



Oak View High School
Oak Park Independent School
District Administrative Offices
5701 and 5801 Conifer Street
Oak Park, CA 91377

Safe School Plan 2015

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

Oak View High School/OPIS/District Office

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:

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>	1/20/15	X			X
2 A Safe & Orderly Environment <i>Programs and practices promoting a safe and orderly environment conducive to learning</i>	1/20/15	X			
3 Safety on Site <i>Leaving Campus, Student Passes, and Electronic Devices</i>		X			
4 School Crime Assessment <i>Uniform information reporting system report</i>	1/20/15	X		X	X
5 Safe Ingress and Egress <i>Safe Ingress and Egress To and From School</i>		X		X	X
6 Dress Codes <i>Policies and regulations pertaining to student dress codes</i>	1/15/15		X		
7 In the Event of a Disaster <i>Procedures, Routine, Maps, Scheduled Drills and Emergency Provisions</i>	1/15/15	X		X	X
8 Emergency Response <i>Team Flow Chart, Emergency Contact Numbers, Crisis Checklist, Response Team Job Descriptions</i>			X		
9 The District at a Glance				X	X
10 Sexual Harassment Policy <i>Policies and regulations pertaining to sexual harassment</i>				X	X
11 Discipline: Rules and Procedures <i>Policies and regulations pertaining to student discipline</i>				X	X
12 Hate Crime/Bullying Policies and Procedures <i>Policies and regulations pertaining to hate/bullying reporting procedures</i>				X	X
13 Teacher Notification Policies <i>Teacher notification policies regarding dangerous students</i>				X	X
14 Infectious Diseases <i>Policies and regulations pertaining to infectious diseases</i>				X	X
15 Child Abuse Reporting Procedures <i>Policies and regulations pertaining to child abuse reporting procedures</i>				X	X
16 Suspension & Expulsion Policies <i>Policies and regulations pertaining to student suspension and expulsion</i>				X	X

Signatures and Certification:

[Signature]
School Principal

Date 1/27/15

Site Council or Safety Committee Representative

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.

**SAFE SCHOOLS PLAN
for**

District Office Facilities

**Public Viewing
To
Review & Discuss
Safe Schools Plan**

**Friday, January 23, 2015
Any time during 9:00am – 3:00 pm**

**Oak View High School Office
5701 E Conifer St.
Oak Park CA 91377**

Oak View High School Campus

SCHOOL SAFETY PLAN

Submitted by:

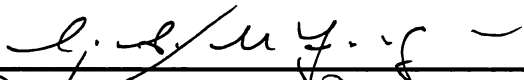

Stew McGugan

January 2015

SCHOOL SAFETY COMMITTEE MEMBERS

<u>NAME</u>	<u>TITLE</u>
Stew McGugan	Principal
Susan Allen	Teacher
Randi Liepman	Teacher
Linda Roberts	Office Manager
Kellie Watson	Parent/Site Council

Reviewed by:

<u></u>	<u>1/20/15</u>
Principal	Date
<u></u>	<u>1/20/15</u>
Site Council Representative	Date

Date and Location of Public Meeting: Friday, January 16, 2015 at Oak View High School

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.

Oak View High School's Mission Statement

Oak View High School, in partnership with home, community, business, and higher education, offers an alternative educational experience where students are the first priority. Our students are encouraged to reach their full potentials in a safe, personalized and caring, instructional environment. Our program provides the skills, knowledge, insight, and character building experiences, which are necessary to make the successful transition from school to productive careers and rewarding lives. We ensure our mission through our Global Learning Goals, and the development of appropriate social skills through caring, compassionate interactions with all stakeholders.

Global Learning Goals

1. Effective Communicators who:

- A. Read, understand and interpret a variety of works including fiction and nonfiction, as measured by progress on standards-based coursework.
- B. Express ideas clearly through high quality written, oral and multi-media presentations individually and in groups.
- C. Write effectively for self-expression, persuasion, information and research as measured by essays and power point presentations.

As measured by:

- Assignment grades
- Report card grades
- Rubrics
- SRI assessments
- Effective use of technology
- Research skills
- Pass rate on the CAHSEE
- Portfolios
- STAR Assessment
- EAP college readiness assessment

2. Self-directed Learners and Individuals who:

- A. Effectively plan and allocate time and resources to complete a project with a long-term deadline.
- B. Access a variety of information resources, evaluate the appropriateness and validity of the information, and synthesize the information into original authorship.
- C. Select appropriate technology and effectively integrate it into a variety of assignments/projects across the curriculum.
- D. Exhibit growth, reflection, and self-evaluation as measured by class rubrics.

As measured by:

- Assignment grades
- Report card grades that demonstrate knowledge of key concepts, principles, processes, facts and skills in all courses.
- Accrual of credits toward graduation
- Rubrics
- SRI assessments
- Performance on course benchmark assessments
- Effective use of technology
- Research skills
- Pass rate on the CAHSEE
- Portfolios of student work
- Enrollment in on-line courses

3. Creative, Critical Thinkers who:

- A. Organize and process symbols, pictures, graphs, and other information across the content areas.
- B. Reach solutions by selecting and using appropriate problem solving techniques.
- C. Optimize learning, by acquiring and applying knowledge of personal learning style.

As measured by:

- **Standardized test scores (STAR); Performance Assessment; PSAT, CAHSEE, SAT/ACT**
- **Performance on Basic Math Assessment**
- **Performance on midterms and finals (course benchmark assessments)**
- **Effective utilization of technology—online resources; Power Point projects**
- **Real world applications and open-ended projects that reflect rigor creativity and relevance**
- **Application of knowledge through higher-order thinking skills**

4. Healthy Productive Citizens who:

- A. Participate in activities that improve personal wellness and physical fitness as measured by counseling group enrollment, P.E activities, and electives.
- B. Contribute to community well-being and civic affairs as measured by community service elective credit earned.
- C. Explore and develop a personal academic and career plan in preparation for the future through such experiences as career education and school counseling and measured by knowledge of personal transcript.
- D. Engage in good citizenship actions as measured by such awards as Triple A Award, Step-up In Character Award, and through public recognition.

