



Oakland Military Institute

2024-2025 Comprehensive School Safety Plan

3877 Lusk Street, Oakland, CA 94608

This Comprehensive School Safety Plan was developed collaboratively with all Oakland Military Institute (OMI) administrative Staff and adopted by the Oakland Military Institute Board for the 2024-2025 School Year.

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Table of Contents

Item	Page
Comprehensive Safety Plan Purpose & Compliance	3
Oakland Military Institute Mission & Philosophy	4
Components of the Comprehensive School Safety Plan	4
OMI Safety Planning Team Members and Contributors	4
Assessment of School Safety	5
Campus Safety Strategies and Programs	5
(A) Child Abuse and Neglect Reporting Procedures	5
(B) Emergency Preparedness and Crisis Response Plan	6
(i) Earthquake and Multi-hazard Emergency Response Procedure System	7
(ii) Use of School Buildings for Emergency Shelters	7
(iii) (PART 12) Charter School Safety Procedures—Tactical Responses to Criminal Incidents [EC 47605(6)(F)(ii)] SHOOTING/STABBINGS	8-9
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines	10
(D) Procedures to Notify Teachers of Dangerous Pupils	10
(E) Discrimination and Harassment Policies	11
(i) Hate Motivated Behavior/Hate Crime Reporting Procedures and Policies	12
(F) School-wide Dress Code	12
(G) Procedure for Safe Ingress and Egress to and from School	13
(H) A Safe and Orderly School Environment Conducive to Learning	13
(I) School Discipline Rules and Consequences	13
(J) Chemical Hygiene	15
(K) Laboratory Hazards Identification	21
(L) Custodial Hazard Response	23
Annual Review, Evaluation and Approval Procedures	24
Appendix A: Documented Safety Planning Process	25

Comprehensive Safety Plan Purpose & Compliance

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 6 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

January 1, 2019, Assembly Bill 1747, School Safety Plans, became law.

Comprehensive School Safety Plans must include the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies including hate crime reporting procedures
- School wide dress code policies
- Procedures for safe ingress and egress of pupils, parents, and school employees
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline

OMI recognizes that Cadets and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The OMI School Board (also referred to as “The Board” in this document) is fully committed to maximizing school safety and creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for Cadet Conduct, responsible behavior, and respect for others.

OMI staff has participated in the development of this comprehensive school safety plan relevant to the needs and resources of that particular academy, as outlined in California Education Code §32281. The plan takes into account the academy’s staffing, available resources and buildings design, as well as other factors unique to the site.

The Comprehensive School Safety Plan will be reviewed and updated by March of each

year, in compliance with California Education Code §32286(a).

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

A copy of the comprehensive school safety plan shall be available for review at the Oakland Military Institute website and at the administration office.

OMI Mission and Philosophy

OMI is founded on the belief that for many Cadets, the traditional school and/or classroom is not necessarily the best setting for their education. Teachers and Military staff at OMI, realize that there is a need to continuously reflect, and improve upon our instruction in order to stay relevant to ever-changing Cadet Needs. Our mission statement outlines our main focus and intent for each Cadet that attends OMI.

The mission of the Oakland Military Institute College Preparatory Academy (OMI) is to prepare each of its cadets to qualify for, and succeed in, leading colleges and universities by instilling honor, integrity, and leadership.

The aim of OMI is to establish a different learning environment that cultivates active, real-life learning, high standards and strong support. OMI's philosophy is based on our four pillars. OMI's four (4) pillars are ACADEMICS, LEADERSHIP, CITIZENSHIP, and COLLEGE READINESS. Using a military framework, the goal of OMI is to graduate cadets who are capable of meeting the admissions requirements for any college in the nation and who are prepared for their roles as future leaders.

Components of the Comprehensive School Safety Plan

The Safety Plan Committee shall consult with local law enforcement, fire department, and other first responders, when practical (Education code 32281, 32282). In addition, OMI may delegate the responsibility for writing and developing a school safety plan to the school safety planning committee. This committee shall be composed of at least the following members, in compliance with California Education code §32281:

- 1.) The Cadet Service's coordinator or designee
- 2.) One staff person
- 3.) One parent/guardian whose child attends the school
- 4.) Other members, if desired.

OMI Safety Planning Team Members and Contributors

- CMSgt (CA) Thomas James, Commandant
- CPT Shawna Lipsey, CACC, Cadet Services and Special Programs
- 2LT Nicolas Paoletti, Chief of Operations
- Ismael Robles, Facilities Manager
- C/CPT Ryan Ton, Commander of Cadets

The OMI Comprehensive School Safety Plan encompasses all buildings which consist of one main building, eleven portables, "C" building and "B" building.

