



CHERRY CHASE ELEMENTARY

Emergency Protocols

**Coffee with the Principal
November 17, 2023**



Emergency Protocols

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.

FIRE

EVACUATE THE BUILDING

1. **TAKE** an emergency **RED BACKPACK** and evacuate their classrooms.
2. **RESCUE** anyone in imminent danger, if possible.
3. **FOLLOW EVACUATION ROUTES** on the EVACUATION MAP posted in each room or EXIT signs to get outside.
 - a. Teachers must take the class attendance list (updated in the red backpack).
 - b. Do not allow students to stop for coats, books, personal items, restroom use, etc.
 - c. The last person out must close the door. The door is **closed, NOT locked**.
4. **PROCEED** to the back lawn area/assembly area outside, at least 100 ft. away from the building.
5. **ONCE OUTSIDE,**
 - a. Teachers take attendance using the class list.
 - b. Teachers report any missing, injured, or additional students in their assembled area to their Wing Commander.
 - c. The WC reports this information to the Incident Commander.
6. **REMAIN** in designated assembly areas until **"All Clear"** is given.

EARTHQUAKE

Drop! Cover! Hold On!

During an earthquake, if you are inside:

1. **DROP! COVER! HOLD ON!** To a furniture leg under desks or furniture with your back to the window areas and as far as you can get from falling glass.
2. **STAY AWAY** from shelving and bookcases.
3. **EVACUATE** the building when the signal is given or if it is not sounded when the shaking stops. The building evacuation signal is the same as the fire alarm.
4. **PROCEED** to evacuation assembly areas.
5. **FOLLOW DIRECTIONS** of emergency personnel

During an earthquake, if you are outside:

1. **STAY CLEAR** of buildings, trees, or other falling hazard areas.
2. **DROP! COVER! HOLD ON!** Drop to the ground, cover your head with your arms and stay down until the shaking stops.
3. **PROCEED** to evacuation assembly areas.
4. **FOLLOW DIRECTIONS** of emergency personnel.

Hold-In-Place

NOTE: A Hold-in-Place is initiated when an urgent incident or medical condition involving a student and/or staff where this response protocol is intended to shelter students from the incident location.

In the event of a Hold-in-Place announcement, TEACHERS AND STAFF WILL:

- **MOVE** students away from the incident location by returning to their classroom or evacuating to another location/room. Students may remain outside under supervision if the incident is inside the school.
- **SCAN** hallway and move students into the nearest room, and report these student(s) names to the office.
- **CONTINUE** business as usual-Instruction and all normal INDOOR work activity may continue as scheduled unless otherwise directed via email or intercom announcements.
- **REMAIN** inside the building until an "All Clear" announcement.
- **Continue to CHECK** email and listen for updates.



SHELTER IN PLACE

NOTE: A Shelter-in-Place is initiated when an incident is occurring off school property and requires police or fire response.

In the event of a Shelter-in-Place, teachers and staff will:

- **GATHER** all students into the building if outdoors.
- **CLOSE** all exterior windows and doors. Prepare for the shutdown of the HVAC system.
- **KEEP** students in the classroom.
- **AVOID** student cell phone use.
- **CONTINUE** business as usual-Instruction and all normal INDOOR work activity may continue as scheduled, unless otherwise directed via email or intercom announcements.
- **REMAIN** inside the building until an "All Clear" announcement.
- **Continue to CHECK** email for updates and listen.
- **WAIT** for instruction from your Incident Commander.

Run Hide Defend-Lockdown

NOTE: This term is used in a situation to quickly secure school students, staff, and visitors in the rooms away from immediate danger.

Examples of lockdown conditions:

Dangerous animal in the school building
Angry or violent parent or student

Intruder
Active shooter

Students are trained to:

- Move away from sight
- Be silent and maintain silence
- Silence all cell phones

Staff/Teachers are trained to:

- **RUN**
- **HIDE**
- Lock ALL classroom doors and turn lights off
- Maintain silence and silence all cell phones
- Not to open the door
- Take roll for student accounting
- **DEFEND**

Run Hide Defend-Lockdown

NOTE: This term is used in a situation to quickly secure school students, staff, and visitors in the rooms away from immediate danger.

