

**OAKLAND MILITARY INSTITUTE  
COLLEGE PREPARATORY  
ACADEMY  
COMPREHENSIVE SAFETY PLAN**

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**2025-2026**

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## Key Contacts

For safety and additional resources in Oakland and Alameda County, consider the following contacts:

### Emergency Services

- **Emergency (Police, Fire, Medical):** 911
- **Oakland Police Department Non-Emergency:** (510) 777-3333
- **Oakland Fire Department Non-Emergency:** (510) 444-1616

### Mental Health and Crisis Support

- **Crisis Support Services of Alameda County:** (800) 309-2131 (Available 24/7)
- **Mobile Crisis Team:** (510) 891-5600 (Monday to Friday, 8 AM to 6 PM)

### General Assistance and Social Services

- **Alameda County Social Services Agency:** (510) 383-5300
  - **Address:** 6955 Foothill Boulevard, Suite 100, Oakland, CA 94605
- **2-1-1 Alameda County:** Dial 211 for free, confidential information on housing, health, and human services.

### Public Health

- **Alameda County Public Health Department:** (510) 267-8000
  - **Address:** 1100 San Leandro Blvd., San Leandro, CA 94577

### Family Support

- **Alameda County Family Justice Center:** (510) 267-8800
  - **Address:** 470 27th Street, Oakland, CA 94612

## 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 campus and at school-related functions
- Child abuse reporting procedures
- Disaster response procedures
- Suspension and expulsion policies
- Procedures to notify teacher of dangerous cadets
- Discrimination of and harassment policies including hate crime reporting procedures
- Dress code policies
- Procedures for safe ingress and egress of cadets, parents, and school employees
- Policies enacted to maintain a safe and orderly environment
- School discipline rules and policies

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**

- Dr. Mary Streshly, Superintendent
- CMSgt (CA) Thomas James, Commandant and CBO
- Shawna Lipsey, Director of Student Services
- 1SG Alex Yin, Dean of Operations
- Kathryn Wong, Human Resource Manager
- Ismael Robles, Facilities Manager
- Commander of Cadets or Designee

## 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 2024-2025 California Healthy Kids Middle School, High School, Staff and Parent survey administered in the Fall of 2024, and rates of disciplinary actions and truancy.

### Section 32280

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
It is the intent of the Legislature that all school staff be trained on the CSSP	Include date and plan	n/a

### Section 32281

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc. Include planning committee roster)
<p>(1) Plan is written and developed by a school site council (SSC)</p> <p>(2) The SSC may delegate this responsibility to a safety planning committee made up of the principal/designee, a teacher, a parent of child who attends the school, a classified employee, and others, if desired</p>	Include date and plan	Include planning committee roster
<p>(3) SSC/Planning Committee consulted with a representative from a law enforcement agency, a fire department, and other first responder entities in the writing and development of the CSSP</p> <p>The CSSP and any updates made to the plan must be shared with the law enforcement agency, the fire department, and the other first responder entities</p> <p>(4) In the absence of a school site council, the members specified in paragraph (2) shall serve as the school safety planning committee.</p>	Include date and agencies	California Military Department provides public safety representation

**Section 32282**

<b>Components</b>	<b>Mandate Met</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<b>(a)</b> CSSP includes, but is not limited to the following:	n/a	n/a
<p><b>(1)</b>An assessment of the current status of school crime at the school and at school-related functions that may be accomplished by reviewing one or more of the following types of information, is included:</p> <ul style="list-style-type: none"> <li>• Office Referrals</li> <li>• Attendance rates/School Attendance Review Board</li> <li>• Suspension/Expulsion data</li> <li>• California Healthy Kids Survey</li> <li>• School Improvement Plan</li> <li>• Local law enforcement juvenile crime data</li> <li>• Property Damage data</li> </ul>	Include date and plan	<p>Describe the data reviewed and key analysis points, and table of findings</p> <p>Document how this information was shared with SSC/planning committee</p>
<p><b>(2)</b> Appropriate strategies and programs that provide and maintain a high level of school safety and address the school’s procedures for complying with existing laws related to school safety are identified. These include but are not limited to the following:</p>	Include date and plan	<p>Additional items to consider:</p> <p>Multi-Disciplinary Threat Assessment Teams</p>
<p><b>(A)</b> Child Abuse Reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.</p>	Include date and plan	Include board policy and site-specific steps
<p><b>(B)(i)</b> Disaster procedures, routine and emergency plans, and crisis response plan are developed and include adaptations for pupils with disabilities and the following:</p>	Include date and plan	<p>Use the Standardized Emergency Management System as detailed in the California Emergency Services Act (Gov. Code Section 8607) and the supporting <i>California Code of Regulations</i></p>

<b>Components</b>	<b>Mandate Met</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<p><b>(I)</b> Earthquake emergency procedure system that includes:</p> <p style="padding-left: 40px;"><b>(ia)</b> A school building disaster plan</p> <p><b>Note:</b> Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school's needs and circumstances in collaboration with first responders and community partners. These situations may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p><b>(ib)</b> a drop procedure (whereby students and staff take cover). Drop procedure practice must be held once each quarter in elementary and once each semester in secondary schools</p> <p><b>(ic)</b> protective measures to be taken before, during, and after an earthquake</p> <p><b>(id)</b> a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	<p>Include date and plan</p>	<p>Detail response procedures may include:</p> <ul style="list-style-type: none"> <li>• Lock Down</li> <li>• Secure School</li> <li>• Active intruder or other threat(s)</li> </ul> <p>Describe information on training and exercise drills</p>
<p><b>(II)</b> Procedures are established to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency</p>	<p>Include date and plan</p>	<p>n/a</p>
<p><b>(C)</b> Suspension/Expulsion policies and procedures</p>	<p>Include date and plan</p>	<p>Refer to board policy, include site-specific steps, if needed</p>

<b>Components</b>	<b>Mandate Met</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<p><b>(D)</b> Procedures to notify teachers of dangerous pupils pursuant to Education Code 49079.</p>	<p>Include date and plan</p>	<p>Refer to board policy, include site-specific steps, if needed</p>



<b>Components</b>	<b>Mandate Met</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<b>(E)</b> Discrimination and Harassment Policy that includes hate crime reporting procedures and policies	Include date and plan	Include complaint and investigation procedure
<b>(F)</b> If a Schoolwide Dress Code exists, include prohibition of gang-related apparel	Include date and plan	n/a
<b>(G)</b> Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site	n/a	Reference campus visitor policies. Other items may include but are not limited to: crossing guard program, safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety
<b>(H)</b> Maintain a safe and orderly environment conducive to learning at the school	Include date and plan	n/a
<b>(I)</b> Rules and procedures on school discipline are established	Include date and plan	n/a
<p><b>(J)</b> Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions must be developed. The procedures to prepare for active shooters or other armed assailants are based on the specific needs and context of each school and community</p> <p><b>Note:</b> Effective January 1, 2019, AB 1747 requires the inclusion of these procedures</p>	n/a	Consult with local law enforcement partners on developing these procedures
<b>(K)</b> Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school.	Include date and plan	n/a
<b>L)</b> For schools that serve pupils in any of grades 7 to 12, inclusive, a protocol in the event a pupil is suffering or is reasonably believed to be suffering from an opioid overdose.	Include date and plan	n/a
<b>(c)</b> Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees	Include date and plan	n/a

