

Calabasas High School Site

Emergency Disaster Plan

Revised September 2017, by Tyler Higa and Chris Williams.

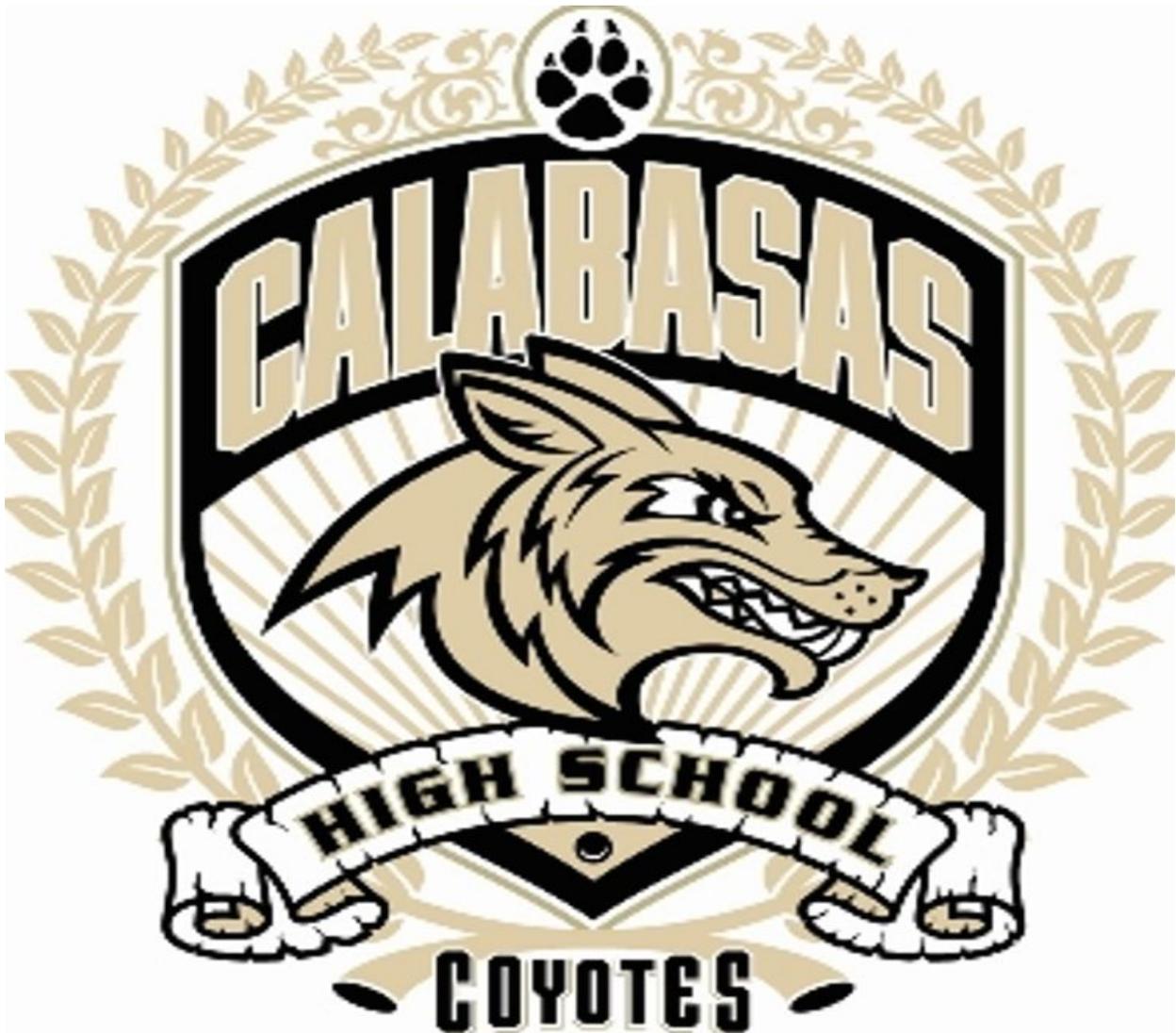


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Emergency Telephone Numbers

American Red Cross.....	(818) 593-3500
Disaster Emergency.....	911
Dan Stepenosky.....	Ext. 225
Rose Dunn.....	Ext. 212
Karen Kimmel.....	Ext. 203
Mary Schillinger.....	Ext.218
Fire Emergency.....	911
Fire Station #68.....	(818) 222-1107
Gas Leaks-Southern California Gas Company.....	(800) 427-2000 #1
Injury Emergency.....	911
Las Virgenes Unified School District.....	(818) 880-4000
Lost Hills Sheriff Station.....	(818) 878-1808
Power Failure – Southern California Edison.....	(800) 655-4555
Sheriff Emergency.....	911
Telephone Failure.....	611
Telephone Lines (down or related problems) – Pac Bell.....	611
Water Lines Broken – Las Virgenes Municipal Water District..	(818) 251-2100

Calabasas High School Site Emergency Drill Procedures Summary

Emergency drill procedures are intended to:

1. Meet the needs of serious emergencies
2. Provide for the safety and the needs of the students and staff at Calabasas High School.

The organization, planning, and readiness of these drills apply now and on a continuing basis.

There are FOUR types of drills that are conducted to meet emergencies:

1. Fire Drill
2. Lockdown
3. Earthquake / Drop Drill (for protection from imminent air attack, earthquake, explosion).
4. Active Shooter

Teachers should discuss with all classes the specific procedures for his/her classroom in each of the drills. It is very important that the purpose, signals, and procedures for each drill be thoroughly understood by all students and staff.

An Area of Safety is defined as the following

- A. Fire- Away from buildings as determined by teacher.
- B. Earthquake- Stadium field.
- C. Lockdown- Classrooms and buildings.
- D. Lockdown off campus- Gelson's shopping center parking lot.

