



**Yosemite Valley Charter School**

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# **Emergency Procedures Guide**

**for**

**Yosemite Valley Charter School**

Rev. February 2020

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-Definition of Staff Roles

-Phone Numbers for Community Agencies

-Evacuation Map (insert)

-Printable Evacuation Signs – “OK” & “Need Help”

*(Print one set of OK & Need Help signs per teacher. Print OK sign on green paper or print on white paper & highlight/outline in green; print Need Help sign on red paper or print on white paper & highlight/outline in red)*

-Incident Reports

# Crisis Team Members

## Crisis Team Advisors:

- Director of School Support: Chris Alcala 626-433-8075
- Director of School Accountability: Giovanna Arzaga 626-487-9943
- Deputy Executive Director: Kimmi Buzzard 562-584-0427
- Senior Director: Laurie Goodman 559-999-5030
- Assistant Director: Steph Johnson 559-943-4566
- Office Manager: Kim Robles 559-754-1442
- Triage Team: Staff members who are CPR & First Aid Certified and called on to respond to medical emergencies or injuries before EMS arrives.
- First Aid Certified: Staff members who are First Aid Certified are called on to respond to medical emergencies or injuries before EMS arrives.
- Search & Rescue Team: This team will strategically sweep the premises for unaccounted staff/students when evacuation or sheltering orders are issued.

For the following roles the first person listed is primary. The second person steps in if the first person is absent.

- Hazards Team: Staff members designated to call for shut off of gas/water/reset fire alarm or seal off areas containing materials or persons who have become hazardous.
- Administrative Assistant: Staff member designated to ensure completion of incident reports and documentation of the emergency.
- Runner: Staff member(s) designated to collect roll sheets that determine any staff/students unaccounted for. First to be at pole out front to direct everyone to gather.
- Lock Down Code Word and Means of Issue Code Red: walkie talkie and text

# Response to Any Emergency

- Notify 911 (if necessary) and your applicable Crisis Team members.
  
- Notify Triage Team in building of medical emergencies, if necessary.
  
- Seal off high-risk areas.
  
- Take charge of the area until the incident is contained or relieved.
  
- Preserve evidence. See appendix and fill out Incident Reports.

# Staff Responsibilities

## Emergency Team Members:

- Verify information.
- Call 911 (if necessary).
- Seal off high-risk areas.
- Notify Office Manager.
- Notify staff (depending on emergency).
- Evacuate staff if necessary.
- Notify community agencies if necessary.
- Keep detailed notes of the crisis event.

## Coordinators:

- Verify information.
- Lock classroom doors, unless evacuation orders are issued.
- Warn staff, if advised.
- Account for all staff.
- Stay with staff during an evacuation. Take roster.
- Keep detailed notes of the crisis event.

# Weather

## **Severe Weather Watch has been issued in an area near building**

- Monitor Emergency Alert Stations (see EAS section) or NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring all persons inside the building(s).
- Close windows and blinds.
- Review severe weather procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- Review “drop, cover and hold” procedures with students.

## **Severe Weather Warning has been issued in an area near building or severe weather has been spotted near building**

- Shut off gas.
- Move staff to safe areas.
- Remind coordinators to take class rosters.
- Ensure that staff are in “drop, cover and hold” positions.
- Account for all staff.
- Remain in a safe area until the warning expires or until emergency personnel have issued an all-clear signal.

# Fire

**In the event of a fire, smoke from a fire or a gas odor has been detected:**

- Team Member alerts team by shouting “Fire!”
- Evacuate staff to a safe distance outside of the building.
- Follow the normal fire drill route (as per map in Appendix). Follow alternate routes if the normal route is too dangerous.
- Coordinators take roster.
- Office Manager notifies police (call 911) and Site Administrator
- Coordinators ensure all staff are accounted for and give “all present” signal or activate Search & Rescue team.
- No one may re-enter building(s) until the entire building(s) is declared safe by fire or police personnel.

**In the event of a fire alarm sounding:**

**Proceed quickly to an exit.** Once you know you are to evacuate, proceed quickly to your nearest exit. Do not rush but move quickly.

Do not worry about gathering belongings that are not immediately within reach. Taking time to pack a bag or go to another room once an evacuation has been called is dangerous. Take only what is already on your person or already packed and within arm’s reach.

