



# Standard Emergency Operating Procedures

Chino Valley Unified School District conforms to the California Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS)

Questions or additional information contact Human Resource-Risk Management Office at (909) 628-1201 x1303 or [www.chino.k12.ca.us](http://www.chino.k12.ca.us)

The concepts and procedures contained in this document are intended to guide employees to comply with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) procedures while responding to emergency situations, such as natural disasters, catastrophic accidents, terrorist acts, and man-made threats to the environment. The procedures outlined in this document have been pulled from the Comprehensive School Safety Plan updated annually by the school's safety committee.

## **ANIMAL DISTURBANCE (vicious animal)**

Procedure to be implemented when presence of a vicious animal or any wild animal threatens safety of students and staff. The Administrator/Incident Commander will assess the situation to determine proper action.

1. Principal/Incident Commander initiates appropriate IMMEDIATE RESPONSE ACTION, CALL 911, Animal Control/Inland Valley Humane Society at 909-623-9777, and contact District to advise of situation (email: Emergency Notification).
2. Principal/Incident Commander determines actions which may include Lockdown or Evacuate Building to ensure the safety of students and staff.
3. Staff members attempt to isolate animal from students and staff, if it is safe to do so.
  - a. If animal is outside, students are kept inside.
  - b. If animal is inside, students remain outside away from animal.
  - c. Isolate animal if possible (close doors and/or lock gates where appropriate).
4. Principal/Incident Commander initiates Off-Site Evacuation, if warranted

**ANIMAL DISTURBANCE**

# MOTOR VEHICLE CRASH

Procedure addresses situations involving Motor Vehicle Crash on or immediately adjacent to school property.

## Procedure

1. Principal/Incident Commander initiates appropriate IMMEDIATE RESPONSE ACTION, which may include Shelter-In-Place, Lockdown, Evacuate Building, or Off-Site Evacuation.
2. Principal/Incident Commander or designee CALLS 911 and contacts District to advise of situation (email: Emergency Notification).
3. Site Security Team secures crash area to prevent unauthorized entry.
4. Principal/Incident Commander directs Site Security Team to organize fire suppression activities, if it is safe to do so, until fire department arrives.
5. Site Security Team checks for injuries to provide appropriate first aid.
6. Any affected areas are not reopened until appropriate agency provides clearance and Principal/Incident Commander issues authorization to do so.

# **BUS DISASTER**

Procedure for situations involving an incident with/on a school bus which threatens the safety of students.

## **Procedure**

### **1. Bus Driver/Monitor**

- Ensures the safety of students and staff first.
- Call 911, if necessary.
- Notify the district transportation office (ext. 1525).
- Notify Principal. Principal assembles Crisis Team Members.

### **2. Site Personnel**

- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.
- Principal notifies Superintendent and parents of students involved.
- Identify location(s) where injured are taken.

# FLOODING

Procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or failure of a man-made dam.

## Procedure

1. Principal/Incident Commander initiates appropriate IMMEDIATE RESPONSE ACTION, which may include Shelter-In-Place, Lockdown, Evacuate Building, or Off-Site Evacuation.
2. Principal/Incident Commander or designee CALLS 911 and contacts District to advise of situation (email: Emergency Notification).
3. If Principal/Incident Commander issues Evacuate Building or Off-Site Evacuation, staff and students evacuate affected building(s) using prescribed routes or other safe routes to assembly/shelter site.
4. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
5. Contact appropriate district departments as needed

# LOSS OR FAILURE OF UTILITIES

Procedure addresses situations involving loss of water, power, or other utility on school grounds. Should also be used in event of gas leak, exposed electrical line, or break in sewer lines.

