

**MVLA**  
HIGH SCHOOL DISTRICT



# Los Altos High School

2020-21 Site Safety Plan

**201 Almond Ave.  
Los Altos, CA 94022**

## Mountain View-Los Altos Union High School District

*This School Safety Plan was developed collaboratively with the  
Site Safety Planning Team and the LAHS Site Council*

**MVLA Board Approval Confirmed by:**

<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
<i>Catherine Vonnegut</i>	<i>Board President</i>		
<i>Dr. Nellie Meyer</i>	<i>Superintendent</i>		

*This document is to be maintained for public inspection in the district office during regular business hours.*

# LAHS Safety Plan – Table of Contents

Item	Page
<b>Comprehensive Safety Plan Purpose &amp; Compliance</b>	<b>3</b>
<b>LAHS Guiding Principles</b>	<b>5</b>
Safety Plan Vision	5
<b>Components of the Comprehensive School Safety Plan</b>	<b>7</b>
LAHS Safety Planning Team and Advisors	7
Assessment of School Safety	7
District/Campus Safety Strategies and Programs	12
(A) <i>Child Abuse Reporting Procedures</i>	12
(B) <i>Emergency Preparedness and Crisis Response Plan</i>	12
(C) <i>School Suspension, Expulsion and Mandatory Expulsion Guidelines</i>	14
(D) <i>Procedures to Notify Teachers of Dangerous Pupils</i>	14
(E) <i>Discrimination, Harassment and Bullying Policies</i>	15
(F) <i>School-wide Dress Code</i>	17
(G) <i>Procedure for Safe Ingress and Egress to and from School</i>	17
(H) <i>A Safe and Orderly School Environment Conducive to Learning</i>	18
(I) <i>School Discipline Rules and Consequences</i>	27
(J) <i>Tactical Procedures for Responding to Criminal Incidents on Campus</i>	29
Safety Plan Review, Evaluation and Amendment Procedures	29
<b>Safety Plan Appendices</b>	<b>30</b>
Protected Information	31
Appendix A: Safety Planning Process	31
Appendix B: District Crisis Response Plans	33
Appendix B.1: <i>Site Staff Emergency Contacts – Confidential</i>	34
Appendix B.2: <i>Crisis Response/Community Emergency Contacts</i>	35
Appendix B.3: <i>LAHS Incident Command System</i>	36
Appendix B.4: <i>District/Campus Emergency Evacuation Plans</i>	38
Appendix C: Emergency Response Guidelines	39
Appendix D: Types of Emergencies & General Procedures	41

# Comprehensive Safety Plan Purpose & Compliance

Commencing with the enactment of SB 187, when required schools to develop Comprehensive School Safety Plans for the first time by September 1, 1998.

The State Legislature's intent in enacting SB 187 was to: "...unite all existing statutes that relate to school safety and ensure compliance with their provisions by including the requirements of school safety provisions in each school's comprehensive school safety plan." The minimum requirements of this plan include:

- Maintaining a safe environment for students.
- Identifying and implementing safe school strategies and progress
- Addressing the school's procedures for complying with existing laws relating to school safety, which must include:
  - Child Abuse reporting procedures PC 11164 et seq.
  - Disaster Response procedures
  - Suspension and Expulsion Policies EC 48900 et seq.
  - Procedures for notifying teacher of dangerous Students EC 49079
  - Sexual harassment policy EC Sect. 212.6(b)
  - School-wide dress codes prohibiting gang-related apparel EC 35183
  - Procedures for safe ingress and egress from school
  - Procedures to ensure safe and orderly environment conducive to learning
  - Rules and procedures on school discipline EC 35291 & 35291.5

Placing school safety procedures and policies together in one plan as required by SB 187 has the great benefit of allowing school administrators to ensure that this vital learning support element is fully in place. In addition, the development of this plan fulfills a requirement of the Improving America's Schools Act (Title IV) to conduct an objective analysis of drug and violence problems in schools and to set measurable goals for dealing with those problems.

SB 187 also prescribes the methods by which the plan must be established and updated annually. Furthermore it outlines Santa Clara County Office of Education and district responsibilities for ensuring that each school completes this plan.

- The school district and the county office are jointly responsible for the overall development of comprehensive school safety plans at each of their schools.
- The School Site Council is responsible for the development of the Plan and may delegate the responsibilities to a committee with specified members. EC 35294.1(b)
- The School Site Council shall work with law enforcement in developing the Plan. EC 35294.1(b)(3)
- The Comprehensive School Safety Plan shall be evaluated and amended as needed, not less than once per year. EC 35294.2(e)
- The Plan shall be readily available for inspection by the public.

- Each school must forward its Comprehensive School Safety Plan to the school district for adoption by the board and the district must submit the Plan to the County Office of Education. In the event that a school fails to develop a comprehensive plan, the district and the County Office of Education have the responsibility of notifying the California Department of Education of the failure to comply.

The Safe School Plan is a continuation of the plan developed in 1998. The sub committee reviewed, edited, and added to the document to meet the current needs of the Los Altos High School Community. The LAHS Site Council reviewed, amended and approved the plan at its February meeting in 2021.

A copy of the comprehensive district safety plan shall be available for review at the Mountain View Los Altos Union High School District office.

***Declaration regarding LAHS board policy and administrative regulation references:***

*Except when specifically quoted, the MVLA Board Policies and Administrative Regulations included in this safety plan are for reference only and may include only a summarized version of the official policy language.*

*To review these policies and regulations in their entirety, please visit:*

<http://www.gamutonline.net/district/mountainviewlosaltos/>

# LAHS Guiding Principles

We value a healthy, equitable learning environment in which students and staff support one another.

We are committed to the application of 21st Century skills and knowledge in the classroom and beyond.



## Student Learning Outcomes: RECS

All Los Altos graduates will be:

### Responsible, Global Citizens who:

- demonstrate honest, ethical and respectful behavior.
- act equitably, considering their community and the environment.
- make choices that support physical and mental health.

### Effective, Engaged Communicators who:

- convey ideas and information, and engage with others, through a variety of media.
- address and understand diverse audiences and the perspectives of others.
- utilize technology and new media in a responsible manner.

### Critical, Creative 21st Century Thinkers who:

- identify problems or challenges.
- analyze and synthesize information and develop hypotheses.
- create new strategies and tools to solve problems and overcome challenges.

### Self-Directed, Collaborative Learners who:

- actively and independently seek out new ideas and information.
- apply a metacognitive, self-aware approach to learning.
- value the contributions of others and collaborate effectively.

In developing goals and identifying strategies to achieve those goals, LAHS shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP).

## Safety Plan Vision

A dynamic, changing plan for learning and working in a community that cares about students – their emotional and physical well being and safety, and their academic progress and achievement.

# Components of the Comprehensive School Safety Plan

## LAHS Safety Planning Team and Advisors

This plan was reviewed and updated during the 2020-21 school year, with revisions made based on input received from those listed below during regular meetings held throughout the year.

- Wynne Satterwhite, Principal, LAHS
- Galen Rosenberg, Assistant Principal, LAHS
- Julie Corzine, Student Conduct Liaison
- Georgina Davila, Senior Staff Secretary
- Katie Krauss, Captain, LAPD

## Assessment of School Safety

*Education Code, Section 32282 (a) 1*

LAHS has long been perceived by students, staff, families and the larger community as a safe, supportive and academically challenging school, with a large range of curricular and co-curricular opportunities for learning, growth, and personal and social engagement. Surveys and safety-related data show only insignificant variation from year to year in those perceptions, even as broader social challenges related to drug use, gang involvement, mental health and racism, for example, directly affect the health and safety of our larger community. Even with this strong and valid perception of physical and emotional safety, there are still systemic challenges and individual experiences that call for ongoing efforts to maintain and improve all aspects of our school safety plan.

