
CRISIS PREPAREDNESS PLAN



District Office Master Plan

Prepared by the:
DEL MAR UNION SCHOOL DISTRICT
District Safety Team

Last Updated 8/07

TABLE OF CONTENTS

SECTION 1: EMERGENCY NUMBERS 1

- ♦ Statement of Acknowledgement and Responsibility2

SECTION 2: LEGAL ISSUES3

SECTION 3: INCIDENT COMMAND SYSTEM.....4-6

SECTION 4: EMERGENCY TEAM ROSTER.....7

SECTION 5: PRINCIPLES OF CRISIS RESPONSE 8

SECTION 6: BASIC “ACTIONS”

1. Drop, Cover, & Hold9
2. Evacuation Procedures/Exit Plan 10-11
3. Evacuation by Bus.....12
4. Lockdown Procedures13-15
5. Student Accountability 16
6. Student Release 17

SECTION 7: TEAMS FOR CRISIS RESPONSE

1. Communications Team18
2. Facility Management Team18
3. Search & Locate Team.....18
4. First Aid/Medical Team.....19
5. Transportation Team19
6. Accountability Team.....19
7. Dismissal Team.....19

SECTION 8: SPECIFIC EMERGENCY PROCEDURES

| | |
|---|-------|
| 1. Fires | 20 |
| 2. Earthquakes | 21 |
| 3. Intruder Shooter..... | 22-23 |
| 4. Air Pollution | 24 |
| 5. Animal Threat | 25 |
| 6. Bees | 26 |
| 7. Bomb Threat..... | 27-28 |
| 8. Civil Disobedience | 29 |
| 9. Crime Scene..... | 30 |
| 10.Fallen Aircraft | 31 |
| 11.Floods..... | 32 |
| 12.Hazardous Material | 33 |
| 13.Severe Wind Storm | 34 |
| 14.Sudden Flash of Light (Explosion)..... | 35 |
| 15.Suicides..... | 36 |

SECTION 9: CPR & FIRST AID 37-38

SECTION 10: MAPS & CHARTS

| | |
|--------------------|----|
| ♦ Campus Map | 39 |
|--------------------|----|

SECTION 11: FORMS..... 40-45

| | |
|------------------------------------|----|
| 1. Bomb Threat Checklist..... | 40 |
| 2. Classroom Hazard Inventory..... | 41 |
| 3. Emergency Drill Report..... | 42 |
| 4. Search & Locate Form..... | 43 |
| 5. Student Accountability Log..... | 44 |
| 6. Student Release Log..... | 45 |

SECTION 12: NOTES

EMERGENCY TELEPHONE NUMBERS



**POLICE/
FIRE**

| | |
|---|----------------|
| Police/Fire/Paramedics/Ambulance Emergency..... | 911 |
| Fire Department City of SD..... | (858) 481-1212 |
| Fire Department City of Del Mar..... | (858) 755-1521 |
| Police Department City of SD..... | (619) 531-2065 |

HOSPITALS

| | |
|------------------------------------|----------------|
| Scripps Memorial Hospital | |
| La Jolla: 9888 Genesee Ave..... | (858) 457-4123 |
| Emergency Dept..... | (858) 626-6150 |
| Scripps Hospital Encinitas | |
| Encinitas: 354 Santa Fe Drive..... | (760) 753-6501 |
| Emergency Dept..... | (760) 633-7685 |

**MISC.
HEALTH
AGENCIES**

| | |
|-------------------------------|----------------|
| Public Health Department..... | (760) 967-4401 |
| Poison Control..... | (800) 876-4766 |
| | (619) 543-6000 |
| American Red Cross..... | (858) 309-1200 |
| Disaster Preparedness..... | (858) 565-3490 |

**SCHOOL
DISTRICT
CONTACTS**

| | |
|-------------------------------|--------------------------|
| District Office..... | (858) 755-9301 |
| Superintendent..... | (858) 755-9301 ext. 3699 |
| | Cell.....(858) 864-3459 |
| Maintenance Cell..... | (858) 864-3487 |
| Security Companies | |
| Rancho Santa Fe Security..... | (760) 942-0688 |
| San Diego Alarm Co..... | (619) 239-2376 |
| Principal Cell..... | (858) 864-3453 |

ACKNOWLEDGEMENT OF GOVERNMENT CODE 3100

STATEMENT OF PURPOSE AND PUBLIC RESPONSIBILITY

In the event of a disaster during school hours, every employee has a specific duty to participate in a mobilized team effort to prevent injury and save lives. Every employee is to remain on campus and aid in the supervision of all students and assist in maintaining general safety and well being, per Government Code 3100.

Should a disaster strike during school hours, no employee will leave his/her assignment, under any circumstances, unless officially released by the Superintendent, the Principal/Site Administrator or his/her designee.

Specific duties will be assigned to all employees, depending on the type of emergency or drill.

LEGAL ISSUES/LAWS

The moral responsibility during an incident at school often lies with the individual confronted with it. In addition to your moral obligations, you also have legal duties that you will be responsible to know and carry out.

The codes listed below are only a sampling of laws and are abbreviated. Refer to the Education Code for more laws and the complete reading of each specific law.

California Government Code 3100

Public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. Public employees include all persons employed by a public school district. The law applies to public employees in the following cases:

- 1) When a local or state emergency has been proclaimed
- 2) When a federal disaster declaration has been declared

California Government Code 8607

School districts must respond to disasters using the Standardized Emergency Management System (SEMS), of which the Incident Command System (ICS) is a part. Using SEMS also includes planning, training, and practicing drills.

California Government Code 820, 815.2

Schools have a duty to use reasonable care to protect students from known or foreseeable dangers. A school district and its employees can be held liable for failure to provide such care.

Katz Act (Education Code 35295-35297)

Requires that schools establish an earthquake emergency system. Requires that a disaster plan be developed to maintain the safety and care of students and staff.

Education Code 35294.1(b)(2); 52852

Safety planning committee members includes the principal, a teacher representative, a parent, a classified employee, and a member of law enforcement.

Education Code 35294.8(b)

Requires that a public meeting be held to allow members of the public to express opinions about the safety plan before the plan is adopted.

Education Code 35294.2(e)

Requires that the safety plan be evaluated or amended once a year. Also makes all safety plans readily available for inspection by the public.

Education Code 35294.2(a)(2)

The school safety plan shall include appropriate strategies and programs that will provide or maintain a high level of school safety to include disaster procedures, routine and emergency.

