



Rio Del Norte Elementary
COMPREHENSIVE SCHOOL SAFETY PLAN
2023-2024

In compliance with
California Ed Code §§ 32280 - 32289.5

Betsy Pegler / Rio Del Norte Elementary / 2500 Lobelia Drive, Oxnard, CA 93036



The Rio School District Comprehensive School Safety Plan per California Education Code Section 32281 is developed by a School Site Council (SSC) or a Safety Planning Committee. The Committees are made up of principal/designee, teacher, parent of a child who attends the school, classified employee, others. The plan shall be updated annually as required by EC Section 32281. The plan is to be approved by SSC and Rio School District Superintendent or designee.

Date Plan approved by site SSC - November 3, 2023

Date Submitted to Law Enforcement and First Responders -

Date submitted to Rio School District Office - November 15, 2023

Date Reviewed by Superintendent or Designee – _____

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I. The Comprehensive School Safety Plan Overview

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

The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Site Council (or School Safety Planning Committee) as well as to the District's Superintendent or County Office of Education. The CCSP applies to staff, students, and guests. The contents of the CSSP should include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety.

Principal: Betsy Pegler

School Name and Address: Rio Del Norte Elementary School 2500 Lobelia Drive, Oxnard, CA 93036

Phone Number: 805-604-1412

Principal email: bpegler@rioschools.org

II. General School Information

A. School Profile

Rio Del Norte Elementary School is an elementary school serving preschool age, and transitional kindergarten through fifth grade. Our student population is diverse and reflects the ethnicity and cultural heritage of the community we serve.

Current enrollment: 503 students as of November

Ages: 4 to 11

Total Staff (Teaching and Support): 69

B. Safe School Mission

School Site Goals

The Rio Del Norte Elementary staff is committed to accomplishing the following major goals in the education of students:

1. Improve overall student learning outcomes.
2. Increase Mathematical skills

3. Increase collaboration among the staff and students
4. Increase attendance rates

District Goals

1. Improve overall student learning outcomes.
2. Develop and implement improvement plans in safety and student well being.
3. Expand and improve parent/school/district collaboration and communication.

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

- a. Mental Health Professionals/School Counselors - Lillian Hernandez, Cynthia Rivera
- b. Community Intervention Professionals - Jisela Ramirez
- c. School Resource Officers/Law Enforcement - Officer Karina Hurtado
- d. District Nurses - Julie Maria; site LVN - Angelica Cuellar

C. Description of School Facilities

Rio Del Norte Elementary is a Preschool - 5th grade elementary school serving the students and community of Oxnard. The school is located in a beautiful neighborhood off of Vineyard Avenue on Lobelia Drive. We are located 1.5 miles from the 101 and the Collection marketplace.

D. School Site Council Membership

Education Code Section 35294.2(e) requires that the Comprehensive School Safety Plan be reviewed and updated at least annually by the school site council or safety committee.

The school site council/safety committee may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee (Betsy Pegler)
2. One teacher who is a representative of the recognized certificated employee organization (William Almstrom)
3. One parent/guardian whose child attends the school (Stephanie Sanchez)
4. One classified employee who is a representative of the recognized classified employee organization (Maria Perez)
5. Other members, if desired – Mental health professionals, school counselors, community intervention professionals, school resource officers, police officers on campus.
(Cynthia Rivera - School Counselor; Officer Karina Hurtado - School Resource Officer)

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

School Site Council Roster

Betsy Pegler - Principal

William Almstrom - Classroom Teacher

Francisco Muller - Classroom Teacher

Maria Perez - Other School Employee (Classified Employee)

Ms. Sarahi Jimenez - Parent

Ms. Xenia Rodriguez - Parent

Ms. Stephanie Sanchez - Parent

Ms. Emily George - Parent

E. Notifications and Communication

Required CSSP Notifications

The following persons and entities were notified in writing of the public hearing concerning input on this Comprehensive School Safety Plan (EC 35294.2(e)):

- A representative of the local school employee organization -
- A representative of each parent organization at the school site, including the parent teacher association -
- A representative of each teacher organization at the school site -
- A representative of the student body government
- All persons who have indicated that they want to be notified

Notice to Public

The Comprehensive School Safety Plan prepared for the 2023-2024 school year was shared with:
(EC 35294.2(e) and 35294.8(b))

- Parents at PTA event
- Parent Newsletters
- School staff at monthly staff meetings and via weekly updates document
- Communicated to the general public through the district website and through our dialer system
- Communicated to the following entities:
 - Law Enforcement Agencies
 - Fire Department First Responders

III. Safe School Reports

A. School Crime Status

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

- Office Referrals
- Attendance Rates/School Attendance Review/Board Data
- California Healthy Kids Survey
- School Resource Officer
- School Improvement Plan
- Property Damage Data
- Other: Youth Truth Survey

Rio Del Norte Elementary school does not experience high rates of of the following:

Total Suspensions: 1

Total Expulsions: 0

Total Threats on Campus: 0

B. Safe School Assessment Resources

The following resources were analyzed to develop an understanding of current conditions of school safety and standard practices to develop a comprehensive plan of action and procedures to ensure students, staff, and guests are provided a safe and secure environment.

- Safe School Needs Assessment
- District input
- School Site Inspection
- SRO/Law Enforcement

C. Safe School Needs Assessment 2023 - 2024

The following are a list of items that need to be updated or are in the process of being updated:

1. Ensure PA system works in all classrooms - completed
2. Ensure the fence on the outer perimeter of school has no openings - completed
3. Ensure height of fence shared with city of Oxnard public park is raised - in progress
4. Update the Marquee system and software - in progress

5. Work to ensure all classrooms have the required lock-down procedure items and campus maps - completed
6. Lock-blocks on all doors - completed
7. Blocked shades for doors with window feature - completed
8. Supervision on campus and in the parking lot with the use of our Campus Supervisors - in progress
9. All teachers have keys to main gates - completed

IV. School Safe Practices, Policies and Procedures

All board policies below have been modified for length; full policies can be found on the District Website as needed.

