



# COMPREHENSIVE SCHOOL SAFETY PLAN 2023-2024

In compliance with  
California Ed Code §§ 32280 - 32289.5

2131 Snow Avenue, 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 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: TBD

Date Submitted to Law Enforcement and First Responders TBD

Date submitted to Rio School District Office TBD - 11- - 23

Date Reviewed by Superintendent or Designee - 12-4-23

## **Table of Contents**

I. The Comprehensive School Safety Plan Overview	5
II. General School Information	5
A. School Profile	5
B. Safe School Mission	5
C. Description of School Facilities	6
D. School Site Council Membership	6
E. Notifications and Communication	7
III. Safe School Reports	7
A. School Crime Status	7
B. Safe School Assessment Resources	8
C. Safe School Needs Assessment 2019 – 2020	8
IV. School Safe Practices, Policies and Procedures	8
A. Child Abuse Reporting Procedures - BP 5141.4	8
B. Notification of Dangerous Pupils to Teachers - BP 4112.9	8
C. District Rules and Procedures on School Discipline - BP 5144	9
D. Bully Prevention - BP 5131.2	9
E. Hate Crime Reporting Procedures - BP 5145.9	10
F. Safe Ingress/Egress Procedures – BP 1250	10
G. Nondiscrimination/Harassment – BP 0410	11
H. Suspension & Expulsion Policies – BP 5144.1	11
I. Search and Seizure – BP 5154.12	12
J. Dress Code Prohibiting Gang Related Apparel – BP 5132, 5136	13
K. Bus Conduct – BP 5131.1	13
L. Comprehensive School Safety Plan – BP0450	13
M. Conduct – BP 5131	13
N. Emergency / Disaster Preparedness Plan including Public Agency Response – BP 3516	14

O. Employee Safety and Protection – BP 4157	14
P. Sexual Harassment – BP 5145.7	15
Q. Weapons and Dangerous Instruments – BP 5131.7	15
R. Positive School Climate	15
V. Emergency Response Plan	16
A. Emergency Contacts and Assignments	16
District Emergency Numbers	16
District Contact Numbers	16
Local Agency Emergency Numbers	16
Staff Emergency Assignments	17
School Staff Buddy List	17
B. Initial Contact to Launch District Emergency Operations Protocol	18
C. Communication to Families	18
D. Initial Response Actions	18
1) Action “Lockdown”	18
Active Assailant “criminal incident” on Campus	19
2) Action “Secure School/Shelter in Place”	20
3) Action “Evacuation - Leave Building” (Evacuation Procedures)	20
4) Action “Student Release”	21
5) Action “Directed Transportation” (Off-Site Evacuation)	21
6) Earthquake Procedures – Duck, Cover, Hold	22
VI. Disaster Response Checklists	22
Aircraft Crash	23
Biological/Chemical Weapons Assault	24
Bomb Threat	26
Chemical or Hazardous Materials Incident	27
Earthquake	28
Fire	29
Flood	30
Medical Emergency	31
Nuclear Attack	31
Riot/Civil Disorder	32

<b>Severe Windstorm</b>	<b>33</b>
<b>Suspicious Mail/Packages</b>	<b>33</b>
<b>Active Assailant, Intruder or Criminal Activity on Campus</b>	<b>34</b>
<b>Utility Failure</b>	<b>36</b>
<b>Sample Letter Notifying Community Members of Public Hearing or Public Display</b>	<b>37</b>

## **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.

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Rio Lindo Elementary  
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## **II. General School Information**

### **A. School Profile**

The Rio Lindo Rockets launched a successful academic program since opening in 1964, maintaining strong STAR test scores and achieving recognition as a California Distinguished School in 1986. Rio Lindo serves approximately 412 students in grades K - 5th grade, ages 5 - 11 years old. Our students enjoy the benefits of a strong PTA and many parent and community volunteers that encourage the school's wide variety of programs.

Current enrollment: 412 students from July 1, 2023 to June 30, 2024

Ages: 4 to 11

Total Staff (Teaching and Support): 50

### **B. Safe School Mission**

At Rio Lindo, we believe that every child can be a successful learner. We offer a program where students will develop inquiry skills, learn how to access relevant resources and receive individual support individual support to ensure that every student is reaching their highest potential. Rio Lindo's teaching and support staff are dedicated to supporting and maintaining a safe and nurturing school environment where students' social, emotional and behavioral needs are met.

