

## I. EVACUATION

A short series of intermittent bells will ring to designate situations such as a fire.

### A. When a short series of intermittent bells ring, **EVACUATE to the Emergency Assembly Area / baseball field.**

#### 1. Bring the following:

- Class roster
- All personal belongings (if time permits)
- Clipboard
- First aid kit

2. Do NOT lock your classroom door. The Sweep/Rescue/Security team will be coming to check your room.

3. If the bell system is not working, instructions may be given by bullhorn or messenger.

### B. **Prep Period Teachers** report to your school's team station for your assignment.

### C. **At the Emergency Assembly Area**

1. Immediately take roll and report missing or injured students and adults by completing the "Teacher's Emergency Report" form located on your clipboard (and attached to this packet).

2. Assign a runner to bring the completed form to the Accountability Team at the baseball field backstop. This form notifies the Accountability Team who has evacuated safely to the assembly area.

### D. **Before School, After School, or During Lunch**

1. If an evacuation takes place before school, after school, or during lunch, report to the Emergency Assembly Area (EAA) where students must join their Period 1 class.

### E. Follow specific directions outlined in Section III, Evacuation Procedures.

## II. LOCK DOWN

An automatic series of long intermittent bells will ring to designate disaster situations such as sniper, explosion, plane crash, and civil disturbance. Sometimes the use of the long intermittent bell will be replaced with verbal instruction over PA system or in person. (This does not include earthquakes; see Section IV.)

### A. When a long series of intermittent bells ring, **LOCK DOWN.**

1. Immediately lock your classroom/office door.
2. Close your blinds.
3. Take cover, moving away from windows.
4. Remain in your classroom/office awaiting further direction.

### B. **P.E. Classes/Non-Classroom Settings**

1. P. E. staff with outdoor sports should escort their classes to a safe haven *on or off* campus. P. E. staff with classes in the gym should attempt to lock all gym entrances and remain inside the gym.
2. Non-classroom personnel with keys should attempt to lock their immediate area.
3. Staff with student assistants must keep their assistants with them.
4. If a lock down occurs during class time and you are in transition outside, quickly scan the area for a safe place to hide until the emergency is under control. Do not attempt to go to a classroom as personnel have been instructed to keep their doors locked and not open the doors for anyone.

5. If the emergency occurs before school, at lunch, or after school leave campus immediately if possible or find a safe place for refuge. At the appropriate time law enforcement will direct as to when and where to reconvene as a school.

### III. EVACUATION PROCEDURES

#### A. Prior to Evacuating Classroom

1. Gather roll book/class roster, clipboard, and first aid kit. Everyone should take their personal belongings, if time permits.
2. Do not lock classroom door; the Sweep/Rescue/Security (SRS) team will be coming to check your room.
3. Determine the need for assistance from neighboring staff. If you are injured, assign a responsible student to assist.
4. If you are leaving an injured student in your room (non-life threatening), place a red adhesive dot (located in your clipboard envelope) on your door to alert the Sweep/Rescue/Security team that someone has been left behind. Reassure the injured that help is coming.
5. Release JROTC Cadets from your classroom so they may report immediately to their designated area and provide disaster assistance. Do not mark these cadets absent on your report form.
6. Evacuate to the baseball field following the evacuation route outlined in the Emergency Preparedness Plan.

#### B. Emergency Assembly Area (baseball field at north end of campus)

1. Position class as designated on the Assembly Area Map in the Emergency Preparedness Plan.
2. Direct your students to sit down. Maintain control in the assembly area and assure student safety at all times.
3. Designate a student to hold up your clipboard which has your name or room number on the back. This is necessary to assist students in locating you, if they were separated from the class, as well as to locate your class when a runner arrives to pick-up student(s).

4. **Take roll and immediately report missing or injured students and adults by completing the "Teacher's Emergency Report" form** located on your clipboard. Assign a runner to bring the **completed form to the Accountability Team station at the baseball field backstop.** This form notifies the Accountability Team who has evacuated safely to the assembly area.

