

# Central Union High School District



2019 – 2020

Desert Oasis High School Safety Plan

Emergency Response Procedures  
for Central Union High School District

## Introduction: Five Immediate Action Responses



These emergency procedures are written to support a single guiding principle: in an emergency event, there are five responses the site administrator may wish to achieve:



1. To protect students and staff from flying and falling debris. This is called **Drop, Cover, and Hold On.**



2. To move students and staff from inside school buildings to a designated outside area of safety. This is called **Evacuation.**



3. To close and lock doors, after which no one is allowed to enter or exit. This is called **Lockdown.**



4. To close and lock doors but continue classroom instruction/activity while students and staff remain inside. This is called **Secure Campus.**



5. To close doors but leave them unlocked with ventilation and air conditioning off to protect from outside air. This is called **Shelter In Place.**

Remember, during an emergency event, always survey your surroundings and use good judgement.

To facilitate emergency response procedures and to generally improve safety at school sites, ***classroom doors should be locked during normal instructional periods.*** The one exception, as you will read, is during a response to a fire or hazardous material spill.

To respond to a given threat, a school administrator may use a combination of the five immediate action responses to respond to any emergency. The different commands may be thought of as a communication system used to quickly and safely direct a large number of staff and students to a particular location.

Some emergencies may require moving students to non-traditional locations. For example, a gas leak on campus may require that students travel some distance off campus to be free from the threat of asphyxiation or explosion. A large fire may require students to be evacuated to another school site. As students are asked to move to different locations, it is important to make a distinction of student

evacuation and emergency student release. Emergency Student Release will occur ONLY when and where authorized by the Superintendent or his designee.

If staff members keep the five immediate action responses in mind, they can quickly and effectively respond to a simple command to achieve one of these five desired goals. Given that each circumstance requires knowledge and compliance with standardized procedures balanced with a commonsense understanding that no two emergencies will be entirely alike, keep in mind the following slogan from the United States Marine Corps: analyze, adapt, and overcome.

- Analyze:** In general, follow the guidelines recommended in this document unless circumstances make that response unsafe.
- Adapt:** There are many unanticipated and uncontrollable variables you will encounter during an emergency. Consider what everyone else will be doing and respond in such a way to maximize safety and minimize confusion, adapt to the situation, and overcome the challenge.
- Overcome:** After you have analyzed the situation and adapted to circumstances, take the necessary steps to protect students from harm.

Communication is a critical element of managing a crisis event. The prevalence of cell phones on campus offers an opportunity to improve communication with parents and other off-site persons, but also increases the potential for confusion. Depending on the circumstances, the site administrator of schools with 6<sup>th</sup> through 12<sup>th</sup> grade students may authorize a brief period (perhaps two minutes) for students to contact their parents. Such authorization, however, should be tailored to the grade level of the student, and should be coordinated with emergency response personnel to diminish panic, confusion and other dangers that may result.

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**2019-2020**  
**SCHOOL EMERGENCY CONTACT LIST**

CONFIDENTIAL

Call 911 as appropriate

Information to be populated and maintained by District personnel with appropriate confidentiality status upon publication by District.

**2019-2020**  
**DISTRICT EMERGENCY CONTACT LIST**

CONFIDENTIAL

Call 911 as appropriate

Information to be populated and maintained by District personnel with appropriate confidentiality status upon publication by District.

# FOREWORD

The Central Union High School District *Emergency Plan* is a prime example of community partnership and cooperation. After analysis, discussion, and consensus by school district administrators, local law enforcement, emergency first responders, county emergency services, community members, and countless others, this document has evolved into a comprehensive and cohesive emergency planning guide for Central Union High Schools.

The guidelines and protocols included in this *Emergency Plan* meet both federal and state standards as established by NIMS, the National Incident Management System and SEMS, California's Standardized Emergency Management System.



# CALIFORNIA PUBLIC CONTRACT CODE SECTION 1102

“Emergency,” as used in this code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

# **IMMEDIATE ACTION RESPONSES**

## **CALLING 911**



Check your school's local dialing procedures (example: Dial 9-911 to dial 911).

Calling 911 requires more than dialing three numbers and hanging up. When calling 911 be prepared to answer specific questions. In order to complete an accurate assessment of the situation, the 911 Dispatcher must obtain as much information as possible to best inform emergency responders and engage the correct level of medical response.

The 911 Dispatcher may ask the caller to stay on the line until responders arrive. This will assist the dispatcher in keeping the fire, police, or rescue squad updated as the situation unfolds.

It is also very important to test the campus phones for accurate 911 call service. The local police department or Office of Emergency Services can refer you to the appropriate PSAP (Public Safety Answering Point) 911 coordinator for more information about testing.

School staff should be familiar with how 911 works on campus. For instance, it may be necessary to dial an additional number sequence to gain an outside phone line. Staff should also know if there is a system in place to track the 911 call to the specific classroom/office from which the call was placed.

### **WHEN REPORTING AN EMERGENCY**

- Remain calm and speak slowly and clearly
- Provide name, location of the incident, and caller's location if different from the scene of the emergency
- If calling from a school campus, district office, or other auxiliary site within a district network, it is extremely important to report the room and/or building number, the name of the school, and the street address
- Answer all questions asked by the 911 Dispatcher, even those that seem repetitious
- Do not hang up until the Dispatcher says to do so
- Immediately follow up 911 call with a second call to the front office to inform administrators of emergency situation

### **CALLING 911 FROM A CELL PHONE**

- 911 calls from cellular phones are answered by California Highway Patrol (CHP) then routed to the proper agency
- Know your cell phone number and be prepared to give the dispatcher an exact address

# DROP, COVER, AND HOLD ON



**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** (Earthquake) "Attention please. This is not a drill. For your protection, follow **DROP, COVER, AND HOLD ON** procedures. Get under a table or desk, away from windows or anything that could fall and hurt you. Hold that position until the shaking stops. Do **NOT** go outside!" - REPEAT-

(Severe Weather) "Attention please. This is not a drill. Prepare for severe weather. For your protection, follow **DROP, COVER, AND HOLD ON** procedures. Get under a table or desk away from windows or anything that could fall and hurt you. Hold that position until otherwise directed. Do **NOT** go outside!" -REPEAT-

(Terrorist Action) "Attention please. This is not a drill. For your protection, follow **DROP, COVER, AND HOLD ON** procedures. Get under a table or desk away from windows. Hold that position until otherwise directed. Do **NOT** go outside!" -REPEAT-

**DROP, COVER, AND HOLD ON** is the action taken to protect students and staff from flying and falling debris. It is an appropriate action for, but is not limited to, the following types of emergencies:

- Earthquake
- Explosion
- Severe Weather

In the event of an explosion, earthquake, or other event causing falling debris, immediately "DROP, COVER, and HOLD ON." Students and staff should drop to the floor, duck under a desk or table, cover the head with arms and hands, and hold onto furniture. Turn away from windows to stay clear of breaking glass. If possible, move next to an interior wall. Individuals in wheelchairs should remain in chair and move against an interior wall. Lock wheels and protect head by covering with arms or by putting head down between the knees.

**DROP, COVER, AND HOLD ON:**

- Must be practiced for automatic response
- Is the single most useful action to protect oneself from building collapse and flying debris
- In the event it is impossible to “DROP,” continue to cover face and head with arms and hold onto something sturdy
- Requires an awareness that most injury in earthquakes is the result of breaking glass or falling objects
- Requires an awareness that fire alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire
- Requires alert attention to aftershocks
- Requires that staff and students assist those with special needs to ensure their safe cover

**PROCEDURE**

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Command role.</li> <li>2. As soon as possible after recognizing a threat, initiate the alarm and make a public address announcement. If PA system is not available, use other means of communication, such as sending messengers to deliver instructions.</li> <li>3. Be calm and give clear directions: <b>Example:</b> <b>"Attention please. This is not a drill. For your protection, follow DROP, COVER, AND HOLD ON procedures. Get under a table or desk, away from windows or anything that could fall and hurt you. Hold that position until the shaking stops. Do NOT go outside!" - REPEAT-</b></li> <li>4. According to site communication protocol, collect classroom status reports. Determine extent of physical injuries and/or structural damage.</li> <li>5. If injuries are reported, instruct designee to call 911 immediately.</li> <li>6. Access the "Grab And Go Box" in order to chart reported injuries and/or damage on building map. Be ready to provide this chart to first responders upon their arrival.</li> <li>7. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by fire officials or law enforcement.</li> <li>8. Deploy Security/Search and Rescue Team to check for fires, status of utilities, and structural and nonstructural damage. Instruct team to shut off any damaged utilities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check utilities, gas, electrical, and water. Turn off any utilities that might be damaged.</li> <li>2. Direct emergency vehicles.</li> </ol>	<p>At Site</p> <p>Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Initiate the alarm and make public address announcement. If PA system is unavailable, use other means of communication, such as sending messengers to deliver instructions.</li> <li>2. Be calm and give clear directions: <b>Example:</b> <b>"Attention please. For your protection, follow DROP, COVER, AND HOLD ON procedures. Get under a table or desk, away from windows or anything that could fall and hurt you. Hold that position until the shaking stops. DO NOT go outside!" -REPEAT-</b></li> </ol>	

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<p>9. Based on available information, decide on the need for evacuation. An evacuation outdoors should be ordered without hesitation if the structural integrity of the building is in doubt.</p> <p>10. When able, report campus status to Superintendent's office.</p> <p>11. If 911 is called, meet fire officials, emergency medical responders or law enforcement at Incident Command Post.</p> <p>12. If incident includes casualties, deploy Liaison Officer and alternate to First Responder's Emergency Medical Command Post. Request victim identification and transport information. Complete tracking for School Site Incident Commander. Only Coroner, police chaplain, or other public official should deliver official notification of deceased persons.</p> <p>13. Transfer incident command to fire officials or law enforcement but provide whatever assistance/information they require. Site administrator becomes part of the ICS Unified Command and is expected to remain at Incident Command Post through duration of event.</p> <p>14. If site is designated unsafe to return, initiate <b>STUDENT RELEASE</b> procedures.</p>			

## TEACHER/STUDENT

### A. INSIDE BUILDINGS

1. At first recognition of a threat, instruct students to move away from windows.
2. Initiate **DROP, COVER, AND HOLD ON** procedures. Immediately drop to the floor under desks, chairs, or tables. With back to windows, place head between knees, hold on to a table leg with one hand and cover the back of the neck with the other arm.
3. Move as little as possible. However, if a person is unable to find protection under sturdy furniture, direct them against an interior wall. Face away from the windows.
4. Any person in a wheelchair should shelter against an **interior** wall. Turn back to the windows, lock the wheels, and if possible, protect head and neck with arms or place head between the knees.
5. Each time an aftershock is felt, **DROP, COVER, AND HOLD ON**. Aftershocks frequently occur minutes, days, even weeks following an earthquake.
6. When it appears safe to move, report injury and damage status to Command Post according to site communications protocol, utilizing Crisis Classroom Reporting Script.
7. Wait for further instructions from Incident Commander or community emergency personnel or if that seems unlikely, evacuate students to predetermined Evacuation Assembly Area.

**TEACHER/STUDENT CONTINUED**

**B. OUTSIDE BUILDINGS**

1. Find a clear spot and drop to the ground. (Stay away from buildings, power lines, trees, streetlights, etc.)
2. Commence **DROP AND COVER** in the **DROP, COVER, AND HOLD ON** procedures.
3. Place head between the knees; cover back of the neck with arms and hands.
4. Any person in a wheelchair should find a clear spot, lock the wheels, and if possible, place head between the knees; cover back of neck with arms.
5. Remain in place until shaking stops or for at least 20 seconds.
6. Each time an aftershock is felt, **DROP AND COVER**. Aftershocks frequently occur minutes, days, even weeks following an earthquake.
7. When it appears safe to move, report injury and damage status to Incident Commander according to site communications protocol, utilizing Crisis Classroom Reporting Script.
8. Wait for further instructions from Incident Commander or community emergency personnel, or if that seems unlikely, evacuate students to predetermined Evacuation Assembly Area.

**Crisis Classroom Reporting Script**

Teachers,

When your room receives a phone call or text during or after a crisis or drill, please immediately report the status of your class using the following systematic format. If email is available, it can be emailed to the office per school policy.

"This is Mrs./Mr. \_\_\_\_\_ in room \_\_\_\_\_

I have \_\_\_\_\_ (number) children KNOWN ABSENT today. They are...

There are \_\_\_\_\_ (number) children OUT OF THE ROOM. (R.S., Music, Library, etc.) They are...

I have \_\_\_\_\_ (number) children who are MISSING and should be here. Their names are...

I have \_\_\_\_\_ (number) children who are EXTRA and should be in another room. Their names are...

I just counted and have a TOTAL of \_\_\_\_\_ students in my classroom right now.

I have the following OTHERS/ADULTS in my room...

# EVACUATION



**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** “Your attention please. We have an emergency situation. Evacuate all buildings immediately (*to the on-site location OR to the off-site location*). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” -REPEAT-

**EVACUATION** is implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

**EVACUATION** is considered appropriate for, but is not limited to, the following types of emergencies:

- Bomb threat
- Explosion or threat of explosion
- Fire
- Earthquake

In the event of an explosion, earthquake, or other event causing falling debris, **EVACUATION** may be preceded by a “**DROP, COVER, AND HOLD ON**” maneuver. Students and staff should drop to the floor, duck under a desk or table, cover the head with arms and hands, and hold onto furniture.

## **EVACUATION:**

- May require exit from the building to a designated safe site on-campus
- May require exit from the building and relocation to a safe site off-campus
- May require that students and staff use district bus transportation
- May require staff to exit via alternate routes based on circumstances
- Requires that students remain with assigned teachers
- Requires that staff and students assist those with special needs to ensure their safe evacuation

When a fire alarm or other signal for **EVACUATION** takes place, staff should exercise due caution in their response. If an alarm or tone sounds unexpectedly, staff members should prepare students for evacuation by following the preparation directions included in the emergency response manual, then determine if it is safe to open the door and begin the actual evacuation. Stop at the exit door and listen for any unusual noises such as gunshots, screams or shouts, or people running past. If everything sounds normal and quiet, feel the door to make sure it is not hot. If the door feels normal, open the door a crack and sniff for unusual odors such as smoke or a chemical smell. If you smell something, see if you can determine the direction of its origin. If there is a chemical smell, it may be better for you to shelter in

place rather than evacuate. If there is no odor present, open the door further to listen again and look around for any visual threats. Once you have determined no obvious dangers are immediately present, proceed with your evacuation.

NOTE: Even though established evacuation routes and sites are part of the emergency plan, remember the cardinal rule for evacuation: always lead students AWAY from any known threat and TOWARDS what appears to be a clear and safe place. If you can direct students to a place where there is a building or other objects in between the students and a known threat, do so.

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. If situation warrants, instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</li> <li>3. Initiate the alarm and make public address announcement. Instruct teachers and staff to immediately evacuate the building and for students to remain with their teacher until further instructions are provided.</li> </ol> <p style="text-align: center;"><b>Example:</b></p> <p><b>"Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill." -REPEAT-</b></p> <ol style="list-style-type: none"> <li>4. When able, alert Superintendent's office.</li> <li>5. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by fire officials or law enforcement.</li> <li>6. Access the "Grab And Go Box" in order to provide fire officials and/or law enforcement with maps, keys, rosters, etc.</li> <li>7. Meet fire officials or law enforcement at Incident Command Post.</li> <li>8. Collect attendance and notify fire officials or law enforcement of any missing persons.</li> <li>9. If incident includes casualties, deploy Liaison Officer and alternate to first responder's Emergency Medical Command Post. Request victim identification and transport information. Complete tracking for School Site Incident Commander. Only Coroner, police chaplain, or other public official should deliver official notification of deceased persons.</li> </ol>		<p>At Site Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>2. Initiate the alarm and make public address announcement. Instruct teachers and staff to immediately evacuate the building and for students to remain with their teacher until further instructions are provided.</li> </ol> <p><b>Example: "Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students</b></p>	<ol style="list-style-type: none"> <li>1. Report to evacuation assembly area to assist.</li> </ol>



SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<p>10. Transfer incident command to fire officials or law enforcement but provide whatever assistance/information they require. Site administrator becomes part of the ICS Unified Command and is expected to remain at Incident Command Post through duration of event.</p> <p>11. When cleared to return to the buildings, announce <b>ALL CLEAR</b> and oversee a safe return to classroom and normal school activities.</p> <p>12. If site is designated unsafe to return, initiate <b>STUDENT RELEASE</b> procedures.</p> <p>13. If site is designated unsafe to return, instruct Office Manager / Secretary to initiate automated emergency phone message regarding emergency <b>EVACUATION</b> information.</p> <p>14. Through whatever means is most effective, provide parents / guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath.</p>		<p><b>are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill." -REPEAT-</b></p> <p>3. When able, alert office of Superintendent.</p> <p>4. Implement Student Accounting procedures. Notify fire officials or law enforcement of any missing persons.</p>	

## TEACHER/STUDENT

1. Gather emergency supplies/materials including the student roster for current class and that of "Buddy".
2. Instruct students to leave all belongings and calmly exit the building.
3. Ensure that the door is closed, but unlocked.
4. Check with "Buddy" partner to determine each other's health status, need to assist with injuries, need to stay with injured students, or responsibility to ICS duty, etc.
5. If necessary, one "Buddy" partner will evacuate both classrooms.
6. Take care to address the unique needs of students or staff with disabilities and ensure their safety according to site protocol.
7. Emphasize that the class stay together en route to the Evacuation Assembly Area.
8. Appoint a responsible student to lead class while teacher brings up the rear and checks that everyone has cleared the room. Follow closely with the class and guide them out according to designated evacuation route.
9. Follow chosen evacuation route to assigned Evacuation Assembly Area.
10. Once class is safely in assembly location and according to site protocol, implement Student/Staff Accountability procedures.
11. According to site protocol, report missing students. You might refer to the Crisis Classroom Reporting Script as reference.
12. Display red card to indicate that there is/are missing student(s). Display green card to indicate all students are accounted for. The absence of a card indicates there is a problem.
13. Remain in the Evacuation Assembly Area and wait for further instructions.
14. If **ALL CLEAR** announcement is issued, return to school buildings and normal class routine.

15. If site is deemed unsafe to return, initiate **STUDENT RELEASE** procedures at direction of Site Administrator.

## **HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION**

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move but lifting them may be dangerous. Some non-ambulatory people also have respiratory complications. Carefully remove them from smoke or vapors if danger is immediate.

### **TEACHER/STUDENT**

- A. To alert visually-impaired individuals:
  1. Announce the type of emergency
  2. Offer arm for guidance
  3. Tell person where you are going, obstacles you encounter
  4. When you reach safety, ask if further help is needed
- B. To alert individuals with hearing limitations:
  1. Turn lights on/off to gain person's attention -OR-
  2. Indicate directions with gestures -OR-
  3. Write a note with evacuation directions
- C. To evacuate individuals using crutches, canes or walkers:
  1. Evacuate these individuals as injured persons
  2. Assist and accompany to evacuation site, if possible -OR-
  3. Use a sturdy chair (or one with wheels) to move person -OR-
  4. Help carry individual to safety
- D. To evacuate individuals using wheelchairs:
  1. Give priority assistance to wheelchair users with electrical respirators
  2. Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options
  3. Reunite person with the wheelchair as soon as it is safe to do so

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

## Crisis Classroom Reporting Script

Teachers,

When your room receives a phone call or text during or after a crisis or drill, please immediately report the status of your class using the following systematic format. If email is available, it can be emailed to the office per school policy.

"This is Mrs./Mr. \_\_\_\_\_ in room \_\_\_\_\_

I have \_\_\_\_\_ (number) children KNOWN ABSENT today. They are...

There are \_\_\_\_\_ (number) children OUT OF THE ROOM. (R.S., Music, Library, etc.) They are...

I have \_\_\_\_\_ (number) children who are MISSING and should be here. Their names are...

I have \_\_\_\_\_ (number) children who are EXTRA and should be in another room. Their names are...

I just counted and have a TOTAL of \_\_\_\_\_ students in my classroom right now.

I have the following OTHERS/ADULTS in my room...

# SCHOOL EVACUATION ROUTES AND PROCEDURES

It shall be the custodian's responsibility to unlock all gates that are to be used by the evacuees.

Throughout every evacuation off campus it shall be the staff's responsibility to assure all evacuees obey the rules of the road. Evacuees shall utilize crosswalks, sidewalks, electric signal lights, and all other traffic signage.

