

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2024-2025 School Year

**School:** Westmont Elementary School  
**CDS Code:** 30-66613-6029730  
**District:** Ocean View School District  
**Address:** 8251 Heil Ave  
 Westminster, CA 92683  
**Date of Review and Adoption:** September 26, 2024

**Approved by:**

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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.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contain 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

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at the Ocean View School District office.

### Safety Plan Vision

What is a safe school?

“Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical and psychological harm. They are characterized by sensitivity and respect for all individuals (including those of other cultural and ethnic backgrounds), an environment of nonviolence, clear behavioral expectations, disciplinary policies that are consistently and fairly administered, students’ affiliation and bonding to the school, support and recognition for positive behavior, and a sense of community on the school campus. Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a nice appearance of the campus and classrooms.”

- -Taken from “Safe Schools: A Planning Guide for Action” California State Department of Education

## “Safe School Vision”

Westmont School believes that preparing students for responsible citizenship is accomplished by fostering self discipline and personal responsibility. Staff also believe that communicating high expectations for student behavior, implementing effective classroom management and providing a safe, caring, inclusive environment can minimize the need for discipline and increase student learning.

Westmont School is a thriving and inspiring educational environment that empowers self directed learners to be responsible and respectful global citizens.

“The Board of Trustees believes that all students have the right to be educated in a safe and 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, going to or coming from school, at school activities, or using District transportation.”

- -OVSD Policy 5131

## Components of the Comprehensive School Safety Plan

### Westmont Elementary School Safety Committee

Diana Bianco - Principal  
Colette Lopez - School Office Manager  
Kim Alvis - Teacher  
Eunice Tanga - Teacher  
Cindy Sugimura - Teacher  
Bryan Pottger - Custodian

### Assessment of School Safety

Results from OVSD Student Climate Survey for 2023-2024 administered in spring 2024 to second through fifth grade students in Ocean View School District assist in identifying school needs and guide the development of programs for students. According to the survey 52% of 4th and 5th grade students are happy always or most of the time when at school. Students felt that adults were happy to see them at school 65% while 63% felt they were included in their class. 36% of students felt that they were not included or only sometimes included.

Sixty percent of 4th-5th grade students were proud to be attending Westmont. Sixty-one percent feel the teachers treat students fairly and 71% feel that teachers and adults care about them. Sixty-two percent believe their teachers are proud of them. Fifty-three percent of 4th and 5th graders feel teachers and other adults at school listen to them while just 13% of students feel their teacher or other adults at school don't want to get to know them. Seventy-eight percent believe that teachers and other adults encourage them at school and 50% believe the rules at school are fair. Eighty percent of students feel they are respected by adults, while 40% report students treat each other with respect. Sixty percent feel students know the rules and 74% feel that teachers can help solve problems they have with other students. Seventy-two percent of students think about how others feel and 84% believe schools teach students to be responsible for their actions. A large majority, 85% feel the school teaches students to treat each other with respect. With respect to alleged bullying, 79% feel the school teaches that bullying is not allowed, while 62% feel teachers or other adults help students if bullying occurs. Ninety-three percent of students self-reported that they felt they were kind to other students, and 46% percent of students reported that other students would hit or push students when they're not just playing around. There were 51% of students who felt that other students would sometimes or never say mean things to other students and 50% reported that students call other students' names or spread rumors about them. Sixty-six percent of students reported feeling safe at school with 87% feeling safe going to and coming from school.

Our 2nd-3rd grades reported they were happy to be at school and 80% answered yes while 91% of students reported that adults at school are happy to see them. Eighty-six percent felt that the adults and teachers at school care about them. Ninety-two percent felt teachers were proud of them and 77% feel listened to. Ninety-seven percent of 2nd-3rd graders believe teachers want them to do well at school and 97% feel that the school teaches students to treat each other nicely. Students felt safe at school with 87% reporting and 91% shared that teachers help students when someone is mean to them. Westmont School's suspension data for 2023-24 was 1 student. Most behaviors that led to discipline involved aggressive behavior or disrespect. Information from the 2nd-5th Grade Climate Survey and Westmont discipline data was shared with the School Safety Plan committee and utilized in planning and implementing programs for Westmont students.

Additional data was gathered through the 2023-2024 LCAP parent survey and the following information was gathered:

92% of parents felt that there was at least one positive adult connection at the school for their child.

93% of parents felt the school provided a safe physical environment.

95% of parents felt they knew the school rules.

92% of parents indicated that they felt their child was respected by their peers.

Westmont's positive climate is evident in a variety of areas. In 2019-2020, teachers participated in a two-day Restorative Practices training to promote inclusiveness, relationship-building and problem-solving, through such restorative methods as Circles for teaching and conflict resolution to conferences that bring victims, offenders and their supporters together to address wrongdoing. Teachers have implemented Community Circles in their classrooms to increase communication skills and social learning. Social stories and specialized reading books addressing character traits, overcoming obstacles and positive thoughts are integrated into the day. As a school, staff helps define and refine school wide expectations for students. Students are asked to assist in developing and refining our Positive Behavioral Interventions and Supports (PBIS) plan. Engaging all stakeholder groups allows a voice to all and brings a stronger commitment to the overall program and its success. PBIS assemblies are created to review school wide expectations and students are brought on a walking campus field trip so that staff can review what the expectation looks like for that area. Sharing school wide expectations in the classroom, and at an assembly as well as a thorough walking field trip around the campus allows staff to provide a consistent, school-wide discipline approach while also meeting the needs of individual students. Our school theme focuses on being our best and becoming "Shining Stars" in all we do. Traditionally we give our positive blue tickets to individual students or gold tickets to classrooms that are exhibiting positive behaviors and a purple "in the Spotlight" ticket for exemplary displays of positive behaviors. Students can earn classroom rewards or visit the student store to redeem their tickets. We have also started acknowledging positive character, academic and social traits with brag tags. Students earn brag tags when they meet a goal or put their best effort forward. Brag tags are accumulated on a key chain and attached to a student's backpack. Our Student Council sponsors spirit days weekly and regular school activities. Parent involvement continues to be an area for expansion. Westmont's parent involvement increased last year with the addition of in person parent workshops and family engagement nights. This is an area we would like to continue to further develop and promote.

Procedures for early identification and intervention are securely established. The School Success Team often serves as a planning and problem-solving team related to school behavior. Behavioral Plans, IEPs and 504 Plans provide specific procedures for addressing the behavioral needs of select students. The school administration monitors and analyzes office referral data, looking closely at students who may be at-risk. Incidents of violence or disruption are minimal.

Westmont's discipline policy, aligned to District policy, provides for an effective response to behavioral incidents. At the beginning of the year, the principal holds a school wide assembly to review school rules for all grade levels. Teachers continue to review the school rules with students throughout the year. The Parent/Student Handbook includes school and district rules and parents are asked to verify via signature that they have reviewed the Parent/Student Handbook with their child. Westmont works closely with coordinating services and community agencies to provide support for students and families.

#### SUMMARY OF SUSPENSIONS

Year 2023-2024

# of Students Suspended: 1

Reference: Ed. Code 32281

#### **Strategies and Programs to Provide and Maintain a High Level of Safety**

Westmont Elementary School has a high standard for student behavior. Students are guided by specific rules and classroom expectations that promote respect, cooperation, courtesy, and acceptance of others. Behavioral expectations are clearly explained and consistently enforced. Parents and students are informed of discipline policies through the Student/Parent Handbook, assemblies, parent workshops, notices, teacher communication, and newsletters.

The Positive Behavior Interventions and Supports (PBIS) program, which we call "The Westmont Way", is introduced to students at grade level school-wide assemblies in the fall.

Westmont Elementary School's discipline philosophy centers on positive behavior and good character. Positive behavior is encouraged through the distribution of "Westmont Way" blue tickets on campus. In addition, teachers develop their own rules and expectations and post them in the classroom. Teachers also use positive Dojo points to reinforce behaviors in class. Many Student Council activities focus the students on providing community support or service.

