



# **CHERRY CHASE ELEMENTARY**

## **Emergency Protocols**

**Coffee with the Principal  
October 11, 2024**



# 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.

[PUBLIC SAFETY SERVICES-Sunnyvale](#)

**Emergency:** 9-1-1 ; **Emergency** number if outside of **Sunnyvale:** 408-736-6244 ;  
**Non-emergency dispatch:** 408-730-7180 ; **Information:** 408-730-7100

# 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.

# EARTHQUAKE

## Drop! Cover! Hold On!

Also, create a family emergency plan in case of a natural disaster or other disasters. It is always a good idea to be prepared for anything.

Here are some links that can help you get started:

[Disasters and Emergencies | Ready.gov](#)

[Seven Steps to Earthquake Safety](#)

[How to Prepare for an Earthquake - Tips for Your Preparedness Plan | CEA](#)

# 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

Shelter-in-place means to stay inside or go in the nearest building when a disaster strikes. It is a way for you to stay as safe as possible until the emergency is over.

[Shelter in Place Fact Sheet](#)

**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.

# Lockdown

*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  
Intruder  
Angry or violent parent or student  
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**

Lockdown Drills  
Help Children Feel  
Safer In School,  
Study Finds

Scripts for Parents



# 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

# Run Hide Defend

***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**

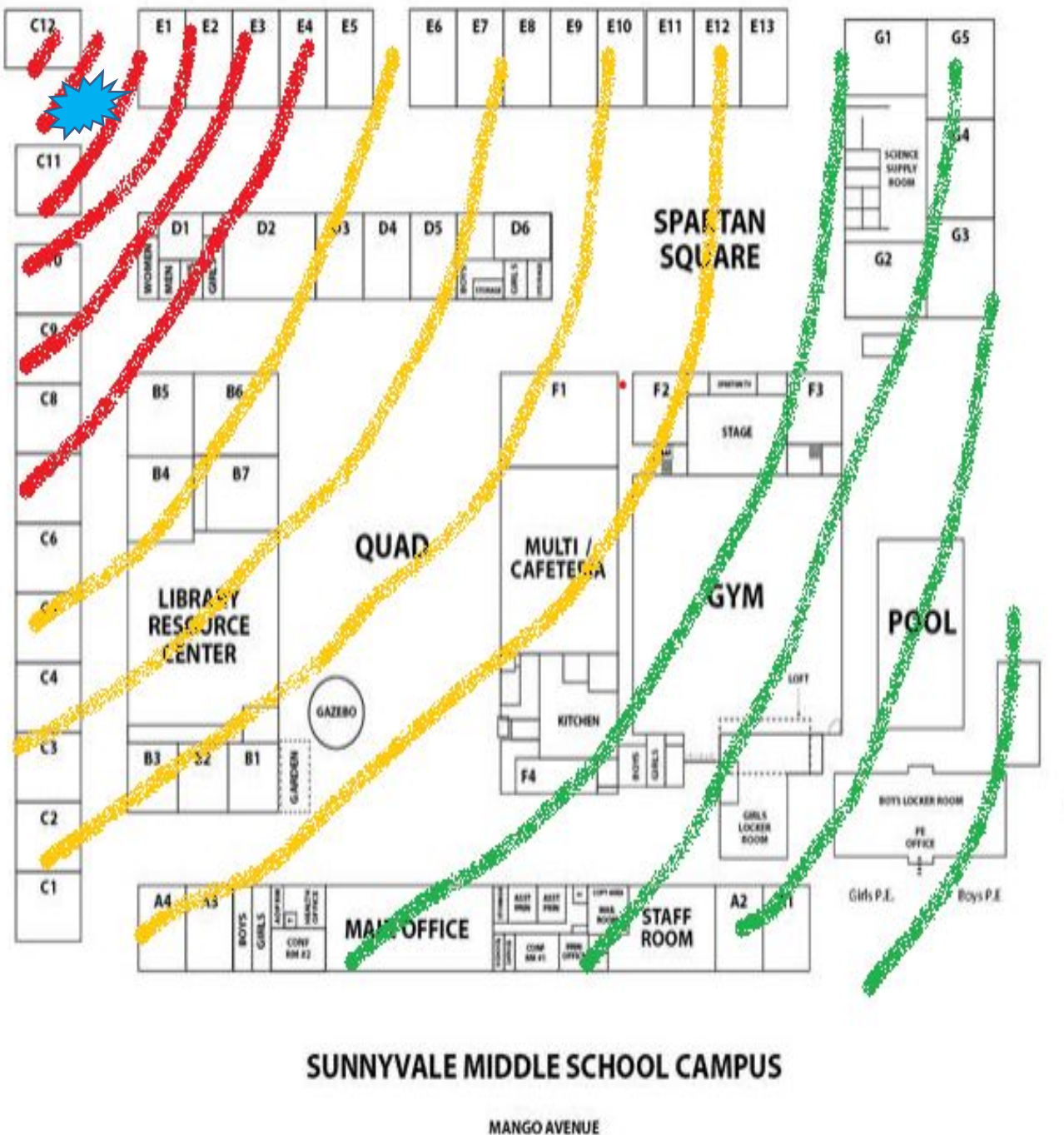
- Decide if you can safely exit campus & move students to an alternate safe location.
- Help others escape if possible.

## **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

- First responders 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



# 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.

## **DON'Ts**

- 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.

# **We are trained and prepared...**

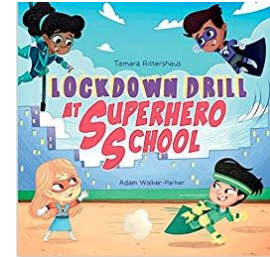
- **ICS Staff Training-** August 14, 2024
- **Run Hide Defend Staff Training-** August 14, 2024
- **Run Hide Defend Drill-**October 16, 2024
- **Great California Shakeout-** October 17, 2024
- Monthly Fire Drills
- 4 Earthquake Drills per Year



Thank you for Trusting Us  
with your child's safety

# Children's Book

- <https://www.amazon.com/dp/1734826207?tag=uuid10-20>
- [Come with me](#)
- [The Rabbit Listened](#)
- [After the Fall](#)





# Useful Links

- [What Should You Do if Your Child's School is On Lockdown? - LockOut](#)
- [How To Talk To Your Kids About Being In An Active Shooter Situation](#)
- [12 Things You Can Do Right Now to Prep Your Kids Against an Active Shooter](#)
- [Talking to Children About Violence: Tips for Parents and Teachers](#)
- [School Safety During Emergency or Crisis: What Parents Need to Know](#)
- [Reuniting With Your Child After a Disaster: 10 Planning Tips](#)



# **Question and Answers**