

# **EMERGENCY PREPAREDNESS**

**Remain Calm, Evaluate The Situation, Take Action**

**A Quick Reference Guide**

## SUSPICIOUS PACKAGE/MAIL

The following procedures should be activated for any Suspicious Package/Mail is received at a school or district site. **IF YOU RECEIVE OR DISCOVER A SUSPICIOUS PACKAGE, LETTER OR OBJECT**, at a school or district site, immediately Call Principal or Site Emergency Administrator (Follow Campus Emergency Management) and supply any known details.

**UNDER ANY CIRCUMSTANCES DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT!**

### Characteristics of Suspicious Letters and Packages

- Origin-Postmark doesn't match the city of the return address, name of sender is unusual or unknown, or no return address is given.
- Postage – Excessive or inadequate postage.
- Balance-The Letter is lopsided or an unusually thick weight – the letter or package seems heavy for its size.
- Protruding wires, strange odors or stains.
- An unusual amount of tape.
- Buzzing, ticking or a sloshing sound.
- Irregular shape, soft spots or bulges.
- Excessive weight for its size.
- Letter bombs may feel rigid or appear uneven or lopsided.

## SUSPICIOUS PACKAGE/MAIL

## CIVIL DISTURBANCE, RIOT, GANG FIGHT

The following procedures should be activated for any Civil Disturbance: Riot, Gang Fight, at a school or district site. **IF A CIVIL DISTURBANCE, RIOT, OR GANG FIGHT** breaks out at a school or district site, immediately Call Principal or Site Emergency Administrator (Follow Campus Emergency Management) and supply any known details.

CIVIL DISTURBANCE, RIOT	GANG FIGHT
<ol style="list-style-type: none"><li>1. <u>Call Principal or Site Emergency Administrator.</u></li><li>2. Have students and school personnel leave the immediate area of disturbance.</li><li>3. Alert the campus by implementing the secure building signal and <b>follow LOCKDOWN procedures:</b></li></ol>	<p>In the event of a gang fight, immediately get uninvolved students isolated from the disturbance area.</p> <p>Report the incident to <u>Principal or Site Emergency Administrator</u>. They will dispatch campus personnel to break up the disturbance or if necessary request a gang control unit be deployed to the campus.</p>

## CIVIL DISTURBANCE, RIOT, GANG FIGHT

## VICIOUS OR VENOMOUS ANIMALS

The following procedures should be activated for any Vicious or Venomous Animal, at a school or district site. **IF A VICIOUS OR VENOMOUS ANIMAL** is reported at a school or district site, immediately **Call Principal or Site Emergency Administrator** (Follow Campus Emergency Management) and supply any known details.

In the case of a bite or other injury caused by a wandering or venomous animal, immediately **CALL 9-1-1** for dispatch of emergency medical assistance and report the incident to **Principal or Site Emergency Administrator**. Untrained persons should not attempt to approach animals. Only trained animal technicians should handle animals. Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences.

Wandering Animal	Vicious or Venomous Animal
Any animal that is wandering loose on campus should be reported immediately to <b><u>Principal or Site Emergency Administrator</u></b> . If an animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away. If you are unable to isolate the animal, clear the area and wait for Animal Control Services to handle the situation.	<b>Bob Cat, Black Widow, Brown Recluse Spider, Mountain Lion, Rattle Snake, or Others.</b>  Be prepared to give your name, location, and type of animal involved. Try to remove the affected person and yourself from danger. Go indoors and take roll. Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.

## VICIOUS OR VENOMOUS ANIMALS

## GUN ON CAMPUS

The following procedures should be activated for a Gun On Campus, at a school or district site.

**IF A GUN IS ON CAMPUS**, immediately Call **Principal or Site Emergency Administrator** (Follow Campus Emergency Management) and supply any known details.