Most teachers at Westmont have completed Restorative Practices training. Restorative practices seeks to develop good relationships and restore a sense of community in an increasingly disconnected environment. Rather than simply punishing students, restorative practices holds students accountable for their choices by involving them face to face with the students they harmed. Classroom teachers hold Community Circles where the teacher and students form a circle and a topic or question is introduced. Everyone in the circle takes a turn sharing while the others listen. The purpose of the circles is for students to get to know each other and build trust. In the circle everyone is equal which builds strong supportive relationships and connectedness. Students find commonalities with each other which leads to compassion and empathy. This is the fourth year Westmont is using restorative practices.

A variety of support processes/programs are available. Select students have personalized behavioral support plans. Students receive recognition at monthly awards assemblies for academics and citizenship. In addition, the school acknowledges students for the monthly character trait at the monthly awards assembly. The Student Success Team meets monthly to address the needs of particular students. The counselor, counseling Intern, speech therapist and School Psychologist provide social skills groups for select students. The School Attendance Review Board process supports and encourages student attendance. Westmont's Parent Teacher Organization, PTO, provides support for field trips and special programs. School administrators have been trained on conducting threat assessments to determine the possibility of and level of a threat to others and the steps to take at each level of threat to maintain the safety of all persons at school. Other school/community partnerships provide rewards to motivate students or assistance with special projects or events.

Westmont implements PBIS (Positive Behavioral Interventions and Supports) which includes a school developed statement of behavioral purpose, behavior matrix explaining expected on-campus behaviors, reinforcement and the school-wide discipline referral process.

#### **(A) Child Abuse Reporting Procedures**

All school staff actively monitors the safety and welfare of all students. Staff understands their responsibility as childcare custodians and immediately reports all cases of known and suspected child abuse.

Ocean View School District provides annual training to all mandated reporters using an online training module approved by the State Department of Social Services. Mandated reporters complete the training at the beginning of each school year or within six weeks of their initial employment. The training covers child abuse and neglect detection, mandated reporting requirements and procedures, and notice of repercussions of failure to report an incident of known or reasonably suspected child abuse or neglect.

Employees who are mandated reporters are obligated to report all known or suspected incidents of child abuse and neglect to the proper authorities immediately, or as soon as practicably possible by phone. A written report must be filed with the appropriate agency within 36 hours of the phone call report. Mandated reporters shall not investigate any suspected incidents, but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting.

References: OVSD Board Policy 5141.4, AB 1432, Ed. Code 44691, Penal Codes 11166, 11165.7, 11166.5

#### **(B) Disaster Procedures**

##### **Disaster Plan**

In case of a disaster, an emergency plan is in place. All staff is knowledgeable of the plan and is aware of their individual responsibilities. All staff has been divided into emergency teams which include search and rescue, medical, student supervision, student release, security/damage, and Control Center. All schools hold fire drills in compliance with CA Ed Code and enter drill information into our emergency Management System in Raptor. Lockdown and shelter in place drills are conducted according to staff and student Run, Hide, Fight training. Earthquake drills are held throughout the school year and in October as part of the Great Shake Out. A complete copy of the school disaster preparedness plan is located in the appendix. Westmont's School Emergency Plan encompasses a wide range of possible emergency situations and is aligned to the SEMS procedures.

- -Reference: OVSD Board Policy 6114, Ed. Code 35295-35297, Gov. Codes 8607, 3100



## **Adaptations for Students with Disabilities**

### **Public Agency Use of School Buildings for Emergency Shelters**

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 District or county office shall cooperate with the public agency in furnishing and maintaining the services as the District or county office may deem necessary to meet the needs of the community.

References: OVSD Board Policy 6114, Ed. Code 32282

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

In adherence to district policy 5144.1, it is the policy of the governing board to allow suspension or recommend expulsion only when other means of correction fail to bring about proper conduct. However, a pupil may be suspended for any of the reasons enumerated in Policy 5144.1 and upon a first offense, if the principal of the school at which the student attends determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

Prior to suspending a student, a school conference is held with the student and an administrator to discuss the student's offense except in cases when the student is not available. Parents are notified of the offense and the suspension in a timely manner after the decision is made to suspend the student. If necessary, a principal's conference may be scheduled before the end of the suspension period to discuss terms of returning to school with a behavior contract or to consider further disciplinary action, including recommending expulsion. If the principal decides to recommend expulsion, the student and parent are also notified verbally and in writing. Following such a decision, the Student Services office will contact the parent to discuss the student's placement while waiting for the case to be acted on at the District level.

Offenses that result in mandatory suspension and referral for expulsion (EC 48915) with the principal having no ability to make an exception include:

1. Possession/selling/furnishing a firearm at school or an after school activity.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code.
4. Committing/attempting to commit a sexual assault/battery as defined in E.C. 48900(n).
5. Possession of an explosive.

The appropriate law enforcement agency will be notified of students in violation of these acts.

School officials will also notify appropriate law enforcement authorities when students violate Penal Code 245 which deals with assault with a deadly weapon, instrument or firearm or violation of EC 48900(c) (unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of an enumerated controlled substance, alcoholic beverage, or intoxicant); or EC48900(d) (unlawfully offered, arranged, or negotiated to sell an enumerated controlled substance, alcoholic beverage, or intoxicant, and either sold, delivered, or otherwise furnished to a person another liquid, substance or material and represented it as a controlled substance, alcoholic beverage, or intoxicant).

Law enforcement authorities will be notified of any acts of a student that may involve the possession of narcotics or of a controlled substance, or a violation of Penal Code 626.10 (Gun Free School Zone Act) or section 626.10 (bringing or possessing certain knives, blades, tasers, stun guns, and instruments that expel a metal projectile while on school grounds).

School officials will report any act specified in paragraph (1) or (5) of EC 48915(c) committed by either a student or nonstudent. Specifically, possessing, selling or otherwise furnishing a firearm and possession of an explosive must be reported to the appropriate law enforcement agency.

School officials may inspect school property and may search students, desks, and/or other personal property when they have reasonable suspicion, based on objective facts, that a student is violating or has violated a school rule, regulation, or statute. The scope of the search must be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

- -References: OVSD Board Policies 5144.1, 5144.2, Ed. Codes 48900(c), 48900(d), Penal Code 626.10

### **(D) Procedures to Notify Teachers of Dangerous Pupils**

Teachers are notified of student suspensions as they occur. Additionally, teachers are informed at the start of each school year via an email from the principal of each student in their class who has engaged in, or is suspected to have engaged in, any of the acts in 48900 (except "h"), 48900.3, 48900.4 and 48900.7. Students who are identified as dangerous pupils are flagged in the database system and teachers are notified about how to review the discipline information on students. Teachers are also notified that the information provided regarding students is for teacher knowledge only and is not to be further disseminated.

Reference: Ed. Code 49079

**(E) Discrimination, Harassment and Sexual Harassment Policies**  
**Nondiscrimination/Harassment**

Discrimination, harassment, intimidation and bullying of any student based upon the student's disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, sexual orientation, or the perception of one or more of such characteristics or association with a person or group with one or more of these actual or perceived characteristics is prohibited.

Prohibited discrimination, harassment, intimidation or bullying includes physical, verbal, nonverbal or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation shall be subject to appropriate discipline, up to and including, counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including, dismissal.

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying, should immediately contact the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the principal or staff member, whether or not the victim files a complaint. When finding that harassment has occurred, the principal or staff member shall take prompt, appropriate action to end the harassment and address its effects on the victim.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying, shall immediately report the incident to the principal, whether or not the victim files a complaint. In addition, the employee shall immediately intervene when safe to do so.

Reference: OVSD Board Policy 5145.3

**(E) Sexual Harassment Policies**

Sexual harassment of any student or employee by another person is prohibited. OVSD Board Policy 4119.11 and 5145.7 prohibits sexual harassment of employees and students. School rules also prohibit sexual harassment.

Students are directed to immediately report incidents of sexual harassment to an administrator or teacher. All complaints and allegations of sexual harassment shall be kept confidential, except as necessary to carry out the investigation or take other subsequent necessary action. A school administrator will determine an appropriate course of action for each complaint. Actions may include the following:

1. Student counseling and education, when appropriate.
2. Parent notification, when appropriate.
3. A report to the police or Child Protective Services as appropriate or required by law.
4. Student disciplinary actions may include suspension, placing on a behavior contract, other appropriate means of corrections, or a recommendation for expulsion.