As measured by:

- **Attendance rate**
- **Work habits and cooperation marks**
- **Student awards/recognition**
- **Records and descriptions of community service**
- **Physical Fitness test scores**
- **Naviance career exploration**
- **Discipline records**
- **College acceptance and employment**
- **Work experience**
- **Myers Briggs Inventory**
- **Healthy Kids Survey**
- **Bullying/Harassment Survey**
- **Senior Exit Survey**

Our Mission Statement

Oak Park Independent School, in alliance with the home, offers an alternative educational pathway to meet the Content Standards. Our program is prepared for a successful transition to implement the Common Core Standards. Students are encouraged to reach their full potentials in a personalized and caring instructional environment. The program provides the necessary differentiated support where students at all ability levels may develop appropriate skills and knowledge necessary to make the successful transition from school to productive careers, continued higher education, and rewarding lives.

Oak Park Independent School's Global Learning Goals

To prepare students to learn the Common Core Standards and to be College and Career Ready

Effective Communicators who:

- Read, understand, and interpret a variety of works, including fiction, nonfiction, textbooks, and manuals, as measured by the Oak Park Unified School District and California State Standards;
- Express ideas clearly, practice active listening skills which demonstrate engagement and interest through questioning during assigned lessons;
- Produce organized and high quality presentations;
- Write effectively for self-expression, persuasion, information, and research.

Self-directed Workers who:

- Effectively plan and allocate time and resources to complete a project with a long-term deadline;
- Access a variety of information resources, evaluate the appropriateness and validity of the information, and synthesize the information into original authorship;
- Select appropriate technology and effectively integrate it into a variety of curricular area;
- Exhibit growth, reflection, and self-evaluation.

Creative, Critical Thinkers who:

- Generate new ideas;
- Choose the best way to reach a goal by identifying constraints, considering risks, and generating alternatives;
- Organize and process symbols, pictures, graphs, and other information in a variety of ways;
- Reach solutions by selecting and using appropriate problem-solving techniques;
- Use a variety of learning techniques to acquire and apply new knowledge and skills while optimizing their unique learning styles.

Healthy, Productive Citizens who:

- Evaluate their lifestyle and participate in activities that improve personal wellness and physical fitness;
- Effectively budget their time and resources;
- Explore and develop a personal academic and career plan in preparation for the future.

A Safe &
Orderly
Environment

Oak Park Unified School District

Ensuring a Safe and Orderly Environment

In narrative form identify your schools strengths, areas of desired change and future plans in the two following areas:

1. **School Climate:** Create a caring and connected school climate

How does your school site:

- a. Involve parents
- b. Recognize and build on the cultural richness of your school community
- c. Provide training so staff can meet the unique needs of the student body
- d. Set high academic and behavior goals
- e. Improve curriculum and teaching practices
- f. Include health and resiliency curriculum
- g. Address multiple learning styles
- h. Promote caring, supportive relationships with students
- i. Provide opportunities for student to have meaningful participation in school and community service
- j. Emphasize critical thinking and respect
- k. Communicate clear standards and consequences that are consistently and fairly enforced
- l. Communicate procedures to report and deal with threats
- m. Empower students to take responsibility for safety
- n. Train staff on bullying prevention and tolerance
- o. Provide training for student and staff on dangers of drugs and alcohol
- p. Other...

2. **Physical Environment:** Create a physical environment that communicates respect for learning and for individuals

How does your school site:

- a. Maintain classrooms and grounds as pleasant places to meet and learn
- b. Make sure the school is an important part of the community
- c. Share information about student crime and truancy with law enforcement
- d. Make your campus secure from outside criminal activity
- e. Limit loitering
- f. Monitor and supervise all areas
- g. Provide a pleasant eating area and healthy food
- h. Maintain clean and safe restrooms
- i. Provide adequate lighting in all areas
- j. Provide student with current textbooks and materials
- k. Maintain a variety of sports facilities and equipment
- l. Provide a well stocked library
- m. Communicate procedures for security including NIMS Plan
- n. Deal with vandalism before students return to school
- o. Inventory, Identify and store valuable property
- p. Provide training for security personnel and staff
- q. Engage students and the community in campus beautification projects
- r. Promote school and neighborhood watch programs
- s. Promote policy that weapons and drugs are not on campus

District Office and Alternative Education Site

Ensuring a Safe and Orderly Environment

SCHOOL CLIMATE

We are accountable to parents and provide them with newsletters roughly five times per year. Teachers communicate in an ongoing manner through meetings, site council membership, emails, and phone contact.

Parents are kept informed of monthly activities through the two newsletters (Oak Views and The Independent). Parents are often overwhelmingly positive and relieved when they see their students bloom and succeed at both schools. They show their support by writing letters, attending school board meetings, volunteering to help with our many vegetarian barbecues. They serve on our site council and many other outreach programs and awards. Parents donate food and toys for the school's outreach drives.

Both schools support the OPUSD Moral Imperatives and mission, including the belief in professional development as critical to fulfilling our vision for teaching and learning. We are keeping up with our district vision of Educating Compassionate and Creative Global Citizens by making sure that all of our teachers are using authentic and differentiated instruction. We often have our students in internships, job shadowing and bring in different speakers to educate our students on global topics. Our teachers benefit from having choice during professional development days and are eager to invest in their own professional development plan and implementation. We promote and support a culture of life-long learning for all staff and students.

Our classrooms and teachers are recognized as 21st Century classrooms and teachers. Teachers are constantly developing their skills through training in teacher laptops, common core curriculum, document cameras, Smartboard, and website design.

Based on student data, achievement and needs, our staff development is focused on developing clear expectations across a Next Generation Standards and Common Core curriculum, while enhancing the academic rigor for all students and subgroups. Several of our teachers have completed the Critical Thinking Institute (CTI) training put on by UCLA. These teachers have been able to help train other teachers at the sites on the CTI topics and ideas.

Caring and supportive relationships are a cornerstone of the Alternative Education site. All staff members are dedicated to providing a consistent message to students: We care about you and about your school success. We will support you in anyway we can.

Respect and critical thinking play a critical role on all of our campuses. Our message is if you want respect than you must offer respect to others. Counseling groups and individual counseling sessions emphasize making good choice, girls and boys empowerment, and developing positive plans to face personal and educational obstacles.

Threat Assessment is a constant dynamic in this day and age. We strictly follow the guidelines that have been set up by our Safe Kids Task Force to follow Threat Assessment procedures.

Bullying prevention and tolerance training is provided through periodic in-services for staff to attend. We also discuss and analyze the results of the Healthy Kids Survey that is given every two years.

PHYSICAL ENVIRONMENT

Oak Park Independent School has moved from the Red Oak Elementary campus to the District Office site. OPIS now has five new bungalows that are used for classrooms, labs, book storage and conference rooms. There is a beautiful courtyard in the front of the buildings with picnic tables and shade for students to interact in or eat lunch.