**If a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm  
FOLLOW LOCKDOWN PROCEDURES:**

- Lock and barricade yourself and students in (and the intruder out of) the room you are in at the time of the threatening activity. Stay away from windows and lie flat on the floor. Stay calm and quiet.
- **DO NOT** stay in the open hall and **DO NOT** sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- **If you are caught in an open area** such as a hallway or multi-purpose room type area, you must decide what action to take. Here are **some action suggestions**.
- **Try to hide**, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- **Run only if you think you can safely make it out of the building.** If you decide to run, **DO NOT** run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, **don't run in a straight line**. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, **you may choose to play dead if other victims are around you.**
- The **last option** you have if caught in an open area or in a corridor, may be to **fight back**. This is dangerous, but depending on your situation, this could be your last option.
- **If you are caught** by the intruder and are not going to fight back, **follow their directions and don't look the intruder in the eyes.**
- Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

## GUN ON CAMPUS

## HAZARDOUS MATERIALS

The following procedures should be activated for any Hazardous Materials found or suspected, at a school or district sites. **IF ANY HAZARDOUS MATERIALS ARE FOUND OR SUSPECTED**, immediately **Call Principal or Site Emergency Administrator (Follow Campus Emergency Management)** and supply any known details. An uncontrolled spill or release of any hazardous material is defined as any amount that is greater than what you are normally equipped to deal with.

SPILL	AIRBORNE RELEASE
<ol style="list-style-type: none"> <li>1. Get out of the area. Move upwind and uphill of the spill. Assess persons in and around the affected area for any sign of exposure.</li> <li>2. <b>IF the 9-1-1 emergency responders deploy the <u>Santa Clara County Hazmat Team</u></b>, they will determine the appropriate action to seal the room or area.</li> <li>3. If a building emergency exists, activate the fire alarm. Evacuate the building to the nearest available exit.</li> <li>4. Move to evacuation assembly areas. Take roll and follow directions of emergency responders.</li> <li>5. <b><u>DO NOT</u></b> return to an evacuated unless authorized by <b><u>Principal or Site Emergency Administrator</u></b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Activate Shelter-In-Place Procedure.</b></li> <li>2. Close all doors to the outside and lock all windows.</li> <li>3. Turn off fume hoods, range hoods, air handlers, and all air conditioners and switch inlets to the "closed" position. Seal any gaps around window type air conditioners.</li> <li>4. Seal off all vents, grills, or other openings to the outside to the extent possible.</li> <li>5. If the gases bother you, hold a wet cloth or handkerchief over your nose and mouth.</li> <li>6. <b><u>DO NOT</u></b> evacuate the building unless told to do so by <b><u>Principal or Site Emergency Administrator</u></b>.</li> <li>7. <b><u>The Principal or Site Emergency Administrator</u></b> will advise the campus or site of an "<b>ALL CLEAR</b>" condition when the danger has been resolved and removed from the vicinity and exiting the building is safe.</li> </ol>

## HAZARDOUS MATERIALS

## EXPLOSION/FALLEN AIRCRAFT

**IF AN EXPLOSION or FALLEN AIRCRAFT OCCURS**, immediately **CALL 9-1-1**. The following procedures should be activated for an explosion, or threat of explosion, at a school or district site such as those caused by chemicals, leaking gas, faulty boilers, falling aircraft or other.

**IF AN EXPLOSION OF ANY TYPE OCCURS**, Call 9-1-1 and then Call Principal or Site Emergency Administrator (Follow Campus Emergency Management) and supply any known details.

### IF YOU ARE INSIDE A BUILDING

1. Give DROP command. Seek cover under a desk, table or other heavy furniture to help provide protection from flying glass and debris.
2. Sound building fire alarm. Immediately Call Principal or Site Emergency Administrator.
3. Be aware of possible further explosions. Watch for falling objects.
4. Follow directions by Principal or Site Emergency Administrator.
5. Remain inside the building until you receive instructions from your Campus Emergency Management Team that it is safe to exit.
6. If an evacuation is in order, leave the building immediately. **DO NOT** move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
7. Feel doors for heat from bottom to top using the back of your hand before opening. If hot, do not open. If **NOT** hot, open door slowly standing behind and to one side. Be prepared to close quickly if fire is present.
8. If caught in smoke drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose and use dry clothing (shirt, jacket, other) as filter.
9. Proceed to your evacuation assembly area or other safe area. Take roll.