A. Child Abuse Reporting Procedures - BP 5141.4

The Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

All district employees, are mandated reporters, as defined by law and administrative regulation and are obligated to report all known or suspected incidents of child abuse and neglect. Training regarding the duties of mandated reporters is provided on an annual basis for all employees at school sites.

Most recent training: September, 2023.

B. Notification of Dangerous Pupils to Teachers - BP 4112.9

The Board of Trustees believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications he/she believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

Procedurally, when a new student enrolls at a school site and the school receives their Cumulative Record (Cum), if any disciplinary or behavioral issues appear in the record, the teacher is emailed notification for them to review the Cum File.

C. District Rules and Procedures on School Discipline - BP 5144

The Board of Trustees desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5)

The administrative staff at each school may develop disciplinary rules to meet the school's needs. However, the rules shall be consistent with law, Board policy, and district regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

Rio Del Norte Elementary school policies are in place to provide a positive and safe learning environment for all students.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate, progressive discipline.

D. Bully Prevention - BP 5131.2

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

Most recent staff training: September, 2023.

E. Hate Crime Reporting Procedures - BP 5145.9

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

F. Safe Ingress/Egress Procedures – BP 1250

The Board of Trustees believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non instructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

Registration Procedures

During School hours Visitors must sign in at the Main office before going on to campus, the only exception is for events planned by the school principal or designee. Please have the following information to sign in.

1. Name
2. Purpose for entering school grounds
3. Classroom/destination

Procedures for Outside Visits during school hours:

1. Visitor makes an appointment with the principal or designee to observe in the classroom.
2. The time of the visit is determined by the teacher/administrator in order to ensure minimal disruption of teaching and learning.
3. The principal or designee accompanies visitors.

4. If a visitor walks into the classroom unannounced, the teacher may acknowledge the parent and must refer them to the office to make an appointment with the principal.
5. All visitors/volunteers must check into the office before a visitation/observation and display a visitor badge. That signifies that they have checked in and others are aware of their presence on campus.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

G. Nondiscrimination/Harassment – BP 0410

The Board of Trustees is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

H. Suspension & Expulsion Policies – BP 5144.1

Suspension from Class by a Teacher

A teacher may suspend a student from class for the remainder of the day and the following day for any acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-8" above. (Education Code 48910). When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. **As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests.**

Suspension by Superintendent, Principal or Principal's Designee

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-8" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

Expulsion

In determining whether to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

I. Search and Seizure – BP 5154.12

The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items. Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050). Searches of individual students shall be conducted in the presence of at least two district employees. The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

J. Dress Code Prohibiting Gang Related Apparel – BP 5132, 5136

The Board of Trustees believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignments, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

K. Bus Conduct – BP 5131.1

In order to help ensure the safety and well-being of students, bus drivers, and others, the Board of Trustees expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

The Superintendent or designee shall establish regulations related to student conduct on buses, bus driver authority, and the suspension of riding privileges. He/she shall make these rules available to parents/guardians, students, and other interested parties. (5 CCR 14103)

The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver. (5 CCR 14103)

L. Comprehensive School Safety Plan – BP0450

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

The school site council at each district school shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school. (Education Code 32281)

M. Conduct – BP 5131

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit

appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

N. Emergency / Disaster Preparedness Plan including Public Agency Response – BP 3516

The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. A disaster plan has been developed and maintained detailing provisions for handling emergencies and disasters and which shall be included in each site's comprehensive school safety plan. (Education Code 32282). The Emergency and Disaster plan complies with Standardized Emergency Management System (SEMS) guidelines and the National Incident Command System (NIMS)

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting 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)

Please see Emergency Operations Plan Updated 08/2021

This section or the individual disaster sections should be adapted for pupils with Disabilities. Students with disabilities have adults assigned them with protocols in place for evacuating the campus. Currently for the 23/24 school year, Rio Del Norte does not have any students with AFN.

O. Employee Safety and Protection – BP 4157

The Board of Trustees is committed to maximizing employee safety and believes that safety is every employee's responsibility. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state and local laws and regulations. No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and to correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee. The Superintendent promotes safety and corrects any unsafe work practice through education, training and enforcement. A written injury and illness prevention program has been established in accordance with law. (Labor Code 6401.7)

P. Sexual Harassment – BP 5145.7

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student or staff member by anyone. The Board also prohibits retaliatory behavior or action against any person, who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student or staff to immediately contact his/her teacher/manager, to report the harassment. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Q. Weapons and Dangerous Instruments – BP 5131.7

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

R. Positive School Climate

The Board of Trustees desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

V. Emergency Response Plan

Rio School District has developed an Emergency Operations Plan (EOP) with review by Law enforcement. The CSSP and the EOP will be shared with Law Enforcement, Fire Department and First Responders on a yearly basis as updates are made.

