



# EMERGENCY PREPAREDNESS

## **A Quick Reference Guide**

*"Our Community, Our Children, Our Commitment, Our Future"*

# INTRODUCTION

The Ontario-Montclair School District is committed to providing a safe and secure learning environment for its students, staff, and visitors. When an event on or near campus occurs, safety is of the highest priority.

## Calling 9-1-1 for Help

When an emergency presents itself, you may be presented with a variety of decisions and actions. One thing to remember: **When in doubt, you are encouraged to call 9-1-1 for assistance.**

## Judgment

Although this booklet is written to provide specific guidance, **individual judgment will likely be necessary during an incident, particularly if you have a classroom of pupils you are responsible for.** For example, during an active shooter situation, do you RUN or HIDE or FIGHT? All three may be required for your safety and the safety of your students during an actual incident.

## See Something? Hear Something? Say Something!

An important aspect of emergency planning is to be proactive with communications to avoid avoid/mitigate an incident prior to/as it is happening. The District has adopted the 'See Something/Hear Something/Say Something' motto for students and employees alike.



# INTRODUCTION

# SITE SPECIFIC INFORMATION

The location of first aid kit(s) are as follows:

- \_\_\_\_\_

The location of the emergency supply barrels/units are as follows:

- \_\_\_\_\_

The location of the Automated External Defibrillator(s) (AEDs) are as follows:

- \_\_\_\_\_

**You should also be able to locate the items above on your site/department evacuation map.**

It is recommended you fill in the information below regarding your site/department as quick reference in the event of an emergency:

Site Name:

\_\_\_\_\_

Phone Number – Main Office:

\_\_\_\_\_

Site Address:

\_\_\_\_\_

Phone Number – My Office/Classroom:

\_\_\_\_\_

Room Number:

\_\_\_\_\_

Incident Meeting (areas of safe dispersal) ON Campus: \_\_\_\_\_

Incident Meeting (areas of safe dispersal) OFF Campus: \_\_\_\_\_

# SITE SPECIFIC INFORMATION

# POISON/CONTAMINATION

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies or suspicion of possible food/water contamination. Indicators of contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illnesses.

## POISON/CONTAMINATION – STAFF ACTIONS

1. Notify Principal/Site administrator.
2. Call the Poison Control Center at (800) 222-1222 or local hospital emergency number.
3. Administer first aid as directed by poison information center.
4. Seek additional medical attention as needed.

## POISON/CONTAMINATION – PRINCIPAL/ADMINISTRATION ACTIONS

1. Call 9-1-1.
2. Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.
3. Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated the quantity and character of products consumed and other pertinent information.
4. Provide list of potentially affected students and staff to responding authorities.
5. Provide staff with information on possible poisonous materials in the building.
6. Notify District Superintendent of situation and number of students and staff affected.
7. Confer with San Bernardino County Health Department before the resumption of normal school activities.
8. Prepare communication for families advising them of situation and actions taken.

## POISON/CONTAMINATION – PREVENTATIVE MEASURES

1. Keep poisonous materials in a locked and secure location.
2. Post the Poison Control Center and local hospital emergency number in the front office, school clinic and on all phones that can call outside.
3. Post the names of building personnel who have special paramedic, first aid training or other special lifesaving or life-sustaining training.

# POISON/CONTAMINATION

# CRIMINAL ACT

Criminal acts on campus may vary from theft to more serious felony crimes. OMSD has a mandatory reporting procedure in place for reporting crimes to police immediately upon becoming aware of them. Sexual assaults should be immediately reported to the police, but trained professionals and not school staff members should interview the victim.

## CRIMINAL ACT – STAFF ACTIONS

1. Care for the victim. Provide any medical attention needed.
2. Preserve the crime scene. With the exception of rescue personnel, deny access to the immediate area until police arrive.
3. If a suspect is in custody, do not interview until police arrive unless there is a threat to life safety. Make sure the incident is documented.

## CRIMINAL ACT – PRINCIPAL AND ADMINISTRATION ACTIONS

1. Notify police via 9-1-1 if emergency response is needed.
2. Identify all parties involved (if possible). Identify witnesses, if any.
3. Preserve the crime scene. With the exception of rescue personnel, deny access to the immediate area until police arrive. Police officials will coordinate activities within the crime scene and release the area to the school administrator when finished.
4. If an individual is armed with a weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from his/her possession. Allow police to do so.
5. If the incident involves a student, notify the parents or guardians.
6. Question the victim with another staff member present. Focus on the information necessary to pursue disciplinary action against the perpetrators.
7. Let trained police obtain specific details about the crime, following student interview protocols.
8. Follow the district's mandatory police reporting protocols immediately or as soon as possible after a crime has been discovered.