Assessment of School Safety

An assessment of School Safety among OMI was conducted and included a review of the following: office referrals and suspensions, Cadet and staff survey data from the 2023 California Healthy Kids Middle School, High School, Staff and Parent survey administered in the fall of 2023, and rates of disciplinary actions and truancy. Additional input from Academy Coordinators was received as part of the process to develop this safety plan.

Some of the key safety concerns raised during the assessment of school safety include:

- Improved strategies for supporting Cadets with internalizing behaviors
- Staff, Cadet and parent surveys demonstrated the need to have clearer disciplinary procedures and appropriate consequences and consistency.

Campus Safety Strategies and Programs

OMI recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure Cadet safety and the prevention of Cadet injury. The Commandant or designee shall implement appropriate practices to minimize the risk of harm to Cadets, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

(A) Child Abuse and Neglect Reporting Procedures

Reference: Penal Code 11166

The Board recognizes that child abuse and neglect has severe consequences and that OMI has a responsibility to protect Cadets by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent and Commandant or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees are mandated reporters, as defined by law and OMI regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

Training shall be provided annually regarding the reporting duties as mandated reporters.

A mandated reporter shall make a report using the procedures provided below and outlined in the OMI employee handbook, whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect.

The reporting duties of mandated reporters are individual and cannot be delegated to another person (Penal Code 11166). Training of mandated reporters shall include identification and mandated reporting of child abuse and neglect (Penal Code 11165.7). Training shall also include guidance in the appropriate discipline of Cadets, physical contact with Cadets, and maintenance of ethical relationships with Cadets to avoid actions that may be misinterpreted as child abuse.

When reporting a witnessed or suspected case of child abuse, the following steps shall be taken by the appropriate personnel:

Step 1-- Initial Telephone Report: Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to sheriff's department or the county welfare department (also known as Child Protective Services) (Penal Code 1165.9, 11166). When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received. **When Mandated Reporter makes verbal report to the Alameda County Child Abuse Hotline (510) 780-8620.**

Step 2-- Written Report: Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then complete the Department of Justice Form SS 8572 (Penal Code 11166, 11168), and fax the form to (510) 259-1800.

The mandated reporter shall make a report even if some of the information is not known or is uncertain to him/her (Penal Code 11167). The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05 (Penal Code 11167).

Step 3--Internal Reporting: The mandated reporter shall not be required to disclose his/her identity to the Academy Coordinator, Cadet Services Coordinator, Commandant, Board Member, or any other designee (Penal Code 11166). However, employees reporting child abuse or neglect to an appropriate agency are encouraged to notify the Academy Coordinator as soon as possible after the initial telephone report to the appropriate agency.

Reporting the information to an employer, supervisor, coordinator, school counselor, co-worker, director or other person shall not be a substitute for making a mandated report to the appropriate agency (Penal Code 11166).

(B) Emergency Preparedness and Crisis Response Plan

The OMI Board of Directors recognizes that all staff and Cadets must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The Commandant or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the OMI comprehensive school safety plan. Disaster preparedness exercises shall be held regularly at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All Cadets and OMI Staff shall receive instruction regarding emergency plans.

In developing OMI emergency response plans, the Commandant or designee shall collaborate with city and county first responders, including local public health administrators. The Commandant or designee shall use approved Standardized Emergency Management System (SEMS) and the National Incident Management System guidelines, as well as the National Incident Command System (ICS) and information from ALICE Training Institute when updating the OMI emergency and disaster preparedness plans.

The OMI Emergency Response Plans are provided to school personnel as references and are not included as part of this public document, and accomplishes the following:

- Incorporates strategies of SEMS, NIMS, ICS, and ALICE Training Institute; and
- Provides emergency contact information for staff; and
- Describes the OMI emergency protocols; and
- Describes detailed steps to be taken by all personnel and Cadets for a safe and effective response to emergencies and provides specific evacuation procedures for OMI and developed with considerations for Cadets with physical disabilities.

(i) Earthquake and Multi-hazard Emergency Response Procedure System

OMI has defined emergency response procedures for earthquakes and other hazards in the Crisis Response Plans described in the appendices of this plan. OMI follows the recommended “drop, cover, and hold on” procedures for earthquake response. The plans also align with standards established by NIMS and SEMS. Additional details on the implementation of these plans, including roles and responsibilities for school personnel, are included as part of the Emergency Response Plan.

(ii) Use of School Buildings for Emergency Shelters

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community’s needs. OMI Staff are considered disaster service workers and are subject to disaster service activities assigned to them (Government Code 3100).

