

Oroville City Elementary School District
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Comprehensive Safety Plan

Board of Education

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Reviewed and approved by the OCESD Board of Education
January 17, 2018

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OROVILLE CITY ELEMENTARY SCHOOL DISTRICT VISION AND MISSION STATEMENT

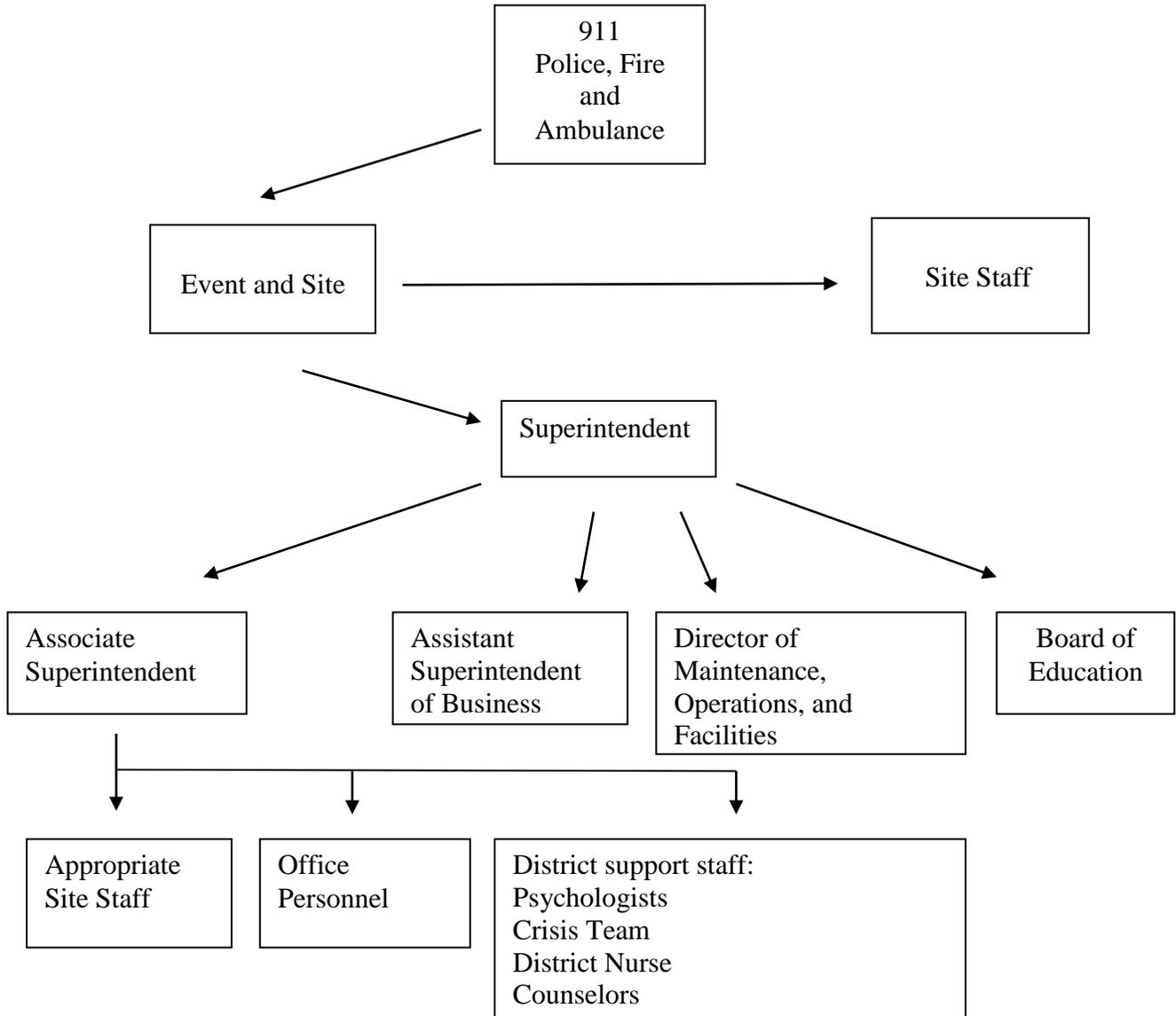
Vision

Our District Vision is to achieve excellence in education through the success of all our students and staff.

Mission

Our Mission is to empower all of our students to be successful life-long learners and citizens.

2. DISASTER PREPAREDNESS PLAN & EMERGENCY RESPONSE SAFETY PLAN COMMUNICATION SYSTEM



3. DISTRICT RESPONSIBILITIES AND DUTIES

In the event of a major disaster, there is no guarantee emergency medical or fire personnel will be able to immediately respond to school sites. Therefore, the school staff must be prepared to ensure the care and safety of students during the first several hours after a major disaster without outside assistance. It is critical to determine who does what, where, and how before such a disaster occurs.

The majority of responsibilities of the individual school sites during an emergency or disaster are listed below. For each position, there are site-specific responsibilities as well as a designee or back-up person in the event the primary person is not available.

3.1 Superintendent

The District Office, under the direction of the superintendent, associate superintendent, and assistant superintendent, shall have the primary responsibility for providing assistance and maintaining all communication and coordination for OCESD in an emergency or disaster.

The Superintendent acts as the Public Information Officer (PIO). As the designated spokesperson for all disaster/emergency-related information, the PIO works in coordination with site principals, and City/County Offices of Emergency Services. The press should be handled by the PIO exclusively and permitted to approach staff and students only after it has been determined this contact will not cause any adverse effects. The duties of the PIO may include preparation of press releases, communication with parents and all outside agencies, establishment of an onsite rumor control/information post, and other related duties. Other responsibilities include:

- Acts as a direct liaison between counselors, psychologists, and nurse. Using all available information, the PIO determines where these personnel can best be utilized and assigns them accordingly.
- Coordinates the District Crisis Response Team.
- Establishes an office communications center and assigns office personnel to duties in the emergency headquarters, or at specific facilities.
- Maintains communication with the Board of Education.
- Maintains communication and provides direction to individual school sites and appropriate office staff.
- Ensures a prearranged communication system is in place between the District Office and the affected sites in the event the regular telephone system is disrupted by the conditions of the disaster or emergency.

Communication Procedures

- Establishes a communications system consisting of the following elements:
 - The District Office will establish communication with District Office/school staff, and maintain telephone and radio communication with District and emergency services. Maps detailing reunification sites will be provided as needed;
 - Establishment of a Communication Center in a location accessible to parents, interested community members, and media to field inquiries, rumor control, and information in an orderly fashion;
 - Designation of a spokesperson to advise the media and respond to questions and concerns. (The press should be handled by the designated spokesperson exclusively and permitted to approach staff or students only after it has been determined by District Office officials and/or the site spokesperson that such contact would not adversely affect staff or students);
 - The District will maintain an injury list and information regarding relocation to hospitals; and
 - Designation of a person for recording incidents for documentation purposes.
- Ensures teachers are trained in responsibilities during disaster and drill procedures.

District Office Personnel

- The Superintendent will assign staff (usually the District secretary and 2-3 assistants) to coordinate and operate the Communication Center. These personnel will also be provided proper materials and equipment, a copy of the disaster plan, and have access to student rosters via Aeries.

Other District Personnel

- Perform duties as directed by their supervisors. In the event any non-school site personnel are in transit within the District when an emergency occurs (e.g., an earthquake), they are to report to the nearest school site as soon as it is safe to do so and report their location to their supervisors. (California Government Code, Ch.8, IV, Title 1)

3.2 Associate Superintendent

Takes direction from the superintendent.

3.3 Assistant Superintendent of Business

Takes direction from superintendent, manages expenditures and fiscal recovery.

3.4 Director of Maintenance, Operations, and Facilities

Directs maintenance staff to procure, distribute, and account for supplies, equipment, and other resources as needed. Maintenance personnel will be sent to school sites as needed, in order of

highest to lowest priority. Assistance will be provided to custodial staff at school sites as necessary, ensuring all gas, water, and electricity is shut off or provided under safe conditions.

Maintenance will also check utility systems and appliances for damage. If necessary, shut off main power and/or gas.

When necessary, maintenance will seal off and indicate areas where hazardous materials have been spilled.

3.5 Nurse

Acts as medical/health coordinator, and is assisted by school health aides. Allocates medical care and supplies as needed, maintains casualty reports, and, in the case of a major disaster, works in coordination with Public Health Services.

3.6 Food Service Coordinator

If needed, works with other community and government agencies to ensure adequate water and food supplies are made available at each center.

3.7 School Psychologists

School psychologist provides crisis intervention and emotional support to staff, students, and parents.

4. SAFE AND ORDERLY ENVIRONMENT

4.1 Emotional Environment

The philosophy of the Oroville City Elementary School District is that the educational program offered to students should incorporate the “whole child” by recognizing their emotional, social, and academic needs. Classrooms are staffed by highly qualified teachers who understand the positive effects of providing a supportive and nurturing classroom environment.

Each school in the District has or is developing a discipline plan that addresses the basic rules and guidelines for behavior. Existing school-site discipline rules and procedures are regularly reviewed to ensure they are appropriately enforced and address student behavior problems and school safety issues. Student handbooks that explain codes of conduct, unacceptable behavior, and disciplinary consequences are given to all students and parents. The schools promote the teaching of respect and promote a consistent and constructive process for resolving student conflicts. Teachers and administrators often meet with parents and other support staff to assist in developing plans or interventions for students who have a need for additional support.

The District promotes professional development opportunities in meeting the emotional/social needs of students and in providing an engaging learning environment in the classrooms. School personnel receive appropriate professional development that includes training on current laws affecting school safety, safe school strategies, crisis response planning, consistent enforcement of school discipline policies, and child abuse reporting. Teachers and staff are sensitive to the needs of students of all races, genders, sexual orientations, ethnic, socioeconomic, and cultural backgrounds, and pupils with disabilities.

Counselors are available at the middle schools to provide therapy and academic counseling. An additional counselor is available for the elementary schools to provide therapy, crisis intervention, and/or group counseling. Some school-based counseling services are accessible through Northern Valley Catholic Social Services as well. In the event of a crisis, the counselors and school psychologists are available through the District.

