

# CODE RED

## Intruder on Campus, Active Shooter, Etc.

9/9/2016 2:10:00 PM

- ⇒ In the event of an intruder or shooter on campus, or the notification to place the school in “Lockdown” from Law Enforcement or Emergency Services, the following steps will be taken:
  
- ⇒ Notify all certificated and classified personnel of Lockdown order through courier, intercom, all-call, “This is a **Code RED** Lockdown. Immediately close your doors and begin lockdown. This is a **Code RED.**” (repeated twice)
  
- ⇒ 911 is called and Sheriff’s office notified.
  
- ⇒ Place large sign in the front entrance: “This school is under lockdown. No person may enter or leave. Please move away from the school building. Please contact \_\_\_\_\_ for further information. NOTE: Do not place any signs under the door.
  
- ⇒ Teachers give students the order to Drop and Cover in the same manner as an Earthquake Drill.
  
- ⇒ Teachers/staff turn off all lights and instruct students to remain calm and totally quiet.
  
- ⇒ Teachers ascertain the location of all students and immediately give notice to the office if any students are not present.
  
- ⇒ If students, individually or in small groups, are outside of the classroom, the staff member currently in charge also gives the Drop and Cover order. Those students should be returned to their classrooms through interior routes only after it is determined safe to do so.
  
- ⇒ The office staff should be informed of the whereabouts of all students outside of their classrooms.
  
- ⇒ Teachers and other classroom staff lock classroom doors and close curtains.
  
- ⇒ Principal and staff not currently responsible for students lock all other exterior doors, avoiding areas where they could be visible targets to intruders.

- ⇒ Teachers/staff create a U-shaped fort in the classroom, away from the entrance, and instruct students to hide inside the forts covered in a low position. Keep children out of sight.
- ⇒ NO person is allowed to enter or leave the building. Under no circumstances should students or staff outside classrooms be allowed to enter a classroom once **Code RED** Lockdown has been initiated. Doing so could jeopardize the safety of students and staff within the room.
- ⇒ Teachers/staff should use class phones or cell phones only to report information about the intruder or to report a serious injury. Otherwise, the office administrators will be the only ones to communicate with teachers and staff. Teachers to keep computers on to communicate via email.
- ⇒ Once the school has been placed in Lockdown, it will remain so until instructed by Law Enforcement. Doors stay locked until proper law/fire/administrator identifies themselves with the code words.
- ⇒ If site administrator advises evacuation as required by emergency responders, lead students in evacuation of classrooms in orderly lines with their hands on their heads. Instruct students to remove large clothing and take only necessary materials with them in their pockets. Do not bring any bags or containers outside during evacuation. Law/fire/enforcement officers must visibly see that students are not concealing weapons.

The Superintendent or designee will inform the Board of Trustees of the lockdown when it is safe to do so. Priority is given to keeping the attention of the Superintendent on the matter at hand and the safety of students and staff.

# SHELTER IN PLACE

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Shelter in Place procedures are used when there is an outside safety/health hazard such as an explosion, hazardous materials, transportation accident, crime in the area-- but the event is not perceived by law enforcement as a Code Red situation.

The Superintendent/Principal or designee may place the school in a "Shelter in Place Lockdown" if (s)he perceives that there is a threat to safety.

In the event of a Shelter in Place Lockdown, the Superintendent/Principal or designee will:

- ⇒ Notify all certificated and classified personnel of the Shelter in Place Lockdown order through courier, intercom, all-call
- ⇒ Call 911
- ⇒ Place large sign in the front entrance: "This school is under lockdown. No person may enter or leave. Please move away from the school building. Please contact \_\_\_\_\_ for further information
- ⇒ Teachers inform students that there is a Shelter in Place lockdown.
- ⇒ Teachers will ascertain the location of all students and immediately give notice to the office if any students are not present.
- ⇒ If students, individually or in small groups, are outside of the classroom, those students should be returned to their classrooms through interior routes as soon as it is determined safe to do so.
- ⇒ The office staff should be informed of the whereabouts of all students outside of their classrooms.
- ⇒ Teachers and other classroom staff lock classroom doors and close curtains.
- ⇒ Teachers/staff should use class phones or cell phones only to report information. Otherwise, the office will be the only ones to communicate with teachers and staff. Teachers to keep computers on to communicate via email.
- ⇒ Once the school has been placed in a Shelter in Place Lockdown, it will remain so until instructed by Law Enforcement or the Superintendent/Principal. Doors stay locked.

The Superintendent or designee will inform the Board of Trustees of the lockdown when it is safe to do so. Priority is given to keeping the attention of the Superintendent on the matter at hand and the safety of students and staff.

# EMERGENCY RELEASE OF STUDENTS<sup>9/9/2016 2:10:00 PM</sup>

The Superintendent/Designee is the only person who can authorize teachers to conduct an Emergency Release of Students.

In the event of an Emergency Release of Students, teachers will be responsible for the release of their students to authorized persons.

