Workplace Violence Prevention Plan

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PURPOSE AND AUTHORITY

California SB 553 requires California employers to establish, implement, and maintain an effective Workplace Violence Protection Plan (WVPP) at all times in all work areas.

The Oroville Union High School District (OUHSD) developed its workplace violence prevention program to address and mitigate workplace violence hazards proactively. The plan includes the following components:

1. Job titles or persons responsible for implementing and maintaining the plan.
2. Methods to ensure employees understand their respective roles, as provided in the plan.
3. Effective procedures for the employer to accept and respond to reports of workplace violence and to prohibit retaliation against an employee who makes such a report.
4. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
5. Procedures for an employee to report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal. Procedures to communicate with the employee during and after the investigation.
6. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
    a. Effective means to alert employees of workplace violence emergencies' presence, location, and nature.
    b. Evacuation and sheltering protocols are in place for each work site.
    c. Train employees in options-based approaches to emergencies.
7. Procedures to develop and provide employee training
8. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify vulnerabilities and work practices and employee reports and concerns. The evaluation and response team shall conduct inspections:
    a. After the plan is implemented on July 1st, 2024
    b. After each workplace violence incident
    c. Whenever the employer is made aware of a new or previously unrecognized hazard.
9. Procedures to correct workplace violence hazards identified above promptly consistent with the IIPP, including:
    a. Procedures for post-incident response and investigation.
    b. Procedures to review the effectiveness of the plan and revise the plan, including:
        i. Obtaining the active involvement of employees and authorized employee representatives in reviewing the plan.
10. A written log recording incidents of workplace violence, training, and hazards.

RESPONSIBILITY

Administrators

The OUHSD Director of Human Resources will have the following responsibilities:

1. Receive and evaluate all workplace violent incident reports.
2. Determine if further evaluation or investigation needs to be provided.
3. Maintain the workplace violent incident log.
4. Implement management strategies for workplace violence incidents.

5. Coordinate employee training.
6. Review and update the Workplace Violence Prevention Plan (WVPP).
7. Receive and respond to employee reports of workplace violence hazards.
8. Ensure employees receive annual training on the WVPP.
9. Complete the employee workplace violence hazard log.
10. Conduct ongoing workplace violence hazard inspections on OUHSD facilities.
11. Evaluate any information received from the Superintendent.

Managers and Supervisors

Any manager or supervisor OUHSD employs will ensure employees follow reporting procedures and this plan's provisions.

Employees

Employees should immediately report all workplace violence and hazards to their immediate supervisor and submit a report using the Workplace Violence prevention reporting Form on the OUHSD website. If there is an immediate life threat to any employee, employees should activate the 911 system before submitting any reports. Employees should submit reports without fear of reprisal.

Beginning January 1, 2025, SB 553 allows the union to file, on behalf of an employee who has been subject to unlawful violence or to a credible threat of violence and, if appropriate, other employees, a request for a temporary restraining order against the threatening individual.

School Site Behavioral Threat Assessment Team

Each OUHSD worksite shall have a Site Safety Committee, which shall include the Association representative on the District Safety Committee, to develop and annually review its site safety, health, emergency preparedness plan for distribution to the employees at the site. The Site Safety Committee shall also make the District aware of any unaddressed safety issues. Site plans are intended to cover contingency plans for a wide variety of safety risks, including but not limited to, suspicious or unwanted persons on the worksite, fire, earthquake, flood, evacuations, and emergency closings. The District Safety Committee shall make recommendations for each worksite and general procedures for safety with the site committee overseeing unique site issues. District and Site Administration will assist schools with identifying concerning behaviors, assessments, and management strategies.

PROCEDURES AND IMPELMENTATION

Involving employees in developing and implementing the WVPP is critical to the program's effectiveness. OUHSD welcomes and encourages employees to participate in this plan's initial implementation and ongoing development. OUHSD will utilize the following procedures to involve employees in the development and implementation of this plan:

OUHSD staff, teachers and administrators were consulted in the development of this plan. OSTA, staff, management, and the Board of Trustees reviewed the OUHSD Workplace Violence Prevention Plan.

All employees can continue participating in the WVPP by participating in the annual training and reporting newly identified workplace violence hazards.

PLAN COMMUNICATION

OUHSD recognizes the importance of all employees understanding all aspects of this plan and how to report incidents of workplace violence. OUHSD encourages employees to report workplace violence or workplace violence hazards without fear of reprisal. OUHSD will communicate the WVPP by using the following procedures:

1. Provide an annual interactive training session for all employees.
2. Provide an online form on the OUHSD website so all employees can report workplace violence incidents and hazards.
3. Every reporting employee will receive direct contact from a member of the investigation team after every report is submitted.
4. Employees will receive updates on newly identified workplace violence hazards and steps taken to mitigate the danger.