District Goals

1. To instill in each student the love of learning, and to provide opportunities for academic growth for students at all developmental levels with continuous cooperation between teachers, parents, and staff.
2. To develop, within each student, a sense of personal organization, responsibility, and

motivation.

3. To ensure that each student develops a positive self-concept, and acceptance and understanding of others, a cooperative attitude, and respect toward others and their property.
4. To provide a safe, secure, nurturing school environment, conducive to learning, through a collaborative effort between teachers, parents and staff.

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

- a. School Counsel
- b. School Resource Officers/Law Enforcement
- c. District Nurses
- d. Community partnerships

### **C. Description of School Facilities**

Rio Lindo is an Elementary School serving students from grades TK-5th, ages 4-11 years old. We are located on Snow Avenue, off of Gonzalez Road near the Rose Shopping Center. There are two pods with 8 classrooms each (total 16), 7 portable classrooms, 1 Transitional Kindergarten classroom and an administrative building including cafeteria, kitchen, staff workroom/lounge and counseling office and conference room .

### **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
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired – Mental health professionals, school counselors, community intervention professionals, school resource officers, police officers on campus.

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**

Principal Name - Adeline Mendez

Classroom Teacher - Courtney Downing

Classroom Teacher - Frank Walsh  
Classroom Teacher - Robin Van Eyk  
Other School Employee - Emily Ramsey  
Parent - Maria Ayala-Pitones  
Parent - Density Cisneros  
Parent - Maricela Medina  
Parent - Cesar Hernandez  
Parent - Jennifer Ramos

## **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 2018-19 school year was shared with: (EC 35294.2(e) and 35294.8(b)) Sample list below, please add specifics or delete what was not used to inform the public.

- School Site Council
- School staff at monthly staff meetings
- Communicated to the general public through the district website
- 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 Improvement Plan

Rio Lindo Elementary school does not experience high rates of crime, vandalism, truancy.



Total Suspensions: \_\_\_\_\_0\_\_\_\_\_

Total Expulsions: \_\_\_\_\_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.

- Williams Act Walk Through
- Health Inspections
- School Site Inspection
- SRO/Law Enforcement

### **C. Safe School Needs Assessment 2022/ - 2023**

Place list of items to be addressed, found in site inspection reports from the county inspector, notations from facilities goals, or self-inspections.

- Holes in grass/field area
- Cracks in concrete and asphalt
- Emergency supplies updated
- Emergency lock down supplies for classrooms

## **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.

Completed by staff in the first 6 weeks of the school year.

### **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)

Students are expected to display appropriate behaviors while in class, on the school grounds, while going to and from school, and during school-sponsored activities:

- Show respect for yourself and others.
- Be in assigned seat, ready to work and with all materials, when the bell rings.
- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.
- Use a pleasant voice when talking to others.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate 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 witnesses 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) Completed by staff in the first 6 weeks of the school year.

### **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.

#### **UPDATE - THIS IS A MINIMUM REQUIREMENT**

##### **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 employees shall maintain professional standards of dress and 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, and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, 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)  
Date of last training with staff Aug. 19, 2022

### **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 6/2021

Staff Training provided Aug. 2023

<b>Date Drill</b>
October 19, 2023 The Great Shake Out (Earthquake/Fire)
November 27, 2023 Fire Drill
December 8, 2023 Lockdown Drill
January 24, 2022 Fire Drill
March 1st, 2023 Earthquake Evacuation
April 15th, 2023 Fire Drill
May 29th, 2023 Fire Drill

This section or the individual disaster sections should be adapted for pupils with Disabilities. For example, evacuation (how are you evacuating those in wheelchairs). N/A

**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.

### A. Emergency Contacts and Assignments

Adeline Mendez, Principal (805) 612-0094
Juliena Alvarez, Office Manager (805) 263-9367
Cruz Sanchez, Day Custodian (805) 758-8008
Mario Lopez, Evening Custodian (805) 844-9618

### District Emergency Numbers

District Emergency Operations Center Facilities Department
Cellular (805) 947-6977 MOT Director: Charlie Fichtner

### District Contact Numbers

Phone Number Emergency Only	
John Puglisi, Superintendent	(805) 485-3111 ext. 2101
Oscar Hernandez, Assist. Superintendent	(805) 485-3111 ext. 2131 (805) 890-6443

Rebecca Rocha, Director of Human Services	(805) 485-3111 ext. 2113 (805) 407-6837
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### Local Agency Emergency Numbers

Local Agency Emergency Numbers	
Police Department or Sheriff's	Oxnard Police Department: 911 or (805) 486-1663

Department	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 (800) 427-2200

Gas Co.

