



Emergency Procedure Guide

Pittsburg Unified School District

School

Location

Principal Telephone

Assistant Principal Telephone

Guide Issued To Assignment

Room/Work Area Telephone

Rev 08-05-2019

Bell Signals

Incident	Signal
Fire Alarm	_____
Take Cover	_____
All Clear	_____

Radio Stations/Frequencies

Designated Primary Emergency Alert Stations

Info System Radio	AM1670 (City of Pittsburg)
KCBS	AM 740
KGO	AM 810
KQED	FM 88.5
KSOL	FM 98.9 (SPANISH)

Radio Frequencies

Buses

Maintenance

Emergency Telephone Numbers

Law Enforcement Emergency	911	School District	
Fire/Paramedic Emergency	911	District Office	(925) 473-2300
Public Utilities		Maintenance/Operations	_____
PG&E	<u>1-800-743-5000</u>		
Local Gas		Contra Costa	
Water District	_____	Office of the Sheriff:	(925) 335-1500
Telephone Repair	_____	Dispatch:	(925) 646-2441
Local Hospital(s)	_____	American Red Cross	
_____		Main office	(925) 603-7400

EMERGENCY COMMUNICATIONS

The following are actions that should be practiced (drilled) on a regular basis through the school year. These actions are the starting point of all emergency responses. For all situations 911 should be called.

1. Action “Evacuate”

- a. **Warning:** The warning signal at the school for **Action “Evacuate”** or Evacuate shall be the ringing of the usual fire alarm.
- b. **Action “Evacuate”** consists of:
 - 1) Students and staff shall move in an orderly fashion from inside of the school building(s) to the designated assembly area.
 - 2) Removal of student/staff Emergency Data Cards from office to an outside area of safety.
- c. **Action “Evacuate”** is considered appropriate for, but not limited to, the following:
 - 1) Fire
 - 2) Bomb threat
 - 3) Chemical accident
 - 4) Explosion, or threat of explosion
 - 5) Post earthquake
 - 6) Other occurrences which make the school building(s) uninhabitable

2. Action: "Drop – Take Cover"

- a. **Warning:** The warning for this type of emergency is the beginning of the disaster itself.
- b. **Action "Drop – Take Cover"** consists of:
 - 1) Command "**Drop – Take Cover**" is given.
 - 2) Move away from buildings, trees, fences and power lines.
 - 3) Drop to your knees.
 - 4) Clasp both hands behind your neck.
 - 5) Bury your face in your arms.
 - 6) Make your body as small as possible.
 - 7) Follow instructions and stay away from buildings, trees, and fences. Should a power line fall on a fence, it will be electrified and very dangerous.
- c. **Action "Drop – Take Cover"** is effective for students and staff who are outdoors, and is considered appropriate for, but not limited to, the following:
 - 1) Earthquake: shaking of the earth
 - 2) Explosion

Evacuate

RESPONSE ACTIONS

Drop – Take Cover

3. Action “Duck, Cover, and Hold”

- a. **Warning:** The warning for this type of emergency is the beginning of the disaster itself
- b. **Action “Duck, Cover, and Hold”** consists of:
 - 1) Command “**Duck, Cover, and Hold**” is given.
 - 2) Each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows.
 - 3) Students and staff immediately duck under a desk or table and, with both hands, hold onto the desk leg or table leg.
 - 4) Hang on with both hands and be prepared to move with the desk or table and keep your head and body under the top of the desk or table at all times. Try to stay on your knees when the furniture is moving to keep your face off the floor.
 - 5) After all movement and noise stops, stay under desk or table until a teacher gives you instructions. Listen carefully and follow instructions.
- c. **Action “Duck, Cover, and Hold”** is effective for students and staff who are indoors, and is considered appropriate for, but not limited to, the following:
 - 1) Earthquake: shaking of the earth
 - 2) Explosion
 - 3) Surprise nuclear attack:
 - a) Intense light
 - b) Tremendous sound

