

WESTMINSTER HIGH SCHOOL COMPREHENSIVE SCHOOL SAFETY PLAN

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WESTMINSTER HIGH SCHOOL MISSION STATEMENT

The mission of Westminster High School, in partnership with our community, is to educate students to become creative, productive citizens by providing multiple avenues of learning, including innovative technology, a challenging curriculum, and a variety of co-curricular experiences.

We support these goals by emphasizing quality classroom instruction, establishing high expectations for student performance, and providing a wide range of opportunities for students and community members to become involved in campus life. Our staff is dedicated to providing an educational environment that promotes excellence. Our teachers commit countless hours teaching, coaching, tutoring, counseling, and encouraging students to be the best they can be.

ETHNIC/CULTURAL DIVERSITY OF STUDENTS

Westminster is a suburban high school in Westminster, California with an average student population enrollment of 2,700 students. Our school is proud of its diverse student population. Of our 2,700 students, approximately 50% are Hispanic/Latino, 39% are Asian, 5% White, 2% American Indian, 0.8% Pacific Islander, 0.7% Filipino, and 1% African-American. Twenty-five percent of our student body is English Learners, coming from homes that speak twelve languages. Additionally, 10% of our students receive Special Education services and 76% of our students qualify for free or reduced priced lunches.

STAFF EXPERTISE

Westminster High School employs approximately 120 classroom teachers with many holding masters or doctorate degrees. All teachers regularly attend in-service opportunities provided by the school and district. Over the years, many have attended summer courses to upgrade their skills, as well as workshops and seminars at local colleges and universities. Administrators are updated regularly about school violence through the local Police Department, district meetings, and staff development seminars. Information is passed to teachers and staff as appropriate.

SCHOOL LOCATION

Westminster High School is located in a business and residential area of Westminster, CA, bounded by Goldenwest, Hazard, and Main Streets. The School Administration, Westminster Police, City personnel, and the HBUHSD Resource Officer work cooperatively to prevent and to respond to issues and maintain school safety. Students caught off-campus areas during school hours are brought back to the school and are subject to the same penalties as if the violation occurred on campus.

SCHOOL GROUNDS

The school is bounded by an interstate freeway and a private road. This creates a manageable situation to control campus access. Signs are posted prominently at entry points announcing that Westminster is a closed campus, requiring visitors to check in at the Administration office. Throughout the day, the campus is patrolled by administrators and supervisory personnel carrying two-way radios. The radios give the staff the ability to contact the Campus Supervisors, and radio the Administration office to contact city police.

INTERNAL SECURITY PROCEDURES

The Westminster Police Department works closely with Westminster High School in maintaining campus security. A HBUHSD School Resource Police Officer is assigned to Westminster High School and works with the school supervision office. The School Police Officer is constantly connected to Westminster Police by way of a Westminster Police Department Radio. School Supervision and staff strive to maintain a safe, orderly environment where learning can take place. The school police officer and security staff monitor the parking lots for parking violations and assist the school with student supervision issues. Cameras have also been positioned to assist security with vandalism and after-hours crime.

DISCIPLINE AND CONSEQUENCES

The disciplinary procedures for Westminster High School are designed to enhance the educational learning environment. All rules, regulations, and academic expectations are explained thoroughly to the students via online material, classroom presentations, and verbal communication from the staff. Consequences for violating behavioral rules are consistent. Violations of the School's "Code of Honor" and due process procedures are included.

Discipline is an evolving process designed to deal with current issues or problem trends. A major focus is to communicate respectful attitudes toward education and fellow students and faculty. A "zero tolerance" policy is enforced in the area of weapons and violence. Programs on campus to help students include: peer mediation, conflict-resolution, and counseling. Cultural diversity, human relations and student government actions will continue to be important in the ongoing developmental process for problem solving and student discipline. Personnel included on campus to help students are psychologists, Boys and Girls Club, counselor, student support specialists, and academic services. The school psychologists and student support specialists provide interventions for at-risk students. The school police officer, city police, school administration, staff, and community work collaboratively in all areas of safety and school management. Information on policies and procedures regarding disciplinary action is located in the discipline section of this manual.

PARTICIPATION AND INVOLVEMENT

Parents, community, staff, and students participate in school activities and programs in many venues. While curriculum and instruction planning is organized primarily by administration and teachers, parents and students also actively participate in the school's WASC committee as well as School Site Council. Additional involvement from parents and community occurs within our PTSA organization, VIPS (Volunteers in Public Schools), parent education workshop, booster groups and partnerships with local businesses. The community feels they are an integral part of decision-making and policy formation at Westminster High School. Their input on policy and procedures is important and valued.

DEVELOPMENT OF SCHOOL SAFETY PLAN

In September of the 1996-1997 school year, a school safety committee was formed to evaluate and update the Westminster High School Safety Plan. The committee included staff, community, students, and administrative and local law enforcement members. An updated safety plan was written and submitted for approval by the School Site Council. The plan was also submitted to the state for grant funding according to the guidelines of the California Safe School Grant. The safety plan was well received and Westminster High School was awarded a five thousand dollar grant. All action plans and goals established in the plan were completed by June of 1997.

During the 1997-98 school year, information was gathered and plans were made to prepare for the development of a school safety plan as outlined in Senate Bill 187 (SB 187). In the year of 1998, a committee was formed to write a plan appropriate for Westminster High School, which would specifically address the requirements of SB 187. The School Site Council approved the formation of a committee with goals of completing the plan during the 1998 summer break. The committee was composed of volunteer parents, students, teachers, a classified member, a Westminster police officer, and a school administrator.

The committee was organized into two groups. While one group concentrated on school policies and procedures, the other group focused on the school emergency response protocols. The "Bee Safe School" model plan published by Poms and Associated Insurance Brokers, Inc., in 1997 was selected as a design plan for Westminster High School to use as an instructional model. The Westminster School District "Crisis Response Manual" was used as a design model for the emergency response procedures section of the Westminster manual.

Members of the procedures and policies group were assigned topic areas to research and write procedures appropriate for Westminster High School. While many of the policies and procedures were already functional at Westminster High School, it was the intent of the group members to update and present all of the information in a more efficient manner. Any new procedures were designed within the guidelines of board policies, school administration approval, and SB187.

Each year, the Safety Plan is reviewed and appropriate revisions are made to accommodate current needs, concerns, safety issues, community transitions, and changing student populations. It is then presented to the School Site Council and the HBUHSD School Board for approval.

Since this process began, Westminster High School has implemented many new programs, policies and procedures to deter school violence and promote school safety. During the 2014-2015 school year, restorative justice practices have been implemented to reduce suspensions and expulsions. Restorative practices focus on positive support approaches with interventions to address and correct a student's specific misbehavior. Some other school programs that are currently being used at Westminster High School to encourage school safety are Peer mediation/conflict resolution, drug and alcohol program, student support team (SST), Student Support Specialists, school counselors and psychologists, and Title I and Boys and Girls Club offices to work with targeted populations. Westminster High School also participates in the Huntington Beach Safe School Coalition.

Parenting classes are offered through the adult school and Title I office to assist parents with adolescent issues occurring at home. School assemblies are presented to students each year focusing on human relations, bullying and harassment, and student success strategies. Ninth grade interventions became a focus in 2015-16 utilizing the Boys and Girls Club EDGE Program and The Legacy mentoring program.

All of these programs have been introduced with intentions of improving student success and addressing issues that have the potential for negative outcomes. Westminster High School will continue to offer programs to meet the needs of its student body and provide a safe environment for learning.

SAFE SCHOOL POLICY

The Governing Board and the district desire to provide an orderly and caring learning environment in which students feel comfortable, share responsibility for maintaining a positive and safe school climate and take pride in their school and their achievements. District staff shall encourage and reward success and achievement, participation in community projects and positive student conduct. Educational Code (EC).35160

The Governing Board shares concern with parents for the safety, health, and welfare of students as well as the general public, while in attendance at school or at school-sponsored activities. Necessary precaution and supervision shall be exercised in every school at all times to protect individuals from injury or illness.

Although the district is not liable for the safety of students who are not under school supervision, the school district can, and does hold students accountable for their behavior from the time they leave their homes for school until they return to their homes from school, and while they are on school premises and /or under supervision of school district personnel (EC 44807, EC 44808).

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on school district property or at school-related activities is expressly prohibited

and will result in disciplinary action up to and including expulsion unless the district determines that satisfactory participation in drug abuse assistance or a rehabilitation program is appropriate (cf 4117.4 – Dismissal).

The board encourages classroom use of learning strategies that foster positive social interactions among students from diverse backgrounds. The district shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways. (EC 48907 – Student Exercise of Free Expression, EC 48950, Freedom of Speech).

SUMMARY OF SENATE BILL 187

The intent of Senate Bill 187 is to “*Unite all existing statutes that relate to school safety and ensure compliance with their provisions by including the requirements of the school safety provision in each school’s comprehensive school safety plan,*” all of which would be combined into one manual. This would help make accessibility and a clear understanding of policies and procedures easier for all that would need to reference this manual. EC 35294.2 lists the required elements of this comprehensive school safety plan. They are as follows:

- ◆ Assessing the current status of school crime.
- ◆ Identifying school safety strategies and programs.
- ◆ Addressing the school’s procedures for complying with existing laws relating to school safety, which shall include the development of the following:
 - Child abuse reporting procedures consistent with California Penal Code (CPC) 11164 et seq.
 - Disaster response procedures.
 - Suspension and expulsion policies pursuant to EC 48900 et seq.
 - Procedures for notifying teachers of dangerous pupils pursuant to EC 49079.
 - Sexual harassment policy pursuant to EC 212.6(b).
 - School-wide dress code prohibiting gang related apparel pursuant to EC 35183, if such dress code exists.
 - Procedures for safe ingress to, and egress from school.
 - Procedures to ensure a safe and orderly environment conducive to learning.
 - Rules and procedures on school discipline adopted to EC 35291 and 35291.5.

The information needed for these compliances were referenced from State Education Codes, Board and District policies, School Site policies, and Local Law Enforcement. A copy of this comprehensive school safety plan will be filed with the Huntington Beach Union High School District Office and the Orange County Department of Education. This comprehensive school safety plan shall be evaluated and amended as needed no less than once per year. The plan shall be readily available for inspection by the public.

CAMPUS ACCESS

The Westminster High School campus has signs at all entrances regarding school hours and procedures for visitors being on the campus. The signs are at the entrances for motor vehicles and pedestrian traffic. All signs are specific and require all visitors to register at the main office. This is consistent with CPC 627.

Signs, pavement arrows, and markings direct the flow of traffic on the campus. The traffic pattern provides for a safe and efficient flow of traffic entering and exiting the campus. An area in front of the gymnasium has been designated for buses to drop off students and pick them up for events at the school. The use of speed bumps throughout the parking lots and speed limit signs has slowed the traffic down to an acceptable speed. Road barriers are located on the back service road to limit automobile traffic during school hours.

Employee Access Hours

These are not limited, but all employees must call the district security phone number when entering the school during off hours.

Employee Key Access

This is determined by the administration as to who has keys that will give personnel access to the school and buildings during hours when the school is not in session. Keys are distributed on an as-needed basis.

