



Mountain View High School 2023-2024 Comprehensive Safety Plan

3535 Truman Avenue, Mountain View, CA 94040

Mountain View-Los Altos Union High School District

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

MVHS Board Approval Confirmed by:

Name	Title	Signature	Date
Mr. Sanjay Dave	<i>Board President</i>		

<i>Dr. Nellie Meyer</i>	<i>Superintendent</i>		
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This document is to be maintained for public inspection in the district office during regular business hours.

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Comprehensive Safety Plan Purpose & Compliance

Our School Safety Plans have evolved over the years, commencing with the enactment of SB 187, which 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:
 - Assessment of school crime committed on school campuses and at school-related functions
 - Discrimination and harassment policies
 - 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 annually updated. 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 supporting the development of the Plan and may delegate the responsibilities to a committee with specified members. EC 35294.1(b) 4
- 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 subcommittee reviewed, edited, and added to the document to meet the current needs of the Mountain View High School Community.

As defined in **MVLA Board Policy 0450**, the Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation and shall approve the plan at a regularly scheduled meeting.

Declaration regarding MVLA Board Policy and administrative regulation references:

Except when specifically quoted, the MVHS 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.

A copy of the comprehensive district safety plan and individual site safety plans are available for review at the Mountain View Los Altos Union High School District office or at this website:

<https://www.mvla.net/About-MVLA/District-Plans--Reports/School-Safety-Plans/index.html>

MVHS Guiding Principles

MVHS School Mission Statement

We are committed to creating a community of learners with the knowledge, skill, and values necessary to combine personal success with meaningful contributions to our multicultural and global society.

MVHS Vision and Student Learning Outcomes

We at MVHS value an equitable and collaborative learning environment in which students and staff respect the diversity of our society. We value the intellectual, emotional, and physical well-being of our community. We are committed to empowering lifelong learners who can think critically, solve problems creatively, and participate ethically at MVHS and in our greater democratic society.

MVHS Safety Plan Vision

We will provide a physically and emotionally safe learning environment for our students where they will be respected and cared for as they learn and achieve. This plan will address the varied needs of students on our campus.

Components of the Comprehensive School Safety Plan

MVHS Safety Planning Team and Advisors

This plan was reviewed and updated during the 2023-2024 school year, with revisions made based on input received from those listed below during regular meetings held throughout the year.

- Dr. Nellie Meyer, District Superintendent
- Mike Mathiessen, Associate Superintendent of Business Services
- Dr. Kip Glazer, Principal
- Daniella Quinones, Assistant Principal
- Heather Morelli, Assistant Principal
- Jon Robell, Assistant Principal
- Marti, McGuirk, Assistant Principal
- Trinidad Palafox, Facilities Coordinator
- Julisa Lomeli, Classified Employee
- Officer James Guevara of Mountain View PD, School Resource Officer

Assessment of School Safety

Education Code, Section 32282 (a) 1

Mountain View High School is a student-oriented school where student achievement, safety, and well-being guides our decision making. MVHS has a reputation as a welcoming and safe place for young people where student voice is valued and students are treated with respect as they progress on their journey to adulthood. The MVHS staff focuses on meeting the academic needs of all of our students while supporting their social and emotional needs. The 2023-24 MVHS Safety Plan will address the needs of our students during in person instruction as we work to achieve the adopted school vision of providing a safe, equitable and collaborative learning environment for all students.

I. Results from Student and Staff Satisfaction Surveys

A. California Healthy Kids Survey Mountain View High School Secondary 2022-2023 Main Report

77% of MVHS 9th graders and 83% of MVHS 11th graders feel safe when they are at school.

69% of MVHS 9th graders and 72% of MVHS 11th graders feel happy to be at this school.

65% of MVHS 9th graders and 71% of MVHS 11th graders feel that there is a teacher or some other adult that really cares about them.

76% of MVHS 9th graders and 79% of MVHS 11th graders feel that there is a teacher or some other adult that always wants them to do their best work.

74% of MVHS 9th graders and 76% of MVHS 11th graders agree and strongly agree that their teachers treat them fairly.

60% of MVHS 9th graders and 66% of MVHS 11th graders feel that there are interesting activities that they can participate in at school.

85% of MVHS 9th graders and 92% of MVHS 11th graders have not experienced harassment on school property due to their race, ethnicity, or national origin.

93% of MVHS 9th graders and 95% of MVHS 11th graders have not experienced harassment on school property because they are gay, lesbian, or bisexual or someone thought they were.

96% of MVHS 9th graders and 96% of MVHS 11th graders have not experienced harassment on school property because you are an immigrant or someone thought they were.

90% of MVHS 9th graders and 95% of MVHS 11th graders have not been pushed, shoved, slapped, hit, or kicked by someone who wasn't just kidding around on school property.

74% of MVHS 9th graders and 81% of MVHS 11th graders have not been made fun of, insulted, or called names on school property.

79% of MVHS 9th graders and 79% of MVHS 11th graders have not had other students spread mean rumors or lies, or hurtful pictures, about you online, on social media, or on a cell phone.

97% of MVHS 9th graders and 98% of MVHS 11th graders have not been threatened with harm or injury while on school property.

94% of MVHS 9th graders and 92% of MVHS 11th graders have not been offered, sold, or given an illegal drug while on school property.

96% of MVHS 9th graders and 86% of MVHS 11th graders have not consumed alcohol on school property in the last 30 days.

99% of MVHS 9th graders and 96% of MVHS 11th graders have not smoked, vaped, eaten, or drank marijuana on school property in the last 30 days.

97% of MVHS 9th graders and 89% of MVHS 11th graders have not in their lifetime gotten drunk or high on school property.

100% of MVHS 9th graders and 99% of MVHS 11th graders have not smoked a cigarette on school property in the last 30 days.

99% of MVHS 9th graders and 96% of MVHS 11th graders have not vaped a tobacco product on school property in the last 30 days.

22% of MVHS 9th graders and 28% of MVHS 11th graders have felt chronic sadness or hopeless feelings in the past 12 months.

10% of MVHS 9th graders and 12% of MVHS 11th graders have seriously considered attempting suicide in the past 12 months.

B. California School Staff Survey Mountain View High School 2022-2023 Main Report

This school

Perceived Safety at School (In-School Only)

	Grade 9 %	Grade 10 %	Grade 11 %	Grade 12 %
Very safe	21	20	25	38
Safe	56	57	57	48
Neither safe nor unsafe	20	20	15	12
Unsafe	2	2	1	1
Very unsafe	0	1	0	0

Question HS A.117/MS A.110: How safe do you feel when you are at school?

Note: Cells are empty if there are less than 10 respondents.

This school

is a safe place for staff.

Strongly agree	48
Agree	50
Disagree	2
Strongly disagree	0

Quality of School Physical Environment (In-School Only)

	Grade 9 %	Grade 10 %	Grade 11 %	Grade 12 %
My school is usually clean and tidy.				
Strongly disagree	1	3	2	2
Disagree	7	9	8	7
Neither disagree nor agree	23	26	24	20
Agree	55	54	52	53
Strongly agree	14	8	14	18

Cutting Class or Truancy is a Problem

	All %
Insignificant problem	6
Mild problem	40
Moderate problem	42
Severe problem	13

Harassment or Bullying Among Students is a Problem

	All %
Insignificant problem	18
Mild problem	61
Moderate problem	18
Severe problem	2

Student Alcohol and Drug Use is a Problem

	All %
Insignificant problem	8
Mild problem	36
Moderate problem	48
Severe problem	8

Student Vaping or Electronic Cigarette Use is a Problem

	All %
Insignificant problem	2
Mild problem	30
Moderate problem	60
Severe problem	8

The data from the various sources shows that in previous years the students at Mountain View High School have had a positive experience at school. Both surveys reported that the majority of the students felt safe (80.5%) and connected to school with almost two thirds reporting that they feel an adult really cares about them. Between 2021 and 2023, the school showed an increase of 2-3% in school connectedness among students in addition to a larger percentage growth in students reporting having a caring adult relationship on campus. Furthermore, between 85-96% of students reported not having ever been harassed or bullied due to their race/ethnicity, sexual orientation, or immigration status. A small number of Staff (2%) did express severe concerns

about the bullying and harassment of students on campus. Likewise, Staff expressed the most concern for vaping addiction. Among students, the self-reported amount of drug, alcohol, and tobacco use by students was very low in 9th and 10th Grade, but still a concern for the staff. In regards to mental health, an overwhelming 42% of the staff reported that student depression and other mental health issues were a severe problem. Nevertheless, the school made significant gains in reducing the percentage of students who felt chronically sad between 2021 and 2023. This decreased 5% in 9th grade and 12% in 11th grade. Equal gains of 6-7% were seen in the reduction of students who have considered suicide over the last 12 months. In response to student stress and mental health concerns, the school, with support from the district, has instituted several school wide changes to support student wellness including increasing clinical services bilingual support staff (therapist, social worker, intake coordinator) and launching the “Spartan Spot” calming space in January 2023.

In regards to the appearance of the campus and its facilities, MVHS facilities are well maintained. The school recently opened a brand new Student Services Building with state of the art classrooms, administrative and counseling offices, a college and career center and a new kitchen and dining hall. Furthermore, building renovation phases are making their way to campus to make necessary structural upgrades. This will include the 100-500 wings on campus. Planned safety and evacuation drills are held once each quarter. Safety protocols and evacuation plans are located in each classroom and are updated yearly. In response to the pandemic and student and Staff safety, Personal Protection Equipment (PPE) is available in the Administration Office for all. MVLA continues to provide free COVID testing and rapid tests are available for free in the Administration Office.