# CRIMINAL ACT

# GUN ON CAMPUS

The following procedures should be activated for a Gun on Campus, at a school or satellite office. **IF A GUN IS ON CAMPUS**, immediately call 9-1-1 and Site Administrator and supply any known details.

**If a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm  
FOLLOW LOCKDOWN PROCEDURES:**

- Lock and barricade yourself and students in (and the intruder out of) the room you are in at the time of the threatening activity. Stay away from windows and lie flat on the floor. Stay calm and quiet.
- **DO NOT** stay in the open hall and **DO NOT** sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- **If you are caught in an open area** such as a hallway or multi-purpose room type area, you must decide what action to take. Here are **some action suggestions**.
- **Try to hide**, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- **Run only if you think you can safely make it out of the building.** If you decide to run, **DO NOT** run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, **don't run in a straight line**. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, **you may choose to play dead if other victims are around you.**
- The **last option** you have if caught in an open area or in a corridor, may be to **fight back**. This is dangerous, but depending on your situation, this could be your last option.
- **If you are caught** by the intruder and are not going to fight back, **follow their directions and don't look the intruder in the eyes.**
- Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

# GUN ON CAMPUS

# CHEMICAL OR BIOLOGICAL SPILLS

**In the event of a chemical or biological spill occurring during regular business hours, call 9-1-1 if appropriate, and then immediately notify Facilities Planning & Operations.**

- Facilities Operations and Planning (909) 418-6366
- During after-hours call the District answering service at (909) 398-0256

## VENTILATION PROBLEM

- Call 9-1-1 if it is a large spill or possibly life threatening.
- **Call the front office. Site office to call Facilities Planning & Operations.**
- Remove any affected personnel from the area.
- If spill is flammable, turn off ignition and heat sources, evacuate building.
- Close doors to affected area.
- Attend to injured personnel, as necessary.
- Contain the spill, unless doing so poses a risk, and alert others in the immediate area.

## CHEMICAL SPILL TO THE BODY

- Immediately flood exposed area with water (faucet, safety shower) for at least 15 minutes.
- **Call the front office. Site office to call Facilities Planning & Operations**
- For a splash to the eyes, immediately rinse eyes and inner surface of eyelid with water continuously for 15 minutes. Forcibly hold eye open to ensure effective wash.
- Locate the Safety Data Sheet (SDS) (or contact Facilities Planning & Operations to obtain the SDS), follow instructions and seek medical attention.
- Report incident to Principal.

## BLOOD SPILLS

- Isolate the area and alert personnel in immediate area of spill.
- Personal protective equipment must be worn such as gloves, protective clothing, and eye and face protection.
- Attend to injured or contaminated persons and remove them from exposure.
- **Notify Custodian for cleanup.**
  - Cover spill with paper towels or other absorbent materials. Use biohazard spill kit.
  - Use paper towels to wipe up the spill, working from the edges into the center.
  - Clean spill area with fresh towels soaked in disinfectant (10% bleach solution).

# CHEMICAL OR BIOLOGICAL SPILLS

# AIRCRAFT CRASH INTO SCHOOL/SITE

Emergency response will depend on the size of the aircraft, nature of the crash, and proximity to the school. If it is safe to remain inside the building, all students should be kept in the school under supervision. The crash may also result in an explosion, chemical spill or utility interruption.

## AIRCRAFT CRASH INTO SCHOOL/SITE – STAFF ACTIONS

1. Notify Police and Fire Department (call 9-1-1).
2. Notify Principal or Assistant Principal/Elementary Administrator.
3. Move students away from immediate vicinity of the crash.
4. EVACUATE students from the building using primary and/or alternate fire routes to a safe assembly area away from the crash scene. Take class roster/nametags and emergency backpack.
5. Check school site to assure that all students have evacuated.
6. Take attendance at the assembly area.
7. Report missing students to the Principal/designee and emergency response personnel.
8. Maintain control of the students at a safe distance from the crash site.
9. Care for the injured, if any.
10. Escort students back to the school site when emergency response officials have determined it is safe to return to the building.
11. Determine if parental reunification or controlled release is needed.