The current school year, of course, has been most dramatically affected by the coronavirus pandemic and extended periods of distance learning. The return to in-person school with covid protocols in place created both challenges and opportunities.

This safety plan is intended to address the needs of our students, staff and community during the “normal” times that will follow the pandemic, while also responding to the needs of the transition back to in person instruction. Various efforts have been made to gauge the needs of students and staff during this period, and they are incorporated into this report, while also including ongoing efforts to make LAHS a safe and supportive learning environment for all students at all times.

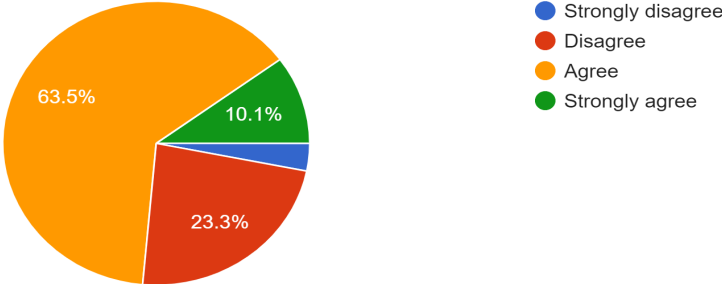
As a part of our WASC process, we surveyed students during class time about various topics, including wellness and community. Students worked in groups of four to discuss their responses



before entering a single response for the group. So the number of individual responses reflects the input of four students.

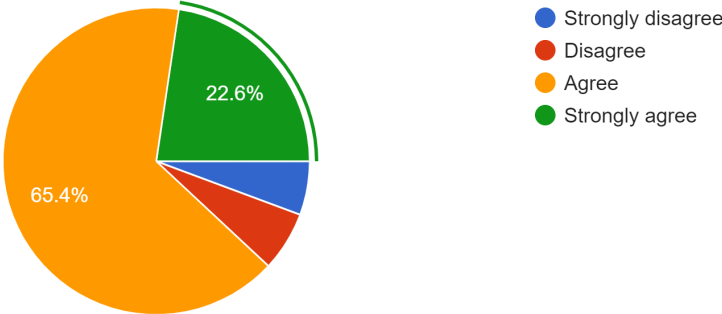
(Goal 1) Our school’s vision and student learning RECs document accurately reflects our school culture.

159 responses



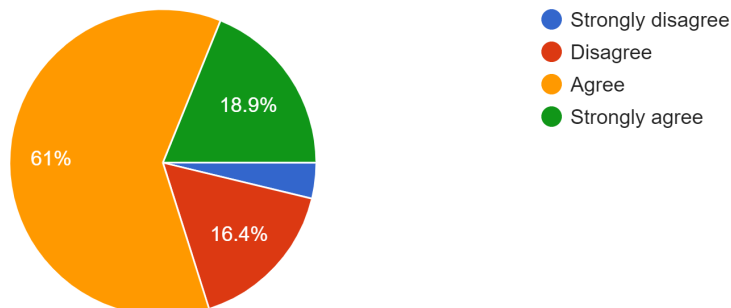
(Goal 1) We understand our school’s vision and student learning RECs.

159 responses



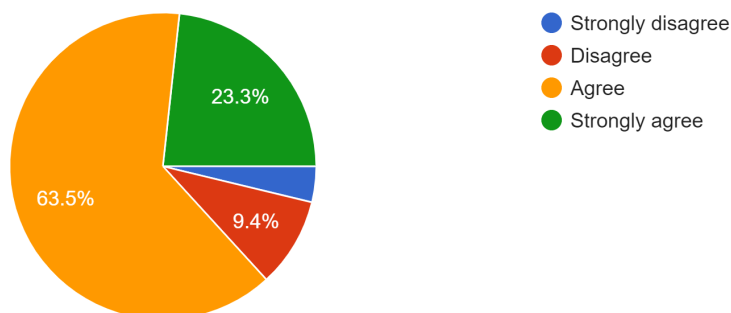
(Goal 4) LAHS CLASSROOMS, BUILDINGS, and CAMPUS SPACES support students feeling safe, included, and supported by addressing wellness, spirit, belonging and community needs.

159 responses



(Goal 2) LAHS supports school spirit, belonging and a sense of community.

159 responses



## V. Results from California Healthy Kids Surveys

Results from the CHKS in 2013-14, and 2017-18 showed large majorities of students feel safe on campus and engage in healthy behaviors. Because of wifi network challenges during the administration of the 2019-20 CHKS, the response rate was significantly reduced (75% of possible 9th grade respondents and 57% of possible 11th grade respondents) and so the data may not be as valid, but the overall picture in 2019-20 is comparable to previous years. There remains the challenge of addressing the concerns of students who do feel less safe or engage in unsafe behaviors, especially because the data suggests that critical learners are disproportionately represented in those categories. The data below combines reports from 9th and 11th graders.

2013-14 Any Drug Use in the past 30 days: 21%

2017-18 Any Drug Use in the past 30 days: 16%

2019-20 Any Drug Use in the past 30 days: 12%

2021-22 Any Drug Use in the past 30 days: 17%

Theft or damage to personal property:

2013-14 Had property stolen or deliberately damaged: 14%  
 2017-18 Had property stolen or deliberately damaged: 10%  
 2019-20 Had property stolen or deliberately damaged: 12%  
 2021-22 Had property stolen or deliberately damaged: Not available

Lifetime drunk or high on school property:

2013-14 Reported ever being drunk or high on school property: 15%  
 2017-18 Reported ever being drunk or high on school property: 7%  
 2019-20 Reported ever being drunk or high on school property: 6%  
 2021-22 Reported ever being drunk or high on school property: 7%

Perceived safety.

2013-14 Perceived Safety: 2% reported feeling “Unsafe or very unsafe”  
 2017-18 Perceived Safety: 2% reported feeling “Unsafe or very unsafe”  
 2019-20 Perceived Safety: 3% reported feeling “Unsafe or very unsafe”  
 2021-22 Perceived Safety: Not available reported feeling “Unsafe or very unsafe”

## ASSESSMENT OF CLIMATE AND CONDITIONS

### I. Data on Suspensions, Home Detentions and Referrals

#### Suspensions: Annual Incident Totals by Category.

Since Distance Learning began in March of 2020, drops in the number of discipline incidents and suspensions are largely attributable to that significant factor. However, the LAHS Administration has been working with MVHS and MVLA District Office to review discipline policies in order to reduce the number of suspensions, which may be another factor in the reduction in these numbers, e.g. the number of incidents reported in 2019-20 dropped by a greater proportion than the number of days lost to Distance Learning, which may suggest that new approaches to discipline have in fact led to fewer suspensions. This trend has continued through the start of the 2021-22 school year.

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<b>Theft/Vandalism</b>	0	0	0	4	3	0
<b>Fighting</b>	14	11	33	29	6	0
<b>Dangerous Object</b>	2	1	0	5		0
<b>Controlled Substance</b>	12	20	9	16	5	1
<b>Tobacco Possession</b>	0	0	0		1	0

<b>Obscene Language</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>2</b>		<b>0</b>
<b>Disruptive/Defiant</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>0</b>
<b>Other</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>11</b>		<b>0</b>
<b>Total</b>	<b>38</b>	<b>43</b>	<b>50</b>	<b>72</b>	<b>20</b>	<b>1</b>

**Referral to Alternative Education Programs:**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Adult Education</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>1</b>
<b>Alta Vista</b>	<b>37</b>	<b>47</b>	<b>66</b>	<b>23</b>	<b>18</b>	<b>23</b>
<b>Moffett Ind. St.</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>4</b>	<b>1</b>
<b>Moffett Young Parent</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Attendance Data:**

The monthly attendance rate is 98% or above every month for each of the past three years with a significant drop during periods of high community coronavirus transmission.

