

Oxnard Middle College High School

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School Safety Plan 2021- 2022

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Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Components of the Comprehensive School Safety Plan (EC 32281)

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

Safety Plan Vision

Oxnard Middle College High School (OMCHS) is a safe and secure campus. Oxnard Middle College offers students and staff a small and family oriented environment that is nurturing, supportive, and caring. Students feel welcome, nurtured, and protected from harm. Safety is a basic need that is provided to all students. No student, parent or staff member should suffer the pain of physical or verbal harm, threatening gestures, sexual harassment, or racial tension. Staff members understand that all forms of harm and violence distract students from learning. Staff is committed to provide a comprehensive Safe School Plan as part of the school's broader effort to reach total school safety that includes the concerns, wishes, and hopes of the school community.

Oxnard Middle College High School Safety Team

Our school safety team is made up of certificated and classified staff. The Safety Team reviews safety procedures and discusses them with the staff, provide training/direction to students, and work with the district safety committee.

Principal

The Principal serves as a facilitator to the School Site Council and orchestrates the development and implementation of the Safe School Plan. The principal determines the direction the school needs to go in terms of safety issues with decisions based on information and discussion from the staff. The principal provides information regarding the impact of gangs, drugs and violence on the campus and encourages teamwork.

Teachers

Teachers provide information and discuss staff attitudes and needs relating to school safety. They give feedback on conditions of classrooms, student satisfaction or dissatisfaction of the school environment and surrounding community. They make recommendations for activities and school projects that may provide a safer campus for them as well as others.

School Support Staff

The School Support Staff are those who have direct daily association with the students. Analyses of their areas of responsibilities reflect the needs of the population of students and guide in the design of needed programs on campus with the students and with family members.

Students

Student representatives provide perspectives that encourage administrators, parents and teachers to focus on the needs of the students. This allows an exchange of ideas regarding the safety and welfare of the entire student population. Students provide a benchmark for what students feel, need and want in order to have a safe and healthy learning environment.

Assessment of School Safety

Safety drills provide opportunities for practice and reflection. Additionally, OMC staff and students participate in all safety drills scheduled by Oxnard College. The California Healthy Kids Survey is given annually to students grades 9-12 to assess our school climate and how safe students feel on our campus. Facilities are regularly inspected by the administration, Custodian and by Oxnard College Police to ensure the safety of the campus.

Current Status of School discipline data. This section presents data that will be analyzed to assess the current status of school discipline committed on the school site and at school-related functions. Data presented include:

Incident Type	2018-2019	2019-2020	2020-2021
Suspensions (Total #)	1	0	0
Expulsions (Total #)	1	0	0
Chronic Absentee Rate	0	0	0
Discipline for Bullying	0	0	0
Discipline for Fighting	0	0	0
Discipline for Substance Abuse	0	0	0

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Progressive discipline intervention model is followed by administration and staff to provide opportunities for student reflection and standardized consequences. Email is used as a means for students to report incidents related to student safety, bullying or other problems to adults immediately. Our counseling staff provides emotional support and informational presentations about bullying and ways to report problems at school. School rules and expectations are reviewed each semester and in class which include ways to report any concern of safety to an adult.

Staff members teach students the meaning of being a GRIFFIN by understanding our beliefs in OMCHS, Organized, Motivated, Creative, Honorable, Scholars that foster positive interactions in the classroom among all students. Students receive instruction and counseling designed to promote positive racial and ethnic identity.

Students have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Students are all invited to participate in the Student Advisory Committee and School Site Council.

Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

School employees are mandated reporters and are obligated to report all known or suspected incidents of child abuse and neglect. General procedures are noted below.

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department.

Human Services Agency - Children's Services 855 Partridge Drive
 Ventura, CA 93003
 (805) 654-3200

When the telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall prepare and send to the appropriate agency a written report which includes a completed Department of Justice form. Mandated reporters may obtain copies of the above form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known:

- a. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade and class
- c. The names, addresses and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case.

Bully Prevention

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

Public Agency Use of School Buildings for Emergency Shelters

Communicates and collaborates with public agencies to provide facilities in the event of local disasters.

School Suspension, Expulsion and Mandatory Expulsion Guidelines

Suspension will be used only when other means of correction have failed to bring about proper conduct, except when a student commits an act that violates Education Code 48900a-e, or his/her presence causes a danger to others.

The Superintendent or designee shall have the discretion to determine whether to recommend to the board that the student be expelled except when a student listed in Education Code 48915c.

To correct the behavior of students who are subject to discipline, the principal shall, to the extent allowed by law, use alternative discipline strategies.

Must Recommend Expulsion (Mandatory EC 48915(c))

Act must be committed at school or school activity.

1. Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission from a certificated employee that is concurred with by the principal or designee. Selling or otherwise furnishing a firearm
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053 et. seq.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of 48900 or committing sexual battery as defined in subdivision (n) of 48900.
5. Possession of an explosive.

Education Code Section 48915 (a) states that an administrator shall recommend expulsion for the following violations [except for subsections (c) and (e)] unless the administrator finds that expulsion is inappropriate due to a particular circumstance.

1. Causing serious physical injury to another person, except in self-defense. Education Code Section 48915 (a) (1).
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. Education Code Section 48915 (a) (2).
3. Possession and/or use of any substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis.
4. Robbery or extortion. Education Code Section 48915 (a) (4).
5. Assault or battery, or threat of, on a school employee.

The recommendation for expulsion shall be based on one or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)]. Act must be committed at school, school activity, or on the way to and from school or school activity.