(iii) (PART 12): Charter School Safety Procedures—Tactical Responses to Criminal Incidents [EC 47605(6)(F)(ii)] SHOOTING/STABBINGS

No single warning sign can predict that a dangerous act will occur; however, certain warning signs may indicate that someone is close to behaving in a way that is potentially dangerous to self and/or others. Imminent warning signs usually are present as a sequence of overt, serious, or hostile behaviors or threats directed at peers, staff (usually more than one staff member), as well as the person's immediate family.

IMMINENT WARNING SIGNS REQUIRE AN IMMEDIATE RESPONSE AND MAY INCLUDE THE FOLLOWING:

- Physically fighting with peers or family members.
- Hostile interactions with law enforcement that involve a number of recorded incidents.
- Hostile interactions with staff and administration.
- Destruction of property (school, home, community).
- Severe rage for seemingly minor reasons.
- Detailed (time, place, and method) threats (written and/or oral) to harm or kill others.
- Possession and/or use of firearms and other weapons.
- Self-injurious behaviors or threats of suicide.
- Is carrying a weapon, particularly a firearm, and has threatened to use it.

WHAT TO DO IF A SHOOTING/STABBING OCCURS AT THE FOUNDATION OFFICE:

- The first indications of a shooting may include: sound of gunfire, loud cracking sounds, banging noises, windows shattering, glass exploding, bullets ricocheting or a report of a stabbing incident on campus.
- Call 911. Identify your address, and succinctly explain the emergency incident and exact location. Stay on the line until the 911 dispatcher has all the information needed to respond to the situation.
- Activate Incident Command System (ICS) with Emergency Management Team.
- Establish Command Post and appoint Incident Commander and communicate location to law enforcement and fire/rescue units.
- All stations switch to the Security channel.
- Notify appropriate individuals, i.e. Administrators, Policy Group, and Youth and Communities Program Task Force by way of a Serious Incident Report (SIR).
- Provide information, when practicable, about the incident to staff via PA system, e-mail or by phone.
- Account for all staff members by using phone or e-mail or other communication means. If using Handheld Radios, make every attempt to use an individual's initials or classroom number to identify personnel.
- Attempt to determine where the shooter/stabber is on campus.
- Attempt to determine the type of weapon (ie, semi-auto rifle, semi-auto pistol, long blade) has been found or secured but always presume the threat has other weapons.
- Attempt to determine if the shooter/stabber has been identified.
- If identified, attempt to determine if the shooter/stabber has a relationship with anyone on staff or attending OMI.
- Assign a liaison (preferably an administrator and facility manager) to interface with law enforcement and fire department.

(iii) (PART 12): Charter School Safety Procedures—Tactical Responses to Criminal Incidents [EC 47605(6)(F)(ii)] SHOOTING/STABBINGS

- Liaison(s) can supply law enforcement with radio or phone communication, phone numbers, maps, keys, and other information deemed pertinent to the safe operation of the incident.
- Gather witnesses in a secure room for law enforcement questioning. DO NOT allow witnesses to talk to one another (to protect the investigation). Assign staff to stay with witnesses until law enforcement arrives.
- Assess the number of injuries, severity of those injuries and where victims may be on campus.
- Develop plan to evacuate staff to an off-site or alternate evacuation area should it be necessary to evacuate the building.
- Gather information of staff members involved in the incident.
- Prepare written statements for telephone callers and media in cooperation with law enforcement and the Superintendent & CEO. Can a message be placed on the website?
- Provide a liaison representative for family members for any injured staff members.
- Provide a Crisis Response Team to provide counseling and to help deal with any psychological factors.
- Seek Crisis Response and Behavior Health assistance from Youth and Community Program Task Force.

IF STAFF ARE OUTSIDE, THEY SHOULD BE TRAINED AND/OR INSTRUCTED TO

- Move or crawl away from gunfire, trying to put barriers between you and the shooter.
- Understand that many barriers may visually conceal a person from gunfire but may not be bulletproof.
- Try to get behind or inside a building. Stay down and away from windows.
- When reaching a relatively safe area, stay down and do not move. Do not peek or raise your head.
- Listen for directions from law enforcement.
- Provide your name to the work area supervisor who is accounting for all staff.
- Help others by being calm and quiet.
- Provide law enforcement with as much information as possible, such as:
 - ✓ Is the suspect still on site and do you know the current location?
 - ✓ Where was the specific location of occurrence?
 - ✓ Are there wounded staff members? How many?
 - ✓ Description of all weapons (hand gun, shotgun, automatic, dangerous objects, explosive devices, etc.).
 - ✓ Describe sound and number of shots fired.

