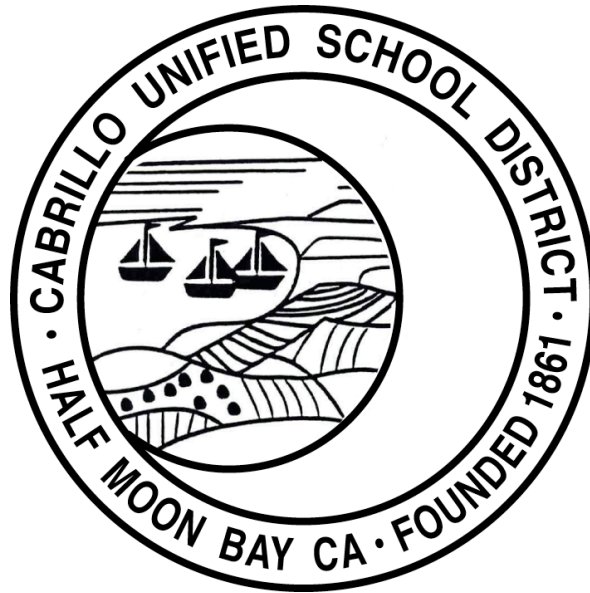


Cabrillo Unified School District



District Office & School Site Emergency Action Guide

August 2009

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General Information

District Commitment to School and Work Site Safety: The Cabrillo Unified School District is committed to ensuring that students, employees, and visitors interact on campuses and work sites that are welcoming, safe, and secure. A key component of this goal is a comprehensive plan for safety that is developed and implemented at the District level as well as at every school and work site.

Maintaining a Safe and Orderly Environment: It is a priority of the Board of Education of the Cabrillo Unified School District that every employee is provided with a safe environment and a positive school climate. Employees shall have opportunities to voice their concerns about workplace policies and practices and to share responsibility for solving problems that affect their work sites.

Legislative Requirements – Standardized Emergency Management System (SEMS): The Cabrillo Unified School District has incorporated protocols of California’s Standardized Emergency Management System (SEMS) in its safe school planning. SEMS is intended to provide a standardize response and common terminology to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California.

Reporting Unsafe Conditions: The Superintendent or his/her designee shall routinely include “safety issues” as an agenda item for District Office staff meetings. Likewise, principals and other supervisory staff shall address safety issues on a regular basis during the course of site level and work area meetings. Employees are encouraged to notify their immediate supervisor of hazards or safety concerns on campus in a timely manner.

All hazards identified by a member of the school community will be forwarded to the Director of Maintenance, and Operations. The Director will assess the potential for injury and consider the cost effectiveness of corrective measures.

Subsequent findings, with possible corrective action plan, will be shared with the Superintendent, Principal or appropriate work area supervisor, and Director of Fiscal Services as appropriate, as well as with the individual(s) who surfaced the concern (if known).

The Director of Maintenance and Operations will maintain a log of the identified hazards and the corrective measures taken and will make periodic reports to employees as part of an on-going communication process.

In the event that the hazard is perceived to be both immediate and serious (the potential for injury or death), the employee should immediately contact his/her immediate supervisor. If the immediate supervisor is unavailable, the employee should call 9-1-1 and then contact the Superintendent/Designee or the Director of Maintenance and Operations.

Responsibilities for Plan Development and Implementation:

The process for developing and implementing the Emergency Action Guide as well as for reviewing and responding to safety-related issues shall occur at both the site and district-level. Site and district safety committees shall meet at least annually to review the Guide and specific emergency response procedures. In an emergency, the district safety committee shall assume the role of Emergency Operations Team (EOT) and a portion of the District Office shall typically function as the Emergency Operations Center (EOC). Following are the standing members of the Site and District Office Safety committees:

Site Safety Committee/EOT:

Principal (Chair)
 School Secretary
 Custodian
 Campus Supervisor
 Teacher
 Parent

District Safety Committee/EOT

Superintendent (Chair)
 Assistant Superintendent
 Director of Personnel & Pupil Services
 Director of Maintenance & Operations
 Director of Fiscal Services
 Principal, Half Moon Bay High School

Nothing shall preclude a school site or the District from 1) determining to expand the membership of the Safety Committee or 2) modifying the membership of the specific Emergency Operations Team.

Responsibilities for Pre-Emergency Procedures:**The Superintendent or his/her designee shall:**

- Chair District Safety Committee/EOT meetings
- Be knowledgeable of responsibilities for District wide disaster preparedness
- Appoint a second-in-command and a backup.
- Ensure that all members of the Leadership Team review the Emergency Action Guide
- Direct all sites to conduct legally required drills for earthquake/fire emergencies for both students and staff and establish a system for monitoring and recording the completion of such drills
- Conduct an annual review of, and make necessary revisions to, the Emergency Action Guide
- Develop and implement strategies for communicating information in a timely and needs-to-know basis to the Board of Education, CUSD staff members, and the greater Cabrillo Unified School District community

The Principal shall:

- Chair Site Safety Committee/EOT meetings
- Be knowledgeable of the responsibilities for disaster preparedness at the site level
- Designate a second-in-command
- Ensure that all site staff members annually review emergency response procedures and that they understand their role as “Disaster Service Workers” in the event of a large-

scale emergency

- Ensure that staff members have regular opportunities to identify and discuss potential safety issues at the school or work site
- Establish and post routes from the classroom to the identified evacuation site(s).
- Ensure that fire, earthquake, and lock-down education and drills are completed as mandated by law and/or District directive
- Develop and implement strategies for communicating information in a timely and needs-to-know basis to staff, parents, and the Superintendent or his/her designee. All principals and work site supervisors shall establish, print, disseminate, and regularly update a staff telephone tree to enhance communications for emergencies that may occur during non-work hours.

