

# Oak Hills Elementary School

## Comprehensive School Safety Plan & Emergency Operations Plan (Site Disaster Plan)

2021-2022

## The Comprehensive School Safety Plan Overview

The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Site Council (or School Safety Planning Committee) as well as to the district's governing board or county office of education. The contents of the CSSP should include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety. For additional information on school safety programs, policies, or procedures and how you may become involved locally, please contact:

Wendy Maxwell  
Oak Hills Elementary School  
26730 Old Rock Rd.  
Valencia, CA, 91381

**Prepared by:** School Site Council

<b>Reviewed and Approved by:</b>	<b>Date Approved</b>	<b>Authorized Signature</b>
○ School Site Council	<u>9/1/2021</u>	<u></u>
○ SCV Sheriff Dept.	<u>9/1/2021</u>	<u>Deputy Hartman/Sgt. Diego Andrade</u>
○ Newhall School District Governing Board	<u>9/14/2021</u>	<u></u>

- An evaluation of the 2021-2022 School Safety Plan goals took place on 9/1/2021. (EC 32282)
- A hearing was held on September 1, 2021\_\_ at the School Site Council meeting to obtain public input pursuant to (EC 32288).
- School staff was advised of the updated school safety plan on 8/31/21 during a school staff meeting. (EC 32282)
- The most current copy of the school plan is available in the school office for public review.

**Newhall School District Disclaimer:** This emergency operations plan is written in compliance with California's Standardized Emergency Management System and the National Incident Management System. The plan is developed with a multi-hazard perspective to make it applicable to the widest range of emergencies and disasters, both natural and human caused. However, Incident Commanders and Emergency Operations Center Directors retain the flexibility to modify procedures and/or organization structure as necessary to accomplish the emergency/disaster response and recovery missions in the context of a particular hazard scenario.

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## **Foreword**

### **General School and Plan Information**

Oak Hills Elementary School is located in the city of Santa Clarita and serves students in grades K-6. The average enrollment last school year was 420 students. We have a locked campus during instruction time. Visitors must ring a doorbell on a camera system mounted to the front of the school and are allowed to enter on an individual basis. Once inside the office they must scan their State I.D. into a computer system that checks for criminal backgrounds.

This Emergency Operations Plan (EOP) addresses Oak Hills Elementary School's planned response to emergency/disaster situations associated with natural disasters and man-made disasters. The plan does not address day-to-day emergencies or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on large-scale events.

This plan is a preparedness document—designed to be read, understood and exercised prior to an emergency/disaster. The plan incorporates the concepts and principles of the California Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and the Incident Command System (ICS) into the emergency operations of this school. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities.

### **Safe School Mission**

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.

### **Emergency/Disaster Management Goals**

- Provide effective life safety measures and reduce property loss.
- Provide accurate documentation required for cost recovery efforts.

### **Activation of the Emergency Operations Plan (EOP)**

- On the order of the District Superintendent or designee.
- When the Governor has proclaimed a State of Emergency in an area including this school site / District.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.

### Maintenance of the Emergency Operations Plan (EOP)

This EOP will be reviewed and updated annually to ensure that the plan is valid and current, as required by SEMS and NIMS regulations and California Education Code.

### Scope

This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities.
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.
- Facilitates response and short-term recovery activities.
- Is flexible enough for use in all emergencies/disasters.
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references.
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command, Unified Command and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education and communications plans and protocols.

### Programs

To assure each student a safe physical, respectful, accepting and emotionally nurturing environment with resiliency skills, we have the following programs:

- Character Counts Program – Character education for a positive school climate
- Positive Behavioral Interventions & Supports – A multi-tiered approach to social, emotional and behavior support systems.
- Second Step Program – Social-Emotional learning and bullying prevention
- Common Sense Media (Digital Citizenship) – Teaching kids to make the right media choices

### Drills

Oak Hills Elementary conducted the following drills last school year:

- Wednesday, September 16, 2020      Lockdown Drill (Hard)
- Thursday, October 15, 2020      The Great CA Shakeout
- Wednesday, October 28, 2020      Fire Drill
- Tuesday, November 17, 2020      Fire Drill
- Thursday, February 11, 2021      Earthquake Drill
- Thursday, March 9, 2021      Fire Drill
- Thursday, March 16, 2021      Lockdown Drill (Soft)
- Monday, April 7, 2021      Fire Drill
- Thursday, May 28, 2021      Fire Drill

## **Child Abuse Prevention and Reporting**

The Governing Board is committed to supporting the safety and well-being of district students and desires facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

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

### **Child Abuse Reporting**

The Superintendent or designee shall establish procedures for identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

District employees, who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

The Superintendent or designee shall also provide training in the duties of child abuse identification and reporting to instructional and teacher aides, teacher assistants and other classified employees. (Penal Code 11165.7)

### **Definitions**

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning

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(Education Code 44807)

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)
6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

### **Reportable Offenses**

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

### **Responsibility for Reporting**

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team

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selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

### **Reporting Procedures**

#### **1. Initial Telephone Report**

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

**Dept. of Social Services  
3075 Wilshire Blvd., 5<sup>th</sup> Floor  
Los Angeles, CA 90010  
800.540.4000**

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

#### **2. Written Report**

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

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

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- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

### **3. Internal Reporting**

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

### **Training**

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

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In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

### **Victim Interviews by Social Services**

Whenever the Department of Social Services or another government agency investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall ~~be given~~ give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

### **Release of Child to Peace Officer**

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

### **Parent/Guardian Complaints**

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a

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complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

### **Notifications**

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

## School Site Council Membership

<b>School Site Council Members</b>	<b>Title</b>
Wendy Maxwell	Principal
Cristy Collins	Parent – President
Charlie Chi	Parent
Erica Netzley	Parent
Christina Harley- Bishara	Parent
Maybeth Francone	Parent
Kristin Aquilar	Certificated
Clarissa Smith	Certificated
Lori Adair	Certificated
Amanda Andrew	Classified

## **Notifications and Communications**

### **Required Notifications of Hearing**

The following persons and entities were notified in writing of the public hearing concerning input on this Comprehensive School Safety Plan in accordance with the district's administrative regulations (AR 0450) (EC 32282):

- Local Mayor / County Representative
- A representative of the local school employee organization
  - Certificated – NTA
  - Classified – NESP
- PTA / PTO President
- Foundation President

### **Notice to Public**

The Comprehensive School Safety Plan prepared for the 2021-2022 school year was shared with: (EC 32282 and 32288)

- Parents on September 1, 2021, at the monthly School Site Council Meeting.
- All school staff will have access to a copy of the safety plan within seven days after it is approved by the School Site Council.
- Communicated to the following entities:
  - LA County Sheriff
  - LA County Fire

## Safe School Reports

### School Crime Status

Oak Hills Elementary School does not experience high incidents of crime on campus or during school-related functions. The environment immediately surrounding the campus includes single-family homes. The crime rate in local neighborhood is low.