RESPONDING TO REPORTS OF WORKPLACE VIOLENCE

Employees should call 9-1-1 if the threat or act of violence is imminent.

If the employee is not in imminent danger, the employee will submit an online report by completing the workplace violence reporting form on the employee intranet. If the employee's supervisor is not the perpetrator, the employee should make a verbal report to their direct supervisor and submit the electronic workplace violence reporting form.

The following additional practices will ensure compliance and transparency with the workplace violence prevention program reporting procedures:

- Reports will go directly to the OUHSD Director of Human Resources.
- All employees will receive training to know, understand, and report within the definitions of workplace violence and workplace violence hazards.
- If a supervisor receives a verbal report from an employee, he or she will assist or direct the employee to complete an electronic report.
- Cross-reports will be submitted to the police or other authorities if required.
- Reports are kept confidential and will only be accessed by the investigation team as needed to assist in the investigation.
- The investigation team will investigate every report. The employee who made the report will be notified regarding the outcome of the investigation and corrective actions/steps taken.
- The investigation team may contact employees to gather additional information (e.g., clarify statements, document evidence, or ask follow-up questions).
- All reports of workplace violence will be documented in the "Violent Incident Log" for recordkeeping and reporting purposes.

Active Workplace Violence Emergencies

Employees could be alerted to emergencies and workplace violence in multiple ways. Employees may be alerted by an intercom system, emails, text messages, phone calls, Butte County CodeRED, and other public announcement systems.

Employees should reference the OUHSD Safety Plan for information on Evacuation, Reunification, Shelter-in-Place, Stay, Secure, and Lockdown. As part of the WVPP employee training, employees will receive run, hide, and fight training.

Employees must understand that workplace violence may have no warning or announcements

before the violent incident occurs. Employees who observe an emergency should notify 9-1-1 and other employees of the nature and location of the emergency.

EMPLOYEE COMPLIANCE

While OUHSD Director of Human Resources and District Administration oversees the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities, and training provided under this plan. Administrators and supervisors will use the following procedures to ensure employees comply with the WVPP:

- Ensuring employees take/attend the training(s) and refresher training(s) assigned to them.
- Monitor employee adherence to topics and concepts covered in the training.
- Follow the established corrective action process if an employee or supervisor does not follow elements of this plan.

Corrective Action

Site Administrators, Directors, and Supervisors will use all disciplinary methods available to them to ensure that employees follow established safety policies and procedures. An employee who fails to adhere to the procedures and practices of this plan shall be subject to the following corrective actions:

1. Retraining
2. Verbal Counseling
3. Performance evaluations
4. Written warnings
5. Other forms of disciplinary methods are available per the CBA

EMPLOYEE COMMUNICATION

Employees should use the electronic workplace violence reporting form to report all workplace violence-related incidents, threats, and concerns to the OUHSD Director of Human Resources. If the threat or act of violence is imminent, employees should contact emergency services directly by calling 9-1-1 before completing the online report.

When making a report of workplace violence using the electronic workplace violence reporting form, employees will provide the following information:

1. Your name, phone number, job title, and department
2. Circumstances at the time of the incident, including but not limited to the following:
    a. Were you completing your regular job duties?
    b. Were you working in a poorly lit area?
    c. Were you rushed?
    d. Were you working at a low staffing level?
    e. Were you isolated or alone?
    f. Were you unable to get help or assistance?
    g. Were you working in a community setting?
    h. Were you working in an unfamiliar or new location?
3. Person of Concern information
    a. Name, contact information, physical description

4. Date and time the incident occurred
5. Incident information
    a. Incident location
    b. Detailed description of the incident
    c. Were there any witnesses?
    d. Was law enforcement contacted?
    e. Was medical attention required?
    f. Was your immediate supervisor notified?

EMPLOYER EVALUATION AND RESPONSE

When responding to a workplace violence report, the OUHSD Director of Human Resources will receive the report and triage the report. The OUHSD Director of Human Resources will complete the following:

1. Determine if the report meets the definition of workplace violence.
2. Determine any steps to protect the reporting employee or any other employee against an immediate threat of violence.
3. Review previous incidents.
4. Gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), and capture the following information:
    a. Was security or law enforcement contacted?
        i. If so, what was their response (please explain):
        ii. Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident (please explain)
    b. The person who is completing the employer's response/log:
        i. Name
        ii. Title
        iii. Date
5. Evaluate the findings to identify the root cause.
6. Define corrective actions/steps to be taken to address each cause.
7. Coordinate with the necessary departments/staff to implement corrective actions.
8. Communicate findings and corrective actions back to the reporting employee.
9. Monitor the effectiveness of corrective actions taken.
10. Document the incident and all correlating information in the "Violent Incident Log" for recordkeeping and reporting purposes.
    a. The Violent Incident Log shall omit the following information of any person involved in the incident:
        i. Name
        ii. Address
        iii. Electronic mail address
        iv. Telephone number
        v. Social security number
        vi. Other information that, alone or in combination with other publicly available information, reveals the person's identity.
    b. The Violent Incident Log shall include the following:
        i. The date, time, and location of the incident
        ii. Workplace violence type
        iii. Detailed description of the incident
        iv. Perpetrator classification to employee

v. Description of circumstances at the time of the incident
vi. Description of where the incident occurred
vii. Type of incident
viii. Consequences of the incident
    1. If law enforcement was contacted
    2. Actions taken to protect the employee and correct hazards
ix. Name and job title of the person who completed the log
x. Date the log entry was completed.