Our district custodial maintenance and grounds crews do an excellent job with maintaining a clean, safe and beautiful facility and grounds. Flowers, trees and the entire campus are regularly maintained and mowed.

Our students regularly participate in campus beatification projects; picking weeds, painting the OPUSD sign, painting the garden fence, building the garden and others. We have recently added a new canopy, lunch tables and built brick tiles around one of our trees to help beautify the campus.

Custodial staff cleans all restrooms on a regular basis.

We limit loitering or skateboarding on the campus.

We have added security cameras throughout the entire campus and on all egress and ingress locations.

Neighbors are encouraged to report any suspicious or outline behavior. We have had several neighbors participate in our barbeques and other events.

There is a very clear message that there is no drugs, alcohol, weapons on our campus. We conduct routine canine search and we search students if there is reasonable suspicion. Behavior violations are promptly addressed as per education code.

Updated 1/2015

Safety on Site

Appropriate Programs and Strategies that Provide School Safety

In this section write in narrative form which programs and strategies are in place at your site that provide/enhance school safety. (This section should be about 1 or 2 pages in length.)

Some possibilities are:

1. Law enforcement presence – role in school safety
2. School administration who provide school safety support – position and role
3. Attendance policies - TRP Program – monitors and reinforces requirements for school attendance
4. Campus supervisors – How many and role in school safety
5. Communication tools – Radios, cell phones, intercom, etc.
6. Other staff – Community counselor, outreach, intervention specialist, etc. – role in school safety
7. Student identification policy
8. Visitor policy
9. Monitoring and reinforcement of the requirements of school academic progress and school behavior
10. List and explain examples of various available resources that support school safety on your campus:
 - Counseling: Personal Counseling, Intervention Specialist, Community Counselor, EL coordinator, etc.
 - Prevention and Intervention Programs – which are in place and future plans for implementation
11. Other...
Safe School Ambassadors, Peer mediation programs, FNL, TUPE, TATU, Support Teams, peer help programs, conflict resolution programs, class size reduction, tutoring, parent training, alternative programs (Independent studies, Workforce 2000, ROP, Discovery Center, etc) structured positive activities during non instructional time, after school recreation, community or neighborhood watch programs, youth service programs, gang prevention and intervention

District Office and Alternative Education Site

Programs and Strategies that Provide School Safety

SCHOOL SAFETY

Law enforcement personnel may be contacted throughout the school year when needed. Public safety offices play a key partnership in behavior and safety throughout our community. Law enforcement is contacted for requests to patrol our neighborhood and when suspicious safety threats are known. We work hand in hand with the local Sheriff's Department and have an outstanding relationship with them. They are members of our Safe Kids Task Force at the district level.

Both the district and site administration provides school safety support and works with the Incident Commander and CERT commander during disaster drills and actual emergencies.

Communication tools include walkie-talkies, intercoms, telephones, emails and the All Call system.

Our school counselor and psychologists play an important role in school safety through meeting with individual students and small groups to discuss safety issues and to uncover any situations that are occurring on our campus or at home.

ACCESS TO CAMPUS

The District Office and Alternative Education Site is a closed campus. This means that students may not leave campus for any reason without the consent of a parent or administrator (Oak View High School). The District Office and Oak Park Independent School students come and go as they please. Students are not on a set hourly schedule at the OPIS program. Students meet with their teacher on a weekly basis at different times and often attend Labs.

For OVHS, if a student has permission from a parent to leave for a medical appointment or some other legitimate reason, s/he must first check out through the office prior to leaving campus. Students who are 18 years of age, still must check out of the office.

All visitors, including parents are expected to check in at the office prior to visiting any classroom. This policy is designed to protect the student and to avoid disrupting classes.

ELECTRONIC DEVICES

No electronic devices are allowed on campus, with exception of cell phones. Cell phones must be turned off and kept in a purse or pocket while school is in session. Students may use their cell phones during passing periods, nutrition or lunch. Violations will result in confiscation for the remainder of the day or possibly suspension.

Updated 1/2015

Oak Park USD
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

L.A. CO. LOST HILLS SHERIFF'S

VENTURA CO. FIRE DEPT.

WWW.FIRE.COUNTYOFVENTURA.ORG (FIRE UPDATES)

VENTURA CO. RED CROSS

WWW.ARCVENTURA.ORG

(805) 553-0800

(805) 477-4100

(818) 597-2954

(818) 597-2954

(805) 339-2234

EAST COUNTY SHERIFF'S

(805) 494-8200

WWW.VCSD.ORG

THE GAS COMPANY

WWW.SOCALGAS.COM

EDISON EMERGENCY

OAK PARK WATER

NON-EMERGENCY

1-800-427-2200

1-800-684-8123

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 Oak View High (56738745630199)

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.

Oak View High Report

School	Code	Census Enrollment	Cumulative Enrollment	Students Suspended	Suspension Rate	Students Expelled	Expulsion Rate
Oak View High	5630199	40	60	12	20.0	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: 1/29/2015 9:37 AM

Source: California Longitudinal Pupil Achievement Data System (CALPADS)

Web Policy

Safe Ingress & Egress

Safe Ingress and Egress

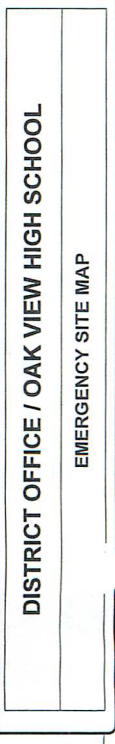
The Oak Park Unified School District works hard to keep students and staff safe not only during school hours, but also en route to and from school. The following pages detail the rules and regulations for each school site regarding student driving, parking, pick-up, drop-off, and safety for students who walk or ride bikes.



© 2013 Google
Data SIO, NOAA, U.S. Navy, NGA, GEBCO
Data USGS

Google earth

Imagery Date: 8/26/2012 34°10'18.36" N 118°45'55.34" W elev 1272 ft eye alt 1426 ft



Oak View High School

Students must obtain parking permits to drive their cars to school. The parking permit contains all of the applicable rules and regulations for driving vehicles on campus. Parents and friends dropping off or picking up students must exercise caution and courtesy when driving in school parking lots. Students and parents should enter the parking lot via the driveway on Conifer Street and park (head in) in designated parking places only. The California Vehicle Code will be enforced and the privilege of parking on campus will be revoked if violations occur.