## AIRCRAFT CRASH INTO SCHOOL/SITE – PRINCIPAL/ADMINISTRATION ACTIONS

1. Notify Police and Fire Department (call 9-1-1), if not done so already.
2. Determine immediate response procedures, which may include **EVACUATION, OFF-SITE EVACUATION** or **DIRECTED TRANSPORTATION**.
3. Notify District Superintendent, who will contact the San Bernardino County Office of Education.
4. Set up incident command center at site and initiate District Command Center with responding agencies.
5. Arrange for first aid treatment and removal of injured occupants from building.
6. Secure area to prevent unauthorized access until the Fire Department arrives. Ensure that students and staff remain at a safe distance from the crash.
7. Account for all building occupants and determine extent of injuries.
8. Do not re-enter building until the authorities provide clearance to do so

# AIRCRAFT CRASH INTO SCHOOL/SITE

# UTILITY FAILURE/FLOOD

**In the event of a major failure occurring during regular business hours, call 9-1-1 if appropriate, and then immediately notify Facilities Planning & Operations.**

- Facilities Operations and Planning (909) 418-6366
- During after-hours call the District answering service at (909) 398-0256

## POWER OUTAGES DURING DAYLIGHT HOURS

- Call the front office. Site office to call Facilities Planning & Operations
- The Campus will remain open and all business and instructional operations will continue to the maximum extent possible.
- Should safety considerations prevent work from continuing, Administration may reassign students and staff to another area.
- **NEVER ENTER A ROOM OR BASEMENT WITH STANDING WATER**

## PLUMBING FAILURE/FLOODING

Cease using all electrical equipment. Notify Facilities Planning & Operations.

## SERIOUS GAS LEAK

- **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.**
- REMEMBER, electrical arcing can trigger an explosion!
- Notify Facilities Planning & Operations
- Evacuate area
- Immediately call 9-1-1, if appropriate

## VENTILATION PROBLEM

If smoke or strong odor comes from the ventilation system:

- Evacuate area, immediately call 9-1-1, if appropriate, notify Facilities Planning & Operations

**Call DISTRICT Maintenance at 909-418-6366 or AFTER HOURS at 909-398-0256**

# UTILITY FAILURE/FLOOD

# BOMB THREAT

The following procedures should be activated for a Bomb Threat, at a school or satellite office.

**Follow these steps:**

- Direct co-worker to call 9-1-1 and request the call be traced.
- Direct second co-worker to notify Administration to initiate a school wide evacuation and securing of school perimeter.
- Listen carefully and get information and **DO NOT** interrupt the caller.
- Complete checklist and report bomb threat to Site Administrator.

**DO NOT Interrupt The Caller Except To Ask The Following Questions:**

<b>When will it go off?</b>	
<b>Where is it placed?</b>	
<b>What does it look like?</b>	

Sex	Background Noises	Characteristics of Voice?
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Don't Know	<input type="checkbox"/> Airplanes <input type="checkbox"/> Animals <input type="checkbox"/> Boats <input type="checkbox"/> Factory Machines <input type="checkbox"/> Music <input type="checkbox"/> Office Machines <input type="checkbox"/> Quiet <input type="checkbox"/> Street Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Voices <input type="checkbox"/> Other _____	
Age		Voice Accent?
<input type="checkbox"/> Under 21 <input type="checkbox"/> 21-40 <input type="checkbox"/> Over 40 <input type="checkbox"/> Don't Know		
Manner		Use of Certain Words or Phrases?
<input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Angry <input type="checkbox"/> Nervous <input type="checkbox"/> Other	<input type="checkbox"/> Is Caller Familiar with Building?	

**Printed Name of Person Taking Call:**

**Location:**

**Telephone Number:**

**Administration: Work with law enforcement in evaluation.**

# BOMB THREAT

# MEDICAL EMERGENCY/FIRST AID

## CALL FOR HELP

When a person cannot or should not be moved, has breathing difficulty, or suspected heart attack:

### CALL 9-1-1

- DO NOT MOVE VICTIM UNLESS AN IMMINENT HAZARD MAKES IT UNAVOIDABLE.
- Keep the victim comfortable.
- Have someone meet and escort security staff and medical personnel to the victim. Provide all requested information.
- Refer student medical questions to the school Health Office.