## Procedure

1. Upon notice of loss of utilities, Principal/Incident Commander assesses situation and determines if appropriate IMMEDIATE RESPONSE ACTION, which may include Shelter-In-Place or Evacuate Building.
2. If water or electrical line is broken, Site Security Team turns off water or power to affected area and to notify Principal/Incident Commander immediately.
3. Principal/Incident Commander or designee notifies Maintenance (ext. 1450) informing them of the situation which includes location and nature. Additional appropriate personnel are notified at discretion of Principal/Incident Commander.
4. Maintenance and Operations, working with Principal/Incident Commander or designee, contacts affected utility company to determine whether their assistance is required and determine potential length of time service will be interrupted.
5. Principal/Incident Commander along with the Superintendent, make the decision whether to postpone remaining school day and arrange for early student dismissal.
6. All media inquiries are referred to the Communications office (ext. 1616).

## **SUSPECTED CONTAMINATION OF FOOD OR WATER**

Procedure followed if site personnel report suspected contamination of food or water. Procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

### **Procedure**

1. Principal/Incident Commander and Cafeteria Supervisor isolates suspected contaminated food/water to prevent consumption and restricts access.
2. Principal/Incident Commander CALLS 911 and contacts District to advise of situation (email: Emergency Notification).
3. Other San Bernardino Department of Public Health and State of California notification protocols are followed at this time.
4. Principal/Incident Commander provides list of all potentially affected students and staff.
5. Medical Team and Responding Emergency Personnel assess need for medical attention and provide first aid as appropriate
6. Principal/Incident Commander maintains a log of affected students and staff and symptoms; food/water suspected to be contaminated, quantity and character of products consumed and other pertinent information.
7. Principal/Incident Commander confers with all appropriate agencies before resumption of normal operations.
8. Principal/Incident Commander notifies parents of incident, as appropriate.



# PSYCHOLOGICAL TRAUMA

Crisis Management Actions are to be taken during and subsequent to any emergency that may have psychological impact on students and staff, such as act of violence; death of a student or staff member; earthquake or other natural disaster; serious environmental problem; or ethnic and racial tensions. Emergencies like those described above usually produce one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from community and news media.

As a result of such emergencies, students and staff may exhibit variety of psychological reactions. As soon as physical safety of those involved has been ensured, attention must turn to meeting emotional and psychological needs of students and staff.

## Procedure

1. Principal/Incident Commander establishes Medical Team, which has primary responsibility for providing necessary assistance after all types of crisis.
2. Medical Team assesses range of crisis intervention services needed during and following the emergency.
3. Medical Team notifies the Special Education Department (ext. 1400) to send the District Crisis Response Team at the request of the Principal/Incident Commander.
4. District Crisis Response Team Leader will contact school for an assessment of the situation and arrange for District Crisis Response Team to assist.
5. As much as possible, wait for the District Crisis Response Team to arrive before entering any classrooms or speaking with students.
6. Be aware that the crisis may be of interest to the media and calls or inquiries should be referred to the Communications Office (ext 1616).
7. In performing their duties, Medical Team members provide ongoing assessment of needs and follow-up services as required.

# UNLAWFUL DEMONSTRATION/WALKOUT

An unlawful demonstration/ walkout is any unauthorized assemblage on or off campus by staff or students for purpose of protest or demonstration.

## Procedure

1. Upon indication that unlawful demonstration or walkout is about to begin, personnel immediately notify Principal/ Incident Commander.
2. Principal/Incident Commander assesses situation and initiates appropriate IMMEDIATE RESPONSE ACTION, which may include Shelter-In-Place.
3. Principal/Incident Commander or designee notifies District and/or law enforcement to request assistance and provide exact location and nature of situation (email: Emergency Notification).

Chino Police Department (909) 628-1234

San Bernardino Sheriff's (909) 387-8313

Ontario Police Department (909) 986-6711

4. Site Security Team immediately proceeds to control student ingress and egress. Each person entering or leaving campus is required to sign his/her name and record other pertinent information.
5. If students leave campus, Principal/Incident Commander or designee and law enforcement agencies will accompany them. All attempts will be made to guide and control actions of students while off-site.
6. Students not participating in demonstration or walkout are kept within their classrooms until further notice by Principal/Incident Commander. Teachers close and lock classroom doors. Students and staff are protected from flying glass in event windows are broken by closing drapes and blinds in rooms so equipped.
7. Site Security Team attempt to keep accurate record of events, conversations and actions.
8. All media inquiries are referred to the Communications Office (ext 1616).
9. Principal/Incident Commander proceeds in good judgment on basis of law enforcement, in taking action to control and resolve situation.
10. Principal/Incident Commander notifies parents of incident, as appropriate.

