

Ventura Unified School District  
Comprehensive School Safety Plan  
2009-2010

Foothill Technology High School  
School

***Comprehensive School Safety Plan***  
*(Pursuant to Education Code 32286)*

Submitted by

X School Site Council (SSC)  Safety Planning Committee

on

August 28, 2009

**Roster of Individuals who developed the Safety Plan**

Jennifer Duston, Assistant Principal

**Law Enforcement Review**

Reviewed by:

<input type="checkbox"/> Ventura City Police	Name: ____	Signature: _____	Date: ____
<input type="checkbox"/> Ventura County Sheriff's	Name: ____	Signature: _____	Date: ____

**Public Input Meeting (*pursuant Education Code 32288*)**

Date: 9/9/09 Location: FTHS Conf. Rm A

Approved by (*pursuant Education Code §32288*): Date: \_\_\_\_\_

Ventura Unified School District Board of Education  
255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 (805) 641-5000 Ext. 1102

**COMPREHENSIVE SCHOOL SAFETY PLAN**  
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**COMPREHENSIVE SCHOOL SAFETY PLAN  
 VISION**

Students and staff will have a safe and secure campus where they are free from physical and psychological harm. The principal and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

**COMPREHENSIVE SCHOOL SAFETY PLAN  
 Data**

School: Foothill Technology High School

**Suspensions (% Of Enrollment)**

2006 - 2007	2007 - 2008	2008 - 2009
7.9%	11%	10.4%

**Number of Expulsions or Expulsions-Suspended Order(s)**

2006 - 2007	2007 - 2008	2008 - 2009
7	4	7

**% of Actual Attendance**

2006 - 2007	2007 - 2008	2008 - 2009
96.75%	97.07%	97.07%-month 10 report only

**COMPREHENSIVE SCHOOL SAFETY PLAN**  
**Needs**

SCHOOL: Foothill Technology High School

**WHAT ARE NEEDS OF SCHOOL, STAFF, AND STUDENTS?**

**Assure a Safe Physical Environment (check areas of need):**

- |  |  |
|--|--|
| <input type="checkbox"/> Improve safety of school grounds  | <input type="checkbox"/> Improve ingress/egress routes                     |
| <input type="checkbox"/> Improve safety of buildings/classrooms  | <input type="checkbox"/> Improve safety of field/equipment                 |
| <input type="checkbox"/> Improve internal security   | <input type="checkbox"/> Prepare students and staff for crisis emergencies |
| <input type="checkbox"/> Improve exterior and/or perimeter security  | <input type="checkbox"/> Prevent and reduce vandalism and graffiti         |
| <input type="checkbox"/> Improve dropping off/picking up students  | <input type="checkbox"/> Prevent weapons on campus                         |
| <input checked="" type="checkbox"/> Other—Improve placement of supervision for students during break and lunch |  |

**Provide each Student with Resiliency Skills (Expectations, Caring and Participation) by enhancing**

**(Check areas of need):**

- |  |   |
|--|---|
| <input type="checkbox"/> Community service opportunities | <input type="checkbox"/> Problem solving skills               |
| <input checked="" type="checkbox"/> Parent involvement   | <input type="checkbox"/> Autonomy (sense of self/identity)    |
| <input type="checkbox"/> Alternatives to violence        | <input type="checkbox"/> Sense of purpose and future          |
| <input type="checkbox"/> Good Communication skills       | <input type="checkbox"/> Participation in academic activities |
| <input type="checkbox"/> Character/value education       | <input type="checkbox"/> High academic self-expectations      |
| <input type="checkbox"/> Social competence               | <input type="checkbox"/> Other                                |

**Assure a Safe, Respectful accepting, and Emotionally Nurturing Environment by promoting (check areas of need):**

- |  |   |
|--|---|
| <input type="checkbox"/> Positive structure in classroom                                   | <input checked="" type="checkbox"/> Prevention and intervention strategies      |
| <input checked="" type="checkbox"/> Fair, consistent discipline and consequences           | <input type="checkbox"/> Anti-bullying/hazing                                   |
| <input type="checkbox"/> Acceptance of diversity   | <input type="checkbox"/> On-going staff development                             |
| <input checked="" type="checkbox"/> Drug-Free school                                       | <input type="checkbox"/> Attendance enhancement                                 |
| <input type="checkbox"/> Character/values education  | <input type="checkbox"/> Gang suppression                                       |
| <input type="checkbox"/> Parent involvement  | <input type="checkbox"/> Effective teacher/student relationships                |
| <input type="checkbox"/> Nurture positive self-esteem                                      | <input type="checkbox"/> Suicide prevention/response plans                      |
| <input type="checkbox"/> High behavior expectations  | <input type="checkbox"/> Extra-curricular activities                            |
| <input type="checkbox"/> Conflict resolution skills  | <input type="checkbox"/> Student recognition                                    |
| <input type="checkbox"/> Anger Management  | <input checked="" type="checkbox"/> Supervision of students across all settings |
| <input type="checkbox"/> Personal and social responsibility                                | <input type="checkbox"/> Student support  |
| <input type="checkbox"/> Collaboration among agencies, law enforcement and judicial system | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Participation and collaboration of parents/ students/community    |   |

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**COMPREHENSIVE SCHOOL SAFETY PLAN  
 Action**

SCHOOL: Foothill Technology High School

Goal	Activities	Date/s to be Completed	Person/s Responsible
1. Assure each student a safe physical environment. a) Improve strategic placement of campus supervisors and admin. to increase student safety during break and lunch supervision.	1) School maps with supervision assignments clearly labeled	8/15/09	J. Duston
	2) Supervision schedule created and distributed to all staff	8/15/09	L. Prado
	3) Quarterly supervision meetings among all staff with supervision duty	8/15/09	L. Temple
	4) Allocation of funds for additional supervision by other staff.	8/15/09	J. Bova

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**COMPREHENSIVE SCHOOL SAFETY PLAN**

**Action**

SCHOOL: Foothill Technology High School

Goal	Activities	Date/s to be Completed	Person/s Responsible
2. Provide each student with resiliency skills.  a. Parent involvement	<ul style="list-style-type: none"> <li>• Continue with Back to School Night committee including parent representatives</li> <li>• Increase emphasis on parent involvement at new parent orientation</li> <li>• Discuss holding a Spring Open House in conjunction with PFSO</li> <li>• Quarterly Newsletter with Parent Involvement opportunities</li> <li>• Use of PFSO data base for volunteer opportunities</li> </ul>	9/2009 & Ongoing  9/2009  6/2010  6/20010  8/2009	PFSO & L. Temple  Jennifer Duston  J. Duston L. Temple  J. Duston L. Temple  K. Tedford  PFSO President

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**COMPREHENSIVE SCHOOL SAFETY PLAN**

**Action**

SCHOOL: Foothill Technology High School

Goal	Activities	Date/s to be Completed	Person/s Responsible
3. Assure each student a safe, respectful, accepting, and emotionally nurturing environment.			
A) Fair, consistent discipline and consequences	<ul style="list-style-type: none"> <li>Follow progressive discipline plan for discipline</li> <li>Check with other AP before assigning first time consequence for year</li> <li>Use Saturday School as a necessary consequence rather than suspension when appropriate.</li> </ul>	Ongoing  Ongoing  Ongoing	J. Duston L. Temple  J. Duston L. Temple  J. Duston L. Temple
b) Drug-Free school	<ul style="list-style-type: none"> <li>Start monetary reward system for students under the influence on campus (ask PFSO for funding)</li> <li>Continue to implement proactive measures to deter students from using drugs/alcohol on campus (dogs search, etc.)</li> <li>Hold student Ad Hoc meeting for brainstorming ideas to prevent drug use among teens.</li> </ul>	6/2010  Ongoing  11/2009	Jennifer Duston  Jennifer Duston  ASB Officers
c) Prevention and intervention strategies	<ul style="list-style-type: none"> <li>Use GRASP grant funds and resources to implement proactive programs to prevent substance abuse use.</li> <li>Implement student support programs in the areas of social emotional needs as a means of intervention when needed.</li> </ul>	11/2009  11/2009	N. Hillis  Counseling Team
d) Supervision of students across all settings	<ul style="list-style-type: none"> <li>See activities from 1a</li> </ul>		

## COMPREHENSIVE SCHOOL SAFETY PLAN

### Evaluation

SCHOOL: Foothill Technology High School

#### ***TO BE COMPLETED IN FALL 2008***

*Comprehensive School Safety Plan was evaluated by:*

Check one:  School Site Council (SSC)  
 School Safety Committee (Sub-Committee of SSC)

#### **2008 - 2009**

How the plan succeeded and why: Overall the safety plan was successful in many ways: (1) Supervision during break and lunch was more systematic and consistent, (2) parent involvement was enhanced by producing 2 school newsletters, having a parent volunteer daily for lunch supervision in the cafeteria, and continuation of the parent committee of Back To School Night, (3) Drug detection dog visited school site 4 times throughout the year to deter students from bringing drugs on campus, (4) Disaster kits were successfully restocked and are in place for Fall, it has become systematic and a reliable resource to be used in case of emergencies, and (5) presence of a consistent crossing guard to assist with student safety when crossing Day Road.

#### **2008 - 2009**

How the plan failed and why: There were a few areas where the safety plan goals were not met: (1) Due to lack of funding we were unable to improve the physical safety conditions during non school hours by purchasing skate stoppers. This was one of the lower priority safety goals because it was during non-school hours. After the second year in a row of not meeting this goal, we have removed it from our plan due to other safety concerns taking priority, (2) we have yet to seriously discuss implementing a Spring Open House due to the business of Spring quarter, we will continue this as a goal for this year.

#### **2008 - 2009**

How the plan can be strengthened: The plan can be strengthened by getting more staff input and having consistent opportunities for feedback.

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*Sample Letter  
Notifying Community Members  
of Public Hearing or Public Display  
Printed on School Letterhead*

Date: 8-14-09

Dear Mayor of San Buenaventura, VUEA President, VCEA President, PTA/PTO President,  
Student Council/ASB President and Ventura Community Partnership for Youth Collaborative Members:

You are invited to a public meeting or public display for review of our *Comprehensive School Safety Plan* at Foothill Technology High School in the Office on September 9, 2009 from 7am-4pm, as per Education Code 32288(a).

