management
Derek Ihori	Program Specialist	818-735-3224	818-324-7438	Medical Aid
Linda Sheridan	Administrative Assistant	818-735-3224	805-660-1620	Incident Commander
Lou Tabone	Director, Alternative Education	818-735-3207	818-489-1348	Student Care Chief

Section: Command Incident Commander

Responsibilities: The Incident Commander (IC) is solely responsible for emergency/disaster operations and shall remain at the Command Post (CP) to observe and direct all operations. Ensure the safety of students, staff and others on campus. Lead by example: your behavior sets tone for staff and students.

Start-up Actions

- ☐ Obtain your personal safety equipment; i.e., hard hat, vest, clipboard (with job description sheet).
- ☐ Assess type and scope of emergency.
- ☐ Determine threat to human life and structures.
- ☐ Implement emergency/disaster plan and hazard specific procedures.
- ☐ Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- ☐ Activate functions (assign positions) as needed.
 - Fill in "Incident Assignments" form
 - Appoint a backup or alternate IC

Ongoing Operational Duties:

- ☐ Continue to monitor and assess total school situation:
 - View site map periodically for Search & Rescue progress and damage assessment information.
 - Check with chiefs for periodic updates.
 - Reassign personnel as needed.
- ☐ Report (through Communications) to school district on status of students, staff, campus as needed. (Site Status Report)
- ☐ Develop and communicate revised incident action plans as needed.
- ☐ Begin student release when appropriate.

NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the Superintendent of Schools, except individuals on request of parent/guardian.
- ☐ Authorize release of information.
- ☐ Utilize your back up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the CP.
- ☐ Plan regular breaks for all staff and volunteers. Take care of your caregivers!
- ☐ Release teachers as appropriate per district guidelines. By law, during a disaster, teachers become "disaster workers."
- ☐ Remain on and in charge of your campus until redirected or released by the Superintendent of Schools.

Closing Down:

- ☐ Authorize deactivation of sections, branches, or units when they are no longer required.
- ☐ At the direction of the Superintendent of Schools, deactivate the entire emergency response. If the Fire Department or other outside agency calls an "All Clear," contact the district before taking any further action.
- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ☐ Ensure the return of all equipment and reusable supplies to Logistics.
- ☐ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.
- ☐ Proclaim termination of the emergency and proceed with recovery operations if necessary.

**Command Post
Equipment/
Supplies:**

Campus map	Job description clipboards
Master keys	Command post tray (pens, etc.)
Staff & student rosters	School district radio
Disaster response forms	Campus 2-way radios
Emergency/disaster plan	AM/FM radio (battery)
Duplicate rosters (2 sets)	Bullhorn
Tables & chairs (if CP is outdoors)	
Vests (if available)	
Campus Emergency Planning Guidelines	

Section: Command

Public Information Officer (PIO)

Personnel: Available staff with assistance from available volunteers

Policy: The public has the right and need to know important information related to emergencies/disaster at the school site *as soon as it is available*.

The Public Information Officer (PIO) acts as the official spokesperson for the school site in an emergency situation. If a school district PIO is available, he/she will be the official spokesperson. A school site-based PIO should only be used if the media is on campus and the district PIO is not available or forthcoming.

News media can play a key role assisting the school in getting emergency/disaster related information to the public (parents). Information released must be consistent, accurate, and timely.

Start-Up Actions:

- ☐ Determine a possible “news center” site as a media reception area (located away from the Command Post and students). Get approval from the Incident Commander (IC).
- ☐ Identify yourself as the “PIO” (vest, visor, sign, etc.)
- ☐ Consult with district PIO to coordinate information release.
- ☐ Assess situation and obtain statement from IC. Tape-record if possible.
- ☐ Advise arriving media that the site is preparing a press release and approximate time of its issue.
- ☐ Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

Operational Duties:

- ☐ Keep up-to-date on the situation.
- ☐ Statements must be approved by the IC and should reflect:
 - Reassurance — EGBOK — “Everything’s going to be OK.”
 - Incident or disaster cause and time of origin.
 - Size and scope of the incident.
 - Current situation — condition of school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.
 - Resources in use.
 - Best routes to school if known and appropriate.
 - Any information school wishes to be released to the public.

- ☐ Read statements if possible.
- ☐ When answering questions, be complete & truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking "off the record," arguing, etc. Avoid use of the phrase "no comment."
- ☐ Remind school site/staff volunteers to refer *all* questions from media or waiting parents to the PIO.
- ☐ Update information periodically with IC.
- ☐ Ensure announcements & other information are translated into other languages as needed.
- ☐ Monitor news broadcasts about incident. Correct any misinformation heard.