## AIRCRAFT CRASH

Procedure for situations involving an aircraft crash on or in proximity to school property. The Principal/Incident Commander will assess the situation to determine proper action.

### Procedure

1. Principal/Incident Commander initiates appropriate IMMEDIATE RESPONSE ACTION, CALL 911, and contact District to advise of situation (email: Emergency Notification).
2. EVACUATE BUILDING: If Principal/Incident Commander issues Evacuate Building, staff and students evacuate buildings by prescribed routes or other safe routes to assembly/shelter area and execute the following procedures:
  - a. Evacuate building in a direction away from crash site and move to a location upwind and as far away from the crash site as possible.
  - b. Teachers bring their student roster and take attendance at assembly/shelter site to account for students; notify Principal/Incident Commander or designee of any missing students.
  - c. If the building has been evacuated, do not return to the building until proper authorities declare the area safe.
3. EXPLOSION. If an explosion occurs execute the following procedure:
  - a. If inside, implement Action: Duck, Cover, and Hold
  - b. If outside, lie flat on ground, preferably in a ditch or culvert if nearby
4. REMAIN INDOORS. If the decision is made to remain indoors, execute the following procedures:
  - a. Implement Action: Duck, Cover, and Hold
  - b. Close blinds.
  - c. Move away from windows and remain near an inside wall, if possible.
  - d. Account for all students and staff.
5. OUTSIDE. If at the time of the crash and an explosion has not yet occurred:
  - a. Move away from the crash site as quickly as possible.
  - b. If an explosion occurs while leaving the crash site, immediately drop to the ground and lie as flat as possible until the shock wave, debris, and fireball passes. Once this has happened, continue to move away from the crash site.
6. Medical Team checks injuries and provides appropriate first aid as necessary.
7. The Principal/Incident Commander will direct further action as necessary.

When law enforcement responds and sets up a command post, the Principal/Incident Commander or designee shall team with the on-scene officer in charge and respond to the command post.

# ARMED ASSAULT ON CAMPUS

An armed assault on campus involves one or more individuals who attempts to take hostages or cause physical harm to students and staff. Such incidents may involve a sniper, an intruder, gang warfare/disturbance, civil unrest, hostage situations, a police stakeout or pursuit of suspect(s)/criminal(s).

## Procedure

1. Upon first indication of armed assault, school personnel is to immediately CALL 911 and notify Principal/Incident Commander. Principal/Incident Commander will designate a person to remain online with police/sheriff, if safe to do so.
2. Principal/Incident Commander notifies District of situation (email: Emergency Notification).
3. The extent of the emergency will dictate the course of action to be taken. If suspect is seen, do not engage. This could generate a hostage situation.
4. Principal/Incident Commander initiates Lockdown procedures while staff keeps everyone in an area under cover and as concealed as possible. Stay behind solid walls and doors; keep away from windows.
  - a. If students are in class at time of Lockdown, staff will:
    - Explain that there is an emergency
    - Lock all classroom doors
    - Have students lie on floor, behind or underneath solid objects
    - Close blinds stay away from windows
    - Control all cell phone activity (lower ringtone)
    - Remain in classroom until personally advised to move by administration or law enforcement
  - b. If students are not in class at time of Lockdown, staff will:
    - Move students to nearest available safe building, without drawing attention to self or students.
    - If doors are locked, continue to look for a safe area.
    - Once inside, lock doors if possible; if lock is on outside of door, attempt secure door from inside
    - Follow remaining steps above.
5. Staff takes steps to calm and control students, and if safe to do so, attempt to maintain separation between students and suspect(s)
6. Once students are secure in building, teachers will initiate roll call.
7. All clear signal will be made by personal notification only, after consultation with law enforcement on scene. Staff will not act upon bells or PA messages without personal notification.