The District shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including publicizing the District sexual harassment policy in notifications sent to parents/guardians and staff at the beginning of the school year.

Students, and/or their parents, can use the District's Uniform Complaint Procedure to file a formal complaint of sexual harassment. Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint, with any school employee. Within 24 hours of receiving the complaint, the school employee shall report it to the District Coordinator or Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

References: OVSD Board Policies 4119.11, 5145.7

## **(F) School-wide Dress Code Relating to Gang-Related Apparel**

The expression of a student's uniqueness and individuality by means of the student's dress is sanctioned by the governing board as being consistent with stated purposes of the school. Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

1. Unsafe either for the student or those around the student.
2. Disruptive of school operations and the education process in general.
3. Contrary to law.

Westmont parents are encouraged to ensure their children are dressed appropriately for all on campus and off campus school activities and their clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

The school principal or staff may establish a dress code that prohibits students from wearing gang related apparel as gang related apparel is considered hazardous to the health and safety of the school environment.

### Dress Code Guidelines

1. Clothing, jewelry and personal items shall be free of writing, pictures or any other insignia which is vulgar, lewd, obscene, profane or sexually suggestive, or which promotes the use of drugs, alcohol or tobacco or other illegal activity, or which is deemed inappropriate. Such articles will be held in the school office and loaner clothing will be provided as necessary.
2. Shoes must be worn at all times. Backless shoes or sandals are not acceptable
3. Hats and caps may be worn outdoors only. Hoods shall not be worn at school; indoors or outdoors.
4. Clothes shall be sufficient to cover undergarments at all times. Spaghetti straps or strapless shirts and dresses are not allowed. All clothing must cover the back and midriff during all school activities (think raising your hand in class and bending to pick up items). See through fabric is not allowed. Shorts and pants must fit securely at the waist. Shorts must have at least a three inch inseam and skirts and dresses must be mid thigh in length. Pajama wear is not allowed at school. Students will be notified when dress code policies will not be enforced for Spirit Days. Clothing: Clothing, jewelry and personal items shall be free of writing, pictures or any other insignia which is vulgar, lewd, obscene, profane or sexually suggestive, or which promotes the use of drugs, alcohol or tobacco or other illegal activity, or which is deemed inappropriate. Such articles will be held in the school office and loaner clothing will be provided as necessary.

The Superintendent or designee 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. When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

References: OVSD Administrative Regulation 5132, Ed. Code 35183

## **(G) Internet Safety**

Ocean View School District is compliant with the Children’s Internet Protection Act (CIPA), a federal law that imposes the following regulations over schools and libraries participating in the ERate program. The District has adopted and enforces an Internet Safety Policy and has put in place technology protection measures for all students.

Technology Protection Measures include a web content filtering system to block or filter Internet access to

- (a) pictures that are obscene,
- (b) pornography, or
- (c) items harmful to minors (for computers that are accessed by minors) meeting CIPA requirements.

All Internet Services pass through one connection at the District Office and is then distributed to individual school sites for ease of monitoring.

Internet Safety Policies (Ocean View School District Acceptable Use Agreement, or AUA) have been adopted and implemented for the District. The Student AUA for Electronic Resources has students agree to an Internet Code of Conduct governing the use of technology for educational purposes. Internet Safety Policy addresses the six requirements of CIPA:

1) Access by minors to inappropriate matter of the Internet is blocked by technology protection measures. District responses to student violations are enumerated in the Internet Safety Policy.

2) Safety and security of minors when using direct forms of electronic communication such as electronic mail and social media is maintained by web content filtering. Students do not have District e-mail accounts. E-mail accounts are provided to staff only. Staff is responsible for the use and supervision of their accounts.

3) Unauthorized access, including so-called “hacking” and other unlawful activities by minors is prohibited. Cyber-bullying and cyber-threats are unlawful activities. Cyber-bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social aggression using the Internet or other digital technologies. Cyber-threats are either direct threats or distressing material that raises concerns that a young person may be considering committing an act of violence against another or self. Parent and police involvement may be deemed appropriate. Students are disciplined for unlawful acts. (Board Policy 5144.1). The Student AUA states, “I understand that the use of information system is a privilege, not a right and inappropriate use will result in cancellation of privileges.”

4) Unauthorized disclosure, use and dissemination of personal information regarding minors are enforced. No confidential documents are authorized to be sent by e-mail. No student information is released without proper permission. The Student AUA states, “Maintain your own privacy. Don’t give out personal information, such as your address, phone number, etc.”

5) The Internet Safety Policy outlines measures designated to restrict minors’ access to materials that are harmful to minors. In addition to the listed technology protection measures, staff should report any objectionable Internet sites URL (Universal Resource Locator) to the Director of Information Technology and/or designee as soon as possible.

6) Both Student/Employee AUAs accept personal responsibility for reporting any misuse of the network to the administrator in charge. Misuse includes any message/material that is pornographic, unethical, racist, or uses inappropriate language. Exhibit 6162.7 states, “All District personnel involved in the use of technology will read and adhere to the ethical, legal, and practical guidelines set out in the District’s Employee Acceptable Use Agreement for Electronic Resources.”

- -Reference: OVSD Board Policy 6163.4

## **(H) Counseling Services**

Counseling services are available to all students through teacher referral, Student Study Team referral, and parent request. A school counselor, intern counselors, school psychologists or Licensed Clinical Social Workers are available to all students in Ocean View School District. Outside referrals for counseling and related services are available to families. School counseling services or Critical Incident Team services are also provided as needed to students when critical incidents effecting students and/or staff occur, or when students have witnessed a violent act occurring during school hours, school related events, or going to or from school.

### **(I) Critical Incident Stress Management (CISM)**

District teams have been identified and trained to assist when a critical incident occurs. A critical incident is a significant event that impacts a school. This event is outside the norm such as a serious injury or death of a staff member or student, suicide, or an event that generated excessive media. CISM provides emotional and/or psychological triage in response to an abnormal event as well as a structured response to help manage stress and prevent post traumatic stress. (see Appendix for Critical Incident Response Protocol)

### **(J) Bully Prevention**

The Ocean View School District has established policies related to bully prevention. The Board of Trustees believes that all students are entitled to a safe and a positive learning environment free from disruptions, unlawful discrimination, and bullying. 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.

The District prohibits bullying as defined in this policy. This includes, but is not limited to, unlawful discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal Code Section 422.55 and Education Code Section 220, disability, gender, gender identity, gender expression, nationality, race, ethnicity, immigration status, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in Section 48900.2, 48900.3, or 48900.4 directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable student or students in fear of harm to that student's or those students' person or property;
- (b) Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- (c) Causing a reasonable student to experience substantial interference with his or her academic performance;
- (d) Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

### **Bullying/Cyberbullying**

The Board of Trustees desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct. "Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

Any employee who has knowledge of unlawful discrimination, harassment, intimidation, or bullying, shall inform the site administrator of the concern as soon as possible. The site administrator shall notify the Superintendent or designee within 24 hours. Students who have knowledge of unlawful discrimination, harassment, intimidation, or bullying are encouraged to inform a teacher or school administrator as soon as possible.

Students and parents may make such complaints by submitting a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may submit the complaint anonymously. Due to the inability of investigators to interview anonymous complainants, it may be more difficult to evaluate the allegations and, therefore, less likely to cause an investigation to be initiated. The Superintendent or designee may establish other processes for students to submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 – Sexual Harassment.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten District property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance.

Any student who engages in cyberbullying using District-owned equipment, on school premises, or off-campus in a manner that impacts a school activity or school attendance shall be subject to discipline in accordance with District policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Classroom lessons are taught by teachers on building self esteem and promoting positive choices. All classrooms use Community Circles to address student concerns. During Red Ribbon Week, the PTO tries to provide an assembly on anti-bullying for all grade levels. During that week, each weekday focuses on a specific topic such as Wear a Red Ribbon Wrist band, Sign the banner saying no to drugs, receive and use a Red Ribbon Pencil, special spirit wear days. Students are taught monthly character traits to help strengthen positive attributes. Every month students are acknowledged for displaying those traits at an awards assembly. To support anti-bullying, the office has a box that is called "The Anything Box" which is for students to place confidential information that they need help with or would like to report. The box is monitored by the principal and issues are addressed promptly. Students can also notify their teacher if they have any concerns about their safety while at home if in distance learning.