### IF YOU ARE OUTSIDE THE BUILDING

1. Follow DROP, COVER & HOLD command.
2. Proceed to your evacuation assembly area or other safe area. Take roll.
3. Follow directions of emergency response personnel.

## EXPLOSION/FALLEN AIRCRAFT

## UTILITY FAILURE/FLOOD

The following procedures should be activated for a Utility Failure/Flood, at a school or district site, such as those caused by Gas Leaks, Ventilation, Elevator Failure, Plumbing/Flooding, and Electrical Failure or other. **IF A UTILITY FAILURE/FLOOD OF ANY TYPE OCCURS**, immediately **Call Principal or Site Emergency Administrator** (Follow Campus Emergency Management) and supply any known details.

### STUDENT SAFETY

1. If you smell gas or burning odors, evacuate the area immediately and take roll.
2. If students are in danger by rising water caused by faulty plumbing, water main break, or severe weather, immediately move the students to a dry area or higher ground and take roll.
3. Remain calm and follow directions by **Principal or Site Emergency Administrator**. They will contact the Safety Director at Facilities Maintenance for information regarding the scope and expected length of the utility failure.
4. If required, **Principal or Site Emergency Administrator** will coordinate the early release of students to parents following proper release procedures.
5. Do not re-enter area/building unless you are told it is safe.
6. **If you are responsible for an area with a critical back-up generator** and it does not begin to operate, contact DISTRICT Facilities Maintenance.

### UTILITY PROBLEMS

**Call DISTRICT Facilities Maintenance at 408-XXX-XXXX or AFTER HOURS at 408-XXX-XXXX**

<b>Gas Leaks</b>	Vacate area.
<b>Ventilation</b>	If smoke or strong burning odors occur, evacuate immediately.
<b>Elevator Failure</b>	Call for help by using the elevator intercom, telephone, alarm or personal cell phone. Describe the problem. Remain calm until help arrives.
<b>Plumbing/Flooding</b>	If personal safety allows, shut off electrical equipment and evacuate area.
<b>Electrical Failure</b>	If personal safety allows, shut off electrical equipment and follow directions by <b><u>Principal or Site Emergency Administrator</u></b> .

### FLOODING

1. **Principal or Site Emergency Administrator** will direct the immediate shut off electrical equipment located in or around the area being flooded.
2. Follow Student Safety guidelines 1 to 6 above.

## UTILITY FAILURE/FLOOD



# BOMB THREAT

The following procedures should be activated for a Bomb Threat, at a school or district site.

**IF A BOMB THREAT OF ANY TYPE OCCURS**, immediately **Call Principal or Site Emergency Administrator** (Follow Campus Emergency Management) and supply any known details.

## Follow these steps:

- Listen carefully and get information and **DO NOT** interrupt the caller.
- Complete checklist and report bomb threat to Principal or Site Emergency Administrator.

## BOMB THREAT CHECKLIST

**DO NOT Interrupt The Caller Except To Ask The Following Questions:**

**When will it go off?**

**Where is it placed?**

**What does it look like?**

Sex	Background Noises	Characteristics of Voice?
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Don't Know	<input type="checkbox"/> Airplanes <input type="checkbox"/> Animals <input type="checkbox"/> Boats <input type="checkbox"/> Factory Machines <input type="checkbox"/> Music <input type="checkbox"/> Office Machines <input type="checkbox"/> Quiet <input type="checkbox"/> Street Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Voices <input type="checkbox"/> Other _____ <input type="checkbox"/> Is Caller Familiar with Building?	
Age		Voice Accent?
<input type="checkbox"/> Under 21 <input type="checkbox"/> 21-40 <input type="checkbox"/> Over 40 <input type="checkbox"/> Don't Know		
Manner		Use of Certain Words or Phrases?
<input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Angry <input type="checkbox"/> Nervous <input type="checkbox"/> Other _____		