## GENERAL INSTRUCTIONS

### Unconscious Person

1. Assess responsiveness.
2. Open the airway, check breathing, and pulse.
  - If not breathing, give 2 breaths
  - If no pulse, begin CPR and deploy AED device
3. Place a breathing person on their side (recovery position)
4. Keep person warm & comfortable

### Choking

If victim is coughing, or able to speak, stand by and allow victim to cough up object. If the victim is unable to speak, do the following:

1. Stand behind the victim and wrap your arms around the victim's waist.
2. Grasp your hands in front of the victim; the hand that is resting against the victim's abdomen should be in a fist. Make sure that the fist is positioned between the tip of the breastbone and the navel.
3. With your hands tightly grasped, press your fist into the victim's abdomen, using a quick, upward thrust.
4. Continue abdominal thrusts if necessary.
5. Obtain medical help.



### Fainting

1. Have the person sit down with their head between the knees or lie them down with their feet elevated.
2. Provide circulation of air and loosen tight fitting clothing

### Seizures

1. Protect the victim during the seizure by removing any obstacles or objects they could be injured from.
2. Do not use force to restrain the person.
3. Do not put anything in their mouth.
4. Only move the person if in danger.
5. Watch for vomiting! If the victim begins to vomit, turn them on their side to help avoid inhalation and choking.

### Bleeding Injuries

1. Protect yourself from blood splatter! Wear protective gloves.
2. Apply direct pressure to the wound using a clean cloth or hand.
3. Elevate the injury if possible.

### Burns, Thermal & Chemical

1. Immerse burned area in cold water.
2. Flood chemical burn with cool water for 15 minutes.
3. Cover burn with dry bandages.

# MEDICAL EMERGENCY/FIRST AID

# NARCAN ADMINISTRATION

## Responding to an Opioid Overdose Emergency

### Signs of opioid overdose

- Unresponsive/minimally responsive
- Slow breathing (<10 per minute) or not breathing, snoring with gurgling
- Body limp
- Face pale
- Lips and fingertips turn blu(ish)(cyanosis)
- Constricted (small) pupils

### What to do for suspected Opioid Overdose



#### Check

- Assess the person for signs of overdose-not breathing, not responsive, blue nails and skin
- Stimulate the victim-shake, shout, perform sternal rub

#### Simultaneously Provide Care and Call 9-1-1

- Activate School Emergency Response (including AED)
  - Tell the 911 operator: “the person is not breathing”
  - Provide CPR/Rescue Breaths if needed
  - For an unresponsive victim **GIVE NALOXONE**
  - Roll the person on their side (Recovery Position)
  - Monitor and support until EMS arrives
  - Naloxone may be given again in 2-3 minutes if needed
- Communicate and Report** administration of naloxone

## How to give Narcan® nasal spray for suspected Opioid Overdose

### KEY STEPS TO ADMINISTERING NARCAN® NASAL SPRAY:

#### PEEL



Peel back the package to remove the device. Hold the device with your thumb on the bottom of the plunger and 2 fingers on the nozzle.

#### PLACE



Place and hold the tip of the nozzle in either nostril until your fingers touch the bottom of the patient's nose.

#### PRESS



Press the plunger firmly to release the dose into the patient's nose.

# NARCAN ADMINISTRATION

# ACTIVE SHOOTER/VIOLENT INTRUDER

Immediate response to an active shooter or violent intruder onsite is critical. In the case of an active shooter or violent intruder, initiate **ACTIVE SHOOTER** procedures (**Run/Hide/Fight**) to immediately remove yourself and students from danger. As a precaution, remember that all doors and gates (except for the front office) should be locked to outside parties during the school day.

## DURING ACTIVE SHOOTER or VIOLENT INTRUDER – STAFF ACTIONS

- Remain calm. DO NOT confront the intruder.
- Call 9-1-1 from any available source, if in a position to do so. Provide site location and details if possible.
- Make announcement to site of ACTIVE SHOOTER via phone, intercom and/or radio, if in a position to do so.
- Initiate **Run/Hide/Fight**.
  - **Run** – When an active shooter is NOT in your immediate vicinity and you can determine a path to safety, immediately leave the premises to find a safe location on or off school premises
    - Evacuate whether others agree to or not
    - Leave your belongings behind
    - Help others to escape if possible
    - Prevent others from entering the danger area
  - **Hide** – If path to safety is not feasible, find a secure place to hide.
    - Ensure doors are locked
    - Turn off lights
    - Silence cell phones and remain very quiet
    - Move students to safest area possible (likely away from windows and doors)
    - Take defensive measures:
      - Remain in position and maintain order until directed to do otherwise.
      - Block entry if safe to do so.
      - Gather items that may be used against intruder (fire extinguisher, chairs, etc.)
  - **Fight** – If you encounter the intruder, and only if your life is in danger, use items such as fire extinguisher or other items as a defense tool and/or to subdue the intruder.
- Provide first aid to students if safe to do so.