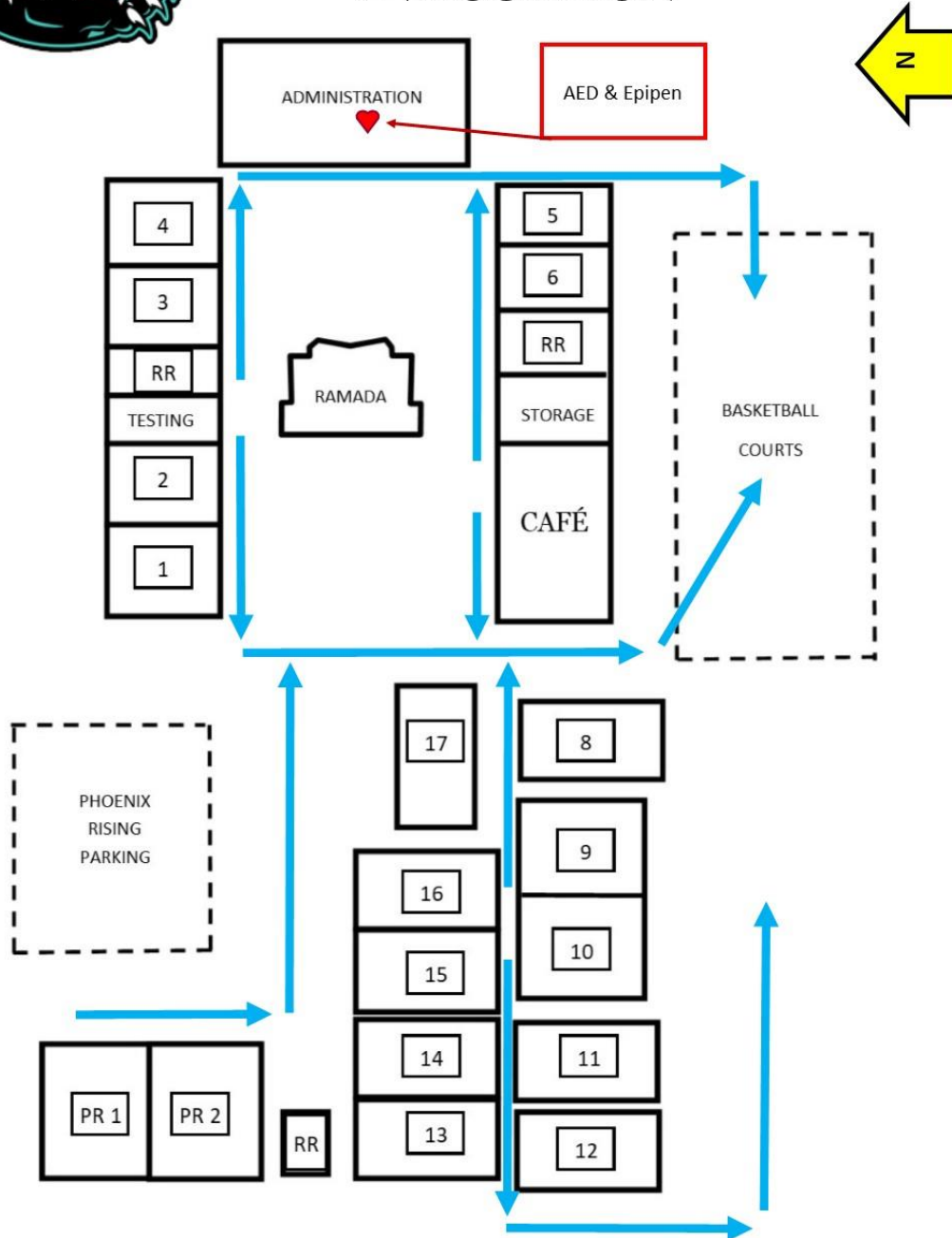
## **Evacuating Special Needs Students**

If applicable, at the beginning of each school year, instructors of Special Needs Students are expected to meet with School Administration to establish a current census and submit appropriate strategies to perform the Immediate Action Responses found in this document, as well as establish what assistance (in addition to assigned aides) may be required. This plan should be kept on file in both the School Administrative Office and the affected classrooms.

# Fire Drill / On-Site Evacuation Diagram



## DESERT OASIS/PHOENIX RISING EVACUATION



**ON SITE EVACUATION:** Upon alarm or notification from Administration, staff members will move to doorways and determine if it is safe to exit the room or building (FEEL, LISTEN, LOOK, SNIFF FOR SMOKE). When confident students may safely exit, move the students to the nearest appropriate exit and proceed to the outside assembly area. Leave lights on and doors closed but unlocked.

## **Primary Off-Site Evacuation Location**

Next door at the District Office

## Secondary Off-Site Evacuation Location



# DESERT OASIS/PHOENIX RISING EVACUATION TO STARK FIELD



**PRIMARY ROUTE (Solid Arrows):** At the direction of staff, students will walk west on Ross to 4th Street. Using the crosswalk, students will walk north to Stark field parking to stage for bus transportation to either Central or Southwest High.

**SECONDARY ROUTE (Dotted Arrows):** At the direction of staff, students will assemble on the south side of Ross at 3rd Street. Staff members will flag down and stop traffic for students to cross as a group, then walk north on 3rd and west on Vine to Stark field parking to stage for bus transportation to either Central or Southwest High.

# LOCKDOWN



**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** "LOCKDOWN, LOCKDOWN. Your attention please. We have an emergency situation. Implement LOCKDOWN procedures immediately. This is not a drill." -REPEAT-

**LOCKDOWN** is implemented when the threat of violence or gunfire is identified on the campus, or the school is directed by law enforcement. During **LOCKDOWN**, students and staff are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until room is cleared by law enforcement or an **ALL CLEAR** signal is given by site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Imminent danger in the surrounding community

Lockdown is a protective action against human threat while Shelter-in-Place protects against environmental threat. Lockdown requires closing and locking doors immediately after which no one is allowed to enter or exit. Shelter-in-Place calls for closed, unlocked doors and allows for the free movement of staff and students within the classroom or office.

## **LOCKDOWN:**

- Is a response to an immediate danger; it is not preceded by any warning
- Demands quick action; an active shooter can fire one round per second
- Requires common sense thinking under duress; do what must be done to best ensure survival of both students and staff
- Requires that all exterior doors are locked
- Is intended to prevent intruders from entering occupied areas of the building
- Dictates that, once room is secured, no one is allowed to enter or exit under any circumstances until room is cleared by law enforcement or ALL CLEAR is issued by site administrator
- Requires that alternate strategies be in place for anyone who is locked out of a secured classroom or office



## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>3. Make public address announcement. Instruct teachers and staff to immediately lock doors and remain in the classroom or secured area until further instructions are provided. <b>Example: "LOCKDOWN, LOCKDOWN. Your attention please. We have an emergency situation. Implement LOCKDOWN procedures immediately. This is not a drill." -REPEAT-</b></li> <li>4. Designate assigned individual to lock all doors leading into administration building.</li> <li>5. Instruct office staff to seek safe refuge in a pre-determined "Safe" location within the building.</li> <li>6. When able, alert Superintendent's office.</li> <li>7. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by law enforcement.</li> <li>8. Access the "Grab And Go Box" in order to provide law enforcement with maps, keys, rosters, etc.</li> <li>9. According to site communication plan, provide periodic updates to staff via public address, email, or other agreed upon means. Continue updates even if there is no change in the situation.</li> <li>10. After the emergency has been neutralized, initiate <b>EVACUATION</b> or <b>ALL CLEAR</b> procedures as directed by law enforcement.               <ol style="list-style-type: none"> <li>a. <b>ALL CLEAR</b> announcement: "Your attention please. The lockdown is over. I repeat, the lockdown is over. You may now go about your regular business inside the classroom. A staff member will arrive at your door shortly to unlock your door and allow students to go outside."</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Designate specific individuals to take responsibility for locking doors; always assign a second and third alternate.</li> <li>2. Check restrooms and lock. Direct any students found to nearest open classroom.</li> </ol>	<ol style="list-style-type: none"> <li>1. Lock office doors and move to interior office.</li> <li>2. Contact school resource officer or other security personnel and provide available information.</li> <li>3. When possible, begin Student Accountability procedures.</li> <li>4. If evacuating, Office Manager/Secretary to initiate emergency phone message regarding emergency <b>EVACUATION</b> information, including reunification location.</li> </ol>	<ol style="list-style-type: none"> <li>1. See TEACHER/STUDENT actions below.</li> </ol>

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<p>11. Meet law enforcement at Incident Command Post.</p> <p>12. According to site protocol, implement Student/Staff Accountability procedures and notify law enforcement of any missing persons.</p> <p>13. If incident includes casualties, deploy Liaison Officer and alternate to first responder's Emergency Medical Command Post. Request victim identification and transport information. Complete tracking for School Site Incident Commander. Only Coroner, police chaplain, or other public official should deliver official notification of deceased persons.</p> <p>14. Transfer incident command to law enforcement but provide whatever assistance/information they require. Site administrator becomes part of the ICS Unified Command and is expected to remain at Incident Command Post through duration of event.</p> <p>15. Through whatever means is most effective, provide parents/guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath.</p>			

**TEACHER/STUDENT**

**A. IF STUDENTS ARE IN CLASS AT TIME OF LOCKDOWN**

1. **Immediately** move to the door and check for passing students. Divert as many students as possible into the classroom.
2. Close and lock the door.
3. If fire alarm is activated during lockdown, remain locked down. Using caution, assess the situation to determine if evacuation is warranted in the situation.
4. **DO NOT OPEN THE DOOR FOR ANYONE.** Law enforcement and/or Site Administrator will use keys to unlock door and clear the room.
5. Close blinds and turn off lights. If door has a window, cover with a pre-cut piece of **black** construction paper.
6. Instruct students to stay quiet and out of sight. Relocate against the "Safe Wall," the least visible to the outside and most out of the line of fire.
7. Turn off television, LCD projector, document camera, etc. The room should be dark and quiet.
8. Control all cell phone activity (no outgoing or incoming calls).
9. If safe to do so, locate emergency packet including attendance rosters.
10. If safe to do so, take attendance and document on appropriate form or send attendance

information by email, otherwise wait for office to call. Report injury and damage status to Incident Commander according to site communications protocol, utilizing Crisis Classroom Reporting Script.

11. Keep your cell phones / laptop with you – make sure that it is turned on.
12. Remain in the classroom or secured area until further instructions are provided by the principal or law enforcement.
13. If anyone is injured or wounded inside the classroom, and it is safe to do so, alert 911 of the nature and severity of injury or injuries. Use classroom phone, cell phone, or Internet to do so.
14. Do **NOT** call office to ask questions; Incident Command will send out periodic updates according to site communication protocol.
15. Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours.

**B. IF STUDENTS ARE NOT IN CLASS AT TIME OF LOCKDOWN**

1. If staff member is somewhere on campus other than own classroom or office, stay put. Do not attempt to get back to a specific location.
2. Direct students to nearest available safe building or location. If doors are locked, continue to look for a safe area. Consider moving students off-campus if that seems the safest option.
3. Do **not** chase students that run. Let them go.
4. Do **not** go into rooms that cannot be secured and offer no way out.
5. Students who find themselves in a room with no adult supervision should call the designated office number immediately.
6. If sheltering inside a room, lock all doors, close blinds/curtains, turn off lights, and direct students to move to "Safe Wall" inside the room.
7. Instruct students to stay quiet and out of sight.
8. Turn off television, LCD projector, document camera, etc.
9. Remain calm and communicate with authority. If safe to do so, attempt to maintain separation between students and the perpetrator.
10. If anyone is injured or wounded inside the room, and it is safe to do so, alert 911 of the nature and severity of injury or injuries. Use classroom phone, cell phone, or Internet to do so.
11. Control student cell phone activity (no outgoing or incoming calls).
12. If safe to do so, take attendance and document on appropriate form.
13. If safe to do so, and according to site communications protocol, contact designated ICS Command to report your Lockdown location as well as names of students/staff under your supervision.
14. Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours.

**C. IF STUDENTS ARE ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD (P.E. OR ACTIVITY CLASSES)**

1. Gather students together and organize into an orderly formation.
2. Inform students that as part of **LOCKDOWN** procedures, the class will evacuate off-campus to a pre-determined Off-Site Evacuation Location.
3. Follow pre-arranged evacuation route to evacuation location.
4. Upon arrival at the pre-arranged location, take attendance.
5. Contact designated ICS Command to report class location and any absent or missing students by 2-way radio communication, cell phone, or other agreed-upon means.
6. Maintain order in all areas of shelter or assembly. Do not release students to

- parent/guardian unless instructed by Incident Commander.
7. Wait for another action, or if **ALL CLEAR** announcement is issued, return to school buildings and normal class routine.

**D. FOR THOSE TEACHER STAFF MEMBERS WHO WORK IN AN OFFICE OR AUXILLARY SPACE**

1. Through drills and training, pre-determine and practice where staff can safely hide.
2. Designate specific individuals to take responsibility for locking doors; always assign a second and third alternate. Seek Custodian for assistance.
3. Be alert to opportunities to improve the safety of the situation (barricade the door, move off campus, respond proactively).

**Crisis Classroom Reporting Script**

Teachers,

When your room receives a phone call or text during or after a crisis or drill, please immediately report the status of your class using the following systematic format. If email is available, it can be emailed to the office per school policy.

"This is Mrs./Mr. \_\_\_\_\_ in room \_\_\_\_\_

I have \_\_\_\_\_ (number) children KNOWN ABSENT today. They are...

There are \_\_\_\_\_ (number) children OUT OF THE ROOM. (R.S., Music, Library, etc.) They are...

I have \_\_\_\_\_ (number) children who are MISSING and should be here. Their names are...

I have \_\_\_\_\_ (number) children who are EXTRA and should be in another room. Their names are...

I just counted and have a TOTAL of \_\_\_\_\_ students in my classroom right now.

I have the following OTHERS/ADULTS in my room...

# SECURE CAMPUS



**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** "Your attention please. Due to police activity in the community, please implement **SECURE CAMPUS** procedures immediately. This is a precautionary measure only." -REPEAT-

**SECURE CAMPUS** is implemented when the threat of violence or police action in the surrounding community requires precautionary measures to ensure the safety of staff and students. When a campus is in **SECURE CAMPUS** status, classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside through the duration of that event. Outer gates and other such entrance/exit points can be closed (NOT LOCKED) to deter a potential perpetrator from entering school grounds.

This response is considered appropriate for, but not limited to, the following types of emergencies:

- Potential threat of violence in the surrounding community
- Police activity in the surrounding community

A **SECURE CAMPUS** response may be elevated to **LOCKDOWN** in which case, instruction immediately ceases and students and staff follow **LOCKDOWN** procedures.

Secure Campus is a precautionary measure against the threat of potential violence in the surrounding community. Secure Campus requires locking all classroom/office/exterior building doors and closing entrance and exit points on the school's perimeter. The objective is to protect against a potential community threat coming onto campus. Secure Campus differs from Lockdown in that it allows classroom instruction to continue.

## **SECURE CAMPUS:**

- Is intended to prevent a potential community threat from entering campus
- Heightens school safety while honoring instructional time
- Requires that all exterior classroom/office doors are locked
- Requires that no one goes in or out for any reason
- Requires that students and staff remain in Secure Campus status until **ALL CLEAR** is issued by administration

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Make public address announcement. Instruct teachers and staff to immediately lock doors and remain in the classroom or secured area until further instructions are provided. <b>Example: "Your attention please. Due to police activity in the community, please implement SECURE CAMPUS procedures immediately. This is a precautionary measure only." -REPEAT-</b></li> <li>3. Instruct Office Manager/Secretary to call law enforcement non-emergency number, inform them of Secure Campus status, and gather more specific information regarding the potential threat. If information is difficult to obtain, put site administrator on the call and ask to speak with Dispatch/ Communications Supervisor.</li> <li>4. Designate assigned individual to lock all doors leading into administration building.</li> <li>5. Designate assigned individual to close (<b>NOT LOCK</b>) all entrance and exit points on the campus perimeter.</li> <li>6. Maintain heightened state of readiness in case potential community threat intensifies and school elevates response to <b>LOCKDOWN</b>.</li> <li>7. Depending on the timing of the situation, consider deactivating the passing period bells. Students and staff must remain inside as long as the threat persists.</li> <li>8. If students are out at break, recess, or lunch and situation is deemed imminent, announce <b>SECURE CAMPUS</b> status and ask that all students return to assigned classrooms immediately.</li> <li>9. If students are out at break, recess, or lunch and situation is <b>NOT</b> deemed imminent, initiate <b>SECURE CAMPUS</b> immediately upon conclusion of break.</li> <li>10. If possible, provide periodic updates to staff via public address, email, or other agreed upon means. Continue updates even if there is no change in the situation.</li> <li>11. After the emergency has been neutralized, initiate <b>ALL CLEAR</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check restrooms and lock. Direct any students found to nearest open classroom.</li> </ol>	<ol style="list-style-type: none"> <li>1. Contact school resource officer or other security personnel and provide available information.</li> <li>2. When able, alert Superintendent's office.</li> </ol>	

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
12. Through whatever means is most effective, provide parents/guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath.			

## TEACHER/STUDENT

### A. INSIDE CLASSROOM

1. Move to the door and instruct any passing students to return to assigned classroom immediately.
2. Close and lock the door.
3. Continue class instruction or activity as normal.
4. Enforce the no entrance; no exit protocol. Remain in classroom or secured area and wait for further instructions.
5. If fire alarm is activated during secure campus, remain secured. Using caution, assess the situation to determine if evacuation is warranted in the situation.
6. Be alert to the possibility that response may elevate to **LOCKDOWN**.
7. Do **NOT** call office to ask questions; Incident Command will send out periodic updates.
8. When it appears safe, report any injury and damage status to Incident Commander according to site communications protocol, utilizing Crisis Classroom Reporting Script.
9. Wait for another action, or if **ALL CLEAR** is issued, return to normal class routine.

### B. IF STUDENTS ARE ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD (P.E. OR OTHER ACTIVITY)

1. Gather students together and organize into an orderly formation.
2. Inform students that as part of **SECURE CAMPUS** procedures, the class will move immediately to a pre-determined classroom location.
3. Proceed to on-campus location as quickly as possible.
4. Once inside, take attendance to ensure all present students are accounted for.
5. By classroom phone, cell phone, walkie-talkie, or 2-way radio, contact designated ICS Command to report class location and any absent or missing students.
6. Implement all classroom policies and procedures for **SECURE CAMPUS** status.
7. Maintain order in all areas of shelter or assembly. Do not release students to parent/guardian unless instructed by Incident Commander.
8. Wait for another action, or if **ALL CLEAR** announcement is issued, return to normal class routine.

## Crisis Classroom Reporting Script

Teachers,

When your room receives a phone call or text during or after a crisis or drill, please immediately report the status of your class using the following systematic format. If email is available, it can be emailed to the office per school policy.

"This is Mrs./Mr. \_\_\_\_\_ in room \_\_\_\_\_

I have \_\_\_\_\_ (number) children KNOWN ABSENT today. They are...

There are \_\_\_\_\_ (number) children OUT OF THE ROOM. (R.S., Music, Library, etc.) They are...

I have \_\_\_\_\_ (number) children who are MISSING and should be here. Their names are...

I have \_\_\_\_\_ (number) children who are EXTRA and should be in another room. Their names are...

I just counted and have a TOTAL of \_\_\_\_\_ students in my classroom right now.

I have the following OTHERS/ADULTS in my room...



# SHELTER IN PLACE



**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** "Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill." -REPEAT-

**SHELTER IN PLACE** is a short-term measure implemented to isolate students and staff from the outdoor environment and prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

**SHELTER IN PLACE** is considered appropriate for, but is not limited to, the following types of emergencies:

- External Chemical Release
- Dirty Bomb
- Hazardous Material Spills

During a Shelter-in-Place response, the HVAC systems must be shut down to provide protection from outside air. Students and staff may freely move about inside the buildings, but no one should leave the room until directed by fire officials, law enforcement, or site administration.

## **SHELTER IN PLACE:**

- Requires that all heating, air conditioning, and ventilation systems be shut down immediately
- Requires that all pilot lights and sources of flame be extinguished
- Requires that any gaps around doors and windows be sealed
- Allows for free movement within classrooms or offices

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<p>1. Assume Incident Commander role.</p> <p>2. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</p> <p>3. Make public address announcement. Instruct students and staff to remain calm and convey reassurance that the situation is under control.</p> <p style="text-align: center;"><b>Example:</b></p> <p style="text-align: center;"><b>"Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill."</b></p> <p style="text-align: center;"><b>-REPEAT-</b></p> <p>4. Designate assigned individual to close doors and windows in administration building.</p> <p>5. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by law enforcement.</p> <p>6. Access the "Grab And Go Box" in order to provide fire officials with maps, keys, rosters, etc.</p> <p>7. Meet fire department or law enforcement at Incident Command Post.</p> <p>8. Transfer incident command to fire officials, but provide whatever assistance/information they require. Site administrator becomes part of the ICS Unified Command and is expected to remain at Incident Command Post through duration of event.</p> <p>9. If possible, provide periodic updates to staff via public address, email, or other agreed upon means. Continue updates even if there is no change in the situation.</p> <p>10. When directed by fire officials, give the <b>ALL CLEAR</b> instruction to indicate that the normal school routine can resume.</p>	<p>At Site Administrator's direction:</p> <p>1. Designate assigned individual to shut off heating or air conditioning units in administration building.</p> <p>2. Make arrangements for central HVAC shutdown, as necessary.</p>	<p>At Site Administrator's direction:</p> <p>1. Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</p> <p>2. Make public address announcement. Instruct students and staff to remain calm and convey reassurance that the situation is under control.</p> <p>3. When able, alert Superintendent's office.</p> <p>4. Implement Student Accounting procedures.</p>	

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
11. Through whatever means is most effective, provide parents/guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath.			