4.2 Resiliency Skills

The Oroville City Elementary School District fosters resiliency in its students in a number of ways. The Second Step program and Nurtured Heart are two of the programs available at the sites. These programs encompass the areas of empathy training, impulse control, and positive character development.

Each of the schools within the Oroville City Elementary School District recognizes its students monthly for positive achievements and behavior. Parents are invited to be a part of the celebrations of these achievements.

Healthy habits are fostered in the schools with training for students in the area of smoking prevention and avoidance of drugs. Red Ribbon Week is celebrated District-wide in October. The Butte County Office of Education facilitates tobacco awareness and prevention through experts who come into classrooms annually to educate the students. In addition, many schools participate in nutrition education programs, through the University of California Extension Program, Shasta Cascade Nutrition and Activity Consortium, or other outside entities.

Policies addressing a harassment, discrimination, and violence-free environment are in place and are consistently enforced at all sites. These policies are available online and at the sites and can be viewed in Section 8 of the Safety Plan.

4.3 Physical Environment

The Oroville City Elementary School District supports and upholds all State Education Codes and Board Policies that provide the foundation for schools to maintain a safe school. The District also receives support and cooperation from local law enforcement agencies in matters necessitating their services.

- **No Tolerance for Violence Policy:** In compliance with Education Code 48900 (including sections .2,.3, and .4), OCESD has outlined in Board Policy 5015.5, that violent behaviors will not be tolerated and are subject to suspension and/or expulsion.
- **Immediate Effective Response to Violence Plan and Implementation:** Should an emergency situation arise, all campuses will follow procedures outlined in their school safety plan. The safety plan was created to include all facets of emergency and disaster procedures.
- **Guns:** Weapons and explosives are not allowed on any OCESD campus, as outlined in Board Policy 5131.7 (a). Violators are subject to suspension and/or expulsion. There is a “Zero Tolerance” of guns on any campus.

- Disallow and Discourage the Possession of Drugs: Drugs (other than student’s personal prescription), alcohol, tobacco or nicotine products, e-cigarettes, and marijuana are not allowed on any school campus. Use, possession, or sale of these products is strictly forbidden. All sites are Drug-Free Zones. Violators are subject to suspension and/or expulsion.

5. SAFE INGRESS AND EGRESS TO AND FROM SCHOOL

5.1 Bus Transportation

Bus transportation for most students riding the bus is arranged for by OCESD, as outlined in Board Policy 3540(a) and provided by the Oroville Union High School District. Students are expected to comply with the requirements in the Oroville Union High School District Transportation Safety Plan. A copy of this plan is located in the Appendicies. At the neighborhood bus stops and at the schools, students will wait in the designated area until told they can safely board the bus.

5.2 Visitors on Campus

Persons visiting any school site or wishing to drop off items to students are required to check in at the office prior to stopping in on any classroom, as outlined in Board Policy 1250. Visitors are required to sign in at the office for a PASS which should be placed visibly on their person. Persons without a PASS will be asked to leave campus or the authorities will be called.

Visitors wishing to take a student off campus must check in at the office to sign the student out and to verify their authority prior to leaving campus.

All schools have signs posted stating “All Visitors are to Report to the Front Office”.

5.3 Substitutes and Volunteers on Campus

The District has implemented a badge identification system for all substitutes and volunteers. This includes substitute certificated personnel, substitute classified personnel, and all volunteers. Substitutes and volunteers are to register at the office to receive a badge/lanyard each time they are on campus. At the end of their assignment, they are to return the badge to the school office.

Substitute custodians will not wear badges, but must arrive to work with the appropriate District-issued shirt that depicts the District logo on it.

All certificated substitute teachers will be left with plans that contain the following documents:

- Systematic plan for severe behavior students;
- Lockdown procedure;
- Fire drill evacuation procedures;
- Daily academic instructional plans of the day; and
- Identification of any students in the class who have health issues which could arise during school hours.

Adults wishing to volunteer on campus must fill out an application and be approved by the District Office. A master list is available to staff of all persons who have been approved to volunteer. A Volunteer Handbook is provided to all volunteers.

6. SCHOOL RULES

6.1 Aggressive Behavior:

Aggressive behavior is defined as a student who is a danger to self or others. Examples may include, but are not limited to: A student who is about to, or has physically assaulted another person; a student who is throwing furniture or other school property; and, a student, for whatever reason, cannot be calmed down after initial teacher intervention (emotional meltdown).

PRINCIPAL IN	PRINCIPAL OUT
<ol style="list-style-type: none"> 1. Counsel student and remove child from the classroom area. 2. If child continues to be violent/dangerous, the authorities' may be called for assistance. 3. Suspension for the child and document as needed. Expulsion may be an option. 	<ol style="list-style-type: none"> 1. Secretary/clerk to call D.O. for Administrative Support 2. Teacher may suspend for the day and the next day. 3. If the D.O. is unable to respond immediately and the teacher determines that they and others are in danger due to the child's behavior, contacting local law enforcement for emergency support may be necessary.

6.2 Children's Services Division (CSD)

Child reporting laws are followed as per the Child Abuse Law, Section 11164. District direction requires the school principal to be directly involved in all reportable incidents. All District personnel are mandated reporters and receive training each year.

- **Initiating the Report:** The report is initiated by a telephone report to the appropriate agency. Agency numbers are 538-7617 or 1-800-400-9092
- **Written Report:** The written report is to be addressed to the person to whom the telephone report was made. The reporting parties should keep a copy of the Suspected Child Abuse Report form (SS8572) for verification of completion of the reporting obligation, and give a copy to school administration to be placed in locked cabinet for documentation purposes.
- The reporting responsibility has not been discharged until both the telephone call and written reports are complete. School personnel are not to engage in any investigation of suspected cases. The investigation will be done by the Children's Services Division.

6.3 Crime Reporting

The District will document all crimes reported from school sites in the Consolidated Application.

6.4 Dress Code

The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for school activities in which they participate, as outline in Board Policy 5132.

6.5 Harassment/Bullying

Any type of harassment behavior is not tolerated in any school-related activity. Sexual and racial harassment policies are in place and are strongly supported for the safety of students and staff. A District Bullying Policy has been adopted (Board Policy 5145.3). Copies may be obtained from the website, school office, or District Office.

6.6 SARB

The Student Attendance Review Board is a group made up of concerned district, county, and policy agencies that help students who are identified as habitual truants to get back in school and on track. Meetings are conducted monthly with the school site being responsible for all actions to initiate the process of informing parents of attendance problems and following up as needed for the SARB process.

6.7 Suspension/Expulsion

Pursuant to Sections 48900 and 48915 of the Education Code, the principal works with students who violate the codes and administers the appropriate consequences. Teachers are also given the right to suspend and are supported (Ed Code 48910). Staff is notified immediately of any action related to these areas by receiving a copy of the suspension notice. Another copy is placed in the cumulative folder to inform future teachers of the student's past behaviors. The principal is involved in all suspensions.

6.8 Procedures to Notify Teachers of Dangerous Pupils (Pursuant to Section 49079)

An employee may use reasonable and necessary force for his/her self-defense, defense of another person, or protection of property; to quell a disturbance threatening physical injury to others; or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

The Principal shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900 (with the exception of the possession or use of tobacco products), Education Code 48900.2, 48900.3, 48900.4, 48900.7, and 48915 (Sections A, B, and C). This information shall be based upon District records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Principal or designee shall inform the student's teacher(s) that the student was suspended or expelled from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

7. DATA REVIEW OF SAFE SCHOOL SURVEY AND ASSESSING CRIME STATUS

7.1 California Healthy Kids Survey

Beginning with the 2017-18 school year, each school will administer the California Healthy Kids Survey in Grades 5 & 7 every other year. This survey will identify possible areas of concern as indicated by students in the school. The District will receive and review survey reports. Once data is collected and analyzed by the District, it will be distributed to the schools. Steps will be taken by the District, school site council, and school staff to correct any measures indicated.

7.2 Consolidated Application

Information from the Consolidated Application (Uniform Management Information and Reporting System) will also be reported to School Site Councils. The School Site Council will review all pertinent information and make recommendations to the school principal.

7.3 Discipline Data for 2016-17

Suspensions at OCESD for 2016-17

Education Code Section	Student Offense Name	Total Count of Offenses Committed	Count of Offenses Resulting in an Expulsion	Count of Offenses Resulting in a Suspension	Count of Offenses Resulting in a Disciplinary Diversion
48900(a)(1)	Caused, Attempted, or Threatened Physical Injury	316	1	310	5
48900(a)(2)	Used Force or Violence	53	0	51	2
48900(b)	Possession, Sale, Furnishing a Firearm or Knife	6	0	6	0
48900(c)	Possession, Use, Sale, or Furnishing a Controlled Substance,	27	2	25	0

	Alcohol, Intoxicant				
48900(f)	Property Damage	31	0	31	0
48900(g)	Property Theft	15	0	15	0
48900(h)	Possession or Use of Tobacco Products	4	0	4	0
48900(j)	Obscene Acts, Profanity, and Vulgarity	89	2	86	1
48900(j)	Offering, Arranging, or Negotiating Sale of Drug Paraphernalia	3	0	3	0
48900(k)	Disruption, Defiance	220	1	213	6
48900(m)	Possession of an Imitation Firearm	4	1	3	0
48900(o)	Harassment, Intimidation of a Witness	3	1	2	0
48900(r)	Bullying	16	0	16	0
48900.2	Sexual Harassment	2	0	2	0
48900.3	Committed an act of Hate Violence	1	0	1	0
48900.4	Harassment or Intimidation	4	0	3	1
48900.7	Made Terrorist Threats	2	0	2	0
48915(a)(1)	Caused Physical Injury	1	0	1	0
48915(a)(2)	Possession of a Knife or Dangerous Object	1	0	1	0
48915(a)(3)	Possession of Controlled Substance	6	0	6	0

48915(a)(5)	Committed Assault or Battery on a School Employee	1	0	1	0
48915(c)(2)	Brandishing a Knife	1	1	0	0
48915(c)(4)	Sexual Assault, as defined by Penal Code sections 261, 266c, 286, 288, 288a, or 289	1	0	1	0
Total		807	9	783	15

8. PROFESSIONAL DEVELOPMENT

- Opportunities for staff development in the area of safety are provided at the District level as needed. All administrators, bus/van drivers, campus supervisors, and health aides are required to receive training in CPR and First Aid. Teachers have the option to receive this training. Trainings for recertification are also held every year in order for participants to always keep their certification current.
- Staff members receive annual training on child abuse reporting as well as safety when dealing with blood borne pathogens. Staff members are encouraged to attend additional in-services as needs arise.
- Staff members at school sites, who may have a responsibility for administration of medications in the health office, are trained by the school nurse. This training includes the security of the medications, the recording of administration, and any pertinent information about the conditions or the medications themselves.
- Food Service Personnel are to attend the Annual Regional Food Services Workshop at Butte College. This workshop addresses safety and health issues related to food services in our schools.
- All administrators will be trained and certified in the National Incident Management System (NIMS) model of crisis management. This training is provided via Keenan and Associates Safe Schools and authored by FEMA and the Department of Homeland Security.

