

SECTION 3

EMERGENCY PROCEDURES

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If a threat by telephone comes directly to a school

1. Person receiving call should attempt to keep the caller on the telephone as long as possible and alert someone else by prearranged signal so they can get on an extension and notify telephone company to trace the call.
 - Dial "911" -- tell operator, "This is (name of caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is _____. Please trace the call."
 - Give any additional information needed by the operator. This must be done quickly. (The call cannot be traced once the caller has hung up.)
2. Try to determine if the caller is a student or an adult. If it is a student, it may be easier to discover identity.
3. The principal shall determine whether to evacuate the building(s) threatened.
 - Upon a decision to evacuate, if one specific building has been threatened, it should be evacuated along with adjoining buildings and a search should be instituted.
 - Avoid the use of the general alarm, if possible.
 - Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.
 - If it is necessary to evacuate the entire school, use the fire alarm.
4. The principal may also decide to call the fire department or police, if, in his/her opinion it is warranted.
5. Notify the superintendent's office.
6. Resume school after the building(s) have been inspected and determined safe by proper authorities.
7. Do not publicize the threat any more than necessary.

If notified of call through police/sheriff department, follow items 3 through 7 above.

If a threat is received on district phones other than at a school, follow 1 and 2, then notify school concerned. School should then follow procedures 3 through 7.

A written threat should be turned over to police and procedures 3 through 7 followed, if appropriate.

Individual receiving call should complete the Bomb Threat Report, (Section 7, Form B, page 62), as soon as possible.

1. Determine which Emergency Action, if any, should be implemented. (The nature of the chemical and nearness of the accident will probably be the deciding factor. Evacuation of the school may be ordered by Law Enforcement, Fire Department or Civil Defense Officials.)

Responsibility of _____ or _____

2. If necessary, implement Action **LEAVE BUILDING**.

Responsibility of _____ or _____

3. Any chemical cloud that can affect students in their classrooms would very likely affect them outside on the school grounds as well. If time is of prime importance, it may be necessary to evacuate the school by foot. If this occurs, move crosswind to avoid fumes, never upwind or downwind.

4. If time is available, initiate Action **DIRECTED TRANSPORTATION**. Move students and staff away from the path of the chemical.

Responsibility of _____ or _____

5. Notify the appropriate Fire Department.

Responsibility of _____ or _____

6. Notify the Police Department or County Sheriff's Office.

Responsibility of _____ or _____

7. Notify the District Office.

Responsibility of _____ or _____

8. Teachers report names of missing students to office. Those not found will be reported to Fire Department or Law Enforcement Officials, if forced by conditions to evacuate the school grounds.

Responsibility of _____ or _____

9. Do not allow the return of students to the school grounds or buildings until Fire Department or Law Enforcement Officials declare the area safe.

10. Upon return to school, ensure that all classrooms are aired out by opening all doors and windows.

Responsibility of _____ or _____

Civil disobedience is defined as any assemblage, including terrorists, on the school premises by unauthorized persons whose purpose and conduct is antagonistic with the orderly conduct of the school and the laws relating to the conduct of schools and the welfare of students.

Action: The major purpose is to keep school personnel and students from undue exposure to danger; therefore, every effort will be made to keep classes within their rooms.

1. Notify 911 of situation and request assistance.

Responsibility of _____ or _____

2. Upon the receipt of an alert, the custodians will proceed to lock and secure all exterior doors, including restrooms, and remove trash containers and other burnable items from public access.
3. Teachers and custodians will be directed to lock and close their classroom doors.
4. Notify School District Office of situation.
5. Upon command from the authority in charge, all faculty members will keep their students within their locked classrooms until further notice **regardless** of the bells and schedule.

How notified? _____

Alternate means _____

6. The teacher must remain in charge utilizing the best judgment in occupying the students within the classroom.
7. Darkening drapes and venetian blinds should be closed in rooms so equipped.
8. Any other precautions should be taken to protect students and personnel from flying glass should the windows be broken.
9. When there is any evidence of a potential problem, classes outside will immediately return to locker rooms/classrooms, etc.
10. Should a disturbance enter the building itself, the secretarial staff should be prepared to move into either the principal's or the vice-principal's office. When possible, phones should be adjusted to feed into those areas.