We are concerned about a small number of students (1% of student body) who are habitually truant/school avoidant. We are working with the MVLA District on developing systems to better meet the needs of students who are school habitually truant/school avoidant and intend to begin implementation of revised or new strategies to address this challenge.

LAHS is a safe, clean, well-maintained facility in good condition, although students do report dissatisfaction with the older restrooms on campus in the 300 and 700 wings. There are ongoing discussions of funding and plans to upgrade these restroom facilities so they are more comparable to the newer facilities in the theater building and 900 wing. The new 600 wing buildings will also have new student restrooms in the fall of 2021. These new restrooms will include non-gendered facilities to address the needs of all students.

Safety procedures are posted in all classrooms and systems to communicate emergency response via walkie talkie, site-wide audio speakers and online are in place. Safety and evacuation drills for fire, earthquake and on-campus threat are conducted annually.

## District/Campus Safety Strategies and Programs

*Education Code 32282 (a) 2 (A)-(J)*

As written in **MVLA Board Policy 5142**, The Board of Trustees recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

## (A) Child Abuse Reporting Procedures

*Additional code references: Education Code 35294.2 (a) (2); Penal Code 11166*

According to **MVLA Board Policy 5141.4**, The Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

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

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction.

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

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

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

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

## (B) Emergency Preparedness and Crisis Response Plan

*Additional code references: Educational Code 35295-35297; Government Code 8607 and 3100*

In **MVLA Board Policy 3516**, The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act. Such procedures shall be incorporated into the comprehensive school safety plan.

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security

officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, he/she shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs.

District employees are considered disaster service workers and are subject to disaster service activities assigned to them.

The Mountain View Los Altos High School District Crisis Response plan is included in the appendices, and accomplishes the following:

- Appendix B: District Crisis Response Plan, incorporates strategies of the Incident Command System (ICS), SEMS and NIMS.
  - Provides emergency contact information for district staff in Appendix B.1: District Staff Emergency Contacts – Confidential.
  - Provides emergency contact information for school site staff in Appendix B.2: Campus Staff Emergency Contacts – Confidential.
  - Describes the ICS structure for the district crisis response team in Appendix B.4: LAHS Incident Command System.
  - Defines specific evacuation procedures for the district office and school sites developed with considerations for students with physical disabilities in Appendix B.5: District/Campus Emergency Evacuation Plans.
- Provides guidance for emergency response to a variety of potential hazards and incidents, including Stop, Drop and Hold procedures following an earthquake in Appendix C: Emergency Response Guidelines and Appendix D: Types of Emergencies & General Procedures.

(i) Earthquake and Multi-hazard Emergency Procedure System

MVLA Administrative Regulation 3516.3 describes the district's policies for establishing an earthquake emergency procedure system and defines several key procedures including alignment with SEMS and NIMS, a definition of drop procedures and a list of response activities to occur during and immediately following an earthquake.

## (ii) Use of School Buildings for Emergency Shelters

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs.

## (C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

*Additional code reference: Education Code 48900, 48915 (d) and (c)*

Through **MVLA Board Policy 5144.1 and 5144.2**, the Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

The policy also describes disciplinary guidelines in accordance with state and federal law, Student Due Process, Supervised Suspension Classroom, and the Decision to Not Enforce Expulsion Order available to the school board.

*For campus-specific guidelines for suspension and expulsion of students, including behavior that may result in suspension or expulsion on the first offense, please refer to [student and parent handbooks](#) distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the district office.*

## (D) Procedures to Notify Teachers of Dangerous Pupils

*Additional code reference: Education Code 49079*

As described in **MVLA Board Policy 4158**: The Board of Trustees desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties.

The Superintendent or designee shall ensure that employees receive training in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

The Superintendent or designee also shall inform teachers, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom.

### (E) Discrimination, Harassment and Bullying Policies

*Additional code reference: Education Code 200-262.4*

A comprehensive prohibition of discrimination and harassment across all district programs and activities is identified in **MVLA Board Policy 0410**, which states that the Board of Trustees is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or



designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

**MVLA Board Policy 5145.3** states that the Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint

procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code [48900.4](#). Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

As written in **MVLA Board Policy 5145.7**, the Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

#### Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

**MVLA Board Policy 5131.2** explicitly prohibits bullying by stating that no individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

## (F) School-wide Dress Code

*Additional code reference: Education Code 35183*

As described in **MVLA Board Policy 5132**, the Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

### Gang-Related Apparel

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

*For campus-specific detailed dress code requirements, please refer to the student and [parent handbooks](#) that are distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the district office.*

## (G) Procedure for Safe Ingress and Egress to and from School

Through a collection of Board Policies, Mountain View Los Altos High School District has established procedures to ensure the Safe Ingress and Egress of students, parents, and school employees to and from school. The list below shows applicable board

policies and administrative regulations and how they contribute to this safety component:

- BP 5142: describes a collection of policies and procedures to ensure student safety and details procedures to enhance pedestrian safety. Included in policy language; “To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.”
- BP 5131: holds students accountable for conduct not only on campus but also on their way to and from school.
- BP 5131.7: prohibits the possession of weapons, imitation firearms or dangerous instruments of any kind with specific reference to times where students are on their way to or from school.

Each school site will also identify emergency evacuation routes identifying locations where students may assemble in response to fire, earthquake, bomb threats or other similar hazards. A map showing emergency evacuation procedures for each campus is included in Appendix B.5: District/Campus Emergency Evacuation Plans.

In addition to the safety measures defined above, student safety will also be ensured through the control of the ingress and egress of campus visitors as defined in **MVLA Board Policy 1250**:

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

*Additional code references: Education Code 32210-32211, Penal Code 627*

## (H) A Safe and Orderly School Environment Conducive to Learning

As intended by Educational Code 32282 (b) the action plans shown in the tables on the following pages were developed using strategies presented in the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled “Safe Schools: A Planning Guide for Action”.

Each goal is supported by objectives, which will be accomplished through the defined action steps, using designated resources available, and coordinated or reported on by

the designated lead person. Outcome measures are also listed and may be used to assess the progress in achieving the objectives.

## HIGH PRIORITY CONCERNS AND NEEDS

Findings based on:

Data Review, Student and Parent input, Student and Staff Surveys, Observations, and Annual Board review.

### 2021-22 ACTION PLANS

**GOAL #1 Follow evidence-based practices to support student, staff and visitor safety related to Covid.**

<b>What steps will be taken?</b>	<b>Who is primarily responsible?</b>	<b>When will each step be completed?</b>	<b>How will we assess the effectiveness of the steps taken?</b>
Implement recommended safety protocols related to Covid infection for all staff, students and visitors on campus.	District and Site Administrative, Maintenance and Custodial Staff	Ongoing.	Documentation of PPE, signage and implementation of other protocols. Best evidence would be no Covid infections at LAHS.
Develop and implement consistent, evidence-based communication with students, staff and visitors about safety protocols and behaviors, especially to encourage individual behaviors and community health focus.	LAHS administrative staff.	Ongoing.	Best evidence would be no Covid infections at LAHS.