**Printed Name of Person Taking Call:**

**Location:**

**Telephone Number:**

# BOMB THREAT

## MEDICAL EMERGENCY/FIRST AID

The following procedures should be activated for any Medical Emergency or First Aid, at a school or district site. **IF A MEDICAL EMERGENCY EXISTS, IMMEDIATELY CALL 9-1-1**. If first aid is required take the student to the campus office where the school nurse or designee will administer first aid, as required.

### **TREATING A STUDENT – LIFE THREATING**

1. Stay calm and **DO NOT** move the student unless there is danger of further injury.
  - Give your name, telephone number, campus, room number and location of student.
  - Describe the nature and severity of the medical emergency.
2. Ask someone to dispatch a first aid/CPR-trained employee to the student.
3. **DO NOT** give the student anything to eat or drink.
4. When an ambulance arrives, request information as to which hospital the student will be taken to notify the parents.
5. Give the ambulance driver the student's emergency numbers and parent/guardian name(s).
6. If possible, assign a staff member to accompany a student to the hospital.
7. Work with staff to complete DISTRICT Report of Student Injury form, which can be obtained at the campus main office, and return to **Principal or Site Emergency Administrator**.

### **TREATING A STUDENT – NOT LIFE THREATING**

1. In case of a minor injury or illness, take the student to the campus office where the school Nurse or Designee will administer first aid, as required.
2. Work with staff to complete DISTRICT Report of Student Injury form, which can be obtained at the campus main office, and return to **Principal or Site Emergency Administrator**.

### **TREATING A DISTRICT EMPLOYEE OR OTHER – LIFE THREATING**

1. Follow steps 1 through 7 above.
2. If employee is conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs. Under such circumstances, Campus staff should refrain from recommending specific health care vendors.
3. Complete the Santa Clara County Schools' Insurance Group Report of Employee Incident/Injury form which can be obtained and returned to your reporting Supervisor.

### **TREATING A DISTRICT EMPLOYEE OR OTHER – NOT LIFE THREATING**

1. Report to the campus office where the school Nurse or Designee will administer first aid, as required, or get minor first aid supplies from your campus first aid box.
2. Complete the Santa Clara County Schools' Insurance Group Report of Employee Incident/Injury form which can be obtained and returned to your reporting Supervisor.

## MEDICAL EMERGENCY/FIRST AID

# INTRUDER/ASSAULT/HOSTAGE

The following procedures should be activated for an Intruder or Assault or Hostage situation that may occur at school or district facility. **IF A LOCKDOWN IS REQUIRED**, immediately **Call Principal or Site Emergency Administrator (Follow Campus Emergency Management)** and supply any known details.

## USE YOUR HEAD FIRST

The factor which often enables the attacker to target a particular victim is OPPORTUNITY. Through awareness and the proactive of simple crime prevention measures, you can greatly reduce these opportunities. Always be aware of your surroundings. Look and listen for potential danger. Avoid the most obviously dangerous situations, like isolated, poorly lit areas. NEVER accept a ride from a stranger. If you sense trouble, trust your instincts and GET AWAY from the threatening situation. No matter where you go or what you do, have a plan as to what you would do in case you encounter trouble..."What would I do if...?" Consider precautions before they're needed can help eliminate confusion during a panic situation.

