



4. Keep access roads open for emergency vehicles.
5. Take roll. Teachers are to remain with their classes at all times.

**STUDENTS AND STAFF SHALL NOT RETURN TO THE BUILDING UNTIL THE FIRE DEPARTMENT OFFICIALS DECLARE THE AREA SAFE.**

## **EARTHQUAKE**

1. Give the TAKE COVER/DROP HOLD command.
2. Check for injuries. Do not move seriously injured persons unless they are in immediate danger of injury. Cover injured with blankets. Give or get first aid help.
3. Take roll. Report missing students to principal or site administrator. Use "Drill/Emergency Status" form
4. Check for hazards. Seal off hazardous area. Post warning signs.
5. Check for availability of emergency/disaster supplies.  
You may be ordered by the principal/site administrator to evacuate when the earthquake is over. Special consideration should be given to exit routes. **DO NOT RUN, particularly on stairways. Shoes should be worn by students and staff at all times.**
  - a. Do not return to buildings for any reason until they have been declared safe.
  - b. Guards should be posted as a safe distance, lock all entrances to see that no one re-enters the building.
7. Do not light any fires after the earthquake because of possible gas leaks.
8. Avoid touching electrical wires which may have fallen.
9. Take roll, whether or not evacuation takes places. Collect "Drill/Emergency Status Reports" from staff.
10. Request assistance as needed through the Site Safety coordinator.
11. Notify if possible, utility companies or any break or suspected break in service lines (Gas; Water 7 Power Department, etc.)
12. The principal/site administrator shall determine the advisability of closing the building. If possible procure the advice of Maintenance and operations about the safety of the building ( phone number: \_\_\_\_\_). The Superintendent/ designee shall be notified and determine the final action taken.
13. Principals or site administrator will decide if student release from school custody is or is not authorized. Adults calling for students must present identification or some form of verification before students will released to them. A record of students released must be kept.

### **If outdoor:**

1. Move to open area away from building, trees, fallen wires, etc.
2. Do not enter building until is determined to be safe.

# **BOMB THREAT**

## **Upon receiving a bomb threat (by telephone or other means)**

1. Try to ascertain as much information from the caller or source as possible, noting caller's voice (sex, age, tone, and whether it is familiar or not). Any background noise should also be noted. Verbatim responses to the following questions are especially desired:
  - a. When is the bomb to explode?
  - b. Where is the bomb right now?
  - c. What kind of bomb is?
  - d. What does it look like?
  - e. Why was the bomb placed?
2. Notify the principal/site administrator.

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

- a. DO NOT TOUCH OR REMOVE STRANGE OBJECTS.
- b. Notify the principal/site administrator.
- c. Principal/site administrator shall notify the Police \_\_\_\_\_ Sheriff Department \_\_\_\_\_, School Maintenance and Operation Area and School Safety Coordinator, who will notify other personnel:
  - Principal/site administrator shall evaluate the threat or object and make the decision whether to evacuate the building by sounding the fire alarm or institute a search of the premises. The police officer who responds to the call may be used to assist and advise what action to take.
  - If it is decided to institute a search of the building before evacuating it, an informal search should be made by volunteer staff familiar with the building assisted by the police when they arrive. Should any suspicious item be found, it shall not be touched until investigated by the police, but the building shall be evacuated by sounding the fire alarm. A thorough search of an evacuated building shall be made before students are instructed to re-enter it.
  - Keep the Director of Maintenance and Operations and the Site Coordinator informed of actions.

# **HEAVY RAINS / FLOOD CONDITIONS**

## **DURING SCHOOL HOURS**

When heavy rains or flood conditions caused by inclement weather are imminent, the procedures below should be followed:

1. Take all immediate actions to ensure safety of students and staff by moving to another section of the facility if warranted.

