



**Olive Grove**  
Charter School

## **SAFETY PLAN**

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## OLIVE GROVE CHARTER SCHOOL MISSION STATEMENT:

*Olive Grove Produces IDEAL Students:*

*I = Informed Critical Thinkers*

*D = Dedicated and Responsible Citizens*

*E = Effective Communicators*

*A = Able Technology Users*

*L = Learners, Motivated and Self-Directed*

*The mission of the Olive Grove Charter School is to plan, monitor, and assist in the education of students K-12 in a home or blended school learning environment enabling them to speak, read, write, use technology, and calculate effectively to become self-motivated, competent, and life-long learners. The Olive Grove Charter School will provide students with the necessary resources to achieve success and meet state standards in core academic subjects appropriate to their level. Additionally, students will become career/college ready upon completion of the program. This will be achieved in a collaborative effort with parents as primary deliverers of the educational program, certificated teachers and the community.*

## HELPFUL PHONE NUMBERS

Fire and Police (emergency only) .....	911
Sheriff's Department .....	805-934-6150
Santa Maria Police Department (SMPD) .....	805-928-3781
Lompoc Police Department .....	805-736-2341
Santa Barbara Police Department.....	805-897-2300
FEMA .....	202-646-2500
Drug Abuse, Treatment, or Rehabilitation	
Poison Control .....	800-222-1222
Marian Hospital .....	805-739-3000
Lompoc Valley Medical Center.....	805-737-3300
Santa Barbara Cottage Hospital.....	805-682-7111
Mental Health, Child Abuse, Neglect, And Sexual Assault	
LA County Department of Mental Health .....	800-854-7771
DCFS Child Abuse (reporting) .....	800-540-4000
Suicide Prevention Suicide Hotline.....	800-833-2900

## **ILLNESS AND INJURY PROCEDURE**

The intent of this section is to clarify school procedures in the case of an Injury or Illness.

The school will:

1. If it's a life threatening injury or emergency staff will call 911 immediately. Inform administration and designees of this event.
2. Written or oral notice will be provided with information on how the injury occurred.
3. In a timely fashion, students will be administered to, necessary steps will be taken, and, if necessary, parent/guardian will be contacted.

## **MEDICAL EMERGENCIES**

Calmly and carefully assess the medical emergency. Take only those measures you are qualified to perform. You should always wear latex or rubber gloves to prevent contact with bodily fluids.

## **FIRST AID RESPONSES**

### **Rescue breathing**

1. Gently tilt the head back and lift the chin to open the airway.
2. Pinch the nose closed.
3. Give two slow breaths into the mouth.
4. Give one breath every five seconds for an adult, and one breath every three seconds for a child or infant.
5. If you are doing the procedure correctly, you should see the chest rise and fall.

### **Bleeding**

1. Apply direct pressure to the wound.
2. Maintain pressure until the bleeding stops.
3. If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
4. If the limb appears to be broken, minimize movement, but take necessary measures to stop the bleeding.

### **Treatment for Shock**

1. Take necessary measures to keep the person's body temperature as close to normal as possible.
2. Minimize movement if not sure of a broken neck or back.
3. If no back or neck injury, slightly elevate the person's legs.

### **Choking**

1. Stand behind the person.
2. Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.

3. Grasp your fist with your other hand, give an abdominal thrust.
4. Repeat until the object is discharged.
5. If required, begin rescue breathing.

### **Mass Casualty**

In the event of a mass casualty incident (MCI):

1. Call 911.
2. Identify the problem and give the school address.
3. Site administrators decide whether or not to activate the school site disaster first aid team protocols. (See this plan for medical triage protocol).
4. School representative will meet incident command officer (fire department or police official) who will determine next steps.
5. Site administrators/first responders will implement mass casualty tracking.
6. Keep calm and reassure students, families and staff.
7. Fire department will notify appropriate agencies for additional help.
8. Crisis team will convene and determine next steps.

### **Suicide Threats and Attempts**

1. The school community will do everything possible to prevent this most tragic form of death.
2. Personnel will be alert to any student who appears to be severely troubled or depressed.
3. Any personnel that is aware a student has threatened or hinted at suicide must get that information to the counselor or administration at once.
4. The counselor or administration will contact parents/guardians and outside assistance to help the student through this difficult time. Recommendations regarding a suicide:
  - Do give students facts and emphasize prevention.
  - Do provide individual and group counseling to assist students and personnel in coping with the situation.
  - If counselors from the school are not enough, the administration will seek further assistance from outside agencies.
  - School administration and personnel should contact the family and offer the school's support.