## AFTER ACTIVE SHOOTER or VIOLENT INTRUDER - SITE ACTIONS

- Announcement of all clear will be made (standby for further instructions).
- Take roll immediately and list any missing students.
- Ensure students and staff receives medical attention.
- If a firearm is known to exist, do not touch it. Allow a law enforcement officer to take possession of the weapon.
- Keep crime scene secure. Organize **off-site evacuation** if necessary or prepare to continue with classes.
- Isolate and separate witnesses to gather information about the incident.
- Gather information for police about the incident and everyone involved with it.
  - Name and Current Location of Intruder
  - Location of incident
  - Number and identification of casualties and injured

# ACTIVE SHOOTER/VIOLENT INTRUDER

# LOCKDOWN PROCEDURE

Below is a reminder as to the different stages of 'lockdown' and some guiding points in the event one or more is called. Although our phone system does not distinguish between the types of lockdowns, it is important to know the differences between a **Precautionary Lockdown**, a **Lockdown**, and an **Active Shooter/Intruder**.

## **Precautionary Lockdown**

***When emergency activity is in the area but is not directly affecting the site, the objective is to keep all staff inside with NO outside activity.***

- Staff and identified visitors to remain indoors and have no outside activity.
- Lock all interior & exterior doors and gates.
- Based on the situation and only if safe to do so, outside persons may be permitted access.
- Ensure all radios, cell phones, and computers (emails) are on and open for correspondence.

## **Lockdown**

***When emergency activity is in the area and has a high likelihood of disrupting site activities or endangering staff, the objective is to keep all staff inside with NO outside activity.***

- Staff and identified visitors to remain indoors and move into the nearest securable area/room.
- Lock all interior & exterior doors and gates.
- Give no indication of occupancy.
- Stay out of sight of windows.
- Sweep hallways for students, if feasible to do so.
- Ensure all radios, cell phones, and computers (emails) are silenced but open for correspondence.

## **Active Shooter/Intruder**

***When an intruder/person perceived as violent is on premises, the objective is to allow police time to respond and apprehend the intruder and to ensure that there is NO movement, exiting or entering of the facility.***

- Remain calm. DO NOT confront the intruder.
- Call 9-1-1 if you are able. Provide site location and details if possible.
- If safe to do so, make active shooter/intruder announcement via intercom and/or radio.
- Silence cell phones.
- Run/Hide/Fight
  - More information is presented in the 'Active Shooter/Violent Intruder' section of this flipchart, but remember that every situation is different and your judgment as how to proceed will be necessary.

# LOCKDOWN PROCEDURE

# SHELTER-IN-PLACE

The following procedures should be activated for Shelter-In-Place, at a school or district site. **IF A SHELTER-IN-PLACE IS REQUIRED**, immediately call Site Administrator and supply any known details.

Shelter-in-Place has similarities to the various Lockdown Procedures outlined in this flip-chart, but the nature of a Shelter-in-Place is more specific as it relates primarily to the contamination of outside air.

Shelter-in-Place simply means seeking immediate shelter inside a building. This action may be taken during a release of toxic chemical, biological or radioactive materials to the outside air or other emergency. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, Shelter-in-Place events usually last only a few hours. Earthquake kits of food, water, and other supplies can be used during Shelter-In- Place event.

## IMMEDIATE SHELTER-IN-PLACE

When the release is nearby and the need to seek shelter is immediate do the following:

- Stay inside a building.
- If outside, enter nearest building.
- Remain in place until Site Administrator provides an "ALL CLEAR" it is safe to leave.