Our school updates and revises the *Comprehensive School Safety Plan* annually through a systematic planning protocol. A few of the key elements in our plan include the following:

- Goals to assure each student a safe physical environment, provide each student with resiliency skills, and assure each student a safe, respectful, accepting, and emotionally nurturing environment
- School Procedures Relating to School Safety
- Emergency Response Plan

We are seeking your input and hope that you can attend. If you have any questions regarding this public meeting or public display of the plan, please do not hesitate to contact our principal, Joe Bova at 289-0023.

Sincerely,

Jennifer Duston  
Asst. Principal

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Addresses to send letters:

Mayor of San Buenaventura  
501 Poli Street  
Ventura, CA 93002

VUEA President  
1727 Mesa Verde Avenue, Suite 120  
Ventura, CA 93003

VCEA President  
1727 Mesa Verde Avenue, Suite 120  
Ventura, CA 93003

PTA/PTO President  
(School address)

Student Council/ASB President  
(School address)

## RULES & PROCEDURES ON SCHOOL DISCIPLINE (Pursuant to Education Codes 35291.5, 48900, et al)

### PURPOSE

The school rules and procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

### GOALS

We want our students to develop a sense of values and to become:

- |               |                                    |                       |
|---------------|------------------------------------|-----------------------|
| ▪ Caring      | ▪ Compassionate                    | ▪ Positive in outlook |
| ▪ Responsible | ▪ Honest                           | ▪ Self-disciplined    |
| ▪ Respectful  | ▪ Well mannered and courteous      |                       |
| ▪ Fair        | ▪ Knowledgeable of right and wrong |                       |

### BELIEFS

We believe our rules and procedures will:

- Provide a framework of expectations, rewards, and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Provide opportunities for students and parents to participate with school faculty, staff, and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful, and contributing adults.

### PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parent(s) and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents, and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### Expectations of Students

- Be regular in school attendance and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

#### Expectations of Parents

- Assure that the pupil is in school and on time each day.
- Assure that the pupil is appropriately prepared for school (dress, nutrition, and sleep.)
- Be responsible for the pupil's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school, and classroom rules and regulations and be supportive of your school.
- Help the pupil to learn self-discipline.

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Expectation of Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules/policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

Expectations of Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school, and district rules/policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage, and promote teaching and effective learning.

Basic School Rules:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>▪ Attend school regularly.</li><li>▪ Be on time.</li><li>▪ Be prepared for class.</li><li>▪ Treat others with respect, care, and consideration.</li><li>▪ Promptly obey school authorities without argument.</li><li>▪ Conserve and protect school/private property.</li><li>▪ Engage in activities without "body contact."</li><li>▪ Obey all school, playground, etc. rules.</li></ul> | <ul style="list-style-type: none"><li>▪ Use appropriate language.</li><li>▪ Follow district dress standards.</li><li>▪ Use class time wisely.</li><li>▪ Work quietly without disturbing others.</li><li>▪ Respect the rights of others.</li><li>▪ Complete all assignments on time.</li><li>▪ Follow other rules which may be adopted in individual classrooms.</li></ul> |
|--|---|

Student Conduct, Concerns, and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students will learn that when they choose to violate a school/classroom standard, a consequence will result. Disruptive or disrespectful behavior will not be tolerated. Students are not to endanger themselves/others, continually disregard rules, or repeatedly interfere with others' right to learn.

Students May Be Suspended and/or Recommended for Expulsion for the following:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, marijuana, alcoholic beverage or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed robbery or extortion.
- (f) Caused or attempted to cause damage to school or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. (air soft guns, etc.)
- (n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- (p) Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

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- (q) Engaged in or attempted to engage in hazing.
- (r) Bullying, including bullying by means of an electronic act towards a pupil or school personnel.
- (s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.2 Committed sexual harassment. (Applies only to pupils in grades 4 through 12)
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Grades 4 through 12 only)
- E.C. 48900.5 Pupil's presence causes a danger to persons or property, or threatens to disrupt the instructional process.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.  
(Applies only to pupils in grades 4 through 12)
- E.C. 48900.7 Terrorist threats against school officials or school property, or both.

**Note:** Students may be suspended or expelled for acts that are related to school activities or attendance that occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school sponsored activity.

#### Consequences

Students may be counseled by a teacher, aide, or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension, alternate placement, and/or recommendation for expulsion for the student.

#### **Youth Development Process**

Ventura Unified School District believes in building the assets in our youth for academic, health, and social success. Positive Behavioral Support Plans may be as a tool for youth development.

### **SUSPENSION & EXPULSION POLICIES**

**(Pursuant to Education Code 48900 and  
Ventura Unified School District Board Policy 5144.1)**

The VUSD Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend and expel a student from regular classroom instruction.

#### 1) STUDENT DUE PROCESS

The board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (Education Codes 48911, 48915 and 48915.5)

#### 2) ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Ventura Unified School District may establish a progressive discipline policy which may include, parent conference, detention, student study team, referral to support services staff, SARB/SART (School Attendance and Review Board/Team), etc.

#### 3) REQUIRED PARENTAL ATTENDANCE

A parent/guardian (must be living with the student) may be required to attend the class that the student was suspended from, if violation of Education Code 48900(i) or (k), on the day in which the student was scheduled to return to class or within a reasonable amount of time. The principal will send written notice to the parent/guardian stating that their attendance is required for a portion of the day. (Education Code 48900.1)

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4) DEFINITIONS

**Suspension** shall be imposed only when other means of correction fail to bring about proper conduct, except where suspension for a first offense is warranted in accordance with law. (Education Code 48900.5)

**Expulsion** is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

5) NOTIFICATION TO LAW ENFORCEMENT

Education Code 48902 - Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any acts of student assaults (Penal Code 245).

School officials shall notify law enforcement within 1 school day after suspension of the following student violations (Penal Codes 626.9 and 626.10):

- Education Code 48900(c) Unlawfully possessed, used sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- Education Code 48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcoholic beverage or intoxicant.

6) PARENT NOTIFICATION OF REGULATIONS

Students and parents/guardians will receive an "Annual Notice" of all rules and regulations related to discipline, suspension and expulsion. (Education Codes 35291.5, 48900.1 and 48980) Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

<p style="text-align: center;"><b>CHILD ABUSE REPORTING PROCEDURES</b> <b>(Penal Codes 11164-11174.3 and Child Abuse &amp; Neglect Reporting Act)</b></p>
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Ventura Unified S.D. Board Policy 5141.4

As stated in the Board Policy, "District employees are obligated to report all known or suspected incidents of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse." District employees are mandated reporters.

Ventura Unified S.D. Administrative Regulation 5141.4 (b)

Mandated reporters include but are not limited to teachers, instructional aides, teacher's aides/assistants, classified employees, certificated pupil personnel employees, administrators, employees of a licensed day care facility, Head Start teachers, district police/security officers, and administrators/presenters/counselors of a child abuse prevention program.

**REPORTING PROCEDURES:**

- Complete Child Abuse reporting form (available on CWA intranet under "Safety").
- Call Children and Family Services immediately to verbally report (654-3200)
- Forward completed Child Abuse Report form within 36 hours.
- Do not pass on the responsibility to report. However, you can/should consult with your supervisor.
- If you have a reasonable suspicion, you then have a duty to check (reasonable suspicion creates a duty.)
- If in doubt, file.
- The burden of proof is not with you. Children and Family Services will do the investigation.
- School staff is not liable for defamation if done in the course and scope of your employment.

## HATE CRIME REPORTING PROCEDURES

Ventura Unified S.D. Board Policy 5145.9 (a) (b)

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs, or practices shall not be tolerated.

## SCHOOLWIDE DRESS CODE PROHIBITING GANG RELATED APPAREL

Education Code 35294.2 (f)

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

Ventura Unified S.D. Board Policy 5132 (a)

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

Ventura Unified S.D. Administrative Regulation 5132 (b)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Ventura Unified S.D. Administrative Regulation 5132 (a) and Education Code 35183.5

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

Ventura Unified S.D. Administrative Regulation 5136 (a)

In order to discourage the influence of gangs, school staff shall take the following measures:

1. Any student displaying behavior, gestures, apparel, or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
2. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
3. The student may be sent home to change clothes.

## PROCEDURES FOR NOTIFYING TEACHERS OF DANGEROUS PUPILS

(Included in *Comprehensive School Safety Plan* pursuant "Agreement Between the VUSD and the VUEA" Article 7) 5-22-09

The following are ways teachers are notified of dangerous pupils:

- 1) All suspensions and expulsions are entered into *Zangle's Behavioral Module* for the individual student by the school site and the district. A history of the student's behavior can be viewed in both *Teacher Connection* and *Zangle*.
- 2) Teachers are prompted that a student was suspended when the teacher attempts to record the student's attendance and the code for suspension (Z) has already been entered by the school office.
- 3) The first of every school year, the district sends to the principal a list of students who have been suspended or expelled for the previous 3 school years as per Education Code 49079.
- 4) Teachers receiving a new transfer student from another school within Ventura Unified School District receive a copy of the placement form from the "Alternate Placement Committee" indicating a summary of suspensions.
- 5) The cumulative file for new students to our district must be reviewed immediately when it arrives to the student's new school site in order to gather background information on the new student. Teacher/s will be alerted with known information regarding suspensions or expulsions from the previous three years of the new student.

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**DISCRIMINATION AND HARASSMENT POLICY**

**NONDISCRIMINATION IN DISTRICT** District programs, activities and employment shall be free from discrimination based on sex, race, color, religion, national origin, ancestry, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. The District takes steps to assure that the lack of English will not be a barrier to admission and participation in district programs. (Title VI Civil Right Act of 1964 and Title IX Educ. Amendment Act of 1972)

**STUDENT HARASSMENT POLICY** 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 231.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made as 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 rumors
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.

Notification regarding Ventura Unified S.D.'s policy will include *Annual Notice*, posting in main administration building, *Comprehensive School Safety Plan*, student orientation, and provided to employees.