Our school-wide Positive Behavioral Interventions and Supports (PBIS) program ("The Westmont Way") provides students with a structured matrix for expected behaviors, including respectful behavior towards others. Our Social Wise counselor and classroom teachers present bullying prevention lessons in the classrooms. Students are rewarded for positive behaviors with tickets, awards and incentive prizes.

References: OVSD Board Policy 5131.2, Penal Code 422.55

### **(K) Infectious Disease**

#### Communicable Diseases

The Governing Board recognizes its dual responsibility to protect the health of students from risks posed by infectious diseases and to uphold the right of students to a free and appropriate education. The District requires all staff to routinely observe universal precautions to prevent exposure to bloodborne pathogens and prevent the spread of all infectious disease. The District shall exclude students only in accordance with the law.

Any child suspected of having a communicable disease will be examined by the school nurse or other designated individual. If the school nurse or other designated individual indicates that the child is thought to have a communicable disease, he/she shall be excluded from school until a doctor's note stating the child is no longer contagious is provided.

The Board recognizes that Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) are bloodborne pathogens and not casually transmitted. Children with bloodborne pathogen infections are entitled to attend school and receive a free and appropriate public education. The sole presence of bloodborne pathogens is not sufficient reason to exclude students from attending school.

Parent/guardians are encouraged to inform the Superintendent or designee if their child has an infectious disease so that school staff may work cooperatively with the student's parent/guardian and physician to minimize the child's exposure to other diseases in the school setting.

Ocean View School District follows the Orange County Health Care Agency (OCHCA) guidance for providing updated information to parents when students have COVID-19 like symptoms or are suspected of having COVID-19.

Reference: OVSD Board Policy 5141.22

### **(L) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School**

Students are not allowed on campus prior to 7:45 a.m. because there is no supervision until that time. Students arriving on the bus exit in the back parking lot by preschool where they enter the preschool gate onto campus. Boys and Girl's Club bus enters at front drive and students are dropped off at the parking lot area. Students walking to school or being dropped off by car enter the front gate near the office. TK students proceed to their classroom directly upon entering the front gate. Grades 1st through 5th students will pick up breakfast if they choose and sit on the breakfast benches until dismissed to the back blacktop to line up by grade level and class. Students that do not have breakfast will wait until all students are dismissed to the blacktop at 8:00 am where they are supervised until the start of school at 8:15. They will then proceed to the blacktop and line up by their class name. Primary students in Kindergarten will enter through the gates by the office, then proceed to the breakfast benches and to their line-up area by the MPR where they will be taken to class at the start of 8:15. Students arriving late will enter the front office and then will proceed to their classroom. Parents are asked to say their goodbyes at the gate. A crossing guard is available both before and after school to cross Heil Ave.

After school buses pick-up students from the preschool parking lot at the back of the school. Parents are requested to meet their students at the gate they entered in the morning or by waiting in the pick-up lane for students to be guided to their vehicle. Staff supervision is available after school until students are picked up, Kindergarten and TK students will be taken to the outside of the MPR to wait for their parent/guardian or vehicle.

Preschool students must be delivered to school and signed in by a parent or an adult (18 years or older) who is listed on the child's Emergency Card as required by law for the safety and supervision of the students. Persons authorized to sign a child in or out must sign their first and last names legibly and write the specific time.

Staff members directly teach students the appropriate and expected procedures for daily arrival and dismissal to and from school, via the PBIS program.

Students are required to carry and scan their bus passes each day. District transportation implements a system of tracking the time and location of each student entering and exiting District buses, in addition to the GPS location of all buses for increased student safety. The District also implements an electronic system documenting that the bus has been checked for students before the driver leaves the vicinity of the bus. An additional system installed on buses activates the bus horn if the driver does not walk to the back of the bus and disarm the system after turning off the ignition.

### **(M) Procedures for Missing or Lost Child**

Preparation:

- Staff review "search assignments" and procedures annually.
- Identify search zones and members(s) of staff who do not routinely supervise students who will search each area
- Maintain a list of any students with a history of elopement – note areas walked to if there is a pattern
- Share search plan, including search persons, areas, and information known about student with history of elopement with all staff

When a student is lost:

- Immediately – Staff search immediate and adjoining areas, particularly areas not within line of sight
- Within 3 minutes – Notify office, office staff, and assigned search personnel. Assigned staff search designated areas and report to office/principal.
- Upon notice all designated staff will go to their assigned area of campus and search for the missing child. If the entire area is searched and the child is not located, notify the office/principal and report completion of search area.
- Within 15 minutes if child is not found, office will call police, parents and Student Services office.



**Search Assignments:**

Designated search staff will be contacted by the office and immediately search team members will initiate a search of their assigned areas. Principal or designee will coordinate a search team. Search team members will communicate immediately with principal and the office if student is found. If student is not located within 15 minutes, principal will notify the police. Principal or Office Manager will then notify District Office Student Services.

**Follow-up:**

1. Meet with the staff to debrief the circumstances and individual assignments, including the timeline of search
2. Principal notifies parents if not previously notified

**(N) Campus Security**

Westmont is enclosed with decorative, wrought iron and chain link fencing. Security cameras are located throughout campus. Gates are locked during instructional time with a single point of entry. Signs direct all visitors to check-in at the school office. The School Office door remains locked and a front door camera system with audio and video capability allows staff to monitor entrance after identifying the person and their business at the school. All visitors and volunteers register in the school offices using a registration management system that screens all visitors and volunteers against a national registry and provides a badge to identify adults on campus. Adults volunteering in Ocean View School District schools require clearance based on a tiered system before volunteering in schools in accordance with Board Policy 1240. The school has intercom and bell systems. All personnel receive training/direction on emergency procedures and all safety drills are documented. Valuable equipment is regularly inventoried and securely stored.

**(O) Grounds Safety**

The campus is inspected on a regular basis to ensure safety of facilities including fencing, signage, playground equipment, and buildings. Repairs are made in a timely manner. Adequate supervision is provided through the use of certificated and classified personnel. All facilities, including bathrooms, are kept clean and safe. Updated lighting has enhanced safety on campus. Site Administrators have been given training provided by Alliance School for Cooperative Insurance Programs that includes information on identifying materials that may or may not contain asbestos and potential asbestos contamination. Site custodians are trained yearly through Alliance Schools for Cooperative Insurance Programs in identifying areas of potential structural exposure of lead and other hazardous materials including asbestos containing materials. Custodians are trained to contain the suspected area and call District Maintenance for assistance.

**(P) A Safe and Orderly School Environment Conducive to Learning**

**Component:**

PEOPLE AND PROGRAMS

**Element:**

Westmont’s learning environment will be improved by promoting: a) the observation of specific rules and procedures to facilitate an improved learning environment b) the active engagement in learning of all students through differentiated instruction and Authentic Literacy.

**Opportunity for Improvement:**

As a staff and school community, we will continue to monitor and evaluate our learning environment, making changes where necessary to enhance our system based on current school needs.

