

Plan 2: Section 3: Emergency Situation Protocols

Initial Response to Emergencies

An emergency is a set of circumstances requiring action; action varying in degree and involvement with a number of cooperating agencies or jurisdictions. When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process:

- 1) Identify the type of emergency;
- 2) Identify the level of emergency; and
- 3) Determine immediate action(s) that may be required.

2.3.1 Identify Type of Emergency

The first step in responding to an emergency is to determine the *type* of emergency that has occurred.

This section describes the specific procedures school staff will follow during the eighteen emergencies listed below:

1. Aircraft Crash
2. Animal Disturbance
3. Armed Assault on Campus
4. Biological or Chemical Release
5. Bomb Threat
6. Bus Disaster
7. Disorderly Conduct
8. Earthquake
9. Explosion/Risk of Explosion
10. Fire in Surrounding Area
11. Fire on School Grounds
12. Flooding
13. Loss or Failure of Utilities
14. Motor Vehicle Crash
15. Psychological Trauma
16. Suspected Contamination of Food or Water
17. Threat of Violence
18. Unlawful Demonstration/Walkout

It is important to note that school administrators are responsible for the health and safety of stakeholders during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

2.3.1.1 Aircraft Crash

This procedure addresses situations involving an **Aircraft Crash** on or in proximity to school property.

Procedure

1. The IC will initiate appropriate Immediate Response Actions, which may include DROP, COVER AND HOLD ON, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 2.3.3.
2. If the IC issues the EVACUATE BUILDING action, stakeholders will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and Local Sheriff's Office and will provide the exact location (e.g., building or area) and nature of emergency.
5. If on school property, the Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property refer to 2.3.1.4, Biological or Chemical Release. If the crash results in a utility interruption, refer to 2.3.1.13, Loss or Failure of Utilities.
6. The School Administrator will direct the Fire Suppression/Hazmat Team to organize fire suppression activities until the Fire Department arrives.
7. The First Aid/Medical Team will check injuries to provide appropriate first aid.
8. The School Administrator will call the Executive Directors office. A member of this group will call the Public Information Officer with information on this situation as appropriate.
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.
11. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.
12. If it is unsafe to remain on campus, the School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 2.3.3 if warranted by changes in conditions at the school.

2.3.1.2 Animal Disturbance

This procedure should be implemented when the presence of a dog, coyote, mountain lion or any other wild animal threatens the safety of students and staff.

Procedure

1. The IC will initiate appropriate Immediate Response Actions, which may include LOCK DOWN or EVACUATE BUILDING as described in Section 2.3.3.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.
3. If additional outside assistance is needed, the School Administrator will call "911", Local Sheriff's Office, Animal Control and/or the Department of Fish and Game and provide the location of the animal and nature of emergency.
4. If a stakeholder is injured, the Site Administration, the parent or Emergency Contact, and /or 911 (as necessary) will be notified.
5. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.
6. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 2.3.3, if warranted by changes in conditions at the school.

2.3.1.3 **Armed Assault on Campus**

An **Armed Assault on Campus** involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful device.

Procedure

1. Upon first indication of an armed assault, personnel should immediately notify the School Administrator.
2. The School Administrator will initiate the appropriate Immediate Response Action(s), which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 2.3.3.
3. The School Administrator will call "911" and Local Sheriff's Office, and provide the exact location and nature of the incident. The School Administrator should designate a person to remain online with Police if safe to do so. If there is an assigned officer on campus, they shall be notified.
4. Staff should take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and the perpetrator.
5. Staff should maintain order in all areas of assembly or shelter, and should await the arrival of law enforcement.
6. After the perpetrator(s) has been neutralized, the School Administrator will conduct a headcount of students and staff, and will notify law enforcement of any missing persons.
7. The First Aid/Medical Team will work with local authorities to ensure injured students and staff receive medical attention.
8. The Security/Utilities Team will control all points of entry to the school.
9. The School Administrator will prepare a verified list of casualties, and the locations to which they were transported. The School Administrator will confer with the Psychological First Aid Team to ensure the notification of parents and family members.
10. The School Administrator will debrief staff and Local Sheriff Officers.
11. All media inquiries will be referred to the designated Public Information Officer.
12. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

2.3.1.4 Biological or Chemical Release

A **Biological or Chemical Release** is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances:

- Scenario 1 - Substance released inside a room or a building;
- Scenario 2 - Substance released outdoors and localized; and
- Scenario 3 - Substance released in surrounding community.