**TEACHER/STUDENT**

1. Immediately clear students from the halls. Stay away from all doors and windows.
2. Keep all students in the classroom until further instructions are received. Support those needing special assistance.
3. Secure individual classrooms: a) close doors and windows; b) shut down the classroom HVAC system; c) turn off fans; d) seal gaps under doors and windows with wet towels, duct tape, or other effective materials.
4. According to site protocol, implement Student/Staff Accountability procedures.
5. When it appears safe, report injury and damage status to Incident Commander according to site communications protocol, utilizing Crisis Classroom Reporting Script.
6. Wait for another action, or if **ALL CLEAR** announcement is issued, return to normal class routine.

**Crisis Classroom Reporting Script**

Teachers,

When your room receives a phone call or text during or after a crisis or drill, please immediately report the status of your class using the following systematic format. If email is available, it can be emailed to the office per school policy.

"This is Mrs./Mr. \_\_\_\_\_ in room \_\_\_\_\_

I have \_\_\_\_\_ (number) children KNOWN ABSENT today. They are...

There are \_\_\_\_\_ (number) children OUT OF THE ROOM. (R.S., Music, Library, etc.) They are...

I have \_\_\_\_\_ (number) children who are MISSING and should be here. Their names are...

I have \_\_\_\_\_ (number) children who are EXTRA and should be in another room. Their names are...

I just counted and have a TOTAL of \_\_\_\_\_ students in my classroom right now.

I have the following OTHERS/ADULTS in my room...

# EMERGENCY SITUATIONS

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The emergency situations listed below are followed by specific, established emergency response protocols. This resource should be readily available to all staff, but is primarily intended for study, training, and practice **BEFORE** an emergency actually happens.

The emergency situations outlined in this section are:

- Active Shooter
- Airplane Crash
- Animal Disturbance/Bee Swarm
- Bomb Threat
- Bus Accident
- Death of a Student or Staff
- Earthquake
- Explosion
- Fire (Off-site)
- Fire (On-site)
- Flood
- Gas Odor/Leak
- Hostage Situation
- Kidnapping
- Missing Student
- Motor Vehicle Crash
- Poisoning / Contamination
- Public Demonstration
- Severe Weather
- Student Riot
- Suicide Attempt
- Suspicious Package
- Terrorist Action
- Toxic Agent
- Weapons Possession

# ACTIVE SHOOTER

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** "LOCKDOWN, LOCKDOWN. Your attention please. We have an emergency situation. Implement LOCKDOWN procedures immediately. This is not a drill." -REPEAT-

Immediate response to a rapidly changing incident such as an active shooter is critical. In most cases, initiate **LOCKDOWN** procedures to isolate students and staff from danger or send them to a secure area. Safety and survival must always be the foremost considerations.

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Assess the situation:               <ul style="list-style-type: none"> <li>• Is the shooter in the school?</li> <li>• Has the shooter been identified?</li> <li>• Has the weapon been found and/or secured?</li> </ul> </li> <li>3. Depending on the situation, initiate <b>LOCKDOWN</b> or <b>EVACUATION</b>, as appropriate.</li> <li>4. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>5. Make public address announcement. Instruct teachers and staff to immediately lock doors and remain in classroom or secured area until further instructed.</li> <li>6. Contact school resource officer or other security personnel and provide available information.</li> <li>7. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by law enforcement.</li> <li>8. When able, alert Superintendent's office.</li> <li>9. Access the school "Grab And Go Box" in order to have ready access to maps, keys, rosters, etc.</li> <li>10. Provide whatever assistance law enforcement requires to enter the school.</li> <li>11. According to site communication plan, provide periodic updates to staff via public address, email, or other agreed upon means. Continue updates even if there is no change in the situation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Be vigilant of shooter(s); report this activity to Principal's office.</li> </ol>	<ol style="list-style-type: none"> <li>1. Call 911. Be ready to provide location, status of campus, and all available details of the situation.</li> <li>2. Notify Superintendent's office.</li> <li>3. Once the situation is neutralized, initiate automated emergency phone message regarding status of emergency including evacuation information.</li> </ol>	<ol style="list-style-type: none"> <li>1. If shooter(s) is/are observed, report to Principal's office.</li> </ol>

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<p>12. Once situation has been neutralized, initiate <b>EVACUATION</b> or <b>ALL CLEAR</b> procedures as directed by law enforcement.</p> <p>13. Instruct Office Manager/Secretary to initiate automated emergency phone message regarding status of emergency, including <b>EVACUATION</b> information if applicable.</p> <p>14. Once situation is neutralized, ensure injured students and staff members receive medical attention.</p> <p>15. According to site protocol, implement Student/Staff Accountability procedures and notify law enforcement of any missing persons.</p> <p>16. If a firearm is known to exist, do not touch it. Allow a law enforcement officer to take possession of the weapon.</p> <p>17. Keep crime scene secure.</p> <p>18. Meet law enforcement at Incident Command Post.</p> <p>19. If incident includes casualties, deploy Liaison Officer and alternate to first responder's Emergency Medical Command Post. Request victim identification and transport information. Complete tracking for School Site Incident Commander. Only Coroner, police chaplain, or other public official should deliver official notification of deceased persons.</p> <p>20. Through whatever means is most effective, provide parents/guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath.</p> <p>21. Arrange for immediate crisis counseling for students and staff.</p> <p>22. Debrief with all school staff, even if they were not present on campus during the incident.</p> <p>23. Provide informational updates to staff, students, and their families during the following few days.</p>			

**TEACHER/STUDENT**

1. If you see a person walking onto campus with a weapon, call 911 immediately, and then alert the Site Administrator or campus security.
2. If you have reason to believe there is a threat of violence on campus, but have not directly witnessed it, alert the Site Administrator or campus security immediately.
3. Follow procedures for **LOCKDOWN** or **EVACUATION** as directed by Site Administrator/Incident Commander.

**Each school site must have a plan in place for students and/or staff who are “locked out” during a LOCKDOWN. It is the responsibility of the Site Safety Team that this plan is clearly communicated and integrated into drills and training.**

**AFTER CRISIS HAS BEEN NEUTRALIZED****TEACHER/STUDENT**

1. Follow procedures for **EVACUATION** as directed by law enforcement and/or Site Administrator.
2. The **Student Release Team** will follow procedures to oversee reunification of students with parents or authorized adults.
3. If necessary the Medical Team will work with local authorities to ensure injured students and staff members receive medical attention, particularly those with minor injuries.
4. Staff assigned specific Incident Command roles will follow directives of immediate ICS supervisor.
5. All staff will participate in staff debriefings.

# AIRPLANE CRASH

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** EVACUATION or SHELTER IN PLACE as appropriate.

***EVACUATION:*** “Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” -REPEAT-

***SHELTER IN PLACE:*** "Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill." -REPEAT-

Emergency response will depend on the size of the airplane, nature of the crash, and proximity to the school. If it is safe to remain inside the building, all students should be kept in the school under supervision. The crash may also result in an explosion, chemical spill or utility interruption.

## AIRPLANE CRASHES INTO SCHOOL PROPERTY

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</li> <li>3. Determine immediate response procedures, which may include <b>EVACUATION</b> or <b>SHELTER IN PLACE</b>.</li> <li>4. Be alert to the possibility of explosion and make decisions accordingly.</li> <li>5. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by emergency personnel.</li> <li>6. Access the school "Grab And Go Box" in order to provide emergency responders with maps, keys, rosters, etc.</li> <li>7. Meet Fire Department officials at Incident Command Post.</li> </ol>		<p>At direction of Incident Commander:</p> <ol style="list-style-type: none"> <li>1. Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> </ol>	



SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
8. Transfer incident command to fire officials or law enforcement but provide whatever assistance/ information they require. Site administrator becomes part of the ICS Unified Command and must remain at Incident Command Post through duration of event. 9. Instruct Office Manager/Secretary to initiate automated emergency phone message regarding status of emergency, including <b>EVACUATION</b> information if applicable. 10. According to site protocol, implement Student/Staff Accountability procedures. Collect attendance and notify fire officials or law enforcement of any missing persons. 11. Account for all building occupants and determine extent of injuries. 12. Do not re-enter building until the authorities provide clearance to do so. 13. Begin process of counseling and recovery as appropriate.		2. Office Manager/ Secretary to initiate automated emergency phone message regarding status of emergency, including <b>EVACUATION</b> information if applicable.	

### TEACHER/STUDENT

1. Call 911 and alert Site Administrator.
2. Move students away from immediate vicinity of the crash.
3. Follow immediate response action as directed by Fire Department or Site Administrator. **EVACUATION** or **SHELTER IN PLACE**.
4. If evacuating use primary and/or alternate fire routes to a safe assembly area away from the crash scene. Locate emergency packet/materials including class roster, "Buddy" class roster, and other emergency supplies as appropriate.
5. If safe to do so, Operations Chief initiates Site Sweep Teams to ensure that all students have evacuated all buildings.
6. Once at the Evacuation Assembly Area, implement Student/Staff Accountability procedures according to site protocol.
7. Report missing students to Site Administrator/designee and emergency response personnel.
8. Maintain control of the students a safe distance from the crash site.
9. Care for the injured, if any.
10. Wait for further directives or if **ALL CLEAR** is issued, return to the building.

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

## ANIMAL DISTURBANCE / BEE SWARM

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** SHELTER IN PLACE or EVACUATION as appropriate.

***EVACUATION:*** “Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” -REPEAT-

***SHELTER IN PLACE:*** "Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill." -REPEAT-

Implement this procedure when any animal or bee swarm threatens the safety of the students and staff.

### IN THE EVENT OF AN ANIMAL DISTURBANCE PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Have staff isolate the animal.</li> <li>3. If animal is aggressive, has bitten someone, or is injured or sick, instruct Office Manager/Secretary to call 911.</li> <li>4. If the animal is outside, and is sick, injured, or in any way a threat to students, keep students inside and institute <b>SHELTER IN PLACE</b>.</li> <li>5. If the animal is inside, and is sick, injured, or in any way a threat to students, initiate <b>EVACUATE</b> to a protected area away from the animal.</li> </ol>	<ol style="list-style-type: none"> <li>1. At Site Administrator's direction, isolate the animal.</li> </ol>	<ol style="list-style-type: none"> <li>1. At Site Administrator's direction, if the animal is aggressive, has bitten someone, or is injured or sick call 911 and call Police Animal Services 760-352-2111.</li> <li>2. If the animal has caused an injury, call 911 and seek medical aid from school nurse.</li> <li>3. Notify parent/guardian and recommended health advisor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist other staff with isolating animal.</li> <li>2. Keep students away from animal.</li> </ol>

**TEACHER/STUDENT**

1. Alert Site Administrator.
2. If the animal is in any way a threat to the students or staff, and is outside, proceed with **SHELTER IN PLACE** protocol. Keep students inside.
3. If the animal is inside, and is a threat to staff or students, **EVACUATE** students to a sheltered area away from the animal.

**IN THE EVENT OF A BEE SWARM**

**PROCEDURE**

<b>SITE ADMINISTRATOR</b>	<b>CUSTODIAL STAFF</b>	<b>OFFICE STAFF</b>	<b>CAMPUS SUPERVISOR/ YARD DUTY</b>
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. If a bee swarm is identified, but bees are <b>NOT</b> aggressive, initiate procedures for <b>SHELTER IN PLACE</b> until the swarm has passed.</li> <li>3. If a bee swarm is identified and bees are aggressive, instruct Office Manager/ Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>4. Initiate procedures for <b>SHELTER IN PLACE</b>. Direct all students and staff to get inside a building immediately. A few bees will follow indoors but in a well-lit room bees will become confused and fly to windows.</li> <li>5. If bee attack is wide-spread, direct students into a large, well-lit room with high ceilings such as a cafeteria or gymnasium.</li> <li>6. Have a designated staff person available with a vacuum cleaner hose to remove any bees clinging to clothing or hair.</li> <li>7. If no vacuum with hose is available, bees may be controlled with a spray bottle filled with soap and water solution (3%-6% soap).</li> <li>8. Have nurse or health clerk available to assist stinging victims or if there are large numbers of victims, instruct Operations Chief to engage <b>Medical Team</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use provided vacuum cleaner hose to assist staff, remove bees from hair and clothing.</li> <li>2. Assist in closing open windows at Shelter in Place locations.</li> <li>3. Open gymnasium and cafeteria if necessary, and turn on all lights to create a well-lit room.</li> </ol>	<ol style="list-style-type: none"> <li>1. Office Manager/ Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow procedures for <b>SHELTER IN PLACE</b>.</li> <li>2. If Medical Team is activated, assist team at their direction.</li> </ol>

**TEACHER/STUDENT**

1. Follow procedures for **SHELTER IN PLACE**. Direct all students and staff to get inside a building immediately. A few bees will follow indoors but in a well-lit room bees will become confused and fly to windows.
2. If bee attack is wide-spread, direct students into a large, well-lit room with high ceilings such as a cafeteria or gymnasium.
3. Have a designated staff person available with a vacuum cleaner hose to remove any bees clinging to clothing or hair.
4. If no vacuum with hose is available, bees may be controlled with a spray bottle filled with soap and water solution (3%-6% soap).
5. Have nurse or health clerk available to assist stinging victims or if there are a large number of stinging victims, instruct Operations Chief to engage **Medical Team**.

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

# BOMB THREAT

**SIGNAL:** *Verbal announcement only.*

**PRE-ANNOUNCEMENT:** "Staff members, check your area." This will signal teachers and other staff to search their classroom or workspace at this time for any object that looks suspicious and would normally not be in their area. Anyone finding a suspicious object will IMMEDIATELY notify the office (within three minutes). **Do not touch or move a suspicious device.**

After staff members check their areas (within three minutes), an announcement will be made using the intercom system with specific instructions.

**ANNOUNCEMENT:** EVACUATION, LOCKDOWN, or SHELTER IN PLACE as appropriate.

***EVACUATION:*** "Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill." -REPEAT-

***LOCKDOWN:*** "LOCKDOWN, LOCKDOWN. Your attention please. We have an emergency situation. Implement LOCKDOWN procedures immediately. This is not a drill." -REPEAT-

***SHELTER IN PLACE:*** "Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill." -REPEAT-

In the event that the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the following pages to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Complete the Bomb Threat Report as soon as possible.

## **PERSON RECEIVING THREAT BY TELEPHONE:**

1. Listen. Do not interrupt caller.
2. Keep the caller on the line with statements such as "*I am sorry, I did not understand you. What did you say?*"
3. Alert another staff member to call 911.
4. Alert another staff member to notify Site Administrator immediately.
5. Complete the **Bomb Threat Checklist**.

## **PERSON RECEIVING THREAT BY MAIL, EMAIL, OR TEXT:**

1. Note the manner in which the threat was delivered, where it was found, and who found it.
2. Isolate the item and limit its handling. Written threats should be turned over to law enforcement.
3. Caution students against picking up or touching any strange objects or packages.
4. Notify Principal or Site Administrator.

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Initiate a threat inquiry to determine credibility of threat.</li> <li>3. If threat is deemed credible, instruct Office Manager/ Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</li> <li>4. Contact school resource officer or other security personnel and provide available information.</li> <li>5. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by law enforcement.</li> <li>6. Depending on the situation, initiate <b>EVACUATION</b>, <b>SHELTER IN PLACE</b>, or <b>LOCKDOWN</b> as appropriate. Be alert to the possibility of secondary devices. <b>EVACUATION</b> via a secondary route might be advisable as an extra precaution.</li> <li>7. Use the intercom or personal notification by designated persons to evacuate the threatened rooms.</li> <li>8. Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Explosive devices can be triggered by radio frequencies.</li> <li>9. Deploy ICS Safety Officer to oversee <b>EVACUATION</b>. Be alert to any suspicious objects visible along evacuation route. If necessary, direct staff and students to modify evacuation route accordingly.</li> <li>10. Do not return to school building until it has been inspected and determined safe by proper authorities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check classrooms and work areas, public areas (foyers, offices, bathrooms, and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes), and power sources (computer rooms, gas valves, electric panels, telephone panels) for any suspicious items.</li> <li>2. If suspicious item is found, make no attempt to investigate or examine object. Secure and contain area immediately.</li> <li>3. Remember to place a piece of masking tape on the outside of the door frame of each room you have checked in order to notify other searchers that the room has been checked for suspicious items.</li> </ol>	<p>At direction of Site Administrator:</p> <ol style="list-style-type: none"> <li>1. Office Manager/ Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>2. Contact school resource officer or other security personnel and provide available information.</li> <li>3. When able, alert Superintendent's office.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check classrooms, work areas, public areas (foyers, offices, bathrooms, and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes), and power sources (computer rooms, gas valves, electric panels, telephone panels) for any suspicious items.</li> <li>2. If suspicious item is found, make no attempt to investigate or examine object. Secure and contain area immediately.</li> <li>3. Remember to place a piece of masking tape on the outside of the door frame of each room you have checked in order to notify other searchers that the room has been checked for suspicious items.</li> </ol>

## SEARCH TEAM

1. If safe to do so, Operations Chief engages the Search and Rescue Team to conduct a search in advance of law enforcement.
2. Use a systematic and thorough approach to search the building and surrounding areas.
3. Place a second piece of masking tape on the outside of the door frame of each room you have checked in order to notify other searchers that the room has been double checked for suspicious items.

## TEACHER/STUDENT

1. Teachers check their classroom for any suspicious items. If suspicious item is found, make no attempt to investigate or examine object. Secure and contain area immediately.
2. Respond as directed to initiate **EVACUATION, SHELTER IN PLACE, or LOCKDOWN.**
3. Upon exiting their rooms, staff members will place a piece of masking tape on outside of door frame across from the handle as a sign to other search team members that the room has been searched quickly, and no suspicious items were observed.
4. Control all cell phone activity (no outgoing or incoming calls). No exceptions. Radio frequencies can detonate an explosive.
5. If evacuating, alter exit routes as necessary depending on the location of the suspected bomb. Be aware of the possibility of secondary devices.
6. Upon arrival at the designated evacuation site and according to site protocol, implement Student/Staff Accountability procedures. Notify the Incident Command of any missing students.
7. Wait for another action or, if **ALL CLEAR** announcement is issued, return to school buildings and normal class routine.
8. Use current Bomb Threat Checklist.

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

# BOMB THREAT CHECKLIST TELEPHONE PROCEDURES

**Time Received:**    AM/PM    **Time Concluded:**    AM/PM

- Be courteous and just listen to the caller: **DO NOT INTERRUPT THE CALLER**
- Get the attention of another person in the room and write a note saying “Call the Police-Bomb Threat”
- Caller ID message displayed on your phone \_\_\_\_\_
- Write down the exact words of the caller and threat
  
- **For Cisco phones, while in conversation – press the MORE button until you see MCID (Malicious Caller ID) then press MCID.**
- **For all non-Cisco phones, note the exact time of the call.**
- Notify a Building Administrator
  
- Try to keep the caller on the phone by asking the following questions:
  1. When will it explode? At what time?
  2. Where is it located? What floor? Room?
  3. What does it look like
  4. What type of bomb it is?
  5. What will set it off?
  6. Why are you doing this?
  7. Who are you?
  8. Are you aware that it could kill or injure innocent children and people, in addition to those you intend to hurt?

Caller’s Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Unknown \_\_\_\_\_ Approximate age \_\_\_\_\_

VOICE	SPEECH	LANGUAGE	BEHAVIOR	BACKGROUND
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Fearful	<input type="checkbox"/> General Noise
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Laughing	<input type="checkbox"/> Guns Firing
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Nervous	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machinery
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Other	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented,	<input type="checkbox"/> If Foreign,		<input type="checkbox"/> Party
<input type="checkbox"/> Smooth	Describe:	Describe:		<input type="checkbox"/> Quiet
<input type="checkbox"/> Soft				<input type="checkbox"/> Restaurant
<input type="checkbox"/> Squeaky				<input type="checkbox"/> Talking
<input type="checkbox"/> Unclear				<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Other				<input type="checkbox"/> Television
				<input type="checkbox"/> Train
				<input type="checkbox"/> Typing
				<input type="checkbox"/> Water/Wind

Name of person receiving the call: _____
Phone number threat was received on: _____
Name of possible suspect: _____



# BUS ACCIDENT

**SIGNAL:** *None.*

**ANNOUNCEMENT:** *Administration will make announcement and advise of special procedures.*

Every school should maintain a folder for each bus serving the school. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus. The teacher in charge of a special activity trip should prepare trip bus folders. One copy of the student emergency contact information should be placed in the trip folder and a second copy should accompany the teacher on the trip.