Teachers will:

- ⇒ Remain with their class group, or report to the Superintendent/Principal if they do not have a class group
- ⇒ Will be in charge of any First Aid for the students in their class group until an emergency first aid station is established, if determined to be needed. Use the red flag in emergency kit to signal major first aid needs. Record any unusual behavior or any first aid given.
- ⇒ Take roll. Send notice to Command Post or Superintendent/Principal of any student who is not with class group, noting possible whereabouts.
- ⇒ Note on class roster anyone who, for any reason, leaves class group (i.e. leaves by ambulance or is taken to an emergency first aid station).
- ⇒ Release students to known parents or authorized relatives, noting time child was released and to whom.
- ⇒ Release students to other authorized persons, requesting ID as appropriate, noting time child was released and to whom.
- ⇒ **If the child is released to anyone other than a parent or authorized person, write the child's name on the child in permanent ink** (i.e. First Aid Center/Emergency Personnel). If the child goes into shock or becomes unconscious later, or is sent to a medical center away from school, this marked information may become essential.
- ⇒ Report to the Superintendent/Principal when all students have been released.
- ⇒ Remain at school until the Superintendent/Principal has released them to leave.

## Power Outage – Procedures for Possible School Closure

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**The Superintendent, or specific designee, is the only one who can designate a school closure.**

- ⇒ Staff or Board Members who become aware of a power outage at the school will call the Superintendent/Principal as soon as possible.
- ⇒ The Superintendent, or specific designee, will determine, with the assistance of PG&E resources, the reason and possible duration of the outage.
- ⇒ The Superintendent, or specific designee, will determine if school can continue without power given daylight, temperature, and other relevant conditions. **The default is to hold school if possible.**

If a decision is made to close the school, the **Superintendent will inform the School Secretary, the certificated staff, and the Board of Trustees of the closure.**

**The School Secretary will inform other office staff.** These tasks may be delegated by the Superintendent if additional emergency conditions exist.

If possible given power status, the Superintendent will send a mass parent email regarding the closure. **Teachers will contact their aides and the families of their students to inform them of the closure.**

The Superintendent will contact the Santa Cruz County Office of Education LEA Emergency Response Crisis Management Liaison to request assistance in contacting the media to get the closure information out to the public.

- ⇒ If road conditions allow, the Superintendent will come to school to inform any families that did not get the closure message. If the Superintendent cannot get to the school, (s)he will contact a Board Member, local employee or community volunteer to assist with this action.
- ⇒ In the event of a closure, upon returning to normal operation, the Superintendent and School Secretary will file the necessary emergency paperwork needed to recoup ADA.

## **FIRE WITHIN A SCHOOL BUILDING**

**If Superintendent is not on campus, the designee will perform these duties.**

- ⇒ 1. Sound the alarm if not triggered by fire School Secretary/Office staff calls 911
- ⇒ 2. Teachers are responsible to see that all pupils leave buildings in a safe/orderly manner, close the doors and turn lights off
- ⇒ 3. Teachers/Students leave the building using designated routes (see FIRE DRILL MAP)
- ⇒ 4. Teachers are responsible for taking class roster out, taking roll, and determining the location status of all pupils. The Superintendent/designee will request this status when outside.
- ⇒ 5. Employees keep students at a safe distance from fire and firefighting equipment/personnel
- ⇒ 6. Students and staff do not return to class until fire department officials declare area safe
- ⇒ 7. Inform PG&E 1-800-743-5000 and/or Telephone Repair Service 611, as needed and appropriate
- ⇒ 8. Inform the Board of Trustees ASAP after students and staff are determined to be in a safe location.

## **FIRE NEAR THE SCHOOL**

- ⇒ In the event of a fire near the school, the Superintendent shall determine the need for students to leave the classroom or evacuate the school, in consultation with emergency services personnel as appropriate.

## **FIRE DRILLS**

- ⇒ Fire Drills are conducted monthly throughout the school year. A calendar for drills will be established by the school administration, varying the time of day to provide emergency practice for a variety of circumstances.
- ⇒ Teachers will complete steps 2, 3, and 4 above.
- ⇒ Classes will wait for the bell that signals the completion of the drill before returning to classrooms.
- ⇒ During the drill, appointed staff will conduct a sweep through the school buildings and restrooms, and close both interior and exterior doors.

The Superintendent or designee will inform the Board of Trustees of the fire as soon as it is safe to do so. Priority is given to the safety of students and staff.

## **Superintendent/Designee Will:**

- ⇒ Confirm 911 has been called
- ⇒ Determine, with law enforcement assistance, if a lockdown or evacuation of classrooms and/or school is needed
- ⇒ Notify all certificated and classified personnel through courier, intercom or all-call
- ⇒ Remind all that no suspicious, unknown, or out of place item should be touched or moved.
- ⇒ Inform Board of Trustees ASAP, after students and staff are determined to be in a safe location

## **IF YOU TAKE THE CALL:**

- ⇒ Try to get the attention of your supervisor or other individual who can call 911 and inform Superintendent/Principal or designee.
- ⇒ Attempt to record every word spoken by the person making the call.
- ⇒ Record time call was received and terminated.
- ⇒ Listen for background noise which may give clues as to location from which call is made.
- ⇒ Determine if voice sounds male or female.
- ⇒ Listen for accents or unusual speech.
- ⇒ Call 911 if no one else has been able to do so.
- ⇒ As soon as safe to do so, write a personal memo or statement of all details while they can be fully recalled