When law enforcement responds and sets up a command post, the Principal/Incident Commander or designee shall team with the on-scene officer in charge and respond to the command post.

# LOCKDOWN PROCEDURES

Emergency Lockdown Alarm (DO NOT use codes as an all call for lockdown, use plain language)

A lockdown is implemented only when an extraordinary event occurs. This might include:

- A major fight or near fight situation
- Dangerous or unauthorized person on campus.
- Shots fired or potential for shots to be fired.
- Serious law enforcement situation in surrounding area

## ACTION:

Upon notification of a lockdown:

- Immediately report to your room bringing any and all students in the area into that room, even if the students are not yours.
- If you hear shots being fired, have students lie on the floor away from windows
- Lock your door upon notification of lockdown
- Do not let anyone in your room after you have locked your doors

Note: When a lockdown occurs, stay off the intercom/classroom phone/radio, unless an emergency is occurring. It is important to keep your lines and radio free so the administration may issue instructions and provide periodic updates.

DO NOT let anyone leave until an all-clear bell has sounded or until police have notified you that the situation has passed.

# EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. Even a mild tremor can create a potentially hazardous situation. The following procedures should be implemented in response to all earthquakes, regardless of magnitude.

## Procedure

Note: Keep calm and remain where you are. Assess situation, then act. Remember, most injuries or deaths are direct cause of falling or flying debris.

1. Upon first indication of an earthquake, teachers direct students to Duck, Cover, and Hold.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When shaking stops, Principal/Incident Commander initiates Evacuate Building. Staff and students evacuate buildings using prescribed routes or other safe routes to assembly/shelter site.
4. Teachers bring their student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
5. If injury or damage is suspected, Principal/Incident Commander or designee CALLS 911.
6. Principal/Incident Commander or designee contacts District to advise of situation (email: Emergency Notification).
7. Site Security Team attempts to suppress fires with extinguishers.
8. Site Security Team notifies school personnel of fallen electrical wires.
9. Site Security Team checks for gas main leaks and water leaks and notifies Maintenance & Operations (ext. 1450) of situation.
10. Site Security Team is directed to stand in areas of building to keep people from entering.
11. Site Security Team Leader notifies Facilities, Planning, and Operations to contact appropriate utility companies of any damages to water lines, sewers, power lines and other utilities.
12. Medical Team checks for injuries and provides appropriate first aid.
13. If area appears safe, Search and Rescue Team makes initial inspection of school buildings to identify any injured or trapped students or staff.
14. Principal/Incident Commander or designee stays in contact with District Personnel.
15. Principal/Incident Commander confers with Facilities, Planning, and Operations to ensure buildings are safe for re-occupancy. When safe to do so, Site Security Team conducts inspection of school buildings. Site Security Team maintains a log of their findings, by building and provides periodic report to Principal/Incident Commander.
16. Any affected areas are not reopened until the Facilities, Planning, and Operations provides clearance and Principal/Incident Commander gives authorization to do so.
17. Principal/Incident Commander initiates Off- Site Evacuation, if warranted.

## EARTHQUAKE Continued

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. Even a mild tremor can create a potentially hazardous situation. The following procedures should be implemented in response to all earthquakes, regardless of magnitude.

### Procedure

Note: Keep calm and remain where you are. Assess situation, then act. Remember, most injuries or deaths are direct cause of falling or flying debris.

#### 18. If you are in an Elevator

You are probably better protected than most people...the elevator will not fall down the shaft and nothing heavy can fall on you.

If the power fails, the elevators will stop, and the lights will go off. Most elevators are equipped with emergency telephones inside the elevator car. All you need to do is open the phone door and speak calmly into the speaker. Police will respond as quickly as possible and advise you how rescue will occur. During rescue, take directions from emergency personnel.