Water – City of Oxnard (805) 385-8136

**Staff Emergency Assignments & School Staff Buddy List**

	<b>Responsibility for Assuming Emergency Task</b>	<b>Responsibility for Assuming Emergency Task</b>
Room #	Teacher	Room # Teacher Emergency Task
1	Amanda Scott	5 Lizette Torres Search and Rescue Team
2	Deyvonne Mondragon	6 Natalie Reyes Care & Shelter
4	Bertina Serrato	8 Abby King Student Release Team
10	Emily Ornelaz	11 Silvia Contreras Student Release Team
12	Brenda Jaquez	13 Anne Stehly Care & Shelter 7 Heather Walker Care & Shelter
15/16	Emily Ramsey	14 Annette Lorenzana Medical Branch Leader & Staff

18	Robert Guynn Michela Folino	20 Robin Van Eyk Search and Rescue Team  21 Andrea Van Someren Medical Branch Staff
22	Cesar Rosales	23 Jacqueline Jones Search & Rescue
24	Crystal Calafati	Medical Branch Staff
27	Maristella LaMorena	Student Release & Student/Staff Situation
28	Frank Walsh	Status Unit Leader
29	Courtney Downing	Student Release & Medical Branch Staff

## 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. For Emergency communications ParentSquare is utilized through the District Office and School site to communicate with groups of parents based upon the needs at each school site or the entire district. The Superintendent or 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 the 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 American Red Cross want to utilize a Rio School District Site we will enter 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 time.

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.”**

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 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 danger in the local area (no 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.”

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 20

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.”

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.”

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

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 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 offsite 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 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 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 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 in to the Assembly Team Leader.

## **Biological/Chemical Weapons Assault**

### **Agent Delivered via Aircraft or Dispersion Device that is Outdoors**

**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 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.

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**

### **Agent Delivered via Dispersion Device that is Indoors or the school's HVAC System**

Upon knowledge of a biological or chemical weapons assault that is

**Principal:**

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 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.

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 in to 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 Assembly Area.

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

## **Chemical or Hazardous Materials Incident**

**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 department 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. 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 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.

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 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 class attendance sheet.

Teachers are now available to activate the Buddy system and either remain in 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 fire area to isolate the area and prevent spread of fire.

**Principal:** Upon knowledge of fire at school activate alarm signal (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 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 in to 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 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.

## **Medical Emergency**

- 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.  
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 student from the victim(s).

## Nuclear Attack

This plan is designed to provide direction in the unlikely event a nuclear weapon detonates 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).

- 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.
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 class attendance sheet.
- Upon receiving the "all clear," prepare to release students to the Student Release Team

## Riot/Civil Disorder

- 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 campus is in a lock down 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 lock down 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.
- 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 student to leave the school until you have

determined it to be safe.

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

## Severe Windstorm

**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.

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.

## Suspicious Mail/Packages

**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.  
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**

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.

**Discovering Party:** Notify office of 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 lock down procedures and await further instructions.

- Remain calm and lock all doors and close window blinds.
- 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
- If outside of a classroom (Physical Education or passing period) seek shelter in the closest 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 lockdown.

## 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.

Other District Contact Numbers		
Management Team	Phone Number	Emergency ONLY
Superintendent, John Puglisi	(805) 485-3111 x-2101	
Director of Human Resources, Open Position	(805) 485-3111 x-2113	
Asst. Superintendent of Educational Services, Oscar Hernandez	(805) 485-3111 x-2131	(805) 890-6443
Assistant Superintendent of Business Services, Wael Saleh	(805) 485-3111 x-2104	(650) 533-4730
Director of Fiscal Services, Mayte Duenez	(805) 485-3111 x-2105	(805) 843-8543
Director of Technology, Jarkko Myllari	(805) 485-3111 x-2125	(805) 294-8150
Facility Managers	Phone Number	Emergency ONLY
MOT Director, Charlie Fichtner	(805) 485-3111 x-2201	(805) 947-6977
Office of Student & Family Services	Phone Number	Emergency ONLY
Director of Pupil Services, Rebecca Rocha	(805) 485-3111 x-2308	(805) 407-6867
Director of Special Education, Erika Johnson	(805) 485-3111 x-2146	(909) 435-5336
District Nurse	Phone Number	Emergency ONLY
Julie Maria	(805) 844-6328	(805) 844-6328
Melissa Emery	(805) 485-3111	