Meet outside at the designated meeting place to ensure all staff are accounted for and give “all present” signal or activate Search & Rescue team.

No one may re-enter building(s) until the entire building(s) is declared safe.

# Hazardous Materials

## **Incident occurred in building**

- Call 911.
- Notify Office Manager
- Office Manager notifies Site Administrator
- Hazards Team seals off area of leak/spill.
- Take charge of the area until fire personnel contain the incident.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials.

## **Incident occurred near building property**

- Fire or Police will notify Office Manager
- Office Manager will notify Site Administrator
- Fire officers in charge of the scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials.



# Assault/Fights

- ❑ Ensure the safety of staff first.
- ❑ Call 911, if necessary.
- ❑ Notify the Triage Team in building of medical emergencies.
- ❑ Notify Office Manager
- ❑ Seal off the area where assault took place.
- ❑ Defuse situation, if possible.
- ❑ Office Manager notifies police if a weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (*intentional touching of anus, breast, buttocks or genitalia or another person in a sexual manner. This includes touching of those areas covered by clothing*).
- ❑ Office Manager notifies Site Administrator and School Support Administrator
- ❑ Document all activities. Ask victim(s)/witness (es) for their account of the incident.

# Bomb Threat

## Upon receiving a message that a bomb has been planted in building:

- Ask where the bomb is located, when will bomb go off, what materials are in bomb, who is calling, why caller is doing this.
- Listen closely to caller's voice and speech patterns and to noises in background.
- Notify Office Manager
- Office Manager orders evacuation of all persons inside building(s).
- Office Manager notifies police (call 911) and Site Administrator

## Evacuation procedures:

- Office Manager warns staff. Do not mention "Bomb Threat". Use standard fire drill procedures (Use Code Black)
- Direct staff to take their belongings.
- Staff must be evacuated to a safe distance outside of building(s). After consulting with Office Manager, staff will be relocated.
- Coordinators take roll and compare to sign-in sheets after being evacuated.
- No one may reenter building(s) until fire or police personnel declare entire building(s) safe.
- Office Manager notifies staff of termination of emergency. Resume normal operations.

# Intruder/Hostage

## **Intruder- An unauthorized person who enters the property**

- Notify Office Manager
- Ask another staff person to accompany you before approaching the intruder.
- Politely greet the intruder and identify yourself.
- Ask intruder the purpose of his/her visit.
- Inform intruder that all visitors must register with Office Manager.
- If the intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

### ***If intruder refuses to leave:***

- Warn intruder of consequences for staying on the property. Inform him/her that you will call the police.
- Notify police and Office Manager if intruder still refuses to leave. Give the police a full description of the intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in the building, whether he/she is carrying a weapon or package, etc.)

\*Office Manager notifies Site Administrator and may issue lock-down procedures (see Lock-Down Procedures section).

## **Hostage**

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of the situation; ask for assistance from the hostage negotiation team.
- Seal off area near hostage scene.
- Notify Office Manager
- Office Manager notifies Site Administrator
- Give control of the scene to the police and hostage negotiation team.
- Keep detailed notes of events.

### ***If taken hostage:***

- Follow instructions of hostage taker.
- Try not to panic. Calm staff if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

# Serious Injury/Death

## If incident occurred in building

- Call 911.
- Notify CPR/first aid certified persons in building of medical emergencies.
- If possible, isolate affected student(s)/staff member(s).
- Notify Office Manager
- Office Manager notifies Site Administrator
- Designate staff person to accompany injured/ill person to hospital.
- Office Manager notifies family
- Determine method of notifying staff.
- Refer media to Deputy Executive Director.

## Post-crisis intervention

- Meet with school staff to determine level of intervention for staff.
- Designate rooms as private grief areas.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Follow-up with staff who received counseling.
- Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

# Earthquake

## Earthquake- Inside Building

- Staff member implements action “**DROP-COVER AND HOLD**”.
- Avoid areas with large areas of glass or heavy suspended light fixtures.
- Implement Action “**LEAVE BUILDING**”.
- Maintain control of staff- **DO NOT RUN!!**
- Avoid touching electrical wires and metal objects such as chain link fences.
- Render first aid as required.
- Runner collects roll sheets. Hold up either “**OK**” or “**NEED HELP**” sign.
- Office Manager will initiate action “**STAY OUT**”. Do not return to buildings for any reason until they have been declared safe by authorized officials and the “**ALL CLEAR**” command is given.
- Office Manager will instruct other staff members/volunteers to guard entrances so that no one re-enters the buildings.
- Office Manager will initiate “**GO HOME**” action if warranted.