## IF THREATENED OR ASSAULTED BY AN ARMED OR UN-ARMED PERSON ON CAMPUS

- **Immediately Scream "Help Me"** and Resist Restraint by your attacker – Your voice is one of your best weapons and may attract attention and fighting back may cause the attacker to give up and flee. If possible, never agree to be a willing victim.
- If being physically attacked and/or being held against your will, use your best judgment to talk your way out of the situation or fight back when you have the most physical advantage for your release. Save your energy for your best attack. Be smart and hit your attacker in vulnerable points such as: under nose, under chin, windpipe, solar plexus, groin, knee, and instep to name a few. Again, Save your physical power and high energy for a smart fight with your attacker for your release. Never give up. If you decide to fight and try to get out of your attacker's physical control, when you succeed, run fast and hard for help.
- Upon your physical release run for your life, while screaming for help. **CALL 9-1-1** or Principal or Site Emergency Administrator for help. The **Principal or Site Emergency Administrator may initiate LOCKDOWN PROCEDURES.**

## HOSTAGE SITUATION

**Immediately Scream "Help Me"** and Resist Restraint by your attacker – Your voice is one of your best weapons and may attract attention and fighting back may cause the attacker to give up and flee. If possible, never agree to be a willing victim. If you or a student or both have been placed under the control of your attacker and have become a hostage, STAY CALM at all times and cooperate completely with the hostage taker. Let Officials handle all negotiations.

# INTRUDER/ASSAULT/HOSTAGE

# LOCKDOWN PROCEDURE

The following procedures will be activated for a Campus or Site Lockdown, at a school or district facility. This procedure is implemented to ensure the safety of students and staff from intruders or incidents in the community. **IF A LOCKDOWN IS REQUIRED**, immediately **Call Principal or Site Emergency Administrator** (Follow Campus Emergency Management) and supply any known details.

## DURING A LOCKDOWN IF YOU ARE OUTSIDE A BUILDING

Quickly move students or personnel to the closest pre-determined safe building and continue to follow lockdown procedures outlined below.

## DURING A LOCKDOWN IF YOU ARE INSIDE A BUILDING

1. Lock doors.
2. Keep students and personnel away from windows and doors.
3. Maintain a calm environment.
4. If gunshot or explosion is heard, get everyone on the floor.
5. Contact the **Principal or Site Emergency Administrator** only if you have an additional emergency situation. Use the telephone or intercom first!
6. Remain in classrooms and containment (Safe Room) areas until notified.
7. No person is to enter or exit the locked room.
8. Wait for "ALL CLEAR" instructions from your to **Principal or Site Emergency Administrator** or Emergency Responders.
9. Changes in lockdown conditions will be given over the intercom.

### HIGH PRIORITY LOCKDOWN CONDITION

- Your **Principal or Site Emergency Administrator** will notify building occupants that this is not a drill and the campus is under a High Priority Lockdown condition.
- ***Minimal Movement within Safe Room.***
- Secure office staff away from windows. Move phone into secure zone.
- Set up communications link to **Principal or Site Emergency Administrator** and keep telephone lines open.

### LOW PRIORITY LOCKDOWN CONDITION

- Your **Principal or Site Emergency Administrator** will notify building occupants that this is not a drill and the campus is under a Low Priority Lockdown condition.
- ***Movement is allowed within Safe Room.***
- Staff to guard all outside exits to permit internal movement of students.
- Maintain Safe Room containment.
- Bathroom needs can be attended to under supervision.

### Principal or Site Emergency Administrator Will

- Move the telephone into a secure location and keep the telephone lines open for communication.
- Coordinate with police to cover students who are outside and cannot be quickly moved to a safe room. Police will contain them off campus.
- Work with Emergency Responders to prevent students and others from re-entering campus.
- Will keep in communication with local police department.

### ALL CLEAR, LOCKDOWN OVER

The **Principal or Site Emergency Administrator** will advise the campus or site over the intercom of an "ALL CLEAR" condition when the danger has been resolved and removed from the vicinity and exiting the locked room or building is safe.

# LOCKDOWN PROCEDURE

SHELTER-IN-PLACE

The following procedures should be activated for Shelter-In-Place, at a school or district site. **IF A SHELTER-IN-PLACE IS REQUIRED**, immediately Call Principal or Site Emergency Administrator (Follow Campus Emergency Management) and supply any known details.

