

EMERGENCY RESPONSE QUICK REFERENCE GUIDE



Mary Jane Burke
Marin County Superintendent of Schools

DISTRICT: _____

SCHOOL: _____

CLASSROOM #: _____ **DATE REVISED:** _____

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EMERGENCY NUMBERS

MAIN SCHOOL OFFICE: _____

DISTRICT OFFICE : _____

FIRE DEPARTMENT: _____

HOSPITAL: _____

LAW ENFORCEMENT: _____

PG&E GAS LEAK: **800/ 743-5000**

AMBULANCE SERVICE: _____

MARIN PUBLIC WORKS DEPT: **415/ 499-7513**

OTHER: _____

POISON CONTROL: **415/ 222-1222**

EMERGENCY NUMBERS

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INTRODUCTION

The information contained in this guide has been excerpted from the Marin County Office of Education Model Emergency Management Plan. A “Quick Reference Guide” format has been developed to assist you in finding information very quickly during an emergency situation. Use it as a reminder about recommended actions and as a tool during drills and exercises. Make sure to take the time to customize this guide with the specific information for your classroom or office.

The Quick Reference Guide is a supplement to the comprehensive Model Emergency Management Plan that contains much more detailed information as well as a series of scenarios and checklists to assist you in performing your emergency role for the school during a disaster. A copy of the complete plan is available on the Marin County Office of Education Emergency Services website at [MARINSCHOOLS.ORG](http://jade.marinschools.org/SafeSchools/Pages/EmergencyServices.aspx) or <http://jade.marinschools.org/SafeSchools/Pages/EmergencyServices.aspx>.

REMEMBER: This information could save your own life as well as the lives of your students and co-workers!

INTRODUCTION

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DISASTER SERVICE WORKER

All public employees are designated as Disaster Service Workers under California Government Code §3100. This means that during a Declared Local, State or National emergency, school employees may be asked to assist local agencies, such as the Red Cross, in their response efforts. This is an obligation of all public employees by law and failure to serve in this role when asked can result in being charged with a misdemeanor and could even result in the loss of teaching certification.

Because of this legal obligation, it is important to make sure you have a family plan at home in the event that you are asked to remain at your school. Employees with obligations that require them to return to home, such as caring for young children or elderly adults, must make this known to school administrators for consideration.

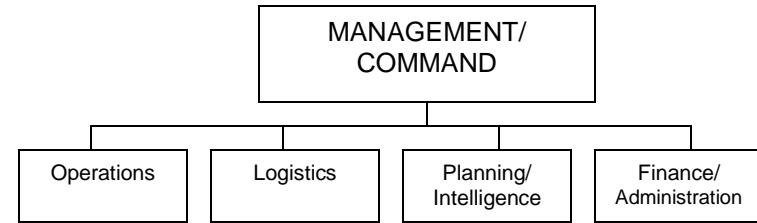
For more information:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109>

DISASTER SERVICE WORKER



INCIDENT COMMAND SYSTEM: MY ROLE



Circle what SECTION I am part of above.

