

**Merced County
Office of Education**

Emergency Operations Plan



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County Superintendent of Schools

Occupational
Health and Safety

| MCOE Emergency Operations Plan

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BASIC EMERGENCY RESPONSE INFORMATION AND GUIDELINES

Merced County Office of Education's (MCOE) emergency management is based on the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). Prior planning and establishing of certain guidelines for prompt action under emergency conditions will result in an effective system for the protection of lives and property.

MCOE has established and adopted guidelines with the objective of ensuring the well-being, safety, and security of all personnel, students, visitors and children in the child care programs and to protect District property during an emergency. Administrators, managers, and supervisors will be assigned specific duties to accomplish this objective, as needed, per the emergency situation. This plan is a preparedness document. It is to be read and understood before an emergency.

This plan shall be activated under any of the following conditions:

- By direction of the County Superintendent or their designated representative under the declaration of an emergency/disaster.
- In any emergency or disaster which directly affects the District and requires an emergency response by District employees.
- Upon notification by local, state or federal government officials of an actual/declared or impending emergency or disaster that will directly or indirectly affect the District.

The plan and procedures have been developed based on the following concepts:

- All evacuation of facilities will be done (as necessary) in conjunction with other agencies through the SEMS and NIMS systems.
- If evacuation of facilities is required, all students and District personnel at each site will assemble in predetermined areas.
- All District employees are expected to remain and fulfill their disaster or emergency responsibilities until the emergency is over or they can be relieved of their responsibilities.
- All children/minors supervised under a District sponsored program will be retained at District facilities until released to parents or authorized persons during a disaster or emergency situation.

The Emergency Operations Planning (EOP) Team for the District includes the following positions:

- A. County Superintendent
- B. Members of the Executive Cabinet
- C. Executive Assistant to the County Superintendent (Resource)
- D. Department Leadership (as needed)
- E. Merced Police Department (as needed)
- F. Merced County Office of Emergency Services (as needed)
- G. Student Health Nurse (as needed)

The planning team shall review emergency operations, at a minimum, annually and will review and make changes as necessary to ensure the plan is current and relevant to the District's needs.

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Individual Responsibilities:

1. In the event of a declaration of a disaster, either natural or man-made, all employees of the MCOE shall remain on duty until released by the County Superintendent/President or their designee.
2. It is the responsibility of every individual associated with the MCOE to be fully cognizant of the actions necessary to implement the Emergency Operations Plan, or any portion thereof, depending upon the existing situation.
 - Individuals associated with the MCOE include: administrators, faculty, managers, classified professionals, approved volunteers, and students.
3. Responsibilities for implementing the Emergency Operations Plan are contained in the basic document and the appendices.
 - Under State law, Title I, Section 3100 of the California Government Code, all government employees, include MCOE employees, are declared Disaster Service Workers who can be called upon in any emergency.

Contained herein are emergency action plans, which may be executed by the County Superintendent/President or designee for various situations. These plans call for certain prearranged actions and are in accordance with SEMS. This plan has been designed for the primary purpose of providing for the greatest possible safety of students, visitors and employees during an emergency.

The District's Emergency Operations Plan has been coordinated with the local emergency services authorities. As an integral part of the County of Merced Office of Emergency Services, this District is prepared to render all possible assistance within the neighboring community.

The County Superintendent or their designated representative is authorized to implement these plans or take such other action at any time as in their judgment may be necessary. In all emergencies, it shall be the responsibility of the County Superintendent or their designee to direct actions to ensure the safety of the staff and students.

The organizational structure of the District will be utilized in assuring that the greatest number of staff and students are aware of the elements of this plan. See Appendix A for the Cabinet-Level Organizational Structure of the District.

Emergency management is divided into four phases:

- Mitigation
- Preparedness
- Response
- Recovery

Mitigation: Includes those actions taken to eliminate a hazard or to reduce the potential for damage or injury during a disaster. Examples include implementing building codes, identification and use of hazardous materials, and enforcing land use and zoning requirements.

Preparedness: Includes actions taken to plan and train MCOE employees to respond to emergencies. Examples include preparation of emergency operations plans and exercises to test the plans. It also includes the training and education of personnel in emergency procedures, evacuations, and the obtaining of equipment and supplies needed to respond to an emergency.

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Response: Includes actions taken to ensure the care, welfare, safety, and security of all personnel and students as well as actions taken to protect property during an emergency. Examples include lockdown, evacuation, search and rescue and the accountability of personnel.