## Earthquake- Outside on Center Grounds

- Staff member implements action “**DROP-COVER AND HOLD**”
- The safest place is to stay in the open. **Stay there until the earthquake is over.**
- Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
- DO NOT RUN!**
- Avoid touching electrical wires and metal objects such as chain link fences.
- Render first aid as required.

- ❑ Take roll. Hold up either “**OK**” or “**NEED HELP**” sign.
- ❑ Office Manager will initiate action “**STAY OUT**”. Do not return to buildings for any reason until they have been declared safe by authorized officials and the “**ALL CLEAR**” command is given.
- ❑ Office Manager will instruct staff members/volunteers to guard entrances so that no one re-enters the buildings.
- ❑ Office Manager will initiate “**GO HOME**” action if warranted.

# Civil Disturbance, Violence, Gunman on Site

**PERSONS RECEIVING GUN OR VIOLENCE INFORMATION ON CAMPUS BY TELEPHONE, EMAIL OR OTHER MESSAGE WILL IMMEDIATELY NOTIFY the Office Manager**

- Notify the Office Manager immediately.
- Tell the Office Manager the name of the suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.

Office Manager:

- Initiate** "LOCKDOWN"
- If away from a building, all staff are to immediately lie flat.
- Take roll and notify the office assistant of staff missing.
- Office Manager will call **911**.
- Lock doors, stay away from windows and doors.
- DO NOT** approach gunman. Law Enforcement will handle.
- Take roll and place "**NEED HELP/I'M OK**" sign in window.
- Release Lock Down will be issued by the Police department if involved. If the Police department was not involved it will be released by Site Administrator or Designee.



# Warning and Notification of Emergency

- Call **911**, if necessary. Assess life and safety issues first.
- Inform Office Manager
- The Office Manager notifies the Emergency Team.
- Warn team members and staff. If an emergency requires immediate action to protect the safety of students and staff activate
- \_\_\_\_\_.
  - Warning systems, i.e. announcement, sounding of bell
- Plain Language shall be used to announce an emergency.
- If immediate action is not required, notify staff at a meeting before or after program hours.
- Office Manager notifies others as needed. Families of the victim(s) should be called first.

# Lock-Down Procedures

**Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the building.**

- Office Manager will issue a lock-down procedure by sending staff to each suite.
- Direct all staff and visitors into suites.
- Lock suites.
- Cover windows of suites.
- Move all persons away from windows and doors.
- Allow no one outside of suites in until Office Manager gives an all-clear signal.
- Release Lock Down will be issued by the Police department if involved. If the Police department was not involved it will be released by Site Administrator or Designee.

# Sheltering Procedures

**Sheltering provides refuge for students, staff and public within building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.**

- Identify safe areas in each building.
- Office Manager warns staff to assemble in safe areas. Bring all persons inside building(s).
- Coordinators take roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- All persons must remain in safe areas until notified by Office Manager or emergency responders.

# Terrorist Event

**Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.**

## **Nuclear:**

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- Move staff to specifically identified basement or lower level rooms. Interior hallways as an alternative.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the *duck, cover and hold* position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep staff inside buildings.

## **Biological:**

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the program should:

- Reverse-evacuate all people into buildings.
- Shelter in place. (**Do not use basements or low lying areas**)
- Close all doors and windows.
- Shut down the HVAC systems. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Keep staff inside buildings.

## **Chemical:**

- Reverse-evacuate all people into buildings.
- Shelter in place. (**Do not use basements or low lying areas**)

- Close all doors and windows.
- Shut down the HVAC systems. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Be prepared to treat staff who experience a reaction to the chemical agent.
- Evacuation. (*The decision to evacuate should only be made after consulting with public safety, emergency management, or military authorities.*)

### **Conventional:**

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of an imminent blast nearby:

- Move staff to specifically identified basement or lower level rooms. Interior hallways as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep staff inside buildings.