In a District wide emergency, the District's Instruction and Personnel Office area shall typically function as the Emergency Operations Center (EOC). In preparation for a site-specific emergency, the principal or work area supervisor shall determine an appropriate location for such a Center.

District Emergency Communications System:

The primary purpose of the system is to mobilize as soon as possible all district and community resources to respond to the emergency or disaster. A secondary purpose is to notify other members of the greater school community on a "needs to know" basis in a timely manner.

The first priority shall always be to protect the health and safety of students and staff.

For District wide emergencies or incidents occurring district wide or at the District Office, the progression of contacts shall be:

- 1) First responder contacts 911 and/or Superintendent or Superintendent's designee depending on the nature of the emergency or disaster.
- 2) Superintendent or designee contacts board members, District Emergency Operations Team, CUSD staff members, members of the greater Cabrillo Unified School District, and the County Superintendent of Schools as appropriate. Depending on the magnitude of the emergency or disaster, the Superintendent may call the District Emergency Operations Team into session. The Superintendent will contact the media or respond to media requests for information as appropriate.

For site-specific emergencies or incidents, the progression of contacts shall be:

- 1) First responder contacts 911 and/or Principal depending on the nature of the emergency or disaster.
- 2) Principal contacts Superintendent or Superintendent's designee, staff members, students, and parents as appropriate. Depending on the magnitude of the emergency or disaster, the Principal may call the site Emergency Operations Team into session and establish an Emergency Operations Center. The Principal shall provide the Superintendent or his/her designee with regular status reports on the incident. The Superintendent shall serve as District spokesperson in responding to media inquiries.

Some important things to keep in mind:

- ✓ *While the Emergency Action Guide has been written to encompass most emergency situations, events can and do occur that require modification of these response strategies.*
- ✓ *Nothing in this Guide should be interpreted in such a manner as to create an obstacle to responding in an appropriate manner to an emergency situation.*
- ✓ *In the State of California, public employees are considered “Disaster Service Workers.” Examples of emergencies for which school personnel may be pressed into emergency service include fire, flood, earthquake, or public health emergencies. Employees directed to serve as DSWs will be assigned duties within their scope of training, skill, and ability. Examples of DSW responsibilities could include:*
 - *Registering people at a shelter or mass clinic*
 - *Translating for non-English speaking individuals*
 - *Acting as a messenger at a designated site*
 - *Serving food to emergency staff or to vulnerable populations*
 - *Answering telephones*

In responding to a major emergency/disaster, all staff members are to remain “on duty” until released by the Superintendent, Principal, or Work Site Supervisor.

- ✓ *Education Code is very clear on the degree to which staff members may employ “reasonable force” in dealing with others in any situation. The law states employees may use reasonable force when necessary to “protect themselves from attack, to protect another person or property, to quell a disturbance threatening injury to others, or to obtain possession of weapons or other dangerous objects on or within control of a student.” These are important guidelines for staff members to keep in mind—particularly when confronting an emergency situation where emotions are high and the behavior of others is unpredictable.*
- ✓ *Finally, every emergency poses new and different challenges. Such situations often call for on-the-run initiative and ingenuity on the part of first responders. There is no substitute for maintaining your composure, applying common sense, and conferring with others (time permitting) in such situations.*

Acknowledgements: This Emergency Response Plan was adapted from the San Mateo County Office of Emergency Services template. The plan is updated and modified each year and all changes are reviewed with Site and District Administrators in an annual emergency preparedness meeting.

Section 1— Primary Action Guides

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Primary Action Guides

Earthquake:

Tremors and shaking of the earth are the signals of an earthquake and there are usually no advance warnings.

All elementary and intermediate school sites are mandated to conduct quarterly “duck, cover, and hold” practice drills; all high school sites are mandated to conduct two such drills per year (Education Code 35295-35297).

General Procedures:

Indoors

All students and staff members shall seek immediate cover under desks or tables. Move away from windows and objects that could fall. Stay under desk or table until shaking stops. Await further instructions.

Outdoors

All students and staff members shall move away from buildings, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run. Duck and cover. Await further instructions.

In School Bus

Driver shall stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation. Await further instructions.

General

Staff members shall:

- Be prepared for immediate aftershocks and ground motion.
- Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.).
- Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations.
- Call 9-1-1 and the Superintendent/Designee if there is an immediate emergency such as a fire or serious injury.
- Assist injured with First Aid treatment.
- Assure that students remain in the duck and cover position until an “all clear” signal is received.
- Be prepared to respond to a signal bell and/or announcements to “evacuate the building at this time.” Evacuation is NOT “automatic.” Staff members shall wait for a directive or signal from the Principal or “Second in Command.”