The following protocols also take place on the Rio Del Norte Elementary Campus

Drill type	Dates scheduled
Fire	Sept. 21, 2023; Oct. 20, 2023; Nov. 10, 2023; Dec. 8, 2023; Jan. 12, 2024; Mar. 14, 2024; May 16, 2024; June 7, 2024.
Earthquake	Oct. 20, 2023; Dec. 8, 2023; Mar. 14, 2024; May 16, 2024.
Lockdown	Sep. 21, 2023; Jan. 12, 2024; Apr. 19, 2024
Staff training on emergency plan	February 27, 2024

Staff Trained in CPR - Offered bi-monthly via Rio School District

NCPI - Special Education Teachers, General Education Teachers, Support staff including counselors, school psychologists, resource service providers, and Instructional Aides (IAs) are NCPI (Non-violent Crisis Prevention Interventions) certified through CPI (Crisis Prevention Institute) certified trainer to assist with student(s) who may require additional resources related to crisis development model including verbal escalation continuum, safety interventions, and COPING model.

Recess Supervision - Campus Supervisors monitor students and grounds during recess to ensure a positive and safe learning environment.

Campus Security - Gates to campus are locked during school hours and all visitors must enter and sign-in through the front office.

Visitors - All visitors are required to sign-in at the front office and receive a visitor badge

A. Emergency Contacts and Assignments

<u>Room #</u>	<u>Name</u>	<u>Grade</u>
K1	Fennell	Kindergarten
K2	Tellez	Transitional Kindergarten
K3	Beckley	TK K
K4	Rivera	Counselor Wellness Center
K5	Mackie	Kindergarten
K6	McDaniel	Kindergarten
4	Fanucchi Norton	Preschool SAI
5	Villa	TK/K SAI
6	Pearson	1st
7	Lopez	K 1 SAI
8	Cathcart	1st
9	Casimiro	1st
10	Decandia	$\frac{2}{3}$ SAI
11	Koenig	4, 5 SAI
12	Anderson	2nd
13	Espinoza	2nd
14	Howes Murphy	OT Virtual SLP
15	Enrichment	Music Art
16	Ranieri	4th
17	Almstrom	5th
18	Auerbach	3rd
19	Legaspi	2nd
20	Trujillo	2nd/3rd

21	Lapiad	4th
23	Muller	5th
24	Araiza	5th

District Emergency Numbers

District Emergency Center	Facilities Department
Cell: 8059476977	Mot Director: Charlie Fichtner

District Contact Numbers

Management Team	
Superintendent, John Puglisi	
Director of Human Resources	(805) 485-3111 ext.2113
Asst. Supt. of Ed. Svcs., Oscar Hernandez	(805) 485-3111 ext.2131
Asst. Supt. of Fiscal Svcs., Wael Saleh	(805) 485-3111 ext.2104
Director of Fiscal	(805) 485-3111 ext.2105
Director of Technology, Jarkko Myllari	(805) 485-3111 ext.2125
Facility Managers	
MOT, Charlie Fitchner	(805) 485-3111 ext.2201
Office of Student and Family Services	
Director of Pupil Svcs.	(805) 485-3111 ext.2320
Director of Innovation, Partnership and Principal Support	(805) 485-3111 ext.2308
Principals	
Rio Lindo, Adeline Mendez	(805) 485-3113
Rio Plaza, Lisette Garcia	(805) 485-3121
Rio Real, Dr. Maria Hernandez	(805) 485-3117
Rio Rosales, Ryan Howatt	(805) 983-0277

Rio Vista, Robert Guynn	(805) 981-1507
Rio del Mar, Leslie Hudson	(805) 485-0560
Rio del Norte, Betsy Pegler	(805) 604-1412
Rio del Valle, Leslie Pimentel	(805) 485-3119
Rio del Sol, Dr. Ryan Emery	(805) 307-0080
Psychologists	
Lillian Hernandez, RdN/RdM	(805) 604-1412 /(805) 485-0560
Amy Smith, RL/RRO	(805) 485-3113/(805) 983-0277
Ariana Lopez-Castellanos, RP	(805) 485-3121
Counselors	
Veronica Barragan, RL	(805) 485-3113
Juan Toledo, RP	(805) 485-3121
Margarita Jimenez, RRE	(805) 485-3117
Victor Anaya, RRO	(805) 983-0277
Myriah Bibian, RV	(805) 981-1507
Ignacio Mendoza, RdM	(805) 485-0560
Cynthia Rivera, RdN	(805) 604-1412
Andre Vasquez, RdV	(805) 485-3119
Alex Wheadon, RdS	(805) 307-0080
Nurses	
Julie Maria	(805) 485-3111

Local Agency Emergency Numbers

Local Agency Emergency Numbers	
Police Department or Sheriff's Department	Oxnard Police Department: 911 or (805) 486-1663 Ventura County Sheriff: 911 or (805) 654-2551
Fire Department	911
American Red Cross	(805) 339-2234
Southern California Edison	(800) 611-1911 (to report power outages)
Southern California Gas Co.	(800) 427-2200
Water – City of Oxnard	(805) 385-8136

Staff Emergency Assignments

<u>Emergency Task</u>	<u>Title</u>	<u>Relief/Back-up</u>
Emergency Coordinator	Principal Betsy Pegler	Admin Designee - William Almstrom
Secretary/Record Keeper	School Office Manager - Hilda Garcia	Family Support Specialist Kenya Alvarez
Search and Rescue Team	Lead: Francisco Muller (5th Grade Teacher - Commando Post) Team 1: Leif Lapid & Elise Legaspi (Both Teachers) - Pod 1 Rooms 4-9, restrooms, kinder building and office Team 2: Espinoza and Kosters (Both Teachers) - Pods 2 and 3 rooms 10-20, restrooms	Cynthia Rivera (School Counselor) Rachel Aguilera - Resource Service Provider Cristina Solorio - Library Clerk McDaniel - Teacher Anderson - Teacher