## PROCEDURE

### BUS DRIVER

1. Turn off power, ignition, and headlights. Use safety lights, as appropriate.
2. Evaluate the need for **EVACUATION**.
3. Remain with the vehicle. Notify District Transportation Office. If there are one or more students on board, notify California Highway Patrol. If there are no students, notify local law enforcement agency.

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
1. Designate a school staff representative to proceed to any medical treatment facility to which an injured student has been taken to assist parents and provide support to students, as appropriate.		1. At the Site Administrator's direction, notify Superintendent's office.	

### TEACHER/STUDENT ACTIONS AT THE SCENE:

1. Call 911, if warranted.
2. Notify Site Administrator.
3. Assist with **EVACUATION** if evacuation is necessary.
4. Implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.
5. Move all uninjured students a safe distance from the accident.
6. Document the names of all injured students and their first aid needs.

## **EARTHQUAKE DURING BUS TRIP**

### **BUS DRIVER ACTIONS:**

1. Issue **DROP, COVER, and HOLD ON** directive.
2. Stop bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees or other dangerous situations.
3. Set brake, turn off ignition and wait for shaking to stop.
4. Check for injuries and provide first aid, as appropriate.
5. Contact the school administrator and bus dispatch to report location and condition of students and the bus.
6. Do not attempt to cross bridges, overpasses, or tunnels that may have been damaged.
7. If instructed by authorities or district supervisor, continue route.
8. If heading to school, continue to pick up students.
9. If heading away from school, continue dropping off students, provided there is a responsible adult at the bus stop.
10. If it is impossible to return to school, proceed to nearest designated shelter indicated on the bus route. Upon arriving at the shelter, notify immediate supervisor.
11. Remain with students until immediate supervisor issues further throughout the emergency instructions.
12. Account for all students and staff.

## DEATH OF STUDENT OR STAFF

**SIGNAL:** *None.*

**ANNOUNCEMENT:** *Administration will make announcement and advise of special procedures.*

A student or staff member's death may be the result of a suicide, homicide, car accident, illness or other causes. It may have a profound effect on the school and may be a very difficult situation to manage.

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. If appropriate, designate for a student or staff call 911.</li> <li>2. Refer to RECOVERY section of emergency plan for complete details of Crisis Recovery.</li> <li>3. Contact the student/staff member's family or visit the home to offer condolence and support. Obtain information about the funeral/memorial service. Respect the wishes of the family.</li> <li>4. Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.</li> <li>5. Meet with front line staff/crisis team as soon as possible.</li> <li>6. Determine whether additional resources are needed and make appropriate requests.</li> <li>7. Develop a plan for notifying other students and sharing information about availability of support services. Do not use the public address system.</li> <li>8. If the death is a student's, go to each of the student's classes and notify his/her classmates in person.</li> <li>9. Schedule a staff meeting as soon as possible to share the details that are known. Review procedures for the day including notification of students, availability of support services, and the referral process for students and staff who want or need counseling support and assistance.</li> <li>10. Prepare a parent/guardian information letter and distribute it to students at the end of the day. Contact parents of those students who are affected by the crisis to determine appropriate support needed after leaving school.</li> <li>11. Offer assistance to parents of impacted students. If necessary, designate areas for crisis team/community resource persons to meet with affected students.</li> </ol>		<ol style="list-style-type: none"> <li>1. Alert the Superintendent's Office. Verify the death and obtain as much information about it as possible.</li> <li>2. If the death occurred in the evening or during a weekend, implement the staff phone tree so that all staff members are informed. Notify teachers prior to notification of students.</li> </ol>	

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
12. Make arrangements with the family to remove the student's personal belongings from the school. 13. Meet with your staff/crisis team to evaluate the response and determine what additional resources might be needed. 14. Thank all those who assisted.			

**TEACHER/STUDENT**

1. Allow students who wish to meet in counseling office or other appropriate place to do so.
2. Encourage students to report any other students who might need assistance.
3. Arrange with facilitator/counselor to individually escort each student to the counseling support site.
4. If personally affected by the loss, take advantage of the available support services as soon as possible.

# EARTHQUAKE

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** **DROP, COVER, AND HOLD ON, EVACUATION, or SHELTER IN PLACE** as appropriate.

***DROP, COVER, AND HOLD ON:*** "Attention please. This is not a drill. We are experiencing an earthquake. For your protection, follow **DROP, COVER, AND HOLD ON** procedures. Get under a table or desk, away from windows or anything that could fall and hurt you. Hold that position until the shaking stops. Do **NOT** go outside!" - REPEAT-

***EVACUATION:*** "Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill." -REPEAT-

***SHELTER IN PLACE:*** "Your attention please. We have an environmental hazard in the community and are implementing **SHELTER IN PLACE** procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill." -REPEAT-

Earthquakes strike without warning. The initial shaking is usually followed by numerous aftershocks. An earthquake and/or its aftershocks can activate alarms or sprinkler systems. After an earthquake, elevators and stairways need to be inspected for damage before they can be opened for use.

The major threat of injury during an earthquake is from falling objects, glass shards, and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves, and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. The rolling motion of the earth may be frightening, but it is not necessarily dangerous.

## PROCEDURE

### INSIDE BUILDING

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. As soon as possible after recognizing an earthquake, initiate the alarm and make a public address announcement to implement <b>DROP, COVER, AND HOLD ON</b> procedures.</li> <li>3. According to site communication protocol, collect classroom status reports. Determine extent of physical injuries and/or structural damage.</li> <li>4. Access the "Grab And Go Box" in order to chart reported injuries and/or damage on building map. Be ready to provide this chart to first responders upon their arrival.</li> <li>5. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by first responders.</li> <li>6. If safe to do so, Operations Chief directs Search and Rescue team to look for trapped students and staff. If any students and/or staff have sustained injuries or a hazardous situation is identified, call 911 immediately.</li> <li>7. Deploy ICS Safety Officer to check for fires, status of utilities, and structural and nonstructural damage. Instruct team to shut off any damaged utilities.</li> <li>8. Based on available information, decide on the need for evacuation. An <b>EVACUATION</b> should be ordered if the structural integrity of the building is in doubt. Non-structural damage would not necessarily require an evacuation.</li> <li>9. Evacuation should NEVER be automatic:               <ol style="list-style-type: none"> <li>a. There may be more danger outside the building or facility than there is inside.</li> </ol> </li> </ol>	<p>At Site</p> <p>Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Accompany ICS Safety Officer to check for fires, status of utilities and structural and nonstructural damage. Shut off any damaged utilities.</li> <li>2. If 911 is called, meet fire officials, emergency medical responders, or law enforcement at Incident Command Post. The custodian should accompany administrator to meet fire officials.</li> </ol>	<ol style="list-style-type: none"> <li>1. Call 911 to report building damage and/or suspected breaks in utility lines. At direction of principal if school must be closed, notify staff members, students, and parents and implement Student Release procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1. See TEACHER/STUDENT actions below.</li> <li>2. Report to ICP if no assigned duties.</li> </ol>

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<p>b. There may be no safe assembly area outside. There may be no clear routes to get outside, and alternate routes may need to be cleared.</p> <p>c. Before any decision is made to evacuate all or part of a school, someone must find out if there is:</p> <ul style="list-style-type: none"> <li>✓ a safe route out <b>AND</b></li> <li>✓ a safe place to assemble the students outside</li> </ul> <p>10. When able, report campus status to Superintendent's office.</p> <p>11. If 911 is called, meet fire officials, emergency medical responders, or law enforcement at Incident Command Post. The custodian should accompany administrator to meet fire officials.</p> <p>12. Post guards a safe distance away from building entrances to ensure no one re-enters.</p> <p>13. If damage is apparent, confer with District Superintendent to determine whether to close the school.</p> <p>14. <b>DO NOT RE-ENTER</b> building until it is determined to be safe by appropriate facilities inspector.</p> <p>15. If damage is significant and school closing will be of some duration, prepare for alternative learning arrangement such as portable classrooms.</p>			

**TEACHER/STUDENT**

**A. INSIDE BUILDINGS**

1. At first recognition of an earthquake, instruct students to move away from windows.
2. Initiate **DROP, COVER, AND HOLD ON** procedures. Immediately drop to the floor under desks, chairs, or tables. With back to windows, place head between knees, hold on to a table leg with one hand and cover the back of the neck with the other arm.
3. Any person in a wheelchair should shelter against an interior wall. Face away from windows, place locks on wheels, and if possible, protect head and neck with arms.
4. Move as little as possible. However, if a person is unable to find protection under sturdy furniture, direct them against an interior wall. Face away from the windows.
5. After shaking stops and it is safe to do so, check for injuries, and render first aid.
6. Do NOT move injured students, unless to do so would place students in further danger. Use buddy system to remain with injured students.

7. If shaking is significant and has caused obvious damage to the building, **EVACUATE** immediately.
8. Submit Classroom Status Report to Command Post according to site protocol.
9. Follow procedures for **EVACUATION** or **SHELTER IN PLACE** as directed by Site Incident Command.
10. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building.
11. **DO NOT** strike matches or touch any wires. Gas and electricity lines may be damaged.
12. Stay alert for aftershocks.
13. **DO NOT** re-enter building until it is determined safe to do so.

## **B. OUTSIDE BUILDINGS**

1. Find a clear spot and drop to the ground. Stay away from buildings, power lines, trees, streetlights, etc.
2. Commence **DROP AND COVER** in the **DROP, COVER, AND HOLD ON** procedures.
3. Place head between the knees; cover back of neck with arms and hands.
4. Any person in a wheelchair should find a clear spot, lock the wheels, and if possible, place head between the knees. Cover back of neck with arms.
5. Remain in place until shaking stops or for at least 20 seconds.
6. Each time an aftershock is felt, **DROP AND COVER**. Aftershocks frequently occur minutes, days, even weeks following an earthquake.
7. After shaking stops, check for injuries, and render first aid.
8. Report injury and damage status to Command Post according to site communications protocol, utilizing Crisis Classroom Reporting Script.
9. **EVACUATE** to evacuation location as directed by Site Incident Commander and/or first responders.
10. Stay alert for aftershocks.
11. Keep a safe distance from any downed power lines.
12. **DO NOT** re-enter building until it is determined to be safe.
13. Continue to follow directives of Incident Commander.

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

## **IF WALKING TO OR FROM SCHOOL**

### **STUDENT ACTIONS:**

1. Do not run.
2. Stay in the open.
3. If going to school, continue to school.
4. If going home, continue home.
5. Upon arrival at destination, be sure to find a trusted adult and follow his/her instructions.



## Crisis Classroom Reporting Script

Teachers,

When your room receives a phone call or text during or after a crisis or drill, please immediately report the status of your class using the following systematic format. If email is available, it can be emailed to the office per school policy.

"This is Mrs./Mr. \_\_\_\_\_ in room \_\_\_\_\_

I have \_\_\_\_\_ (number) children KNOWN ABSENT today. They are...

There are \_\_\_\_\_ (number) children OUT OF THE ROOM. (R.S., Music, Library, etc.) They are...

I have \_\_\_\_\_ (number) children who are MISSING and should be here. Their names are...

I have \_\_\_\_\_ (number) children who are EXTRA and should be in another room. Their names are...

I just counted and have a TOTAL of \_\_\_\_\_ students in my classroom right now.

I have the following OTHERS/ADULTS in my room...

# EXPLOSION

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** **EVACUATION** or **SHELTER IN PLACE** as appropriate.

***EVACUATION:*** “Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” -REPEAT-

***SHELTER IN PLACE:*** "Your attention please. We have an environmental hazard in the community and are implementing **SHELTER IN PLACE** procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill.” -REPEAT-

Emergency response will depend on the type of explosion (bomb, chemical lab incident, etc.) and proximity to the school. All students should be kept away from the explosion and under supervision.

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</li> <li>3. Determine whether site evacuation should be implemented. If so, sound fire alarm. This will automatically implement action to <b>EVACUATE</b> the building. <b>EVACUATION</b> may be warranted in some buildings while other buildings may require <b>SHELTER IN PLACE</b>.</li> <li>4. Ensure that Student Accounting Procedures are implemented.</li> <li>5. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by law enforcement.</li> <li>6. When able, alert Superintendent's office.</li> <li>7. If warranted and safe to do so, Operations Chief directs Search and Rescue team to look for trapped students and staff. If any students and/or staff have sustained injuries or a hazardous situation is identified, call 911 immediately.</li> </ol>	<ol style="list-style-type: none"> <li>1. Shut down gas and electrical service to affected buildings.</li> <li>2. Direct emergency vehicles.</li> </ol>	<p>At the direction of Site Administrator:</p> <ol style="list-style-type: none"> <li>1. Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</li> <li>2. Make <b>EVACUATION</b> or <b>SHELTER IN PLACE</b> announcement.</li> <li>3. Implement Student Accounting procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1. See TEACHER/STUDENT actions below.</li> </ol>

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>8. If safe to do so, Safety Officer secures the area to prevent unauthorized access until the Fire Department arrives.</li> <li>9. Be alert to secondary explosions. If a gas leak is detected, Search and Rescue Team shuts down main gas supply.</li> <li>10. Post guards a safe distance away from building entrances to ensure no one re-enters.</li> <li>11. Access the school "Grab And Go Box" in order to provide emergency responders with maps, keys, rosters, etc.</li> <li>12. Meet fire officials or law enforcement at Incident Command Post.</li> <li>13. Transfer incident command to fire officials but provide whatever assistance/information they require. Site administrator becomes part of the ICS Unified Command and is expected to remain at Incident Command Post through duration of event.</li> <li>14. Notify emergency response personnel of any missing students.</li> <li>15. Determine if Student Release procedures should be implemented. If so, notify staff, students, and parents.</li> <li>16. If damage requires the school to be closed, notify parents and staff of school status and alternate site for classroom instruction. Do not return to the school building until it has been inspected and determined safe by proper authorities.</li> </ol>			

**TEACHER/STUDENT**

1. At the sound of an explosion, immediately direct students to turn away from the windows and **DROP, COVER, AND HOLD ON**.
2. Check for injuries and render first aid.
3. If explosion occurs inside the classroom or classroom block, **EVACUATE** to outdoor assembly area immediately.
4. Do not move injured students, unless to do so would place students in further danger. Use buddy system to remain with injured students.
5. If directive is to **EVACUATE** follow all **EVACUATION** procedures.
6. Do not stop to collect belongings. Leave the door unlocked.
7. Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.
8. Do not return to the building until emergency response personnel determine it is safe to do so.
9. If explosion occurs in the surrounding area, initiate procedures for **SHELTER IN PLACE** and wait for further instructions. Keep students at a safe distance from site of the explosion.

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

## FIRE (OFF-SITE)

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** EVACUATION or SHELTER IN PLACE as appropriate.

***EVACUATION:*** “Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” -REPEAT-

***SHELTER IN PLACE:*** "Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill." -REPEAT-

A fire in the surrounding community can threaten school buildings and endanger students and staff. Response actions are determined by location and size of the fire, its proximity to the school, and the likelihood that it may endanger the school community.

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Contact local fire department (call 911) to determine the correct action for school site.</li> <li>3. If necessary, begin <b>EVACUATION</b> or <b>SHELTER IN PLACE</b> procedures. If needed, contact bus dispatch for transportation by bus to evacuation location.</li> <li>4. Direct Operations Chief to engage the Search and Rescue team in order to ensure that all students and staff safely evacuated the building.</li> <li>5. Monitor radio stations and other public information sources for current status reports.</li> <li>6. Determine if Student Release should be implemented. If so, notify staff, students, and parents.</li> </ol>			

## TEACHER/STUDENT

1. If students are to be evacuated, implement Student/Staff Accountability procedures before leaving the building site.
2. Follow all procedures for **EVACUATION**.
3. Do not stop to collect belongings. Leave the door unlocked.
4. Stay calm. Maintain control of the students at a safe distance from the fire and firefighting equipment.
5. Remain with students until the building has been inspected and it has been determined safe to return.
6. If directive is to implement **SHELTER IN PLACE**, gather students inside and close windows and doors. Wait for further instructions.

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

## FIRE (ON-SITE) WITHIN SCHOOL BUILDING

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** “Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” -REPEAT-

An on-site fire necessitates quick and decisive action to prevent injuries and further spread of fire. Before opening any door, listen for any disturbance outside that would suggest the fire alarm is intentionally false. Classroom doors should remain unlocked upon evacuation. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and staff should be instructed to crawl along the floor close to walls to enable easier breathing and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires extinguished on-site by school staff, regardless of size, require that the Fire Department be notified.

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Sound the fire alarm to implement <b>EVACUATION</b> of the building.</li> <li>3. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by emergency personnel.</li> <li>4. When able, alert Superintendent's Office.</li> <li>5. Access the school "Grab And Go Box" in order to provide emergency responders with maps, keys, rosters, etc.</li> <li>6. Transfer incident command to fire officials but provide whatever assistance/information they require. Site administrator becomes part of the ICS Unified Command and is expected to remain at Incident Command Post through duration of event.</li> <li>7. Deploy ICS Safety Officer to ensure that access roads are kept open for emergency vehicles.</li> <li>8. To ensure that all students and staff have left the building and to check for injuries, direct Operations Chief to engage the Search and Rescue team.</li> </ol>	<ol style="list-style-type: none"> <li>1. Meet fire officials or law enforcement at Incident Command Post.</li> </ol>	<p>At Site Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Office Manager/ Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> </ol>	<ol style="list-style-type: none"> <li>1. See TEACHER/ STUDENT actions below.</li> </ol>

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
9. If necessary, direct Operations Chief to engage Medical Team to attend to students and staff needing medical attention. 10. If necessary, notify bus dispatch to assist with off-site evacuation. 11. Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.			

**TEACHER/STUDENT**

1. When the fire alarm sounds, the teacher should **“immediately prepare”** students to **EVACUATE** the classroom in accordance with evacuation routes.
2. The teacher is not required to immediately evacuate students from the classroom. The teacher may consider the possibility of other threats prior to evacuating students and may briefly delay evacuation while making this determination.
  1. If the teacher determines there is a threat outside other than fire, the teacher and students should take appropriate actions and consider an alternative response such as **LOCKDOWN** procedures within the classroom;
  - OR**
  2. If the teacher determines fire is the most likely cause for the alarm and it is safe to exit, the teacher should immediately **EVACUATE** the classroom.  
(Continue with procedure below)
3. Upon alarm or notification from Administration, staff members will move to doorways and determine if it is safe to exit the room or building (**FEEL, LISTEN, LOOK, SNIFF FOR SMOKE**). Place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire.
4. Before opening any door, listen for any disturbance outside that would suggest the fire alarm is intentionally false.
5. When confident students may safely exit, move the students to the nearest appropriate exit and proceed to the outside assembly area.
6. The teacher should bring their class roster and emergency response procedures (red booklet and/or app) when evacuating.
7. Leave lights on and doors closed but unlocked.
8. All doors leading to the fire should be closed.
9. If the area is full of smoke, students and staff should be instructed to crawl along the ground close to walls to enable easier breathing and to provide direction.
10. Do not re-enter the area for belongings.
11. Maintain control of the students at a safe distance from the fire and firefighting equipment.
12. Take roll when you have reached your designated evacuation area.
13. Maintain supervision of students in the designated evacuation area until the Fire Department determines it is safe to return students to the school building.



Note: All fires extinguished on-site by school staff, regardless of size, require the Fire Department notification.

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

# **SCHOOL EVACUATION ROUTES AND PROCEDURES**

It shall be the custodian's responsibility to unlock all gates that are to be used by the evacuees.

Throughout every evacuation off campus it shall be the staff's responsibility to assure all evacuees obey the rules of the road. Evacuees shall utilize crosswalks, sidewalks, electric signal lights, and all other traffic signage.