EMPLOYEE TRAINING

The Oroville Union High School District will provide all employees with annual training that includes, but is not limited to, all of the following:

1. The definitions and requirements of SB 553.
2. How to report workplace violence incidents to OUHSD and law enforcement without fear of reprisal.
3. How to report potential workplace violence hazards.
4. Types of logs and how to obtain a copy of each log.
5. Responding to emergencies.
6. Reviewing the OUHSD Safety Plan.
7. Avoiding physical harm and respond to an active violent emergency. Some strategies are the Power of Hello and OHNO.
8. Respond to violence with Run/Hide/Fight.
9. How to obtain a copy of the plan at no cost and how to participate in its continuous development.
10. Asking questions and receiving answers from someone knowledgeable about the employer's plan.
11. Employee participation in the continuous development of the plan.

OUHSD will provide additional training when a new or previously unrecognized workplace violence hazard is identified or the plan is revised. The extra training may be limited to addressing the new workplace violence hazard or modifications to the plan.

RECORDKEEPING

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for at least five years.

Training records will be created and maintained for at least one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

Violent incident logs will be maintained for at least five years.

Records of workplace violence incident investigations will be maintained for at least five years. These records shall not contain "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

Vulnerability assessment and inspection reports are subject to California Government Code

section 7929.200.

OUHSD Director of Human Resources will ensure that all relevant records are completed, maintained, and made available upon request as required by this program and Cal/OSHA. A safe and healthy workplace is the goal of everyone at The Oroville Union High School District, with responsibility shared by management and staff alike.

HAZARD ASSESSMENTS

OUHSD maintenance and facility staff will conduct periodic inspections for workplace hazards and security. A multidisciplinary evaluation and response team could include employees from maintenance and operations, information technology, human resources, and the Assistant Superintendent/CBO. The team will conduct annual plan reviews, post-incident responses, evaluations of new hazards, and periodic inspections.

Any employee who locates a workplace violence hazard is encouraged to report it using the OUHSD workplace hazard reporting form on the OUHSD website.

Hazards located during a workplace violence inspection will be documented and corrected promptly.

Hazard assessments will be performed:

- Annually
- When the WVPP is implemented
- When a new or previously unidentified violence hazard is recognized
- Following a post-workplace violence incident inspection
- On New OUHSD facilities and following significant changes to existing OUHSD facilities Inspections will be performed through the lens of the four types of violence outlined in SB-553.

Type 1 violence inspections. Type 1 inspections will assess anyone with no legitimate business at the worksite and include violent acts by anyone who enters the workplace or approaches workers intending to commit a crime. The assessment will consist of:

- Natural surveillance for employees to observe the exterior of the facility.
- Exterior physical measures and points of entry into the buildings.
- Employee response to a crime in progress.
- Procedures for employees to interact and report unknown persons on the properties of OUHSD.

Type 2 violence inspections. Type 2 inspections will assess violence directed at employees by parents, community members, students, or visitors. The assessment will include:

- Access within the interior of the workplace.
- Physical barriers, locks, security systems, and exit/entry points.
- Adhere to visitor management policies and monitor visitors in the workplace.
- Employee evacuation routes and relocation areas.
- Warning and communication systems.
- Employees' ability to handle hostile persons.

Type 3 and Type 4 violence inspections. Type 3 inspections will assess violence against an employee by a present or former employee, supervisor, or manager. Type 4 violence inspection will assess violence directed at an employee's workplace by a person who does not work there but has or is known to have had a personal relationship with an employee. The assessment will include:

- Warning signs of potential workplace violence

- Visitor management for people visiting with known relationships with employees.
- Communication with employees, supervisors, and administrators.
- Facility access to former employees.
- Review of reports received from employees.
- Employee termination and disciplinary action procedures.

DEFINITIONS

For this section, the following definitions apply:

1. "Emergency" refers to unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other individuals.

2. “Engineering controls” denote an aspect of the built space or a device designed to eliminate a hazard from the workplace or establish a barrier between the worker and the hazard.

3. “Log” signifies the violent incident log mandated by this section.

4. “Plan” signifies the workplace violence prevention plan required by this section.

5. “Threat of violence” encompasses any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct that conveys an intent or is reasonably perceived to convey an intent, to cause physical harm or instill fear of physical harm in someone, and that serves no legitimate purpose.