5. Administer first aid, or send injured students to the first aid station, as necessary after you have completed the Teacher's Emergency Report form.
6. Do not allow students to leave your area unless a runner comes for the student. Specific restroom needs, thirst needs, and medical assistance will vary according to the circumstances and will be dealt with on an individual basis.

7. When the situation is under control, the EOC leader or his/her designee will alert the class nearest the established exit that they may safely return to the classroom. All other classes should follow.

## IV. EARTHQUAKES

At the first sign of the earth shaking, follow these procedures:

### A. Inside Building when Earth Shakes

1. Do not leave the room!
2. Move away from windows, glass, shelves, and heavy/tall objects that might fall.
3. Seek a safe position against an interior wall, beneath a doorway, or duck and cover under a table or desk.
4. When the shaking stops, follow the evacuation procedures outlined in Section III.

### B. Outside Building When Earth Shakes

1. Move calmly to an open space, away from buildings, trees, and overhead power lines.
2. Be alert to potential dangers.
3. When the ground stops shaking, students out of class on a pass must report to the Emergency Assembly Area (baseball field) and join their current class. Staff members should report to their assigned areas.
4. **If the earthquake occurs before or after school, during passing periods, or at lunch,** report to the Emergency Assembly Area (baseball field) and join your Period 1 class.
5. When the situation is under control the EOC leader or her designee will tell the class closest to the exit route to return to the classroom. All other classes should follow.

## V. DISASTERS OCCURRING OUTSIDE SCHOOL HOURS

Students and staff remain at home. Tune in to the Emergency Broadcast System on KOGO (AM 600) or any local radio station carrying emergency information. Staff should listen for instructions meant for public employees as "Civil Defense Workers".

## VI. BLACKOUTS

- A. If your classroom has windows, please continue instruction inside your room.
- B. Teachers who have windowless classrooms are asked to take students outside for classroom instruction unless instructed otherwise.
- C. Turn off and unplug equipment. This will protect the equipment from potential problems which occur when power is restored. It is best to wait 60 to 90 minutes after power is restored before turning on electronic equipment as problems may still be encountered on the local power grid.

## **VII. ADDITIONAL COMMENTS**

- A. **Emergency clipboards must be kept in a visible location.**
- B. **Evacuation maps must be posted near exit doors.**
- C. Life-threatening situation within your area:  
Take immediate action to provide for the safety of students and adults, without waiting for direction from the principal or designee.
- D. Disaster occurring during your prep period:  
Report to your school's team station.
- E. If the bells malfunction, instructions will be made by bullhorn, messenger, TV, PA system, or telephone.

Immediately send this form, completed, to the Accountability Team located at the baseball field backstop.

**TEACHER'S EMERGENCY REPORT FORM**  
**SCHOOL \_\_\_\_\_**

Teacher's Name: \_\_\_\_\_ Room: \_\_\_\_\_

No. of students: In class today: \_\_\_\_\_ Reporting to assembly area: \_\_\_\_\_ Missing: \_\_\_\_\_

**NAMES OF MISSING STUDENTS**

Name Comments Student ID#


**NAMES OF MISSING ADULTS**

Name Comments


**NAMES AND STATUS OF INJURED STUDENTS AND ADULTS**

Name Comments


\_\_\_\_\_  
Name of Person Making Report (please print)

# EMERGENCY TEAMS

(Personnel and Location Assignments)

## ACCOUNTABILITY

LEADER: Registrar (Sierra)  
\*Complex Vice Principal  
\*Reports to EOC first

### Location: Backstop at the Baseball Field

School-to-Career Coordinator (Bostwick)  
Complex School Clerk I (Gonzalez)  
Supervision Assistant (1 of 4)  
ESL Assistant

## EMERGENCY OPERATIONS

LEADER: Complex Operations Spec. (Susalla)  
School Police Officer (Flores)  
Complex Network Tech (Getsla)  
\*\*Complex Vice Principal