It is necessary to first determine which scenario applies and then implement one of the appropriate response procedures listed on the next three pages.

Procedures:

Scenario 1: Substance Released Inside a Room or Building

1. The School Administrator will initiate the EVACUATE BUILDING action as described in Section 2.3.3. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.
2. The School Administrator will call "911" and Local Sheriff's Office, and will provide the exact location (e.g., building, room, area) and nature of emergency.
3. The School Administrator will notify the Executive Director of the situation.
4. The School Administrator will instruct the Security/Utilities Team to isolate and restrict access to potentially contaminated areas.
5. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
7. The Assembly Area Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the School Administrator and the emergency response personnel.
8. The School Administrator will complete the Biological and Chemical Release Response Checklist (Appendix 2-3-1).
9. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
10. Any affected areas will not be reopened until the local Hazmat or appropriate agency provides clearance and the School Administrator gives authorization to do so.
11. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

Scenario 2: Substance Released Outdoors and Localized

1. The School Administrator will immediately direct staff to remove students from the affected areas to an area upwind from the release. The School Administrator will, if necessary, initiate the EVACUATE BUILDING action as described in Section 2.3.3.
2. The Security/Utilities Team will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The School Administrator will call "911" and Local Sheriff's Office and will provide the exact location and nature of emergency.
4. The School Administrator will notify the Executive Director of the situation.
5. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
7. The Assembly Area Team will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the School Administrator and the emergency response personnel.
8. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.
10. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

Scenario 3: Substance Released in Surrounding Community

1. If the School Administrator or local authorities determine a potentially toxic substance has been released to the atmosphere, the School Administrator will initiate SHELTER-IN-PLACE as described in Section 2.3.3.
2. Upon receiving the SHELTER-IN-PLACE notification, the Security/Utilities Team will turn off local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, and gymnasium). Teachers should communicate their locations to the School Administrator, using the PA system or other means without leaving the building.
4. The School Administrator will call "911" and Local Sheriff's Office and provide the exact location and nature of emergency.
5. The School Administrator will notify the Executive Director of the situation.
6. The School Administrator will turn on a radio or television station to monitor information concerning the incident.
7. The school will remain in a SHELTER-IN-PLACE condition, found in Section 2.3.3, until appropriate agency provides clearance, or staff is otherwise notified by the School Administrator.
8. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

2.3.1.5 Bomb Threat

Response to a **Bomb Threat** is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of an explosion.

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911" telling the operator, **"This is [name] from [school]. We are receiving a bomb threat on another line. The phone number of that line is [phone number]."** Please note campuses need to know all hunt lines.
2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the School Administrator:
 - When is the bomb going to explode?
 - Where is it?
 - What will cause it to explode?
 - What kind of bomb is it?
 - Who are you?
 - Why are you doing this?
 - What can we do for you to avoid the bomb from exploding?
 - How can you be contacted?
3. The School Administrator will direct the Search and Rescue Team(s) to search for suspicious packages, boxes or foreign objects. While conducting the search, all cell phones, beepers and hand-held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.
4. If a suspicious object is identified, one member of the Search and Rescue Team will report the discovery to the School Administrator while the remaining team members attempt to secure the immediate area.
5. No attempt should be made to investigate or examine the object.
6. After the search, the School Administrator will determine the appropriate Immediate Response Action(s) to announce, which may include DROP, COVER and HOLD, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 2.3.3.
7. When a suspicious object or bomb is found, the School Administrator shall issue the EVACUATE BUILDING action. Staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.

8. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
9. The School Administrator will notify "911", if not previously notified and Local Sheriff's Office and will provide the exact location (e.g., building, room, area) of the potential bomb, if known.
10. The School Administrator will notify the Executive Director of the situation.
11. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
12. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The School Administrator will give the ALL CLEAR signal as described in Section 2.3.3 when appropriate.
13. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 2.3.3 if warranted by changes in conditions.
14. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.
15. After the incident is over, the School Administrator will complete the Bomb Threat Report (Appendix 2-3-2).

2.3.1.6 Bus Disaster

These procedures are for use by field trip bus drivers and school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip.

This section addresses three possible scenarios involving a bus disaster:

- Scenario 1 - Earthquake;
- Scenario 2 - Flood; and
- Scenario 3 - Serious Accident or Bus Fire.

Bus drivers should first determine which scenario applies and then implement the appropriate response procedures. A copy of these procedures shall be kept in the emergency packet of each school bus. It is important to note that drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, or other unique circumstances

Procedures

Scenario 1: Earthquake

1. The driver should issue DROP, COVER AND HOLD ON action as described in Section 2.3.3.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition, and wait for shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. If the bus is disabled, stay in place until help arrives.
6. Contact the School Administrator to report location and condition of students and the bus.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief Central Administration and the Executive Director.
8. If instructed to continue route, the driver should:
 - If en route to school, continue to pick up students.
 - If dropping students off, continue to do so provided there is a responsible adult at the bus stop. If there is no responsible adult at the bus stop, refer to Number 9 below.
9. If it is impossible to return to school, proceed to the nearest designated shelter indicated on the bus route map. Upon arriving at the shelter, notify the School Administrator. Remain with the children until further instructions are received from the School Administrator.
10. In all instances, the driver should not attempt to cross bridges, overpasses, or tunnels that may have been damaged.
11. The driver will account for all students and staff throughout the emergency.
12. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

Scenario 2: Flood

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. If the bus is disabled, stay in place until help arrives.
4. Contact the School Administrator to report location and condition of students.
5. The School Administrator will determine what additional appropriate notification(s) should be made and will brief Central Administration and the Executive Director.
6. In all instances, do not attempt to cross damaged bridges or overpasses.
7. The driver will account for all students and staff throughout the emergency.
8. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

Scenario 3: Serious Accident or Bus Fire

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.
4. Check for injuries and provide appropriate first aid.
5. Call "911" and Local Sheriff's Office and provide exact location of the accident or bus and wait for arrival of emergency responders.
6. Contact the School Administrator to report location and condition of students.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief Central Administration and the Executive Director.
8. Stay with the disabled bus until help arrives.
9. The driver will account for all students and staff throughout the emergency.
10. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

2.3.1.7 Disorderly Conduct

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to Section 2.3.1.3, Armed Assault on Campus.

Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff will immediately notify the School Administrator.
3. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 2.3.3.
4. The School Administrator will call the Local Sheriff's Office and provide the exact location and nature of the incident. If determined to be appropriate, the School Administrator will call "911".
5. If an immediate threat is not clearly evident, the School Administrator or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
7. The School Administrator will notify the Executive Director of the situation.
8. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

2.3.1.8 Earthquake

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

Procedure

Note: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

1. Upon the first indication of an earthquake, teachers should direct students to DROP, COVER AND HOLD On as described in Section 2.3.3.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When the shaking stops, the School Administrator will initiate the EVACUATE BUILDING action as described in Section 2.3.3. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
4. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of any missing students.
5. The School Administrator will direct the Security/Utilities Team to post guards a safe distance away from building entrances to prevent access.
6. The Security/Utilities Team will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. The School Administrator will direct the Security/Utilities Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
9. If the area appears safe, the Search and Rescue Team will make an initial inspection of school buildings to identify any injured or trapped stakeholders.