Recovery: Includes those actions to return MCOED to normal operations after the emergency has been declared over. Examples include repair or maintenance of facilities, re-scheduling of services, , and review and critique of response actions. Recovery activities may begin during the response phase of an emergency.

All departments at MCOE have responsibilities in all emergency phases.

COMMUNICATING THE PLAN

The County Superintendent's Cabinet shall take responsibility for requiring members of the Leadership Team to be familiar with this plan, emphasizing the individual's participation. Such assurance may be through the following additional actions:

- 1) Appropriate updating of the Emergency Operations Plan and the Quick Reference to the Emergency Response Plan.
- 2) Dissemination of changes to staff.
- 3) Exercises with Administration and staff as deemed necessary (e.g. active shooter, various drills).

All facilities and rooms throughout the District should have a Quick Reference Emergency Guide. It is the responsibility of faculty and other personnel to ensure others, including students, are aware of the guidelines for emergencies.

GENERAL EMERGENCY PROCEDURES

Emergency Definitions

For the purpose of this plan, emergencies are defined as:

- a. Bomb Threats: threat(s) to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.
- b. Earthquakes: This hazard includes earthquakes themselves, as well as associated hazards such as fires and explosions.
- c. Fires: Urban and grassland fire occurrences have significant potential to impact MCOE Operations. Most are handled through normal response without activation of this plan.
- d. Disruptive or Violent Behavior and/or Civil Disturbance: This hazard includes intruders, riots, protests, demonstrations, strikes, active shooters, as well as acts of terrorism or rampancy.
- e. Hazardous Material Spills or Releases: Hazardous materials incidents include fixed site (classroom and building) and transportation-related incidents involving hazardous materials.
- f. Rain, Wind or Flood Hazards: Weather extremes include heavy rains causing localized flooding, windstorms, high heat, and drought periods carrying the potential for extreme dust.
- g. Power Failure: All sites may be subject to the shortage or loss of power for periods in excess of 24 hours, and shortages of fuels and pipeline interruptions.

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- h. Health Pandemic: an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people.
- i. Any other incident that has the potential to adversely affect persons on campus

Emergency Operations Center (EOC)

In the event of an emergency, as directed by the County Superintendent, the Emergency Operations Center (EOC) shall be activated. The EOC will be set-up at the location listed below, in the following priority order:

- 1) Building M Conference Room, 632 W. 13th Street, Merced
- 2) Cooper Conference Room, 1850 Cooper Ave, Merced
- 3) Other, as designated

Depending upon the nature of the emergency, all personnel on duty will be dispatched by their respective supervisors. If on-duty personnel are not sufficient to respond to the emergency, the supervisors or managers will summon additional "off-duty" personnel.

Upon activation of the EOC, a log shall be maintained which shall reflect all pertinent information as it occurs. In addition, each department shall keep a record of personnel assignments, expenditures and any other data that will be needed in a compilation report for possible reimbursement by another governmental agency. All EOC members are responsible for reporting this information to the Executive Assistant to the County Superintendent (or designee), who is responsible for the log when the EOC is active.

General Structure and Assignments of the Incident Command Systems Team

The functions of the EOC are based on the **Incident Command System (ICS)** from **SEMS**. This sets out duties by function. The structure is a modular one that starts at the top and can expand dependent on the size of the emergency and the personnel available. Each area represents a function, not necessarily a person, so for smaller sites/departments one person may perform more than one function. The ICS consists of the following:

- Incident Commander (In-Charge/EOC Director)
- Operations
- Logistics
- Planning and Intelligence
- Administrative/Finance
- Public Information
- Liaison
- Safety
- Scribe (as needed)

Functional Annexes of this Emergency Operations Plan contains responsibilities for each ICS position. The EOC Organization List, unless otherwise directed by the County Superintendent, depicts the hierarchy and duties of the EOC.

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The Emergency Operations Center Organization List:

Incident Commander, County Superintendent (or designee)

The MCOE Incident Commander (IC) is responsible for the overall management of MCOE responsibilities during the emergency.