	Team 3: Araiza and Muller (Both Teachers) Pod 4 rooms 23-27	Auerbach - Teacher
Utilities Team	Aurelio Lopez - Daytime Custodian John Nasca - Evening Custodian	Richard Ayala - Campus Supervisor
Student/Staff Accounting Team	Casimiro - Teacher	Pearson - Teacher
Student Release Team	Hilda Garcia and Maria Perez	Elizabeth Ordaz and Mrs. Gonzales (Report to Command Center)
First-Aid Team	Nurse Angelica Cuellar Francisco Muller - 5th Grade Team Leader Cynthia Rivera - counselor Leigh Ranieri - 4th Grade Teacher	Lucy Beckley - TK Teacher Sheri Fennell - (Kinder Lead)
Food/Water/Sanitation Team	Food Service Manager - Kathy Velasquez Food Service Assistants	Aurelio Lopez - Day Custodian John Nasca - Night Custodian
Security Team	Aurelio Lopez - Day Custodian John Nasca - Evening Custodian	

School Staff Buddy List

Site: Rio Del Norte Elementary

Prepared Date: September 2023

Prepared by: Principal Betsy Pegler

Responsibility to Remain with Students	Responsibility for Assuming Emergency Tasks	Emergency Task
Tellez	Fennell	Med/Triage Back-up

Villa	Beckley	First Aid
Pearson	Cathcart	Unassigned
Fanucchi Norton	Casimiro	Student/Staff Accounting
Koenig	Decandia	Unassigned
Anderson	Espinoza	Search/Rescue
McDaniel	Mackie	Search and Rescue
Ranieri	Almstrom	TIC Administration Relief/Back-up
Auerbach	Legaspi	Search and Rescue
Araiza	Muller	Search and Rescue
Lapiad	Martin	Search and Rescue
Aguilera	Hernandez	Unassigned
Aurelio Lopez	J. Aleman	Security Team
K. Alvarez	H. Garcia	Record Keeping
Cristina Solorio	Richard Ayala	Utilities
Howes	Stephanie Sanchez	Unassigned
Elizabeth Ordaz	Jacky Magana	Security
Maria (Consuelo) Solis	Letty Lopez	Unassigned

B. Initial Contact to Launch District Emergency Operations Protocol

Call will be made to the district office to alert the District of an emergency at a school site by Hilda Garica

Communication to Families will come from Principal Betsy Pegler or through the district PIO

For emergency communication Edulink is utilized through the district office to communicate with groups of parents based upon the needs at each school site or the entire district. The Superintendent of Public Information Officer (PIO) will facilitate communications with families. **All communication, even at the site level, will be reviewed by the Superintendent, their designee or the PIO.**

C. Public Agency use of Schools as Shelters

The American Red Cross has worked with Ventura County Schools Self-Funding Authority and Ventura County Office of Education on an agreement through the county to allow for use of school sites for shelter locations. Should the American Red Cross want to utilize a Rio School District Site we will enter into discussion with the above-mentioned entities to allow use of our facilities.

D. Initial Response Actions

1) Action “Lockdown”

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all times.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM.”

“SU ATENCIÓN POR FAVOR. TENEMOS UNA SITUACIÓN DE EMERGENCIA Y NECESITAMOS IMPLEMENTAR LOS PROCEDIMIENTOS DE CIERRE DE EMERGENCIA. LOS MAESTROS DEBEN CERRAR LAS PUERTAS DEL SALÓN CON CANDADO Y MANTENER A TODOS LOS ESTUDIANTES DENTRO DEL SALÓN HASTA PRÓXIMO AVISO. NO ABRAN LA PUERTA HASTA SER NOTIFICADOS POR UN ADMINISTRADOR O AGENTE POLICIAL. SI ESTÁN AFUERA, LOS ESTUDIANTES Y EL PERSONAL DEBEN PROCEDER DENTRO DEL EDIFICIO O SALÓN MÁS CERCANO”.

2. If inside, teachers will lock the doors, instruct students to lie on the floor, and close any shades or blinds, silence phones and computers.

3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement.
5. Staff should monitor forms of communication including email and text.
6. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, are allowed on campus.

Active Assailant “criminal incident” on Campus

A dangerous person could be someone with a legitimate purpose on campus (student, staff, or authorized visitor) or an unauthorized person, armed or violent. Staff must call for a lockdown as soon as an active assailant is identified and call 911 to engage law enforcement

The best and safest response to an active assailant is to “Lockdown”.

Follow procedures for lockdown – secure yourself and students in locked classrooms, cover windows, silence phones and computers, keep the lines of communication open such as email and texting.

Take necessary action to protect yourself and students.

If you are on the field or on campus, move away from the sound of gunfire, stay low, behind walls or hidden by bushes.

If you are unable to get into a locked room the following is recommended:

- Hide in an area out of the assailant’s view
- Block entry to your hiding place if possible
- Silence your cell phones and radios
- As a last resort, if your life is in imminent danger, and you are able, defend yourself against the assailant

2) Action “Secure School/Shelter in Place”

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from the environment. That may be a danger in the local area (not on campus) or airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment and may include the shutdown of classroom and/or building HVAC systems.

The difference between Shelter-in-Place and Lock Down is that the former may involve shut down of the HVAC systems, and allows for the free movement of students within the

building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE WITH WINDOWS AND DOORS SECURELY CLOSED. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.”