9. CRISIS RESPONSE PLAN

9.1 Mitigation

The goal of mitigation is to decrease the need for response as opposed to simply increasing response capability. The Oroville City Elementary School District has a prevention plan in place.

On a monthly basis, the District reviews all of the sites safety meeting agendas and minutes. Safety issues are dealt with promptly.

- Every year, a safety audit is conducted at each building. Any items that need to be addressed are assigned to a person and dealt with promptly.
- Sites collaborate with city and county emergency responders, including local public health administrator, when planning for local hazards.
- The District comprehensive safety plan is reviewed at each site, at the minimum, on a yearly basis. As issues arise, the plan is reviewed and updates occur. Parents and staff are involved with the input and review.
- Students are surveyed to determine their feelings of safety at the site. Staff reviews the material to see what changes need to occur. Every year, the district completes the Uniform Management Information and Reporting System (UMIRS) on the Consolidated Application listing their suspensions and expulsions. Again, this is reviewed by staff to determine what changes are required within the school. Principals have an open-door policy to address any need that may arise throughout the year. Parents, students, and staff are able to share concerns with administration, knowing the issues will be addressed.

9.2 Preparedness

Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs.

- **School Site-Specific Safety Plan:** The individual site plans are reviewed by the School Site Council every school year. Any changes suggested by parents or staff are reviewed and changes made accordingly with the approval of the School Site Council. In addition, monthly safety meetings occur at the school site. Any recommended changes are brought to the attention of the School Site Council.
- The Site Safety Committee meets on a monthly basis to review any safety concerns brought by parents, students, or staff members. Each item is given a recommended course of correction, including items to be corrected by on-site staff and/or submittal of requests to the District maintenance staff for correction.
- Safety meeting notes will be kept in the principal's office and on the server. Copies of each safety meeting and follow-up notes will be sent to the Superintendent's office and to the Director of Maintenance, Operations, and Facilities at the conclusion of each month.
- The District has established a procedure to account for all students during a crisis. Each teacher will take attendance and send to school office. The school administration will then determine if any further action is required. Each school reviews its procedure and practices.
- All schools have maps available in Knox boxes. Each site has identified the location and shut off valves for gas, electricity, water, and cable.

- In order to provide for the safety of students and staff, the Board of Education authorizes the Superintendent or designee to close a school site, to change the regular school day schedule, or to take any necessary action when adverse weather conditions or other emergencies warrant. Such decisions may be made in conjunction with local authorities and/or utility companies. Notification will be by radio, television, mass calling phone messaging, and on the District website.
- The District maintains a website where any emergency information and updates can be posted quickly and changed as needed during an emergency to keep the public informed. A mass calling system is in place that can dial many numbers at once and inform families of situations in their home languages. Telephone trees are in place for each school site, and the District publishes a master phone list for staff once a year.
- Each school conducts monthly safety drills for fire and civil defense situation to include lock down scenarios, civil defense drills, and earthquake drills four times a year. The drills are conducted at different times of the day to allow students to participate from changing areas of the building and will include alternate situations in case of exit blockage. Dates, times and duration of drills are recorded and communicated to the District at the conclusion of each month.
- Emergency and medical supplies are kept in the nurse/health aide office with open access to staff members before, during, and after school hours. The District nurse is available by phone in case of emergency. The District nurse will be responsible for ordering and distribution of supplies.
- During walking field trips, staff members carry cell phones to be able to contact the school directly in the event of an emergency.
- Monthly school safety meetings take place during which input on any safety issues is solicited from all staff and parents. The team reviews any concerns brought by students, parents, or staff members and plan a course of correction for each item. Situations may be resolved through staff intervention, custodial maintenance, or District maintenance. Minutes of these meetings, and records of fire and emergency drills are sent to the Superintendent and to the Director of Maintenance, Operations, and Facilities each month.

9.3 Response

Crisis: A crisis is the time to follow the crisis plan, not to make a plan. Regardless of how much time and effort was spent on crisis planning, all should know there will always be an element of surprise. The principal needs to determine whether a crisis exists and if so, the type of crisis, location, and magnitude.

- As soon as an emergency has been identified, emergency responders must be called. It is better to have emergency responders on the scene as soon as possible, even if the incident has been resolved by the time they arrive, than to delay calling and risk further injury and damage. Teachers will take roll to ensure all students are present and will strive to keep students calm to facilitate whatever orderly response may be necessary.

- When a crisis occurs, OCESD will establish a “command post” in an appropriate location. The Command Post will be equipped with maps of the campus, facilities and hazards in the area, an enrollment sheet for the current year, First Aid supplies, and other tools necessary to manage the emergency response activities during an incident. Each teacher has a first aid kit in the classroom to treat any minor injuries, or to take in case of an evacuation.
- During a crisis, the District and school will communicate with the school community as well as the community at large. Sites will use the channel of communication identified in the plan. For instance, all information released to the media, parents, and public should come from the District Office.
- The crisis team will communicate regularly with staff members who are managing students. At some point, families will also need to know when and where their children will be released. Often student release will be accomplished before there is complete resolution of a crisis.

School Crisis response teams consist of:

▪ Incident Commander, Situation Status Team:	Principal
▪ Communication, Student Accountability & Release:	Secretary
▪ First Aid Team:	Nurse
▪ Assembly/Shelter, Monitor utilities:	Custodian
▪ Maintenance and Facilities	Director of Maintenance, Operations, and Facilities
▪ Crisis Intervention Team:	School Psychologists
▪ Food/Water Supply Team:	Head Cook
▪ Transportation Team:	Bus Driver/Coordinator of Transportation
▪ Record Keeping:	District Business Staff

- In the event of a need to evacuate the site, teachers will take their safety binder, which contains the safety plan as well as contact information and any medical information for the students in their class.
- The superintendent will determine which members of the crisis response team need to be contacted and begin contacting them immediately via phone. The school secretary will assist. Information of a sensitive nature will be kept to a minimum over the phone and will be communicated in person. The District Office will be contacted for assistance when needed.
- Evacuation Routes: Primary evacuation routes are indicated on primary evacuation maps posted throughout each site. Secondary evacuation routes will require staff members to guide students through the only other exit available from each classroom location.
- Crisis Center: The primary crisis center location will be determined by each site and indicated in the Site Plan. The secondary crisis center location will be the nurse’s office.
- First Aid: The primary first aid station will be the health aide office. The secondary first aid station will be the cafeteria.
- Shelter and Feeding: The primary shelter and feeding location will be the cafeteria.
- Reunification Area: The primary reunification area will be determined by the superintendent in consultation with local emergency service providers.

9.4 OCESD EMERGENCY TELEPHONE NUMBERS

For Immediate Assistance Dial:	911
Civil Disaster Offices	
County (local)	538-7373
Fire	911
CDF/Butte County Fire Rescue	533-6363
Oroville Fire Department	538-2448
Law Enforcement	911
Butte County Sheriff's Office	538-7911
Oroville Police Department	538-2444
California Highway Patrol	538-2700
Hospital	
Oroville Medical Center	533-8500
Poison Control	1 (800) 876-4766
Ambulance (911)	
Ambulance/Paramedics	533-5101
Utilities	
California Water Service	533-4034
OWID	533-7240
Pacific Gas & Electric	1 (800) 743-5000
Pacific Bell	611
Oroville District Office	532-3000
Superintendent	Ext. 3003
Superintendent Secretary	Ext. 3001
Associate Superintendent	Ext. 3013
Assistant Superintendent	Ext. 3005
Admin Sec - Business	Ext. 3008
Admin Sec – Personnel	Ext. 3002
Payroll Technician	Ext. 3007
Accounts Technician	Ext. 3006
Aesop Clerk	Ext. 3014
Secretary – Curriculum/Instruction	Ext. 3020
Transportation Coordinator	Ext. 3010
Business Clerk	Ext. 3011
Oroville City Elementary School District	
Bird Street	532-3001
Central Middle School	532-3002
Ishi Hills Middle School	532-3078
Oakdale Heights	532-3004
Ophir	532-3005
Sierra Del Oro	532-5690
Stanford Avenue	532-3006
Wyandotte Academy	532-3007
Maintenance and Operations	532-3008

9.5 CRISIS RESPONSE TEAM RESPONSIBILITIES

- The principal will be in charge and will be in contact with the District Office. The principal will be the Incident Commander. In addition, the superintendent will collect information from other teams and maintain situation status boards. The principal will be in radio contact with the secretary.
- The principal, or designee, will keep the superintendent updated with response efforts.
- The Associate Superintendent will act upon the direction of the Superintendent.
- The Assistant Superintendent of Business will maintain records to assist in reclaiming costs.
- The Superintendent's Secretary will maintain a log of incoming and outgoing communications.
- The Site Secretary will obtain injury and missing persons' reports, check student emergency cards for authorization releases, and complete and update release logs.
- The Psychologists and Counselors will act at the Superintendent's request and will be responsible for a debriefing plan. The counselor and/or psychologist will provide information to teachers on what and how to respond to students' questions and needs.
- The Maintenance Department will attend to building and grounds emergency procedures as they relate to the securing of buildings and utility precautions. The custodian will locate and turn off all utilities (if necessary) and also secure an assembly area and provide shelter and feeding areas.
- The Nurse will set up a first aid area and bring supplies to designated areas. The nurse and/or health aides will assess injuries and prioritize injuries.
- The Food Service Coordinator will secure kitchen appliances and arrange for provisions of crisis incident food services.
- The Transportation Department will coordinate transportation services as needed by school sites to transport students home or to evacuate students and staff to congregate at evacuation centers.