- Establish communications with a site administrator if feasible and follow emergency checklist and procedures.
- Account for students before directing an orderly exit out of the classroom and proceeding to the pre-designated evacuation area. Teachers shall keep roll books in their possession at all times, monitor students judiciously, and maintain this supervisory role until dismissed by the site principal or designee.

Fire:

The first warning of fire is typically the alarm signal and/or first hand observation of smoke and flames.

All elementary and intermediate school sites are mandated to conduct monthly “fire” practice drills; all high school sites are mandated to conduct two such drills per year (Education Code 32001-32004). Nothing shall preclude a site from combining “duck, cover, and hold” and “fire” drills in order to conserve instructional time.

In the event of a fire, staff members will respond in the following manner:

A. Principal

1. Activates fire alarm
2. Notifies proper authorities immediately. Notifications to include 911 and District Superintendent/Designee (in all instances)
3. Posts traffic control at school parking lot so that lot is accessible for emergency traffic
4. Sets up first aid station(s), if necessary
5. Notifies parents/guardians of students who incur injuries as a result of the fire
6. Notifies all parents of the incident and subsequent actions taken

B. Teacher

1. Directs all students and other individuals to exit the classroom. Maintains possession of roll book at all times!
2. Closes all windows and doors, if possible. Turns off lights.
3. Leads the class to the designated safety area used for fire drills as quickly as possible, retakes roll, and reports to Principal.
4. Maintains order at all times.

C. Custodian

1. Checks to see that all windows and doors are closed and lights are turned out in each classroom.
2. Reports to Principal or designee for further instructions.

Reminders:

- Students and teachers will exit the building through the designated doors. If the primary evacuation route is blocked, alternate routes shall be taken.
- Stay in the designated assembly area and account for all personnel and students.
- When outside the building, groups and individuals need to move quickly to pre-designated locations near the school. The meeting area should be at least 300 feet from the structure and out of the way of the fire department.
- The teacher shall maintain control over the students for which he or she is responsible.
- Do not block fire lanes or areas used by the fire department.
- Do not re-enter building until an “all clear” is authorized by fire department and the principal.
- If the fire is off site, wait for instructions from the principal or District EOC.

Lock-Down... Acts of Violence and/or Terrorism:

Acts of violence and mitigating circumstances are quite varied, making planned appropriate responses difficult. Acts of violence can range from threats to the personal safety of employees to the taking of hostages or lives. If circumstances permit, you will receive warnings and directions regarding appropriate responses from the site administrator or the CUSD Emergency Operations Center (EOC) and law enforcement officers. However, in situations where no warnings are possible, you will need to rely on your own resources and the support of your fellow employees in the early going.

All school sites are directed to hold at least two “lock-down” practice drills per year.

General Procedures:

If a weapon-wielding individual enters campus or a shooting or other extreme act of violence occurs, school lock-down procedures shall be immediately implemented.

Procedure:

1. Activate the lock-down signal system you have devised at your site
2. Call 9-1-1 and the Superintendent
3. Turn the bell system off to prevent undirected student movement

4. Teachers will perform the following procedures:
 - a. Complete quick visual check of hallways outside and adjacent to classrooms. Instruct any students/staff to enter your classroom for “lock-down.”
 - b. Lock all classroom and exit doors.
 - c. Keep students away from windows and doors. Instruct them to remain calm, quiet and locate them near the ground, out of sight from the intruder looking into the classroom.
 - d. For classrooms with windows, close blinds and curtains. If the door has a window, cover it with a piece of paper if possible.
 - e. If you observe an intruder and can do so in a reasonably safe manner, use the telephone to report the location, description, and direction the intruder is headed.
 - f. Await further instructions.
5. All buildings will be locked by maintenance/custodial staff as soon as possible.
6. If this type of situation occurs during lunch periods, students will be directed to go to the nearest building or classroom. Instructions may be communicated by:
 - a. The intercom/public announcement system, and/or
 - b. Verbal directions from staff on the grounds.
7. Staff and students remaining outside after the lock-down will report directly to the office if possible - with caution. If the staff or students are unable to reach the office safely, they are to “duck and cover” until law enforcement can escort them to safety.
8. The EOC (Emergency Operations Center) will be activated at the district office. The school site crisis team will report to the EOC or a specific location on campus if the situation dictates it.
9. Once enforcement first responders have arrived, they will assume control of the situation until the emergency subsides. Principal and staff shall follow all instructions provided by the responding law enforcement officers. The school administration will resume control when the school is deemed safe.
10. Staff and students will be given further direction and information with an “all clear” signal.

Medical Emergency:

In the event of a medical emergency involving a student, staff member, or visitor, the following procedures shall be followed:

- The first responder shall immediately contact the principal and call 9-1-1 (or direct someone else in the immediate vicinity to place the 9-1-1 call) if the emergency appears to be serious/life threatening.
- Make the victim as comfortable and possible. Strive to maintain the victim's normal body temperature.
- Attempt to engage the victim in reassuring conversation to the extent possible while seeking as much information as you can about the nature of the injury or illness.
- The Principal shall notify the parent(s), legal guardian(s) or appropriate family member or identified contact of the medical emergency and contact the Superintendent/Designee. He/she shall provide the Superintendent/Designee with a status report once the extent of the injury or illness is known.