Objectives	Action Steps	Resources	Lead Person	Evaluation
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Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Teachers, students and staff will work as a team to support student success. Students will be directly taught specific behaviors and expectations while on campus that lead to improved learning and increased student achievement.</p>	<ul style="list-style-type: none"> <li>• Principal will meet with individual classes to solicit feedback from students on their ideas for school rules, expectations and consequences.</li> <li>• Staff will review, revise or update the current PBIS plan with input from students and parents.</li> </ul> <p>* Students will be explicitly taught the school rules and expectations through classroom meetings and school wide assemblies and zone rotations.</p> <ul style="list-style-type: none"> <li>• Students will be rewarded daily, weekly and monthly with a variety of reinforcers to encourage behavior and honored for academic success commensurate with school-wide expectations.</li> </ul>	<p>PBIS Matrix, rewards, assemblies</p>	<p>PBIS Team, staff principal</p>	<p>Ongoing</p> <p>Westmont will use the 2024 OVSD Student Climate Survey to measure students' feeling of safety and connectedness.</p> <p>Westmont will also look at school attendance to monitor if there is a connection with connectedness to school.</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Teachers will use effective instructional strategies, including Differentiated Instruction and Authentic Literacy for engaging all students, developing academic language, and increasing English Language Proficiency.</p>	<ul style="list-style-type: none"> <li>• Teachers will work collaboratively to address gaps in learning by reviewing i-Ready data, ST Math data and teacher assessments.</li> </ul> <p>Teachers will focus on small group instruction allowing differentiation for each student. SEL and academic vocabulary will continue to be addressed in each classroom with support from our school counseling intern, support staff and district administration.</p> <ul style="list-style-type: none"> <li>• Teachers will plan and implement strategies to meet the individual needs of students.</li> </ul> <p>Teachers will work collaboratively and review data to progress monitor effectiveness of their lessons. Reteaching will be done when a student is not meeting the standard.</p> <p>* District staff is available to support teachers in the classroom.</p> <ul style="list-style-type: none"> <li>• Principal will observe lessons by teachers which incorporate the above focus areas and provide feedback to teachers to improve practice.</li> </ul>	<p>Classroom coaching, district trainings</p>	<p>Principal, Coaches, Teachers</p>	<p>Ongoing Teachers constantly monitor, support and mentor students to do their best work, become active engaged learners and take risks in their learning.</p>

**Component:**

PHYSICAL ENVIRONMENT

**Element:**

A safe and orderly environment will be cultivated and maintained.

**Opportunity for Improvement:**

As a staff and school community, we will continue to monitor and evaluate our PBIS and school safety systems including schoolwide disaster drills, making changes where necessary to ensure that our systems meet our current needs.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>A safe and orderly physical environment will be maintained even during a crisis response situation.</p>	<ul style="list-style-type: none"> <li>• Westmont will stage monthly drills to simulate a variety of disaster scenarios to prepare students and staff for potential emergency situations</li> <li>• Westmont staff will review its procedures in regards to a "lockdown" or "intruder" situation and will stage lockdown drills to improve communication and a calm reaction during any dangerous situation requiring a lockdown.</li> </ul> <p>Westmont will utilize the District Emergency Mass Notification System for communication use during an emergency</p> <p>Raptor will be utilized to screen visitors and volunteers who are required to wear a badge while on campus</p>	<p>Westminster and/or Huntington Beach Police Dept.</p>	<p>Principal, Staff</p>	<p>Improvement of drills</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
Student Identification lanyards will be updated and maintained as an integral part of the emergency check out procedure.	Lanyards will be passed on from each grade level each year and parents asked to update the contact information cards at the beginning of the school year. Teachers will keep the lanyards in the Disaster supply backpack in their classrooms to distribute as needed.	lanyards	Principal, Staff	Use of lanyards during drills
The emergency bin is regularly updated and maintained for emergency supplies.	The school district has provided food and water for all students and staff. Westmont has added an extensive list of emergency items to support first aide, student reunification and search and rescue.	Emergency item list	Principal, Emergency preparedness team	Completely stocked Emergency Bin
Students will feel safe at school and have a connection to the staff.	Staff is currently reviewing our PBIS system to update/revise rules and consequences. Students, staff and parents will be consulted and feedback sought.	SocialWise counseling intern, all staff, principal, PBIS resources, SEL information	Principal, all staff	Increase in student response on OVSD Student Climate Survey

**Component:**

**Element:**

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation

**(Q) School Discipline Rules and Consequences**

**Westmont Elementary School Student Conduct Code**

Westmont Pledge for School Success: We believe that teachers have a right to teach and students have a right to learn. We emphasize high behavioral and academic expectations in order to ensure a learning climate which maximizes student outcome. We encourage parents to support us in our partnership for student success.

Student Behavior Expectation:

- To respect the rights and property of others.
- To learn to accept the consequences for their judgment and/or actions.
- To learn to follow all policies, procedures, and rules of the school and community.

- To develop their abilities and interests to the fullest potential.
- To treat others as you want to be treated.

### **Conduct Code Procedures**

The above mentioned attitudes and rules have been developed to insure the safety and welfare of all Westmont students. These rules apply before, during, and after school, as well as anywhere on campus or during any kind of school function.

We expect students to obey all adults responsible for their supervision. In addition to these general school rules, all classroom teachers set behavior standards within each classroom.

When students display inappropriate behavior, the following steps may be followed:

1. Teacher counsels student
2. Students receive consequences (i.e., timeout, assigned task)
3. Teacher contacts parent
4. Teacher has a conference with the parent
5. Student is referred to the principal
6. Restorative justice measures

~Reference: Board Policy 5144

### **(R) Hate Crime Reporting Procedures and Policies**

It is the policy of the State of California to afford all persons in public schools, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, equal rights and opportunities in the educational institutions of the state.

Education Code Section 200

For purposes of this title and for purposes of all other state law unless an explicit provision of law or the context clearly requires a different meaning, the following shall apply:

(a) "Hate crime" means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim: disability, gender, nationality, race or ethnicity, religion, sexual orientation, association with a person or group with one or more of these actual or perceived characteristics.

California Penal Code Section 422.55

Students are encouraged to notify school staff by submitting a verbal or a written complaint when a hate crime as defined in Penal Code 422.55 has occurred. Any school employee who observes any incident of hate crime involving a student shall report the incident to an administrator. Reports of hate crimes shall be investigated promptly and corrective action shall be taken when a complaint is verified.

A pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

Education Code 48900.3

- -References: OVSD Board Policy 5144, 4119.11, 5145.7, 1312.3(a)

### **Opioid Prevention and Life-Saving Response Procedures**

### **Response Procedures for Dangerous, Violent, or Unlawful Activities**

## Instructional Continuity Plan



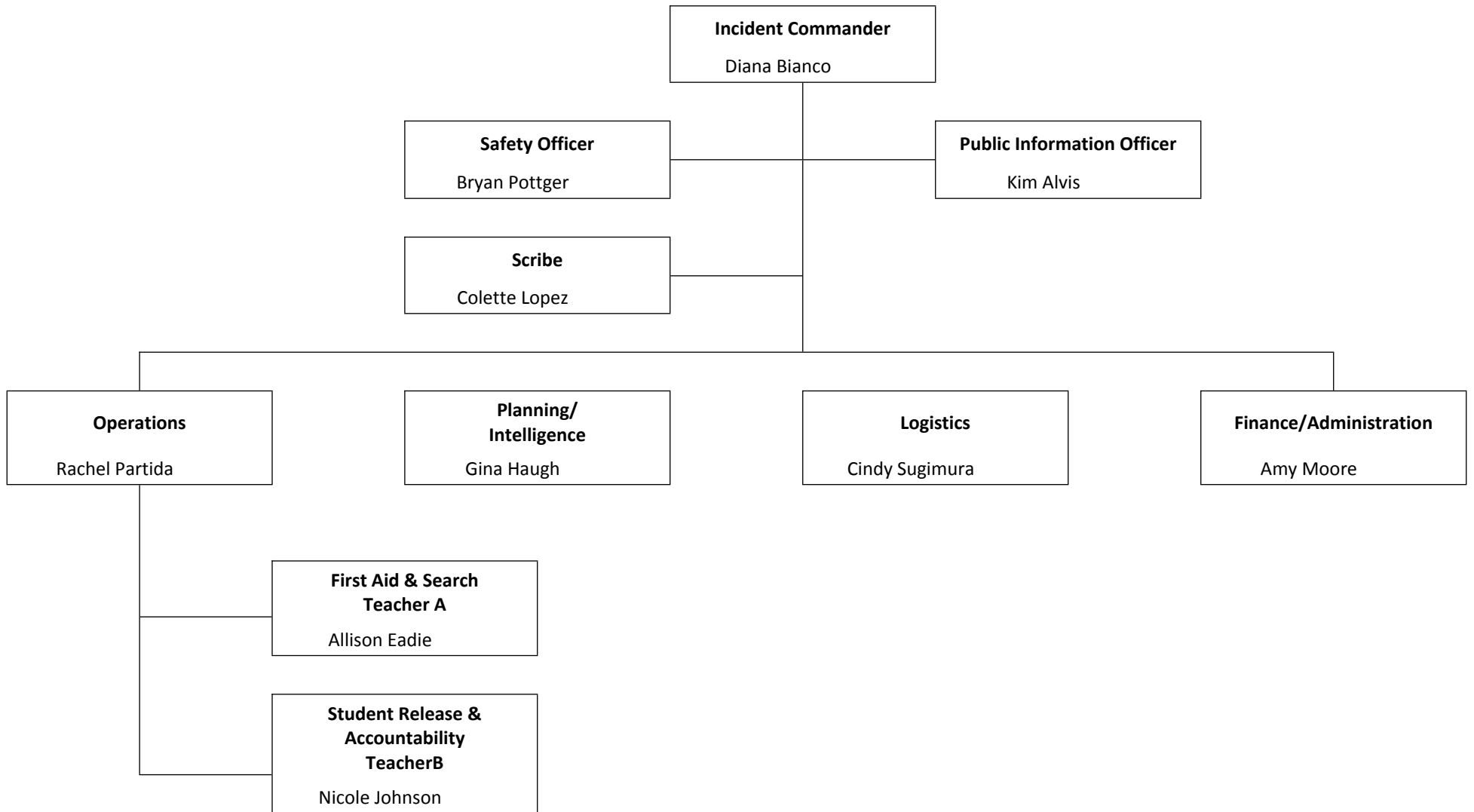
## **Safety Plan Review, Evaluation and Amendment Procedures**