NAME OF TEAM: _____

PERSON I REPORT TO: _____

MY ROLE: _____

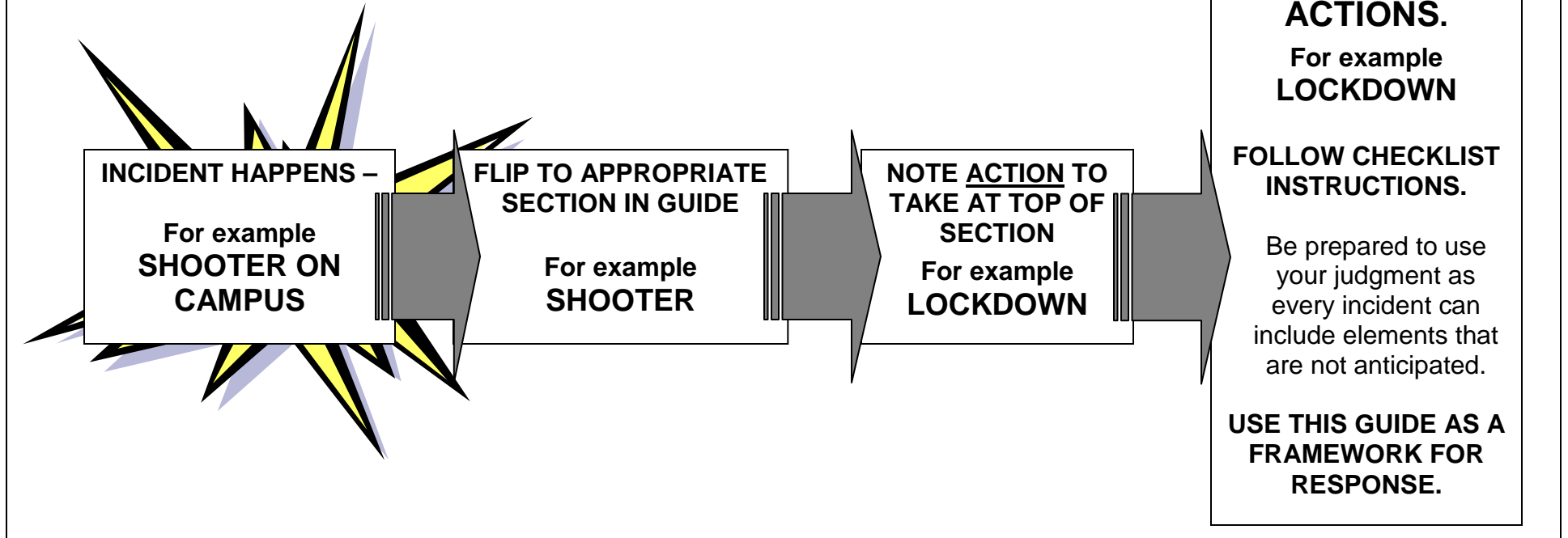
WHERE TO MEET?: _____

ICS - MY ROLE

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HOW TO USE THIS GUIDE



HOW TO USE THIS GUIDE

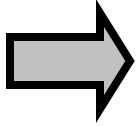
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BOMB THREAT

CIVIL DISTURBANCE

ACTION:



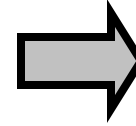
EVACUATION

Use the BOMB THREAT REPORTING FORM to record any information about the threat.

- Inform the main office immediately.
- Survey the immediate area for unfamiliar objects.
- Do not touch any suspicious objects.
- Do not use cell phones – they can trigger an explosion if a device is present.
- If you find a suspicious or unfamiliar object, evacuate the area immediately and wait for instructions.

***All information should be given to law enforcement.
Provide as much detail as possible.***

ACTION:



EVACUATION OR SHELTER IN PLACE OR LOCKDOWN

A civil disturbance near the campus has the potential to disrupt school activities, cause injury to staff and students and damage property.

- Determine the safest procedure to follow based on the threat posed to your school and the proximity of the disruption to the school.
- If violent protests are close, it is safer to **LOCKDOWN** the classrooms or **SHELTER IN PLACE** than to evacuate into harm's way.

***Listen for instructions from the main office
or law enforcement.***

BOMB THREAT



CIVIL DISTURBANCE

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BOMB THREAT REPORT

Date: _____ Time of call: _____ a.m. _____ p.m. Call received by: _____

At (phone number): _____ When is the bomb set to explode? _____ a.m. _____ p.m.

Where is it located? _____ What will cause it to explode? _____

What kind of bomb is it? _____ Did the person give a reason for threat? _____

Can you identify the caller? _____ Write down exact threat: _____

Voice on the phone: Man Woman Child Age: ____ Intoxicated? Accent? _____

Speech impediment? Other: _____

Background noise: Music Talk Children Machines Vehicle Typing Traffic Airplane Party

Other: _____

Additional information: _____

Completed by: _____ Date: _____

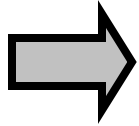
BOMB THREAT REPORT FORM

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EARTHQUAKE

1ST ACTION:



DROP, COVER
and HOLD ON

Take this action immediately when shaking begins.