<b>Total Suspensions</b>	0
<b>Total Expulsions</b>	0
<b>Total number of Vandalism Incidents</b>	0

## EMERGENCY OPERATIONS PLAN

### Emergency Contact Numbers List for the Community Rev. 7/23/2021

Agency /Organization	Contact Name	Phone Numbers
Sheriff	Justin Diez <i>Captain</i>	<b>(661) 255-1121</b> (o)
CHP	Ed Krusey <i>Captain</i>	<b>(323) 259-3200 (dispatch)</b> (661) 294-5545 (o)
	Office	(661) 294-5540 (o)
Fire	<i>Assistant Chief</i>	(661) 298-5280 (o)
City of Santa Clarita	Public Works (Street operations)	(661) 294-2520 (o)
	<i>Emergency Services Supervisor</i>	(661) 510-1974 (c) (661) 286-4093 (o)
Caltrans		(213) 897-0384
<b>LA County Public Works</b>	(626) 458-5100 (Mon-Thurs: 7 AM-5 PM)	(626) 458-4357 Emergency After Hours
<b>LA County Animal Care &amp; Control</b>	<b>Emergency Line (Local)</b> <b>Main Hotline</b>	(661) 257-3191 (562) 940-6890
<b>LA County Mental Health</b>	<b>Crisis Hotline</b>	<b>(800) 854-7771</b>
<b>LA County Health Services</b>		(800) 427-8700
<b>Henry Mayo Newhall Memorial Hospital</b>		(661) 253-8000
<b>LA County Dept Public Health</b>	ADC (To report new case of communicable disease)	(888) 397-3993
	Cynthia Cook, <i>Emergency Preparedness and Public Health Nurse</i>	(323) 362-4983 <a href="mailto:ccook@ph.lacounty.gov">ccook@ph.lacounty.gov</a> (Educational information - emergency preparedness)

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	Media Communications	(213) 240-8144 <a href="mailto:media@ph.lacounty.gov">media@ph.lacounty.gov</a> (monitored 24 hrs/day)
<b>American Red Cross</b>	<i>Disaster Specialist</i>	<b>(855) 891-7325 (24 Hrs)</b> (800) 675-5799 (emergency) (800) 733-2767 (800) 675-5799
<b>So. Cal Edison</b>	<b>Emergency Number</b>  <i>Region Manager</i>	<b>(800) 611-1911</b>  (661) 257-8239 (o) (661) 964-8060 (c)
<b>The Gas Co.</b>	<b>Emergency Number</b>  <i>Public Affairs</i>	<b>(800) 427-2200 (ACD)</b>  (818) 551-7144 (o) (323) 251-9223 (c)
<b>SCV Water Newhall Water Division</b>	<b>Main Line (24 hrs)</b> McGrath, Newhall, Peachland, Facilities	(661) 259-3610 (o) <b>(661) 297-1600 (regional)</b>
<b>SCV Water Santa Clarita Division</b>	<b>Main Line (24 hrs)</b> Wiley Canyon, Facilities	(661) 259- 2737 (o) <b>(661) 297-1600 (regional)</b>
<b>SCV Water Valencia Division</b>	<b>Main Line (24 hrs)</b> Meadows, Oak Hills, Old Orchard, Pico Canyon, Stevenson Ranch, Valencia Valley, District Office	(661) 294-0828 (o) <b>(661) 297-1600 (regional)</b>
<b>AT &amp; T</b>	Priority Repair	(800) 332-1321 (ACD)
<b>KHTS 1220 AM</b>		(661) 298-1220 (o) (661) 298-KHTS (on air)
<b>SCVTV Channel 20</b>		(661) 253-0082 (o)
<b>Santa Clarita Senior Center</b>		(661) 259-9444 (o)
<b>Waste Management</b>	<i>District Manager</i>	(661) 382-2151 (c) (661) 259-2408 (o)
<b>Burtec Disposal</b>	<i>District Manager</i>	(661) 857-3571

## EMERGENCY OPERATIONS PLAN

<b>LA CO Sanitation</b>	<b>Corporate Number</b>  Valencia Water Reclamation Project  Saugus Water Reclamation Project	<b>Emergency</b> (562) 437-1881 (o) 24 hour line  (661) 257-2549 (o)  (661) 259-3804 (o)
<b>Wm. S. Hart</b>	Mike Kuhlman Superintendent  Dave Caldwell Public Relations Officer  Carle Manley Director, Maintenance and Operations	(661) 259-0033 ext. 201 (o)  (661) 259-0033 ext. 227 (o)  (661) 259-0033 ext. 323 (o) (661) 510-0132 (c)
<b>Saugus Union</b>	Colleen Hawkins Superintendent  Peter Gaytan Director of Maintenance Ops	(661) 294-5300 (o)  (661) 294-5390 (o) (661) 244-7181 (c)
<b>Sulphur Springs</b>	Dr. Catherine Kawaguchi Superintendent  Dean Mathews Director, Projects & Facilities	(661) 252-5131 (o)  (661) 252-3017 (o) (661) 816-9071 (24 hours) (661) 755-0028
<b>Newhall</b>	Jeff Pelzel Superintendent  Fred Palmer Director of Facilities	(661) 291-4000 (o)  (661) 291-6700 (o) (661) 445-4555 (c)
<b>Castaic</b>	Steve Doyle Superintendent  Jaime Garcia Director of Facilities	(661) 257-4500 ext. 1500  (661) 257-4500 ext.1546
<b>College of the Canyons</b>	VP of Facilities	(661) 362-3222 (o)