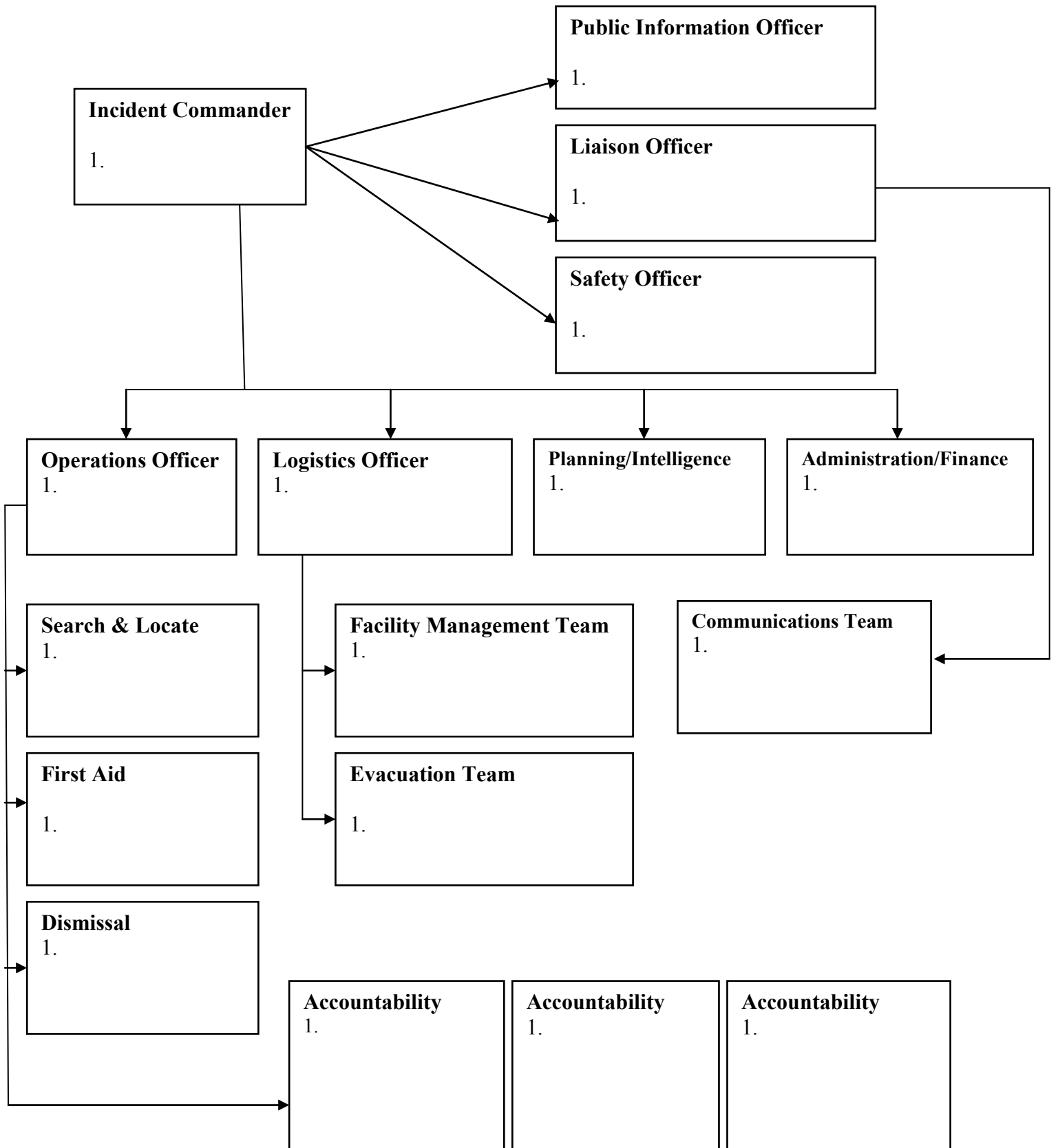
Incident Command System

Del Mar Union School District Office

WHAT TO DO IF A DISASTER OCCURS:

1. Incident Commander makes the first call- Lock-down, fire-drill, etc.- to staff (Principal's office)
2. Directs an automatic reaction for Accountability Team Person to call 911 and District Office.
3. Directs an automatic reaction for the Logistics officer to contact Facility Management Team.
4. Facility Management Team turns off electricity, gas, water (if need be) and takes emergency supplies to First Aide Area.
5. Directs an automatic reaction for the Operations Officer/Search and Locate to direct First Aide Team, Accountability Team and Dismissal Team to their locations.
6. First Aide Team – Primary Playground- Takes Wheel Chair, stretcher, supplies out to field.
7. Accountability Team - Takes Emergency cards, alpha list, pencils, sign-out. Students will be dismissed by side gate.
8. Logistics Officer – Places themselves on the field, mid-way between all classes to begin sending students to the Accountability Team.
9. All noon supervisors, instructional aides (not SH) and PM or AM Kindergarten teachers (depending on time of day) will report to the Logistics Officer.
10. All adults from #9 above, will escort at least 5 students to the Accountability Team.

Incident Command Structure



THE CONTROLLERS

1. Incident Commander (IC)

- ◆ Directs the entire Crisis Response.
- ◆ DDF: Divide, Delegate and Follow-up.
- ◆ You MUST be in the know!

2. Press Information Officer (PIO)

- ◆ Coordinate all media related issues.
- ◆ Keep the Mission in mind.
- ◆ Communicate often with the IC.

3. Liaison Officer

- ◆ Contact and liaison with all agencies that are required for the incident at hand.
- ◆ Remain in the incident Command Post.

4. Safety Officer

- ◆ Responsible for operational safety.
- ◆ Responsible for all human needs of the staff and students.
- ◆ Has the same authority as the IC.
- ◆ Communicates often with the IC.

THE WORKFORCE

5. Operations Officer (the “DOERS”)

- ◆ Responsible for DOING the Mission.
- ◆ This is NOT a supporting role.
- ◆ Communicates often with the IC, who gives the Mission.

6. Logistics Officer (the “GETTERS”)

- ◆ Responsible for getting what is needed to accomplish the mission.
- ◆ This team supports the Operations Officer
- ◆ Communicates often with the IC.

7. Planning/Intelligence Officer (the “THINKERS”)

- ◆ Gathers needed intelligence on the incident.
- ◆ Plans for the future.
- ◆ Communicates often with the IC.

8. Administration/Finance Officer (the “PENCIL PUSHERS”)

- ◆ Responsible for financial coordination.
- ◆ Responsible for administrative coordination.

DEL MAR UNION SCHOOL DISTRICT
EMERGENCY TEAMS ROSTER

COMMAND POST TEAM

FIRST AID TEAM

COMMUNICATIONS TEAM

ACCOUNTABILITY TEAM

FACILITY MANAGEMENT

EVACUATION ASSISTANCE TEAM

SEARCH AND LOCATE

DISMISSAL TEAM

GENERAL PRINCIPLES

(How to **THINK**)

1. When dealing with tough, ugly decisions, always think them through **ahead of time** when your mind is **clear**.
2. Your objective during a disaster is to **minimize** injury and loss of life, **NOT** eliminate it!
3. Teachers not only have the **freedom** to make good, sound decisions during a crisis, they also have the **responsibility** to make good, sound decisions.
4. Focus on making a **good, sound decision** based on the information you have available. **Do not** attempt to find the BEST decision! This will cause you to waste valuable time.

SPECIFIC PRINCIPLES:

(How to **ACT**)

1. **Always** choose **human safety and life** over property.
2. **Always** choose the safety of the **many** over the safety of the **few**.
3. **Do Something!** Know the first thing you will do in any circumstance. Know the first two things you will do in any circumstance...
4. When possible, follow the predetermined guidelines of your **Crisis Response Plan** to govern your actions.
5. **L.I.E.** - Locate, Isolate, Evacuate. This is your order of priorities.

First, **locate** the problem. Even before rendering medical aid to the injured, the problem needs to be identified and located. Failure to locate the problem may result in continuing damage or injuries. To get ahead of the "damage or injury wave," you must locate the problem!