# EVACUATION OF DISABLED PERSONS

## IF YOU ARE DISABLED:

- It is your responsibility to prepare for emergencies by learning the location of exits, stairwells, fire alarms, and fire extinguishers in each building you use frequently.
- Know how to help others help you. Give clear instructions as to your needs or preferences. Look for designated emergency personnel. Ask them to escort you to the nearest exit or to designate someone to assist you.
- If you are alone in building, trip the fire alarm, if possible. Safe areas are exit corridors and stairwells. As a last resort, go to these areas if trapped above the first floor level, and continue to signal for help until rescued.
- If you cannot speak loudly, you should carry a whistle or have some other means for attracting attention.

## HEARING IMPAIRED PERSONS:

- Not all fire systems have a flashing light. Most are sound alarms. Therefore, persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required.

Two methods of warning are:

- Writing a note telling what the emergency is and the nearest evacuation route.
- Turning the light switch on and off to gain attention, then indicate through gestures what is happening and what to do.

## VISUALLY IMPAIRED PERSONS:

Most visually impaired persons will be familiar with the immediate area they are in. In the event of an emergency, tell the person the nature of the emergency and offer to guide them by having the person take your elbow and escort them out. As you walk, tell the person where you are and advise of any obstacles. When you have reached safety, orient the person to where they are and ask if any further assistance is needed.

## CRUTCHES, CANES, OR WALKERS

- If the person is having difficulty exiting quickly, treat them as if injured for evacuation purposes.
- Carrying options include using a two-person, lock-arm position carry, or having the person sit in a sturdy chair, preferably with arms.

## NON-AMBULATORY PERSONS (WHEELCHAIRS)

- Lifting a person with minimal ability to move may be dangerous to their well-being, but in a life threatening emergency it may be necessary to remove an individual from their wheelchair. Always consult with the person in the chair regarding how to best assist them. Assist as needed if removed from the wheelchair (i.e., whether they prefer a stretcher, chair with cushion pad, car seat, or if paramedic assistance is necessary). A number of people may be necessary for assistance.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences. Some people in wheelchairs may have electrical artificial respirators attached. Life support equipment may be attached. They should be given priority assistance if there is smoke/fumes present, as their ability to breathe is seriously in danger.
- Wheelchairs have many movable or weak parts which are not constructed to withstand the stress of lifting. You may have to remove the chair batteries.



## **DISORDERLY CONDUCT (Individual)**

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If perpetrator is armed, refer to Armed Assault on Campus Procedures.

### **Procedure**

1. Upon witnessing Disorderly Conduct, staff takes steps to calm and control situation and attempt to isolate perpetrator from other students and staff, if it is safe to do so.
2. Staff immediately notifies a Principal/Incident Commander.
3. Principal/Incident Commander assesses situation and calls District Security Department for additional assistance. Continued assessment is necessary for deployment of additional officers to respond and assist from other agencies. District personnel and/or officers on scene CALL 911.
4. If immediate threat is not clearly evident, Principal/Incident Commander may attempt to diffuse situation. Approach perpetrator in calm, non-confrontational manner and request he/she cooperate and try to talk.
5. If perpetrator is a student, an attempt is made to notify the family (family members may have information and provide information on handling the student).
6. Principal/Incident Commander notifies District of situation (email: Emergency Notification).

## **DISORDERLY CONDUCT/RIOT (Groups)**

Disorderly Conduct or Riot is large gathering of students who become out of control and participate in violent or non-violent activities. Keeping majority of students not involved in this type of illegal activity isolated and away from activity is imperative in bringing these actions under control.

### **Procedure**

1. Upon witnessing Disorderly Conduct of this nature, staff takes steps to calm and control situation and attempt to isolate those involved from each other.

## **FIRE ON SCHOOL GROUNDS**

Procedure addresses situations where fire is discovered on school grounds. A quick response situation is very important to prevent injuries and property damage.