- a. †Inflicted physical injury
- b. Possessed dangerous objects
- c. Possessed drugs or alcohol (policy determines which offense)
- d. Sold look alike substance representing drugs or alcohol
- e. Committed robbery/extortion
- f. Caused damage to property
- g. Committed theft
- h. Used tobacco (policy determines which offense)
- i. Committed obscenity/profanity/vulgarity
- j. Possessed or sold drug paraphernalia
- k. Disrupted or defied school staff
- l. Received stolen property
- m. Possessed imitation firearm
- n. Committed sexual harassment
- o. Harassed, threatened or intimidated a student witness
- p. Sold prescription drug Soma
- q. Committed hazing
- r. Bullying
- s. Aided or abetted harm to another
- t. Sexual harassment
- u. Hate violence
- v. Creating disorder
- w. Terroristic threats

The recommendation for expulsion shall be based on one or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)].

† Section 48900 (s) (Statutes of 2001) states a pupil who aids or abets in infliction of physical injury to

another, as defined in Penal Code 31, may suffer suspension, but not expulsion. However, if a student is adjudged by a court to have caused, attempted to cause, or threatened personal injury, the student may be expelled.

‡ Section 48900 (t) "school property" includes, but is not limited to, electronic files and databases.

Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

Teachers are informed of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code §48900 except possession or use of tobacco products, §48900.2, §48900.3, §48900.4, and §48900.7. This information is based on district records maintained in the ordinary course of business or records received from a law enforcement agency.

(Sexual Harassment Policies (EC 212.6 [b]))

SEXUAL HARASSMENT-PERSONNEL

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the work or educational setting, when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made expressly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her
3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work performance; creating an intimidating, hostile or offensive work environment; or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the district

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor or any other employee, or a non-employee, in the work or educational setting, include but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions or the spreading of sexual rumors
2. Unwelcome visual conduct such as written notes, drawings, pictures, graffiti, gestures or sexually explicit e-mails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports

a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Sexual Harassment-Students

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumor
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposefully cornering or blocking normal movements
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Bullying based on gender, gender identity, or gender expression

School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

All students are expected to dress appropriately for a 9-12 grade educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene or clothing that promotes illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats is prohibited. Clothing should conform to standards of safety and decency.

Parents or guardians of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal or his or her designee.

Procedures for Inappropriate Dress: Students in violation of the school dress code may be required to do one of the following:

- Cover the offending clothing with loaner clothes provided by the office.
- Contact a parent and have appropriate clothing brought to school.

NOTE: Repeated violations or a refusal to comply with dress code provisions will be considered defiance and may result in suspension.

Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

OMCHS is an open campus school. Parents are instructed to drop off and pick up students in the drop zone located on Parking Lot G. During school hours students are instructed and expected to stay in the school grounds. Even though there are no fences or gates at OMCHS the expectation is that students remain on campus and do not leave the school area during school hours including breaks. Students leaving the school premises are considered truant.

Pandemic Procedures and Information

During the time of pandemic, all will have a shared responsibility to do our best to keep ourselves, our families, and our fellow employees safe and well. The CDC has provided guidelines on [How to Protect Yourself and Others](#) which all are encouraged to follow. In our efforts to maintain the highest levels of precautions to protect the safety of all employees, students, and families, we are implementing the following protocols.

If you have tested positive for COVID-19:

- [Do not come to work/ school](#)
- Contact your supervisor immediately. Students are encouraged to contact office staff.
- Prepare a list of employees/students who you have been in close contact with over the past 10 days and send to HR Deborah.salgado@oxnardunion.org or the school Principal (**This is for employees of the OUHSD**)
- Follow the directives of your health care provider.
- Provide a Doctor's note to HR when you have recovered and have been cleared to come back to work. (**This is for employees of the OUHSD**)

If you have been in close contact with someone who has tested positive:

- [Do not come to work/school.](#)
- Notify your supervisor/teacher immediately.
- Prepare a list of employees/students who you have been in close contact with over the past 10 days and send to HR deborah.salgado@oxnardunion.org or the school Principal (**This is for employees of the OUHSD**)
- Get tested and quarantine per the CDC recommended time of 10 days. (HR can provide you with a list of local testing centers.)
- Contact Dr. Salgado with test results so we can follow up with other employees. All information shared with HR will be kept confidential (**This is for employees of the OUHSD**)

Pandemic Screening

All school personnel, families, students, and community members will be required to do a passive screening before entering the school campus. For the safety of all, any person who is experiencing any of the symptoms as outlined in the passive screening will not be allowed on campus. Parents/Guardian, students, and community members that are in need of office assistance (transcripts, documents, and or office inquiries) experiencing any of the symptoms as outlined in the passive screening questions, will be encouraged to stay home, call the office, and make a follow up appointment.

Personal Protective Equipment

The District shall provide PPE (consisting of a face covering) to all unit members for every day that unit members are required to report to school sites. The District affirms that it will require all students to wear face coverings at all school sites and on school vehicles, except when an acceptable alternative is required as a medical or education accommodation.

A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Curriculum and School Environment

Implement researched and current teaching strategies to prepare all students for the rigor of high school and college.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Rigorous instruction and curriculum are the expectation for both staff and students	Teach content standard-based lessons, at grade level	District funding/LCFF	Teachers/Site Administration/District Staff	State testing and school formal assessments
Promote positive events and develop relationships with the community	Use School personnel to get parents more involved in the culture of the school.	Community relations and collaborative meetings scheduled regularly	Principal and Site leadership	Positive feedback on parent surveys, social media and school event attendance

The School's Physical Environment

Objectives	Action Steps	Resources	Lead Person	Evaluation
Ensure adequate supervision of the campus and students during school time.	Continue collaboration with staff to supervise students.	District/Site funds	Principal /Certificated and Classified Staff	Student/parent conference data and trends
Ensure that school facilities are clean and well maintained.	Continue periodic supervision of facilities and maintenance request.	District/Site funds	Principal /Custodian	Facilities request data