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	Director of Facilities	(661) 362-3232 (o)
	Public Information	(661) 362-3432 (o)
	Director of Campus Safety	(661) 362-3516 (o) (661) 510-3881 (c)
	On Duty Officer	(661) 510-3882
<b>Metrolink</b>	General Information	(800) 371-LINK (5465)
	Dispatch	(888) 446-9717
<b>United States Post Office</b>	General Information for all services	(800) 275-8777 (ACD)
<b>Poison Control</b>		<b>(800) 876-4766 (ACD)</b>

o = office

c = cell

acd = automatic call distribution

# EMERGENCY OPERATIONS PLAN

## NSD Contact Numbers

<b>DISTRICT OFFICE</b> 25375 Orchard Village Rd Valencia, CA 91355 291-4000 291-4001 Fax	Rosana Valadez	70-163	291-4163	Jeff Petzel, Superintendent	162	
	Receptionist	70-100	291-4000	Dee Jamison, Asst. Supt. IS	177	
	Musette Caing	70-178	291-4178	Amanda Montemayor, Asst. Supt. HR	188	
	Joyce Martinez	70-189	291-4189	Ken Hintz, Director, HR	252	
	Jeremy O'Brien	70-183	291-4183	Sheri Staszewski, Asst. Supt. Business.	166	
	Tania Watson	70-167	291-4167	Marguerite Armstrong, Induction Coord.	171	
				Elizabeth Gomez, Interim Director, SSS	181	
				Kate Peattie, Director, ISAA	185	
				Lisa Seeley, Coord., SSS	249	
				Chad Rose, LRTISA	180	
<b>FACILITIES</b> 22245 Placerita Cyn Rd Newhall, CA 91321 291-6700 291-6701 Fax	Kylie Gonzalez	89-100	291-6700	Fred Palmer, Director of Facilities	89-102	
	Loc Dinh, Print Shop	89-109	291-6709	Dan Keracher, Grounds & Maint. Supv.	89-110	
	Frank Madrigal 661-510-3521	89-221	291-6711 x 221	Jonathan Nava, Custodial Supervisor	89-103	
	Gaege Rivera 661-810-7264	89-220	291-6711 x 220	Kenneth McGaffee, Technology Manager	89-105	
	Jim Richard 661-644-9924	89-106	291-6711 Help Desk	Tom Lund, Theater Mgr. 661-291-4016	71-253	
<b>MCGRATH #79</b> 21501 Deputy Jake Dr Newhall, CA 91321	Wendy Luna	79-301	291-4090	Principal: Jennifer Boone	79-302	
	Stephanie Garcia	79-309	291-4091	Asst. Principal: Juan Gomez	79-303	
	Xiomara Vargas, Health Office	79-305				
<b>MEADOWS #75</b> 25577 N. Fedala Rd Valencia, CA 91355	Jayne Wiggins	75-206	291-4050	Principal: Janette Van Gelderen	75-203	
	Susan Necessary	75-200	291-4051 Fax	Asst. Principal: Marguerite Armstrong	75-204	
	Jenifer Costin, Health Office	75-201		T, Th alt Fr.		
<b>NEWHALL #71</b> 24607 Walnut St Newhall, CA 91321	Leonor Chathle	71-200	291-4010	Principal: Jackeline Tapia	71-201	
	Irma Pacias	71-203	291-4011	Asst. Principal: Kat Stroh	71-204	
	Brenda Calendo, Health Office	71-206				
<b>OAK HILLS #80</b> 26730 Old Rock Rd Valencia, CA 91381	Sandra Anderson	80-605	291-4100	Principal: Wendy Maxwell	80-602	
	Amanda Andrew	80-607	291-4101	Asst. Principal: Sarah Johnson	80-603	
	Susan Makishima, Health Office	80-606		M,T, alt Fr		
<b>OLD ORCHARD #74</b> 25141 N. Avenida Rondel Valencia, CA 91355	Bertha Conte-Ramirez	74-202	291-4040	Principal: Daria Ramirez	74-203	
	Gina Ortega	74-201	291-4041 Fax	Asst. Principal: Jayne Perez	74-207	
	Debra Ganshirt, Health Office	74-205				
<b>PEACHLAND #72</b> 24800 Peachland Ave Newhall, CA 91321	Toni Granillo	72-253	291-4020	Principal: Diana Stenroos	72-255	
	Anesley Huevo	72-250	291-4021 Fax	Asst. Principal: Melanie Morrow	72-254	
	Kimberly Martinez, Health Office	72-252				
<b>PICO CANYON #78</b> 25255 Pico Canyon Road Stevenson Ranch, CA 91381	Amy Kessler	78-313	291-4080	Principal: Tammi Rainville	78-308	
	Victoria Shoemaker	78-312	291-4081 Fax	Asst. Principal: Melissa Wilson	78-310	
	Jeana Rodgers, Health Office	78-311				
<b>STEVENSON RANCH #77</b> 25820 N. Carroll Lane Stevenson Ranch, CA 91381	Jessica Hansen	77-301	291-4070	Principal: Tim Lankford	77-305	
	Meggy Gray	77-300	291-4071 Fax			
	Danielle Lloyd, Health Office	77-302				
<b>VALENCIA VALLEY #76</b> 23601 Carrizo Dr Valencia, CA 91355	Lorri Bond	76-109	291-4060	Principal: Amy Gaudette	76-103	
	Christy Polito	76-102	291-4061	Asst. Principal: Sarah Johnson	76-111	
	Michelle Gonzales, Health Office	76-108		W,Th, alt Fr		
<b>WILEY CANYON #73</b> 24240 W. La Glorita Circle Newhall, CA 91321	Mayra Cuellar	73-301	291-4030	Principal: Dr. Stacy Williamson	73-306	
	Gloria Gutierrez	73-302	291-4031 Fax	Asst. Principal: Merly Soni	73-305	
	Melissa Crone, Health Office	73-304				
<b>MUSIC DEPARTMENT</b>	Rm 33	291-6725	Melissa Fuentes; Cathryn Muro; Otto Sit; Tara Speiser; Brandon Valerino			
<b>NSD PRESCHOOLS</b> <b>PREK DEPT 291-6723</b> Kelly Ferko, Pre K Coord. Alba Steck, Office Manager	McGrath Pre K	291-4092	Peachland Pre K	291-4022	SR Sunshine	290-2620
	Newhall Pre K	291-4012	OH Sunshine	259-0644	VV Sunshine	254-2687
			PC Sunshine	288-7983	Wiley YMCA	254-3334
COMMUNITY OUTREACH	McGrath	Blanca Schreier	79-300	Peachland	Suhaila Embleton	72-258
	Meadows	Sylvia Villa	75-205	Pico Canyon	Giselle Price	78-324
	Newhall	Claudia Arrue	71-202	Stevenson Ranch	Glory Loza	77-307
	Oak Hills	Elizabeth Lee	80-609	Valencia Valley	Myriam Mejia-Corona	76-100
	Old Orchard	Cecilia Brugada	74-211	Wiley Canyon	Claudia Nehme	73-303

## **Incident Command System (ICS)**

### **General**

The Incident Command System (ICS) is a nationally recognized system for managing incidents as well as pre-planned events. It consists of a modular and flexible organizational structure as well as features such as management by objectives, action planning, span of control, organizational hierarchy, accountability and resource management.