- Overall responsibility for the care, welfare, safety, and security of all MCOE personnel, students and visitors.
- Determine the MCOE incident objectives and strategy and establish the immediate priorities to achieve objectives. Develop and authorize the incident action plan to carry out objectives.
- Manage incident response including EOC staff; resources and coordination with outside agencies.
- Evaluate nature and extent of emergency.
- Ensure adequate safety measures are in place to protect employees and students.
- Authorize release of information to the news media in coordination with the Public Information Officer.
- Communication with Merced County Board of Education including the need for emergency policies and/or declarations.
- Planning and direction for continuity of operations during and after the emergency (COOP)
- Designate the completion of the following forms, as needed only (not all incidents require all forms to be completed):
 - Incident Command Center Information Report (Appendix B)
 - Incident Command Center Incident Map (Appendix C)
 - Incident Command Center Action Plan (Appendix D)
 - Incident Command Center Check-in/Meeting Log (Appendix E)
 - Incident Command Center Resource Summary (Appendix F)
 - Incident Command Center Post Incident Debrief Report (Appendix G)

Operations, Assistant Superintendents Early Education and Special Education (or designees)

- Evaluate and act on operations information.
- Decide on a priority basis what must be done and keep Incident Command informed of pertinent conditions and/or situations.
- Coordinate activities among the ICS Team.
- Coordinate and direct evacuation, as needed.
- Provide security of District property.
- Aid EMS and Fire Department units in the treatment and removal of injured persons, as needed.
- Maintain supplies and equipment on hand for use in an emergency
- Provide information to other coordinating offices as to the location of equipment or substances, which are defined as potential hazards in the event of exposure to fire, radiation, or explosives.

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Logistics, Director, Facilities and Support Operations (or designee)

Logistics and Planning is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Logistics:

- Coordinate logistics and assignments based on instructional, student, employee, and technological logistical needs of the District, as needed (this role may be split among several administrators and/or designees).
- As (or if) staff is assigned, brief them on the situation and supervise their activities.
- Coordinate supplies, equipment, and personnel needs with the IC.
- During an emergency of extended duration, ensure adequate emergency supplies, workers and people

Planning and Intelligence, Deputy Superintendent Human Resources (or designee)

- Collection, evaluation, documentation and use of information about the development of the incident and the status of resources.
- Maintain accurate records and site map.
- Provide ongoing analysis of situation and resource status.
- Keep Incident Command informed of pertinent conditions and/or situations.
- Coordinate activities with Logistics, Operations, and Finance/ Administration/Legal as necessary.

Other Planning (students):

- Establish and maintain student communications and support
- Evaluate need for the MCOE Behavioral Intervention Team (BIT)

Other Planning (employees):

- Each Teacher is to account for all students in the course of evacuation and confirm that their area, including restrooms and lounges, has been completely evacuated.
- The instructional deans and program directors shall undertake the accounting for all students, faculty, and staff, and report the results to the ICS Team.
- Members of the Allied Health Department and the Student Health Nurse will provide treatment or first aid they are qualified to administer, as needed.
- Appoint personnel to account for non-students who are using campus facilities; and report the results to the EOC.

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Administration and Finance, Assistant Superintendent Business Services (or designee)

Supervises all financial aspects of the disaster. Coordinates with Operations, Planning and Logistics Sections as appropriate. Prepares proclamations, emergency ordinances, etc. Commence legal proceedings and enforces emergency actions.

- Open and maintain section logs, as assigned by the County Superintendent/President.
- Confer with Incident Commander on delegation of purchasing authority
- Determine appropriate purchasing limits.
- Determine present and future financial and administrative support needs.
- Prepare proclamations, emergency ordinances and other legal documents required.
- Advise County Superintendent/President on the legality, legal implications and politics of contemplated emergency actions.
- Develop the rules, regulations, and laws required for acquisition and control of critical to ensure adherence to resources. The necessary ordinances and regulations to provide legal basis for evacuation and/or crowd control.
- Ensure investigation of all accidents and prepare necessary claims.
- Document for cost reimbursement.

Public Information, Media and Communications Manager (or designee)