II. Data for Suspensions, Referrals to Alternative Education, and Attendance

Number of Suspensions

	2018-19	2019-20*	2020-21*	2021-22*	2022-23
Suspensions* (including in-house suspension)	57	27	2	44	40

Number of Expulsions

	2018-19	2019-20*	2020-21*	2021-22*	2022-23
Expulsions	22	0	0	0	0

Crime Statistics – Number of Incidents

	2018-19	2019-20	2020-21	2021-22	2022-23
Theft/Vandalism	7	9	2	1	5
Fighting	18	8		26	22
Dangerous Object	4	0	1	1	8
Controlled Substance	29	17	0	5	15
Tobacco Possession	5	0	0	2	5
Obscene Language	3	3	0	0	2
Disruptive/Defiant	66	32	0	7	10
Other	6	17	1	27	12
Total	138	86	4	69	79

Referral to Alternative Education Programs

	2018-19	2019-20	2020-21	2021-22	2022-23
Moffett Independent Studies	7	7	9	6	5
Middle College	15	17	21	18	27
College Now	5	9	10	10	7
Alta Vista	18	10	8	13	20

Attendance Data

	2018-19	2019-20	2020-21	2021-22	2022-23
# Unexcused Absences	24,912	*31,191	33,669	30,234	27,687
# Excused Absences	113,876	78,569	29,614	104,664	93,183

* Includes students who were marked as “not engaged” during Distance Learning, meaning, they did not attend Zoom classes.

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. MVLA will provide necessary accommodations to address the needs of students with disabilities during disaster assemblies up to and including isolated “quiet zones” staffed by teachers and ERMHS therapists.

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 High School Crisis Response plan is included in the appendices, and accomplishes the following:

- Appendix B: MVHS Crisis Response Plan, incorporates strategies of the Incident Command System (ICS), SEMS and NIMS.
 - Provides emergency contact information for MVHS staff in Appendix B.1: Site Staff Emergency Contacts – Confidential.
 - Provides emergency contact information for Crisis Response/Community Emergency Contacts in Appendix B.2.
 - Describes the ICS structure for the district crisis response team in Appendix B.3: MVHS Incident Command System.

- Defines specific evacuation procedures for the MVHS school site developed with considerations and necessary accommodations for students with physical disabilities in Appendix B.4: Campus Emergency Evacuation Plans.
- Provides guidance for emergency response to a variety of potential hazards and incidents, including duck and cover procedures following an earthquake in Appendix C: Emergency Response Guidelines and Appendix D: Types of Emergencies & General Procedures.

(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.4: 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.

Students/Staff with Disabilities

MVLA recognizes the need to provide for adequate evacuation procedures for students/staff/visitors with disabilities. Second floor classrooms are equipped with evacuation chairs and second-floor staff are trained on their use during annual drills. All evacuation sites are accessible in accordance with ADA guidelines. Furthermore, our disaster assembly area on the field has a designated “quiet zone” closer to Oak Avenue staffed by teachers and ERMHS therapists to provide support on a case by case basis as needed.

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 to meet the current needs of the Mountain View High School.

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

2023-2024 Action Plan

Findings based on Data Review, Student and Staff Surveys, Observations, Annual Board Review, WASC Report and Goals

Safe Physical Climate Goal:		Our schools are a source of pride in our community with safe, clean and healthy facilities where our students can learn, achieve and thrive.		
Objectives	Action Steps	Resources	Project Lead	Outcomes
1.) Identify and	a) Evaluate effectiveness		Facilities	Access Control

<p>address/secure critical facility vulnerabilities and hazards</p>	<p>and address challenges of the access control system as its implementation is expanded with new Construction upgrades.</p> <p>b) Evaluate effectiveness of alarms, bell systems, and fire code compliance and address identified weaknesses.</p> <p>c) Update all facilities maps and hazard response materials to include new buildings on campus.</p> <p>d) Promote and implement the new WeTip anonymous tipline on the MVHS website to report suspicious or alarming information</p>	<p>IT, Verkada Command</p> <p>RGM Kramer Construction Team</p> <p>Staff/room clipboards and Google Folder with hazard response information</p>	<p>Coordinator, Director of IT, AP of Facilities, RGMK Construction Manager, MVHS Facilities Coordinator</p>	<p>challenges will be reduced to 0 by the 24-25 school year.</p> <p>Concerns will be reviewed and strategies will be developed to address each as needed.</p> <p>MLVA IT will work with RGM Kramer to address access control system issues as they arise.</p> <p>New campus maps will be posted to the MVHS website and shared with Staff.</p>
<p>2.) Identify and address surveillance camera needs and/or security devices in/or around school property to reduce the incidents of theft, violence, bullying, and vandalism as measured by discipline reports. Integrate our camera system with our Access Control system for keyless card entry.</p>	<p>a.) Work with the IT Director to evaluate the effectiveness of current cameras and make adjustments or add more where we notice holes.</p> <p>b.) Work with IT to integrate Access Control system to Verkada camera network and issue Staff appropriate credentials.</p> <p>c.) Install vaping/smoking/loud noise detectors in locker rooms and bathrooms to deter vaping.</p>	<p>IT, DO, Verkada and Admin evaluate cameras</p>	<p>Administration team</p> <p>IT Director</p> <p>AP of Facilities</p>	<p>Concerns will be reviewed and strategies will be developed to address each need.</p>
<p>3.) Identify and address traffic flow and pedestrian safety concerns</p>	<p>a.) Continue to participate in the City of MV Safe Routes to School Committee cyclist and pedestrian safety and traffic management.</p> <p>b.) Work with the construction company to address changes in traffic</p>	<p>City of Mountain View Safe Routes to School Committee</p> <p>RGM Kramer Construction</p>	<p>City of Mountain View</p> <p>AP of Facilities</p>	<p>Crosswalk installed at the Bryant Ave/Brower Ave/Back parking lot intersection to provide students a safe place to walk/bike into/out of school.</p>

	<p>flow and student/staff safety needed due to ongoing construction.</p> <p>C.) Communicate with parents via Kip’s Tips and Social Media about safer transportation to school.</p> <p>d.) Broadcast safe commuting messages to students.</p> <p>e.) Have staff, safety liaisons and MVPD help navigate traffic a few times before and after school.</p> <p>f.) Increase signage for drop-offs and pick-ups.</p>			<p>No idling signs installed in the pick up/drop off areas.</p> <p>Transportation to MVHS document sent via Parent Square each August/September.</p> <p>Communication reminders to families to drive safely and be alert for our students’ safety.</p>
4. Strengthen and practice crisis response plans	<p>a.) Revise crisis response plans to include the new buildings and construction changes as they occur.</p> <p>b.) Collaborate with staff, Leadership Team, School Site Council, and District Office to assess and revise campus crisis response plans.</p> <p>c.) In coordination with public safety partners, review and update campus crisis response plans and revise emergency response charts for classrooms.</p> <p>d.) Provide site staff and faculty training on emergency response procedures.</p> <p>E) Train administration on the use of the remote “lockdown” button for all access control doors.</p>	<p>MVPD and MVFD</p> <p>AP of Facilities,</p>	AP of Facilities	<p>Annual review and update of site plans.</p> <p>Development and installation of emergency response chart for classrooms.</p> <p>Fire drills, earthquake, and lock-down exercises will be logged by site administration.</p>

Safe Social Climate Goal:	Our students and staff thrive together in an environment of mutual respect, personal accountability, and a commitment to excellence.
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Objectives	Action Steps	Resources	Project Lead	Outcomes
1.) Increase awareness of drug/vape prohibitions on campus and decrease use of vaping or other drugs on campus.	<p>a.) Implement an on-line course for students who are caught vaping on campus as part of a restorative justice disciplinary approach.</p> <p>b) Communicate regularly with families regarding vaping behaviors and access to resources.</p> <p>c.) Research and install vape detectors or heat sensors</p> <p>d.) Add anti-vaping/tobacco signage in all bathrooms.</p> <p>e.) Work with ASB to develop and implement strategies to support student engagement with reinforcement of healthy behaviors.</p>	<p>Vape Detectors/heat sensors</p> <p>Signage for restrooms</p> <p>Understanding Vaping and E-cigarettes online course for students</p> <p>Substance Abuse Prevention Webinar for all students during Tutorial</p>	<p>Principal; Assistant Principals</p> <p>PTSA</p> <p>ASB</p> <p>District Wellness Coordinator</p>	Decrease of vaping on campus as seen in discipline records.
2.) Improve school facilities to promote spirit and diversity.	<p>a.) Facilities improvement to Large Gym (flooring, painting, etc.)</p> <p>b.) Hang vision statement and MVLA student profile in every classroom.</p> <p>c.) Hang new banners around campus with new logos.</p> <p>d.) Increase the number of bulletin boards around campus for more areas to publicize events.</p> <p>e.) Outreach to the clubs to increase school spirit and support.</p> <p>f) Leverage the installation of field lights to increase events, school spirit and overall sense of community.</p>	<p>Signage</p> <p>Flags</p> <p>Field lights</p>	<p>Administration</p> <p>Custodial Team</p> <p>District Office</p> <p>Associated Student Body (ASB)</p> <p>MVHS Parent Booster Groups</p>	<p>Increase visual appearance of our vision and spirit.</p> <p>Wrapped signage on Stadium and baseball field</p> <p>Hung flag pole banners in the quad.</p> <p>Hung Black Lives Matter and California Pride Flags on campus flag pole.</p>
3.) Increase awareness of mental	a.) Communicate availability of proactive	Mental health and wellness related	MVLA Wellness Team	Increased awareness of mental health