## **SUSPICIOUS OBJECT**

- ⇒ Do not touch, move, or disturb the object
- ⇒ Inform the Superintendent/Principal or designee

## **IF EVACUATION IS NEEDED:**

- ⇒ Clear classrooms as if fire drill, or to other safe location as directed
- ⇒ Teachers take roll and account for the whereabouts of all students
- ⇒ Students and staff should not return to classrooms until the Superintendent or designee has declared it safe.
- ⇒ Office staff will check the volunteer sign in sheet so that all adults can be accounted for in evacuation.
- ⇒ Should a bomb threat occur during the lunch period, staff members will be assigned student supervision duty.

## **In the event of an earthquake and students are inside the school buildings:**

- ⇒ Move away from windows or other potential hazards
- ⇒ Get under desk or table or other shelter or against inside wall. If shelter moves, move with it and stay under
- ⇒ Assume drop position and be silent so directions can be heard above the noise of the earthquake.
- ⇒ Stay in drop position until earthquake is over and/or until further instructions are given.
- ⇒ After the initial shock and things settle down, teachers will evacuate classrooms as if Fire Drill or other location as directed, being alert to the possibility of aftershocks.
- ⇒ When leaving classrooms, teachers should make every effort to take the emergency roll sheet and "Go Bag" if it is in a location safe to be retrieved.
- ⇒ Announce that nobody is to return
- ⇒ Listen for instructions

## **In the event of an earthquake and students are outside of the school buildings:**

Adults in charge of students get students clear of all buildings, trees, exposed wires, or other hazards that may fall and direct them to assume the drop position until quake is over. Wait for further instructions.

## **AFTER THE EARTHQUAKE**

The Superintendent/Principal, or designee, will

- ⇒ Check status in classrooms, playground, office, library, as if Fire Drill
- ⇒ Determine if a Command Post is to be set up outside of the school office, and if students are to be evacuated or released to parent/guardians. If evacuation/release is warranted, school will remain open indefinitely until every child has been released to parents or other authorized person. Release support staff when all students and teachers have been released. (See Emergency Release procedures)
- ⇒ Check water, gas and electricity and turn off utilities as warranted
- ⇒ Confer with Sheriff, Fire Department, and/or city/county officials regarding situation at the school and in the community
- ⇒ Determine if the situation will require an extended period of shelter
- ⇒ Consult with Emergency Personnel to ascertain if the school will become an emergency shelter for the community.

The Superintendent or designee will inform the Board of Trustees the condition of the school and the status of the school as a shelter as soon as it is safe to do so. Priority is given to keeping the attention of the Superintendent on the safety of students and staff.

# SEVERE WEATHER AND OTHER NATURAL DISASTER<sup>9/9/2016 2:10:00</sup>

In the event of a severe storm watch, the office will monitor the radio, internet updates and/or television until all danger has passed.

## **In the event of a severe storm condition posing an immediate danger:**

- ⇒ Keep some windows slightly open on both sides of the room to equalize pressure, but stay away from the windows because they may shatter.
- ⇒ If there is an immediate severe storm threat, alert students to take cover face down under sturdy furniture.
- ⇒ Advise parents to leave students in school until danger has passed. If such a warning is close to release time, keep students in school until danger has passed.

# Attack Alert – Strategic Warning

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This section is required by for School Safety Plans in the State of California  
This is a notification that enemy-initialed hostilities may be imminent.

Notification will be by radio, television, or school communication.

No estimate can be made of the duration of a Strategic Warning condition.

The warning time may vary from several minutes or hours to several days.

Students will be sent or taken home. Use Emergency Evacuation Procedures.

Take the necessary steps to close the school.

## ALERT SIGNAL (YELLOW) –ATTACK PROBABLE

- ⇒ Announcement of an “Emergency Action Notification” will be made by the Emergency Broadcast radio station. This indicates confirmed information has been received that an attack by hostile forces against the North American Continent is anticipated.
- ⇒ Turn on the radio, if available, for information and instructions. The local station which is part of the Emergency Broadcast System is **KSCO at 1180** on the radio dial.
- ⇒ Take cover in the best possible shelter.

## TAKE COVER SIGNAL (RED) –ATTACK IMMINENT

- ⇒ This is receipts of warning from the North American Air Defense Command (NORAD) through the office of Civil Defense Warning system. This is confirmed information that hostile forces have been detected and are committed to an attack against the North American Continent. This is confirmed information that the attack has taken place within the North American Continent.
- ⇒ A three minute warning, or series of short blasts on a public warning device with notify the public. If possible, monitor the radio.
- ⇒ Take precautions to minimize the possibility of persons being struck by flying objects such as glass and venetian blinds.
- ⇒ Take roll. Plan quiet recreational activities that will relieve tension.
- ⇒ Remain in the cover area until other action is advised or directed by competent authority.
- ⇒ Teachers are to remain with the students assigned to them.

# EMERGENCY SUPPLIES

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⇒ Red Cross Container