The School's Culture/Social Environment

Objectives	Action Steps	Resources	Lead Person	Evaluation
Staff will continue to exhibit a high level of concern for students and take the time to get to know their individual needs and strengths.	Continue collaboration efforts for teachers and staff to review student data and student needs	LCAP Funds	Principal/Teachers/Staff	Student/Parent conference data
Students feel safe in reporting crime or other issues to adults on campus	Continue building Community and school partnerships with all stakeholders	LCAP Funds	Principal/Teachers/Staff	CHKS results analyzed yearly
Safe environment for all students	Review with faculty and students the procedures to report and deal with stress	LCAP Funds	Principal/Teachers/Staff	CHKS results analyzed

(School Discipline Rules and Consequences (EC 35291 and EC 35291.5))

Oxnard Middle College High School Student Conduct Code

Students are expected to arrive at school ready to learn and follow the rules required on campus and in the classroom. Students must work cooperatively in the learning environment, actively participate in lessons and activities, and take responsibility for their learning.

ACCEPTABLE CONDUCT

Oxnard Middle College High School is a community of students gathered for the purpose of formal learning wherein each respect him or herself, others, and the institution. Proper student conduct is important so that all students have the maximum opportunity to learn. The following school-wide rules are to help students meet their responsibilities:

- A) Students will be responsible for following all established classroom and school rules. By following the rules, students can be certain that their rights and the rights of others as well as their own safety is honored and protected.
- B) Students will be respectful toward all faculty and staff members, parent volunteers, and other students.
- C) Students will be respectful of and responsible for using school equipment and facilities in an appropriate manner.
- D) Students will be punctual and in attendance at all classes unless excused by a parent or guardian.
- E) Students will honor school as a place for academic and social learning.
- F) Students will stay within the school boundaries from the time that they arrive on campus until dismissal time.
- G) Students will follow school rules for behavior when traveling to and from school or involved in an off-campus school activity.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

All teachers and support staff are expected to defuse minor classroom interruptions and typical behaviors. If a behavior or action is severe or continuous, the student is directed to the office.

CAMPUS DISCIPLINE: On the campus, other progressive discipline consequences will be applied according to the level of offense.

Alternative Placement: These programs are for students unable to maintain appropriate behavior or academic expectations in a regular school program. An example of an alternative placement is Gateway and Frontier High School, a county community school. Students not enrolled in our district cannot be on or near any campus for up to an hour before school or an hour after school is dismissed.

Expulsion: Expulsion proceedings are initiated by the principal, heard by an expulsion committee, and ultimately are the responsibility of the Governing Board. The grounds and procedures for expulsion are defined by the Education Code and Board Policy.

(j) Hate Crime Reporting Procedures and Policies

Oxnard Union High School District affirms the right of every student to be protected from hate-motivated behavior. Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

Safety Plan Review, Evaluation and Amendment Procedures

OMCHS school safety plan will be reviewed annually by staff at the beginning of each school year. Throughout the year, the plan will be evaluated by staff including the site safety committee, any suggestions for revision will be noted.

Plan Development and Approval

Oxnard Middle College High School Safety Plan has been developed by: School Principal

The School's Safety Plan has been reviewed by: School Site Council

School Site Council Members:

Ernestina Ruiz	SSC President
Miryam Cervantes	SSC Vice President
Teresa Salazar	SSC Secretary
Jamie Scholl	Certificated Staff
Lissette Sandoval	Classified Staff
Maricruz Hernandez	Principal

Key dates of Plan Development and Approval

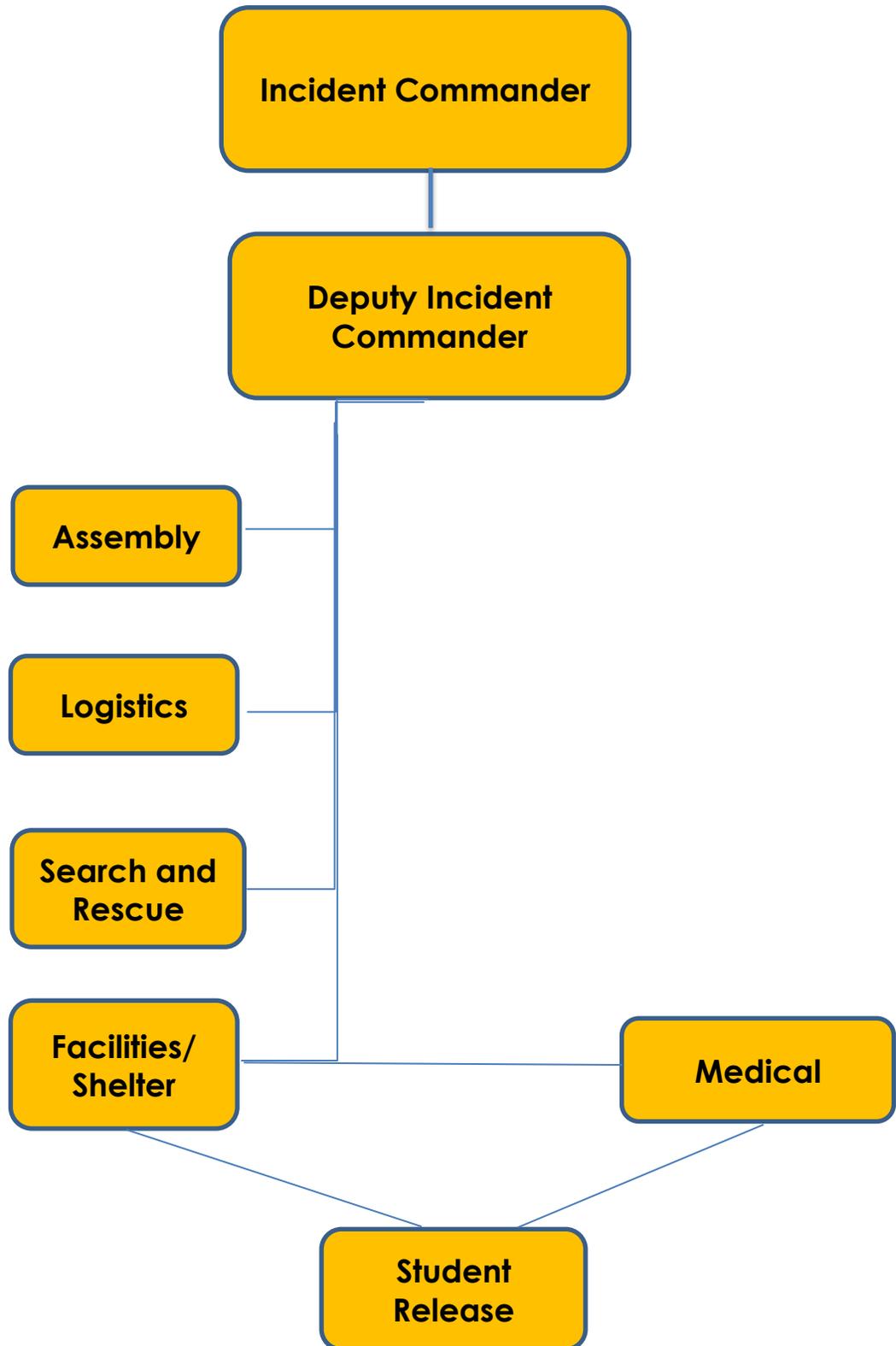
Representative of law enforcement agency review of the Plan	February 2, 2022
School Site Council approval of the plan	February , 2022
School District Board approval of the plan	February 9, 2022