Should an accident or medical emergency result in the death of a student or staff member, the Principal and staff should anticipate that news of the death will trigger a significant emotional response from many individuals in the school community. The Principal shall work with staff and the District Office to implement a crisis response plan that includes communicating information about the tragedy to members of the school community on a "needs to know" basis and providing counseling support and "time out" areas for students and staff. Sample letters are included on the following page of this Guide.

(Sample letter to parents of student tragedy)
(School letterhead)

Date

Dear Parents:

It is with deep regret that I must share with you the loss of a (2nd) grade student, (John Smith) who was (struck by a car while crossing the street this morning).

This tragedy in our (name of school) family affects everyone and you and your child may be emotionally affected by this loss. Counselors are available at school to support students and staff.

If you feel any additional support is needed for your child, please don't hesitate to contact the school.

Our thoughts and prayers are with the (Smith) family.

Sincerely,

(Sample letter translated into Spanish to parents of student tragedy)
(School letterhead)

Date

Estimados Padres de Familia:

Es con inmenso dolor que debo compartir con ustedes la perdida de un alumno de (sexto) grado, fue

_____.

Esta tragedia en nuestra familia de (name of school) nos afecta a cada uno, y ustedes y su niño pueden ser emocionalmente afectados por esta perdida. Hemos contado con la asistencia de asesores que han estado disponibles en la escuela para apoyar a nuestros alumnos y maestros.

Si ustedes necesitan apoyo adicional para su niño, por favor no dude en contactarnos.

Nuestros profundos sentimientos y oraciones están con la familia.

Sinceramente,

Section 2— Secondary Action Guides

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Secondary Action Guides

The Cabrillo Unified School District will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following parts of this section outline basic responsibilities for all staff in responding to specific types of emergencies or disasters (presented in alphabetical order).

Adverse Weather Conditions:

Who makes the call to delay or cancel school... or dismiss students early?

Only the Superintendent is authorized to make the decision to delay school, cancel school, or dismiss students early. In the absence of the Superintendent, the decision would be made by the Assistant Superintendent. In the absence of both the Superintendent and the Assistant Superintendent, the decision would be made by the Director of Personnel and Pupil Services.

What is a “weather alert?”

If the conditions suggest that a delayed start, school cancellation, or early release may occur, the Superintendent will issue a “weather alert” to all members of the Leadership Team via email or telephone. During the period of a “weather alert,” keep cell phones turned on and close at hand and/or notify office staff of where you can be reached. Check cell and home phone messages frequently.

Who is supposed to report to work on a day when school is canceled?

If the Superintendent or designee determines that the conditions are extremely hazardous, the following directive would be issued: “All staff members are directed NOT to report to work.”

In the absence of such a directive, teachers and those employees whose work year is less than 200 days (with the exception of school secretaries) would NOT report to work. Such employees would be required to make up the cancelled day unless the District was successful in obtaining a waiver from the State.

The expectation is that all certificated and classified administrators, school secretaries, and those employees whose work year is 200 days or longer would report to work in a “safe and judicious” manner if adverse weather conditions prompt the cancellation of school. Those employees who preferred not to report to work could opt to take a vacation day or personal necessity day instead.

It is very important that both school site offices have staff members present to respond to telephone calls from parents and/or staff members.

What happens if a special condition necessitates canceling school at one site in the District?

In most instances, if a special condition like a flood, toxic air or water, a prolonged power outage, etc. forced the closure of one school site, all other sites will remain open. Generally, special needs buses will run as scheduled.

What happens if deteriorating conditions necessitate an early release from school?

In general, all employees should remain at their posts until the end of their assigned work days. (Teaching staff should remain on duty until all students have vacated the site.) Unless the Superintendent issues a directive “for all offices to close and employees to leave work,” the assumption is that district and sites are staffed through the end of the scheduled work day. In some cases management employees may be asked to assist the Transportation Department in contacting parents regarding late-arriving buses. In extreme circumstances, site administrators may be directed to help supervise students who are returned to the school site due to impassable roads. The Superintendent or his Designee shall remain in contact with the Transportation Office until he/she has received notification that all students have been delivered home.

Biological/Chemical Weapons:

Biological and chemical weapons are unconventional warfare tactics that can be deployed on the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to: anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants.

Any possible biological/chemical weapons assault should be reported immediately to the principal. The principal should notify law enforcement authorities immediately and alert all site employees of the situation.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons:

If the agent is delivered via aircraft: Immediately declare a campus lock-down. Follow established lock down procedures. Direct staff to take necessary steps to close windows and plug air gaps (door frames, etc.) to the extent possible. Staff is to maintain lock down conditions until an “all clear” is issued by the site principal.