INSIDE THE BUILDING:

- Make sure that all students and visitors move away from windows and drop down to the floor quickly.
- Find the closest sturdy table, desk or chair and squeeze as much of the body under it as possible.
- Hold on to the furniture and place your free hand over the back of your neck to protect it.
- Many injuries occur from broken glass, flying debris or being crushed by unsecured items.
- Don't come out from under protection until the shaking has completely stopped or until instructed.

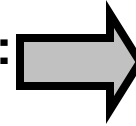
PREPARE FOR POSSIBLE EVACUATION

OUTSIDE THE BUILDING:

- Move away from buildings, trees and wires.
- Drop down to the ground and wait for shaking to stop.

PROCEED TO EVACUATION AREA IF DIRECTED

2ND ACTION:



EVACUATION

The signal for evacuation will be given by the main office.

Depending upon the severity of the earthquake and the extent of the damage, the Incident Commander will determine whether or not **EVACUATION** of the building is necessary.

- Take note of any injuries and provide information to the Principal/Site Administrator.
- Remember to take "Go Kit" and emergency supplies.
- Take students to designated evacuation site on campus.
- Follow procedures for student/staff accounting.
- If you are part of an emergency response team, make sure your students are supervised, then report to your designated team.
- Do not re-enter the building until it is determined to be safe.

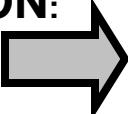
If the safety of the students or staff is threatened at any time, DO NOT WAIT for permission - EVACUATE IMMEDIATELY!!!

EARTHQUAKE

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EXPLOSION

ACTION:  EVACUATION
OR
SHELTER IN
PLACE

EVACUATION: If an explosion has occurred on campus, determine the extent of the damage before deciding to evacuate. Often it is safer to remain inside an undamaged building than to evacuate. If fire is present, evacuate immediately.

SHELTER IN PLACE: If there is little or no damage to the building, and no fire is present, close windows and doors and wait for further instructions.

NOTE: *Explosions can happen from ruptured gas mains, acts of terrorism, fallen aircraft and other causes. There may be toxic fumes and hazardous materials involved. Until you know the cause of the explosion and can determine the safest procedures to follow, it is best to remain inside and wait further instructions from the main office or first responders unless there is an immediate danger of fire or collapse.*

FIRE

ACTION:  EVACUATION

AT SCHOOL SITE:

- If you see a fire – attempt to extinguish only if it is small.
- If you hear the fire alarm – evacuate immediately and go to designated evacuation areas. Even if you don't smell smoke or see a fire, always evacuate at the sounding of the alarm unless an ALL CLEAR signal indicates a false alarm.
- Take attendance and follow student and staff accounting procedures.

FIRE NEAR THE SCHOOL:

- Wait for instructions from the main office.
- First responders will determine if it is necessary to evacuate based on the risk to the school.
- Keep a radio tuned to a local emergency channel for current information.
- Remain with students until the building has been inspected and it has been determined safe to return to the school.

FLOOD

ACTION:  EVACUATION

Flooding can happen during severe storms when rivers and creeks swell beyond their banks and overflow roadways. During storms, river levels are monitored closely and emergency response agencies can normally provide adequate warning to schools so they can notify parents and make arrangements to move students to safety. However, sometimes the rivers can rise unexpectedly and evacuation to higher ground needs to occur.

- If warranted, evacuate students to designated evacuation site, out of harm's way.
- Take attendance before leaving campus.
- Remember to take "Go Kit" and emergency supplies.
- Upon arrival at the safe site, take attendance and follow student and staff accounting procedures.
- Remain with students until it has been determined safe to return to the school.

EXPLOSION



FIRE



FLOOD

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GAS LEAK

HAZARDOUS MATERIALS

SEVERE WEATHER

ACTION:



EVACUATION
OR
REVERSE
EVACUATION
OR
SHELTER IN PLACE

The action taken will depend upon the circumstances of the incident. If the gas leak is on school grounds or directly adjacent to the school, **EVACUATION or REVERSE EVACUATION** will be necessary.