SCENE OF INCIDENT

- The scene of an incident/crime shall be preserved.
- With the exception of rescue and law enforcement personnel, no one is allowed to enter the immediate area or touch anything.
- Any witnesses, including staff members, should be held near the area of the incident and be made available to law enforcement for questioning. Law enforcement responding to the incident will coordinate activities at the scene of the incident and finished, release the area to school officials when finished

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

The OMI Board of Directors desires to provide Cadets access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development.

To correct the behavior of Cadets who are subject to discipline, the Commandant or designee, to the extent allowed by law, shall use alternative disciplinary strategies.

Alternatives to suspension or expulsion may also be used with Cadets who are truant, tardy, or otherwise absent from assigned school activities.

Except for single acts of a grave nature or offenses for which suspension, dismissal or expulsion is required by law, suspension, dismissal or expulsion shall be used when there is an imminent safety threat, when other means of correction have failed to bring about proper conduct, or the Cadet's presence causes a continuing danger to himself/herself or others.

The grounds for suspension, dismissal and expulsion and the procedures for considering, recommending, and/or implementing suspension, dismissal and expulsion shall be those specified in law and the Cadet Parent Handbook. Staff shall enforce the rules concerning suspension dismissal and expulsion of Cadets fairly, consistently, and in accordance with OMI's nondiscrimination policies. These procedures, and additional details relating to suspension, dismissal and expulsion processes, can be found in Cadet and Parent Handbook, Staff Handbook, and Discipline Guidelines.

(D) Procedures to Notify Teachers of Dangerous Pupils

The OMI Board desires to provide a safe and orderly work environment for all employees. As part of OMI's Comprehensive Safety Plan, the commandant or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing them with 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 Commandant or designee immediately. The Commandant or designee shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Commandant or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on OMI premises.

The Commandant or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and Cadets. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

The Commandant or designee also shall ensure that employees are informed, in accordance with law, of crimes and offenses committed by Cadets who may pose a danger in the classroom.

(E) Discrimination and Harassment Policies

The OMI Board is committed to equal opportunity for all individuals in education. All OMI programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the 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. The Board shall promote programs which ensure that discriminatory practices are eliminated in all academy-wide activities.

Among the policies included in this comprehensive set of anti-discrimination and harassment policies are two that clearly define the expectations and procedures regarding occurrences of discrimination and sexual harassment:

The Board prohibits, at any academy or academy activity, unlawful discrimination, harassment, intimidation, and bullying of any Cadet based on the Cadet's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the 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. California law prohibits gender-based discrimination in public schools including gender identity and gender expression.

Cadets who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

The Cadet Services coordinator is designated "Coordinator for Nondiscrimination" and handles complaints regarding discrimination, harassment, intimidation, or bullying, and answers inquiries regarding OMI's nondiscrimination policies:

The OMI Board of Directors is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of Cadets at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in the OMI complaint processes.

The Commandant or designee shall ensure that all Cadets receive age-appropriate instruction and 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 Cadets do not have to endure sexual harassment;
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained;

4. Information about OMI's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made;

5. Information about the rights of Cadets and parents/guardians to file a criminal complaint, as applicable.

Any Cadet who engages in sexual harassment or sexual violence at school or at a school sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For Cadets in grades 6-12, disciplinary action may include suspension, dismissal or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(i) Hate Motivated Behavior/Hate Crime Reporting Procedures and Policies

*Additional code reference: Penal Code 628*In order to create a safe learning environment for all Cadets, the Board desires to protect the right of every Cadet to be free from hate-motivated behavior and will promote harmonious relationships among Cadets so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. OMI prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

OMI shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Commandant or designee shall ensure that staff receive training on recognizing hate motivated behavior and on strategies to help respond appropriately to such behavior. Any Cadet who believes he/she is a victim of hate-motivated behavior shall immediately contact the Academy Service Coordinator. Upon receiving such a complaint, the Coordinator shall immediately investigate the complaint with support from the Cadet Services Coordinator in accordance with school level complaint process/grievance procedures. A Cadet who has been found to have demonstrated hate motivated behavior shall be subject to discipline in accordance with law, Board policy, and OMI Code of Conduct.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Academy Service Coordinator.

As necessary, OMI shall provide counseling, guidance, and support to Cadets who are victims of hate-motivated behavior and to Cadets who exhibit such behavior.

(F) School-wide Dress Code

As described in the Cadet and Parent Handbook, Cadet must wear the uniform in accordance with the California Cadet Corps standard as described in the Cadet and Parent Handbook.