RUN = EVACUATE

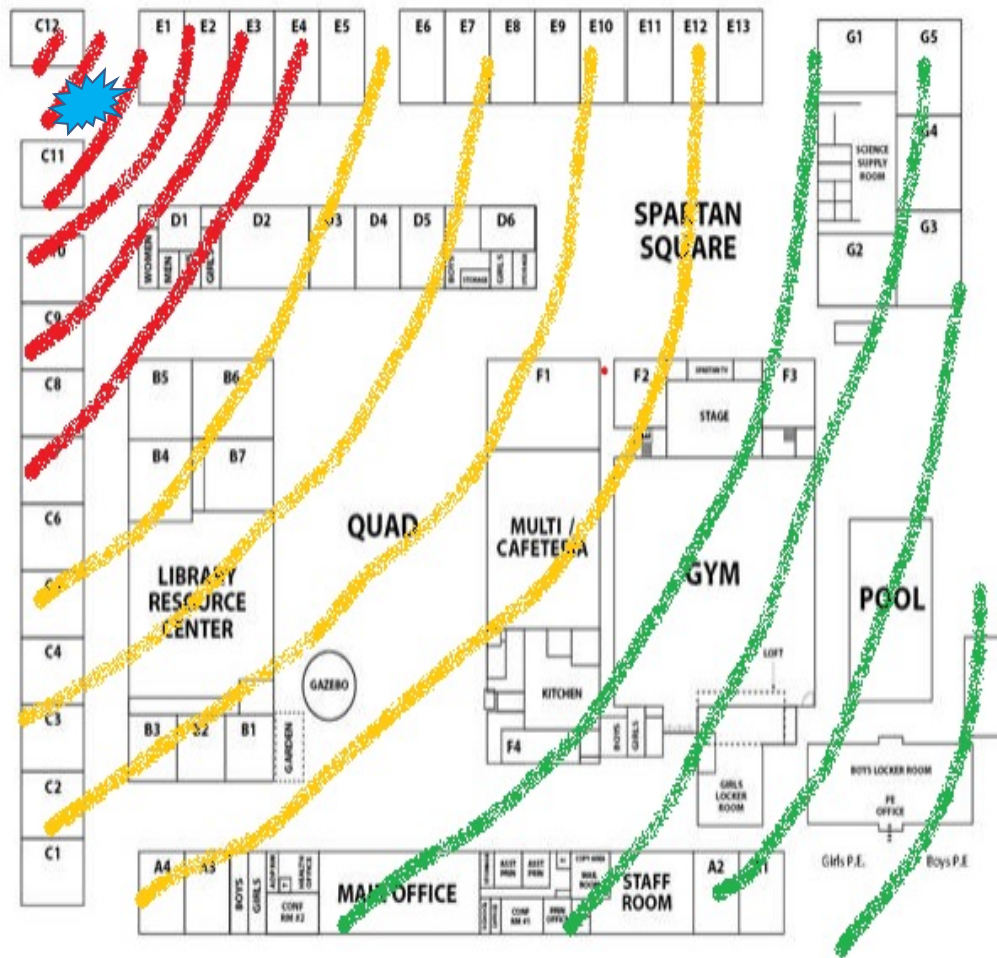
- Decide if you can safely exit campus & move students to an alternate safe location.
- Help others escape if possible.

HIDE = LOCKDOWN

- **LOCK** the door, turn off the lights, close the blinds (if you have them)
- **TURN OFF CELL PHONES** Turn off vibrate mode
- **REMAIN QUIET** Everyone in the room **MUST** be as quiet as possible
- **STAY** in the room – No person is to enter or exit the locked room.
- **CHECK** for updates via email.
- **WAIT** for "Attention Please, our campus is now on all clear" instructions from the Site Incident Commander (Ms. Marchant)

DEFEND = FIGHT FOR YOUR LIFE

- **THIS IS THE LAST RESORT**



SUNNYVALE MIDDLE SCHOOL CAMPUS

MANGO AVENUE

When Do I Run, Hide, Defend?

- Barricade/prepare to defend/look for improvised weapons/DEFEND
- Barricade/secondary locks/HIDE
- RUN off campus



What to expect from police upon arrival

- Our first priority is to eliminate the threat
- Officers will immediately advance to the area where the last stimulus was heard
- Initial officers will not tend to injured victims nor stop to speak with you
- Officers may not be wearing traditional police uniforms and may be from varied jurisdictions
 - Instead they may be in “tactical” gear with rifles, helmets and ballistic vests
- To minimize risk, everyone must be treated as a suspect until the suspect is identified
- Officers will issue loud commands and may get physical



What you do when law enforcement arrives

- Remain calm
- DO NOT approach officers
- Follow Commands
- Put down any items and DO NOT pick up any weapons
- Raise hands and spread fingers
- Avoid quick movements
- Avoid pointing, screaming or yelling at officers
- If you are barricaded in a room, DO NOT open door
- You might be handcuffed. GO WITH IT. It will get sorted out later

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



How Parents can Help:

DO's

- Stay Calm.
- Rely **ONLY** on official communication from the school or public safety officials.
- Check emails for updates from school officials regarding reunification with your child.

DO NOT's

- Call or rush to your school . Your presence could interfere with emergency responders.
- Phone the school. Staff and students are discouraged from using cell phone communication for safety reasons.

Taking action makes a difference

**NEUTRALIZING THE THREAT IS NECESSARY TO
SAVE LIVES**

Active Shooter Events are often over before
police arrive

Response to minimize or eliminate the threat
will need to be taken by **YOU**

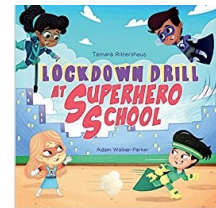
Lessons learned



Thank you for Trusting Us
with your child's safety

Useful Links

- <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/>





Question and Answers

We are trained and prepared...

- **ICS Staff Training-** August 15, 2023
- **Run Hide Defend Staff Training-** August 15, 2023
- **Run Hide Defend Drill-**October 5, 2023
- **Great California Shakeout-** October 19, 2023
- Monthly Fire Drills
- 4 Earthquake Drills per Year