<p>health resources available.</p>	<p>and responsive mental health and wellness services to students, staff, and the community, including the new Spartan Spot Wellness Center.</p> <p>b.) Collaborate with Ambassadors to promote Mental Health Awareness Week for each semester.</p> <p>c.) Add signage with QR codes to more public areas, including restrooms, about how to access mental health support.</p> <p>d.) Continue offering parents and teachers training on mental health and reducing anxiety.</p> <p>e.) Strengthen communication regarding health and wellness related course offerings during Advisory Week.</p> <p>f.) Increase opportunities to engage students in health and wellness including but not limited to Tutorial presentations.</p> <p>g.) Advertise parent education webinars/presentations hosted by the MVLA Speaker Series.</p> <p>h.) Offer parent workshops/presentations to immigrant families to decrease the stigma of mental health and build awareness.</p> <p>i.) Partner with outside agencies to increase the number of resources available to students and family.</p>	<p>guest speakers and presenters</p> <p>ASB & Ambassadors student programs</p> <p>Monthly Spartans PAUSE events</p> <p>PTSA</p> <p>LPO/ELAC</p> <p>MVLA Speaker Series</p> <p>Partnerships with Pacific Clinics / CHAC</p> <p>MVLA /CSA Social Worker</p> <p>Care Solace</p> <p>Stanford Teen Health Van</p> <p>SEL professional learning and training opportunities for staff and students (MissionBe Mindfulness Training, Sown to Grow SEL curriculum)</p>	<p>District Wellness Coordinator</p> <p>AP of Student Services and Wellness</p>	<p>resources, including students accessing the Spartan Spot, our new campus wellness space.</p> <p>Increased student access to mental health resources, including students accessing the Spartan Spot, our new campus wellness space.</p> <p>Increased parent and student participation in mental health-related events.</p>
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(I) School Discipline Rules and Consequences

Additional code references: Education Code 35291 and 35291.5

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

MVHS 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, MVHS 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 or an administrator.
2. The Principal or 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 according to the “big four” action responses (Shelter in Place, Run, Hide, Defend, Evacuation, Earthquake).
 - 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 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 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 Mountain View Los Altos High School District 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 Mountain View Los Altos High School District 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 Mountain View Los Altos High School 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 MVHS Administrative Regulation 1340, the following items will be identified as “**Confidential**”, reviewed only in a closed session of the MVHS 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.” And according to procedures developed by the Department of Homeland Security and defined in DHS Management Directive 11042.1, the following items will be designated “**For Official Use Only (FOUO)**”, will be reviewed only in a closed session of the MVHS 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

Activity Description <i>(i.e. review steps, meetings conducted, approvals, etc)</i>	Date and Time	Referenced Documents <i>(description and location)</i>
Discussion of Safety Plan for both Mountain View High School and Los Altos High School <i>(Daniella Quinones, Derek Miyahara)</i>	January 2024	<i>Virtual</i>
Review of safety plan goals and updated evacuation plans. (Administration Team)	February 2024	<i>Administration Office</i>
Review of Safety Plan by MVHS Site Administration Team with School Resource Officers (MVPD)	February 2024	<i>Administration Office Theater for Staff Meeting</i>
Review and approval of Safety Plan by MVHS Site Council	February 2024	<i>Virtual</i>
Review and final approval of MVHS Safety Plan by MVLA UHSD Board of Trustees	March 2024	<i>District Office</i>

Appendix B: District Crisis Response Plans

The following sections provide key information for crisis response for MVHS. While this information represents the basic tools needed for an effective crisis response, MVHS 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 the Comprehensive District Safety Plan as it is developed.

Appendix B.1: District Staff Emergency Contacts – Confidential

Name	Position	Number(s)	Safety/Crisis Response Role
	Principal		School Commander/PIO
	AP		Operations Chief/Liaison
	AP		Planning Chief
	AP		Logistic Chief/Finance Chief
	AP		Safety
	Student Conduct Liaison		Site Check/Security
	Administrative Assistant		Situation Analysis/Transportation
	Teacher		Medical
	Athletic Trainer		Medical
	Assessment Coordinator		Medical
	Teacher		Medical
	District Nurse		Medical
	Lead Custodian AM		Site Check/Security

	Lead custodian PM		Site Check/Security
	Coordinator School Facilities		Site Check/Security
Name	Position	Number(s)	Safety/Crisis Response Role
	Teacher		Search and Rescue
	Teacher		Search and Rescue
	Teacher		Search and Rescue
	Teacher		Search and Rescue
	Teacher		Search and Rescue
	Teacher		Search and Rescue
	Teacher		Search and Rescue
	Counselor		Student Supervision
	Teacher		Student Supervision
	Bilingual Secretary		Student Supervision
	Counselor		Student Supervision
	Counselor		Student Supervision

	Teacher		Student Supervision
	Teacher		Student Release
	Counselor		Student Release
	Counselor		Student Release / Missing Student Tracker
	Teacher		Student Release/ Missing Student Tracker
	Administrative Assistant		Documentation
	Administrative Assistant		Supplies/Facilities/Purchasing
	Administrative Assistant		Staffing/Timekeeping
	Teacher		Communications
	Athletic Director		Communications (Stadium PA)
	Science Lab Technician		Chemical Safety

Appendix B.2: Crisis Response/Community Emergency Contacts

For all emergencies call 911!

Public Health and Safety

Vendor	Number	Purpose/Subject
MV Police	Emergency – 911	
	650-903-6344	Non-emergency
MV Fire	Emergency - 911	
	650-903-6395	Non-emergency, main office
CHP	1-800-835-5247	Non-emergency
County Animal Control	408- 764-0344	Animal-related issues
American Red Cross	877-727-6771	
Child Welfare Services	650-493-1186	24 Hour Reporting
Air Pollution Control Dist.	415-749-5000	Info on air quality

Public Utilities

Vendor	Number	Purpose/Subject
PG&E (natural gas)	800-743-5000	Gas leaks/Electrical Emergencies
Santa Clara County Irrigation District	408-265-2600	Irrigation water, canals, etc.
MV Water and Sewer	650-903-6329	
County Public Works	650-903-6311	

Appendix B.3: MVHS 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.

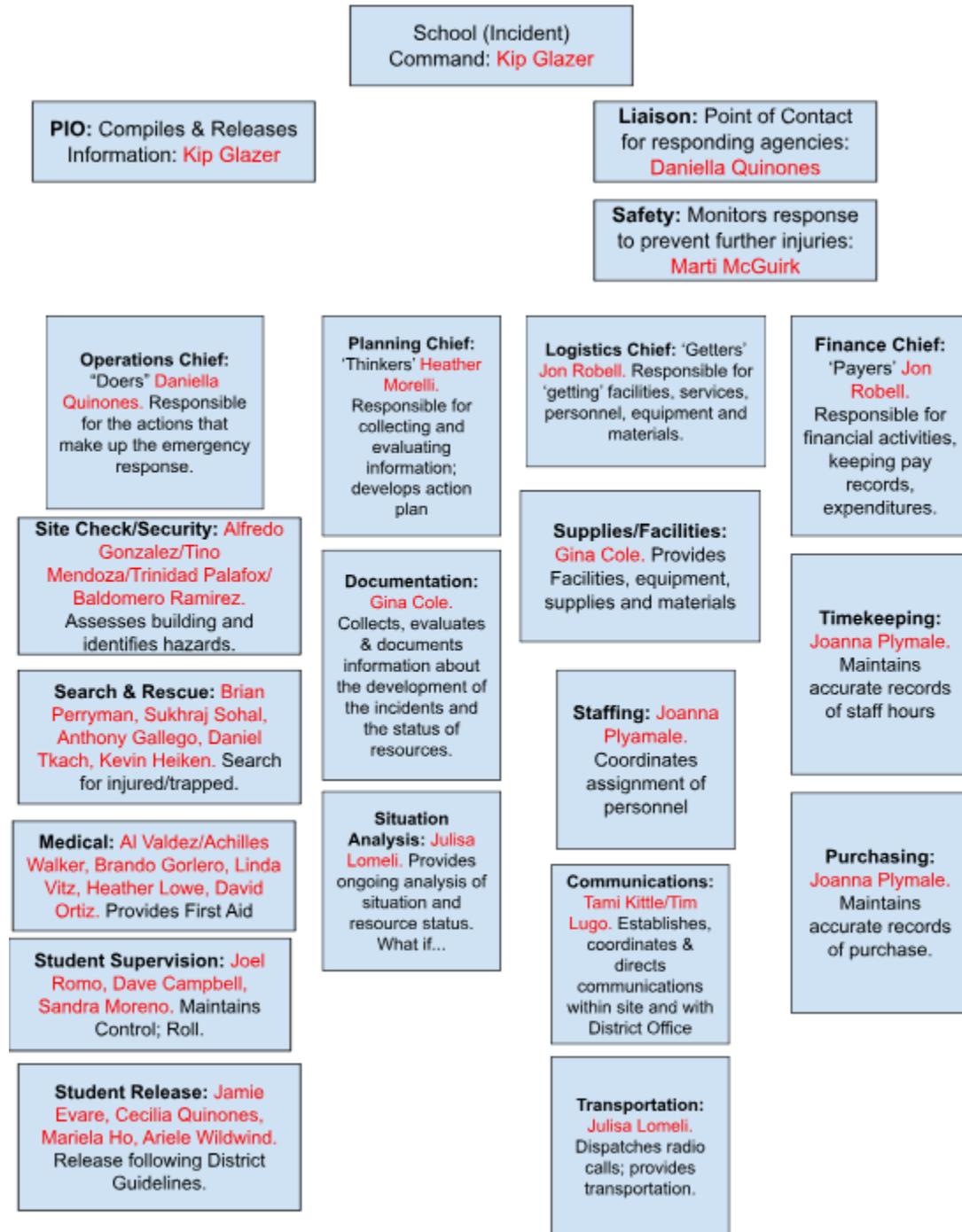
Logistics

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.