If the gas leak is in the surrounding neighborhood of the school and the campus is not in immediate danger, it may be better to **SHELTER IN PLACE**.

Wait for instructions from the main office.

If you believe that students or staff are in immediate danger, use your judgment and act immediately – do not wait for permission.

ACTION:



EVACUATION
OR
REVERSE
EVACUATION
OR
SHELTER IN PLACE

The action taken will depend upon the circumstances of the incident. If the incident is on school grounds or directly adjacent to the school, **EVACUATION or REVERSE EVACUATION** will be necessary.

If the incident is in the surrounding neighborhood of the school and the campus is not in immediate danger, it may be better to **SHELTER IN PLACE**.

Wait for instructions from the main office.

If you believe that students or staff are in immediate danger, use your judgment and act immediately – do not wait for permission.

ACTION:



SHELTER IN
PLACE
OR
REVERSE EVACUATION

Severe weather can be accompanied by high winds, heavy rains, downed trees, and swollen creeks which may pose risks to staff and students.

Many of these conditions can make it unsafe to release students from the school. The school administration must decide if it is safe to release students or if it is better to **SHELTER IN PLACE**.

In the event that severe weather makes it unsafe for students to remain outside, **REVERSE EVACUATION** may be necessary.

Wait for instructions from the main office.

If you believe that students or staff are in immediate danger, use your judgment and act immediately – do not wait for permission.

GAS LEAK



HAZARDOUS MATERIALS



SEVERE WEATHER

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SHOOTER/INTRUDER

ACTION: 

LOCKDOWN

SHOOTER/INTRUDER ON CAMPUS: INSIDE THE BUILDING

- Clear hallways if it is safe to do so.
- Immediately lock doors or move something against door as a barrier to access. Close blinds or curtains.
- Keep students and staff low and away from doors and windows. Do not get up and walk around the room.
- Maintain silence. Remain calm,
- Do not allow anyone in or out of the room until **ALL CLEAR** is signaled.
- Call "911" for assistance, if possible. Provide identity, location and description of individual and weapons.

OUTSIDE THE BUILDING

- If shots are fired – immediately **DROP AND COVER**.
- If it is safe, move into the closest building or protected area and hide. Follow procedures above.

POLICE ACTION NEAR THE SCHOOL:

- Wait for instructions from the main office before taking action.
- Law enforcement will be in contact with the school.
- If **LOCKDOWN** is ordered – follow procedures above.

TERRORISM

ACTION: 

LOCKDOWN
OR
SHELTER IN PLACE
OR
REVERSE EVACUATION

Acts of terrorism can include chemical release, bio-hazards, explosives, kidnapping and shooting causing widespread fear and panic, victims who are contaminated, seriously injured or killed and property damage.

- Keep students calm.
- Move students away from threat to closest suitable shelter

You will have to act based on the circumstances of the attack. Chemical or bio-hazard attacks will require **SHELTER IN PLACE** or **REVERSE EVACUATION**.

Incidents involving weapons or attempted kidnapping will require **LOCKDOWN**.

Explosives will require actions based on the threat.

