

# Victor Valley Union High School District

## CLASSROOM EMERGENCY PROCEDURES

This information is provided as a guideline for actions in the event of an emergency.  
Understand that all situations in a critical incident cannot be predicted.  
Always remember that the first priority is the **safety** and **protection** of life.

Police Department: Call 911 (Dial 9 first, if needed for an outside line.)

Fire Department: Call 911 (Dial 9 first, if needed for an outside line.)

Emergency Information: **(951) 782-4174 California Office of Emergency Services**  
(In the event of a disaster or wide spread emergency,  
this line will provide up-to-date information and instructions.)

Any protest, misbehavior, or similar incident that disrupts or has the potential to disrupt the orderly functions of the workplace or the school site can escalate to a point where it is a danger.

If the incident is not serious, attempt to have those involved return to their normal routine. If the behavior could result in injury or further disruption, try to isolate the disruptive persons or their leaders. Initiate a lock down, if necessary. (See LOCKDOWN procedure.)

Report the incident as soon as possible to your principal and one of the following individuals. Submit any requested documentation immediately.

Once the incident is contained, determine what disciplinary action to take, if any. Invite emergency Response Team members to discern the basis for the problem and take action to address those concerns.

## **STUDENT/CIVIL DISTURBANCE**

Stay calm and disperse the crowd, if necessary. Remain with the injured person to provide comfort and reassurance. If a criminal act has caused injuries, identify and detain witnesses. Secure the scene.

If the injury is serious or life threatening dial 911 and be prepared to:

- ◆ State the nature of the emergency.
- ◆ State your name and a phone number at your location.
- ◆ State the building address and room number or area of the building.
- ◆ Remain on the phone until told to hang up.
- ◆ Ask someone to meet emergency officials at the street.

If the injury is not serious or life threatening:

- ◆ Locate a CPR or First Aid certified person to assist.
- ◆ Administer first aid, if indicated.
- ◆ Avoid handling bodily fluids or clothing stained by them.
- ◆ If simple first aid is not enough, transport the person to the nearest medical center.
- ◆ Request that Human Resources notify the person's emergency contact of any decision to transport for medical care if the victim is an employee.

Report the incident as soon as possible to your principal and one of the following individuals. Submit any requested documentation immediately.

## **ACCIDENT, INJURY, SUDDEN ILLNESS**

Evacuation of the building or work area may seem necessary to protect individuals from unknown or suspected danger, potential injury, or toxic exposure. Evacuation should not be automatic. You may be safer where you are. Heed the instructions of emergency officials or command and evacuation personnel.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for your site.

- ◆ Take your purse or wallet with you. Do not take time to collect belongings or to shut down computers.
- ◆ Assist disable/medically fragile persons and anyone with manageable injuries.
- ◆ Do not attempt to move anyone who is severely injured.
- ◆ DO NOT run, use elevators, or close doors behind you.
- ◆ DO NOT smoke, light matches or activate any equipment or electrical switches.
- ◆ STAY AWAY from any structures, debris or utility lines.
- ◆ Designated personnel will take roll sheets with them and take roll in the assembly area.
- ◆ Designated personnel will take the first aid kits and deliver them to the command group area.
- ◆ Report attendance and injuries to command personnel.
- ◆ Assemble with your class in the designated area and remain there until instructed otherwise.
- ◆ Do not attempt to reenter the building until it has been officially declared safe.
- ◆ Do not leave the site unless instructed to do so.

If officials are not present, assess the situation to determine whether the danger is outside or inside. If evacuation is chosen, identify and/or clear a safe route; then proceed to a safe area at a distance from the building.

Report the incident as soon as possible to your principal and one of the following individuals. Submit any requested documentation immediately.

## **EVACUATION**

**If you encounter any suspicious mail or package (one with handwritten or poorly typed address; oily stains, discoloration or odor; excessive tape or string; protruding wires or aluminum foil) or you encounter a substance you think may be biological in nature:**

- ◆ Do not touch, shake, open, move around or allow other staff or individuals to handle the item.
- ◆ Evacuate and isolate the area or room that contains the suspected substance.
- ◆ Immediately notify a supervisor \_\_\_\_\_, who will evaluate the situation and call 911 if needed.
- ◆ Mark the room or area **“DO NOT ENTER.”**
- ◆ Contain and isolate any individuals that may have been contaminated.
- ◆ Do not eat or drink while handling suspicious mail, package or substance.
- ◆ Wash hands with soap and warm water.

It is safest to assume that all blood and bodily fluids contain blood borne pathogens such as HIV and Hepatitis. Avoid contact with bodily fluids, if possible. If contact is unavoidable:

- ◆ Wear protective gloves if available.
- ◆ Wash all exposed skin with soap and water.
- ◆ Flush eyes with water.
- ◆ Do not eat, drink, smoke, apply cosmetics or handle contact lenses in the area in which the exposure occurred.
- ◆ Arrange to inspect and decontaminate any equipment or furnishings in the area, before it is reused.

Report the incident as soon as possible to biological hazard your principal and one of the following individuals. Submit any requested documentation immediately.

## **BIOLOGICAL HAZARD**

If an intruder or a threat to safety is identified in the building or in the immediate area, a lock down may be declared by command or emergency personnel. In this situation, immediate action is required.

If in the building,

- ◆ Lock all doors.
- ◆ Keep students and staff away from doors and windows.
- ◆ Move to a secure (concealed or walled) area of the building. (not a bathroom)
- ◆ If gunshot or explosion is heard, drop to the floor, if possible, and seek cover.
- ◆ Call 911 as soon as possible.
- ◆ Account for all students and staff. Notify police to cover or contain students and staff who may be outside the building.
- ◆ If a medical emergency arises, render first aid and report to command or emergency personnel.
- ◆ Maintain a calm environment.
- ◆ Stay where you are until instructed otherwise by command or emergency personnel, even if the school/work day is over.
- ◆ Guard outside exits to prevent anyone from leaving the building.
- ◆ Update locked down personnel at 5-10 minute intervals, as information is received from command or emergency personnel.

If outside,

- ◆ Proceed immediately to a secure area.
- ◆ Remain there until instructed otherwise by command or emergency personnel, even if the school/work day is over.

Report the incident as soon as possible to your principal and one of the following individuals. Submit any requested documentation immediately.

## **SHELTER IN PLACE/LOCK DOWN**

Although most bomb threats are hoaxes, all threats must be treated as if they are real. Whether in person or by telephone remain calm and permit the person to talk without interruption. Ask questions:

- ◆ Where is the bomb?
- ◆ When is it going to go off?
- ◆ What kind is it?
- ◆ What does it look like?
- ◆ What will cause it to go off?
- ◆ What is the intended target?
- ◆ Take actual or mental notes on everything said and your observations : time; description of person; voice characteristics, background noise (if a telephone threat)

For all bomb threats:

- ◆ As soon as possible, dial 911. Do not use a cell phone.
- ◆ Prohibit any radio frequency transmissions and use of cell phones, PDAs, etc.
- ◆ Evacuate any suspected area and alert other staff.
- ◆ Advise all individuals not to touch, move or disarm any object or item.
- ◆ Advise all individuals not to change any equipment or electrical switches.
- ◆ All action regarding disposal or handling of the bomb or device will be handled by the local police agency or fire department.

If you have a written threat:

- ◆ Handle the note carefully and minimally – just enough to make a copy.
- ◆ Protect the original note from further handling or loss.
- ◆ Wait for further instructions from emergency personnel.

Report the incident as soon as possible to your principal and one of the following individuals. Submit any requested documentation immediately.

## **BOMB OR TERRORIST THREAT**

For an explosion,

- ◆ Remain calm.
- ◆ If possible, immediately drop to the floor, close eyes, clasp both hands behind neck, and cover ears and head with forearms.

When the explosion(s) have stopped,

- ◆ Keep everyone inside the location unless instructed to evacuate.
- ◆ Close windows, shut off vents, turn off fans, seal gaps at windows and doorways.
- ◆ Do not smoke, light matches or activate any electrical or equipment switches.
- ◆ Avoid inhaling toxic fumes if possible.
- ◆ Monitor individuals for any signs of injury and report as soon as possible to command or emergency personnel.

For hazardous materials or chemical spill,

- ◆ Request assistance with disabled/medically fragile individuals
- ◆ Stay away from the hazard source. Do not touch or step in any of the material.
- ◆ Do not eat or drink anything; it may be contaminated.
- ◆ Isolate any individuals that may have become contaminated.
- ◆ Monitor individuals for any signs of medical distress and report as soon as possible to command or emergency personnel.

If evacuation is indicated,

- ◆ Proceed uphill, upstream or upwind of the material, fumes or smoke.
- ◆ Designated personnel will take roll sheets with them and take roll in the assembly area.
- ◆ Designated personnel will take the first aid kits and deliver them to the command group area.
- ◆ Quickly assemble in an area away from the exit door and any emergency operations.
- ◆ Do not return to the building unless instructed to do so.

Dial 911 as soon as possible and report the incident to your principal and/or supervisor and one of the following individuals. Submit any requested documentation immediately.

## **EXPLOSION, HAZARDOUS MATERIALS OR CHEMICAL SPILL**



If you have warning, if possible,

- ◆ Get under a sturdy table or desk.
- ◆ Close your eyes, clasp your hands behind your neck, and cover your head and ears with your forearms.

Once the crash has occurred, dial 911 and be prepared to:

- ◆ State the nature of the emergency.
- ◆ State your name and a phone number at your location.
- ◆ State the location of the crash in relation to your building address.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for your site.

- ◆ Evacuate uphill or upwind of any smoke. The smoke could be toxic.
- ◆ Assist disabled and medically fragile individuals, and anyone with manageable injuries.
- ◆ Do not attempt to move anyone who is severely injured. Help will be available.
- ◆ DO NOT run, use elevators, or close doors behind you.
- ◆ DO NOT smoke, light matches or activate any equipment or electrical switches.
- ◆ STAY AWAY from any structures, debris or utility lines.
- ◆ Designated personnel will take roll sheets with them and take roll in the assembly area.
- ◆ Designated personnel will take the first aid kits and deliver them to the command group area.
- ◆ Report attendance and injuries to command personnel.
- ◆ Assemble with your class in the designated area and remain there until instructed otherwise.
- ◆ Do not attempt to reenter the building until it has been officially declared safe.
- ◆ Protect individuals from exposure to the crash site.
- ◆ Be aware of additional explosions that could occur after the crash.

Report the incident as soon as possible to your principal and one of the following individuals. Submit any requested documentation immediately.

## **AIRPLANE CRASH**

Perpetrators in these situations are unpredictable and may create panic and chaos at the location. This makes it difficult to establish a specific plan of action. Therefore, you must be aware of certain guidelines when making your decisions.

If confronted,

- ◆ Stall for time and create distance between you and the suspect.
- ◆ Do not be aggressive or use aggressive body language.
- ◆ Do not try to disarm an armed individual.
- ◆ Remain calm and understanding. Listen intently to what the person has to say.
- ◆ Take mental notes of what the suspect is wearing, weapons you see, what the suspect says.
- ◆ Do not attempt to protect personal belongings.
- ◆ Attempt to dial 911; leave the telephone off the hook if you cannot talk.

If it is not safe to exit your location and the threat is outside the area you are in:

- ◆ Lock your doors and windows and turn off the lights.
- ◆ Stay away from the suspect's line of sight.
- ◆ Place a message in the window or under the door to communicate.
- ◆ Dial 911.

If possible, evacuate away from the suspect's location:

- ◆ Stay close to walls and avoid wide open areas.
- ◆ Seek safe shelter and dial 911 or notify an appropriate official of the incident as soon as possible.

If law enforcement is present, they will be armed and moving quickly:

- ◆ Identify yourself.
- ◆ Keep your hands visible and above your head.
- ◆ Listen carefully to law enforcement instructions and follow them.

Report the incident as soon as possible to your principal and one of the following individuals. Submit any requested documentation immediately.

**HOSTAGE SITUATION, SUSPECTED TERRORIST, VIOLENT INTRUDER**

If you are inside,

- ◆ Move away from windows, mirrors, tall bookcases, file cabinets or high stacked items and out from under beams, architectural elements and suspended light fixtures.
- ◆ If possible, drop to the floor and get under a sturdy table or desk.
- ◆ If not possible, stand in a corner or against a solid wall.
- ◆ Close eyes, clasp both hands behind neck, and cover ears and head with forearms.
- ◆ Do not move or evacuate the building unless instructed to do so by emergency personnel.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for your classroom.

- ◆ Assist disabled or medically fragile individuals and anyone with manageable injuries.
- ◆ Do not attempt to move anyone who is severely injured.
- ◆ Take your purse or wallet you. Do not take time to collect all belongings or to shut down computers.
- ◆ DO NOT run, use elevators, or close doors behind you.
- ◆ DO NOT smoke, light matches or activate any equipment or electrical switches.
- ◆ STAY AWAY from any structures, debris or utility lines.
- ◆ Designated personnel will take roll sheets with them and take roll in the assembly area.
- ◆ Designated personnel will take the first aid kits and deliver them to the command group area.
- ◆ Report attendance and injuries to command personnel.
- ◆ Assemble with your classroom in the designated area and remain there until instructed otherwise.
- ◆ Do not attempt to reenter the building until it has been officially declared safe.
- ◆ Be prepared for after shocks.
- ◆ Keep a radio on for information and updates.

If you are outside,

- ◆ Move away from buildings/areas subject to falling debris, glass, electrical wires, poles or trees.
- ◆ The safest place is in the open. Take cover in a doorway or archway if you cannot get to a clear area.
- ◆ Stay low, close eyes, and cover ears and head with forearms.
- ◆ Do not enter buildings until they have been officially declared safe.
- ◆ Be prepared for after shocks.
- ◆ Keep a radio on for information and updates.

Report the incident as soon as possible to principal and one of the following individuals. Submit any requested documentation immediately.

## **EARTHQUAKE**

Remain calm and be patient. Remain in your work area unless instructed otherwise. Heed the instructions of emergency officials or command and evacuation personnel.

- ◆ Check for fires, smoke, fumes, electrical hazards, gas leaks or other potential hazards.
- ◆ If there are injuries, give first aid.
- ◆ Do not attempt to move seriously injured people.
- ◆ Call your prearranged family contact.
- ◆ Do not use the telephone again, except to dial 911 to report a life-threatening emergency.
- ◆ Keep a radio on for information and updates.
- ◆ Report all injuries and hazards to your supervisor or an emergency official
- ◆ Site emergency personnel will dial 911 to report the disaster, if the incident seems to be isolated to this location. If the disaster seems to be widespread, site emergency personnel will assume control of the situation until emergency officials arrive.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for your site.

- ◆ Assist disabled or medically fragile individuals and anyone with manageable injuries.
- ◆ Do not attempt to move anyone who is severely injured.
- ◆ DO NOT run, use elevators, or close doors behind you.
- ◆ DO NOT smoke, light matches or activate any equipment or electrical switches.
- ◆ STAY AWAY from any structures, debris or utility lines.
- ◆ Designated personnel will take roll sheets with them and take roll in the assembly area.
- ◆ Designated personnel will take the first aid kits and deliver them to the command group area.
- ◆ Report attendance and injuries to command personnel.
- ◆ Assemble with your class in the designated area and remain there until instructed otherwise.
- ◆ Do not attempt to reenter the building until it has been officially declared safe.
- ◆ Keep radios on for information and updates.

If officials are not present, assess the situation to determine whether the danger is outside or inside. If evacuation is chosen, identify and/or clear a safe route; then proceed to a safe area at a distance from the building.

In the event of instructions to “shelter in place” or “lock down” the facility, all entrances will be locked and no one will be permitted to exit or enter the building(s) until emergency officials determine that it is safe to do so. Keep a radio on for information and updates.

Report the incident as soon as possible to principal and one of the following individuals. Submit any requested documentation immediately.

## **POST- DISASTER**

If you smell smoke or see flames, assess the situation and take appropriate action. If the situation is already out of hand and assistance is not available, dial 911 and be prepared to:

- ◆ State the nature of the emergency.
- ◆ State your name and a phone number at your location.
- ◆ State the building address and room number or area of the building.
- ◆ Remain on the phone until told to hang up.
- ◆ Ask someone to meet emergency officials at the street.
- ◆ Use the fire extinguisher nearest you, if personal safety permits.

Use nearest designated evacuation route exit and assembly area unless otherwise instructed.

- ◆ If smoke is present, stay close to the floor.
- ◆ Cover your mouth and nose with a wet cloth.
- ◆ Do not open hot doors. Before opening a door, touch it near the top to see if it is warm.
- ◆ Close doors behind you as you exit. Do not use elevators.
- ◆ Hold handrails. If no broken glass, remove high heels to avoid tripping.
- ◆ Designated personnel will take roll sheets with them and take roll in the assembly area.
- ◆ Designated personnel will take the first aid kits and deliver them to the command group area.
- ◆ After exit, quickly assemble in an area away from the exit door and any emergency operations.
- ◆ Report attendance and injuries to command personnel.
- ◆ Do not return to the building until you are instructed to do so.
- ◆ Keep building entrances and access roads clear for emergency personnel and vehicles.

If evacuation is not possible:

- ◆ Put closed doors between yourself and the smoke and heat.
- ◆ Stay close to the floor.
- ◆ Cover your mouth and nose with a wet cloth.
- ◆ Seal cracks around windows and doors.

If you are in a wild land fire area,

- ◆ Be aware of the environment which contributes to wild land fires: dense foliage, heat, dry conditions and wind.
- ◆ Learn alternate evacuation routes and be prepared to evacuate quickly.
- ◆ Heed official warnings and instructions from radio and television announcements, the National Weather Service, and law enforcement or fire personnel.

Report the incident as soon as possible to principal and one of the following individuals. Submit any requested documentation immediately.

## **FIRE**

During any weather emergency, keep a radio on for information, updates and travel advisories.

#### Storm, Tornado, Hurricane

- ◆ 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 and on the ground floor.
- ◆ 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, or broken gas lines.
- ◆ Be aware of hazardous debris and contaminated food and water.
- ◆ Watch for or call for assistance.

#### Extreme Cold

- ◆ Dress in several layers of warm, loose-fitting clothing. Remove extra layers when you feel too warm.
- ◆ Stay indoors and stay dry. Conserve heat.
- ◆ Close off unneeded rooms; cover windows with blankets; stuff rags or towels in cracks under doors.
- ◆ Stay awake, but avoid exertion; and as you sit, keep moving your 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. *A TEMPERATURE OF 95 DEGREES OR LOWER IS A LIFE THREATENING EMERGENCY – DIAL 911.*

#### 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.
- ◆ DO NOT leave people or pets in vehicles with windows closed or only partially open.
- ◆ Since hot weather increases fire hazard, be careful with possible sources of ignition.
- ◆ Be aware of the symptoms of heat emergencies:
- ◆ Heat cramps: 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 (towels or sheets) 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: Hot, red skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Body temperature can be very high. Skin may be wet or dry.
- ◆ *HEAT STROKE IS A LIFE THREATENING EMERGENCY – DIAL 911.*

#### Poor Air Quality or Smog

- Limit or cancel outdoor activities.

## **WEATHER**

**Primary Emergency Broadcasting Stations** have direct links with public agencies and governmental authorities and will broadcast related information continuously following a disaster. If the power is out, use a portable or car radio. The emergency broadcasting stations for San Bernardino County are:

KFRG	95.1 FM
KGGI	99.1 FM
KOLA	99.9 FM

**Use of Office Telephone Lines:** During an emergency, use your telephone for emergency causes only. When you use a telephone for any other purpose you contribute to potential circuit overload and/or collapse, which may in turn prevent other emergency calls from getting through.

**Public Telephones, Cell Phones and FAX Machine Lines** may function when office telephone lines do not.

**Communicating VVUHSD Administration:** Command and emergency personnel have a system and supplies in place to deal with catastrophic events. They will relay information to employees about the event as it becomes available. (i.e. extent of damage, road conditions, medical care, food, shelter and other essential services for victims; employee reporting as a disaster service worker; employee return to work.

**Communicating with Family Members** could be difficult during a disaster. If telephone service is interrupted, there may be no way to reach your family for a period of time. Pre-arrange a second contact point with your family – other than in the general vicinity of your home. This location can serve as a relay point of information or a meeting point where you can get in touch with each other after a crisis. If possible, establish an out-of-state contact. Public telephone service to other states may be available when local service is not.

**Media:** During an emergency situation, refer all media inquiries to the Superintendent's office or to public emergency officials.

## COMMUNICATIONS

**SITE** \_\_\_\_\_

**EMERGENCY CONTACTS**

Principal--VVUHSD \_\_\_\_\_  
\_\_\_\_\_

District Site Principal \_\_\_\_\_  
\_\_\_\_\_

Student Service Administration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Risk Management Services: Monika Knight 760-955-3201 ext. 10114 or 760-220-0008  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**UTILITY SHUTOFF INFORMATION**

**Instructions are also posted at utility location(s).**

Utility Shutoff Location(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Utility Shutoff Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE-SPECIFIC CONTACTS & UTILITY SHUTOFF INFORMATION**