**Complaint Process** - If you feel you are a victim of harassment at school or a school related activity, immediately report the harassment to the Assistant Principal or the Principal at your school. Harassment complaints may also be made to the Ventura Unified S.D. by telephoning 641-5000. If you report harassment you will be protected from retaliation.

Investigation of Complaints at School shall be promptly investigated by the principal or designee.

Enforcement of the policy may include the following actions:

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Notifying parents/guardians of the actions taken.
4. Notifying child protective services.
5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment, which he/she knew, was not true.

**Disciplinary Measures** - A student who engages in sexual harassment of anyone at school or at a school related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account. (Board Policy 5145.7 & E.C. 48989)

Ventura Unified School District  
 Comprehensive School Safety Plan  
 2009-2010

Ventura Unified School District  
 255 West Stanley Avenue, Suite 100, Ventura, CA 93001-1348  
 Printed by: Administrative Support Services/CWA  
 (805) 641-5000 Ext. 1102

**POST ON  
 SAFE WALL  
 2009-2010**

**Employee Safety**

**REASONABLE PRECATUIONS**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Use a BUDDY SYSTEM if you arrive at work in the dark.</li> <li>2. PARK YOUR CAR in an area close to the entrance even if you have to move later. Keep your car locked, get your materials together and your office/classroom key out as you prepare to exit.</li> </ol> | <ol style="list-style-type: none"> <li>3. BE AWARE of your surroundings and circumstances ("street smarts") upon entry to your work site and lock the door immediately.</li> <li>4. HAVE A CELL PHONE HANDY and dial 911 if you need help.</li> <li>5. REPORT CONCERNS, ASK QUESTIONS, AND MAKE SUGGESTIONS to your supervisor or site administrator.</li> </ol> |
|---|--|

**INTRUDER/NON STUDENTS DISRUPTING THE SCHOOL**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. DON'T' CONFRONT. Either ask the intruder/non student to leave, hand he/she the notice below, or inform intruder/non student that police are on their way.</li> <li>2. BE A GOOD WITNESS. Note the kind of activity and description of eyes, height, clothes, and mode of transportation, etc.</li> </ol> | <ol style="list-style-type: none"> <li>3. INFORM site supervisor/administrator</li> <li>4. IF PERSON/PEOPLE CONSTITUTE/S AN EMERGENCY, CALL 911</li> </ol> |
|--|--|

**DEALING WITH OUT OF CONTROL BEHAVIOR**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. GET assistance</li> <li>2. IDENTIFY YOURSELF and say "STOP"</li> <li>3. REMOVE the audience</li> <li>4. AVOID stepping between combatants or into the "LINE OF FIRE"</li> </ol> | <ol style="list-style-type: none"> <li>5. ALWAYS try verbal intervention first</li> <li>6. Use a DISTRACTION</li> <li>7. GIVE the person time to blow off steam, ensuring their safety and the safety of others</li> </ol> |
|---|--|

**ASSAULT ON SCHOOL EMPLOYEES**

Follow procedure listed below if attacked, assaulted or physically threatened by a student, parent, community member, campus intruder, or another school employee.

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. INFORM site supervisor/administrator</li> <li>2. NOTIFY Law Enforcement (if not an emergency, notify SRO officer)</li> </ol> | <ol style="list-style-type: none"> <li>3. COMPLETE "Assaults on School Employees" form</li> </ol> |
|--|---|

----- ✂ -----  
**NOTIFICATION OF DISTURBANCE, INTERFERENCE OR LOITERING ON SCHOOL GROUNDS**  
 (Give to Police Officer)

Name	Date	Time	Location
Address	School Official		

----- ✂ -----  
 Ventura Unified School District  
 "YOU ARE REQUESTED TO LEAVE"

**DISRUPTING SCHOOL ACTIVITIES** - EC 44810(a) & 44811 (a)  
 EC 44810(a): Every minor over 16 years of age or adult who is not a pupil of the school who comes upon any school ground or into any school house and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor.  
 EC 44811(a) Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.  
**WILLFUL DISTURBANCE, PUBLIC SCHOOLS OR MEETINGS** - EC 32210 Any person who willfully disturbs a public school or public school meeting is guilty of a misdemeanor, and may be punished by a fine of not more than \$500.  
**OUTSIDER ON SCHOOL GROUNDS** - PC 627.7 & ec 32211: If a person other than a student, parent or guardian of a student, district or public employee authorized to be on school grounds, or elected public official remains on school grounds without registering, has had access to school grounds revoked and re-enters within 7 days after being directed by the principal or designee to remain off school grounds for 7 days, is guilty of a crime.  
**LOITERING** - PC 653g: A person who delays, lingers, or is idle about a school without a lawful purpose or who re-enters within 72 hours after being directed to remain off school grounds is a vagrant, and is punishable by a fine of not more than \$1000 or imprisonment not to exceed 6 months.



Ventura Unified School District  
Comprehensive School Safety Plan  
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To: Ventura Police Department Date: \_\_\_\_\_

Student is in special education:  No  Yes : Please contact VUSD for further information  
(If arrested/expelled, CWA will attach Manifestation Determination) E.C. 48902(a)

**EC 44014(a) ASSAULTS (by a pupil); REQUIRED REPORT TO LAW ENFORCEMENT**

*Whenever any employee of a school district or of the office of the county superintendent of schools is attacked, assaulted or physically threatened by a pupil, it shall be the duty of the employee, and the duty of any person under whose direction or supervision the employee is employed in the public school system who has knowledge of the incident, to promptly report the incident to the appropriate law enforcement authorities of the county or city in which the incident occurred. Failure to make the report shall be an infraction punishable by a fine of not more than one thousand dollars (\$1000).*

**EC 44810(a) & 44811(a) DISRUPTING SCHOOL ACTIVITIES**

*44810(a) Every minor over 16 years of age or adult who is not a pupil of the school who comes upon the school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor.*

*44811(a) Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.*

Perpetrator:  Student  Parent  Other

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

If a student: Date of birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of incident: \_\_\_\_\_ School: \_\_\_\_\_

Narrative of incident: \_\_\_\_\_

\_\_\_\_\_

Victim's name: \_\_\_\_\_ Witness(es): \_\_\_\_\_

School location: \_\_\_\_\_

\_\_\_\_\_  
School Employee's Signature

\_\_\_\_\_  
School Administrator's Signature

Received by CWA: \_\_\_\_\_ Date: \_\_\_\_\_

Disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CWA will forward report to law enforcement

Distribution: White - CWA Canary - Human Resources Pink - School

Ventura Unified School District  
**Comprehensive School Safety Plan**  
2009-2010

Ventura Unified School District  
255 W. Stanley Avenue, Suite 100  
Ventura, CA 93001-1348  
Contact: CWA Office (805) 641-5000 Ext 1102

**Death Or Serious Injury Procedures/Checklist For A School Site**  
(Reference: *Crisis Response Manual: Addressing Psychosocial Needs* Section 2;  
VUSD; March 2003 - notebook at each school site)

**SUPERINTENDENT or SUPT. DESIGNEE'S RESPONSIBILITIES:**

- 1. Contact School Board, Risk Manager, Asst. Supts., CWA Director, & DLT Members; as appropriate
- 2. Contact Director of Pupil Services to assign psychologists and counselors to the site (do you need bilingual assistance?). Ventura Behavioral Health may also be contacted for assistance through Pupil Services
- 3. Receive permission from affected family regarding information to be shared.
- 4. If appropriate, contact families before school resumes. May invite parents to accompany their child(ren) to school the next day and provide counseling for parents. Assign a Parent Liaison
- 5. If necessary, contact elementary, middle, and high school schools
- 6. Allow one voice for the press (usually the superintendent)

**Public Information Officer**

- a. Statements to media should include the following: cause, time, event, current situation, care being given, etc. Convey that everything is going to be OK. Answer questions completely and truthfully. Avoid talking off the record, arguing, or using the phrase "No comment". Repeat what you want the press to hear.
- b. Remind staff and volunteers to refer all questions from media or waiting parents to the Public Information Officer.
- c. Ensure announcements and other information are translated into other languages as needed.
- d. Monitor new broadcasts about incident; correct any misinformation heard.

**PRINCIPAL'S RESPONSIBILITIES:**

- 1. Inform staff that all press/news inquiries go to the Superintendent
- 2. Identify 3 rooms/areas for student counseling with available crayons, paper, pencils, construction paper, etc.; if age appropriate; and 1 room for staff counseling.
- 3. Update staff.
- 4. Develop a fact sheet for office manager/secretary/clerk to use when responding to inquiries (see attached example).
- 5. Update students regarding what happened (offer students journaling, poetry, art, sharing of stories, etc. to express their thoughts).
- 6. Prepare a letter to go home to parents in English and Spanish(see attached example)
- 7. Make arrangements for staff to be relieved of duties to participate in counseling.
- 8. Debrief staff at tend of school day (share stories).
- 9. Plan support for the next school day (counseling, food, etc.).
- 10. If any staff were involved in emergency procedures to save a life; have CWA contact Ventura Police or Ventura Fire Dept. to access their Critical Incidence Stress Teams for debriefing of the school staff members involved.
- 11. Debrief support staff who helped at the school.
- 12. Take care of witnesses.

## PRINCIPAL'S TEMPLATE

### SAMPLE - SCRIPT FOR OFFICE MANAGER/SECRETARY/CLERK Responding to Inquires

#### What has happened?

Share the information honestly;

e.g... *"This morning one of our kindergarten students, (NAME), was hit by a car outside of his home. According to the family (he/she) ran out into the street and was seriously injured. He/she died this afternoon."*

#### What actions are being taken?

Security measures, emotional issues, correspondence.

e.g... *"The Standardized Emergency Management System was activated. School support staff including school psychologist, counselor, and nurse have been and will continue to be available to students, teachers, and parents."*

*A written correspondence will be sent home sharing pertinent and resource information."*

#### When to retrieve students?

Explain that safety and welfare of students is of the foremost concern. Be prepared for an influx of students wanting to go home or parents trying to retrieve.

e.g... *"Your son or daughter is not in immediate danger and therefore will be dismissed as usual."*

#### What can the parent/community member do to help?

Immediate and long term.

e.g... *"As per the request of the family, monetary donations can be sent to defray the cost of the funeral. If you wish for your son/daughter to attend the funeral, parents/guardians are expected to attend with their child."*

*If victim is hospitalized, respect hospital visitation hours and respect the privacy of the family.*

*Be observant of your child's feelings and listen to them. If you have concerns about how your child is coping, seek support from family members, clergy, doctor, or contact the school site support staff."*

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SAMPLE - ENGLISH LETTER TO PARENTS/GUARDIANS

Date:

Dear Parents and Guardians:

We are extremely saddened to learn today that *Student*, *6<sup>th</sup>* grader at *School* has died. *He/she* collapsed at school. Emergency care was provided and *he/she* was immediately transported by ambulance to the hospital where *he/she* passed away. *Student* attended *Elementary School and Middle School*.