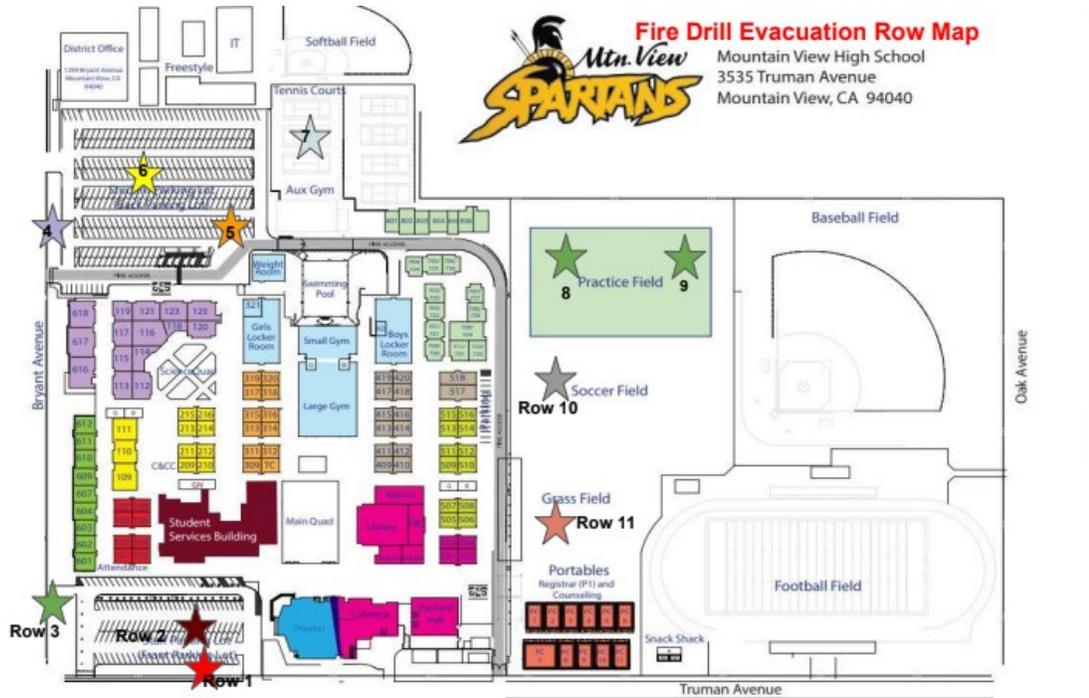
Incident Command System Chart



Appendix B.4: District/Campus Emergency Evacuation Plans

Mountain View High School Evacuation Plan

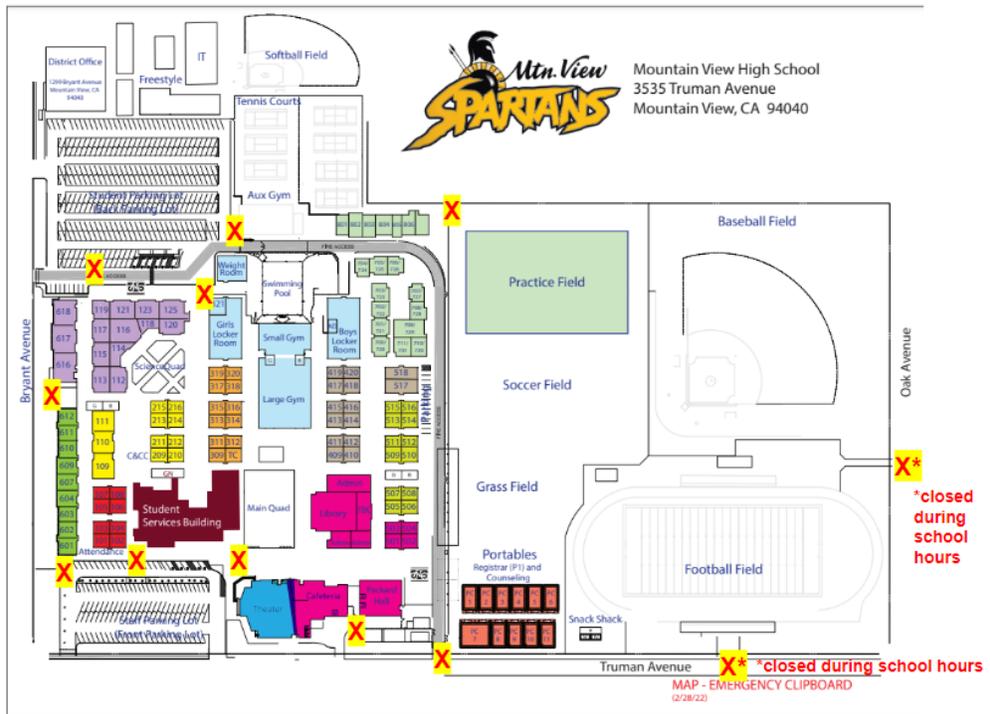
Campus Map with Primary Evacuation “Row” Locations.



Campus map with exit access points marked with an "X".

Off campus exits are marked with an "X"

X* gates are closed during school hours.



Student Services Building Safe Zone map with lockdown hiding areas highlighted in yellow and exits are marked with an “X”.



Student Services Bldg. First Floor

X = Exit



Safe Spaces for Run, Hide, Defend

1. Close all blinds and stay away from windows.
2. Barricade if able.
3. Be ready to defend if needed.



Student Services Bldg. Second Floor

Secondary Evacuation Site Rows (Football Field)

White End Zone near Oak Ave	Dark Green 20 to End Zone Near Oak Ave.	Light Green 40 to 20 Near Oak Ave.	Red 40 to 40	Purple 20 to 40	Pink End Zone to 20	Blue End Zone
Row Supervisor: Todd Pearson	Row Supervisor: David Marroquin	Row Supervisor: Mariela Ho	Row Supervisor: Sandra Moreno	Row Supervisor: Heather Lowe	Row Supervisor: David Campbell	Row Supervisor: Alinna Satake
Sharon Hetrick Laleh Haghighi Carol Johnson Elyse Benito	Gabi Eifenbein Simi Ketterer Amudha Sundarajan	Frosty Gross Josune Sullivan Emily Schultz Carolina Padilla-Pineda	Austin Taylor Carrie Amaya Ethan Thompson	MiguelAngel Verduzco Dustin Cooley Scott Ishizaki Nancy Rafati	Tea Everyn Maribel Sanchez Debbie Gorton Edwienna Grant	Alma Ruelas Raudel Rivas Patty Morales
800 Wing /Portables	700 Wing	Admin/Student Services Bldg. 500 Wing	400 Wing Library Choir Room Theater Packard Hall	200 / 300 Wing	100 Wing	600 Wing
PE - Jennings	701	Admin Office & Counseling	Library/TBC	209	101	601
PE -Williams	702	Visitors	Choir Room Packard Hall	210	102	602
PE - Payne	703	Unscheduled Students/ Staff	409	212	103	603
PE -Esparza	704	Cafeteria	410	213	104	604
PE - Pearson	705	Theater Packard Hall	411	214	105	607
P6	706	A103	412	215	106	609
P7	709	A204	414	216	107	610
P9	720	A205	413/415	309	108	611
P10	721	A206	416	310	109	612
P11	722		417	311	110	616
801	723		418	312	111	617
803	724		419	313	112	618
805	725		420	314	113	
SPED 707	726		Theater	315	115	
SPED 708	727			316	116	
SPED 710	728			317	117	
SPED 711	729			318	120	
	730			319	121	
	731			320	123	
					125	

STAFF	RESPONSIBILITIES
Principal, Assistant Principals, Associate Superintendent of Business Services	Identify emergency (Fire, Earthquake, lock down, etc) Notify staff (PA / campus security & custodians): fire, earthquake, lock down, etc. Secure Administration Building and Main Office 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 (Activities AP) and Medical Command (Student Services Coordinator) Assign jobs/responsibilities Supervise Student Release Coordinator station (Activities AP)
Principal’s Secretary	Evacuate Adult visitors to Row 2 (if with they are students, students go w/ parents) Bring to command center: <ul style="list-style-type: none"> * Staff absence list for the day / teachers off campus * Substitute list (notify Row Monitor of substitutes) * Teachers with classes off campus (notify Row Monitors) * Classes in computer labs or other rooms (notify Row Monitors) Employee list and emergency staff phone numbers Help set up Command Center
Attendance Clerk	Evacuate all students in the front office to Row 2 Go to post as Row Monitor Follow procedures for Row Monitors
Facilities Admin. Assistant	Bring to the Command Center <ul style="list-style-type: none"> ● Medication assigned to students ● Student Medical Problem List ● Portable radios Report to Student Supervision to set up for Student Release Serve as <i>Student Release Coordinator</i>
Counseling Clerk	Go immediately to your post as Row Monitor Follow procedures for Row Monitors <ul style="list-style-type: none"> Assist with setting up Medical Command/Triage Center ● Track injured individuals ● Work with paramedics and emergency personnel
Registrar	Evacuate all students in the front office to Row 2
College & Career Counselor (1)	Report to Emergency Bunker and assist as <i>Medical Transport Coordinator</i>