If the building is the target of the event:

- Evacuate to (insert pre-designated location) \_\_\_\_\_

# Appendix

# Definition of Staff Roles

- Triage Team – Staff members who are CPR & first aid certified and called on to respond to medical emergencies or injuries before
- Search & Rescue Team – Staff members who strategically sweep the premises for unaccounted students when evacuation or sheltering orders are issued
- Hazards Team – Staff members designated to shut off gas or seal off areas containing materials or persons who have become hazardous
- Administrative Assistant – Staff member designated to ensure completion of incident reports and documentation of the emergency
- Runner – Staff member designated to collect roll sheets that determine any students unaccounted for
- Lockdown Code Word – What word(s) are stated to declare lockdown orders and procedures : CODE RED
- Lockdown Means of Issue – Method the person issuing the lockdown sequence is using to communicate to all staff (walkie-talkie, text message, PA system, bullhorn, etc.)
  - Main Office: Office Manager
  - All Other Offices including Main Office: Director

# Emergency & Community Agency

## Phone Numbers

<b>Fire, Ambulance, Police</b>	9-1-1
<b>Disaster Services</b>	2-1-1
Local Police (Non-emergency)	<a href="#">Fresno County</a> 559-621-7000 <a href="#">San Benito County</a> 831-636-4080 <a href="#">Madera County</a> 559- 675-4242 <a href="#">Merced County</a> 209-385-6905 <a href="#">Monterey County</a> 831-646-3914 <a href="#">Mono County</a> 760-932-7549
Local Fire Department	559-324-2200 Fresno County <a href="#">Clovis</a> - Station 3
CIS Security	559-495-3000
Child Abuse/Neglect Reporting Line - CPS Fresno county	
Crime Reporting Hotline in your county	
Reporting Child Abuse....	<a href="#">Fresno County</a> 559-600-8320
Reporting Elder/Dependant Abuse....	<a href="#">Fresno County</a> 559-600-3383
Hazardous Materials: To report a leak or spill	<a href="#">San Benito County</a> 831-636-4110 <a href="#">Fresno County</a> 559-600-3271



	<a href="#">Madera</a> 559-661-6333
	<a href="#">Merced County</a> 209-723-4481 ext.210
	<a href="#">Monterey County</a> 831-384-5313
	<a href="#">Mono County</a> 760-924-1830
The Emergency Response Team	<a href="#">Fresno County</a> 559-324-2217
	<a href="#">San Benito County</a> 831-636-4168
	<a href="#">Madera County</a> 559-675-7703
	<a href="#">Merced County</a> 209-385-7548
	<a href="#">Monterey County</a> 831-796-1905
	<a href="#">Mono County</a> 760-932-7549 ext.7
Reset Fire Alarm (Misty)	559-439-9200
Building Keys (Misty)	559-439-9200
<a href="#">Poison Control Center</a>	1 (800) 222-1222
Disaster Assistance	<a href="#">Monterey</a> 831-796-1905
	<a href="#">Fresno County</a> 559-600-3111
	<a href="#">San Benito County</a> 831-636-4168
	<a href="#">Madera County</a> 559-675-7708
	<a href="#">Merced County</a> 209-385-7548
	<a href="#">Mono</a> 760-873-8557
American Red Cross	1-800-RED CROSS (1-800-733-2767)
Terrorist Threat	1-877-A-THREAT