We are all saddened by *Student's* death and we send condolences to his/her family and friends.

Today we have shared the information of *Student's* death with the student's in each classroom. We have also enlisted the help of *Name* school psychologist, *Name* and *Name*, school counselors and other psychologists, administrators, nurses and counselors throughout the district to help children who need to express their feelings, concerns, and questions.

The death of a student like *Student* is very hard for us to understand or accept. For the children who knew *Student*, it may be especially difficult to deal with, but even those who did not know him may still have strong emotional reactions upon receiving this news. It is very important for you to be available to discuss this tragic event if your children want to talk to you. Please be alert to special possible behavior changes in our child because this might indicate a need for support. If you think you child needs to talk to a counselor, please call us at *Phone Number*.

Sincerely,

*Name*  
Principal

Ventura Unified School District  
Comprehensive School Safety Plan  
2009-2010

SAMPLE - SPANISH LETTER TO PARENTS/GUARDIANS

Fecha:

Estimados padres y tutores:

Es con mucha tristeza que le informamos que hoy falleció el/la estudiante *NOMBRE DEL ALUMNO* que cursaba el a grado en *Escuela*. Se desmayo en la escuela, se le dieron primeros auxilios; inmediatamente se le transporto por ambulancia al hospital a donde *el/ella* deajo de existir. *NOMBRE DEL ALUMNO* asistió las escuelas de \_\_\_\_\_y\_\_\_\_\_.

Se que todos estamos muy entristecidos por la defunción de *NOMBRE DEL ALUMNO* y participamos nuestras condolencias a su familia y amistades.

Hoy hemos compartido información del fallecimiento de *NOMBRE DEL ALUMNO* con los alumnos en sus salones de clases. También hemos solicitado la ayuda del *Nombre, el/la* psicólogo(a) la escuela, *Nombre y Nombre*, los consejeros y otros psicólogos, administradores, enfermeras y consejeros de todo el Distrito para asistir a los niños que necesiten ayuda para expresar sus sentimientos, dudas y preguntas.

La muerte de un estudiante como *NOMBRE DEL ALUMNO* no es fácil comprenderla ni aceptarla. Para los niños que conocían a *NOMBRE DEL ALUMNO*, va a ser especialmente difícil encarar esto, pero aun los que no lo conocían podrían tener una reacción emocionalmente difícil al recibir la mala noticia. Es muy importante que este disponible en caso de que su hijo o hija quiera hablar con usted este trágico evento. Por favor este al tanto de cualquier cambio emocional en el comportamiento de su hijo o hija que pueda indicar la necesidad de apoyo emocional. Si siente que hijo o hija necesita hablar con un consejero, por favor llámenos al teléfono\_\_\_\_\_.

Atentamente,

*Nombre*  
Director(a)

Ventura Unified School District  
Comprehensive School Safety Plan  
2009-2010

**SAMPLE CONNECT ED MESSAGE for lockdown due to an intruder on campus:**

**Initial message:**

Hello families.

This is \_\_\_\_\_, the principal of \_\_\_\_\_ School. This message is to inform/update you on an existing situation at our school this morning/afternoon. We are currently in a lockdown mode due to a suspect pursued by the Ventura Police Department near our school. All the children are safe in their classrooms with their teachers at this time. The Ventura Police have secured the perimeter of our school to ensure that our campus is safe. It is best for your children to remain in the safe surroundings of their locked classroom at this time. The Ventura Police Dept. has requested that no one approach the school at this time. Please do not come to \_\_\_\_\_ School. As soon as the Police gives us the go ahead to open the school, we will contact you immediately. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

**All clear message:**

This is \_\_\_\_\_, the principal of \_\_\_\_\_ School and I am happy to report that the situation with the intruder on campus has been resolved safely and the school is no longer in lockdown. (Add any pertinent details.) Students will be released from school at the usual time. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

Ventura Unified School District  
Comprehensive School Safety Plan  
2009-2010

**SAMPLE CONNECT ED MESSAGE for lockdown due to an intruder on campus:**

**Initial message / Mensaje inicial:**

(Buenas padres de familia) Habla el/la directora/directora, \_\_\_\_\_ de la Escuela \_\_\_\_\_. Este mensaje es para informarle de un incidente en nuestra escuela esta mañana/tarde. En el momento nos encontramos en una situación de confinamiento debido a que el departamento de policía de Ventura está tras un sospechoso alrededor de nuestra escuela. Actualmente todos los niños se encuentran a salvo con sus maestros en sus salones de clases. La policía de Ventura ha asegurado el perímetro de nuestra escuela para cerciorarse que el campo escolar esté seguro. Actualmente lo mejor es que sus niños se mantengan protegidos en el salón de clases que está cerrado con llave. El departamento de policía de Ventura nos ha solicitado que nadie se acerque a la escuela por el momento. Por favor no venga a la Escuela \_\_\_\_\_. Tan pronto que la policía no dé el visto de bueno para abrir la escuela, no podremos en contacto con ustedes inmediatamente. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.

**All clear message / Mensaje de que pasó el peligro:**

(Buenas padres de familia) Habla el/la director/directora, \_\_\_\_\_ de la Escuela \_\_\_\_\_; tengo el placer de reportarles que se ha resuelto el incidente con el intruso en el campo escolar y, ya la escuela no se encuentra en situación de confinamiento. *(Add any pertinente details.)* La salida de los estudiantes será a la hora de costumbre. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.

Ventura Unified School District  
Comprehensive School Safety Plan  
2009-2010

**SAMPLE CONNECT ED MESSAGE for lockdown due to bomb threat:**

**Initial message:**

This is \_\_\_\_\_, the principal of \_\_\_\_\_ School. This message is to inform/update you on an existing situation at our school this morning/afternoon. A suspicious item was found this morning/afternoon on the school campus. The school is now in a lockdown mode. Working collaboratively with the Ventura Police Department, we are being guided through the process and children and staff are all safe. At this time, it is best for your children to remain in the safe surroundings of their locked classroom. The Ventura Police Dept. has requested that no one approach the school at this time or use their cell phone to call or text message their children because of the suspicious item. As soon as the Police gives us the go ahead to open the school, we will contact you immediately. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

**All clear message:**

Hello families, this is \_\_\_\_\_, the principal of \_\_\_\_\_ School and I am happy to report that the situation with the suspicious item on campus has been resolved safely and the school is no longer on lockdown. The Ventura Police Dept. removed the item and it is being analyzed. There is an ongoing investigation at this time. Students will be released from school at the usual time. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

Ventura Unified School District  
Comprehensive School Safety Plan  
2009-2010

**SAMPLE CONNECT ED MESSAGE for lockdown due to bomb threat:**

**Initial message / Mensaje inicial:**

(Buenas padres de familia) Habla el/la director/directora, \_\_\_\_\_ de la Escuela \_\_\_\_\_. Este mensaje es para informarle de un incidente en nuestra escuela esta mañana/tarde. La escuela se encuentra actualmente en situación de confinamiento porque esta mañana/tarde se encontró un artículo sospechoso en nuestro campo escolar. Trabajando conjuntamente con el departamento de policía de Ventura se nos ha guiado a través del proceso y los niños de mantengan protegido en el salón de clases que está cerrado con llave. El departamento de policía de Ventura nos ha solicitado que nadie se acerque a la escuela por el momento y, que so se envíen llamadas telefónicas ni mensajes de texto con el celular debido al artículo sospechoso. Tan pronto que la policía nos dé el visto bueno para abrir la escuela, nos podremos en contacto con ustedes inmediatamente. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.

**All clear message / Mensaje de que pasó el peligro:**

(Buenas padres de familia) Habla el/la director/directora, \_\_\_\_\_ de la Escuela \_\_\_\_\_; tengo el placer de reportarles que se ha resuelto el incidente con el artículo sospechoso en el campo escolar y, ya la escuela no se encuentra en situación de confinamiento. El departamento de policía de Ventura retiró el artículo y está siendo analizado. Por el momento se está realizando una investigación. La salida de los estudiantes será a la hora de costumbre. Le agradecemos su apoyo y cooperación para garantizar la seguridad de sus niños, que son nuestra mayor prioridad.

# PANDEMIC FLU PANDEMIC INFLUENZA

Pandemic flu is a worldwide outbreak of disease that occurs when a new flu virus appears that can spread from person to person. Because people have not been exposed to the new virus they have little or no immunity.

Therefore, serious illness or death is more likely to result. The illness rates for both seasonal and pandemic flu are high among children.

Because schools are the most densely populated environments in society, they are likely to contribute significantly to the containment or to the spread of flu in the community. Therefore, school closures may result as a means of reducing the overall illness rates within communities.

## GOAL

Plan and increase preparedness for the possibility of an influenza pandemic.

## Stages of Preparation include planning for:

- Mitigation and Prevention - anticipating needs
- Preparedness - planning what to do and how to do it
- Response - implementing your plan
- Recovery - what to do to return to normal

## Principal/Designee

- Review instructions for staff and students
- Implement prevention policies and procedures including:
  - Posting of health education materials more frequently
  - Education of staff/students on how to cover coughs and sneezes
  - Education of staff/students on frequent hand washing
  - Use of waterless hand sanitizers and wipes
- Develop platoon system for rotation of staff, and identify a priority list for staff release.
- Plan for possible use of facility by Public Health Officials.