4. Action “Directed Transportation”

- a. **Warning:** Under certain conditions, public safety officials may attempt to move people from an area of danger to an area of safety. Instructions from the authorities could come to the school via telephone, regular radio broadcast, or on the Emergency Alert System. The method of disseminating this warning at the school will, if at all possible, be by telephone message from the district office.
- b. **Action “Directed Transportation”** consists of:
 - 1) Transporting students to a safe area
- c. **Action “Directed Transportation”** is considered appropriate *only when directed by competent public safety authority*. It may be appropriate for, but not limited to, movement away from:
 - 1) Flood or tsunami
 - 2) Fire
 - 3) Hazardous materials incident

5. Action “Lockdown”

a. Warning:

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

b. Action “Lockdown” consists of:

- 1) Close and lock classroom doors, close and lock windows and close window treatments, if available
 - a) Once the Lockdown has started, teachers should not, under any circumstance open their doors until the end of the lockdown,
 - b) Opening a door, even to let in a student, could give an active shooter access into the room
- 2) Physical Education students should be taken to the nearest room, and held there until the end of the lockdown.
- 3) Teaching activities are to be stopped
- 4) Silence all mobile telephones, keep the classroom computer turned on
- 5) Continue to check e-mail for updates
- 6) Keep students quiet and away from doors and windows. Maintain a calm environment. Take roll and prepare a list of missing students
- 7) Call or e-mail attendance information to the office, after the threat is contained

- 8) If there are no problems, place a green sheet of paper on the front window of the classroom
- 9) If there are problems, place a red sheet of paper on the window
 - a) If there is no sheet of paper in the window, the police will consider the room in trouble
- 10) Principal or designee will announce over the intercom when the lockdown is ended.

c. Action “Shelter in Place” consists of:

- 1) All procedures from Lockdown,
- 2) Exception: teachers may continue teaching, and students may remain in their seats.

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

- 1) Intruders or unidentified person(s) on site without permission
- 2) Unauthorized weapons on site
- 3) Assault, battery, or kidnapping on the school site or near the school site (Shelter in place)
- 4) Crimes or emergencies in the neighborhood off site (Shelter in place)
- 5) It is safer to stay in an area that can be secured than to move to where the potential threat may be encountered (Shelter in Place)

Lockdown

Shelter in Place

6. Action “Student Release”

- a. **Warning:** Verbal communication by the principal or designee. Action “**Student Release**” will be considered by the principal or designee. Students will be held at school until released to an authorized adult.
- b. Action “**Student Release**” consists of:
 - 1) Dismissal of all classes.
 - 2) Release of students to their parents or guardian or other authorized adult at principal’s or designee’s judgment.
 - a) Names on emergency contact cards should be compared to an identification card with a photograph of the person to whom the student is released.
- c. Action “**Student Release**” may be appropriate for, but not limited to, the following:
 - 1) Earthquake
 - 2) Fire
 - 3) Flood
 - 4) Severe windstorm

1. **Active Assailant on Campus, Weapons, Intruder, Attempted Kidnapping**

- a. A dangerous person could be someone with a legitimate purpose on campus (student, staff, or authorized visitor) or an unauthorized person.
 - 1) Active assailant/armed suspect
 - 2) Trespasser
 - 3) Thief or vandal
 - 4) Registered sex offender
- b. **Warning:** The principal or designee will signal that an active assailant is on campus
- c. **Action:** In the event of a dangerous person on campus, do the following:
 - d. The first person to note indication of an active shooter or armed intruder, as soon as it is safe to do so, should call 911, then notify the school incident commander/principal.
 - e. If in close proximity to the danger, assess the situation for the best survival option. **Evacuate** if at all possible. If not, gather assistance and engage in conducting an enhanced **lockdown** of the area. If the active shooter or armed intruder has made contact, immediately begin **counter** strategies, and then evacuate or take control of the intruder.

- f. Individuals who are not in the immediate danger area should gather information about their classroom's immediate situation. Account for all students or other individuals sheltered in their room. Assess the ability to safely evacuate the building.
 - g. If there is no safe manner to evacuate the building, have others assist in conducting a lockdown, barricading yourself in the room.
 - h. Rooms that are barricaded in a lockdown shall pay attention to all announcements providing event details. If the circumstances change and evacuate becomes a viable option, a decision can be made to leave the location and evacuate to the rally point.
 - i. Unless evacuating, rooms in lockdown, shall remain secured until personally given the "all clear" by the incident commander or a law enforcement officer in uniform.
 - j. If an active shooter or armed intruder enters the classroom individuals are to use whatever counter strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat.
 - k. If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes, making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in counter strategies should get out anyway possible and move to another location.
2. After the active shooter or armed intruder(s) has been subdued, the School Incident Commander/ Principal in consultation with the law enforcement Incident Commander will announce an all clear and evacuation and relocation to an alternate site for family reunification.