I. Fire Drill

1. Alarm Signal
 - a. Fire Alarm – A long, continuous bell will ring.

2. Procedure for Classroom Evacuation

- a. Students must walk out of their classrooms in an orderly manner, be 50 feet away from the building, and report to their assigned area. Students should take backpacks with them.
- b. Instructional staff must close, but not lock, the classroom doors. The lights should be turned off.
- c. Instructors are to carry their attendance sheet and room sign with them as they escort their classes to their assigned areas.
- d. Upon arriving at their designated areas, instructors are to immediately call roll. Students must be responsible and listen for their names. Talking must be kept to a minimum.
- e. The “all clear” announcement will be made over the P.A. system.
- f. Classes are to remain at their assigned areas until the “all clear” is issued. At this time, the teachers will escort their students back to their classrooms.
- g. Physical Education classes meeting at the gym or upper fields must be taken to the upper quad while staying at least 50 feet from any buildings. Instructors are responsible for taking roll.

Instructors who are in different classrooms throughout the day must become familiar with the assigned areas for each classroom. Please study the map showing the fire safety and disaster areas in each of the classrooms you occupy.

3. Procedure for Students

- a. All students and visitors must leave the room, office, or building immediately and follow their teacher to their designated area. Office personnel will escort visitors to a safe area.
- b. Students must conduct themselves appropriately.

- c. Students must stop work immediately and follow prearranged class plans, especially in the industrial shop areas where tools are being used.
 - d. Students should take personal belongings with them.
 - e. The first students to reach any door are asked to open the door and hold it open, if necessary.
 - f. Students will proceed to their assigned area in an orderly manner. Students out of class for any reason are to join the nearest line available to them and proceed with that class until the "All Clear" is sounded. Instructors must account for these students in their attendance.
 - g. Students must remain in the assigned areas. All sidewalks and roadways must be kept clear.
4. Teachers' responsibilities during a Fire Drill
- a. Teachers should know the location of the fire alarm in the building in which their classroom is located.
 - b. Teachers shall maintain order and discipline as their classes exit during the fire drill.
 - c. The classroom teacher shall check the room to see that everyone is out, the lights are off and the door is closed but not locked.
 - d. Teachers must take their attendance sheets with them and proceed with their class to their designated area. Classes are to line up away from any concrete structures, gas valves, and electrical interconnects or vaults.
 - e. Teachers must take roll to make certain all members of the class are present. The teacher is responsible for remaining with the class at all times. Missing students are to be listed on the Yellow Card which is to be turned in ASAP to the admin/counselor at the foot of the counseling office stairs.

II. Lockdown Drill

“Lockdown” occurs in an emergency situation when it would be unsafe for students to be out of classroom (e.g. explosion, toxic spill, or a dangerous situation around campus).

1. When a security problem exists
 - a. Administrator declares a “lockdown” and announces lockdown over the P.A. system.
 - b. Office Manager notifies law enforcement. (911)
 - c. Principal notifies District Office.
 - d. When all safe, administrator notifies staff and students.
2. Procedure
 - a. Teachers and instructional staff turn off the lights and ensure that doors are securely locked.
 - b. **Teachers do not open the door for anyone!**
 - c. Teacher shall instruct all students to stay off cell phones and turn ringers off.
 - d. Students must move to the most protected areas of the room.
 - e. Students should be instructed to face away from all windows and openings and to keep their backs toward windows and furniture that may contain glass.
 - f. Where appropriate, teachers will direct students to take cover in a protective position (i.e. drop and cover).
 - g. Teachers shall cover any vents and close all windows.
 - h. Students who are outside when the alert is given must move inside to the nearest safe location.
 - i. All students and school personnel shall remain inside a room or shelter area until further instructions are given.

- j. During the alert, be sure to turn off lights, and any power equipment such as lab equipment or tools, and move away from windows and doors.
- k. Students locked out of all classrooms and buildings should immediately make their way to the Area of Safety*

III. Earthquake Drill

This drill is used if an earthquake occurs. Teacher will initiate and conclude safety procedures.

- 1. Signal
 - a. Teachers give command to drop.

- 2. Procedure
 - a. In the classroom:
 - i. Students drop instantly to their knees with their backs to the windows.
 - ii. Students drop under desks, tables, etc., where available.
 - iii. Students kneel on the ground, face to the floor with their arms protecting the back of their neck and eyes tightly closed.
 - iv. Students stay in the drop position until the teacher gives all clear, evacuation orders are given over the P.A. system, or the fire drill alarm is sounded.
 - b. Outside the Classroom:
 - i. Look for protection (Curb, bench, or ditch).
 - ii. Crouch or lie down behind protection.
 - iii. Cover your eyes and close them tightly.
 - iv. Should there be no protective area (only in an open space area), drop to the ground, curl up with our back to any building or blast, cover your head with your hands, and keep your eyes closed tightly.

3. Evacuation:

A. Signal for Evacuation

The evacuation signal will be a long continuous bell. All students and staff must evacuate and may not return to the classroom until directed to do so by the site administrator.

In the event of an earthquake or explosion, the drop procedure is to be used and the students are to be evacuated when it is safe to do so. Keep in mind that the bells may not be operational. Two minutes after shaking has stopped, if the evacuation bell has not rung, it is to be assumed that the bells are not functioning properly and the teacher should take their class to the Stadium.

B. Procedure for Evacuation

- i. All students under the direction or supervision of a teacher or other staff member at the time of disaster, whether on or off campus, are to remain with that person and report directly to the Area of Safety* when the evacuation command is given.
- ii. Teachers are to escort their class to the field using the designated routes.
- iii. Teachers and students are to line up on the field with their class according to the diagram.
- iv. Students out of class during a fire, earthquake, or other disaster and not under the direct control of a staff member are to follow the evacuation procedures and drop procedure. When it is safe or, in the event of an earthquake, the shaking has stopped, unsupervised students are to **report immediately to the field area to be with their class.** They are not to return to the classroom.