Shelter-in-Place simply means seeking immediate shelter inside a building. This action may be taken during a release of toxic chemical, biological or radioactive materials to the outside air or other emergency. If the outside air quality is threatened or compromised, sheltering in place keeps you inside an area offering more protection. Although rarely called for, Shelter-in-Place events usually last only a few hours. Earthquake kits of food, water, and other supplies can be used during Shelter-In- Place event.

IMMEDIATE SHELTER-IN-PLACE	DELAYED SHELTER-IN-PLACE
<p>When the release is nearby and the need to seek shelter is immediate do the following:</p> <ul style="list-style-type: none"><li>Stay inside a building.</li><li>If outside, enter nearest building.</li><li>Remain in place until <u>Principal or Site Emergency Administrator</u> provides an “ALL CLEAR” it is safe to leave.</li></ul>	<p>When a release occurs off campus and there is time (30 minutes or more), move people to large, enclosed areas and do the following:</p> <ul style="list-style-type: none"><li>Refer to your campus Shelter-In-Place location and follow Shelter-In-Place plan.</li><li>Follow directions of emergency activation personnel to move quickly to Shelter-In-Place location.</li><li>Remain in place until advised by <u>Principal or Site Emergency Administrator</u> that it is safe to leave.</li></ul>
ADDITIONAL PROCEDURES	
<ol style="list-style-type: none"><li>Move to floors above ground level. Shelter-In-Place in an interior room without windows or with the least number of windows.</li><li>Shut and lock all windows. Shut exterior and interior doors. Limit use of telephones to emergency calls only.</li><li>If in a laboratory, workshop, or other, reduce all operations to a safe condition as quickly as possible by turning off gas and containing potentially dangerous chemicals. Follow instructions of Instructor or area Manager.</li><li>Do not use elevators. Movement of elevators pumps significant amounts of air in and out of the building.</li><li>Many buildings ventilation systems are remotely controlled by Facilities Management. If necessary, locally turn off heat, fans, air conditioning or ventilation systems. Close vents as you are able.</li><li>Follow instructions of <u>Principal or Site Emergency Administrator</u>.</li><li>Make yourself comfortable. Look after each other.</li></ol>	
ALL CLEAR	
<ol style="list-style-type: none"><li><u>Principal or Site Emergency Administrator</u> will advise the campus of an “all clear condition”.</li><li>Open doors and windows and return ventilation systems to normal operations.</li><li>Go outside until building has been vented.</li></ol>	
INFORMATION SOURCES	
<p><u>Principal or Site Emergency Administrator</u> will receive status and updates and emergency directives via campus telephone, intercom system, or e-mail via Emergency Personnel or the Principal or designee in case of emergency.</p>	


SHELTER-IN-PLACE

EARTHQUAKE


The following procedures should be activated for an Earthquake at a school or district facility.  
**IF AN EARTHQUAKE OCCURS**, immediately Call Principal or Site Emergency Administrator  
**(Follow Campus Emergency Management)** and supply any known details.

DURING AN EARTHQUAKE IF YOU ARE INSIDE


Duck



Cover



Hold



<b>DUCK or DROP</b> down on the floor.	Take <b>COVER</b> under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.	If you take cover under a sturdy piece of furniture, <b>HOLD</b> on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. Do not run outdoors. Do not use elevators. Follow directions of emergency personnel
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DURING AN EARTHQUAKE IF YOU ARE OUTSIDE

In a Crowded Stadium, Theatre or Lecture Hall:	In an Elevator:
Stay in your seat and protect your head and neck. Do not rush for the exits. Follow directions of emergency personnel.	If power fails, elevators will stop and lights will go off. Be patient. Emergency personnel will rescue you as soon as possible.
In an Open Area	In a Vehicle
Move to a clear area if safe to do so. Avoid falling hazards. Duck, cover and hold in an open area. Protect your head and neck. Follow directions of emergency personnel.	Pull over and stop in clear area. Avoid overpasses, power lines and structural hazards. Stay with your vehicle.