2. **Air Pollution/Smoke:**

- a. Severe air pollution may affect students and staff who are susceptible to respiratory problems. Develop and maintain a file of students and staff who have or are susceptible to respiratory problems. The file should contain data on the location of such persons at different times during the day.
- b. **Warning:** Call from the principal or front office notifying staff to keep kids inside, particularly those who are susceptible
- c. **Action: Shelter in Place**
 - 1) Meet with physical education teachers and other teachers directing strenuous activity programs and determine alternate programs available during an air pollution episode
 - 2) When notified by the district office or news media of a smog advisory, inform all staff to stay indoors and minimize physical activity.
 - 3) Cancel all athletic competitions and practices and any other activities that require strenuous physical activity such as marching band, pep squad etc.
 - 4) Instruct employees to minimize strenuous physical activity.
 - 5) Cancel any events that require the use of vehicles.
 - 6) Urge staff and high school students to minimize use of vehicles.
 - 7) Keep windows and doors closed.
 - 8) Resume normal activities after the All Clear signal is given.

3. **Animal Disturbance**

- a. Verify attendance and prepare a list of missing students:
- b. Communicate list of missing students
- c. If there is a rabid or uncontrollable animal on or near campus, this should be implemented if it threatens the safety of the students and staff
- d. **Warning:** Announcement “Return to classrooms” and “Shelter in place”
- e. **Action: Shelter in Place**
 - 1) Isolate the students from the animal. Close doors and lock tables as a means to isolate the animal.
 - 2) If the animal is outside, keep students inside and institute a shelter in place.
 - 3) If the animal is inside a building, initiate an evacuation of just that room to a protected area away from the animal.
 - 4) Verify attendance and prepare a list of missing students.
 - 5) Communicate list of missing students.
 - 6) Contact Contra Costa County Animal Control assistance in removing the animal.
 - 7) If the animal injures anyone, seek medical assistance.
 - 8) Notify parent/guardian and recommended health advisor.

4. **Biological Agent Release**

- a. This is an incident involving the discharge of a biological substance in a solid, liquid or gaseous state. A biological agent can be introduced through:
- 1) Postal mail, via a contaminated letter or package
 - 2) A building's ventilation system
 - 3) A small explosive device to help it become airborne
 - 4) A contaminated item such as a backpack, book bag, or other parcel left attended
 - 5) Food supply
 - 6) Aerosol release (for example, with a crop duster or spray equipment)

Defense against biological release (e.g. anthrax, smallpox, plague, ricin etc.) is difficult because it usually appears after some time has lapsed. Indicators that may suggest the release of a biological or chemical substance include multiple victims suffering from: watery eyes, choking or breathing difficulty, twitching or the loss of coordination. Another indicator is the presence of distressed animals or dead birds. Determine which scenario applies and implement the appropriate response procedures.

- b. **Warning:** Announcement to “Shelter in place”
- c. **Action:** Shelter in Place, followed by additional actions, student release as necessary:
- 1) Move students away from immediate vicinity of danger.
 - 2) Segregate individuals who have been topically contaminated by a liquid from unaffected individuals. Send affected individuals to a designated area medical attention.
 - 3) Verify attendance and prepare a list of missing students.
 - 4) Communicate list of missing students.
 - 5) Shut off HVAC units.
 - 6) Move to central location where windows and doors can be sealed with duct tape.
 - 7) Call 911. Provide location and nature of the emergency and school actions taken.
 - 8) Turn on a battery-powered commercial radio and listen for instructions.
 - 9) Complete the Biological and Chemical Release Response Checklist.
 - 10) Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.
 - 11) **THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT:**
 - i. Wash affected areas with soap and water.
 - ii. Immediately remove and contain contaminated clothing.
 - iii. Do not use bleach on potentially exposed skin.
 - iv. Remain in safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive.

