

**BURBANK UNIFIED SCHOOL DISTRICT**  
**EMERGENCY PROCEDURES**

**AFTER HOURS**

- Notify site custodian and/or police (9-9-1-1) of nature of emergency.
- If site custodian cannot be reached, contact AREA site custodial supervisor to report problem.  
(818) 378-9945
- In the event of an earthquake, be aware of surroundings and exit cautiously to a safe area (field, street, parking lot) considering the possibility of fallen power lines, etc.
- Follow procedures in District guidelines for disaster preparedness.

**AIR CRASH**

- If inside, remain in classroom or assigned area until instructed to evacuate unless in imminent danger.
- If outside, immediately evacuate students to a safe area and await further instructions.

Safe Area:

Behind an undamaged building or structure (consider the possibility of explosions or fire hazards).

- Do not re-enter any damaged building until instructed to do so by authorized personnel.

**BELL CODES**

Fire:            (• • •) – Pause – (• • •) – Pause – (• • •)

Reverse Evacuation/Lockdown:    ( \_\_\_\_\_ )

**BOMB THREAT**

If Bomb Threat Received by **Telephone...**

- If possible, alert other key personnel to monitor phone call with you by using pre-arranged signs.
- Question the caller – keep caller on the phone as long as possible:
  - ▶When will bomb explode?
  - ▶Where has the bomb been placed?
  - ▶What does the bomb look like?
  - ▶Why was it placed in this building?
  - ▶Who put it there?
  - ▶Who are you?
- Record information:
  - ▶Time of call
  - ▶Date of call
  - ▶Exact words of person
  - ▶Male or female
  - ▶Age (approximate)
  - ▶Speech patterns, accents
  - ▶Background noises
- Dial 9-9-1-1 and/or notify office immediately!

## **DISTURBANCES/RIOTS**

- If you are inside, stay inside. If you are outside, **go inside**. Lock doors and do not allow people in that you do not know.
- Notify administration via classroom phone or adult runner (**DO NOT USE STUDENTS AS RUNNERS**) so that the reverse evacuation bell can be sounded – 3 short rings – pause – 3 short rings – pause.
- Contain all students/staff inside buildings.
- Secure and lock all doors, windows, and gates leading in or out of the campus.
- Close blinds, pull curtains or draw shade down.
- Administrator or designee will announce repeatedly (3 times) over a PA system that a lock-down is being initiated.
- Sign all authorized personnel in/out noting time, date, telephone number and reason for visit.
- Activate **DUCK, COVER & HOLD** procedures **IF NEEDED** because of use of weapons or explosive devices during disturbance or riot.

## **BOMBS/SUSPICIOUS PACKAGES**

**SUSPICIOUS:** Unexpected and Unexplainable after observation

**POSSIBLE BOMBS:** Suspicious package/envelope received, suspicious sounds coming from lockers or other area, or a suspicious object

IF YOU THINK IT'S A BOMB, OR **POSSIBLY** A BOMB, BELIEVE THAT IT IS!

### **IMMEDIATELY:**

- ▶Turn off and DO NOT USE two-way radio or cell phone!
- ▶DO NOT activate the fire alarm.
- ▶Notify administration via classroom phone or adult runner. **DO NOT USE STUDENTS AS RUNNERS!**
- ▶Dial 9-9-1-1.
- ▶Do not handle package.
- ▶Do not place anything over package.
- ▶Evacuate immediate area – 100 yards behind cover.
- ▶Secure area to prevent re-entry.
- ▶Be prepared to provide officials with the following information:
  - 1) Who/why thought it was a bomb
  - 2) What the article looks like
  - 3) Size
  - 4) EXACT location

## **EARTHQUAKE**

- REMAIN CALM!**
- Duck, cover and hold
- When shaking stops:

### **IF INDOORS:**

- Check for injuries – Do not move seriously injured persons unless they are in immediate danger of further injury.
- Take District emergency supply Bucket and evacuate to pre-determined assembly area. Watch for downed power lines and damaged buildings.