- v. Teacher should bring a paper copy of their attendance roster or electronic device that is able to reference their classes' current attendance.
- vi. Teachers will take attendance on the Yellow Card that is in their emergency procedure folder. The card must then be taken to the administration at the 50 yard line on the home side of the football field.
- vii. Teachers will report any missing students to the administration immediately.
- viii. All disaster information and evacuation procedures are to be presented to each substitute teacher.
 - 1. If an emergency exists:
 - a. Students may be dismissed to their homes.
 - b. Students may be held on the school campus until normal dismissal time.
 - c. Instructions from the site level administrators will be given over the P.A. system regarding the type of evacuation and disaster procedures to be followed.

IV. Active Shooter Lockdown Drill (Run, Hide, Fight)

“Active Shooter Lockdown” is to identify an emergency situation when it would be unsafe for students to be out of classroom because there is a possible active shooter on campus.

- 1. When an active shooter is on campus
 - a. Administrator declares an “active threat lockdown” and announces lockdown over the P.A. system.
 - b. Office Manager notifies law enforcement. (911)
 - c. Principal notifies District Office.
 - d. When all safe, administrator notifies staff and students.

2. Procedure

- a. Teachers and instructional staff turn off the lights, ensure doors are securely locked and stay alert.
- b. Students must be absolutely silent.
- c. **Teachers do not open the door for anyone!**
- d. Teacher shall instruct all students to stay off cell phones and turn ringers off.
- e. Barricade doors so they cannot be opened.
- f. Students must move to the most protected areas of the room.
- g. Students who are outside when the alert is given must move inside to the nearest safe location.
- h. All students and school personnel shall remain inside a room or shelter area until further instructions are given.
- i. Wait for police personnel to identify themselves before leaving location.
- j. If your location has been compromised and shooter enters room create CHAOS. Attempt to distract shooter and subdue if possible or escape from the location.

Emergency Response System: Staff Responsibilities

The following list explains the assignments for Calabasas High School personnel during an Earthquake, Facility Disaster or other Emergency .

Administrators: Administration will immediately notify the District office and the Superintendent. Each administrator will use their radio (on Channel 2) or cell phone to inform the school base station when their area of the campus is clear. The principal will then inform the disaster base as to whether all is clear or if there are problems.

Principal Mrs. CJ Foss

1. Notify the District Office and the Superintendent.
2. Evaluate damage and injured.
3. Report to District Office disaster base.
4. Assign Staff as needed.
5. Supervise evacuation of buildings and movement of students to Area of Safety*.

AP of Curriculum and Instruction : Mrs. Jacki Ng Duncan

1. Supervise the evacuation of buildings and movement of students to Area of Safety*.
2. Assist teachers in finding assigned area.
3. Supervise loading students onto or off of buses

AP Activities: Mrs. Sara Exner

1. Supervise evacuation of buildings and movement of students to Area of Safety*.
2. Assist teachers in finding assigned area.
3. Supervise control of reunion/release gate and release of students.
4. Collect attendance cards from teachers, account for any missing students.
5. Communicate with Attendance Clerk to account for all missing staff

AP Facilities: Mr. Tyler Higa

1. Coordinate overall evacuation plan from the Area of Safety*.
2. Supervise custodians and campus supervisors via 2 way radio or cell phones.

3. Ensure that all water, gas lines and power units are turned off; water will be left on, as needed.
4. Report all damage to control center.
5. Supervise movement of students to Area of Safety*.
6. Supervise sweep teams.

Plant Manager

Chris Williams

1. Supervise custodians and ensure that all buildings are cleared and that all water, gas lines and power units are turned off; water will be left on, as needed.
2. Pass out tools and equipment as needed.
3. Report to AP Lessem at the Command Center, who will then report to the Principal who will report to the District Office.
4. Be available to cooperate with fireman, police, and any other outside participating agency.
5. Set up sound system in area of safety.

All custodians will report to Plant Manager for further instructions. All night custodial staff will report to night lead custodian for assignment if a disaster occurs during the night shift.

Cafeteria Staff:

1. Secure cafeteria and report to first aid center to help Health Clerk.
2. Prepare food and drink if elementary school is evacuated to Calabasas High School.

Health Clerk

Jennifer Fisher

1. Set up triage center in Area of Safety*.
2. Bring first aid supplies and emergency cards.
3. Setup procedure for injury list and parent pickup or hospitalization.

If buildings are damaged or too dangerous to house students or people who need first aid, the stadium will be used as the first aid center. A helicopter landing area will be the upper field.

Clerical Staff

Office Manager, Ms. Taylor

1. If phones are operable, make calls to District Office and all emergency services prior to leaving office.

2. Report to Area of Safety.
3. Bring master schedule and teacher lists.
4. Set up sign-out sheets for parents.
5. Bring facility/staff emergency cards to Area of Safety.

Attendance Clerk: Bring staff absent list, staff sign out sheet, faculty staff master list. Report to the Area of Safety and communicate with AP Attendance to account for any missing staff.

Clerical Staff assigned to Assistant Principals, report to area of safety to assist.

Student Store Clerk: Secure all financial materials and report to Area of Safety to assist Health Clerk.

Counselors

Head Counselor: Bring locator cards and report to Command Center in Area of Safety*.

Other Counselors: Assist collection of cards and student checkout.

All unassigned staff report to the Command Center in the Area of Safety to assist as needed.

All unassigned teachers, on prep period report to the Command Center in the Area of Safety to assist the sweep teams as needed.

Calabasas High School Site Disaster Plan

General

As educators, we have a moral and professional obligation to train students in proper emergency procedures in preparation for fire, earthquake, and other disasters. Each student must be taught to do exactly what is expected of him/her without hesitation or anxiety.

The following plan has been developed in accordance with the Las Virgenes Unified School District Guidelines for Disaster Preparedness.