“SU ATENCIÓN POR FAVOR. PORQUE HEMOS RECIBIDO INFORMACIÓN SOBRE UN PELIGRO EN LA COMUNIDAD, ESTAMOS INSTITUYENDO PROCEDIMIENTOS DE REFUGIO EN UN LUGAR SEGURO. RECUERDEN, ESTO SIGNIFICA QUE LOS ESTUDIANTES Y EL PERSONAL DEBEN PERMANECER DENTRO DEL EDIFICIO Y LEJOS DE VENTANAS AL EXTERIOR Y CERRAR LAS PUERTAS DE FORMA SEGURA. TODOS LOS ESTUDIANTES Y EL PERSONAL QUE ESTÁN AFUERA DEBEN MOVERSE INMEDIATAMENTE A LA PROTECCIÓN DE UN CUARTO EN EL INTERIOR. TAN PRONTO TENGAMOS MÁS INFORMACIÓN, LA COMPARTIMOS CON USTEDES”.

2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
4. Teachers are responsible to secure individual classrooms whereas the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

3) Action “Evacuation - Leave Building” (Evacuation Procedures) This action is taken after the decision is made that it is unsafe to remain in the building.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions. "YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER.

TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."

"SU ATENCIÓN POR FAVOR. NECESITAMOS INSTITUIR UNA EVACUACIÓN DE TODOS LOS EDIFICIOS. LOS MAESTROS DEBERÁN LLEVAR A SUS ESTUDIANTES AL ÁREA DE ASAMBLEA Y REPORTARSE A SU ÁREA DESIGNADA. LOS ESTUDIANTES DEBERÁN PERMANECER CON SU MAESTRO. LOS MAESTROS NECESITAN LLEVARSE SU LIBRO DE ASISTENCIA Y CERRAR EL SALÓN CUANDO TODOS LOS ESTUDIANTES HAYAN SALIDO DEL SALÓN."

2. The Principal will initiate a fire alarm.
3. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
4. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.
5. Once assembled, teachers and students will stay in place until further instructions are given.

4) Action "Student Release"

1. Warning: Verbal Communication by the principal or designee. Action "Student Release" will be considered by the principal or designee. Students will be held at school until released to an authorized adult.
2. Action "Student Release" consists of:
 - a. Dismissal of all classes.
 - b. Release of students to their parents or guardian or another authorized adult at principal's or designee's judgment.
3. Action "Student Release" may be appropriate for, but not limited to, the following:
 - Flood,
 - Severe wind storm

- Fire,
- Or strategic alert

5) Action “Directed Transportation” (Off-Site Evacuation)

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

“SU ATENCIÓN POR FAVOR. NECESITAMOS INSTITUIR UNA EVACUACIÓN FUERA DE LA ESCUELA. LOS MAESTROS DEBEN LLEVAR A SUS ESTUDIANTES AL ÁREA DE ASAMBLEA FUERA DE LA ESCUELA Y REPORTARSE A SU ÁREA DESIGNADA. LOS ESTUDIANTES DEBEN PERMANECER CON SUS MAESTRO. LOS MAESTROS DEBEN LLEVARSE SU LIBRO DE ASISTENCIA Y CERRAR SU SALÓN DESPUÉS DE QUE TODOS LOS ESTUDIANTES HAYAN SALIDO DEL SALÓN.”

2. The Principal will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location. The off-site assembly areas are indicated on the Vicinity Map in Appendix C.
3. Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a pre-designated safe location.
4. Once assembled off-site, teachers and students will stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, the Principal may authorize students and staff to return to the classrooms.

6) Earthquake Procedures – Duck, Cover, Hold

This action is taken to protect students and staff from flying or falling debris.

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The

Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

If able to make an announcement: REMINDER: ALL STUDENTS SHOULD FOLLOW STAFF TO DUCK AND COVER AND HOLD ON

RECORDATORIO: TODOS LOS ESTUDIANTES DEBEN SEGUIR AL PERSONAL PARA AGACHARSE Y CUBRIRSE Y AGARRARSE

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.

VI. Disaster Response Checklists

Checklists are included to outline the initial response to the following situations:

Aircraft Crash

Biological/Chemical Weapons Assault (unknown powdery substance)

Biological/Chemical Weapons Assault (via aircraft or outdoor dispersion device)

Biological/Chemical Weapons Assault (via indoor dispersion device)

Bomb Threat / Explosion

Chemical or Hazardous Materials Incident / Gas Fumes

Earthquake

Fire

Flood

Medical Emergency

Nuclear Attack

Riot/Civil Disorder

Severe Windstorm

Suspicious Mail/Packages

Active Assailant, Intruder or Criminal Activity on Campus –
Weapons/Assault

Threat of Violence

Utility Failure/ Power Failure/ Blackout **Aircraft**

Crash

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

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

Perform a quick assessment of the situation and determine if immediate evacuation is necessary. If the Principal issues an “Evacuate Building” action, the students will evacuate the buildings using prescribed routes or other safe routes to the assembly area. The Principal will initiate an off site evacuation, if it is unsafe to remain on campus.

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

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

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

Teachers: Determine if your class is in immediate danger.

If the class is in danger evacuate your class to a safe location, otherwise stay in your room.

If you evacuate, take roll and document absent and/or missing students on the class attendance sheet.

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

Activate the Buddy System and either remain in the Assembly Area to supervise students or report to the Command Post for assignment.

Wait for further instructions.

Biological/Chemical Weapons Assault

Discovery of Unknown Powdery Substance

Discovering Party: Upon discovery of any unidentified powdery substance, do not touch, sniff, or taste the substance.

Do not attempt to clean up or remove the substance.

Cover the powder with whatever you can (paper, clothing, trash can, etc.) and do not remove this cover.

Leave the room and close the door or otherwise prevent access to the room.

Wash your hands with soap and hot water.

Report the discovery to the Principal.

Remove any contaminated clothing from your person as soon as possible and place inside plastic bags.

Principal: Upon knowledge of a biological or chemical weapons assault at school ensure that 9-1-1 has been dialed. Establish a Command Post and report the incident to the District Office.