10. The School Administrator will contact the Executive Director to determine additional actions that may be necessary. In turn, the actions will be communicated to the Public Information Officer.
11. The School Administrator will contact the Local CMP Facilities Director to ensure buildings are safe for re-occupancy. When safe to do so, the Fire Suppression/Hazmat Team will conduct an inspection of school buildings and will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
12. Any affected areas will not be reopened until the Local CMP Facilities provides clearance and the School Administrator gives authorization to do so.
13. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.
14. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 2.3.3, if warranted by changes in conditions at the school.

In the event an earthquake occurs during non- school hours:

1. The School Administrator and site custodians will assess damages to determine any necessary corrective actions. The School Administrator may direct the Fire Suppression/Hazmat Team to participate in the assessment.
2. The School Administrator should confer with the Executive Director on identified damages to determine if the school should be closed.
3. If the school must be closed, the School Administrator will activate the Mass Communication System as referenced in Section 5, Communications Plan.

2.3.1.9 Explosion/Risk of Explosion

This section addresses four possible scenarios involving an **Explosion/Risk of Explosion**:

- Scenario 1 - Explosion on school property;
- Scenario 2 - Risk of explosion on school property;
- Scenario 3 - Explosion or risk of explosion in a surrounding area, and
- Scenario 4 - Nuclear blast or explosion involving radioactive materials. *[A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]*.

It is necessary to first determine which scenario applies and then implement the appropriate response procedures. For "Bomb Threats", refer to Section 2.3.1.5.

Procedures

Scenario 1: Explosion on School Property

1. In the event of an explosion, all persons should initiate DROP, COVER and HOLD ON as described in Section 2.3.3.
2. The School Administrator will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 2.3.3. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
5. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
6. The School Administrator will call "911" and Local Sheriff's Office and will provide the exact location (e.g., building, room, area) and nature of emergency.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.

9. The Security/Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
10. The School Administrator will notify the Executive Director of the situation. A member of this group will call Central Administration with information on the situation.
11. The Security/Utilities Team Leader will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.
12. When it is determined safe to enter affected areas, the School Administrator will advise the Search and Rescue Team to initiate search and rescue activities.
13. The School Administrator will contact the Local CMP Facilities Director to ensure buildings are safe for re-occupancy. When safe to do so, the Fire Suppression/Hazmat Team will conduct an inspection of school buildings. The Fire Suppression/Hazmat Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
14. Any areas affected by the explosion will not be reopened until appropriate agency provides clearance and the School Administrator gives authorization to do so.
15. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.
16. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 2.3.3 if warranted by changes in conditions.

Scenario 2: Risk of Explosion on School Property

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DROP, COVER AND HOLD, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 2.3.3.
2. If the School Administrator issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and Local Sheriff's Office and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The School Administrator will advise the Search and Rescue Team to initiate rescue operations.
7. The Security/Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The School Administrator will notify the Executive Director of the situation.
9. All affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
11. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.
12. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 2.3.3 if warranted by changes in conditions.

Scenario 3: Explosion or Risk of Explosion in Surrounding Area

1. The School Administrator will initiate the SHELTER-IN-PLACE response action as described in Section 2.3.3.
2. The School Administrator will notify "911" and Local Sheriff's Office and will provide the exact location (e.g., building, area) and nature of emergency.
3. The School Administrator will take further actions as needed.
4. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.
5. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

Scenario 4: Nuclear Blast or Explosion Involving Radioactive Materials

1. The School Administrator will initiate the SHELTER-IN-PLACE response action as described in Section 2.3.3.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows.
3. The School Administrator will notify "911" and Local Sheriff's Office and provide details on the area and personnel affected at the school.
4. After the initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors if possible.
5. The Security/Utilities team will turn off the school's main gas supply (refer to the Site Plot Plan in Appendix 2-1-8 for gas supply shut off valve), local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
6. The School Administrator will monitor radio or television announcements and initiate further actions as appropriate.
7. At the School Administrator's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water.
8. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.
9. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