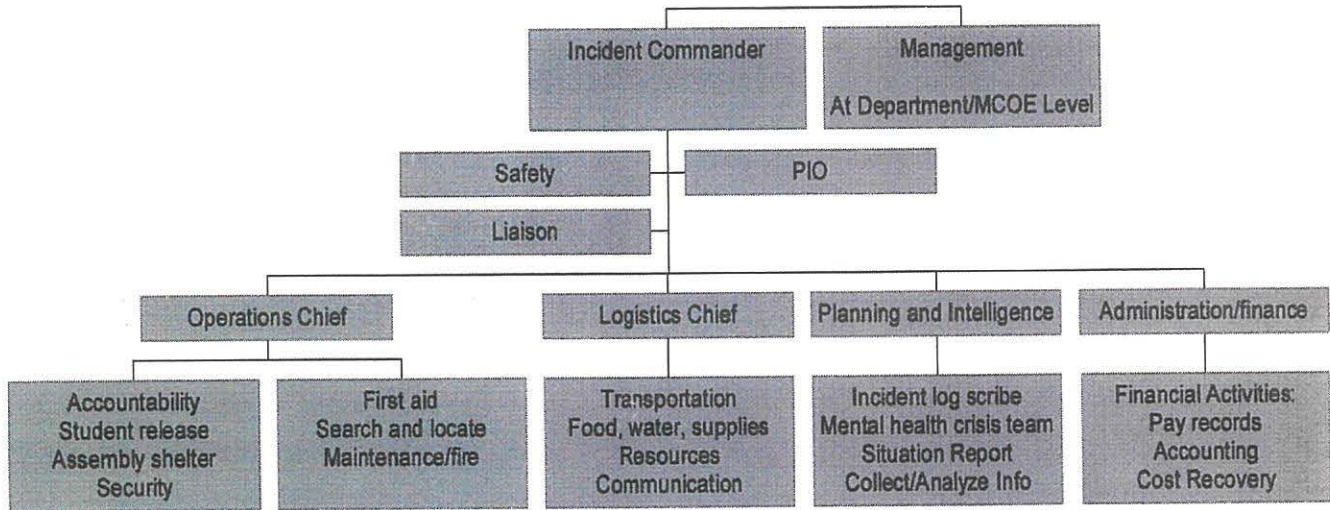
- The Public Information Officer is responsible for handling the media and developing press releases under the direction of the Incident Commander.
- Transmission of pertinent information to the media. The Public Information Officer is the only one authorized to distribute information to the media and/or public.
- Coordinates with Joint Public Information Team (Police, Fire, EMS)
- Determine from the Incident Commander if there are any limits on information release and obtain approval of all media releases
- Develop incident relevant information for use in media briefings.
- Notify media of activities and conduct media briefings.
- Arrange for tours, interviews or briefings that may be required.
- Maintain current information summaries and/or displays on the incident and provide information on incident status or changes via online and on social media outlets.

Liaison Officer, Director or Coordinator (or designee)

Acts as a liaison between the MCOE and other agencies and organizations to coordinate responsibilities and functions of those agencies with emergency management of the disaster.

- Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position.
- Serve as the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command, ie: Red Cross, City Maintenance.
- If a unified command is established, then act as the MCOE Liaison to community responders/agencies.
- Provide a point of contact for assisting/cooperating outside agency representatives.
- Provide periodic update briefings to Agency Representatives, as necessary.

Incident Command System Overview



OVERVIEW: MCOE's management of emergencies is based on the State Emergency Management System (SEMS) and the National Incident Management System (NIMS). A part of these management systems is the **Incident Command System (ICS)** which sets out duties by function and is standardized through all agencies at all levels. The structure is a modular one that starts at the top and can expand dependent on the size of the emergency and the personnel available. Each area represents a function, not a person, so for smaller sites/departments one person may perform more than one function.

Incident Commander: "Boss" – Accountable for the successful outcome of incident.

Public Information Officer (PIO): "The "Speaker" – The official spokesperson for the district/school. The Overall Incident Commander must approve all media releases before being released.

Liaison: The "Link" – Creates a communication link between the Incident Commander and the Fire and Police.

Safety: The "Observer" – Responsible for the physical and emotional needs of the responders. Monitors responders to prevent unsafe actions.

Operations: "Doers" - Accountability of all on campus, first aid, parent information, assembly, shelter if needed, search and locate, and security.

Logistics: "Getters" - Resources, volunteers, transportation, communication, rest rooms, water, food, etc.

Planning/Intelligence: "Thinkers" - Collects information, plans ahead, coordinates mental health crisis team, and provides incident log scribes.

Administration/Finance: "Keepers" - Record keeping, funding, and costs.

Incident Command System (ICS) (Staff Responsibilities)

COMMAND/MANAGEMENT - Superintendents/Principals/Site Supervisors

1. Overall in charge of the situation. **INCIDENT COMMANDER**
2. Give evacuation orders and delegate responsibilities.
3. Confer with police, fire department, and city officials regarding the situation.
4. Will confer with PIO for information dissemination to media
5. Determine plan for continuation of operations following a disaster.

OPERATIONS - Coordinators and Managers

1. Check the status of students, staff, facilities, equipment, supplies and other resources.
2. Appoint guards, as necessary, to see that no unauthorized person goes back into buildings until they have been declared safe.
3. Announce location of disaster and first aid centers. Direct the distribution and use of disaster-related and medical supplies, equipment, and information.
4. Release students and staff, according to the Superintendent's directive.
5. Guide volunteers to locations where needed.