9.6 Disaster Service Workers

- California Government Code Section 3100 declares that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors by law. This law applies to Oroville City Elementary School District employees in the following cases:
 - When a local emergency has been proclaimed
 - When a state emergency has been proclaimed
 - When a federal disaster declaration has been made.

- Oroville City Elementary School District employees may be pressed into service as Disaster Service Workers by their superiors and may be asked to do jobs other than their usual duties for periods of time exceeding their normal working hours. In those cases, their Workers' Compensation Coverage becomes the responsibility of state government (OES). The school, however, pays their overtime pay. These circumstances apply only when a local or state emergency has been declared.

9.7 Disaster Procedures

Each classroom has a flipchart with a summary of the disaster procedures for quick access to the information. (Each site will have a plan in place with specific directions for students with disabilities.)

Each site will use The Standard Response Protocol. Each directive in the response is followed by further instructions.

- Lockout! Secure the perimeter.
- Lockdown! Locks, lights, out of sight.
- Evacuate! To the announced location
- Shelter! In the event of a hazard, and using a safety strategy.

Evacuation Procedures:

- Take the site safety binder which has a current class list and a red/green 8½ X 11 card (Red on one side and green on the other side)
- Close all doors and windows. (DO NOT LOCK DOORS)
- Teachers are to take roll and make certain no student reenters the building for any reason.
- If all students are present with the teacher, the teacher will hold up the GREEN sheet to acknowledge to administration all students are present.
- Support staff with regular schedules with students also needs to have a green and red card. If students who are regularly scheduled are in their possession, they are to raise the green card so teachers and administrators can see it.
- Teachers are to raise the red card even if they think a student is with support staff so administrator can account for those students.
- If a student is not present, the teacher will hold up the RED card and wait for the administrator to contact him/her to see who is absent. The administrator will coordinate the search for the missing student.
- Students should remain 30 – 50 feet away from any building
- Students are to remain quiet in groups, until the all clear signal is given.

Evacuation Indicators:

Bomb Threat or Detonation (Bomb Threat Checklist in appendices)

- Notify Principal or designee: **DO THIS IN PERSON TO AVOID ELECTRONIC COMMUNICATIONS**
- Evacuate! Evacuate to your classroom evacuation location
- Follow Evacuation Procedures
- Students are to take their personal belongings with them
- Teachers check visually for any strange looking items such as flight bags, attaché cases, boxes, or packages
- Principal or designee will call 911
- Principal or designee will turn off any two-way radio equipment in the building
- Principal or designee will notify District administration
- Principal or designee will notify emergency personnel upon their arrival
- Principal or designee should have available and will notify first responders upon their arrival
 - The location of the device, if known
 - Knowledge of anyone remaining in the building
 - Floor plans and internal systems information
- Principal or designee will complete a detailed report at the earliest opportunity
- Law enforcement representatives will conduct the search for any device
- No staff or students will search or handle any explosive or incendiary device
- No staff or students will reenter the building until law enforcement and/or fire department staff advises the principal or designee that reentry is safe
- In the event of an actual detonation, teachers will assess the situation for their classroom and evacuate in the safest way possible.

Earthquake

While students are IN the school building:

- Shelter! Duck, cover and hold
- Implement **DUCK, COVER, HOLD**
- Immediately turn away and face away from glass areas
- Move away from windows, heavy furniture, and shelves. Get under tables and desk
- Students are to cover their heads and necks with their hands/arms and remain there until the earthquake is over
- Follow Evacuation Procedures.

While students are OUTSIDE the school building:

- Direct students away from buildings, trees, and anything which may fall
- Implement drop, cover, and hold
- Stay there until the earthquake is over.

Failure of Oroville Dam

The following plans have been made in the event it is necessary to evacuate the schools due to a notice related to the failure of Oroville Dam. These plans are part of the District's civil defense and disaster preparedness plan required by the State Department of Education.

Shelters to be activated for the care of evacuees: It has been agreed that Las Plumas High School will be the main staging area. Secondary sites which may be used include Ophir School and Stanford Avenue School depending on the level of the lake at the time of dam failure.

Specific School Site Evacuation Plans/Procedures:

Bird Street School: When parents come to pick up their children before the school evacuates, they will check in at the office and students will be called to meet their parents. If there is a need to immediately evacuate, high school buses will take students to the Las Plumas staging area via Lincoln Street. If buses are not able to be dispatched within the necessary time frame, staff will evacuate with their students to Central Middle School. The route is Pine Street to Mitchell Avenue, Mitchell to Myers, then south on Myers to Mesa Avenue. Take Mesa to Central Middle School.

Central Middle School: When parents come to pick up their children before the school evacuates, parents will check in at the office and students will be called to meet their parents. If there is a need to evacuate, students will assemble in the south athletic field through fire drill procedures. They will then walk in double file across the Wyandotte Academy playground and proceed up to Lower Wyandotte Avenue to higher grounds and the Las Plumas staging area. Severely handicapped students and non-mobile students will be taken by the special education staff in personal vehicles on the same route as walking students.

Ishi Hills Middle School: Since the school is above the inundation area, students will remain in their classrooms. Parents will be contacted to go to a parent pick-up area in front of the school. Students will be called from their classrooms and reunited with parents. If the front of the school is inaccessible, pick-ups will be done in the roundabout behind Ishi Hills Middle School on Buehler Avenue.

Oakdale Heights School: Students and staff will remain at school in their classrooms. All staff not assigned to supervise students will report to the office for assignment. When parents come to pick up their children, they will go to a designated checkout table by the multi-purpose room. Staff members who are not supervising children will bring students to the multi-purpose room to unite them with their parents when they are signed out. Parents of county program students will go to the student's classroom (11 or 19) where they will sign them out and collect them. The preschool class will relocate to the Library, where

parents will check them out. The Custodian will close and lock the gate to the back parking area on the west side of the school to prevent parents from being blocked into that area by cars in our main driveway.

Ophir School: Students and staff will remain at school in their classrooms. When parents come to pick up their children, they will go to a designated checkout table by the multi-purpose room. Staff members who are not supervising children will bring students to the multi-purpose room to unite them with their parents.

Stanford Avenue School: When parents come to pick up their children, they will go to a table outside the cafeteria. Staff members who are not supervising students will get the children and unite them with parents in the school cafeteria. If there is a need to evacuate, students will proceed through the upper playground exit to Ashley Avenue and north to higher ground on Canyon Highlands Drive.

Sierra del Oro: When parents come to pick up their children before the school evacuates, they will check in at the office, and students will be brought by staff to meet their parents. If there is a need to immediately evacuate, students will be bussed to the Las Plumas staging area. If buses are not able to be dispatched within the necessary time frame, staff will walk with students and proceed to the Southside Community Center. Students will remain with their teachers until parents or buses come to pick them up.

Wyandotte Academy: When parents come to pick up their children before the school evacuates, parents will check in at the office and students will be called to meet their parents. If there is a need to evacuate, all other students will leave the school and proceed to Lower Wyandotte Avenue to higher ground and then to the Las Plumas staging area.

Fire on Campus or Nearby:

- Evacuate! Evacuate the building using the standard fire alarm routes
- Follow Evacuation Procedures. All students and adults will leave the building
- Principal or designee will call 911
- Principal or designee will notify District administration
- Principal or designee will check area of alarm to assess situation
- Principal or designee should have available for the fire department upon arrival:
 - Location and type of fire, if known
 - Knowledge of anyone remaining in the building
 - Floor plans and internal systems information
- Principal or designee will notify Fire Department if alarm was pulled falsely

Gas Leak:

- Do not activate the fire alarm system or any other electrical equipment (leave as is)
- Notify Principal or designee immediately
- Principal or designee will notify each class to evacuate building by sending personnel to each room

- Evacuate the building using the standard fire alarm routes
- Principal or designee will call 911
- Principal or designee will notify District administration
- Evacuate to designated area. Principal or designee should have available for the fire department upon their arrival:
 - Location of leaks, if known
 - Knowledge of anyone remaining in the building
 - Floor plans and internal systems information

Hazardous Material Accident (within the building)

- Notify Principal or designee
- Evacuate! Evacuate the building using the standard fire alarm routes
- Follow Evacuation Procedures
- Principal or designee will call 911
- Principal or designee will notify District administration
- Principal or designee should have available for the fire department upon their arrival:
 - Location and type of hazardous material, if known
 - Knowledge of anyone remaining in the building
 - Floor plans and internal systems information

Hazardous Material Accident (outside the site): Upon notification by authorities of a hazardous material accident which could affect the school, the Principal or designee/custodian will:

- Shut off HVAC power
- Shelter! Stay in rooms
- Communicate to teachers that all windows and doors must remain closed until further notice
- Communicate with District administration
- Maintain communication with emergency responders.

Severe Weather

- DO NOT dismiss students until warning has been lifted and until you have confirmed with the police and District administration
- Shelter! (followed by appropriate instructions according to event)
- Move away from windows
- Get under tables and desks.

Lock down –Active Shooter

Lockdown! Locks, lights, out of sight.

- Teachers quickly scan for any students in the hall and get them into a classroom
- Secure everyone indoors (Teachers will bring everyone inside, including any students seeking shelter)
- Lock doors
- Close curtains
- Turn off lights
- Cover door windows
- Everyone is to get on the floor and wait for further instructions
- No cell phones usage until permission is given by teachers
- Teacher will take attendance of who is in room
- Students will not be released during a lockdown
- No one is allowed to enter the school
- Students are to remain in the room until the ALL CLEAR message is given by Principal or designee
- In the event a lock down takes place when students are outside, they are to go into the classroom
- When it becomes apparent an attack is improbable, and/or immediate danger is over, all school personnel will be notified.