The following rules will be enforced regarding riding bicycles, skateboards, skates, and in-line skates to school:

1. All students riding bicycles must wear certified helmets. Although it is the parents' responsibility to ensure this, the school will inform parents of students who fail to comply with this state law.
2. Students may not skate, skateboard, in-line skate, or ride bicycles on campus at any time. This includes after school, on weekends, and during vacations.
3. Students must store bikes, skates, and skateboards in designated areas upon arriving on campus.
4. Students must exercise caution when riding any of the above on sidewalks and streets within the community.

OAK VIEW HIGH SCHOOL PARKING PERMIT

SCHOOL YEAR _____

Name: _____ Date of application: _____

Vehicle Make and Model: _____ Vehicle color: _____

Vehicle License #: _____ Driver License #: _____

Note: You are required by California State Law to have liability insurance if you drive!

Parking Rules

1. Students must park **ON CAMPUS** in assigned areas, head in only, and follow all directional arrows.
2. Lot speed limit of 5 mph must be strictly obeyed at all times.
3. Students may not loiter around their vehicles at any time – including before and after school.
4. Students may not go to their vehicles at any time during school hours without permission.
5. No smoking or possession of tobacco in or around vehicles in the lot.
6. No littering.
7. A complete stop is required before exiting the driveway.
8. Radios may not be played at high volume.

I understand that any violation of the above regulations or any other action, which may be construed as an unsafe operation of a vehicle on campus, will result in the immediate revocation of this permit.

Student Signature

Principal Approval

Date

I certify that my son/daughter has liability insurance as required by law in California. I understand that I am responsible for any damage caused to other vehicles or property caused by my son/daughter while driving on campus.

Parent Signature

_____ Receipt of \$10 Fee (made payable to Oak View ASB)

OPIS Parking and Access to Campus

Parents and students are advised that it is their responsibility to drive in a slow, safe and courteous manner in the area around the school. Noise coming and going to school must be kept to a minimum. Students and parents must park in the designated parking lot. Parents and students are asked not to park on local streets (Medea Creek Lane and Conifer St.). In addition, there is no pick up or drop off on these streets. All students driving to school will be issued a parking permit and students who violate this will be subject to loss of their permit.

Some independent study high school students participate in elective classes and activities at other Oak Park Unified schools. Students are reminded that California State law prohibits them from being on school campuses without securing permission from the school administrator. Failure to abide by this policy may result in disciplinary action.

Oak Park Independent School

**SCHOOL PARKING INFORMATION
FOR STUDENT DRIVERS**

SCHOOL YEAR _____

Name: _____ Date of application: _____

Vehicle Make and Model: _____ Vehicle color: _____

Vehicle License #: _____ Driver License #: _____

Note: You are required by California State Law to have liability insurance if you drive!

Parking Rules

1. Students must park **ON CAMPUS** in assigned areas, head in only, and follow all directional arrows. **Students may NOT park on local streets.**
2. Lot speed limit of 5 mph must be strictly obeyed at all times.
3. Students may not loiter around their vehicles at any time – including before and after school.
4. No smoking or possession of tobacco in or around vehicles in the lot.
5. No littering.
6. A complete stop is required before exiting the driveway.
7. Radios may not be played at high volume.

I understand that any violation of the above regulations or any other action, which may be construed as an unsafe operation of a vehicle on campus, will result in the immediate revocation of this permit.

Student Signature

Date

I certify that my son/daughter has liability insurance as required by law in California. I understand that I am responsible for any damage caused to other vehicles or property caused by my son/daughter while driving on campus.

Parent Signature

Oak View High School

Emergency Procedures Overview

Information for Parents and Guardians

Dear Parents and Guardians,

*In the event of an emergency, parents and guardians will be informed as soon as possible regarding the nature of the event and the plans to handle it. For the safety of all students we ask for your cooperation in minimizing automobile and pedestrian traffic and confusion around the school areas. **Our first priority is to maintain access for emergency vehicles.** Information will be communicated to parents and our community through the emergency broadcasting stations in Ventura, and/or the district/school All Call phone system, or the district/school website at www.oakparkusd.org*

We ask parents to reinforce how important it is for students (including those who have cars) to follow the directives of staff. Please discuss with your children, make a personal/home plan, and listen to emergency officials.

Stewart McCugan, Principal

What are the types of emergencies for which our Alternative Education site develops plans?

The three broad categories of emergencies that the high school prepares for are fire, lockdown and major disaster. Fire emergencies include fires on or near the campus, and explosions. Lockdown preparedness includes responding to a situation where a dangerous intruder is on campus or in the school vicinity; a major chemical spill on campus or in the area; and a bomb threat. A major disaster covers emergencies such as earthquakes, plane crashes, and severe weather.

In the event of a fire on campus, how does the school respond?

The fire alarms will sound. Students and staff will then evacuate the buildings and follow our fire drill plan. Specifically, students will move with their teachers to the designated areas. Teachers will then take roll and either wait for the fire department to arrive and give further direction, or allow students to return to class when the "all clear" signal is sounded. If the students and staff are unable to return to class, parents will be notified by the district's automated All Call phone system and, if feasible, students will be sent home. Specific information will continue to be communicated through the district's All Call phone system and through the district and/or Alternative Education websites.

What are the primary emergency broadcasting stations in Ventura?

KVEN (1450 AM) KHAY (100.7 FM) and Jack FM (93.1)

What happens in the event of a lockdown at the school?

Lockdowns occur when we want students, staff, and campus guests to remain sheltered in a safe place. This may occur in a situation involving a weapon, gunfire, severe storm, or hazardous materials. When we need to lockdown our campus a coded message will be broadcast over the loudspeaker to signal staff and students to

stay inside, or if outside, to move inside the nearest available room. The initial purpose of a lockdown is to isolate an intruder and remove any potential target from view. Staff will lock doors, close windows and blinds and all will sit on the floor away from windows. Teachers will check their email to receive and send information. In the case of a hazardous materials spill, teachers will seal windows and doors. The "all clear" will come in the form of a school employee going to each room and announcing that the condition has been identified and resolved.

Have provisions been made in the case that students are in lockdown for an extended period of time?

The district has purchased emergency kits that contain provisions for each classroom to meet the basic needs of our students for a limited amount of time.

What would happen if there was a natural disaster or catastrophic event and the students were unable leave campus, or, for safety reasons, were required to remain on campus for an extended period of time?