Cadets and parents/guardians shall be informed about the dress code and grooming standards at the beginning of the school year and whenever these standards are revised. A Cadet who violates these standards shall be subject to having appropriate administrative action, including detention and having a change of clothes/shoes brought

to school.

For campus-specific dress code policies, please refer to the Board approved Cadet and Parent/Guardian handbook.

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

OMI has established procedures to ensure the safe ingress and egress of Cadets, parents, and school employees to and from school. Cadets are accountable for conduct not only on campus but also on their way to and from school. Cadets are prohibited from the possession of weapons, imitation firearms or dangerous instruments of any kind on campus or school related activities including times where Cadets are on their way to or from school.

Each academy will also identify emergency evacuation routes identifying locations where Cadets 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 appendices.

In addition to the safety measures defined above, Cadet Safety will also be ensured through the control of the ingress and egress of campus visitors as defined in Cadet and Parent Handbook.

To ensure the safety of Cadets and staff and minimize disruption to the instructional program, any person who is not a Cadet or staff member shall register immediately upon entering the school building or grounds when school is in session.

A visible means of identification will be provided for all individuals who are not Cadets or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and Chief Academic Officer (CAO) permission.

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

The enforcement of the OMI's Cadet Handbook guidelines, combined with the safety guidelines presented in OMI's Safety Plan, establish expectations of Cadet Conduct, processes of discipline, and safety procedures to ensure a safe and orderly school environment conducive to learning.

(I) School Discipline Rules and Consequences

The OMI School Code of Conduct identifies standards for Cadet Conduct:

The Board believes all Cadets have the right to be educated in a positive learning environment free from disruptions. Cadets 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 school transportation.

Weapons are prohibited by any person other than authorized law enforcement or security personnel. 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 will result in Cadet referral to campus administration at the minimum and may lead to suspension, dismissal or expulsion.

The Commandant or designee shall ensure that standards of conduct and discipline consistent with Board policies. Cadets and parents/guardians shall be notified of academy rules related to conduct. Prohibited Cadet Conduct includes but is not limited to:

1. Conduct that endangers Cadets, 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 Cadets or staff, including sexual harassment, hate-motivated behavior, cyber-bullying, 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. Damage to or theft of property belonging to Cadets, staff, or OMI Campus. OMI shall not be responsible for Cadets' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged;

5. Obscene acts or use of profane, vulgar, or abusive language;

6. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs;

7. 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 Cadet shall obtain permission from the principal or designee;

8. Use of a cellular/digital telephone, or other mobile communications device during instructional time: such devices shall be turned off in class. 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.

9. Plagiarism or dishonesty on school work or tests;

10. Tardiness or unexcused absence from school;

11. 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.

Cadets who violate OMI's rules and regulations may be subject to discipline including, but not limited to, suspension, disciplinary or cadet honor board Contract, Dismissal,

expulsion, and contact with local law enforcement as appropriate.

Cadets may possess or use personal electronic signaling devices including, but not limited to, cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Devices are turned off during class time, and only allowed to be used during nutrition break and lunch break. This includes earbuds, headphones, and all electronic devices that might interrupt class time.

When a Cadet uses any prohibited device, or uses a permitted device in any unethical or illegal activity, or when the use is unauthorized according to the OMI Confiscation and Cell Phone Policy, a school employee may confiscate the device. The employee shall

store the item in a secure manner and returned at the end of school day. Cadets who violate rules and regulations may be subject to discipline including, but not limited to, detention, suspension, dismissal, expulsion, referral to a Cadet Success team (CST) 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 Commandant or designee shall notify local law enforcement as appropriate.

Cadets also may be subject to discipline, in accordance with law and OMI or for any off- campus conduct during non-school hours which poses a threat or danger to the safety of Cadets, staff, or OMI property, or substantially disrupts school activities.

OMI Board desires to prepare Cadets for responsible citizenship by fostering self- discipline and personal responsibility. The Board believes that high expectations for Cadet Behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the Cadet's behavior. Continually disruptive Cadets may be placed on a disciplinary contract or be suspended from school in accordance with law, Board policy and OMI's Code of Conduct. At all times, the safety of Cadets and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

(J) Chemical Hygiene

Purpose

OMI is committed to managing chemical safety in an effort to maintain a safe environment for all employees and students. This Chemical Hygiene Plan sets forth operating procedures and work policies designed to control chemical hazards.

Scope

To protect employees and students from health hazards associated with the use of hazardous chemicals. We will accomplish this through the following:

- identifying hazardous chemicals;
- developing an outline of responsibilities in the district;
- developing safe procedures;
- discussing procedures for procurement, distribution, and storage of chemicals;
- implementing a plan for monitoring safety equipment and storage areas;
- developing a written plan to address accidents involving chemicals;
- establishing a chemical hazard training program; and
- developing a chemical waste disposal program.

