

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.

Kent Cromwell, Principal

What are the types of emergencies for which Oak View High School 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 Oak View website.

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 to 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. Oak View 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 OVHS 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 OVHS 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