	<ul style="list-style-type: none"> ● Assist with setting up Medical Command/Triage Center ● Track injured individuals ● Work with paramedics and emergency personnel
Finance Officer	<p>Lock up/secure office Go to post as Row Monitor Follow procedures for Row Monitors</p>

Row Monitor Response - in the event of a major disaster (not Fire Drill)	<ol style="list-style-type: none"> 1. Pick up Clip Board with evacuation materials and put on emergency vest. 2. Go to your primary evacuation site. 3. Check for all teachers/staff assigned to your row and direct them to turn in their EOC form and continue to the football field for their Phase Two location. 4. Collect EOC forms from your teachers when they arrive. 5. If an EOC form or a teacher report a student as injured, notify Row Supervisor or Incident Command Center immediately. 6. If students report to you instead of their teacher, write down their names and direct them to the 40-60 yard line of the football field where “unassigned students” line up. 7. Report to Row Supervisor and turn in all EOC forms. 8. Once all EOC forms have been collected, proceed to the Secondary Evacuation Site and to your assigned yard line on the football field. Row Monitor must stay at that Station at all times until given further instructions. 9. Remind teachers at this time you only need to know if all students were evacuated (i.e. left classroom with 17 students & arrived to back field with 17 students) 10. Collect Rosters marking missing students from all teachers in your row. 11. Ask Row Monitor assistants to help locate teachers or substitute teachers that have not reported to Phase Two evacuation location on the football field. 12. If a teacher from another station reports to you, direct them to their correct location on the football field. 13. Row Monitors are the link between teachers/students and the Row Supervisors. 14. If there is a problem locate a Row Supervisor or other Staff with a radio. 15. When all teachers are checked in, report to your Row Supervisor. 16. Help other Row Monitors as needed.
Row Supervisors	<ol style="list-style-type: none"> 1. Pick up Clip Board with emergency evacuation materials, radio and put on emergency vest. 2. Go to your primary evacuation site.

	<ol style="list-style-type: none">3. Locate Row Monitors and support them in collecting EOC forms from teachers.4. Check for all teachers/staff assigned to your row and direct them to turn in their EOC form and continue to the football field for their Phase Two location.5. Ensure all teachers from your Row have turned in their form; report any missing rooms to Incident Command Center via radio.6. Send a Row Monitor to deliver EOC forms to Command Center7. Once all rooms in your Row are cleared, report to your secondary evacuation site
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Student Supervision	You are the main supervisors for students at the secondary evacuation site (Football Stadium) In your assigned yardage of the field, collect EOCs from Row Monitors and pass to Missing Student Trackers.
Missing Student Trackers	Collect names of students who evacuated from their classroom safely to the primary evacuation site but didn't arrive at the secondary evacuation site Mark these names on emergency contact list Assist with Student Release
Student Release	Release students to parents and/or emergency contacts only based on list generated from Aeries or Site Principal and Assistant Principals
Search & Rescue	Report to Command Center after passing class to buddy teacher <ul style="list-style-type: none"> ● In teams of two, go to sites where people are trapped or injured ● Assess their situation and remove, if possible, without causing further harm to them or to yourself
Medical	Report to Medical Command Center after passing class to buddy teacher Assist with triage
Documentation	Sort EOC forms by degree of emergency and give to Operations Chief Maintain counts on injuries and property damage
Supplies/ Facilities	Report to the Command Center. <ul style="list-style-type: none"> ● Provide equipment, supplies, and materials where needed. ● Report all problems to Activities AP.
Purchasing	Report to the Command Center. <ul style="list-style-type: none"> ● Keep accurate records of purchases that may need to be made for supplies and/or water and food ● Report all problems to Principal or Asst. Principal at Command Center
Staffing/ Timekeeping	Report to the Command Center. <ul style="list-style-type: none"> ● Instruct the classified staff to duties within the Command Center, Medical Command/Triage Center, and Secondary Evacuation Site (Football Field) ● Keep accurate records of staff hours during the disaster. <ul style="list-style-type: none"> ○ Record the time that the disaster started and keep track of the time when staff are allowed to leave. ● Report all problems to Principal or Asst. Principal at Command Center

Communication	<p>Report to Secondary Evacuation Site (Football Field)</p> <ul style="list-style-type: none"> ● Lock all gates after the students have entered the field ● Set up the stadium PA system ● Report all problems from Secondary Evacuation Site to the Command Center
Transportation	<p>Report to Command Center</p> <ul style="list-style-type: none"> ● Dispatch radio calls and provide transportation for injured people to the Medical Command/Triage Center.
Situation Analysis	<p>Report to Command Center</p> <ul style="list-style-type: none"> ● Analyze the situation on campus and the resources available ● Record initial information regarding the status of the compass and location of trapped and/or injured individuals ● Monitor when rooms are cleared or trapped and/or injured individuals ● Monitor when issues (gas leaks, water main breaks, etc.) have been repaired.
Custodians & Coordinator of School Facilities	<p>Contact Command Center when enroute to Utility Controls so they can account for you</p> <p>Shut off gas (fire or earthquake) and notify Facilities AP or Command Center when completed</p> <p>Bring golf carts to Command Center or where directed</p> <p>May need to notify rooms without bells/PA system</p>
Student Conduct Liaisons	<p>Respond to designated areas to check Evacuation Search Areas.</p> <p>May need to notify rooms without bells/PA system</p> <p>Conduct Initial Room/Building Search</p> <p>Assist in Evacuation</p> <p>Open all gates on field side of football field (not street gates, except driveway gate near Snack Shack on Truman) so student can enter field</p>
Groundskeepers	<p>Open Oak and Truman gates for Emergency Vehicle Access.</p> <p>Notify Command Post when that is completed.</p> <p>Report any problems.</p> <p>Stand by to secure gates if we have long-term shelter or a release situation.</p> <p>Standby to assist as needed.</p>
Unassigned Staff	<p>Unassigned staff members report to Command Center in the quad.</p> <p>You may be asked to:</p> <ul style="list-style-type: none"> ● Help a substitute teacher ● Help Row Monitors ● Relieve a teacher with first aid training ● Collect attendance sheets

	<ul style="list-style-type: none"> ● Help with emergency set up ● Help locate anyone missing
Cafeteria/Kitchen	<p>If students are in the kitchen, have one staff member escort students to the first row of the staff parking lot (Row #2) and stay with student. Row monitor will document student names.</p> <p>Secure kitchen area / valuables.</p> <p>All other Food Service workers report to Row 9</p>
Students without classes or that get separated from teacher	<p>Report to the first row of the Staff Parking Lot - Row #2</p> <p>If at brunch or lunch, or during a passing period, report to the location of your PREVIOUS period teacher.</p>
Visitors	<p>Adults report to the first row of the Staff Parking Lot - Row #2</p> <p>Parents with their students report to first row of the Staff Parking Lot - Row #2</p> <p>Visitors in classrooms go with teacher and class to assigned primary evacuation site and if needed, to the secondary evacuation site</p> <p>Teacher is responsible for visitor and reporting his/her name to Row Monitor or Command Center.</p>

<p>Evacuation during activity, lunch, brunch, assembly, non-school hours</p>	<p>Identify emergency / Call appropriate number (911) or 650-903-6344 - MV Police or 650-9093-6395 - MV Fire. Follow Emergency Procedures as needed by type of incident Use common sense / Safety is first If evacuation is necessary:</p> <ul style="list-style-type: none"> ● If at brunch or lunch, or during a passing period, report to the location of your PREVIOUS period teacher. ● 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. ● 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. ● If during an after school event, staff and students should evacuate to the front of school a safe area away from emergency vehicles. Staff (and all coaches) should assist in treating injuries and in taking names of those present. ● Staff members should assume their “normal” responsibilities as shown above. <p>(Evacuate students, direct emergency vehicles, contact school officials, collect needed material, etc.)</p>

<p>PA announcements for emergency action during school hours</p>	<p>PA Script to Implement Shelter In Place: Spartans, your attention please. This is NOT a drill. We have been notified by local law enforcement that there is police activity in the surrounding neighborhood. Out of an abundance of caution, we are moving into a Shelter in Place. Teachers, please lock your doors, close your blinds if you can, and do not allow further exiting from your classroom. Please continue with instruction as planned and await further instructions. Students without a class right now: please make your way to the Library, Tutorial Center, or second floor of the Student Services Building. No one may be outside at this time. Thank you for your cooperation. Estudiantes: si se encuentran fuera de su aula, favor de regresar inmediatamente con su maestro o diligencia a la biblioteca de inmediato. Gracias.</p>
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PA Announcement to Clear Shelter in Place

Spartans: We have been informed by local law enforcement that it is safe to give the “ALL CLEAR.” You may return to instruction as normal. The Admin Team will debrief with Staff as soon as possible. Please check your email for further information.