Objectives

The objectives of the Calabasas High School Disaster Plan are:

1. To provide for the immediate safety and protection of students and staff when emergencies occur.
2. To expedite the return of students to their parents and to identify and give first aid to the injured.
3. To cooperate with personnel from the Office of Emergency Services and Red Cross in serving the community following a major disaster and to provide for continued care if necessary.
4. To instruct students and staff regarding procedures contained in this plan.
5. To inform parents of the current school plan and procedures to be followed in the event of an actual disaster.

I. Staff Organization and Responsibilities

A. Principal

The site principal is responsible for all pre-disaster planning and preparedness for his/her school, subject only to the directives and guidelines issued by the District Superintendent. In the event of an actual emergency, he/she or a designated representative will assume overall direction procedures at the school.

Only the Superintendent, principal or designee will release information.

The principal will supervise and coordinate the evacuation of all buildings and the implementation of the emergency plan.

The teams that sweep each building will be a group of designated staff by the principal under her direction or guidance at the time of the disaster. These Sweep teams will meet at the flagpole. The principal will assign duties and responsibilities as needed.

B. Instructional Staff

Each teacher is responsible for all students under their direct supervision in a classroom or elsewhere at the time of the disaster. Students are not to be released to anyone without securing authorization from the Administration Staff. If a staff member has no class assignment, they are to report to the site principal for assignment.

Responsibilities for all instructional staff include:

1. Know and understand the school disaster plan and procedure.
2. Review these procedures and evacuation routes with every class each semester.
3. Post evacuation routes for each classroom and mark your route in red marker.
4. Review Drop Drill procedures with every class each semester.
5. Give "drop" command to all students in their charge in the event of an earthquake or explosion.

6. Evacuate the building quickly and in an orderly manner as soon as it is safe or when the evacuation signal is given. LEAVE THE DOORS UNLOCKED BY USING THE DOORSTEP LOCATED ON THE TOP OF THE DOOR FRAME. All staff should carry their room number sign and report to their assigned area at the area of safety. Seriously injured students who are unable to evacuate the building should not be moved and should be reported to the sweep team at the Area of Safety*.
7. Have a copy of your attendance sheet in your possession at all times and take roll after arriving at your assigned location. Students no longer in attendance must be reported to administration using the “Yellow Card” provided.
8. Keep a list of all students released to another adult or station.
9. Sign the release slip and indicate the time the student was released to the Reunion Station located at the Area of Safety*.
10. Be cautious and aware of downed electrical lines and other hazards.
11. Contain and control your class while on the field and have them sit down after roll is taken.
12. Remain with your students until all have been released or until relieved by another adult, person of authority, or administrator.
13. Render first aid, maintain order, and assist our teachers, staff, and students as appropriate.
14. If you have a prep period or have no students report to the Area of Safety*.

C. Plant Manager and Custodial Staff

The plant manager is responsible for directing the custodial staff in the use of emergency equipment, allocation of supplies, securing the buildings and grounds, and the safe use of available utilities in the event of a major earthquake or other disaster. In his/her absence, the plant manager’s designee is in charge.

Plant Manager responsibilities include:

1. Shut off utilities immediately and take whatever preventive measures are necessary to minimize the hazards that might result from broken water lines, gas lines, or downward electrical wires.
2. Ensure that all evacuation routes are clear on a daily basis and that all gates are unlocked during the evacuation.
3. Maintain all fire equipment in perfect condition and stock emergency toolbox (axes, crowbars, wrenches, shovels, etc.) for immediate access in the event of a disaster.
4. Direct and assist local emergency crews and the Sweep and Rescue teams in rescue operations.
5. Secure a blueprint and map of the school.
6. Secure a map of all electrical, water, and gas lines located on or immediately around the school site.
7. Store emergency tool box in a safe and secure location.
8. Locate and conserve available water.
9. Survey the school plant and report any damages or hazards to the principal, principal designee, or district personnel.

D. Cafeteria Manager and Personnel

The cafeteria manager will direct and plan the stocking of water and the use and preparation of cafeteria food and supplies whenever feeding becomes necessary during disaster. Cafeteria employees should report to the principal at the Area of Safety* to assist where needed.

The Cafeteria staff will:

1. Shut off all utilities in the cafeteria.
2. Cover and preserve all usable food and water.

3. Assess food inventories and determine amount available for emergency use.
4. Direct the rationing, use, and preparation of cafeteria stock and water whenever feeding becomes necessary.

E. Main Office Staff

The office staff, under the direction of the office manager, will operate telephones, monitor emergency radio broadcasts, assist emergency crews in all communications, act as messengers when necessary, and safeguard vital records.

The main office staff will:

1. Clear one line in the Principal's office for outgoing calls and see that it remains clear.
2. Take all incoming calls and inquiries and inform parents of dismissal procedures.
3. Assist in the flow of information between emergency crews and other organization units.
4. Set up a "release station" at the Mulholland Stadium gate.

F. Attendance Staff

The attendance staff will be responsible for the release of students to parents and/or previously authorized adults in the event of a disaster. All students are to be processed through the "reunion gate" located on Mulholland Hwy. Parents will report to the reunion gate and give the name and grade of the child. A release slip will be issued and the student will be brought to the reunion gate to be released.

The attendance staff will:

1. Have a set of student schedules and emergency cards available for locating student room numbers.
2. Give each parent and/or previously authorized adult a release slip after securing proper identification.

3. Keep a record of release slips issued.
4. Keep a record of students reported absent or missing by CHS staff.
5. Set up a reunion gate at the triage center and coordinate the release of students with the release station.

G. Counseling Staff

The counseling staff will be responsible for the operation of the “reunion gate.” Counseling staff or the counselors designated “runner” will take release slip for any authorized student to the designated location at the student assembly area on the field and locate the student and the teacher. Teachers will release the student to the “reunion gate” where the parent or guardian of the child or other authorized adult will be waiting. No parent or other authorized adult will be allowed beyond the gate.