Fencing/Gate Closure Procedures

The campus is fenced on all sides. On the north side of the campus there is a wall that separates the school from the housing tract. On the west side there are fences that separate the school from a local park and interstate highway. There are foot and bicycle entrances to the campus from the park area. The south side of the campus is protected with a fence that separates the school from a housing tract. The east side of the campus is located on Goldenwest Street. At the intersection of Goldenwest St. and Hazard Avenue is the driving entrance for the student parking lot. The intersection of Goldenwest and Main Street is where the driving entrance for the staff and visitors is located. The east side of the campus adjacent to Goldenwest St. is separated from the street by a wrought iron fence with entrances throughout. All gates that are closed during the school day can be opened by security and school personnel in an emergency.

Identification Badges

Personnel (certified and classified) do not wear badges when on campus. All security personnel have uniformed attire that they wear on a daily basis. Visitors to the campus are given a visitor pass to wear on campus when going to a location other than the Administration Building.

Metal Detector Usage

Westminster High uses two district approved hand held metal detectors when needed. Both are stored in the office of the school police officer.

Use of Facilities Signs

Signs are posted that the campus is not to be used by outside groups that have not applied and received a Facilities Use Permit. These are posted on the various facilities: gyms, fields, pools, school buildings, etc.

Use of Facilities

All outside groups are required to apply for and obtain a Facilities Use Permit before they can use any part of the campus; i.e., gym, pools, fields, cafeteria, classrooms, library, etc. The permit applies to all the different groups using the facilities on campus. This permit can be revoked or modified depending on the conditions set forth in the permit.

CHILD ABUSE REPORTING

What is Child Abuse?

- Physical or emotional injury, which is inflicted by other than accidental means on a child (under the age of 18) by another person.
- Sexual abuse of a child or other act or omission where a person willfully causes or permits any child to suffer or inflicts physical pain or mental suffering or places a child's health in danger.
- The neglect of a child or abuse in out-of-home care.
- Failure to provide adequate food, clothing, shelter, or supervision.

Reporting

(To be reported by all certified employees, Administrators, and classified employees, including walk-on coaches)

- If you suspect child abuse and you would like a "Reportable Consultation," you may contact Social Services at:

(714) 940-1000

- Employees are mandated by law to report any child abuse cases to Social Services. They **cannot** be sued for reporting, unless they **willingly falsify** a report.
- Anyone who is developmentally delayed, over the age of 18, and abused, will need to be reported to the Adult Protective Services.
- The nurse will notify the principal or designee.
- Reporters **ARE NOT** to call the parents or obtain actual proof. This is the responsibility of the investigating agency.
- They are to identify the suspected, observable signs of physical abuse, emotional abuse and neglect.
- They report on hearsay or any behavior and/or physical signs of sexual abuse, or any other information that leads them to suspect abuse.
- The nurse or psychologists complete the required form (Department of Justice Form #SS558572) and fax it to the Child Abuse Registry within 36 hours of identifying suspected abuse.
- Fax a copy of the suspected child abuse report to the District Director of Special Education Services, (714) 372-8101, who maintains a central child abuse file.
- Child abuse reports are NOT to be shown or given to parents except by court order.
- Administrators must be notified before a student is called from class by non-school personnel investigating child abuse or neglect.
- **Child Protective Staff May See Pupils At School.** AB 285 authorizes a representative of a child protective agency (including the police or sheriff's office) to interview a suspected victim of child abuse on school premises, during school hours, about the report of suspected abuse of the child at home.
- **The child may choose to be interviewed in private or may select a school staff member to be present at the interview.** Chapter 640, Statute of 1987, Effective January 1, 1988.

Administrative Reporting

- School personnel are **NOT** to contact the child's parent about the report. This is the responsibility of the investigating agency such as Child Protective Services or the Police.
- After the case has been reported, the agency may take the child into custody (according to the law, the student may be released to a peace officer or to Child Protective Services).
- Prior to releasing the child from campus for custody purposes, the school administration must obtain:
 - The name of the police officer or social worker.
 - The telephone number where that person can be reached.
 - Use the District Release to Authority (#3.05) form and attach to the Child Abuse Report (CPC 11166)
- EC 48906, effective January 1, 1985, states that whenever a minor is taken into custody as a victim of suspected child abuse or pursuant to Welfare and Institution Code (WIC) 305, the school officer shall provide the peace officer with:
 - Address of the minor's parent or guardian.
 - Phone numbers of the parent or guardian
- The peace officer is required to immediately notify the parent, guardian or responsible relative of the minor.

If the Parent Calls

- The parent is to be told that the child was taken by a police officer or a social worker.
- The school does not have adequate information to share with the parent.
- The police officer or social worker asks that the parent contact the police department or Orangewood Home directly for full details.
- They may give the telephone number to be called (provided by the police officer or social worker).
- **If the parent asks for further clarification:** Restate the original explanation emphasizing that the parent should call the number given and speak with the investigating person for full details.

Informing Certificated and Classified Staff

- Employees who are "child care custodians" will receive information on the laws and staff rules regarding child abuse from the certificated and classified personnel office.
- These employees will sign documentation indicating that they received the information.
- The school nurse will offer an in-service regarding child abuse prevention and reporting procedures periodically for new employees.
-

California Penal Code

Section 11166 of the CPC requires any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her employment who he or she knows or reasonably suspects has been a victim of child abuse to report the known or suspected instance of child abuse to a child protective

agency immediately or as soon as practically possible by telephone and to prepare and send a written report within 36 hours of receiving the information covering the incident.

CPC 11166 states: “The reporting duties under this section are individual and no supervisor or administrator may impede or inhibit such reporting duties and no person making such report shall be subject to any sanction for making such report. However, internal procedures to facilitate reporting and apprise supervisors and administrators or reports may be established provided that they are not inconsistent with the provision of this article.”

CRIME REPORTING

Why Report?

There are several reasons for reporting and analyzing the incidents of school crime on school campuses. The school environment significantly influences a student's opportunity to learn. The teaching and learning process is enhanced on campuses that have effective crime prevention programs in place.

- With accurate data pertaining to school crime and safety needs, school administrators have convincing arguments for needing available resources to assist in resolving and preventing crime.
- School data is also public information that must be released upon request.
- While most schools are relatively free from serious violent behaviors, no school is immune. The data collected can be used to promote the high levels of safety on campus and indicate strong educational programs.

What to Report?

While crime varies a great deal, from minor to very significant, it is important to report any suspected incident to the administration office for further investigation. Crimes reported to the state are handled by a process that is state mandated and is best understood by the administrative team. At Westminster High School, incidents are to be reported to the Supervision Office, which will then determine if an incident is reportable and how it is to be reported.

DRESS CODE

Dress is a form of personal expression, which affects student behavior and self-image. While the Huntington Beach Union High School District appreciates the students' right to dress as an expression of self, the district's Board of Trustees has determined that a dress code policy is necessary in order to protect the health and safety of the school environment and to foster student success in a positive manner.

- Clothing and grooming may not be disruptive or distracting to the learning process. Clothing must be neat, and in good repair, not constitute a threat to the health and safety of students and staff, not contain words or symbols which degrade gender, culture, religion, sexual orientation, or ethnic values; not promote weapons or any alcohol or drugs, not contain obscene or offensive logos, graphics, lettering or designs.
- Students are encouraged to dress in a manner consistent with community morals and values. Sexually suggestive clothing is disruptive of the learning environment. The district prohibits:
 - Bare midriffs
 - Halter tops
 - Short shorts
 - Bathing suits
 - Clothing which allows underwear to be exposed
 - Tank tops
 - Muscle shirts
 - Provocative clothing
- The district prohibits clothing that is unsafe, dangerous, or hazardous to health. This includes, but is not limited to, spikes or chains on any article of clothing.
- The district prohibits any attire that contains words or symbols, which degrade gender, culture, religion, sexual orientation, or ethnic values.
- The district prohibits any clothing that advertises weapons, tobacco, alcohol, drugs, or other illegal substance.
- Students are encouraged to understand the risks involved in wearing gang-related apparel. The district prohibits any gang-related style.
- All gang-related clothing is prohibited on campus at all times. As normal fashions change, so do gang-related styles. Examples of current gang-related attire include:
 - Spikes or chains on any article of clothing
 - Head covering such as bandanas, caps, hair nets, with exception to religion
 - Monikers or other gang markings
 - Web, untied or dangling belts
 - Jewelry/buckles with gang symbols
 - Baggy or oversized clothing capable of concealing weapons

Consequences for Failure to Adhere to Student Dress Code

Students who do not meet these standards will change into provided clothing or be sent home to prepare themselves before they re-enter school. Repeated violations may result in more severe disciplinary action.

DISCIPLINE PROCEDURES - EMPLOYEES

Permanent Employees

- No employee in a classified or certificated position will be suspended, demoted, dismissed, or discriminated against because of political or religious acts, opinions or affiliations, race, color, sex, national origin, ancestry, or marital status.
- In an event that an employee is suspended, demoted, or dismissed, the principal/designee will be responsible for following due process procedures as identified in the Board of Education Policies. It is the responsibility of the principal/designee to provide written documentation to the Board of Trustees of any actions to be taken against an employee.
- Prior to any action taken, the involved employee shall be given an opportunity to respond to any charges for which they are being accused. These responses should be presented to the principal/designee involved and may be in verbal or written form. The disciplinary action and appeals process for classified employees is outlined in Board Policy (**BP**) 4250.14. Disciplinary procedures for certificated employees are outlined in BP 4117.4.

Temporary/Probationary Employees

- Temporary/Probationary certificated employees may be dismissed during the school year for cause specified in EC 44932 or for unsatisfactory performance determined pursuant to EC 44660-44665.

DISCIPLINE PROCEDURES – STUDENTS

All teachers are expected to review with their students, classroom and school guidelines of expected behavior and academic integrity (Honor Code^{*}). Except in instances involving serious overt misconduct, teachers should utilize the following processes to correct student behavior. Other methods of intervention handled by the teacher are acceptable if they comply with school and Board of Education policies.

Phase 1 – Initial Intervention

- Private conference with student
- Assign detention to be served with teacher
- Telephone call to parent/guardian
- Unsatisfactory notice sent home
- Online referral to Assistant Principal (documentation only)

Phase 2 – Continued Misconduct

- Online referral to Assistant Principal for action
- Student suspended from class by teacher
- Private conference with student, parent/guardian, teacher and administrator
- Student placed on classroom contract

Phase 3 – Additional Misconduct

- Online referral to Assistant Principal for action
- Possible student suspension in-school or from school by administrator

DISCIPLINE POLICIES AND PROCEDURES

For the purpose of maintaining an environment that promotes safety and offers the highest quality education possible, Westminster High School believes that a learning environment must have rules and regulations that define expected student behavior. These policies and procedures are based on district governing board policies, educational code and penal law. The adoption and enforcement of regulations concerning student discipline is the responsibility of the school principal/designee and or designated teacher. It is the responsibility of the school principal to ensure that every student and his/her parent/guardian is notified in writing of all Board Policies, and individual school rules related to discipline at the beginning of each school year. Transfer students and their parent/guardian are to be advised during the enrollment process. A copy of this information can be found in the appendix section of this manual.