EMERGENCY CONTACT NUMBERS

Responders, Communication Resources and Utilities

OUHSD	Main Line	(805) 385-2500
OMCHS	Office	(805) 278-5521
	Principal	(805)385-2540
	Counselor 805 751 3280	AVID Teacher 805 603 1305
	SWS 805 751 3109	PE Teacher 805 604 5179
	ELA Teacher 805 6162699	Soc Sci Teacher 805 751 3716
	Math Teacher 805 394 8556	Math Teacher 805 330 1788
Oxnard College	Lieutenant Romero	(805) 678-5866
Oxnard	Police Department	(805) 486-1663
	Sgt. Dan Shrubbs, SRO	(805)432-8740
	Fire Department	(805) 385-7722
	St. John's Regional Medical Center	805-988-2500
Emergency Services	911	911
American National Red Cross Camarillo Office	805-987-1514	24-hour number 1-800-951-5600

Oxnard Middle College High School Incident Command System



Plan Priorities

All emergency actions will be taken according to the following priorities:

- Protection of life
- Protection of the environment
- Protection of property
- Protection of services

This plan is to be activated for any unusual and/or emergent incident that occurs at this school. The philosophy of this plan is to provide staff with a functional organization and basic checklists for each required function following a major incident, such as an earthquake.

The organizational structure is modeled after the Incident Command System (ICS). ICS is a multi-hazard management system that can be used to manage the response to all foreseeable emergencies.

It is incumbent upon the Incident Commander to assess the current emergency and determine what, if any, parts of this plan will be activated and/or modified to best respond to the incident.

The Initial Response Checklist Section of the plan contains incident-specific check lists. The Incident Commander must determine what, if any, actions are required beyond these initial steps; such as activating all or parts of the Incident Command System.

The Oxnard Middle College High School Emergency Plan is an extension of the Oxnard Union High School District Emergency Plan. This plan complies with the Standardized Emergency Management System (SEMS) regulations.

General Responsibilities

Incident Command Team Responsibilities

INCIDENT COMMANDER

Personnel: Principal, Vice Principal, or Lead Teacher Responsibilities:

- Remain calm. Lead by example: your behavior sets tone for staff and students.
- Obtain your “Go Bag” i.e. Emergency Response Plan, clipboard (with job description sheet).
- Determine the nature and extent of the emergency.
- Verify that Assembly Area is safe.
- Establish a Command Post.
- Activate the appropriate components of the emergency organization.
- Will you need Search and Rescue, Medical or Hazard Control?
- Will you need to order resources? i.e. food, sandbags, water. etc.? Assign a Logistics Section Chief.
- Using the “Incident Assignments”, assign staff and volunteers to functions that are required to respond to the incident. Fill only the positions that are necessary to appropriately respond to the

emergency. As the incident evolves, it will be necessary to reassign people to different, positions and to activate and deactivate functions.

- The principal is solely responsible for emergency/disaster operations and should, if at all possible, remain at the command post to observe and direct all operations.
- Assess total school situation:
- View Site Map periodically for Search and Rescue progress and damage assessment information
- Check with team leaders for periodic updates.
- Reassign personnel as needed.
- Think about information to be released by Public Information Officer (PIO) and how to release that information. (The District will assist you with this task).
- Ensure District EOC is receiving periodic status report updates.
- Monitor local emergency radio station for local news.
- Authorize student release when appropriate.

NOTE: No student should be released until student accounting is complete. In a major emergency, DO NOT send students home at the end of the regular school day, except through the Student Release procedure, or unless directed by the District Office.

- Plan regular breaks for all staff and volunteers. Take care of your care givers and yourself!
- Release school site employees as appropriate per district guidelines. By law, during a disaster, all school site employees become “Disaster Service Workers.” All employees shall remain on site through the conclusion of the work day to ensure adequate student supervision and safety in the Assembly area and staffing of the Student Release Unit. Use your discretion in determining which employees to release or retain at the end of the work day based on school safety needs and the personal circumstances of individual employees.
- Remain on and in charge of your campus until redirected or released by the District Office or Emergency Operations Center.