If the agent is delivered via dispersion device that is outdoors: Immediately declare a campus lockdown. Follow established lock down procedures. Direct staff to take necessary steps to close windows and plug air gaps (door frames, etc.) to the extent possible. Staff is to maintain lock down conditions until an “all clear” is issued by the site principal.

If the agent is delivered via dispersion device that is indoors: Immediately declare a fire drill. Follow established fire drill procedures. Staff is to supervise students in designated safe areas until an “all clear” is issued by the site principal.

If the agent is delivered via the school’s HVAC system: Immediately declare a fire drill. Follow established fire drill procedures. Staff is to supervise students in designated safe areas until an “all clear” is issued by the site principal.

In any situation involving biological or chemical weapons, the principal and staff must follow all instructions given by officers of emergency response agencies. The District EOC will assume responsibility for responding to telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control.

Bomb Threat Procedures:

While it is true that many bomb threats are hoaxes or pranks often announced via brief, anonymous phone calls, there have been recorded cases of explosive devices placed in schools and offices leading to injuries and death. Every threat should be taken seriously and addressed in the following manner:

1) Bomb Threat Received Via Telephone Call

1. Individual receiving the threat should keep the caller on the line for as long as possible. Delay the caller with such statements as: “I am sorry, I did not understand you. What did you say?”
2. Use the Bomb Threat Call Checklist to record the call.
3. Notify the Principal immediately following completion of the call.

CABRILLO UNIFIED SCHOOL DISTRICT BOMB THREAT CHECKLIST

KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE

Exact Time and Date of Call:

Exact Words of Caller:

Please check the appropriate boxes

Voice	Accent	Manner	Background Noise
<input type="checkbox"/> Loud	<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory Machines
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Foreign	<input type="checkbox"/> Rationale	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Office Machines
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Mixed
<input type="checkbox"/> Soft	<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Street Traffic
<input type="checkbox"/> Deep		<input type="checkbox"/> Angry	<input type="checkbox"/> Trains
<input type="checkbox"/> Pleasant		<input type="checkbox"/> Irrational	<input type="checkbox"/> Animals
<input type="checkbox"/> Other		<input type="checkbox"/> Incoherent	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Emotional	<input type="checkbox"/> Voices
		<input type="checkbox"/> Laughing	<input type="checkbox"/> Airplanes
			<input type="checkbox"/> Party Atmosphere

Language	Speech	Familiarity With Threatened Facility
<input type="checkbox"/> Excellent	<input type="checkbox"/> Fast	<input type="checkbox"/> Much
<input type="checkbox"/> Fair	<input type="checkbox"/> Distinct	<input type="checkbox"/> Some
<input type="checkbox"/> Foul	<input type="checkbox"/> Stutter	<input type="checkbox"/> None
<input type="checkbox"/> Good	<input type="checkbox"/> Slurred	
<input type="checkbox"/> Poor	<input type="checkbox"/> Slow	
<input type="checkbox"/> Other	<input type="checkbox"/> Distorted	
	<input type="checkbox"/> Nasal	
	<input type="checkbox"/> Lisp	

Questions to ask the caller.

1. When is the bomb going to explode?

2. Where is the bomb?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why did you place the bomb?

8. Where are you calling from?

9. What is your address?

10. What is your name?

2) Bomb Threat Received Via Letter or Written Message

1. Individual in receipt of letter or message shall note the manner in which the threat was received or discovered.
2. Care shall be taken in handling the message. If possible place in an envelope (preferable cellophane) for fingerprint detection.
3. Notify the Principal immediately.

Upon receipt of a bomb threat notification, the principal shall immediately notify the appropriate law enforcement agency, the appropriate fire department and the District Superintendent.

The principal shall also notify staff members in a confidential manner that a bomb threat has been received... to discreetly conduct a visual check of their classrooms or work areas... and to report any unusual objects to the office.

The principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities. If such a determination is made, buildings shall be evacuated following “fire drill” procedures.

The decision to search the entire building or unsupervised areas of the structure will be made in conjunction with law enforcement authorities and performed by those authorities.

The principal will issue an “all clear, return to classrooms” directive of an evacuated building only after consulting with law enforcement authorities.

Chemical or Hazardous Material Incident:

Notify 9-1-1 and the Superintendent/Designee of the chemical or hazardous material incident.

If a chemical spill occurs off-site (e.g. tanker spill), students should remain inside. Students who are outside should be taken inside as soon as possible.

If the chemical spill poses an immediate danger to students and staff of the school as indicated by mandates from an emergency preparedness agency, students and staff shall exit the building through doors on the side of the building opposite the spill site.

If a chemical spill occurs on-site such as in a chemistry classroom or custodian storage room, students in the area of the spill shall be evacuated initially to an outside area and then relocated to an interior location a safe distance from the spill.

If a fire occurs during a chemical spill, the fire alarms should be pulled and the fire emergency procedures shall be followed.

The principal shall follow the pre-established district communication procedures, monitor the situation, and make decisions about moving groups of students away from areas that might be dangerous.

Staff members are to follow all instructions provided by the Fire Department at the scene of the spill.

Civil Disturbance:

An event of civil disturbance can unfold quickly and often with little or no warning. While instances of civil unrest most commonly involve student demonstrations at the secondary school level, cases can occur involving one or more groups of adults who choose to interfere with school processes and who determine not to respond to directives from school officials.