### **Death**

1. Should this tragic event occur, the administration and counselor must meet immediately to review what has happened. Response to the psychological needs of both staff and students as soon as possible is the best prevention for the development of posttraumatic stress.
2. Support should be extended to the family of the deceased. Family members must be asked permission to share information with the students and staff. Allow the family to provide the information they want shared with others.
3. Ask family members if they object to students and staff attending the funeral services.

4. Relay information to the students in factual way, careful to avoid breaching the student's or family's privacy.
5. Students should be told of the death in a small group setting not in an assembly.
6. Allow students to ask questions or state their feelings. Let students know that there are individual counselors who will talk with them one on one if needed.
7. Allow attendance for the funeral if it is during the school day.
8. Monitor students following the incident and be alert for depression.

### **TRIAGE Priorities**

1. Highest Priority - RED TAG
  - Airway and breathing difficulties
  - Cardiac arrest
  - Uncontrolled or suspected severe bleeding
  - Severe head injuries
  - Severe medical problems
  - Open chest or abdominal wounds
  - Severe shock
2. Second Priority - YELLOW TAG
  - Burns
  - Major multiple fractures
  - Back injuries with or without spinal cord damage
3. Third Priority - GREEN TAG
  - Fractures or other injuries of a minor nature
4. Lowest Priority - BLACK TAG
  - Obviously mortal wounds where death appears reasonably certain
  - Obviously deceased

### **S.T.A.R.T. Plan Triage Checklist**

1. This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.
2. During initial contact identify self and direct all patients who can walk to gather and remain in a safe place. Tag these people GREEN.
3. Begin evaluating the non-ambulatory patients where they are lying. Assess respiration (normal, rapid, absent). If breathing is absent, open airway to see if breathing begins. If not breathing, tag BLACK (dead). DO NOT PERFORM CPR.
4. If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag RED (attempt to use a bystander to hold airway open). If respiration is normal, go to next step.
5. Assess perfusion (pulse, bleeding). Use the capillary refill test to check radial (wrist) pulse. If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag RED. If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.

6. Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control). Assess mental status (commands, movement). Use simple commands/tasks to assess. If patient cannot follow simple commands, tag RED. If patient can follow simple commands, they will be tagged YELLOW or GREEN.
7. This will depend on other conditions, where their injuries will determine the priority of YELLOW versus GREEN.

## **DISASTER PLAN**

The intent of this plan is to clarify school procedures in the case of an emergency. The objectives of our plan are the following:

1. To provide for action which will minimize injuries and loss of life of students and school and emergency personnel if an emergency occurs during school hours.
2. To provide for maximum use of school personnel and school facilities.
3. To ensure the safety and protection of our students and school personnel immediately after a disaster.
4. To arrange for a calm and efficient plan for parents to retrieve their children from school, should it be necessary, following a disaster.
5. To meet these objectives, in the event a disaster should occur when children are at school, the following action plan would be implemented.

### Teacher Will:

- Give “duck, cover and hold” instructions in event of earthquake.
- Evacuate building in case of fire or after an earthquake.
- Take emergency folder and duffel bag and evacuate students to assigned area.
- Take first aid kit and duffel bag only when evacuating after an earthquake.
- Hold students in assigned yard area, take role, and wait for further instructions from authorized school or emergency personnel.
- Remain with class and report anyone who is missing.
- Take appropriate first aid action.
- Refrain from re-entering buildings until deemed safe.
- Dismiss students to go home only to parent or responsible adult designated on child's emergency release form.
- Child must be signed out by parent or a responsible adult.

### Assigned School Director Will:

- In the event of a fire, contact building manager.
- Inspect buildings for damage.

- Report to principal for further instructions.
- Set up and coordinate a first aid center.
- Assign available adults to tasks as needed.
- Decide if evacuation to a designated shelter is necessary.

School Secretary Will:

- If telephones are operable:
  - Notify the police department and/or fire department.
  - Monitor incoming phone calls.
  - Maintain communication with staff and outside agencies.

## **EVACUATION PROCEDURES**

### **Earthquake Evacuation Procedure**

#### Earthquake Size Descriptions (Richter Magnitude Intensity Effects)

1. Minor Earthquake 1 to 3.9:  
Only observed instrumentally or felt only near the epicenter.
2. Small Earthquake 4 to 5.9:  
Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter and may cause damage.
3. Moderate Earthquake 6 to 6.9:  
Moderate to severe earthquake range; fault rupture probable.
4. Major Earthquake 7 to 7.9: Landslides, liquefaction and ground failure triggered by shock waves.
5. Great Earthquake 8 to 8+:  
Damage extends over a broad area, depending on magnitude and other factors.