DEPUTY INCIDENT COMMANDER

Personnel:

Responsibilities:

- Obtain your “Go Bag”, Emergency Response Plan.
- Report to the Incident Commander.
- Your primary responsibilities are to assist the Incident Commander.
- Assist the incident commander in reviewing and accomplishing the items in the Incident Commander Checklist.
- Stand in as the Incident Commander at the Command Post when he/she is away.

NOTE: The Deputy Incident Commander does not have the authority of the Incident Commander. Receive and relay information to the Incident Commander when they are away from the Command Post or on break.

ASSEMBLY/SHELTER UNIT

Personnel: Teachers, available staff Responsibilities:

- Obtain “Go Bag” and any safety equipment if necessary.
- Review procedures/assignments with personnel.
- Establish point of entry into the Assembly/Shelter Area.
- Instruct teachers to have students to sit on ground. Take roll and document absent and/or missing

students on class attendance sheet.

- Buddy teachers should establish contact with each other. Teacher with lead or staff assignment, will “hand off” responsibility for the class to the buddy teacher and report to the emergency assignment.
- Instruct teachers to report immediate first aid needs to the Command Post.
- After all classes are accounted for, take Classroom Attendance Sheet to the Command Post.
- Ensure that teachers supervise and reassure students
- Once the Treatment Area has been established, make arrangements with the Treatment Area to transport any students needing medical attention.
- Be alert for latent signs of injury/shock in all students.
- Prepare for student release. Do not release students directly to parents or guardians. Students are to be released only to the Reunification Unit.
- Team leader makes periodic status report updates to Incident Commander

FACILITIES UNIT

Personnel: Teachers, Custodian

Responsibilities: The Facilities Unit is activated to set up and maintain all of the incident facilities to include: the command post, the sanitation area, the student request and release, the staging area, medical treatment areas, and any other functional areas activated by the Incident Commander.

- Receive a briefing from the Logistics Chief/Incident.
- Determine requirements for each facility to be established.
- Prepare layouts of incident facilities. Request assistance, if needed, from the Incident Commander.
- Activate the required facilities
 - Sanitation Area (see reference section).
 - Command Post
 - Shelter Areas
 - Staff Area
 - Assembly Area
 - Student Release Area
 - Treatment Area
- Communicate status updates with Logistics Section Chief/Incident Commander.

As you do the following, be alert – report any damage to the Operations Section Chief at the Command Post:

- Take no action that will endanger yourself.
- Report to ‘Command Post’ (CP).
- Locate/control/extinguish fires as necessary.
- Post HAZARDOUS AREA – DO NOT ENTER – KEEP OUT tape around damaged or hazardous area.
- Advise Command Post of all actions taken.
- Report back to Command Post for reassignment.

LOGISTICS SECTION CHIEF

Personnel: Teacher Responsibilities:

- Review all Emergency Checklist items and assign/delegate responsibility to subordinates
- Obtain briefing from Incident Commander

- Brief subordinates, as necessary.
- Process incoming requests for support. Make sure other functional areas are involved as necessary.
- Support the activation of required facilities
 - Sanitation Area
 - Command Post
 - Shelter Areas
 - Staff Rest Area
 - Assembly Area
 - Student Release
 - Treatment Area
- Determine the extent of current and anticipated field operations and plan necessary logistical support.
- Provide, maintain and control equipment, supplies, facilities and commercial services required by incident.
- Coordinate and process requests for additional resources with District Logistics Section Coordinator.

MEDICAL BRANCH

Personnel: Available staff Responsibilities:

- Obtain personal safety equipment
- Determine appropriate area for medical treatment. Consider: Separation from assembly area & student
- Safe distance from buildings
- Medical team leader assigns personnel duties
- Obtain equipment/supplies
- Establish point of entry into treatment area.
- Establish “immediate” and “delayed” treatment areas.
- Initiate Triage. (Consider having Search and Rescue Team assist with triage)
- Prepare to receive victims
- Team leader makes periodic status reports to Operations Section Chief

Treatment Areas (“Immediate” & Delayed”)

- Staffed with minimum of 2 team members per area.
- One member completes secondary head-to-toe assessment.
- Second member records information on triage tag and on-site treatment records
- Administer appropriate first aid. Keep accurate records of care given!!
- Continue to assess victims at regular intervals and document care given.
- Communicate with the Incident Commander to determine timeline for outside emergency medical support and transport needs. If and when transport available, do final assessment and document on triage tag in red (if possible). Keep and file records for reference — do not send with Victim.

SEARCH AND RESCUE BRANCH

Personnel: Teams to be assigned by Operations Section Chief.

Responsibilities:

- Follow all operational & safety procedures in this plan.
- Use clipboard with pre-drawn area to be searched if available.
- Check with Operations Section Chief for known injuries, hazards, specific information before leaving the Command Post.
- Size up assigned area. Check for hazards before entering any room.
- Before entering room, put single slash (\) on wall adjacent to doorknob side of door.
- Search visually and vocally. Listen!
- Exit room, complete search marking (X) on wall.
- Report significant findings to Operations Section Chief as necessary.
- If you find individuals trapped in a room determine if you can safely extract them. If you cannot, go back to Operations Section Chief to report location, situation and get assistance. If you can safely extract them, take injured people to the Treatment Area and uninjured people to the Assembly Area.

EMERGENCY RESPONSE GUIDELINES

School Principal: This position is responsible for site disaster preparedness.