Duties:

A. Principal

1. Calls 9-1-1, contacts Superintendent/Designee, and notifies staff of incident.
2. Provides appropriate direction to staff.
3. Turns off bell system to limit student movement.
4. Addresses the group, informing participants of possible consequences of their actions:
 - a. Individuals who violate school policy by encouraging illegal demonstrations by fellow students may be immediately suspended.
 - b. Individuals who refuse to comply with school and civil regulations will be removed from the school premises by the police, if necessary.
 - c. Participants in illegal demonstrations will be given a specified number of minutes to cease such activity and remove themselves from the area; those remaining at the end of __ minutes may be subject to suspension from school.
 - d. Student leaders of illegal demonstrations, either active in addressing the group or restraining the voluntary actions of any individual who wishes to return to class, should be addressed by name and told should he/she persist in their actions, they will be immediately suspended from school.

- e. Students who are on the fringes of the demonstration (onlookers) who do not honor the __-minute dispersal request may be suspended from school and removed from the school property.
4. Determines which doors, if any, will be locked to contain the disturbance. Exits will be designated and a staff member stationed at such exits.

C. Staff Members and Teachers on Preparation Period

1. Report to a specified location by the Principal/Designee for assignment of duties
2. Under the direction of the principal, surround the participating individuals, if possible, to prevent others from joining in the disturbance and to confine the disturbance to one area.

D. Teachers in Classrooms

Keep students in classrooms until notified that the disturbance has been controlled. Following the incident, report to the principal the names of any students who left, or attempted to leave classroom, during incident.

Explosion, Aircraft Crash, or Similar Incident

Explosions can result from a number of different incidents— a faulty boiler on a school campus... a tanker truck accident on Highway 1... or a aircraft crash from planes approaching or departing from three major airports, (San Francisco, Oakland, San Jose), military bases, (Alameda, Moffitt), and nearby Half Moon Bay Airport.

Procedure:

1. Issue an immediate “duck and cover” directive and ascertain whether additional secondary explosions are possible
2. Call 9-1-1 and the Superintendent
3. Consult with first responder law enforcement members to determine whether evacuation of buildings is recommended
4. Direct evacuation, if appropriate, using fire drill procedures
5. The EOC (Emergency Operations Center) will be activated at the district office. The school site crisis team will report to the EOC or a specific location on campus if the situation dictates it.
6. Once enforcement first responders have arrived, they will assume control of the situation until the emergency subsides. Principal and staff shall follow all instructions provided

- by the responding law enforcement officers. The school administration will resume control when the school is deemed safe.
7. Issue an “all clear” signal when appropriate and provide students, staff, and parents known information, as appropriate.
 8. Take steps to ensure that students and staff are kept at a safe distance from the aircraft, broken glass, and damaged structures at all times.

Flood/Tsunami

Tsunami and flashflood watches and warnings are provided by the National Weather Service via the California State Warning Center and forwarded to the hazard area by the Sheriff’s Office of Emergency Services. Only the Superintendent or Superintendent’s Designee shall direct school closures, late start times, or early releases relating to flood or tsunami incidents, watches, and warnings.

In the event of a tsunami and/or extensive flooding, specific directives will be issued by law enforcement agencies. Such actions could involve relocating students and staff members to evacuation centers or “housing” individuals for extended periods of time at the school site. As is the case in any major disaster, all CUSD employees are considered “Disaster Service Workers” and are to remain on-duty until so released by the immediate supervisor following a directive from the Superintendent. If flood conditions are observed at a school or work site, notify the District Superintendent immediately.

If flooding occurs at an individual school or work site, the principal or supervisor will:

- Follow the pre-established district communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous;
- Ascertain whether the flow or pool of water is increasing in strength or volume near any classroom, assembly, or evacuation area and respond accordingly;
- Provide regular updates to the Superintendent.

Pandemic Influenza Surveillance and Reporting

A pandemic flu is a type of flu that progresses rapidly in various parts of the world. There is typically a high attack rate and a correspondingly high mortality rate for all age groups--including children and healthy young adults. There are usually multiple waves of disease immediately before and after the main outbreak. The following is a list of important step-by-step actions schools are expected to take before, during and after a pandemic flu outbreak.

During all stages of a pandemic flu outbreak, it will be essential to monitor and document the number of students, faculty, and staff members who are absent and meet the definition of influenza-like illness. Keeping track of these numbers will help health officials determine when and where to close schools, whether the strain of influenza is increasing in scope, and whether there is a need to declare an “epidemic” or “pandemic” event.

Influenza Case Definition

The Centers for Disease Control and Prevention define an influenza-like illness as having the following symptoms:

Fever of 101.5° Fahrenheit or higher coupled with one or more of the following:

- Cough
- Sore throat
- Headache
- Muscle ache

To better predict the impact of a pandemic and to provide local decision-makers with recommendations that are matched to the severity of the pandemic, the Center for Disease Control and Prevention (CDC), has developed a Pandemic Severity Index.