Closing Down:

- ☐ At the Incident Commander's direction, release PIO staff no longer needed. Direct staff members to sign out through Timekeeping.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/ Supplies:

Public information kit consists of:

- ID vest
- Battery operated AM/FM radio
- Paper/pencils/marking pens
- Scotch tape/masking tape
- Scissors
- School site map(s) and area maps
 - 8-1/2 x 11 handouts
 - Laminated poster board size for display

Forms: Disaster Public Information Release Work Sheet
 Sample Public Information Release
 School Profile or School Accountability Report Card (SARC)

Section: Command

Liaison Officer

- Responsibilities:** The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the school district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.
- Start Up Actions:**
- ☐ Check in with Incident Commander (IC) for situation briefing.
 - ☐ Determine your personal operating location and set up as necessary.
 - ☐ Obtain necessary equipment and supplies from Logistics.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
- Operational Duties:**
- ☐ Brief Agency Representatives on current situation, priorities and incident action plan.
 - ☐ Ensure coordination of efforts by keeping IC informed of agencies' action plans.
 - ☐ Provide periodic update briefings to Agency Representatives as necessary.
- Closing Down:**
- ☐ At the Incident Commander's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out through Timekeeping.
 - ☐ Return equipment and reusable supplies to Logistics.
 - ☐ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- Equipment/Supplies:**
- Vest or position identifier, if available
 - Two-way radio, if available
 - Clipboard, paper, pens

Section: Operations

Operations Chief

Section: Command Safety Officer

- Responsibilities:** The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.
- Start Up Actions:**
- ☐ Check in with Incident Commander for situation briefing.
 - ☐ Obtain necessary equipment and supplies from Logistics.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
- Operational Duties:**
- ☐ Monitor drills, exercises, and emergency response activities for safety.
 - ☐ Identify and mitigate safety hazards and situations.
 - ☐ Stop or modify all unsafe operations.
 - ☐ Ensure that responders use appropriate safety equipment.
 - ☐ Think ahead and anticipate situations and problems before they occur.
 - ☐ Anticipate situation changes, such as severe aftershocks, in all planning.
 - ☐ Keep the Incident Commander (IC) advised of your status and activity and on any problem areas that now need or will require solutions.
- Closing Down:**
- ☐ When authorized by IC, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit.
 - ☐ Return equipment and reusable supplies to Logistics.
- Equipment/
Supplies:**
- Vest or position identifier, if available
 - Hard hat, if available
 - Clipboard, paper, pens
 - Two-way radio, if available

Responsibilities: The Operations Chief manages the direct response to the disaster, which can include the following:

Site Facility Check/Security

Search & Rescue

Student Care

Medical

Student Release

Start-Up Actions:

- ☐ Check in with Incident Commander for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.

Operational Duties:

- ☐ Assume the duties of all operations positions until staff is available and assigned.
- ☐ As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ If additional supplies or staff is needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them as needed.
- ☐ Coordinate Search & Rescue operations. Appoint S&R Team Leader to direct their operations if necessary.
- ☐ As information is received from operations staff, pass it on to Situation Analysis and/or the Incident Commander.
- ☐ Inform the Incident Commander regarding tasks and priorities.
- ☐ Make sure that Operations staff are following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- ☐ Schedule breaks and reassign Operations staff within the section as needed.

Closing Down:

- ☐ At the Incident Commander's (IC) direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies:

Vest or position identifier, if available	S&R equipment
Two-way radio	job description
clipboards, paper, pens	
Forms: Search & Rescue maps, large campus map	

Section: Operations

Site Facility Check/Security

Personnel: Staff as assigned. Work in pairs.

Responsibilities: Take no action that will endanger yourself.

Start Up Actions:

- ☐ Wear hard hat and orange identification vest if available.
- ☐ Take appropriate tools, job description clipboard, and radio.
- ☐ Put batteries in flashlight if necessary.

Operational duties:

- ☐ As you do the following, observe the campus and report any damage by radio to the Command Post.*
- ☐ Lock gates and major external doors.
- ☐ Locate/control/extinguish small fires as necessary.
- ☐ Check gas meter and, *if gas is leaking*, shut down gas supply.
- ☐ Shut down electricity only if building has clear structural damage or advised to do so by Command Post (CP).
- ☐ Post yellow caution tape around damaged or hazardous areas.
- ☐ Verify that campus is “locked down” and report same to CP.
- ☐ Advise CP of all actions taken for information and proper logging.
- ☐ Be sure that the entire campus has been checked for safety hazards and damage.
- ☐ No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.
- ☐ Route fire, rescue, police, etc. as appropriate.
- ☐ Direct all requests for information to the Public Information Officer.

