



EMERGENCY

Classroom Quick Guide

EARTHQUAKE (Drop, cover, hold on)

Drill Frequency: Four times per year in elementary • once per semester in MBMS and MCHS

Signal: Command from staff member or shaking felt

Procedures: Inside Classroom: Drop to knees, facing away from windows • get under furniture/equipment • grasp furniture (table leg, etc.) with hands and hold tightly/cover head • wait quietly for further instructions. On school grounds, outside building: Stay clear of buildings, power lines, light poles, etc. • drop to the ground • cover head • hold on to stable object if available • remain clear of obstacles and wait quietly for further instructions • Move to the emergency assembly area.

All Clear: Announcement by staff that incident is over

FIRE (School building or adjacent area burning)

Drill Frequency: Once per month in elementary • four times per year at MBMS and MCHS

Signal: Fire alarm

Procedures: Assess situation (can you smell smoke? See fire? Any other indicators?) • Admin determine if false alarm • if no immediate danger, teacher/staff direct students to evacuate to designated emergency assembly areas • teachers will take attendance rosters, take roll, and report any inconsistencies with Incident Commander • wait in designated areas for instructions.

All Clear: Announcement by staff that incident is over

SHELTER IN PLACE (Potential danger in area)

Drill Frequency: Once per semester

Signal: PA announcement, phone call, messenger, or e-mail

Procedures: If **outside**, students will proceed to their classrooms if safe to do so. If not, teachers or staff will direct students to nearby classrooms or other buildings • Teachers lock classrooms • Do NOT barricade doors • Instruction and activities continue indoors until notified • If situation is **environmental**, may need to shut down classroom/building HVAC, turn off fans, seal gaps under doors and windows with wet towels or duct tape, seal vents with aluminum foil or plastic wrap, if available, and turn off sources of ignition, such as pilot lights.

All Clear: Announcement by staff that incident is over

LOCKDOWN (Threat of violence or gunfire on/near campus)

Drill Frequency: Once per semester

Signal: PA announcement, e-mail, and/or text

Procedures: If **inside** classroom: lock doors and immediately call 911 • Close blinds and cover door window, if necessary • Silence all devices • Block door using whatever is available (desk, cabinet) • Move away from windows and hide behind, under or inside heavy furniture • Identify objects to use as distraction or defense (optional) Remain in classroom until emergency is over as announced by site admin • Conduct anxiety-reducing exercises (*optional) • If rapid relocation is necessary and recommended by MBPD, once given the all clear, classes will proceed to the nearest exit point as identified in the Safe School Plan. • If **outside** classroom: If near exterior of campus, run to nearest exit. Otherwise: Proceed to closest room and follow directions above.

All Clear: Announcement by staff that incident is over

- ✓ Your initial response is critical – stay calm, deep breath
- ✓ Look for immediate danger(s)
- ✓ Know your specific job responsibilities
- ✓ Incidents usually don't follow a set of rules
- ✓ Be ready to assume new duties at any time – be flexible

FIRST AID TIPS

Unconscious victims: Always call 911 • begin CPR if needed

Severe muscle, bone, or joint injuries: Immobilize injured parts

Major open wounds: Cover with dressing (preferably sterile) • elevate affected area if no broken bones • bandage • apply pressure if needed.

Shock: Always call 911 • lay victim flat • elevate legs if no injuries to head, neck or back • maintain normal body temperature • cover with blanket or jacket.

EMERGENCY SUPPLIES AT ALL SITES

- Storage containers for emergency supplies
- Search and rescue equipment
- Emergency first aid kits
- Emergency procedure guidelines

INDIVIDUAL PREPAREDNESS TIPS

Prepare your family at home – Store 7 days of food, water, medications, and other essentials and create a family disaster plan.

Stash personal emergency supplies – Keep your own essential supplies in your car and in your classroom/office.

Train for emergency situations – CERT and others offer useful programs.

Know your Safe School Plan (SSP)

PLANNING FOR STUDENTS WITH FUNCTIONAL NEEDS

Create an individual evacuation and care plan for all students with disabilities that may need extra assistance in an emergency. Consider the following needs:

- Notification of an emergency and communication
- Evacuation
- Personal care assistance and supervision
- Shelter
- Medication and medical protocols

RESOURCES

American Red Cross of Los Angeles: redcrossla.org

California Office of Emergency Services: caloes.ca.gov

Community Emergency Response Team (CERT): mbcerta.org

Earthquake Country Alliance: earthquakecountry.org

Emergency Preparedness for People with Disabilities: ready.gov/disability

Federal Emergency Management Agency (FEMA): fema.gov

Great California ShakeOut: shakeout.org

LA County Public Health: publichealth.lacounty.gov

National Weather Service: weather.gov

Readiness and Emergency Management for Schools: rems.ed.gov

United States Geological Survey: usgs.gov

Centers for Disease Control and Prevention: cdc.gov