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p><b>(d)</b> Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented</p> <p>An updated file of all non-sensitive safety-related plans and materials is readily available for inspection by the public</p>	<p>School must review, update, and adopt by March 1</p>	<p>n/a</p>
<p><b>(e)</b> The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the CSSP</p>	<p>Include date and plan</p>	<p>Comments: The Legislature encourages, and the California Department of Education (CDE) concurs, that these procedures and other related policies be included in the CSSP</p> <p>Online Bullying Prevention Training Programs can be accessed on the CDE Bullying Publication and Resources web page at <a href="https://www.cde.ca.gov/l/s/s/se/bullyres.asp">https://www.cde.ca.gov/l/s/s/se/bullyres.asp</a></p>

**Section 32282.1**

Components	Recommendation Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p><b>(a)</b> Schools are encouraged to include clear guidelines for the roles and responsibilities of the positions listed below (if used by the district):</p> <ul style="list-style-type: none"> <li>• Mental health professionals, school counselors</li> <li>• Community intervention professionals</li> <li>• School resource officers, police officers on campus</li> </ul> <p><b>(b)</b> The guidelines are encouraged to include strategies that create and maintain positive school climate and mental health protocols for the care of students who have witnessed a violent act at any time</p>	<p>Include date and plan</p>	<p>Include school counselors, nurses, coaches, athletic directors, and other positions, if used</p>

### Section 32284

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
Plan <b>may</b> include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school	Include date and plan	n/a

### Section 32286

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) Each school review, update, and adopt its plan by March 1, every year	Include date by March 1, and plan	See Education Code Section 32288 for guidance on school district or COE approval timeline

### Section 32288

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) Submit the plan to school district office or COE for approval	By 1 March	CDE recommends that the plans be approved within a month of school adoption or as soon as possible
(b)(1) Before adopting its CSSP, SSC/Planning Committee presented the school safety plan at a public meeting at the school site that allowed for public opinions	By February Board Meeting	See notification requirements in Section 32288(b)(2) and recommendations in Section 32288(b)(3)

### Section 49390

Components (Added by Stats. 2022, Ch. 144, Sec. 1. (SB 906) Effective January 1, 2023.)	Mandate Met (date, plan)	Comments suggested details
	n/a	Review definitions to properly implement the required legislation

## **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.

The instructional program may include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum may explain students' right to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Course of Study)

The abuse prevention program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a students' parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

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

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) Child Abuse and Neglect Reporting Procedures**

*Reference: Penal Code 11166*

OMI's Board of Directors recognize 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.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 5145.7 - Sexual Harassment)

Procedures for reporting child abuse are incorporated into to OMI's Comprehensive Safety Plan per.

(Education Code 32282)  
(cf. 0450 - Comprehensive Safety Plan)

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters and to the maximum the extent possible, seek to incorporate community resources into the child abuse prevention program and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

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.

The Superintendent or designee shall provide training regarding the reporting duties of 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

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).

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/pr may refer the student to resources available within the community as needed.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

(cf. 6164.2 Guidance/ Counseling Services)

### **(B) Emergency Preparedness and Crisis Response Plan**

The OMI's 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, NUMS, ICS, and ALICE Training Institute
- Provides emergency contact information for staff
- Describes OMI emergency protocols
- Describes detailed steps to be taken by all personnel for usage and effective response to emergencies, including evacuation procedures developed with cadets and persons with disabilities in mind.

**(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 (i.e., 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 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 and 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 Cadets**

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) Workplace Violence Prevention Plan**

### **Overview and directions for using the model plan**

#### **Who is this model plan for?**

As a result of [California Senate Bill 553 \(SB 553\)](#), all employers that fall within the scope of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#), are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

Employers with workplaces covered by California Code of Regulations (CCR), Title 8, [section 3342](#) Violence Prevention in Health Care should not use this model program, but instead implement the requirements of section 3342.

#### **What does the model plan include?**

Employers are not required to use this model WVPP. They may create their own, use another WVPP template, or incorporate workplace violence prevention into their existing [Injury and Illness Prevention Program \(IIPP\)](#) as a separate section. Cal/OSHA requires employers to engage with employees in developing and implementing their WVPP. This model plan is intended to help employers develop a separate, stand-alone Workplace Violence Prevention Plan (WVPP). It was written for a broad spectrum of employers, and it may not match your establishment's exact needs. However, it provides the essential framework to identify, evaluate, and control workplace violence hazards.

Use of this model program does not ensure compliance with LC section 6401.9. Employers are liable for any violations of LC section 6401.9 regardless of use of this model program.

#### **How to put the model program to use?**

Proper use of this model program requires the employer to identify and ensure that the person or person(s) responsible for implementing the plan:

- Review the full requirements of LC sections 6401.7 and 6401.9.
- Review the requirements for each of the WVPP elements found in this model plan, ensure workplace violence concerns are incorporated, fill in the appropriate blank spaces/instructions in red font enclosed in brackets, and check those items that are applicable to their workplace
- Read <https://www.dir.ca.gov/dosh/Workplace-Violence.html> for additional guidance.
- Obtain the active involvement of employees and their authorized employee representatives in developing and implementing the plan.
- Make the plan available and easily accessible to affected employees, authorized employee representatives, and representatives of Cal/OSHA at all times.



Cal/OSHA Publications Unit

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## **(E) Workplace Violence Prevention Program (cont.)**

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

**Date of Last Review:** June 10, 2024

**Date of Last Revision(s):** June 10, 2024

## **DEFINITIONS**

**Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log required by LC section 6401.9.

**Plan** - The workplace violence prevention plan required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

**Workplace violence** includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

**Workplace violence** does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards  
RESPONSIBILITY

The WVPP administrator, CMSgt (CA) Thomas L. James, Commandant has the authority and responsibility for implementing the provisions of this plan for OMI. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Dr. Streshly	Superintendent	<b>[Overall responsibility for the plan; approves the final plan and any major changes.</b>	(510) 594-3992	mstreshly@omiacademy.org
CMSgt (CA) James	Commandant	<b>Organizes safety meetings, set emergency response, hazard identification, and coordination standards; Coordinates safety inspections, communicates emergency response procedures, and communicates with other stakeholders, staff and parents.</b>	(510) 775-5732	tjames@omiacademy.org
Ms. Wong	HR Manager	[Responsible for employee involvement and training, updates training materials, and handles any reports of workplace violence.]	(510) 594-3975	kwong@omiacademy.org
1SG Alex Yin	Director of Operations	<b>Implements emergency response, hazard identification, and coordination with staff; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</b>	(510) 594-3964	ayin@omiacademy.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

## EMPLOYEE ACTIVE INVOLVEMENT

OMI ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:

- Identifying, evaluating, and determining corrective measures to prevent workplace violence: management will have monthly safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).
  - Designing and implementing training: employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
  - Reporting and investigating workplace violence incidents. Will use existing OMI standards of practice to investigate hazards identification and incidents.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
  - All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment to include: (1) strategies to avoid physical harm, (2) violent incident log: Obtaining copies of records pertaining hazard identification, evaluation, correction, training records and logs (3) opportunities for interactive questions/answers with a person knowledgeable about the plan (4) definitions and requirements of the plan.
  - The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

## **EMPLOYEE COMPLIANCE**

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of OMI Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. OMI will identify, evaluate, and correct hazards during monthly staff meetings. OI will design and implement training to encourage staff participation and safety. Any incidents involving workplace violence will be thoroughly investigated and promptly reported in accordance with federal, state and local laws, OMI policies, the Adjutant Generals (TAG) Commander's Critical Information Requirements (CCIR), and YCPTF Commander's Critical Information Requirements (CCIR) and Incident Reporting.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by OMI memos/emails or certificate of recognition from executive staff.
- Discipline employees for failure to comply with the WVPP. (You can either refer to Human Resources, Ms. Wong existing discipline process or outline specific steps for the WVPP).

## COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. OMI supervisors and employees can communicate effectively and in the employees' first language.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
  - Employees can anonymously report a violent incident, threat, of other violence concerns.
  - Call by phone or Relay radio for Security if an incident is occurring. If risk to life or safety appears imminent, Call 911 immediately.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.
- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Updates during daily/weekly/monthly/quarterly meetings with other employers in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.
- Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.

## COORDINATION WITH OTHER EMPLOYERS

OMI will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, [name of employer] will ensure that if its employees experience workplace violence incident that OMI will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.



# WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

OMI will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee’s supervisor or manager, who will inform the WVPP administrator. This will be accomplished by the Commandant. If that’s not possible, employees will report incidents directly to HR, Ms. Wong.
- Staff can report incidents to their supervisor, HR, or through OMI’s WVPP online form.
  - **IN DRAFT// Workplace Violence Reporting form: [Insert Workplace Violence Reporting Form weblink or QR code]**

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. (1) Identify who the report is given to (2) Instances of retaliation are dealt with swiftly and decisively, (3) staff who retaliates could be disciplined or terminated.

## EMERGENCY RESPONSE PROCEDURES

OMI has in place the following specific measures to handle actual or potential workplace violence emergencies. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:

Alarm systems and PA announcements will be used to alert employees of emergencies (The alarms could be audible alarms, visual alarms, or both.)

- OMI will have evacuation or sheltering plans. The plans include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place.
- How to obtain help from staff, security personnel, or law enforcement.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Operations Staff	Operations	<b>[Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]</b>	(510) 594-3964	Operations@omiacademy.org

- Contact 911 if Operations Staff does not respond accordingly to the threat.\

## WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by [Name of employer] to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident,

and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards:

- Daily or weekly review of all submitted and reported concerns.
- Workplace Violence Hazards suggestion box
- Online form for reporting workplace violence hazards
- Voicemail/email/text messages

### Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted three business days prior to monthly Comprehensive Safety Council Meetings.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

<b>Specific Person Name/Job Title</b>	<b>Area/Department/Specific location</b>
Facilities and Security Equipment	Mr. Robles, Facilities Manager
Evacuations, Active Shooter/Stabber	Director of Operations

Inspections for workplace violence hazards include assessing:

[Describe factors specific to workplace that may result in risk of workplace violence.

Examples:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.

- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

## **WORKPLACE VIOLENCE HAZARD CORRECTION**

Workplace violence hazards will be evaluated and corrected in a timely manner. OMI will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms. **Add form link or QR**
- Corrective measures for workplace violence hazards will be specific to a given work area.
  - Make the workplace unattractive to robbers by:
    - Improve lighting around and at the workplace.
    - Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
    - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.

- Hire security guards and have them patrol the workplace interior and perimeter.
- Install security surveillance cameras in and around the workplace.
- Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:
- Ensure the adequacy of workplace violence systems
- Post emergency telephone numbers for law enforcement, fire, and medical services
- Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
- Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
- Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
  - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
  - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
  - Improve how well our establishment's management and employees communicate with each other.
  - Procedures for reporting suspicious persons, activities, and packages.
  - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence. [Provide procedures on how to will be accomplished]
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. [Provide procedures on how to will be accomplished]
- Establish a policy for prohibited practices [describe what those are, such as a no-weapons policy.
- Limit the amount of cash on hand and use time access safes for large bills.
- Provide procedures for a "buddy" system for specified emergency events.

## PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.
  - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
  - The type of incident, including, but not limited to, whether it involved any of the following:
    - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
    - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
    - Threat of physical force or threat of the use of a weapon or other object.
    - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
    - Animal attack.

- Other.
- Consequences of the incident, including, but not limited to:
  - Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Other post-incident procedures
  - Support and resources, such as counseling services, are provided to affected employees.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

OMI will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures OMI has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities OMI has for interactive questions and answers with a person knowledgeable about the OMI plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.

- Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

**Note:** *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

## **EMPLOYEE ACCESS TO THE WRITTEN WVPP**

OMI ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.]

## **RECORDKEEPING**

OMI will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

## **EMPLOYEE ACCESS TO RECORDS**

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.

- Violent incident logs.

## REVIEW AND REVISION OF THE WVPP

The OMI WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan’s effectiveness:

- Review of OMI’s WVPP should include, but is not limited to:
  - Review of incident investigations and the violent incident log.
  - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

## EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), OMI will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

“I, Dr, Mary Streshly, Superintendent of OMI, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.”

Signature\_\_\_\_\_

Date\_\_\_\_\_

“I, CMSgt (CA) Thomas James, Commandant of OMI, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.”

Signature\_\_\_\_\_

Date\_\_\_\_\_



## Violent Incident Log (Example)

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred] (a.m./p.m.)

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

**Note:** *It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]



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- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

[

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Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

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This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

## **(F) Discrimination and Harassment Policies**

The OMI Board is committed to equal opportunity for all individual 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 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, 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 Superintendent 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 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, complained;
4. Information about OMI's procedure for investigating complaints and the person(s)
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.

### **(G) 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 Superintendent 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.

### **(H) School-wide Dress Code**

As described in the Cadet and Parent Handbook, cadets 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 Cadet and Parent Handbook.*

### **(I) 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 the 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.

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

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

### **(K) 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 Superintendent 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 when completing 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 not use personal electronic signaling devices while on campus 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. All such devices must be secured within the cadet's backpack and not used during breaks or lunch.

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.

The 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.