### **Use of ICS**

The concepts, principles and organizational structure of the Incident Command System (ICS) will be used in managing operations. The incident will be managed by objectives to be achieved and those objectives are communicated to field and EOC personnel through the use of the action planning process.

Typically, an Incident Commander (IC) will communicate with the EOC Director as to situation and resource status through established communications channels. Members of the IC Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Command or General Staff may be asked to attend briefings or planning meetings at the Command Post.

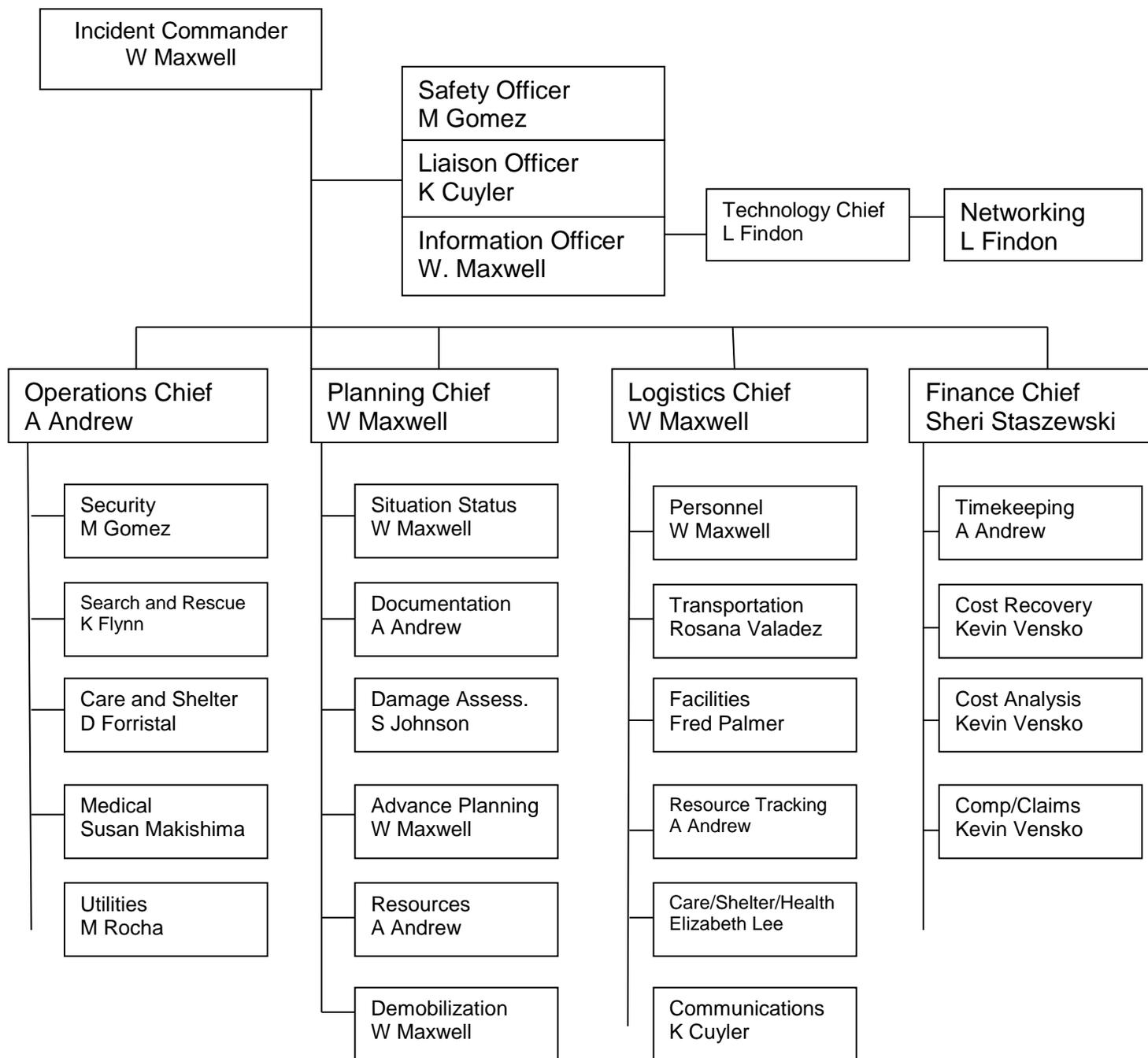
When multiple agencies respond to the incident, the IC will establish a Unified Command/Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from city, county, state and federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities and allocating critical resources to the incident.

### **Field/EOC Communications and Coordination**

Typically, field to EOC communications will occur at the Command level. The Incident Commander will communicate situation and resource status information to the District EOC.

**Incident Command System (ICS)  
Organizational Chart**

**Incident Command System (ICS)  
Organizational Chart**



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**EMERGENCY OPERATIONS PLAN**