Hostage Situation

- Lock down! Locks, lights, out of sight!
- Do not attempt to defuse, CALL 911
- Inform 911 this is a hostage situation and request that sirens not be used
- Principal or designee will notify district administration and other schools as appropriate
- Principal or designee will evaluate the situation (not to negotiate) until police arrive
- Notify medical emergency agency to respond if there are known injuries and request sirens not be used
- Hold classes if they are in session
- Follow police directive for holding/dismissing students
- Principal or designee should have floor plans and internal systems information available for the police upon their arrival.

Intruder

- Lock down! Locks, lights, out of sight!
- Notify Principal or designee
- Principal or designee call 911, even if the intruder left
- Principal or designee will notify District administration and other schools as appropriate
- Principal or designee should have floor plans and internal systems information available for the police upon their arrival.

Shooting

- Lockdown! Locks, lights, out of sight!
- Notify Principal or designee
- Principal or designee call 911
- Principal or designee will notify District administration and other schools as appropriate
- Principal or designee should have floor plans and internal systems information available for the police upon their arrival.

Weapon Suspected on Student

- Lock down! Locks, lights, out of sight!
- Notify Principal or designee
- Principal or designee call 911
- Principal or designee notify District administration
- Principal or designee shall attempt, in a non-confrontation way, to get suspect to a private area near an exit
- Don't attempt to stop suspect if flight from building is attempted
- Do not allow student access to book bag or backpack without first checking contents
- Principal or designee should have floor plans and internal systems information available for the police upon their arrival.

Large Group Disturbance

- Lock out! Secure the perimeter!
- Notify Principal or designee of situation
- Principal or designee will contact 911
- Principal or designee will notify District administration
- Hold classes until situation is under control.

9.8 OTHER ITEMS

Assault

- Notify Principal or designee
- Contact nurse if any medical treatment is needed
- Principal or designee will get the names of suspect(s) and any witnesses
- Principal or designee will locate suspect and isolate if this can be done in a non-confrontational manner
- Victim and suspect statements should be taken separately
- Police/designee will decide if the police should be contacted to respond.

Child Abuse

- All employees of the school district are considered mandated reporters. Do not call parents.
- Write down any statements made by victim
- Fill out Suspected Abuse Report and Call to Report Abuse to Butte County Children's Services Division
- Do not investigate any suspected incidents.

Drug Overdose/Poisoning/Allergic Reaction

- Notify Principal or designee
- Principal or designee will call 911
- Notify school nurse
- Call poison control if substance is known or potentially poisonous
- Principal or designee will contact parents to:
 - Advise of situation
 - Advise of steps being taken
- Principal or designee will notify District administration.

Missing Child/Kidnapping

- Notify Principal or designee
- Principal or designee will call 911
- Principal or designee will contact parents to:
 - Advise of situation
 - Advise of steps being taken
- Principal or designee will notify District administration
- Give police information:
 - Student Information
 - Name, Age, Sex, Address, Dress, General physical description
 - In a KIDNAPPING situation, give suspect Information
 - Vehicle information, Direction of travel

Threatened Suicide

If the person is in immediate danger

- Notify Principal or designee
- Principal or designee will call 911
- Request that sirens not be used
- Principal or designee will contact parents
 - Advise of situation
 - Advise of steps being taken
- Principal or designee will notify District administration
- Talk calmly with the person until appropriate personnel arrive
- Engage the person in conversation
- Be positive
- DO NOT become confrontational
- DO NOT make fast movements toward the individual
- Principal will report event to Children's Services Division.

If the person is not in immediate danger but has expressed the thought of suicide

- Escort person to trained school counselor/psychologist or have the counselor and/or psychologist escort person to the office
- Notify Principal or designee of the situation and actions taken
- Principal or designee will contact parents
- Advise of situation
- Advise of steps being taken.

10. American Red Cross (ARC) Use of Facilities

According to Board Policy 3516(a), and Education Code 32282, the Board shall grant the use of school buildings, grounds and equipment to public agencies, including the ARC, for mass care and welfare shelters during disasters or other emergencies affecting the public's health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs.

If a school is being used by the ARC for sheltering, the ARC takes the responsibility for inspecting the parts of the facilities it is using. These inspections can be done by engineers or building officials engaged by ARC and acceptable to them. However, the ARC inspection is not sufficient for the opening of the school for instructional purposes. Following a disaster, OCESD will contact the Division of the State Architect training program for a post-earthquake damage evaluation for schools.

11. Recovery

The Oroville City Elementary School District has always strived to return to learning as quickly as possible. Throughout the various crises that have occurred, the school personnel have been professional in meeting the needs of the students. All counselors and psychologists are available to assist students regarding the emotional crisis of the situation. Teachers and administrators are in communication regarding the needs of the students and families. Additional staff is brought to the site if the need arises. Not only are student needs addressed, but also the needs of the staff. The Maintenance Department works with the sites to identify and correct any structural damage. Again, if needed, additional staff is brought to the site to complete the task as soon as possible.

Administrators and teachers, along with parents and students, debrief the situation and make any necessary changes regarding the crisis plan. Additional staff trainings will be provided as needed.

APPENDICIES

Appendix A	OUHSD Transportation Safety Plan
Appendix B	Anti-Bullying Policy
Appendix C	Pandemic Illness Plan
Appendix D	District Wide Incentives
Appendix E	Bomb Threat Worksheet
Appendix F	Oroville Flood Zone Map
Appendix G	Primary Evacuation Routes
Appendix H	District Phone Tree
Appendix I	Board Policies

OROVILLE UNION HIGH SCHOOL DISTRICT TRANSPORTATION SAFETY PLAN

Ed. Code Sec. 39831.3

The Oroville Union High School District has developed this Transportation Safety Plan to ensure the safe transportation of each of our students.

Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.

The District shall identify school bus stops where students may be required to be escorted, pursuant to paragraph (3) of subdivision (c) of section 22112 of the Vehicle Code, on route instructions. At such school bus stops, the school bus driver shall determine which students require escort.

Procedures for all pupils to follow as they board and exit the appropriate school bus at their school, school bus top, or other trip destination.

1. Pupils shall follow the instructions of the school bus driver, who is in charge at all times.
2. Pupils shall board and exit the school bus only at bus stops designated by the District Superintendent or designee.
3. Pupils shall not approach the school bus to board, or leave their seats to exit, until the school bus has come to a complete stop and the front door has been opened.
4. Pupils shall board and exit the school bus in an orderly manner.
5. Pupils who require escort pursuant to paragraph (3) of subdivision (c) of section 22112 of the Vehicle Code shall:
 - 5.1. Wait for the bus driver to exit the bus first.
 - 5.2. After exiting the bus, cross the roadway only when the bus driver tells them it is safe to do so.
 - 5.3. Walk straight across the roadway between the bus driver and the front of the bus.
 - 5.4. After crossing, shall stay clear of the roadway.
6. Pupils who do not require escort pursuant to paragraph (3) of subdivision (c) of section 22112 of the Vehicle Code shall:
 - 6.1. In an orderly manner, immediately leave the vicinity of the bus.
 - 6.2 Stay clear of the roadway.
7. Pupils boarding or exiting a school bus other than their designated school bus stop as directed by the pupil's parent or legal guardian, may do so with a written note signed by the pupil's parent or legal guardian and countersigned by the school principal of attendance. Then present a copy to the alternate bus driver.
8. All Pupils will have "Designated" bus stops and permission to ride slip)

Bus Driver Requirements

1. On approaching a bus stop, the bus driver must activate approved flashing amber light (if bus so equipped) beginning 200 feet before the bus stop. The driver shall operate flashing red light and stop signal arm AT ALL TIMES WHEN BUS IS STOPPED for purpose of loading/unloading students. (Exception: Where traffic is controlled by traffic officer.)
2. The bus driver shall stop only at bus stops designated by the District Superintendent or designee.
3. The bus driver shall not drive above 5 mph in all school bus loading zones.
4. When the bus is stopped on highway / private road to load / unload pupils, the driver shall do all of the following:
 - 4.1. Check for approaching traffic in all directions and activate flashing red light and stop signal arm.
 - 4.2. Before opening bus door, make sure above systems are activated.
 - 4.3. Escort all students who need to cross highway or private road, using approved hand-held "STOP" sign.
 - 4.4. Require student to walk in front of the bus when crossing the street.
 - 4.5. Ensure all students have crossed safely and pedestrians and other students are a safe distance from the bus before moving the bus.

Authority of the driver: Students are under the authority of, and responsible directly to the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street or highway.

1. Obey the directions of the bus driver.
2. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.
3. The bus driver is authorized to assign seats.
4. Observe the same conduct as in the classroom.
5. Respect the rights of other students & obey all safety and evacuation rules.
5. No loud talking, fighting, pushing or tripping.
6. Students should be courteous and should not use profane language.
7. Students are not to shout or make offensive remarks or gestures to pedestrians or motorists.
8. At all times, remain properly seated, facing forward, knees and backpack out of the aisle.
9. Remain seated until the bus comes to a full and complete stop.
10. No eating, drinking or chewing gum.
11. Keep head, hands and feet inside the bus.
12. Paper or other objects are not to be thrown on the floor or seats or out the window.
13. The following items are not allowed on the bus: baseball bat, ball, roller blades, skateboards, items made of glass, animals, insects, firearms, hazardous articles or an illegal substance.
14. No touching or tampering with bus equipment.
15. No marking or destruction of public property.
16. Arrive at the bus stop 5 minutes prior to the scheduled bus arrival.
17. While waiting to board, be orderly, line up in single file 10 feet away from the bus.

Appendix A

18. While boarding or exiting, students are **NEVER** allowed to cross the street without a driver escort. Notify the driver of your need to cross the street.
19. Always cross in **FRONT** of the bus.
20. The student must have a valid bus pass and a visible school ID in his/her immediate possession and display the pass to the driver upon boarding or upon request by the driver.
- 21. Rule violators are suspended without compensation from using any OUHSD school bus. Suspension from transportation includes suspension from all athletic and extracurricular trip buses.**

***A current copy of this plan shall be retained by each school and made available upon request of an officer of the California Highway Patrol.**

ANTI-BULLYING POLICY

The Oroville City Elementary School District believes all students have a right to a safe and healthy school environment. The District, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

School bullying is when one or more students repeatedly act towards another less powerful student in a way which is intended to hurt, intimidate, or diminish that other student. Bullying is seen by many researchers as referring to a cluster of different behaviors, unified by the theme of aggression. These behaviors are generally categorized as follows.