## **(L) 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 face shield may also be necessary. Goggles or safety glasses must be worn in conjunction with the use of a face shield.
- 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

<b>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.</b>		Pre-Lab	Lab	Post-Lab
<b>Hazard Category</b>	<b>Corrosive Solid</b>			
	<b>Corrosive Liquid</b>			
	<b>Reactive</b>			
	<b>Volatile</b>			
	<b>Other:</b>			
<b><u>PPE - Personal Protection Equipment</u></b>	<b>Safety Glasses</b>			
	<b>Goggles</b>			
	<b>Face shield</b>			
	<b>Glove Type</b>			
	<b>Body Protection: Apron, lab coat</b>			
	<b>Foot: in addition to covered foot/toe areas</b>			
<b>Respiratory- May Require a Respiratory Protection Program</b>				
<b>Engineering Controls</b>	<b>Fume Hood</b>			
	<b>Eyewash Station in working order</b>			
	<b>Safety Deluge Shower in working order</b>			
	<b>Use diluted or small quantities of hazards</b>			
	<b>Type of Fire Extinguishers required</b>			
	<b>Other:</b>			
<b>Waste Disposal*</b>	<b>Pour down drain (check with local waste treatment facility)</b>			
	<b>Chemical Garbage can</b>			
	<b>Type of Segregated Waste Container i.e. Acids</b>			
<b>List any hazardous products, by products or wastes that may be created anytime during the use of the chemical identified above.</b>				
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]

*This document is an addendum to the OMI Chemical Hygiene Plan, and covers additional information on the safe handling and storage of the materials described beyond the practices described therein. Users must be familiar with the OMI Chemical Hygiene Plan before utilizing this SOP.*

**(M) 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:**

This document is an addendum to the OMI Chemical Hygiene Plan, and covers additional information on the safe handling and storage of the materials described beyond the practices described therein. Users must be familiar with the OMI Chemical Hygiene Plan before utilizing this SOP.

## **(N) 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.

## **(O) Firearm Safety Education and Parental Notification Policy**

**Legislative Reference:** Senate Bill 906 (2022), Assembly Bill 452 (2022), Education Code §§ 32280–32289

### **Purpose**

In compliance with Senate Bill 906, this policy is designed to educate families about safe firearm storage practices, reduce the risk of accidental harm, and promote overall school safety. This aligns with OMI’s commitment to creating a safe and secure learning environment for all students and staff.

### **Policy Statement**

OMI recognizes the critical importance of firearm safety in safeguarding students, staff, and community members. To fulfill our legal obligations and enhance safety, the district will implement the following measures:

#### **Parental Notification on Safe Firearm Storage**

##### **1. Annual Notification:**

- All parents and guardians of enrolled students will receive annual written notifications about California’s child access prevention laws and safe firearm storage requirements. This will include:
  - The importance of keeping firearms unloaded and securely locked.
  - Information on legal penalties for unsafe firearm storage.
  - Community resources for obtaining firearm safety devices.
- Notifications will be distributed at the start of each academic year through:
  - School handbooks
  - District websites
  - Email communications

##### **2. Distribution Formats:**

- Information will be provided in all primary languages spoken within the district to ensure accessibility.

##### **3. Coordination with Local Law Enforcement:**

- The district will collaborate with local law enforcement agencies to stay updated on firearm safety resources and programs available to families.

#### **Educational Programs and Resources**

##### **1. Workshops and Seminars:**

- OMI will coordinate periodic workshops for parents, guardians, and community members on firearm safety and secure storage practices. These workshops will feature local safety experts and law enforcement representatives.

##### **2. Student Education:**

- Age-appropriate educational content will be integrated into health and safety curriculums to inform students about firearm safety.

#### **Implementation and Review**

##### **1. Compliance Oversight:**

- The OMI’s Safety Committee will oversee the implementation and review of this policy to ensure it aligns with state regulations and best practices.

##### **2. Evaluation:**

- The effectiveness of the policy will be assessed annually, and findings will be presented during the district’s safety plan review.

#### **Reference Materials**

- California Department of Justice Safe Storage Guidance
- Local firearm safety resources and support organizations
- National firearm safety initiatives such as ‘Project ChildSafe’



## **(P) Pupil Safety: Parental Notification: Firearm Safety Laws**

**Legislative Reference:** Assembly Bill 452 (2022), California Penal Code §25100-25125: Child Access Prevention

### **Purpose**

To comply with Assembly Bill 452 (2022), this section ensures that parents or guardians are informed of California's child access prevention and firearm safety laws, promoting a safe environment for students both on and off campus.

### **Policy Statement**

In alignment with California Education Code requirements under AB 452, the [School District Name] is committed to increasing awareness of firearm safety and child access prevention laws among parents, guardians, and the school community to enhance pupil safety.

### **Implementation Guidelines**

#### **1. Annual Notification to Parents and Guardians:**

- Beginning with the [school year, e.g., 2023-24], the district shall include information on California's child access prevention and firearm safety laws in the annual parent/guardian notification packet.
- This notification shall provide guidance on the importance of secure firearm storage, particularly in households with children, and the legal responsibilities of firearm owners in California.

#### **2. Content of Notification:**

- The notification shall include, but is not limited to, the following:
  - Explanation of California Penal Code Section 25100, which prohibits a person from storing a firearm where a child is likely to access it without permission unless it is locked or otherwise secured.
  - Description of the legal consequences for failure to comply with child access prevention laws, including fines and imprisonment.
  - Practical tips for safe firearm storage, such as the use of gun safes or trigger locks.

#### **3. Methods of Distribution:**

- Notifications may be distributed through the following channels:
  - Inclusion in the Parent/Guardian Handbook distributed at the start of each school year.
  - Posting on the district's official website under the Safety and Wellness section.
  - Printed flyers or electronic communications (emails) sent to families.

#### **4. Training and Awareness:**

- School staff and administrators shall receive annual training to ensure awareness of firearm safety notification requirements and the district's role in promoting compliance.
- Optional informational workshops or presentations for parents and guardians may be organized in partnership with local law enforcement or community organizations.

#### **5. Monitoring and Evaluation:**

- The district shall periodically review and update the content of the firearm safety notification to reflect any changes in state laws or best practices.
- The effectiveness of communication methods shall be evaluated through parent/guardian surveys or feedback mechanisms.

### **Reference Materials**

- Assembly Bill 452 (2022): Pupil Safety: Parental Notification: Firearm Safety Laws
- California Penal Code §25100-25125: Child Access Prevention

## **(Q) School Safety and Mandatory Reporting Policy**

**Legislative Reference:** Senate Bill 1273 (2022), California Penal Code §626.9 or 626.10 with defined exceptions.

### **Purpose**

This policy is intended to ensure a safe educational environment by establishing clear procedures for the mandatory reporting of certain pupil conduct, in compliance with Senate Bill 1273. The policy outlines the responsibilities of school personnel regarding incidents that may involve criminal activity and specifies the conditions under which law enforcement notification is required. It further clarifies that some provisions of prior mandatory reporting statutes have been repealed or modified under SB 1273.

### **II. Scope**

This policy applies to all employees, administrators, and designated school officials within the Oakland Military Institute College Preparatory Academy (OMI) who have a role in maintaining school safety and in responding to incidents involving pupil conduct.