This plan will be located in the following areas:

- Commandant's Office
- Room B202
- Facility Manager's Office
- OAKMIL.org Webpage

This plan will be reviewed annually by the Chemical Hygiene Officer and updated as necessary.

Chemicals

A school data base for all chemicals will be maintained at each school using the Material Safety Data Sheet (MSDS) safety system.

Responsibilities

In order to properly manage the chemicals in our school, we will establish a Chemical Hygiene Officer (CHO). The CHO will have authority to make needed decisions regarding this plan in order for it to remain effective and relevant.

The Chemical Hygiene Officer selected for OMI is CMSgt (CA) Thomas James.

Chemical Hygiene Officer

Duties will include:

- Being familiar with all aspects of the Chemical Hygiene Plan.
- Being a contact person for distributing information involving chemical safety.
- Being a resource on matters involving the use of chemicals.
- Advising school executives of any chemicals that pose risks to health or safety.
- Maintaining copies of chemical inventories.
- Coordinate pickup and disposal of unwanted chemicals from the schools annually.

Superintendent

The Superintendent of the school is responsible for enforcement of all federal, state, and local health, safety and environmental regulations and policies including the Chemical Hygiene Plan.

School Chemical Hygiene Officer

The School Chemical Hygiene Officer is selected by the building Principal. Their responsibilities include:

- Providing copies of the Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) for all chemicals in the building.
- Monitoring chemical handling and storage procedures
- Coordinate with district CHO for disposal of unwanted chemicals.

School District Employees

School district employees are responsible for:

- Participating in training programs provided by the school district.
- Maintaining an awareness of health and safety procedures.
- Awareness of location and use of MSDS/SDS.
- Using and modeling good personal chemical hygiene habits.
- Reporting accidents, injuries, unsafe practices, and unsafe conditions.
- Providing safety training for all students participating in school laboratories.
- Consulting the CHO prior to bringing any chemical on site.

Students

Students should adhere to safety procedures and good chemical hygiene habits. They should report accidents and maintain an awareness of health and safety procedures.

Safe Operating Procedures

A. Safety Practices

- MSDS/SDS will be maintained and readily accessible to all occupants.
- The School Chemical Hygiene Officer will ensure that all chemicals have a MSDS/SDS and proper labeling.
- Appropriate personal protective equipment must be worn to avoid contact with chemicals which may include the use of gloves and aprons. Gloves are chemical specific and must be chosen based on the chemical(s) being used.
- Chemical splash goggles must be worn any time chemicals, glassware or open flame are used in the laboratory. Based on the potential hazard, a faceshield may also be necessary. Goggles or safety glasses must be worn in conjunction with the use of a faceshield.
- Ensuring that each lab is equipped with appropriate ventilation as required by SPS 332.24.
- Use the Chemical Hazards Preparation Form or similar process to evaluate lessons. Update evaluation as necessary.

B. Safety Rules

General Laboratory Rules and Procedures

- The school Principal will be contacted when any accident occurs.
- Emergency telephone numbers shall be posted in the chemical storage area.
- Discard any chipped, etched or cracked glassware.
- Teach everyone how to use the eyewash station and shower.
- An accident report shall be completed by the end of the work day when an accident has occurred.
- Fire extinguishers are accessible and the appropriate type.
- Employees and students shall be knowledgeable of primary and secondary evacuation routes.
- Drinking from lab glassware or other lab vessels is prohibited.
- Eating, drinking or applying cosmetics is not allowed in the laboratory.
- All unlabeled chemicals are prohibited.
- Know the hazards and precautions before using any chemical.
- Follow proper disposal procedures of all chemicals.

- Provide emergency eye wash and showers in labs where needed. Eye wash and showers shall be tested monthly.
- All exits, emergency equipment, and master utility controls shall remain clear and unobstructed.
- When hazardous airborne contaminants are generated, fume hoods shall be in use. Fume hoods shall be inspected monthly.
- No chemicals shall be stored in the fume hood.

Chemical Procurement, Distribution, Storage Guidelines

- The district will identify all “approved” chemicals allowed to be purchased, stored, and used on school premises. The use of select carcinogens, reproductive toxins and substances that have a high degree of acute toxicity is prohibited.
- Employees shall consult the CHO prior to bringing any chemical on site that is not on the “approved” list.
- All chemicals shall be properly labeled at all times.
- Chemicals shall be segregated and stored with regard to compatibility and hazard classification. Flammable materials shall be stored separately. Specialized storage cabinets may be necessary based on chemical quantity and kind.
- All chemicals shall be kept under lock and key. All laboratories shall be locked when not in use.
- Chemicals shall be checked out and used only by trained and authorized employees.
- An inventory of all chemicals shall be conducted annually and all unwanted chemicals shall be gathered for disposal. Chemical containers shall be inspected during the annual inspection for container integrity and proper labeling.