After review of school data, the Safety Plan is reviewed and updated yearly and discussed in a public meeting. The Safe School Plan is then adopted by the School Site Council and forwarded to the Ocean View School District Board of Trustees for approval.

## Safety Plan Review, Evaluation and Amendment Procedures

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
2024-2025 School Safety Plan reviewed and adopted by School Site Council	September 26, 2024	Agenda and Minutes
Staff trained on School Safety Plan	August 26, 2024 and September 18, 2024	All staff meeting in MPR
Board Approved	November 12, 2024	

**Westmont Elementary School Incident Command System**



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Types of Emergencies & Specific Procedures**

### **Airplane Crash**

IF GIVEN A WARNING, HAVE INDIVIDUALS GO UNDER THEIR DESKS, COVER THEIR HEADS, AND WAIT FOR AN 'ALL CLEAR' SIGNAL. Do not evacuate or run in the direction that the smoke is traveling. The smoke could be toxic.

Treat the crash just like you would a fire situation.

Be aware of additional explosions that could occur after the crash.

Maintain control over all individuals for which you are responsible. Remain calm.

Evacuate to a safe location, and make appropriate notifications about the safety of everyone with you and the condition of your location.

If the winds change, you may have to relocate away from the smoke.

MAKE EVERY ATTEMPT TO PROTECT INDIVIDUALS FROM EXPOSURE TO THE CRASH SITE

### **Bee Stings**

#### **INFORMATION ON BEES**

Africanized honeybees like to colonize in utility boxes, burrows, sheds, vacant buildings, trash cans, playground equipment, walls, hollow trees, etc.

Recognizing a possible nest:

Bees hovering or flying in and out of an area or particular location.

Humming sound inside the location.

Do not disturb a nest; do not throw rocks or objects at the nest.

If they are not attacking, slowly and quietly move away from nest and notify the designated authority.

One sting from an Africanized honeybee is no different than a regular bee sting. It is the multiple stings that can be dangerous, especially if you are allergic to stings.

Colonies of bees will not swarm and hunt you down. They are coming to the defense of their colony. Africanized honeybees are much more likely to sting with little or no provocation.

Africanized honeybees attack in greater numbers, and attack people and animals within a range of ¼ mile from their hives.

Once disturbed, colonies may be agitated for 24 hours.

Sometimes machinery such as mowers, trimmers, or chain saws can aggravate the colony.

#### **WHAT TO DO IF ATTACKED**

Run away quickly using a direct route to a shelter, classroom, building, or car.

You may have to run up to ½ mile.

Bees like to target head and eye areas. Cover your head as much as possible. Cover your head with anything; use your clothing if you have to. Stings to the body are less dangerous than to the head area.

Do not jump in water. The bees will wait for you to surface and then attack.

Run to shelter. Close all doors and windows. Don't worry if a few of the bees get inside with you.

Don't flap your arms or attempt to swat the bees -- just get away.

If there is no shelter, run through tall brush. You may be able to confuse them.

#### **MEDICAL TREATMENT**

CALL 911 IMMEDIATELY

DO NOT USE TWEEZERS OR YOUR FINGERS TO PULL OUT OR REMOVE STINGERS. THIS WILL ONLY RELEASE MORE TOXINS.

SCRAPE STINGERS SIDEWAYS FROM SKIN USING A PLASTIC CARD, BLUNT INSTRUMENT, OR EVEN A DULL KNIFE.

SEEK MEDICAL TREATMENT IMMEDIATELY.

### **Person with Weapon**

#### **ACTIVE SHOOTER**

Active shooters are very unpredictable and create chaos and panic at the location. This makes it difficult to establish one specific plan of action. Therefore, you must be aware of certain guidelines when making your decisions. Any action that you take must be your own decision.

If confronted, do not aggravate the suspect. Remain calm and understanding. Create time and distance.

Based upon the information at hand, decide if it is safer to evacuate or lockdown.

If teachers hear "LOCKDOWN," they should immediately lock the classroom doors.

For LOCKDOWN, please see LOCKDOWN PROCEDURE.

## EVACUATION CONSIDERATIONS

Evacuate away from the location of the shooter.

Stay close to walls and avoid open areas.

Run in a zigzag pattern if there is an active shooter. This will make you less of a target.

Do not worry about personal belongings.

Wear your tag or identification in plain sight so law enforcement will know you belong at the location.

Seek the safest shelter and make proper notifications.

Control individuals in your care.

## LAW ENFORCEMENT INFORMATION

Law enforcement's primary goal is to identify and stop the threat, while protecting life and preventing injury.

Law enforcement will be moving quickly and with weapons drawn.

Law enforcement will not have immediate ability to make rescues or administer first aid.

Law enforcement will make proper notifications about injured individuals.

Always keep your hands above your head and visible to law enforcement.

Listen carefully to their instructions and follow them.

Law enforcement may have to utilize loud devices or smoke diversion while clearing the location.

## **Biological**

Any suspicious package or substance you think is biological in nature, do the following:

If unopened, do not touch, handle, or allow other staff or individuals to handle.

Evacuate and isolate the area or room in which the suspected substance or package is located.

Call 911 or the designated authority. They should notify the FBI or county health department.

Mark the room or area, "DO NOT ENTER."

Contain and isolate any individuals who may have been contaminated.

Wash hands with soap and warm water.

If the opened substance has been exposed, wet any potentially contaminated area or clothing lightly, remove clothing and triple bag. (First responders will usually do this, wearing protective gloves.)

## **Bomb Threat**

### BOMB THREAT INFORMATION BOMB THREAT CONSIDERATIONS

If you have a written threat, DO NOT HANDLE the note. Use gloves to make a copy of the note and protect the original.

The person receiving a verbal threat should obtain the following information:

Time of call:  
Time call ended:  
Type of threat:  
Time bomb is set to go off:  
Location of package:  
Description of device:  
What will cause it to explode?  
What/Who is the intended target?

Keep the caller on the phone and get as much information as possible.

Take notes, exact words.

Listen to caller's voice, i.e. male, female, old, calm, hysterical, accent, etc.

Listen for background noises. ? Immediately notify designated administrator of any threats or suspicious packages.

Prohibit any and all radio frequency transmissions and use of cell phones, pagers, etc.

Immediately advise all individuals and staff not to touch, move, or disarm any object or item.

Alert other staff and personnel and evacuate any suspected area.

Instruct occupants to secure valuables and take personal property.

Leave all electrical switches, doors, and windows unchanged.

Police will be notified and conduct searches, if necessary.

Keep everyone calm and orderly.

### **Hostage Situation**

DO NOT TRY TO DISARM AN ARMED INDIVIDUAL.

Dial 911 and notify security or the designated authority of the situation.

If you cannot talk, dial 911 and leave the phone off the hook.

Follow instructions for lockdown or evacuation, depending upon the situation.

AVOID any confrontations with the individual; do not be aggressive or use aggressive body language.

Be a good listener until the proper authorities arrive to handle the situation.

Take mental notes of what the suspect(s) is/are wearing, any weapons you see, and what the suspect(s) is/are saying. This information will be valuable later.