Closing Down:

- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies: Wear vest, hard hat, work gloves, and whistle.
Carry campus 2-way radio, master keys, and clipboard with job description. Carry bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shutoff tools — for gas & (crescent wrench)

***Remember:** If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations

Search and Rescue Team Leader

- Safety Rules:** Buddy system: Minimum of 2 persons per team.
Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.
Follow all operational and safety procedures.
- Start-up Actions:** ☐ Obtain all necessary equipment from container. See list below.
☐ Obtain briefing from Operations Chief, noting known fires, injuries, or other situations requiring response.
☐ Assign teams based on available manpower, minimum 2 persons per team.
- Operational Duties:** ☐ Perform visual check of outfitted team leaving CP; include radio check. Teams must wear sturdy shoes and safety equipment.
☐ Record names and assignments before deploying teams.
☐ Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team.
☐ Remain at Command Post (CP) in radio contact with S&R Teams.
☐ Record all teams' progress and reports on site map, keeping others at CP informed of problems. When a room is reported clear, mark a "C" on the map.
☐ If injured students are located, consult Operations Chief for response. Utilize Transport teams, or send a First Aid Team.
☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map).
☐ Keep radio communication brief and simple. No codes.*
- Closing Down:** ☐ Record the return of each S&R team. Direct them to return equipment and report for additional assignment to Logistics.
☐ Provide maps & logs to the Documentation Unit.
- Equipment/Supplies:** Teams wear vest, hard hat, work and latex gloves, & whistle with master keys on lanyard. One member wears first aid backpack.
Teams carry campus 2-way radio and clipboard with job description and map indicating search plan.
Teams carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape.
- * **Remember:** If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations

Search and Rescue Teams

- Safety:** **Buddy system:** Minimum of 2 persons per team.
Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.
Follow all operational and safety procedures.
- Start-up Actions:** ☐ Obtain all necessary equipment from container. See list below.
You must be wearing sturdy shoes and long sleeves. Put batteries in flashlight.
☐ Check at Command Post (CP) for assignment.
- Operational Duties:** ☐ Report gas leaks, fires, or structural damage to CP immediately upon discovery. Shut off gas or extinguish fires if possible.
☐ Before entering a building, inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**
☐ If building is safe to enter, search assigned area (following map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form "X" on door. Report by radio to Command Post that room has been cleared (ex: "Room A-123 is clear")*
☐ When injured victim is located, team transmits location, number, and condition of injured to CP. Do not use names of students or staff. Follow directions from CP.
☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map and report information to CP.
☐ Keep radio communication brief and simple. No codes.
- Closing Down:** ☐ Return equipment to Logistics. Provide maps and logs to the Documentation Unit.
- Equipment/Supplies:** Wear vest, hard hat, work and latex gloves, & whistle with master keys on neck lanyard. Wear first aid backpack.
Carry campus 2-way radio and clipboard with job description & map indicating search plan.
Carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape.
- * **Remember:** If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations

Medical Team Leader

- Responsibilities:** The Medical Team Leader is responsible for the provision of emergency medical response, first aid, and counseling. Informs the Operations Chief or Incident Commander (IC) when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths.
- Start-Up Actions:**
- ☐ Establish scope of disaster with IC and determine probability of outside emergency medical support and transport needs.
 - ☐ Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological.
 - ☐ Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container.
 - ☐ Assess available inventory of supplies & equipment.
 - ☐ Review safety procedures and assignments with personnel.
 - ☐ Establish point of entry ("triage") into treatment area.
 - ☐ Establish "immediate" and "delayed" treatment areas.
 - ☐ Set up a separate Psychological First Aid area if staff levels are sufficient.
- Operational Duties:**
- ☐ Oversee care, treatment, and assessment of patients
 - ☐ Ensure caregiver and rescuer safety
 - Latex gloves for protection from body fluids; replace with new gloves for each new patient.
 - ☐ Make sure that accurate records are kept.
 - ☐ Provide personnel response for injuries in remote locations or request Transport Team from Logistics.
 - ☐ If needed, request additional personnel from Logistics.
 - ☐ Brief newly assigned personnel.
 - ☐ Report deaths immediately to Operations Chief.
 - ☐ Keep Operations Chief informed of overall status.
 - ☐ Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines.
 - ☐ Stay alert for communicable diseases and isolate appropriately.
 - ☐ Consult with Student Care Director regarding health care, medications, and meals for students with known medical conditions (diabetes, asthma, etc.).

Closing Down:

- ☐ At the Incident Commander's direction, release Medical staff no longer needed. Direct staff members to sign out through Timekeeping.
- ☐ Return equipment and reusable supplies to Logistics.
- ☐ When authorized by IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/ Supplies:

First Aid Supplies: See list below

Job description clipboards	Marking pens
Stretchers	Blankets
Vests, if available	Quick reference medical guides
Tables & chairs	Ground cover/tarps
Staff and student medication from health office	
Forms: Notice of First Aid Care	
Medical Treatment Victim Log	

Recommended First Aid Supplies:

4 x 4" compress: 1000 per 500 students

8 x 10" compress: 150 per 500 students

Kerlix bandaging: 1 per student

Ace wrap: 2-inch: 12 per campus

4-inch: 12 per campus

Triangular bandage: 24 per campus

Cardboard splints: 24 each, sm, med. Lg.