- **Teasing** – name-calling, insulting, or other behavior that would hurt others’ feelings or make them feel bad about themselves
- **Exclusion** – starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends. Includes cyber-bullying or texting.
- **Physical Bullying** – pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space
- **Severe Physical Bullying** – punching, kicking, and similar behavior that could result in injury to others
- **Threat of serious violence** – threats of using a weapon, or other conduct which should be immediately reported to police
- **Harassment** – racial, ethnic, or sexual name-calling or other severe harassment

Education Code: Those behaviors listed above that are considered bullying are often violations of Education Code and/or criminal code. It is very important to be aware of this. The Ed. Code violations associated with bullying are from Sections 48900 (a)(1): Caused, attempted, threatened physical injury (also Penal Code Section 415); (i): Committing an obscene act or engaging in habitual profanity; (k): Willful defiance of valid authority; (o): Witness harassment or intimidation; (q): Hazing; 48900.3 Hate Violence; and Penal Code 212.5: Committed sexual harassment. Sexual harassment is also a violation of OCESD District Policy 5145.7.

Reporting Procedures:

- Tell a teacher or another adult at school
- Witness Statements may be picked up and filled out in the office
- A teacher or the principal will review and investigate the report from the student and/or reporting adult to verify illegal acts. Student reports that are found to have been intentionally filed under false pretenses or in retaliation will be subject to disciplinary action.

Disciplinary Action:

- Student offenders will be disciplined in a progressive manner including warnings, being sent home, suspension, and recommendation for expulsion.
- Interventions to correct inappropriate behaviors may include, but are not limited to, counseling, behavior contracts, modified recess, and Student Study Team.

Appendix B

Pandemic Illness Plan

Phase II – Preparedness

During the Preparedness Phase of the Crisis Response Cycle, schools are preparing for closure. The goal is to plan for continuity of operations and continuity of education.

The trigger for activation of the Preparedness Phase of this plan would be an outbreak of the flu disease.

Preparedness Activities:

Outbreak of Flu Disease – Less than 10% of students

- Notification issued by County Health Officer to begin Flu-like Illness Reporting
- Begin Heightened Flu-like Illness Reporting
 - Definition of Reporting Levels
 - Weekly Pandemic Flu Census
 - Daily Pandemic Flu Log
 - Daily Pandemic Flu Census
- Work with the Butte County Department of Public Health regarding a Press Release announcing that classes remain in session, but that parents need to prepare for possible student dismissal.

Expansion of the Outbreak – 10% or more of students, but less than 30%

- Consider student dismissal.
- Issuance of ADA Support Letter to Schools/Epidemic Declaration by Local Health Officer.
- Notification by County Health Officer to begin Flu-like Illness Reporting.
- Begin Intensive Flu-like Illness Reporting
- Educate parents and staff as to home preparedness steps.

Pandemic Illness Plan Phase III – Prevention

During the Prevention Phase of the Crisis Response Cycle, schools are open. The goal is to maintain normal school activities, with an emphasis on communication with families and staff, prevention and mitigation activities, and preplanning for further steps, should they become necessary.

The activities suggested below are activities which can help to reduce absenteeism among staff, increase ADA, and optimize teacher-student interaction time even in our regular flu and cold season. In the event of a pandemic illness, these activities become critical in reducing the potential impact of the illness.

Prevention and Mitigation Activities:

- Work with local health officials and emergency preparedness officials. Work with BCOE and other school districts. (School Nurse, Safety Officer)
- Translate all information to be sent home. (Safety Officer, Bilingual Resource Teacher)
- Post reminders in and around the schools about proper hand-washing and methods for staying healthy. (Safety Officer, Principals)
- Research lesson plans for teachers to use to educate students in the prevention of illness. (Curriculum Department, Lead Teachers)
- Practice effective cleaning procedures at all sites to discourage the spread of disease. (Director of Maintenance, Principals, Custodial Staff, Teachers and Aides)
- Disseminate information to the public/staff about prevention activities and identification of the pandemic illness. Dissemination of these types of information should happen regularly during this phase as appropriate to the situation. (Safety Officer, School Nurse, Health Aides, Principals, Teachers)

Examples include:

- Lessons and handouts stressing the importance of hand-washing and social distancing as methods of prevention.
- Handouts and flyers on symptoms of the pandemic illness and instruction as to when to keep your child at home and for how long.
- Flyers to staff about prevention of the illness and suggestions for how to prepare for possible extended absence of self or family members.
- Flyers to the public about home preparedness for pandemic illness and about planning ahead for medications and childcare.

District-Wide Incentives

During the school year, students will have the opportunity to receive special rewards for meeting school expectations for behavior and work ethic. Variations occur from school to school. Many schools are currently being trained in Positive Behavioral and Instruction Supports (PBIS). Here are a few possible examples of incentive programs offered at school sites:

- Attendance Awards or Recognition
- School Citizenship Award
- Academic Recognition
- Character Traits Recognition
- Caught Being Good Incentives and Recognition
- Student of the Month Assembly
- Lunch with the Principal
- Shopping with Santa
- Shop with a Cop
- Eighth Grade Scholarships
- Awards Night
- PBIS Recognitions

Appendix D

BOMB THREAT CHECKLIST (Telephone)

1 Initial Action

Time of call:	AM/PM	Do not hang up!	Keep caller talking
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2 Exact Wording of Threat

3 Questions to Ask

When is the bomb going to explode?
Where exactly is the bomb?
When did you put it there?
What does the bomb look like?
What kind of bomb is it?
What will make the bomb explode?
Did you place the bomb?
Why did you place the bomb?
What is your name?
Where are you?
What is your address?

4 Listen for

VOICE	accent / impediment / tone / speech / diction / manner
LANGUAGE	polite / incoherent / irrational / taped / read out / abusive
NOISES	traffic / voices / machinery / music / noises on the line / local call / STD
OTHER	sex of caller / estimated age / was the caller familiar with the area? Did you recognize the voice? If so, who do you think it was?

REMEMBER

Keep Calm – Do not hang up

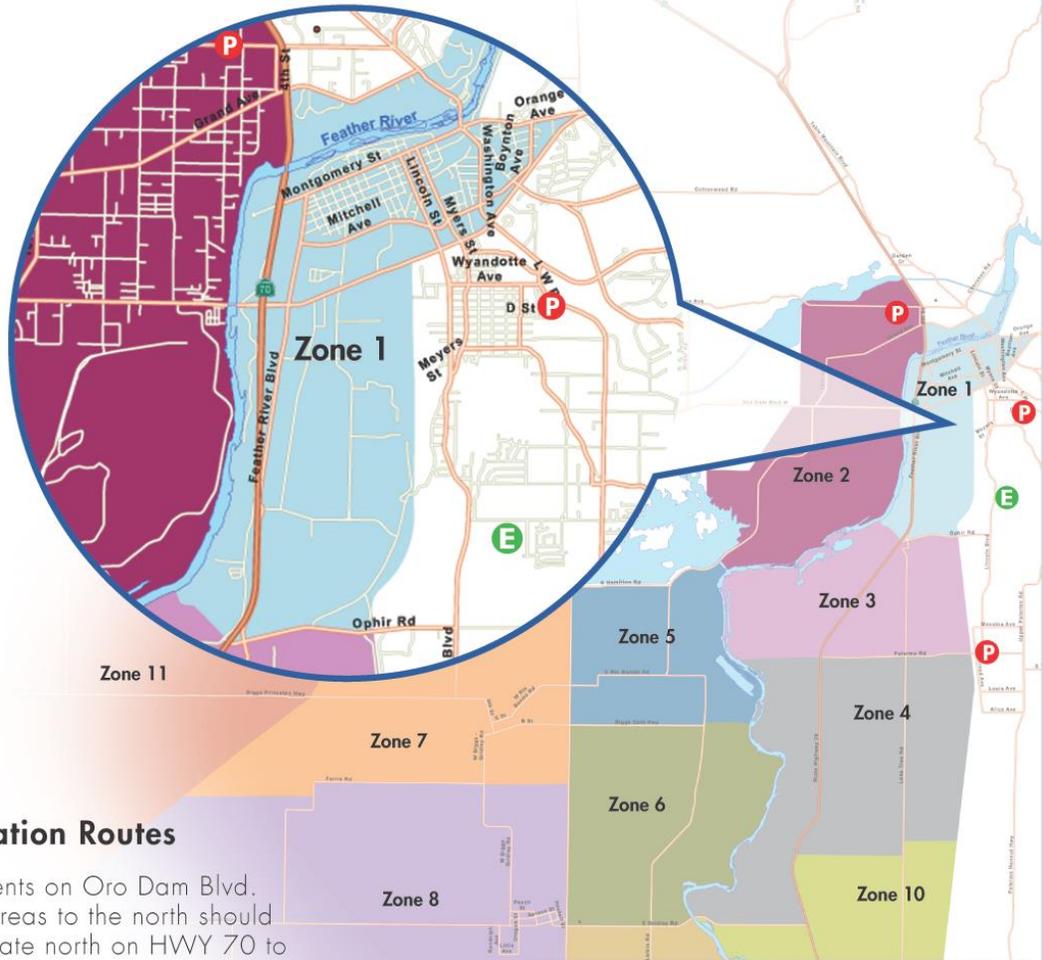
5 After the Call

Note the time of the end of the call:	AM/PM
Name of recipient (print):	
Signature:	Date:
Report the call to your Principal immediately, who will contact the Police	

Flood Evacuation Map Oroville (Zone 1)



Sign up for Butte County
Emergency Mass Notifications:
www.buttecounty.net/MassNotification



Evacuation Routes

- Residents on Oro Dam Blvd. and areas to the north should evacuate north on HWY 70 to the Chico area.
- Residents east of the Feather River and south of Oro Dam Blvd. should evacuate south east.