### **Procedure**

1. Upon discovery of fire, signal fire alarm. Teachers and staff direct all students out of building and area in a calm and orderly manner.
2. Principal/Incident Commander immediately initiates Evacuate Building. Staff and students evacuate using prescribed routes or other safe routes to assembly/shelter site.
3. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
4. Principal/Incident Commander CALLS 911 and contacts District to advise of situation (email: Emergency Notification).
5. Site Security Team suppresses fires and initiates rescue procedures until local fire department arrives.
6. Site Security Team secures area to prevent unauthorized entry and keeps access roads and gates clear for emergency vehicles.
7. Site Security Team Leader directs fire department to fire and briefs department official on situation.
8. Site Security Team notifies Maintenance and Operations (ext. 1450) to contact appropriate utilities companies regarding the situation.
9. Transportation (ext. 1525) is notified for buses to evacuate students and staff if warranted.
10. Any affected areas are not reopened until Chino Valley Independent Fire District (909-902-5260) provides clearance to Principal/Incident Commander.
11. All fires, regardless of size, which are extinguished by school personnel, require a contact to fire department to indicate "fire is out" and to request fire department to respond for investigation and confirm. (Chino Valley Independent Fire District 909-902- 5260)

## **FIRE IN SURROUNDING AREA**

Procedure addresses fire discovered in area(s) adjoining school. The initiated response actions take into consideration location and size of fire, its proximity to school and likelihood that fire may affect school.

### **Procedure**

1. Principal/Incident Commander initiates appropriate IMMEDIATE RESPONSE ACTION, which may include Shelter-In-Place, Lockdown, Evacuate Building, or Off-Site Evacuation.
2. Principal/Incident Commander CALLS 911 and contacts District to advise of situation (email: Emergency Notification).
3. Principal/Incident Commander instructs Site Security Team to prevent students from approaching fire and keep routes open for emergency vehicles.
4. Principal/Incident Commander works with Chino Valley Independent Fire (909-902-5260) to determine if school grounds are threatened by fire, smoke, or other hazardous conditions.
5. If Principal/Incident Commander issues Evacuate Building, staff and students evacuate affected building(s) using prescribed routes or other safe routes to assembly/shelter site.
6. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
7. If needed, Transportation (ext. 1525) is notified for request of buses for student and staff evacuation.
9. Principal/Incident Commander initiates Off- Site Evacuation, if warranted.

# BOMB THREAT

Response to Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that presents risk of an explosion.

## Procedure

1. If threat is received by telephone, person receiving the call attempts to keep the caller on the telephone as long as possible and alerts someone else to contact the Principal/Incident Commander.
2. The person receiving the call is to stay calm and speak calmly. Listen closely to voice of caller to determine caller's age, sex, accent, speech impediment etc. Listen for background noise such as freeway, school yard, busy traffic, railroad cars, PA systems etc.
3. Person answering the bomb threat asks the following questions, records the answers, and then immediately notifies Principal/Incident Commander and/or designee:
  - When is the bomb going to explode?
  - Where is it right now?
  - What does it look like?
  - What will cause it to explode?
  - What kind of bomb is it?
  - What's your name?
  - Why are you doing this?
  - What can we do for you to avoid this?
  - Can I call you back? Give me your number.
4. Principal/Incident Commander notifies District of situation, if not already done so (email: Emergency Notification) and CALLS 911.
5. Depending on the seriousness of the threat, Principal/Incident Commander determines appropriate IMMEDIATE RESPONSE ACTION, which may include Evacuate Building or Off-Site Evacuation. Staff and students evacuate building using fire drill signals and initiate standard evacuation procedures.
6. The Principal/Incident Commander shall turn off any two-way radio equipment which is located in a threatened building.
7. Law enforcement and/or fire department staff shall conduct the bomb search. No school staff shall search for or handle any explosive or incendiary device.
8. No one shall enter the threatened building(s) until the Principal/Incident Commander declares that entry is safe based on law enforcement and/or fire department clearance.
9. To the extent possible, the Superintendent or designee shall maintain communications with staff, parents/guardians, the Board of Education, other governmental agencies, and the media during the period of the incident.
10. Teachers bring student roster and take attendance at assembly area to account for students. Teachers notify Student Care Team of missing students.
11. School activities are not resumed until affected area and school has been inspected and searched by proper authorities and determined to be safe. Principal/Incident Commander will make All Clear Announcement.