### Location: Northwest End of Handball Courts

\*\*\*Supervision Asst (2 of 4)  
5 JROTC Cadets (w/o leader)  
\*Library Clerk II (Hwozdek)  
\* Historian/Public Information  
\*\*EOC first then Accountability Team  
\*\*\*Report to Fountain Area then to Parent Communication

## FACILITY SAFETY

LEADER: BSS or Senior Crew Leader  
Day Custodian or all Night Custodians

### Location: Roll Up Door in Front of Tunnel

JROTC Instructor (1) and Cadets  
\*Supervision Assistant (3 of 4)

## FIRST AID AND CRISIS

LEADER: Nurse (s)  
Complex Psychologist  
Employment Outreach Specialists (all 4)

### Location: North Side of Parking Lot C (May use Wrestling Room as needed)

Itinerant Staff (Speech/Hearing; Life Skills, etc.)

## SPECIAL ED (FOR ROOMS 115 & 157)

LEADER: ILS Teachers Thompson and James  
Cafeteria Workers *report first to room 115 & 157 to assist with student evacuation*

### Location: North Baseball Dugout & Stands Area

SET Assistants

## PARENT COMMUNICATION

LEADER: Special Education Administrator  
Writer in Resident and Writer Assistants  
Library Clerk I

### Location: Park Blvd., Gate adjacent to Lot C

Financial Clerk (Mao)  
Supervision Assistant (4 of 4)

## SWEEP, RESCUE, AND SECURITY Location: Each School 's Office Area

LEADER: Principals from all 6 schools will build their Sweep Teams and locations.  
Prep Period Teachers; counselor; office staff.

# ACCOUNTABILITY TEAM

Location: Backstop at the Baseball Field

## ◆ LEADER: Registrar

JROTC Instructor (1) and cadets  
School to Career Coordinator  
ESL Assistant

Complex School Clerk I  
\*Complex Vice Principal  
Supervision Assistant (1 of 4)  
\*EOC first

*The following procedures are to be implemented upon any type of evacuation situation:*  
**Disaster** (Fire, Bomb Threat, Explosion, Windstorm, Plane Crash, Civil Disturbance), and  
**Earthquake.**

### Team Responsibilities

- Note all released students in YELLOW on the *Alpha Listing of Students*.
- Monitor receipt of all *Teacher Emergency Report* forms; note receipt on Master Schedule.
- Notify EOC when all classrooms have been accounted for.
- Mark all missing students in PINK on the *Alpha Listing of Students*.
- Note all released students in YELLOW on the *Alpha Listing of Students*.
- Prepare a report of missing and injured students and adults; send report to the EOC.
- When requested by the Parent Communication team, locate and send for specific students parents/guardians await the student's release at the reunion area.
- Record information as required.

### Equipment and Supplies

- Locator Flag
- Emergency Assembly Area Map
- Emergency Preparedness Packet
- Highlighters (pink and yellow)
- Master Schedules from all 6 schools
- Megaphone
- Office Supplies
- Student Locator File
- Walkie-Talkie

# FIRST AID AND CRISIS TEAM

**Location: North side of parking Lot C  
(May use Wrestling Room)**

- ◆ **LEADER: Nurse (s)**  
**Complex Psychologist**  
**All Itinerant Staff (Speech/Hearing/Life Skills, etc.)**  
**Employment Outreach Specialists (4)**

*The following procedures are to be implemented in any type of emergency situation:*  
**Disaster** (Fire, Bomb Threat, Explosion, Windstorm, Plane Crash, Civil Disturbance), and **Earthquake**

## Team Responsibilities

- When notified by the Sweep/Rescue/Security Teams, dispatch personnel to transport injured students and staff to the First Aid location.
- Administer first aid to injured students and adults.
- Communicate with emergency medical personnel.
- Communicate with the parents of injured students.
- Facilitate communication with the family of injured staff.
- Keep the Emergency Operations Center (EOC) informed on serious situations and conditions.
- Provide counseling and guidance for students in a state of anxiety or emotional upset.
- Be available to reassure students throughout the emergency.