6. (A) “Workplace violence” encompasses any act of violence or threat of violence occurring in a place of employment.

7. (B) “Workplace violence” includes, but is not limited to, the following:
    - The threat or use of physical force against an employee resulting in, or having a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
    - An incident involving a threat or use of a firearm or other dangerous weapon, including the use of everyday objects as weapons, regardless of whether the employee sustains an injury.

      -The following four workplace violence types

      1. "Type 1 violence" is workplace violence committed by a person with no legitimate business at the worksite, including violent acts by anyone entering the workplace or approaching workers with the intent to commit a crime.

      2. "Type 2 violence," denoting workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

      3. "Type 3 violence" refers to workplace violence against an employee by a present or former employee, supervisor, or manager.

      4. "Type 4 violence," signifying workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

    (C) “Workplace violence” excludes lawful acts of self-defense or defense of others.

OUHSD Workplace Violence Incident Log

OUHSD Workplace Violence Incident Log

Incident Date	Incident Time (24h)	Incident Address Location	Type	Person of Concern	Special Circumstances	Incident Location	Type of Incident	Completed By	Date Complete	Incident Summary

OUHSD Workplace Violence Hazard Mitigation Checklist

OUHSD Workplace Violence Hazard Mitigation Checklist

- "Yes" mitigation or preventative measures are in place;
- "No" mitigation or preventative measures are in place;
- "Not Applicable" if the criterion or facility area does not apply to the site; or
- "Not Assessed" if the criterion or facility area is not assessed.

Assessment Location: _____

Assessment By: _____ **Date Assessed:** _____

Potential Hazard	Mitigation Ideas
The exterior and interior of the workplace for its attractiveness to robbers. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Improve lighting around and at the workplace. Post signs notifying the public that cameras are monitoring the facility. Hire staff to patrol the workplace interior and perimeter. Install fencing and create a single point of entry into the facility. Remove vegetation close to the building and decrease hiding spots.
Violence surveillance measures, such as mirrors, cameras, or line of sight. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Utilize surveillance measures, such as cameras and mirrors, to provide information about what is happening outside and inside the workplace to dissuade criminal activity. Trim shrubs and trees to create natural surveillance so employees can look out the windows from inside the building and observe threats.
Procedures for employee response during a robbery or other criminal act. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Provide workplace violence systems, such as door locks, hardened windows, physical barriers, and emergency alarms. Active assailant training and drills to evacuate the facility.
Procedures for reporting suspicious persons or activities and handling hostile or threatening persons. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed	Employee communication systems could include radios, emergency management systems, group texting, or email alerts. Employee de-escalation training, identifying suspicious behavior, and non-confrontational techniques when contacting unknown persons.

Comments:	Increase awareness through drills or exercises.
Practical location and functioning of emergency buttons and alarms. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Ensure the adequacy of workplace violence systems. Install effective systems such as alarms or panic buttons to warn others of violent danger. Create a communication plan to notify other employees of an emergency.
Posting emergency telephone numbers for law enforcement, fire, and medical services in visible locations. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Post emergency telephone numbers for law enforcement, fire, and medical services. Ensure employees have access to a telephone with an outside line.
Whether employees have effective escape routes from the workplace. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Identify and train employees on multiple escape routes, rally points, and relocation areas. Confirm that escape routes, rally points, and relation areas are still available and documented in the local safety plan.
Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Control, access to, and freedom of movement within the workplace by non-employees include recently discharged employees or persons with whom one of our employees is having a dispute. Visitor management and visitor monitoring policies. Employee termination and disciplinary action procedures.
Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat. Improve how management and employees communicate with each other.
Use work practices such as the "buddy" system for	Provide procedures for a "buddy" system for specified emergency events.

specified emergency events. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Identify employees needing assistance evacuating and ensure the WVPP meets their needs.
Review any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Review previous workplace violence incidents and identify increases, decreases, or trends. Review the Workplace Violence Incident Log and the Workplace Violence Hazard Log to create improvements at the site and plan. Speak with facility administrators and managers to confirm any new workplace violence hazards.
Other procedures to identify and evaluate workplace violence hazards ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	

All corrective actions taken will be documented on this form and in the Workplace Violent Hazard Log.
Corrective measures for workplace violence hazards will be specific to a given work area.

Emergency Action Plans

EMERGENCY ACTION PLANS

BIOLOGICAL ATTACK

Biological agents are bacteria and toxins that can cause disease in people. Depending on the biological event, you may need to be immunized, evacuated or "sheltered-in-place." Listen for radio directions, watch for social media or news apps for further instructions.

IF YOU BECOME AWARE OF A SUSPICIOUS SUBSTANCE, FOLLOW THESE STEPS:

1. GET AWAY from the substance
2. PROTECT YOURSELF BY COVERING YOUR MOUTH AND NOSE with layers of fabric or paper towels that will filter air but still allow breathing.
3. WASH YOUR BODY with cool water and use soap.
4. CONTACT AUTHORITIES
5. Listen to the radio for news and information and watch for social media or news apps.
6. If you become sick, get medical attention.