## All Personnel

Basic elements required for pandemic influenza preparedness:

Any staff member can be designated to serve as Civil Service Worker

- Each employee will be assigned priority for serving as a Civil Service Worker depending on the need.
- The platoon system for rotation purposes will be implemented and a general plan made for systematic dismissal of staff.
- Students will be dismissed according to standard student release procedures as outlined for any emergency.
- "All Call" system will communicate with parents and staff as needed.

For more information:

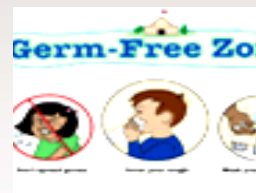
<http://www.pandemicflu.gov/plan/>

FOLLOW STANDARD  
OPERATING  
PROCEDURES

Cough or Sneeze  
Into Your Upper  
Sleeve  
Not Your Hand

## Prevention

Hand Hygiene  
Cough Hygiene  
Sneeze Hygiene  
Social Distance



# EMERGENCY RESPONSE PLAN

*(for school staff to post on "Safe Wall" in Classroom/Office)*

School: FTHS

Trudy T. Arriaga, Ed.D. - Superintendent  
Joseph Richards, Jr. - Assistant Superintendent, Business Services  
Jeff Chancer - Assistant Superintendent, Education Services Division  
Eric Reynolds - Risk Manager

*Template developed by Administrative Support Services-CWA*  
255 West Stanley Avenue, Suite 100  
Ventura, CA 93001-1348  
(805) 641-5000 ext. 1102

Ventura Unified School District  
**Comprehensive School Safety Plan**  
2009-2010

SCHOOL/SITE: FTHS

IC (INCIDENT COMMANDER): Principal

COMMAND CENTER LOCATION: Office ALTERNATIVE LOCATION: Media Center

RELEASE OF STUDENTS LOCATION: Spirito Hall ALTERNATIVE LOCATION: Black Box Activity Room

**PHONE NUMBERS**

Emergency - 911

Non-Emergency Police - 339-4399

**PUBLIC UTILITIES**

Electricity 1-800-611-1911 (*So. Calif. Edison*)

Gas 1-800-427-2200 (*The Gas Company*)

Water (805) 652-4500 (*The City of Ventura*)

Ventura USD District Office - 641-5000 Telephone 611

- Superintendent x 1013
- *CWA (Child, Welfare and Attendance)* x 1102 *AMERICAN RED CROSS 339-2234*
- Risk Manager x 1241
- Health Services x 1135
- Pupil Services x 1121
- Transportation x 1323
- Facilities Services 289-7981

Ventura Police Department

- *Main Desk* 339-4400
- Traffic 339-4401

**HOSPITALS**

Ventura County 652-6000

Community Memorial 652-5011

**RADIO STATIONS**

Ventura: KVTM 1520

Ventura: KHAY 100.7

Spanish KOXR 910

**EMERGENCY WEB SITE INFO**

Ventura Unified School District [www.venturausd.org](http://www.venturausd.org)

[www.nwsla.noaa.gov](http://www.nwsla.noaa.gov)

NATL. WEATHER SERVICE:

Ventura County Sheriff [www.vcsd.org](http://www.vcsd.org)

**EMERGENCY SUPPLIES**

Location/s: Cabinets in each classroom

Gas wrench: behind Spirito Hall

**WALKIE TALKIE CODES**

Code 911 Emergency  
10-4 OK, Acknowledge  
10-9 Repeat  
10-20 Location

**STAFF W/WALKIE TALKIES**

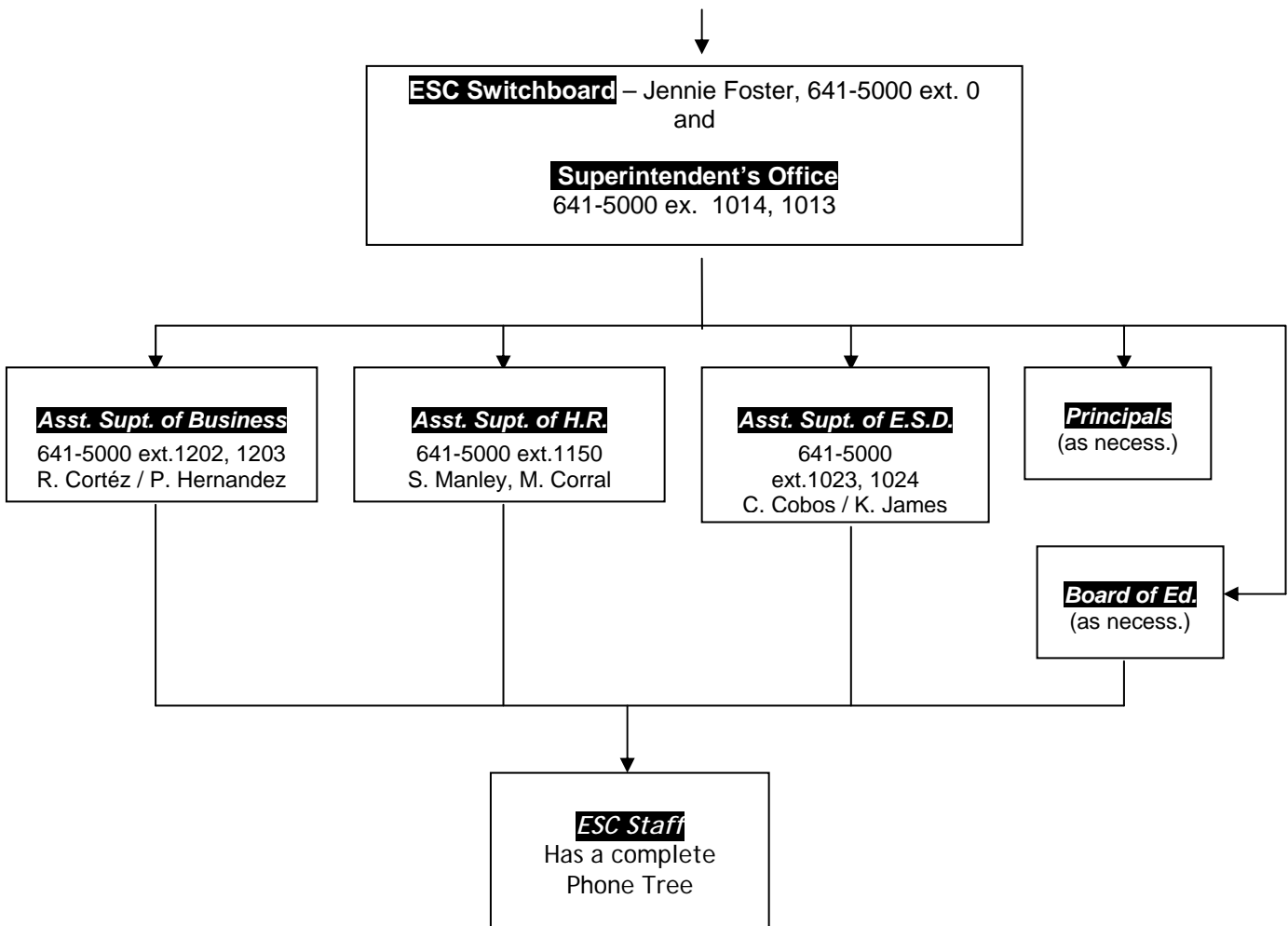
Joe Bova Katie Tedford  
Jennifer Duston Jim Lewis  
Lasonja Temple Dana Eaton  
Front Office Staff B Building Staff  
Linda Kapala Custodial Staff

Ventura Unified School District  
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**~ INITIAL CONTACTS TO LAUNCH ~**  
**DISTRICT EMERGENCY RESPONSE PHONE TREE**

*Call both Switchboard and Supt. Office (at least one call has to be made to a "live" person; other can be a voice message) with following info:*

1. Location of emergency
2. Practice or real?
3. Description of emergency
4. Time emergency began



## COMMUNICATION SIGNALS

School: FTHS

### ***PRIMARY SIGNALS***

Evacuate: short continuous bells or Fire Siren

Lockdown: announce "lockdown"; then, rapid, erratic, succession of bells with pauses to announce lockdown over telephone/intercom

Duck, Cover, and Hold: teacher signals "Duck, cover, and hold"

All-Clear: one continuous bell (*Police Only to signal; if present*)

#### **BACK-UP (if bells don't work)**

##### **Inside**

Evacuate/Lockdown/All-Clear: verbal signal via:

- a. telephone paging system
  1. Dial 6021 - internal paging
  2. Dial 6020 - external paging
  3. 6022 - both internal and external paging
- b. telephone
  1. e-mail
  2. *Police Only to signal all clear; if present*

##### **Outside**

Evacuate/Lockdown/All-Clear: verbal signal via:

- bullhorns
- walkie talkies
- cell phones (not reliable in an emergency)
- outside speaker
- police car speaker
- *Police Only to signal all-clear; if present*

Persons responsible for fields and hallways:

- 1) Field (Quad \_\_\_\_\_) - J. Duston
- 2) Field (Front of School \_\_\_\_\_) - Temple
- 3) Field (Parking Lot Front/side \_\_\_\_\_) - Lewis
- 4) Hallways (Parking Lot Back \_\_\_\_\_) - Tedford
- 5) Hallways (DEF side \_\_\_\_\_) - Bova
- 6) Hallways (GHI side \_\_\_\_\_) - Eaton

Persons responsible for rooms in each wing:

- 1) Wing/Rms. (D pod \_\_\_\_\_) - Carr
- 2) Wing/Rms. (E Pod \_\_\_\_\_) - Butler
- 3) Wing/Rms. (F Pod \_\_\_\_\_) - Powers
- 4) Wing/Rms. (g Pod \_\_\_\_\_) - Faulconer
- 5) Wing/Rms. (h pod \_\_\_\_\_) - R. Duston
- 6) Wing/Rms. (I Pod \_\_\_\_\_) - Adams
- 7) Wing/Rms. (B Building \_\_\_\_\_) - Kapala
- 8) Wing/Rms. (J Building \_\_\_\_\_) - Stevens
- 9) Wing/Rms. (Spirito hall \_\_\_\_\_) - cafeteria Mgr.
- 10) Wing/Rms (Office \_\_\_\_\_) - Prado