Ensure that an evacuation of the immediate area has been conducted and that the area is isolated and cannot be entered.

Direct custodian to ensure that the HVAC system is shut down.

Make a list of all the people who were in the room or area of the substance and provide this list to the emergency response agencies investigating the incident.

Ensure that everyone who may have had contact with the powder washes his/her hands and removes contaminated clothing as soon as possible. Contaminated clothing should be placed in plastic bags.

Minimum Incident Command System Activation recommended: Assembly Team, Operations Section, and Hazard Control Team. You are now the Incident Commander.

Ensure that all students and staff have been accounted for.

All Personnel: Do not panic. Remain calm and follow instructions.

Do not turn on any air conditioner/heater or fan.

Evacuate when instructed to do so. Take Roll Book and pen and pencils. Use pre-planned evacuation routes (refer to Facility Map), if safe to do so, otherwise use the safest route.

Once in the assembly area, do not leave until instructed to do so. Teachers should immediately take roll, document absent, and or missing students on class attendance sheet. Turn attendance sheet into the Assembly Team Leader.

Biological/Chemical Weapons Assault

Principal: Upon knowledge of a biological or chemical weapons assault that is conducted by dispersing biological/chemical agents via aircraft or dispersion device that is outdoors ensure that all staff and students are moved indoors. Instituting shelter –in-place procedures may be appropriate.

Direct custodian to ensure that the HVAC system is shut down.

Direct staff to cover vents with thick paper using tape to create a seal.

Minimum Incident Command System Activation recommended: Assembly Team, Operations Section, and Hazard Control Team. You are now the Incident Commander.

Ensure that all students and staff have been accounted for.

All Personnel: Do not panic. Remain calm and follow instructions.

Agent Delivered via Aircraft or Dispersion Device that is Outdoors

Move indoors.

Close and secure all doors and windows.

Ensure that your heater/air conditioner is turned off.

Take roll of your classroom.

Cover vents with plastic or thick paper using tape to create a seal.

Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.

Remain in this area until notified to leave by Principal or emergency response agencies.

Immediately report any injuries or illnesses to your supervisor or officers of emergency response agencies.

Biological/Chemical Weapons Assault

Principal: Upon knowledge of a biological or chemical weapons assault that is conducted by dispersing biological/chemical agents via dispersion device that is indoors or the school's HVAC system direct a full evacuation to the school's normal outdoor evacuation area.

Direct custodian to ensure that the HVAC system is shut down.

Call 9-1-1 to report the incident.

Follow normal evacuation procedures.

Follow instructions of emergency response agencies. Minimum Incident Command System Activation recommended: Assembly Team, Operations Section, and Hazard Control Team. You are now the Incident Commander.

Ensure that all students and staff have been accounted for.

All Personnel: Do not panic. Remain calm and follow instructions.
Agent Delivered via Dispersion Device that is Indoors or the school's HVAC System

Evacuate classroom to normal outdoor evacuation assembly area.
Ensure that all windows and doors are closed while evacuating.

Take Roll Book and pen and pencils. Ensure that all students have been accounted for.

Use pre-planned evacuation routes.

Once in the assembly area, do not leave until instructed to do so. Teachers should immediately take roll, document absent, and or missing students on class attendance sheet. Turn attendance sheet into the Assembly Unit Leader.

Immediately report any injuries or illnesses to your supervisor or officers of emergency response agencies.

Bomb Threat

What to do in case of a bomb threat

Discovering Party: If you receive a bomb threat over the telephone, ask the following:

When will it explode?

Where is the bomb right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Why did you place the bomb? What is

your address? (Where are you?) What

is your name?

Principal:

Dial 9-1-1 to notify police of Bomb Threat.

Contact the District Office.

If you believe the bomb threat is credible, do not use a walkie-talkie or cell phone. (There are some radio-controlled bombs).

Determine if you will evacuate the school before conducting a search. Activate the alarm signal (bell-verbal) if you decide to conduct an evacuation.

Evacuate to the Assembly Area.

Minimum Incident Command System Activation recommended: Operations Section, and Hazard Control Team. You are now the Incident Commander.

Principal: If a hazardous material is released in the area of the school, local law enforcement and/or fire department will determine if an evacuation of the school is necessary. If an evacuation of the school is necessary, you will be instructed where to go and which routes to take. Inform the District Office of the evacuation order and relay any additional assistance needed.

Establish and maintain communication with law enforcement and/or fire departments and the District's Emergency Operations Center. Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Logistics Section.

If an evacuation to another location is imminent, prepare to move students and staff to the designated shelter utilizing available resources.

Until ordered to evacuate assume that a "shelter-in-place" strategy will be employed and do the following:

Direct that all students and staff remain indoors until it is safe.

Direct that all heating-ventilation and cooling units are shut down.

Direct that all windows be shut.

Teachers:

Upon notification that a hazardous materials incident has affected the school, keep calm while preparing for an evacuation to another location, if directed.

Chemical or Hazardous Materials Incident

Keep students calm.

Close all classroom doors and windows.

Ensure that the heating-ventilation and cooling system is shut down.

Unless otherwise instructed, assume that a "shelter-in-place" strategy is being utilized. Keep all students indoors until it is determined to be safe.

Earthquake

Duck, Cover and Hold

If Inside: Take cover under a desk or strong table or sit or stand against an inside wall.

Stay inside the building. Leaving the building will subject you to falling debris, downed power lines and other hazards.

Stay away from windows, glass, bookcases and outside doors.

Do not use telephones. Place receivers back on the cradle.

If a fire develops, follow the procedures in the Fire Section.