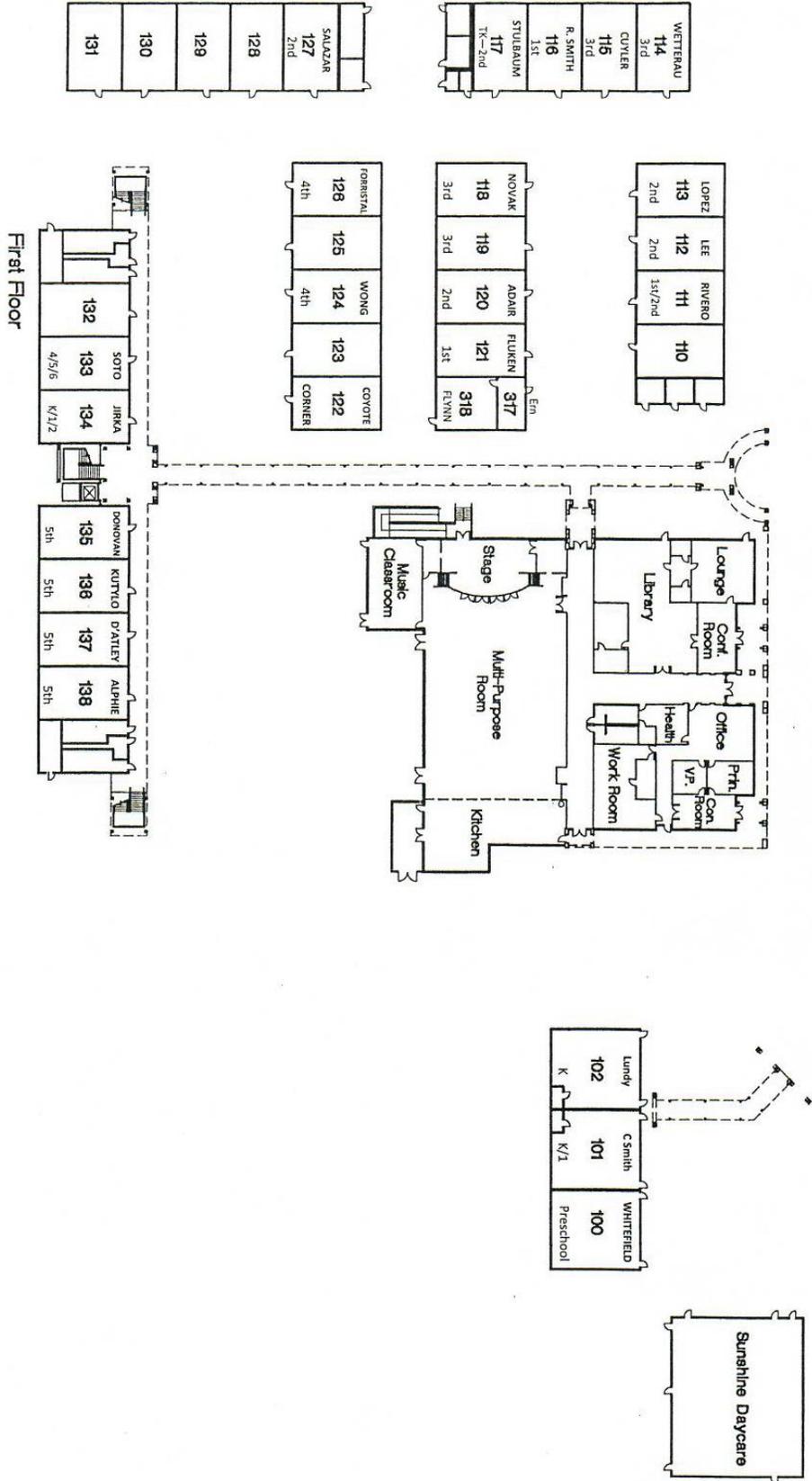
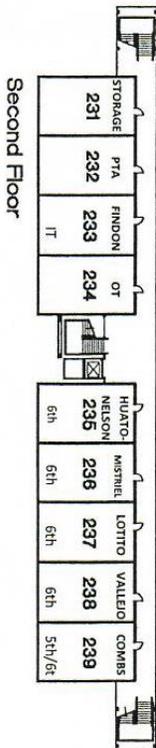
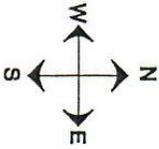
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**Staff Roster**

NAME	POSITION		NAME	POSITION
Adair, Lori	Teacher*, 2		Lee, Elizabeth	Community Outreach
Aguilar, Kristin	Teacher, 4		Lee, Karen	Psychologist
Anderson, Sandra	Office Manager		Lewis, Kymber	Teacher, 1
Andrew, Amanda	Office Assistant II		Lopez, Jen	Teacher, 2
Anthony, Nancy	Curriculum Specialist		Makishima, Susan	Health Assistant
Baker, Sandra	Curriculum Specialist		Matera, Sally	IA
Bogna, Ginger	Teacher*, 5		Maxwell, Wendy	Principal
Bravo, Martha	Safety Supervisor		Melzian, Amanda	Safety Supervisor
Campos, Celeste	BSS		Mistriell, Ashley	Teacher*, 6
Chittum, Maria	Librarian		Moskal, Kendall	Teacher, 6
Cuyler, Kirsten	Teacher*, 3		Miller, Andrea	BSS
De'Atley, Danielle	Teacher, 5		Novak, Lindsay	Teacher, 3
Erne, Kim	Speech		Orantes, Eunice	Teacher, K
Findon, Lovee	Support Tech		Rocha, Maria	Day Custodian
Forristal, Denise	Teacher*, 4		Salazar, Maria	Teacher, 3
Fluken, Christy	Teacher*, 1		Smith, Clarissa	Teacher*, K
Flynn, Kerry	RSP		Smith, Tiffany	Safety Supervisor
Gault, Sandi	District Nurse		Soto, Vivian	SDC Teacher, 4/5/6
Gomez, Maria	Safety Supervisor		Stulbaum, Tera	SDC Teacher, K/1/2/3
Gothie, Anita	IA		Terry, Emily	Teacher, 6
Grover, Janelle	LST		Vallejo, Wendy	Teacher, 5
Gutierrez, Victoria	Counselor		Walker, Lamont	BSS
Hossain, Roksana	Cafeteria		Wathen, Diane	IA
Johnson, Sarah	Assistant Principal		Wingle, Amanda	Teacher, 4
Krommenhoek, Michelle	IA		*Team Lead	

# EMERGENCY OPERATIONS PLAN

**Oak Hills Elementary School**  
 26730 Old Rock Rd.  
 Newhall, CA 91381  
 2020—2021



## **Threat Summary**

This section of the Basic Plan consists of a series of threat summaries based our location. The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

The school is located in the Santa Clarita Valley, in Los Angeles County and in the Southern Administrative Region of the State Office of Emergency Services. We are 35 miles north of downtown Los Angeles.

Any single incident or a combination of events could require evacuation and/or sheltering of the students.

The following threat assessments identify and summarize the hazards that could impact the District.

Threat Assessment 1	Bomb Threat/Suspicious Packages
Threat Assessment 2	Earthquake
Threat Assessment 3	Fires
Threat Assessment 4	Flooding/Tsunami
Threat Assessment 5	Hazardous Materials
Threat Assessment 6	Intruder on Campus
Threat Assessment 7	Landslide/Mudflow
Threat Assessment 8	Severe Weather
Threat Assessment 9	Public Health Emergency

## **Threat Assessment 1 Bomb Threat/Suspicious Packages**

If a bomb threat is received by telephone, question the caller;

- When will the bomb explode?
- Where has the bomb been placed?
- What does the bomb look like?
- Why was it placed at this school?
- Who put it there?
- Who are you?