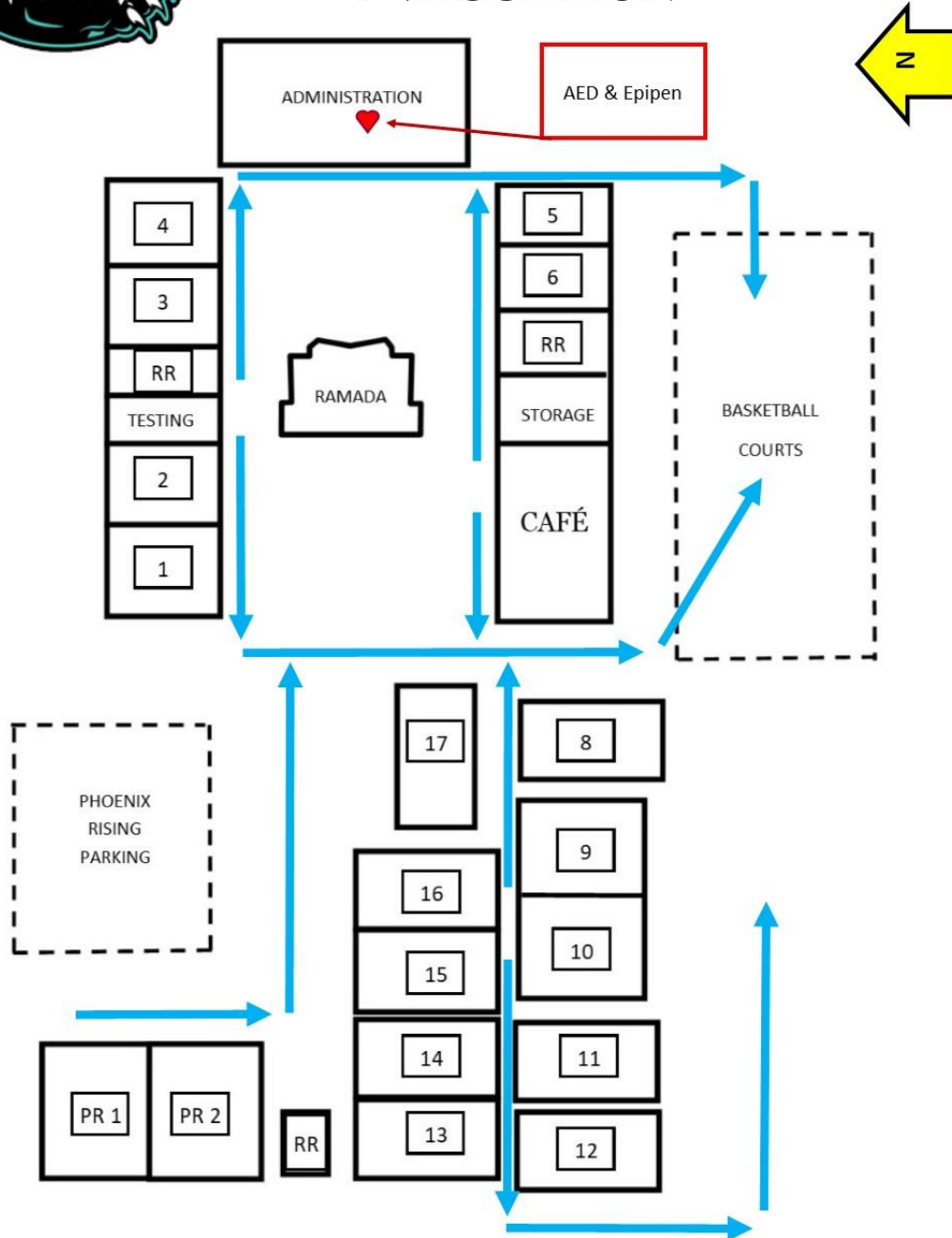
## **Evacuating Special Needs Students**

If applicable, at the beginning of each school year, instructors of Special Needs Students are expected to meet with School Administration to establish a current census and submit appropriate strategies to perform the Immediate Action Responses found in this document, as well as establish what assistance (in addition to assigned aides) may be required. This plan should be kept on file in both the School Administrative Office and the affected classrooms.

# Fire Drill / On-Site Evacuation Diagram



## DESERT OASIS/PHOENIX RISING EVACUATION



**ON SITE EVACUATION:** Upon alarm or notification from Administration, staff members will move to doorways and determine if it is safe to exit the room or building (FEEL, LISTEN, LOOK, SNIFF FOR SMOKE). When confident students may safely exit, move the students to the nearest appropriate exit and proceed to the outside assembly area. Leave lights on and doors closed but unlocked.

## **Primary Off-Site Evacuation Location**

Next door at the District Office

## Secondary Off-Site Evacuation Location



# DESERT OASIS/PHOENIX RISING EVACUATION TO STARK FIELD



**PRIMARY ROUTE (Solid Arrows):** At the direction of staff, students will walk west on Ross to 4th Street. Using the crosswalk, students will walk north to Stark field parking to stage for bus transportation to either Central or Southwest High.

**SECONDARY ROUTE (Dotted Arrows):** At the direction of staff, students will assemble on the south side of Ross at 3rd Street. Staff members will flag down and stop traffic for students to cross as a group, then walk north on 3rd and west on Vine to Stark field parking to stage for bus transportation to either Central or Southwest High.

# FLOOD

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** **EVACUATION** or **SHELTER IN PLACE** as appropriate.

***EVACUATION:*** “Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” **-REPEAT-**

***SHELTER IN PLACE:*** "Your attention please. We have an environmental hazard in the community and are implementing **SHELTER IN PLACE** procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill.” **-REPEAT-**

Flooding can threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of the failure of a dam or levee. If the school site lies within the hazard zone of a dam or levee, contact local water or dam authorities for further emergency preparedness strategies.

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Assess the situation:               <ol style="list-style-type: none"> <li>a. Does flood water threaten student/staff safety on campus?</li> <li>b. Does flood water threaten major transportation routes to and from school?</li> </ol> </li> <li>3. If the threat of flood water presents a real danger to the school campus, initiate <b>EVACUATION</b> procedures.</li> <li>4. If the threat of flood water presents a real danger to the surrounding community and/or transportation routes, initiate <b>SHELTER IN PLACE</b> procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1. In the event of <b>EVACUATION</b>, as directed by the ICS Safety Officer, turn off utilities at the main switches or valves. Disconnect electrical appliances. Do not touch electrical equipment if wet, or standing in water.</li> </ol>	<p>At Site</p> <p>Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</li> <li>2. Notify local law enforcement of intent to <b>EVACUATE</b> and jointly determine the safest evacuation route given the circumstances.</li> </ol>	

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>5. In the event of <b>EVACUATION</b>, direct ICS Safety Officer to turn off utilities at the main switches or valves. Disconnect electrical appliances. Do not touch electrical equipment if wet or standing in water.</li> <li>6. Access the school "Grab And Go Box" in order to provide emergency responders with maps, keys, rosters, etc. for possible rescue action.</li> <li>7. Meet emergency responders at Incident Command Post.</li> <li>8. Transfer incident command to fire officials or law enforcement but provide whatever assistance/information they require. Site administrator becomes part of the ICS Unified Command and must remain at Incident Command Post through duration of event.</li> <li>9. Implement Student/Staff Accountability procedures according to site protocol and notify fire officials or law enforcement of any missing persons.</li> </ol>		<ol style="list-style-type: none"> <li>3. When able, alert Superintendent's office to site status.</li> <li>4. In the event of <b>EVACUATION</b>, Office Manager/Secretary to initiate automated emergency phone message regarding status of emergency, including <b>EVACUATION</b> information, if applicable.</li> </ol>	

**TEACHER/STUDENT**

1. Follow Site Administrator's directive to **EVACUATE** or **SHELTER IN PLACE**. Implement appropriate procedures.
2. Remain with and supervise students throughout the duration of the incident.
3. Do not walk through moving water. Six inches of moving water can cause a fall. If walking in water is unavoidable, walk where the water is not moving. Use a stick to check the firmness of the ground.
4. Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
5. In the event of **EVACUATION**, as directed by the Operations Chief to engage Search and Rescue team to ensure that all students/staff have safely evacuated. Account for all building occupants and determine extent of injuries.
6. Upon arrival at the safe site, implement Student/Staff Accountability procedures. Report any missing students to principal/site administrator and emergency response personnel.
7. Do not return to school building until it has been inspected and determined safe by authorities.

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

### **AFTER A FLOOD**

1. Stay out of any building if it is surrounded by floodwaters.
2. Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
3. Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are serious health hazards
4. Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.

### **BUS DRIVER ACTIONS**

1. If evacuation is by bus, do not drive through flooded streets and/or roads. Do not cross bridges, overpasses, or tunnels that may be damaged by flooding.
2. If floodwaters rise around the vehicle, and it is safe to do so, quickly evacuate all passengers and walk to higher ground.



## GAS ODOR/LEAK

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** (If needed) **“Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” -REPEAT-**

All school personnel, including cafeteria managers and custodians, shall immediately report any gas odor or suspected gas leak to the Principal/Site Administrator.

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. If gas leak is inside the building, evacuate immediately.</li> <li>2. If it is safe to do so, deploy ICS Safety Officer to shut off gas at the main shut-off station. Individual should be accompanied by Custodian.</li> <li>3. Notify utility company.</li> <li>4. Consult with utility company and fire personnel to determine next steps.</li> <li>5. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</li> </ol>	<ol style="list-style-type: none"> <li>1. If it is safe to do so, deployed ICS Safety Officer should be accompanied by custodian to shut off gas at the main shut-off station.</li> </ol>	<p>At Site Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</li> </ol>	

### TEACHER/STUDENT

1. If a gas odor is detected, notify Site Administrator or security personnel immediately.
2. Move students from immediate vicinity of danger.
3. Do not turn on any electrical devices such as lights, computers, fans, etc.
4. If **EVACUATION** is ordered, follow all appropriate procedures.

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

# SCHOOL UTILITY & SECURITY LOCATIONS

## **Security Cameras:**

There are 34 cameras on campus, in the Admin Building, Cafeteria, and exterior areas. Cameras are viewable in the Principal's office, School Secretary's office, and the Community Liaison office.

## **Location of Incident Command Post:**

Conference room in the School Office

## **Secondary Location of Incident Command Post:**

Room 17

# Utility Locations

## **Location of HVAC circuit breakers or shut-off:**

Administration – Electrical room by north exit  
Cafeteria – Refrigerator room  
South Wing – Electrical room (exterior door)  
North Wing – Electrical room (exterior door)  
Rooms 9 & 10 – Main breaker on exterior back wall  
Rooms 11 to 14 – Breaker box on interior back wall  
Room 15 – Exterior north wall by HVAC units  
Rooms 16 & 17 – Breaker box on interior back wall  
Phoenix Rising Classrooms – Breaker box on interior back wall  
Phoenix Rising Restrooms – Breaker box in utility room

In the event of a true environmental threat, the only certain way to immediately shut off all HVAC will be to throw the Electrical Grand Main switch.

## **Location of water shut-off:**

Main at utility cage at the northeast corner of the basketball courts.  
There are also two subterranean valves – one at 3<sup>rd</sup> Street just south of the drop-off entrance, the other on the east side of the northeast corner of the Admin Building.

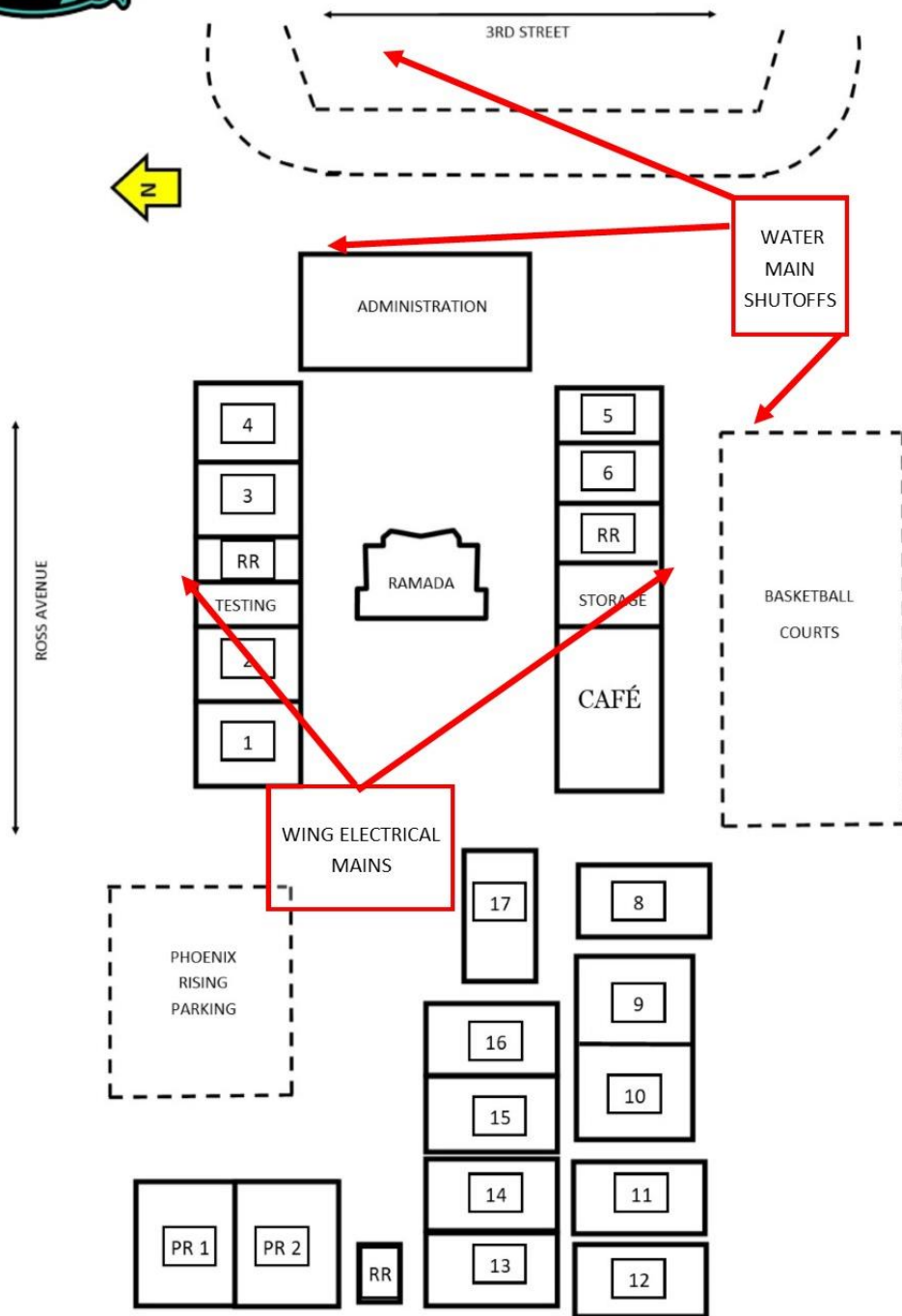
## **Location of main electrical shut-off:**

North and South Wing Electrical Rooms (exterior doors)

# Utility Location Map



## DESERT OASIS/PHOENIX RISING UTILITIES



# HOSTAGE SITUATION

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** "LOCKDOWN, LOCKDOWN. Your attention please. We have an emergency situation. Implement LOCKDOWN procedures immediately. This is not a drill." -REPEAT-

A hostage situation may unfold rapidly and unpredictably. An event may range from a single perpetrator with a single hostage to several perpetrators with many hostages. Actions by school staff will be limited pending arrival of law enforcement. Because of the possible presence of weapons and potential for violence, the immediate response is very similar to ACTIVE SHOOTER. It is the responsibility of law enforcement to bring the situation to a successful conclusion. When as much of the school has been evacuated as can be accomplished, school staff should focus on communicating with parents, providing support to law enforcement as needed, and initiating counseling for students.

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation:               <ol style="list-style-type: none"> <li>a. Number of hostage takers and description</li> <li>b. Types of weapons being used</li> <li>c. Number and names of hostages</li> <li>d. Any demands or instructions the hostage taker has given</li> <li>e. Description of the area</li> </ol> </li> <li>3. Instruct an additional staff member to contact school resource officer or other security personnel.</li> <li>4. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by law enforcement.</li> <li>5. Protect building occupants before help arrives by initiating a <b>LOCKDOWN</b>.</li> <li>6. Access the school "Emergency Box" in order to provide law enforcement with maps, keys, rosters, etc.</li> <li>7. Meet law enforcement at Incident Command Post.</li> <li>8. Ensure injured students and staff members receive medical attention.</li> </ol>		<ol style="list-style-type: none"> <li>1. Lock all doors leading into administration building.</li> <li>2. When able, alert Superintendent's office.</li> <li>3. At the direction of the Site Administrator, initiate emergency phone message for parents.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow <b>LOCKDOWN</b> procedures.</li> </ol>

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
9. Immediate information regarding Student/Staff Accountability is particularly crucial in a hostage situation. Accelerate this process to help confirm number and identification of hostages. 10. Provide recovery counseling for students and staff.			

**TEACHER/STUDENT**

1. If you see a person walking onto campus with a weapon, call 911 immediately and then alert the Site Administrator.
2. If you have reason to believe there is a threat of violence on campus, but have not directly witnessed it, alert the Site Administrator or campus security immediately.
3. Follow procedures for **LOCKDOWN** as directed by Site Incident Command and/or law enforcement.
4. Provide first aid for victims, if needed.
5. Maintain order in assembly area or shelter and await further direction from law enforcement.
6. Assist police officers as requested. Provide identity, location, and description of individual and weapons.

**STAFF AND STUDENTS IN THE PRESENCE OF AN ARMED INTRUDER**

1. Staff should set the example by doing anything possible for students and staff members to survive.
2. If gunfire starts, students and staff should seek cover or run in a zigzag pattern for an exit.
3. Do not initiate a conversation or try to persuade the intruder to leave. **DO NOT** be confrontational.
4. If the intruder directly addresses an individual, that individual should answer.
5. Be alert to a possible law enforcement action.
6. If law enforcement enters the room, be prepared to drop to the floor and direct students to do the same. Remain still until law enforcement instructs otherwise. Listen for commands and obey them.

# KIDNAPPING

**SIGNAL:** *None.*

**ANNOUNCEMENT:** *Administration will make announcement and advise of special procedures.*

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Verify information with the source of the abduction report.</li> <li>2. Call 911 to contact law enforcement; provide suspect information to the police, if known.               <ul style="list-style-type: none"> <li>• Height</li> <li>• Weight</li> <li>• Hair color</li> <li>• Clothing</li> <li>• Vehicle type, color, and license plate number</li> <li>• Direction of travel</li> </ul> </li> <li>3. Direct appropriate staff to check any surveillance systems for images of kidnapping.</li> <li>4. Contact school resource officer or other security personnel and provide available information.</li> <li>5. Provide a picture and complete information on the student: name, age, description, home address, emergency contact information, and custody information if known (Emergency Protective Order, Domestic Violence Order).</li> <li>6. Contact the parents/guardian of the involved student and establish a communication plan with them.</li> <li>7. Obtain the best possible witness information. Direct appropriate staff member to review video.</li> <li>8. Conduct a thorough search of the school/campus/bus.</li> <li>9. Relay all known and current information to police, parents, and essential school staff.</li> <li>10. When the child is found, contact all appropriate parties as soon as possible.</li> </ol>		<ol style="list-style-type: none"> <li>1. At the Site Administrator's direction, assist staff as needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintain security perimeter around area of abduction.</li> </ol>

## TEACHER/STUDENT

1. Notify site administrator, provide essential details:
  - a. Name and description of the student
  - b. Description of the suspect
  - c. Vehicle information
2. Move students away from the area of abduction.

## MISSING STUDENT

**SIGNAL:** *None.*

**ANNOUNCEMENT:** *Administration will make announcement and advise of special procedures.*

If a student is missing, organize a search of the school immediately. If at any point the missing child is found, inform all those involved that the student is no longer missing.

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. After an initial search confirms that a student is unaccounted for, call 911.</li> <li>2. Contact school resource officer or other security personnel and provide available information.</li> <li>3. Conduct an immediate search of the school campus/bus, as appropriate.</li> <li>4. Appoint staff to surveillance points, ask staff to note license plate numbers and look for any unusual activity.</li> <li>5. Gather information about student to provide to law enforcement authorities:               <ol style="list-style-type: none"> <li>a. Photo</li> <li>b. Home address and parent contact numbers</li> <li>c. Class schedule</li> <li>d. Special activities</li> <li>e. Bus route/walking information</li> </ol> </li> <li>6. Notify parents/guardians if the student is not found promptly.</li> <li>7. Ensure that all parties who know the student or have participated in the search are available to speak with police when they arrive.</li> <li>8. When the child is found, contact all appropriate parties as soon as possible.</li> <li>9. Arrange for counseling of students, as needed.</li> <li>10. Check any surveillance cameras of campus for images of missing student.</li> </ol>	<p style="text-align: center;">At Site Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Assist staff as needed.</li> <li>2. Check restrooms and any other secured areas for student.</li> </ol>		<ol style="list-style-type: none"> <li>1. Review outer fields and open areas for student.</li> </ol>



## **TEACHER/STUDENT**

### **A. On Campus**

1. Confirm that student attended school that day. Notify Site Administrator.
2. Provide description of the student, including height, weight, clothing worn that day, backpack, where last seen and when.
3. Check classroom for missing student.

### **B. Off Campus Activity**

1. Confirm student attended activity.
2. Check with other students, staff, and chaperones regarding whereabouts.
3. Notify Site Administrator.
4. Check immediate area and keep remaining students together at an appropriate location. (Example: conference room, bus, etc.)
5. Notify local law enforcement.