In accordance with EC 44807, disciplinary rules outlined by Westminster High School are to be enforced on the way to and from school or at any school-sanctioned activity, as well as during normal school hours. In addition, a teacher, assistant principal, principal, or any other certificated or classified employee of the district shall not be subject to criminal prosecution or criminal penalties for the same degree of physical control over a pupil that a parent would be legally privileged to exercise. Necessary physical control may be used by the above mentioned employees to protect property, health, and safety of pupils and staff or to maintain proper and appropriate conditions conducive to learning.

Victims or witnesses of the school rule violation or crime can report information to Westminster High School by using the **“WE TIP” hotline phone number (800) 78-CRIME**, texting on our text tip line, or visit the office of supervision in person located in the school administration building.

Westminster High School Expulsion Policy

The administration at Westminster High School, in compliance with Board policies and public law enforces mandatory expulsion offenses. It is the position of the administration at Westminster High School that each student will be evaluated for expulsion on the basis of the incident, as well as, the student’s record. A procedure of due process will be utilized to provide each student with the opportunity to receive a fair chance to explain his or her version of the incident.

Release of Pupil to Peace Officer

EC 48906 states that when a principal or other school official releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent/guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor has been taken, except when a minor has been taken into custody as a victim of suspected child abuse, as defined in section 11165 of the CPC, or pursuant to section 30 of the WIC.

Student Suspension by Teacher

A teacher may suspend any pupil from the teacher's class, for any of the acts identified in section 48900 of the EC, for the day of the suspension and the day following. A teacher must immediately report the suspension to the principal or principal's designee for appropriate action. EC 48910 further states that as soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent/teacher conference regarding the suspension. A school administrator, counselor, or school psychologist shall attend the conference if the teacher or parent/guardian so requests.

Suspension by Administration

A pupil may not be suspended unless his/her actions violate school rules related to any of the acts outlined in EC 48900. It is the responsibility of the school principal or designee to determine if a student's actions require the use of suspension rather than alternative methods of disciplinary action. It is also the policy of Westminster High School to endorse the philosophy that disciplinary action should be progressive and consider the student's prior history.

Any time a student is suspended from school, the parent/guardian must be contacted prior to releasing the student. If a parent/guardian is not available, contact and release can be arranged with an adult relative or an adult person identified on the school's contact card. It is the responsibility of the administrator to make contact with the parent or guardian regarding school suspension. A student may be released at the end of the school day if a parent/guardian is not available, but contact by phone must be made as soon as possible. The length of suspension is determined by the administrator, but should be consistent with consequences given to other students that committed similar offense and pursuant to EC 48900.5 and cannot exceed more than five consecutive school days. Except in situations involving expulsion, the total number of days for which a student may be suspended from school shall not exceed 20 school days in any school year, unless for the purpose of adjustment due to transfer to an alternative setting according to EC 48903. Special Education students cannot be suspended beyond 10 school days in a school year without having a Manifestation Determination Individual Education Plan (IEP) meeting to discuss a behavioral management plan or alternative placement.

MANDATORY EXPULSION OFFENSES

EC 489915(c) states that the principal or superintendent of schools shall immediately suspend and shall recommend expulsion of a student who is involved in possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, or committing or attempting to commit a sexual assault. The governing board of the school district is required to order the student expelled if it is determined that the student committed these offenses. The school district is then required to refer the student to an alternative program of study that is appropriately prepared to accommodate students who exhibit disciplinary problems. The alternative program may not be provided on a comprehensive middle, junior or senior high school or at any elementary school and may not be housed at the school site attended by the pupil at the time of suspension.

Mandatory Recommendation Offenses

EC 48915(a) states that the principal or superintendent of the school shall recommend the expulsion of a student believed to be in unlawful possession of any controlled substance except for the first offense for the possession of not more than one ounce of marijuana other than concentrated cannabis. Under this category of offenses, the governing board of the school district is not required to expel the student, but may in its discretion expel the student on finding one or both of the following:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- Due to the nature of the act, the presence of the person causes a continuing danger to the physical safety of the person or others.

Huntington Beach Union High School District

DRUG/ALCOHOL FREE CAMPUS - EMPLOYEES

Drug, Alcohol and Substance Abuse Policy

It is the policy of the Huntington Beach Union High School District to provide a safe and secure environment that encourages students and staff in their efforts to lead healthy and productive lives.

It is the policy of the Huntington Beach Union High School District that the maintenance of a drug-free work place is essential to school and district operations.

- This is a notice that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance including alcohol is prohibited in the work place. Employees who violate this prohibition are subject to disciplinary action. As a condition of continued employment, employees will abide by the terms of this policy and notify the employer within five (5) days of any criminal drug status conviction, which he/she receives, for a violation occurring in the work place.
- For the purpose of this policy “conviction” shall mean a finding of guilt, including a plea of nolo-contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug statutes.
- The District is required to notify the appropriate federal granting or contracting agencies within ten (10) days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the work place.
- The District shall initiate disciplinary action within thirty (30) days after receiving notice of a conviction from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective bargaining agreement, and district policy and practices.
- In taking disciplinary action, The Board shall require termination when law requires termination. When termination is not required by law, the Board shall either take disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate in a drug assistance or rehabilitation program approved by federal, state, local health, law enforcement or other appropriate agency. The Board’s decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and district policies and practices.
- The District shall make good faith effort to continue maintaining a drug –free, smoke-free work place through implementation of BP.

DRUG/ALCOHOL/TOBACCO FREE CAMPUS- STUDENTS

In order to maintain the health and welfare of all students, school authorities may inspect school properties and student property. Reasonable suspicion is all that is necessary; students have less protection from searches by school employees than adults because warrants are not required. School officials need **reasonable suspicion**, not probable cause. Inspection for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purpose for inspection by school personnel, so long as such inspections are conducted in accordance with California law and Federal law.

Students involved in the possession, sales, and or use of any chemical substance shall be subject to disciplinary action by the school administration. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products, or e-cigarettes on school property or during school hours and at school-sponsored events or under the supervision of district employees. Students who violate this policy shall be subject to disciplinary procedures.

The administration shall practice the following procedures relative to a student's substance abuse (of any kind) while on school property or whenever the student is under the jurisdiction of the school.

Use or Possession of Alcohol or Narcotics

- No internal medication is to be administered to students by school personnel except those prescribed by a doctor. (EC 49423;(cf. 5141.21 Administering Medication).
- All medications which a student has a prescription for ingestion as prescribed by a doctor must be in their original containers, have the student's name on the container and be kept in the nurse's office.
- Whenever any staff member has reason to believe that a student may be under the influence of drugs, he/she will immediately notify an administrator. The administrator, if in agreement, shall notify the parent to come for the student and to remove the student to his/her home, to a physician, to medical facilities or to a jurisdiction of the police.
- In severe cases, if the parents cannot or will not come to the school, the administrator is authorized to call an ambulance to remove the student to a hospital. Parents will be notified of this action and shall be responsible for the incurred expense.
- In any first offense in which students illegally use or possess prescription or non-prescription drugs, including alcohol, marijuana, or inhalants, at school or at school activities, the following will result:
 - 2 Days of In-School suspension & Participation in the New Beginning and JADE Programs.
 - Referral to the proper police authority

A second offense leads to a recommendation for expulsion or a stipulated expulsion where the student is transferred to another school in our district for 180 days.

MANDATORY CROSS-REPORTING

The Westminster High School Administration works in close cooperation with the Westminster Police Department and School District Police officers to maintain school safety. School administration is responsible for contacting either the school police or the city police department when the need arises. School security and the school Supervision Office initially handle criminal activity that occurs on the school campus. Police assistance is requested through the office of Supervision. The Educational and Penal Codes are adhered to and law enforcement officers are summoned when needed.

Teacher Notification

Teachers are notified through the Aeries student personnel of a student suspension. Teachers that have a student on suspension in their class can seek information about the student from the Assistant Principal of Supervision. Information is confidential and will only be given out at the request of the Teacher.

PARENT LIABILITY

According to California public law and Huntington Beach Union High School District Board policies, the parent or guardian of any minor attending public school is responsible and liable for the actions of his/her minor. Parent /Guardian responsibilities include any actions by minors resulting in injury or death to a pupil or employee, vandalism to school property or personal property of a pupil or employee, and a theft or loss of school property, or a theft of personal property of a pupil or employee. The law is clear; parents are liable for the actions of their children in the state of California when attending school or on school grounds.

Why Parental Liability?

To ensure accountability and the responsibility of a student and their parents for “willful” student misconduct at public schools. Parental liability is covered in BP 5131.5 and 5121.9. EC 48904 and Civil Code 17114.3 support these policies.

Westminster High School Policy

- To implement and communicate the policies of the HBUHSD and the State of California laws to parents and students regarding their liability for damage done to the school property.
- To promote prevention.

Procedures

- The principal/designee will utilize appropriate due process for students for the return of or restitution for all district property assigned, checked-out, or loaned to students.
- Property shall be returned in a condition, which is considered satisfactory by the principal/designee.
- Students who fail to return property in a satisfactory condition may be charged for the replacement fee which will be equivalent to the current cost of the item.
- Failure to return district property or to pay the replacement cost may result in disciplinary action, which may include, but is not restricted to one of the following:
 - Withholding of grading reports.
 - Withholding of student transcripts.
 - Withholding of graduation diploma.

SEXUAL HARASSMENT/DISCRIMINATION

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to the conduct is made as either an explicit or implicit condition of employment
- Submission to or rejection of the conduct is used as the basis for an employee decision affecting the harassed employee.
- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

The HBUHSD Board WILL NOT Tolerate:

- Sexual harassment
- Harassment of any kind by another student, school employee, or persons hired by the District. Such persons shall be subject to disciplinary action.
- Discrimination against any employee or applicant.

Reporting

Confidentiality will be maintained without fear of reprisal. Privacy will be strictly adhered to in reporting. If anyone (employee or student) feels he/she has been discriminated against because of his/her sexual orientation or has been harassed by anyone, they should:

- Report the incident to a supervisor.
- Report the incident to a supervisor of offending person.
- Report the incident to the appropriate personnel (i.e.; principal, principal's designee, etc.).
- Students should not attempt to resolve the complaint with the offending person.

Determination of Discrimination/Harassment

- Totalities of the circumstances will be investigated.
- The nature of the harassment will be investigated.
- Appropriate personnel will conduct the investigation of the alleged incident.

WEAPONS POLICY AND ENFORCEMENT PROCEDURES

State law requires the Superintendent or designee to immediately suspend and recommend for expulsion any student or employee who brings a firearm to school.