2. Call School Safety Coordinator with description of existing conditions and keep communication lines open.
3. Switch all bells to manual operation.
4. If directed to disperse students, call
  - a. School Site Safety Coordinator
  - b. Local police/sheriff \_\_\_\_\_
  - c. Transportation Branch Dispatcher \_\_\_\_\_ if students are bussed or will be bussed to another temporary location.
  - d. Interscholastic Athletics \_\_\_\_\_ for any actions to be taken regarding scheduled events.
5. Determine on-site restriction of activities for safety.
6. Close school if directed to do so by Superintendent of Schools or his designee and disperse students to their homes by following Emergency Operations Contingency Plan.
7. Alert staff to watch/listen for announcements regarding continued closing of school.
8. Inform parents with a short note of prevailing status.
9. Activates all close-down procedures.

## **EXPLOSION**

### **EXPLOSION OR THREAT OF EXPLOSION**

1. Command "DROP" is given.
2. If the explosion occurs within the building, or threatens the building, STUDENTS AND STAFF SHALL IMMEDIATELY EVACUATE.
3. Sound the fire alarm.
4. Move to an area of safety and maintain control of students.
5. Render first aid as necessary.
6. Notify the following:
  - a. Fire Department (911)
  - b. Police/Sheriff (911)
  - c. School Director, Maintenance and Operations
  - d. Your Site Safety Coordinator
  - e. Utility companies, as needed
7. If possible, fight small fires without endangering life.
8. Take roll.

9. STUDENTS AND STAFF SHALL NOT RETURN TO THE BUILDING UNTIL EMERGENCY SERVICE OFFICIAL DECLARES THE AREA TO SAFE.

## **DISTURBANCES / RIOTS/ SHOOTINGS**

1. Sound one long continuing bell ("clear yard" signal) and contain all students and staff in buildings.
2. Secure all doors, windows, and gates leading in or out of the School.
3. Only authorized personnel are to be allowed in or out of School site.
4. Sign all authorized personnel in/out noting time, date, telephone number and reason for visit.
5. Activate "Drop/Take Cover" as needed.
6. Notify school site coordinator of actions initiated \_\_\_\_\_
7. Notify School Principal / Site Administrator
8. Call local police/sheriff \_\_\_\_\_.
9. Keep all students and staff contained until the safety of all is assured.
10. If school closure is to take place, activate evacuation procedures contained in Emergency Operations Contingency Plan.

## **BUILDING EVACUATION ALARM**

1. Be aware of all the marked exits from your area and building.
2. The evacuation alarm will be the continuous ringing of the Campus Fire Alarm Bell.
3. To activate the Fire Alarm, pull the handle on one of the red fire alarm boxes.
4. When the alarm is sounding wither by the bell or by someone's voice, walk quickly to the nearest marked exit and ask others to do the same.
5. Walk down the stairs keeping to the right as much as possible.
6. Direct the handicapped to the proper exit and prepare to assist them if they need assistance.
7. When outside, move away from the buildings and out of the path of emergency vehicles.
8. To the best of your ability, and without re-entering the buildings assist school site coordinator in determining if everyone has left the building.

Supervisors can make a head count of their sections as soon as possible.

9. A command post will be set-up near the evacuation site. Keep clear of this area unless you have important information to report.
10. DO NOT RETURN TO THE BUILDING UNTIL TOLD TO DO SO BY SCHOOL SITE COORDINATOR OR SITE ADMINISTRATOR.
11. DO NOT USE THE ELEVATORS TO EVACUATE THE BUILDING UNLESS ORDERED TO BY THE FIRE DEPARTMENT OR THEIR EMERGENCY PERSONNEL.

## **MEDICAL AND FIRST AID**

1. In case a serious injury or illness occurs in an office or classroom, immediately notify the principal/site administrators. Give your name: briefly describe the nature of the medical problem and the location of the victim.
2. Quickly perform these four steps:
  - a. Ask the victim what the problem seems to be.
  - b. Check breathing, if unconscious provide rescue breathing until the 911 arrive.
  - c. Control serious bleeding by direct pressure on the wound until paramedic arrives.
  - d. Keep the victim quiet and lying down. Keep them comfortable.
3. Continue to assist victim until the paramedic arrive.
  - a. Try to determine the extent of injury, or illness.
  - b. Protect the victim from all outside disturbances and do not move them unless absolutely necessary.
  - c. Look for emergency bracelets or tags, if necessary question any witness. Give this information to the Paramedics Personnel when they arrive.
4. In case of minor injury or illness, provide First Aid.