Steri-strips or butterfly bandages:

50/campus

Aqua-Blox (water) cases:

$0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
(for flushing wounds, etc.)

Neosporin: 144 squeeze packs/campus

Hydrogen peroxide: 10 pints/campus

Bleach, 1 small bottle

Plastic basket or wire basket stretchers
or backboards: 1.5/100 students

Scissors, paramedic: 4 per campus

Tweezers: 3 assorted per campus

Triage tags: 50 per 500 students

Latex gloves: 100 per 500 students

Oval eye patch: 50 per campus

Tapes: 1" cloth: 50 rolls/campus

2" cloth: 24 per campus

Dust masks: 25/100 students

Disposable blanket: 10 per 100 students

First Aid Books: 2 standard and 2
advanced per campus

Space blankets: 1/student and staff

Heavy duty rubber gloves, 4 pair

Section: Operations

Medical Team

Personnel: First-aid trained staff and volunteers

Responsibilities: ☐ Use approved safety equipment and techniques.

Start-Up Actions: ☐ Obtain & wear personal safety equipment including latex gloves.
☐ Check with Medical Team Leader for assignment.

Operational Duties: ☐ Administer appropriate first aid.
☐ Keep accurate records of care given.
☐ Continue to assess victims at regular intervals.
☐ Report deaths immediately to Medical Team Leader.
☐ If & when transport is available, do final assessment and document on triage tag. Keep and file records for reference—do not send with victim.
☐ Student's Emergency Card must accompany student removed from campus to receive advanced medical attention. Send emergency out-of-area phone number if available.

Triage Entry Area:

- ☐ Staffed with minimum of 2 trained team members, if possible.
 - One member confirms triage tag category (red, yellow, green) and directs to proper treatment area. Should take 30 seconds to assess — no treatment takes place here. Assess if not tagged.
 - Second team member logs victims' names on form and sends forms to CP as completed.

Treatment Areas ("Immediate" & Delayed")

- ☐ Staff with minimum of 2 team members per area, if possible.
- ☐ One member completes secondary head-to-toe assessment.
- ☐ Second member records information on triage tag and on-site treatment records.
- ☐ Follow categories: Immediate, Delayed, Dead
- ☐ When using 2-way radio, do not use names of injured or dead.

Closing Down: ☐ Return equipment and unused supplies to Logistics.
☐ Clean up first aid area. Dispose of hazardous waste safely.
☐ Complete all paperwork and turn into the Documentation Unit.

**Equipment/
Supplies:**

First-aid supplies (See list below)

Job description clipboards	Marking pens
Stretchers	Blankets
Vests, if available	Quick reference medical guides

Tables & chairs	Ground cover/tarps
Staff and student medication from health office	
Forms: Notice of First Aid Care	
Medical Treatment Victim Log	

Recommended First Aid Supplies:

4 x 4" compress: 1000 per 500 students
8 x 10" compress: 150 per 500 students
Kerlix bandaging: 1 per student
Ace wrap: 2-inch: 12 per campus
 4-inch: 12 per campus
Triangular bandage: 24 per campus
Cardboard splints: 24 each, sm, med. Lg.
Steri-strips or butterfly bandages:
 50/campus
Aqua-Blox (water) cases:
 0.016 x students + staff = # cases
 (for flushing wounds, etc.)
Neosporin: 144 squeeze packs/campus
Hydrogen peroxide: 10 pints/campus
Bleach, 1 small bottle

Plastic basket or wire basket stretchers
 or backboards: 1.5/100 students
Scissors, paramedic: 4 per campus
Tweezers: 3 assorted per campus
Triage tags: 50 per 500 students
Latex gloves: 100 per 500 students
Oval eye patch: 50 per campus
Tapes: 1" cloth: 50 rolls/campus
 2" cloth: 24 per campus
Dust masks: 25/100 students
Disposable blanket: 10 per 100 students
First Aid Books 2 standard and 2
 advanced per campus
Space blankets. 1/student and staff

Section: Operations, Medical Branch Morgue

Personnel: To be assigned by the Operations Chief if needed.

Start-Up Actions:

- ☐ Check with Operations Chief for direction.
- ☐ If directed, set up morgue area. Verify:
 - Tile, concrete, or other cool floor surface
 - Accessible to Coroner's vehicle
 - Remote from assembly area
 - Security: Keep unauthorized persons out of morgue.
 - Maintain respectful attitude.