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## LOCKDOWN PROCEDURES

Types of Crisis: *Dangerous Intruder, Drive-by, Riot, Hostage Situation, Death, Bus Accident, Kidnapping or Confrontation of Groups of People*

1. **Signal "Lockdown"** - Announce "lockdown"; then, rapid, erratic, succession of bells with pauses to announce lockdown over telephone/intercom. Move away from the danger quickly. Help students with disabilities.
2. **Call 911** (use landline phone, as cell phone contacts CA Highway Patrol). Specify if "Intruder" or Active Shooter"
3. **Principal notifies** (or assigns designee to notify) asst. principals, campus supervisors, support staff, on-campus childcare, superintendent x1014, and initiate district phone tree by calling ESC switchboard 641-5000 x0. If grounds crew on campus, office or other grounds crew use the following as a "universal signal" for those on crew who are far away or have earplugs: put wrists together and fist clenched.
4. **If safe**, lock vehicle gates, but not pedestrian gates.
5. **Sign on office door posting either** : "We are in a lockdown for safety, return to your car and leave our school / Estamos en Encierro por seguridad, regrese a su automóvil y salga de nuestra escuela" .....or..... "We are practicing a lockdown drill, come back in 15 minutes / Estamos realizando una práctica de Encierro, regrese en 15 minutos"
6. **Principal activates SEMS Plan** (Standardized Emergency Management System), as needed.
7. **If students are in classrooms** (Office Staff should lockdown in a safe area of office with computer):
  - a. Lock all doors and windows. Quickly scan hallway for students walking by. Once doors are closed they remain closed.
  - b. Assemble students in one area on floor without backpacks or personal belongings
  - c. Close curtains and/or block visibility into classroom with paper, cardboard, plastic sheeting, etc.
  - d. Lights should only be left on if it would help the police search, without compromising the safety of the students.
  - e. Place either a red (problem) or green (no problem) paper in window or under door notifying officially of room/student condition.
  - f. Take roll and alert command center of any student not accounted for (telephone, intercom, walkie-talkie or e-mail).
  - g. Log on to e-mail for updates and listen to telephone, intercom and/or walkie-talkie.
  - h. If evacuated, bring roll sheets. Office staff takes emergency cards to evacuation site.

### **If students are not in classrooms:**

- a. Go to the safest and closest area or room. DO NOT try to go to your classroom. Instead enter any available room. Students should follow directions of adults.
  - b. Continue with steps "a-h" above.
8. **Follow the directions of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.
  9. **All Clear will be signaled by Principal**. Only law enforcement can authorize an all clear. It may be hours later.
  10. **Principal debriefs staff, parents/community** (Connect Ed message, etc.) and students.
  11. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent):
    - a. Use signs to designate "Request Student Pick-Up Area (or Gate)" and "Release Students Area (or Gate)."
    - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels, or room numbers).
    - c. Release younger students first.
    - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or Zangle "Contacts" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
    - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

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**EVACUATION PROCEDURES**

*Types of Crisis: Fire, Dam Rupture, Flood or Utility Failure*

1. **Signal "Evacuation"** fire bell. Help students with disabilities. Close, but do not lock doors. Office staff takes student emergency cards to evacuation area.
2. **Call 911.** (Use landline phone, as cell phone contact California Highway Patrol)
3. **Principal notifies** (or assigns designee to notify) asst. principals, campus supervisors, support staff, on-campus childcare, superintendent x1014, and initiate district phone tree by calling ESC switchboard 641-5000 x0.
4. **Principal activates SEMS Plan** (Standardize Emergency Management System) as needed.
5. **If students are in classrooms:**
  - a. Evacuate
  - b. Close, but do not lock doors.
  - c. Teacher takes roll sheets and office staff takes student emergency cards to evacuation area.
  - d. Teacher takes roll and alerts command center of any student not accounted for (telephone, intercom, walkie-talkie, telephone, or e-mail).

**If students are not in classrooms:**

  - a. Reunite with students in evacuation area.
  - b. Teacher takes roll and alerts command center of any student not accounted for (telephone, walkie-talkie, or runner).
6. **Follow the directions of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.
7. **All Clear will be signaled by Principal.**
8. **Principal debriefs staff, parents/community, and students.**
12. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent);
  - a. Use signs to designate "Request Student Pick-Up Area (or Gate)" and "Release Students Area (or Gate)."
  - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels, or room numbers).
  - c. Release younger students first.
  - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or Zangle "Contacts" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
  - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

## DUCK, COVER and HOLD PROCEDURES

Types of Crisis: *Earthquake, Windstorm, Tornado, or Explosion*

1. Teacher signals "Duck, Cover and Hold". Help students with disabilities.
2. Call 911 (use landline phone, as cell phone contacts California Highway Patrol).
3. Signal "Evacuation" fire bell, if necessary. Office staff takes emergency cards to evacuation site.
4. Principal notifies (or assigns designee to notify) asst. principals, campus supervisors, support staff, on-campus childcare, superintendent x1014, and initiate district phone tree by calling ESC switchboard 641-5000 x0.
5. Principal activates SEMS Plan (Standardized Emergency Management System), as needed.
6. If students are in classrooms:
  - a. Duck under a desk, cover head w/arms & hold leg of furniture. Turn face away from windows.
  - b. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).

If students are not in classrooms:

  - a. Move away from buildings, equip., utility poles, signs, trees, etc.
  - b. Reunite with students in evacuation area.
  - c. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).
7. Follow the directions of law enforcement and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.
8. All Clear will be signaled by Principal.
9. Principal debriefs staff, parents/community, and students.
10. "Student Release Procedures" (only send students home before end of day if directed by Superintendent);
  - a. Use signs to designate "Request Student Pick-Up Area (or Gate)" and "Release Students Area (or Gate)."
  - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels, or room numbers).
  - c. Release younger students first.
  - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or Zangle "Contacts" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
  - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

## ALERT PROCEDURES

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Types of Crisis: *Chemical Accident, Hazardous Material Spill, Nuclear Attack, Aircraft Accident, Pesticide Exposure or Air Quality Advisory*

1. **Signal "Alert"** over the telephone internal paging system, intercom, and/or telephone. Tell what type of alert. Help students with disabilities.
2. **Call 911** (use landline phone, as cell phone contacts California Highway Patrol).
3. **Signal "Evacuation" fire bell or "Lockdown"**, if necessary. If evacuation, teacher takes roll sheets and office staff takes emergency cards.
  - Nuclear Attack - keep students in classrooms with their backs to the interior walls.
  - Air Quality Alert: Discontinue strenuous activities. If directed, stay inside.

The responsibility for notification of an Air Quality Advisory rests with the Ventura County Air Pollution District. The Ventura County Superintendent of Schools Office will notify the school district superintendent's office in the affected areas who will in turn notify the individual schools.

- a. If notification is received, the following statement shall be brought to the attention of all personnel:

*"The Ventura County Superintendent of Schools has been notified by the Ventura County Air Pollution Control District that an Air Quality Advisory has been issued for this area and recommends that students in your curtail unnecessary physical activities, both indoors and outdoors. Those persons who suffer from chronic respiratory and/or cardiac disorders should curtail physical activities and consult with their personal physician for advice on how to avoid aggravation to their health problems. This condition will continue until further notice."*

- b. Strenuous physical activities for all students and staff shall be discontinued and activities of a less strenuous physical nature should be substituted.
  - c. All students shall be required to remain inside in addition to avoiding all strenuous physical activities. Employees who are not involved in emergency responses to the episode should remain inside.
  - d. Should conditions worsen, take additional protective measures deemed necessary. The superintendent will issue further instructions as warranted.
4. **Principal notifies** (or assigns designee to notify) asst. principals, campus supervisors, support staff, on-campus childcare, superintendent x1014, and initiate district phone tree by calling ESC switchboard 641-5000 x0.
  5. **Principal activates SEMS Plan** (Standardized Emergency Management System), as needed.
  6. **If students are in classrooms:**
    - a. Take roll and alert command center of any student not accounted for (telephone, intercom, walkie-talkie, e-mail).

**If students are not in classrooms:**

    - a. Bring students into the classrooms, if safe.
    - b. Take roll & alert command center of any student not accounted for (telephone, intercom, walkie-talkie, e-mail).
  7. **Heating and ventilation systems** may be shut down by Maintenance and Operations Department.
  8. **Tape and/or towels** may be used to seal doors, windows, and vents
  9. **Follow the directions of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.
  10. **All Clear will be signaled by Principal.**
  11. **Principal debriefs staff, parents/community and students.**
  12. **"Student Release Procedures"**(only send students home before end of day if directed by Superintendent);
    - a. Use signs to designate "Request Student Pick-Up Area (or Gate)" and "Release Students Area (or Gate)."
    - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels, or room numbers).
    - c. Release younger students first.
    - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or Zangle "Contacts" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
    - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

## BOMB THREAT OR "SUSPICIOUS OBJECT" PROCEDURES

**OFF THE AIR!**

Do NOT text message  
Do NOT use walkie-talkies  
Do NOT use cell phones

1. If phone call, attempt to keep the caller on the line and complete form entitled "Bomb Threat Report" (see attached).
2. Call 911 - OFF THE AIR - DO NOT USE CELL PHONES, TEXT MESSAGE, OR USE WALK-TALKIES
3. Principal notifies (or assigns a designee to notify) asst. principals, campus supervisors, support staff, on campus childcare, superintendent x1014, and initiate district phone tree on a land-line by calling ESC switchboard 641-5000 x0.
4. Intercom announcement, "Please do a quick visual 1-minute scan of your classroom or office for anything unusual." (A professional/law enforcement officer will decide if it is a bomb-device or not)

OR

Written message for staff (see attached sample) to be sent to staff to search for anything unusual.