#### **Earthquake in the building:**

1. At the first indication of ground movement, drop to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.
2. Seek protective cover under or near desks, tables, or chairs in a kneeling or sitting position.
3. Hold onto the table or chair legs. Holding onto the legs will prevent the furniture from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes. You should remain in the drop position until ground movement ends.
4. Be prepared to DROP COVER and HOLD during aftershocks. After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.



## **Earthquake procedures in other parts of the building**

1. At the first indication of ground movement, Drop to the ground. Take cover under any available desk, table, or bench. If in a hallway, drop next to an inside wall in a kneeling position and cover the back of the neck with your hands.
  2. After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.
- Earthquake procedures while outside**
3. At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings.
  4. Drop to the ground and cover the back of the neck with your hands. Be aware of aftershocks.
  5. Do not enter buildings until it is determined safe to do so.
  6. If walking to or from school, do not run. Stay in the open. If going to school, continue to the school. If going home, continue to go home. While in a vehicle or school bus, pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue on until the vehicle is way from the overhead dangers.
  7. Wait until the ground movement stops and check for injuries. Be aware of aftershocks, downed wires, or roads blocked by debris. If on a bus, the bus driver is legally responsible for the welfare of student riders

## **Fire Evacuation Procedures**

All classrooms and offices shall have an emergency exit sign and evacuation chart posted in a prominent location.

### **Fire within a School Building**

In the event that a fire is detected within a school building, use the following procedures:

1. The principal or designee will order an evacuation. If the fire alarm doesn't work, call 911.
2. Teachers will supervise the evacuation of the classrooms to designated areas according to the emergency exit plan posted in every classroom and office.
3. Teachers will close doors upon evacuating.
4. Teachers will report any missing student(s) to the Executive Director.
5. Notify students and staff when it is safe to return to the school site under the direction of the fire department and in consultation with the superintendent or designee.

### **Fire near School**

1. The principal or designee shall determine the need to execute an evacuation if nearby fire poses an immediate threat to the students or the building.
2. Notify the fire department by calling 911.
3. Notify students and staff when it is safe to return to the school site under the direction of the fire department and in consultation with the appropriate designee.

## **POWER OUTAGE/ROLLING BLACKOUTS**

It is the school's intent to keep schools open during a power outage. During an actual outage or anticipated outage, affected sites will be contacted as soon as practicable. Once notified, turn off computers, monitors, printers, copiers, and lights when not in use or not needed.

### **Preparing for an Outage**

1. Update each student's emergency card.
2. Determine availability of portable lighting at site, e.g., flashlights & batteries.
3. Determine if when power is lost, do emergency lights go on and do the exit signs remain lit.
4. Clear away materials and boxes from hallways and pathways.
5. Ask teachers to have and use alternative teaching methods and plans available.
6. Conduct a survey of your site for the classrooms and offices with no windows and prepare relocation plans.
7. Plan alternative communication methods that suit your site, such as runners, cell phones, or radios.
8. Develop a site plan such as a buddy system or chaperone, for restrooms or any other necessary leave during this period.
9. Have flashlights & replacement batteries available for the restrooms and other locations with no windows.
10. Ask your staff and students to have warm clothing available., if necessary.
11. Use surge protectors for computer equipment, major appliances and electronics.

### **During an Outage**

1. Contact maintenance office immediately if site experiences a blackout.
2. Phones connected directly to a phone jack should still be operable.
3. If an outage lasts more than 30 minutes, have predesignated people walk through the campus and check on the status of individuals in each area.
4. Use a buddy system when going to the restrooms.
5. Do not use barbeques, Coleman type stoves, hibachis and other outdoor cooking devices indoors.
6. Do not use candles or gas lanterns.
7. Turn off computers, monitors, printers, copiers, and major appliances.
8. Shut off lights in unoccupied rooms.
9. Rolling outages should not last more than two hours and, with some preparation, business can be conducted as close to normal as possible. If a power outage is prolonged, the principal should contact the local authorities for directions (release students/staff, evacuation to another site, etc.).

## **CAMPUS PROTECTION**

### **LOCKDOWN PLAN PROCEDURE**

The intent of this plan is to clarify school procedures in the case of a lockdown. The objectives of our plan are:

1. During Campus Protection/Lockdown students are to remain in the classroom or designated locations at all times.
2. No one leaves a locked area for any purpose not to go to the bathroom, go home, etc.
3. The hallways are off limits. Do not send students out of the classroom for any reason.
4. All adults are to provide a safe haven for all students. If outside of their own office or classroom, staff and students go to the nearest room.
5. Prepare to stay indoors until an all clear is announced.