Operational Duties:

- ☐ After pronouncement or determination of death:
 - ☐ *Confirm that the person is actually dead.*
 - ☐ *Do not* move the body until directed by Command Post (CP).
 - ☐ *Do not* remove any personal effects from the body. Personal effects must remain with the body *at all times*.
- ☐ As soon as possible, *notify Operations Chief*, who will notify the CP, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. They will notify the Coroner.
- ☐ Keep accurate records and make available to law enforcement and/or the Coroner when requested.
- ☐ Write the following information on two tags.
 - Date and time found.
 - Exact location where found.
 - Name of decedent if known.
 - If identified—how, when, by whom.
 - Name of person filling out tag.
- ☐ Attach one tag to body.
- ☐ If the Coroner's Office will not be able to pick up the body soon, place body in plastic bag(s) and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move body to morgue.
- ☐ Place any additional personal belongings found in a separate container and label as above. Do not attach to the body—store separately near the body.

Closing Down:

- ☐ After all bodies have been picked up, close down the Morgue.
- ☐ Return equipment and unused supplies to Logistics.
- ☐ Clean up area. Dispose of hazardous waste safely.

☐ Complete all paperwork and turn into the Documentation Unit.

**Equipment/
Supplies:**

Tags	Vicks Vapo Rub
Pens/Pencils	Plastic tarps
Plastic trash bags	Stapler
Duct tape	2" cloth tape

Section: Operations

Student Care

- Personnel:** Classroom teachers, substitute teachers, and staff as assigned.
- Responsibilities:** Ensure the care and safety of all students on campus except those who are in the Medical Treatment Area.
- Start Up Actions:**
- ☐ Wear identification vest if available.
 - ☐ Take job description clipboard, & radio.
 - ☐ Check in with Operations Chief for situation briefing.
 - ☐ Assign personnel to assignments as needed.
 - ☐ If school is evacuating:
 - Verify that the assembly area and routes to it are safe.
 - Count or observe the classrooms as they exit, to make sure that all classes evacuate.
 - Initiate the set-up of portable toilet facilities and hand-washing stations.
- Operational duties:**
- ☐ Monitor the safety and well-being of the students and staff in the Assembly Area.
 - ☐ Administer minor first aid as needed.
 - ☐ Support the Student Release process by releasing students with appropriate paperwork.
 - ☐ When necessary, provide water and food to students and staff.
 - ☐ Make arrangements for portable toilets if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.
 - ☐ Make arrangements to provide shelter for students and staff.
 - ☐ Arrange activities and keep students reassured.
 - ☐ Update records of the number of students and staff in the assembly area (or in the buildings).
 - ☐ Direct all requests for information to the PIO.
- Closing Down:**
- ☐ Return equipment and reusable supplies to Logistics.
 - ☐ When authorized by IC, close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- Equipment/Supplies:**
- Vest, campus 2-way radio
 - Clipboard with job description
 - Ground cover, tarps

First aid kit, water, food, sanitation supplies
Student activities: books, games, coloring books, etc.
Forms: Student Accounting
Notice of First Aid Care

Section: Operations

Student Release

Personnel: School Secretary, available staff and disaster volunteers. Use buddy system. Student Release process is supported by student runners.

Responsibilities: Assure the reunification of students with their parents or authorized adult through separate Request and Release Gates.

Start-Up Actions:

- ☐ Obtain and wear vest or position identifier, if available.
- ☐ Check with Operations Chief for assignment to Request Gate or Release Gate.
- ☐ Obtain necessary equipment and forms from Logistics.
- ☐ Secure area against unauthorized access. Mark gates with signs.
- ☐ Set up Request Gate at the main student access gate. Use alphabetical grouping signs to organize parent requests.
- ☐ Have Student Release Forms available for parents outside of fence at Request Gate. Assign volunteers to assist.
- ☐ Set up Release Gate some distance from Request Gate.

Operational Duties:

- ☐ Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
- ☐ Refer all requests for information to the Public Information Officer. Do not spread rumors!
- ☐ If volunteers arrive to help, send those with Disaster Volunteer badges with photo ID. to Logistics. If they are not registered (do not have badges), direct them to a branch library to register.

Procedures:

- ☐ Requesting adult fills out Student Release Form, gives it to staff member, and shows identification.
- ☐ Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is listed on the card.
- ☐ Staff instructs the requester to proceed to the Release Gate.
- ☐ If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the out box. If there is only one copy, runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box.

- ☐ Runner takes form(s) to the designated classroom.

Note: If a parent refuses to wait in line, don't argue. Note time with appropriate comments on Emergency Card and place in out box.

If student is with class:

- ☐ Runner shows Student Release Form to the teacher
- ☐ Teacher marks box, "*Sent with Runner.*"
- ☐ If appropriate, teacher sends parent copy of first aid form with the runner.
- ☐ Runner walks student(s) to Release Gate.
- ☐ Runner hands paperwork to release personnel.
- ☐ Release staff match student to requester, verify proof of identification, ask requester to fill out and sign the lower portion of Student Release Form, and release student. Parents are given the Notice of First Aid Care Given, if applicable.