IF YOU ARE EXPOSED TO A BIOLOGICAL AGENT:

1. GET AWAY from substance.
2. REMOVE CLOTHING and put contaminated clothing in a sealed plastic bag.
3. WASH YOUR BODY with cool water with a solution of 9 parts water to 1 part bleach. ***Do not use bleach solution on open wounds!***
4. SEEK MEDICAL ATTENTION.

BOMB THREAT

Most bomb threats are received by phone. Take all bomb threats seriously and respond immediately.

If you receive a Phone Threat

1. LISTEN, BE POLITE AND LEARN AS MUCH AS YOU CAN about the bomb's appearance, it's location, the planned time of detonation, and why it was placed at or sent to the office/site/school.
2. DO NOT HANG UP, even after the caller hangs up. Leave the phone off the hook until the threat is removed.
3. COMPLETE THE BOMB THREAT CHECKLIST as much as possible. Try to write down everything the caller says. *SEE BELOW*

4. If possible, SILENTLY ATTRACT SOMEONE'S ATTENTION to CALL 911 and REPORT the threat to the site/school/Administrator. If not possible, call 911 and report the threat immediately after the call, using a different phone if possible.

If you receive a Mail Threat

1. DO NOT TOUCH. MINIMIZE THE HANDLING of any suspected packages or mail.
2. REPORT ANY THREATS OR SUSPICIOUS PACKAGES to your site/school administrator.

If you receive an Email Threat

1. DO NOT DELETE THE MESSAGE.
2. REPORT THREAT to your site/school Administrator.

BOMB THREAT CHECKLIST

If you receive a telephone bomb threat:

1. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller. Listen carefully for background noises.
2. Notify a supervisor or co-worker and have them **immediately dial 911**.
3. Note the phone number of the caller if your telephone has a display.
4. Gather as much information as possible. Use the Checklist, and ask questions in a polite and non-threatening manner. **WRITE DOWN THE EXACT WORDS OF THE CALLER AND ANY THREATS.**
5. Upon completion of the call be sure Police have been notified. Complete the checklist while the call is still fresh in your memory.
6. Remain available to answer questions from responding officers.
7. If the threat was received by another individual and he/she is relaying information to you, use the Checklist to gather as much information as possible.

Date of Call:		**Phone # of Caller**	
Time Call Received:	AM / PM	**Time Call Concluded:**	AM / PM
Person Receiving Call:		**Phone # Call Received On:**	

What were the EXACT WORDS of the caller? Ask them to repeat the message, if necessary.

Ask the following questions:

When is the bomb going to explode?
Where exactly is the bomb?
Did you place the bomb?
When did you put it there?
What does the bomb look like?
What kind of bomb is it?
What will make the bomb explode?
Why did you place the bomb?
What is your name?
Where are you?
What is your address?
Are you aware that it could kill or injure innocent people in addition to those you intend to hurt?

BOMB THREAT CHECKLIST (CONTINUED)

Characteristics of the Call:

Call Origination:	❒ Local	❒ Long Distance	❒ Cell Phone	❒ Unknown
Message:	❒ Live	❒ Recorded	❒ Message read by caller	

Characteristics Of the Caller *(check all that apply)*

Sex of Caller:	❒ Male	❒ Female	❒ Unknown	
Estimated Age:	❒ Child / Teen	❒ Young Adult	❒ Middle-aged Adult	❒ Older Adult

Voice Qualities

❒ Clear	❒ Distorted / Muffled
❒ Loud	❒ Soft
❒ Pitch-High	❒ Pitch-Low / Deep
❒ Raspy	❒ Smooth
❒ Pleasant	❒ Unpleasant

Comments:

Speech Pattern

❒ Deliberate	❒ Hesitant
❒ Distinct	❒ Slurred
❒ Fast	❒ Slow
❒ Speech Impediment (Describe)	
❒ Accent (Describe)	

Comments:

Language

❒ Educated	❒ Uneducated
❒ Well-Spoken	❒ Foul
❒ Rational	❒ Irrational
❒ English	❒ Non-English
❒ Unusual Phrases / Slang?	

Comments:

Behaviors

❒ Calm	❒ Angry
❒ Confident	❒ Nervous
❒ Blaming	❒ Fearful
❒ Depressed	❒ Agitated
❒ Laughing	❒ Crying

Comments:

Background Sounds

☐ Airport / Airplanes	☐ House Noises	☐ Quiet	☐ Train
☐ Animals / Birds	☐ Music	☐ Restaurant / Bar	☐ Traffic / Street
☐ Children	☐ Office Machinery	☐ Talking / Voices	☐ Water / Wind
☐ Factory Machinery	☐ PA System	☐ Television	☐ Weapons
Comments:			

Observations / Comments

Did you recognize the voice? Who do you think it is?
Did the caller indicate in-depth knowledge of the facility?
Did the caller attempt to disguise their voice?
Comments:

CHEMICAL ATTACK

A chemical attack is the deliberate release of a toxic gas, liquid or solid into the environment.