Write down as much information as possible;

- Time of the call
- Date of the call
- Exact words of the caller
- Male or Female
- Speech Patterns
- Accents
- Background noises

Call 911 immediately.

Unexpected and unexplainable packages, backpacks or envelopes, suspicious sounds coming from the package? It could be a bomb, and you are to treat it like a bomb.

- Do not use a school radio or your cell phone
- Do not pull/activate the fire alarm
- Evacuate the area immediately
- Notify site Administrators
- Call 911 from a landline

## **Threat Assessment 2 Major Earthquake**

### **General Situation**

A major earthquake will cause significant disruption and damage to buildings and infrastructure due to severe ground shaking. A large earthquake, catastrophic in its effect upon the school population, could exceed the response capabilities of the District. Response and disaster relief support would be required from local governmental and private organizations, and from the state and federal governments.

The extent of damage from an earthquake is determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. This hazard is the primary cause of the collapse of buildings and other structures.

Search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter could be required by injured persons.

### **DUCK, COVER AND HOLD**

Teachers will give the “Duck, Cover and Hold” command. The best place will be under a desk or table, away from windows cabinets and book cases. When the shaking stops, the teachers will instruct students to evacuate the building to their predetermined area.

If outside when an earthquake strikes, move away from buildings, trees and objects that may topple.

When the shaking stops, Students and staff will evacuate the buildings.

## **Threat Assessment 3 Fire**

### **General Situation**

Due to its weather, topography, and native vegetation, the entire southern California area is at risk from wildland fires. The extended droughts characteristic of California's Mediterranean climate result in large areas of dry vegetation that provide fuel for wildland fires. Furthermore, the native vegetation typically has a high oil content that makes it highly flammable. The area is also intermittently impacted by Santa Ana winds, the hot, dry winds that blow across southern California in the spring and late fall.

If a school is in the path of the smoke, it also means it could be in the path of the fire itself. Preparation for an evacuation will start right away. Administrators will contact the Superintendent for arrangements. The Incident Commander will make the decision on when and where the evacuation will take place.

## **Threat Assessment 4 Flooding/Tsunami**

### **General Situation**

The size and frequency of a flood in a particular area depends on a complex combination of conditions, including the amount, intensity and distribution of rainfall, previous moisture condition, drainage patterns or a tsunami.

The magnitude of a flood is measured in terms of its peak discharge, which is the maximum volume of water passing a point along a channel. Floods are usually referred to in terms of their frequency of occurrence, such as 50 or 100 years.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out.

Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by flood waters. In addition, vital public services may be disrupted.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sand bagging for a slow rise flood may lessen flood related damage. Conversely, flash floods are the most difficult to prepare for due to the extremely short warning time, if available at all. Flash flood or tsunami warnings may require evacuation within an hour.

If a flooding incident occurs, the Incident Commander will make the call for an evacuation of the affected school site.

## **Threat Assessment 5 Hazardous Materials Incident**

### **General Situation**

Because of the School's close proximity to freeways, highways and rail lines, the release of a hazardous material into the environment could cause a multitude of problems that can be discussed in a general manner. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Areas near roadways that are frequently used for transporting hazardous materials and areas with industrial facilities that use, store, or dispose of such materials all have an increasing potential for major mishaps, as do areas crossed by certain railways, waterways, airways and pipelines.

Releases of explosive and highly flammable materials have caused fatalities and injuries, necessitated large-scale evacuations and destroyed millions of dollars' worth of property. Toxic chemicals in gaseous form have caused injuries and fatalities among emergency response teams and passers-by. When toxic materials have entered either surface or ground water supplies, serious health effects have resulted. Releases of hazardous chemicals have been especially damaging when they have occurred in highly populated areas and/or along heavily traveled transportation routes. A hazardous materials release in the Santa Clarita Valley would most likely involve either transportation of chemicals by truck or rail, use of chemicals at a business or illegal dumping of chemical waste.

If a hazardous materials incident occurs, the Incident Commander could call for a Shelter in Place or an evacuation of the affected school site.

### **Shelter in Place**

During a shelter in place, students are moved, or remain inside for their safety because there is an environmental or chemical threat to the well-being of students. Shelter in place uses school buildings to provide protection from the outdoor environment.

The level of activity on campus during a shelter in place varies by incident, and decisions about student movement and services within the campus are based on what is safest for students in each incident. Parents will receive information and updates about the status of school shelter in place via email or a mass notification system.

## **Threat Assessment 6 Intruder on Campus**

All school sites in the Newhall School District are locked during the school day. All visitors must check in at the office before entering a campus. Anyone on campus that has not checked in at the office will be considered an intruder. Administrators will determine if a Lockdown is necessary.

If there is a situation or incident in the area of the school, Law Enforcement will contact the school if we need to initiate a Lockdown.

During a lockdown, students are moved, or remain inside for their safety due to some sort of threat to the well-being of the students. Lockdowns are implemented for a variety of reasons, including an active-shooter, intruder on campus, police activity in the area, disruptive community incident, or even a dangerous animal on campus.

## **Threat Assessment 7 Landslide/Mudflow**

### **General Situation**

Landslide is a general term for a falling mass of soil or rocks; vertical movement of small pieces of soil. "Mudslide" (mudflow) is a flow of very wet rock and soil. The primary effects of landslides or mudslides can include:

- Abrupt depression and lateral displacement of hillside surfaces over distances of up to several hundreds of feet.
- Disruption of surface drainage.
- Blockage of flood control channels and roadways.
- Displacement or destruction of improvements such as roadways, buildings, oil and water wells.

The speed with which landslides can occur vary considerably from rapid rockfalls to virtually imperceptible movements down slope under the pull of gravity. Soil creep is a very slow type of earth flow movement. It occurs mainly in solids containing clay. Most landslides are shallow, ranging up to perhaps 100 feet in depth and limited in extent to generally less than 100 acres. Most are not presently in motion (active), but have moved down slope to a position of stability and have remained.

An unusual number of brush fires in hillside areas may create the potential for mudslides if heavy rains arrive before the replanting has taken hold. Situations of this nature can usually be managed by warnings and making sandbags available in advance of the predicted heavy rainfall.

If a land movement incident occurs, the Incident Commander may call for an evacuation of the affected school site.

## **Threat Assessment 8 Severe Weather**

### **General Situation**

Severe weather manifests itself in the Santa Clarita Valley in several ways. Extreme heat and violent winds present the greatest threat to health and safety. The affects of extreme weather can leave a mark on the community. Temperatures can exceed 100° F during the summer months. This extreme heat occurs on a yearly basis in the Santa Clarita Valley.