Biological Agent Release

5. Bomb Threat -- Bomb or Suspicious Device

- a. Bomb threats are usually received by telephone. Bomb threats are serious until proven otherwise. Obtain information with the checklist on the reverse of this sheet.
- b. **Warning:**
 - 1) Bomb threats are usually received as an anonymous telephone call
 - 2) Bomb threats may arrive as a letter or handwritten note, e-mail message, or suspicious package
- c. **Action:**
 - 1) Recipient of the threatening telephone call
 - a) Remain calm. Keep the caller on the line as long as possible. Do Not Hang Up, even if the caller does
 - b) Listen carefully. Be polite and show interest.
 - c) Notify a coworker via note or hand signals or if in a classroom, contact the office immediately.
 - d) Complete the Bomb Threat Checklist on the reverse side of this sheet. Write down as much detail as can be remembered. Try to use exact words.
 - e) If the telephone has a display, copy the number and/or letters on the display window.
 - f) Attempt to get information on location of bomb, and any identification characteristics of caller. Have them repeat the message
 - g) Immediately upon termination of the call, do not hang up, but from a different telephone, call (access code) 9-1-1
 - 2) If a bomb threat is received by letter or handwritten note:
 - a) Handle the letter or note as minimally as possible.
 - b) Notify the office or call (access code) 9-1-1
 - 3) If a bomb threat is received by e-mail:
 - a) Do not delete the e-mail message.
 - b) Notify the office or call (access code) 9-1-1
 - 4) Bomb or Suspicious Device
 - a) Do not touch or approach the device
 - b) Notify the office immediately
 - c) Get students out of the immediate areas and wait for directions from the office.
Follow principal's or designee's instructions for appropriate emergency procedures.

6. **Bus Incident**

- a. Each school should maintain a folder for each bus serving the school. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus. The teacher in charge of a special activity trip should prepare trip bus folders; one copy of the student emergency contact information should be placed in the trip folder and a second copy should accompany the teacher on the trip. Bus drivers may need to make spontaneous, independent decisions, based on the nature of the emergency, age of children, location of bus and other unique circumstances.
- b. **Warning:** Accident, inclement weather, health emergency
- c. **Action:**
 - 1) **Bus Driver:**
 - a. Turn off power, ignition and headlights. Use safety lights, as appropriate.
 - b. Evaluate the need for evacuation.
 - c. Remain with the vehicle. Notify California Highway Patrol.
 - 2) **Staff actions at the scene:**
 - a. Call 911, if warranted.
 - b. Notify principal.
 - c. Implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.
 - d. Move all uninjured students to a safe distance from the accident.
 - e. Document the names of all injured students and their first aid needs.
 - f. Verify attendance and prepare a list of missing students.
 - g. Communicate list of missing students
 - 3) **Principal/site administrator actions:**
 - a. Notify law enforcement
 - b. Notify parents/guardians of all students on the bus as soon as accurate information is available.
 - c. Designate a school staff representative to proceed to any medical treatment facility to which an injured student has been taken to assist parents and provide support to students, as appropriate.
 - d. Notify school community about the incident and status of injured students and/or staff.
 - e. Prepare news release for media, if appropriate.

Earthquake during bus trip

BUS DRIVER ACTIONS:

- a. Issue DUCK, COVER and HOLD on instruction.
- b. Stop bus away from power lines, bridges, overpasses, and buildings, possible landslide conditions, overhanging trees or other dangerous situations.
- c. Set brake, turn off ignition and wait for shaking to stop.
- d. Check for injuries and provide first aid, as appropriate.
- e. Contact the school administrator and bus dispatch to report location and condition of students and the bus.
- f. Do not attempt to cross bridges, overpasses or tunnels that may have been damaged.
- g. If instructed to continue route,
- h. En route to school, continue to pick up students.
- i. Leaving school, continue dropping off students, provided there is a responsible adult at the bus stop.
- j. If it is impossible to return to school, proceed to nearest designated shelter indicated on the bus route. Upon arriving at the shelter, notify the school administrator.
- k. Remain with students until further instructions are received from site administrator.
- l. Verify attendance and prepare a list of missing students
- m. Communicate list of missing students
- n. Account for all students and staff throughout the emergency

Flood during bus trip

BUS DRIVER ACTIONS:

- a. Do not drive through flooded streets and/or roads.
- b. Take an alternate route or wait for public safety personnel to determine safe route. If the bus is disabled, stay in place until help arrives
- c. Contact the school administrator and bus dispatch to report location and condition of students and the bus.
- d. Do not attempt to cross bridges, overpasses or tunnels that may have been damaged.
- e. Account for all students and staff throughout the emergency.
- f. Verify attendance and prepare a list of missing students
- g. Communicate list of missing students

7. **Civil Disturbance:**

- a. A public or student demonstration or riot on or near school grounds that has the potential to, disrupt school activities, cause injury to staff and students and/or cause property damage.
- b. **Warning:** The principal or designee will signal for a “**Shelter in Place**”
- c. **Action:**
 - 1) Follow Principal’s or designee’s direction for possible **Shelter in Place.**”
 - 2) **Call 911**
 - 3) Account for all students and staff.
 - 4) Remain in classroom or designated areas until contacted.
 - 5) Remain calm and reassuring.

8. Death of a Student or Staff

- a. A student or staff member's death may be the result of a suicide, homicide, car accident, illness or other causes. It may have a profound effect on the school and may be one of the most difficult situations an administrator will face. A communications strategy developed in advance of such tragedy will help the administrator know what to say to the student's family and the school community.
- b. **Warning:** Call from family or discovery.
- c. **Actions:**
 - 1) Call 911 and the District Office. Verify the death and obtain as much information about it as possible.
 - 2) Contact the family or visit the home to offer condolence and support. Obtain information about the funeral/memorial service. Respect their wishes.
 - 3) Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
 - 4) If the death occurred in the evening or weekend, communicate to staff so they are informed about the occurrence. Notify staff prior to notification of students.
 - 5) Meet with front line staff/crisis team as soon as possible so that everyone understands the response plan.
 - 6) Determine whether additional resources are needed and make appropriate requests.
 - 7) Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for students and staff who want or need counseling support and assistance.
 - 8) Prepare a parent/guardian information letter and distribute to parents.
 - 9) Contact parents of those students who are most affected by the crisis to determine appropriate support needed after leaving school. Offer assistance to parents of impacted students. If necessary, designate areas for crisis team/community resource persons to meet with affected students.
 - 10) Make arrangements with the family to remove any personal belongings from the school.
 - 11) Meet with your staff/crisis team to evaluate the response and determine what additional resources might be needed. Thank all those who assisted.
 - 12) Allow students who wish to meet in counseling office or other appropriate place to do so.
 - 13) Encourage students to report any other students who might need assistance. Arrange with facilitator/counselor to individually escort each student to the counseling support site.

9. **Fallen Aircraft / Motor Vehicle Accident**

a. Aircraft/Motor Vehicles can enter campus near airports/roadways or in-flight paths.

b. **Warning:**

- 1) The engine of an aircraft may sputter or explode prior to the aircraft falling.
- 2) The aircraft may give no warning before falling.
- 3) Sound or screeching breaks or collision

c. **Action:**

- 1) If an aircraft or motor vehicle lands on a portion of the school, the following will be accomplished:
 - a) Staff will evacuate students from buildings as per fire drill to safe area.
 - b) All students and staff will be kept at a safe distance, up-wind, allowing for possible explosion. (Note: In case of a jet aircraft, minimum safe distance is 400 yards.)
 - c) School office will immediately notify:
 - i. Fire Department 911
 - ii. Law Enforcement Agency 911
 - iii. District Office _____
- 2) If an aircraft falls near the school, the following will be accomplished:
 - a) All students and staff will be kept at a safe distance, up-wind, allowing for possible explosion. (Note: In case of jet aircraft, minimum safe distance is 400 yards.)
 - b) School office will immediately notify:
 - i. Fire Department 911
 - ii. Law Enforcement Agency 911
 - iii. District Office _____