2.3.1.10 Fire in Surrounding Area

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

Procedure

1. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION as described in Section 2.3.3.
2. The School Administrator will notify "911" and Local Sheriff's Office and will provide the location and nature of emergency.
3. The School Administrator will instruct the Security/Utilities Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The Agency Liaison will contact the local fire department and will work with the fire department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the School Administrator issues the EVACUATE BUILDING action, staff and student will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.
6. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
7. The School Administrator will keep a battery-powered radio tuned to a local radio station for emergency information.
8. As appropriate, the School Administrator will activate the Mass Communication System.
9. The School Administrator will notify the Executive Director of the emergency situation. A member of this group will call the Office of Communications with information of this situation.
10. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.
11. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 2.3.3 if warranted by changes in conditions.

2.3.1.11 Fire on School Grounds

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the School Administrator.
2. The School Administrator will immediately initiate the EVACUATE BUILDING action as described in Section 2.3.3. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and Local Sheriff's Office and will provide the exact location (e.g., building, room, area) of the fire.
5. The Fire Suppression/Hazmat Team will suppress fires and initiate rescue procedures until the local fire department arrives.
6. The Security/Utilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The Agency Liaison will direct the fire department to the fire and brief fire department official on the situation.
8. The Security/Utilities Team will notify the appropriate utility company of damages.
9. The School Administrator will notify the Executive Director of the fire. A member of this group will call Central Administration with information on this situation.
10. If needed, the School Administrator will notify Bus Dispatch to request busses for staff and student evacuation.
11. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.
12. Any affected areas will not be reopened until the Sacramento County Fire Department or appropriate agency provides clearance and the School Administrator issues authorization to do so.
13. For fires during non-school hours, the School Administrator and the Executive Director will determine if the school will open the following day.
14. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate "fire is out."

2.3.1.12 Flooding

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION, as described in Section 2.3.3.
2. The School Administrator will notify "911" and Local Sheriff's Office and will describe the nature and extent of the flooding.
3. The School Administrator will keep a battery-powered radio tuned to a local radio station for information.
4. If the School Administrator issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
5. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
6. The School Administrator will notify the Executive Director of the emergency situation. A member of this group will call Central Administration with information on this situation.
7. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.
8. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 2.3.3 if warranted by changes in conditions.

2.3.1.13 Loss or Failure of Utilities

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Procedure

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.
2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING, as described in Section 2.3.3.
3. The School Administrator will notify the Security/Utilities Team between 6:30 am and 10:00 pm or Local Sheriff (at all other days/hours) and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the School Administrator.
4. Local Maintenance Area personnel, working with school administration, will contact the affected utility company to determine whether their assistance is required and the potential length of time service will be interrupted.
5. The School Administrator will notify the Executive Director of the loss of utility service.
6. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
7. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to Section 2.3.1.9 Explosion/Risk of Explosion.
8. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

In addition to the procedures listed above, the Incident Commander will implement the following plans in the event utilities are disrupted:

A. Plan for a Loss of Water:

Store bottled water in classrooms and in the administration office.

- Toilets: Use sinks in classrooms or trash can with plastic liner.
- Drinking Water: Bottled water in classrooms.
- Food Service: Store snacks in classroom.
- Fire Suppression System (if applicable):

B. Plan for a Loss of Electricity:

Each classroom will have flashlights to use in the event of loss of electricity. Parents will be notified to pick up their students prior to getting dark.

- Ventilation: N/A
- Emergency Light: Flashlights
- Other:

C. Plan for a loss of Natural Gas

- Food Service: Snacks in Classrooms
- Other:

D. Plan for a loss of Communication

- Staff cell phones will be used for communication.
- The Digital Voice Mail Notification System will be utilized as it is connected to the computer and not the phone lines.
- Telephone Service: Cell Phones and Intercom
- Other:

2.3.1.14 Motor Vehicle Crash

This procedure addresses situations involving a **Motor Vehicle Crash**

- Scenario 1: on or immediately adjacent to school property,
- Scenario 2: during a field trip.