Students would be moved to a safe location, where teachers would take roll and emergency disaster teams, such as our search and rescue team, would organize. The Alternative Education sites and the district office have provisions to accommodate students and staff on campus for several days. These supplies are checked on a regular basis and are kept in large secured bins on the campus. Staff will escort students to the Conifer Street parking lot entrance, and when it becomes feasible, students will be released to parents or guardians at this location. As soon as possible, the nature of the emergency and the plans to handle it will be communicated to parents and our community through the emergency broadcasting stations in Ventura, the district's All Call phone system or the school/district website.

Are any Alternative Education site teachers or staff trained in emergency management and procedures?

Our staff has been trained on emergency procedures and is well prepared to respond to a life-threatening situation. Staff members have CPR certification and emergency preparedness training. The school's safety committee continues to meet to review and refine our school safety plan. As a staff, we will continue to review and practice safety procedures and preparedness.

Do Alternative Education students participate in fire or emergency drills so that they become familiar with the school's safety plan and procedures?

Throughout the course of the year, our students and staff participate in three emergency drills: fire, earthquake and lockdown. Following the drill, our staff conducts a full review of the drill and how to improve. Each classroom has a map that outlines basic emergency evacuation routes and assembly areas.

Where would I pick up my child if there was an Evacuation?

Students are escorted to the softball outfield area. If the campus is not safe to return to, then we will escort students to the Conifer entrance to dismiss students to their guardians or to their contacts on the emergency cards. If softball field is not a safe place to muster the students, then the administration will decide on a different location such as the soccer field or park.

Dress Codes

APPEARANCE AND DRESS: According to the California Administrative Code, Title 5, Section 302, "a pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for the school room." Therefore, the school reserves the right to set standards regarding attire that may be inappropriate for school. Attire should adhere to accepted standards of decency and should not pose a threat to public or personal safety. In addition, it should not be disruptive or distracting to the educational process. **A poor decision will be grounds for exclusion from class. Teachers will be encouraged to send students who are improperly dressed to the office. Students may be sent home for the day. Credits and grades will be affected.** The following should be helpful in making decisions about what is/is not permissible attire for school.

- No clothing that is sexually suggestive or revealing. No tube tops, bare midriffs, or exposed underwear.
- No sagging pants that drop below the waistband of their undergarments. No tank tops for boys.
- Clothing that has references to alcohol or drugs are not appropriate.
- Articles of clothing or jewelry (including wallet chains) that pose a threat to the safety of others shall not be worn on campus or at school activities.
- No articles of clothing related to a group or gang who has the potential to provoke others to violence shall be worn on campus or at school activities. School officials will consult with law enforcement to inform our school regarding changing patterns of gang related attire.
- As required by state law, safe and suitable footwear must be worn at all times while on campus. No bare feet. No house slippers.

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

OAK PARK UNIFIED SCHOOL DISTRICT

INCIDENT COMMAND ORGANIZATION CHART

INCIDENT COMMANDER

1. Linda Sheridan
2. Julie Suarez

PUBLIC INFORMATION OFFICER

1. Tony Knight
2. Leslie Heilbron

LAISON OFFICER

1. Martin Klauss
2. Carole Ly

SAFETY OFFICER

1. Linda Gam
2. Tony Nyugen

SCRIBE

1. Linda LaTourette
2. Linda O'Gara

COMMUNICATIONS

Annette Segal
Laura Almada

OPERATIONS CHIEF

Julie Suarez

PLANNING CHIEF

Shannan Kaesberg

FINANCIAL & ADMINISTRATION CHIEF

Barbara Dickerson

LOGISTICS CHIEF

Debbie Cooper

MEDICAL LEADER

1. Joann Houseman

SEARCH & RESCUE SUPERVISOR

Enoch Kwok

CAMPUS CHECK & SECURITY SUPERVISOR

1. DJ Cook
2. Lori Glazer

STUDENT CARE SUPERVISOR

1. Kate Thompson
2. Kate Edwards

MESSENGERS

1. KC Kelem
2. Barbara Harrison
3. Danny O'Brien

VOLUNTEERS DIRECTOR

1. Guillermina Perez

TRIAGE

Susan Allen
Sharie Strasburger

MEDICAL AID

Randi Liepman
Susan Roberts

MORGUE LEADER

Lynn Framer

CRITICAL INCIDENT STRESS MANAGEMENT

1. Gayle Tribe
2. Jeremy Rogers

TEAM A LEADER

Oscar Jimenez

TEAM B LEADER

Miguel Tabares

TEAM C LEADER

Toni Banales

SHELTER DIRECTOR

Stew McGugan

RELEASE DIRECTOR

1. Linda Roberts
2. Cristina Sanchez

District
(DO, OVHS & OPIS)

Fire Drills
2014-2015

October 16	Ca Shake Out Disaster Drill
November 17	Lock down
January 16	Fire Drill
March 13	Earthquake Drill
April 17	Lockdown Drill

OVHS STAFF 2014-2015

	Home Phone	Work Extension	Cell	Voice Mail	Birthday
Susan Allen	805-493-5271	1101		9059	3/6
Randi Liepman	818 706-2369	1103	805 490-0240	9100	12/1
KC Kelem	805 376 2429	1102	805 402 1154	9204	4/10
Linda Roberts		735 3217/ 1020	818 970-8911		4/4
Oak View Fax		818 735-3290			

OPIS STAFF

	Home Phone	Internal Work Extension	Cell	Direct Dial	Birthday
Ty DeLong	805 499 1424	9131	805 233-4469	597 4253	8/4
Kate Edwards		9175	805 217-9473	597-4237	9/3
DJ Cook		9219	805 217 2520	597-4253	3/20
Barbara Harrison	818 706-8621	9106	818 585 7486	597-4255	5/20
Danny O'Brien		9121	805 279 5087	597-4257	6/15
Carolyn Purkey	818 707 2041	9123	818 674-9399	597-4258	5/21
Kate Thompson	818 707 1960	9105	818 424 8608	597-4236	6/4
Lori Glazer	818 368 8535	9185	818 726-7002	597-4238	10/1
Cristina Sanchez	805 527 3561	1021	805 428 1706		8/21
OPIS Fax R5		818 991-4754			
Lab R1		1201			

Stew McGugan		735 3219/ 1010	805 341 7608		9/24
Jeremy Rogers		735 3262/ 1030	805 479 1859		9/25
Gayle Tribe		1204	310 993 4430		11/10



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Data SIO, NOAA, U.S. Navy, NGA, GEBCO
Data USGS

