



Emergency Policy Procedures
For Sierra High School
Fillmore, California

OVERVIEW

The purpose of the Emergency Procedures Policy is to ensure the safety of students and staff at Sierra High School. Additionally, this policy is to inform the families of students, and the community at large of some of the policies in place at Sierra High School. This policy incorporates by reference all applicable school rules, the Comprehensive School Safety plan, local ordinances, and other applicable laws.

GOAL

It is the anticipated goal of this policy to minimize any and all foreseeable risks of harm to students and staff while on campus. This policy shall ensure the preparedness of staff and students to encounter both natural and human hazards that may occur at any place and any time. This policy extends only to the proximate area of Sierra School and property owned by Fillmore Unified School District to which staff and administration can reasonably control. However, it is the anticipated goal of this policy for all students and staff to utilize the potential life saving skills as set forth in this policy whenever circumstances shall arise.

The following sets forth the procedures to be followed in case of a **LOCKDOWN, FIRE, or EARTHQUAKE**. Given the grave danger of each potential occurrence, students and staff must realize that time is of the essence, and the following procedures must be followed accordingly:

1. Lockdown (Action “Lockdown”)

a. Warning:

- 1) The warning signal at the school for Action “Lockdown” shall be:
“Our School is on a Lockdown, This is not a drill.”
- 2.) Additional information (example): **“Active shooter on campus, take immediate action.”**

3) Cancellation: **“The Lockdown has been cancelled, the campus is safe.”**

b. Action “Lockdown” Priority 1 consists of:

1.) Close and lock classroom doors, close and lock windows and close window treatments, if available

a.) Once the Lockdown has started, teachers should not, under any circumstance open their doors until the end of the lockdown,

b) Opening a door, even to let in a student, could give an active shooter access into the room

2.) Physical Education students should be taken to the nearest room, and held there until the end of the lockdown.

3) Teaching activities are to be stopped

4) Silence all mobile telephones, keep the classroom computer turned on

5) Continue to check e-mail for updates

6) Keep students quiet and away from doors and windows

Maintain a calm environment.

7) If gunshot(s) or an explosion is heard, begin action **“Duck, Cover, and Hold.”**

8) Take roll and prepare a list of missing students

9) Call or e-mail attendance information to the office, after the threat is contained

10) If there are no problems, place a green sheet of paper on the front window of the classroom

11) If there are problems, place a red sheet of paper on the window

a) If there is no sheet of paper in the window, the police will consider the room in trouble

12) Principal or designee will announce over the intercom when the lockdown is Indeed.

c. Action “Lockdown” Priority 2 consists of:

1) All procedures from Lockdown Priority 1,

2) Exception: teachers may continue teaching, and students may remain in their seats.

d. Action “Lockdown” is considered appropriate for, but not limited to, the following:

1) Intruders or unidentified person(s) on site without permission (Priority 1)

2) Unauthorized weapons on site (Priority 1)

3) Assault, battery, or kidnapping on (Priority 1) or near the school site (Priority 2)

4) Crimes or emergencies in the neighborhood off site (Priority 2)

5) It is safer to stay in an area that can be secured than to move to where the potential threat may be encountered (Priority 2)

2. Fire (Action “Fire”)

a. Fires can occur at school sites due to the following:

- 1) Sources of ignition near flammable and combustible materials,
- 2) Overloaded electrical circuits,
- 3) Wildfires spreading onto school sites from neighboring area
- 4) Lightning.

b. Warning: Fire alarm

c. Action:

1.) Fire at school

a) Sound the fire alarm. This will automatically implement **Action “Evacuate”**

b) Take roll, and maintain control of students at the designated area

a. Maintain a safe distance from the fire and the fire fighting equipment

c) Account for all students

d) Stay with students, keeping them together

e) Wait for an all clear announcement

2.) Fire near school

a.) Determine the need to implement **Action “Evacuate”**

b) Determine the need to implement **Action “Directed Transportation”**

c) Take roll, and maintain control of students at the assembly area

a. Maintain a safe distance from the fire and the firefighting equipment

d) Account for all students

e) Stay with students, keeping them together

f) Wait for an all clear announcement

3. Earthquake (Action “Duck and Cover”)

A. Hazards of ground movement in an earthquake include:

items falling from shelves, breaking glass, moving furniture, and building damage and/or collapse.