Weapons and dangerous instruments include, but are not limited to:

- Firearms: Handguns, pistols, revolver, shotguns, rifles, “zip guns”, “stun guns”, tasers, air guns, and any other device capable of propelling a projectile.
- Cutting and puncturing devices, Dirks, daggers, knives, folding knives with a blade that locks into place or a razor.
- Explosive and/or incendiary devices: Pipe bombs, time bombs, cap guns, containers of flammable fluids, fireworks, and or other hazardous devices.
- Disabling devices, Mace, pepper spray, tear gas or tear gas weapons, or any other toxic chemical, which could injure another person.
- Dangerous devices (miscellaneous): Blackjacks, slingshots, billy club, nun-chucks, sand club, sandbag, metal knuckles, throwing stars, or any metal plate with three or more radiating points with one or more sharp edges for use as a weapon.

Policy of the HBHUSD Board states that the school should be free from the fear and danger presented by firearms and other weapons.

- Fighting that inflicts serious bodily injury to another person may result in suspension, expulsion or transfer.
- No students or employees shall possess weapons or dangerous instruments on school grounds, buildings, buses, or at any school related or school-sponsored activity at or away from school facilities unless written permission has been obtained from the principal designee.
- Possession of devices may be a violation of the CPC. Violations need to be reported to the appropriate local law enforcement agency.
- School personnel are to refrain from taking any devices from a person when any person in the vicinity is in danger.
- All school personnel, certificated and classified may take any weapon from any person on school grounds to maintain order and discipline in the schools and to protect the safety of students, staff, and the public.

Reporting

- School personnel seizing a device shall deliver the item to the principal or designee.
- Anyone who suspects someone is in possession of a weapon, which has not yet been seized, shall report the matter to the principal or designee.
- Employees will complete a follow-up report to the principal which will include:
 - Name(s) of persons involved.
 - Witnesses
 - Location
 - Circumstances of the seizure (if any).

- Whether law enforcement was notified.
- The principal shall take disciplinary action in accordance with Board Policies and regulations.
- The principal/ designee shall make a reasonable effort to report the incident to the student's parents verbally, either by phone or during a conference, and also in writing.

EMERGENCY PREPAREDNESS AND DISASTER PLAN

Disaster Planning Guide

This guide is designed to provide a quick reference in the implementation of emergency actions as set forth in the Emergency Preparedness and Disaster Plan for this school. It contains:

- A. List of emergency telephone numbers.
- B. Emergency action to be taken for each type of emergency.
- C. Warning signals that will alert all school personnel to each emergency.
- D. Instruction on which basic action will be taken for each situation:
 - 1. Action: Leave Building
 - 2. Action: Duck and Cover and Hold
 - 3. Action: Directed Transportation
 - 4. Action: Convert Facility – Mass Care Shelter

Each supervisor and management employee will become completely familiar with the contents of this guide. Staff will be instructed in those provisions of the guide, which are applicable.

It is possible for disaster to strike at any time. Generally speaking, disaster falls into two categories – natural and man-made.

Natural Disaster – Disasters such earthquakes, floods, severe windstorms, tidal waves, and forest fires are potential destroyers of both life and property in many parts of the state and can occur with little or no warning.

Man-made Disasters in Peace Time

Accidental Disasters: New technologies have added potential hazards and thus have broadened the need for disaster planning. The possibility of chemical accidents, falling aircraft, industrial explosions and accidents in transporting hazardous materials cannot be overlooked. The potential for major accidents also increases as we concentrate more people into a given area and build homes in areas once considered too hazardous for such construction (i.e., flood, slide and earthquake areas).

Intentional Disasters: In dealing with the safety of students during school hours, administrators are sometimes confronted with such problems as arson, bomb scares, and an increasing incidence of riotous civil disturbance, looting and vandalism.

The successful school must be an adaptive institution that responds to an ever-widening range of change. It must recognize that change is a basic characteristic of today's society, and it must be staffed by teachers prepared to adapt to change. Teachers must be alert to new problems, whether they are within the confines of the classroom or worldwide.

Disaster preparedness implies the ability to respond quickly and effectively to any threat or emergency. How people react in emergency situations depends largely upon how well they have been trained to meet those emergencies.

This plan's primary purpose is to provide school personnel with a guide for use in planning for their emergency duties and responsibilities and for performing those duties during man-made or natural disaster. In developing a disaster plan, several assumptions should be made:

- A. The facility will remain at least partially intact, and at least a portion can be occupied.
- B. There will be total loss of utilities and services, i.e., electricity, water and gas will be off, and sewer service disrupted.
- C. The telephone service will be disrupted, if not totally lost for a significant period of time.
- D. Response by emergency service agencies, fire, police, ambulance, will be delayed for prolonged periods.
- E. Assistance from outside agencies may not be forthcoming for up to 72 hours.
- F. Local officials may well request or direct that all personnel remain in their present location until notified that it is safe to move about.
- G. Westminster High School will be designated as a community mass care shelter by the Red Cross.
- H. **ALL SCHOOL PERSONNEL ARE REMINDED THAT ONCE AN EMERGENCY OR A DISASTER OCCURS, THEY BECOME AN EMPLOYEE OF THE STATE AND MAY ONLY BE RELEASED BY THE SITE PRINCIPAL (California Government Code 3100).**

COUNTY SERVICES

The County of Orange is responsible for conducting emergency services and disaster activities within this jurisdiction.

The Incident Commander (Principal) is responsible for coordinating and supporting the emergency services of the County of Orange and disaster operations of this school.

Emergency services have been organized in this school to cope with all types of disaster; however, many emergencies may require only some of the services. Each civil defense service is headed by a service chief who will direct the operational activities of that service.

These services are:

- Communications
- Security/Maintenance/Transportation
 - Hazardous Materials
 - Fire Control
 - Damage Assessment
- Health and Welfare
- Medical First Aid
- Search and Rescue
- Food Supply
- Public Information
- Personnel Control

The plan's organizational chart shows the name and office of those individuals who are responsible for specific action during an emergency. Each school staff member must be aware of the source of information and instructions and the name of the person to whom he is responsible.

- COMMUNICATIONS

The primary means of communications to be used by this school will be Fire Alarm and P.A. System, if serviceable. Communication with District will be through use of hand-held radios, Channel 1 (in the School Resource Officer's office). Local communications will be with supervisions' small hand-held radios.

In any emergency, the school will monitor a battery-operated radio dialed to one of the emergency broadcast stations.

The School Operations Center is responsible for implementing the communications service.

- SAFETY AND SECURITY ASSESSMENT

Hazardous Materials Defense: Hazardous materials defense consists of those operations undertaken to minimize exposure to radiological hazards and to effect the early recovery of contaminated areas, facilities and resources.

Radiological hazards created by fallout can affect all civil defense operation. It is the responsibility of each member of this school's civil defense organization to

become thoroughly familiar with the contents of the school's Hazardous Materials Defense Plan.

Fire Control: The primary responsibility of the school's Fire Service is to protect school staff, students, and property against the effects of uncontrolled fire. To be effective, this service must locate and fight fires while they are in the initial stages. This service, necessary at all times, is of vital importance during a disaster when the danger of fire increases and the services of regular fire department personnel may not be available.

Damage Assessment: Prior to or during an emergency, the school Maintenance Department, acting on the advice of local utility companies, will maintain water, gas and electric utilities in as safe a condition as possible. The school Maintenance Department is also responsible for opening and closing down the school plant and for operating and maintaining school facilities.

Immediate assessment of school facilities is vital in determining whether the premises may continue to be safely occupied.

The school Maintenance Department is responsible for implementing the engineering plan for Hazardous Materials Defense, Fire Control, and Damage Assessment.

- HEALTH AND WELFARE

The Health and Welfare Service has a responsibility to both the school and the community, with the primary responsibility being the care of the school population. (Student and Staff Accountability)

The County of Orange Department of Public Social Services will coordinate the activities of the Health and Welfare Services at the county/city level.

- MEDICAL

The Medical Service has a responsibility to both the school and the community, with primary consideration being given to school population.

- SEARCH AND RESCUE

As government emergency services may be delayed for an extended period of time, it will be necessary for search and rescue teams to form to locate and rescue trapped or injured persons anywhere on campus.

- FOOD SUPPLY

Food service is responsible for checking for safety of the food supply and maintaining an inventory of food supply and water.

- PUBLIC INFORMATION

Public information officer is responsible for reporting to public agencies.

- STUDENT/PARENT COMMUNICATION TEAM

Student/Parent Communication Team is responsible for maintaining parental and school personal communication and direction.

EMERGENCY ORGANIZATION PLAN

SCHOOL OPERATIONS CENTER TEAM

LOCATION: School Resource Officer's office. If all down, report to the Connex box.

PERSONNEL: Principal
Principal's secretary
Receptionist

RESPONSIBILITIES:

- I. Implement and coordinate the emergency operations.
 - A. Notification of disaster by:
 1. Physical signs (earthquake, fire, explosion, plane crash, etc.)
 2. Orange County Communication Civil Defense radio.
 3. District office notification
 4. An official from a local authority such as fire, police, Cal Trans may telephone or come to the school site
 - B. Institute classroom notification procedures by bells, buzzers, messengers and call the necessary authorities.
- II. Receive reports on condition of personnel and faculty.
- III.
 - A. Report necessary information to the District Emergency Operation Center (DEOC).
 - B. Notify Superintendent and/or the district Emergency Operations Center (Channel 1 District radio) of the following information:
 1. Overall condition of your campus.
 2. Condition of staff.
 3. Condition of students.
 4. Immediate assistance required and time you can hold out without assistance.
 5. Consequences if no immediate help is sent.
 6. Neighborhood conditions if known.
 7. Advisability of closing the school.
- IV. Control Internal and external communication.
 - A. Control panic. Be sure that people know what is happening. That applies to information for parents, relatives, staff, reporters, and the general public, as well as to those people in the school directly affected by the emergency.
 - B. Communication Center should be manned by an operator with a prepared script. Emphasize that comments, other than those on the script, should not be made. (See sample script, pg. 64).
 - C. The Principal controls the release of names of those people who are injured or dead. This should be provided to the media or agencies in a

printed release by the District only after all parents, relatives, or spouses have been notified by police.

- V. Prepare reports for Superintendent.
- VI. Communicate with press.
- VII. Log for faculty sign-out and accountability (A.P.)

EQUIPMENT/SUPPLIES:

1. Principal's Kit: District Operations Center radio.
2. Map and location of each teacher station.
3. Sign-out sheet for teachers (to be kept by AP Curriculum secretary).
4. Battery operated radio (KNXT 1070 A.M., KFVB 980 A.M.)
5. Bullhorn
6. Information summary and update forms (Principal's secretary)
7. Staff emergency information binder (Principal's secretary)

PUBLIC INFORMATION TEAM

LOCATION: Switchboard or Connex Box

PERSONNEL: Principal
Switchboard operator

RESPONSIBILITIES:

Liaison between school and media.

Control telephone communications in and out of school.

Operate switchboard if operative.

Operate P.A. if operative.

EQUIPMENT/SUPPLIES:

1. Phone script and TeleParent Directions

SEARCH AND RESCUE TEAM

LOCATION: Disaster Equipment Center/Evacuation Center (Connex box)

PERSONNEL: Assistant Principal, Supervision
Public Safety Officer
Search and Rescue Team

ADMINISTRATION RESPONSIBILITIES:

- Oversees that orderly, pre-established sweeps, and visual, vocal and physical checks of classrooms, storage rooms and offices, are carried out.
- Remains in contact with the Search & Rescue Captains (includes First Aid team members).
- Stationed at Connex Box.

