

(B) Disaster Procedures

BOARD POLICIES, SECTION B

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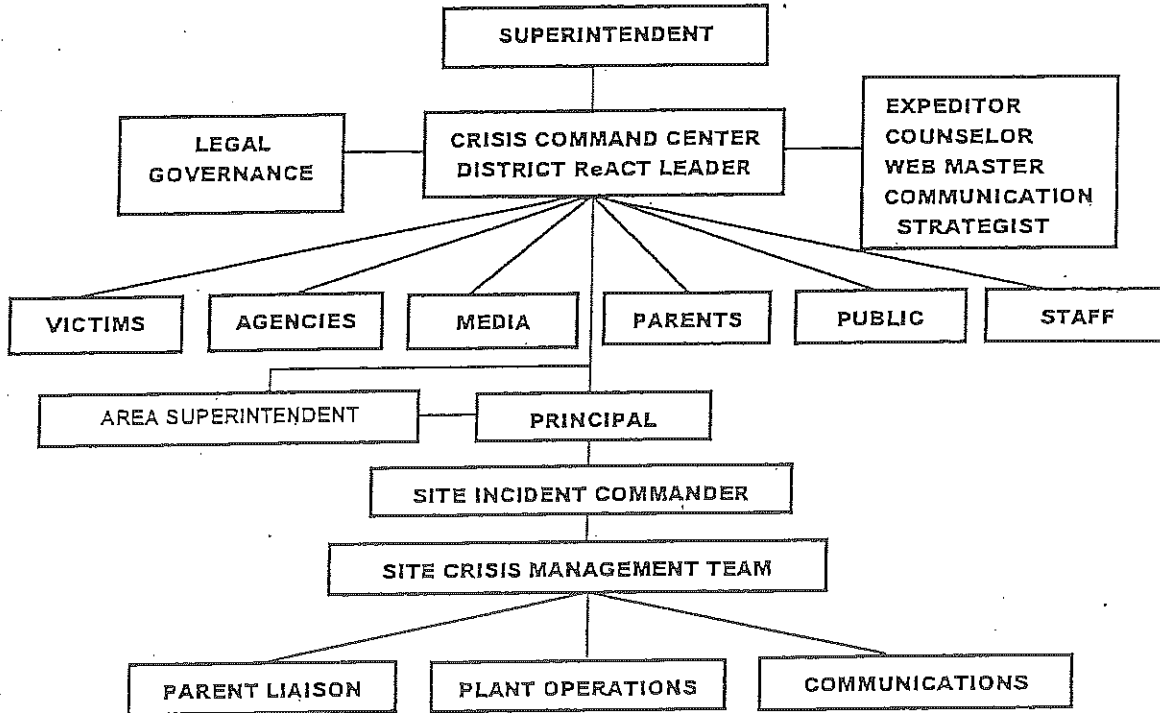
ADMINISTRATIVE REGULATIONS, SECTION B

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Providing an umbrella of support in times of crisis —

RESPOND & ASSIST CRISIS TEAM (ReACT)

Upon receiving the call from the school site that a crisis situation has occurred, the district will mobilize a team of resources to assist site leaders in managing the situation and communicating with internal and external audiences. When activated, the district team establishes the communication system for the school site to interface with the outside world



ReACT TEAM LEADER

The ReACT team leader reports directly to the superintendent who has the ultimate authority for managing the crisis situation. The team leader calls the shots and uses key volunteers or staff who head up each of the response desks. He also relies on six district teams members as key advisors and assistants —

LEGAL ADVISOR

The district's legal counsel advises on risk management, campus access policies, liability and other legal implications of the crisis. He maintains liaison with law enforcement and the judicial system.

GOVERNANCE ADVISOR

This person is assigned specifically to deal with the governing board members to ensure they are kept informed and know their roles in the response. He/she also notifies the county office of education and the superintendents from neighboring school districts.

EXPEDITOR

This district level administrator has the recognized authority or to mobilize district resources when needed and cut through bureaucracy and red tape. He checks on availability and accuracy of campus site maps, inventory of assets and emergency response materials on the site, and oversees the physical set-up of the command center.

COUNSELOR

This person maintains the "macro" view of the situation to ensure response areas are not being overlooked. He coordinates the counseling aspects of the crisis response and makes initial contact with the counselors from the district and community service agencies. He is responsible for the well-being of the ReACT response team and coordinates set-up of the holding/ staging area where parents and students rendezvous.

WEB MASTER

In an unfolding crisis, electronic communication dominates the information flow. This person loads information on the district web page, coordinates e-mail and broadcast fax systems, secures and maintains necessary telephone and technology systems, and employs other communication vehicles. He is the conduit for mobilizing district printing and courier services.

COMMUNICATIONS STRATEGIST

This person is the key communication analyst for the team and the spokesperson at the site. She develops the talking points, key messages and tactical approaches to communicate with all audiences. This person writes or edits most of the letters, statements, news releases, or reports for the team. She is responsible for preparing the first 30 minute report to the superintendent and updates that report hourly during the first 24 hours

Listed below are websites that provide additional information.

http://www.whitehouse.gov/	Whitehouse
http://www.dhs.gov/	Federal Department of Homeland Security
http://www.nasponline.org/	National Association of School Psychologists
http://ready.gov/	From the U.S. Dept. of Homeland Security
http://ed.gov/emergencyplan/	U. S. Department of Education
http://ncccv.org	National Center for Children Exposed to Violence
http://www.oc-redcross.org/	Orange County Chapter, American Red Cross
http://www.oc.ca.gov/hca/public/bio.htm/	County of Orange Health Care Agency
http://www.fema.gov/	Federal Emergency Management Agency
http://www.oes.ca.gov/	California Office of Emergency Services
http://www.bt.cdc.gov/	Centers for Disease Control and Prevention
http://www.oc.ca.gov/	County of Orange
http://www.ocsd.org/	Orange County Sheriff's Department
http://www.fbi.gov/	Federal Bureau of Investigation
http://www.ocfa.org/	Orange County Fire Authority

EMERGENCY PROCEDURES

Buena Park School District

6885 Orangethorpe Avenue, Buena Park, CA 90620

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 or 989 first, if needed, for an outside line.)
- Fire Department: Call 911 (Dial 9 or 989 first, if needed, for an outside line.)
- Emergency Information: Call (714) 522-8412 Buena Park School District (In the event of a disaster or wide spread emergency, this line will provide up-to-date information and instructions.)
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Anaheim Police Department: (714) 765-1900 Buena Park Police Department: (714) 562-3902
La Palma Police Department: (714) 690-3370

CIVIL DISTURBANCE

Any protest, misbehavior, or similar incident that disrupts or has the potential to disrupt the orderly functions of the workplace of 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: Call police. If possible, try to isolate the disruptive persons or their leaders. Initiate a lock down, if necessary. (See LOCKDOWN procedure.)

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Superintendent's Office (714) 736-4241

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

ACCIDENT, INJURY, SUDDEN ILLNESS

Stay calm. Disperse the crowd, if necessary. Remain with the injured person to provide comfort and reassurance. If a criminal act has caused injuries, call 911, identify and detain witnesses. Secure the scene.

Serious or life threatening injury: Dial (9) or (989) 911

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

If the injury is not serious or life threatening:

1. Locate a CPR or First Aid certified person to assist.
2. Administer first aid, if indicated.
3. Avoid handling bodily fluids or clothing stained by them.
4. If warranted, obtain transportation to the nearest medical center (listed at the back of this guide).
5. Request Human Resources notify the person's emergency contact of any transport decision.

Report the incident as soon as possible to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Human Resources (714) 736-4250
Assistant Superintendent, Administrative Services Office (714) 736-4262

EVACUATION

Evacuation may be necessary when it is not safe to stay in a building, e.g. damaged building from earthquake or explosion, bees, bomb threat or toxic exposure. Evacuation should not be automatic. You may be safer where you are. When possible, consult with school command personnel or emergency officials first.

To Evacuate: If instructed to do so, or if circumstances deem necessary, calmly exit the building by the nearest safe exit and report to the designated assembly area.

1. Take purse/wallet with you. Don't take time to collect belongings or shut down computers.
2. Assist handicapped persons and anyone with manageable injuries.
3. Do not attempt to move anyone who is severely injured.
4. DO NOT run. Close but do not lock doors behind you.
5. DO NOT smoke, light matches or activate any equipment or electrical switches.
6. STAY AWAY from any structures, debris or utility lines.
7. Designated personnel take roll sheets and conduct roll at assembly area.
8. Designated personnel take first aid kits to the command group area.
9. Report attendance and injuries to command personnel.
10. Assemble with your division in the designated area and remain there until instructed otherwise.
11. Do not attempt to reenter the building until it has been officially declared safe.
12. Do not leave the site unless instructed to do so.

If Supervisor Not Present: Assess the situation to determine whether the danger is inside or out. 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 ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272
Superintendent's Office (714) 736-4241

BIOLOGICAL HAZARD

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 **possible biological substance**:

1. Do not touch, shake open, move around or allow other staff or individuals to handle the item.
2. Evacuate and isolate the area or room that contains the suspected substance.
3. **Immediately notify your site supervisor**, who will evaluate the situation and decide to call 911.
4. Police may have you notify the FBI and/or the County Health Department.
5. Mark the room or area, "DO NOT ENTER."
6. Contain and isolate any individuals that may have been contaminated.
7. Follow direction of law enforcement regarding appropriate handling of items.
8. Do not eat or drink while handling suspicious mail, package or substance.
9. Wash hands with soap and warm water.

Blood and bodily fluids: Assume that all such fluids contain blood borne pathogens such as HIV and Hepatitis and avoid contact. If contact is unavoidable:

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

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272
Superintendent's Office (714) 736-4241

MOTOR VEHICLE / AUTOMOBILE ACCIDENT

During an earthquake:

1. Bring the vehicle to a safe stop along the road or open area. Set the brake.
2. Avoid stopping under or near overpasses, wires, high structure or anything that could fall.
3. Stay inside the vehicle.
4. Tune to a radio emergency station for information and updates.

During severe weather:

1. Turn on headlights and windshield wipers.
2. Adjust speed to ensure you can control the vehicle.
3. If you cannot see or cannot control your vehicle, pull off highway to safe area or underpass.
4. Stay inside the vehicle.
5. Avoid crossing standing water that may be deep enough to kill the engine or sweep you away.
6. Tune to a radio emergency station for information and updates.

Crash or collision:

1. Stop and take all necessary precautions to prevent further accidents at the scene.
2. Call 911 and seek needed medical assistance. Stay at the accident scene.
3. Assist injured persons without movement which could cause further injury.
4. Get names of witnesses.
5. Exchange driver's license, automobile license and insurance information.
6. Obtain names and contact information of passengers and witnesses.
7. Note the location and circumstances of the accident.
8. Do not make any statement to anyone other than police, insurance company and school administration.
9. If the accident occurred in a district vehicle or while driving a rental or personal car on district business, report the incident to your site supervisor ASAP.

List emergency contact numbers here:

Assistant Superintendent, Administrative Services Office (714) 736-4262

LOCK DOWN

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

In a building:

1. Lock all doors.
2. Keep students and staff away from doors and windows.
3. Move to a secure (concealed or walled) area of the building (not a bathroom).
4. If gunshot or explosion is heard, drop to the floor and seek cover.
5. Move a telephone into the secure area (or use a cell phone) and call (9) or (989) 911 ASAP.
6. Account for all students and staff. Notify police to cover or contain students and staff who may be outside.
7. If a medical emergency arises, render first aid and report to command or emergency personnel.
8. Maintain a calm environment.
9. Stay where you are until instructed otherwise by command, even after school/work day is over.
10. Guard outside exits to prevent anyone from leaving the building, if possible.
11. Update locked down personnel at 5-10 minute intervals (if safe to do) as information is received from command or emergency personnel.

Outside:

1. Proceed immediately to a secure area.
2. Remain there until released by command or emergency personnel, even after school/work day is over.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Superintendent's Office (714) 736-4241

BOMB OR TERRORIST THREAT

Although often hoaxes, all bomb threats must be treated as if they are real.

Telephone or in person (remain calm and permit the person to talk without interruption). ASK:

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

All bomb threats:

1. Dial (9) or (989) 911 ASAP.
2. Prohibit any radio frequency transmissions and use of cell phones and other electrical devices.
3. Evacuate suspected area and alert other staff.
4. Advise all individuals not to touch, move or disarm any object or item.
5. Advise all individuals not to change any equipment or electrical switches.
6. All action regarding bomb/device will be handled by the local police agency or fire department.

Written threat:

1. Handle the note carefully and minimally – place in clear protector.
2. Wait for further instructions from emergency personnel.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272
Assistant Superintendent, Administrative Services Office (714) 736-4262

EXPLOSION, HAZARDUS MATERIALS OR CHEMICAL SPILL

Explosion:

1. Remain calm.
2. Drop to the floor, close eyes, clasp both hands behind neck, and cover ears and head with forearms.

Afterward:

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

Hazardous materials or chemical spill:

1. Stay away from the hazard source. Do not touch or step in any of the material.
2. Do not eat or drink anything; it may be contaminated.
3. Isolate any individuals that may have become contaminated.
4. Monitor individuals for any signs of medical distress and report ASAP to command or emergency personnel.

If evacuating:

1. Proceed uphill, upstream or upwind of the material, fumes or smoke.
2. Designated personnel take roll sheets and conduct roll ASAP. Advise command personnel of any unaccounted for students or staff.
3. Designated personnel take first aid kits to the command group area.
4. Quickly assemble in an area away from the exit door and any emergency operations.
5. Do not return to the building unless instructed to do so.

Dial (9) or (989) 911 ASAP and report the incident to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272
Assistant Superintendent, Administrative Services Office (714) 736-4262

AIRPLANE CRASH

If you have warning:

1. Crawl under a sturdy table or desk.
2. Close your eyes, clasp your hands behind your neck, and cover your head and ears with your forearms.

After crash, dial (9) or (989) 911:

1. State the nature of the emergency.
2. State your name and a phone number at your location.
3. State the location of the crash in relation to your building address.
4. Determine whether to shelter-in-place or evacuate.

If instructed to evacuate (or if circumstance dictates evacuation):

1. Calmly exit the building by the nearest safe exit and report to the safest assembly area for your site.
2. Evacuate uphill or upwind of any smoke, as it may be toxic.
3. Assist handicapped persons and anyone with manageable injuries.
4. Do not attempt to move anyone who is severely injured. Help will be available.
5. DO NOT run or close doors behind you.
6. DO NOT smoke, light matches or activate any equipment or electrical switches.
7. STAY AWAY from any structures, debris or utility lines.
8. Designated personnel take roll sheets and conduct roll in the assembly area.
9. Designated personnel take first aid kits to the command group area.
10. Report attendance and injuries to command personnel.
11. Assemble with your division in the designated area and remain there until instructed otherwise.
12. Do not attempt to re-enter the building until it has been officially declared safe.
13. Protect individuals from exposure to the crash site.
14. Be aware of additional explosions that could occur after the crash.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272
Assistant Superintendent, Administrative Services Office (714) 736-4262

HOSTAGE SITUATION, SUSPECTED TERRORIST, VIOLENT INTRUDER

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:

1. Stall for time and create distance between you and the suspect.
2. Do not be aggressive or use aggressive body language.
3. Do not try to disarm an armed individual.
4. Remain calm and understanding. Listen intently to what the person has to say.
5. Take mental notes of what the suspect is wearing, weapons you see, what the suspect says.
6. Do not attempt to protect personal belongings.
7. Dial (9) or (989) 911; leave the telephone off the hook if you cannot talk.

If exiting is unsafe or threat is outside your area:

1. Lock doors/windows and turn off lights.
2. Stay away from the suspect's line of sight.
3. Place a message in the window or under the door to describe your situation.
4. Dial (9) or (989) 911.

If evacuating away from suspect's location:

1. Stay close to walls and avoid wide open areas.
2. If there is a shooting, run in a zigzag pattern.
3. Seek safe shelter and dial (9) or (989) 911 or notify an appropriate official of the incident ASAP.

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

1. Identify yourself.
2. Keep your hands visible and above your head.
3. Listen carefully to law enforcement instructions and follow them.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Superintendent's Office (714) 736-4241

UTILITY FAILURE or LEAK, BUILDING EMERGENCY, CRIME

During power outage:

1. Use public or cell phones to communicate.
2. Each teacher should keep a flashlight. The office may have some additional flashlights.

For suspected or actual utility break or water/gas leak:

1. Evacuate the immediate area.
2. Do not touch or try to step over fallen wires.
3. Have qualified personnel check circuit breakers, pilot lights and other potential sources of the problem.
4. Do not return to the area until instructed to do so.

*Utility shutoff information is posted at each site.
Immediately report any building emergency or problem to your site supervisor.*

If you are the victim of a crime or you encounter a crime in progress:

1. DO NOT confront the suspect(s).
2. Take mental notes of what the suspect is wearing, weapons you see, what the suspect says.
3. Do not attempt to protect personal belongings.
4. If possible, retreat from the scene.
5. Dial (9) or (989) 911; leave the telephone off the hook if you cannot talk.

If you suspect or witness a crime, vandalism or property damage:

1. Do not confront the perpetrator(s).
2. Do not disturb the scene.

Immediately report crime, vandalism or property damage to your site supervisor.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272
Assistant Superintendent, Administrative Services Office (714) 736-4262

EARTHQUAKE

inside:

1. Move away from windows, mirrors, tall bookcases, file cabinets or high stacked items and out from under beams, architectural elements and suspended light fixtures.
2. *Drop, Cover, and Hold On.* Drop to the floor, take cover under a sturdy desk or table, and hold on to it firmly.
3. If you are not near a desk or table, drop to the floor against the interior wall, close eyes, clasp both hands behind neck, and cover ears and head with forearms.
4. Do not go outside! Do not move or evacuate the building unless instructed to do so by emergency personnel.

If evacuating:

1. Calmly exit the building by the nearest safe exit and report to the designated assembly area.
2. Assist handicapped persons and anyone with manageable injuries.
3. Do not attempt to move anyone who is severely injured.
4. Take your purse and emergency backpack, if possible, but do not take time to collect all belongings or to shut down computers.
5. DO NOT run, use elevators, or close doors behind you.
6. DO NOT smoke, light matches or activate any equipment or electrical switches.
7. STAY AWAY from any structures, debris or utility lines.
8. Designated personnel will take roll sheets with them and take roll in the assembly area.
9. Designated personnel will take the first aid kits and deliver them to the command group area.
10. Report attendance and injuries to command personnel.
11. Assemble with your division in the designated area and remain there until instructed otherwise.
12. Do not attempt to re-enter the building until it has been officially declared safe.
13. Be prepared for aftershocks.
14. Keep a radio on for information and updates. Websites can also be another source of information.

If outside:

1. Move away from buildings/areas subject to falling debris, glass, electrical wires, poles or trees.
2. The safest place is in the open. Move away from structures, poles and overhead wires, and trees.
3. Stay low, close eyes, and cover ears and head with forearms.
4. Do not enter buildings until they have been officially declared safe.
5. Be prepared for aftershocks.
6. Keep a radio on for information and updates.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Superintendent's Office (714) 736-4241

DISASTER

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

1. Check for fires, smoke, fumes, electrical hazards, gas leaks or other potential hazards.
2. If there are injuries, give first aid.
3. Do not attempt to move seriously injured people.
4. Call your prearranged family contact. (Note: Text messages may work when phone calls don't.)
5. Do not use the telephone again, except to dial 911 to report a life-threatening emergency.
6. Keep a radio on for information and updates. Websites can also be another source of information.
7. Report all injuries and hazards to your supervisor or an emergency official.
8. Site emergency personnel will dial 911 to report the disaster, if it is isolated to this location. If widespread, site personnel will assume control of the situation until emergency officials arrive.

If evacuating: If instructed to do so or if circumstances deem necessary, calmly exit the building by the nearest safe exit and report to the designated assembly area.

1. Assist handicapped persons and anyone with manageable injuries.
2. Do not attempt to move anyone who is severely injured.
3. DO NOT run, use elevators, or close doors behind you.
4. DO NOT smoke, light matches or activate any equipment or electrical switches.
5. STAY AWAY from any structures, debris or utility lines.
6. Designated personnel will take roll sheets with them and take roll in the assembly area.
7. Designated personnel will take the first aid kits and deliver them to the command group area.
8. Report attendance and injuries to command personnel.
9. Assemble with your division in the designated area and remain there until instructed otherwise.
10. Do not attempt to re-enter the building until it has been officially declared safe.
11. Keep radios on for information and updates. Websites can also be another source of information.

If supervisor is 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.

If "shelter in place" or "lock down": All entrances will be locked, no one will be permitted to exit or enter the building(s) until emergency officials give clearance. Keep a radio on for information and updates. Websites can also be another source of information.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272
Assistant Superintendent, Administrative Services Office (714) 736-4262

FIRE

Smoke or flames: Notify your site supervisor. That person will assess the situation and take appropriate action.

If the situation is already out of hand and assistance is not available, dial (9) or (989) 911:

1. State the nature of the emergency.
2. State your name and a phone number at your location.
3. State the building address and room number or area of the building.
4. Remain on the phone until told to hang up.
5. Ask someone to meet emergency officials at the street.
6. If personal safety permits, use the fire extinguisher nearest you.

If evacuating:

1. Use nearest designated evacuation route exit and assembly area unless otherwise instructed.
2. If smoke is present, stay close to the floor.
3. Cover your mouth and nose with a wet cloth.
4. Do not open hot doors. Before opening a door, touch it near the top to see if it is warm.
5. Close doors behind you as you exit.
6. Hold handrails. If no broken glass, remove high heels to avoid tripping.
7. Designated personnel take roll sheets and conduct roll in the assembly area.
8. Designated personnel take first aid kits to the command group area.
9. After exit, quickly assemble in an area away from the exit door and any emergency operations.
10. Report attendance and injuries to command personnel.
11. Do not return to the building until instructed to do so.
12. Keep building entrances and access roads clear for emergency personnel and vehicles.

If evacuation is not possible:

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

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272
Assistant Superintendent, Administrative Services Office (714) 736-4262

WEATHER / AIR QUALITY

During any weather emergency, keep a radio on for information, updates and travel advisories. Websites may also provide useful information.

Storm, Wind:

1. If outdoors, stop all activities and seek shelter. If possible, avoid assembling or seeking shelter in auditoriums or other structures with large, open roof spans.
2. If possible, assemble in windowless rooms/hallways located in the center of a building. Stay away from windows.
3. Close doors, windows and blinds.
4. If weather becomes severe, crawl under a sturdy table/desk, close eyes, clasp hands behind neck, and cover ears and head with forearms.
5. If downed or broken electrical lines, or broken gas lines, secure area and keep others away. Dial 911, notify site administrator, and contact appropriate agency [Southern California Edison at (800) 611-1911 or Southern California Gas at (800) 427-2200].
6. Be aware of hazardous debris and contaminated food and water.
7. Watch for or call for assistance.

Extreme Cold:

1. Dress in several layers of warm, loose-fitting clothing. Remove extra layers when you feel too warm.
2. Stay indoors and stay dry. Conserve heat.
3. Close off unneeded rooms; cover windows with blankets; stuff rags or towels in cracks under doors.
4. Stay awake, but avoid exertion; and as you sit, keep moving your arms and legs to improve circulation.
5. Be careful of the potential hazards of space heaters, candles, etc. Never use a charcoal grill or any combustibles indoors.
6. **Hypothermia symptoms:** 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 wet clothing; warm the center of the body first; use skin-to-skin contact; wrap the entire body in blankets, including head and neck. Administer CPR if the person is not breathing. *A BODY TEMPERATURE OF 95 DEGREES OR LOWER IS A LIFE THREATENING EMERGENCY – DIAL 911.*

Extreme Heat:

1. Wear light-colored clothing and take advantage of shade and air conditioning when possible.
2. Limit outdoor activities and drink lots of water or other non-alcoholic and caffeine-free beverages.
3. DO NOT leave people or pets in vehicles with windows closed or only partially open.
4. Since hot weather increases fire hazard, be careful with possible source of ignition.
5. Be aware of the symptoms of heat emergencies:
 - **Heat cramp symptoms:** 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 symptoms:** 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 symptoms:** 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:

1. Limit or cancel outdoor activities.
2. Be prepared to give aid to those with breathing problems including asthma.

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 Orange County are:

KEZY 95.9 FM	KWIZ 1480 AM
-----------------	-----------------

Websites: The following websites may also provide useful information: www.calema.ca.gov and <http://egov.ocgov.com/ocgov/Emergency>

Operational Area II Radio is housed at the District Office in the Maintenance Dept. for the purpose of facilitating communications among the Orange County Emergency Operations Center and school districts in the event of a disaster. This radio is battery operated and portable; so that it can be moved to a more accessible area, if necessary.

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, Text Messaging, E-mail, and FAX Machine Lines may function when office telephone lines do not.

Communicating within the district: Command and emergency personnel have Nextel and walkie-talkies 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 the 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. The 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 (714) 736-4241 or to public emergency officials.

COMMUNICATIONS

SITE: _____

EMERGENCY CONTACTS

Principal: _____

Assistant Principal: _____

Building Emergency Contact(s): _____

After Hours Building Contact(s): _____

UTILITY SHUTOFF INFORMATION

Utility Shutoff Location(s): _____

Utility Shutoff Instructions: Contact School Office or maintenance (714) 736-4294 for Shutoff Instructions

Earthquake Drill Procedure

Signal: Announcement over PA system,

"We are now experiencing an earthquake."

What to do:

Inside the Classroom:

1. Students and staff are to get under desks, in a rolled up position with one hand over their heads. The other hand should be holding on to one of the legs of the desk.
2. An announcement will be made to indicate that the shaking has stopped. The teacher will then evaluate the situation and give directions to the students to evacuate the building when it is deemed safe. The students are NOT to get out from under their desks until the teacher indicates that it is safe to do so.
3. Students and staff are to evacuate the buildings. Doors are to remain open after the rooms have been evacuated. All students and staff will head toward designated areas to wait for the all clear.
4. Teachers and other supervising adults will notify the office of missing or found students on the Disaster Accountability Form.

Outside the Classroom:

1. Children are to drop into a rolled up position in an area away from trees and buildings. They are to have one hand over their head and the other covering the back of their neck. They are to remain in that position until their teacher or other supervising adult indicates that the shaking has stopped and that it is safe to get up. It is especially important to review this procedure with the students.
2. Teachers and other supervising adults will notify the office of missing or found students on the Disaster Accountability Form.

During Recess or Lunch:

1. Children are to drop into a rolled up position in an area away from trees and buildings. They are to have one hand over their head and the other covering the back of their neck. They are to remain in that position until their teacher or other supervising adult indicates that the shaking has stopped and that it is safe to get up. It is especially important to review this procedure with the students.
2. Children should be directed to line up at the normal designated waiting area. Teachers will join their class at the designated waiting area.
3. Teachers and other supervising adults will notify the office of missing or found students on the Disaster Accountability Form.

LOCK DOWN DRILL INSTRUCTIONS

SIGNAL: Administration will get on the loudspeaker and announce "We are going into Lockdown, this is NOT a test." This will be repeated 3 – 5 times.

WHAT TO DO:

INSIDE THE CLASSROOM:

1. Teacher closes and locks classroom doors, turns off the classroom lights, and keeps children away from the windows.
2. Roll should be taken by the teacher to determine if all students are present. Report status/missing students to the office via **email or phone**.

OUTSIDE THE CLASSROOM:

1. If students are on the playground, they report immediately to the nearest playground supervisor. The supervisor will escort students to the nearest classroom or building and get all children inside and call to report children who are with supervisor to the main office. The supervisor will escort students to the various classrooms as soon as possible and safe to do, after the all clear signal has been given.
2. During recess, lunch period, before school begins, or if a child is en route to another destination, children are to get inside the closest classroom or office building and report to a teacher/school employee. The adult should call the office to inform the status of the child and hold the child until given the all clear.

KEEP IN MIND:

1. Teachers or other supervising adult should notify the office of found or missing students as soon as it is safe to do so (via email or phone).
2. All support staff, if not with students, are to report immediately to the office for possible assignment.
3. The drill concludes when the administrator/designated office staff in charge uses the phone intercom to indicate all is clear.
4. **In a situation where you do not get a response from the office, DO NOT send someone to the office (The emergency could be unfolding there). Remain calm, keep lights out, stay away from the windows, and do not open the door. Write a list of missing students and students who have reported to you and keep until someone (school employee) calls to inquire, emails you or comes by to collect it.**

FIRE DRILL INSTRUCTIONS

SIGNAL: The fire alarm signal is a series of short, sharp bells in series of ten, repeated four times in approximately one minute.

WHAT TO DO:

INSIDE THE CLASSROOM:

1. Students and staff are to immediately form a single or double line at the classroom door. If smoke is apparent, or the door knob is hot, do not open the door!
2. The teacher will evaluate the situation and give directions to students to evacuate the building when it is deemed safe. Students and teachers should WALK quickly and quietly to the prearranged outdoor evacuation area.
3. Teacher will take out emergency bag/supplies and class list upon exit, closing (but not locking) the classroom door after all children have cleared the room.
4. Roll call will be taken by the teacher at the outdoor evacuation area, and students are to observe absolute silence.
5. Teachers or other supervising adult will notify the principal of student status on the Disaster Accountability Form, by sending a runner to the Emergency Operation Center with the form.
6. Students/staff may quietly walk and return to class to resume normal activities following the ALL CLEAR signal.

OUTSIDE THE CLASSROOM:

7. During an organized play period, children are to report to employees supervising them in their outdoor evacuation area, if possible.
8. During a recess, lunch period, before school begins, or if a child is en route to another destination, children are to report to their outdoor evacuation area or get to the closest open area and report to a teacher or other supervising adult who will direct them to safest area.
9. Teachers or other supervising adult should notify the office of found or missing students as soon as it is safe to do so. Students/staff may resume normal activities following the ALL CLEAR signal.

THE ALL CLEAR SIGNAL WILL BE ONE LONG BELL.

EMERGENCY INFORMATION

DISMISSAL - In the event of a major earthquake or disaster, school will not be dismissed and children will remain under the supervision of school authorities.

TELEPHONES - If telephones are operational following a serious earthquake their use will be restricted to reporting medical, fire or other emergencies.

SAFETY - Students are housed in buildings which meet Field Act specifications. They are built to be earthquake resistant and are among the safest buildings in the community.

EMERGENCY RELEASE FORM

A. Please complete and return the form below

B. When choosing adults authorized to pick up your child, keep in mind that they should live or work in close proximity to the school site. Roads may be closed as a result of a severe earthquake.

MAJOR EMERGENCY RELEASE FORM

Child's Name _____ Teacher _____

Parents _____ Home Address _____

Home Phone _____ Work Phone _____

Medical information (allergies, medications, etc.)

Names of other children

Name _____ Teacher _____

Name _____ Teacher _____

Name _____ Teacher _____

Names of ADULTS authorized to pick up my child(ren) in the case of a major emergency:

1. _____ 2. _____

3. _____ 4. _____

FOR OFFICE USE ONLY

Released To: _____ Signature _____

Date/Time _____ Phone Number _____

Destination _____

Released by _____

(Signature)

Disaster Preparedness Plan
Staff Information Form

Staff Member _____

Please list all dependents and their ages currently living with you:

Please list any other special considerations that may affect your ability to fulfill your duty/responsibility as assigned:

Comments:

Disaster Accountability Report

Name _____ Room _____

Date _____ Time _____

_____ **EVERYBODY** accounted for (includes students, adults assigned to room)

_____ **All Students/Adults** accounted for except for:

Student/Adult	Check box to indicate		Probable Location	STATUS (Injured, missing, etc)
	Child	Adult		

STUDENTS/ADULTS TAKEN IN:

Student/Adult	Check box to indicate		From: (ie. regular teacher)	STATUS (Injured, found, etc)
	Child	Adult		

INFORMATION COMMAND CENTER SHOULD KNOW:

Please use the back of this form if more space is required.



Homeland Security

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National Terrorism Advisory System



National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

This page contains any current NTAS Alerts and archived copies of expired alerts.

Learn More

- [NTAS Public Guide](#)
- [NTAS Frequently Asked Questions](#)
- [Sample NTAS Alert](#)

Action Center

- [NTAS Alerts via Email](#)
- [NTAS Alerts via Facebook](#)
- [NTAS Alerts via Twitter](#)
- [NTAS For Your Website](#) (Data feeds, web widgets and graphics)

Last Published Date: September 5, 2013

Current Alerts
There are no current alerts.

Expired Alerts
There are no expired alerts.

From the Press Room

[Secretary Napolitano Announces Implementation of National Terrorism Advisory System](#)
[The New National Terrorism Advisory System \(Blog\)](#)

More from DHS

[NTAS Print Materials](#)
[NTAS For Your Website](#)
[NTAS Public Guide](#)
[Download the NTAS Public Guide \(PDF, 7 pages - 332 KB\)](#)
[NTAS Frequently Asked Questions](#)
[Sample NTAS Alert \(PDF, 1 page - 89 KB\)](#)



Homeland Security

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NTAS Alerts

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

More from DHS

- [National Terrorism Advisory System](#)
- [NTAS Sample Alert \(PDF, 1 page - 89 KB\)](#)
- [NTAS Frequently Asked Questions](#)

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The NTAS Alert – How can you help?

Terrorism Information

Terrorism information and intelligence is based on the collection, analysis and reporting of a range of sources and methods. While intelligence may indicate that a threat is credible, specific details may still not be known. As such, Americans should continue to stay informed and vigilant throughout the duration of an NTAS Alert.

Each alert provides information to the public about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions being taken by authorities, and steps that individuals and communities can take to protect themselves and their families, and help prevent, mitigate or respond to the threat.

Citizens should report suspicious activity to their local law enforcement authorities. The "If You See Something, Say Something™" campaign across the United States encourages all citizens to be vigilant for indicators of potential terrorist activity, and to follow NTAS Alerts for information about threats in specific places or for individuals exhibiting certain types of suspicious activity. Visit www.dhs.gov/ifyouseesomethingsaysomething to learn more about the campaign.

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Alert Announcements

NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – <http://www.dhs.gov/alerts>
- Via email signup at – <http://www.dhs.gov/alerts>
- Via social media
 - Facebook – <http://facebook.com/NTASAlerts>
 - Twitter – <http://www.twitter.com/NTASAlerts>
- Via data feeds, web widgets and graphics
 - <http://www.dhs.gov/alerts>

The public can also expect to see alerts in places, both public and private, such as transit hubs, airports and government buildings.

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Sample NTAS Alert

Review a [sample NTAS Alert \(PDF, 1 page - 69 KB\)](#).

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Frequently Asked Questions

View [Frequently Asked Questions](#) about NTAS.

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If You See Something Say Something™ used with permission of the NY Metropolitan Transportation Authority.

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Last Published Date: September 12, 2012

BUENA PARK SCHOOL DISTRICT

2013-2014 DISASTER DRILL: Immediate Lockdown

On Monday March 24, 2014 the Buena Park School District will conduct our annual disaster drill. All schools will conduct their drill during the morning recess.

PRE DRILL

- Site Administrators to review procedures with teachers and classified staff.
- Teachers to advise students of upcoming drill and expectations.
- Drill will commence near the start of recess.

SITUATION

- Front office receives call from Buena Park PD, that there is a dangerous situation occurring by our campus and requesting schools to go into immediate lock down.

DRILL COMMENCE

- P/A system will announce an immediate school site lock down, instructing all staff, students and visitors to proceed to nearest open classroom.
- Staff will secure all doors and windows to include all front office doors.
(Recommend posting sign on front office doors stating drill in progress)
- Staff will instruct all students and visitors to stay away from windows.
- Staff will instruct all students and visitors to take shelter if possible, under desk, tables etc....
- Staff will instruct that all cell phones be turned off or placed in silent mode, and not used unless the situation calls for it.
- All two way radios should be silenced.
- Staff will turn off all electronic devices that emit noise or light.
- Staff to turn off all lights, try to keep all calm, and have all remain hidden and quiet.
- All gates will be presumed locked, do not send staff to verify.

DRILL COMPLETION

- Five minutes after campus is secure P/A system announces an all clear, staff to unlock all doors and instruct students to proceed to their home rooms. Visitors are to proceed to the front office. All teachers are to report to their home room.
- Once all staff and students are in home rooms, roll must be taken.
- All students are to remain in home room until all staff, students and visitors are accounted for.
- Campus perimeter will remain secured until all staff, students and visitors are accounted for.
- Once all staff, students & visitors are accounted for, recess and remainder of school will resume under modified schedule.

DISCUSSION

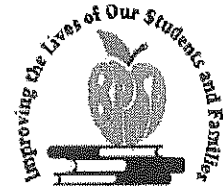
- Do you open door for wandering student?

POSTMORTEM

We will arrange a meeting the following day with site Administrator to comment on what procedures worked well and what procedures might need to be re-evaluated per their school site.

ShakeOut Drill

For K-12 Schools



Are You Ready to ShakeOut?

Major earthquakes can cause unprecedented catastrophes. With earthquakes as an inevitable part of our future, schools should make plans and take actions to ensure that disasters do not become catastrophes. The Great California ShakeOut, is an earthquake and preparedness drill which will occur at 10:16 a.m. on Thursday October 16, 2014. All district students and staff will be participating in this drill.

The following are steps to be taken before, during, and after the drill.

Drills for Schools

Drop, Cover, and Hold On Drill and Building Evacuation

This standard drill and evacuation uses simple steps to inform all teachers and students how to perform Drop, Cover, and Hold On – a quake-safe action designed to protect lives and prevent injuries from falling furniture and flying objects than can become projectiles during ground shaking. Teachers and students will then evacuate the building according to the school disaster plan.

BEFORE the Drill

1. Instruct your teachers in how to lead their classes in the drill, including:

- The date & time of your Drill will be at 10:16 a.m. on Thursday October 16, 2014

How to correctly perform *Drop, Cover, and Hold On*, wherever teacher and/or students are. This includes dropping to the floor (to prevent falling), making yourself as small a target as possible, and protecting your head, neck and chest by taking cover under a sturdy desk or table or near an interior wall, covering your head your hands and arms. Adapt these procedures for anyone who cannot take this position, and for anyone in any unique locations, including outdoors.

Being outdoors will make you safe from debris, but not safe from the actual earthquake. You should drop and cover if you are outdoors.

- Your expectations for class participation are outlined below (i.e. *Drop, Cover, and Hold On*; follow evacuation procedures to selected safe location; gather at a central location for a head count; conduct post-drill discussions).

DURING the Drill

1. Via the public announcement (PA) system, alarms, or verbal direction (in the event of a real earthquake your signal will be the beginning of shaking itself):
 - Announce that the earthquake drill has begun and to *Drop, Cover, and Hold On*.
 - Suggest that while dropping under a sturdy desk or table, students and teachers look around at what would be falling on them in a real earthquake. These items should be secured or moved after the drill.
2. After at least one minute, announce that the shaking is over
3. Based upon your school disaster plan, have teachers, students and staff follow school evacuation procedures according to the school disaster plan.
4. If an aftershock occurs while you are exiting, *Drop, Cover, and Hold On* until the shaking stops.
 - When the shaking has stopped (or when the all clear announcement is given) IMMEDIATELY and before you exit your room take ten seconds to look around, make a mental note of damage and dangers, check to see if any students are injured. If immediate help can be given to open airway, stop serious bleeding, or put out a small fire do so. Ask responsible students to assist lightly injured. Non-ambulatory injured should be reassured and wait for treatment where they are, unless it is more dangerous to remain.
5. Take your classroom Roll book and any emergency kit or supplies. Make sure these stay with the person actually escorting the class to the Emergency Assembly Area (EAA).
6. Use the BUDDY SYSTEM. Classes should exit in pairs with one teacher in front and one in the back. Take a few seconds to check briefly with the teacher in the classroom to the left, to the right, and across the hall to see if they are in need.

In the absence of a teaching assistant, be prepared to take a class of a colleague while that teacher assists with any injuries or in the duties assigned to them. Escort your class(es) to their designated place in the EAA.

- Use the suggested routes on your evacuation map or alternate route if yours is blocked or unsafe.
 - Everyone is to stay together and to quickly and quietly evacuate following the 4 Evacuation Rules. ; **Don't Talk! Don't Push! Don't run! Don't turn back!**
 - Select two responsible monitors to lead, carefully checking that the evacuation route is clear. You bring up the rear, seeing that everyone is together.
 - Check that exit routes are clear. Move directly away from the building when exiting. Children should cover their heads with their bag or book. Do NOT use any stage lifts.
7. Encourage students and teachers to discuss their experiences with one another.
 8. Take roll and account for all absences. Each teacher will verify with office.
 9. All schools will be asked to contact command center via hand held radio utilizing your disaster drill response procedure representative before returning to classes or offices.

AFTER the Drill

1. Debrief together in your classes and staff meetings. Ask for feedback on how the drill went.
2. Encourage staff and students to prepare at home using the 7 Steps to Safety from "*Putting Down Roots in Earthquake Country*"

(see attached or go to www.earthquakecountry.org/roots/seven_steps.html)

ADDENDUM

If you have a physical disability or movement limitation:

During earthquakes it is important to protect yourself from falling, or being hit by falling objects. When shaking begins, if possible:

- Drop** down to the floor (before the earthquake knocks you down);
- Take Cover** under a table or desk (or cover your head and neck with your arms); and
- Hold On** to the leg or other part of the furniture until the shaking stops. If you have mobility or balance issues, the shaking motion may increase your difficulties. Get to the floor in a seated position (and against an inside wall if possible). Protect your head and neck with your arms.

If you are unable to "Drop, Cover, and Hold On":

If you have difficulty getting safely to the floor on your own, get as low as possible, protect your head and neck, moving away from windows or other items that can fall on you.

- If using a wheelchair lock your wheels and remain seated until the shaking stops.
- Always protect your head and neck with your arms, a pillow, a book, or whatever is available.

Deaf or hard of hearing:

Be sure to have more than one method to receive warnings and evacuation information.

Blind or low vision:

Earthquakes can cause items to fall and furniture to shift. Regular sound clues may not be available afterwards. Move with caution.

Developmental/Cognitive/Intellectual disabilities:

For anyone who has difficulty understanding, remembering, or learning – keep simple, short instructions and important information with you and in your kits. If they use augmentative communication supports, include these in your planning.



SEVEN STEPS TO EARTHQUAKE SAFETY

When it comes to disaster, there are simple things you can do to make yourself safer. The information on this page is designed as a step-by-step guide to give you details on what to do before, during, and after an earthquake. Start with the simple tips within each step so that you can build on your accomplishments.

An example of this in Step 1 is moving heavy, unsecured objects from top shelves onto lower ones. This will only take minutes to complete and you are safer from that hazard!

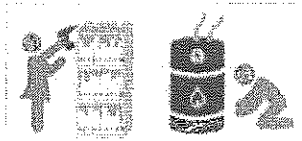
The information in the steps linked below will help you learn how to better prepare to survive and recover, wherever you live, work, or travel.

PREPARE

Before the next big earthquake we recommend these four steps that will make you, your family, or your workplace better prepared to survive and recover quickly:

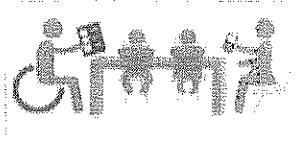
Step 1:

Secure structures by identifying hazards and securing movable items.



Step 2:

Plan for safety by creating a disaster plan and deciding how you will communicate in an emergency.



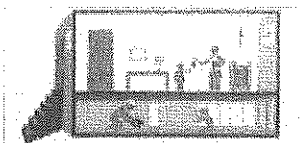
Step 3:

Organize disaster supplies in convenient locations.



Step 4:

Strengthen your business by organizing important documents, strengthening your property, and considering insurance.



SURVIVE AND RECOVER

During the next big earthquake, and immediately after, is when your level of preparedness will make a difference in how you and others survive and can respond to emergencies:

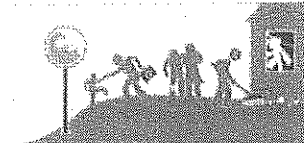
Step 5:

Drop, cover, and hold on when the earth shakes.



Step 6:

Take action after earthquakes by evaluating if necessary, helping the injured and preventing further injuries or damage.



After the immediate threat of the earthquake has passed, your level of preparedness will determine your quality of life in the weeks and months that follow:

Step 7:

Recover and rebuild. Restore daily life by reconnecting with others, repairing damage, and rebuilding community.