PA Script to Implement Run, Hide, Defend

Spartans, this is NOT a drill. There is an active threat on our campus. (*The threat may be located near ___ ... or We do not know the exact location of the threat*). Teachers, please observe and orientate yourself to this threat. You must now RUN away from the threat if you can or HIDE and LOCKDOWN if the threat is too near. This is a RUN, HIDE, DEFEND situation. Try to remain calm. Students, follow the lead of the nearest Staff member for safety.

Estudiantes: esto es una emergencia. Hay una amenaza que perjudica tu seguridad inmediata. Sigue las instrucciones de tu maestro de inmediato para mantener tu seguridad.

PA Announcement to Clear Run, Hide, Defend Drill

Spartans: We have been informed by local law enforcement that it is safe to give the “ALL CLEAR.” You may return to instruction as normal. The Admin Team will debrief with Staff as soon as possible. Please check your email for further information.

PA Script to Implement Drop, Cover, Hold On

Spartans, we have just experienced an earthquake. Please drop, cover and hold on for your safety. *Estudiantes: Debido al temblor, busca cobertura debajo de una mesa y sujétate de inmediato.*

PA Script to Implement Evacuation

Spartans, we are ordering a safe evacuation of our campus. Please remain calm and follow the instructions of your nearest staff member. Staff, we will proceed to our football field evacuation area. Please line up by room number and be prepared to take roll. Do not forget your emergency clipboards. Row monitors and Row Supervisors, please report to your assigned locations. (*In the event of a major earthquake: Teachers, please complete your EOC forms now and turn them into your Row Supervisor.*) You will be asked to take roll again on the football field using your roster.

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:

- **Duck & Cover:** 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.
- **Run, Hide (lock down), Defend:** After determining the proximity of the threat on campus, such as an intruder, teachers direct student to the appropriate course of action: running away from the threat, hiding and locking down if the threat is too near, and defending from the intruder under lock down if necessary.
- **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.

- **Duck & Cover:** Immediately use the site’s school-wide communication system to instruct students and staff to protect themselves by moving into a “duck & cover” position by crouching under a table, desk, or chair until the danger passes. (*Follow PA script.*) 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 “duck & cover” 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. (*Follow PA script.*)
- **Run, Hide, Defend:** Immediately use the site’s school-wide communication system to instruct staff to use their training skills and assess the proximity of the threat on campus, such as an intruder, and determine the appropriate course of action: running away or proceeding to lock down. (*Follow PA script.*)
- **If Hiding is the safest, proceed to Lock Down:** For Staff members who determine that hiding is the safest, use the site’s school-wide communication system to instruct staff to lock all exterior doors, to close any open windows, and to keep students as far away as possible from any windows until further notice. (*Follow PA script.*) If internet access is available, Administration will press the remote lockdown button for all access control doors on campus. Student Services Building Staff should consult Lockdown map to hide in nearest safe zone.
- **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. (*Follow PA script.*)
- **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. (*Follow PA script.*)
- **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 Principal or designee will initiate appropriate actions, which may include Duck & Cover, 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 wild animal threatens the safety of students and staff. The Principal or designee will initiate appropriate actions, which may include Lock Down 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 Principal or designee will decide the appropriate response, which may include Shelter-in-Place, Lock Down, 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 Principal 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” below. In coordination with law enforcement, the Principal or designee will initiate appropriate actions, which may include Duck & Cover, Lock Down, or Evacuation.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lip		
<input type="checkbox"/> Loud	Other information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	

DISORDERLY CONDUCT

This involves a student or staff member exhibiting threatening or irrational behavior who does not have a weapon. The Principal 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 Principal or designee will initiate appropriate actions, which may include Duck & Cover, 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 Principal or designee will initiate appropriate actions, which may include Duck & Cover, 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 Principal 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 Principal or designee. The Principal 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 Principal 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 Principal or designee will initiate appropriate actions, which may include Shelter-in-Place or Evacuate Building. In the event of the extended

loss of power, the Principal or designee in conjunction with the District Office Superintendent or designee will call for an evacuation of campus up to and including student release.

Our schools have emergency materials and supplies including water, snacks, and first aid kits on site that can be used if needed. We have back-up communication systems that allow principals and District staff to receive and send emergency information.

In the event of a school closure due to a power outage, we will notify students, families, and staff with as much advance notice as possible using our mass communications system as well as posting on our website. It is important that MVLA has current parent, guardian, and emergency contact information in our student information system so that you can be notified. Please contact your school's office to update your contact information if it has changed.

Please note, power outages may not impact all schools within our district at the same time. In this case, only the schools with power outages will be closed.

General Procedures in a Power Outage:

1. Unless otherwise specified by the district superintendent, the campus shall remain open during regular hours and, if safe to do so, classes/work shall operate as normal. It is the expectation that all staff remain on-site until otherwise directed.
2. All persons shall avoid unnecessary movement throughout the campus and buildings to avoid injury resulting from slips, trips, or falls. During regular business hours, there is typically sufficient natural light to safely remain in place for a period of time.
3. Each campus shall assess where staff and students shall relocate to if they are in an area with no natural light. As certain areas of a building are more appropriate than others to occupy during a power outage, safe areas must be identified and utilized (rooms with natural light, close proximity to washrooms, centralized area for communication purposes).
4. Each campus should consider storing the following supplies in case of an extended power outage: flashlights, battery powered radios, extra batteries, warm blankets, hand sanitizer and some drinking water. These items/batteries should be inspected during the regular campus inspections to ensure they are present and in good working order.
5. School phones require power and internet connection. The principal/site supervisor and staff members shall consider alternate forms of communication if main telephone lines are unavailable, such as cell phones or two-way radios.
6. Communicate with parents/guardians that the phones are not working and establish, through the district mass communication system and website, end of day procedures regarding safe departures.

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 Principal or designee will initiate appropriate actions, which may include Duck & Cover, Shelter-in-Place, Evacuate Building, or Evacuate Campus.

OPIOID OVERDOSE

This procedure addresses situations involving the immediate administration of Narcan (Naloxone). Staff and students are trained in the administration of Narcan each year. Narcan is available in several places on campus including classrooms, offices, locker rooms and Campus Safety. In conjunction with the administration of Narcan, 911 is called immediately.

PSYCHOLOGICAL TRAUMA

When the Principal 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 and the District Wellness Coordinator and to request the services of the MVLA School Therapists and social worker. 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 Principal or designee will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area. Second, the Principal 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 purposefully contaminating the food or water source.

REPORTS OF THREATS TO CAMPUS

This procedure applies where there is a report of a potential threat to the campus. This includes, but is not limited to, reports of possible violence, damage, danger or unlawful activity at the school. These reports may be received by phone or mail, or electronically through e-mail or through WeTip, which is a web-based anonymous feedback system available on the school website. 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***. Responses to these will depend on the nature of the threat involved. Procedures to respond to bomb threats, threats of violence, and biological or chemical releases are described above.

Response to potential illegal activity will depend on the nature of the activity, but will include the notification of the school administration and a call to 911.

UNLAWFUL DEMONSTRATION OR WALKOUT

An unlawful demonstration or walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the Principal or designee. The Principal or designee will initiate the Shelter-in-Place action. Students who ignore this action and leave campus shall be asked to sign his or her name and record address, telephone number and time entered or departed. If students leave the campus, the Principal or designee will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite. The Principal or designee should proceed in good judgment on the basis of police or other legal advice, in taking action to control and resolve the situation.

Appendix E: Classroom Documents for Emergency Procedures

EMERGENCY PROCEDURES Mountain View Los Altos Union High School District	
Remain CALM; Follow Procedures and Directions (more information on Clipboard and/or in Safety Plan)	
<p style="text-align: center;">EVACUATION</p> <ul style="list-style-type: none"> Exit according to route on map or as safe. Assist others who are mentally, physically or emotionally impaired. Assemble in the designated assembly area or as directed Close all doors behind you, DO NOT LOCK. Take roll: account for students and staff. All students to remain under control of the teacher or designee. DO NOT RE-ENTER building and DO NOT LEAVE until directed to do so. <p style="text-align: center;">SHELTER IN-PLACE</p> <ul style="list-style-type: none"> Get inside; close doors and windows. Follow directions. Continue normal activities inside. DO NOT LEAVE until released. 	<p style="text-align: center;">RUN, HIDE, DEFEND</p> <ul style="list-style-type: none"> Immediately leave campus for the offsite staging area OR get inside. Lock door if possible. Barricade doors, dim lights, cover windows. Get down and behind an interior barricade, offset from door. If serious injuries or another serious situation, place a red card under the door or in a window. Take roll. Stay quiet; use anxiety reducing activities (deep breathing, simple games). Do not respond to fire alarms. Call 9-1-1 if you know identity, location or description of suspect. DO NOT LEAVE until released by public safety.
<p style="text-align: center;">MEDICAL EMERGENCY</p> <ul style="list-style-type: none"> Check victim Call 9-1-1 if life threatening Report serious injury or illness to office Support victim until help arrives DO NOT move non-ambulatory victims unless physical dangers are present. <p style="text-align: center;">FIRE</p> <ul style="list-style-type: none"> Pull fire alarm. EVACUATE. Keep low, cover face. Test exit doors for heat if hot, DO NOT OPEN; use alternate route. Close but DO NOT lock doors as you leave. <p style="text-align: center;">EARTHQUAKE</p> <ul style="list-style-type: none"> If inside: DROP, COVER and HOLD <ul style="list-style-type: none"> Make body small as possible. Eyes closed, ears covered. Face in arms, protect back of neck. EVACUATE once it is safe. If outside: Lie prone. <ul style="list-style-type: none"> Cover head, face & as much skin as possible. Eyes closed, ears covered. <p style="text-align: center;">EXPLOSION</p> <ul style="list-style-type: none"> EVACUATE, uphill and upwind if possible, to a safe distance. DO NOT return to the area until it is declared safe. 	<p style="text-align: center;">BOMB THREAT</p> <ul style="list-style-type: none"> EVACUATE involved areas. Look for suspicious objects while exiting but DO NOT HANDLE; tell emergency personnel of location. Leave doors and windows open DO NOT LEAVE the campus as the device may be hidden or under a vehicle. DO NOT use light switches or open drawers or cabinets. <p style="text-align: center;">HAZARDOUS MATERIALS</p> <ul style="list-style-type: none"> Contact office immediately. Handle medical emergencies; isolate person(s) from others. <p>EXTERNAL HAZARD (outside of building):</p> <ul style="list-style-type: none"> CODE BLUE/ SHELTER-IN-PLACE. Remain inside until released by emergency personnel. <p>INTERNAL HAZARD (inside of building):</p> <ul style="list-style-type: none"> EVACUATE; upwind, upstream, uphill if possible. Seal off contaminated area if possible.
<p>Emergency Phone Number: 9-1-1</p> <p>District Main Number: 650-940-4650 Superintendent x0011 Associate Superintendent x0041 Maintenance & Operations x0021 Freestyle Academy x0090 District Special Ed x0051 District IT x0070</p> <p>Los Altos High School: 650-960-8811 x2011 Mountain View High School: 650-940-4600 x1011 Alta Vista High School: 650-691-2433 x3011 Adult Education: 650-940-1333 x4011</p>	<p>After major disaster:</p> <ul style="list-style-type: none"> Implement Incident Command System. Parent/guardian must present proper ID to claim students. Staff is required to stay at school until dismissed by Incident Commander. All classified and certificated staff members have emergency assignments.