- Be familiar with all aspects of site disaster plan.
- Determine a "safe" assembly location.
- Determine appropriate remote location for sanitary area.
- Address potential need for evacuation of site.
- Review disaster preparedness procedure and non-structural hazard mitigation with all staff.
- Review "Duck, Cover & Hold" procedures with all staff.
- Survey staff for preference of assignments (medical, search & rescue, or field supervision).
- Select backup Incident Commander (in case of Principal's absence) and orient to position's responsibilities.
- Create buddy teacher list.
- Schedule date(s) for skills training of new employees and training updates for returning staff.
- Include disaster procedures with packet for all substitutes on campus.
- Meet with District personnel to ensure:
 - Annual bulk water exchange.
 - Accurate inventory of supplies for the emergency container.
 - Missing supplies are replaced & batteries exchanged
 - Parent information on preparedness at home and school sent home each semester.
 - That 2 copies of student disaster card available: one in emergency container, one in the office.
- Interact with district personnel to:
 - Plan emergency/disaster drills, minimum 2 each school year.

- Plan drill critiques (verbal & written).
- Contact district maintenance & operations director to learn date of district-wide drill & report site drill dates.
- Train staff members for your command position to ensure school site safety & security in your absence.
- Train staff members for position of Public Information Officer (PIO).

TYPES OF EMERGENCIES AND SPECIFIC PROCEDURES

Gun or Weapon on Campus

If you observe or receive a report of an unauthorized gun or weapon on campus: Notify the police department by calling 911

Contact the front office, (805) 278 5521, notify Principal 805 385 2540 and SRO, Lieutenant Romero, 805-678-5866. Be very specific regarding where the possible weapon may be and who may be carrying the weapon.

Safety is the main concern. If the suspect is seen, do not engage the suspect.

If the suspect is outside, try to keep him/her outside by locking entry doors and barricading doors that cannot be locked.

Lockdown Procedures

There are two different levels of a school lockdown: Level One (Code Black) and Level Two (Code Grey)

Level One - Code Black

A Level One lockdown is when there is an intruder on campus. Be it an active shooter and/or anything that is going on at the school at the time that could affect the safety of the students and staff.

In a Level One lockdown, the Principal or designee will call teachers and staff immediately and inform them of the situation. This will communicate to all parties that there is a Level One lockdown.

During a Level One lockdown all teachers will:

- Stop teaching your class. Keep class calm and quiet.
- Shut and lock their doors, close windows, turn class lights off, and close blinds if applicable.
- Gather all students as far away from the doors and windows as possible.
- DO NOT OPEN the classroom until the end of the lockdown has been announced.
- Conduct roll call and determine if all students are present in the classroom. If possible, the teacher should notify administration and main office.
- Put all cellular phones (including student devices) on silent.
- For students that are in PE, students will be taken to a safe location until the end of the lockdown. PE teachers must call-in and report that they have all of their students, and their location to the administration or main office. This should be done using a cell phone or land line if available.
- The Principal or his designee will announce, “CODE GREEN”, which will cancel the Level One lockdown.

Level Two – Code Grey

A Level Two lockdown is when there is no immediate threat on the school campus, but there is a potential for a threat.

In a Level Two lockdown, the Principal or designee will contact teachers and staff to announce. This will communicate to all parties that there is a Level Two lockdown. During a Level Two lockdown all teachers will:

- Shut and lock their doors, close windows, and close blinds if applicable.
- Continue teaching class.
- Students will remain in their seats.
- DO NOT OPEN the classroom until the end of the lockdown has been announced.
- Conduct roll call and determine if all students are present in the classroom. If possible, the teacher should notify the administration.
- Put all cellular phones (including student devices) on silent.
- For students that are in PE, students will be taken to a safe location until the end of the lockdown. PE teachers must call-in and report that they have all of their students, and their location to the administration or main office. This should be done using a cell phone or land line if available.
- The Principal or designee will inform teachers and staff of the, “CODE GREEN”, which will cancel the level two lockdown.

FIRE

What to do in case of a fire?

Discovering Party:

- Activate nearest accessible manual alarm pull box, notify the Front Office of the location of the fire. The Administrative staff will call the fire department.
- Clear everyone from the immediate area.
- Close but do not lock all doors leading to the fire area in order to isolate the area and prevent spread of fire.

Principal:

- Upon knowledge of a fire at site, activate alarm signal (bell and verbal) and ensure that 911 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.
- The Principal is 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 as oxygen feeds fires.
- Evacuate when instructed to do so. Use pre-planned evacuation routes (refer to maps) 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, complete the Student Accounting Form, and turn it in to the Principal or school Secretary.
- If the fire is small (no bigger than a desk) use the nearest fire extinguisher to put it out. Do not risk personal safety to put out a fire.

EARTHQUAKE

What to do in case of an earthquake?

If inside:

1. “Duck, Cover and Hold.” Take cover under a desk or strong table, or sit or stand against an inside wall.
2. Stay inside the building. Leaving the building will subject you to falling debris, downed power lines and other hazards.
3. Stay away from windows, glass bookcases and outside doors.
4. Do not use telephones until the earthquake has subsided.
5. If a fire develops, follow the procedures in the Fire Section.
6. Tune to Ventura County Emergency Alert Stations (EAS) include: KHAY 100.7 FM and KVEN 1450 AM.
7. Prepare to evacuate to the Assembly Area away from poles.

If outside:

1. Move away from buildings and utility wire.
2. Watch for falling glass, electrical wires, electrical poles, trees, or other falling debris.
3. Prepare to relocate to evacuation assembly area.

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 area(s).
- 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. The Principal is now the Incident Commander.