Teachers and other Instructional Staff – School sites/classrooms

1. Remain with their class group or the office if they do not have a class.
2. Take roll. Send notice to the administration immediately regarding any student who is not with the class group, noting possible whereabouts. Take roll periodically throughout the disaster period.
 - a. Note on class roster the name of anyone, who for any reason leaves the class group; to go to first aid center, disaster center, home, home of authorized person.
 - b. Be specific in noting names and addresses of those to whom students are released if other than parents. Note day and time child was released.
 - c. Record any unusual behavior or any first aid given.
3. In charge of obtaining first aid for their students.
4. Encourage students to talk about their experiences and feelings. Talking gives anxious children the means to vent their apprehensions and psychologically adjust to the disaster.
5. Remind students that they are in perhaps the safest place possible under disaster conditions. Fill in time with games, songs, stories, exercises, and rest periods.
6. Report to the principal or administrator when all students have been released.

Nurses

1. Assist the injured with first aid and other care.
2. Help staff the emergency first aid center when it has been set up.

Custodial and Maintenance Staff

1. Check water, gas, and electricity. Turn off utilities as directed.
2. Assist in any fire-fighting or recovery activities.
3. Assist in setting up or constructing emergency facilities.
4. Secure all MCOE buildings.

Emergency Evacuation Procedures –School site/classrooms

An evacuation will be conducted when it is necessary to leave the building to minimize injuries and loss of life due to emergency situations.

NOTIFICATION

In case of an emergency that requires evacuation, the classroom first aware of the condition shall **NOTIFY** the school office. If unable to contact the school office, notify other classrooms located at that site **THEN call 911 to request assistance.**

-The primary method of notification shall be _____
Announce the **type of emergency** and that evacuation is necessary.
State **“Primary”** or **“Alternate”** assembly area.

-The secondary method of notification shall be via "runner".

EVACUATION/ASSEMBLY AREA – See EVACUATION MAP

Staff and students will evacuate using the most expedient exit and proceed to the designated assembly area.

If not designated, proceed to the **PRIMARY** Assembly area or if the Primary assembly area, or route to it, is compromised, proceed to the **ALTERNATE** assembly area.

***Any MCOE employees encountering students or other persons unable to evacuate by themselves, will assist them out of the building and to the assembly area.**

***At the assembly area, check in with the OPERATIONS section for accountability, first-aid and further instructions.**

***Do not attempt to reenter buildings until told that it is safe by the INCIDENT COMMANDER.**

***Keep clear of all emergency vehicles and equipment.**

ACCOUNTING FOR ALL STUDENTS AND EMPLOYEES

Each classroom is responsible to account for students and staff in their classroom. A list of missing students or staff, if any, shall be compiled by each classroom, and shall be turned in to the OPERATIONS section at the meeting area.

Fire Instructions

IF THE FIRE IS IN YOUR AREA

1. Sound the local fire alarm, if equipped, or notify all building occupants using intercom, telephone, or any other effective means. (YELL "FIRE")
2. **EVACUATE** to the nearest available exit closing the doors if possible. Provide assistance to students, visitors, co-workers, and anybody physically unable to leave the bldg.
3. Go to the primary assembly area per the posted **EVACUATION MAP**, if possible, otherwise proceed to the alternate assembly area designated on the **EVACUATION MAP**.
4. Call 911 and report the fire.
5. **Conduct Staff and student accountability.** Report accountability to the **OPERATIONS** section.
6. Render first aid, as necessary, and await further instructions from the **MCOE INCIDENT COMMANDER**.
7. Do not return to the building until the **MCOE INCIDENT COMMANDER** authorizes you to do so.

IF THE FIRE IS *NOT* IN YOUR AREA

1. Evacuate the building immediately if the alarm sounds. Provide assistance to students, visitors, co-workers, and anybody physically unable to leave the bldg. **Secure the building.**
2. Follow the instructions above, Steps 3 - 7

WHEN SITE IS CLEARED BY FIRE DEPARTMENT:

1. **MCOE INCIDENT COMMANDER** will confer with **DEPT EOC Manager** to determine whether to return to regular operations (back to work / back to class) or if staff and students should be sent home.
2. If release to home. **STAFF:** Released on their own. **STUDENTS: PARENT REUNIFICATION** process will be implemented.
3. Security of site will be by Administrators with assistance from Facilities.
4. All information releases, whether to parents or the media, will come from the **MCOE PIO** or the **MCOE Incident Commander** or Law enforcement personnel.

Emergency Evacuation Procedures - Offices/Work Areas

An evacuation will be conducted when it is necessary to leave the building to minimize injuries and loss of life due to emergency situations.