This index uses the case fatality ratio (the proportion of deaths among critically ill persons) as the basis for determining the severity of a pandemic. The categories range from a 1 to a 5, with 1 being the least severe and 5 being the most. A severe pandemic may indicate the need for more extreme measures to help prevent the spread of disease and loss of life.

The County Health Officer may take the following actions based on the index:

Pandemic Severity Index Category 1: The County Health Officer is unlikely to direct the dismissal of students from classes or school-based activities unless absenteeism reaches thirty percent or higher.

Pandemic Severity Index Category 2-3: The County Health Officer may consider short-term student dismissals (less than four weeks) based on the characteristics of the pandemic strain, the age-specific illness rate, the geographic locations of the cases, and the adverse impacts of dismissal. Dismissals could include schools, colleges, school-based activities, and child care programs serving six or more children.

Pandemic Severity Index Category 4-5: The County Health Officer may determine to close schools and day care programs for up to 12 weeks or longer. (Schools and day cares may be dismissed statewide).

During all stages of a pandemic flu outbreak, it will be essential to monitor and document the number of students and faculty who are absent and meet the definition of influenza-like illness. Keeping track of these numbers will help health officials determine when and where to close schools, whether the epidemic is increasing in scope, and whether to declare an epidemic pandemic event.

Prior to Outbreak/Planning Phase

The Superintendent/Designee shall:

- Work collaboratively with the County Superintendent of Schools and local health officials and emergency preparedness officials. The Superintendent/Designee shall be prepared to disseminate information related to a potential epidemic or pandemic flu outbreak to all members of the school community via news releases, Site and District website announcement, letters home, School-Loop bulletins, and/or All-Call telephone alerts.
- Train the Leadership Team in recognizing flu-symptom recognition. Remember that a person who is infected may not show symptoms right away. But children who are getting ill may exhibit different behavioral patterns (e.g. eating less, being unusually irritable, etc.)

Site Principals and Work Area Supervisors shall:

- Train staff in flu-symptom recognition.
- Implement specific strategies to use simple non-medical ways to reduce the spread of flu by “cough and sneeze etiquette,” clean hands, and clean work areas.
- Determine, in cooperation with the Assistant Superintendent, a specific site Instructional Contingency Plan for providing instruction to students who are homebound for extended periods of time (or in the instance that a decision is made to close the school site for an identified period of time).
- Provide the Superintendent/Designee with daily student and staff illness-related absence figures upon request.

Outbreak of Flu Disease

Early Stages of Outbreak (Category 1, generally less than 10% absence rate): County Health Officer may issue general advisories and/or notification to initiate Surveillance Reporting.

- Principals begin monitoring daily reports of student absences-related-to-illnesses and report to the Superintendent/Designee on any day the rate exceeds 10%.

- Superintendent/Designee disseminates parent letter including tip sheets and information resource list.
- Principals and Supervisors post flu prevention signs at sites and work areas.
- Principals and Supervisors monitor students and staff for flu-like symptoms. Individuals with flu-like symptoms are sent home— no exceptions.

Expansion of the Outbreak (Category 1 or 2 pandemic): County Health Officer continues to work with all San Mateo Superintendents through County Superintendent of Schools Office and provides schools with additional directives.

- Superintendent/Designee directs all sites to send daily reports of student and staff absences-related-to-illnesses to the District Office.
- Superintendent continues to provide the school community pandemic flu updates and advisories via news releases, Site and District website announcement, letters home, School-Loop bulletins, and/or All-Call telephone alerts.
- Principals ensure that daily student and staff absences-related-to-illness reports are submitted in a timely manner.
- Principals and Supervisors monitor students and staff for flu-like symptoms. Individuals with flu-like symptoms are sent home— no exceptions.

Pandemic Stage of the Outbreak (Category 2-5 pandemic... actions will be based on severity of the epidemic or pandemic event):

- County Health Officer may direct school or district closure(s).
- If such a directive is made, the Superintendent/Designee shall so notify the school community via news releases, Site and District website announcement, letters home, School-Loop bulletins, and/or All-Call telephone alerts.
- In addition to school closures, all school-sponsored extracurricular events shall also be cancelled.
- Principals will implement Instructional Contingency Plans for providing instruction to students during the period of school closure.

Following the Outbreak:

- County Health Officer issues declaration and press release that students and staff can return to school(s)
- Superintendent communicates action to the school community via news releases, Site and District website announcement, letters home, School-Loop bulletins, and/or All-Call telephone alerts.
- Superintendent conducts a “process debriefing” with Leadership Team; Principals and Supervisors conduct similar debriefings at school and work sites.
- District returns to heightened state of alert, including daily attendance reporting procedures.

Power Failure

In the event of a power failure impacting a significant portion or all of a school site, the principal shall 1) confer with the Director of Maintenance and Operations or his designee to determine the probable cause and estimated duration of the outage, 2) notify the Superintendent of the outage, and 3) inform staff and students via the public address system (if operable) or by other means that school will remain in session until further notice. The principal and staff will identify alternative instructional settings for classes housed in interior rooms that have limited light and/or ventilation. Teachers who opt to move their classes to an alternative setting should so notify the principal.