Google earth

Imagery Date: 8/26/2012 34°10'18.36" N 118°45'55.34" W elev 1272 ft eye alt 1426 ft

CONIFER STREET

STOP

STOP

FIRE LANE
GAS SHUT OFF
WATER SHUT OFF

SECONDARY ASSEMBLY AREA
RM-101
RM-102
RM-103
RM-104
PUPIL SERVICES DISTRICT OFFICE

MAIN ASSEMBLY AREA
RM-101
RM-102
RM-103
RM-104
PUPIL SERVICES DISTRICT OFFICE

MEDEA CREEK LANE

DISTRICT OFFICE / OAK VIEW HIGH SCHOOL


EMERGENCY SITE MAP


2007

OAK PARK SCHOOL DISTRICT

 CHEMICALS

 FIRE HYDRANT

 ALARM PANEL

 ELEVATOR

 ELECTRICAL


 GAS SHUT OFF


 WATER SHUT OFF

 REST ROOM



 MAIN ROUTE

 ALTERNATE ROUTE

 FIRE LANE



OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3516(a)

Emergencies And Disaster Preparedness Plan

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516.3 – Earthquake Emergency Procedure System)

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

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

(cf. 1330 – Use of School Facilities)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 – Oath or Affirmation)

(cf. 4119.3/4219.3/4319.3 – Duties of Personnel)

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 3000

Business and Non-Instructional Operations

BP 3516(b)

32280-32289 School safety plans
32290 Safety devices
39834 Operating overloaded bus
46390-46392 Emergency average daily attendance in case of disaster
49505 Natural disaster; meals for homeless students; reimbursement

GOVERNMENT CODE

3100 Public employees as disaster service workers
8607 Standard emergency management system

CODE OF REGULATIONS, TITLE 5

550 Fire drills
560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System Regulations

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Avian Influenza, Governance and Policy Services Fact Sheet, April 2006

911! A Manual for Schools and the Media During a Campus Crisis, 2001

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Pandemic Influenza Planning Checklist, 2006

GOVERNOR'S OFFICE OF EMERGENCY SERVICES

School Emergency Response: Using SEMS at Districts and Sites, June 1998

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

WEB SITES

CSBA: <http://www.csba.org>

American Red Cross: <http://www.redcross.org>

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>

California Office of Emergency Services: <http://www.oes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Contra Costa County Office of Education, Pandemic influenza resources:
http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning:

<http://www.ed.gov/admins/lead/safety/emergencyplan>

U.S. Department of Homeland Security: <http://www.dhs.gov>

Adopted: 9-17-02

Amended: 2-17-04, 2-15-05, 10-17-06

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516(a)

Emergencies And Disaster Preparedness Plan

Components of the Plan

The Superintendent or designee shall ensure that district and school site procedures address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff

(cf. 3516.1 – Fire Drills and Fires)

2. Earthquake or other natural disasters

(cf. 3516.3 – Earthquake Emergency Procedure System)

3. Environmental hazards

(cf. 3514 – Environmental Safety)

(cf. 3514.2 – Integrated Pest Management)

4. Attack of disturbance, or threat of attack or disturbance, by an individual or group

(cf. 3515 – Campus Security)

(cf. 3515.2 – Disruptions)

(cf. 5131.4 – Campus Disturbances)

5. Bomb threat or actual detonation

(cf. 3516.2 – Bomb Threats)

6. Biological, radiological, chemical or other terrorist activities, or heightened warning of such activities

7. Medical emergencies and quarantines, such as pandemic influenza outbreak

(cf. 5141.22 – Infectious Diseases)

The Superintendent or designee shall also ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516(b)

1. Regular inspection of school facilities and equipment and identification of risks

(cf. 3530 – Risk Management/Insurance)

2. Instruction and practice for students and employees regarding emergency plans

- a. Training of staff in first aid and cardiopulmonary resuscitation
- b. Regular practice of emergency procedures by students and staff

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:

- a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
- b. Individuals responsible for specific duties
- c. Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
- d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
- e. Assignment of responsibility for identification of injured persons and administration of first aid

4. Personal safety and security, including:

- a. Identification of areas of responsibility for supervision of students
- b. Procedures for evacuation of students and staff, including posting of evacuation routes
- c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible

(cf. 5141 – Health Care and Emergencies)

(cf. 5142 – Safety)

- d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety
- e. Provision of a first aid kit to each classroom
- f. Arrangements for students and staff with special needs

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516(c)

(cf. 4032 – Reasonable Accommodation)

(cf. 6159 – Individualized Education Program)

- g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

(cf. 4161.1/4361.1 – Personal Illness/Injury Leave)

(cf. 4261.1 – Personal Illness/Injury Leave)

(cf. 5113 – Absences and Excuses)

(cf. 6183 – Home and Hospital Instruction)

5. Closure of schools, including an analysis of:

- a. The impact on student learning and methods to ensure continuity of instruction
- b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

(cf. 3516.5 – Emergency Schedules)

6. Communications among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency

- a. Identification of spokesperson(s)

(cf. 1112 - Media Relations)

- b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites

(cf. 1113 – District and School Web Sites)

- c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
- d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians

7. Cooperation with other state and local agencies, including:

- a. Development of guidelines for law enforcement involvement and intervention

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516(d)

- b. Collaboration with the local health department, including development of a tracking system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

8. Steps to be taken after the disaster or emergency, including:

- a. Inspection of school facilities
- b. Provision of mental health services for students and staff, as needed

(cf. 6164.2 - Guidance/Counseling Staff)

Adopted: 9-17-02

Amended: 11-04, 7-06

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516.1(a)

Fire Drills and Fires

Fire Drills

The principal shall cause the fire alarm signal to be sounded at least once every month.
(Education Code 32001)

The principal shall also hold fire drills at least once a month at the elementary level, four times every school year at the middle level, and not less than twice every school year at the secondary level. (Education Code 32001)

1. The principal shall notify staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

Fires

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001)
2. The principal or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas.
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516.1(b)

5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.

6. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.

7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 0450 - School Safety Plan)

(cf. 3516 - Emergency and Disaster Preparedness Plan)

Legal Reference:

EDUCATION CODE

17074.50-17074.56 Automatic fire detection, alarm and sprinkler systems

32001 Uniform fire signals

32040 Duty to equip school with first aid kit

CODE OF REGULATIONS, TITLE 5

550 Fire drills

Adopted: 9-17-02

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516.2(a)

Bomb Threats

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line so as to gather information about the location and timing of the bomb and the person(s) responsible. He/she should also try to determine the caller's gender and age and should take note of any distinctive features of voice or speech and any background noises such as music, traffic, machinery or other voices.

Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats.

Procedures

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the principal or designee. If the threat is in writing, he/she shall place the message in an envelope and take note of where and by whom it was found.

2. Any student or employee seeing a suspicious package shall promptly notify the principal or designee.

3. The principal or designee shall immediately use fire drill signals and institute standard evacuation procedures as specified in the emergency plan.

(cf. 3516 - Emergency and Disaster Preparedness Plan)
(cf. 3516.1 - Fire Drills and Fires)

4. The principal or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. School police officers may assist in this search. No other school staff shall search for or handle any explosive or incendiary device.

Except for school police officers, no staff or students shall reenter the threatened building(s) until the law enforcement and/or fire department staff advises the principal or designee that reentry is safe.

Any student who makes a bomb threat shall be subject to disciplinary procedures.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516.2(b)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

44810 Willful interference with classroom conduct

48900 Grounds for suspension or expulsion

51202 Instruction in personal and public health and safety

PENAL CODE

17 Felony, misdemeanor, classification of offenses

148.1 False report of explosive or facsimile bomb

245 Assault with deadly weapon or force likely to produce great bodily injury; punishment

594 Vandalism; penalty

Adopted: 9-17-02

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516.3(a)

Earthquake Emergency Procedure System

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than once classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

(cf. 0450 – Comprehensive Safety Plan)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergency and Disaster Preparedness Plan)

The Superintendent or designee may work with the California Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

(cf. 4131, 4231, 4331 – Staff Development)

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516.3(b)

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes and alternate routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.
3. As soon as possible, staff shall move the students away from windows, shelves, and heavy objects and furniture that may fall.
4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly areas are safe and shall communicate with teachers and other staff.
5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.

OAK PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516.3(c)

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

(cf. 3543 – Transportation Safety and Emergencies)

Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

1. Staff should extinguish small fires if possible.
2. Staff shall provide first aid to any injured students, take roll and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-Instructional Operations

AR 3516.3(d)

7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.

8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

Legal Reference:

EDUCATION CODE

32280-32289 – School safety plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System (SEMS)

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

Management Resources:

FEMA PUBLICATIONS

Guidebook for Developing a School Earthquake Safety Program, 1990

OFFICE OF EMERGENCY SERVICES PUBLICATIONS

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

WEB SITES

American Red Cross: <http://www.redcross.org>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov/hazards/earthquakes>

National Incident Management System (NIMS): <http://www.fema.gov/emergency/nims>

Adopted: 9-17-02

Amended: 11-04, 3-11



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

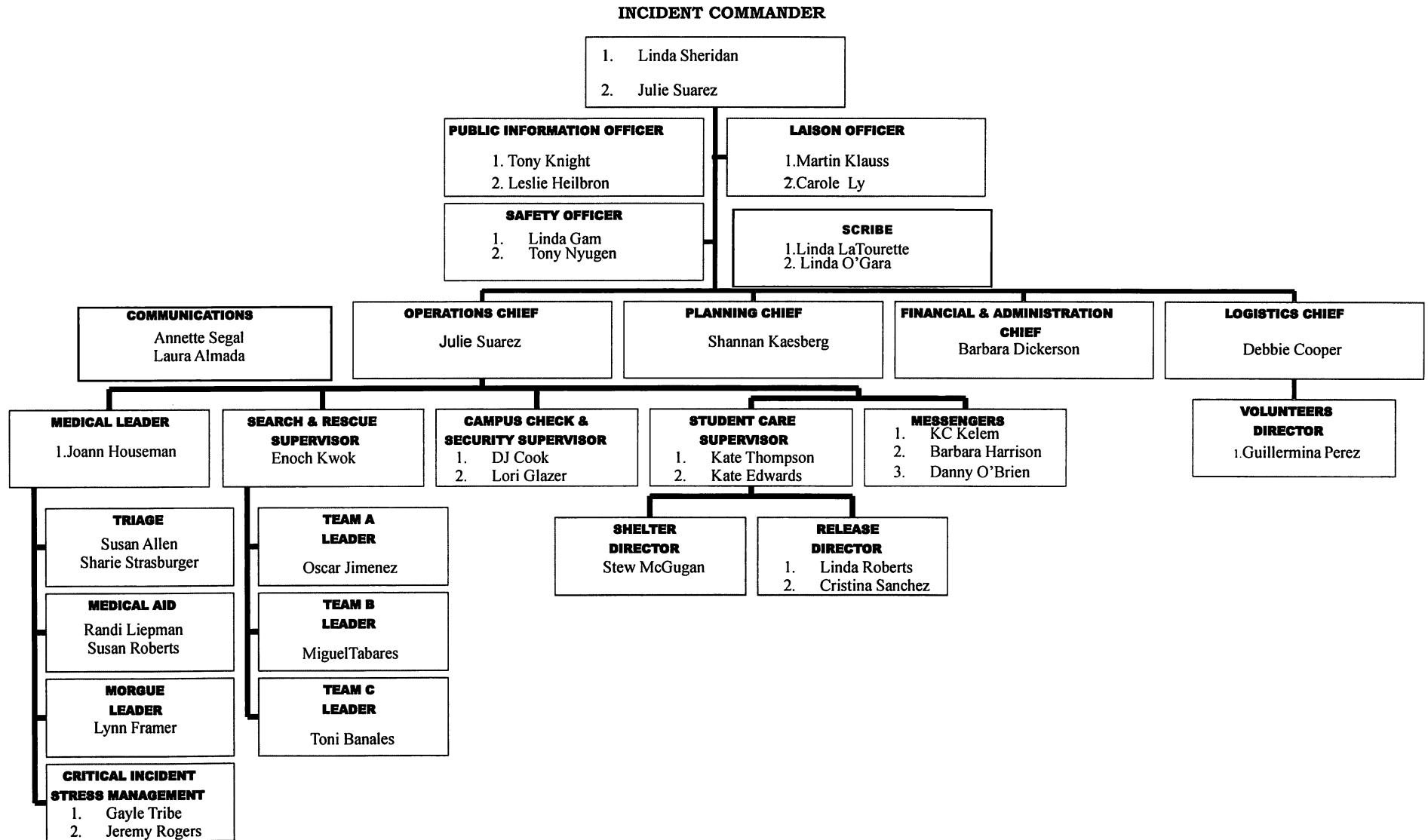
- 1) Crimes or emergencies in the neighborhood off site (Shelter in Place)
- 2) It is safer to stay in an area that can be secured than to move to where the potential threat may be encountered (Shelter in Place)
- 3) Bees on campus and hazardous gases (Shelter in Place)

