



10 • 25 • 2022

Emergency Management Plan



Laurie Carlson

Principal

Lindsay Jacobson

Assistant Principal

1

Introduction

What is a crisis?
ICS Structure

2

Fire & Earthquake

Protocols &
Procedures

3

Shelter In Place

Definition &
Protocols

4

Run Hide Defend - Lockdown

Definition &
Protocols

5

When Public Safety Arrives

What to Expect

6

How Parents Can Help

Definition &
Protocols



Contents Table

1

What is a Crisis?

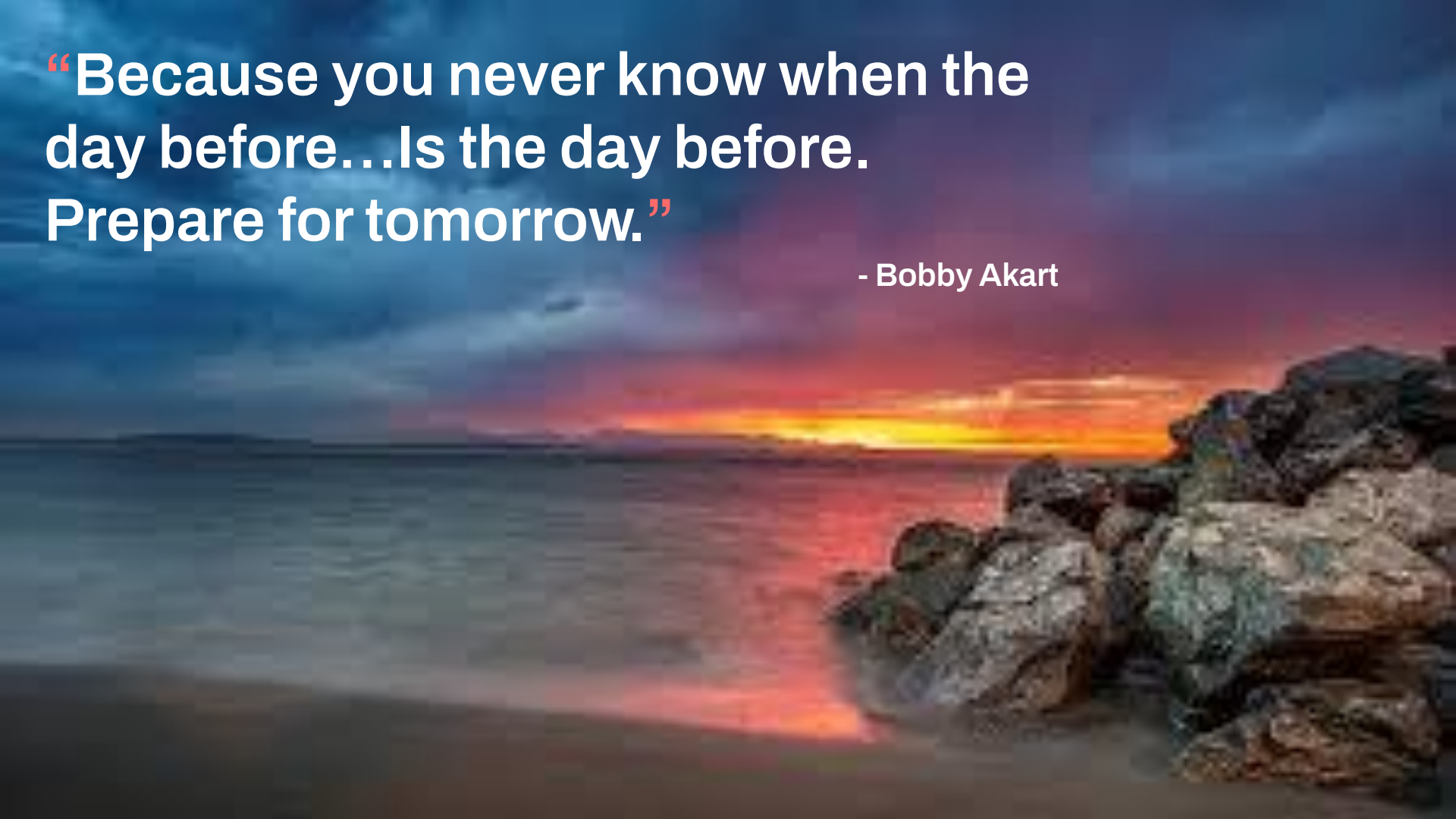


Sudden, unexpected, tragic or negative event that immediately affects students and staff. Emergency protocols are put in place to respond to a crisis.



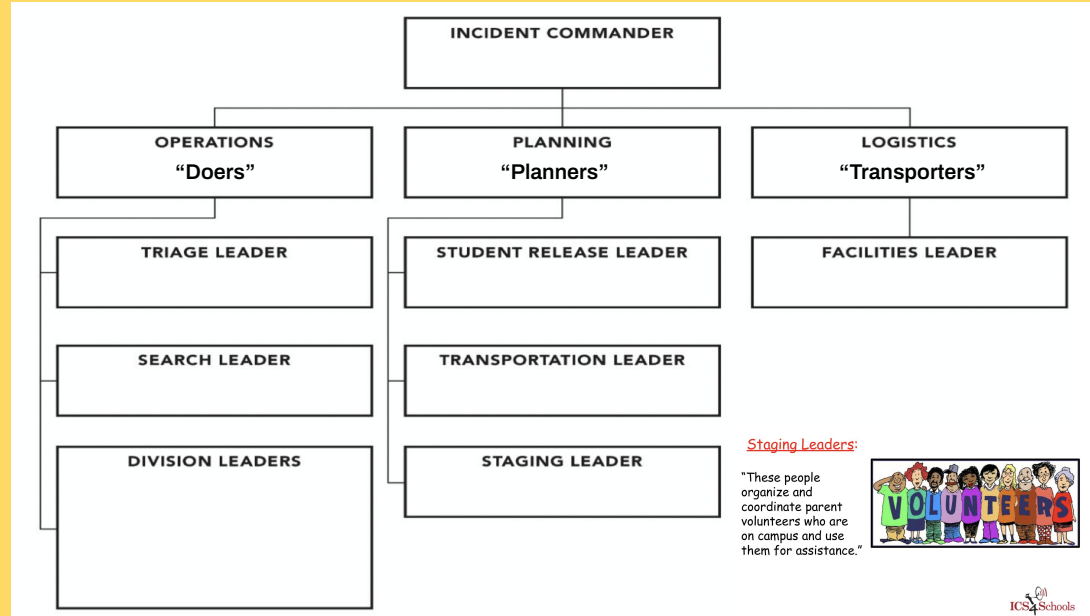
**“Because you never know when the
day before...Is the day before.
Prepare for tomorrow.”**

- Bobby Akart



Incident Command System - ICS

As Disaster Service Workers in the event of a local, state or federal disaster declaration, staff is trained to follow the ICS Structure.



FIRE & EARTHQUAKE



2

2

Fire & Earthquake



FIRE

EVACUATE THE BUILDING



EARTHQUAKE

DROP, COVER, HOLD ON



FIRE - EVACUATE the Building

1. Carry emergency **RED BACKPACK**
2. **Evacuate** calmly to the grass field - do not stop for personal items or bathroom use.
3. **CLOSE** doors.
4. Teachers **account for** all students and staff assigned to their rooms.
5. **Report** to Division Leaders (DL).
6. DL reports to Operations Leader.
7. **Remain** in designated area until “ALL CLEAR” is given.



IF OUTSIDE:

8. **Evacuate** calmly to classroom location on the grass field. Follow 4-7 above.