In most instances, the school's "in loco parentis" responsibility shall take precedence over short-term discomfort, inconvenience, or less-than-optimal teaching conditions. Any decision to cancel school or direct an early release of students as a result of extreme weather conditions or a lengthy outage shall only be made with the knowledge and approval of the Superintendent.

School Bus Emergency

In the event of an emergency during the time a school bus is in en-route the driver will contact Dispatch (the District's Director of Transportation or the Transportation Coordinator) to report the bus location, number of students, and description of the emergency. Dispatch will communicate the information to 911 if applicable, the Superintendent, and the Principal(s).

Procedures for specific situations follow:

Medical emergencies

School bus driver 1) calls Dispatch, states nature of emergency, and reports number and names of students involved, 2) pulls bus off road at safe location, and 3) initiates first aid treatment as necessary. Dispatcher calls 911 and school office for emergency contact information.

Students are to remain on the bus unless directed otherwise by the driver.

Bus driver initiates first aid treatment if necessary.

After help arrives or problem has been resolved, driver continues route with Dispatch approval.

Weapons on Board School Bus

School bus driver 1) calls Dispatch, states nature of emergency, and reports number and names of students involved, 2) pulls bus off road at safe location, and 3) attempts to calm gunman and passengers down. Dispatcher calls 911 and school office for contact information on student(s). Students are to remain on the bus unless directed otherwise by the driver. After help arrives or problem has been resolved, driver continues route with Dispatch approval.

Unidentified Individual Approaching Bus

School bus driver closes door and instructs individual to approach the driver's side window. If the bus driver senses cause for alarm, he/she calls dispatch and states nature of concern. Dispatcher calls 911 or school administration if warranted. After help arrives or problem has been resolved, driver continues route with Dispatch approval.

In all situations, the school bus driver retains complete authority over the school bus and students until administrative personal or emergency services arrive, i.e., CHP, sheriff, police, ambulance.

Suspicious Mail/Packages

All incoming mail and packages should be handled with due diligence.

Indicators to watch for include mail that:

- ... is unexpected or from an unfamiliar source
- ... has excessive postage
- ... is addressed to someone who no longer works in the District
- ... is addressed to a current employee but with the wrong title
- ... contains several misspelled words on the envelope
- ... is marked with restrictive endorsements such as "Personal" or "Confidential"
- ... has no return address or an address that cannot be verified
- ... is from a foreign country
- ... shows a city or state in the postmark that doesn't match the return address
- ... is lopsided, oddly shaped, or has an unusual weight, given its size
- ... has protruding wires, strange odors or stains
- ... has powdery substance on the outside
- ... has an unusual amount of tape on it
- ... is ticking or making unusual sounds

Not all mail comes perfectly packaged or with accurate information on it, so it is important that employees handling mail remain sensible in the screening of mail. However, prudent scrutiny conducted in a reasonable manner can greatly reduce the school's chances of becoming the victim of attack by mail.

Procedures to follow with suspicious packages or envelopes:

- Do not try to open the package or envelope
- Do not sniff, taste or shake the package
- Isolate the package
- Evacuate the immediate area; close the door
- Contact your supervisor and call 911

Response to mail suspected of delivering biological/chemical agents in powder form:

- Do not open an envelope or package with powder on the outside.
- If powder is spilled from an envelope or package, do not try to clean up the powder.
- Cover the spilled contents immediately with anything (clothing, paper, trash can).
- Do not remove the cover.
- Leave the room and close the door or otherwise prevent access to the room.
- Wash your hands with soap and hot water.
- Ensure that everyone who had contact with the piece of mail washes his/her hands with soap and hot water.
- Notify the Principal or Work Area Supervisor.
- Principal or Supervisor shall immediately contact the local police (911) or the U.S. Postal Inspection Service (415-778-5911, available 24 hours).
- Supervisor shall notify the District Superintendent's Office.
- Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- Make a list of all the people who were in the room or area, especially those who had contact with the envelope or package. Provide this list to the emergency response teams investigating the incident.
- Investigators will remove the envelope or package and conduct a thorough check of the area for contamination.
- If you are prescribed medicine as a result of this exposure, take it until instructed or until it runs out.

Wildfire

The Cabrillo Unified School District encompasses over 135 square miles of wooded mountains, posing a serious wildfire threat to schools, communities, and homes.

While a wildfire warning is most commonly issued by Office of Emergency Services, it is entirely possible that a passerby could observe a wildfire in an early stage in the general vicinity of a school site. In such an instance, the Principal would call 911 and notify the Superintendent of this threat. Only the Superintendent or Superintendent's Designee shall direct school closures, late start times, or early releases relating to a wildfire that is threatening one or more District school or work sites.

In the event of a wildfire, specific directives will be issued by law enforcement agencies. Such actions could involve relocating students and staff members to evacuation centers or "housing" individuals for extended periods of time at the school site. As is the case in any major disaster, all CUSD employees are considered "Disaster Service Workers" and are to remain on-duty until so released by the immediate supervisor following a directive from the Superintendent. If a wildfire advances to property adjacent to a school structure or ignites one or more structures on a school campus, the Principal shall initiate a fire alarm and all related fire responses procedures.