In the event a lockdown should occur when children are at school, the following will occur:

#### **Teacher Will:**

- Immediately lock doors and turn off lights.
- Move all students and adults away from windows/doors out of view.
- Sit quietly on the floor. Lie all students and staff on the floor in the event of gunfire.
- Take attendance and include other students who are present as necessary.
- Write down the names of missing students or additional students who have entered.
- If outside of the classroom, direct all students to the nearest classroom and follow in class instructions.

#### **Office Staff will:**

- Lock doors and turn off the lights.
- Gather all students who are present and move away from windows/doors out of view.
- Sit quietly on the floor or lie on the floor in the event of gunfire.
- Take attendance of all persons in the office.

#### **Administration will:**

- Call the police as appropriate.
- Provide updates and an all clear signal when matter is resolved.
- Lockdown will remain until all clear has been given.

### **Food and Water**

In the event children need to remain on campus for several hours after any sort of a disaster, there will be a supply of fresh water and food in the school earthquake kit.

## **INTRUDER ON CAMPUS**

The campus intruder is defined as a non-student or a student on suspension who loiters or creates disturbances on school property.

Intruders are committing the crime of criminal trespass. Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers.

### **Low Level**

1. Have the person(s) under suspicion kept under constant covert surveillance.
2. Approach and greet the intruder in a polite and non-threatening manner.
3. Identify yourself as a school official.
4. Ask the intruder for identification and what their purpose is for being on campus.
5. Advise intruder of the trespass laws.
6. Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office.
7. If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
8. If the intruder gives no indication of voluntarily leaving the premises, notify police and administration.
9. Consider activating shelter in place or lockdown alarm throughout rest of school as appropriate.

## **HOSTAGE SITUATION**

If a hostage situation occurs, the following procedures will be followed:

1. The school will be placed in lockdown mode
2. All personnel should remain calm.
3. Any instructions given by the person holding the hostage will be followed to ensure the safety of the victim.
4. All personnel should be cooperative.
5. The captor should be informed of medical needs of the hostage, if there are any.
6. The situation should not be resolved using any type of force.
7. All personnel involved should be observant and try to remember everything that is done or heard.

### **Administration will be responsible for the following:**

- Law enforcement should be notified immediately.
- If necessary, the principal will notify the executive director.
- Keep everyone as calm as possible.
- Attempt to communicate calmly with the individual/s for demands until law enforcement arrives.
- Turn the situation and any details that have been documented over to authorities.

If a kidnapping takes place on school property:

- Administration should be notified immediately.
- Police and parent/guardian will be notified.
- Witnesses will provide any information that can be remembered, including a description of the abductor, the car, the license number, etc.

## **BOMB THREATS**

Should a bomb threat be made over the telephone, the individual who answered the call must keep the caller on the line as long as possible and write down as much information as they can. The exact time, description of the caller's voice, and any details about the actual bomb should be documented. Once the caller hangs up the receiver, the individual who answered the call should immediately dial \*69 to see if they can retrieve the phone number from which the call was made.

1. Administration should be notified immediately of the call.
2. After the call has been received, administration will call 911 to report the incident.
3. Office staff will make sure call tracing method \*69 is implemented.
4. Administrator will announce CODE for SWEEP of building.
5. Staff may be asked to assist in sweeping the building for suspicious packages/situation.
6. Teachers and students will remain in locked classrooms until further instructed.

## **SPECIAL INFORMATION FOR PARENTS**

### **Telephones/Communications**

In the event of an earthquake, flood or other natural disaster, keep your radios tuned to your local radio station for advisory information. Please do not call the school as we must have the lines open for emergency calls.

### **Dismissal**

Should there be a major earthquake, children will remain under the supervision of school authorities until parents or responsible adults can pick them up.

### **Student Release Procedure**

1. Go directly to the entrance of the school or evacuation area.
2. Inform teacher, aide or adult responsible for that classroom that you are taking the child from the class line.
3. Do not remove your child or any other child from school without signing the emergency release form. This provides us a record of where each child is if someone else arrives later looking for the child.
4. Unless you are staying to volunteer, please leave as quickly as possible after signing out your child.
5. Adults will be needed to help with first aid, dismissing students, helping with classes, monitoring traffic, etc. If you are able to volunteer to help, go directly to the Evacuation Area where the designated staff member will give you an assignment.
6. Volunteers should leave children with their classes and not sign student release form until they are ready to leave.