**GOAL #2 Provide access to appropriate social and mental health, as well as discipline procedures, that support a climate of inclusion, respect and responsible behavior.**

<b>What steps will be taken?</b>	<b>Who is primarily responsible?</b>	<b>When will each step be completed?</b>	<b>How will we assess the effectiveness of the steps taken?</b>
Implement consistent, evidence-based, positive messaging for students, staff and community about support for students who feel excluded or disrespected. Examples: Cutting lines, leaving trash, "borrowing" bikes, using profane language, denigrating others with language.	Administration, ASB, SCL and other student groups.	Ongoing with focus in spring of 2022	Data related to concerning behaviors, like littering and theft is reduced during periods of assessment.
Use classroom activities to reinforce core values	Classroom teachers focus on reinforcing	Spring of 2022	Student surveys

of respect, inclusion and responsibility especially as it relates to inclusive and respectful language.	norms of respectful communication, particularly as it relates to marginalized groups of students.		
ASB, SCL, LSU, AVID and other student organizations develop plans to support a positive community environment.	Student groups focus on messaging campaigns related to reducing litter as an example to strengthen community responsibility.	Spring of 2022	Student surveys
Work with the District to develop discipline processes that are aligned with restorative principles.	District and Site Administration	Spring of 2022	Data related to discipline in aeries, especially suspensions and ethnicity/race.
Administrator presence at places where issues are visible. Collect and share data on this.	Site Administration	Ongoing	Student surveys

**GOAL #3 Improve parking access and transportation safety for students and staff.**

<b>What steps will be taken?</b>	<b>Who is primarily responsible?</b>	<b>When will each step be completed?</b>	<b>How will we assess the effectiveness of the steps taken?</b>
Work with the City of Los Altos to implement recommended changes to traffic management on Jardin-- speed bumps, intersection marking, stop signs, pedestrian and bike pathways	Site Administration	Spring of 2022 and ongoing	Implementation of improved traffic management.
Change gate to allow for more efficient and safer access to East Drive from Jardin.	Site administration	Spring of 2022 and ongoing	Implementation of improved traffic management.
Work with LAPD to monitor and conduct enforcement parking and traffic on Almond	Site administration and LAPD	Spring of 2020 and ongoing	Implementation of improved traffic management.



**GOAL #4 Review and training related to emergency and safety issues for students and staff.**

<b>What steps will be taken?</b>	<b>Who is primarily responsible?</b>	<b>When will each step be completed?</b>	<b>How will we assess the effectiveness of the steps taken?</b>
Update maps and protocols based on completed construction projects.	Administration	Winter, 2022	Distribution of maps and protocols.
Review new maps and protocols with staff and students.	Administration	Winter 2022	Implementation of training and successful drills.
Provide training to interested staff in CPR/First Aid training.	Administration	Spring 2022	Implementation of training by certified trainers.
Research adding additional speakers to spaces on campus for emergency announcements.	Administration	Spring 2022	Plan for additional speakers as required.

## (I) School Discipline Rules and Consequences

*Additional code references: Education Code 35291 and 35291.5*

**MVLA Board Policy 5131** identifies district-wide standards for student conduct:

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code [417.27](#))

Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code [48901.5](#))

10. Plagiarism or dishonesty on school work or tests

11. Inappropriate attire

12. Tardiness or unexcused absence from school

13. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

**MVLA Board Policy 5144** describes standards for discipline and provides administrative guidance for the consequences of misconduct:

The Board of Trustees is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed.

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal.

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff

shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

**Additional Board Policies** are listed below, which describe overarching discipline standards for specific areas of concern. Violation of these items will result in student referral to campus administration at the minimum and may lead to suspension or expulsion. These include:

- Gang prevention; restrictions on student behavior, gestures, apparel or paraphernalia indicative of gang affiliation. **MVLA Board Policy 5136**
- Weapons; prohibition of any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms or dangerous instruments of any kind in school buildings, on school grounds or buses, or at school-related or school-sponsored activities away from school, or while going to or coming from school. **MVLA Board Policy 5131.7**

## (J) Tactical Responses to Criminal Incidents

LAHS places the highest priority on the safety of students, visitors and school personnel. A key part of ensuring this safety is the quick and coordinated response to criminal incidents that may occur on campus. To effectively and efficiently respond to such incidents, LAHS staff will follow these steps:

1. Upon discovery or witness of a criminal incident, all students will immediately notify a staff member or other adult on campus. Adults will immediately notify the front office at the school where the incident occurred.
2. The administrator or administrator designee will initiate one of the following processes:
  - a. If there is an existing or imminent threat to the safety of students, call 911 and the district office, then immediately activate an appropriate emergency response procedure like lockdown or secure school.
    - i. Await the arrival of emergency responders and follow their instructions as they will have incident command during these types of incidents.
  - b. If there is no longer an immediate threat but a criminal incident (or non-violent criminal incident) has recently occurred while students are on campus then contact the Los Altos or Mountain View Police Department using the non-emergency dispatch number, and request assistance with an in-person response.
    - i. Notify the district office, including maintenance if any facility repair is necessary
    - ii. Await the arrival of emergency responders and coordinate a unified command to ensure the safety of students and school personnel, property and the environment.
  - c. If the criminal incident occurred while no students were present, such as but not limited to vandalism on the weekend, then notify the Los Altos or Mountain View Police Department using the non-emergency dispatch number to request support.
    - i. Notify the district office, including maintenance if any facility repair is necessary
    - ii. Follow the instructions of the dispatch operator or other law enforcement representative. This could include filing a criminal report by phone or using an online system.

## Safety Plan Review, Evaluation and Amendment Procedures

The LAHS comprehensive safety plan will be reviewed, evaluated and amended (if necessary) in November of each school year.

Pursuant to Education Code Section 35294.6(a), the MVLAHSD adopted this annual comprehensive school safety plan at the regular meeting of the Board of Trustees referenced on the cover page of the plan. An opportunity for public comment was provided during this meeting, prior to the plan's adoption.

An updated file containing all safety related plans and materials are available for public inspection in the MVLA District Office. Documentation of this meeting, which may include the meeting agenda, minutes and copies of materials provided for the plan presentation, will be filed alongside the plan and recorded in Appendix A: Safety Planning Process.

# Safety Plan Appendices

## Protected Information

The preceding Comprehensive School Safety Plan is a public document to be available for review in the district office at any time during regular business hours, as mandated by Education Code 32282 (e). However, some appendices within this section may include proprietary information that shall not be released to the general public including personal contact information for staff members, detailed security procedures for campus crisis response and campus vulnerability assessment information.

As protected under Education Code Section 32281, the California Public Records Act (Government Code 6254 parts *c* and *aa*) and/or prescribed by MVLA Administrative Regulation 1340, the following items will be identified as “**Confidential**”, reviewed only in a closed session of the MVLA Board of Trustees and withheld from public release of the Comprehensive District Safety Plan:

- Any appendices that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site.
- Any appendices containing personnel information that the disclosure of which would constitute an unwarranted invasion of personal privacy.  
*(Further detail on protected information is also defined in GC 6254.3.)*
- Any appendices prepared to assess district and/or school site vulnerabilities to terrorist or other criminal acts intended to disrupt student instruction or safety.

As described in Education Code 32281(f)(1), the school district may elect not to disclose those portions of the comprehensive school safety plan that include “tactical responses to criminal incidents.” the following items will be designated “**For Official Use Only (FOUO)**”, will be reviewed only in a closed session of the MVLA Board of Trustees and released only for official safety assurance or crisis response use:

- Any appendices containing detailed crisis response information that, if disclosed, would undermine plans or procedures designed to protect students from harm by revealing safety strategies such as but not limited to critical communications systems, crisis response facilities (i.e. command post, staging areas, etc), and supplies storage.