SHOOTER / INTRUDER



TERRORISM

DROP/COVER/HOLD ON	EVACUATION	REVERSE EVACUATION
<p style="text-align: center;">When to use: EARTHQUAKE EXPLOSION</p> <p style="text-align: center;"><i>The incident itself initiates this ACTION.</i></p> <p>INSIDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drop down to the floor and get under the closest desk, table or sturdy furniture, with back to windows. <input type="checkbox"/> Cover the back of your head and neck and hold on to the furniture. <input type="checkbox"/> Remain in place until shaking stops or for at least 20 seconds. <input type="checkbox"/> Watch for fallen objects, broken glass and overhangs. <input type="checkbox"/> Take note of any injuries. <input type="checkbox"/> Wait for signal to evacuate. <p>OUTSIDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Move away from power lines, trees, buildings and objects that might topple. <input type="checkbox"/> Drop to the ground and cover the back of your head and neck with your hands. <p>PREPARE TO EVACUATE.....</p>	<p style="text-align: center;">When to use: FIRE, FLOOD GAS LEAK CHEMICAL ACCIDENT* HAZARDOUS MATERIALS INCIDENT*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listen for the alarm from the office to initiate evacuation procedures <input type="checkbox"/> Grab "Go-Box" and emergency supplies. <input type="checkbox"/> Escort students to evacuation site. <input type="checkbox"/> Take attendance and account for all students. Hold up a green card if all are accounted for. Use a red card to indicate missing or injured students. <input type="checkbox"/> Notify Principal/Site Administrator of any missing students or staff. <input type="checkbox"/> If assigned to an Emergency Team, report to your designated area after ensuring that someone has been assigned to care for your students. <p style="text-align: center;"><i>*Sometimes it is safer to stay inside – wait for instructions from office before evacuating.</i></p>	<p style="text-align: center;">When to use: AIR POLLUTION ALERT CHEMICAL ACCIDENT EXPLOSION SEVERE WEATHER LAW ENFORCEMENT ACTIONS HAZARDOUS MATERIALS INCIDENT GAS LEAK WILDLAND FIRE</p> <p style="text-align: center;"><i>When it has been determined that returning to the classroom is safer than remaining outside</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Listen for notification of REVERSE EVACUATION from the main office, <input type="checkbox"/> Take attendance when students are reassembled in the classroom <input type="checkbox"/> Remain in the classroom until further instructions or ALL CLEAR is announced.

ACTIONS:  DROP/COVER/HOLD ON ▪ EVACUATION ▪ REVERSE EVACUATION

LOCKDOWN	SHELTER IN PLACE	STAND BY
<p style="text-align: center;">When to use: CIVIL DISTURBANCE SHOOTER/INTRUDER TERRORISM LAW ENFORCEMENT ACTIONS <i>To isolate students and staff from danger inside the building</i></p> <p>INSIDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listen for LOCKDOWN alert from the main office. If gunfire is heard, immediately activate LOCKDOWN. <input type="checkbox"/> If safe to clear hallways and open areas, direct students to closest safe classroom. <input type="checkbox"/> Shut and lock all doors and windows. <u>No one in; no one out!</u> <input type="checkbox"/> Close drapes and blinds, if safe to do so. <input type="checkbox"/> Move away from door and windows. <input type="checkbox"/> Stay low, quiet and out of sight. <p>OUTSIDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immediately move inside nearest building and safe zone: bathroom, closet, office or library. <input type="checkbox"/> Lock or bar access to the room. <input type="checkbox"/> Follow procedures above. <p>Do not open doors or windows until ALL CLEAR signal is given.</p>	<p style="text-align: center;">When to use: CIVIL DISTURBANCE TERRORISM HAZARDOUS MATERIALS INCIDENT EXPLOSION <i>To isolate students and staff from outdoor environment. SHELTER IN PLACE allows for free movement within the building.</i></p> <p>INSIDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listen for SHELTER IN PLACE alert from the main office. <input type="checkbox"/> Clear students from halls. <input type="checkbox"/> Shut and seal doors and windows, if possible. <input type="checkbox"/> Shut down classroom HVAC system, if advised to do so. <input type="checkbox"/> Take attendance and call in report to main office. <p>OUTSIDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immediately move inside nearest building. <input type="checkbox"/> Follow procedures above. <p>Do not open doors or windows until ALL CLEAR signal is given.</p>	<p style="text-align: center;">When to use: <i>Stand-by must be followed by another ACTION or ALL CLEAR</i></p> <p>INSIDE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep students in classroom pending further instructions. <input type="checkbox"/> Listen for notification of another action over the PA or other communication system. <p>OUTSIDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immediately return students to their classrooms. <input type="checkbox"/> Listen for notification of another action from the main office. <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <p>FOR MORE DETAILED INFORMATION ON THESE ACTIONS. . . REFER TO THE EMERGENCY MANAGEMENT PLAN FOR YOUR SCHOOL</p> </div>

LOCKDOWN



SHELTER IN PLACE



STAND BY