Second, **isolate** the problem. This refers to making sure the problem doesn't move to another location and begin affecting a new group of people.

Third, **evacuate**. This will effectively move everyone who are not needed to solve the problem out of the area. This is the time to begin focusing on rendering aid to the injured.

DROP, COVER, AND HOLD

In case of an emergency, the immediate evacuation of a site may not be feasible. Act immediately and take a protective position by dropping to your knees, clasp both hands behind your neck, bury your face in your arms, make your body as small as possible, close your eyes and cover your ears with your forearms. This is called "DROP, COVER, AND HOLD."

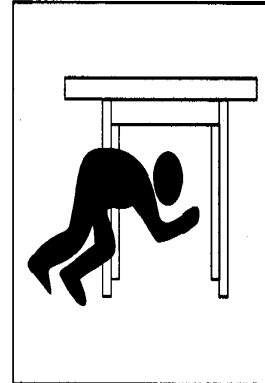
INSIDE...

1. "Drop" immediately to the floor beneath a desk, chair, table or bench if close to you.
2. "Cover" your head with your hands, coat, sweater or notebook if handy.
3. "Hold" onto the object you are beneath or bury your face in your arms.
4. If there is nothing to get under, get close to an inside wall away from windows.
5. Stay in the "Drop, Cover, and Hold" position until the person in charge gives instructions.

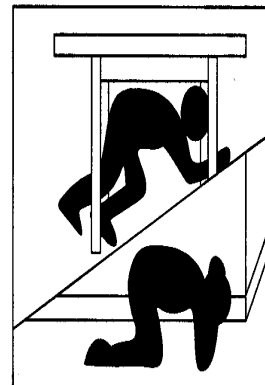
OUTSIDE...

1. Lie down behind the nearest building, bench, curb or in the gutter if such protection is within a step or two.
2. If there is no such protection, drop to the ground upon your abdomen and lie as flat as possible.
3. Stay in this position until instructions are given to move or until it is safe to do so.

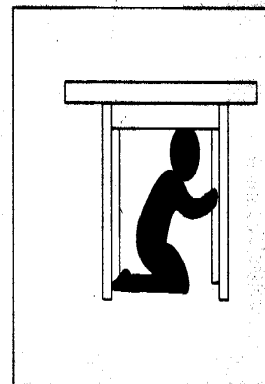
Drop



Cover



Hold



EVACUATION PROCEDURES

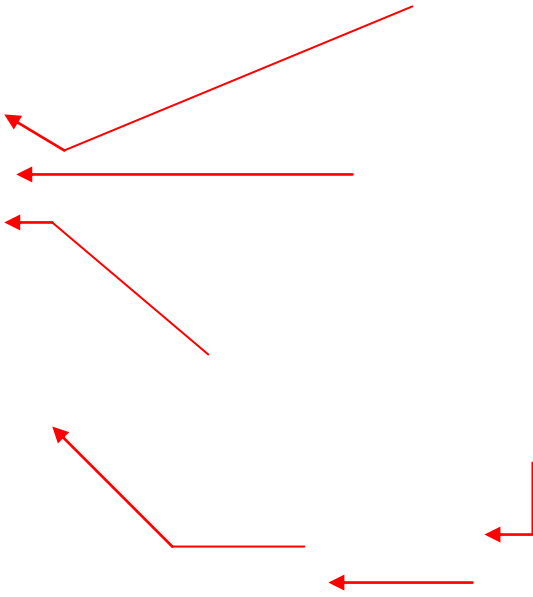
DURING AN EVACUATION THE FOLLOWING PROCEDURES WILL BE FOLLOWED:

- An all call or other announcement will be made when it is safe to evacuate.
- Teachers will then evacuate students to the large grass field. All evacuations must be conducted in an orderly and controlled manner.

SEE EXIT PLAN MAP ON NEXT PAGE

EXIT PLAN

NORTH



← NORTH

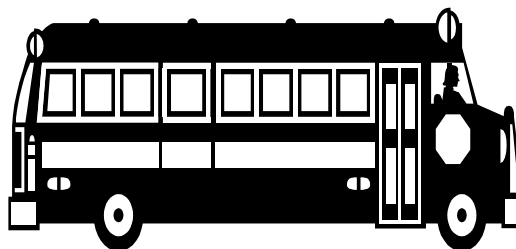
EVACUATIONS UTILIZING BUSES...

The Incident Commander at a school site may call for emergency use of buses. The Incident Commander can make this decision independently or at the direction of law enforcement. The decision to use buses should be based on a need to remove students immediately from the school site.

1. The Incident Commander will utilize their issued telephones to call District authorized transportation and request the amount of buses needed. Landline telephones will be utilized if cellular phones are not working.
2. The Incident Commander must be specific about
 - ◆ **How many** students need to be transported and
 - ◆ **Where** buses need to park for pick up.
 - ◆ They must also direct the bus driver where the students need to be transported to if not to their normal bus stop area.
3. A teacher or staff member should be assigned to ride with the bus that is transporting students.

BUS DRIVERS

1. Drivers and adult riders should supervise the care of students while they are being transported.
2. Drivers will utilize their issued telephones or bus radios for emergency communications.
3. Drivers will transport students to the area directed to by the Incident Commander or designee.





LOCKDOWN

The Lockdown procedure can be an effective course of action to protect students and staff during the time of crisis. It provides “cover” and “concealment” from a threat. Proper procedure and good decision-making are essential during this type of crisis to minimize injury and the loss of life.

LOCKDOWN WHILE INSIDE THE CLASSROOM...

1. Teachers should keep classroom doors locked AT ALL TIMES. Doorstops, wooden blocks, or rubber stoppers could be used to keep your locked door from closing. These “stoppers” or “blocks” should be removed at the first call for Lockdown. Classroom doors should be immediately shut and locked.
2. Close all windows.
3. Turn off all lights.
4. Close all blinds and drapes.
5. Have all students lie face down on the floor.
6. Have students crawl to a position of “COVER” and/or “CONCEALMENT.”
7. Teachers should monitor and remain near the locked door.
8. No student is to be let out of the class during a lockdown.
9. Avoid unnecessary phone use.
10. Teachers take roll book located in emergency book and fill out.
11. DO NOT chase any students if they run off. If possible document their name.
12. Remain with the rest of your class/group.

LOCKDOWN DURING A PASSING PERIOD, OR LUNCH...