EQUIPMENT/SUPPLIES:

Master keys
Two-way radios (Ch 1 or A) one per team
Emergency tools
Flashlight and rope, crowbar, gloves, hard hats, vests, emergency kit,
paper, pencils, chalk, map of area to be searched, large school map at First
Aid area for Search and Rescue Captain.

TEAM MEMBER DUTIES:

1. Report to Disaster Equipment Center (Connex box), after evacuating to stadium/field.
2. Pick up search and rescue equipment.
3. Start search when all team members are present. If team member is missing, get sub at First Aid Station resource pool.
4. Before entering any building:
 - a. Check for safety, i.e., structural soundness, gas leaks, electrical shorts, etc.
5. Search all assigned facilities for injured or trapped persons to ensure complete evacuation.
6. Locate injured. Administer emergency First Aid, if needed.
7. Notify School Operations Center of name and location of injured.
8. Mark classroom doors to indicate “completely evacuated.”
9. Upon completion of assigned area, check in with Search and Rescue Coordinator.
10. Return to class only if released.

SEARCH AND RESCUE GUIDELINES

Goals

Rescue the greatest number of people in the shortest amount of time and rescue lightly trapped victims first.

“Size up” the situation

Time and day of the week

Type of occupancy

Weather Hazards

Type of construction

Other Hazards; gas, electric, aftershock

Size of structure or area

Number of people trapped

Re-evaluate continuously

Work Safely

BE PART OF THE SOLUTION, NOT THE PROBLEM

Always work with a partner or team

Wear protective equipment

Don't overextend yourself

Communicate with team and victims

Search Systematically

Use search patterns

Mark area searched

Never search alone

Make and keep records of actions

Set Priorities—Rescue Easiest First

Don't lose sight of your goal

Carefully move debris out of path

Once victim is freed, lift or drag to safety—Don't pull on projecting debris

Team leaders—

When you identify a victim, have your first aid person start triage and stop bleeding or splint fractures. While they are doing this, continue to search. Use your radio to notify the Communication Center how many injured you have and if you need a backboard, wheel chair, or blanket.

SEARCH AND RESCUE TEAMS

SEARCH AND RESCUE TEAMS

Team 1 – H

Andy Read (L, CPR) H4
Jim Mancini (CPR) H3
Judy Peterson M8/L4

Team 2 – J

Bob Kendall (L) J23
Brian Sira J5
Kassidy Martin B4

Team 3 – E,F

Alicia Machado (L) F8/K11
Ulises Villicana F2
Sean Lee G2 (CPR)

Team 4 – Farm

Dave Eusantos (L, CPR) AG
Michelle Du (CPR)

Team 5-G&K

Greg Berger (L, CPR) K4/10
Tim Boyd (CPR) K1/T20
Jeff Morris G7

Team 6-L&T

John Burns (L) L3
Eric Dykes (CPR) T7
Michelle Dang T2

Team 7 – M&N

T. Mc Millen (L, CPR) N8
Sherill Gordon (CPR) N6
Khang Bao H1

Team 8-PE

Mike Provo (L, CPR) PE
Leonard Ibarra B13/PE
Robin Myers-Li F1

Team 9 – B,D&Cafe

Matt Cain (L, CPR)
Gregg Munsell D1
Lindy Jordan N12

Team 10 - Maintenance

Mike Tafoy (L)
Alan Tunnell
Ryan Durfee

Team 11 - Food Services

Bryan Chaldian (L)
Ted Lourenco

Team 12 - Admin, Library & C

Chad Gorsage (L) T13
Jason Swick C-1
Linda Sampson A
Sandra Trujillo C2

Italicized & L = Lead

TEAM CAPTAINS

Eric Robinson T12
Mike Vallejo N7

Sub

PhoiThien Duong
Robin Hadas
Eric Salguero

Adult School

John Miranda
Vicky Vu
Duane Wong

MEDICAL EMERGENCY AND VOLUNTEER SERVICES TEAM

LOCATION: Adjacent to Connex box behind T bldg

PERSONNEL: AP Curriculum Team Leader
School Nurse
Athletic Trainer
Health Clerk
Library Clerk
Unassigned staff certified in CPR and First Aid
Student First Aid Team (Health Academy)
Classified staff without specific assignments
Teachers on Prep period

RESPONSIBILITIES:

1. Current list of available supplies in disaster equipment center.
2. Current list of special need students, for special consideration in time of disaster. Have program for these students on hand also. (Diabetic, orthopedically handicapped, and other medical conditions).
3. Maintain current list of those trained in emergency medical care.
4. Red Cross responsibilities.
5. Administer First Aid.
6. Triage to determine need for medical assistance.
 - a. Name
 - b. Assessment of injury.
 - c. Where taken (hospital name, etc.)
7. Maintain 3-day supply of medication for special needs of staff and students.
8. Coordinate with Search and Rescue Teams

EQUIPMENT/SUPPLIES:

Emergency medical supplies from the Disaster Equipment Center.
Radios
List of special needs students needing medication or other special considerations
List of those trained in emergency medical care
Paper and pencil

MAINTENANCE/SAFETY AND SECURITY TEAM

(Damage assessment, hazardous materials, and fire control services)

LOCATION: School Operation Center (Connex Box behind T Bldg)

PERSONNEL: Principal
Public Safety Officer
Maintenance crew
Supervision aides

RESPONSIBILITIES:

1. Lock all external gates, doors, and secure school. Security staff stationed at main entrances to refer parents, route fire, rescue, ambulance and police to area of need.
2. Deliver electric carts to First Aid.

MAINTENANCE TEAM DUTIES ARE:

1. If gas leakage is detected, shut off at main and other sources, open window and leave area.
2. Record all emergency repairs and damages and other actions on a log, which can be used to report to district office.
3. Report breaks or suspected breaks in electricity, gas or water lines to communication center so that utility company and fire department can be notified.
4. Know the location of all main utility shut-off devices including gas, electricity, water, as well as location of every hot water heater or water storage tank, the shut-off valve for each, and location of wrenches needed to shut off valves.
5. Be prepared to shut off these valves and switches after earthquake strikes. Stored water on campus may, after earthquake, be the only sanitary water available. It is not to be used without Principal's authorization.
6. Have Maintenance list other potential problems.
7. List of telephone numbers of utility companies.
8. Determine available resources for immediate use: water, food, power, radio, telephones, and sanitary conditions.
9. Survey and report to School Operation Center the extent of damage to school site.
10. Report to AP/Supervision implementation of plan for:
 - a. Fire control
 - b. Hazardous materials
 - c. Damage assessment

STUDENT/PARENT COMMUNICATIONS TEAM

LOCATION: Center of Evacuation Field & Park

PERSONNEL: (At CENTER FIELD)

AP Activities -Leader
Title I Secretary
AP Activities Secretary
Attendance Clerks
ASB student runners
Finance Secretary

(At PARENT REUNION GATE)

A.P. – Guidance
Guidance Techs
Community Liaisons (Viet./Span.)
V.I.P.
ASB student runners
Registrar

RESPONSIBILITIES: (At CENTER FIELD)

1. Finance secretary
Receives student accountability forms from teachers/via runners.
Checks accountability report to verify location, when requested by parent.
Directs runners to escort student to Parent Reunion gate.
2. AP Activities Secretary
Assist in filing/accounting for all Accountability forms.
3. Attendance clerks
Establish students' location (according to period and time), using locators.
4. Student runners
Locate students in the stadium or on the field and take them to parent reunion gate.

(AT PARENT REUNION GATE)

1. Parent/Guardian fills out student release form.
2. Student runners bring students (to be released to go home) to parent reunion gate.
3. Guidance techs sign out students and keep one copy of emergency release cards.
4. Before releasing students to parent or other adult ask student these questions:
Do you know ?
Do you feel comfortable with ?
5. Require requesting individuals to sign for any student leaving.
6. Keep all records (give to AP/Guidance).

EQUIPMENT/SUPPLIES (At EVACUATION CENTER)

1. Locators (By guidance tech alpha division)
2. Master schedule
3. Student Accountability forms
4. Class rosters
5. Accountability reports (as received)
6. Loose-leaf binder (Accountability reports)
7. List of WHS staff
8. Student Emergency Cards

FOOD SERVICE SUPPLY TEAM

LOCATION: School Operation Center (Connex Box behind T bldg)

PERSONNEL: Director of Food Services - Lead
Cafeteria Workers
Food Service personnel

RESPONSIBILITIES:

1. Check food supply
2. Check for safety
3. Maintain inventory of water/food supplies

EQUIPMENT/SUPPLIES:

Inventory list

CAFETERIA/FOOD SERVICES BUILDING

1. Check amount of food available and spoilage.
2. Don't open freezer, if electricity is off.
3. Check for safety hazards, gas off, electricity, etc.
4. Receive emergency food and water supplies.
5. Maintain inventory of supplies. Report inventory to AP Supervision.
6. Report to: First Aid Resource Pool.
7. Provide food and water to students and staff if long evacuation.

SCHOOL/COMMUNITY EMERGENCY SERVICES LIAISON TEAM

PERSONNEL: AP Curriculum

LOCATION: Connex Box behind T bldg

RESPONSIBILITIES:
Coordinates with American Red Cross and the city of Westminster,
County of Orange or State of California Emergency Services.

PUBLIC INFORMATION

PERSONNEL: Principal (Information Officer)
Principal's secretary

RESPONSIBILITIES:
Liaison between school and media.

COMMUNICATION TEAM

DISASTER DRILL

TEAM MEMBERS: Principal
Principal's Secretary
Switchboard Operator

LOCATION: Reception Switchboard/Operation Center

DUTIES:

1. Principal uses P.A. script to announce drill
 - a. "This is a disaster drill." (Repeat)
 - b. "A major earthquake is occurring. Conduct duck and cover and hold for one minute." (Wait one minute).
 - c. "Movement has stopped. EVACUATE through the fire exits and proceed to the student assembly area in the designated stadium or field areas. Do not return to the classroom until the all clear has sounded.

OR

"Teachers will direct you to EVACUATE ..."

2. Principal reports to Operation Center after making above announcement.
3. Principal sends the student runners to office Reception Switchboard to report status of drill and indicate when to ring all clear to return to classes.

SWITCHBOARD OPERATOR SCRIPT

DIRECTIONS: WHEN ANSWERING THE PHONE OR TALKING TO OUTSIDERS, READ ONLY THOSE ITEMS CHECKED. MAKE NO OTHER COMMENTS.

Westminster High School has just experienced a(n) _____
(Incident)

- _____ The students (are being) or (have been) accounted for.
- _____ No further information is available at this time.
- _____ The Red Cross is here (are on the way).
- _____ Emergency medical services are here (are on the way).
- _____ Police are here (are on the way).
- _____ Firemen/paramedics are here (are on the way).
- _____ Communication center for parents is being set up to answer questions about individual students.
- _____ Westminster is conducting an evacuation drill. Please contact the District Office (964-3339), if there is an emergency.