11. Accurate record of events, conversations and actions, should be kept.

Responsibility of _____ or _____

12. Assign staff members to assist nurse as necessary.

Staff member assigned: 1. _____

2. _____

13. Authority in charge should proceed in good judgment on basis of police or other legal advice, in taking action to eliminate the situation.

When Inside School Buildings

1. Personally execute Action **DUCK, COVER AND HOLD ON** upon the first indication of an earthquake.
Responsibility of _____ or _____
2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures. (The same applies to other staff members.)
3. When the earthquake is over, initiate Action **LEAVE BUILDING**. Special consideration should be given to exit routes as many older schools have heavy architectural ornaments over main entrances.
Responsibility of _____ or _____
4. Post guards a safe distance away from building entrances to see that no one re-enters the buildings.
Responsibility of _____ or _____
Identify guards _____
Where posted? _____
5. Warn all personnel to avoid touching electrical wires which may have fallen to the ground.
Responsibility of _____ or _____
6. Notify the appropriate District official.
Responsibility of _____ or _____
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
Responsibility of _____ or _____
8. Inspect school buildings. When damage is apparent, contact superintendent and determine the advisability of closing the school.
Responsibility of _____ or _____
9. Initiate any other Action deemed necessary, or return to normal routine.
Responsibility of _____ or _____

When Outside on School Grounds

1. Execute those Actions required under 4 through 9 above.

At Times Other Than School Hours

1. Inspect school buildings. When damage is apparent, contact the superintendent and determine the advisability of closing the school.
Responsibility of _____ or _____
2. If school must be closed, notify staff members and students.
Responsibility of _____ or _____
3. Notify the District Office who will inform public information media as appropriate.
Responsibility of _____ or _____

Explosion

1. Personally execute Action **DUCK, COVER AND HOLD ON** upon the first indication of the explosion.
Responsibility of _____ or _____
2. If the explosion occurred within the school buildings, immediately upon passage of the blast wave, initiate Action **LEAVE BUILDING**.
Responsibility of _____ or _____
3. Notify the appropriate Fire Department.
Responsibility of _____ or _____
4. Notify the Police Department or County Sheriff's Office.
Responsibility of _____ or _____
5. If trained, organize a fight of fires until arrival of the Fire Department.
Responsibility of _____ or _____
How? _____

6. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.
Responsibility of _____ or _____
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
Responsibility of _____ or _____
8. Notify the appropriate District official.
Responsibility of _____ or _____
9. Do not allow the return of students or staff members to school buildings.
Responsibility of _____ or _____
10. Initiate any other Action deemed necessary because of the condition of the school, or return to normal routine.
Responsibility of _____ or _____

Threat of Explosion

1. Initiate Action **LEAVE BUILDING**.
Responsibility of _____ or _____
2. Execute those Actions required under 3 through 10 above.
Responsibility of _____ or _____

1. Determine which Emergency Action, if any, should be implemented. (Action will depend on the size of the aircraft, nature of the crash, and its exact location.) If safe to be in building, ALL students should be kept in the building under supervision.

Responsibility of _____ or _____

2. Sound the appropriate warning signal.

Responsibility of _____ or _____

3. If possible, determine whether the aircraft is military, commercial, or a private plane.

Responsibility of _____ or _____

4. Notify the appropriate Fire Department.

Responsibility of _____ or _____

5. Notify the Police Department or County Sheriff's Office.

Responsibility of _____ or _____

6. Notify the appropriate District official.

Responsibility of _____ or _____

7. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.

Responsibility of _____ or _____

8. Do not allow the return of students to classrooms until buildings have been declared safe by Fire or Law Enforcement Officials.