Teachers:

- Give the “Duck, Cover and Hold” command to students. Duck, cover and hold yourself.
- Determine the needs of neighboring teachers (buddy system)
- Determine if an evacuation is necessary (if in your opinion remaining in the building is a hazard). If you believe an evacuation is necessary, direct an orderly evacuation to your pre-designated assembly area. If you do not believe an evacuation is necessary, stay in the building and await further instructions.
- Take your roll book and escort students to the assembly area.
- Take roll and complete the Student Accounting Form and turn the Student Accounting Form into the Secretary or Principal.
- Determine the first aid needs of your class. Report injuries and injured students to principal or Secretary.
- Teachers are now available to activate the buddy system and either remain in assembly area for student care or report to the Principal for assignment.

RIOT/CIVIL DISORDER

What to do in case of riot or civil disorder?

All Personnel:

- If the disturbance is off campus remain in your work area and maintain your normal work routine.
- No staff or students will be permitted to leave the school until it is safe. Wait for further instructions or code words indicating campus is in a lockdown situation.
- If rioters enter your area:
 - Initiate lockdown procedures.
- Remain calm and lock all doors and windows, and close window blinds if applicable.
- 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:

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

- Establish a Command Post
- If appropriate, inform teachers and staff of the emergency situation.
- Direct a lockdown of the campus if rioters enter the campus or if you believe the situation warrants. If appropriate, the Principal or his designee will inform teachers of a “Code Grey”.
- Do not permit staff or student to leave the school until you have determined it to be safe.
- If appropriate, the Principal or his designee will announce, “CODE GREEN”, which will cancel the Level Two lockdown.

MEDICAL EMERGENCY

What to do in case of a medical emergency?

All personnel:

- Report the emergency to the Principal and if needed dial 911.

Principal:

- Ensure that 911 has been called and report the medical emergency to the District Office.
- Utilize the College Nurse for first aid treatment.
- Direct responding emergency personnel to the individual(s).
- Isolate the individual(s) from other staff and students.

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? OR Where are you now?*
 - *What is your name?*

Principal:

- Dial 911 to notify police of the bomb threat. Contact the District Office.
- If a package is discovered, do not move or disturb the package.
- Do not use radios, cell phones or the PA system. Frequency use may detonate a device.
- Determine if you will evacuate the school before conducting a search.
- If applicable, evacuate students and staff to the assembly area.
- The Police Department will direct a search of the campus.

HAZARDOUS MATERIALS INCIDENT

What to do in case of a hazardous materials incident?

Principal:

In the event that a hazardous material is released in the area of the school, the Police Department 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 the Police Department and the District's Emergency Operations Center. Establish a Command Post. Minimum Incident Command System Activation recommended. The Principal is now the Incident Commander.
- If an evacuation to another location is imminent follow district directives and prepare to move students and staff to the designated shelter.
- 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 windows will be shut.

Teachers:

- Upon notification that a hazardous materials incident has affected the school, keep calm while preparing for evacuation to another location.
- Keep students calm.
- Close all classroom doors and windows.
- Communicate the need that the heating-ventilation and cooling system is shut down.
- Unless otherwise instructed keep all students indoors until it is determined to be safe.

NUCLEAR ATTACK

What to do in case of a 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.

Principal:

- Establish and maintain communication with the Police Department and the District's Emergency Operations Center. Establish a Command Post. Minimum Incident Command System Activation recommended: The Principal is now the Incident Commander.
- Begin locating food and water.
- Coordinate with OC on protecting each building containing people for nuclear fallout. Any object placed between the fallout and people can help to reduce exposure.
- Request that all heating-ventilation and cooling units be shut down.
- Direct teachers to move students along the interior walls of the classroom or 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 100.7 FM or 1450 AM to receive updates.
- Upon receiving the "all clear," activate the Student Release Unit.
- Activate Incident Command System units as required to accomplish necessary functions.

Teachers:

- Move students along the interior walls of the classroom or building.
- Keep students indoors until it is safe to leave. Refer to the Hazardous Materials Incident Section for more information.
- Take roll and complete the Student Accounting Form.
- Upon receiving the "all clear," prepare to release students to the Student Release Unit. 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.

UTILITY FAILURE

What to do in case of a utility failure?

Principal:

- Assess if the utility failure presents a threat to safety, if so contact 911 immediately.
- Collaborate with OC Police on contacting appropriate utility company and contact the District Office.
- Southern California Edison: 1(800) 655-4555
- Southern California Gas Company: 1(800) 427-2200
- Water: (805) 388-5373 (after hours (805) 388-5325)
- Sewer: (805) 388-5332
- Determine if any power lines, sewer lines, water lines, or gas lines are down or ruptured at the site. If so, isolate the area.
- Determine if an evacuation of classrooms is necessary.

Teachers:

- Open window shades and use emergency flashlights as necessary.
- Prepare to relocate your class to your pre-designated assembly area.

FLOODING

What to do in case of a flood?

Principal:

- If you are experiencing flooding problems, which might 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 100.7 FM or 1450 AM for EBS.
- If flooding is imminent, Minimum Incident Command System Activation recommended: The Principal is now the Incident Commander.
- Determine from the College, District and local authorities if the school will be evacuated or closed. If so, begin the student release process.

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 complete the Student Accounting Form.
- Prepare to release students. Note: Do not release any students until you have completed the Student Accounting Form. Prepare to release individual students as instructed by the principal.

AIRCRAFT CRASH

What to do in case of an aircraft crash near or on campus?

Principal:

- Ensure that 911 has been called and report the crash to the District Office.
- Perform a quick assessment of the situation and determine if immediate evacuation is necessary.
- Establish a Command Post. Minimum Incident Command System Activation recommended: The Principal is now 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. If there is no immediate threat, stay in your room.
- If you evacuate, move your class to the designated assembly area. Take roll and complete the Student Accounting Form. Submit the Student Accounting Form to the Principal or Secretary.
- Activate the Buddy System and either remain in assembly area to supervise students or report to the Command Post for assignment.