EVACUATION CENTER TEAM

(All Staff)

TEAM MEMBERS: Teaching staff, instructional aides, clerical

SUPPLIES: Roll book and Accountability Forms
All valuables (purses, etc.)
Books, backpacks

NOTES:

- A. DRILL: P.A. will announce to DUCK & COVER for one minute. After one minute, P.A. will announce that movement has stopped and to evacuate to the drill areas then proceed to student assembly area and assigned evacuation areas.
- B. IF ACTUAL DISASTER:
 - Duck & Cover
 - Check with buddy
 - Evacuate (P.A. may be down)
 - Take roll.
 - Fill out Student Accountability form and turn in
- C. If actual disaster occurs during times other than classroom hours, students report to their last previous period class fire drill area and when notified proceed to assigned evacuation area.
- D. If teacher doesn't have a roll sheet, he/she will send a runner to the Connex box.

RESPONSIBILITIES: (If on prep period, and not on an assigned team, report to Emergency & Volunteer Services team leader).

1. After Duck & Cover, ascertain injuries.
2. Check with "Buddy teachers (All OK? Need Help?)
3. If teacher is down
 - a. Take over classroom
 - b. Evacuate your own class along with downed teacher's class (Try to create a buddy system for the walking wounded).
4. EVACUATE classroom to fire drill area, and then move quickly to evacuation area. (Make sure Accountability form is filled out).
 - a. Keep students calm, quiet and together.
 - b. Leave any student who is injured (and unable to be moved) in the classroom.
 - c. Leave doors CLOSED BUT UNLOCKED, lights on if possible. Be sure to take necessary supplies (above) with you.
 - d. Once at evacuation area, students should be placed in seating chart or roll call order, when possible.
5. Account for students. Take roll book and Accountability Report with you to designated assembly area.
 - a. Complete Accountability Report.
 - b. Send completed Accountability Report as soon as possible with reliable student to center of evacuation field.
6. Supervise and reassure students. Stay with your students in designated assembly area.

- a. Teachers should monitor student behavior at all times.
 - b. Maintain order in your assembly area.
 - c. Assume responsibility for students whose teachers have specific assignments (i.e. Search & Rescue) if requested.
7. Release students only to student runners or staff members.

EMERGENCY ONLY-- RESTROOM USE: SEND STUDENT TO FIRST AID STATION.

AT BEGINNING OF EACH SEMESTER, REVIEW EVACUATION ROUTES ASSEMBLY AREA WITH EACH CLASS PERIOD.

PROCEDURES FOR INJURED STUDENTS

CALL HEALTH OFFICE extension 4429

DURING SCHOOL HOURS

Check what is injured – in doubt **DO NOT MOVE** – call the NURSE with the following information:

- Name of Student
- Nature of Injury
- Whereabouts of Student
- Whether wheelchair or stretcher is needed

Nurse (or Health Clerk) will assume responsibility for student at that time.

AFTER SCHOOL HOURS (OR if nurse is not available)**

- If in doubt, DO NOT MOVE!
 - If trained to do so (current First Aid Card) apply splint to injured extremity before moving.
 - Take injured student to First Aid Room in boys' physical education building (via stretcher or wheelchair if necessary). If in doubt, DO NOT MOVE and call 911.
 - USE EMERGENCY CARD.
1. Call parent/guardian and have them come get student.
 2. If no parent is available, call next person on card.
 3. If no one can be contacted, call 911.
 4. If injury appears serious and no one can be contacted, call 911. A coach or **school official must accompany** student to the hospital and should stay with him/her until parents are located.
 5. **DO NOT ALLOW** student to go home if injured without notifying someone on the emergency card.

ALWAYS MAKE OUT AN ACCIDENT REPORT on ANY injury and turn in to the HEALTH OFFICE.

BACK INJURIES and POSSIBLE CONCUSSIONS

- If in doubt DO NOT MOVE. Cover the student with a blanket.
- Call parent/guardian and state that you feel the student should go to the hospital via ambulance.
- Paramedics may be called without ascertaining PARENT CONSENT.

HEAD INJURIES

- All students who sustain a head injury **MUST BE ESCORTED BY AN ADULT TO THE SCHOOL NURSE**. If student is immobile, follow "DURING SCHOOL HOURS" instructions on this sheet.

**Coaches should have EMERGENCY CARDS for players at all games. School official, stretcher and blanket should be at all home and away games.

LONG-TERM FOLLOW UP

- The Principal should follow-up with **staff**:
 - If acceptable to families, distribute hospital stay or funeral info.
 - Debrief with the Emergency Response Team
 - Provide opportunity for staff to discuss feelings.
 - Identify staff who may need mental health support

- Provide follow-up support to **students**:
 - Identify students requiring additional support and assign staff to monitor. Assign psychologist to help.
 - Consider shortening or restructuring student assignments. Postpone or reschedule tests if necessary.
 - Give students an opportunity to talk about their feelings and concerns.
 - Acknowledge emotions through discussion and activities.
 - Discuss funeral arrangements. Plan student transport if needed.
 - Psychologists may provide a list of suggested readings to teachers, parents, and students.

Communicate with **parents**:

- Provide a brief statement about the incident, a summary of what has taken place throughout the day, changes to watch for in students, contact numbers for community assistance, and request parents to notify office about any student concerns.

Take care of **administrative** duties:

- Update staff as new information becomes available. Emphasize the need for prepared statements to minimize rumors.
- Continue to refer media to the district public information officer.
- Staff should be visible to make students feel safe.
- Send a thank you to all who assisted.
- Plan an appropriate memorial for the deceased (if it was **not** a suicide). Suggestions include an assembly, yearbook dedication, scholarship fund, ceremonies, and letters to the family.
- Determine whether to lower the flag to half-staff.
- Remove all messages from the school marquee.
- Set up a system to answer cards and letters to the school.
- Strengthen campus security, if necessary through carpools, neighborhood watch, and security officers/school police.
- Remember the anniversary of the crisis.

EMERGENCY PHONE NUMBERS

In the event of an emergency, please contact the department(s) below:

FIRE.....911	
POLICE.....911	School phones must dial 9-911 (Without code)
PARAMEDICS.....911	

Immediately after calling the above emergency number call the DISTRICT EMERGENCY OPERATIONS CENTER who will notify the Superintendent and all other necessary personnel.

If unable to contact DISTRICT EMERGENCY OPERATIONS CENTER by telephone, call on the TWO-WAY RADIO (CHANNEL 3 IN PRINCIPAL'S OFFICE) reporting the incident.

TRANSPORTATION, PUBLIC SAFETY & SECURITY	536-7521
MAINTENANCE DEPARTMENT (Business Hours).....	536-7521
SUPERINTENDENT.....	903-7000
CITY OF HUNTINGTON BEACH – WATER DEPARTMENT	536-5921
CITY OF WESTMINSTER – WATER DEPARTMENT.....	898-3311 (Ext.574)
CITY OF FOUNTAIN VALLEY – WATER DEPARTMENT.....	963-3462
ELECTRIC – Southern California Edison Company.....	(800) 655-4555
GAS COMPANY – Southern California Gas Company.....	(800) 427-2200
RED CROSS.....	835-5381

EMERGENCY BROADCASTING NUMBERS: (Public Radio)

KNXT 1070 – AM Dial
KFWB 980 – AM Dial

DISTRICT HAND-HELD RADIO
WHS Frequency Channel 1 – District Emergency Operations Center

IMPORTANT PHONE NUMBERS

Police – Call 9-1-1 for emergency

Huntington Beach Police Department	(714) 536-5333
Westminster Police Department	(714) 897-2511
Garden Grove Police Department	(714) 741-5704
Orange County Sheriff's Department	(714) 647-7000

Fire and Paramedics - Call 9-1-1 for emergency

Westminster Fire Department	714) 893-6565
Huntington Beach Fire Department	(714) 536-2501
Garden Grove Fire Department	(714) 534-4341
Orange County Fire Authority	(714) 538-3501

City Emergency Operations Centers

EOC's instituted during city or countywide disasters are usually coordinated with Huntington Beach Union High School District Office not individual school sites.

City of Huntington Beach EOC	(714) 536-5980
City of Westminster EOC	(714) 894-0165
City of Garden Grove EOC	(714) 741-5600

Medical Care/Hospitals

Huntington Beach Community Clinic 17962 Beach Blvd., H.B.	(714) 847-4222
Huntington Beach Hospital 17772 Beach Blvd., H.B.	(714) 842-1473
Prompt Care 15464 Goldenwest St., Westminster	(714) 891-9008
SOS Free Clinic 1550 Superior, Costa Mesa	(714) 650-0640
UCI Medical Center	(714) 456-6011

Shelter/Clothing Information

American Red Cross (24 hours)	(714) 481-5300
American Red Cross Emergency Service Direct Line	(800) 540-2000

Law Enforcement

Westminster Police Department	(714) 898-3315
Orange County Probation Department	(714) 569-2000
California Youth Authority – Parole Services	(714) 898-4177

Juvenile Hall – Orange
HBUHSD School District Police

(714) 935-6660
(714) 536-7521

Suicide Prevention

Suicide Prevention

(714) 639-4673

Children’s/Family Social Services

Orange County Social Services (general number)
OC Behavioral Children Youth Services
California Department of Children’s Services
Children’s Home Society of California
California Missing Children’s Hotline

(714) 541-7700
(714) 834-5015
(714) 938-0289
(949) 364-6605
(800) 222-3463

Domestic Abuse and Rape Hotlines

Orange County Domestic Violence Assistance
O.C. Sexual Assault Victim Services (24 hr)

(714) 973-0134
(714) 957-2737

Mental Health and Substance Abuse

O.C. Mental Health and Drug Abuse Services
O.C. Public Health Alcohol Program
Alcoholics Anonymous
Narcotics Anonymous

(714) 896-7566
(714) 896-7574
(714) 556-4555
(714) 776-8581

District Contacts

HBUHSD District Office
HBUHSD Emergency Operations Center
Superintendent’s Office
Bilingual-Spanish/Vietnamese Translators
Student Services
Transportation Services

(714) 903-7000
#50 Ext. 4200
#50 Ext. 4200
#50 Ext. 4250
#50 Ext. 4401
#17

Westminster High School

Westminster H.S. Food Services
Westminster H.S. Maintenance Department
Nurse (Jaime Kerns)
Psychologists (Lynda Barrington)
(Karen Wisniewski)
(Kevin Whitfield)

Ext. 4580
Ext. 4610
Ext. 4429
Ext. 4479
Ext. 4480
Ext. 4682

Other Useful Numbers

Animal Control
Bee Busters
Coroner
County Emergency Management Division
Flood Control Information
Flood Control Maintenance
Highway Condition Information

(714) 898-3311
(949) 497-6264
(714) 647-7000
(714) 647-7000
(714) 834-6192
(714) 834-6192
(800) 427-7623

**CLASSROOMS/OFFICES/OCCUPIED SPACES CHECK LIST:
NON-STRUCTURAL EARTHQUAKE HAZARD**

DATE _____ Teacher/Staff _____ Rm. # _____

TAKE CORRECTIVE ACTION WHERE POSSIBLE AND CHECK THOSE ITEMS WHERE ASSISTANCE IS NEEDED.