Do not light any match, lighter, or other object that may create any open flame.

Tune to: KNX 1070 AM.

Prepare to evacuate to the Assembly Area, if instructed to do so.

If Outside: Move away from buildings and utility wire.

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

Prepare to relocate to the evacuation assembly area, if instructed to do so.

Principal: Establish a command post and initiate damage assessment and report to the District Office.

If necessary, direct the evacuation of staff and students to assembly areas.

Activate a Search Team to check all buildings for trapped or injured staff and students.

Ensure that the disabled are assisted in the evacuation.

Minimum Incident Command System Activation recommended: Operations Section, Search and Rescue Team, Assembly Team, Hazard Control Team. Refer to Section 4. You are now the Incident Commander.

Continued...

Earthquake (continued)

Teachers: Give the Duck, Cover and Hold command to students. Duck, cover and hold yourself.

Determine if an immediate evacuation is necessary (if in your opinion remaining in the building is a hazard). If you do not believe an evacuation is necessary, stay in the building and await further instructions. (Refer to the Facility Map for your assigned area.) If you believe an immediate evacuation is necessary, direct an orderly evacuation to your pre-designated assembly area.

Take any emergency supplies and roll book to the assembly area.

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

Teachers are now available to activate the Buddy system and either remain in the Assembly Area for student care or report to the Command Post for assignment.

Determine the first aid needs of your class. Prepare to have injured students transported to the Treatment Area, when activated.

Fire

Discovering Party:

Activate nearest accessible manual alarm pull box or notify the office that there is a fire at (say location). The Office will call the fire department.

Clear everyone from the immediate area.

Close - but do not lock all doors leading to the fire area to isolate the area and prevent spread of fire.

Principal:

Upon knowledge of fire at school, activate alarm signals (bell and verbal) and ensure that 9-1-1 has been dialed. Establish a Command Post and report the fire to the District Office.

Supervise the evacuation of staff and students to assembly areas.

Direct a subordinate to check all bathrooms and training rooms for staff and students.

Ensure that the disabled are assisted in the evacuation.

Minimum Incident Command System Activation recommended: Assembly Team, Operations Section, and Hazard Control Team. Refer to Section 4. You are now the Incident Commander.

All Personnel:

Do not panic. Remain calm and listen to instructions.

Do not open hot doors. Before opening any door, touch it near the top to see if it is hot. Do not break windows - Oxygen feeds fires.

Evacuate when instructed to do so. Take a class roster, pen and pencils. Use pre-planned evacuation routes (refer to Facility Map), if safe to do so, otherwise use the safest route.

Once in the assembly area, do not leave until instructed to do so. Teachers should immediately take roll, document absent, and or missing students on class attendance sheets. Turn the attendance sheet into the Assembly Team Leader.

If the fire is small (no bigger than a desk) use the nearest fire extinguisher to put it out. Only use a fire extinguisher if you have been trained. Do not risk personal safety to put out a fire.

Flood

Principal:

If you are experiencing flooding problems, which may affect your school site, contact the District Office.

Establish a Command Post and tune to the Emergency Alert Station (EAS) to receive an update on the storm. Tune to KNX 1070 AM for EBS.

If flooding is imminent, Minimum Incident Command System Activation recommended: Operations Section, Hazard Control Team (Section 4) and the Logistics Section to begin sandbagging and other property protection measures as required.

Determine from the District and local authorities if the school is being evacuated or closed. If so, activate the Student Release Team (Section 4) to begin the student release process.

Activate other Incident Command System functions as required to support your actions.

Teachers:

Keep students indoors until it is determined to be safe.

Prepare to evacuate students. Evacuate students to pre-designated Assembly Area if an evacuation is ordered.

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

Prepare to release students to the Student Release Team. Note: Do not release any students until you have completed the Student Accounting Form. Prepare to release individual students according to the student release procedures.

All Personnel: If the situation is life threatening, dial 9-1-1.

Report medical emergencies to the School Principal.

Await instructions.

Principal: Ensure that 9-1-1 has been called and report the medical emergency to the District Office.

Medical Emergency

Provide emergency First Aid. Utilize the school nurse if available.

Activate the Medical Team if there are multiple casualties.

Direct responding emergency personnel to the victim(s).

Isolate staff and students from the victim(s).

Nuclear Attack

Principal: Establish and maintain communication with the District's Emergency Operation Center (EOC). Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Logistics Section and Facilities Team.

Direct the Facilities Team to begin locating food and water.

Direct the Facilities Team to begin protecting each building containing people for nuclear fallout. Any object placed between the fallout and people can help to reduce exposure.

Direct that all heating-ventilation and cooling units be shut down.

Direct teachers to keep students on the interior walls of each building.

Keep all staff and students indoors until it is determined by the Ventura County Health Department that it is safe.

Maintain communication with the District Emergency Operations Center to receive updates. Tune to the Emergency Alert System (EAS) at KNX 1070 AM to receive updates.

Upon receiving the "all clear," activate the Student Release Team.

Activate Incident Command System teams as required to accomplish necessary functions.

Teachers: Keep students on the interior walls of the classroom. This plan is designed to provide direction in the unlikely event a nuclear weapon detonated away from the City. The blast effect is assumed to not threaten the City. The hazard of such an incident is the associated radioactive fallout. (Note: Due to Electromagnetic Pulse, electronic and communication equipment may fail).

2. Keep students indoors until it is safe to leave. Refer to the Hazardous Materials Incident Section for more information.
 3. Take roll and document absent and/or missing students on the class attendance sheet.
-
-

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

All Personnel: If disturbance is off campus, as much as possible, remain in your work area and maintain your normal work routine.