If a crash results in a fuel or chemical spill on school property, refer to Section 2.3.1.4, Biological or Chemical Release. If a crash results in a utility interruption, refer to Section 2.3.1.13, Loss or Failure of Utilities.

Procedure

Scenario 1: Motor Vehicle Crash on or immediately adjacent to school property

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DROP, COVER AND HOLD, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Section 2.3.3.
2. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The School Administrator will call "911" and Local Sheriff's Office and will provide the exact location (e.g., building, area) and nature of emergency.
5. The School Administrator will notify the Executive Director of the situation. A member of this group will call Central Administration with information on this situation.
6. The Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill, refer to Section 2.3.1.4, Biological or Chemical Release. If the crash results in a utility interruption, refer to Section 2.3.1.13, Loss or Failure of Utilities.
7. The School Administrator will direct the Fire Suppression/Hazmat Team to organize fire suppression activities until the Fire Department arrives.
8. The First Aid/Medical Team will check for injuries to provide appropriate first aid.
9. Any affected areas will not be reopened until the agency provides clearance and the School Administrator issues authorization to do so.
10. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.
11. The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 2.3.3 if warranted by changes in conditions.

Scenario 2: Motor Vehicle Crash on a Field Trip

1. The Classroom Teacher will initiate immediate Response Actions and maintain the position if the Incident Commander until Transfer of Command takes place with either local emergency agencies or the School Administrator.
2. The Classroom Teacher will assess the area to determine the best and safest location to assign as an assembly area for students evacuating the scene of the accident.
3. The Classroom Teacher will call "911" and will provide the exact location and nature of the emergency.
4. The Classroom Teacher will bring the field trip first aid kit and provide first aid as needed until local emergency agencies arrive on the scene.
5. The Classroom Teacher will bring their roster and take attendance at the Assembly Area to account for students. The Classroom Teacher will notify local emergency agencies and the School Administrator of any missing students.
6. The Classroom Teacher will notify the School Administrator of the situation and the School Administrator will provide assistance to the Classroom Teacher on next steps and protocols.
7. The School Administrator will notify the Executive Director of the situation. A member of this group will call Central Administration with information on this situation.
8. As appropriate, the School Administrator will activate the Mass Communication System as referenced in Section 5.

2.3.1.15 Psychological Trauma

Crisis management at CMP specifies actions during and subsequent to any emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies like those described above usually produce one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

Procedure

1. The School Administrator will establish Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Psychological First Aid Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Psychological First Aid Team will provide direct intervention services.
4. If there is a need for additional assistance, the School Administrator will notify the Executive Director.
5. The Psychological First Aid Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, the Psychological First Aid Team members will limit exposure to scenes of trauma, injury and death.
7. The Psychological First Aid Team will provide ongoing assessment of needs and follow-ups services as required.

2.3.1.16 Suspected Contamination of Food or Water

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central CMP staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The School Administrator will notify "911", Local Sheriff's Office, local CMP Office, and your local County Office of Health, Appendix 2-3-3. The School Administrator will make a list of all potentially affected students and staff, Appendix 2-3-5, and will provide the list to responding authorities.
3. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
4. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information, Appendix 2-3-5.
5. Local Sheriff will notify members of the Serious Incident Response Team (SIRT), which will conduct an onsite review to determine necessary follow up actions including the need to notify other potentially affected CMP facilities.
6. The School Administrator and the SIRT will confer with the local County Office of Health before the resumption of normal operations.
7. The School Administrator will notify parents of the incident, as appropriate.
8. The School Administrator will notify the Executive Director of the situation. A member of this group will call Central Administration with information on this situation.
9. As appropriate, the School Administrator will notify parents of the incident and activate the Mass Communication System as referenced in Section 5.