IMMEDIATE ACTION RESPONSE: THE BIG FOUR

When an emergency occurs, it is critical that staff members take immediate steps to protect themselves, their students, and other people on campus. Become familiar with The Big Four, and be prepared to perform all assigned responsibilities.

ACTION	DESCRIPTION
	<p>Implement to isolate students and staff from the outdoor environment or potential danger in the surrounding community. All classroom & office doors are closed and locked, and all students & staff remain inside until directed. May need to close windows and air vents to provide for greater protection from external airborne contaminants.</p>
	<p>Implement during an earthquake or explosion to protect building occupants from flying and falling debris. Evacuation will happen next when it is deemed safe to do so.</p>
	<p>Initiate for an immediate threat of danger to occupants of a campus or school building. Staff must decide whether it is safer to “RUN” or “HIDE” (lockdown). If hiding is safest, once doors are locked, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.</p>
	<p>Implement when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to your assigned location on the football field.</p>

EVACUATION for Fire Alarm (Primary Evacuation Area - “Row”)

1. Please wait for 30-60 seconds for a PA message to confirm evacuation is necessary. If evacuation is directed over PA or you determine an evacuation is needed due to safety reasons, direct students to leave the classrooms with you.

- Lock Door.
- Tell students to move quickly but do not run.
- Take Emergency Clipboard.
- Walk out to the evacuation assembly area designated on the map in the room where you are located.
- *Each room has its own row* so check which row and where to assemble.
- As you change rooms throughout the day, so will your reporting area.

2. When you arrive at the designated area, direct students to line up behind you; take roll and HOLD UP the COLORED ROOM # PLACARD TO BE COUNTED OR REPORT TO ROW MONITOR.

If there is a serious problem also hold up the RED card for priority attention.
Report into the designee for your rows.

3. EACH Row Monitor report to your ROW SUPERVISOR when your rows are accounted for: (*Sub for Absent Row Supervisors - Linda Vitz/Marti McGuirk)

- ROWS 1-3 report to **ROW SUPERVISOR (Registrar-Eric Rodriguez)**
- ROWS 4 reports to **ROW SUPERVISOR (Counselor - Jamie Evare)**
- ROW 5-7 reports to **ROW SUPERVISOR (Counselor -Heather Lowe)**
- ROWS 8-9 report to **ROW SUPERVISOR (Counselor - Alinna Satake)**
- ROWS 10 - 11 report to **ROW SUPERVISOR (Counselor Linda Schortz)**

4. **ALL STAFF AND STUDENTS NOT WITH A CLASS REPORT TO ROW 2**

5. The drill will conclude when all teachers have reported to the Row Monitors and those monitors have checked in with **the Row Supervisors**. A bell or other signal will signify the end of the drill.

6. The Site Administrators will be in charge of the following areas:

- **Kip Glazer** will remain in the administration building area
- **Heather Morelli** (Student Parking Lot), **Marti McGuirk** (Grass Field/ Turf Fields), and **Daniella Quinones** will be monitoring progress
- **Jon Robell** and **Mariela Ho** will be in the staff parking lot (Truman & Bryant) for

unscheduled students and staff

- **Joel Romo-Gonzalez** will be at the Truman Lot/Flagpole (Row 2) for Medical Service

EVACUATION ROWS

<u>ROW #</u>	<i>LOCATION</i>	<u>ROW #</u>	<i>LOCATION</i>
<u>ROW 1</u> 101-108; A103 A204-206	<i>Grass Area on Truman Avenue by Bus Stop</i>	<u>ROW 7</u> All PE (excluding Portable 6) Girls & Boys Locker Rms Gyms	<i>Tennis Courts</i>
<u>ROW 2</u> Student Services Offices Visitors Unscheduled Students/Staff Theater; 211 Lounge	<i>Staff Parking Lot facing flagpole</i>	<u>ROW 8</u> 801-806 701-706; 707-711 700 Staff Lounge	<i>Turf Field Closest to 700 wing</i>
<u>ROW 3</u> 601-612	<i>Side Lawn Area on Bryant Avenue next to Staff Parking Lot</i>	<u>ROW 9</u> 720-731	<i>Turf Field Closest to Baseball field</i>
<u>ROW 4</u> 112-125 616-618	<i>Side Lawn Area on Bryant Avenue next to Student Parking Lot</i>	<u>ROW 10</u> 409-420 Packard Hall Library Tutorial Ctr TBC; Choir Room	<i>Grass Field (closest to the Turf field) *enter through wider gate near the former Choir Room</i>
<u>ROW 5</u> 309-320 Weight Room	<i>Student Parking Lot - Row 2 (closest to MVHS) facing the tennis courts</i>	<u>ROW 11</u> Portables 1-11+PE if on fields during drill (P6 is PE Portable)	<i>Grass Field (Closest to the Portables)</i>

<p><u>ROW 6</u> 109-111 209-216 (not 211)</p>	<p><i>Student Parking Lot - Row 3 (closer to Freestyle) facing the tennis courts</i></p>		
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ROW MONITOR ASSIGNMENTS (LIME GREEN VESTS)

ROW 1	Josie Esparza Patty Morales	ROW 8	Simi Ketterer Gabi Elfenbein (Life Skills)
ROW 2	Jon Robell (orange vest) Mariela Ho (orange vest)	ROW 9	Margarita Medina Sharon Hetrick Laleh Haghighi Elyse Benito
ROW 3	Carol Johnson Alma Ruelas David Marroquin (Floater)	ROW 10	Nancy Rafati Dustin Cooley Scott I. Susan Lamarche Austin Taylor
ROW 4	Josune Sullivan Miguel Angel Verduzco Carolina Padilla-Pineda	ROW 11	Debbie Gorton Linda Vitz Maribel Sanchez Ethan Thompson
ROW 5	Edwienna Grant Carrie Amaya		
ROW 6	Raudel Rivas Tea Everyn Irma Wiencek	ADMIN	Admin 1-5 /Joanna Plymale (to panel) Gina Cole (to panel) Gio Anselmo (PA) Julisa Lomeli (call Fire Dept/911) ● Patty Morales (backup)
ROW 7	Frosty Gross Amudha Sundarajan		

*May be off campus during drill.

ROW SUPERVISOR ASSIGNMENTS *(Subs - Linda Vitz/Marti McGuirk)

ERIC RODRIGUEZ: **Rows 1, 2, 3** *Bring vest, 2-way radio, bullhorn & clipboard*

JAMIE EVARE: **Row 4** *Bring vest, 2-way radio, bullhorn & clipboard*

MICHELLE CAMPUSANO: **Rows 5, 6, 7** *Bring vest, 2-way radio, bullhorn & clipboard*

ALINNA SATAKE: **Rows 8, 9** *Bring vest, 2-way radio, bullhorn & clipboard*

PLEASE NOTE: ALL ROW MONITORS AND ALL SITE ADMINISTRATORS, CAMPUS SECURITY, ERIC, JAMIE, JAIMIE, AND LINDA WILL BE IN **REFLECTIVE VESTS**.

Row Monitors can change depending on staff attendance. Some days any or all of these people could be absent. The row placement is by room and will not change, so as you change rooms from period to period throughout the day you may line up in a different row.