- Take attendance.
- Report injuries and missing people to incident command post.

### **IF OUTDOORS:**

- Stay clear of buildings, trees, and power lines.
- Keep class together and maintain order.
- Proceed to assembly area when shaking stops.
- Await further instructions.

### **ONCE OUTSIDE, STAY OUTSIDE**

## **FIRE**

- Activate fire alarm system, take District emergency supply bucket and evacuate to the pre-determined assembly area.
- If classroom telephone is out of service, notify office via adult runner. **DO NOT USE STUDENTS AS RUNNERS!** If site phones are out of order, use the two-way radio, **CHANNEL 1**, to report fire to Building Services.

### **SPEAK SLOWLY AND CLEARLY AND IDENTIFY YOURSELF:**

“This is \_\_\_\_\_ school with an emergency. We have a fire in \_\_\_\_\_.  
Phone lines are down. Do you copy?”

### **WHEN YOU ARE ACKNOWLEDGED, STATE:**

**“Call 9-1-1.”**

- Take attendance following evacuation of students and all personnel. Follow site disaster procedures.
- Do not re-enter buildings until instructed to do so by authorized personnel.

**Note:** If centrex telephone system is out of service, emergency AT & T phones and phone jacks located in the office, can be used.

## **HAZARDOUS MATERIALS/TOXIC SPILLS**

### **ON SITE SPILLS:**

- Call Building Services immediately: (Ext. 497 or 558-5497)
- Clear area immediately.
- Notify site administrator or designee.
- If you THINK it is a toxic material – EVACUATE. Do not take chances!
- Secure and/or isolate area to prevent re-entry.

### **INSIDE/OUTSIDE AIRBORNE ENVIRONMENTAL HAZARDS AFFECTING SITE**

- Evacuate the area.
- Dial 9-9-1-1 and/or notify office immediately.
- Alert designated staff to turn off air handling systems (i.e. air conditioning/ventilation equipment)
- Follow the direction of the police/fire department.



## INTRUDERS ON CAMPUS

- If intruder poses a threat or if a weapon (gun/knife, etc.) is evident:

- ▶**REMAIN CALM!**

- ▶Be outwardly cooperative.
- ▶Instruct students to remain in their seats.
- ▶Attempt to persuade individual to step outside, or into the hallway, or to an area clear of students.
- ▶Notify principal or administrator as soon as possible via classroom phone or adult runner. **DO NOT USE STUDENTS AS RUNNERS!**
- ▶Dial 9-9-1-1.
- ▶Initiate lock-down:

- 1) Sound reverse evacuation bell.
- 2) Lock all doors and gates.
- 3) Close and secure all windows.
- 4) Close blinds, pull curtains or draw shade down.
- 5) Announce repeatedly (3 times) over P.A. system that a lock-down is being initiated.

- ▶Be prepared to provide authorities with:

- 1) Description of intruder
- 2) Behavior and location of intruder or route of travel
- 3) Type of weapon, if any

## SHOOTINGS/WEAPONS

- If intruder poses a threat or if a weapon (gun/knife, etc.) is evident or an actual shooting is occurring:

- ▶**REMAIN CALM!**

- ▶If inside, stay inside and lock door.
- ▶Instruct students to remain in their seats.
- ▶If possible, attempt to persuade individual to step outside or into the hallway, or to an area clear of students.
- ▶Notify administration as soon as possible via classroom phone or adult runner (**DO NOT USE STUDENTS AS RUNNERS**) to initiate lock-down:

- 1) Sound reverse evacuation bell.
- 2) Lock all doors and gates.
- 3) Close and secure all windows.
- 4) Close blinds, pull curtains or draw shades down.
- 5) Announce repeatedly (3 times), over a PA system that a lock-down is being initiated.

- Dial 9-9-1-1!

- Be prepared to provide authorities with:

- 1) Description of person or persons
- 2) Location of individual or individuals and route of travel
- 3) Type of weapon