## MOTOR VEHICLE CRASH

**SIGNAL:** *None.*

**ANNOUNCEMENT:** *Administration will make announcement and advise of special procedures.*

A motor vehicle crash may result in a fuel or chemical spill on school property and may cause a utility interruption.

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander Role.</li> <li>2. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>3. Engage Safety Officer to assist with emergency management.</li> <li>4. Arrange for first aid treatment and removal of injured occupants from building.</li> <li>5. Account for all building occupants and determine extent of injuries.</li> <li>6. When able, alert Superintendent's office.</li> </ol>	<ol style="list-style-type: none"> <li>1. If there is damage to any building, turn off gas and electrical to the building.</li> <li>2. Direct emergency vehicles.</li> </ol>	<ol style="list-style-type: none"> <li>1. Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>2. Notify parents of involved student(s).</li> </ol>	<ol style="list-style-type: none"> <li>1. Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive.</li> <li>2. Ensure that students and staff remain at a safe distance from the crash.</li> </ol>

### TEACHER/STUDENT

1. Notify Site Administrator.
2. Move students away from immediate vicinity of the crash.
3. If necessary, **EVACUATE** students to a safe assembly area away from the crash scene. If possible, take classroom emergency materials including class roster and staff ID.
4. At Principal's direction, implement Student/Staff Accountability procedures.
5. Report missing students to the Principal/designee and emergency response personnel.
6. Care for the injured, if any.
7. Escort students back to the school site once emergency response officials have determined it is safe to return to the building.

## POISONING/CONTAMINATION

**SIGNAL:** *None.*

**ANNOUNCEMENT:** *Administration will make announcement and advise of special procedures.*

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or other credible suspicion of possible food/water contamination. Indicators of contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illnesses.

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Command Role.</li> <li>2. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>3. Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.</li> <li>4. Provide staff with information on possible poisonous materials in the building.</li> <li>5. Confer with Department of Health and Human Services before the resumption of normal school activities.</li> <li>6. Prepare information for parents and community regarding the emergency, what happened, the manner of emergency response, and the plan for return to school.</li> </ol>		<ol style="list-style-type: none"> <li>1. Maintain a log of affected students and staff, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.</li> <li>2. Establish a list of potentially affected students and staff and provide to responding authorities.</li> <li>3. Dial 911. Be prepared to provide a numbered account of sick persons.</li> <li>4. When able, alert Superintendent's office.</li> </ol>	

### TEACHER/STUDENT

1. Call the Poison Center Hotline 1-800-222-1222.
2. Alert Site Administrator.
3. Administer first aid as directed by poison information center.
4. Seek additional medical attention as needed. Be prepared to provide a numbered account of sick persons.

## PUBLIC DEMONSTRATION

**SIGNAL:** *None.*

**ANNOUNCEMENT:** *Administration will make announcement and advise of special procedures.*

When an advance notice of a planned protest is given, inform staff, local law enforcement, and parent community.

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/YARD DUTY
<ol style="list-style-type: none"> <li>1. Obtain information on when, why, and how many people are expected. Identify the spokesperson for the group.</li> <li>2. Contact local law enforcement and coordinate an event management plan.</li> <li>3. Notify staff of the planned demonstration.</li> <li>4. Notify parents of the planned demonstration.</li> <li>5. Direct Liaison Officer to collaborate with law enforcement, media, and possibly the demonstrating group.</li> <li>6. Designate a staff member to handle incoming calls during the demonstration.</li> <li>7. Designate areas where demonstrators can set up without affecting the operation of the school.</li> <li>8. Consider delaying student release time to minimize contact between students and demonstrators.</li> <li>9. Notify district transportation and alert as to any possible impact buses may encounter arriving at or departing from the school.</li> </ol>	<ol style="list-style-type: none"> <li>1. Lock outer gates and any other entrance/exit points.</li> <li>2. Outer gates that are away from protestors can be left unlocked.</li> </ol>		<ol style="list-style-type: none"> <li>1. Assist custodian in locking outer gates.</li> <li>2. Maintain surveillance of protestors. Report to Principal any attempted breach of entry onto school campus.</li> <li>3. Escort persons leaving and arriving via unlocked gate.</li> <li>4. Direct any students attempting to leave the campus to return.</li> <li>5. Do not attempt to physically stop a student who chooses to leave campus. Simply note student's name and report to Site Administrator for disciplinary follow up.</li> </ol>

### TEACHER/STUDENT

1. Maintain school and classroom expectations for academic engagement and behavior.
2. Clearly explain to students that they are to remain on campus as usual and remind them of key aspects of discipline and attendance policy.
3. Do not attempt to physically stop a student who chooses to leave campus. Simply note student's name and report to Site Administrator for disciplinary follow up.

## SEVERE WEATHER

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT: EVACUATION, SHELTER IN PLACE, or DROP, COVER, AND HOLD ON** as appropriate.

***EVACUATION:*** “Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” -REPEAT-

***SHELTER IN PLACE:*** "Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill." -REPEAT-

***DROP, COVER, AND HOLD ON:*** "Attention please. This is not a drill. For your protection, follow DROP, COVER, AND HOLD ON procedures. Get under a table or desk, away from windows or anything that could fall and hurt you. Hold that position until otherwise directed. Do NOT go outside!" - REPEAT-

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Determine immediate response procedures, which may include <b>EVACUATION</b> or <b>SHELTER IN PLACE</b> or <b>DROP, COVER, AND HOLD ON</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Be alert for signs of heat exhaustion, heat stroke, and/or hypothermia in students and staff members.</li> </ol>	<ol style="list-style-type: none"> <li>1. Be alert for signs of heat exhaustion, heat stroke, and/or hypothermia in students and staff members.</li> </ol>	<ol style="list-style-type: none"> <li>1. Be alert for signs of heat exhaustion, heat stroke, and/or hypothermia in students and staff members.</li> <li>2. Assist with moving students to shelter as needed.</li> </ol>

### TEACHER/STUDENT

1. Follow immediate response action as directed by Site Administrator. **EVACUATION, SHELTER IN PLACE, or DROP, COVER, AND HOLD ON.**
2. If outdoors, stop all activities and seek shelter. If possible, avoid assembling or seeking shelter in gymnasiums, auditoriums or other structures with large, open roof spans.

3. Assemble in windowless rooms or hallways located in the center of the building on the ground.
4. Close doors, windows and blinds.
5. If weather becomes severe enough, crawl under a sturdy table or desk and close eyes, clasp hands behind neck, and cover ears and head with forearms.
6. Report wet or broken electrical lines. Be aware of hazardous debris and contaminated food and water.

As soon as thunder is heard (not when the rain begins), outdoor activities should be stopped. Outdoor activities should not be resumed until the storm has passed and thunder is no longer audible (approximately 5-10 minutes after thunder is last heard).

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

### **Storm, Tornado, Extreme Wind**

- If outdoors, stop all activities and seek shelter. If possible, avoid assembling or seeking shelter in gymnasiums, auditoriums or other structures with large, open roof spans.
- Assemble in windowless rooms or hallways located in the center of the building on the ground.
- Close doors, windows, and blinds.
- If weather becomes severe enough, crawl under a sturdy table or desk and close eyes, clasp hands behind neck, and cover ears and head with forearms.
- Report wet or broken electrical lines. Be aware of hazardous debris and contaminated food and water.

As soon as thunder is heard (not when the rain begins), outdoor activities should be stopped. Outdoor activities should not be resumed until the storm has passed and thunder is no longer audible (approximately 5-10 minutes after thunder is last heard).

It might be best to hold classes beyond regular dismissal time until the severe weather threat has passed. Likewise, at the end of the school day, students may need to be held from boarding buses until the danger has passed. Consider the amount of time it will take students to get safely home and how much time is expected before the storms are expected to impact the district.

After a tornado or severe thunderstorm, it might be necessary to shut off the gas and electric supply to the building.

The safest locations within the school include: locations away from windows; small, interior rooms, bathrooms, and windowless, interior hallways away from exterior doors; interior load-bearing walls; the lowest levels of the school if school has more than one story.

### Bus driver actions in tornadoes

Never attempt to outrun a tornado. If you have time to get to a well-constructed building where you can unload students, do so as quickly as possible. Move them into the interior or basement of the building, away from windows and doors. If no safe building is available, look for a ditch or low-lying area (preferably without water). Make sure the bus is parked downwind from the location you have selected. Unload the students to the low-lying area and have them drop and cover with hands clasped over their heads. It is no longer deemed safe to shelter in highway underpasses.

### Extreme Cold

- Dress in several layers of warm, loose-fitting clothing.
- Stay indoors, stay dry and conserve heat.
- Close off unneeded rooms; cover windows with blankets; stuff towels in cracks under doors.
- Stay awake, but avoid exertion; and as you sit, keep moving arms and legs to improve circulation.
- Eat well-balanced meals. Drink warm, sweet beverages to maintain body temperature. Do not drink alcoholic beverages, which will cause your body to lose heat more rapidly.
- Be careful of the potential hazards of space heaters, fireplaces, and candles. Never use a charcoal grill indoors. Ensure adequate ventilation if using a propane gas camp stove or heater indoors.
- Recognize the symptoms of hypothermia: shivering/exhaustion, confusion, fumbling hands, memory loss or slurred speech, drowsiness, bright red/cold skin, loss of consciousness. If any symptoms are present, take the person's temperature and begin warming the person: offer warm beverages; remove any wet clothing; warm the center of the body first; use skin-to-skin contact; wrap the entire body in blankets, including head and neck. Also administer CPR if the person is not breathing, even if there is no pulse.

**Bus driver actions:** Look for symptoms of hypothermia and frostbite.

### Extreme Heat

- Wear light-colored clothing and take advantage of shade and air conditioning whenever possible.
- Limit outdoor activities and drink lots of water or other non-alcoholic and caffeine-free beverages.
- Be aware of the symptoms of heat emergencies (i.e. heat cramps or muscle cramps). Get the person to a comfortable position in a cooler place. Lightly stretch the affected muscle. Give half glass of non-alcoholic, caffeine-free liquid every 15 minutes - drink slowly.
- Heat exhaustion: cool, moist, pale or flushed skin; heavy sweating; headache; nausea or vomiting; dizziness or exhaustion. Body temperature will be near normal. Get the person to a comfortable position in a cooler place. Remove or loosen clothing and apply cool, wet cloths to the entire body. If the person is conscious, give half glass of non-alcoholic, caffeine-free liquid every 15 minutes - drink slowly. Watch carefully for changes in condition.
- Heat stroke symptoms: Hot, red skin; changes in consciousness; rapid, weak pulse; and rapid, slow breathing. Body temperature can be very high. Skin may be wet or dry.

**Bus driver actions:** Look for symptoms of heat exhaustion.

# STUDENT RIOT

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** "LOCKDOWN, LOCKDOWN. Your attention please. We have an emergency situation. Implement LOCKDOWN procedures immediately. This is not a drill." -REPEAT-

When the conduct of an assembly of students threatens the safety and security of the school community and/or school property, follow the protocol for "Student Riot." Students who participate in a riot on campus should be informed that they will be suspended or possibly arrested if they do not comply with instructions.

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Notify school resource officer or campus security.</li> <li>3. If situation is judged to be beyond the scope of the school resource officer, instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>4. Initiate <b>LOCKDOWN</b>, if warranted. Alert all site administrators about the incident.</li> <li>5. Clearly communicate to all students (via announcement or bullhorn), in the presence of staff or adult witnesses, that students should either attend classes or move to a designated safe area. Inform students that they will be suspended or possibly arrested if they do not comply with instructions.</li> <li>6. Access the school "Grab And Go Box" in order to provide emergency responders with maps, keys, rosters, etc. for possible rescue action.</li> <li>7. If situation warrants, meet emergency responders at Incident Command Post.</li> <li>8. If situation warrants, transfer incident command to fire officials or law enforcement but provide whatever assistance/information they require. Site administrator becomes part of the ICS Unified Command and must remain at Incident Command Post through duration of event.</li> </ol>	<ol style="list-style-type: none"> <li>1. Direct emergency vehicles.</li> </ol>	<p>At direction of Site Administrator:</p> <ol style="list-style-type: none"> <li>1. Notify school resource officer or campus security.</li> <li>2. Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>3. Initiate <b>LOCKDOWN</b>, if warranted. Alert all site administrators about the incident.</li> <li>4. Access the school "Grab And Go Box" in order to provide emergency responders with maps, keys, rosters, etc. for possible rescue action.</li> </ol>	<ol style="list-style-type: none"> <li>1. Move students away from area of agitation.</li> </ol>



SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
9. Notify parents about the incident, as appropriate. 10. After ensuring physical safety of those involved, provide crisis intervention or counseling to meet psychological needs of students and staff.			

**TEACHER/STUDENT**

1. Initiate **LOCKDOWN** procedures at the direction of the Site Administrator.
2. In a violent situation, immediately notify the first available adult.
3. Do not retaliate or take unnecessary chances.
4. Move away from the area of agitation.
5. Hold on to belongings to the extent that it is safe to do so; do not pick up anything and do not go back for anything until receiving clearance to do so.
6. Stay calm and reassure fellow students.
7. Share all relevant information with law enforcement, teachers, and school staff.
8. Follow directions from site administrator or law enforcement about where to go.
9. Do not perpetuate rumors or repeat unsubstantiated information.

# SUICIDE ATTEMPT

**SIGNAL:** *None.*

**ANNOUNCEMENT:** *Administration will make announcement and advise of special procedures.*

Suicide, attempted suicide, and suicidal gestures have a significant effect, on both the involved student and the school community. There is no way to predict who will commit suicide, or when, but there are warning signs, including: increasing talk of death, despair, or hopelessness. School staff with reasonable cause to believe a student/staff member may be suicidal should begin the intervention process immediately.

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander Role.</li> <li>2. If necessary, instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</li> <li>3. Calm and reassure student by talking until police arrive. Try to have the student relinquish devices for, and means of, harming self. If individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from the possession of the individual.</li> <li>4. After crisis, follow up with student and family to ensure they have access to appropriate resources.</li> </ol>	<ol style="list-style-type: none"> <li>1. Direct emergency vehicles as needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. At Site Administrator's direction, call 911.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow TEACHER/STUDENT actions below.</li> </ol>

## TEACHER/STUDENT

1. Calmly talk to the student to determine whether he/she has any life-threatening devices (e.g. gun, knife, drugs, etc.). If possible, calmly remove them from the student and the immediate environment. If student resists, do not struggle.
2. Move other students away from the immediate area, but remain with the troubled student until assistance arrives.
3. Inform the Site Administrator of what is written, drawn, spoken and/or threatened that indicates a student's suicidal thoughts or intentions.

## SUSPICIOUS PACKAGE

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** EVACUATION or SHELTER IN PLACE as appropriate.

***EVACUATION:*** “Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” -REPEAT-

***SHELTER IN PLACE:*** “Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill.” -REPEAT-

The following list gives examples of types of parcels that should draw immediate concern:

- Foreign mail and/or special delivery
- Restrictive markings: i.e. "Personal"
- Handwritten or poorly typed addresses
- Discoloration
- Titles but no names
- Excessive Postage
- Oil

**A. IF PACKAGE IS UNOPENED AND IS NOT LEAKING**

1. Do not open package. Do not pass it around to show other people.
2. Do not bend, squeeze, shake, or drop package.
3. Put package in a container such as a trash can to prevent leakage. Move it a safe distance from other people.
4. Leave the room promptly and prevent anyone from entering.

**B. IF PACKAGE IS LEAKING**

1. Do not sniff, touch, taste, or look closely at the spilled contents.
2. Do *not* clean up the powder.
3. Leave the room promptly and prevent anyone from entering.
4. Alert Site Administrator.
5. Wash hands thoroughly with soap and water.

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander Role.</li> <li>2. If situation necessitates, instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>3. Secure and contain a perimeter around the package. If suspicions are high that the package contains explosives, initiate <b>EVACUATION</b> procedures.</li> <li>4. Direct that a list of all persons who came into contact with the package is prepared. Include work and home phone numbers for any necessary follow-up.</li> <li>5. If any substance spills out, direct custodial staff to shut down the ventilation system, heating system, or air conditioning.</li> <li>6. Wait for emergency responders to determine the need for decontamination.</li> <li>7. Advise staff when the emergency is over. If the event involved a hazardous material, instruct everyone to go home, take a shower, and wash clothes. Do not use bleach on skin.</li> </ol>	<p>At Site</p> <p>Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Shut down the ventilation system, heating system, or air conditioning.</li> <li>2. Direct emergency vehicles.</li> </ol>	<p>At Site</p> <p>Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Develop a list of all persons who came into contact with the package. Include work and home phone numbers for any necessary follow-up.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow TEACHER/STUDENT actions below.</li> </ol>

### TEACHER/STUDENT

1. Move away from any suspicious package.
2. Notify Site Administrator.

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

## TERRORIST ACTION

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** (If warranted) "Attention please. This is not a drill. For your protection, follow **DROP, COVER, AND HOLD ON** procedures. Get under a table or desk, away from windows. Hold that position until otherwise directed. Do **NOT** go outside!" - REPEAT-

Thorough emergency planning should include response to a terrorist incident during school hours. A terrorist attack may result in the following:

- Damage beyond school boundaries.
- Victims who are contaminated or seriously injured.
- Widespread fear and panic.
- A crime scene to protect.

### **CIVIL DEFENSE WARNING OF POSSIBLE ENEMY ATTACK**

#### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Move students to closest suitable shelter.</li> <li>2. If the above is not advisable, remain in school building as place of shelter.</li> <li>3. Coordinate further actions with District Office Administrators.</li> <li>4. Direct Public Information Officer to monitor news reports and emergency bulletins from the County Office of Emergency Services.</li> </ol>			

#### TEACHER/STUDENT

1. Keep students calm.
2. Close all curtains and blinds.
3. Stay alert and ready to respond to directives from Site Administrator or emergency responders.

### **ENEMY ATTACK WITHOUT WARNING**

#### TEACHER/STUDENT

1. Instruct students to **DROP, COVER, AND HOLD ON.**
2. Keep students calm.
3. Close all curtains and blinds.
4. Stay alert and ready to respond to directives from Site Administrator or emergency responders.

## TOXIC AGENT

BIOLOGICAL AGENT, CHEMICAL AGENT, HAZARDOUS MATERIALS

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** EVACUATION or SHELTER IN PLACE as appropriate.

***EVACUATION:*** “Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” -REPEAT-

***SHELTER IN PLACE:*** "Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill.” -REPEAT-

This is an incident involving the discharge of a biological/chemical substance in a solid, liquid, or gaseous state. Such incidents may include the release of radioactive materials. A toxic agent can be introduced through:

- Postal mail, via a contaminated letter or package
- A building’s ventilation system
- A small explosive device to help it become airborne
- A contaminated item such as a backpack or other parcel left unattended
- The food supply
- Aerosol release (for example, with crop duster or spray equipment)

Multiple victims suffering from the following symptoms might be an indicator of the release of a biological or chemical substance contaminating the environment:

- Watery eyes
- Choking
- Breathing difficulty
- Twitching or loss of coordination
- Presence of distressed animals or dead birds

Chemical accidents could result from a transportation accident or an industrial spill involving large quantities of toxic material.

The nature of the material and the proximity of the incident to the school site will determine which emergency action should be implemented.

## OUTSIDE BUILDINGS

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of the situation.</li> <li>3. Notify Fire Department and the Department of Public Health. Provide the following information:               <ul style="list-style-type: none"> <li>• School name and address, including nearest cross street(s)</li> <li>• Location of the spill and/or materials released</li> <li>• Characteristics of spill (color, smell, visible gases)</li> <li>• Name of substance, if known</li> <li>• Injuries, if any</li> </ul> </li> <li>4. Initiate <b>SHELTER IN PLACE</b>.</li> <li>5. Direct Custodial Staff to shut off HVAC units.</li> <li>6. Move to central location where windows and doors can be sealed with duct tape.</li> <li>7. When able, alert Superintendent's office.</li> <li>8. If gas is entering the administration building, protect everyone with a wet cloth or towel over the mouth and nose. Direct all staff and students to breathe in short, quick, shallow breaths.</li> <li>9. Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.</li> </ol>	<p>At Site</p> <p>Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Shut down HVAC units.</li> </ol>	<ol style="list-style-type: none"> <li>1. At direction of Site Administrator, develop a list of all persons who came into contact with toxic agent. Include home phone numbers.</li> <li>2. Initiate automated emergency phone message regarding status of emergency, including <b>EVACUATION</b> information, if applicable.</li> </ol>	

### TEACHER/STUDENT

1. Alert Site Administrator.
2. Follow immediate response action as directed by Site Administrator or emergency services personnel.
3. If gas is entering the classroom, protect everyone with a wet cloth or towel over the mouth and nose. Direct all staff and students to breathe in short, quick, shallow breaths.
4. If it is possible to move deeper into the building, do so; otherwise, if interior of building is becoming dangerously contaminated, consider **EVACUATION**.

## INSIDE BUILDINGS

### PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>3. Initiate <b>EVACUATION</b> procedures.</li> <li>4. Access the school "Grab And Go Box" in order to provide emergency responders with maps, keys, rosters, etc.</li> <li>5. Direct Site Safety Officer to engage Site Safety Team to isolate and restrict access to potentially contaminated areas.</li> <li>6. When able, alert Superintendent's Office.</li> <li>7. If situation warrants, meet first responders at Incident Command Post.</li> <li>8. If situation warrants, transfer incident command to fire officials or law enforcement but provide whatever assistance/information they require. Site administrator becomes part of the ICS Unified Command and must remain at Incident Command Post through duration of event.</li> <li>9. Instruct Office Manager/Secretary to initiate automated emergency phone message regarding status of emergency, including <b>EVACUATION</b> information, if applicable.</li> <li>10. Wait to return to the building until it has been declared safe by local Fire Department Officials, or appropriate agency.</li> </ol>	<ol style="list-style-type: none"> <li>1. Shut down HVAC units.</li> </ol>	<p>At Site Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Initiate automated emergency phone message regarding status of emergency, including <b>EVACUATION</b> information, if applicable.</li> <li>2. Develop a list of all persons who came into contact with toxic agent. Include home phone numbers.</li> </ol>	

### TEACHER/STUDENT

1. Alert Site Administrator.
2. If contamination is inside a specific classroom/area, **EVACUATE** students away from affected area immediately.
3. Otherwise, follow immediate response action as directed by Site Administrator or Emergency Services personnel.
4. Follow standard student assembly, accounting, and reporting procedures.



**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

**THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT:**

1. Wash affected areas with soap and water.
2. Immediately remove and contain contaminated clothing.
3. Do not use bleach on potentially exposed skin.
4. Remain in safe, but separate area, isolated from those who are unaffected until emergency response personnel arrive.

**THOSE WHO DISCOVER A CHEMICAL SPILL:**

1. Alert those in immediate area to leave the area.
2. Close doors and restrict access to affected area.
3. Notify Site Administrator.
4. DO NOT eat or drink anything or apply cosmetics.

# SCHOOL UTILITY & SECURITY LOCATIONS

## **Security Cameras:**

There are 34 cameras on campus, in the Admin Building, Cafeteria, and exterior areas. Cameras are viewable in the Principal's office, School Secretary's office, and the Community Liaison office.

## **Location of Incident Command Post:**

Conference room in the School Office

## **Secondary Location of Incident Command Post:**

Room 17

# Utility Locations

## **Location of HVAC circuit breakers or shut-off:**

Administration – Electrical room by north exit  
Cafeteria – Refrigerator room  
South Wing – Electrical room (exterior door)  
North Wing – Electrical room (exterior door)  
Rooms 9 & 10 – Main breaker on exterior back wall  
Rooms 11 to 14 – Breaker box on interior back wall  
Room 15 – Exterior north wall by HVAC units  
Rooms 16 & 17 – Breaker box on interior back wall  
Phoenix Rising Classrooms – Breaker box on interior back wall  
Phoenix Rising Restrooms – Breaker box in utility room

In the event of a true environmental threat, the only certain way to immediately shut off all HVAC will be to throw the Electrical Grand Main switch.

## **Location of water shut-off:**

Main at utility cage at the northeast corner of the basketball courts.  
There are also two subterranean valves – one at 3<sup>rd</sup> Street just south of the drop-off entrance, the other on the east side of the northeast corner of the Admin Building.

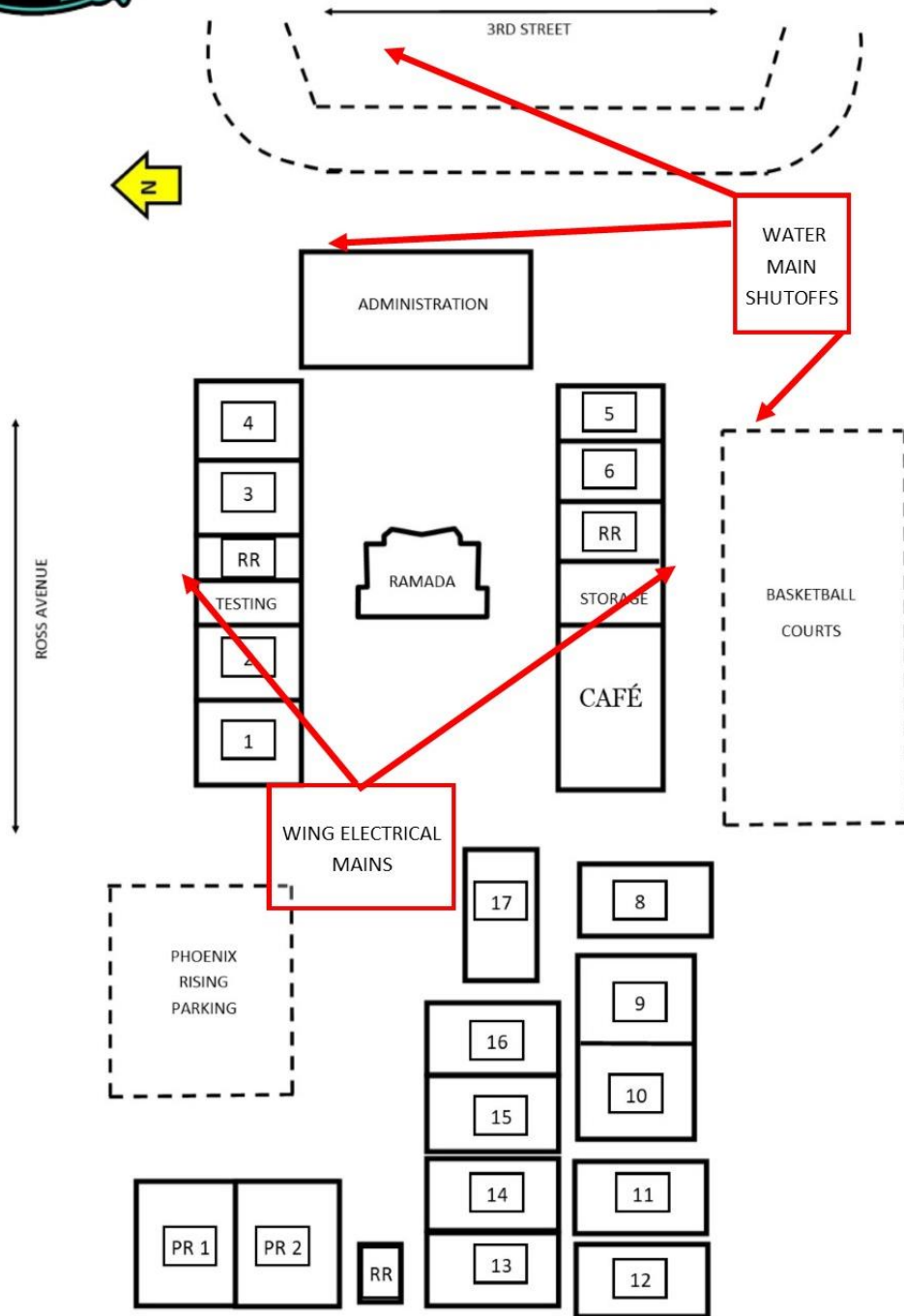
## **Location of main electrical shut-off:**

North and South Wing Electrical Rooms (exterior doors)

# Utility Location Map



## DESERT OASIS/PHOENIX RISING UTILITIES



# WEAPONS POSSESSION

**SIGNAL:** *Verbal announcement only.*

**ANNOUNCEMENT:** EVACUATION or LOCKDOWN as appropriate.

**EVACUATION:** “Your attention please. We have an emergency situation. Evacuate all buildings immediately (to the on-site location OR to the off-site location). Students are to remain with assigned teacher. Evacuate all buildings immediately. This is not a drill.” -REPEAT-

**LOCKDOWN:** "LOCKDOWN, LOCKDOWN. Your attention please. We have an emergency situation. Implement LOCKDOWN procedures immediately. This is not a drill." -REPEAT-

Taking into consideration the actions of the subject and all circumstances, the brandishing of any weapon can pose an immediate threat to students and staff. All kinds of weapons can be included as long as it was used in a threatening manner. Response is the same whether the weapon is used, seen, or suspected but not in use. Safety must always be the foremost consideration. A person wielding a weapon will usually respond best to calm, reasonable talk. In addition to calming the individual, talking allows time for law enforcement officials to arrive.

## PROCEDURE

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>1. Assume Incident Commander role.</li> <li>2. Depending on how the situation unfolds, initiate <b>LOCKDOWN</b> or <b>EVACUATION</b>, as needed. Do not confront the suspect.</li> <li>3. Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>4. Access the school "Grab And Go Box" in order to provide emergency responders with maps, keys, rosters, etc.</li> <li>5. Accompany law enforcement to the student suspected of having a weapon.</li> <li>6. If suspect has left, have custodians secure all exterior doors to prevent re-entry.</li> <li>7. Isolate and separate witnesses. Instruct them to write a statement of events while waiting for police to arrive.</li> </ol>	<p>At Site</p> <p>Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Direct emergency vehicles.</li> <li>2. Secure all exterior doors.</li> </ol>	<p>At Site</p> <p>Administrator's direction:</p> <ol style="list-style-type: none"> <li>1. Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, and all available details of situation.</li> <li>2. Initiate <b>LOCKDOWN</b> or <b>EVACUATION</b>.</li> <li>3. Notify parents/guardians of involved students.</li> </ol>	

SITE ADMINISTRATOR	CUSTODIAL STAFF	OFFICE STAFF	CAMPUS SUPERVISOR/ YARD DUTY
<ol style="list-style-type: none"> <li>8. Gather information about the incident for the police: name of student with weapon, location of witness when weapon was seen, what did the student do with the weapon after it was displayed, current location of the student with the weapon.</li> <li>9. Reserve a private area for the student to be taken and questioned. Allow police officer to thoroughly search student with another adult witness present.</li> <li>10. Police officer should take possession of and secure any weapon located.</li> <li>11. Assign an administrator to remove all of the suspected student's belongings (book bag, clothing, etc.) from the classroom.</li> <li>12. Notify parents/guardians.</li> <li>13. Follow procedures for student disciplinary actions. Take photo of weapon to be included in the expulsion proceedings.</li> <li>14. Secure a detailed written statement from witnesses including staff.</li> <li>15. Provide informational updates to staff, students and their families during the next few days to suppress rumors.</li> <li>16. Provide post-event trauma counseling for students and staff, as needed.</li> </ol>			

**TEACHER/STUDENT**

1. Remain calm. Take immediate action to prevent casualties. Secure and **LOCKDOWN** the classroom or move self and others to a safe area out of harm's way.
2. Alert the Site Administrator.
3. Make no effort to intervene. Allow a law enforcement officer to take possession of the weapon.
4. Provide first aid for victims, if needed.
5. Follow all site procedures for **LOCKDOWN** and/or **EVACUATION** as directed.
6. Assist law enforcement as needed - provide identity, location, and description of individual and weapons.

**REVERSE EVACUATION (Moving people from outside to inside):** The school public address system can be heard in all areas of the facility, both inside and out. In the event of an emergency, an announcement can be made from the School Office for people to move inside. Depending on the nature and/or urgency of the situation, the announcement can be made for a Lockdown (seek the nearest shelter and lock down), a Secure Campus (return to your classroom immediately and await further instructions), or a simple request to respond to a rallying point such as the gymnasium.

# Emergency Student/Parent Reunification Kit Overview

Although our school district planned for and practiced its responses to emergency situations on a regular basis, we recognized a need to develop an effective system to reunite parents with their children in the event of a campus-wide evacuation.

As the Emergency Student/Parent Reunification Kits are portable, durable, and light-weight, they can be easily transported by campus personnel and be immediately used to establish a Request Point, Assembly Area, and Release Point. As the reunification kits are kept on individual campuses, it increases their ability to sustain self-sufficiency and quickly provide a structured and organized system to reunite families.

Each kit contains supplies and materials such as: clipboards, pens, release forms, student registration information, banners, tie straps, duct tape, staplers, and Release Team badges.

Attachments:

- Reunification Plan
- Reunification Process Banner
- Reunification Entrance Banner
- Reunification Exit Banner
- Reunification Team Badge Template



## Student/Parent Reunification Plan

Student release is a crucial part of emergency planning. The main priority is to ensure the safety of the students to every extent possible. Unless they are engaged in an assigned, on-going responsibility, all staff will assist with the student/parent reunification process. The Student/Parent Reunification Plan includes the following:

1. Personnel
2. Supplies
3. Materials
4. Assumptions
5. Reunification Location Criteria
6. Traffic Control
7. Procedures
8. Closing Activities

### 1. Personnel

- a. Reunification Team Leader
- b. Reunification Team Assistant Leader
- c. Counselor(s)
- d. At least six (6) staff members to assist at Request Point
  - i. Students will be assembled by last name:
    1. A-D
    2. E-H
    3. I-L
    4. M-Q
    5. R-U
    6. V-Z
- e. At least six (6) staff members to assist at Release Point
  - i. Students will be assembled by last name:
    1. A-D
    2. E-H
    3. I-L
    4. M-Q
    5. R-U
    6. V-Z
- f. At least six (6) staff members to assist as Runners
- g. At least three (3) staff will serve as Assembly Area Guides to call for students so the runners can escort the students to the Release Point
- h. Remaining staff will supervise students in the Assembly Area

### 2. Supplies

- a. Tables (3) with chairs (6) for Request Point
- b. Table (3) with chairs (6) for Release Point
- c. Reunification Supply Box
  - i. *Student/Parent Reunification Form*
  - ii. Twenty (20) clip boards
  - iii. Twenty-four (24) pens



- iv. Request Point sign
- v. Release Point sign
- vi. Reunification Team badges
  - 1. Reunification Team Leader (1)
  - 2. Reunification Team Assistant Leader (1)
  - 3. Reunification Team Request Point (6)
  - 4. Reunification Team Release Point (6)
  - 5. Reunification Team Runner (6)
  - 6. Reunification Team Assembly Area Guide (3)
- vii. Tie straps
- viii. Duct tape
- ix. Stapler with staples
- x. Paper clips
- d. Two-way radios
- 3. Materials
  - a. Updated class rosters should be kept in the envelope located in the Reunification kit. Student rosters should be updated at least once each semester.
  - b. Emergency cards should be stored in the front office in both hard copy and electronically if possible.
- 4. Assumptions
  - a. Some parents will refuse to cooperate with the student/parent reunification process. This situation can be diminished, to some degree, if parents are informed about the school release procedures before the emergency or disaster occurs. They should be reminded that the safety of their child is your utmost priority.
    - i. At the time of an emergency or disaster, utilize the ALERTNOW calling system if communication lines are available.
  - b. Parents may be emotional when arriving at the school. Have counselors available to deal with issues that exceed your area of expertise.
  - c. Shortly after the incident, the media will have a presence on your campus. The Public Information Officer, part of the command staff operating under the Incident Command System, will deal with the media. However, it is important that parents be sheltered from media representatives.
- 5. Reunification Location Criteria
  - a. Reunification location sites should be selected based on the following criteria:
    - i. The ability of school buses to safely access the area
    - ii. Coordination with special education staff to address the needs of students and staff with disabilities so as to ensure that the reunification site is adequate for their needs
    - iii. The facilities are safe for students while they wait for parents to arrive (including shelter, access to restrooms, food as appropriate, etc.)
    - iv. Sufficient parking for parents while they check in with school authorities
    - v. Sufficient number of ingress/egress points to minimize traffic congestion
    - vi. Communication systems, including two-way radios, are able to function between the district office, the sending location, transportation, and the reunification site
    - vii. *Are Memoranda of Understanding* currently in place for reunification sites?
- 6. Traffic Control
  - a. Traffic will be controlled by a School Resource Officer, or other designated staff, until local law enforcement is available and on scene at the school.
  - b. To every extent possible, two-way traffic will be maintained to allow for entry and exit of emergency vehicles.

- c. As the situation develops, there may be time for barricades and other traffic control devices to be delivered and set up. It should be understood this will not occur at the beginning of the incident.
  - d. When law enforcement arrives on the scene they will take charge and do whatever is necessary, including the towing of vehicles, to manage the emergency or disaster.
7. Start-Up Actions
- a. Establish separate Request and Release Points, away from the Assembly Area. Keep an appropriate distance between the three areas.
  - b. Assign personnel.
  - c. Obtain and distribute the supplies and materials listed above.
  - d. Secure the area against unauthorized access and mark the entrance and exit areas with signs.
  - e. Have Student/Parent Reunification Form available for parents outside of the Request Point and assign staff to assist as needed.
8. Procedures
- a. Parents will report to the assigned area and give the name of their child/children.
  - b. Picture I.D. will normally be required by staff in charge to ensure the person requesting the child/children is a match to the name on the emergency release card.
    - i. Once identification is verified, staff will instruct the requester to proceed to the Release Point.
    - ii. **Do not** release students to people not listed on the student emergency card. A well-intentioned friend may offer to take a child home; however, school staff must be certain that students are only released to the appropriate people so students' families will know where they are.
    - iii. Staff will need to be aware of any custody restrictions that may be in effect.
  - c. A runner will go to the student assembly area and get the child/children requested by the parent or adult.
    - i. If student is with class:
      - 1. Runner shows *Student/Parent Reunification Form* to Assembly Area Guide
      - 2. Teacher marks box **“Sent with Runner”**
      - 3. If appropriate, teacher also sends parent copy of first aid form with the runner
      - 4. Runner walks student(s) to Release Point
      - 5. Runner hands paperwork to release personnel
      - 6. Release staff match student to requester, verify proof of identification, ask requester to fill out and sign the lower portion of the *Student/Parent Reunification Form*. Parents are given the *Notice of First Aid Care Given*, if applicable.
      - 7. Release Point staff will **keep** the *Student/Parent Reunification Form* and release the student.
    - ii. If student is not with class:
      - 1. Teacher will make the appropriate notation on the *Student/Parent Reunification Form*:
        - a. **“Absent”** if student was never in school that day.
        - b. **“First Aid”** if student is in the Medical Treatment area.
        - c. **“Missing”** if student was in school but now cannot be located.
      - 2. Runner takes the *Student/Parent Reunification Form* to the Command Post.
      - 3. Command Post will verify student location if known and direct the runner accordingly.
      - 4. If runner is retrieving multiple students and one or more are missing, walk available students to Release Point before returning “Missing” forms to Command Post for verification.

5. Parents should be notified of missing student status and escorted to crisis counselor.
  6. If student is in first aid, parent should be escorted to Medical Treatment area.
  7. If student was marked absent, parent will be notified by the Reunification Team Leader or Assistant.
- d. The runner will escort the student back to the pick-up area.
  - e. Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
  - f. If the child is in the first aid area, the parent will be escorted to that area for reunification with their child/children.
  - g. Counselors, when available, will be located close to the first aid area in the event they are needed.
  - h. Unless staff has been provided with information for release, refer all requests for information to the Public Information Officer.
9. Closing Activities
- a. At the direction of the Operations Section Chief, prepare equipment and unused supplies for return to the Logistics section.
  - b. Complete all paperwork and prepare to submit to the Planning section.