10. Fire on site or local area

- a. Fires can occur at school sites due to the following:
 - 1) Sources of ignition near flammable and combustible materials,
 - 2) Overloaded electrical circuits,
 - 3) Wildfires spreading onto school sites from neighboring areas,
 - 4) Lightening.
- b. **Warning:** Fire alarm
- c. **Action:**
 - 1) Fire at school
 - a) Sound the fire alarm. This will automatically implement **Action “Evacuate”**
 - b) **Call 911**
 - c) Take roll, and maintain control of students at the assembly area
 - d) Maintain a safe distance from the fire and the firefighting equipment
 - e) Account for all students
 - f) Stay with students, keeping them together
 - g) Wait for an all clear announcement
 - 2) Fire near school
 - a) Determine the need to implement **Action “Evacuate”**
 - b) Determine the need to implement **Action “Directed Transportation”**
 - c) **Call 911**
 - d) Take roll, and maintain control of students at the assembly area
 - e) Maintain a safe distance from the fire and the firefighting equipment
 - f) Account for all students
 - g) Stay with students, keeping them together
 - h) Wait for an all clear announcement

11. **Flood, Tsunami, El Nino, Dam Failure**

- a. Flooding on a school site may be caused by heavy rain, failure of a dam, or for coastal sites, a tsunami.
 - b. **Warning:**
 - 1) Method: Direct communication with principal or designee.
 - 2) How Received: By telephone or notification from civil agency or district administrator.
 - c. The extent of the flood or tsunami and the estimated time before it arrives will dictate the course of action to be taken. The principal or designee may initiate the following emergency actions:
 - 1) Call 911
 - 2) Execute **Action “Evacuate”** (fire alarm), or
 - 3) Execute **Action “Student Release,”** or
 - 4) Execute **Action “Directed Transportation,”** or
- 1) Provide care for students at school

12. **Hazardous Material Incident, Chemical Spill, Poisoning/Contamination, Gas Leak**

- a. A hazardous material spill may include one or more of the following:
 - 1) Natural gas leak,
 - 2) Science lab spill,
 - 3) Chemical release from a nearby facility,
 - 4) A collision or accident involving a tank truck or railroad car,
 - 5) An unknown powder or substance received in a letter or package.
- b. **Warning:** Location, quantity, concentration and other factors affect how a spill will be handled. **Unless you are familiar with the material, risks and specific cleanup of procedures, do not try to clean up the spill.**
 - 1) First priority is students and staff safety, then the environment, and then property.
- c. **Actions:**
 - 1) Notify the office immediately.
 - 2) Call 911.
 - 3) If possible, close all doors and windows. Ensure that the heating, ventilation and air conditioning system is off.
 - 4) Office will notify fire/law enforcement agency and district offices.
 - 5) Determine the need to implement **Action “Evacuate”** (fire alarm).
 - 6) Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
 - 7) **Isolate, identify and get names** of students and staff that could have been exposed or contaminated.
 - 8) **Account** for all students and staff.
 - 9) Principal or designee will direct other action as required.
 - 10) Remain in designated area until contacted.

13. **Hazardous Weather**

- a. Hazardous weather can consist of any of the following:
 - 1) Windstorms can be hazardous when wind speed causes damage to property or when wind combined with cold weather cause wind chill.
 - 2) Thunderstorms
 - 3) Heat
- b. **Warning:** Telephone call from district office or public safety agency such as fire, police or sheriff's department.
- c. **Action:**
 - 1) If high winds develop during school hours, the following emergency actions will be accomplished:
 - a) Students and staff should be assembled inside buildings
 - b) Implement **Action "Duck, Cover, and Hold"** (take cover signal).
 - c) Close windows and blinds.
 - d) Remain near an inside wall if possible.
 - e) Evacuate classrooms bearing full force of wind.
 - f) Keep tuned to one of the suggested radio stations for latest advisory information (see "**Radio Stations**")
 - g) Take roll.
 - h) School office will notify utility companies of an actual or suspected break in the utility service.
 - i) If necessary/possible, school office will contact the fire department, district office and/or district maintenance/operations office.
 - 2) Thunderstorm
 - a) Upon seeing lightning or hearing thunder, immediately move all students and staff indoors. Do not wait for the rain to begin falling.
 - b) While indoors, stay away from windows and doors; refrain from using telephones, electrical appliances, computers, or plumbing fixtures; and do not lie on concrete floors or lean against reinforced masonry walls.
 - c) Remain indoors for at least 30 minutes after the last lightning is observed or the last thunder is heard.
 - 3) Heat
 - a) Keep students out of direct sunlight
 - b) Provide Water
 - c) Follow actions for medical emergencies, as appropriate

14. **Medical Emergency, Allergic Reaction, Overdose, Heat Illness**

a. Medical emergencies include the following:

- 1) Heart attack
- 2) Stopped breathing
- 3) Severe bleeding
- 4) Poisoning
- 5) Allergic Reaction
- 6) Overdose
- 7) Diabetic emergencies
- 8) Heat stroke

b. **Warning:** Medical emergencies usually occur without warning

c. If a medical emergency occurs during school hours, the following emergency actions will be accomplished:

- 1) Evaluate the scene of the injury or illness. Isolate and secure the area.
- 2) Notify the school office
- 3) Call 9-1-1
- 4) If indoors, determine the need to implement **Action “Evacuate”** (affected classroom only) so that students are not unnecessarily exposed to trauma or danger
- 5) Stabilize the victim, and administer first aid
- 6) Use standard precautions as outlined in the district “Bloodborne Pathogens Exposure Control Plan”
- 7) Rejoin students as soon as possible
- 8) Account for all students and remain with them
- 9) Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.

15. **Missing Student/Kidnapping**

- a. If a student is missing, a search of the school should be organized immediately. If at any point the child is found, inform everyone who was notified of the incident that the student is no longer missing.
- b. **Warning:**
- c. **Actions:**
 - 1) Confirm that student attended school that day.
 - 2) Conduct an immediate search of the school campus/bus, as appropriate
 - 3) Notify parents/guardians if the student is not found promptly
 - 4) Interview friends, last person to see student
 - 5) Double-check circumstances:
 - a. Did someone pick up the student?
 - b. Could the student have walked home?
 - c. Is he or she at a medical appointment or another activity?
 - 6) If case involves abduction, begin gathering witness information for the police
 - 7) Call 911 and explain the situation
 - 8) Provide description of the student, including height, weight, clothing worn that day, backpack, where last seen and when.
 - 9) Appoint staff to surveillance points; ask staff to note license plate numbers and look for any unusual activity.
 - 10) Gather information about student to provide to law enforcement authorities.

- Photo
 - Home address
 - Parent contact numbers
 - Class schedule
 - Special activities
 - Bus route/walking information
- 11) Assist police with investigation. Provide a photo and complete information on the missing child: name. Assure that all parties who know the student or have participated in the search are available to speak with police when they arrive.
 - 12) Designate a staff member as a key contact and personally answer the phone line (no voice mail) to receive and provide updated status as it becomes available.
 - 13) Advise law enforcement dispatcher of the staff member key contact's name and number.
 - 14) If missing during bus transportation, provide law enforcement with child's bus stop location and nearest other bus stops.
 - 15) Have driver keep in communication with the transportation dispatcher. Have transportation dispatcher coordinate efforts and information with the law enforcement dispatcher
 - 16) Exchange phone numbers (household, cell phone, school key contact) with parents/guardian
 - 17) When the child is found, contact all appropriate parties as soon as possible.
 - 18) Arrange for counseling of students, as needed.
 - 19) Bring all students indoors. Immediately lock exterior access to the school and secure the campus. Do not let any individuals leave. Do not let unauthorized individuals come onsite.
 - 20) Take attendance in the classroom and report any other missing students to the office. Keep students in secure areas until notified to resume regular school activities.

16. **Nuclear Fallout, Radiological Dispersion Device (RDD), Dirty Bomb**

- a. Fallout is a radioactive combination of dirt, fission products, and anything else that is picked up by a nuclear explosion that then settles over surrounding areas.
 - 1) Fallout from an explosion by an improvised nuclear device in San Francisco can spread to Contra Costa County,
 - 2) Fallout from an explosion in San Francisco is expected to reach eastern Contra Costa county in approximately two to three hours
 - 3) Radiation levels of fallout over Contra Costa County are not expected to be fatal, but may cause radiation illness,
 - a. The hazard from fallout is not from breathing the particles, but from exposure to the ionizing radiation given off after the fallout particles have settled on the ground and building roofs.

b. **Warning:**

- 1) An explosion of an improvised nuclear device may exhibit the following:
 - a) A bright flash of light
 - b) A sound of an explosion
 - c) Shaking ground
- 2) Other warnings will be distributed over the news media

c. **Announcement:**

- 1) The warning announcement at the school shall be: **“We have a hazard in the community and are instituting Shelter in Place procedures. Students and staff should remain inside. Those who are outside should immediately move to the protection of an inside room.”**
- 2) Additional information (example): **“Doors and windows should be securely closed. Do not go outdoors until you receive further instructions.”**
- 3) Cancellation: **“The Shelter in Place has been cancelled, the campus is safe.”**