If student is not with the class:

- ☐ Teacher makes appropriate notation on Student Release Form:
"Absent" if student was never in school that day.
"First Aid" if student is in Medical Treatment Area.
"Missing" if student was in school but now cannot be located.
- ☐ Runner takes Student Release Form to CP.
- ☐ CP verifies student location if known and directs runner accordingly.
- ☐ If runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning "Missing" forms to CP for verification.
- ☐ Parent should be notified of missing student status and escorted to crisis counselor.
- ☐ If student is in first aid, parent should be escorted to Medical Treatment Area.
- ☐ If student was marked absent, parent will be notified by staff member.

Closing Down:

- ☐ At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
- ☐ Complete all paperwork and turn into the Documentation Unit.

**Equipment/
Supplies:**

Job description clipboards
Pens, stapler
Box(es) of Emergency Cards
Signs to mark Parent Request Gate and Release Gate
Signs for alphabetical grouping to organize the parents (A-F, etc.)
Empty file boxes to use as out boxes
Forms: Student Release Form (copies for every student)

Section: Planning/Intelligence

Planning/Intelligence Chief

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.

Start-Up Actions:

- ☐ Check in with Incident Commander (IC) for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.

Operational Duties:

- ☐ Assume the duties of all Planning/Intelligence positions until staff is available and assigned.
- ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ Assist IC in writing Action Plans.

Closing Down:

- ☐ At the IC's direction, deactivate the section and close out all logs.
- ☐ Verify that closing tasks of all Planning/Intelligence positions have been accomplished.
- ☐ Return equipment and reusable supplies to Logistics.

Equipment/Supplies:

2-way radio	Paper, pens
File box(es)	Job description clipboard
Dry-erase pens	Tissues
Large site map of campus, laminated or covered with Plexiglas	
Forms: Emergency Time/Situation Report	
Sample log	
Student Accounting Form	

Section: Planning/Intelligence Documentation

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-Up Actions:

- ☐ Check in with Planning/Intelligence Chief for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Determine whether there will be a Finance/Administration Section. If there is none, the Documentation Clerk will be responsible for maintaining all records of any expenditures as well as all personnel time keeping records.

Operational Duties:

Records:

- ☐ Maintain time log of the Incident, noting all actions and reports. (See sample log in Appendix.)
- ☐ Record content of all radio communication with district Emergency Operations Center (EOC).
- ☐ Record verbal communication for basic content.
- ☐ Log in all written reports.
- ☐ File all reports for reference (file box).

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records—they are legal documents.

Student and Staff Accounting:

- ☐ Receive, record, and analyze Student Accounting forms.
- ☐ Check off staff roster. Compute number of students, staff, and others on campus for Situation Analysis. Update periodically.
- ☐ Report missing persons and site damage to Command Post.
- ☐ Report first aid needs to medical team leader.
- ☐ File forms for reference.

Closing Down:

- ☐ Collect and file all paperwork and documentation from deactivating sections.
- ☐ Securely package and store these documents for future use.
- ☐ Return equipment and reusable supplies to Logistics.

Equipment/ Supplies:

2-way radio paper, pens
File box(es) Job description clipboard
Forms: Emergency Time/Situation Report

Sample log
Student Accounting Form

Section: Planning/Intelligence Situation Analysis

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of situation and resource status.

Start-Up Actions:

- ☐ Check in with Planning/Intelligence Chief for situation briefing.
- ☐ Obtain necessary equipment and supplies from Logistics.
- ☐ Put on position identifier, such as vest, if available.

Operational Duties:

Situation Status (Map):

- ☐ Collect, organize and analyze situation information.
- ☐ Mark site map appropriately as related reports are received. This includes but is not limited to S&R reports and damage updates, giving a concise picture status of campus.
- ☐ Preserve map as legal document until photographed.
- ☐ Use area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

Situation Analysis:

- ☐ Provide current situation assessments based on analysis of information received.
- ☐ Develop situation reports for the Command Post (CP) to support the action planning process.
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ Report only to CP personnel. Refer all other requests to Public Information Officer.

Closing Down:

- ☐ Close out all logs and turn all documents into Documentation.
- ☐ Return equipment and reusable supplies to Logistics.