## Appendix A: Safety Planning Process

<b>Activity Description</b> <i>(i.e. review steps, meetings conducted, approvals, etc)</i>	<b>Date and Time</b>	<b>Referenced Documents</b> <i>(description and location)</i>
Preliminary discussion, overview, and planning for update of Comprehensive District Safety Plan. <i>LAHS Site Council</i>	October 26, 2021	<i>None attached</i>
Review of Goals for Safety Plan and discussion of current data and context. <i>LAHS Site Council</i>	November 9, 2021	<i>None attached</i>
Review, Discussion and Input of Draft Goals for Safety Plan LAHS Site Council ( <i>Galen Rosenberg, Wynne Satterwhite</i> )	January 18, 2022	<i>None attached</i>
Review of safety plan goals and updated evacuation plans. ( <i>Galen Rosenberg, Julie Corzine, Wynne Satterwhite</i> )	January 2022	<i>None attached</i>
Review of Safety Plan by LAHS Leadership Team	January	<i>None attached</i>
Approval of Safety Plan by LAHS Site Council	February 8, 2022	<i>None attached</i>
Review of LAHS Safety Plan by MVLAHSD Board of Trustees	March X 2022	



# Appendix B: District Crisis Response Plans

The following sections provide key information for crisis response for LAHS. While this information represents the basic tools needed for an effective crisis response, LAHS will continue to assess, revise and expand on the plan for continuous improvement in student safety. Additional documentation, including a stand-alone crisis response plan will be referenced in Comprehensive District Safety Plan as it is developed.

<b>EMERGENCY PROCEDURES</b> Mountain View Los Altos Union High School District <span style="float: right; font-size: small;">rev 12/2007</span>	
<b>Remain CALM; Follow Procedures and Directions</b> (more information on clipboard and/or in Safety Plan)	
<p style="text-align: center; background-color: #ffff00; margin: 0;"><b>EVACUATION</b></p> <ul style="list-style-type: none"> <li>Exit according to route on map or as safe.</li> <li>Assist others who are mentally, physically or emotionally impaired.</li> <li>Assemble in the designated assembly area or as directed.</li> <li>Close all doors behind you, <b>DO NOT LOCK</b>.</li> <li>Take roll: account for students and staff.</li> <li>All students to remain under control of the teacher or designee.</li> <li><b>DO NOT RE-ENTER</b> building and <b>DO NOT LEAVE</b> until directed to do so.</li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>CODE BLUE / SHELTER-IN-PLACE</b></p> <ul style="list-style-type: none"> <li>Get inside; close doors and windows. Follow directions.</li> <li>Continue normal activities inside.</li> <li><b>DO NOT LEAVE</b> until released.</li> </ul>	<p style="text-align: center; background-color: #ffff00; margin: 0;"><b>CODE RED / LOCKDOWN</b></p> <ul style="list-style-type: none"> <li>Immediately leave campus for the offsite staging area OR get inside.</li> <li>Lock door if possible.</li> <li>Barricade doors, dim lights, cover windows.</li> <li>Get down and behind an interior barricade, offset from door.</li> <li>If serious injuries or other serious situation, place a red card under the door or in a window.</li> <li>Take roll.</li> <li>Stay quiet; use anxiety reducing activities (deep breathing, simple games).</li> <li>Do not respond to fire alarms.</li> <li>Call 9-1-1 if you know identity, location or description of suspect.</li> <li><b>DO NOT LEAVE</b> until released by public safety.</li> </ul>
<p style="text-align: center; background-color: #ffff00; margin: 0;"><b>MEDICAL EMERGENCY</b></p> <ul style="list-style-type: none"> <li>Check victim.</li> <li>Call 9-1-1 if life threatening.</li> <li>Report serious injury or illness to office</li> <li>Support victim until help arrives.</li> <li><b>DO NOT</b> move non-ambulatory victims unless physical dangers are present.</li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>FIRE</b></p> <ul style="list-style-type: none"> <li>Pull fire alarm.</li> <li>EVACUATE. Keep low, cover face. Test exit doors for heat. If hot, <b>DO NOT OPEN</b>; use alternate route.</li> <li>Close but <b>DO NOT</b> lock doors as you leave.</li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>EARTHQUAKE</b></p> <ul style="list-style-type: none"> <li>If inside: <b>DROP, COVER and HOLD.</b> <ul style="list-style-type: none"> <li>Make body small as possible.</li> <li>Eyes closed, ears covered.</li> <li>Face in arms, protect back of neck.</li> <li>EVACUATE once it is safe.</li> </ul> </li> <li>If outside: Lie prone                             <ul style="list-style-type: none"> <li>Cover head, face &amp; as much skin as possible. Eyes closed, ears covered.</li> </ul> </li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>EXPLOSION</b></p> <ul style="list-style-type: none"> <li>EVACUATE, uphill and upwind if possible, to a safe distance.</li> <li><b>DO NOT</b> return to the area until it is declared safe.</li> </ul>	<p style="text-align: center; background-color: #ffff00; margin: 0;"><b>BOMB THREAT</b></p> <ul style="list-style-type: none"> <li>EVACUATE involved areas.</li> <li>Look for suspicious objects while exiting but <b>DO NOT HANDLE</b>; tell emergency personnel of location.</li> <li>Leave doors and windows open.</li> <li><b>DO NOT LEAVE</b> the campus as the device may be hidden in or under a vehicle.</li> <li><b>DO NOT</b> use light switches or open drawers or cabinets.</li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>HAZARDOUS MATERIALS</b></p> <ul style="list-style-type: none"> <li>Contact office immediately.</li> <li>Handle medical emergencies; isolate person(s) from others.</li> </ul> <p>EXTERNAL HAZARD (outside of building):</p> <ul style="list-style-type: none"> <li>CODE BLUE / SHELTER-IN-PLACE.</li> <li>Remain inside until released by emergency personnel.</li> </ul> <p>INTERNAL HAZARD (inside of building):</p> <ul style="list-style-type: none"> <li>EVACUATE; upwind, upstream, uphill if possible.</li> <li>Seal off contaminated area if possible.</li> </ul> <p style="text-align: center; background-color: #ffff00; margin: 0;"><b>VIOLENT VISITOR</b></p> <ul style="list-style-type: none"> <li>If confronted by violent person; speak calmly and attempt to get intruder to leave. <b>GET HELP.</b></li> <li>Call 9-1-1</li> <li>If aware of violent person: initiate <b>CODE RED / LOCKDOWN</b> as appropriate.</li> </ul>
<p><b>Emergency Phone Number: 9-1-1</b></p> <p>Direct # by cell: City of Mountain View: 650-903-6395 Los Altos: 650-947-2779</p> <p><b>District Numbers:</b></p> <p>Superintendent 650-940-4669 Associate Superintendent 650-940-4675 Maintenance &amp; Operations: 650-940-4667 Los Altos High School 650-960-8811 Mountain View High School 650-940-4600 Alta Vista High School 650-691-2433 Adult Education 650-940-1333 Mountain View Parent Preschool 650-969-9506 Los Altos Parent Preschool 650-947-9371 Freestyle 650-940-4680 District Special Ed 650-940-4658 District IT 650-940-7418</p>	<p><b>Numbers working if power failure:</b></p> <p>District Office 650-961-7008 Los Altos High School 650-941-2382 Mountain View High School 650-961-7547 Alta Vista High School 650-965-8706 Adult Education 650-966-1079</p> <p><b>After major disaster:</b></p> <ul style="list-style-type: none"> <li>Implement Incident Command System.</li> <li>Parent/guardian must present proper ID to claim students.</li> <li>Staff is required to stay at school until dismissed by Incident Commander.</li> <li>All classified and certificated staff members have emergency assignments.</li> </ul>

## Appendix B.1: Site Staff Emergency Contacts – Confidential

Name	Position	Cell Number(s)	Safety/ Crisis Response Role
	LAHS Principal		School Incident Commander Planning Chief
	LAHS Asst Principal		Operations Chief Logistics Chief
	Facilities Coordinator		Site Check/Security Supplies/Facility
	LAHS Asst Principal		Student Supervision
	LAHS Asst Principal		Medical/Mental Health
	LAHS Asst Principal		Triage/Medial Command Center
	Student Conduct Liaisons		Search & Rescue
	IT		Communications/IT
	IA		Transportation
	Lab Technician		Chemical Safety
	Sr. Staff Secretary Attendance Clerk		Student Release to Family
	Office Manager		Student Release to EMT