When law enforcement responds and sets up a command post, the Principal/Incident Commander or designee shall team with the on-scene officer in charge and respond to the command post

## BIOLOGICAL OR CHEMICAL RELEASE

A biological or chemical release involves discharge of a biological or chemical substance in a solid, liquid, or gaseous state. The release of radioactive materials may happen. Common chemical threats within or adjacent to schools include discharge of acid in a school laboratory, overturned truck of hazardous materials in proximity of the school, or a nearby explosion at oil refinery, chemical plant, or railroad yard. Indicators suggesting the release of a biological or chemical substance: multiple victims suffering from watery eyes, twitching, choking, loss of coordination, or having trouble breathing. Other indicators may include an unusual odor or the presence of distressed animals or dead birds.

### SCENARIO 1 - Substance Released Inside a Room or Building Procedure

1. Principal/Incident Commander initiates Evacuate Building. Staff uses designed routes or other alternative safe routes to assigned assembly/shelter site, located upwind of affected room or building.
2. Principal/Incident Commander CALLS 911 and providing exact location and nature of emergency.
3. Principal/Incident Commander notifies District of situation (email: Emergency Notification).
4. Access to potentially contaminated areas is restricted.
5. Site Security Team turns off local fans in area of release, closes windows and doors and shuts down the building's air system, if this can be done without exposure to release substance.
6. Persons who have come into direct contact with hazardous substances move to an area with fresh, clean air and wash with soap and water. Immediately remove and contain contaminated clothing. Do not use bleach or other disinfectants on potentially exposed skin. Individuals who have been contaminated by a liquid are segregated from unaffected individuals (isolation does not apply to widespread airborne releases). Affected individuals remain isolated until cleared by hazmat team or county health department.
7. Student Care Team provides a list of all people in affected room or contaminated area, specifying those who may have had actual contact with substance.
8. Any affected areas will not be reopened until appropriate agency provides clearance and Principal/Incident Commander gives authorization to do so.

### SCENARIO 2 - Substance Released Outdoors and Localized Procedure

1. Principal/Incident Commander determines appropriate immediate Response Action, which may include Shelter-In-Place or Evacuate Building while directing staff to remove students from affected areas to area upwind from the release.
2. Site Security Team establishes safe perimeter around affected area and ensures personnel do not reenter area.
3. Principal/Incident Commander CALLS 911, providing exact location and nature of emergency.
4. Principal/Incident Commander notifies District of situation (email: Emergency Notification).

A District Representative shall immediately notify the State Office of Emergency Services, (800) 852-7550 and advise of the situation.

5. Site Security Teams turns off local fans in area of release, closes windows and doors and shuts down the building's air system, if this can be done without exposure to released substance.
6. Persons who have come into direct contact with hazardous substances move to an area with fresh, clean air and wash with soap and water. Immediately remove and contain contaminated clothing. Do not use bleach or other disinfectants on potentially exposed skin. Individuals who have been contaminated "tropically" by a liquid are segregated from unaffected individuals (isolation does not apply to widespread airborne releases).

Affected individuals remain isolated until cleared for by release by Chino Valley Independent Fire District or San Bernardino County Health Department. Medical Team assesses need for medical attention, but should not come in contact with exposed persons unless fully protected with personal protective equipment.

7. Student Care Team provides list of all people in areas of contamination, especially those who may have had actual contact with substance.
8. Any affected areas will not be reopened until Chino Valley Independent Fire District provides clearance and Principal/Incident Commander gives authorization to do so.