Santa Clarita is also subject to strong winds. Although these winds are far from the force of a tornado, they still represent a significant threat. Winds may reach speeds of up to (and over) 60 miles-per-hour. Common affects of high winds in Santa Clarita include the overturning of trees, and creating unsafe driving conditions for motorists on the local roads and freeways. In some cases, winds can reach a force great enough to threaten above ground utilities, although this is rare.

In severe weather conditions we will Shelter in Place, keeping students inside. If we have a loss of electrical power, school Administrators will determine if the loss of utilities will affect the school day. Administrators will discuss the situation with the Superintendent to determine if an evacuation is necessary.

## **Threat Assessment 9 Public Health Emergency**

The Newhall School District nurses work closely with their counterparts at the Los Angeles County Department of Public Health (LACDPH) to ensure that all students are monitored and protected. School staff is kept informed about best practices to stop the spread of infections. Schools follow LACDPH health guidelines and are routinely cleaned to ensure their safety.

In the event of a Public Health Emergency, school staff will be directed by the District Superintendent or District nurses to implement best health practices.

School Principals and Faculty will encourage students to do the following:

1. Wash their hands often, but especially after visiting the restroom, eating, and after play time.
2. Cough into their sleeves.
3. Do not “share” food or personal items such as brushes or combs.
4. Stay home when they have a fever, or feel sick.

The Newhall School District’s COVID-19 SAFETY PLAN & COVID-19 PREVENTION PROGRAM are regularly updated according to LACDPH’s comprehensive health guidelines in response to the COVID-19 pandemic.

## **Evacuation Procedures**

Oak Hills evacuates classrooms for fire and earthquake. A public announcement system is used to notify the need for evacuation. Classrooms evacuate to the edge of the field area. Teachers bring their emergency bags, walkie-talkies, and class rosters with them. Students and staff are directed over the intercom and through the walkie-talkies on channel 2.

In the event of an evacuation off campus, the district would coordinate transportation. Students would be transported by bus and by grade-level and class, to a safe location preferable off campus. Parents would be notified through the school messaging system where students are being evacuated to and what to expect at the pick-up spot; such as, where to gather, what to bring, and how the student check-out will be facilitated.

Oak Hills is home to a specialized program of students with high-functioning autism. For the most part, the students will be able to participate in evaluation procedures the same as the general education peers. There are additional adults that support these classrooms and there is a lower ratio of students to adults to further provide additional support to these students.

## **Lockdown Procedures**

Lockdown procedures would be in place assuming an emergency situation is occurring at school or its immediate surrounding area. Students and staff need immediate protection from potential harm.

The Sheriff's Department or the District Office generally issues the lock down direction to us. During this type of crisis if the situation is off campus, you will be told that we are in a "lockdown situation off campus." If the situation is on campus, you will simply be informed, "lockdown situation."

In classrooms or other instructional areas, immediately,

- Lock all outside doors. Close window blinds if your classroom has them. If you are outside, immediately return to your classroom and lock your door. If possible, move away from all doors and windows.
- If students are with support staff, they stay with that support staff. The children will be under their supervision and care until it is safe to return to the classroom.
- If students are in the core building, they must remain in the building in the care of the adults in charge of them at that time. They may not go outside to return to their class.
- Do your best to remain calm to listen for further instructions.
- Calm any children who may become anxious or scared. Keeping busy is very important.
- Take attendance to establish who is present.
- While sweeping the school, if administrators find a student(s) outside and place them in your classroom and these students don't belong to you, please contact that teacher and report to them that you have the student(s) in your room.
- Administrators may use emails for further communication, so check often for directions. You may be asked to email information such as, parent volunteers, missing students, possible threat, etc.
  - \*If a student or an adult belonging to that room is not present, please be prepared to give the office staff as much information as possible about that individual.
- Do not open the door for anyone unless they are an NSD employee, a student seeking shelter, or law enforcement who has satisfactorily identified themselves.
- Do not allow anyone to leave the room until the verbal "All Clear" has been given.
- If students need to leave the classroom during a "lockdown situation off-campus", they must be escorted by an adult. If the lockdown situation is on-site, no one can leave the classroom.

There is no way to predict how long this type of crisis will last. Please do not call the office unless you have an emergency. Phone lines must be kept open for urgent communications. Again, no adult will be allowed to enter a locked building other than a

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## **EMERGENCY OPERATIONS PLAN**

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Newhall School District employee or law enforcement. No parents may enter your rooms. Updated information will be provided as soon as possible.

Outdoors, immediately,

- Proceed to the closest room
- Gates are locked by custodian or administrators
- Office and other non-instructional areas are locked by staff from main building.

**NO ONE SHOULD LEAVE A SECURED AREA UNTIL THE ALL CLEAR SIGNAL HAS BEEN GIVEN BY AN ADMINISTRATOR OR DESIGNEE.**

### **PRIORITY I, PRIORITY II LOCKDOWN PROCEDURES**

The following announcement will be made to inform classes of the lockdown: **“Attention, Priority I is immediately in effect. Priority I is immediately in effect.”** Priority I lockdown is initiated to isolate students and staff when there is an **IMMEDIATE** danger or threat at the school (armed intruder, on-campus shooting, etc.) **Lights stay off.**

**“Attention, Priority II is immediately in effect, Priority II is immediately in effect.”** Priority II lockdown is initiated when there is no immediate danger or threat on the school campus, but there is a potential danger in the vicinity of the school (law enforcement activity outside the school) – **Lights may remain on,**

During a lock down, teachers must immediately close and lock their doors and windows and remain inside the classroom until further notice. If gunshots are heard, then you will say, “Take Cover!” and the students are to lie flat on the floor. No students are to be let out of the classroom. If a student is outside the classroom when the lockdown is initiated, call and report it to an administrator immediately. If a class is outside for P.E., they will enter the closest classroom. Teachers are to check their email for updates on the situation.

An “All Clear” announcement will be made when the lockdown has ended during drills OR law enforcement will direct next step.

If directed – take attendance and report back to the administrator “All Accounted for or Missing.”