## Appendix B.2: Crisis Response/Community Emergency Contacts

# For all emergencies call 911

### Public Health and Safety

Vendor	Number	Purpose/Subject
Los Altos Police	<b>Emergency – 911</b>	
	(650) 947-2770	Non-emergency
County Fire	<b>Emergency - 911</b>	
Fire Station	(650) 947-2770	Non-emergency
County Animal Control	(408) 686-3900	Animal-related issues
American Red Cross of the Silicon Valley	(877) 727-6771	
Child Protective Services	(650)-493-1186	24 Hour Reporting
Bay Area Air Quality Management District	(415) 749-5000	Info on air quality

### Public Utilities

Vendor	Number	Purpose/Subject
PG&E (natural gas)	(800)743-5000	Gas leaks & Electrical Emergencies
Irrigation District	(650) 917-0152 or (650) 553-0152 after hours	Irrigation water, canals, etc.
County Public Works	(650)947-2785	Regular hours only

## Appendix B.3: LAHS Incident Command System

### **Standardized Emergency Management System/ Incident Command System Overview**

The California Standardized Emergency Management System (SEMS) uses the Incident Command System (ICS) to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency.

ICS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

In the organizational structure described on the preceding page, the Operations Chief supervises five teams: First Aid and Student Health, Student Evacuation Transportation, Critical Incident Stress Response, Parent Coordination and Reunification and Student Accountability.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

**Incident Command System  
LAHS Field Organizational Chart**



## Appendix C: Emergency Response Guidelines

### STEP ONE: IDENTIFY THE TYPE OF EMERGENCY

The first response to an emergency is to determine the type of emergency that has occurred. Procedures for 18 different types of emergencies are listed in the following section.

### STEP TWO: IDENTIFY THE LEVEL OF EMERGENCY

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, there is a three-tiered rating below:

- Level 1 Emergency: A *minor* emergency that is handled by school personnel without the assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.
- Level 2 Emergency: A *moderate* emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving a potentially hazardous material, e.g., “unknown white powder.”
- Level 3 Emergency: A *major* emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

### STEP THREE: DETERMINE THE IMMEDIATE RESPONSE ACTION

Once the type and extent of an emergency have been identified, school personnel can determine if an *immediate response action* is required. The most common immediate response actions initiated during school emergencies are:

- **Stop, Drop and Hold:** Students and staff protect themselves by crouching under a table, desk, or chair until the danger passes.
- **Shelter in Place:** Students and staff are kept indoors in order to isolate them from the outdoor environment. The heating and air conditioning system may also shut down.
- **Lock Down:** Students and staff are kept in a designated locked area until a danger has passed, such as an intruder being on campus.
- **Evacuate Building:** Students and staff are escorted outside to an assembly area if it has been determined that it is too dangerous to remain indoors.
- **Evacuate Campus:** Students and staff are escorted to an off-site assembly area if it has been determined that it is too dangerous to remain on campus.
- **All Clear:** Notification is given that normal school operations should resume.

### STEP FOUR: COMMUNICATE THE APPROPRIATE RESPONSE ACTION

Once the type of *immediate response action* is determined, the incident commander must inform the site’s staff which response action to take. The most appropriate

method of communication depends on the response action selected. When announcing what response to take, avoid codes, jargon, or any other potentially confusing vocabulary. Be calm, direct, and clear in your announcements.

- **Stop, Drop and Hold:** Immediately use the site's school-wide communication system to instruct students and staff to protect themselves by moving into a "Stop, Drop and Hold" position by crouching under a table, desk, or chair until the danger passes. Time is the most urgent matter with this response action as the emergency may take place before the announcement can be made. However, do not assume that all members of the site are already in a "Stop, Drop and Hold" position. Make the announcement even if the immediate crisis has passed.
- **Shelter in Place:** Immediately use the site's school-wide communication system to instruct students and staff that they are to stay indoors until further notice, even if the heating and air conditioning system is disabled.
- **Lock Down/Run-Hide-Defend:** Immediately use the site's school-wide communication system to instruct staff to lock all exterior doors, to close any open windows, create safety barriers and to keep students as far away as possible from any windows until further notice. This response may include the Run, Hide, Defend protocol.
- **Evacuate Building:** Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the site's outside assembly area.
- **Evacuate Campus:** Immediately use the site's fire alarm bell system to notify students and staff that they are to proceed to the site's outside assembly area. From there, notify staff and students using a bullhorn that it has been determined that it is too dangerous to remain on campus. Provide instructions on how staff and students will be relocated.
- **All Clear:** Use the site's school-wide communication system to notify staff and students that normal school operations should resume

## Appendix D: Types of Emergencies & General Procedures

### AIRCRAFT CRASH

The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Shelter-in-Place, Evacuate Building, or Evacuate Campus depending on the nature of the accident, the location of damage, and the existence of any chemical and/or fuel spills.

### ANIMAL DISTURBANCE

This procedure should be implemented when the presence of a coyote, mountain lion, or any other animal threatens the safety of students and staff. The administrator or designee will initiate appropriate actions, which may include Shelter in Place or Evacuate Building.

### ARMED ASSAULT ON CAMPUS

This involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful item. The administrator or designee will decide the appropriate response, which may include Shelter-in-Place, Lock Down and the Run, Hide, Defend protocol, Evacuate Building, or Evacuate Campus.

### BIOLOGICAL OR CHEMICAL RELEASE

This is an incident involving the discharge of a biological or chemical substance in a solid, liquid, or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant. The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

### BOMB THREAT / THREAT OF VIOLENCE

This occurs upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may or may not present a risk of an explosion. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to **call 911**. The person answering the threat call should ask the questions listed on the "Bomb Threat Checklist". In coordination with law enforcement, the administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Lock Down, or Evacuation.



## DISORDERLY CONDUCT

This involves a student or staff member exhibiting threatening or irrational behavior who does not have a weapon. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

## EARTHQUAKE

Earthquakes occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation. The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Evacuate Building, or Evacuate Campus.

## EXPLOSION OR RISK OF EXPLOSION

This involves an explosion on school property, the risk of an explosion on school property, an explosion or risk of explosion near the school, or a nuclear explosion involving radioactive materials. The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

## FIRE IN SURROUNDING AREA

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school. After calling the local fire department in an effort to determine the seriousness of the fire, the administrator or designee will initiate appropriate actions, which may include Shelter-in-Place, Lock Down, Evacuate Building, or Evacuate Campus.

## FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the administrator or designee. The administrator or designee will immediately initiate the Evacuate Building action. If the size of the fire is beyond the control of staff on site, call 911 for immediate assistance from the fire department.

## FLOODING

This applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam. The administrator or designee will initiate

appropriate actions, which may include Shelter-in-Place, Evacuate Building, or Evacuate Campus.

#### LOSS OR FAILURE OF UTILITIES

This addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines. The administrator or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building.

#### MOTOR VEHICLE CRASH

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. Given the nature of the crash, there may also be a danger from a fuel spill, which should be considered when deciding which action(s) to take. The administrator or designee will initiate appropriate actions, which may include Stop, Drop and Hold, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

#### PSYCHOLOGICAL TRAUMA

When the administrator or designee feels that there has been an event that causes a psychological impact on students and/or staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions, he or she should contact the director of student services at the district office to request the services of the LAHS School Resource Chaplains. Emergencies like these usually produce one or more of the following conditions: temporary disruption of regular school functions and routines, significant interference with the ability of students and staff to focus on learning, physical and/or psychological injury to students and staff, and concentrated attention from the community and news media. As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting emotional and psychological needs of others.