If inside your room, try to turn on your intercom or communication system.

Use code words or send written messages alerting the proper authorities.

### **Severe Weather/Windstorms**

FOLLOW INSTRUCTIONS FOR EVACUATION OR SHELTER IN PLACE AS ISSUED BY THE DESIGNATED AUTHORITY

Stay calm and account for individuals in your care.

Remember that when making decisions, the protection of life is paramount.

Have everyone move away from any glassed areas.

If outdoors, stop all activities and seek shelter.

If weather becomes severe enough, assume Duck and Cover drill.

If possible, use rooms that are located in the center of buildings and on the ground floors.

It is best to seek shelter in rooms without windows. Use center hallways, if necessary.

If possible, do not seek shelter in structures with large, open roof spans.

Evacuate all rooms that are vulnerable to severe weather.

Beware of wet electrical lines, broken gas lines, and contaminated food and water.

KEEP RADIOS ON FOR CONSTANT UPDATES

## **Earthquake**

### CONSIDERATIONS

#### DO NOT PANIC

#### STAY CALM

#### INITIATE DUCK AND COVER DRILL

If you are safe where you are, then stay there. More injuries occur when trying to move.

Most injuries occur from falling debris and electrical wires.

Do not light any matches or turn on any switches. There may be gas leaks.

#### INSIDE LOCATION

Do not use elevators.

Get under a desk, table, or bench.

If there is no cover, stand against a wall, in a corner or hallway, and away from windows or other glass.

If you are under moving furniture, it may be safer to hold on and move with it.

#### OUTSIDE LOCATION

Find an open space and stay low.

Move away from any structures, debris, or utility lines.

Do not enter any structures or buildings looking for safety.

Be aware of panicked crowds that can stampede and cause more injury.

#### EVACUATION

Use your designated evacuation route unless it is unsafe or blocked.

When evacuating, be aware of any possible chemical, gas, or electrical hazards.

Once evacuated, do not re-enter any structure until it has been declared safe.

## **Hazardous Material**

REMEMBER MANY CHEMICALS REACT DIFFERENTLY WHEN MIXED WITH OTHER SUBSTANCES. NOT ALL CHEMICALS CAN BE MIXED WITH WATER WHEN TREATING VICTIMS.

### EVACUATION FROM STRUCTURE

Evacuate everyone to a safe area.

Evacuate uphill, upstream, or upwind of the hazardous material.

Do not allow anyone to touch or step in any of the hazardous material.

Do not let anyone eat or drink anything. It may be contaminated.

If possible and without endangering anyone, notify any other individuals of the danger.

Isolate any individuals who may have become contaminated.

Do not try to rescue anyone. Leave that for the trained responders who have the proper equipment.

Dial 911.

### SHELTER IN PLACE

Keep everyone inside the location unless instructed to evacuate.

Close windows, shut off vents, turn off fans; seal gaps under doorways and windows with wet towels and duct tape if possible.

Make sure all ventilation systems are shut down to stop circulation of air.

Monitor individuals for any sign of medical distress and report immediately to medical or first aid personnel.

Dial 911.



## **Fire**

### **REMEMBER THE STOP, DROP, AND ROLL DRILL**

Immediate danger is from smoke inhalation.

Be aware that the fire can cut off prearranged evacuation routes.

Feel doors for any heat before opening.

When trapped in a room, if safe, escape out the windows.

Use wet towels or clothes to block smoke under doorways and air vents.

If evacuating in smoke, stay low and crawl as you move.

If possible and **ONLY IF SAFE**, close the doors to rooms and hallways. This will help prevent the air flow of smoke.

## **Lockdown Procedure**

### **LOCKDOWN PROCEDURE:**

When teachers hear “Lockdown,” they should immediately go to the door, instruct all students in close vicinity outside the room to come into the room, and lock the classroom doors. Teachers may block out their windows to avoid eye contact with an outside person.

Do not open the classroom doors for anyone or for any reason.

Remain as far away from windows and doors as possible.

Turn off lights and instruct students to stay under their desks.

Teachers should email or call the office with the names and anticipated locations of students not in their classroom.

If you are outdoors with a class in a lockdown situation, drop to the ground and stay still.

If there is gunfire and you are exposed, run with your students away from the gunfire to the nearest area that may provide cover.

If you are with a class and cannot identify the source or area of the threat, remain where you are – staying close to the ground.

After establishing that the threat is not near your group, move your students to the nearest cover.

Administrators will collect students and staff in a safety sweep.

Please instruct students who are out of your classroom when the lockdown occurs that the classroom will not be opened for them.

If the students are outside of your classroom, but indoors in another area (i.e. in the bathroom, lunch room, etc.), they should remain in that location as long as they are not exposed to the lockdown threat.

If students are exposed to the threat while outside of the classroom, they should run away from the threat.

If they can identify the source of the threat and it is away from their location, students should move quickly to the nearest cover to be collected by an administrator in a safety sweep.

After all classrooms and other locations have been cleared by a law enforcement officer, a general public address announcement will be read. It will say: “The campus has now returned to ‘all clear’ status. Thank you.”

## **Tsunami**

2 types of tsunamis:

Local Tsunami

Caused by a near shore undersea earthquake.

Preceded by an earthquake or the ocean may recede.

Comes with little or no official warning.

Pacific Wide Tsunami

Generated by a distant earthquake (that may or may not be felt).

Will most likely be preceded by warning from the West Coast/Alaska Tsunami Warning Center (WC/ATWC).

### **Tsunami Notification Definitions & Action Required**

Tsunami Advisory – though no threat exists, there is evidence that a tsunami is making its way across the Pacific.

Tsunami Watch – an earthquake may have created a tsunami and the WC/ATWC is advising coastal communities to stand by for further information.

Tsunami Warning – either a tsunami has been generated or conditions are serious enough to require action by coastal communities. The tsunami message will include earthquake magnitude, originating location, and arrival times of waves. (NOTE: It does not include wave height.)

#### PLAN A – LOCAL TSUNAMI – Little or No Warning

When a strong earthquake is felt (strong enough to knock you off your feet), a tsunami may have been generated that can strike the coast in less than 10 minutes.

Immediately evacuate the following sites to higher ground and then proceed to Golden West College:

Golden View

Marine View

Hope View

Mesa View

Harbour View

Ocean View School District Office

If no tsunami has arrived in 20 minutes, the City of Huntington Beach will issue an “all clear”.

#### PLAN B – PACIFIC WIDE TSUNAMI – Warning

If a Tsunami Warning has been issued:

The City of Huntington Beach EOC will confirm the Tsunami Warning; if it is confirmed then:

The City of Huntington Beach will initiate its Emergency Operational Plan, and Ocean View School District will be ordered to evacuate the following impacted sites to Golden West College:

Golden View

Marine View

Hope View

Mesa View

Harbour View

Ocean View School District Office

School sites will send out an emergency message through Blackboard Connect to parents, notifying them of the situation and directing them to Golden West College at 15744 Goldenwest Street where they can meet their children.

Transportation will be notified and will begin emergency evacuation of the impacted sites to Golden West College.

Because so many of our students at other sites live in the impacted area, the other school sites will go into lockdown until the threat is over. At that time, students may be released through emergency release procedures.

Evacuation routes have been set up by the City of Huntington Beach.

#### UPON ARRIVAL AT GOLDEN WEST COLLEGE

Staff and students will be directed to the location where they will set up their student supervision area.

OVSD staff will be responsible for the care, well-being, and subsequent release of their students.

Follow normal Student Supervision Team functions and Student Release Team functions.

A Site EOC will be set up at the Student Evacuation area to coordinate efforts of the Student Supervision, Student Release Teams, and the Joint Response Team.

District Incident Commander will report to the Golden West College EOC for the Joint Operations Team. Runners will report back to the established Site EOC at the Student Supervision area.

Student Release process will begin upon the authorization of the Huntington Beach EOC.

#### Site-Specific Contacts & Utility Shutoff Information

\*\*See attachment\*\*

#### Evacuation

Evacuation of the building or work area may be necessary to protect individuals from unknown or suspected danger, potential injury, or toxic exposure. Evacuation should not be automatic. You may be safer where you are. Heed the instructions of emergency responders or site command personnel.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit, and report to the designated assembly area for your site.