Wait for further instructions indicating if the campus is in a lockdown situation.

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

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

If rioters enter your area:

Initiate lockdown procedures

Remain calm and lock all doors and close window blinds.

Avoid window areas if possible.

Do not leave your building or work area unless you feel you are in imminent danger.

If you do leave the building, avoid any interaction with rioters.

Await further instructions.

Principal: Direct a lock down of the campus if you believe the situation warrants.

Riot/Civil Disorder

Consult with the Police Department and the District to coordinate appropriate protection for the school and its personnel.

Establish a Command Post

Inform teachers and staff of the emergency situation. If appropriate, use the public address system.

Minimum Incident Command System Activation Recommended: Operations Section and Hazard Control Team to staff the Security Team.

Do not permit staff or students to leave the school until you have determined it to be safe.

Direct the careful screening of all persons entering the school facility.

Principal: If you are experiencing high winds, which may affect your school site, contact the District Office.

Establish a Command Post and tune to the Emergency Alert Station (EAS) to receive an update on the storm. Tune to KNX 1070 AM for EBS.

Minimum Incident Command System Activation recommended: Operations Section and the Hazard Control Team (Section 4).

Determine from the District and local authorities if staff and students should move to the interior core area of the building away from outside windows and doors.

Activate other Incident Command System functions as required to support your actions.

All Personnel: Keep students indoors and away from windows and doors.

Severe Windstorm

Close all windows and blinds and avoid building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Follow instructions provided by Principal or emergency response agencies.

Report and injuries to your supervisor.

Indicators: Suspicious Mail is mail that... is unexpected or from an unfamiliar source. has excessive postage. is addressed to someone who no longer works at the school. is addressed to a current employee but with the wrong title. contains several misspelled words on the envelope. marked with restrictive endorsements such as "Personal" or "Confidential". has no return address or an address that cannot be verified. mail that is from a foreign country. shows a city or state in the postmark that doesn't match the return address. is lopsided, oddly shaped, or has an unusual weight, given its size. has protruding wires, strange odors or stains. has powdery substance on the outside. has an unusual amount of tape on it. is ticking or making unusual sounds.

Discovering Party: Do not try to open the package or envelope.

Suspicious Mail/Packages

Do not sniff, taste, or shake the package.

Isolate the package.

If powder is spilled from an envelope or package, do not try to clean up the powder.

Cover the spilled contents immediately with anything (clothing, paper, trash can) and do not remove this cover.

Evacuate the immediate area and close the door.

Notify the Principal.

All Personnel: When informed of suspicious mail or packages do not panic, spread rumors or communicate unverified information.

Remain away from any isolated area and follow instructions from the Principal or emergency response agencies.

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

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

If powder spilled from the package, ensure that the area is isolated and ensure that all personnel that have had contact with the package have washed their hands and removed contaminated clothing.

Notify the District Office of the incident.

Activate the Incident Command System and await the arrival of emergency response agencies.

Active Assailant, Intruder or Criminal Activity on Campus

Discovering Party: Notify the office of an unfamiliar individual and report their location and behavior.

If the individual appears dangerous or is involved in criminal activity, avoid contact and move to a safe location.

All Personnel: When informed of a suspicious individual or activity on campus, the words "We are initiating a school lock down. This is not a drill" will be used. Initiate lockdown procedures and await further instructions.

As required by Board Policy, school sites have visitor check in requirements. All visitors must check in and have identification when on campus. This checklist is designed to address unknown individuals who come onto campus and are exhibiting suspicious or potentially threatening behavior or obvious criminal activity.

- Remain calm and lock all doors and close window blinds.

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- Avoid window areas if possible.
 - All student phone powered off
 - Staff phones and computers placed on silence, should be left on for communication purposes
 - Do not leave your classroom or work area
 - Await further instructions
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- If outside of a classroom (Physical Education or passing period) seek shelter in the closet room (gymnasium, MPR, kitchen, even restrooms), lock or block the door and stay quiet

No staff or students will be permitted to leave the school until it is safe. During lock down, communicate any suspicious activities or noises to the school office or district office. This information may be useful to authorities. Once it has been determined it is safe, the words “The school lock down is over” will be used.

If the intruder enters your area:

Do not provoke an incident

Remain calm and do not get involved. Leave or avoid the area.

Principal:

If you believe it is safe, approach the individual and assess the individual’s business. (You should be accompanied by another adult staff member, if possible). Explain the school visitor policy.

If suspicious or criminal activity has been reported immediately dial 9-1-1 and contact the District Office.

Consult with the Police Department and the District to coordinate appropriate protection for the school and its personnel.

Inform teachers and staff of the emergency situation. If appropriate, use the public address system and direct a lock down of the campus.

Activate the Incident Command System and attempt to monitor the situation without putting staff in jeopardy. Await the authorities.

Do not permit staff or students to leave the school until you have determined it to be safe.

As appropriate, use the public address system to end the school lock down.

Utility Failure

Principal:

Assess if utility failure presents a threat to safety, if so contact 9-1-1 immediately.

Notify District Office and District Maintenance Department.

Contact the appropriate utility company if directed.

Southern California Edison (800) 655-4555 (dial "0")

Southern California Gas Company (800) 427-2000 (dial "1" – gas leaks; "4" – all other issues)

Teachers:

Determine if any power lines, sewer lines, water lines, or gas lines are down or ruptured at the school. If so, activate the Incident Command System Hazard Control Team to isolate the area.

Determine if an evacuation of classrooms is necessary.

Open window shades and use emergency flashlights as necessary.

Prepare to relocate your class to your pre-designated Assembly area.

Sample Letter Notifying Community Members of Public Hearing or Public Display