Equipment/ Supplies:

2-way radio
Paper, pens, dry-erase pens, tissues
Job description clipboards
Large site map of campus, laminated or covered with Plexiglas
File box(es)
Map of county or local area

Section: Logistics

Logistics Chief

- Responsibilities:** The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
- Start-Up Actions:**
- ☐ Check in with Incident Commander (IC) for situation briefing.
 - ☐ Open supplies container or other storage facility.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Begin distribution of supplies and equipment as needed.
 - ☐ Ensure that the Command Post and other facilities are set up as needed.
- Operational Duties:**
- ☐ Assume the duties of all Logistics positions until staff is available and assigned.
 - ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
 - ☐ Coordinate supplies, equipment, and personnel needs with the IC.
 - ☐ Maintain security of cargo container, supplies and equipment.
- Closing Down:**
- ☐ At the IC's direction, deactivate the section and close out all logs.
 - ☐ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.
- Equipment/Supplies:**
- 2-way radio
 - Job description clipboard
 - Paper, pens
 - Cargo container or other storage facility and all emergency supplies stored on campus
 - Clipboards with volunteer sign-in sheets
 - Forms: Inventory of emergency supplies on campus
 - Site Status Report
 - Communications log
 - Message forms

Section: Logistics Supplies/Facilities

- Responsibilities:** This unit is responsible for providing facilities, equipment, supplies, and materials in support of the incident.
- Start-Up Actions:**
- ☐ Check in with Logistics Chief for situation briefing.
 - ☐ Open supplies container or other storage facility if necessary.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Begin distribution of supplies and equipment as needed.
 - ☐ Set up the Command Post.
- Operational Duties:**
- ☐ Maintain security of cargo container, supplies and equipment.
 - ☐ Distribute supplies and equipment as needed.
 - ☐ Assist team members in locating appropriate supplies and equipment.
 - ☐ Set up Staging Area, Sanitation Area, Feeding Area, and other facilities as needed.
- Closing Down:**
- ☐ At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned.
 - ☐ Secure all equipment and supplies.
- Equipment/
Supplies:**
- 2-way radio
 - Job description clipboard
 - Paper, pens
 - Cargo container or other storage facility and all emergency
 - Supplies stored on campus
 - Forms: Inventory of emergency supplies on campus

Section: Logistics Staffing

- Responsibilities:** This unit is responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the incident.
- Start-Up Actions:**
- ☐ Check in with Logistics Chief for situation briefing.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Open three logs to list staff, volunteers, and students who are awaiting assignment.
- Operational Duties:**
- ☐ Deploy personnel as requested by the IC.
 - ☐ Sign in volunteers, making sure that volunteers are wearing their I.D. badges and are on the site disaster volunteer list. Unregistered volunteers should be sent to the city library to register.
- Closing Down:**
- ☐ Ask volunteers to sign out.
 - ☐ At the Logistic Chief's direction, close out all logs and turn them in to Documentation Unit.
 - ☐ Return all equipment and supplies.
- Equipment/
Supplies:**
- 2-way radio
 - Job description clipboard
 - paper, pens
 - Cargo container or other storage facility and all emergency supplies stored on campus
 - Clipboards with volunteer sign-in sheets
 - Forms: Inventory of emergency supplies on campus
 - List of registered disaster volunteers

Section: Logistics Communications

- Responsibilities:** This unit is responsible for establishing, coordinating, and directing verbal and written communications within the school disaster site and with the school district. If the school district cannot be contacted, communications may be made with outside agencies when necessary.
- Personnel:** School staff member with campus two way radio, supported by student or disaster volunteer runners, and
Disaster volunteer who is a qualified amateur radio operator.
- Start-Up Actions:** ☐ Set up Communications station in a quiet location with access to the Command Post (CP).
☐ Turn on radios and advise CP when ready to accept traffic.
- Operational Duties:** ☐ Communicate with district EOC per district procedure. At the direction of the Incident Commander (IC), report status of students, staff, and campus, using Site Status Report Form.
☐ Receive and write down all communications from the district EOC.
☐ Use runners to deliver messages to the IC with copies to the Plans/Intelligence Chief.
☐ Maintain Communications Log: date/time/originator/recipient
☐ Follow communications protocol. Do not contact the city directly if the district EOC is available.
☐ Direct the media or the public to the Public Information Officer.
☐ Monitor AM/FM radio for local emergency news: KFWB 980 kHz and KNX 1070 kHz.
- Closing Down:** ☐ Close out all logs, message forms, etc. and turn them over to Documentation.
☐ Return all equipment and unused supplies to Logistics.
- Equipment/Supplies:** 2-way radios with spare batteries for each
Job description clipboard paper, pens
Table and chairs AM/FM radio
File boxes, tote tray for outgoing messages
Forms: Site Status Report
Message forms

Section: Finance/Administration

Finance/Administration Chief

- Responsibilities:** The Finance/Administration Section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. Maintain financial records, track and record staff hours.
- Start-Up Actions:**
- ☐ Check in with Incident Commander (IC) for situation briefing.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Locate and set up work space.
 - ☐ Check in with the Documentation Clerk to collect records and information which relate to personnel time keeping and/or purchasing.
- Operational Duties:**
- ☐ Assume the duties of all Finance/Administration positions until staff is available and assigned.
 - ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Closing Down:**
- ☐ At the IC's direction, deactivate the section and close out all logs.
 - ☐ Verify that closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.
- Equipment/Supplies:**
- Job description clipboard
Paper, pens
Forms: Staff Duty Log