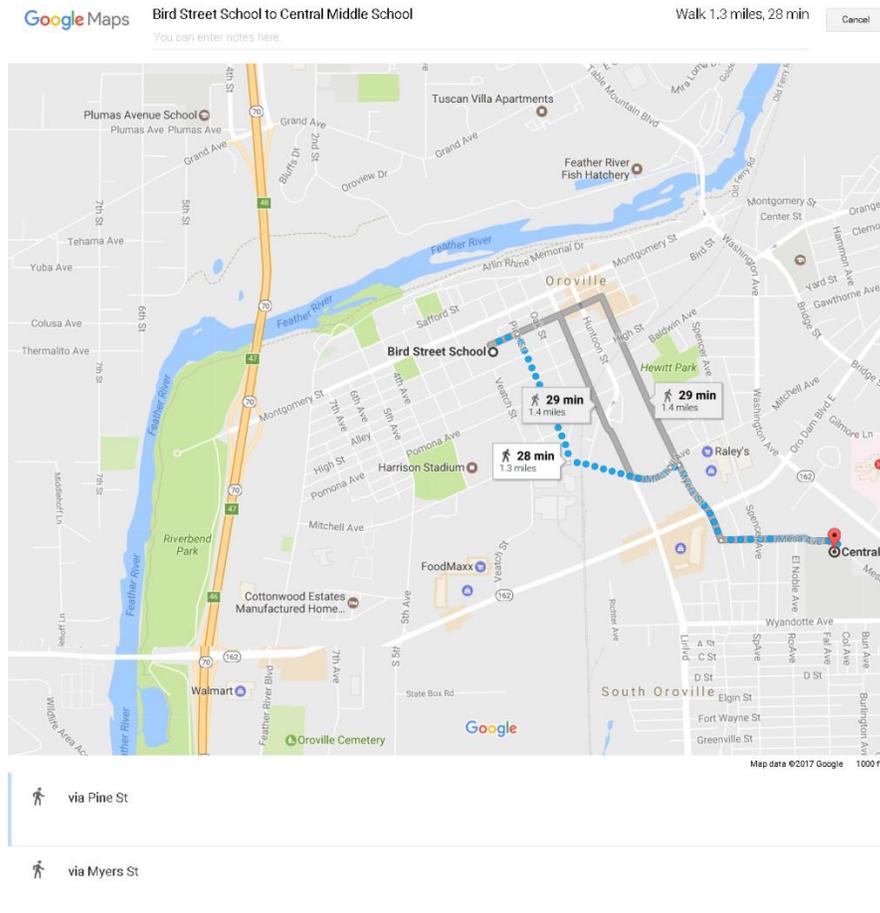
Visit: www.buttecounty.net/oem
for an interactive map of these zones.

<p>Public Assembly Points</p> <p>Temporary gathering areas for people who need transportation out of an evacuation area.</p> <p>South Side Community Center 2959 Lower Wyandotte Rd., Oroville</p>	<p>Evacuation Centers</p> <p>Church of the Nazarene 2238 Monte Vista Ave, Oroville</p> <p>Neighborhood Church 2801 Notre Dame Blvd., Chico</p>
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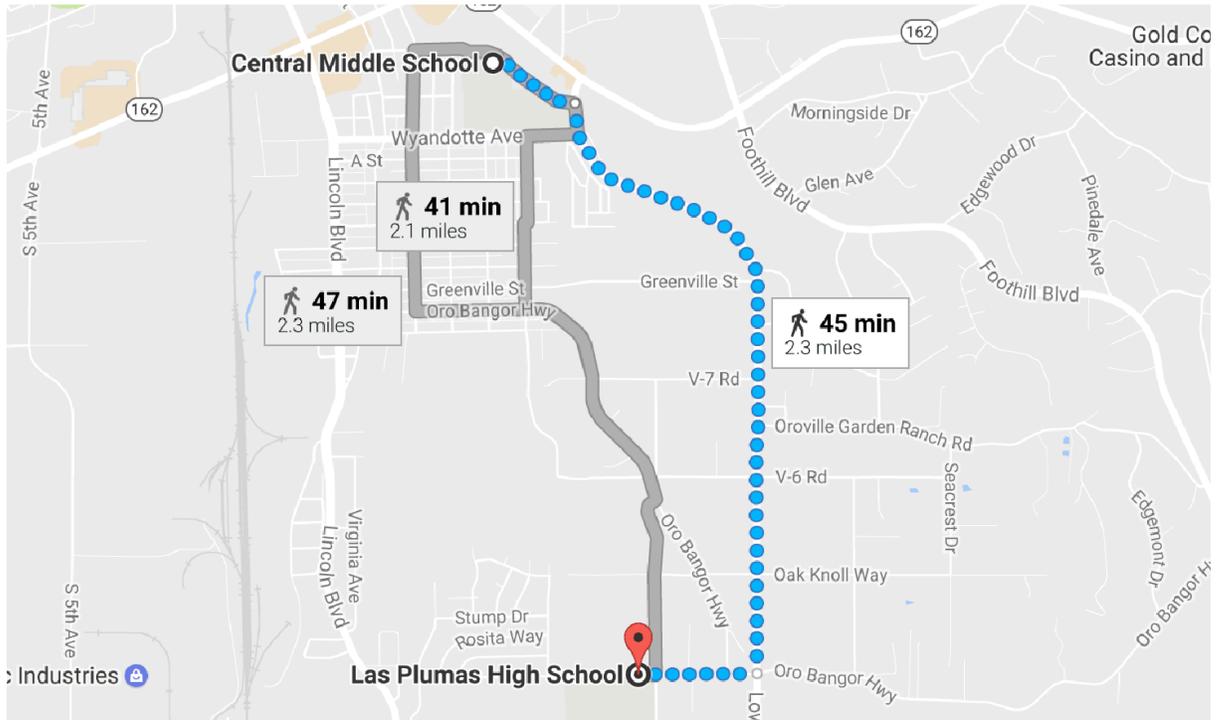
Primary Evacuation Routes