- _____ Is all desktop and tabletop equipment anchored to work surfaces by bolting, strapping, cabling, or using industrial strength Velcro “Quake Tape”?
- _____ Do all file cabinets with pullout drawers have working drawer latches?
- _____ Are desks, tables, files, and cabinets located so that they are not likely to slide or fall and block exits?
- _____ Are potentially sharp wall decorations and ceiling-hung items mounted with closed-hook fasteners? (Close hooks by bending or with tape or string).
- _____ Are suspended ceiling-hung items such as hanging planters or mobiles positioned so they are free to swing 45 degrees in any direction without hitting each other or windows?
- _____ Are tops of cabinets and shelves above eye-level clear of loose equipment, trophies, planters, etc. which might become flying missiles during a quake?
- _____ Is furniture arranged so that student/staff work stations are away from falling objects or windows, which might shatter?
- _____ In a classroom or occupied room without windows, is there a source of emergency lighting?
- _____ Are all breakable containers of liquids stored close to the floor, or on shelves with restraining lips, bars, or wires, or in cabinets with latching doors?
- _____ Are floor areas under desks and tables clear and accessible to be used as “duck and cover” areas?
- _____ Are occupied areas clear of stacked materials and tall heavy unattached objects which might topple or fall causing injury or blocking exits or accesses?
- _____ Is an inventory of all hazardous materials that are present in the room, showing their location in the room, posted by the door to facilitate post-quake inspection?
- _____ Are freestanding wheel-mounted or caster-mounted items and office machines anchored to supporting walls?
- _____ Are heavy objects stored in lower shelves?
- _____ Are directions for evacuating the classroom posted?

UTILITY REPAIR LIST

WATER:

Turn off main valve located **outside of the principal's office and by the adult school** (see map)

ELECTRICITY:

Turn off breaker switches located **by north gate** (see map). Key is with custodians and wrenches **located in maintenance office and on all maintenance carts**

OBSERVE SAFETY PRECAUTIONS!!!!

GAS:

Turn off at all locations, including main valve, **by food services**. (See map) Use wrench **located in maintenance office and on all maintenance carts**

EMERGENCY ACTION PLAN

1. “Action – Leave Building”

- A. Warning signal – fire alarm/actual movement
- B. Appropriate for, but not limited to, the following:
 - 1. Fire
 - 2. Bomb threat (peace time)
 - 3. Chemical accident
 - 4. Explosion or threat of explosion
 - 5. Post-earthquake, after duck/cover/hold action
 - 6. Other similar occurrences, which make school buildings uninhabitable.

2. “Action – Return to Building”

- A. Warning signal – fire alarm
- B. Appropriate for, but not limited to, the following:
 - 1. Chemical accidents
 - 2. Severe windstorm
 - 3. Yellow alert (time permitting) civil defense
 - 4. Post-disaster

3. “Action – Duck/Cover/and Hold”

- A. Warning signal – movement felt or P.A./Directive from Principal or Designee
- B. Drop to floor beneath desk, chair or table with back to window. Bury face in the crook of elbow, close eyes, put the other hand over the back of the neck and cover head with coat or sweater, if available. Evacuate to evacuation area. (Do not wait for P.A. – systems may be down).
- C. Appropriate for, but not limited to, the following:
 - 1. Earthquake
 - 2. Surprise nuclear attack
 - 3. Surprise attack

FIRE

A. Fire Within School Building – In the event a fire is detected or suspected within a school building, the following will be accomplished:

1. Sound the school fire alarm. This will automatically implement “Action-Leave Building” by the safest direct route. (See map)
2. Maintain control of students at a safe distance from the fire and firefighting equipment.
3. Render first aid as necessary.
4. Notify the Orange County Fire Authority – dial 911 or 538-3501.
5. Notify the Westminster Police Department – dial 911 or 897-2511.
6. Fight incipient fires without endangering life.
7. Keep access roads open for emergency vehicles. Security or AP Supervision have keys.
8. Take roll.
9. Notify School District Disaster Coordinator, or other appropriate school official.
10. Notify utility companies of a break, or suspected break.
11. The Principal will determine whether “Action-Go Home,” or any further action, should be implemented.
12. Students and staff should not return to the school until fire department officials declare the area safe.

B. Fire Near School – In the event of a fire near the school, the Principal* will:

1. Determine the need to execute “Action-Leave Building.”
2. Determine whether the students and staff should leave the school grounds.
3. If nearby fire poses immediate threat to staff and students, take action to evacuate the buildings, and if necessary, the area.
4. With the school staff, maintain control of the students at a safe distance from the fire.
5. Have roll taken.
6. Notify School Disaster Coordinator, or other appropriate school official.

7. Determine whether “Action-Directed Transportation,” or any further action, should be implemented.

* If nearby fire poses an immediate threat to the students or the building, staff members should take the necessary actions to evacuate the building.

STUDENTS AND STAFF SHOULD NOT RETURN TO THE SCHOOL UNTIL FIRE DEPARTMENT OFFICIALS DECLARE THE AREA SAFE.

EARTHQUAKE

Earthquakes usually strike without warning. Issue command “Duck and Cover” and protect yourselves. The following actions, as time permits will be accomplished:

A. Inside School Building:

1. The teacher, or other person in authority, implements Action Drop.
2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures.
3. Implement “Action-Leave Building” when the earthquake is over. Special consideration should be given to exit routes, because of the possibility of falling objects. Do not run, particularly on stairways. DO NOT WAIT FOR P.A. ANNOUNCEMENT.
 - a. Do not return to buildings for any reason until they have been declared safe.
 - b. Guards should be posted at a safe distance from all building entrances to see that no one re-enters the buildings.
4. Do not use matches or lighters after earthquake, there may be a gas leak.
5. Avoid touching electrical wires, which may have fallen.
6. Render first aid on site, as required.
7. Take roll in an outside designated area, clear of emergency vehicles.
8. Request assistance as needed, through channels, from the (County or City) Emergency Services Office.
9. Notify utility companies of any break, or suspected break.
10. If possible, notify School District Disaster Coordinator, or other appropriate school official.
11. The principal/designee will determine the advisability of closing the school. If necessary, he/she will try to procure the advice of competent authority about the safety of the building.
 - a. Generally the initial earth shock is the most severe, and subsequent shocks are less intense.
 - b. Occasionally subsequent shocks may be more severe than the initial tremor. This should be considered in determining how long the buildings should remain unoccupied.

B. On School Grounds:

1. The teacher or other person in authority, implements command “Duck and Cover.”
2. The safest place is in the open. Stay there until the earthquake is over.
3. Move away from buildings, trees, and exposed wires.
4. Do not run!
5. Follow the procedures 4 through 10 under “Inside School Building” above.
6. Teacher removes appropriate record keeping information and/or emergency folders from the classroom. It is imperative that the ACCOUNTABILITY REPORT be included in the emergency folder.
7. The individual classroom teacher is in charge of and responsible for his/her class.
8. If a disaster hits **before** school, school procedures states that all students are to report to the field to their FIRST TEACHER OF THE DAY.
 - If a disaster hits **during passing period, during lunch**, or afterschool students report to their previous period class.
 - If a disaster hits **after school** hours, students report to their guidance specialists on the field.

EXPLOSION OR THREAT OF EXPLOSION

- A. In the event of an explosion at the school, or the threat of an explosion—such as those caused by leaking gas or a faulty boiler within a school building—the following will be accomplished:

1. Explosion

- a. Command “Duck and Cover.”
- b. If an explosion occurred within the building, or threatened the building, the teachers should immediately implement “Action-Leave Building.”
- c. Sound the school fire alarm.
- d. Move to an area of safety, and maintain control of students.
- e. Render first aid as necessary.
- f. Notify the Westminster Fire Dept. – dial 911 or 893-6565.
- g. Notify the Westminster Police Dept. – dial 911 or 898-3315.
- h. Fight incipient fires without endangering life.
- i. Take roll.
- j. Notify the Superintendent, School District Disaster Coordinator, or other appropriate school officials.
- k. Notify utility companies of a break, or suspected break.
- l. The school Principal/designee will direct further action as required.
- m. Students and staff should not return to the school until fire department officials declare the area safe.

2. Threat of Explosion:

- a. Sound the school fire alarm. This will automatically implement “Action-Leave Building.”
 - b. Follow procedures d, e, f, g, i, j, k, l, and m under “Explosion” above.
3. Turn on the battery operated AM radio and tune to either of the local stations that are part of the Emergency Broadcasting System for official information and instructions.

The local stations, which are part of the EBS, are:

KWIZ – 1480 on your AM dial KEZY – 1190 on your AM dial

4. Take precautions to minimize the possibility of persons being struck by flying objects such as glass and Venetian blinds.
5. Remain in the shelter or protected area until other action is advised or directed by competent authority.

BOMB THREAT (Peacetime)

- A. General: The vast majority of bomb threat telephone calls and notes are hoax or prank calls. All such threats must, nevertheless, be handled quickly and efficiently. Responsibility for determining the exact course of action in each case should remain with the Principal of the school involved. The following actions are suggested as a guide, with such necessary modifications or changes as might be required for the individual school plant or by the exact circumstances of the threat. Safety of the students and prevention of panic are of paramount importance.

1. Location of Bomb Unknown:

- a. The telephone operator or other person receiving a call or note advising of a bomb, will immediately notify the Principal or next highest authority available at the school involved. (Use Bomb Threat Check List)
- b. Immediately notify:
 1. School District Office – dial 714-903-7000
 2. Westminster Fire Department – dial 911 or 893-6565
 3. Westminster Police Department – dial 911 or 898-3315
- c. School employees conduct a visual search of their work areas. Report suspect or unidentifiable items to management. Police and Fire personnel will assist in evaluating suspect items.
- d. Send a notice, in writing, to the teachers alerting them of the situation.
- e. If anything of a suspicious nature is found in the search, proceed as for Bomb Threat – Location Known.
- f. If nothing is detected, normal activities should continue.
- g. A complete written report will be submitted to the district office, giving as much detail as possible as to the type of person making the call, what was said, and the time and date. This information will be made available to the local police agency and fire department.

2. Location of Bomb Known:

- a. Upon determining the location of a bomb or potentially explosive material or device, the area surrounding the location should be immediately cleared of all students and other personnel utilizing any of the basic action or signals as may be appropriate. Take care to insure that passage of persons near or toward the bomb location is blocked.
- b. The local police agency, the local fire department and the School District office will be immediately notified of the situation and details.

All action regarding disposal or handling of the bomb or device will be handled by the local police department or fire department.

- c. Upon removal of the bomb, resume normal activities, utilizing appropriate basic action signals.

SEVERE WEATHER-TORNADO

SCHOOL ADMINISTRATION

Upon hearing the alert from the Weather Radio, District or Emergency Services (HBPD):

- Listen and verify the general area to be affected.
- LOOK outside to verify the weather conditions.
- Listen to the radio and or television for additional information.
- Keep classrooms informed.
- Notify the district office.
- Determine **IF** the school is in the affected area.
- Prepare for a weather emergency by gathering your emergency materials.(class roster, emergency flip chart, etc.)