Responsibility of _____ or _____

9. Ensure that students and staff members remain at a safe distance from the crash.

Responsibility of _____ or _____

Within School Buildings

1. Immediately initiate Action **LEAVE BUILDING**.

Responsibility of _____ or _____

2. Notify the appropriate Fire Department.

Responsibility of _____ or _____

3. Notify the Police Department of County Sheriff's Office.

Responsibility of _____ or _____

4. Organize a fight of incipient fires until arrival of the Fire Department. (This should be done only to the level that people have been trained. Never risk injury or loss of life. Evacuation is advised.)

Responsibility of _____ or _____

How? _____

5. Ensure that access roads are kept open for emergency vehicles.

Responsibility of _____ or _____

How? _____

6. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.

Responsibility of _____ or _____

7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.

Responsibility of _____ or _____

8. Notify appropriate District Official.

Responsibility of _____ or _____

9. Do not allow the return of students or staff members to school buildings until Fire Department Officials declare them safe.

Fire Near School

1. Determine the need to implement any Action. If the answer is "no", continue with school routine. Notify appropriate Fire Department to be sure alarm has been given.

Responsibility of _____ or _____

2. If the fire threatens the school, execute those Actions under "Within School Buildings" 1-9 above.

Responsibility of _____ or _____

Within School Buildings

1. The extent of the flood and the time before it arrives will dictate the course of action to be taken. Depending on the situation, it may be necessary to initiate one or more of the following Emergency Actions and procedures:

Responsibility of _____ or _____

- Action **STAND-BY**, followed by
- Action **LEAVE BUILDING**, or
- Action **DIRECTED TRANSPORTATION**, or
- On official request, Action **CONVERT SCHOOL**

2. Sound the appropriate warning signal.

Responsibility of _____ or _____

3. Keep battery powered radio tuned to a local radio station for information.

Responsibility of _____ or _____

Radio location: _____

4. Supervise the execution of the Action decided upon.

Responsibility of _____ or _____

5. Notify the School District Office of Action taken.

Responsibility of _____ or _____

1. If necessary, call 911.
2. Determine which Emergency Action, if any, should be implemented. (The nature of the material and the nearness of the accident will probably be the deciding factor. Police, Fire, Public Health or Environmental Health Departments may order Evacuation of the school.)
Responsibility of _____ or _____
3. If there is a threat of airborne toxicity, shut-off ventilation system in affected area.
4. If necessary, Implement Action **LEAVE BUILDING**.
Responsibility of _____ or _____
5. Any toxic cloud that can affect students in their classrooms would very likely affect them outside on the school grounds as well. If time is of prime importance, it may be necessary to evacuate the school by foot. If this occurs, move crosswind to avoid fumes, never upwind or downwind.
6. Any persons that are suspected of being contaminated with a substance that could be transferred to others should be isolated until public safety personnel carry out decontamination procedures.
7. If time is available, initiate Action **DIRECTED TRANSPORTATION**. Move students and staff away from the path of the chemical.
Responsibility of _____ or _____
8. Notify the District Office.
Responsibility of _____ or _____
9. Teachers report names of missing students to office. Those not found will be reported to Fire or Police officials, if forced by conditions to evacuate the school grounds.
Responsibility of _____ or _____
10. Do not allow the return of students to the school grounds or buildings until public safety officials declare the area safe.
11. Upon return to school, ensure that all classrooms are adequately aired.
Responsibility of _____ or _____

1. *Student or Staff*

- Notify principal
- Notify nurse
- Isolate person from students
- Notify family (attempt to get direction as to how they want the situation handled)
- Protect individual from injury
- Make arrangements for necessary care of individual
- Notify Law Enforcement people if individual is endangering self or others (If violent, notify appropriate Law Enforcement Agency immediately.)