Take your purse or wallet with you. Do not take time to collect belongings or to shut down computers.

Assist handicapped persons and anyone with manageable injuries.

DO NOT attempt to move a severely injured person. Report their location to site command personnel.

DO NOT run, use elevators, or close doors behind you.  
DO NOT smoke, light matches, or activate any equipment or electrical switches.  
STAY AWAY from any structures, debris, or utility lines.  
Designated personnel will take roll sheets with them and take roll in the assembly area.  
Designated personnel will take the first aid kits and deliver them to the command group area.  
Report attendance and injuries to site command personnel.  
Assemble with your division/unit/classroom in the designated area, and remain there until instructed.  
DO NOT attempt to re-enter the building until it has been officially declared safe.  
DO NOT leave the site unless instructed to do so.

Before evacuation, assess the situation to determine whether the danger is outside or inside and decide whether to evacuate. If evacuation is chosen, identify and/or clear a safe route; then proceed to a safe area at a distance from the building.

## **First Aid**

### **CHOKING**

Do not interfere with a choking victim who can speak, cough, or breathe. However, if the choking continues without lessening, seek medical help. If the victim cannot speak, cough, or breathe, immediately have someone call 911 while you take the following actions:

For a conscious victim:

Stand just behind and to the side of the victim, who can be standing or sitting. Support the victim with one hand on the chest. The victim's head should be lowered. Give 4 sharp blows between the shoulder blades. If unsuccessful:

Stand behind the victim, who can be standing or sitting. Wrap your arms around their middle just above the navel. Clasp your hands together in a doubled fist and press in and up in quick thrusts. Repeat several times. If still unsuccessful, repeat both procedures again until victim is no longer choking or becomes unconscious.

For an unconscious victim:

Place the victim on the floor or ground and give rescue breathing. If the victim does not start breathing and it appears that your air is not going into the victim's lungs:

Roll the victim onto their side, facing you, with the victim's chest against your knee and give 4 sharp blows between the shoulder blades. If the victim still does not start breathing:

Roll the victim onto their back and give one or more manual thrusts. To give the thrusts, place one of your hands on top of the other with the heel of the bottom hand in the middle of the abdomen, slightly above the navel and below the rib cage. Press the victim's abdomen with a quick upward thrust. Do not press to either side. Repeat 4 times if needed.

Clear the airway: Hold the victim's mouth open with one hand using your thumb to depress the tongue. Make a hook with the pointer finger of your other hand, and in a gentle sweeping motion, reach into the victim's throat and feel for a swallowed foreign object which may be blocking the air passage. Repeat above procedures until successful.

### **HEART ATTACK**

If the victim is experiencing any of the following sensations, take no chances, call 911 at once:

Squeezing pains or tightness in the chest.

Pain that radiates from the chest into the arm, neck, jaw, shoulder, back, or abdomen.

Sweating and weakness; nausea or vomiting.

Sudden shortness of breath.

Assist the victim to locate and take nitroglycerin, if he/she has it. If breathing stops or the victim is unconscious, give rescue breathing until help arrives or breathing resumes.

### **SEIZURE**

A person's limbs jerk violently, eyes may roll upward, and breathing may become heavy with dribbling or frothing at the mouth.

Breathing may stop. The victim may bite their tongue so severely that it blocks the airway. Do not attempt to force anything into the victim's mouth.

If the victim is known to have occasional seizures, you do not have to call 911. He or she will usually recover from a seizure in a few minutes. However, call 911 if:

The seizure lasts more than 5 minutes;

The person has multiple seizures;  
The person appears to be injured  
The person is pregnant.  
The person is a diabetic.  
The seizure follows a quick rise in the victim's temperature.  
The victim fails to regain consciousness.

During the seizure:

Call for assistance.

Let the seizure run its course.

Help the victim to lie down flat and keep from falling.

Clear the area of obstacles.

Loosen any restrictive clothing.

Use no force and do not try to restrain the victim.

Do not place anything between the person's teeth. People having seizures rarely bite their tongues or cheeks with enough force to cause significant bleeding.

After the seizure:

If the victim is not breathing, give rescue breathing.

Check to see if victim is wearing a Medic Alert Bracelet. If so, follow its emergency instructions.

Check to see if the victim has any burns around the mouth – an indication of poison ingestion.

Stay with the victim, who may be conscious but confused and not talkative. Be reassuring and comforting. Keep bystanders away as the victim may be embarrassed and self-conscious. The victim will be tired and want to rest.

Do not give pills, food, or beverage until the victim is fully alert.

Stay with the victim until they are fully conscious and aware of the surroundings.

#### POISONING (INCLUDING SNAKE & SPIDER BITES)

If there is reason to believe a victim has been poisoned or has been bitten by a poisonous snake or spider:

Call the Poison Control Center: 1-800-876-4766.

Do not give the victim anything by mouth unless instructed to do so by the Poison Control Center.

If the victim is vomiting, roll the victim on the left side to prevent choking on what is brought up.

If the victim is unconscious, make sure he/she is breathing. If not, tilt the head back and perform rescue breathing. Do not attempt to stimulate the victim. Call 911 immediately.

For poison in the eye or on the skin, drench and wash the area with large amounts of water until help arrives.

A bite from a poisonous snake or spider may produce swelling, pain, paralysis, difficulty breathing, nausea, slurred speech, and other symptoms. Keep the victim quiet and warm. Remove restrictive clothing and jewelry. Call 911 immediately.

Attempt to identify the poisonous item. If transportation to a medical facility is necessary, take the suspected item and container with you.

#### BURNS

Minor burn caused by fire or heat, covering only a small area of the body. Immerse burn area in cold water for 20-30 minutes to relieve swelling and pain. Do not cover the burn with grease of any kind; grease continues the burning process.

Serious or extensive burn caused by fire or heat requires prompt professional care. Wrap the victim in a clean sheet or towel that has been moistened at a warm temperature. Do not attempt to clean the burns or remove the clothing or other particles attached to the burned area. Keep the victim lying down, calm and reassured. Call 911.

Chemical burn. Wash with large amounts of cool running water – a cool shower, if possible. Remove all chemical soaked clothing immediately. Avoid contact with the soaked clothing. Continue water flushing for at least 10 minutes. Wrap the victim in a clean sheet; keep victim calm and reassured until emergency help arrives. Call 911.

#### BLEEDING

Apply direct pressure over the site of the wound using a gauze pad, sanitary napkin, clean handkerchief, even your bare hand, if necessary.

Apply firm, steady direct pressure for 5-15 minutes. If bleeding is from a foot, leg, or arm, use gravity to help slow the flow of blood by elevating the limb so that it is higher than the victim's heart.

If there are symptoms of internal bleeding (coughing or vomiting of blood or "coffee ground" materials), have the victim lie flat and breathe deeply. Do not let the victim take any medication or fluid by mouth until seen by a doctor who permits it.

Bleeding from the ear usually means there is a skull fracture. Always suspect a neck injury when there is a serious head injury. Immobilize the head and neck until help arrives.  
Do not attempt to clean the wound. Do not give victim alcohol or other drugs.  
Obtain medical assistance. Call 911 if bleeding does not stop, wound is deep, or you suspect a neck injury.

#### BROKEN BONES

Do not move the victim unless he/she is in immediate danger of further injury.  
Check for breathing. If necessary, give rescue breathing.  
If there is bleeding, apply direct pressure over the site.  
If a broken bone is sticking out of the skin, do not attempt to push it back in place. Apply a moist dressing to prevent drying.  
Do not try to straighten out a fracture.  
Splint an unstable fracture by carefully placing a folded newspaper, piece of clothing, or towel alongside the limb and tie it in place with a piece of cloth.  
Do not permit the victim to walk around.  
Call 911.

#### ELECTRICAL SHOCK

Do not touch a person who has been in contact with electrical current until you are certain that the electricity has been turned off. Shut off the power at the plug, circuit breaker, or fuse box. If the victim is in contact with a wire where the power cannot be shut off, use a dry stick or broom handle to remove it.  
Check for breathing. If the victim's breathing is weak or has stopped, give rescue breathing immediately.  
Call 911 and while you wait for help to arrive, keep the victim warm.