Record Maintenance

The district will establish and maintain documentation of:

- Any accidents and incidents involving chemicals.
- Comprehensive inventory of hazardous chemicals.
- Monthly inspections of equipment. Annual inspections of storage areas.
- All chemical disposal operations conducted.

Emergency Plans for Spills and/or Accidents

The district will provide a spill kit accessible for each laboratory. This kit might include: □

- Neutralizing agents for acid spills.
- Neutralizing agents for alkali spills
- Spill absorbing materials such as sand, kitty litter, or other spill control materials.
- Quantities of cleanup materials shall be sufficient for the largest anticipated spill.

Each school should have a system for prevention, containment, cleanup, and reporting of chemical spills.

Medical Evaluations

All employees who work with hazardous chemicals shall be provided with an opportunity to receive medical attention, including any follow-up examinations which the examining physician determines to be necessary, under the following circumstances:

- Employees who show signs or symptoms associated with a hazardous chemical used in the laboratory.
- Where exposure monitoring reveals an exposure level routinely above the action level or other occupational health limit.
- Whenever a spill, leak, explosion or other occurrence results in the likelihood of a hazardous exposure.
- All medical examinations and consultations must be performed by or under the direct supervision of a licensed physician and be provided at a reasonable time and place and without cost or loss of pay to the employee.

Training Programs

The district will develop and implement chemical training for all employees that includes:

- Awareness and location of written Chemical Hygiene Plan and OSHA's Laboratory Standard, 29 CFR 1910.1450.
- The permissible or recommended exposure limits; the signs/symptoms associated with exposure to the chemicals being utilized; associated physical and health hazards; and methods to detect a hazardous chemical's presence or release.
- Appropriate safety measures, safe work practices and the availability of reference materials on the hazardous chemicals utilized, i.e. MSDS/SDS.
- Training at new employee orientation, new assignments, and annually.

Chemical Waste Disposal

- The district will develop a chemical waste disposal process based on local, state and federal regulations.
- The District Chemical Hygiene Officer shall be responsible for the chemical waste disposal process.
- The chemical waste disposal process shall include:
 - Collection and containment of waste chemicals.
 - Procedures for safe transport.
 - List of contact personnel.
 - Historical data of all disposed chemicals including:
 - ▶ Date of disposal;
 - ▶ Name and quantity of each disposed chemical;
 - ▶ Method of disposal (including name of disposal company, if used).

Procedural Safety

Custodial Closets

Custodial closets must have the following safety items and meet these safety guidelines:

- Material Safety Data Sheets (MSDS) for all chemicals stored in the closet, or written instructions
- or map of the location within the building where the MSDS can be found.
- Safety goggles or glasses
- Rubber gloves
- "Wet floor" signs or the location within the building where they can be found.
- A measuring cup
- Mixing station
- Earplugs

Custodial closets must also meet the safety guidelines below:

- All chemicals must be stored at eye level or below.
- All containers must be properly labeled.
- Wet mops must be hung up to dry.
- Mop buckets must be empty - no standing water or chemicals.
- Food cannot be stored near chemicals.
- Equipment cords cannot be frayed or have exposed bare wires.

Sample Chemical Hazards Preparation Form

Lesson: _____

Chemicals identified to be used:

Compatible with other chemicals?

Yes No

Yes No

Yes No

Replacement of incompatible or high hazard chemicals evaluated? _____ Yes No

Check the Row(s) below and column(s) to the right indicating what safety equipment and procedures are to be used and when they shall be followed. Check all that apply.		Pre-Lab	Lab	Post-Lab
Hazard Category	Corrosive Solid			
	Corrosive Liquid			
	Reactive			
	Volatile			
	Other:			
<u>PPE - Personal Protection Equipment</u>	Safety Glasses			
	Goggles			
	Faceshield			
	Glove Type			
	Body Protection: Apron, lab coat			
	Foot: in addition to covered foot/toe areas			
	Respiratory- May Require a Respiratory Protection Program			
Engineering Controls	Fume Hood			
	Eyewash Station in working order			
	Safety Deluge Shower in working order			
	Use diluted or small quantities of hazards			
	Type of Fire Extinguishers required			
	Other:			
Waste Disposal*	Pour down drain (check with local waste treatment facility)			
	Chemical Garbage can			
	Type of Segregated Waste Container i.e. Acids			
List any hazardous products, by products or wastes that may be created anytime during the use of the chemical identified above.	1.			
	2.			
	3.			
	4.			