2. *Campus Visitor*

- Notify principal
- Isolate person from students
- Request person to leave campus, if possible. Remain calm, talk in soft non-threatening manner, avoid hostile-type actions, except in cases when necessary to safeguard person or property
Responsibility of _____ or _____
- Notify appropriate Law Enforcement Agency, if necessary
Responsibility of _____ or _____

WARNING:***During School Hours***

1. Advance notice may be received from utility companies regarding loss of service. In many cases, these losses of service will be of short duration and require no special action other than notifying staff of the pending interruption of service.
2. Make announcement in person directly or over public address system.
3. Use messengers with oral or written word as an alternate means of faculty notification.

Where are messengers obtained? _____

Other Than School Hours

1. If disruption in service will severely hamper school operation, students and staff should be notified by appropriate means.
Responsibility of _____ or _____
2. District Office will also assist in notification process by other means.

DESCRIPTION:***During School Hours***

1. Determine length of time service will be interrupted.
Responsibility of _____ or _____
2. Notify School District Office of loss of service.
Responsibility of _____ or _____
3. Implement School Plan to carry on without utilities, or with alternate utilities (define what will be done, by whom, with what).
Responsibility of _____ or _____

A. *Plan for Loss of Water*

Toilets: _____

Drinking: _____

Food Service: _____

Other: _____

B. *Plan for Loss of Electricity*

Ventilation: _____

Heat: _____

Light: _____

Other: _____

C. *Plan for Loss of Natural Gas*

Heat: _____

Food Service: _____

Other: _____

Other Than School Hours

1. If disruption in service will severely hamper school operation, students and staff should be notified by appropriate means.

Responsibility of _____ or _____

2. District Office will also assist in notification process by other means.

1. *Student, Staff or Visitor*

- Notify principal, call 9 1 1
- Provide privacy for the person
- Provide appropriate first aid

1. The first consideration is the safety of the pupils and personnel.
2. Isolate the pupils from the animal.
 - If animal is outside, keep pupils inside.
 - If animal is inside, keep pupils outside or in some other sheltered area.
Responsibility of _____ or _____
3. Call Marin Humane Society. County (883-4621) or Other
Responsibility of _____ or _____
4. Call the Law Enforcement or Fire Department.
Responsibility of _____ or _____
5. If animal injures someone, call the school nurse, the parent, the recommended Health Advisor.
Responsibility of _____ or _____

With Warning

1. Initiate Action 8, (Section 2, page 16), **STAND-BY**.
Responsibility of _____ or _____
2. Take appropriate actions to safeguard school property.
Responsibility of _____ or _____

With Little or No Warning

1. Initiate Action **TAKE COVER**.
Responsibility of _____ or _____
2. Ensure that all windows and blinds are closed.
Responsibility of _____ or _____
3. Evacuate classrooms bearing the full force of the wind.
Responsibility of _____ or _____
4. Do not allow structures with large, open roof spans to be used as shelter.
Responsibility of _____ or _____
5. If the school has two stories, evacuate classes to the lower floor near inside walls.
Responsibility of _____ or _____
6. Keep tuned to a local radio station for latest advisory information.
Responsibility of _____ or _____
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
Responsibility of _____ or _____
8. Notify District official.
Responsibility of _____ or _____
9. Upon passage of the storm initiate any other appropriate action, or return to normal routine.
Responsibility of _____ or _____

Signage:

All public schools are required by California Penal Code Title 15, Chapter 1.1 § 627, to post signs at points of entry to their campuses or buildings from streets and parking lots. The following statement should be used on signage:

All visitors entering school grounds on school days between 7:30 a.m. and 4:30 p.m. must register at the main office. Failure to do so may constitute a misdemeanor. Penal Code 627.2.