Section: Finance/Administration Timekeeping

- Responsibilities:** This unit is responsible for maintaining accurate and complete records of staff hours.
- Start-Up Actions:**
- ☐ Check in with Finance/Administration Chief for situation briefing.
 - ☐ Put on position identifier, such as vest, if available.
 - ☐ Locate and set up work space.
 - ☐ Check in with the Documentation Clerk to collect records and information which relate to personnel time keeping.
- Operational Duties:**
- ☐ Meet with Finance/Administration Chief to determine process for tracking regular and overtime of staff.
 - ☐ Ensure that accurate records are kept of all staff members, indicating hours worked.
 - ☐ If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.
- Closing Down:**
- ☐ Close out all logs.
 - ☐ Secure all documents and records.
- Equipment/
Supplies:**
- Job description clipboard
Paper, pens
Forms: Staff Duty Log

Section: Finance/Administration Purchasing

Responsibilities: This unit is responsible for maintaining accurate and complete records of purchases. Most purchases will be made at the district level; however, in emergency situations, it may be necessary for school sites to acquire certain items quickly.

Start-Up Actions:

- ☐ Check in with Finance/Administration Chief for situation briefing.
- ☐ Put on position identifier, such as vest, if available.
- ☐ Locate and set up work space.
- ☐ Check in with the Documentation Clerk to collect records and information which relate to purchasing.

Operational Duties:

- ☐ Meet with Finance/Administration Chief to determine process for tracking purchases.
- ☐ Support Logistics in making any purchases which have been approved by the Incident Commander.

Closing Down:

- ☐ Close out all logs.
- ☐ Secure all documents and records.

**Equipment/
Supplies:** Job description clipboard
Paper, pens

Student Care: Teacher Responsibilities

Personnel: All teachers and substitute teachers

Responsibilities:

- ☐ Assess situation and remain calm.
- ☐ If ground is shaking, lead **Duck, Cover, and Hold On**.
- ☐ Calm, direct, and give aid to students. Assist seriously injured students if possible.

Lockdown or Shelter in Place:

- ☐ If gunfire or explosions are heard, get everyone to lie flat on the floor.
- ☐ If Shelter in Place is activated, follow procedures.

Evacuation:

- ☐ Check with buddy teacher and assist as necessary.
- ☐ Take classroom kit, emergency cards and roll book.
- ☐ Evacuate to emergency assembly area:
 - Check buddy teacher and assist if necessary or evacuate both classes together.
 - Use safest route, alert for hazards; quickly and quietly.
 - Door closed but unlocked for Search & Rescue access.

Assembly Area:

- ☐ Instruct students to sit on grass or blacktop.
- ☐ Take attendance and complete "Student Accounting Form."
- ☐ One of each pair of buddy teachers takes accounting forms to Documentation and reports for assignment at Command Post.

The staff needs to speak with one voice. Only the Public Information Officer will release information to parents or the general public.

Remaining Supervising Teacher:

- ☐ Supervise and reassure students.
- ☐ Administer first aid as necessary, or send student to First Aid area with his/her emergency card.
- ☐ Fill out "Notice of First Aid Care" form if first aid is given. Retain one copy; attach the other to the emergency card.
- ☐ Locate emergency cards for each student.
- ☐ Keep a record of location of all students at all times, using the Student Accounting Form.
- ☐ Be alert for latent signs of injury/shock in *all* students.

Student Release:

- ☐ Student runners will bring form requesting student.
- ☐ Note that student has left on the Student Accounting Form.
- ☐ Send emergency card and any first aid forms with student.
- ☐ Student will accompany runner to release area.
- ☐ If parent demands child, breaking release procedure, make appropriate notations, describing incident, on emergency card and store in classroom kit. Avoid confrontations.

**Equipment/
Supplies**

Class lists
Student Information Sheets or Emergency Cards
First Aid kit and classroom kit (if available)
Forms: Student Accounting Form
Notice of First Aid Care
Clipboard
Pen or pencil

Support Staff Responsibilities

Personnel:

Librarian	Guidance Counselors
Cafeteria Workers	ESL
RSP	Maintenance Workers
SDC	Day Care
Speech	ROP
Aides	Curriculum Specialist
Campus Volunteers	Deans
Resource Teachers	Custodians
Counselors	

Responsibilities:

- ☐ Follow standard safety procedures.
- ☐ If with students, follow Classroom Teacher Responsibility guidelines.
- ☐ Check in at Command Post for assignment.
- ☐ Report any known injuries or damage.
- ☐ Use safety equipment and follow directions.