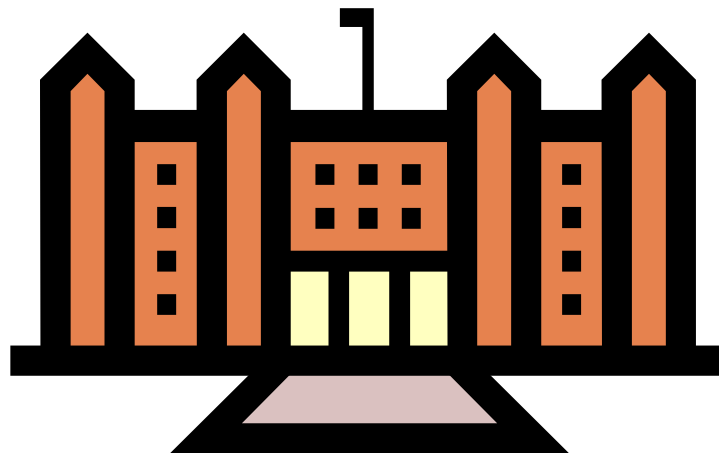


1. Teachers proceed to the nearest classroom. Do not attempt to go to your assigned classroom if it is not safe to do so.
2. Students and staff must proceed to the nearest available lockable room.
3. Avoid crowded halls and doorways, as “bunching up” gives the shooter an easy target.
4. A moving target is difficult to hit, even for an experienced gunman. **KEEP MOVING** if you are out in the open.
5. Move away from the sounds of gunfire.
6. Leave your classroom door unlocked for approximately 60 seconds before securing your room. If you see a threat coming toward your classroom, you may need to secure your room sooner.
7. Close all windows.
8. Turn off all lights.
9. Close all blinds and drapes.
10. Have all students lie face down on the floor.
11. Have students crawl to a position of “COVER” and/or “CONCEALMENT.”
12. Teachers should monitor and remain near the locked door.
13. No student is to be let out of the class during a lockdown.
14. Avoid unnecessary phone use.
15. Teachers take roll book located in emergency bag and fill out.
16. **DO NOT** chase any students if they run off. If possible document their name.
17. Remain with the rest of your class/group.

LOCKDOWN-MODIFIED

In a modified lockdown situation, the intent is to get everyone inside a classroom with all the doors and windows shut. Turning off lights, locking doors and seeking concealment **ARE NOT** important. Emergencies such as a dangerous animal or a swarm of bees on campus might precipitate a Modified Lockdown. The site administrator or emergency personnel will give the all clear.

1. Close all doors and windows.
2. Do not allow any students to leave.
3. Teachers wait by the door and allow stragglers to enter if safe.
4. If away from a classroom, get to the nearest room and close all doors and windows.
5. Account for the students in your care.
6. Wait for all clear from site administrator or emergency personnel.
7. Timely and consistent campus wide updates go a long way in lessening the stress of a situation.





STUDENT ACCOUNTABILITY

1. Teachers are accountable for the students in their class each day.
2. Teachers are to take roll daily .
3. Absent students are to be reported to the school office daily.
4. Roll sheets are to be utilized in the reunification and release process.
5. Teachers should note whenever a student leaves the classroom and is not present during the evacuation process (at bathroom, library, office, etc.).
6. Teachers need to document students who are at school today, but not present after the drill or crisis.
7. Teachers will utilize the “Student Accountability Log” to indicate where they believe students who are missing might be located.
8. Teachers will additionally use the “Student Accountability Log” to record those students who are under their care since the time of the drill or crisis, but not normally in their class.
9. Teachers will turn all “Student Accountability Logs” into the Accountability Team Leader as soon as an accurate role has been taken.



STUDENT/PARENT REUNIFICATION



Students in grades Kindergarten through 6th will be released during a disaster, only if their parent, legal guardian, or previously designated adult comes to the school personally to pick them up. It is district policy to supervise students during an emergency until they are released to a parent. The following will be accomplished upon reunification.

1. Teachers will walk their students to the reunification area.
2. Teachers will bring their roll sheets for the day.
3. Office workers will bring emergency card information, “Student Release Logs” and “Student Accountability Logs” to the reunification area.
4. Teachers will add the name of any student who is present during class but are not present at the reunification area to the “Student Accountability Logs.”
5. The “Student Accountability Logs” will be forwarded to a Search and Locate team to find the missing student(s).

RELEASE OF STUDENTS...

1. Parents, guardians and interested adults will be directed to the reunification area.
2. The “Student Release Logs” will be completed and signed before release.
3. Students can be released to parents, guardians, or authorized adults listed on the emergency card.
4. Students can be released to a responsible adult after a parent or guardian has been contacted and verbal authorization has been given.
5. When circumstances warrant, student(s) may be moved to an alternate place of safety.

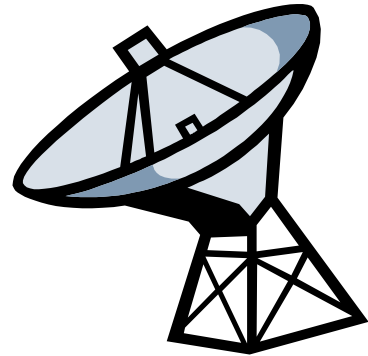
DISASTER TEAMS

You could save a life by being prepared! Being organized and efficient during time of crisis can lessen the negative impact of a situation and have a reassuring affect on your students and staff. Know your role prior to a disaster and work as a team. The following will be accomplished:

If possible, all Team Leaders are to report to the Command Post to meet with their immediate Incident Command System (ICS) supervisor prior to the activation of their duties.

COMMUNICATIONS TEAM (LIAISON)

1. If it involves communicating to the student body, staff, or anyone outside the campus, think Communications Team
2. Answers to the Liaison Officer
3. Activates emergency communications systems
4. Requests outside aid, as needed
5. Monitors outside communications
6. Keeps a running log or timeline of the event as it unfolds

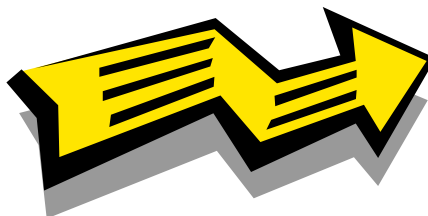


FACILITY MANAGEMENT TEAM (LOGISTICS)

1. If it involves the facility, sanitation or food, think Facility Management Team
2. Answers to the Logistics Officer
3. Turns off gas, electricity and water, if necessary
4. Retrieves emergency supplies from campus storage area
5. Directs sanitation efforts, if applicable
6. Set-up food service area and distribute food, if applicable
7. Conduct minor fire fighting efforts as needed
8. Assist Search & Locate Team as needed

SEARCH AND LOCATE TEAM (OPERATIONS)

1. If it involves searching for damage and injuries, think Search & Locate Team
2. Answers to the Operations Officer
2. Survey the school for damaged and dangerous areas
3. Attend to search and locate efforts, as needed
4. Assist the Fire Department in search and rescue, as directed
5. Conduct minor fire fighting efforts, as needed



FIRST AID TEAM (OPERATIONS)

1. If it involves numerous injuries, think First Aid Team
2. Answers to the Operations Officer
3. Set up the first aid station
4. Retrieves medical supplies
5. Attend to the injured and move them to the first aid station, if possible
6. Keep medical records on all treatments
7. Coordinate with search and rescue team
8. Assist the Fire Department in search and rescue, as directed



EVACUATION ASSISTANCE TEAM (LOGISTICS)

1. If it involves evacuation and/or transportation needs, think Evacuation Assistance Team
2. Answers to the Logistics Officer
3. Keep the Operations Officer informed of situation
4. Identifies evacuation locations when different from pre-identified locations
5. Have all contact numbers for Special Education Buses
6. Calls for buses or other modes of transportation when instructed
7. Relay needed information to the transportation agency:
 - ◆ How many students/staff
 - ◆ Pick-up location
 - ◆ Destination
 - ◆ Special needs (injured, sick, disabled, etc)