*In accordance with local, Department of Natural Resources and federal regulations.

Specific Safe Work Practices: [list the safe work practices expected to be used in each stage, if all the same just write once.] Specific emergency procedures: [especially important for chemicals that are incompatible with spill kit or fire extinguishing materials]

(K) Laboratory Hazards Identification

Standard Operating Procedure

LABORATORY HAZARD

Overview

Special Handling and Storage Concerns

Personal Protective Equipment

Special Storage Requirements

Engineering Controls

Special Handling Considerations

Decontamination

Waste Management

First Aid and Emergencies

Spill

Fire

Personnel Exposure

Laboratory Specific Information

Prior Approval Required

- NO
- YES (describe):

Designated Area

- Entire Laboratory Area
- Other (describe):

Experimental Conditions of Use

Temperature Range:

Pressure Range:

Scale Range:

Other Relevant Details:

(L) Custodial Hazard Response

Standard Operating Procedure

CAMPUS CUSTODIAL HAZARD

Overview

In the event of a spill, notify OMI security channel with location. Security and cadre will notify the CHO if the chemical spill poses a threat to campus cadets and staff. If any odors emit from the spill area, the Commandant, Principle, Chief of Operations, Cadre Supervisor or available staff member may notify the Superintendent of the spill with details that include: Substance if known, estimated size of spill area, location, smell of the substance spilled. Emergency response steps will be initiated if the spill is determined to be threatening to cadets and staff.

Cleaning Solutions

The cleaning solutions used in custodial work contain chemicals that are harmful if splashed in eyes, on skin, or inhaled. When various chemicals are left out carelessly or improperly sealed they pose a threat to employees. Chemicals should be stored at or below eye level; it is important to know what the chemicals are and what to do in case of an accident involving them.

- Know the nature of the chemicals being used. If you have any questions, talk to your supervisor or refer to the Material Safety Data Sheets (MSDS) for chemicals. If chemicals should get splashed in your eyes or on your skin, it is important to know what to do to neutralize the chemical and prevent further harm.
- Read and know what the warnings on chemical containers stand for and follow the precautions associated with each warning:
 - **Danger**
 - **Warning**
 - **Caution**
 - **Hazard**
- Wear protective gear when working with chemicals. Goggles and gloves are the best way to prevent a chemical spill or splash from causing serious bodily harm.
- Store all chemicals in an approved, clearly labeled, properly sealed container at or below eye level.
- Do not dispose of a chemical unless you know the procedure required to properly dispose of it and its container. Triple rinse all chemical containers before disposing of them.
- If a chemical is found in the area and the contents are uncertain, leave it alone. If it has spilled or is unsealed, do not clean it up, do not put a lid on it, and do not touch it until it has been accurately identified. If you have questions, leave the area immediately and contact your supervisor.
- If you smell anything suspicious, clear the area, and report the potential hazard to your supervisor immediately. Do not try to figure out what the smell is or what is emitting the odor.

Annual Review, Evaluation and Approval Procedures

The OMI's Comprehensive School Safety Plan will be reviewed, evaluated and approved annually before the end of each school year.

OMI adopted this Comprehensive School Safety Plan at the regular meeting of the OMI Board of Directors, as noted on the cover page. An opportunity for public comment was provided during this meeting, prior to the plan's adoption. 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.

An updated file containing all appropriate or required safety related plans and materials are available for public inspection on the OMI website. A copy of the Comprehensive School Safety Plan will be made available upon request.

Appendix A: Documented Safety Planning Process

Activity Description <i>(i.e. reviews Steps, Meetings conducted, approvals)</i>	Date, Time	Attached Document <i>(description and Location)</i>
Review of current safety protocols	August 29, 2024 August 29, 2024	Safety Plan Overview Review of Alice Training
Violent Critical Incident Staff Training	September 4, 2023 December 18, 2023 December 19, 2023 February 21, 2024 April 17, 2024	<i>Academy specific</i>
Safety Committee Planning Meetings	August 1, 2024 September 25, 2024 October 24, 2024 November 7, 2024 January 29, 2025 February 26, 2025 March 26, 2025 April 24, 2025	Notes
Safety Committee Leadership Meetings	August 1, 2024 September 25, 2024 October 24, 2024 November 7, 2024 February 26, 2025 April 24, 2025	Notes
Staff Training	August 28, 2024 February 19, 2025	
Provide proposed Comprehensive Safe Schools Plan to the OMI Board of Education		<i>Board agenda and minutes</i>