NOTIFICATION

In case of an emergency that requires evacuation of a building, the person first aware of the condition shall **notify** the other building occupants located at that site.

- The primary method of notification shall be _____
Announce the **type of emergency** and that evacuation is necessary.
State "**Primary**" or "**Alternate**" assembly area.
- The secondary method of notification shall be via "runner".

Each Department is responsible for verifying that their various separate sections or functional areas located at the same site are notified.

EVACUATION/ASSEMBLY AREA – See EVACUATION MAP

Personnel will evacuate using the most expedient exit and proceed to the designated assembly area.

If not designated, proceed to the **PRIMARY** Assembly area or if the Primary assembly area, or route to it, is compromised, proceed to the **ALTERNATE** assembly area.

***Any MCOE employees encountering visitors or persons unable to evacuate by themselves, will assist them out of the building and to the assembly area.**

***At the assembly area, check in with the OPERATIONS section for accountability, first-aid and further instructions.**

***Do not attempt to reenter buildings until told that it is safe by the INCIDENT COMMANDER.**

***Keep clear of all emergency vehicles and equipment.**

ACCOUNTING FOR ALL EMPLOYEES

Each department will be responsible to account for personnel in their department. A list of missing employees, if any, shall be compiled by each department, and shall be turned in to the **OPERATIONS** section at the meeting area.

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PLANNING AND INTELLIGENCE – Directors and Administrators

1. Assess their area(s) of responsibility and report to the Superintendent.
2. Determine plan for continuation of operations following a disaster.
3. Notify Operations so that parents are informed of the situation, and of the MCOE's plans.
4. Monitor emergency radio broadcasts.
5. Document activities

LOGISTICS – Purchasing and Warehouse Personnel / Information Technology

1. Coordinate equipment and supplies.
2. Coordinate communication support.
3. Coordinate transportation and facilities.

FINANCE AND ADMINISTRATION – Secretarial and Office Personnel

1. Provide for the preservation of essential records.
2. Document expenses.
3. Monitor emergency broadcasts.
4. Perform other duties, as directed.

Earthquake Instructions

DURING THE EARTHQUAKE:

IF INSIDE THE BUILDING

1. **Drop** to your knees and take **cover** under a desk, table, or in a doorway.
2. Face away from windows.
3. **Hold** where you are until all movement stops.
4. After all movements cease check for damage. If excessive damage occurred or danger of collapse exist then evacuate to the primary assembly area - **Per EVACUATION MAP, if possible**, otherwise to the alternate assembly area – **Per EVACUATION MAP**.

IF OUTSIDE THE BUILDING

1. Move away from trees, buildings, walls, and power lines.
2. **Drop** to your knees and cover your head with your hands.
3. After all movements cease, move to the primary assembly area – **Per EVACUATION MAP, if possible**, otherwise to the alternate assembly Area – **Per EVACUATION MAP**

AFTER THE EARTHQUAKE:

1. Render first aid, as necessary.
2. Assist injured or physically handicapped persons.
3. Check in with OPERATIONS section for accountability.
4. Remain calm and await further instructions from the INCIDENT COMMANDER.
5. **DO NOT RE-ENTER BUILDINGS UNLESS CLEARED BY FIRE DEPARTMENT OR OTHER COMPETENT AGENCY.**
6. All information releases, whether to parents or the media, will come from the MCOE PIO or the MCOE Incident Commander or Law enforcement personnel.

Disruptive, Threatening or Violent Situations

Actions to take if a disruptive or threatening individual(s) enter your office/classroom:

1. Remain calm and non-threatening – do not touch the individual
2. Keep at least 3 to 6 feet from the individual
3. Avoid any type of challenging stance (hands on hips, pointing finger at them)
4. Speak to the aggravated person with a calm, controlled voice.
5. Listen to what the person says; Attempt to assist the person if possible.
6. Do not threaten, argue or treat the individual in a disrespectful manner.
7. If you can't diffuse the situation and/or the person continues to escalate their voice or actions or is becoming violent, then you must take immediate action to protect yourself and others.

MCOE's response to an active lethal threat is in line with the U.S. Department of Homeland Security's recommendations of **Run, Hide, or Fight**. These responses are not in sequence! Staff must determine, based on the situation, and take action to either **Run, Hide (Lockdown) or Fight**.