### **III. Definitions**

- **Cadet:** Any student currently enrolled in OMI.
- **Superintendent's Designee:** An individual appointed by the school Superintendent with the authority to act on matters covered by this policy.
- **Mandatory Reporting (under SB 1273):** The legal obligation to notify appropriate law enforcement authorities of any pupil acts that may constitute a violation of law, specifically those acts that may involve a violation of Penal Code Sections 626.9 or 626.10, with certain defined exceptions.
- **Excluded Instruments:** Instruments that expel a metallic projectile (e.g., BBs, pellets through air pressure, carbon dioxide, or spring action), spot marker guns, razor blades, or box cutters. These are excluded from the notification requirement unless other federal referral requirements apply under the Gun-Free Schools Act.

#### **1. Legal Authority and Compliance:**

In accordance with SB 1273, the Superintendent (or the Superintendent's designee) is required to report to the appropriate county or city law enforcement authorities any pupil act that may constitute a violation of Penal Code Sections 626.9 or 626.10, provided that:

- The act does not involve an excluded instrument (as defined above) unless notification is required under the federal Gun-Free Schools Act.
- The notification is consistent with federal referral requirements under 20 U.S.C. § 7961(h).

#### **2. Special Provisions for Pupils with Exceptional Needs:**

In cases where a pupil with exceptional needs (as defined in Education Code Section 56026) is involved in an incident that meets the criteria for mandatory reporting:

- The Superintendent (or designee) shall ensure that copies of the pupil's special education and disciplinary records are transmitted to the appropriate law enforcement authorities.
- Such records shall be transmitted in accordance with Section 1415(k)(6) of Title 20 of the United States Code and in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g et seq.), limiting the transmission to the minimum necessary information.

### **V. Procedures**

*(cont.)*

### 1. **Identification and Initial Response:**

- **Observation/Notification:** Any employee who becomes aware of a pupil incident that may involve a criminal act must immediately notify the school Superintendent or the designated safety officer.
- **Assessment:** The Superintendent or designee shall promptly assess the incident to determine if it falls under the mandatory reporting requirements as defined in SB 1273.

### 2. **Determination of Reportable Incidents:**

- **Reportable Acts:** Incidents involving pupil behavior that may be a violation of Penal Code Sections 626.9 or 626.10 shall be considered reportable, except when the only offense involves the use or possession of an excluded instrument.
- **Exclusions:** If the incident involves an instrument such as a BB/pellet gun (using air, CO<sub>2</sub>, or spring action), a spot marker gun, a razor blade, or a box cutter, the incident need not be reported unless federal requirements under the Gun-Free Schools Act necessitate such a referral.

### 3. **Notification to Law Enforcement:**

- **Timeliness:** Once an incident is determined to be reportable, the Superintendent or designated official must notify the appropriate law enforcement authorities promptly, following district guidelines for incident reporting.
- **Content of Report:** The notification should include all relevant details of the incident, including the nature of the conduct, any potential safety risks, and information regarding any pupil with exceptional needs (subject to FERPA limitations).

### 4. **Documentation and Recordkeeping:**

- A written report of the incident, the assessment process, and the subsequent notification to law enforcement must be maintained in the school's confidential incident log.
- Special education and disciplinary records transmitted as part of the reporting process must be handled in accordance with FERPA and retained in secure files as required by law.

### 5. **Follow-Up Procedures:**

- The school administration shall monitor the incident and any subsequent law enforcement actions, ensuring that all safety measures are implemented and that communication with families and staff is managed appropriately.
- A review of the incident and the district's response shall be conducted to improve future responses and training.

## **VI. Training and Communication**

- All school personnel, especially those in supervisory roles, will receive periodic training on this policy, including updates on SB 1273 requirements.
- The district will maintain written procedures and provide clear guidance to staff on how to assess, document, and report incidents in compliance with state law.
- Information regarding this policy will be communicated to all staff and included in the district's safety and emergency response materials.

## **VII. Compliance and Enforcement**

- Compliance with this policy is mandatory. Failure to adhere to these procedures may result in administrative sanctions.
- This policy supersedes any previous reporting requirements that have been modified or repealed by SB 1273.

## **(R) Lockdown Drills and Multi-Option Response Drills**

**Legislative Reference:** Senate Bill 541 (2019), California Education Code § 32282.

### **Purpose:**

To comply with Senate Bill 541 (2019) and enhance emergency preparedness, OMI mandates that minimum execution of two annual lockdown drills or multi-option response drills per school year. These drills prepare students and staff for emergency situations, including active threats, and ensure compliance with California Education Code Section 32282.

### **Implementation Guidelines**

#### **1. Required Annual Drills**

- Each school site must conduct at least two lockdown or multi-option response drill per academic year.
- Drills shall simulate real-world emergency scenarios, including active shooter situations, and adhere to Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) protocols.

#### **2. Multi-option Response Strategies**

- In addition to traditional lockdown procedures, schools may incorporate multi-option response strategies, such as:
  - **Evacuate:** When it is safe to leave the premises.
  - **Barricade:** Secure rooms by locking doors and reinforcing barriers.
  - **Counter:** As a last resort, disrupt or disarm an attacker when evacuation is not possible.

#### **3. Staff Training & Student Awareness**

- School administrators, teachers, and staff shall receive annual training on:
  - Lockdown procedures.
  - Multi-option response strategies.
  - Communication and coordination with local law enforcement.
- Age-appropriate instruction shall be provided to students to ensure understanding of drill procedures.

#### **4. Coordination with Law Enforcement and First Responders**

- OMI shall collaborate with local law enforcement, fire departments, and emergency management agencies including the California Military Department to improve drill effectiveness.
- Law enforcement may be invited to observe or participate in drills to provide feedback and guidance.

#### **5. Drill Reporting & Compliance**

- After each drill, school administrators must submit a drill report to Operations, including:
  - Date and time of the drill.
  - Number of participants.
  - Observations and areas for improvement.
  - Any incidents or concerns noted during the drill.

## **(S) Cadet Health & Safety – Food Allergy Management**

**Legislative Reference: Assembly Bill 2640 (2022)** requires the California Department of Education to develop and maintain an **online Food Allergy Resource Page** to provide guidance for schools, students, and families regarding food allergies.

- **Assembly Bill 2640 (2022): Pupil Health – Food Allergies (The Zacky Bill)**
- **California Education Code § 49414: Epinephrine Auto-Injectors in Schools**

### **Purpose:**

to ensure a safe and inclusive school environment for students with food allergies, in compliance with Assembly Bill 2640 (2022) – The Zacky Bill. This policy outlines food allergy awareness, emergency response protocols, and access to state-provided resources, including the California Food Allergy Resource Internet Web Page established by the California Department of Education (CDE).

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## **Food Allergy Prevention & Awareness**

### **A. Identification & Communication**

#### **1. Student Health Records:**

- Parents/guardians must inform the school of any diagnosed food allergies upon enrollment or as soon as the allergy is identified.
- Health records shall include details on the severity of the allergy, triggers, and required emergency interventions.

#### **2. Food Allergy Action Plan (FAAP):**

- The school nurse or administrator will develop individualized Food Allergy Action Plans (FAAPs) for students with severe allergies.
- Plans must be shared with teachers, cafeteria staff, and relevant personnel.