(Actions below)

d. **Actions:**

- 1) Get inside, stay inside, stay informed.
- 2) Immediately clear students from outdoor areas.
- 3) Close and lock classroom doors, close and lock windows and close window treatments, if available.
- 4) Physical Education students should be taken to the gymnasium or multipurpose room and held there until the end of the shelter in place.
- 5) If possible, shelter as many students as possible in larger buildings before fallout arrives. The ability of students and staff to distance themselves from exterior walls and the roof make larger structures ideal.
- 6) Send someone to the emergency storage container to bring food and water back to the classroom.
 - a) Before fallout reaches Contra Costa County.
 - b) Students should only be allowed to perform this activity if there is no evidence of fallout in the air or on the ground.
- 7) Keep students quiet and away from doors and windows. Maintain a calm environment.
- 8) Ensure that the heating, ventilation and air conditioning system is off. Turn off any other fans
- 9) Seal major gaps under doors and windows with wet towels or duct tape. Allow some air exchange for breathing.
- 10) Take roll and prepare a list of missing students.
- 11) If parents or visitors are present, they should remain indoors at the site.
- 12) Parents who contact the site should be advised to stay inside at home until it is safe to pick their children.
- 13) Tune in to local news for updates.
- 14) Principal or designee will direct other action as required.
- 15) Remain in designated area until contacted.

17. **Suicide Attempt**

- a. Suicide, attempted suicide, and suicidal gestures have a significant detrimental effect, not only on the involved student, but also on others in the school community. Attention should focus on the safety and best interests of the student, whose health, life or safety may be endangered.
- b. **Warnings signs**, including: increasing talk of death, talk about not being worth living and reckless behavior
- c. **Actions:**
 - 1) School staff with reasonable cause to believe that a student is suicidal should begin the intervention process immediately.
 - 2) Inform the Principal of what was written, drawn, spoken and/or threatened.
 - 3) Parents must always be contacted.
 - 4) Move other students away from the immediate area, but remain with the troubled student until assistance arrives.
 - 5) Shelter in place for all other students, cancel outside activities.
 - 6) Calmly talk to the student to determine whether he/she has any life-threatening devices (e.g., gun, knife, drugs, etc.) If possible, calmly remove them from the student and the immediate environment. Do NOT struggle if you meet resistance.
 - 7) Calmly move the student to a pre-arranged; non-threatening place away from other students where Crisis interventions team member and a telephone will be close by.
 - 8) Call ambulance in event of overdose or injury requiring medical attention.
 - 9) Call 911 if immediate threat exists to the safety of the student or others.
 - 10) Calm student by talking and reassuring until police arrive. Try to have the student relinquish devices for and means of harming self. If individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from the possession of the individual. Allow police to do so.
 - 11) Determine if the student's distress appears to be the result of parent or caretaker abuse, neglect, or exploitation. If not, contact parents/guardians and encourage them to have the child evaluated. Provide a list of referral sources and telephone numbers. If allegations warrant, refer student to Child Protective Services. Contact parents/guardians and inform them of actions taken.
 - 12) Arrange for medical or counseling resources that may provide assistance.

18. **Utility Failure**

- a. Failure of any of the utilities (electricity, gas, water) during school hours constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of service. In many cases, such loss of service will be of short duration and require no special action other than notifying staff of the temporary interruption of service.
- b. Warning:
- c. Actions:
 - 1) Notify utility company. Provide the following information:
 - Affected areas of the school site
 - Type of problem or outage
 - Expected duration of the outage, if known
 - 2) Determine length of time service will be interrupted.
 - 3) Determine desired action, which may include relocation of students and staff, notification of parents, and alternate food service.
 - 4) If disruption in service will severely hamper school operation, notify students and staff by appropriate means.
 - 5) Use messengers with oral or written word as an alternate means of faculty notification.
 - 6) Notify District Office of loss of service.
 - 7) Implement plan to provide services without utilities or with alternate utilities

Red

Stock

Green

Stock