- | | |
|----------------------------------|---|
| R
U
N | <ul style="list-style-type: none"> • Plan in advance how you would get out. Run from danger – run to safety • Leave your belongings behind; Help others escape, if possible • Run even if others stay; Do not attempt to move the wounded! • When safe, monitor communications (text, email, etc.) Remain in place till told ALL CLEAR by law enforcement. |
| H
I
D
E | <ul style="list-style-type: none"> • Find location away from windows (Lockdown) • Lock and barricade doors – put chairs, desks, tables against the door • Turn off lights, silence cell phones, be quiet • Be prepared to FIGHT or RUN • Monitor communications (text, email, etc.) Remain in place till told ALL CLEAR by law enforcement |
| F
I
G
H
T | <ul style="list-style-type: none"> • LAST RESORT!! You must fight back if your life is in imminent danger • Attempt to disrupt or incapacitate the attacker! • Be aggressive – commit to your actions, your life depends on it! • Improvise weapons using office or classroom items IE: fire extinguisher • Throw items such as staplers, binders, books, chairs. |

In the event of violence (shooting; stabbing; riot) the HIDE (LOCKDOWN) Procedure will immediately go into effect. The following steps will be taken:

1. Notify all other personnel in the building/site/campus IF POSSIBLE.
2. Get all personnel down and away from any windows or doors.

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Injuries

MAJOR INJURIES:

A major injury is considered to be any life threatening injury that would require the injured individual to be transported by ambulance to the nearest medical facility. The emergency medical staff responding will determine where the injured employee will be taken for treatment.

If an accident occurs that results in a major injury:

1. Dial 911 and request that an ambulance be sent to your location.
2. **DO NOT MOVE THE INDIVIDUAL**, unless further injury might occur. (ie: fire, falling debris, etc.) Comfort the individual as much as possible until the emergency medical personnel arrive.
3. Find out which medical treatment facility the individual is being transported to. A Manager or Supervisor should accompany the employee if possible.
4. Contact: **Human Resources (209) 381-6627**
Be prepared to give the following information:
 - Name of injured person and status-
Employee/Student/Guest/Visitor
 - Hospital/medical facility employee was transported to.
 - Type of injury
 - Name and telephone number of contact person at worksite.
 - Name and telephone number of any witnesses.
5. Notify your supervisor
6. Complete the correct accident report form (Employee/Student/Incident) and provide as much information as possible.
7. FAX the accident report to **Human Resources, (209) 381-6768**.
8. Forward the original copy of the accident report to **Human Resources**.

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3. **Call 911** and request assistance. Provide the dispatcher with as much information as possible: i.e. description of the person(s) responsible (height, weight, race, clothing), the last place they were seen on site, and any other information that would help the officers locate and identify the subject(s).
4. Be prepared to **FIGHT** or **RUN**
5. After notifying the police, notify Department to request activation of **DEPT EMERGENCY OPERATIONS CENTER (DEOC)**
6. Senior MCOE staff member will assume duties as the **MCOE INCIDENT COMMANDER**. Will notify other staff present, as necessary, for duties under the **Incident Command System (ICS)**
7. Upon arrival, Law Enforcement agency will assume command of the situation and assist in the evacuation of staff and students.

CLASSROOMS

1. All teachers will keep their students in class.
2. Teachers will lock their doors.
3. Teachers will keep students away from windows and instruct students to lie on the floor.
4. If this type of incident should take place while students are out of class, they should seek cover or fall to the ground, if no cover is available.

WHEN SITE IS CLEARED BY LAW ENFORCEMENT

1. **MCOE INCIDENT COMMANDER** will confer with **DEPT EOC Manager** to determine whether to return to regular operations (back to work / back to class) or if staff and students should be sent home.
2. If release to home. **STAFF**: Released on their own. **STUDENTS**: **PARENT REUNIFICATION** process will be implemented.
3. Security of site will be by Administrators with assistance from Facilities.
4. All information releases, whether parents or the media, will come from the **MCOE PIO** or the **MCOE Incident Commander** or Law enforcement personnel.

Hazardous Materials Spill

There are two strategies for protecting people during hazardous material emergencies:

Shelter-in-Place and Evacuation.

- a. **Evacuate** means move all people from a threatened area to a safer place. To perform an evacuation, **there must be enough time** for people to be warned, to get ready, and to leave an area.
- b. **Shelter In-Place** means people should seek shelter inside a building and remain inside until the danger passes. Sheltering in-place is used when evacuating the public would cause greater risk than staying where they are, or when an evacuation cannot be performed (sufficient time is not available).

Depending on the situation, local emergency services (Police, Fire) may provide early warning and advise which strategy to take.

If no direction has been given from the local emergency services, the senior MCOE administrator on site will determine if evacuation or shelter-in-place (SIP) will be done. The biggest factor to consider is the time available from the alert to when the contaminants will be at the site.