## Equipment and Supplies

- Drinking water, cups
- Emergency Preparedness packet
- Notebook to keep log
- Paper towels, tissues
- Emergency Preparedness Packets
- First aid/emergency medical supplies
- Flashlight(s)
- List of special condition students (Nurses)
- Litters, wheelchair, blankets
- Miscellaneous office supplies
- Walkie-Talkie

# EMERGENCY OPERATIONS CENTER

Location: Northwest End of Handball Courts

## ◆ LEADER: Complex Operations Specialist

(Calls Communications @ 6/725.5578, Operations @ 6/725.7111 & Asst. Sup. @ 6/725.7237 or email those offices as time permits)

School Police Officer (radios/calls Police EOC Start and Finish of Emergency)

\*\*Vice Principal (goes to Accountability once plan is in place)

Complex Network Technician

\*Library Tech II (Clears Library first)

5 JROTC Cadets (w/o leader)

\*\*\*Supervision Assistant (2 of 4)-Assigned to Fountain Area until dismissed to Parent Team

\*Historian/Public Information

\*\*Reports to EOC and then to Accountability Team

\*\*\*Reports to EOC first and then to Parent Communication Team

*The following procedures are to be implemented in any type of emergency situation: Disaster (Fire, Bomb Threat, Explosion, Windstorm, Plane Crash, Civil Disturbance), and Earthquake*

### Responsibilities

- Receive Accountability Team information
- Receive Sweep, Rescue, and Security reports from all 6 schools
- Implement and coordinate emergency operations.
- Control internal/external communications, including media.
- Establish communication with necessary emergency services/agencies.
- Disseminate district information and implement policy decisions.
- Coordinate with all teams on their progress and situation.
- Radios Complex Vice Principal at Accountability Team when all schools and campus are clear and everyone may return to campus

### Equipment and Supplies

- Building Maps
- District/Community Emergency Telephone Numbers
- District Emergency Radio
- District Emergency Notebook
- Disaster Preparedness Plan
- District Report Forms
- Emergency Preparedness Packet
- Master Schedules
- Paper, Pencil, miscellaneous office supplies
- Staff Emergency Telephone List
- Walkie-Talkie

# FACILITY SAFETY TEAM

**Location: Roll up door - front of Tunnel area**

◆ **LEADER: BSS or Senior Crew Leader**

**Day Custodian and All Custodians**

**JROTC (1) and cadets**

**Supervision Assistant (3 of 4)**

*The following procedures are to be implemented in any type of emergency situation: Disaster (Fire, Bomb Threat, Explosion, Windstorm, Plane Crash, Civil Disturbance), and Earthquake*

## **Team Responsibilities**

- Be prepared to shut down the building heating units and water heaters.
- Isolate the electrical circuits and secure gas supply lines when necessary.
- Ascertain, if possible, the location of the internal alarm box used and direct fire fighters to the scene of the fire.
- Coordinate all damage control activities.
- Orient designated personnel on the operation of all controls, circumstances, or signals under which utilities would be shut off.
- Instruct crew in the location of switches, valves, and controls for gas, water, and electricity.
- Establish and secure the morgue area.
- Establish and secure the sanitation area.
- Radio the EOC when responsibilities are completed.
- Ring all clear bell when notified by EOC.

## **Day Custodian or a Night Custodian Responsibilities**

- Unlock all evacuation assembly area gates immediately (baseball field), i.e. gates on east and south sides, and between bungalows 1-6 and then report to Facility Safety Team Leader.

## **Equipment and Supplies**

- Emergency supplies
- Shovels, picks, trash bags, and toilet paper for sanitation
- Tarps, trash bags, tags, marking pens, pencils, and paper for morgue area
- Walkie Talkie

\*The district's Maintenance and Operations Division will provide water.