#### SUSPECTED CONTAMINATION OF FOOD OR WATER

This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses. The administrator or designee will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area. Second, the administrator or designee will notify the district safety coordinator of the problem and await further instructions. Meanwhile, a list will be made of all potentially affected students and staff, which will be provided to responding authorities. Law enforcement should be contacted if there is evidence of individuals purposely contaminating the food or water source.

## UNLAWFUL DEMONSTRATION OR WALKOUT

An unlawful or unauthorized demonstration or walkout is any assemblage on or off campus by staff or students for the purpose of protest or demonstration. Upon indication that an unauthorized demonstration or walkout is about to begin, personnel should immediately notify the administrator or designee. If students leave the campus, the administrator or designee will designate appropriate staff members to accompany them. The administrator or designee should proceed in good judgment on the basis of police or other legal advice, in taking action to resolve the situation.

# Appendix E: Classroom Documents for Emergency Procedures

<h2 style="margin: 0;">EMERGENCY PROCEDURES</h2> <p style="margin: 0; font-size: small;">Mountain View Los Altos Union High School District <span style="float: right;">rev 12/2007</span></p>	
<h3 style="margin: 0;">Remain CALM; Follow Procedures and Directions</h3> <p style="margin: 0; font-size: x-small;">(more information on clipboard and/or in Safety Plan)</p>	
<p style="text-align: center; font-weight: bold; font-size: small;">EVACUATION</p> <ul style="list-style-type: none"> <li>Exit according to route on map or as safe.</li> <li>Assist others who are mentally, physically or emotionally impaired.</li> <li>Assemble in the designated assembly area or as directed.</li> <li>Close all doors behind you, DO NOT LOCK.</li> <li>Take roll: account for students and staff.</li> <li>All students to remain under control of the teacher or designee.</li> <li>DO NOT RE-ENTER building and DO NOT LEAVE until directed to do so.</li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">CODE BLUE / SHELTER-IN-PLACE</p> <ul style="list-style-type: none"> <li>Get inside; close doors and windows. Follow directions.</li> <li>Continue normal activities inside.</li> <li>DO NOT LEAVE until released.</li> </ul>	<p style="text-align: center; font-weight: bold; font-size: small;">CODE RED / LOCKDOWN</p> <ul style="list-style-type: none"> <li>Immediately leave campus for the offsite staging area OR get inside.</li> <li>Lock door if possible.</li> <li>Barricade doors, dim lights, cover windows.</li> <li>Get down and behind an interior barricade, offset from door.</li> <li>If serious injuries or other serious situation, place a red card under the door or in a window.</li> <li>Take roll.</li> <li>Stay quiet; use anxiety reducing activities (deep breathing, simple games).</li> <li>Do not respond to fire alarms.</li> <li>Call 9-1-1 if you know identity, location or description of suspect.</li> <li>DO NOT LEAVE until released by public safety.</li> </ul>
<p style="text-align: center; font-weight: bold; font-size: small;">MEDICAL EMERGENCY</p> <ul style="list-style-type: none"> <li>Check victim.</li> <li>Call 9-1-1 if life threatening.</li> <li>Report serious injury or illness to office</li> <li>Support victim until help arrives.</li> <li>DO NOT move non-ambulatory victims unless physical dangers are present.</li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">FIRE</p> <ul style="list-style-type: none"> <li>Pull fire alarm.</li> <li>EVACUATE. Keep low, cover face. Test exit doors for heat. If hot, DO NOT OPEN; use alternate route.</li> <li>Close but DO NOT lock doors as you leave.</li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">EARTHQUAKE</p> <ul style="list-style-type: none"> <li>If inside: DROP, COVER and HOLD.                             <ul style="list-style-type: none"> <li>Make body small as possible.</li> <li>Eyes closed, ears covered.</li> <li>Face in arms, protect back of neck.</li> <li>EVACUATE once it is safe.</li> </ul> </li> <li>If outside: Lie prone                             <ul style="list-style-type: none"> <li>Cover head, face &amp; as much skin as possible. Eyes closed, ears covered.</li> </ul> </li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">EXPLOSION</p> <ul style="list-style-type: none"> <li>EVACUATE, uphill and upwind if possible, to a safe distance.</li> <li>DO NOT return to the area until it is declared safe.</li> </ul>	<p style="text-align: center; font-weight: bold; font-size: small;">BOMB THREAT</p> <ul style="list-style-type: none"> <li>EVACUATE involved areas.</li> <li>Look for suspicious objects while exiting but DO NOT HANDLE; tell emergency personnel of location.</li> <li>Leave doors and windows open.</li> <li>DO NOT LEAVE the campus as the device may be hidden in or under a vehicle.</li> <li>DO NOT use light switches or open drawers or cabinets.</li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">HAZARDOUS MATERIALS</p> <ul style="list-style-type: none"> <li>Contact office immediately.</li> <li>Handle medical emergencies; isolate person(s) from others.</li> </ul> <p>EXTERNAL HAZARD (outside of building):</p> <ul style="list-style-type: none"> <li>CODE BLUE / SHELTER-IN-PLACE.</li> <li>Remain inside until released by emergency personnel.</li> </ul> <p>INTERNAL HAZARD (inside of building):</p> <ul style="list-style-type: none"> <li>EVACUATE; upwind, upstream, uphill if possible.</li> <li>Seal off contaminated area if possible.</li> </ul> <p style="text-align: center; font-weight: bold; font-size: small;">VIOLENT VISITOR</p> <ul style="list-style-type: none"> <li>If confronted by violent person; speak calmly and attempt to get intruder to leave. GET HELP.</li> <li>Call 9-1-1</li> <li>If aware of violent person: initiate CODE RED / LOCKDOWN as appropriate.</li> </ul>
<p><b>Emergency Phone Number: 9-1-1</b>                  Direct # by cell: City of Mountain View: 650-903-6395                  Los Altos: 650-947-2779</p> <p><b>District Numbers:</b>                  Superintendent 650-940-4669                  Associate Superintendent 650-940-4675                  Maintenance &amp; Operations: 650-940-4667                  Los Altos High School 650-960-8811                  Mountain View High School 650-940-4600                  Alta Vista High School 650-691-2433                  Adult Education 650-940-1333                  Mountain View Parent Preschool 650-969-9506                  Los Altos Parent Preschool 650-947-9371                  Freestyle 650-940-4680                  District Special Ed 650-940-4658                  District IT 650-940-7418</p>	<p><b>Numbers working if power failure:</b>                  District Office 650-961-7008                  Los Altos High School 650-941-2382                  Mountain View High School 650-961-7547                  Alta Vista High School 650-965-8706                  Adult Education 650-966-1079</p> <p><b>After major disaster:</b></p> <ul style="list-style-type: none"> <li>Implement Incident Command System.</li> <li>Parent/guardian must present proper ID to claim students.</li> <li>Staff is required to stay at school until dismissed by Incident Commander.</li> <li>All classified and certificated staff members have emergency assignments.</li> </ul>

### EVACUATION ROWS

**NOTE FOOTBALL FIELD ENTRANCES:** For Football Field evacuation: PL = Parking Lot Side and BBF = Baseball field side.

For Soccer Field evacuation: Use colored signs.