The counselors will assist the AP of Attendance, Ms. Victor in:

1. Have a map indicating teacher locations on the field (included with this plan).

Appendix A

2. Set up a “reunion gate” at the Mulholland Hwy stadium gate.
3. Send “runners” with release slips to the designated room numbers on the field.
4. Release student to parents after release slip has been signed.
5. Secure “reunion gate” and prevent anyone from entering the emergency assembly area.
6. Keep all signed release slips and a record of student release.
7. Have a Mug Book of students and school records to help locate students.

H. Sweep and Rescue Team

Members of the sweep and rescue team will:

1. Bring their classes to the stadium and take roll.
2. Secure all supplies for search and rescue from the disaster supply bin.

3. Get room numbers and locations of the injured from the Area of Safety*.
4. Prioritize the list of injured according to the extent of their injuries; the most seriously injured will receive first priority.
5. Locate and remove injured from their locations and take them to the First Aid Station at the Area of Safety*.
6. Sweep the buildings and grounds, checking each room for unreported injured.
7. Report dangerous or hazardous conditions on campus to the Area of Safety*.

Sweep and Rescue Teams:

Team 1 – Search X Building, M Building, and PA Building

- b. Chris Williams
- c. Dave Dillon
- d. Rich Lopez

Team 2- Search H Building, Media Center, and S Building

- a. Brian Collins
- b. Michael Yeung
- c. Cody Carden

Team 3- Search Gym/Locker rooms, Band/Music rooms, Lecture Hall, and Administration Building

- a. Andy Falk
- b. Lance Novak
- c. Thomas Cassidy

Team 4- PAEC

- a. Ed Edsall
- b. Bill Garrett
- c. Drew Fasolini

I. First Aid Team (Nurse and/or Health Clerk)

Should the nurse be at the school during an emergency, he/she becomes the leader of the First Aid team with the health clerk as the assistant. Should the nurse not be on the site, the health clerk, or other qualified staff will be in charge. Members of the Immediate Action Committee and other school employees on campus may be assigned to assist as well. Staff members having first aid experience shall be assigned to the team whenever they are free of immediate classroom responsibility and should report the Area of Safety.

The Health Clerk shall:

1. In the event of an emergency immediately remove emergency records from the Health Office and transport to the Area of Safety* upon evacuation of the main building.
2. Annually inspect, update and recommend first aid supplies and equipment for the emergency use.

The First Aid Team Shall:

1. Set up Triage Station on the grass area in the Area of Safety*.
2. Secure additional staff from the Area of Safety* as needed.
3. Track all students who have been injured by name, grade, time of arrival, type of injury, release time, and with whom the person was released.
4. Work with principal or principal designee to summon professional medical help as needed.
5. Assist medical personnel as needed.

J. Security Team (Campus Supervisors)

The security team (Campus Supervisors) are required to help staff and students with disabilities get safely and securely to the field. Once all staff and students are at the field, they are to secure the field and surrounding areas to prevent entry and exit and for the control of the campus after immediate danger has passed so that further damage, injury, and confusion are minimized.

The security team will:

1. With the assistance of the custodial staff, make sure all points of entry and exit are secure.
2. Ensure gates are open and driveway clear for emergency vehicles.
3. Prevent entry of unauthorized vehicles and individuals.
4. Assist in redirecting parents and emergency vehicles and crews.

K. Damage and Safety Crew (Custodians)

1. The site custodians will assist the LVUSD staff through reports by school personnel.
2. Survey the plant and make all judgments regarding the safety and future utilization of the facility as soon as practicable.
3. Report to the site principal.

L. Orientation of Personnel

1. Staff- It is important that all staff be oriented at least annually as to the instructions contained in this plan and review the plan periodically themselves each semester. Drills will be conducted in accordance with district policy.
2. Students-Student orientation as to their actions and responsibilities at the time of a disaster is most essential and required as part of orientation at the beginning of

each school year. Such orientation will take place during homeroom and prior to each announced drill.

3. Parents- Once each year site administration will notify parents regarding the procedures and district policy related to retention and release of students at the time of a disaster.

II. Protection (Earthquake, Explosion, or Enemy Attack)

A. Inside the Classroom or Building

1. Drop to your knees and get under a desk or table and away from windows where possible.
2. Put your head down, cover the back of your head and neck with your hands and arms, and close your eyes tightly. If under a desk or table, grasp the desk or table legs firmly.
3. Remain in this position until the teacher or staff member instructs you to get up.
4. Evacuate promptly when it is safe and in the event of an earthquake, the shaking has stopped.
5. See evacuation procedures.

B. Outside the Classroom or Building

1. Get away from the building, walls, or overhead wires and drop immediately into the drop position (described above).
2. Seek protection under the lunch table, shelter, ditch, hallway, or doorways when possible.
3. Remain in this position until safe to evacuate. In the event of an earthquake, wait until the shaking has stopped.
4. Stay clear of electrical wires and structures when moving to the field.
5. Should the event take place during class time, report to the room number location on the football field with your class. Do not return to class. Should the

event take place during nutrition, lunch or passing periods, report to your homeroom location for that day (i.e. 3rd period on odd days, 4th period on even days) in the stadium. Staff will assist you.

III. Evacuation

A. Signal for Evacuation

The evacuation signal will be one long continuous bell. All students and staff must evacuate and may not return to the classroom until directed to do so by the site administrator.

In the event of an earthquake or explosion, the drop procedure is to be used and the students are to be evacuated when it is safe to do so. Keep in mind that the bells may not be operative.

B. General Procedure for Evacuation

1. All students under the direction or supervision of a teacher or other staff member at the time a disaster, whether on or off campus, are to remain with that person and report directly to the stadium area when the evacuation command is given.
2. Students out of class during a fire, earthquake, or other disaster and not under the direct control of staff member are to follow the evacuation procedures and drop procedure. When it is safe or, in the event of an earthquake, the shaking has stopped, unsupervised students are to report immediately to the field area to be with their class. They are not to return to classroom.
3. All disaster information and evacuation procedures are to be presented to each substitute teacher.