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

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

Emergency Services

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

HIGHWAY PATROL:

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

EAST COUNTY SHERIFF'S

(805) 494-8200 NON-EMERGENCY
WWW.VCSD.ORG

L.A. CO. LOST HILLS SHERIFF'S (818) 597-2954

THE GAS COMPANY 1-800-427-2200
WWW.SOCALGAS.COM

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

Contact	Work Cell	Personal Cell	Home Phone
Julie Suarez	818-355-7176		805-498-8602
Annette Segal		805-300-3526	805-499-6625
Oscar Jimenez	818-256-4010	818-448-0544	818-782-4113
Miguel Tabares	818-256-4002	818-661-8956	818-879-8224
Bobby Botello		805-377-4905	805-498-6706
Candy Garcia		818-259-3235	None

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Bobby Botello		805-377-4905	805-498-6706
Candy Garcia		818-259-3235	None






CAM#: _____

TIME: _____

INCIDENT: _____

STUDENT/STAFF ACCOUNTING:				
# MISSING	INJURED: # IMMEDIATE	INJURED: # DELAYED	INJURED: # MINOR	INJURED: # DEAD
KEY:				
IMMEDIATE:	Life threatening injuries (airway, bleeding, or shock) rapid treatment is imperative			
DELAYED:	Professional care maybe required, but immediate treatment is not imperative			
MINOR:	Minor injuries not requiring professional care			
DEAD:	No respirations after two attempts to open airway *CPR is not performed in the disaster environment			
DAMAGE ASSESSMENT:				
STRUCTURAL: BUILDINGS/GROUNDS (Collapse, Fire, Haz. Mat., Flood, etc.)	UTILITIES: GAS TURNED: ON/OFF LEAKING	UTILITIES: ELECTRICITY TURNED: ON/OFF	UTILITIES: WATER TURNED: ON/OFF	SECURITY SITUATION
RESOURCES REQUESTED: (FIRE DEPT., SHERIFF, PARAMEDICS, UTILITY CO., PERSONNEL, TRANSPORTATION)				

MULTI-HAZARD REFERENCE GUIDE

<p>SUDDEN SHAKING</p> <p>VIOLENT CRASH OR EXPLOSION</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Duck, Cover and Hold • Stay under table and chairs until shaking or noise stops • Stay away from windows. • Do NOT pry open doors/windows. • Check for safe evacuation route. <p>If staying in room: Refer to Emergency Response Guide Implement contents of Wall Unit</p> <p>If evacuating: Take Wall Unit to assembly area</p>	 <p>EARTHQUAKE EXPLOSION</p>
<p>WHEN YOU HEAR</p> <p>FIRE ALARM</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Stop! Check for safest route. Go upwind from odor or smoke. • Evacuate to safest assembly area. • Need Help: Wear Orange Vest • All Safe: Wear Green Vest <p>WHAT YOU NEED:</p> <ul style="list-style-type: none"> • Wall Unit, with Clipboard and Alert Vest • Class Roster 	 <p>EVACUATION</p>
<p>WHEN YOU HEAR</p> <p>3 BELLS</p> <p>"LOCKDOWN"</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Close windows; lock doors. • Turn out lights. • Instruct students to sit on floor away from windows/doors. • Students may not sit in groups. • Do not release students. • Do not use telephones, cell phones, or intercom system <p>WHAT YOU NEED:</p> <ul style="list-style-type: none"> • Classroom Alert Component • Response Guide and Emergency Supplies in Wall Unit 	 <p>LOCK DOWN</p>
<p>WHEN YOU HEAR</p> <p>2 BELLS</p> <p>"SHELTER-IN-PLACE"</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Close windows and doors. • Close air handling systems. • Instruct students to only sit at desks. • Do not release students. <p><i>Changes will be communicated.</i></p> <p>WHAT YOU NEED:</p> <ul style="list-style-type: none"> • Response Guide and emergency supplies in Wall Unit • Classroom Alert Component • Thermal blankets and tape to cover windows, doors 	 <p>SHELTER IN PLACE</p>
<p>WHEN YOU HEAR</p> <p>"ALL CLEAR"</p>	<p>DO THIS:</p> <ul style="list-style-type: none"> • Return to regular schedule. 	 <p>ALL CLEAR</p>

Radio Do's and Don'ts: The World is Listening!

DISTRICT NET CONTROL WILL CONTACT EACH CAMPUS: CAMPUSES SHOULD ONLY INITIATE A CALL TO THE D.O. NET FOR IMMEDIATE EMERGENCY NEEDS:

During a pause in transmission say, "EMERGENCY TRAFFIC". D.O. Net Control will then recognize and tell you to go ahead with your information

Transmission Hints: Stay Calm; speak in a normal, clear voice

The worse a situation becomes the calmer and slower radio talk needs to be

- Hold radio just to the side of your mouth-rest on cheek
- Press key for 2 seconds before starting to speak
- Pause during transmission to allow for emergency traffic to break in
- Ask sender to repeat if not clearly understood-don't assume
- Use plain speech:
 - Avoid contractions
 - Using common names: Spell difficult words phonetically
 - Avoid emotional words: DO NOT USE TERM "DEAD BODIES"-USE A CODE FOR SAME
 - Don't ramble: Be concise, brief
 - Do not use names of victims over the air
 - Don't argue or criticize
 - Numbers: 509= "Five Zero Nine"

CERT Graduates

Brookside

Oak Hills

Deborah King

Red Oak

Barbara Jones

Karen Kovisto

Janet Convey

Medea Creek

Oak Park High

Kathie Leggett

Dick Billinsley

Brenda Pasqua

Victor Anderson

District Office

Miguel Tabares

Julie Suarez

Linda Sheridan

Debbie Cooper

All Sites

Debbie West

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/marketing 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

Medical

Student Care

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

Two-way radio job description

Forms: Search & Rescue maps, large campus map

S&R equipment

clipboard, paper, pens

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:

$0.016 \times \text{students} + \text{staff} = \# \text{ cases}$

(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

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
Pens/Pencils
Plastic trash bags
Duct tape

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

paper, pens
Job description clipboard

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.