ACCOUNTABILITY TEAM (OPERATIONS)

1. If it involves accounting for your student body, think Accountability Team
2. Answers to the Operations Officer
3. Keep the Operations Officer informed of situation updates and team needs
4. Keeps attendance records
5. Review “Student Accountability Logs” and answers the question, “Who is Missing?”
6. Cross checks attendance lists and “Student Accountability Logs” for missing students and staff
7. Create a list of all missing students and staff
8. Reports findings to the Operations Officer

DISMISSAL TEAM (OPERATIONS)

1. If the dismissal of your student body is going to be a choice, think Dismissal Team
2. Answers to the Operations Officer
3. Keep the Operations Officer informed of situation updates and team needs (such as police to assist with the control of parents or students)
4. Report to assembly area or evacuation site
5. Coordinate a dismissal area
6. Coordinate with Accountability Team Leader to identify missing students and staff
7. Coordinate with the Accountability Team Leader to help facilitate the organized flow of paperwork during the dismissal process



FIRES

A fire can be mesmerizing to your students. A fire can spread quickly and surround victims within moments. It is imperative that students and staff act immediately in order to reduce the threat of injury or death. If a fire is detected in or near a school building, the following will be accomplished:

1. Call 911.
2. Initiate an evacuation to a safe location.
3. Alert all staff members as to the location and condition of the fire.
4. If time permits, close windows and close and **unlock the door** (This will help contain the fire).
5. Students and adults should evacuate buildings to the designated areas of safety in a quiet, orderly fashion. Your evacuation routes may vary given the nature and location of the fire.
6. Do a visual check and make sure your neighboring classrooms are evacuating as well.
7. Take attendance record and fill out the "Student Accountability Log".
8. Turn the "Student Accountability Log" into the Student Accountability Team.
9. Security and custodial staff should assist by directing evacuation routes away from the fire. Custodial staff will also assist with **minor** fire fighting duties.
10. Advise District Headquarters of the fire.
11. The Incident Commander will designate someone to stand by at the site entrance to direct police and fire personnel to the fire.
12. If necessary, turn over custody of your students to your "buddy teacher" and report to the command post for team assignments.
13. Do not return to class until the fire department declares the area safe.
14. Each teacher shall be required to know the location of the fire extinguishers in their classroom.

EARTHQUAKES

IF INSIDE...

1. Call 911
2. Remain in the Drop, Cover, and Hold position until the person in charge gives instructions. Teachers use your best judgment.
3. Turn away from windows.
4. If inside get next to an inside wall.
5. Stay under shelter until shaking stops.
6. Listen for instructions.
7. Be prepared for aftershocks.
8. Avoid objects and areas that could cause injury.

IF OUTSIDE...

1. Follow the instructions listed above.
2. Move to an open space. Lie down or crouch low to the ground.
3. Watch for large objects (telephone poles, light posts, etc) that could fall on top of you.
4. Remain outside and unite with another teacher when they exit their classroom.

DURING EVACUATION...

1. Evacuate to a predetermined assembly area away from buildings and overhead power lines, and away from underground gas and sewer lines.
2. Do a visual check and make sure your neighboring classrooms are evacuating as well.
3. Teachers take attendance and fill out the "Student Accountability Log."
4. Turn the "Student Accountability Log" into the Student Accountability Team.
5. Do not return to buildings until they have been deemed safe.
6. Custodial staff will turn off gas, electricity and water valves if possible.
7. Stay off telephones.
8. If necessary turn over custody of your students to your buddy teacher and report for your team assignment.



INTRUDER/SHOOTER

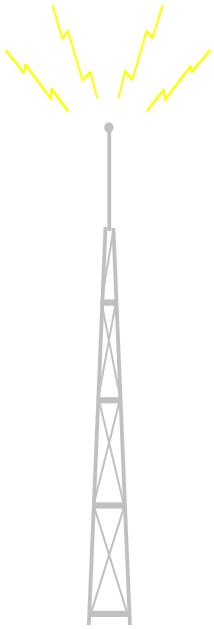
Your **PRIMARY GOAL** during this incident is to **MINIMIZE DANGER** to yourself and to your students. Do not try to confront the subject as long as the weapon is not displayed in a threatening manner, but act immediately. The following will be accomplished:

UPON DISCOVERING THE INTRUDER...

1. CALL 911.
2. Call front office.
3. Relay accurate information to the police dispatcher.
 - ◆ What does the intruder look like?
 - ◆ Where is the incident occurring?
 - ◆ How many are involved?
 - ◆ What demands, if any have been made?
 - ◆ What type(s) of weapons?
4. Stay on the line, if safe to do so, until the dispatcher tells you to hang up.
5. Try to give the dispatcher as much information as possible. As you are talking to the dispatcher, the information is being relayed to the responding police units.
6. When law enforcement arrives on scene, a contact person should immediately meet officers with vital intelligence of the incident, **if** possible.
7. Front office will call the District office to advise them of the situation, when it is safe to do so.



ALERTING THE SCHOOL... (INTRUDER/SHOOTER CON'T)



1. Use the intercom system to alert your campus of the need to Lock-down.
2. Make your instructions firm and clear. **Do not use code words!**
3. If your students are **inside** the classroom, use a command similar to this:



“Staff and students! This is a lockdown! Close and lock your doors and windows immediately! Lockdown Now!” (Repeat)

4. If your students are **outside** the classroom (lunch, recess, passing period, etc.), use a command similar to this:



“Staff and students! This is a lockdown! Close and lock your doors and windows! You have 60 seconds!” (Repeat)

(60 seconds later) ... **“Lockdown Now!”** (Repeat)

5. A siren or tone (which is used only in emergencies) can precede the Lock-down command to get the attention of students and staff. An emergency siren or tone is used to alert students and staff that the information immediately following is emergency information and is critical in nature.
6. Remain calm and speak with an authoritative voice.
7. Instructions should be given regularly every 5-15 minutes or as the situation warrants. Reassurance and information can have a calming affect during a crisis. Student and staff will know they have not been forgotten and will find comfort in the informational updates.
8. If you are the Incident Commander, do not release the Lockdown until you have notified all the assisting agencies on your campus. This is easily accomplished at the “Unified Command” location.
9. If an evacuation is going to be necessary, this information should be communicated prior to the release of the lockdown, to avoid confusion.
10. Due to safety concerns, some specific information regarding the incident will not be given over the intercom. Doing so could jeopardize the safety of students, staff and emergency personnel.



AIR POLLUTION



When an air pollution emergency is declared, classrooms will be notified by intercom or messenger. The severity of the emergency is distinguished by Levels and is usually issued Countywide. Level I is the first stage. The most serious is Level III. In the event of an air pollution emergency, the following will be accomplished:

LEVEL I

ALERT

This is directed to people with asthma, emphysema and other breathing and cardiac problems.

ADVISORY

Schools should cancel all outdoor physical activities, such as physical education classes, intramural sports and interscholastic contests.

RECOMMENDED SAFE GUARDS

1. Remain indoors whenever possible, keeping doors and windows closed.
2. Avoid dust, smoke, fumes, sprays and other irritants.
3. If air conditioning is available, turn it on.
4. Avoid strenuous physical activities.
5. If under a physician's care, people are urged to contact a doctor for treatment of any respiratory problems.