AFTER THE SHAKING STOPS

If Inside a Campus Building	If Outdoors On Campus
Expect aftershocks over the next hours or days. Check yourself and others for injuries. Report any injuries to <b>District Safety Officer and Principal/Site Administrator</b> . Use your training to provide first aid, use fire extinguishers, clean-up spills, etc. Assess your surroundings, check for damage and hazardous conditions. Report them to <b>District Safety Officer or Principal/Site Administrator</b> . Phone systems may be severely impacted. Limit phone use to emergency calls only. <b>DO NOT EVACUATE AUTOMATICALLY</b> . Outdoor hazards may be greater than indoor hazards. If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items and emergency supplies only if convenient and safe to do so. Follow directions of emergency responders.	Stay clear of buildings, trees or other falling hazard areas. Move to evacuation assembly areas. Follow directions of emergency personnel.
	When To Go Home
	In the event of a major earthquake, be prepared to stay on campus. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel and most emergency conditions have been stabilized. The campus is prepared to provide emergency care and shelter in accordance with DISTRICT Emergency preparedness plan.

EARTHQUAKE



FIRE

**IF A FIRE ERRUPTS**, immediately **CALL 9-1-1**. Any time there is a fire on campus, of ANY size, the Fire Department must be called. The following procedures should be activated for a Fire at a school or district facility. **Call 9-1-1 and then call the Principal or Site Emergency Administrator (Follow Campus Emergency Management)** and supply any known details.

**TREAT ALL ALARMS LIKE A REAL EMERGENCY. DO NOT ASSUME IT’S A FALSE ALARM. THE ALARM MAY NOT SOUND CONTINUOUSLY. IF THE ALARM STOPS, CONTINUE TO EVACUATE.**

**WHEN FIRE OR SMOKE IS DISCOVERED IMMEDIATELY**

R	A	C	E
Rescue/Remove Persons in Immediate Danger	Activate Alarm and <b>CALL 9-1-1</b>	Confine/Contain the Fire. Close Door After Exiting Area.	<b>**Extinguish with Portable Fire Extinguisher if Possible, or Evacuate</b>

1. Walk, **DO NOT RUN**, to the nearest safe exit. **DO NOT PUSH OR CROWD**.
  2. Use stairways and handrails and keep to the right. **DO NOT USE ELEVATORS**.
  3. Feel doors bottom to top for heat using the back of your hand. **IF HOT DO NOT OPEN DOOR**. If not hot, open the door slowly standing behind and to one side. Be prepared to close quickly if fire is present.
  4. Proceed to Evacuation Assembly Area and take roll. Refer to “Campus Emergency Team and Exit Routes” section of this flip chart.
  5. Follow directions of **Principal or Site Emergency Administrator**.

**WHEN A FIRE ALARM IS ACTIVATED**

P	A	S	S
Pull Pin from handle	Aim at base of fire	Squeeze handle completely	Sweep from side to side



<b>** Additional Fire Extinguisher notes:</b>	<b>If caught in smoke:</b>
After extinguishing a fire, back away. Watch for re-ignition. Use fire extinguishers on small fires only – trash cans or smaller. Do not attempt to put out the fire unless you have received training in the proper use and limitations of fire extinguishers. Use the appropriate extinguisher for the type of fire.	Drop to hands and knees and crawl to exit. Hold breath as much as possible. Breathe shallowly through nose and use dry clothing (shirt, jacket, other) as filter.
<b>If trapped in a room:</b>	<b>If forced to advance through flames:</b>
Place cloth material around or under door to prevent smoke from entering. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from window but do not break glass unless absolutely necessary.	Hold your breath. Move quickly. Cover head and hair. Keep head down and eyes closed as much as possible.