## ADDITIONAL PROCEDURES

1. Move to floors above ground level. Shelter-In-Place in an interior room without windows or with the least number of windows.
2. Shut and lock all windows. Shut exterior and interior doors. Limit use of telephones to emergency calls only.
3. If in a laboratory, workshop, or other, reduce all operations to a safe condition as quickly as possible by turning off gas and containing potentially dangerous chemicals. Follow instructions of Instructor or area Manager.
4. Do not use elevators. Movement of elevators pumps significant amounts of air in and out of the building.
5. Many buildings ventilation systems are remotely controlled by Maintenance. If necessary, locally turn off heat, fans, air conditioning or ventilation systems. Close vents as you are able.
6. Follow instructions of Site Administrator.
7. Make yourself comfortable. Look after each other.

## ALL CLEAR

1. Site Administrator will advise the campus of an "all clear condition".
2. Open doors and windows and return ventilation systems to normal operations.
3. Go outside until building has been vented.

## INFORMATION SOURCES

Site Administrator will receive status and updates and emergency directives via campus telephone, intercom system, or e-mail, via Emergency Personnel or designee in case of emergency.

# SHELTER-IN-PLACE

# EARTHQUAKE

## DURING A QUAKE – TAKE COVER

### DUCK



### COVER



### HOLD



#### Indoors:

Stay indoors and take cover where you are. Watch for falling plaster, light fixtures, high bookcases, shelves, and other furniture, which might slide or topple. Stay away from windows and mirrors. If in danger, get under a table or desk, against a hallway wall, or in a corner away from windows. Encourage others to follow your example. Do not run outdoors; falling debris or electrical wires may hit you.

#### Outdoors:

Avoid high buildings, walls, power poles, and other objects, which could fall. Do not run through streets. If possible, move to an open area away from all hazards. Protect your head and neck.

#### In Your Car:

Stop in the safest place available, preferably an open area.

## AFTER A QUAKE

- Expect aftershocks over the next hours or days.
- Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel.
- Assess your surroundings, check for damage and hazardous conditions. Report them to supervisor or emergency personnel.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.
- **DO NOT EVACUATE AUTOMATICALLY.** Outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items, emergency supplies, only if convenient and safe to do so.
- Follow directions of emergency responders.

## STUDENTS WITH DISABILITIES

- Make a list of any special needs, medications, or equipment that the student may have. Always keep an updated copy of the list with the student.
- Keep Auxiliary device that the student uses (along with extra batteries, medications, or other necessary items nearby) at all times.
- Arrange to have “buddies” to help the student during an emergency.
- Ensure the student know how to take cover during a quake. If the student is in a wheelchair, lock the wheels once the student is in a protected location.
- If student cannot move safely and quickly, do not move them. Cover the students head and body with their arms, a pillow, or blanket.
- Call or seek help, if necessary.

# EARTHQUAKE

# FIRE

If a fire erupts, immediately **CALL 9-1-1!** Any time there is a fire on campus, of ANY size, the Fire Department must be called. The following procedures should be activated for a fire at a school or satellite office. **Call 9-1-1 and then call the Site Administrator** and supply any known details.

Treat all alarms like a real emergency. **DO NOT** assume it is a false alarm. The alarm may not sound continuously. If the alarm stops, continue to evacuate.

### WHEN FIRE OR SMOKE IS DISCOVERED- IMMEDIATELY:

R	A	C	E
Rescue/Remove Persons in Immediate Danger	Activate Alarm and <b>CALL 9-1-1</b>	Confine/Contain the Fire. Close Door After Exiting Area.	**Extinguish with Portable Fire Extinguisher if Possible, or Evacuate

1. Walk, **DO NOT RUN**, to the nearest safe exit. **DO NOT PUSH OR CROWD**.
2. Use stairways and handrails and keep to the right. **DO NOT USE ELEVATORS**.
3. Feel doors bottom to top for heat using the back of your hand. **IF HOT DO NOT OPEN DOOR**. If not hot, open the door slowly standing behind and to one side. Be prepared to close quickly if fire is present.
4. Proceed to Evacuation Assembly Area and take roll. Refer to "Campus Emergency Team and Exit Routes" section of this flip chart.
5. Follow directions of **Site Administrator**.