SIGNS OF A CHEMICAL ATTACK

- Watery eyes
- Twitching
- Problems breathing
- Choking
- Losing coordination
- Many sick or dead birds, fish or small animals are cause for suspicion

If you see signs of a chemical attack, follow these steps:

1. QUICKLY GET AWAY FROM THE CONTAMINATED AREA.
2. If the chemical is inside the building, exit the building without passing through the contaminated area.
3. If you can't get out of the building, find clean air without passing through the contaminated area.
4. Move as far away as possible from the contaminated area and shelter-in-place.
5. If you are outside, go to the closest place where you can get clean area.

USING A FACEMASK FOR PROTECTION DURING A CHEMICAL ATTACK

A facemask or barrier can help protect from air contaminates. Here are a few ideas for creating a face mask.

- Improvise with available materials and CREATE A BARRIER to eyes, nose, mouth, and cuts on the skin.
- Use fabric that fits snugly over nose and mouth – achieve best fit as possible for children.
- Include facemasks in disaster planning kits

If you are exposed to a chemical agent, you will be given orders by the local authorities to evacuate or shelter-in-place.

If exposed, here are a few steps for decontamination:

1. REMOVE CLOTHING and place in sealed plastic bags
2. WASH SKIN thoroughly and soap and cool water
3. SEEK MEDICAL ATTENTION

EARTHQUAKE

Earthquakes occur without warning. The initial tremor is usually the most severe, however, aftershocks may also occur.

INSIDE BUILDING

DROP – COVER – HOLD

1. DROP to the floor.
2. Take COVER under a sturdy table, sturdy desk, or next to an interior wall. Avoid windows, tall furniture, or hanging objects.
3. HOLD onto the table or desk and HOLD your position until it is safe to move.
4. EVACUATE the building after the tremor has stopped and it is safe to do so. Do not run.

As you leave a classroom/building, make sure to close the door behind you to compartmentalize a potential fire. REMEMBER, the greatest threat after an earthquake is FIRE!!

1. ASSYMBLE without delay in your evacuation zone.
    - Report all absences to the designated emergency person.
    - Report for duty if you are a member of an emergency team.
2. WAIT FOR INSTRUCTIONS from the site/district office administrator.

3. DO NOT return to the building before it has been declared safe. Don't light matches, candles, or any other fires.

OUTSIDE BUILDING

1. MOVE away from buildings, trees, and other hazards
2. DROP to the ground.
3. Cover your head and neck areas if you are under objects
4. HOLD your position until the earthquake has stopped
5. ASSYMBLE without delay in your evacuation zone.
    - Report all absences to the designated emergency person.
    - Report for duty if you are a member of an emergency team.
6. WAIT FOR INSTRUCTIONS from the site/district office administrator.
7. DO NOT return to the building before it has been declared safe. Don't light matches, candles, or any other fires.

IN A VEHICLE

1. PULL off to the side of the road when it is safe to do so, from buildings, overpasses, and powerlines.
2. SET THE BRAKES AND TURN OFF IGNITION.
3. WAIT until quake is over. Do not leave the vehicle unless unsafe conditions warrant. Never leave the vehicle if powerlines are down nearby or have fallen over the vehicle.
4. CHECK the road and surrounding terrain for safe conditions.
5. PROCEED when conditions are safe.

EXPLOSION

DROP, COVER, HOLD

1. DROP to the floor
2. Take COVER under a sturdy desk or table, or against in interior wall. Avoid windows, tall furniture or hanging objects.
3. HOLD onto furniture and HOLD your position until it is safe to move.
4. EVACUATE THE BUILDING when it is safe to do so. Do not run. And always be aware of the surroundings that you are running toward.
5. ASSEMBLE without delay in your evacuation zone.
    - Report all absences to the designated emergency person.
    - Report for duty if you are a member of an emergency team.
6. WAIT FOR INSTRUCTIONS from the site/district office administrator

7. DO NOT return to the building before it has been declared safe.
8. Don't light matches, candles, or other fires.

Threat of an explosion

1. Do not light matches, candles, or other fires
2. EVACUATE THE BUILDING.
3. ASSYMBLE without delay in your evacuation zone.
    - Report all absences to the designated emergency person.
    - Report for duty if you are a member of an emergency team.
4. WAIT FOR INSTRUCTIONS from the site/district office administrator.
5. DO NOT return to the building before it has been declared safe.