LEVEL II

1. Same precautions as Level I.
2. In addition, SCHOOLS CLOSE

LEVEL III

1. Same precautions and closures as Level II
2. In addition, all non-emergency facilities are to be SHUT DOWN



ANIMAL ATTACK OR THREAT

In the City of San Diego, some of our schools are located in areas that contain wild animals (i.e. coyotes, opossums, raccoons, snakes, even an occasional mountain lion). It is possible that an animal could attack a child or staff member and cause serious injury or even death. All animals encountered on a school campus should be considered wild and dangerous. It is also possible a student or staff member could be attacked and bitten by a potentially dangerous loose pet. Faculty and staff should consider all animals observed on a campus as potentially dangerous. Every attempt should be made to keep all students away from animals observed on campus.

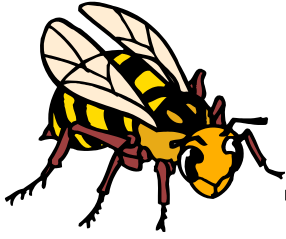
IF A POTENTIALLY DANGEROUS ANIMAL IS ON CAMPUS...

1. Move people away from the threat.
2. Students and staff should move to a safe location either inside or outside a building.
3. Do not try to scare the animal away. The animal may become alarmed, causing the animal to attack.
4. If safety permits, assign staff to observe the animal until it moves off school property or assistance arrives.
5. Call the office and office will call 911.
6. Initiate a “Modified Lockdown” if appropriate.

IF ATTACK OCCURS...

1. Follow the instructions above.
2. If someone is injured, administer first aid and contact emergency authorities.
3. If possible, move the injured person to safety and initiate a “Modified Lockdown” if appropriate.

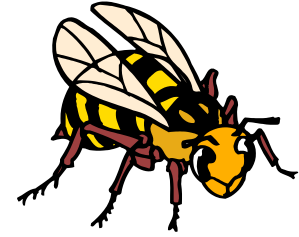




BEES

EUROPEAN BEES

KILLER HONEY BEES



“Killer” honeybees became established in Texas in 1990 and have spread throughout the Southern California area. “Killer” bees are closely related to the European honeybees and both look similar. “Killer” bees tend to be more aggressive. Caution and a safe distance should be maintained when encountering any type of bees on campus. The following are general safety rules recommended by the U.S. Department of Agriculture and the University of California:

1. Listen for buzzing indicating a nest or swarm of bees.
2. Stay away from all bee swarms and colonies (including nests).
3. If bees are encountered, get away quickly.
4. While running away, try and protect face and eyes as much as possible.
5. Take shelter in a classroom or building. Thick brush does not offer enough protection.
6. Do not stand and swat bees; rapid motions will cause them to sting.
7. Notify a teacher or administrator of the incident.

IF STUNG, THE FOLLOWING STEPS ARE RECOMMENDED...

1. Go quickly to a safe area (preferably a classroom, building or vehicle).
2. Notify the main office of the danger.
3. Remove the stinger as soon as possible. However, do not squeeze the stinger. Pressure will release more venom.
4. Scrape stinger out with fingernail, the side of a notebook or non-sharpened credit card type item.
5. Wash wound with soap and water.
6. Apply ice pack to relieve pain and swelling.
7. Seek medical attention (school nurse or administrator).

BOMB THREATS AND SUSPICIOUS PACKAGES



A bomb threat is often a hoax or prank. However, in this day and age, we have to take every precaution to keep our students, staff, and school safe. In order to do so, we **MUST** treat **ALL THREATS** as if they are **REAL** and a **DANGER** exists. By handling each threat quickly and effectively, we can reduce the threat of harm and enhance the stability and learning environment at our schools. The following will be accomplished when a threat is received:

THREAT BY PHONE ...

1. The person receiving the threat should keep the caller on the line, using the “Bomb Threat Checklist” (see attached), to obtain as much information as possible.
2. This individual should also notify/signal to a secondary person to call 911 and to notify the principal or designee.

THREAT BY NOTE ...

1. If a threat is found or received by note, pay attention to the description of the person delivering the note, if possible.
2. Call the police immediately.
3. If the threat arrives by e-mail, save the e-mail and proceed appropriately.

FOR EVERY BOMB THREAT INCIDENT ...

1. The Site Administrator will designate a contact person member to direct/advise police/fire personnel, upon arrival.
2. All cell phones should be turned off and “non-cordless” (regular) telephones should be used. The use of radio transmissions, whether cellular, digital or from a cordless phone, could detonate a bomb.
3. Do not turn on/off electrical equipment.
4. Do not use radio devices to alert personnel or students.

FOR EVERY BOMB THREAT INCIDENT ... (CON'T)

5. If evacuation becomes necessary, or instructions need to be given campus wide, it can be accomplished using hard-wired or mechanical communication systems or human "runners."
6. Searching is to be conducted by school personnel familiar with school grounds. **NOTE: DO NOT TOUCH OR APPROACH ANY OBJECT THAT APPEARS SUSPICIOUS.**
7. Teachers, when possible, should perform searches of their own classrooms.
8. Custodial personnel will be responsible for searching the exterior portions of the campus and all remaining structures not already addressed.
9. It will be the decision of the Site Administrator whether to evacuate prior to finding a suspicious object/suspected bomb. This decision should be based on the initial bomb threat information and any other pertinent information relating to the incident.
10. No report of a bomb should be ignored! The minimum response should be no less than a search followed by a report to the police and district officials.

WHEN A BOMB OR SUSPICIOUS DEVICE IS LOCATED ...

1. The school grounds need to be evacuated immediately!
2. **Get at least 2000 FEET away from the bomb!**
3. Emergency Personnel are to be notified of the found device immediately!
4. **NO ONE is to touch or move the suspicious object for any reason!**
5. **BE AWARE: Just because one object is found does not mean there are not others!**
6. Evacuation is to be accomplished via fire/evacuation drill procedures.
7. Emergency personnel (i.e. police and fire) will advise when it is safe to return to the campus.
8. Teachers take roll book and fill out the "Student Accountability Log."
9. Turn the "Student Accountability Log" into the Student Accountability Team.

CIVIL DISTURBANCE

The school administration should be aware of circumstances that might create civil disturbances or public demonstrations within the school (i.e. student walkout, internal or external incidents, or an outside individual or group that incites student participation in an inappropriate activity). If a civil disturbance does occur, the safety of the students and staff is the first priority and the following should be accomplished:

1. Assess situation:
 - ◆ Identify who is involved
 - ◆ What is actually occurring
 - ◆ When is it going to occur, if it is not currently ongoing
 - ◆ Where is it occurring
 - ◆ Why is it occurring
2. Remove students and staff from any hazardous situation (If inside a building “lockdown” or if outside get to a safe area).
3. Contact the following:
 - ◆ Call 911 (Police)
 - ◆ School Administration
 - ◆ District office.
4. Do nothing to antagonize the demonstrators.
5. For a general “walkout” or uncontrolled disturbance (DO NOT attempt to stop students).
6. Assign a staff member to maintain observation of the group to keep track of the group’s location.
7. If appropriate and safe to do so, secure building entrances, utilities, fire alarms, furnace rooms and school equipment rooms.
8. Use good judgment and remain calm. Stay in your office/department unless you are in an unsafe position or instructed to leave by the person in charge.
9. Stay off the telephone. After initial contacts communications systems could become overloaded.
10. Cooperate. Certain services may be limited during a disturbance. Access will be restricted. Withdraw from the area near the emergency until safe to return.