### IF YOU HAVE BEEN TRAINED TO USE A FIRE EXTINGUISHER:

P	A	S	S
Pull pin from handle	Aim at base of fire	Squeeze handle completely	Sweep from side to side



<b>**Additional Fire Extinguisher notes:</b> After extinguishing a fire, back away. Watch for re-ignition. Use fire extinguishers on small fires only – trash cans or smaller. Do not attempt to put out the fire unless you have received training in the proper use and limitations of fire extinguishers. Use the appropriate extinguisher for the type of fire.	<b>If caught in smoke:</b> Drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose and use dry clothing (shirt, jacket, other) as filter.
<b>If trapped in a room:</b> Place cloth material around or under door to prevent smoke from entering. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from window but do not break glass unless absolutely necessary.	<b>If forced to advance through flames:</b> Hold your breath. Move quickly. Cover head and hair. Keep head down and eyes closed as much as possible.

**If clothing catches fire:**

**Stop, Drop, Roll**



# FIRE

# CAMPUS EMERGENCY MANAGEMENT

## THE FOLLOWING GUIDELINES ARE TO BE USED IN THE EVENT OF AN EMERGENCY:

**Immediately contact your main office to report the emergency situation:**

Activate the campus emergency system by following the recommended emergency guidelines outlined within this flipchart. When reporting the emergency to the main office you should be prepared to supply the following minimal amount of information:

- Your name.
- Nature of incident.
- Location of incident.
- Severity of injuries or property damage.
- Telephone number (as a call back) if additional information is required.

**Main office will take the following action:**

1. Immediately **call 9-1-1** to coordinate and report the emergency and provide information the emergency dispatcher requests.
2. Activate the campus emergency system by:
  - Notifying the **Site Administrator** of the reported emergency and provide all critical details.
  - Provide additional emergency support as directed by the **Site Administrator**.

**After school or work hour emergencies, call 9-1-1**

**For area wide emergency information and instructions, tune to the Emergency Alert System:**

EMERGENCY TELEPHONE NUMBERS		EMERGENCY RADIO STATIONS	
<b>9-1-1 Police Emergency</b>			
Police Non-Emergency-Ontario	909-395-2001	KFRG	FM 95.1
Police Non-Emergency-Montclair	909-448-3600	KZXY	FM 102.3
Ontario Fire Department	909-395-2002		
Montclair Fire Department	909-447-3540		
Animal Control Services	909-623-9777		
Poison Control Center	800-222-1222		

CAMPUS EMERGENCY MANAGEMENT CONTINUED ON NEXT PAGE

## **EMERGENCY PREPAREDNESS:**

Emergencies can come without warning at any time. Being prepared physically and psychologically to handle unexpected accidents or disasters is an individual as well as an organizational responsibility. This guide has been developed by Ontario-Montclair School District to assist in minimizing the effects from such events. Please read the contents thoroughly. Once you are familiar with the information, you will be able to protect yourself and perhaps save the life of someone else.

The information included in this guide is intended to cover most emergency actions, but is not all-inclusive. ***Common sense must prevail when instructions are not available. No matter what the crisis, THINK before you ACT, then act swiftly to minimize your exposure to danger.***

## **YOUR SAFETY IS OF PRIMARY IMPORTANCE:**

If you have questions concerning a unique situation not covered in this reference guide or if you wish to receive additional information regarding emergency preparedness, contact Ontario-Montclair School District's Risk Management Department or CWA.

## **WHAT CAN YOU DO NOW?**

Read your school Emergency Procedures Plan. Get to know your Emergency Team members assigned at your school as they are vital components of the comprehensive Ontario-Montclair School District disaster response and recovery plan. Attach the names and phone numbers of your school Emergency Team members in the "Emergency Team and Exit Routes" section of this reference guide.

Place emergency materials, e.g., floor plans, exit routes, etc. with this guide. Keep the guide where it will be immediately available for quick reference in an emergency. Maintain personal emergency supplies at work or in your car: change of clothes, shoes, snacks, flashlight, prescription medication, etc. ([www.redcross.org/services/disaster](http://www.redcross.org/services/disaster)).

## **CAMPUS EMERGENCY PERSONNEL:**

**A condensed list of your school's emergency response organization is to be taped to the front side of the page titled: "Campus Emergency Team & Exit Routes," of this reference guide.**

## **CAMPUS EXIT ROUTES AND EVACUATION LOCATIONS:**

**A map of your campus with exit routes and evacuation locations is to be taped to the back side of the page titled: "Campus Emergency Team & Exit Routes," of this reference guide.**

**CAMPUS EMERGENCY TEAM & EXIT ROUTES**