#### **3. Staff Training & Awareness:**

- All staff (teachers, cafeteria workers, custodial staff, and administrators) must receive annual training on food allergy management, including:
  - Recognizing symptoms of an allergic reaction.
  - Administering epinephrine and first aid procedures.
  - Emergency response procedures.

### **B. Safe School Practices**

#### **1. Cafeteria & Food Services:**

- The school cafeteria shall clearly label common allergens in menu items.
- Students with severe allergies may be provided with a designated allergen-free eating area if necessary.
- Staff will work with food vendors to reduce cross-contact risks.

#### **2. Classroom & School Activities:**

- Teachers shall avoid using common allergens (e.g., peanuts, dairy, eggs) in classroom activities, projects, and celebrations.
- Parents shall be notified of food-related classroom events in advance to ensure student safety.

#### **3. Emergency Preparedness:**

- Epinephrine Auto-Injectors (EpiPens) shall be stored in easily accessible locations, including the health office and classrooms where needed.
- School personnel must be trained to recognize anaphylaxis and respond immediately.

---

### **4. Access to the California Food Allergy Resource Internet Web Page**

In compliance with AB 2640, the school shall:

- Provide families access to the California Food Allergy Resource Internet Web Page, which includes:
  - Guidelines for managing food allergies at school.
  - Educational materials for staff and parents.
  - Emergency response recommendations.
- The resource page link shall be included in:
  - The annual Student & Parent Handbook.

- The school website under the Health & Wellness section.
  - School-wide communications, as necessary.
- 

## **5. Reporting & Compliance**

### **1. Incident Tracking:**

- Any allergic reactions or food allergy incidents shall be documented by school staff.
- Reports shall be reviewed to improve prevention strategies.

### **2. Annual Policy Review:**

- This food allergy management policy shall be reviewed annually to ensure compliance with state law and best practices.
- Updates shall be implemented as needed in response to new research, community feedback, or regulatory changes.

## (T) Mandated Reporting of Child Abuse & Neglect

### Legislative Reference:

- Assembly Bill 2274 (2022) – Statute of Limitations for Mandated Reporters  
Effective January 1, 2023, AB 2274 modifies the statute of limitations for the failure of a mandated reporter to report suspected child abuse or severe neglect. Previously, legal action against a mandated reporter who failed to report had to be initiated within one year of the offense. Under AB 2274, the statute of limitations is extended to five years from the date of the failure to report.
- **Assembly Bill 2274 (2022): Mandated Reporters – Statute of Limitations**
- **California Penal Code § 11165.7: Mandated Reporters Defined**
- **California Penal Code § 11166: Reporting Requirements**
- **California Penal Code § 11172: Protection from Liability for Mandated Reporters**

### Purpose:

The safety and well-being of students are of paramount importance at **Oakland Military Institute (OMI)**. To ensure compliance with **Assembly Bill 2274 (2022)** and existing **California child protection laws**, this policy outlines the responsibilities of **mandated reporters** within the school, reporting procedures, and legal obligations concerning child abuse and neglect.

## Mandated Reporter Responsibilities

### A. Who is a Mandated Reporter at OMI?

The following personnel at **OMI** are **mandated reporters** under **California law**:

- Teachers
- Administrators
- Coaches & extracurricular supervisors
- Counselors & school psychologists
- Classified staff working directly with students
- School security personnel

### B. When Must a Report Be Made?

Mandated reporters must file a report **immediately** or as soon as practically possible when they:

- **Have knowledge of** or **observe** a child whom they know or reasonably suspect has been a victim of **child abuse or severe neglect**.
- Receive **disclosures from a child** regarding abuse or neglect.

Reports must be made to:

- **Local law enforcement** (police or sheriff's department).
- **County Child Protective Services (CPS)**.
- **School-designated Child Abuse Reporting Coordinator** (who assists but does not replace mandated reporting obligations).

### C. Protection Against Retaliation

- Mandated reporters **are protected** from civil or criminal liability if they report **in good faith**, even if the allegations are later determined to be unsubstantiated.
- OMI prohibits **retaliation** against employees who fulfill their mandated reporter duties.

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## Reporting Procedures

### Step 1: Immediate Verbal Report

- Call **CPS or local law enforcement immediately** or as soon as practical.
- Provide details, including the child's name, location, nature of suspected abuse, and any relevant observations.

### Step 2: Written Report Within 36 Hours

- Complete **California Department of Justice Form SS 8572 (Suspected Child Abuse Report – SCAR)**.

- Submit the form within **36 hours** of the verbal report to **CPS or law enforcement**.
- Keep **confidential** records in accordance with school policies and state law.

### **Step 3: Internal Notification**

- Notify the **OMI Child Abuse Reporting Coordinator** (if applicable) for internal tracking and support.
- This does **not** replace the legal obligation to **directly report to law enforcement or CPS**.

### **Step 4: Follow-Up & Documentation**

- Ensure all documentation is **securely stored** in compliance with state and federal laws.
  - Cooperate with **law enforcement and child welfare agencies** during investigations.
- 

## **Annual Training Requirement**

- **All OMI staff designated as mandated reporters must complete annual training** on child abuse identification and reporting.
  - Training will be provided by the **California Department of Education (CDE) online training portal** or through **OMI's professional development program**.
- 

## **Consequences for Non-Compliance**

### **A. Criminal & Civil Penalties**

- **Failure to report child abuse or neglect** is a misdemeanor punishable by:
  - **Up to 6 months in jail** and/or
  - **A fine of up to \$1,000**
- If the failure to report **results in serious harm or death**, penalties increase to **up to 1 year in jail and/or a \$5,000 fine**.

### **B. Employment Consequences**

- Any OMI staff member who **fails to report suspected abuse** may be subject to **disciplinary action**, including:
  - Suspension
  - Termination of employment
  - Permanent loss of professional credentials (for educators)

### **C. Extended Statute of Limitations (AB 2274)**

- Under **AB 2274**, legal action against an individual who **fails to report abuse** may be initiated **up to five years** after the failure occurred.
- 

## **OMI Commitment to Child Safety**

To ensure compliance and create a **safe learning environment**, OMI will:

- Provide **clear, accessible guidance** on mandated reporter duties.
- Ensure **all staff receive training and annual updates**.
- Maintain **strict confidentiality** regarding all child abuse reports.
- Collaborate with **law enforcement and child welfare agencies** as needed.



## (U) Cadet Bullying & Cyberbullying Prevention

### Legislative Reference:

- **California Education Code § 234.1:** Safe Place to Learn Act
- **California Education Code § 32283:** Bullying Prevention Policies
- **California Education Code § 48900(r):** Bullying as a Cause for Suspension/Expulsion
- **California Education Code § 32261:** Cyberbullying Provision

### Purpose:

Oakland Military Institute (OMI) is committed to providing a **safe, respectful, and inclusive learning environment** for all cadets. Bullying, including cyberbullying, is strictly prohibited on **campus, at school events, during cadet activities, and in online spaces**. This chapter outlines prevention, reporting, intervention, and disciplinary procedures in compliance with **California law and the OMI Code of Conduct**.