EARTHQUAKE - DROP, COVER, HOLD ON

IF INSIDE:

1. **DROP, COVER, HOLD ON!**
2. Stay away from shelving/bookcases



IF OUTSIDE:

1. **MOVE AWAY** from buildings, trees or other falling hazard areas.
2. **STOP, DROP, COVER!**
 - a. STOP & DROP to avoid falling due to shaking ground.

WHEN EARTH STOPS SHAKING:

3. **Evacuate** calmly to the grass field - do not stop for personal items or bathroom use.
4. **CLOSE** doors.
5. **Follow** protocols outlined for FIRE evacuation.

SHELTER IN PLACE



3

3

SHELTER IN PLACE



Fire



Police



Medical

Initiated when an urgent incident on or off school premises requires police, fire or paramedic response.



SHELTER IN PLACE

1. All students & staff return to/**REMAIN INSIDE** the building.
2. **Close/lock** all **doors**, close/cover **windows**.
3. Engage in normal **indoor activities**.
4. Keep movement outdoors to a minimum
 - a. Use buddy system with at least one adult when leaving classroom
 - b. Before leaving classroom, notify office or next door classroom
5. **Wait for instruction** - Check e-mail for updates and listen for instruction and/or “All Clear” announcement.



RUN-HIDE-DEFEND: LOCKDOWN



4

4

RUN-HIDE-DEFEND: LOCKDOWN



Run



Hide



Defend

This protocol is used in the event that an active and imminent threat is on campus.

Remember **PAL**

P- Pause, take a deep breath and stay

A- Adult, find an adult quick

L-Listen, to the adult. You will only know
what to do when you are a gc ener!



Students are trained to...

Utilize P.A.L. Behaviors

- **PAUSE**
 - Take a deep breath and stay calm
- **ADULT**
 - Find a trusted adult quickly
- **LISTEN**
 - Listen to the adult and follow the directions given



Staff are trained
to...

RUN-HIDE-DEFEND

- **RUN**
 - Signal and model for others
- **HIDE**
 - Lock classroom door
 - Turn out lights/cover windows
 - Maintain silence
- **DEFEND**
 - Fight for your life





RUN-HIDE-DEFEND: LOCKDOWN

1. Decide if you can **escape** safely.
2. If it is safe, run as fast as you can away from the direction of the threat.
 - a. Leave your belongings behind.
 - b. Keep buildings, cars or other objects between you and the threat.
3. DO NOT stop running until you are far away from the area.
4. Help others escape, if possible.
 - a. Do not attempt to move wounded people.

Run





RUN-HIDE-DEFEND: LOCKDOWN

5. Prevent individuals from entering the area, but not at the risk of your own safety.
6. Once away from the threat - identify a safe place
 - a. Nearby park, neighborhood home, nearby shopping center
7. Call 911 when safe - be specific about your location

Run





RUN-HIDE-DEFEND: LOCKDOWN

Hide

If escape is not feasible...**LOCKDOWN**

1. **LOCK THE DOOR/s**, turn off the lights, close the blinds, cover any other windows.
2. **Move away** from doors and windows.
3. **Take cover** behind large items
 - a. Spread out throughout the room.





RUN-HIDE-DEFEND: LOCKDOWN

Hide

4. Keep calm and quiet in the room

- a. Make it appear that 'no one is home.'
- b. Silence your cell phones and turn off vibrate mode
- c. Mentally identify your secondary exit to get out of your location if necessary. Ex: Break a window and evacuate if you are able.





RUN-HIDE-DEFEND: LOCKDOWN

Defend

As a last resort...DEFEND = Fight for your life!

