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