C. Directions

1. All school personnel, visitors, and students are required to leave the building using designated evacuation route. Should the exit be blocked, use the next nearest exit. As in all evacuations, there should be no talking, running, horseplay, or other unsafe, disruptive behavior.
2. In the case of an earthquake or explosion, give the drop command to all students in your area.
3. Order students to evacuate promptly when it is safe to do so. In the case of an earthquake, students are to evacuate after the shaking has stopped.
4. With the exception of purses and/or wallets, students should not stop to take books or other personal belongings with them.
5. Teachers are the last to leave the room and must be certain all students have left the building. Staff must be sure to check the room for injured students or personnel.
6. Evacuate the room promptly and close your door. Do not lock your door; use the doorstop on doorframe to keep the door unlocked.
7. Follow the evacuation route for your room and report to your location on the field area.
8. Teachers are to take a copy of their attendance sheets with them and check attendance when he/she arrives on the field. Using the yellow card, teachers must report all new absences to the Area of Safety*. Include your name and room number on the blue card.
9. Classes are to sit down and remain in the assigned area until released. Instructors must keep students under control while assembled in the football field area.
10. When the signal or command is given to return to the building, you are to return using the same evacuation route assigned.

D. Evacuation during Nutrition, Lunch, or Pass Period

Students must follow all instructions from administrators and campus supervisors. They are to report to their **homeroom teacher** location for that day (i.e. 3rd period on odd days, 4th period on even days) at the stadium.

IV. Care of Injured

A. First Aid Team and Station

The area in front of the snack shack will be used as a first aid station unless declared unsafe, at which time the first aid/triage station will be located in an alternate area.

1. First aid should be administered to:
 - a. Save a human life.
 - b. Prevent further injury or infection.
 - c. Maintain the patient's condition for treatment at a later time.
2. Work with medical professionals to prepare the injured for transportation
3. Initiate the medical record and be as specific as possible:
 - a. Label with the type of injury (i.e. "unconscious for 20 minutes, lacerations on right arm, crushing injury to abdomen.")
 - b. State the type and nature of treatment provided.

B. Supplies

1. Available first aid supplies and equipment should be stored in:
 - a. The Health Office.
 - b. Boys' and girls' athletic first aid kits.
2. The Health Clerk is responsible for the annual inspection and necessary replenishing of supplies.

3. Red Cross supply bin is located with Chris Williams the plant manager.

C. Procedure at time of Disaster

The first aid team will:

1. Evacuate and proceed to the Area of Safety* taking first aid supplies and all student health records.
2. Determine suitable site for treatment.
3. Secure additional first aid supplies from the secondary first aid bin which is located on the service road behind the gym if necessary.
4. Secure additional staff from the Area of Safety* as necessary.
5. Initiate screen and treatment procedures and transportation of injured to selected treatment sites as necessary.
6. Initiate medical plan.
7. Work with site administration to summon professional medical assistance as needed.
8. Assist medical personnel as needed.
9. Requisition additional supplies.
10. Assign "watcher" to each injured person, if possible.

V. Retention And Release Of Students

In the event of a district-wide or greater disaster, students at the Calabasas High School site are to remain at the school until released to a parent or previously authorized adult. Students will be kept at school as long as needed or until clearance is given by the Office of Emergency Services.

Calabasas High School attendance and counseling staff will be responsible for the release of students (see Staff Organization).

VII. Communications

Under the direction of the office manager, clerical staff will operate telephones, monitor emergency radio broadcasts, and assist emergency crews in all communications (see Staff Organization)

All information will be released through the Superintendent, Principal or Principal Designee.

1. Communication to emergency may include the following services:
 - a. American Red Cross – (818) 593-3500
 - b. Disaster Emergency – 911
 - c. Fire Emergency – 911
 - d. Fire Station # 68 – (818) 222-1107
 - e. Gas Leaks – Southern California Gas Co. – (800) 427-2000 #1
 - f. Injury Emergency – 911
 - g. Las Virgenes Unified School District – (818) 880-4000
 - h. Lost Hills Sheriff Station – (818) 878-1808
 - i. Power Failure – Southern California Edison – (800) 655-4555
 - j. Sheriff Emergency – 911
 - k. Telephone Failure – 611
 - l. Telephones Lines (down or related problems) – Pac Bell- 611
 - m. Water Lines – Las Virgenes Municipal Water District – (818) 251-2100

VIII. Assessment Of Available Food Stores

Following completion of evacuation and the stabilization of the situation at each site, the Principal or Principal designee shall complete the following and communicate to the Disaster Base.

1. Quantity and type of District food available on site.

2. Independent food available (i.e. disaster packs) on site.
3. Status of available potable and nonpotable water available on site.
4. Estimated number of students that will need to be served for the first 24 hours.
5. Estimated number of students that will need to be served in the second 24 hours.
6. Disaster base will coordinate the allocation and distribution of available food.

IX. Calabasas High School Site Evacuation Procedures For Receiving Elementary School Children

Whenever it becomes necessary for the Calabasas High School site to serve as an evacuation center for one of the Las Virgenes Unified School District's elementary schools, the students will be housed in the PAEC or the football stadium if the PAEC is being used. Calabasas High School personnel will meet and direct the buses to proper area for unloading the students and will also assist in the unloading process as needed.

1. The buses will enter Calabasas High School campus from Mulholland Hwy.
2. Buses will be unloaded one bus at a time.
3. Should the PAEC be considered safe and available for use, students will follow normal evacuation procedures and be moved into the PAEC. Should the PAEC be unavailable, students will follow normal evacuation procedures to the football stadium and wait until further notice.
4. Emergency water, food, and medical supplies will be made available from the cafeteria at Calabasas High School and will be transported to the PAEC or football stadium by Calabasas High School personnel. Elementary school personnel will distribute the food.
5. Elementary school personnel will handle all medical emergencies

X. Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) was enacted in 1993 (SB 1841, the Petris Bill). This Senate Bill amends the Emergency Services Act (ESA) by adding Article 9.5, Section 8607 and adds regulations to Title 19 of the California Code of Regulations (CCR).