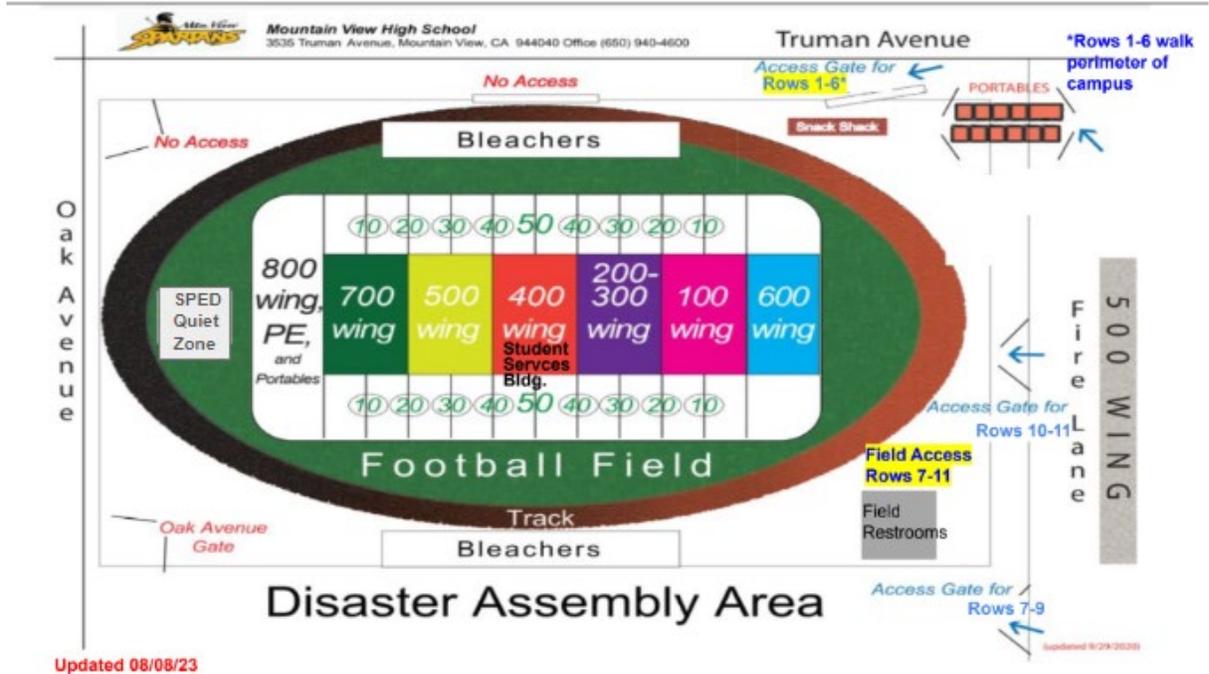
Questions Contact **Daniella** or **Julisa** ext. 1015.

Mountain View High School Evacuation Plan



Mountain View High School Evacuation Plan (Cont'd.)

Disaster Assembly Area for Phase Two Evacuation



EMERGENCY PROCEDURES FOR AN EARTHQUAKE OR OTHER MAJOR DISASTER

1. Drop, Cover, and Hold: At the start of the drill, the Principal will make an announcement. All students, staff, and visitors should drop, cover, and hold under their desks or tables.

2. Remain: Remain in the sheltered position for at least 60 seconds. At this point, you can open your envelope for directions.

3. Triage people in your immediate area: Follow Simple Triage Training and mark students with appropriate RED, YELLOW, GREEN, or BLACK dots, tape or markers depending on their injuries. These supplies are in the Emergency Bins in each classroom. Mark as follows: Red: Needs immediate assistance. Stay with injured and wait for search and rescue. Yellow: Delayed injury such as burns or broken bones - take to triage area for assistance. Green: Walk to triage area for basic first aid. Black: No pulse detected, no longer living. Leave in room.

All triage people should be taken to triage in front of the main gym.

4. Notify your teacher “buddy” (as needed): Every room should have a designated “buddy” -- that is, the room next door to yours. In the event that a student is injured and the teacher needs to stay behind, the teacher should hand off the evacuation of their class to their “buddy” while they stay with the injured and await search and rescue.

5. Fill out EOC form to report missing students, injured students and structural damages. You will drop this form off to your Row Monitor at your primary evacuation location.

6. Evacuate: Take your students, your clipboard, and emergency bin and evacuate. Make sure you take the safest route to your regular evacuation location (Fire Drill “Row” location) **and turn in your EOC form to the first row monitor or supervisor you see.** Keep your roster printout with you. You will need to take roll again when you go to Phase Two evacuation location: the football field.

7. Phase Two Evacuation Location (Football Field):

a. Teachers – Check the Phase 2 Map for your assigned location. Each wing has a designated area on the football field. Look for signs to mark locations on the field. Be prepared to take roll again once your class lines up on the field.

b. Teachers with Assigned Duties (First Aid, Search and Rescue, etc.) – After checking in with your buddy teacher, hand off your EOC form, roster and your class to your buddy teacher so they can evacuate together. Once that occurs, please report to the Command Center in the quad.

c. ROW MONITORS: Once all of your classrooms in your primary “row” evacuation area have been accounted for, bring the EOC forms to Assistant Principals at the Command Center. Then, report to the secondary phase evacuation (football field).

8. Rosters for Attendance Collecting: Teachers will retake attendance once they are on the football field. Teachers will give their roll sheets to their Row Monitor or Student Supervisor on the football field.

9. Command Center will be the Administration Office – If the Administration Office sustains damage, it will be relocated to the quad. **Triage will be set up in front of the main gym.**

10. All Clear: The bell will ring for all-clear once all row monitors have reported to Daniella Quinones with the EOC forms and all buildings have been checked for trapped personnel and students.

11. Evaluation: After the drill, you will be emailed an evaluation of the drill. Please fill out this form ASAP so the Administration can use this information to make modifications for next year’s drill.

Thank you for doing your part to ensure the safety of our students during an emergency scenario.

RUN, HIDE, DEFEND / LOCKDOWN

Shooter or intruder on campus

Remain Calm Use Good Judgment Follow Procedures

*The following are procedures set up for the most serious emergency situations.

In case of a SHOOTING OR INTRUDER on campus

1. We will announce there is an active shooter on campus over the PA system. If known, the location of the shooter will be given.
2. Staff will implement the OODA loop practiced in Staff Trainings -- Observe, Orientate, Decide and Act. Each Staff member will determine **if it is safe to run**, or hide/barricade. If it is deemed safer to run, then run off campus. After reaching a safe location, call the police (911) and tell them your location.
3. **If a Staff member determines that it is not safe to run**, then they will stay in your classroom, office, or building, and **lockdown**.
 - a. Lock classroom door.
 - b. Close blinds.
 - c. Turn off lights.
 - d. DO NOT dismiss students.
 - e. Use furniture to **barricade** doors.
 - f. Have students get down below window level.
 - g. Students should be kept quiet to avoid attracting attention.
 - h. DO NOT ALLOW cell phone use. Tell students to turn off phones to prevent noise and save battery. Emphasize cooperation in the Emergency.
4. If you are on the athletic fields and it is not safe to run, students should lay down, then flee off campus when safe.
5. Teachers/Students who are not in a class should run if it is safe. If it isn't safe, then they should shelter in the nearest indoor area - or lay down.
6. Call office or 9-911 **ONLY IF you have first-hand information** about the incident.
7. Keep your phone clear in case we need to call you.
8. Tell students that in an event of an evacuation, they will be leaving their backpacks and that they must stay together as a group when evacuating. Police may have people evacuate with hands up and NO bulges on the body (this is for your protection).
9. **DO NOT respond to a fire alarm.**
10. **Respond ONLY to a public safety officer or Incident Commander to resume normal activity or evacuate.**

11. Use anxiety reducing techniques with people, such as deep breathing and simple games, to keep them calm during the incident.

Shelter-in-Place
Toxic Materials or Potential Danger in the Community

Remain Calm Use Good Judgment Follow Procedures

In case of a Shelter-in-place on campus

- a. Announcement of "Shelter-in-Place" over the PA system.
- b. Stay inside the classroom, office, building, etc. and lock the doors.
- c. If hazardous material**, turn off air-conditioning/vents, close doors and windows.
 Keep away from ventilation systems
- d. DO NOT dismiss students.
- e. DO NOT evacuate unless an administrator, security, or an emergency service worker directs you.
- f. Carry on with normal activity in the classroom.
- g. PA announcement to signify all-clear.
- h. 100% accounting of students will be completed and verified and made available to IC and public safety officials.

Mountain View-Los Altos Union High School District

EOC MESSAGE FORM

Name of Person Submitting: _____

From: School _____ Room/Building _____

Date/time: _____

STATUS:

<p>_____ # Missing</p> <p>_____ # Injuries – Immediate</p> <p>_____ # Injuries – Delayed</p> <p>_____ # Injuries – Minor</p> <p>_____ # Injuries – Dead</p> <p>_____ # Damage – Heavy</p> <p>_____ # Damage – Moderate</p> <p>_____ # Damage – Light</p> <p>Transmit only the data within THIS box in 30-45 seconds. After transmission, wait for EOC's request to elaborate.</p>	<p>Injuries</p> <ul style="list-style-type: none">• Immediate (red): RPM (respiration, perfusion, mental status)• Delayed (yellow): Burns, major multiple fractures, Back injuries with or without spinal cord damage• Minor (green): In need of First Aid attention only• Dead (black) <p>Damage</p> <ul style="list-style-type: none">• Heavy damage: building collapse, building leaning, major ground movement causing large cracks in ground.• Moderate damage: Falling hazards present, hazard present (toxic/chemical spill, broken gas line, fallen power lines).• Light damage: Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows.
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Additional Information/Significant events: