



Compton Unified School District

Emergency Procedure Reference Flipchart



Primary Emergency Contact: Compton Unified School Police Department (CSPD)/Dispatch

Emergency Telephone Number: Dial 911 from any District telephone

Non-Emergency: (310) 639-4321, ext. 55151 or 55157 (CSPD Dispatch)

Direct Line: (310) 604-6578 (CSPD Dispatch)

Anonymous Tip Line: (310) 898-6188

Maintenance Hotline: (310) 639-4321, ext. 55377

Risk Management: (310) 639-4321, ext. 55007 or 55039

Human Resources: (310) 639-4321, ext. 55075

Pupil Services: (310) 639-4321, ext. 63044

Special Projects: (310) 639-4321, ext. 55124

Transportation: (310) 639-4321, ext. 67633

Los Angeles County Sheriff's Department – Compton Station (Non-emergency): (310) 605-6500

Flooding

1. Stop all use of electric equipment. Remove items from affected areas if safe to do so.
2. Call the Maintenance hotline at (310) 639-4321, ext. 55377 and the Compton School Police Department at 911 or (310) 639-4321, ext. 55151.
3. Evacuate the area if necessary.

Power Outage

1. If you are in an area where power has failed, call the Maintenance hotline at (310) 639-4321, ext. 55377 and the Compton Unified School Police Department (CSPD) at 911 or (310) 639-4321, ext. 55151. Please provide your name, location, and department. Describe the nature of the problem and any additional locations that are without power.
2. If the power failure occurs during daylight hours, open the blinds and doors to maximize available outside light.
3. The building is equipped with emergency lighting. If the lights are out, proceed cautiously to an area that has emergency lights.
4. If you are trapped in an elevator, remain calm and use the emergency telephone or call button.
5. Should an electrical or mechanical systems failure occur in the building, it may become necessary to evacuate the facility.
6. The CSPD will advise you when to evacuate the building. If requested, evacuate the building immediately. After evacuating from the building, move away from the building's entrance.
7. Assist persons with disabilities in exiting the building.

Chemical or Biological Attack

- Stay alert for attack warning signs. Early detection enhances survival.
- Move upwind from the sources of the attack.
- If evacuation from the immediate area is impossible, move indoors (if outside) and upward to an interior room on a higher floor. Many agents are heavier than air and will tend to stay close to the interior room on a higher floor. Many agents are heavier than air and will tend to stay close to the ground.
- Once indoors, close all windows and exterior doors and shut down air conditioning or heating systems to prevent circulation of air.
- Cover your mouth and nose. If gas masks are not available, use a surgical mask or a handkerchief. An improvised mask can be made by soaking a clean cloth in a solution of one (1) tablespoon of baking soda in a cup of water. While this is not highly effective, it may provide some protection.
- Cover bare arms and legs and make sure any cuts or abrasions are covered or bandaged.
- If splashed with an agent, immediately wash it off using copious amounts of warm soapy water.
- If in a car, shut off outside air intake vents and roll up windows if no gas has entered the vehicle. Late models cars may provide some protection from toxic agents.
- In any case of suspected exposure to chemical or biological agents, no matter what the origin, medical assistance should be sought as soon as possible, even if no symptoms are immediately evident.

Earthquake

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles, and other structures.
CAUTION: Always avoid power or utility lines, as they may be energized.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for shelter it offers.
4. After the initial shock, evaluate the situation and, if emergency help is necessary, the Maintenance hotline at (310) 639-4321, ext. 55377 and the Compton School Police Department at 911 or (310) 639-4321, ext. 55151 can assist. Be prepared for aftershocks.
5. Damaged facilities should be reported to building security and facilities management.
6. If the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
7. Assist the disabled in exiting the building. **Do not use elevators in case of fire!** Do not panic. Remain calm.
8. Once outside, move to a clear area away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear from emergency vehicles and crews.

Severe Weather

- 1. Hurricanes** – Hurricanes are destructive storms with sustained winds of more than 74 miles per hour. Winds can flatten homes, topple trees, and turn loose objects into deadly projectiles. The storm's driving winds and torrential rains can cause massive and dangerous flooding in low-lying and poor-drainage areas.

- When a hurricane watch is announced, it means a hurricane may affect your location within 36 hours of the announcement.
- Listen to local media (television and radio) for instructions.
- Find out if you live in one of the hurricane evacuation zones. Residents of an evacuation zone would have to follow special procedures if a hurricane seems likely to make landfall. Evacuees would need to seek shelter farther inland, with friends or family outside of the storm surge area. During a Hurricane Watch, residents should think carefully about where they would go if evacuation instructions were issued.

Prepare to be self-sufficient for at least three days without help or emergency services. Assume that many of the streets and stores in your neighborhood will be closed. Disruptions to electricity, gas, water, or telephone service may also occur.

- 2. Tornadoes** – Go to the basement or the lowest point in a building. If an underground shelter is not available, move to a small interior room or hallway on the lowest floor and get under a sturdy piece of furniture. Put as many walls as possible between you and the outside.

- Stay away from windows.
- Get out of automobiles.
- Do not try to outrun a tornado in your car; leave it immediately for safe shelter.
- If you cannot find shelter, take cover in a ditch or other recessed area and cover your head with your hands. Do **NOT** take cover under an overpass or bridge.
- Avoid places with wide-span roofs, such as auditoriums, cafeterias, large hallways or shopping malls.
- Watch out for fallen power lines and stay away from damaged areas.

Fire

- Isolate the fire by closing doors as you exit the building.
- Verbally notify those around you of a fire as you move towards the exit.
- Sound the alarm by pulling the closest manual hand-pull located next to each exit door.
- Use the stairs – **NEVER** use the elevators when the fire alarm is sounding.
- Get to a safe place and **Call 911** to report the fire.
- Be prepared to give the following information: Specific conditions such as smoke, fire, location, floor, and room, etc. In addition to your name, provide your specific location indicating where you are located.
- Evacuate the building utilizing the primary or secondary evacuation routes.
- Report the post evacuation assembly point.

Evacuation

- **STAY LOW** – smoke and heat rise.
- Feel the doors for heat with the back of your hand before opening.
 - If the door is hot, keep it closed. Place a wet towel at the base of the door to prevent smoke from entering and **Call 911** to report your location.
 - If the door is not hot, slowly open it, stay low and continue to the nearest exit.
- Prevent the spread of smoke and fire by closing doors as you exit the building.
- Use the stairs – **NEVER** use the elevators when the first alarm is sounding.

Fire Extinguisher Instructions

Using a Fire Extinguisher -- Fire extinguishers are located throughout your work site. They should be used to extinguish small fires only. Insure that you have a clear escape route before using an extinguisher. An easy way to remember how to use a fire extinguisher is to remember the acronym **PASS**, which stands for pull, aim, squeeze and sweep.

- **PULL** the pin. This will allow you to discharge the extinguisher.
- **AIM** at the base of the fire. If you aim at the flames, the extinguishing agent will fly right through. You want to hit the fuel.
- **SQUEEZE** the top handle lever. This depresses a button that releases the pressurized extinguishing agent.
- **SWEEP** from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

Evacuating Disable Persons

Techniques for evacuating disabled persons vary with the nature of the disability. If a person with a disability cannot evacuate, they should be moved to an enclosed fire stairwell that is a good distance away from the hazard. Make sure that the management and emergency personnel are informed of the location of the disabled person and the nature of their disability.

1. Always ask a disabled person how you can help before giving emergency evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.
2. For persons with mobility impairments, it may be necessary to help clear the exit route of debris, if possible.
3. For persons with a visual disability, give verbal instructions while assisting in an evacuation. Do not grasp a visually impaired person's arm. Ask if he or she would like to hold your arm as you exit, especially in crowds or debris covered areas.
4. For persons with auditory disabilities, get the attention of the person by touch or eye contact. Gestures and pointing are helpful, but be prepared to write a brief statement if that person does not seem to understand.
5. Do not use elevators unless authorized by fire department personnel.
6. Do not attempt a rescue evacuation unless you had rescue training or the person is in immediate danger and cannot wait for professional assistance.

If You Hear a Fire Alarm

- Be aware that whenever the fire alarm sounds it may signal a real emergency.
- **Fire Alarm Signal:** Manually ring five (5) bells – (three (3)-second bursts between bells), pause for five (5) seconds, and repeat. A fire alarm/drill indicators are the “**red flashing lights**” in all classrooms or enclosed buildings.
- A fire alarm can also be initiated by pulling the hand-pull level in the red case located in a school structure and/or office building. Once the handle has been pulled, the “**red flashing lights**” indicates a fire and/or drill is occurring.
- Listen for instructions from (teachers, administrators, rescue personnel, campus security, and police officers -- via public address announcements).
- Remain calm and proceed to evacuate the area in an orderly manner. Do not rush, push, or panic. Rely on planning and knowledge. A panicked rush may cause stampeding and you might trample those caught in the crowd causing additional injury or even death.
- Assist disabled persons to evacuate the area. Be particularly aware of persons with sight or hearing disabilities.
- Do not go back to retrieve belongings.
- If there is smoke, stay low, it will be easier to breathe as smoke rises.
- Use the stairways indicated by emergency personnel. **Never use an elevator to evacuate unless directed to do so by the fire department.**
- Before opening any door, touch the door with the back of your hand. Do not open a door that is warm or hot.
- Close doors behind you to prevent the fire from spreading, but make sure that the door is not locked and you can reopen them if you need to retreat.
- If trapped in a building with operable windows, open windows at the top to let heat and smoke out, open windows at the bottom to breathe.

Active Shooter

If someone enters the area you are in and starts shooting, these are the steps you need to follow:

- Exit the building immediately only if it can be done quickly and safely.
- While exiting, notify anyone that you encounter to do the same.
- **Do not sound the fire alarm** as it may cause unknowing persons to evacuate into the danger zone.
- **Call 911** and give them the following information:
 - Your name
 - Location of the incident (be specific as possible)
 - Number of shooters, if known
 - Identification or description of the shooter(s); be specific and provide as many details as you can such as height, weight, age, hair, clothing, race, gender, etc., without putting yourself in additional danger
 - Number and type(s) of weapons used, if known
 - Direction of travel, if known
 - Number and location of victims and extent of injuries
- If you are unable to exit safely, do the following:
 - Go to the nearest room and lock the door. If possible, use rooms without windowed doors.
 - Stay low to the ground.
 - Keep quiet, turn your electronic devices to **“silent.”**
 - **Do Not** answer the door unless an **“all clear”** announcement has been made and properly identified safety personnel makes the request.

If you are unable to safely evacuate...

- Go to the nearest room.
- Close and lock the door. If possible, use rooms without windowed doors.
- Stay away from doors and windows and stay as low to the ground as possible.
- Keep quiet and act as if no one is in the room, turn your electronic devices to **“silent.”**
- **Do Not** answer the door unless an **“all clear”** announcement has been made.
- **Call 911** and give them the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters, if known
 - Identification or description of the shooter(s); see above description
 - Number and type(s) of weapons used, if known
 - A direction of travel, if known
 - Number and location of victims and extent of injuries
- Wait for the Compton School Police Department or other first responders to assist you out of the area.

- When the police arrives, obey all commands. This may involve you being handcuffed or keeping your hands in the air. This is done for safety reasons until the situation is evaluated. To keep everyone safe, please follow all commands until the officer gives the go-ahead to ask questions or provide additional information.

Bomb Threat

- 1. Telephone Threat Response** -- A calm response to a bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location, components, or method of initiation. When a bomb threat is called in:

- Keep the caller on the line as long as possible. Do not interrupt except to ask the caller to speak louder, slower or to repeat the message.
- Record pertinent information on a **Bomb Threat Checklist** (next page). Do not hang up until the caller hangs up.
- If the caller does not indicate the location of the bomb or time of possible detonation, ask him/her for this information.
- Inform the caller that the building is occupied and the detonation of a bomb can result in death or serious injury to many innocent people.
- Pay particular attention to background noises, such as motors running, music playing, vehicle traffic, announcements over a loud speaker, other people talking, and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male or female), the mood of the caller (calm, excited, despondent, etc.), accents, distinctive speech patterns, or speech impediments.
- Report the threat to management and police immediately after the caller hangs up.
- Remain available in the event that law enforcement personnel wants to interview you.

- 2. Written Threat Response** -- While written threats are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received.

- Save all materials including the envelope.
- Once the message is recognized as a threat, avoid any further unnecessary handling in order to maintain evidence.
- Report the threat to management and police immediately
- Remain available in the event that law enforcement personnel wants to interview you.



BOMB THREAT CHECKLIST



Time/Date Call Received: _____ Sex of Caller: _____ Race: _____

Age: _____ Length of Call: _____ Telephone Number: _____

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. Did you plant the bomb?
6. Why?
7. What is your name?

Exact wording used for the bomb threat: _____

___ Other (please specify)

Background Noises:

___ Street Noises ___ Machinery ___ Voices ___ Airplane/Boat ___ Animal Noises ___ Clear
 ___ PA System ___ Static ___ Music ___ House Noises ___ Long Distance ___ Local
 ___ Motor ___ Office

Bomb Threat Language:

___ Well Spoken ___ Incoherent ___ Foul ___ Scripted ___ Taped
 ___ Rant

Caller's Voice:

___ Calm ___ Nasal ___ Slow ___ Laughter ___ Soft ___ Angry ___ Rasp ___ Crying
 ___ Stutter ___ Loud ___ Congested ___ Deep ___ Excited ___ Lisp

Suspicious Mail

1. How to Identify Suspicious Packages and Letters -- Notify **CSPD Dispatch or 911** if you receive a suspicious letter or package. Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect names, spelling, or titles of recipient
- Title of recipient, but no name
- Misspellings of common words
- Oily stains, discoloration, powder, residue, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Poor packing or packing does not match shape of contents
- Protruding wires, metal parts, or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

2. How to Handle Suspicious Unopened Letters or Packages

- Notify **CSPD or 911**. School Police will notify the Los Angeles Sherriff's Department, if required.
- Do not shake or disturb the contents of any suspicious envelope or package.
- Do not pass the letter or package to others to look at.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, cover the envelope or package with anything (e.g., clothing, paper, trashcan, etc.) and do not remove the cover.
- Notify co-workers and students in the immediate area. If possible, try to avoid contact with others.
- Leave the room and close the door, or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water to prevent spreading any residue or powder to your face. **Do not use bleach or other disinfectant on your skin!**
- List all people who were in the room or area when the suspicious letter or package was recognized. Give this list to security, law enforcement officials, fire department/Hazmat personnel, and public health officials for follow-up investigations and advice.

3. What to Do if Powder Spills Out of an Envelope

- Immediately notify **CSPD or 911** so they can notify Facilities to turn off local fans or ventilation units in the area. School Police will notify LASD via 911, if required.
- Do not try to clean up the powder. Cover the spilled contents immediately with anything (e.g., clothing, paper, trashcan, etc.) and do not remove the cover.
- Advise co-workers and students in the immediate area. If possible, try to avoid contact with others.
- Leave the room and close the door, or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water to prevent spreading any powder to your face. **Do not use bleach or other disinfectant on your skin!**
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- Shower with soap and water as soon as possible. **Do not use bleach or other disinfectant on your skin!**
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

4. What to Do if a Room is Contaminated by Aerosolization -- Anthrax or other biological agents can also be delivered in an aerosol form. In order to be effective, it must be aerosolized into very small particles. This is difficult to do. It requires a great deal of technical skill and special equipment. The following steps should be taken if informed that an unknown substance has been released in this manner:

- Immediately notify **CSPD or 911**, so they can notify Facilities to turn off local fans or ventilation units in the area. School Police will notify LASD via 911, if required.
- Advise co-workers and students in the immediate area. If possible, try to avoid contact with others.
- Leave the area immediately.
- Close the door or section off the area to prevent others from entering (i.e., keep others away).
- If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.