

EMERGENCY PROCEDURES

Rev. 7/20/09

Remain Calm—Follow Procedures and Directions

EVACUATION - Not Safe To Stay

- Exit according to route on map or in a safe manner.
- Assist others who are mentally, physically or emotionally impaired.
- Assemble in the designated area or as directed.
- Close all doors behind you, **Do Not Lock**.
- Take roll: Account for students and staff.
- All students to remain under control of the teacher or designee.
- **Do Not Re-enter** building and **Do Not Leave** until directed by the Incident Commander.

SHELTER-IN-PLACE - Outside Toxic Air

- Get inside; close doors and windows.
- Turn HVAC System Off.
- Continue normal activities inside.
- **Do Not Leave** until released by Incident Commander.

MEDICAL EMERGENCY

- Check victim.
- Report serious injury or illness to office (or call 9-1-1 if no answer).
- Support victim until help arrives.
- **Do Not** move non-ambulatory victims unless physical dangers are present.

FIRE

- Pull fire alarm.
- **Evacuate**. Keep low, cover face. Test exit doors for heat. If hot, **Do Not Open**; use alternate route.
- Close, but **Do Not** lock doors as you leave.

EARTHQUAKE

- If inside: **Drop, Cover, and Hold**.
 - Make body small as possible.
 - Eyes closed, ears covered.
 - Face in arms, protect back of neck.
 - **Evacuate** once it is safe.
- If outside: Lie flat
 - Cover head, face and as much skin as possible. Eyes closed, ears covered.

EXPLOSION

- **Evacuate**. Uphill and upwind if possible, to a safe distance.
- **Do Not** return to the area until it is declared safe.

LOCKDOWNS

Code Red-Lock-down Active Shooter- Armed Intruder

- If outside, immediately leave campus for the offsite staging area **OR** stay inside.
- Lock door if possible.
- Barricade doors, turn off lights and cover windows.
- Get down and behind an interior barricade, away from door.
- If serious injuries or other serious situation, place a red card in a window.
- Take roll.
- Stay quiet; use anxiety reducing activities (deep breathing, simple games).
- Do not respond to fire alarms.
- Call 9-1-1 if you know identity, location or description of suspect.
- **Do Not Leave** until released by law enforcement.

Code Blue-Shelter in Place - Not Safe Outside

- Get inside; close doors and windows.
- Continue normal activities inside.
- **Do not Leave** until released by Incident Commander.

BOMB THREAT

- **Evacuate** involved areas.
- Look for suspicious objects while exiting, but **Do Not Handle**; tell emergency personnel of location.
- Leave doors and windows open.
- **Do Not** go to cars as the device may be hidden in or under a vehicle.
- **Do Not** use light switches or open drawers or cabinets.

HAZARDOUS MATERIALS

- Contact office immediately.
- Handle medical emergencies; isolate person(s) from others.
- **External Hazard** (outside of building):
 - Shelter-in-Place.
 - Remain inside until released by emergency personnel.
- **Internal Hazard** (inside of building):
 - **Evacuate**. Upwind and uphill if possible.
 - Seal off contaminated area if possible.

VIOLENT VISITOR

- If confronted by violent person; speak calmly and attempt to get intruder to leave. **Get Help**.
- Call 9-1-1, then call office.
- If aware of violent person: initiate Lockdown as appropriate.

TRUSD Emergency Phone Resources

Communications Office - 566-1628
 Emergency Preparedness Office - 566-1630
 Health Services - 263-1770
 Maintenance & Operations - 286-4962
 Operator - 566-1600
 Police Services Dispatch Office - 286-4875
 Superintendents Office - 566-1744
 Technology Services - 286-5140
 Transportation - 263-6315
 Warehouse - 566-1716

In Case of Power Failure:

Use Nextel Emergency Radio Device or ICOM 2-Way Radio. Both are connected to Twin Rivers Police Dispatcher and District Central Office.

After major disaster:

- Implement Incident Command System.
- Parent/guardian must present proper ID to claim students.
- Staff is required to stay at school until dismissed by Incident Commander.
- All classified and certificated staff members have emergency assignments.