2.3.1.17 Threat of Violence

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received verbally, social media, written note, e-mail communication or phone call. The School Administrator should ensure all threats are properly assessed in accordance with the National Association of School Psychologists Threat Assessment (http://www.nasponline.org/resources/factsheets/threatassess_fs.aspx).

Procedure

1. The Incident Commander will identify the type of threat and attempt to determine the individual(s) making the threat.
2. The Incident Command Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time using the Levels of Threat below.

Levels of Threat:

- Low Level of Threat
 - Poses a minimal risk to the victim and public safety
 - Is vague and indirect
 - Information is inconsistent, implausible or lacks detail
 - Lacks realism
 - Content suggests person is unlikely to carry out the threat
- Medium Level of Threat
 - Could be carried out, although it may not appear entirely realistic
 - More direct and more concrete than a low level threat
 - Wording suggests the individual has given some thought to how the act will be carried out
 - Includes a general indication of place and time but signs still fall well short of a detailed plan
 - No strong indication that the individual has taken preparatory steps
 - Statements seek to convey that the threat is not empty: "I'm serious!" or "I really mean this!"
- High Level of Threat
 - Direct, specific, and plausible
 - Appears to pose imminent and serious danger to safety of others
 - Suggests concrete steps have been taken, i.e., stalking or acquisition of a weapon
 - Almost always requires bringing in law enforcement

3. In categorizing the risk, the Incident Command Team will attempt to answer two questions:
 - (1) Is the individual moving on a path towards violent action?
 - (2) Is there evidence to suggest movement from thought to action?
4. The Incident Command Team will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
5. The Incident Command Team will recommend appropriate action to the School Administrator.
6. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate.
7. The School Administrator will notify the Executive Director of the situation. A member of this group will call Central Administration with information on this situation.
8. As appropriate, the School Administrator will notify parents of the incident and activate the Mass Communication System as referenced in Section 5.

2.3.1.18 Unlawful Demonstration/Walkout

An **Unlawful Demonstration/Walkout** is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the School Administrator.
2. The Incident Commander will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE as described in Section 2.3.3.
3. The Incident Commander will notify Local Sheriff's Office and Central Administration to request assistance and will provide the exact location and nature of emergency.
4. The Request Gate Team will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.
5. If students leave the campus, the Request Gate Team, in consultation with the School Administrator, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the School Administrator. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and venetian blinds in rooms so equipped.
7. The Scribe staff member should keep accurate record of events, conversations and actions.
8. All media inquiries will be referred to the designated school's Public Information Officer.
9. The School Administrator should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
10. As appropriate, the School Administrator will notify parents of the incident and activate the Mass Communication System as referenced in Section 5.

2.3.2 Identify Level of Emergency

The second step in responding to an emergency is to determine the *level* of the emergency. Per our ICS, emergencies can be categorized according to level of incident: these levels are based on severity and risk factors ranging from a small fire to a major earthquake. To assist sites in classifying emergency situations, a three-tiered rating system is described below.

Level 1 Emergency: A *minor* emergency which is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury in the play yard.

Level 2 Emergency: A *moderate* emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., "unknown white powder".

Level 3 Emergency: A *major* emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

2.3.3 Determine Immediate Response Actions

Once the type and extent of emergency has been identified, school personnel can determine if an *immediate response action* is required. The most common immediate response actions initiated during school emergencies are:

1. Drop, Cover and Hold
2. All Alert
3. Shelter-In-Place
4. Lock Down
5. Evacuate Building
6. Off-Site Evacuation
7. All Clear

2.3.3.1 Drop, Cover and Hold On

This action is taken to protect students and staff from flying or falling debris primarily in, but not limited to, the event of an earthquake.

Description of Action

1. The Incident Commander will make the following announcement on the PA system:

“Your attention please. As you are aware, we are experiencing some seismic activity. For everyone’s protection, all students should follow staff **Drop, Cover and Hold On** procedures, which means you should be in a protected position under a table or desk and hold on until the shaking stops, away from windows and anything that could fall and hurt you. Hold this position until the shake stops or given further instructions.”