If advised to evacuate:

1. Shut down electrical equipment and secure facilities.
2. Exit the building and proceed to your vehicle.
3. Proceed as directed by local emergency services; if no directions are provided drive away from the contaminated area remaining up wind and monitor your automobile radio for further directions.

SCHOOL SITES:

1. Coordination with transportation resources will have to be done.
2. Student accountability before, during, and after evacuation is required.
3. Evacuation should be conducted in convoy with directions and destination given.

DO NOT RETURN TO THE AREA UNTIL ADVISED TO DO SO BY EMERGENCY PERSONNEL

If advised to remain shelter-in-place:

1. Close all doors and close and lock all windows.
2. Turn heating/cooling systems (HVAC) off.
3. Close as many internal doors as possible.
4. Any employee who comes into contact with a student or visitor should direct them to take appropriate actions. Employees will assist anybody that is physically disabled to the nearest shelter-in-place location.
5. Monitor radio for emergency broadcasts for further directions.

DO NOT EXIT THE BUILDING UNTIL ADVISED TO DO SO BY EMERGENCY PERSONNEL.

MINOR INJURIES:

A minor injury is considered to be an injury that requires first aid treatment but is **non-life threatening** and the severity of the injury is such that the injured person does not have to be transported for medical treatment by ambulance.

If an accident occurs that results in a minor accident:

1. Give appropriate first aid
2. Notify your supervisor
3. If necessary, seek medical treatment as soon as possible from one of the designated medical providers listed on the current MCOE provider list. You may seek treatment from your personal physician **only** if you have filed a **Personal Physician Designation Form** with Human Resources.
4. Contact: **Human Resources (209) 381-6627**
Be prepared to give the following information:
 - Name of injured person and status-
Employee/Student/Guest/Visitor
 - Hospital/medical facility employee was transported to.
 - Type of injury
 - Name and telephone number of contact person at worksite.
 - Name and telephone number of any witnesses.
5. As soon as possible after the accident complete the correct accident report form (Employee/Student/Incident) and provide as much information as possible.
6. FAX the accident report to **Human Resources, (209) 381-6768.**
7. Forward the original copy of the accident report to **Human Resources.**

NOTE: At any time medical treatment is sought for a work-related injury, an injury status report must be obtained from the treating physician specifying your work status; Return to Work, Released to Modified Work, or Unable to Return to Work. Immediately provide a copy to Human Resources.

Power Failure Instructions

1. Remain or return to your workstation/classroom.
2. Conduct Student roll call for accountability, if applicable.
3. Shut off all electrical equipment.
4. Secure equipment and documents.
5. Wait for further instructions from Site Supervisor or next available Senior MCOE employee.

Bomb Threat Instructions

Upon receiving a bomb threat by telephone or other means:

1. **REMAIN CALM!**
Try to get as much information from the caller or source (s) as possible:
 - a. When will the bomb explode?
 - b. Where is the bomb right now?
 - c. What kind of bomb is it?
 - d. What does the bomb look like?
 - e. Who is calling?
 - f. Listen for an accent, background noise, or other sounds that might provide clues to who is calling and from where.
2. Get the attention of someone near you and have him or her notify the Site Supervisor/Principal
3. If the site Supervisor/Principal is not available call 911 and ask for the police department.
4. After notifying the police department, notify the Superintendent's Office at 209-381-6601. If no answer, call Human Resources at 209-381-6627.
5. If the threat is for the immediate area (office, building and adjacent building); evacuate to the primary or alternate evacuation area – **Per EVACUATION MAP.**
if not in the immediate area the Site Supervisor/Principal or next available senior MCOE employee will determine to evacuate or not.
6. Be prepared to brief the police department upon their arrival.

NO MCOE EMPLOYEE WILL SEARCH FOR ANY BOMB.

Upon discovery of a suspicious package, box, or strange device:

1. **DO NOT TOUCH OR REMOVE THE OBJECT!**
2. Notify the Site Supervisor/Principal immediately. If the Site Supervisor/Principal is not available, call 911.
3. All personnel will evacuate the building. Proceed to the nearest available exit and go to the primary assembly area- **Per EVACUATION MAP if possible**, otherwise proceed to the alternate assembly area- **Per EVACUATION MAP.**
4. Notify the Superintendent's Office at 381-6601. If no answer, call Human Resources at 209-381-6627.
5. Notify adjacent departments in the most expedite manner.
6. Do not return to the building until authorized to do so by the Police Department or Site Supervisor/Principal