**If clothing catches fire:**

**Stop, Drop, Roll**



FIRE

CAMPUS EMERGENCY MANAGEMENT (1)

THE FOLLOWING GUIDELINES ARE TO BE USED IN THE EVENT THE SCHOOL OR DISTRICT SITE HAS BEEN ACTIVATED FOR ANY TYPE OF EMERGENCY:

IMMEDIATELY CONTACT YOUR CAMPUS MAIN OFFICE TO REPORT THE EMERGENCY SITUATION:

Activate the campus emergency system by following the recommended emergency guidelines outlined within this flipchart. When reporting the emergency to the main office you should be prepared to supply the following minimal amount of information:

- Your name.
- Nature of incident.
- Location of incident.
- Severity of injuries or property damage.
- Telephone number (as a call back) if additional information is required.

CAMPUS MAIN OFFICE WILL TAKE THE FOLLOWING ACTION:

1. Immediately **CALL 9-1-1** to coordinate and report the emergency and supply required information the emergency dispatcher requests.
2. Activate the campus emergency system by:
  - Notifying the Principal or Site Emergency Administrator of the reported emergency and provide all critical details.
  - Provide additional emergency support as directed by the Principal or Site Emergency Administrator.

AFTER SCHOOL HOUR EMERGENCIES DIRECTLY CALL 9-1-1.

For area wide emergency information and instructions, tune to the Emergency Alert System:

EMERGENCY TELEPHONE NUMBERS			EMERGENCY RADIO STATIONS	
9-1-1 Police Emergency				
Police Non-Emergency		311	KCBS	AM 740
Police Department	408-	XXX-XXXX	KGO	AM 810
South Santa Clara County Sheriff	408-	686-3650	KQED	FM 88.5
San Jose Police Department	408-	277-8900	KSOL	FM 98.9 Spanish
Animal Control Services	408-	XXX-XXXX	KSJX	AM 1500 Vietnamese
Poison Control Center	800-	876-4766	KCBS	AM 740



## CAMPUS EMERGENCY MANAGEMENT (2)

### EMERGENCY PREPAREDNESS:

Emergencies can come without warning at any time. Being prepared physically and psychologically to handle unexpected accidents or disasters is an individual as well as an organizational responsibility. This guide has been developed by DISTRICT to assist in minimizing the effects from such events. Please read the contents thoroughly. Once you are familiar with the information, you will be able to protect yourself and perhaps save the life of someone else.

The information included in this guide is intended to cover most emergency actions, but is not all-inclusive. **Common sense must prevail when instructions are not available. No matter what the crisis, THINK before you ACT then act swiftly to minimize your exposure to danger.**

### YOUR SAFETY IS OF PRIMARY IMPORTANCE:

If you have questions concerning a unique situation not covered in this reference guide or if you wish additional information regarding emergency preparedness, contact DISTRICT's Safety Officer .

### WHAT CAN YOU DO NOW?

Read your school Emergency Disaster Plan. Get to know your Emergency Team members assigned at your school as they are vital components of the comprehensive DISTRICT disaster response and recovery plan. Attach the names and phone numbers of your school Emergency Team members in the "Emergency Team and Exit Routes" section of this reference guide.

Place emergency materials, e.g., floor plans, exit routes, etc. with this guide. Keep the guide where it will be immediately available for quick reference in an emergency. Maintain personal emergency supplies at work or in your car: change of clothes, shoes, snacks, flashlight, prescription medication, etc. ([www.redcross.org/services/disaster](http://www.redcross.org/services/disaster)).

### CAMPUS EMERGENCY PERSONNEL:

***A condensed list of your schools emergency response organization is to be taped to the front side of the page titled: "Campus Emergency Team & Exit Routes," of this reference guide.***

### CAMPUS EXIT ROUTES AND EVACUATION LOCATIONS:

***A map of your campus with exit routes and evacuation locations is to be taped to the back side of the page titled: "Campus Emergency Team & Exit Routes," of this reference guide.***

## CAMPUS EMERGENCY MANAGEMENT (2)