If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions.

2. If inside, teachers will instruct students to find cover under or next to objects such as tables, desks, doorways, etc. and cover their heads with their arms and hands.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.

2.3.3.2 All Alert

This action is taken when the correct response is still being determined, but notice has been received of some type of emergency.

Description of Action

1. The Incident Commander will make the following announcement on the PA system.

“Your attention please. We have a potential emergency situation and need to implement the **All Alert** procedures. This means students and staff are to remain inside the building away from windows and doors with them securely closed. All students and staff that are outside are to immediately move into their classroom. As soon as we have further information, we will share it with you.”

If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions.

2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, and gymnasium).
4. Teachers need to prepare for possible SHELTER-IN-PLACE (Section 3.3.3), LOCK-DOWN (Section 3.3.4), or EVACUATION (Section 3.3.5) while administration is assessing next steps.

2.3.3.3 Shelter-In-Place

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. **Shelter-in-Place** is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shutdown of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air.

The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building and the latter involves students being locked into the building and no freedom of movement. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.

Description of Action

1. The Incident Commander will make the following announcement on the PA system.

“Your attention please. Because we have received information regarding a hazard in the community, we are instituting **Shelter-in-Place** procedures. Remember, this means students and staff are to remain inside the building away from outside air with windows and doors securely closed and air conditioning units turned off. All students and staff that are outside are to immediately move to the protection of an inside room. As soon as we have further information, we will share it with you.”

If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions.

2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
4. Teachers are responsible to secure individual classrooms whereas the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

2.3.3.4 Lock Down

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all time.

The difference between Lock Down and Shelter-in-Place is that the former involves students being locked into the building and no freedom of movement and the latter involves shut down of the HVAC systems, and allows for the free movement of students within the building.

Description of Action

1. The Incident Commander will make the following announcement on the PA system.

"Your attention please. We have an emergency situation and need to implement **Lock Down** procedures. Teachers are to lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement. Students and staff who are outside will proceed to the nearest building or classroom."

If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions.

2. If inside, teachers will instruct students to lie on the floor, lock the doors, and close any shades or blinds if it appears safe to do so.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Incident Commander or law enforcement.
5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel will be allowed on campus.

2.3.3.5 Evacuate Building

This action is taken after the decision is made that it is unsafe to remain in the building.

Description of Action

1. The Incident Commander will make the following announcement on the PA system:

“Your attention please. We need to institute an **Evacuation of all Buildings**. Teachers are to take their students to the assembly area and report to their designated area. Students are to remain with their teacher. Teachers need to take their roll book and lock the classroom when all students have exited the classroom.”

If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions.

2. The Incident Commander will initiate a fire alarm.
3. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned *Assembly Area*.
4. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.
5. Once assembled, teachers and students will stay in place until further instructions are given.

2.3.3.6 Off-Site Evacuation

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

Description of Action

1. The Incident Commander will make the following announcement on the PA system:

“Your attention please. We need to institute an **Off-Site Evacuation**. Teachers are to take their students to the off-site assembly area and report to their designated area. Students are to remain with their teacher. Teachers need to take their roll book and lock the classroom when all students have exited the classroom.”

If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions.

2. The Incident Commander will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location. The off-site assembly areas are indicated on the Vicinity Map in Appendix 1-8.
3. Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a pre-designated safe location.
4. Once assembled off-site, teachers and students will stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, the Incident Commander may authorize students and staff to return to the classrooms.

2.3.3.7 All Clear

This action is taken to notify teachers that normal school operations can resume.

Description of Action

1. The Incident Commander will make the following announcement on the PA system:

“Your attention please. It is now **All Clear** and ok to return to your classroom and resume normal operations. I would like to thank and commend students and staff for their cooperation.”

If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions.

2. This action signifies the emergency is over.
3. If appropriate, teachers should immediately begin discussions and activities to address students’ fears, anxieties, and other concerns.