General City Telephone Information

[Monterey](#) 831-646-3799

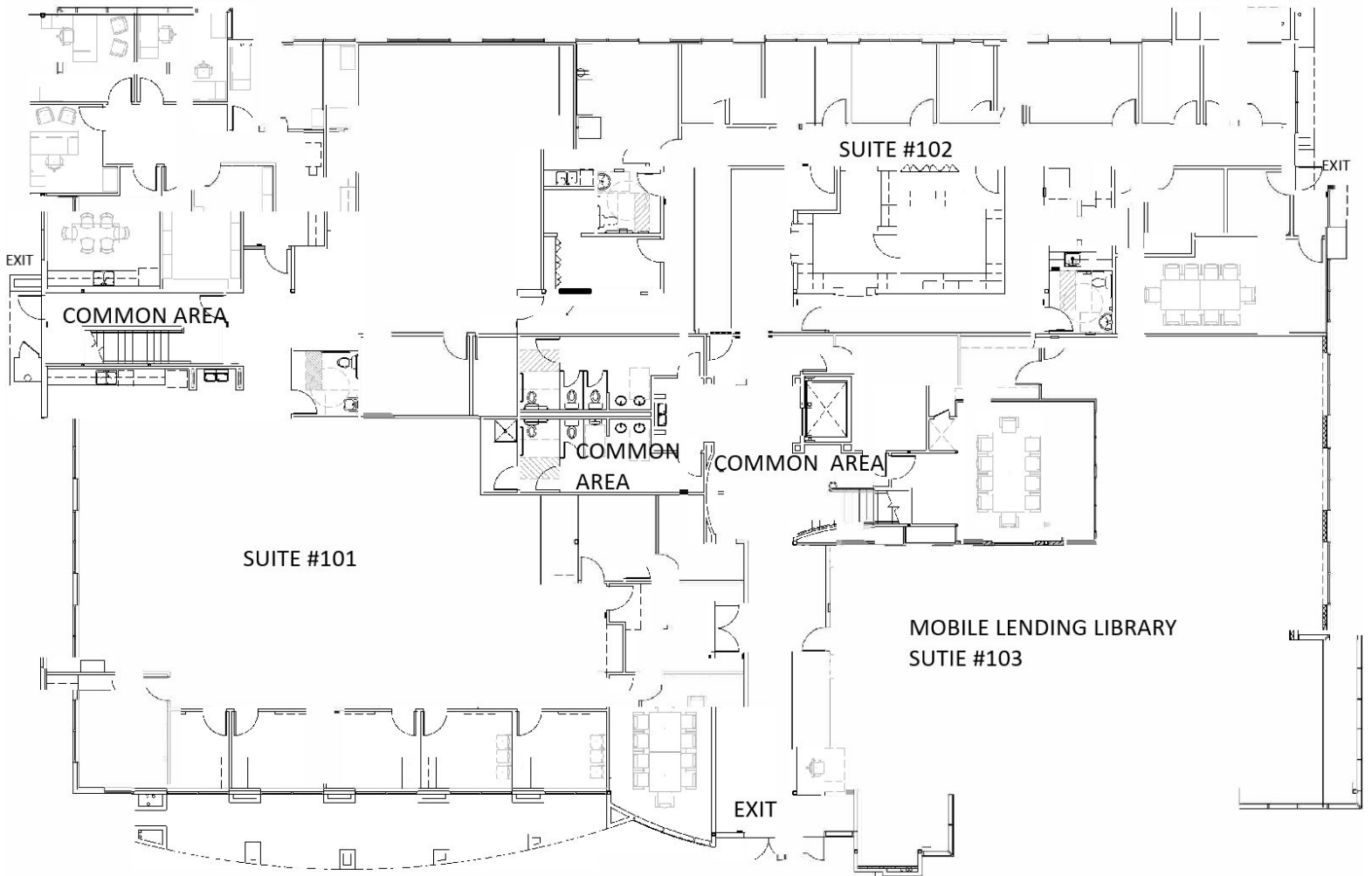
[Madera](#) 559-661-5400

[San Benito](#)

[Merced County](#) 209-385-7627

[Fresno County](#) 559-621-2489

[Mono County](#) 866-745-9719



OK

**NEED**

**HELP**

# Incident Report

Reported by: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Persons Involved: \_\_\_\_\_

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Describe incident and actions taken: \_\_\_\_\_

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Reported by: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Persons Involved: \_\_\_\_\_

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Describe incident and actions taken: \_\_\_\_\_

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# Incident Report

Reported by: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Persons Involved: \_\_\_\_\_

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Describe incident and actions taken: \_\_\_\_\_

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# Incident Report

Reported by: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Persons Involved: \_\_\_\_\_

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Describe incident and actions taken: \_\_\_\_\_

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# Incident Report

Reported by: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Persons Involved: \_\_\_\_\_

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Describe incident and actions taken: \_\_\_\_\_

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