



EMERGENCY QUICK REFERENCE GUIDE

District Office (619)-425-9600 • In an emergency dial 9-1-1

Superintendent	x181300	Communications	x181328
Business Services	x181370	Facilities	x181420
Emergency Prep. & Security	x181358	Facilities AfterHours	1-619-733-7439
Risk Management	x181352	Transportation	x161600

This document outlines general emergency actions and should be used in conjunction with the Disaster Procedures in the Comprehensive School Safety Plan.

DROP, COVER, & HOLD ON

Occupants will Drop, Cover, and Hold On at the first indication of shaking ground or if instructed over the PA system or by a teacher or other adult.

- If inside: attempt to gain safety under tables, desks, or other supporting objects. Hold on to a supporting object to keep it over your body and if a supporting object is not accessible, make an effort to protect the head/neck with a book or other hard surface.
- Remain away from windows to avoid falling glass, and away from large objects that may fall.
- Stay in a protected position for at least two minutes before assessing for damage and injuries in the event of an aftershock.
- Evacuate the building if an adult deems the current location to be unsafe or if instructed to do so.
- Always check the evacuation path prior to initiating self-evacuation.

EVACUATION

When you hear the fire alarm or emergency announcement to evacuate, adults will:

- Take attendance roster and emergency backpack, if provided.
- Instruct occupants to calmly leave the building and move to predesignated Assembly Area (onsite or offsite).
- Quickly check the room for injured occupants (report any to Site Incident Commander).
- When exiting, make sure door is closed and preferably unlocked.

Assembly Area

- Assemble evacuated persons at predesignated Assembly Area.
- Teacher or work area leaders should report to Site Incident Commander or Evacuation Area Attendant to provide names of any missing or injured occupants.

SHELTER-IN-PLACE

Shelter-In-Place is a protocol used when environmental or hazardous conditions outside necessitate occupants to remain indoors.

- Prevent possible exposure from contaminated persons by locking all doors and windows leading into the room, including interior doors. Doors may be opened for late arrivals if the exterior environment is safe (confirm with Site Incident Commander).
- Conduct student, staff, and visitor attendance and report missing occupants to the office by radio, telephone, or email.
- For some environmental emergencies, you may be instructed to seal air vents and gaps under doors and around windows. Do this with trash bags, jackets, or any other items available in the room that can be used.
- Monitor your email for updates.
- Remain in Shelter-in-Place until the All Clear notification.
- If safe to do so, continue with classroom instruction or work.

SECURE CAMPUS

Incident/Threat Off Campus - School Takes Precautionary Measures

- Lock all exterior doors and ensure school perimeter is secured.
- Close blinds.
- Continue with classroom instruction or work.

Secure Campus is implemented as a precautionary measure to ensure the safety of students and staff when there is danger in the surrounding community or a bomb threat is made against the school. Classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside through the duration of the event. Admin approved movement is allowed such as: restroom breaks, medical situations, or logistical considerations. Students must be accompanied by a staff member.

Since Secure Campus is a precautionary measure, there is no reason to communicate with the front office staff except for day-to-day operations, if you are missing a student, or if you see something suspicious.

LOCKDOWN

Lockdown means imminent danger is on or approaching campus. Lockdown is initiated to isolate individuals from danger. The signal for Lockdown is a verbal command (Lockdown) utilizing the P.A. System **OR** when the threat of violence or gunfire is identified by individuals on campus. Anyone on campus can call for a lockdown if they determine there is an imminent threat of violence on campus. Employees will need to initiate necessary "Options-Based Response" actions (Run, Hide, Fight; Escape, Barricade, Defend; etc.).

If a lockdown is announced or threat of violence is identified:

- Take charge and remain calm. Use options necessary to keep yourself and students safe (Run, Hide, Fight; Escape, Barricade, Defend).
- If barricading or hiding inside, hold the door open and direct as many students, staff, and visitors in as possible before closing the door.
- Build a defensible space within the classroom if able to do so safely and quietly. Barricade the door if unable to lock, and identify other possible entry points. Find items that can be used to defend yourself and others and develop a plan in case the perpetrator enters the room.
- Turn-off all lights, close blinds, cover window openings, and move to a safe location within the room that can conceal or cover you.
- Turn-off/silence all cellular phones. Leave **one** cell phone accessible at all times for communication with law enforcement or administration. The only reason individuals in the classroom should use a phone is to provide information via 911 on the following:
 - » Information on the perpetrator such as location, description, etc.
 - » If someone in the area needs **immediate** medical assistance.
- Ignore request to open doors, and fire alarm activations unless you observe an actual emergency. This may be a ruse by the perpetrator.
- Remain in a Lockdown until you receive an **ALL CLEAR**.
- If safe to do so, monitor email, texts, and/or website for updated information.

DO NOT REMOVE

School sites are responsible for replacing if damaged or removed.