### **If You Can't Get to the School**

Should a major disaster occur, it is likely that many parents will not be able to reach the school right away. If conditions make it necessary, we will release your child to the adult indicated on your child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.

1. The school principal or teacher in charge will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires evacuation of the school, the students will be transferred to the nearest available safe shelter/police station.
2. If the children are caught in a disaster between home and school, it is recommended that they go immediately to school.

### **Fire Drills and Evacuation**

In the case of fire at the school, the school will be immediately evacuated according to the floor plan set forth at the beginning of each school year. Teachers are required to keep a student roster with them at all times, checking attendance immediately after evacuation.

## **Bomb Threats**

In the case of a bomb threat at the school, the school will be immediately evacuated according to the fire evacuation plan, and appropriate emergency personnel will be summoned. Students and teachers will not re-enter the building until it has been deemed safe by emergency personnel.

## **MANDATED REPORTING**

### **Definition of Child Abuse**

Child abuse means a physical injury that is inflicted other than by accident on a child by another person; the sexual abuse of a child or any act or omission pertaining to child abuse reporting laws (willful cruelty, unjustifiable punishment of a child, unlawful corporal punishment or injury); and the physical or emotional neglect of a child or abuse in home care.

1. Child Abuse
2. Injury inflicted by another person
3. Sexual Abuse
4. Neglect of child's physical, health, and emotional needs
5. Unusual and willful cruelty; unjustifiable punishment
6. Unlawful corporal punishment

### **Not Considered Child Abuse**

1. Mutual affray between minors
2. Injury caused by reasonable and necessary force used by a peace officer
3. To quell a disturbance threatening injury to a person or damage property
4. To prevent physical injury to another person or damage to property
5. For the purposes of self-defense
6. To obtain weapons or other dangerous objects within the control of a child
7. To apprehend an escapee

## **MANDATED CHILD ABUSE/SEXUAL ASSAULT REPORTING**

Reporting of any form of sexual assault or neglect is mandatory.

Any suspected or known student neglect, physical abuse, or sexual abuse must be reported to the school counselor, administration, or Department of Child Services.

Reports to DCS will require the following:

1. Student's name, birth date, address, phone number, parent/guardian's name
2. Name of anyone suspected of abusing the child
3. Nature and extent of the abuse
4. See Mandated Reporting Manual for additional information.

### **Sexual Harassment Policy**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors,

sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when any of four conditions are met:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education.
2. Submission or rejection of the conduct or communication is used as a factor in decisions affecting that person's education.
3. The conduct or communication has the purpose or effect of "substantially interfering" with a person's education.
4. The conduct or communication creates a real or reasonably perceived "intimidating, hostile, or offensive" educational environment.

## **COMPLAINT PROCEDURE**

Any employee or student may have a claim of harassment even if he or she has not lost a job, some economic benefit, or academic benefit, in the case of students.

1. The law prohibits any form of protected basis harassment that impairs an employee's or student's working ability or emotional well-being at work or school.
2. Employees or students who think they are being harassed or discriminated against in the workplace or on campus because of their gender, race, national origin and/or other protected basis, should use the policy procedures to file a complaint.
3. Employees and students have the right of redress for unlawful harassment or discrimination. In order to secure this right, individuals must submit a complaint, preferably but not necessarily in writing, to their own or any other supervisor, or in the case of students, to the school site administrator, as soon as possible, but at least within six months of the date the alleged incident occurred or within six months of the date the employee or student first obtained knowledge regarding the alleged incident. The complaint should include the details of the incident or incidents, the names of the individuals involved and the names of witnesses.
4. Staff-to-Staff, Staff-to-Student, and Student-to-Staff Complaint will be referred to the principal and the chairperson of the board of directors, along with the original copy of the complaint.
5. Student-to-Student Complaint will be handled by the site administrator or designee, following the districts' guidelines on handling a sexual harassment complaint. The original copy of the complaint and disposition shall be forwarded to the chairperson of the board of directors.
6. Knowledge of Student-to-Student and Staff-to-Student Sexual Harassment, staff having knowledge of any alleged sexual harassment activity will report that information to the school's administration. It is the administration's responsibility to make sure that the proper process is used to respond to the complaint.



## **BULLYING AND HAZING POLICY**

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, indirect, non-verbal, psychological, sexual, social, physical or verbal. Cyber bullying is conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings).

1. A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off-campus but compromises the safety or instructional environment of the school may fall under Board jurisdiction.
2. Olive Grove Charter school prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process.