1. Commit to your actions!
2. Act as aggressively as possible
3. Improvise weapons (fire extinguisher, staplers, anything you can throw or use to hit)
4. Yell and make loud noises to disorient the intruder





RUN-HIDE-DEFEND: OUTDOORS

RECESS/LUNCH/PE

1. Threat/intruder on campus or approaching campus at recess or lunch time
 - a. Run away from the threat...off campus
 - Toward park
 - Toward neighborhood
 - Toward shopping center/s
 - If you see an open classroom door, run into the classroom to hide/defend

Primary Re-Unification Site

In the event that students and staff must evacuate off campus:

Las Palmas Park
850 Russet Drive
Sunnyvale



When Public Safety Arrives



5

5

What to expect from police upon arrival

Law enforcement should arrive within minutes. Once you see them...

1. Remain calm
 - a. Avoid pointing, screaming or yelling at officers
2. DO NOT approach officers
3. Follow all instructions by officers
4. Avoid quick movements
5. Put down any items and DO NOT pick up any weapons



How Parents Can Respond & Help



6

Important

Drop Off and Pick Up

Reminders



WHAT TO DO IF DURING DROP OFF/PICKUP

- For a Lockdown Situation
 - Run/drive away if possible
 - For those already on campus, abide to run, hide, defend procedures
- For a Shelter in Place
 - Can allow the children to come into school
 - Inform parents of school status
 - Entry/exit should be by direct hand off at a location determined by the school administration
 - Use a buddy system to get children to class or keep in office/gym area until all clear



6

PLEASE DO NOT...



RUSH TO SCHOOL

1

Your presence could interfere with emergency responders.

CALL THE SCHOOL

2

Staff and students are discouraged from using cell phone communication for safety reasons.

ASSUME LEAD ROLES

3

On campus volunteers able to support - report to Staging Leader and follow ICS.

6

PLEASE DO...



STAY CALM

1

FILTER INFORMATION

2

Rely only on official communication from the school or public safety officials.

AWAIT COMMUNICATION

3

Check emails for updates from school officials regarding reunification w/your child

ASSIST - IF ABLE

4

Locate Staging Leader to assist.



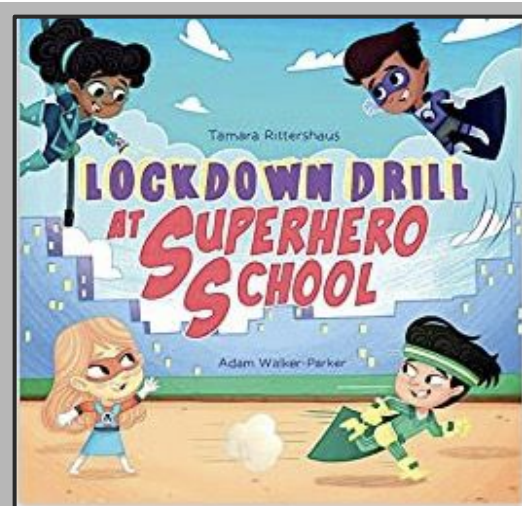
Resources on Lockdowns

<https://www.amazon.com/dp/1734826207?tag=uuid10-20>

<https://lockoutusa.com/what-should-you-do-if-your-childs-school-is-on-lockdown/>

<https://www.moms.com/how-to-talk-to-your-kids-about-being-in-an-active-shooter-situation/>

<https://www.goodhousekeeping.com/life/parenting/a40732/what-to-do-in-mass-shooting/>



Lockdown Drill at Superhero School is a tool for teachers, principals, and parents to calmly prepare students for a Lockdown Drill while clearly explaining the seriousness of the drill.

Preparedness Schedule



Drills & Trainings

- ICS Staff Trainings - Yearly
- ICS Focus Trainings - Yearly
- Fire Drills - Monthly
- Earthquake Drills - 4 times/year
- Lockdown Drill - Yearly
- Updating School Safety Plan - Yearly
 - School Site Council Approves Plan

Thank you for trusting us with your child's safety.

- Cumberland Staff



Thanks!



Do you have any questions?

laurie.carlson@sesd.org

CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon**, and infographics & images by **Freepik**

Please keep this slide for attribution