SEMS provides a uniform organizational statewide framework within which diverse agencies may function together in an integrated fashion.

The System shall be operational Statewide by December 1, 1996.

The Purpose of SEMS is to improve:

1. The coordination among agencies responding to multi-jurisdictional and/or multi-agency emergencies.
2. The sharing of emergency information and resources within and between agencies.
3. The rapid mobilization, deployment, use of tracking resources.

The Governor's office of Emergency Services coordinates SEMS with the assistance of formal advisory groups made up of other State agencies and local emergency response agencies.

Affected agencies include all State agencies with designated response roles in the State Emergency Plan (SEP) and those local governments, agencies, and organizations that respond to emergencies. This includes special districts, schools, voluntary agencies, and certain private non-profit agencies.

All State agencies must use SEMS during a multi-agency or multi-jurisdictional disaster response. It is voluntary for all others. However, use of SEMS is an eligibility requirement for local government and other agencies to receive state reimburse following a disaster.

SEMS uses five components at five levels of government.

SEMS integrates into a single program file of the State's primary emergency response programs:

1. Incident Command System (ICS)
2. Multi-agency Coordination
3. State Mutual Aid Program
4. Operational areas (coordination of all political subdivisions within a country's boundary).
5. Operation Area Satellite Information System (Satellite hardware and software/information system).

SEMS provides for five organizational levels to be activated as the situation warrants:

1. Field
2. Local Government
3. Operational Area
4. Region (a unit of a State OEA)
5. State (OES Headquarters)

Emergency Drill Dates

2017/2018

Sept. 26- Fire drill

Sept. 28- Faculty Training

Oct. 10- Lockdown Drill

Oct. 20- Earthquake Drill (Great California Shakeout)

Monthly fire drills TBD

General Calabasas High School Site Security Plan

Calabasas High School provides a safe and secure environment for all students by:

1. Providing adult supervision during the school day.
2. Providing adult supervision at all night and weekend events.
3. Maintaining a closed campus for the school day (only juniors and seniors are eligible for an off campus lunch pass).
4. Using fencing where appropriate.
5. Providing campus security before school and after school as needed.
6. Requiring each campus supervisor to carry a walkie-talkie that allows them to communicate with each other, the school office, administrators, and custodial staff.
7. Requiring campus supervisors to wear an identification badge that identifies them as staff personnel.
8. Stationing campus supervision at strategic positions in order for them to monitor parking areas, social areas, and areas that are off limits to students.

Campus supervisors are instructed to use the procedures below when there are unidentified persons on campus:

When an automobile is observed on campus and the person(s) in the car do not appear to have lawful business at Calabasas High School:

1. Record the license plate number, make, model, and color of the vehicle.
2. Should the automobile be moving, observe the actions of the vehicle and the occupants (if possible).
3. Question the occupant(s), if possible.
4. Direct them to leave if they have no business at Calabasas High School.
5. Notify an administrator.

When a person(s) is observed on the campus that does not appear to have lawful business at Calabasas High School:

1. Find out why they are on campus and request to see their visitor pass.
2. Request that they leave campus immediately if they have no school business.
3. Ask them to report to the school Administration Office if they have business to conduct.
4. Notify an administrator.

Anytime a suspicious person(s) or suspicious behavior is observed (people dressed in gang style clothing, a car load of non students driving on, or near the campus, non students loitering on campus, etc.) an administrator must be notified immediately.

Safe Ingress and Egress of Visitors

1. All visitors must check in at the front of school with the campus supervisor on duty.
2. All visitors must wear a visible Visitor's Pass.
3. All visitors must sign out with the campus supervisor on duty when they leave campus.

Visitors are not allowed on campus unless they have been cleared through this procedure.

Las Virgenes Unified School District

Grounds For Suspension and Expulsion

The Education Code sets forth the offenses which constitute grounds for suspension and/or expulsion. A student who commits one of the following 21 offenses is subject to suspension or expulsion:

- **Physical injury**- Caused, attempted to cause or threatened to cause physical injury to another person.- 48900(a)(1)
- **Aiding or Abetting Physical Injury**- Aiding or abetting the infliction or attempted infliction of physical injury to another person.-48900(q)
- **Willful Force**- Willfully used force or violence against another person, except in self defense.- 48900(a)(2)
- **Weapons**- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous subject unless the pupil has obtained written permission to possess the item from certificated school employee and the principal or the principal designee.-48900(b)
- **Controlled Substances**- Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of, any drug, alcoholic beverage, or intoxicant.-48900(c)
- **Controlled Substances**- Unlawfully offered, arranged, or negotiated to sell any drug, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise, furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a drug controlled substance, alcoholic beverage, or intoxicant.-48900(d)
- **Robbery Or extortion**- committed or attempted to commit robbery or extortion.-48900(e)
- **Property Damage**- Caused or attempted to cause damage to school property or private property.-48900(f)
- **Theft**- Stolen or attempted to steal school property or private property.-48900(g)
- **Tobacco Use**- Possessed or used tobacco, or any products containing tobacco or nicotine products, not including use of possession of prescription products.-48900(h)
- **Obscenity or Profanity**- Committed an obscene act or engaged in habitual profanity or vulgarity.-48900(i)
- **Drug Paraphernalia**- Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.-48900(j)
- **Disruption**- Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties.-48900(k)
- **Receiving Stolen Property**- Knowingly received stolen property or private property.-48900(l)