### Definitions

#### Bullying

Per **California Education Code § 48900(r)**, bullying includes any **severe or pervasive physical or verbal act** directed toward a cadet that:

- Causes **fear of harm** to self or property.
- **Creates a hostile environment** interfering with a cadet's ability to learn.
- **Substantially disrupts school operations.**

Bullying can include:

- **Physical bullying:** Hitting, pushing, or intimidation through gestures.
- **Verbal bullying:** Name-calling, threats, or offensive remarks.
- **Social bullying:** Spreading rumors, exclusion, or humiliation.

#### Cyberbullying

Cyberbullying is the use of **electronic communication** to harass, threaten, or intimidate another cadet. Under **California Education Code § 32261**, cyberbullying includes:

- **Text messages, social media posts, or emails** that contain threats, slurs, or harmful rumors.
- **Impersonation, hacking, or sharing personal/private images** without consent.
- **Using school technology or personal devices** to harass cadets.

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### Prevention Strategies

#### School-Wide Prevention Initiatives

OMI integrates **anti-bullying and digital citizenship education** into its **leadership and character development programs** to foster a respectful culture.

- **Annual Bullying Prevention Training** for cadets and staff.
- **Classroom Lessons on Respect, Inclusion, and Internet Safety.**
- **Cadet-Led Peer Support Teams** to encourage positive interactions.
- **Cyber Ethics Training for Responsible Social Media Use.**
- **Partnerships with Local Law Enforcement & Mental Health Organizations** for intervention programs.

#### Supervision & Monitoring

- Staff are **trained to identify bullying behaviors** and intervene appropriately.
- **Cameras, supervision, and anonymous reporting systems** help deter bullying on campus.
- **Monitoring of school email and digital platforms** to prevent cyberbullying.

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### Reporting & Investigation

#### A. Reporting Bullying & Cyberbullying

Any cadet, parent, or staff member may report bullying in the following ways:

1. **In-Person:** Report to any staff member, instructor, or administrator.
2. **Anonymous Reporting:** Use the **OMI Anonymous Reporting System** available online or via designated school drop-boxes.
3. **Email or Phone Hotline:** Reports can be submitted to [school contact email/phone].
4. **Online Incident Report Form:** Available on the OMI website for confidential reporting.

#### **B. Investigation Procedures**

1. **Initial Review:** School officials will investigate **within 24-48 hours** of receiving a report.
2. **Fact-Gathering:** Interviews with involved parties, review of evidence (e.g., social media, messages).
3. **Parent Notification:** If appropriate, parents/guardians will be informed.
4. **Intervention & Consequences:**
  - **Mediation, counseling, and conflict resolution** for minor cases.
  - **Disciplinary action** per OMI's **Cadet Code of Conduct** for severe or repeated offenses.
  - **Law enforcement involvement** if threats, harassment, or criminal activity is involved.

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### **Consequences & Interventions**

Bullying and cyberbullying are **serious violations** of the OMI Code of Conduct. **Consequences may include:**

- **Warning & Parent Conference** (First offense or minor cases).
- **Loss of Cadet Leadership Roles & Privileges.**
- **Restorative Justice Programs or Conflict Resolution Sessions.**
- **Detention, Suspension, or Expulsion** per California Education Code § 48900.
- **Law Enforcement Referral** for severe cyberbullying, harassment, or threats.

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### **Cadet & Parent Responsibilities**

#### **A. Cadets' Responsibilities:**

- **Report** bullying incidents immediately.
- **Refrain** from participating in or encouraging bullying behavior.
- **Respect others** online and offline, including **ethical use of technology.**

#### **B. Parents' Responsibilities:**

- **Monitor** their child's online activity and social media use.
- **Encourage open communication** about school experiences.
- **Report concerns** to school staff and participate in prevention efforts.

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### **Annual Policy Review & Compliance**

- This **anti-bullying and cyberbullying policy will be reviewed annually** as part of OMI's **Comprehensive Safety Plan.**
- Compliance will be monitored by **OMI's Dean of Discipline.**

## Appendix A: Documented Safety Planning Process

<b>Activity Description</b> <i>(i.e. reviews Steps, Meetings conducted, approvals)</i>	<b>Date, Time</b>	<b>Attached Document</b> <i>(description and Location)</i>
Review of current safety protocols	February 15, 2025 August 29, 2025	Safety Plan Overview Review of Alice Training
Violent Critical Incident Staff Training	September 4, 2025 December 4, 2025 December 11, 2025 February 24, 2026 April 16, 2026	<i>Academy specific</i>
Safety Committee Planning Meetings	April 9, 2025 September 10, 2025 October 15, 2025 November 19, 2025 January 28, 2026 February 25, 2026 March 25, 2026 April 22, 2026	Notes
Safety Committee Leadership Meetings	August 6, 2025 September 24, 2025 October 22, 2025 November 19, 2025 February 11, 2026 April 15, 2026	Notes
Staff Training	August 29, 2025 February 20, 2026	
Provide proposed Comprehensive Safe Schools Plan to the OMI Board of Education		<i>Board agenda and minutes</i>

# **Appendix B : Workplace Violence Prevention Resource Program**



## **Oakland Military Institute College Preparatory Academy Workplace Violence Hazard Inspection Form**

Use this form to help identify, evaluate, and document potential hazards for correction in accordance with the OMI workplace violence prevention plan (WVPP). This is a general inspection form, some provisions of which may not be applicable to the specific worksite being inspected.

- Fill out all relevant portions of this form with additional notes and comments as needed.
- Submit this form to individuals designated to receive such information under the organization’s WVPP.

**Inspection Date:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_ **Completed by:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

.....

### **A. Property and Environment**

- Describe the physical layout of the site.
- Describe proximity to other businesses, residences, and access to the street.
- Is the surrounding area prone to criminal activity?
- Evaluate and describe the exterior and interior of the workplace for its potential for theft, including whether there is cash, electronics, supplies, or other assets on site that may make the worksite a more likely target for robbery, burglary, or other criminal acts.
- Has the site experienced criminal activity or threats of violence in the past? If so, describe.
- What is the frequency and severity of employee reports of threats of physical or verbal abuse by other employees, visitors, students, parents, etc.?
- Any property damage, or other signs of strain or pressure in the workplace?

### **B. Daily Operations & Schedule**

- # of employees onsite during hours of operation:
- Evaluate potential risk factors for employees working in small numbers or alone and existing procedures to minimize those risks.
- # of employees onsite outside of regular hours of operation:
- Evaluate potential risks for employees onsite and risk factors for employees working in small numbers or alone outside of regular operating hours (e.g. before/after care, food service workers, coaches who may arrive early or stay on campus late or evening events such as open houses, parent information nights, or board meetings). What existing procedures are in place to minimize those risks?
- Describe whether employees interact with members of the public (e.g., parents, consultants, vendors, delivery drivers, etc.) and any potential risk factors based on those interactions.
- Is there a safe or a lockbox on the premises into which cash or other valuables are deposited or stored? If so, describe the area, how it is accessed, by whom, and whether it could potentially be observed by or accessed by unauthorized individuals.