CRIME SCENES

POLICE LINE DO NOT CROSS POLICE LINE DO NOT CROSS

In the event of a crime on campus, a classroom, a large area of the school or even an entire campus may become a crime scene. A crime scene is a location, designated by law enforcement, where a crime was committed and where evidence of the crime may be located. Preservation of the crime scene is very important to our judicial system. Every school employee has the responsibility to preserve a crime scene until law enforcement arrives. The following are steps that should be followed at a crime scene:

1. Make an informed decision about the need to evacuate or stay at the scene.
2. Watch for involved parties, witnesses or suspects leaving the area.
3. Do not pick up, touch or disturb in any way any potential evidence.
4. Keep in mind that a lot of evidence is very difficult or impossible to see due to its size or nature.
5. Do not allow anyone to enter or re-enter the crime scene.
6. Write down the name of any person entering the crime scene.
7. Guard any entrance or exit to the crime scene.
8. Relinquish control of the crime scene to law enforcement upon arrival.



FALLEN AIRCRAFT



The City of San Diego has areas that are in the flight path of military aircraft and recreational airplanes. If a plane should crash near or on a campus, immediate action is necessary to ensure safety of the students. All persons must be kept at a safe distance from the aircraft because of the great danger of explosion even after the plane comes to rest. The following will be accomplished:

1. CALL 911 immediately!
2. When necessary, teachers will take immediate action to ensure the safety of students.
3. Unless obvious action is indicated, the Site Administrator will determine the action to be taken.
4. The only warning you may have could be the sound of the crash or explosion.
5. Be aware that there may be secondary explosions or even explosives associated with the aircraft.
6. Be advised that 2-way radio transmissions give off a small spark during each transmission. This could trigger an explosion if fuel vapors are present.

IF THE DECISION IS MADE TO REMAIN ON CAMPUS...

1. Move all students and staff inside by initiating a “Modified Lockdown.”
2. Close window blinds.
3. Move away from windows and remain near an inside wall if on a lower floor.

IF AN EVACUATION IS INITIATED...

1. The evacuation site should be at least **2000 feet** and **upwind** from the crash site.
2. Depending on your evacuation alternatives and the potential danger of the plane crash, you will need to decide whether to initiate an “Evacuation on foot” (front or rear) or an “Evacuation on bus” (front or rear).

FLOODS

In the mid-1990's, San Diego County experienced heavy rain. We are not exempt from another, possibly more serious occurrence. If flooding should occur on or near a school, the following will be accomplished:

1. Call 911 immediately!
2. The site administrator will initiate any emergency actions ("Evacuation on foot" or "Evacuation on bus") deemed necessary.
3. Notify District Office.
4. Get all personnel to high ground.
5. If an evacuation becomes necessary, mobilize the Evacuation Assistance Team and have them begin the preparations for the evacuation.
6. Take the roll book and fill out the "Student Accountability Log".
7. Turn the "Student Accountability Log" into the Student Accountability Team.





HAZARDOUS MATERIALS



The major threat from this type of situation is toxic fumes and/or skin contact. This type of emergency can range from a truck or automobile accident on one of our local freeways or local streets to a small chemical spill in your schools Science Lab. If such an emergency should occur, the following will be accomplished:

FOR BOTH ON & OFF CAMPUS ORIGINATION...

1. Call 911.
2. Teachers and students evacuate affected area.
3. Consider wind direction and evacuate **crosswind** if possible (staying a minimum of 2000 feet away).
4. Notify District Headquarters.
5. If necessary, mobilize the Transportation Team to facilitate having school personnel and students bused crosswind out of the affected area.
6. Seal off the area if possible.
7. Identify contaminated personnel and keep them from having contact with others.
8. If necessary turn over custody of students to your “buddy teacher” and report to your designated responsibility positions.
9. Take the roll book and fill out the “Student Accountability Log.”
10. Turn the “Student Accountability Log” into the Student Accountability Team.
11. The Incident Commander should designate personnel to guide emergency crews to affected area.
12. Do not reenter a building or area until it has been cleared.

SEVERE WINDSTORM

The United States Weather Bureau usually forecasts severe windstorms very accurately. If time and conditions permit, emergency dismissal may be implemented prior to an emergency. If high winds develop prior to dismissal, the following will be implemented:

1. Students and staff should assemble inside classrooms or buildings.
2. Close windows, blinds and drapes.
3. Implement action “Drop, Cover, Hold” if needed.
4. Remain near an inside wall and avoid second stories.
5. Avoid auditoriums, gymnasiums and other structures with large roof spans.
6. If possible, avoid or evacuate classrooms bearing the full force of the wind.
7. Maintain control and fill out the “Student Accountability Log.”
8. The Incident Commander will direct further action as required.





In case of an explosion, the first evidence may be a sudden extremely intense light. A blast wave may and should be anticipated almost immediately. Act immediately and take a protective position by dropping to your knees, clasp both hands behind your neck, bury your face in your arms, make your body as small as possible, close your eyes, and cover your ears with your forearms. This is called “DROP, COVER, and HOLD.”

INSIDE SCHOOL BUILDINGS...

1. “**Drop**” immediately to the floor beneath a desk, chair, table or bench, if it is close to you.
2. “**Cover**” your head with your hands, coat, sweater or notebook if handy.
3. “**Hold**” onto the object you are beneath or bury your face in your arms.
4. If there is nothing to get under, get close to an inside wall away from windows.
5. Stay in the “Drop, Cover and Hold” position until instructions are given. Teachers or persons in charge must use your best judgment.
6. If it has been determined that the explosion is within the building, the fire alarm should be sounded and all persons are to leave the building and proceed to areas of safety. The Incident Commander will decide whether an evacuation is necessary, and if so, what kind of evacuation it will be.

OUTSIDE SCHOOL BUILDINGS...

1. Lie down behind the nearest building, bench, curb or in the gutter if such protection is within a step or two.
2. If there is no such protection, drop to the ground upon your abdomen and lie as flat as possible.
3. Stay in this position until instructions are given to move or until it is safe to do so.
4. After the explosion, listen for instructions from whoever takes charge.

— SUICIDE ATTEMPTS & THREATS —

Suicide is one of the leading causes of death among school age children. Any discussion of suicide or attempt by a student is a strong indication of a problem. Your immediate actions during this time can impact the situation immensely. The following will be accomplished:

1. When a student or staff member is advised that someone on campus has indicated, either verbally or otherwise, that they intend to commit suicide, the site administrator or police need to be immediately notified.
2. The suicidal individual should not be left alone. Preferably the individual should be escorted to a counselor's office or another somewhat private location where further observation and evaluation can occur.
3. A school administrator should perform a brief assessment. If the threat appears to be credible, the police department needs to be contacted.
4. The background of the individual needs to be explored to determine if a professional is already treating them. That professional should be contacted for input and assistance in possible placement.
5. If an individual attempts suicide, the school staff needs to call 911 immediately!
6. If any individual is attempting suicide with a weapon, a Lockdown will be initiated. This will help with limiting the crowds around the incident. It will also keep the suicidal individual from taking hostages in an act of desperation. **(Never underestimate the abilities of someone who is despondent. Students who intended to destroy themselves have committed many of the worst school tragedies).**



CPR & FIRST AID



If a victim is located during a crisis, CPR and/or First Aid should be initiated to save a life. It is imperative that all employees become familiar with basic CPR and First Aid procedures.