FALLEN AIRCRAFT

DROP, COVER, HOLD

1. DROP to the floor
2. Take COVER under a sturdy desk or table, or against in interior wall. Avoid windows, tall furniture or hanging objects.
3. HOLD onto furniture and HOLD your position until it is safe to move.
4. EVACUATE THE BUILDING when it is safe to do so. Do not run. And always be aware of the surroundings that you are running toward.
5. ASSEMBLE without delay in your evacuation zone.
    - Report all absences to the designated emergency person.
    - Report for duty if you are a member of an emergency team.
6. WAIT FOR INSTRUCTIONS from the site/district office administrator
7. DO NOT return to the building before it has been declared safe.
8. Don't light matches, candles, or other fires.

FIRE

Become familiar with the locations of fire alarm pull stations, fire extinguishers, and building exits.

FIRE WITHIN BUILDINGS

1. EVACUATE THE BUILDING. DO NOT USE ELEVATORS DURING FIRES. *As you leave a classroom/building, make sure to close the door behind you to compartmentalize the fire.*
2. ASSYMBLE without delay in your evacuation zone.
    - Report all absences to the designated emergency person.
    - Report for duty if you are a member of an emergency team.
    - WAIT FOR INSTRUCTIONS from the site/district office administrator.
    - DO NOT return to the building before it has been declared safe.

FIRE NEAR BUILDINGS

1. WAIT FOR INSTRUCTIONS from the site/district office administrator.
2. If instructed to leave a building, EVACUATE THE BUILDING when it is safe to do so. Do not run. And always be aware of the surroundings that you are running toward.

FLOOD

Flood warnings may be received by telephone, radio, or from emergency personnel.

WAIT FOR INSTRUCTIONS from the site/district office administrator
Possible emergency responses include:

- EVACUATE students/staff to higher ground.
- RELEASE students/staff to go home when appropriate.
- TAKE MEASURES to minimize hazards to students/staff
- TAKE MEASURES to protect the building and material resources from damage, if safe to do so.

RUN, HIDE, DEFEND

RUN = EVACUATE

- Decide if you can safely escape
- If it is safe to do so, run as fast as you can away from the direction of trouble.
- DO NOT stop running until you are far away from the direction of trouble.
- Leave your belongings behind
- Help others escape as possible
- Prevent individuals from entering the trouble area, but not at the risk of your own safety.

Other Considerations

- Get away from the threat and identify a safe place.
- When fleeing from danger, keep buildings, cars or other objects between you and the threat.
- Do not attempt to move wounded people.
- Call 911 when safe

HIDE = LOCKDOWN

- If it is not safe to evacuate, hide inside a building or classroom and create an interior barricade.
- Lock the door, close the door completely, turn off lights, and close blinds to all windows.
- Take cover behind an interior barricade (tipped over tables to act as a mini wall).
- Silence your cell phones.
- Remain quiet.
- Move away from doors and windows

Other Considerations

- Call 911, when it is safe to do so.
- Once you have secured the door, do not open it for ANYONE. Police will ask you to open door when it is safe to do so.
- The Police may slide one of their business cards under the door to open the door.
- Prepare yourself mentally and physically for the possibility of engaging the shooter (Defend).
- Put yourself in the position to surprise the suspect if they enter the room.

DEFEND = FIGHT FOR YOUR LIFE

This is the LAST RESORT OPTION!!!!!

- Commit to your actions.
- Act as aggressively as possible.
- Improvise weapons from items that are around you.
- Yell and make loud noises to disorient the shooter.
- If possible, utilize a fire extinguisher as a weapon to incapacitate the shooter

SHELTER-IN-PLACE

The term "shelter-in-place" means remaining inside your classroom, school building, site and protecting yourself from a hazard "in the area of" or around the location you are at. Staff and students should continue their regular activities if possible. There are a number of reasons authorities might direct you to shelter-in-place, such as: radiological, chemical or biological emergencies, local police activities, a fire in the area of and/or smoke in the air.

STEPS FOR SHELTER IN PLACE:

STAY CALM

1. GO INSIDE THE BUILDING and bring students indoors immediately.
2. Do not allow visitors to leave. Keep them with you to provide for their safety.
3. You can provide for a minimal amount of protection to your breathing by covering your mouth and nose with a damp cloth.
4. CLOSE AND LOCK all windows and outside doors. Close all window shades, blinds, and curtains.
5. TURN OFF all fans, heating, and air-conditioning systems.
6. Gather your disaster supplies and battery-operated radio.
7. Go to an interior room ideally without windows. If there is a chemical threat, a room above ground is preferable.
8. Use duct tape (wet towels if you don't have duct tape) to seal doors, exhaust fans, vents, and windows.
9. WAIT for instructions from the site, Admin, or District Office

WINDSTORMS

HIGH WIND *ADVISORY* is issued when the following conditions are expected:

- Sustained winds of 31 to 39 mph for an hour or more.
- And/or wind gusts or 46 to 57 mph for any duration.