- Assess the freedom of movement within the workplace by non-employees (parents, vendors etc.). What (if any) is the frequency and severity of threatening or hostile situations that may lead to workplace violence incidents by persons who are visitors to the site (e.g. parents, vendors, etc.)? What procedures are in place to minimize those risks?

### **C. Security Measures and Procedures**

- Describe the current security measures and systems in place on the site including access management, surveillance, alarms, physical barriers, security windows, etc.
- Are any of the security measures listed above broken or non-functioning? If yes, note and describe.
- Evaluate the need for OR effectiveness of existing:
  - building access management (i.e., key cards, codes, traditional lock and key, etc.), and any violations or circumvention of those security procedures by employees, parents, or visitors whether intentional or unintentional.
  - security/violence surveillance measures, such as mirrors and cameras
  - alarm systems, including “panic alarm/panic button” systems
  - illumination of all work areas, including hallways, entranceways, and parking areas.
  - security services provided by a third-party security company
  - systems and procedures for warning others of actual or potential workplace violence danger or that summon assistance (alarms, P.A., other worksite alert systems)

### **D. Existing Emergency Procedures**

- Evaluate the effectiveness of the following:
  - i. Employees’ skill and knowledge in safely handling threatening or hostile situations.
  - ii. Procedures for employee response during a criminal act.
  - iii. How well the organization’s management and employees communicate with one other.
  - iv. Procedures for reporting suspicious or unusual activities or persons.
  - v. Is the most current emergency contact information for law enforcement, security, and emergency services posted in common areas? Do employees have access to a telephone with an outside line?
  - vi. Whether employees have effective escape routes from the workplace.
  - vii. Whether employees have a designated safe area where they can go in an emergency.
  - viii. The use of work practices such as the "buddy" system for specified emergency events.

Additional notes/findings:



## Oakland Military Institute College Preparatory Academy Workplace Violence Incident Log

### Section 1: Information About the Individual Completing this Log

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date completed: \_\_\_\_\_

### Section 2: Information about the Incident

Date of incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Explain the nature or type of location, e.g. parking lot, playground, front office etc.:

Workplace Violence Type (Check one box):

- Type 1 – Violence committed by a person who has no legitimate business at the workplace.
- Type 2 – Violence committed by a student or visitor.
- Type 3 – Violence committed by a present or former employee, supervisor or manager.
- Type 4 – Violence committed by a nonworker with a personal relationship with the employee.

Classify the type of person committing the violence (e.g., customer/client or their family member, coworker, spouse, parent, or other family member or stranger with criminal intent):

Type of Incident (Check all boxes that apply):

- Physical attack without a weapon (e.g., punching, kicking, spitting, biting, choking, grabbing, or pushing).
- Attack with a weapon or other object (e.g., firearm or knife).
- Threat of physical force or use of weapon or other object.
- Sexual assault or threat of sexual assault (e.g., rape, attempted rape, or physical display).
- Animal attack.
- Other:

Describe the incident in detail\* (use additional sheets as needed):

### Section 3: Consequences of the Incident

- Check this box if security or law enforcement were contacted.

Officer or Badge Number \_\_\_\_\_ Department \_\_\_\_\_ Date/Time Contacted \_\_\_\_\_

If you checked the box above, complete a description of their response:

Identify below all actions taken to protect employees from a continuing threat of violence or any other hazards identified as a result of this incident:

Identify any other consequences, if any, of this incident:

\*The description must include a classification of circumstances including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed in their duties, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in a new or unfamiliar location.

## Appendix C: Gun Safety Mandatory Message

### Subject: Ensuring a Safe Environment for Our Students: Firearm Safety Education

Dear Oakland Military Institute Families,

At Oakland Military Institute (OMI), the safety and well-being of our students, staff, and community are our top priorities. In line with our commitment to creating a secure learning environment, we are implementing comprehensive firearm safety education and parental notification policies as mandated by California legislation.

#### What You Need to Know:

1. **Annual Firearm Safety Notifications:**
  - **Information Provided:** Each year, you will receive a written notification detailing California's child access prevention laws and safe firearm storage requirements. This includes:
    - The importance of keeping firearms unloaded and securely locked.
    - Legal penalties for unsafe firearm storage.
    - Resources for obtaining firearm safety devices.
  - **Distribution Methods:** Notifications will be available in multiple languages and distributed through school handbooks, our district website, and email communications at the start of each academic year.
2. **Educational Programs and Resources:**
  - **Workshops for Families:** We will host periodic workshops featuring local safety experts and law enforcement to guide you on best practices for firearm safety and secure storage.
  - **Student Education:** Age-appropriate firearm safety education will be integrated into our health and safety curriculum to ensure students are informed and prepared.

#### Summary of California Penal Code Section 25100

California Penal Code Section 25100 is a key component of the state's Child Access Prevention (CAP) laws, designed to enhance firearm safety and prevent unauthorized access by minors. Here's a brief overview:

**Purpose:** The section aims to reduce the risk of accidental firearm injuries and deaths among children by ensuring that firearms in the home are stored securely.

#### Key Provisions:

- **Secure Storage Requirement:** Firearms must be stored in a manner that prevents children under the age of 18 from accessing them without adult supervision. This can be achieved by:
  - Using a locked container (e.g., gun safe).
  - Employing a safety device (e.g., trigger locks).
  - Storing the firearm unloaded with ammunition stored separately.

- **Prohibited Access:** It is illegal to store firearms in locations where minors can easily access them, such as in unlocked drawers, nightstands, or within reach in vehicles.
- **Legal Consequences:**
  - **Violations:** Failing to comply with the secure storage requirements can result in criminal charges.
  - **Penalties:** Offenders may face fines, imprisonment, or both, depending on the severity of the violation and whether it results in harm.
- **Exceptions:** Certain individuals, such as law enforcement officers or those with specific licenses, may have different storage requirements under the law.
- **Enforcement:** Local law enforcement agencies are responsible for enforcing these provisions, and violations can be reported to authorities for investigation.

**Importance for Families:** Adhering to Section 25100 helps ensure that firearms in the home are stored safely, significantly reducing the risk of accidental shootings and enhancing overall household safety. It is crucial for all firearm owners to understand and comply with these regulations to protect their children and comply with state law.

For more detailed information or assistance with safe firearm storage practices, parents and guardians are encouraged to contact local law enforcement agencies or consult with firearm safety resources available through the state

### **How OMI Can Help:**

We understand that firearm safety can be a sensitive and important topic. If you have any questions or need assistance with safe firearm storage solutions, please do not hesitate to reach out to us. Our Safety Committee is here to support you with resources and guidance to ensure your home is a safe environment for your children.

### **Get More Information:**

For more details on our firearm safety policies and available resources, please contact our Safety Committee directly at [tjames@omiacademy.org](mailto:tjames@omiacademy.org).

Warm regards,

CMSgt (CA) Thomas L. James  
 Commandant and Safety Chair  
 Oakland Military Institute  
[tjames@omiacademy.org](mailto:tjames@omiacademy.org)