

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 3516.2
Adopted: January 22, 2002
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BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Bomb Threats, Explosion, Airplane and Chemical Accidents

Note: *Mass panic* can be one of the greatest dangers to students. Staff members should remember that, in times of stress, students will look for leadership to those who are normally in an authoritative position. *Remain calm*, size up the situation, and take action based on known facts.

The teacher must keep the register of pupils with him/her at all times in order to take roll in an emergency.

I. Bomb Threat

In the event of a bomb threat within the school property, the principal or designee will take the following actions:

- A. Sound the school fire alarm -- evacuate the buildings and move to the designated areas.
- B. Caution all personnel against picking up any strange objects.
- C. Notify the San Jose Police Department.
- D. Notify the Superintendent.
- E. Students and staff should not return to the building until the principal or designee declares the school safe.

II. Explosion or Threat of Explosion

In the event of an explosion or the threat of an explosion -- such as those caused by leaking gas or a faulty boiler within a school building -- the following actions shall be taken:

A. Actual Explosion

1. The *DROP* command shall be given by teachers.
2. If the explosion takes place within a classroom, the teacher is to evacuate the classroom immediately and notify the office as to the nature of the explosion and the disposition of all the students.
 - 2.1 Roll call should be taken and the determination of injured or missing students should be communicated to the office immediately.
3. If the explosion takes place outside any given classroom, the teacher and students within the classroom are to stay in the classroom until directions are given. If the teacher feels that staying in the classroom presents a clear and present danger to the students, the teacher should evacuate the students in the same manner as a fire drill.
4. If the principal or designee determines that all classrooms should be vacated, the following actions will take place:
 - 4.1 Fire alarm sounded.
 - 4.2 Students moved to area of safety as far as possible from dangerous or endangered area.
 - 4.3 Fire Department and Police Department notified by calling 911.
 - 4.4 Roll call taken and reported to principal/designee.
 - 4.5 District Emergency Coordinator and Superintendent notified.
 - 4.6 Appropriate utility company(ies) notified.
 - 4.7 The school principal will direct further action as required.
 - 4.8 Students and staff should not return to the school area until the school principal, after appropriate consultations, declares the area safe.

B. Threat of an Explosion

1. Report threat to principal immediately and follow sequence 4.1 through 4.8 above.

III. Fallen Aircraft

- A. If any portion of an aircraft hits any portion of the school site, the following actions will be taken:
 - 1. The DROP command shall be given by the teachers.
 - 2. The same basic procedures shall be followed as in an "Actual Explosion". When necessary, teachers will take immediate action for safety of students without waiting for directions from the principal.
- B. If an aircraft falls near the school, the following actions will be taken:
 - 1. All students will be returned to their classrooms.
 - 2. The principal will notify the Police and Fire Departments by calling 911.
 - 3. The Principal will notify the Superintendent and the District Emergency Coordinator.

IV. Chemical Accidents

Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gasses. In the event such an incident took place, the principal should take the following actions:

- A. Notify the Fire Department *immediately*.
- B. Notify the Police Department *immediately*.
- C. Determine the need to evacuate buildings and to vacate the immediate area. (Consult with Fire Department).
- D. If the decision is to evacuate, the following actions should be taken:
 - 1. Move crosswind or upwind to avoid fumes.
 - 2. With the school staff, maintain control of the students at a safe distance.
 - 3. Render first aid as necessary
 - 4. Notify the District office.
 - 5. Do not return students to building until given clearance by the Fire Department.