CHECK THE VICTIM...

1. **Shake & Shout** – If the victim is down, shake them lightly & shout in an attempt to get them to respond.
2. **Look, Listen, & Feel** – Look to see if their chest is rising and falling. Listen by placing your ear right up against the victims mouth and nose. And feel (chest) for breathing. Continue this for about 5 seconds
3. **Open Airway** – Position the victim on their back, support their head and neck, tilt head back & lift chin.
4. **Look, Listen, & Feel** – Repeat for 5 seconds. If victim is not breathing, start rescue breathing.

RESCUE BREATHING...

1. **Two (2) Slow Breaths** – Open airway (as described above) and breath into victim until chest gently rises.
2. **Check For Pulse** – Use two fingers on carotid artery (either side of neck) to find the pulse. Do not use your thumb.
3. If there is a **pulse**, but **No Breathing**, begin rescue breathing...
 - ♦ Adults - Give one (1) slow breath every five (5) seconds
 - ♦ Children and Infants – Give one (1) slow breath every three (3) seconds
4. **Continue rescue breathing for one (1) minute.**
5. **Recheck Pulse** – Repeat every minute
6. **If there is No Pulse** – Start CPR

(CPR & FIRST AID CON'T)

CHILD CPR (1 TO 12 YEARS OF AGE)...

1. **Find Hand Position** – Place one (1) hand at about the center of the breastbone. Your shoulder should be over your hand on the child's chest, and your other hand should be on the child's forehead.
2. **Compressions** – Compress the child's chest five (5) times (1 to 1-1/2 inches).
3. **Breaths** – Give one (1) slow breath.
4. **Compressions/Breaths** – Repeat cycle with a ratio of five (5) compressions to (1) breath.
5. **Check Pulse** – After performing CPR for one (1) minute (12 cycles), check the pulse (check pulse at the carotid artery on a child. The carotid artery is located on the side of the child's neck). If there is **no pulse, continue CPR**.

(CPR & FIRST AID CON'T)

ADULT CPR (12 YEARS OF AGE & OLDER)...

1. **Find hand position** – Place two (2) hands on the victim's breastbone, using the palm of one hand as the contact point. Position your shoulders directly over your hands.
2. **Compressions** – Compress the victim's chest fifteen (15) times (1-1/2 to 2 inches).
3. **Breaths** – Give two (2) slow breaths.
4. **Compressions/Breaths** – Repeat cycle with a ratio of fifteen (15) compressions to two (2) breaths.
5. **Check Pulse** – After performing CPR for one (1) minute (4 cycles), check the pulse (check pulse at the carotid artery on a victim. The carotid artery is located on the side of the victim's neck). If there is **no pulse, continue CPR**.

Utility Plan

Fire Main Cutoff Valve
Domestic Water Cutoff Valve
Main Electrical
Irrigation Water Cutoff Valve
Gas Main Cutoff Valve



Del Mar Union School District BOMB THREAT TELEPHONE CHECKLIST

Questions to Ask

Exact Wording of the Threat

| | |
|------------------------------------|--|
| When is the bomb going to explode? | |
| Where is it right now? | |
| What does it look like? | |
| What kind of bomb is it? | |
| What will cause it to explode? | |
| Did you place the bomb? | |
| Why? | |
| What is your address? | |
| What is your name? | |

Sex of Caller _____ **Race** _____ **Age** _____

Number at which call received _____ **Time** _____ **Date** _____

Caller's Voice

| | | | |
|-----------|--|-----------------|--|
| Calm | | Nasal | |
| Angry | | Stutter | |
| Excited | | Lisp | |
| Slow | | Raspy | |
| Rapid | | Deep | |
| Soft | | Ragged | |
| Loud | | Clearing Throat | |
| Laughter | | Deep Breathing | |
| Crying | | Cracking Voice | |
| Normal | | Disguised | |
| Distinct | | Accent | |
| Slurred | | Familiar | |
| Whispered | | Childish | |

Background Sounds

Threat Language

| | | | | | |
|-----------|--|---------------|--|------------|--|
| Street | | Factory | | Educated | |
| Voices | | Animal | | Foul | |
| PA System | | Long Distance | | Incoherent | |
| Motor | | Booth | | Irrational | |
| Static | | Clear | | Taped | |
| Office | | Loud Music | | Being Read | |

REPORT INFORMATION IMMEDIATELY TO PRINCIPAL OR DESIGNEE

CLASSROOM HAZARD INVENTORY

Date: _____

Room Number: _____

INDICATE NUMBER OF:

CHECK IF APPLICABLE:

_____ Unsecured Bookcases

_____ Unsecured wall shelves

_____ Free-standing cabinets

_____ Heavy Hanging objects

TV monitor unsecured on platform

TV monitor on wheeled cart

Classroom piano on wheels

Heavy objects on high shelves

LIST OTHER HAZARDS IDENTIFIED:

COMMENTS:

Del Mar Union School District
EMERGENCY DRILLS REPORT

Drills are to be conducted once each month

SCHOOL YEAR: _____

SCHOOL: _____

DRILLS

Month/Day/Year

Time/Duration

Type of Drill

| <u>Month/Day/Year</u> | <u>Time/Duration</u> | <u>Type of Drill</u> |
|-----------------------|----------------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

COMMENTS:

PRINCIPAL'S SIGNATURE: _____

SEARCH AND LOCATE ROOM SURVEY FORM

DATE: _____

ROOM NUMBER: _____

of Injured People In Room

| <u>Green</u> Walking Wounded | <u>Yellow</u> Delayed Care | <u>Red</u> Immediate Care | <u>Black</u> Death |
|---------------------------------|-------------------------------|------------------------------|-----------------------|
| | | | |

Building Condition (check one or more)

| <u>OK</u> | <u>Fire</u> <u>Damage</u> | <u>Water</u> <u>Damage</u> | <u>Electrical</u> <u>Problems</u> | <u>Gas</u> <u>Problems</u> |
|-----------|------------------------------|-------------------------------|--------------------------------------|-------------------------------|
| | | | | |

Structure Damage (check one)

| <u>OK</u> | <u>Minor</u> <u>Damage</u> | <u>Moderate</u> <u>Damage</u> | <u>Severe</u> <u>Damage</u> |
|-----------|-------------------------------|----------------------------------|--------------------------------|
| | | | |

STUDENT RELEASE LOG

STUDENT NAME:

PARENT SIGNATURE:

| | |
|-----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| 11. | |
| 12. | |
| 13. | |
| 14. | |
| 15. | |
| 16. | |
| 17. | |
| 18. | |
| 19. | |
| 20. | |
| 21. | |
| 22. | |
| 23. | |
| 24. | |
| 25. | |
| 26. | |
| 27. | |
| 28. | |

DATE: _____

SCHOOL: _____

NOTES

NOTES