- **Imitation Firearm-** Possessed an imitation firearm, meaning any object so substantially similar to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.-48900(m)
- **Sexual Assault-** Committed or attempted to commit sexual assault or battery.-48900(n)
- **Harassment Of A Witness-** Harassed, threatened or intimidated a student witness in a school disciplinary proceeding. 48900(o)
- **Hazing-** Engaging in or attempting to engage in hazing as discussed in Section 32050 48900(q). For purposes of Ed Code, “hazing” means a method of initiation or pre-initiation into pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.
- **Bullying-** Engaged in an act or bullying, including, but not limited to, bullying committed by means of an electronic act, as defined by subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.- 48900(r)
- **Terrorist Threats-** Terroristic threats against school personnel or school property valued in excess of \$1,000.-48900.7
- **Sexual Harassment-** Sexual harassment committed by a student in grades 4-12. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact on the individual’s academic performance or to create an intimidating , hostile, or offensive educational environment.-48900.2
- **Hate Crimes-** Hate violence committed by a student in grades 4-12. Caused, attempted to cause, threatened to cause or participated in an act of hate violence as defined (i.e., race, color, religion, ancestry, disability, gender, or sexual orientation).-48900.3
- **Harassment Of Staff/Students-** Harassment, threats, or intimidation by students in grades 4-12. Intentionally engaging in harassment, threats, or intimidation, directed against a staff member, pupil or group of pupils, that is sufficiently severe or pervasive.- 48900.4

Las Virgenes Unified School District

Child Abuse Reporting Procedures

1. To report known or suspected child abuse, any mandated reporter (employee) shall report by telephone to the local child protective agency.

Child Protective Hotline
3075 Wilshire Blvd., 5th Floor
Los Angeles, CA 90010
800-540-4000

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. This report will include name of person making the report, name of the child, present location of the child, and the nature and extent of any injury, as well as any other information requested by the child protective agency. When the verbal report is made, the employee shall note the name of the official contacted, the date and time contacted and any instructions or advice received.

2. Within 36 hours of making the telephone report, the employee shall complete and mail to the local child protective agency a written report, which includes a completed Department of Justice form (DOJ SS 8572). This form may be obtained at the District office, school office or the local child protective agency.

Instructions are included on the form. Employees may ask the site administrator for help in completing and mailing it; however, the employee is responsible for ensuring that the written report is correctly filed.

3. Employees reporting child abuse are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. When so notified, the site administrator shall inform the Superintendent or designee.

If employee does not disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the District without his/her signature or name.

4. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

5. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties.

Notification of Dangerous Pupil

Per Education Code 48918(k): The governing board shall maintain a record of each expulsion, including the cause therefore. Records of expulsions shall be a non-privileged, disclosable public record. The expulsion order and the causes therefore shall be recorded in the pupil's mandatory interim record and shall be forwarded to any school in which the pupil subsequently enrolls upon receipt of a request from the admitting school for the pupil's school records. To be in compliance with Education Code 49079 and Administrative Regulation 4158(a), the following protocol shall be observed:

If it is reported that a student is on probation, the school official learning of this will inform the administrators, their assistants, counselors, and the Special Assignment Sheriff's Deputy. Regarding a student being on probation, the name of the probation officer and that officer's phone number will be placed in the student's Aeries file and the information will be filed in the student's hard file. This information will be available and accessible by all faculty, counselors, and administrators.

Employees will receive a Confidential Notification to contact an administrator when a student has previously been suspended or expelled for being in possession of a weapon or for directing a violent act towards an employee. In order to maintain confidentiality when providing the information about student offenses to employees, the notification shall not name or otherwise identify the student. An administrator will reveal the identity of the student to the employee(s). The employee shall be asked to initial the notification and to return it to the administrator. The employee shall then review the student's file in the administrator's office. After reviewing the student's file, the employee shall initial that the file was reviewed.

An administrator will immediately inform an employee if a threat of potential violence or danger has been made toward that employee—even if the employee is not aware of the threat. An investigation and validation of the alleged threat by an administrator will occur within a 48-hour period at the conclusion of which the employee will be advised of the results. An employee, who is aware of any threat made by a student, or who is assaulted or battered by a student, shall report it to an administrator.

Bullying and Harassment Policies

The passage of AB9 and AB1156 on October 9, 2011, requires school districts to adopt policies prohibiting bullying and requires that bullying victims be given priority for interdistrict transfers. According to these new laws, bullying is defined as severe or pervasive physical or verbal acts or conduct, including communications made in writing or by means of an electronic act, that has the effect of or can reasonably be predicted to have the effect of:

- a) placing a reasonable pupil in fear of harm to his or her person or property;
- b) causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;
- c) causing a reasonable pupil to experience substantial interference with his or her academic performance; or
- d) causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

There are many forms of bullying: physical, psychological, emotional, sexual, cyber, etc. Acts of bullying may include pushing, punching, tripping, name-calling, rejecting, terrorizing, extorting, humiliating, sexual harassment, sexual assault, electronically communicating insults/threats, etc.

School personnel who witness such acts must take immediate steps to intervene, when safe to do so.

Any student or staff member who feels that she/he is a victim of bullying should immediately contact the principal or designee or another district administrator.

Calabasas High School Dress Code

If a student's general attire or appearance represents a danger to his/her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in the school, the student will be asked to make necessary changes. Students with repeated infractions will be subject to discipline.

Students will follow all school rules governing safety in programs that may require the wearing of protective clothing, safety glasses, proper foot protection or other requirements.

Clothing which features offensive and/or vulgar words, pictures, or drawings or phrases of a sexual nature or that have derogatory language regarding a person's ethnic background, national origin, religious belief, sexual orientation, or disability is not permitted.

Clothing which represents any group, gang, organization or philosophy, which advocates violence or disruption, is not permitted.

The wearing of clothing which is unduly revealing or attire which detracts in any way from the educational mission of the school is not permitted. This includes and is not limited to exposing the chest, midriff, back or undergarments.