SUSPICIOUS INDIVIDUAL OR CRIMINAL ACTIVITY ON CAMPUS

Unfamiliar teenagers or adults on campus are a familiar occurrence. This checklist is designed to address unknown individuals who are exhibiting suspicious, or potentially threatening behavior or obvious criminal activity.

Discovering Party:

- Notify Front Office, Principal or Teacher of unfamiliar individual and report their location and if appropriate, any obvious suspicious or dangerous behavior.
- If the individual appears dangerous or is involved in criminal activity, avoid contact and move to a safe location.

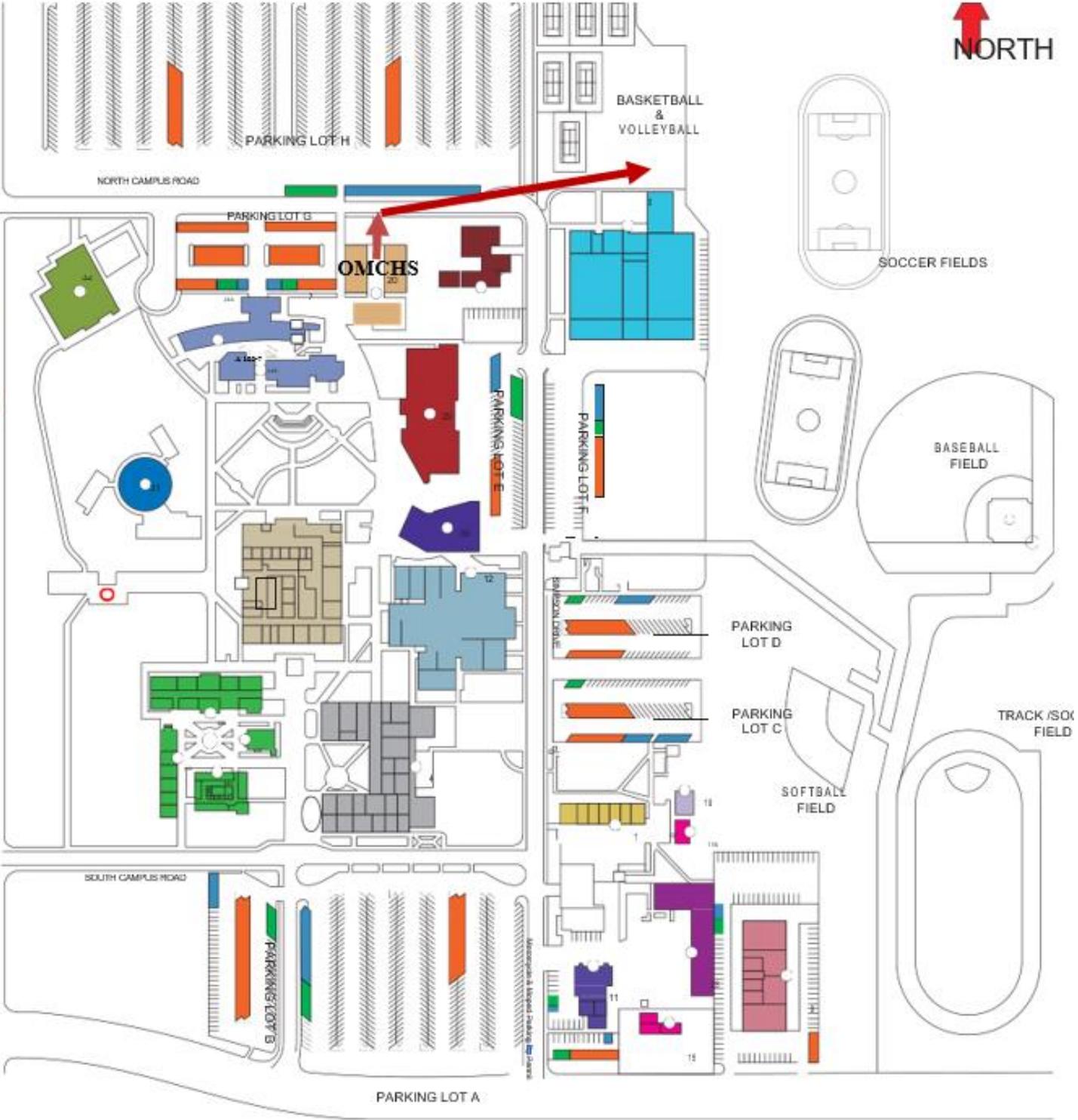
All Personnel:

- When informed of a suspicious individual or activity on campus, initiate lockdown procedures and await further instructions.
- Remain calm and lock all doors and close window blinds.
- Shut and lock doors, close windows, and close blinds if applicable.
- Students will remain in their seats.
- DO NOT OPEN the classroom until the end of the lockdown has been announced.
- Await further instructions.
- No staff or students will be permitted to leave the school until it is safe.
- During lockdown, communicate any suspicious activity or noises to the office. This information may be useful to authorities.
- If the intruder enters your area: Do not provoke an incident. Remain calm and do not get involved. If possible, leave the area.

Principal:

- Report to OC police immediately.
- If you believe it is safe, approach the individual and assess the individual's business. Explain the school visitor policy.
- If suspicious or criminal activity has been reported, immediately dial 911 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. Direct a lockdown of the campus if you believe the situation warrants. If appropriate, the Principal or his designee will announce over the intercom system "Code Black," preferably twice. This will communicate to all parties that there is a Level One lockdown.
- Activate the Incident Command System and attempt to monitor the situation without putting staff in jeopardy.
- Do not permit staff or students to leave the school until you have determined it to be safe.

OMC Evacuation Route



OMCHS

ORGANIZATIONAL CHART