REMEMBER: DO NOT ACTIVATE THE FIRE ALARM IN A WEATHER EMERGENCY.

(This may confuse the staff and cause some to go outside.)

If the school **IS** in the affected area and the Tornado is imminent:

- Make the announcement over the PA to all classrooms to activate their Severe Weather procedures and Shelter in Place (Lock Down)
- Bring all students into the building from the school grounds and send them to their classrooms
- If school buses or other district personnel are at the school request that all drivers, students, parents come into the building and direct them to the designated safe shelter area
- Move all staff, office visitors, and students to their designated safe area.

When the storm passes:

- Check all reports from staff for injuries and damage to the building.
- Evacuate the building if the building is damaged and unsafe.
- Do not allow students/staff to wade in water because of the possibility of dangerous live electrical wires and the possibility that drainage covers could have been removed by the water.
- If the building is damaged, have building maintenance staff cut off all gas, electric, and fuel oil at main disconnects, according to maintenance procedures.
- Contact the office and report any and all damage to your area.
- Do not drive school carts/vehicle in standing water.

If the school is **NOT** in the affected area:

- School schedules proceed as normal.
- Keep the Radio/Television tuned for further weather updates.

SCHOOL CLASSROOM

Upon hearing the Severe Weather/Lock down PA announcement:

- Listen for the PA announcement to activate the Severe Weather Procedures.
- Teachers will direct the students to their assigned safe shelter area (hallways or classrooms).

- Students will leave all belongings behind, if they move to another area, including books, bags, coats, etc.
- Students will move quickly, quietly and orderly to their assigned areas.
- Students will wait for instructions.
- REMEMBER - When a Lock Down is initiated, ALL personnel and students are to remain in their assigned area. Do not dismiss students to use restrooms, go to Supervision, etc.
- Check your email for periodic updates and listen to P.A. announcements.

REMEMBER: THE SAFE SHELTER AREAS MAY INCLUDE INTERNAL CLASSROOMS

- If you are evacuated to another area, Teachers will take an attendance sheet or similar document with them.
- Teachers will make sure the classroom door is closed after the last person has left the room.
- Teachers/Administrators will check to make sure all students are out of bathrooms.
- If in a hallway, Teachers will instruct the students to line up and sit down against the inside wall of the hallway and be prepared to assume the Tornado Protective Kneeling Position (duck and cover). (See Below)
- Teachers will keep students calm.

Tornado Protective Kneeling Position/ Duck and Cover Position

Kneel or crouch on your knees and elbows, with your head between your knees and your hands clasped over the back of your head.

When the storm is imminent, instruct the students to:

- Assume the protective kneeling position with their hands covering the back of their necks and their faces protected by the floor and their knees.
- Remain in this position until instructed otherwise.

After the storm passes

- Check all students for injuries
- Take attendance
- Report the status of your class to the Supervision Office at ext. 4406 or 4407.
- Follow any further instructions from the Administrator.

THINGS TO REMEMBER

Safe Shelter Areas should / could be

- Internal hallways
- Internal classrooms without glass walls

Effected Class/Program	Evacuation area...
P.E. Classes	Evacuate to the Locker Rooms
Portable Classrooms	Student Cafeteria and Staff Cafeteria
Athletic teams	Evacuate to the Locker Rooms
Adult High School/Adult School	Student Cafeteria
During lunch	Report to nearest classrooms and wait for direction

Safe Shelter Areas should NOT be:

- Classrooms / rooms with high profile ceilings, such as Gyms and Auditoriums
- Classrooms with outside glass walls and / or large windows.
- Adjacent to entrance / exit doors with glass inserts

References:

National Weather Service

NOAH, National Oceanic and Atmospheric Administration

City and County of Denver's Office of Emergency Management

FALLEN AIRCRAFT

If an aircraft falls near the school, the following will be accomplished:

1. The Principal/designee will determine which action, if any, should be implemented. Where necessary, teachers will take immediate action for the safety of students without waiting for directions from the Principal.
2. All students and staff will be kept at a safe distance, allowing for possible explosion.
3. If possible, the principal will determine whether the aircraft is military, commercial, or a private plane.
4. Notify the Orange County Fire Authority – dial 911 or 538-3501.
5. Notify the Westminster Police Department – dial 911 or 897-2511.
6. Notify School District Disaster Coordinator, or other appropriate school officials.
7. The Principal/designee will direct further action as required.

CHEMICAL ACCIDENT

Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gases. Should such an accident endanger the students or staff, the following will be accomplished:

1. Determine the need to implement “Action-Leave Building.”
2. Determine whether the students and staff should leave the school grounds.
3. If appropriate, take action to evacuate the building and if necessary, the area.
4. Move crosswind or upwind, never downwind – to avoid fumes.
5. With the school staff, maintain control of the students at a safe distance.
6. Render first aid as necessary.
7. Notify the Orange County Fire Authority – dial 911.
8. Notify the Westminster Police Department – dial 911 or 898-3315.
9. Take roll.
10. Notify School District Disaster Coordinator, or other appropriate school officials.
11. The Principal/designee will direct other action as required.
12. Students and staff should not return to the school until fire department officials declare the area safe. Release students only to parents or their designee.

LOCKDOWN INSTRUCTIONS - Staff

Lockdown Steps During Class Hours

1. Announcement on the P.A. – “WE ARE IN LOCKDOWN STATUS - THIS IS NOT A DRILL - THE SCHOOL IS IN LOCKDOWN.”
2. Do not stop to ask why – just act.
3. Bring in students in the immediate area.
4. Lock classroom or building doors.
5. Never open the door or windows to anyone.
6. Close drapes. Stay away from the door and windows. Keep low to ground.
7. Do NOT allow students or adults to leave classroom.
8. Do not open your door for any reason until an “ALL CLEAR” is received.
9. WAIT for further instructions which will come over the P.A., by phone, Supervision or the police. Any attempt to communicate with the Office or Supervision Office at this time will delay further instructions, so PLEASE resist the temptation.

Lockdown Steps During a Break, Before or After School

1. Announcement on the P.A. – WE ARE IN LOCKDOWN STATUS - THIS IS NOT A DRILL - THE SCHOOL IS IN LOCKDOWN.”
2. Bring in students in the immediate area.
3. Lock classroom or building doors.
4. If out on campus, find a secured area.
5. Close drapes. Stay away from the door and windows. Keep low to ground.
6. DO NOT allow students or adults to leave classroom.
7. Do not open your door for any reason until an “ALL CLEAR” is received.
8. WAIT for further instructions (ALL CLEAR) which will come over the P.A., by phone, Supervision, or police. Any attempt to communicate with the Office or Supervision Office at this time will delay further instructions, so PLEASE resist the temptation.

WEAPON ON CAMPUS – SUSPICION OR SIGHTING

1. Notify Supervision immediately – phone extension 4406 or 4407 or send messenger with note to Supervision Office. **DO NOT** disclose your suspicion to student.
2. Supervision will remove student from classroom or area. The student will be searched away from students and teachers.
3. If a weapon is drawn in the classroom or office, react as in a hostage situation unless individual drawing weapon will allow people to leave premises.
4. If student is threatening one particular person, quietly try to get other students out of room or immediate area.

RIOT/GANG INCIDENT

When tensions are high, groups are banding together and are fighting

1. During breaks – be visible, stand outside door as students come to classroom.
2. Bells may be sounded early to break up groups and get students moving to classrooms. Open classroom doors early whenever possible.

When a Very Significant Incident Has Occurred

1. Lockdown. If during a break, teachers immediately report to **previous** classroom assignment unless directed to alternate location.
2. Follow lockdown procedures.
3. Wait for instructions.
4. When emergency is over, staff should fill out a witness form for any student/staff who witnessed incident.
5. Keep witnesses from talking with each other about the incident.

(The Police Department or administrators will interview witnesses individually. This is extremely important for prosecution process.)

GUNFIRE ON CAMPUS

Walk-On Shooting

1. Duck and cover if in immediate area of gunfire.
2. Lockdown.
3. Phone 9-911 and Supervision at extension 4407 if you have a telephone in the room.
4. Lockdown for campus will be called.
5. Wait for room-by-room evacuation which will be made by Supervision or the police.
6. Keep witnesses from talking to each other about incident.

Drive-By Shooting

1. Duck and cover if in immediate area of gunfire.
2. Lockdown will be called.
3. Wait for instructions.
4. Keep witnesses from talking with each about the incident.

(The Police Department or administrators will interview witnesses individually. This is extremely important for prosecution process.)

HOSTAGE INCIDENT

If you are in an area where a hostage situation is emerging, leave the area! Get to a safe area, then call for help.

Classroom, Office, Or Area Held Hostage

1. DO NOT make any sudden moves. Try to keep students calm.
2. Do what captor asks.
3. DO NOT try to send student out for help unless permitted to do so by captor.
4. Ask captor's permission for any actions.
5. Wait for police to negotiate.

Remaining Persons On Campus

1. Lockdown.
2. Instructions for Duck and Cover may be made for certain rooms.
3. Wait for room-by-room evacuation which will be made by Supervision or by the police.

SUICIDAL STUDENT

1. Notify Student Services Office – phone extension 4403, 4406 or 4407 or send messenger.
2. Get other students out of classroom or area. You may be able to accomplish this by quietly signaling students individually or by rows (if disturbed student's attention is focused away from exit.)
3. Try to calm individual by talking softly and pulling drapes closed to visually isolate person from outside. Turning off lights can be very helpful with students suspected of narcotic use.
4. Do not approach individual without his/her permission.
5. With a narcotics situation – asking non-related questions along with normal questions can keep individual's mind occupied and off-track while you are waiting for help.
6. Wait for Student Services or police to remove student. If student becomes violent, leave room or area.

VIOLENT STUDENT IN THE CLASSROOM AREA UNARMED

Fight Between Students

1. Notify Supervision Office immediately – phone extension 4406 or 4407 or send messenger.
2. Get other students out of immediate danger if possible – have them leave classroom/area if necessary. Send to ‘buddy’ teacher’s room if appropriate.

Violent Student Vandalizing Classroom or Office

1. Notify Supervision Office immediately – phone extension 4406 or 4407 or send messenger.
2. Get all students out of classroom/office if possible.
3. Personal safety comes first. DO NOT physically confront student without assistance from Supervision or police.
4. If all students are evacuated and you feel endangered, leave the room.

Student Threatening A Teacher

1. Notify Supervision Office immediately – phone extension 4406 or 4407 or send a messenger. DO NOT leave classroom yourself to get help.
2. If possible, motion other students to start exiting classroom.
3. DO NOT physically confront student. Wait for help from Supervision.

S.E.M.S. Organization Chart

School Attendance Review Team Agreement Form

Emergency Supply List

Contract for Continued Enrollment at WHS

Westminster High School Incident Report Form

Westminster High School Attendance Policy

Westminster High School Discipline Policy

Suspected Child Abuse Report Form

Student Accident Report Form for HBUHSD

Fire Evacuation Map

Full Evacuation Map

Evacuation Field Map