Lock Down School Plan

1. The signal will be given over the intercom, or other warning device, that there is now in effect a *stand-by* or *lock-down drill*.
 - a. Where there are no bells or PA systems, administration or counselors will act as runners to notify staff of *lock-down*.
 - b. As soon as a decision is made to lock down the school, administration will notify law enforcement using 911 rather than regular police numbers.
2. If students are in class at the time of the signal,
 - a. staff will:
 - explain that there is an emergency;
 - lock the classroom doors;
 - have students lie on the floor;
 - close blinds and take any possible precautions to protect others from possible broken glass; and,
 - remain locked in offices until advised to move personally by administration or public safety officer or an all clear signal.
 - b. administration will:
 - act with custodians to check locks on all exterior doors and classroom doors;
 - designate a person (an administrator, if possible) to coordinate with public safety personnel at their command post; and,
 - make sure that a site map and key set are available to public safety personnel.
 - Be available to deal with the media/press and bystanders to keep site clear of visitors.
3. If students are not in class at the time of the signal,
 - a. teachers will:
 - assist administration in moving students into the nearest safe building available;
 - lock doors of room if possible. If lock is on the outside of the door, rubber door stops can be placed behind doors to secure;
 - remain with students to maintain order;
 - keep students in a safe area until advised personally by administration or public safety personnel to move or that there is an all clear signal; and,
 - avoid, if possible, large open areas such as the library, gym, lawns or parking lots.

- b. administration and public safety personnel will:
 - work with staff to move students into the nearest safe building available;
 - act with custodians to check locks on all exterior doors and classroom doors;
 - designate a person (an administrator, if possible) to coordinate with public safety personnel at their command post; and,
 - make sure that a site map and key set are available to public safety personnel.
- 4. All-clear signal will: (should be special or pre-arranged signal)
 - a. be given after consultation with the senior public safety officer on the scene; and/or
 - b. be a personal notification by the senior administrator. Staff is not to act upon bells or PA messages without this personal notification.
- 5. Dissemination of information about procedures:
 - Staff handbook and discussion at staff meeting
 - Substitute folders
 - Drill at least once a year. It is recommended that law enforcement be present for the drill to help monitor and improve performance

Recommendation: Students should be aware in advance that there will be severe consequences for failure to cooperate with administration or staff during an emergency or drill.

Homeland Security Advisory of a Threat Condition Red specific to your community.***During School Hours***

1. Initiate one of the following actions as appropriate for situation.

Responsibility of _____ or _____

- Continue to monitor for more specific information.
- If circumstances allow and there is time, move students to closest suitable shelter.

Location _____

Procedure for movement to shelter _____

- If the above is not advisable, remain in building as place of shelter.

Attack Without Warning***During School Hours***

1. Depending on the location of the initial strike, execute Action **DUCK, COVER AND HOLD ON**, or initiate Action **TAKE COVER**.

Responsibility of _____ or _____

2. If the nuclear explosion is close enough to cause the execution of Action **DUCK, COVER AND HOLD**, await the passage of the blast waves, if any, and then initiate Action **TAKE COVER**.

Responsibility of _____ or _____

Civil Defense Warning of possible enemy attack or bombing.*During School Hours*

1. Initiate one of the following actions as appropriate for situation.

Responsibility of _____ or _____

- If time and circumstances allow, move students to closest suitable shelter.

Location _____

Procedure for movement to shelter _____

- If the above is not advisable, remain in building as place of shelter.

Attack Without Warning*During School Hours*

1. Depending on the location of the initial strike, execute Action **DUCK, COVER AND HOLD ON**, or initiate Action **TAKE COVER**.

Responsibility of _____ or _____

2. If the nuclear explosion is close enough to cause the execution of Action **DUCK, COVER AND HOLD**, await the passage of the blast waves, if any, and then initiate Action **TAKE COVER**.

Responsibility of _____ or _____

Report of Weapons Fired on Campus or Near School

If there is a report of shots fired at, or near, a school:

1. Notify police department using 911.
2. Safety is the main concern. Keep everyone in an area under cover and concealed if possible. Stay behind solid walls and doors. Keep away from windows.
3. If the suspect is seen, do not engage the suspect. This could generate a hostage situation.
4. If the suspect is outside, try to keep him/her outside. If it is safe, lock the entry doors.
5. A suspect should be considered armed, unstable and extremely dangerous.
6. Have a special/pre-arranged all-clear signal when situation/school is safe/secure.