Purple End Line (PL) Parking Lot Entrance	Red Goal Line (PL) Parking Lot Entrance	White 20 Yd Line (PL) Band Room Entrance	Green 40 Yd Line (PL) Band Room Entrance	Yellow 40 Yd Line (BBF) 900 Building Entrance	Blue 20 Yd Line (BBF) 900 Building Entrance	Orange Goal Line (BBF) 900 Building Entrance	Grey End Line (BBF) 900 Building Entrance
Jeamice Parker	Dafna Adler	Ariel Rojas	Ryan Carter	Angela Price	Tamesha Wise	Deanna Mistele-Ali	Mayte Vallado
Christine Bridges Jacob Valadez	Thienan Banh Laura Duran	Christina Sabin Kao Moua	Hortensia Halsted Daniel Rodriguez	Martha Bills Christine Antonakopoulos	Gina Brownson Ivan Roldan	Daniel Buzzetta Willie Sims	Lisa Nishiura Isabel Lopez
Library	201	309	401	501	701	PE/Dance	910
Admin	202	310	402	502	702	715	911
Band/803	203	311	403	503	703	716	912
Choir/801	204	312	404	504	704	717	913
808	205	313	405	505	705	718	914
P11-P18	206	314	406	506	706	719	915
Theater	207	601	407	507	707	720	920
Tutorial	301	602	408	P2-P10	708	721	921
	302	603	409	614	709	722	922
	303	604	410	615	710	723	923
	304	605	411	620	711	625	924
	305	606	610	621	712	626	925
	306	607	611	622	713	627	628
	307	608	612	623	714		629
		609	613	624			630-633

TRANSPORTATION (Rudy Alcalá) COMMUNICATIONS (Chuong Nguyen) FACILITIES (Bernardo Macedo) RADIO (Mary Donahue/Georgina Davila) AUG 2021

STAFF	RESPONSIBILITIES
<b>Administrators</b>	Identify emergency (Fire, Earthquake, lock down, etc) Notify staff (PA / campus security & custodians): fire, earthquake, lock down, etc. Secure Administration Building and 100 Building Secure cash/funds (bookkeeper's office & cafeteria) Set up material in Command Center ( <i>substitute list, staff list, staff emergency cards, room chart, student directory, teachers off campus-other locations, absence list, etc.</i> ) Set up Student Shelter Command and Medical Command Assign jobs/responsibilities Supervise Student Release Coordinator station
<b>Principal's Secretary</b>	Evacuate Adult visitors to Command Center (if with they are students, students go w/ parents) Bring to command center: <ul style="list-style-type: none"> <li>* Staff absence list for the day / teachers off campus</li> <li>* Substitute list (notify Row Monitor of substitutes)</li> <li>* Teachers with classes off campus (notify Row Monitors)</li> <li>* Classes in computer labs or other rooms (notify Row Monitors)</li> </ul> Employee list and emergency staff phone numbers Help set up Command Center
<b>Attendance Office</b>	Evacuate all students in the front office to the Emergency Bunker near the soccer field and keep them with you Bring to the Emergency Bunker: <ul style="list-style-type: none"> <li>● Medication assigned to students</li> <li>● Student Medical Problem List</li> <li>● Portable radios</li> </ul> Report to Student Supervision to set up for Student Release Serve as <b><i>Student Release Coordinator</i></b>
<b>Counseling Clerk</b>	Go immediately to your post as Row Monitor Follow procedures for Row Monitors
<b>Registrar</b>	Report to Emergency Bunker and assist as <b><i>Medical Transport Coordinator</i></b> If needed later report to Student Release Area
<b>Finance Officer</b>	Lock up/secure office Report to your assigned row

<p><b>Row Monitors</b></p>	<p>Pick up a Clip Board with evacuation materials and put on an emergency vest.          Go to the corresponding yard line on the football field, or if going to secondary evacuation, to the color coded station posted on tennis court fence          Student Shelter Command will check in with you to confirm you are at the Evacuation Site  <u>Row Monitor with colored vest must stay at that Station at all times</u>          Check period/time and write teacher's name on Emergency Attendance Sheet or use the Evacuation Room Chart for that Row          Ask Row Monitor assistants to help locate teachers or substitute teachers.          If a teacher from another station reports to you, take the information (room cleared, etc.) and tell them to report their attendance to the correct color/row station.          Row Monitors are the link between teachers/students and the Student Shelter Command          If there is a problem, have Asst. Row Monitor locate someone with a radio.          Remind teachers at this time you only need to know if all students were evacuated (i.e. left classroom with 17 students &amp; arrived to back field with 17 students) – Collect <i>EOC Message Forms</i>          If a student is missing or injured, notify Student Shelter Command immediately.          Collect Emergency Check-in Sheets from your teachers when they arrive.          If students report to you instead of their teacher, write down their names and direct them to their proper row.          When all teachers are checked in, send a staff runner or student leader to the Student Shelter Command.          Help other Row Monitors</p>
<p><b>Assistant Row Monitors</b></p>	<p>Go directly to your assigned numbered row on the football field, or color row if directed to secondary evacuation area on the soccer field.          First identify teachers / rooms you are responsible for.          Help students and teachers report to correct station          See above for procedures.</p>
<p><b>Custodians</b></p>	<p>Contact Command Center when enroute to Utility Controls so they can account for you          Shut off gas (fire or earthquake) and notify CP when completed          Bring golf carts to Command Center or where directed          May need to notify rooms without bells/PA system</p>
<p><b>Student Conduct Liaisons</b></p>	<p>Respond to designated areas to check Evacuation Search Areas.          May need to notify rooms without bells/PA system          Conduct Initial Room/Building Search          Assist in Evacuation.</p>

<b>Groundskeepers</b>	Respond to gates at top and bottom of East Drive and open gates for Emergency Vehicle Access. Notify Command Post when that is completed. Report any problems. Stand by to secure gates if we have long-term shelter or a release situation. Standby to assist as needed.
<b>Unassigned Staff</b>	Unassigned staff members report to the Command Center near the flag/Marquee on Almond. You may be asked to: <ul style="list-style-type: none"> <li>● Help a substitute teacher</li> <li>● Help Row Monitors</li> <li>● Relieve a teacher with first aid training</li> <li>● Collect attendance sheets</li> <li>● Help with emergency set up</li> <li>● Help locate anyone missing</li> </ul>
<b>Cafeteria/Kitchen</b>	If students are in the kitchen, have a staff member escort students to the soccer field. Write down students' names. Give written list to your assigned Row Monitor. Staff member stays with students. Secure kitchen area / valuables. All other staff report to the Command Center.
<b>Therapists/ Psychologists</b>	Report to Medical Command Center (between the bleachers and the 700 building) and provide support as directed by Medical Command Center administrator.
<b>Students without classes or that get separated from teacher</b>	Note football field line/color evacuation station posted in room Report to your class on the football field or soccer field If not in a building, report to Student Supervision, Emergency Bunker or to the Command Station near the flag/marquee. <b>If at brunch or lunch, or during a passing period, report to the location of your PREVIOUS period teacher.</b>
<b>Visitors</b>	Adults report to the Command Center. Parents with their students report to Command Center. Visitors in classrooms go with teacher and class to assigned classroom football field row or color coded area on soccer field. Teacher is responsible for visitor and reporting his/her name to Row Monitor or Command Center.



<p><b>Evacuation during activity, lunch, brunch, assembly, non-school hours</b></p>	<p>Identify emergency / Call appropriate number (9-911) or 650-947-2779.  Follow Emergency Procedures as needed by type of incident  Use common sense / Safety is first  If evacuation is necessary  Evacuate students to the designated evacuation area  – a safe area away from emergency vehicles</p> <ul style="list-style-type: none"> <li>▪ <i>If an evacuation is signaled between classes or during brunch or lunch students should report back to their last period before the alarm sounded, in the row assigned to that class.</i></li> <li>▪ <i>If an evacuation alarm sounds before the first period of the day students should report to their First Period Teacher in the row assigned to that class.</i></li> </ul> <p><b>If during an after school event, staff and students should evacuate to the designated evacuation area. Staff members (and all coaches) should assist in treating injuries and in taking names of those present.</b></p> <p><b>Staff members should assume their “normal” responsibilities as shown above.</b></p> <p>(Evacuate students, direct emergency vehicles, contact school officials, collect needed material, etc.)</p>
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