HIGH WIND *WATCH* is issued when the following conditions are expected:

- Sustained winds of 40 mph or higher for one hour or more.
- Or wind gusts of 58 mph or higher for any duration.

HIGH WIND *WARNING* is issued when the following conditions are expected:

- Sustained winds of 40 mph or higher for one hour or more.
- Or wind gusts of 58 mph or higher for any duration.

EXTREME WIND WARNING is issued for surface winds of 115 mph or greater associated with non-conductive, downslope, or sustained hurricane winds that are expected to occur within one hour.

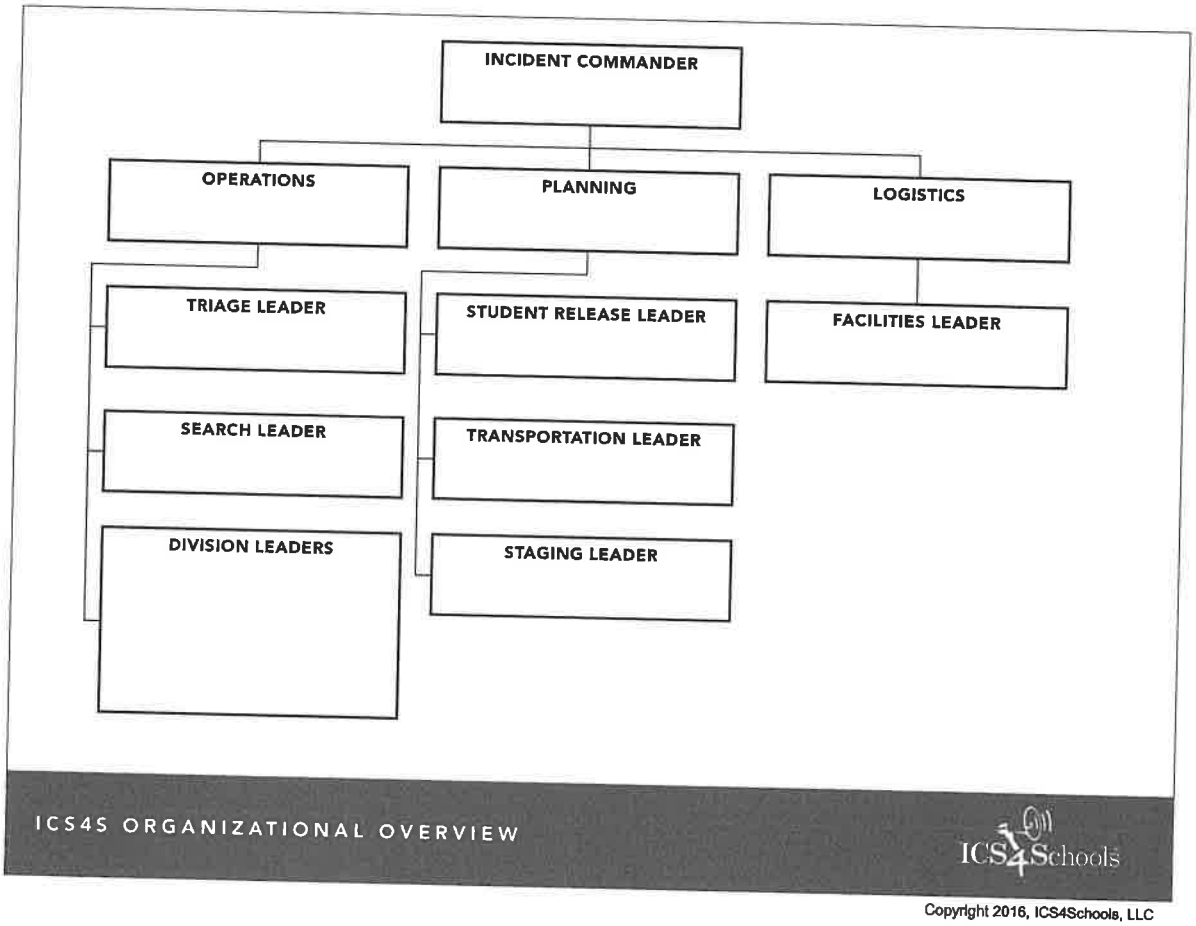
PROTECTIVE MEASURES

1. REMAIN ALERT when windstorm warnings are issued. The Emergency Operations Center within the City/County will keep you posted.
2. WAIT FOR INSTRUCTIONS when windstorm warnings are issued. The Emergency Operations Center within the City/County will keep you posted.

NO ADVANCED WARNING

1. TAKE COVER in interior rooms or along an inside wall. Avoid large, heavy objects and windows.
2. OPEN DOORS if possible
3. KEEP CALM
4. WAIT FOR FURTHER INSTRUCTIONS from the Emergency Operations Center within the City/County

ICS Org Chart
(See next page)



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