## Student/Parent Reunification Form

**PLEASE PRINT**

<p><b>Box 1:</b> To Be Completed By <u>Parent/Guardian</u> at <u>Request Point</u></p>	<p>Student's Last Name _____</p> <p>Student's First Name _____</p> <p>Grade _____ Teacher (If Known) _____</p> <p>Name of Adult Picking Up Student _____</p> <p>Relationship to Student _____</p>
<p><b>Box 2:</b> To Be Completed By <u>Request Point</u> <u>Staff</u></p>	<p>Adult Name on Release Form (Check One): <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Check One of the Following:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Photo ID/Driver's License Checked by Staff at Request Point</p> <p style="text-align: center;"><b>or</b></p> <p style="padding-left: 40px;"><input type="checkbox"/> OK to Verify at Release Point by Student</p> <p>Name/Initials of Request Point Staff Member: _____</p>
<p><b>Box 3:</b> To Be Completed By <u>Assembly</u> <u>Area Staff</u></p>	<p>Check One: <input type="checkbox"/> Sent with Runner <input type="checkbox"/> Absent <input type="checkbox"/> First Aid <input type="checkbox"/> Missing</p> <p>Other Notes: _____</p> <p>Name/Initials of Assembly Area Staff Member: _____</p>
<p><b>Box 4:</b> To Be Completed By <u>Release</u> <u>Point Staff</u></p>	<p>Name of Adult Picking Up is Same as Box #1 Above: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Check One of the Following:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Photo ID/Driver's License Checked by Staff at Release Point</p> <p style="text-align: center;"><b>or</b></p> <p style="padding-left: 40px;"><input type="checkbox"/> Verified as in Box #2 Above by Student at Release Point</p> <p>Name/Initials of Request Point Staff Member: _____</p>
<p><b>Box 5:</b> To Be Completed By <u>Parent/Guardian</u> at <u>Release Point</u></p>	<p>Parent/Guardian Signature: _____</p> <p>Phone: _____ Date: _____ Time: _____</p>

## **Student/Parent Reunification Process**

### **Attention Parents:**

**To help us quickly send for your child, please:**

- **Be prepared to show a photo ID card**

**And**

- **Complete the reunification form you will be given**

**Once we verify your information, please wait at the **Release Point** and we will escort your child to meet you.**

**Thank You!**

## **Estudiante/Padre Reunificación Process**

### **Atención Padres:**

**Para ayudarnos a enviar rápidamente para su hijo, por favor:**

- **Estar dispuestos a mostrar una foto de tarjeta de identidad**

**Y**

- **Completar el formulario de reunificación que se le dará**

**Una vez que verificamos su información, por favor espere en el **Punto de Liberación** y vamos a acompañar a su hijo a usted.**

**¡Gracias!**

**REUNIFICATION ENTRANCE**  
-----  
**ENTRADA DE REUNIFICACIÓN**

**EXIT ONLY**  
**NO ENTRE**

# SCHOOL REUNIFICATION PLANS

**Location where you would house students pending reunification with parents:**

Primary - Soccer Field

Secondary – District Office Board Room

**Location where parents would come to be reunited with students:**

Primary – Front Gate

Secondary – District Office Main Lobby

**Location where students would be released to parents:**

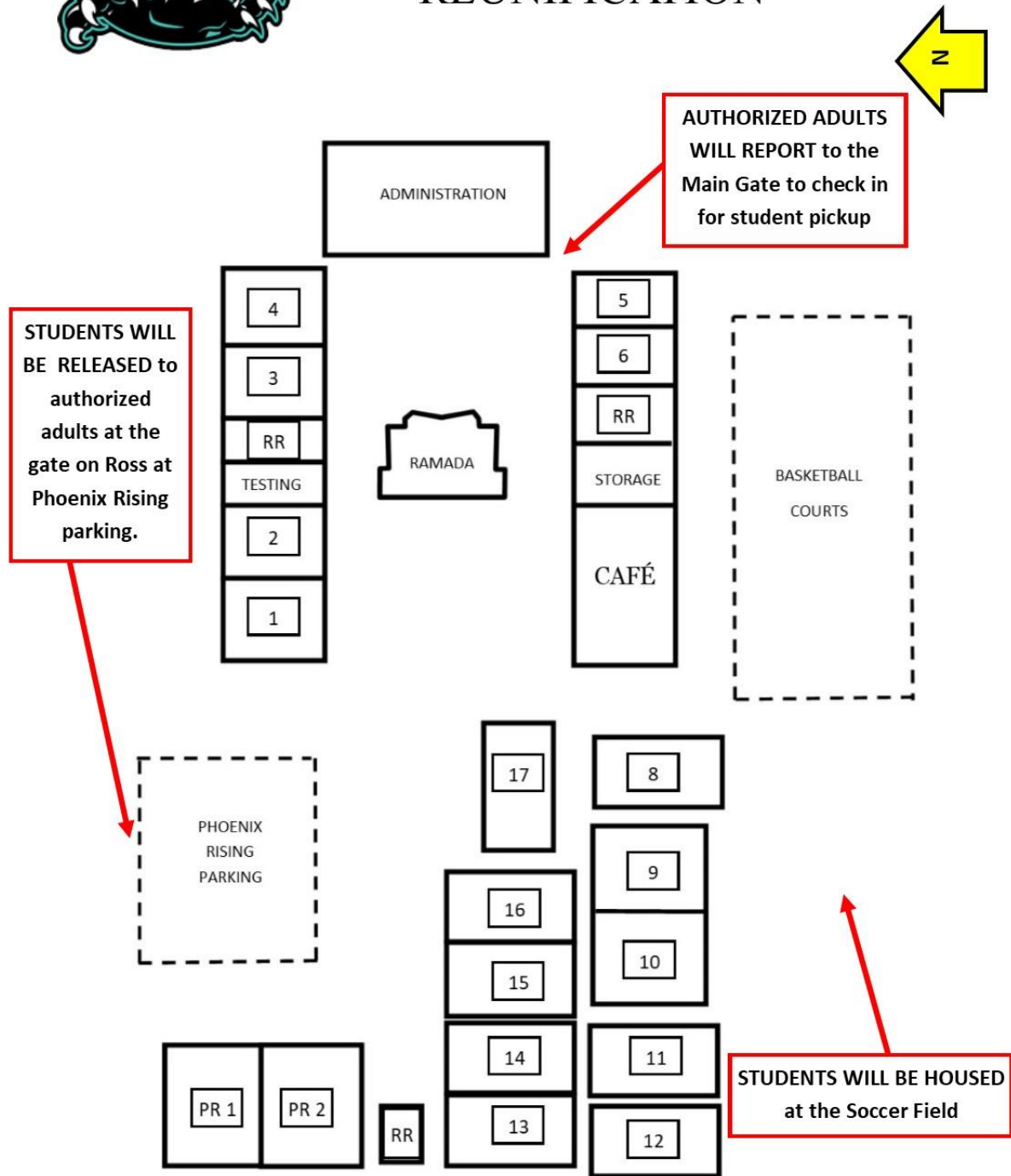
Primary – Phoenix Rising parking gate on Ross

Secondary – District Office Break Room door





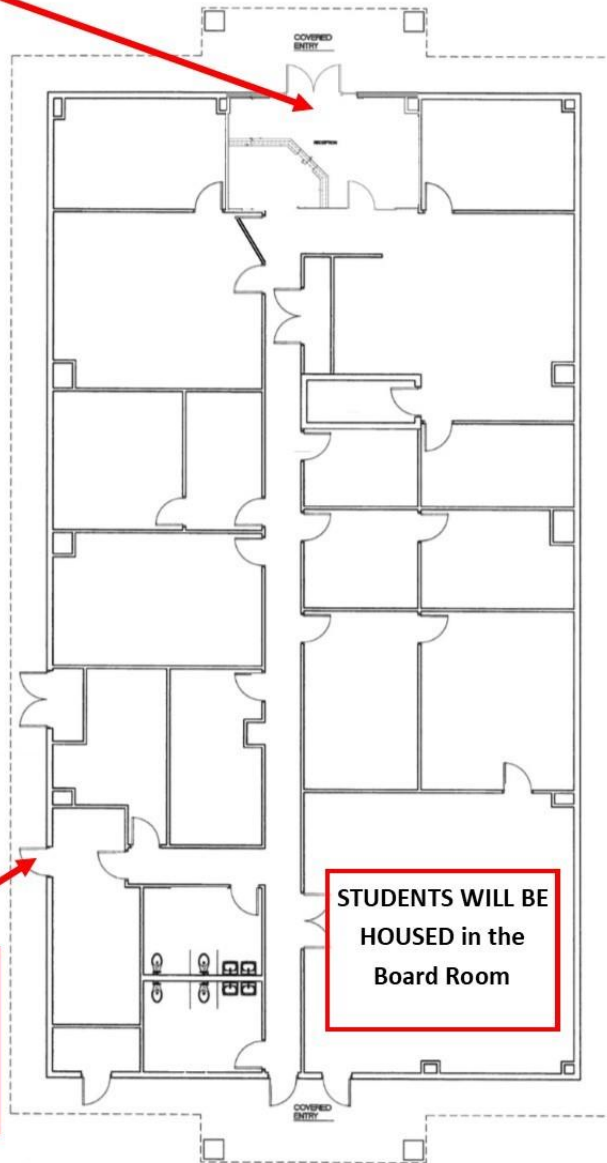
# DESERT OASIS/PHOENIX RISING REUNIFICATION



# DESERT OASIS HIGH DISTRICT OFFICE Reunification Diagram



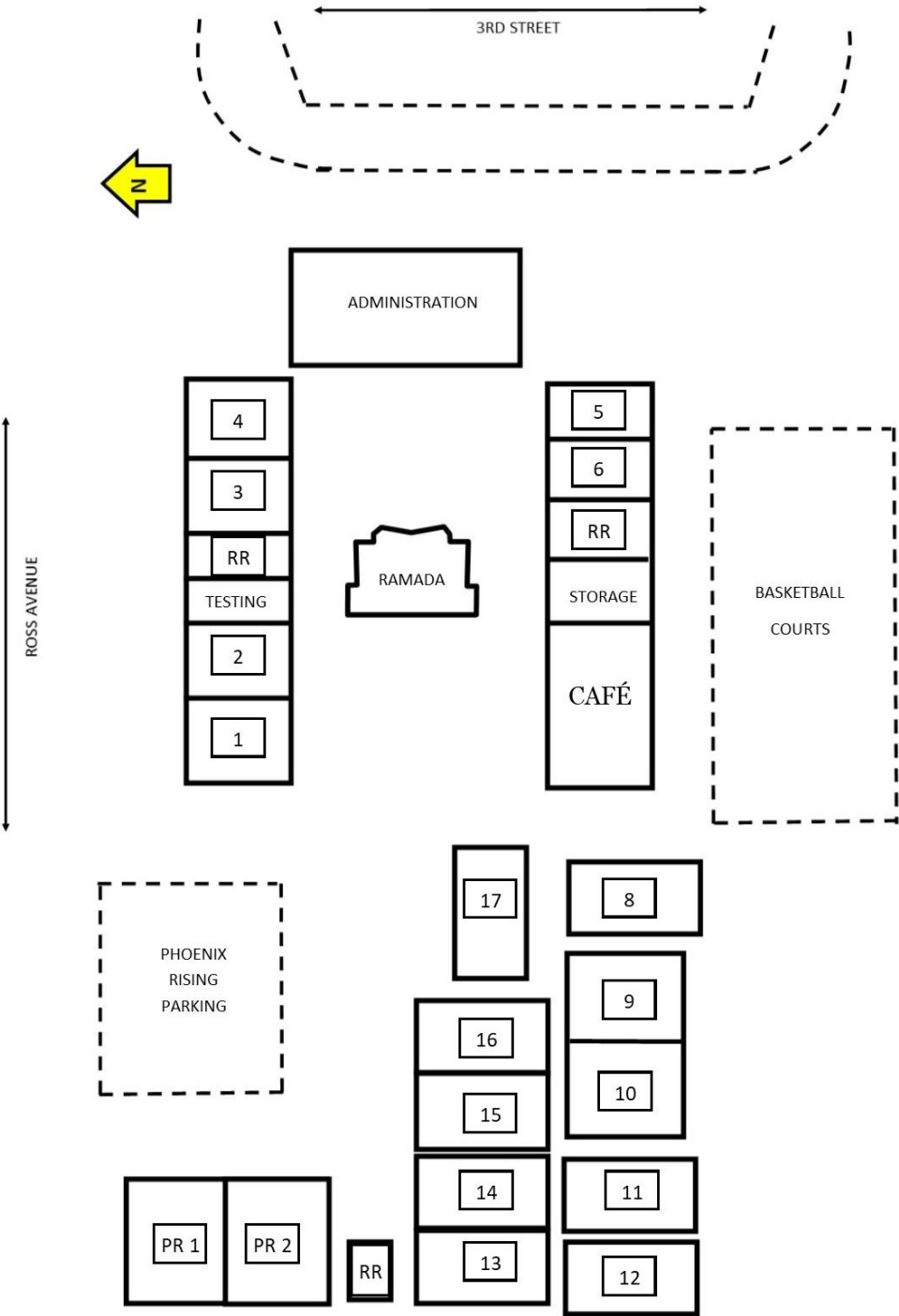
**AUTHORIZED ADULTS  
WILL REPORT to the  
Main Office Lobby to  
check in for student  
pickup**



**STUDENTS WILL BE  
RELEASED to authorized  
adults at the Break Room  
Door**

**STUDENTS WILL BE  
HOUSED in the  
Board Room**

# SCHOOL SITE MAPS



# SCHOOL EVACUATION ROUTES AND PROCEDURES

It shall be the custodian's responsibility to unlock all gates that are to be used by the evacuees.

Throughout every evacuation off campus it shall be the staff's responsibility to assure all evacuees obey the rules of the road. Evacuees shall utilize crosswalks, sidewalks, electric signal lights, and all other traffic signage.

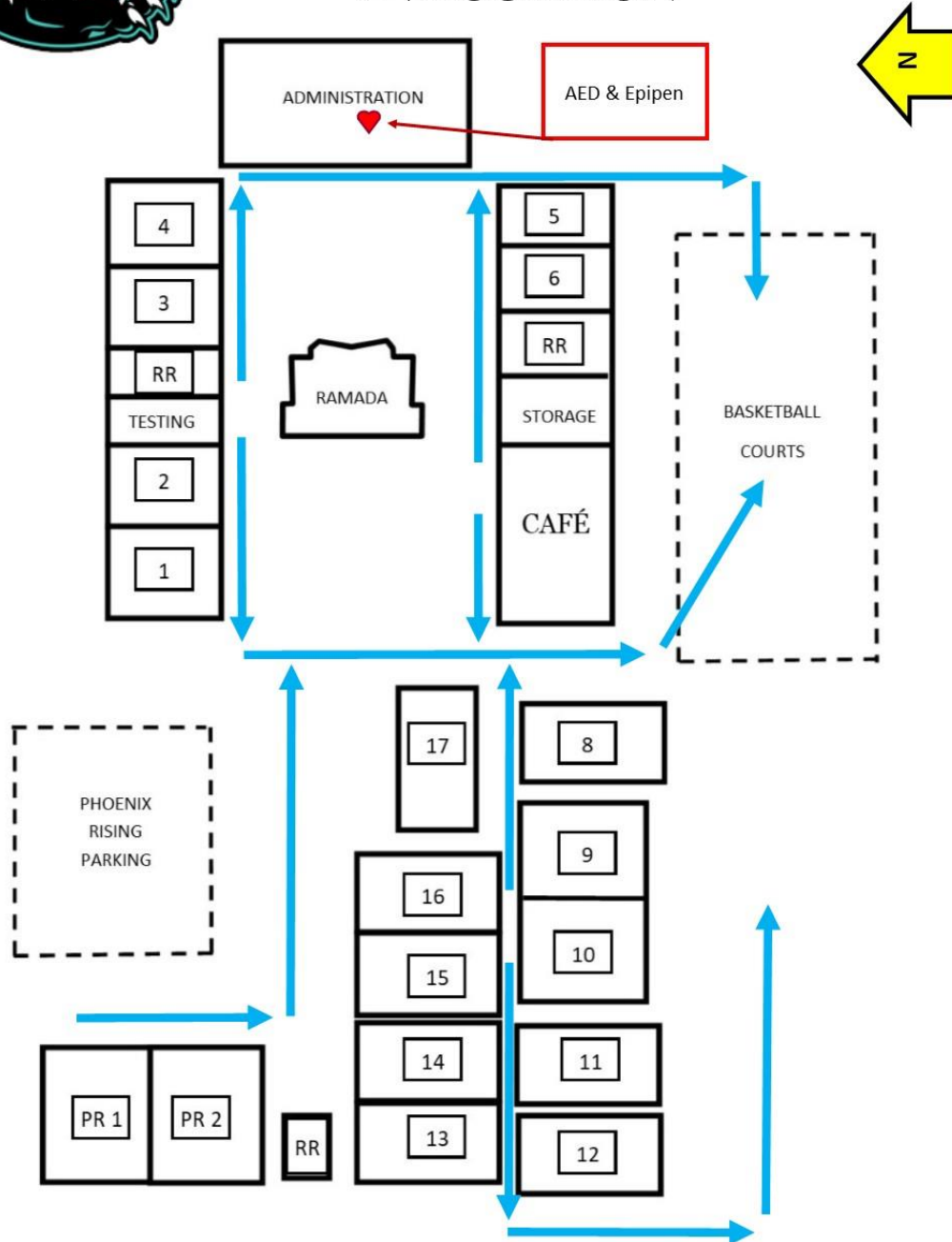
## **Evacuating Special Needs Students**

If applicable, at the beginning of each school year, instructors of Special Needs Students are expected to meet with School Administration to establish a current census and submit appropriate strategies to perform the Immediate Action Responses found in this document, as well as establish what assistance (in addition to assigned aides) may be required. This plan should be kept on file in both the School Administrative Office and the affected classrooms.

# Fire Drill / On-Site Evacuation Diagram



## DESERT OASIS/PHOENIX RISING EVACUATION



**ON SITE EVACUATION:** Upon alarm or notification from Administration, staff members will move to doorways and determine if it is safe to exit the room or building (FEEL, LISTEN, LOOK, SNIFF FOR SMOKE). When confident students may safely exit, move the students to the nearest appropriate exit and proceed to the outside assembly area. Leave lights on and doors closed but unlocked.

## **Primary Off-Site Evacuation Location**

Next door at the District Office

## Secondary Off-Site Evacuation Location



### DESERT OASIS/PHOENIX RISING EVACUATION TO STARK FIELD



**PRIMARY ROUTE (Solid Arrows):** At the direction of staff, students will walk west on Ross to 4th Street. Using the crosswalk, students will walk north to Stark field parking to stage for bus transportation to either Central or Southwest High.

**SECONDARY ROUTE (Dotted Arrows):** At the direction of staff, students will assemble on the south side of Ross at 3rd Street. Staff members will flag down and stop traffic for students to cross as a group, then walk north on 3rd and west on Vine to Stark field parking to stage for bus transportation to either Central or Southwest High.

# SCHOOL DRESS CODE

All students wear khaki color pants/shorts with Black Polo or school logo T-shirts.

DRAFT



# DRESS CODE – DISTRICT BOARD POLICY

Board Policy  
Dress And Grooming

BP 5132  
Students

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. (cf. 4119.22 - Dress and Grooming)  
(cf. 5145.2 - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.  
(cf. 5144 - Discipline)

## Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.  
(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5136 - Gangs)

## Legal Reference:

### EDUCATION CODE

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

### CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

### COURT DECISIONS

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993) 827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251 Hartzell v. Connell, (1984) 35 Cal. 3d 899

Policy CENTRAL UNION HIGH SCHOOL DISTRICT  
adopted: November 8, 2005 El Centro, California

# DEMOGRAPHICS OF STUDENTS AND STAFF

**Additional information can be found at:**

<http://www.desertoasisnet.net/Community-Profile/Accountability-Report/index.html>

# SCHOOL'S PHYSICAL ENVIRONMENT

**Additional information can be found at:**

<http://www.desertoasisnet.net/Community-Profile/Accountability-Report/index.html>

# SCHOOL'S CULTURAL ENVIRONMENT

**Additional information can be found at:**

<http://www.desertoasisnet.net/Community-Profile/Accountability-Report/index.html>

## **PARENT/STUDENT SAFE EGRESS AND INGRESS**

There are no crosswalks at the intersections immediately around the school. Most students ride the bus or commute via autos. There is a vehicle turnout in the parking lot at the front of the school on 3<sup>rd</sup> Street. Both cars and busses may use the turnout.

# COMMUNICATIONS PLAN

## **In case of emergency, staff and teachers will communicate using:**

On-site public address (VOIP) phones utilized as PA system as well as a hard-wired system in Student Services. District wide, Catapult. Personal cell phones.

Off-site public communication is done through the online “Aeries” student information system app, auto-calls, group texts, and e-mails.

## **Locations to access PA system:**

Any VOIP phone.

## **Procedure for initiating lockdown signal:**

- 1) A pre-recorded notice via public address (VOIP) phones: Press #911 to initiate the lockdown notice.
- 2) Verbal notice may be given via public address (VOIP) phones “all call”: Press #00, wait for the chime tone to sound, speak.

## **Procedure for initiating evacuation signal/fire alarm:**

Evacuation can be initiated in two ways:

- 1) A pre-recorded notice via public address (VOIP) phones: Press #914 to initiate the evacuation notice.
- 2) Verbal notice may be given via public address (VOIP) phones “all call”: Press #00, wait for the chime tone to sound, speak.

# ENVIRONMENT FOR LEARNING

**This information can be found at:**

<http://www.desertoasisnet.net/Community-Profile/Accountability-Report/index.html>

# SCHOOL'S SOCIAL ENVIRONMENT

**Additional information can be found at:**

<http://www.desertoasisnet.net/Community-Profile/Accountability-Report/index.html>



# Signature Page

- Safety Committee
- School Site Council

Date of meeting: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

**Principal or Designee:** \_\_\_\_\_  
Signature Printed Name

**Secretary:** \_\_\_\_\_  
Signature Printed Name

**Classified Employee /  
Custodian:** \_\_\_\_\_  
Signature Printed Name

**Teacher:** \_\_\_\_\_  
Signature Printed Name

**Parent of an  
enrolled student:** \_\_\_\_\_  
Signature Printed Name

**Student:** \_\_\_\_\_  
Signature Printed Name

**First Responder:** \_\_\_\_\_  
Signature Printed Name