5. Follow the directions of law enforcement. They will search perimeter, public areas, roof, etc. and assist with crowd control. Have extra school maps available for law enforcement.
6. Principal activates SEMS Plan (Standardized Emergency Management System), as needed.
7. Secure campus perimeter.
8. Evacuate, if deemed necessary. Help students with disabilities. Teachers take roll sheets and office staff takes emergency cards to evacuation area.
9. Take roll and alert command center of any student not accounted for (telephone, intercom, walkie-talkie, and/or e-mail).
10. All clear will be signaled by Principal. Only law enforcement can authorize an all clear.
11. Principal debriefs staff, parents/community, and students.
  11. "Student Release Procedures" (only send students home before end of day if directed by Superintendent);
    - a. Use signs to designate "Request Student Pick-Up Area (or Gate)" and "Release Students Area (or Gate)."
    - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels, or room numbers).
    - c. Release younger students first.
    - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or Zangle "Contacts" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
    - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

# BOMB THREAT REPORT

Try to keep the caller on the phone. Stall by saying: *I'm sorry, I didn't hear you.*

## Questions to ask

1. Where is the bomb located? \_\_\_\_\_
2. What does it look like? \_\_\_\_\_
3. When is the bomb going to explode? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause the bomb to explode? \_\_\_\_\_
6. Why did you place the bomb? \_\_\_\_\_
7. What is your address? Where are you? \_\_\_\_\_
8. What is your name? \_\_\_\_\_

Exact wording of threat: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Sex of Caller?  M  F Mature?  Yes  No

Youthful voice?  Yes  No Accent?  Yes  No

## Caller's voice

- |                                |                                  |                                    |                                   |
|--------------------------------|----------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm  | <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud      | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Excited | <input type="checkbox"/> Disguised | <input type="checkbox"/> Slurred  |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Deep    | <input type="checkbox"/> Normal    |                                   |

Other \_\_\_\_\_

If the voice is familiar, who did it sound like? \_\_\_\_\_

## Background Sounds

- |                                       |                                  |                                  |
|---------------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Voices  | <input type="checkbox"/> Traffic |
| <input type="checkbox"/> Music        | <input type="checkbox"/> Animals |                                  |

Person receiving call: \_\_\_\_\_ Reported to: \_\_\_\_\_

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**WRITTEN MESSAGE FOR STAFF MEMBERS ONLY: *Do NOT Read to Students***

*As you read this, try not to cause concern on the part of your students.*

A bomb threat has been received or a suspicious object has been found. We DO NOT believe there is a bomb in your room or we would have sounded the fire alarm to evacuate the building. However, as a precaution, casually check your cabinets and any other obvious place where a bomb/suspicious object could be hidden.

**OFF THE AIR! DO NOT USE CELL PHONE, TEXT MESSAGE, or USE WALKIE TALKIE**

If you discover nothing suspicious, destroy this notice and continue with your lessons.

**REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE OFFICE IMMEDIATELY - DO NOT TOUCH IT !  
(a professional/law enforcement officer will decide if it is a bomb device or not)**

-----

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(a professional/law enforcement officer will decide if it is a bomb device or not)**

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**STAFF "BUDDY" LIST**

Adams, Claire- Prewitt, Christopher  
Hunt, Emily-Perez, Darcy  
Weldele, John - Duston, Ryan  
Butler, Wendi- Carr, Conni  
Faulconer, Kristen- Rocca, Alice  
Crouch, Cameron- Frazier, Justin  
Dinkler, Jason- Kellogg, Spencer  
Dinkler, Josh- Perfect, Steven  
Geib, Richard- Leaf, Kathy- Kindred, Jennifer  
Dowler, Wendy- Villano, Rick  
Eulau, Cherie- Ferris, Heather  
Gaspard, Cathy- Villa, Anthony  
Huffman, Bill- Stevens, Emily  
Lindsey, Melanie- Powers, Karen  
Steele, Robin- Wantz, Melissa  
Ando, Helen- Smith, Debbie  
Fennern, Debbie- Johnson, Mary  
Svieven, Michelle -Nordin, Kris  
Perry, Lynn- Boyd, Steve  
Bova, Joe- Prado, Liz  
Duston, Jennifer-Temple, LaSonja  
Freeman, Debbie-Hillis, Natasha  
Tedford, Katie- Kapala, Linda  
Fleming, Janet-Karluk, Lisa  
McCormick, Kim-Neitz, Monica- Damitz, Jane  
Lewis, Jim-Eaton, Dana  
Banales, Eddie-Mc Ilvain, James  
Moreno, Joe-Pasmant, Mario

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**SCHOOL MAP**

**INGRESS FROM NEIGHBORHOOD TO SCHOOL  
EGRESS FROM SCHOOL OUT TO NEIGHBORHOOD MAP**

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**SEMS (Standardized Emergency Management System) Organization Chart**  
**School: Foothill Technology High School**

Incident Commander:	Principal		
Deputy Incident Commander	<u>Assistant Principal, Jennifer Duston</u>		
Location of Command Center	<u>Main Office</u>		
Alternative Location	<u>Spirito Hall</u>		
	<b>COMMAND STAFF</b>		
	Emergency Operations Coordinator (Coordinates with Command Staff):	Liz Prado	
	Liaison to outside agencies:	Helen Ando	
	Safety	Custodian, Mario Pasmant	
	Training	Jennifer Duston	
	PIO (Public Infor. Officer	Trudy T. Arriaga	
	Crisis Response Leader	Natasha Hillis	
<b>Plans Chief</b>  Liz Prado	<b>Operations Chief</b>  Katie Tedford	<b>Logistics Chief</b>  LaSonja Temple	<b>Finance Chief</b>  Helen Ando
Documentation	Search/Rescue	Command Team Supplies	Claims: FEMA/State
Messages	Facilities/ Haz. Mat	Search/Rescue Supplies	Procuring (Vons, Burger King, Water)
Communication	Security	Medical Supplies	Community Helpers (retired doctors, firefighters, etc.)
Damage Assessment	Patient Transport & Morgue	Student/Staff Supplies (food, water, etc.)	
Demobilization	Medical First Aid	Transport & Morgue Supplies	
Disaster Plan Updates	Parent Pick-up	Builders/ Sanitation	
Web Page Updates	Teachers/Staff Wing Leaders		
	Shelter Set-up & Memos of Understanding w/Red Cross		

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**Student Emergency Release Form**  
***Entrega de Información del Estudiante en Caso de Emergencia***  
(one form for each student / *una forma por estudiante*)

I/We Request Release of Student (name)  
*Yo/nosotros solicitamos la entrega de información del estudiante (nombre):* \_\_\_\_\_

Name of Person Making Request  
*Nombre de solicitante:* \_\_\_\_\_

Relationship to Student  
*Relación al estudiante:* \_\_\_\_\_

California Drivers License Number or Other ID  
*Nú. de Licencia de manejo de California u otra forma de identificación:* \_\_\_\_\_

Signature of Requesting Person  
*Firma de solicitante:* \_\_\_\_\_

Date / *Fecha:* \_\_\_\_\_ Telephone Number / *Nú de Teléfono:* \_\_\_\_\_

\*\*\*\*\*

***For School Use Only***

Requestor on Student Emergency Card - Student Released

Requestor NOT on Student Emergency Card - Student Released

Reason for Release: \_\_\_\_\_

Time of Release: \_\_\_\_\_ Date of Release: \_\_\_\_\_

Requestor NOT on Student emergency Card - Student NOT released.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student Release Team Member

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**SEMS (Standardized Emergency Management System)  
Roles and Responsibilities**

Incident Commander (Principal)

The Incident Commander (Principal) is the decision maker for the impacted school. He/she is responsible for emergency operations to ensure safety of students, staff and others who are on campus. The Incident Commander (Principal) shall remain at the Command Center to observe and direct all operations. Below is a checklist of responsibilities (can be delegated).

- \_\_\_1. Assume command
- \_\_\_2. Communicate a "signal" to the students and staff identifying the type of emergency
- \_\_\_3. Call 911
- \_\_\_4. Notify Assistant Principals, Campus Supervisors, Support Staff, and on-campus child care of the emergency
- \_\_\_5. Call ESC 641-5000 ext. 0. Switchboard will initiate the phone tree and contact Superintendent
- \_\_\_6. Activate the SEMS Plan components as needed (Command Staff, Plans, Operations, Logistics, and/or Finance) and establish a Command Center
- \_\_\_7. Conduct initial briefing with the Command Staff
- \_\_\_8. Monitor local emergency radio stations for local news
- \_\_\_9. Utilize your Deputy Incident Commander to cover the Command Center, take regular breaks (5 minutes each hour, away from the Command Center)
- \_\_\_10. Create an action plan with specific objectives including strategies to review and evaluate
- \_\_\_11. Make provisions for language translators
- \_\_\_12. Release teachers, as appropriate
- \_\_\_13. Superintendent is PIP (Public Information Officer). Review all incident information before release to the news media, parents or general public
- \_\_\_14. Signal all-clear (Police Only will signal; if present)
- \_\_\_15. Begin "Student Release Procedures" when appropriate. Only Superintendent can direct that students be sent home before the end of the regular school day.
- \_\_\_16. Create an action plan with specific objectives for returning to normal operations
- \_\_\_17. Debrief staff, parents/community, and students

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**SEMS (Standardized Emergency Management System)  
Roles and Responsibilities**

**Deputy IC (Deputy Incident Commander)**

The *Deputy Incident Commander* assists the IC (Principal) and takes over the duties of the IC (Principal) if the IC (Principal) is absent, has to leave or is unable to do his/her job. Below is a checklist of responsibilities.

- \_\_\_1. Report to, attend briefings, and assist the IC (Principal)
- \_\_\_2. Keep unauthorized people away from the IC (Principal)
- \_\_\_3. Responsible for "Plans" in SEMS

**Command Staff - Emergency Operations Coordinator**

The *Emergency Operations Coordinator* facilitates the overall functioning of the Command Staff. Below is a checklist of responsibilities.

- \_\_\_1. With the assistance of the Liaison Officer, coordinate outside agencies and define roles/responsibilities
- \_\_\_2. Report to IC (Principal) and attend briefings
- \_\_\_3. Assist unit coordinators (Plans, Operations, Logistics and Finance), as needed
- \_\_\_4. Indicate the process for emergency declarations
- \_\_\_5. Develop status boards
- \_\_\_6. Maintain a "position" log of staff
- \_\_\_7. Monitor Command Staff for signs of stress or under-performance
- \_\_\_8. Fill any unstaffed positions

**Command Staff - Liaison Officer**

The role of the *Liaison Officer* is to serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the school district (Fire, Police, County, etc.). Below is a checklist of responsibilities.

