

EMERGENCY PROCEDURES

RISK MANAGEMENT SERVICES:
(909) 386-9670

EMERGENCY CALL: 9-1-1

LOCKDOWN

Active Shooter / Imminent Threat / Violent Person

When a Lockdown Is Announced

- Lockdown may be initiated via CatapultEMS, PA system, Atlas display, InformaCast, or verbal announcement.
 - Follow instructions immediately.
- #### What to Do
- Move away from the threat and get to a secure room or safe location.
 - Lock and barricade doors; turn off lights and close blinds.
 - Stay quiet and silent phones.
 - Keep away from windows and doors.
 - Do **NOT** open doors for anyone.

During the Lockdown

- Stay in place until directed by law enforcement or SBCSS officials.
- Check in through CatapultEMS when safe to do so.
- Assist with student supervision and accountability as needed.

All Clear

- The Site Principal, designee or Senior Building Manager will announce the **ALL CLEAR**.
- Updates may be provided via PA system, CatapultEMS, Atlas display, InformaCast, or email.



SHELTER-IN-PLACE

- Only when not a Lockdown.
- Secure exterior doors and gates, if possible.
- Monitor all people attempting to leave.
- Stay out of view from outside areas.
- Turn off HVAC system, if applicable.

During Chemical or Hazardous Material Spills,

- Communicate with first responders.
- Avoid breathing or exposure outside air.
- Evacuate only when danger is imminent or when directed by emergency personnel.



MEDICAL EMERGENCY

IMMEDIATELY CALL 9-1-1

- Remain Calm - comfort the sick or injured person.
- Provide name, location, and type of emergency or any special needs.
- Stay on phone for instructions.
- Provide first aid or Cardiopulmonary Resuscitation (CPR).
- Follow the directions from the Emergency Personnel.
- Move victim only if danger is imminent.
- Designate a person to meet first responders.
- **At SBCSS schools:** If available, promptly notify the school nurse and school administration.
- **At SBCSS facilities:** If available, promptly notify trained personnel and management.
- Obtain the **Automated External Defibrillator (AED)**.



EARTHQUAKE

Inside Buildings:

- DROP** down to the floor.
- COVER** under a sturdy desk, table or other furniture.
- HOLD ON** to the covering.

If Outside or Open Area

- Be aware of falling trees, poles or debris hazards.
- Take a knee or, if necessary, take a seated position.
- Cover your head and neck.

When Evacuating

- Watch for hanging debris or tripping hazards.
- Do not use elevators.
- Avoid standing in doorways.
- Assist people with access and functional needs.
- Assemble in the designated area.
- Account for all people assigned or visiting the facility.
- Follow the direction of building safety staff and emergency responders.

In a Vehicle

- Pull over in a safe manner and away from falling hazards.
- Avoid overpasses, power lines and structural hazards.
- Stay in your vehicle.



FIRE

- Always treat alarms as real emergencies.
- Never assume a false alarm.
- Even if the alarm stops, continue to evacuate.
- Call 911.
- Activate nearest fire alarm.
- Proceed to nearest exit.
- Use stairs, not elevators.
- Assist people with disabilities.
- Meet in the designated area.
- Account for all persons.
- Re-enter only when authorized by emergency personnel.

Fire Extinguisher Use

- P** - Pull
- A** - Aim
- S** - Squeeze
- S** - Sweep



BOMB THREAT

If You Receive a Bomb Threat,

- Stay calm / pay attention to what is said.
- Obtain vital information and write it down.
- Call 911 and provide information.
- Immediately notify your supervisor.
- Check your work area for unfamiliar items.
- Do not touch suspicious items; report them to authorities.
- Only evacuate when told to do so or if in imminent danger.

If You are Asked to Evacuate,

- Take personal belongings with you when you leave.
- Leave doors and windows open; do not touch light switches.
- Use stairs, do not use elevators.
- Move far away from the building.
- Follow the instructions from emergency responders.

R.A.I.N

- R** - Recognize the danger
- A** - Avoid contact with the hazards
- I** - Isolate the area, if possible
- N** - Notify the proper responders