<b>RESPONSE PROCEDURES</b>	<b>TYPE OF EMERGENCY</b>	<b>SIGNAL</b>
<b>Duck, Cover, and Hold</b> (Remain in classroom)	Earthquake Explosion	<b>Shaking of floor/ground</b>
<b>Evacuation</b> (Escort students to field, line up facing forward).	Fire Explosion Hazardous Materials Release Post-Earthquake	<b>Emergency alarm and/or Announcement: “Evacuate to your assembly area.”</b>
<b>Lockdown</b> (Remain in classroom; check email/group app)	Intruders Gunfire	<b>Announcement: “Priority I or II”</b>

## **Student Release Procedures**

- **Be calm** and **be patient**, adults and children will look to you as an example.
- If you are driving, make sure you are **parked legally** (move your car if you need to) so that you do not interfere with emergency personnel trying to arrive to our campus.
- **Be understanding**, each person is important and deserving of our attention, we will work slowly and carefully to account for every person.
- **Do not enter** the building or any classrooms.
- **Form a line where directed** from the playground gate (for an earthquake or fire) or at the main entrance (for a lockdown), down the sidewalk, alongside the block wall and do not use any other entrance.
- **Prepare to wait**, only small groups of 10-15 people will be let in at a time.
- **We will prioritize**, if any student or staff member has a known or new special need we will try to find you and take you from the line ahead of others who are waiting.
- As we prioritize, **listen for names called**. Respect the privacy of others and the integrity of the line and do not ask questions about the person called, do not leave your place in line or respond unless you are the person picking up.
- Have your **picture ID** ready.
- When allowed on campus, go to the student line up area, look for the **teacher's name sign**, students may or may not be supervised by their own classroom teacher.
- Complete all of the emergency card information, **print clearly**.
- We regret that unless you are listed on the emergency card, we will not be able to release children to you.
- Should you be acting in an emergency capacity for a friend or family member and you are not listed on the school's emergency card, the teacher will direct you to the command center.
- Once your child has been released, **leave the campus**, do not stay to talk with others as you are interfering with our efforts to clear the campus.

## **Bell / Siren Signals**

**Evacuate:** Announcement over the telephone/intercom and/or Fire Siren

**Lockdown:** announce “lockdown” over telephone/intercom

**Duck, Cover, and Hold:** The teacher signals to the class by stating “DROP”. Students drop under their desks and cover the back of their heads. The teacher may begin evacuation once shaking stops or an administrator announces all clear to evacuate.

**Communication:** Verbal signals through the telephone/intercom system, bull horn, walkie talkies, email/text, first responder communication tools.

## **Sample Message to Parents**

**The contents of these messages would be adjusted to the specific situation.**

### **Initial message:**

This is Wendy Maxwell, principal of Oak Hills Elementary School. Due to police activity in the area, our school is on lockdown. All students are accounted for and under the supervision of a staff member inside one of our school buildings. We have a Sheriff's deputy on campus, keeping up informed of the situation and monitoring our safety needs.

At this point in time, I request that you DO NOT come to campus. We are not permitted to open our doors to anyone during a lockdown. As soon as the Sheriffs give us the go ahead to open the school, we will contact you immediately with release procedures.

We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

### **All clear message:**

This is Wendy Maxwell, principal of Oak Hills Elementary School. Thank you for your cooperation during the lockdown today. The sheriff's department has confirmed that the situation has been resolved. We are back on regular schedule, and will follow our regular dismissal routines today.

Thank you.

## Job Descriptions

### 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 the District Office 661-291-4000 and 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. Create an action plan with specific objectives including strategies to review and evaluate
10. Make provisions for language translators
11. Release teachers, as appropriate
12. Superintendent/Public Information Officer Review all incident information before release to the news media, parents or general public
13. Signal all-clear (when appropriate)
14. Begin "Student Release Procedures" when appropriate. Only Superintendent can direct that students be sent home before the end of the regular school day.
15. Create an action plan with specific objectives for returning to normal operations
16. Debrief staff, parents/community, and students

### 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)

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## **EMERGENCY OPERATIONS PLAN**

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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

### **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

### **PIO (Superintendent/Public Information Officer)**

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, Assistant Superintendents, Risk Manager, Directors, and Public Information Officer as appropriate.
2. Contact Assistant Superintendent of Educational Services/Special Education to assign psychologists and counselors to the site (do you need bilingual assistance?).
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.

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## **EMERGENCY OPERATIONS PLAN**

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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 Superintendent/PIO.
12. Monitor new broadcasts about incident; correct any misinformation heard.

### **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

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## **EMERGENCY OPERATIONS PLAN**

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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

### **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

## **Planning 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**

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## EMERGENCY OPERATIONS PLAN

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Using the school's or district's web page, communicate disaster updates to the community

### 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

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

# EMERGENCY OPERATIONS PLAN

## NEWHALL SCHOOL DISTRICT

Revised 10/10/13

### INITIAL SITE STATUS REPORT

EOC Commander \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

School \_\_\_\_\_ Incident Commander \_\_\_\_\_

(TRANSMIT BY COLUMN LETTER OVER RADIO)

	A (# Injured)	B (# Missing)	C (# Off Site)	D (# Trapped)	E (# Deceased)
STUDENTS					
SITE STAFF					
DISTRICT STAFF (List Names Below)					
OTHERS (List Names Below)					
DO YOU SMELL LEAKING GAS	<input type="checkbox"/> YES	<input type="checkbox"/> NO			
DO YOU HAVE A FIRE	<input type="checkbox"/> YES	<input type="checkbox"/> NO			
ASSISTANCE REQUIRED	<input type="checkbox"/> YES	<input type="checkbox"/> NO			

OTHERS ON SITE (Include District Office Staff, Facilities Staff and Volunteers)

Names \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

MAJOR ISSUES \_\_\_\_\_

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# EMERGENCY OPERATIONS PLAN

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## NEWHALL SCHOOL DISTRICT

Revised 10/10/13

### FOLLOW-UP REPORT

EOC Commander \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

School \_\_\_\_\_ Incident Commander \_\_\_\_\_

*(TRANSMIT BY COLUMN LETTER OVER RADIO)*

	A (# Injured)	B (# Missing)	C (# Off Site)	D (# Trapped)	E (# Deceased)	F (# Released)	G (# Being Supervised)
STUDENTS							
SITE STAFF							
DISTRICT STAFF							
OTHERS							
GAS	<input type="checkbox"/> ON	<input type="checkbox"/> SHUT OFF					
ELECTRIC	<input type="checkbox"/> ON	<input type="checkbox"/> SHUT OFF					
WATER	<input type="checkbox"/> ON	<input type="checkbox"/> SHUT OFF					
FIRE	<input type="checkbox"/> YES	<input type="checkbox"/> NO					
ITEMS NEEDED	Water	Food		Blankets	First Aid Supplies	Additional Help	Other (describe below)

OTHER ITEMS NEEDED

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