- \_\_\_1. Assist the Emergency Operations Coordinator and attend briefings
- \_\_\_2. Ensure proper flow of communication between assisting organizations and agencies outside the school district (Fire, Police, County, etc.)
- \_\_\_3. Keep records of assisting organizations, agencies and departments

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**SEMS (Standardized Emergency Management System)  
Roles and Responsibilities**

**Command Staff - Safety Officer**

The *Safety Officer* ensures that all activities are conducted in as safe a manner as possible under the circumstances. The *Safety Officer* is the only person other than the IC (Principal) who has the authority to stop an authorized plan from being put into action. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
- \_\_\_2. Monitor, assess, and correct operational activities for dangerous and unsafe conditions
- \_\_\_3. Monitor stress levels of personnel involved in the response
- \_\_\_4. If directed by IC (Principal), turn off gas supply, water supply and/or electricity
- \_\_\_5. Oversee "Logistics" for equipment and supplies

**Command Staff - Training Coordinator - Principal/CWA**

The *Training Coordinator* is responsible for all training prior to the incident. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
- \_\_\_2. Train staff prior to an emergency

**Command Staff - Crisis Response Leader - Psychologist**

The *Crisis Response Leader* addresses the psychosocial needs of students/staff prior to, during and after an incident. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
- \_\_\_2. Act as referral resource for students, staff and volunteers
- \_\_\_3. Obtain Ventura Unified School District's Crisis Response Manual for resources, materials, etc.
- \_\_\_4. Develop support systems as needed
- \_\_\_5. Conduct group meetings with parents or staff as needed

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**SEMS (Standardized Emergency Management System)  
Roles and Responsibilities**

Command Staff - PIO (Public Information Officer - SUPERINTENDENT)

The *Public Information Officer* acts as the official spokesperson for the school/district site in an emergency situation. A school site-based PIO should only be used if the media is on campus and the district PIO is not available or forthcoming. Below is a checklist of responsibilities.

- \_\_\_1. Contact School Board, Risk Manager, Asst. Supts., Director of CWA, and DLT Members; as appropriate.
- \_\_\_2. Contact Director of Pupil Services to assign psychologists and counselors to the site (do you need bilingual assistance?). Ventura Behavioral Health may also be contacted for assistance through Pupil Services.
- \_\_\_3. Attend briefings with IC (Principal)
- \_\_\_4. Identify yourself as the "PIO" with a vest, visor, sign, etc.
- \_\_\_5. Establish a media information center away from the command post and students. Advise arriving media that the site is preparing a press release and approximate time of its issue.
- \_\_\_6. Statements to media should include the following: cause, time, event, current situation, care being given, injuries, evacuation plans, student release location, resources in use, best routes to school, and any other information school wishes to be released to the public.
- \_\_\_7. Convey that everything is going to be O.K., Answer questions completely and truthfully. Avoid speculation, bluffing, lying, talking off the record, arguing and using the phrase "No comment." Repeat what you want the press to hear.
- \_\_\_8. Ensure announcements and other information are translated into other languages as needed.
- \_\_\_9. Assist with rumor control
- \_\_\_10. Keep all documentation to support the history of the event
- \_\_\_11. Remind staff and volunteers to refer all questions from media or waiting parents to the PIO - SUPERINTENDENT.
- \_\_\_12. Monitor new broadcasts about incident; correct any misinformation heard.

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**SEMS (Standardized Emergency Management System)**  
**Roles and Responsibilities**

**Plans Chief**

The *Plans Chief* oversees the function of the action plan by documenting, disseminating information, assessing the seriousness of the incident, demobilization, etc. Staff is assigned to assist with these jobs. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
- \_\_\_2. Documentation Team
  - Develop, distribute, and document all actions and site maps
  - Receive and record student/staff attendance rosters
  - Collect completed student release forms from the Parent Emergency pick-up location
  - Complete a list of students/staff missing, absent, and medical for Emergency pick-up location
- \_\_\_3. Message Team
  - Maintain a message board
- \_\_\_4. Communication Team
  - Record, collect, and evaluate information (keep all original notes - they are legal documents)
  - Monitor radio for local news
  - Maintain display boards for shelter status, transportation status, telephone numbers, school status, etc.
- \_\_\_5. Damage Assessment Team
  - Report damage to Plans Chief who will report to IC (Principal)
  - Use site and area maps to record site and surrounding area damages (i.e. road closures, utility outages, etc.)
- \_\_\_6. Demobilization Team
  - Deploy and supervise personnel as needed to gather and assess intelligence information
- \_\_\_7. Disaster Plan Update Team
  - Provide ongoing analysis of situation to Plans Chief who will report it to IC (Principal)
  - Report status of resources
  - Prepare estimates of incident escalation or de-escalation
  - Report missing, absent, and medical students/staff to IC (Principal)
- \_\_\_8. Web Page Update Team
  - Using the school's or district's web page, communicate disaster updates to the community

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**SEMS (Standardized Emergency Management System)  
Roles and Responsibilities**

Operations Chief

The *Operations Chief* exercises the functions of the operation by carrying out the plan, developing tactical objectives and directing all resources. Staff is assigned to assist with the jobs. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
- \_\_\_2. Search and Rescue Team
  - Remain in contact with Operations Chief by radio
  - Search rooms both visually and vocally. Use chalk, grease pencil, etc. to mark slash (/) on door when entering room, and when leaving room complete search by closing slash in (X) on door.
  - As rooms are reported clear, radio to Operations Chief to mark "C" on site map
  - Utilize other teams as needed (Patient Transport, Morgue and First Aid). Do not use names of students/staff on radio/map
  - Record Triage on site map (I - Immediate; D - Delay; and DEAD - Dead)
- \_\_\_3. Facilities/Hazardous Materials Team
  - Report gas/water leaks, fires or structural damage, to Operations Chief (gas, water and electricity shut-off needs approval of IC (Principal). Use yellow caution tape where necessary
  - Record assessment of facilities and hazardous materials on site map
  - Photograph damage if possible before repair
- \_\_\_4. Security Team
  - Lock gates and secure major external doors
  - Verify that campus is locked down to Operations Chief, who will report it to IC (Principal)
  - Report non-staff and non-students to Operations Chief, who will report it to IC (Principal)
  - Route all parents to "Parent Pick-up Area"
- \_\_\_5. Patient Transport and Morgue Team
  - Transport patients to First Aid; do not transport to morgue unless directed by Operations Chief
  - Mark DEAD on tag listing date/time found, exact location found, name of DEAD, person who identified, and name of person filling out tag; attach one tag to DEAD and one tag to plastic bag if body is in bag
- \_\_\_6. Medical-First Aid Team
  - Keep accurate records
  - Report deaths immediately to Operations Chief who will report it immediately to IC (Principal)
  - Establish what I-Immediate and D-Delayed treatments will be
  - Consult with Wing Leaders regarding health care, medications, and meals for students and staff with known medical conditions (asthma, diabetes, etc.)
  - Establish scope of disaster with Operations Chief and determine probability of outside emergency medical support and transport needs. Emergency card must accompany student removed from campus to receive advanced medical treatment
- \_\_\_7. Parent Pick-up Team
  - Designate "Request Area/Gate" and "Release Area/Gate" for parents to pick-up; mark with signs
  - Verify that adult completing student release form is on student's emergency card; retain form for record
  - If student is in class, use communication to get student to pick-up area. If there is no communication, have runner go to class and bring student to pick-up area
  - Release younger students first
  - Escort parent to Crisis Response Team if student is missing or with Search and Rescue Team
  - Escort parent to medical area if student is receiving treatment

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- \_\_\_8. Teachers/Staff Wing Leaders
  - Liaison between teams and students/staff for communication, assistance, etc.
  - Assist teachers with attendance; buddy system and supervisor, if needed
  
- \_\_\_9. Shelter Set-up Team
  - Sleeping/living areas should be 40 square feet per person and good ventilation
  - Designate storage area for food and supplies that can be accessed by truck
  - Improvise toilets, if necessary using 5 gallon buckets/trash cans and trash liners
  - Keep medication locked up, if possible

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**SEMS (Standardized Emergency Management System)  
Roles and Responsibilities**

**Logistics Chief**

The *Logistics Chief* is responsible for providing facilities, personnel, services and resources to meet the needs of the incident. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
  - Supply Teams (Command, Search and Rescue, Medical, Student/Staff, Transport, Morgue, and Builders/Sanitation)
  - Maintain a visible chart of resources
  - Determine water supply needs (1/2 gallon/day/person and 5 gallons/day for other uses)
  - Determine food supply needs (2500 calories/day/person/; approximately 3 ½ pounds unprepared food)
  - Obtain supplies other than food and water
  - Provide ability to transport staff/students if necessary throughout city (i.e. medical, etc.)
  
- \_\_\_2. Builders/Sanitation Team
  - Set up food preparation facilities, command post shelter area, parent pick-up area, supply check-out area, medical area, assembly area, morgue, etc.
  - Obtain sanitary supplies (1 toilet/40 persons; 6 toilets/200 persons; 14 toilets/500 persons)
  - Maintain computer support

**Finance Chief (Office Manager/Secretary)**

The *Finance Chief* is responsible for monitoring costs related to incident, procurements, claims and community helpers. Below is a checklist of responsibilities.

- \_\_\_1. Attend briefings with IC (Principal)
  
- \_\_\_2. Claims/Procurements /Community Helpers Team
  - Track financial records, staff hours, purchasing, etc.
  - Complete state and federal claim forms for IC (Principal)
  - Make prior agreements with close stores (i.e. Vons, etc.) for supplies
  - Make prior arrangements with community helpers (i.e. retired doctors, etc.)
  - Do a cost analysis of incident/disaster

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I have read and understand the school safety plan for Foothill Technology High School.

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Staff Name

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Staff Signature

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Date

Print and return to Jennifer Duston by Friday Sept. 4, 2009