B. Warning: Earthquakes usually strike without warning.

C. The following actions, as time permits, will be accomplished:

1) Inside school building:

- a) The teacher, or staff member in authority, will implement Action “Duck, Cover, and Hold.”
- b) Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
- c) Implement Action “Evacuate” when, in the judgment of the staff member, the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structure over the doorways. Follow the approved route to the assembly area, keep away from trees, power poles, etc. Do not run!
- d) Take roll and maintain control of students.
- e) Avoid touching electrical wires and metal objects such as chain link fences.
- f) Render first aid if necessary.
- g) Take roll and issue student name tags.
- h) If possible, school office will immediately notify appropriate agencies/offices as per fire drill.
- i) Do not return to building for any reason until they have been declared safe by authorized official(s).
- j) The principal or designee will determine the advisability or necessity of Action “Student Release.” Prior approval must be obtained by superintendent.

2) On school grounds:

- a) The staff member in authority implements Action “Drop – Take Cover.”
- b) The safest place is in the open. Stay there until the earthquake is over.
- c) Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires, and wet areas.
- d) Do not run!
- e) Follow procedures d) through j) under “Inside school building.”

Additionally, the following procedures, specific to Sierra High School and Heritage Valley Independent Study (hereinafter, HVIS), shall be followed by students and staff. If

students and staff are evacuated, the evacuation procedures shall be followed closely. Upon directions to depart from classrooms, students and staff shall walk calmly and quietly to the designated evacuation area. The designated evacuation area is the baseball field adjacent to Sierra High School. Classes shall line-up behind the cones placed by office personnel/and or office student aides. Classes are expected to stay intact and in order, meaning students from Room 1 shall stay together, as well as students from Rooms 2, 3, 4, 5, and 6. The purpose for this is to account for all students. Teachers shall take attendance of their classes and may be responsible for other classes. In case of an evacuation each class is responsible for carrying with them from their classes the following: staff radio, safety backpack, emergency toilet, clipboard which includes roll sheets and emergency procedures flip chart. Additionally, student cell phones collected according to the Sierra High School Policy at the beginning of class shall be taken with the class to ensure immediate communication with families as needed.

Supervision Responsibilities

- Teachers, Counselors, Campus Security, and Administration shall monitor students during the event and await direction from District administration and Public Safety personnel.
- During a disaster the following protocol will be followed: when students are evacuated, Ms. Morten shall be responsible for Mr. Lomeli's class and Mr. Chavez shall be responsible for Mr. Karayan's class. Students shall be the responsibility of Ms. Morten and Mr. Chavez until notified otherwise. Additionally, Ms. Wojciechowski is responsible for the evacuation of students from HVIS; and Ms. McMullen is responsible for communicating with Ms. Wojciechowski to determine the status of the occupants and the evacuation thereof from the HVIS building.
- In the above-mentioned situation, Mr. Lomeli and Mr. Karayan shall go to each room to conduct a search and rescue operation according to safety procedures.
- In the event of teacher absences, administration shall designate supervisory responsibilities.

Expectations for Student Behavior During a Crisis

It is imperative that all students and staff follow the emergency procedures policy. Given the nature of the seriousness of the topics addressed, students and staff must work together to ensure the safety of all concerned. Should student misbehaviors occur during a crisis, consequences for undesirable behavior shall be applied as follows:

Staff will calmly and consistently implement the mildest, most logical consequence that might be appropriate. The consequence may be modified and used at the administrator's or teacher's discretion. Suggestions for remedying any misbehavior include:

- **Level 1** - Advise student with a verbal reminder and documented as a misbehavior.
- **Level 2** - Advise student of the misbehavior; notify parent; and document the Level 2 misbehavior.
- **Level 3** - Advise student of the misbehavior. A mandatory parent will be held. Document the Level 3 misbehavior. For physically dangerous behavior, illegal behavior, or for overt insubordination, immediate referral to the office.

Training Responsibilities

- **Staff Training:** At the beginning of each school year or on a more frequent basis such as quarterly, the staff will review the policy and invite regular substitutes to attend. This review shall occur with full staff participation.
- **Student Training:** Students will be taught the policy at the beginning of each quarter during Policy Orientation dates. New students will be taught the policy by teachers, guidance counselors and/or administrators.
- **Policy Review:** This policy will be reviewed and modified as deemed necessary by Sierra High School staff and input from students.

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