Bird Street Elementary School Emergency Evacuation Walking Route

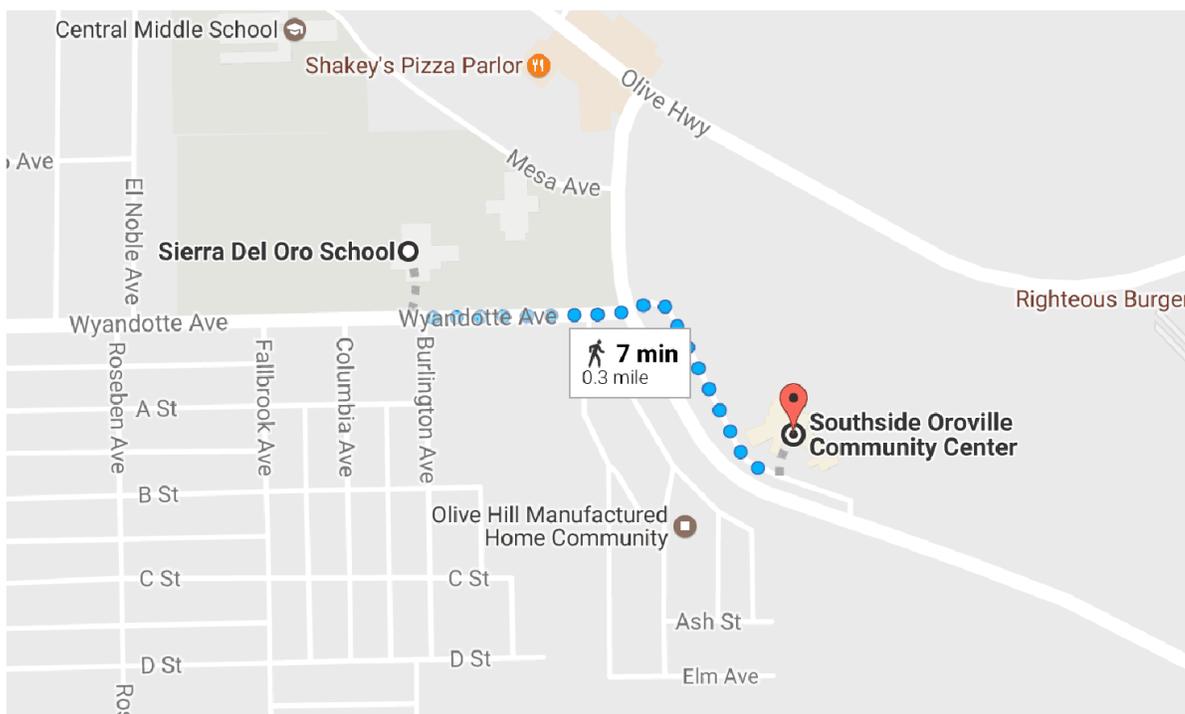


Appendix G

Central Middle School Emergency Evacuation Walking Route

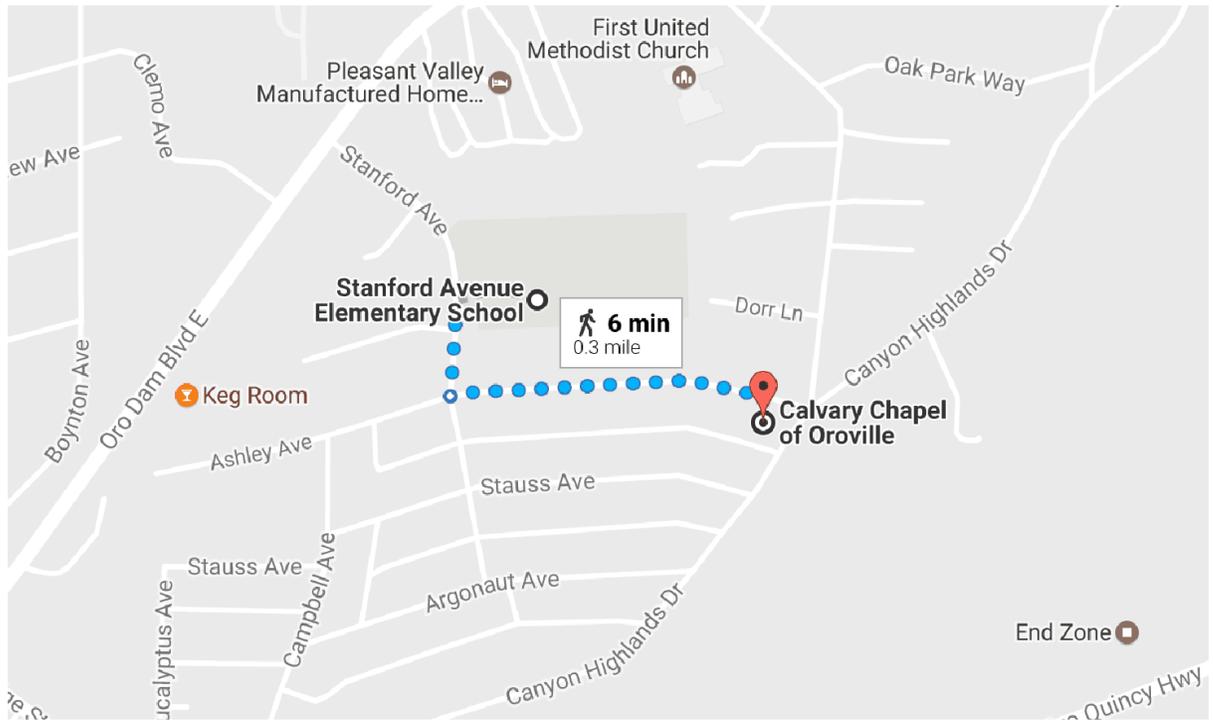


Sierra Del Oro Emergency Evacuation Walking Route

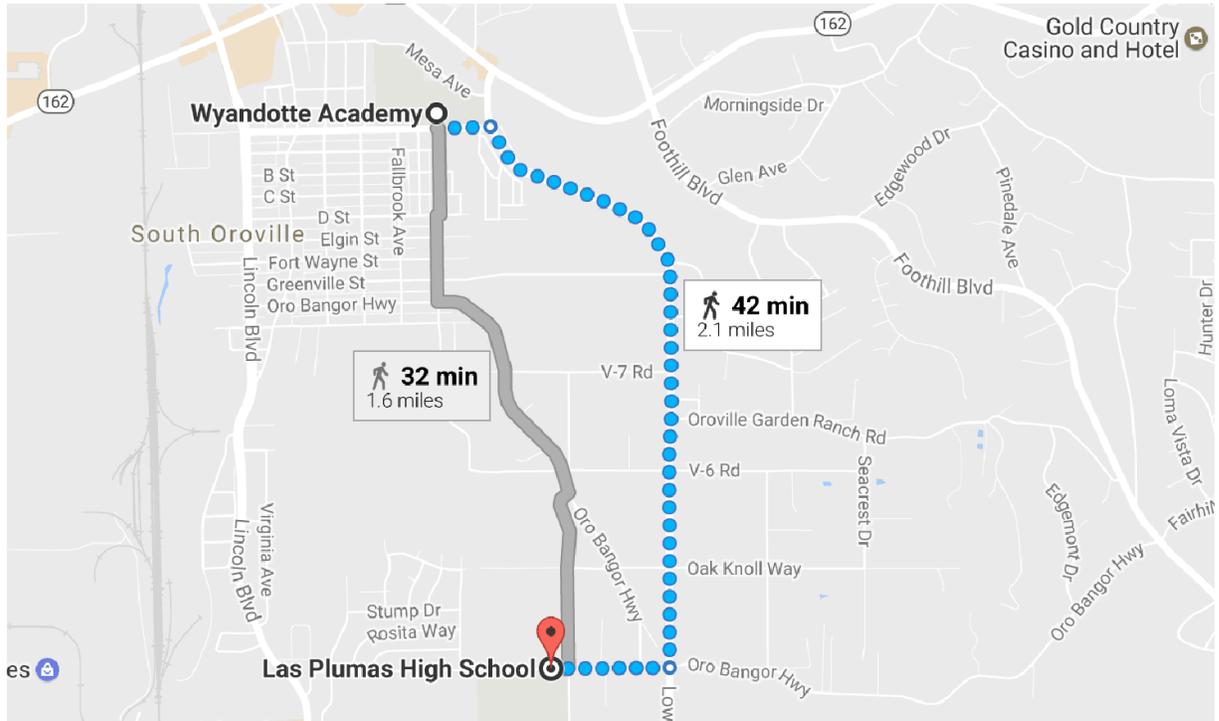


Appendix G

Stanford Avenue School Emergency Evacuation Walking Route

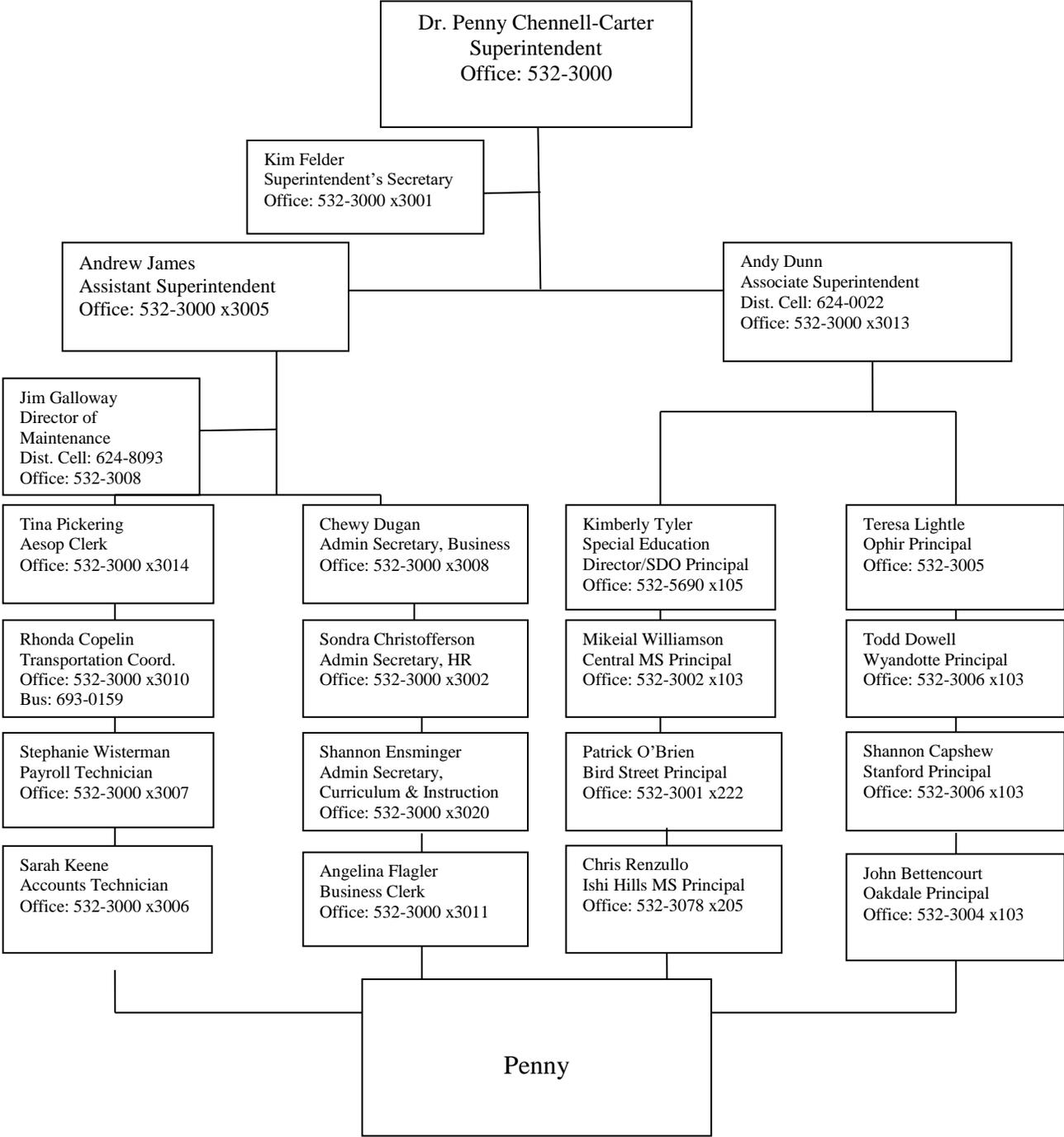


Wyandotte Academy Emergency Evacuation Walking Route



Phone Tree 2017-18

Oroville City Elementary School District Administration & District Office Staff



VIII: BOARD POLICIES

	Title	Number
Community Relations		
	Disruptive and Violent Behavior	Ed Code 44810
	Uniform Complaint Procedures	1312.3
	Sex Offender Information	3515.5
Administration		
	Tobacco-Free Schools	3513.3
	Drug and Alcohol-Free Workplace	4020
Emergencies		
	Emergencies and Disaster Preparedness Plan	3516
	Emergency Schedules	3516.5
Personnel		
	Personnel Policies & Related Regulations	4000
	Nondiscrimination in Employment	4030
	Health Examinations	4112.4
	Drug Testing of Prospective Employees	4112.41
	Sexual Harassment – All Personnel	4119.11
	Employee Possession or Use of Weapons	4360
Students		
	Nondiscrimination in District Programs	0410
	Conduct	5131
	Bus Conduct/Bus Rules	5131.1
	Bullying Behavior	5131.2
	Vandalism	5131.5
	Weapons and Dangerous Instruments	5131.7
	Dress and Grooming	5132
	Health Care and Emergencies	5141
	Administering Medication & Monitoring Health Conditions	5141.21
	Infectious Diseases	5141.22
	Health Examinations	5141.3
	Immunizations	5141.31
	Child Abuse Prevention and Reporting	5141.4
	Suicide Prevention	5141.52
	Discipline/Areas of Responsibility	5144
	Suspension and Expulsion/Due Process	5144.1
	Search and Seizure	5145.12
	Nondiscrimination/Harassment	5145.3
	Parental Notifications	5145.6
	Sexual Harassment – Students	5145.7