

Mountain View Whisman School District

Emergency Response and Crisis Management Plan

Annex 2

Emergency Actions

Mountain View Whisman School District

Emergency Plan

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DUCK, COVER AND HOLD is the action taken to protect staff and students from flying and falling debris. It is appropriate action for many emergency responses including earthquakes.

STAFF ACTIONS:

INSIDE

- Instruct students to move away from windows.
- Drop to floor under desks, tables or chairs. With back to windows, place head between knees and hold on the legs of the desk, table or chair.
- Remain in place until shaking stops.
- Proceed with appropriate EMERGENCY RESPONSE, depending on situation.

OUTSIDE

- Instruct students to move away from buildings, trees, overhangs and wires.
- Drop to the ground, place head between knees and cover head with arms and hands.
- Remain in place until shaking stops.
- Proceed with appropriate EMERGENCY RESPONSE, depending on situation.

EVACUATION is implemented when conditions make it unsafe to remain in the building. Evacuation is considered appropriate for, but not limited to, the following types of emergencies:

- Fire
- Bomb threat
- Explosion
- Post-earthquake

PRINCIPAL ACTIONS:

- The assembly area should be a safe location on the school campus away from the building and emergency response equipment that may arrive at the school. If the assembly area is unsafe for the current emergency, designate an alternate assembly area.
- When clearance to return to the buildings is determined or received from appropriate agencies, announce ALL CLEAR to return to classrooms and resume school activities.
- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Instruct students to leave the building in an orderly manner using the designated routes and reassemble in the assigned assembly area.
- Take the emergency backpack and student roster when leaving the building. Take roll when the class is reassembled in a safe location. Report attendance to the Incident Commander/designee.
- Remain in the assembly area until further instructions are given.
- Wait for another ACTION or ALL CLEAR instructions to return to school buildings and normal class routine.

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION:**To alert visually-impaired individuals:**

- Announce the type of emergency
- Offer your arm for guidance
- Tell person where you are going and describe obstacles you encounter
- When you reach safety, ask if further help is needed.

To alert individuals with hearing limitations:

- Turn lights on/off to gain person's attention OR
- Indicate directions with gestures OR
- Write a note with evacuation directions

To evacuate individuals with crutches, canes or walkers:

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site, if possible OR
- Use a sturdy chair (or one with wheels) to move person OR
- Help carry individual to safety.

To evacuate individuals using wheelchair:

- Give priority assistance to wheelchair users with electrical respirators.
- Reunite person with the wheelchair as soon as it is safe to do so if you must evacuate the individual without using the chair.

LOCKDOWN is initiated to isolate students and staff from danger when movement within the school might put students and staff in jeopardy. **LOCKDOWN** is used to prevent intruders from entering occupied areas of the building. During **LOCKDOWN**, all exterior doors are locked and students and staff are to remain in the classrooms or designated locations at all times. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. **LOCKDOWN** is not normally preceded with any warning. This action is appropriate for, but not limited to, the following types of emergencies:

- Intruder
- Animal on campus

The **LOCKDOWN** can be a “Code Red” or a “Code Blue.”

Code Red Lockdown

- Doors must be locked.
- Blinds/curtains must be closed.
- Students must huddle in a corner away from doors and windows or lay flat on the floor and must remain quiet.
- Barricades must be built.

Code Blue Lockdown

- Doors must be locked.
- Blinds/curtains must be closed.
- Students may remain in their seats and quiet teaching activities may continue.

PRINCIPAL ACTIONS:

- Make the **LOCKDOWN** announcement. Call it what it is – Code Red or Code Blue. Do not use code words.
- Call 911.
- Wait for police officers to go room by room to clear the site.

- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Teachers should quickly check halls and get students into the classrooms.
- Lock the doors and close windows and blinds/curtains.
- Take roll and send email to office staff and principal noting if all students are present.
- If someone knocks on the door, do not answer.
- Remain in classroom with doors locked and blinds closed until emergency personnel give an all clear by police officers or you are escorted out of the classroom.

EMERGENCY ACTION

OFF-SITE EVACUATION

OFF-SITE EVACUATION is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required.

OFF-SITE EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Explosion or threat of explosion
- Bomb threat
- Post-earthquake if damage is severe

PRINCIPAL ACTIONS:

- Determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location.
- Call 911. Provide school name and location of off-site evacuation, reason for evacuation, number of staff and students being evacuated.
- When clearance is received from appropriate agencies, give the **ALL CLEAR** instruction and authorize students and staff to return to the classrooms.
- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Take attendance before leaving campus.
- Instruct students to evacuate the building, following designated routes, and assemble in their assigned offsite Assembly Area.
- Bring along the emergency classroom backpack.
- If walking to a nearby site, keep students lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site.
- Take attendance when the class is reassembled in a safe offsite location. Report attendance to Principal/designee.
- Remain in place until further instructions are given.

REVERSE EVACUATION is implemented when it is unsafe to remain outside on the campus and staff and students must immediately return indoors. This **ACTION** is considered appropriate for, but is not limited to, the following types of emergencies:

- Chemical accident
- Flood
- Explosion
- Dangerous animal on campus

PRINCIPAL ACTIONS:

- Determine a safe inside location on the school campus for parents, visitors and contractors on campus when the emergency occurs.
- When clearance is determined or received from appropriate agencies that it is safe to be outdoors, announce **ALL CLEAR** to resume school activities.
- Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- Instruct students to return to the building and their current classroom or the previous one they attended. Remind them to enter the building in an orderly and quiet manner.
- Take attendance when the class is reassembled in the classroom. Report attendance to the Principal/designee.
- Remain in the classroom until further instructions are given.

SHELTER IN PLACE is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

SHELTER IN PLACE allows for the free movement of staff and students within the classroom, although one should not leave the room until further instructions are received. It is appropriate for, but not limited to, gas leaks, external chemical release, dirty bombs and hazardous material spills.

PRINCIPAL ACTIONS:

- Make an announcement on the public address system. Give clear instructions, remain calm and convey reassurance that the situation is under control.
- When clearance is received from appropriate agencies, give the **ALL CLEAR** instruction to indicate that the normal school routine can resume.
- Make arrangements for central HVAC shutdown, as necessary.

STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and windows.
- Keep all students in the classroom until further instructions are received. Assist those needing special assistance.
- Secure individual classrooms: a) close and lock doors and windows; b) shut down the classroom HVAC system; c) turn off local fans in the area; d) seal gaps under doors and windows with wet towels or duct tape; e) seal vents with aluminum foil or plastic wrap; and f) turn off sources of ignition, such as pilot lights.
- Take attendance and call report in to school secretary. Wait for further instructions.