# PARENT COMMUNICATION TEAM

Location: Gate adjacent at Lot C

## ◆ LEADER: Special Education Administrator

Writer in Residence and Writer Assistants

Financial Clerk

\*Supervision Asst. (4 of 4)

Library Tech I

*\*Reports first to EOC then to Parent Communication Team*

*The following procedures are to be implemented in any type of emergency situation: Disaster (Fire, Bomb Threat, Explosion, Windstorm, Plane Crash, Civil Disturbance), and Earthquake*

### Team Responsibilities

- Coordinate the reunion of students with the person picking them up.
- Dispatch a runner to the Accountability Team Area (backstop) to escort students to the Parent Communication Area.
- Confirm that the student recognizes the individual picking him or her up.
- Communicate with the parents of injured students.
- Have the person picking up the student complete an Emergency Student Release form.
- Record information as needed.

### Equipment and Supplies

- Emergency Preparedness packet
- Emergency Student Release forms
- Miscellaneous office supplies
- Walkie-Talkie

## **SPECIAL ED TEAM**

(FOR ROOMS 115 & 157)

**Location: Baseball Field Dugout & Stands Area**

- ◆ **LEADER: ILS Teachers** (Rooms 115 & 157)  
**Special Education Technicians (SET)**  
**Cafeteria Workers** - *report first to 115 & 157 to assist with student evacuation*

***The following procedures are to be implemented upon any type of emergency situation:***  
**Disaster** (Fire, Bomb Threat, Explosion, Windstorm, Plane Crash, Civil Disturbance), and  
**Earthquake.**

### **Team Responsibilities**

- Report to rooms 115 and 157 (cafeteria workers divide equally to both rooms)
- Provide assistance in evacuating Special Education students directed by teachers.
- Relocate students to Emergency Assembly Area (baseball field's north dugout & stands area)

# **SWEEP, RESCUE, SECURITY TEAM**

**Location: 404 Arts Office; 102 Business' Office; 907 CIMA's Office; 806 International Studies' Office; 163 LEADS Office; 552 Science and Technology Office**

**◆ LEADER: Arts Principal, Business Principal, CIMA Principal, International Studies Principal, LEADS Principal, Science and Technology Principal**

**Administrative Assistants, Office Clerical, 1 Counselor, and Prep Period Teachers**

*The following procedures are to be implemented in any type of emergency situation: Disaster (Fire, Bomb Threat, Explosion, Windstorm, Plane Crash, and Civil Disturbance) and Earthquake.*

## **Principal's Responsibilities**

- **Divide your school's team and Sweep, Rescue, and Secure the following:**
  - **ARTS** 400 Building and B8, B9, B10, B15, B16, 504, 750A, 750B, 700A, 700B, 702, 704, 400 and 700 restrooms.
  - **BUSINESS** 100 lower Building and lower 300 Building and B11, B12, B13, B14, complex office, lower 100 adult and student restrooms, Cafeteria and Career Center.
  - **CIMA** 900 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors of Building, 900 restrooms, and Stadium
  - **INTERNATIONAL STUDIES** 800 lower and upper Building, B1, B2, B3, B4, B5, B7(ASB), 1001, 1005, 1010, 1020, 1024, 1025, 1029, and 800 restrooms
  - **LEADS** 100 upper Building and upper 300 (353) Building, upper 100 and 300 adult and student restrooms, and Library.
  - **SCI TECH** 500 and 600 lower and upper Building, 651, 652, 653, 654, 655, 500 and 600 adult and student restrooms, JROTC, Woodshop and Auto Shop.
- Hand out supplies for teams to use during the sweep (school's room and facility lists, pencils, red/green stickers, rubber gloves, walkie talkie, keys, etc.

## **Team Responsibilities**

- Proceed in an orderly sweep pattern as assigned.
- Check each area physically, visually, and verbally.
- Place a green label on classroom doors of rooms that have been checked and cleared.
- Lock doors after checking and clearing a room.
- Confirm and communicate the existence and location of fires and potentially dangerous situations (leaking gas, collapsed structures, etc.) to the Facility Safety team and EOC and also report injured to the First Aid Team.
- Direct emergency vehicles to areas of need.
- Report to EOC after areas have been secured and cleared of injured.
- May report to the Parent Communication Team to assist in retrieving students after areas have been secured and cleared of the injured.