**SCENARIO 3: Substance Released In Surrounding Community Procedure**

1. Principal/Incident Commander or local authorities determine potentially toxic substance has been released into the atmosphere. Principal/Incident Commander initiates Shelter-In-Place.
2. Upon receiving Shelter-In-Place, notification, Site Security Team turns off local fans in area; closes and locks doors and windows; shuts down all building's air conditioning systems; seals gaps under doors and windows with wet towels and/or duct tape; seals vents with aluminum foil or plastic wrap, and turns off sources of ignition, such as pilot lights.
3. Staff and students located outdoors are directed to proceed immediately to nearby classrooms or buildings. Teachers communicate their locations to Principal/Incident Commander or designee, using the PA system or other means without leaving the building.
4. Principal/Incident Commander or designee CALLS 911, providing exact location and nature of emergency.
5. Principal/Incident Commander notifies District of situation (email: Emergency Notification).
6. School remains in Shelter-In-Place until Chino Valley Independent Fire District provides clearance, or staff is otherwise notified by Principal/Incident Commander.

# EXPLOSION/ RISK OF EXPLOSION

## SCENARIO 1: Explosion on School Property

### Procedure

1. In event of explosion, all persons initiate Duck, Cover, and Hold.
2. Principal/Incident Commander considers possibility of another imminent explosion and takes appropriate action.
3. After explosion, Principal/Incident Commander initiates appropriate IMMEDIATE RESPONSE ACTION, which may include Shelter- In-Place, Evacuate Building, or Off-Site Evacuation. Evacuation may be warranted in some buildings and other buildings may be used for shelter.
4. In event of evacuation, staff and students use prescribed routes or other safe routes and proceed to assembly/shelter site.
5. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
6. Principal/Incident Commander or designee CALLS 911 and contacts District to advise of situation (email: Emergency Notification).
7. Site Security Team and/or Maintenance and Operations turns off school's main gas supply.
8. Medical Team, when safe, checks for injuries and provides appropriate first aid.
9. Staff attempts to suppress fires with fire extinguishers.
10. Site Security Team Leader notifies Maintenance and Operations (ext. 1450) to contact appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
11. Site Security Team Leader posts guards safe distance away from building entrance preventing persons entering school buildings, considering possible secondary explosion sites.
12. When determined by emergency response officials to be safe to enter affected areas, Principal/Incident Commander advises Search and Rescue Team to initiate search and rescue efforts.
13. Principal/Incident Commander confers with Facilities, Planning, and Operations to ensure buildings are safe for re-occupancy. When safe to do so, Site Security Team conducts inspection of school buildings. Site Security Team maintains a log of their findings, by building and provides periodic report to Principal/Incident Commander.
14. Any areas affected by explosion are not reopened until appropriate agency provides clearance and Principal/Incident Commander gives authorization.
15. Principal/Incident Commander initiates Off- Site Evacuation, if warranted.

## SCENARIO 2: Risk of Explosion on School Property

### Procedure

1. Principal/Incident Commander initiates appropriate IMMEDIATE RESPONSE ACTION, which may include Shelter-In- Place, Evacuate Building, or Off-Site Evacuation.
2. If Principal/Incident Commander issues Evacuate Building action, staff and students evacuate building using prescribed routes or other safe routes to assembly/shelter site.
3. Teachers bring student roster and take attendance at assembly/shelter site to account for students. Teachers notify Student Care Team of missing students.
4. Principal/Incident Commander or designee CALLS 911 and contacts District to advise of situation (email: Emergency Notification).
5. Site Security Team and/or Maintenance and Operations turns off school's main gas supply.
6. Staff attempts to suppress fires with fire extinguishers.
7. Principal/Incident Commander advises Search and Rescue Team to initiate search and rescue efforts, if warranted.
8. Site Security Team Leader notifies Maintenance and Operations (ext. 1450) to contact appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
9. Any areas affected by explosion are not reopened until appropriate agency provides clearance and Principal/Incident Commander gives authorization.
10. Principal/Incident Commander initiates Off- Site Evacuation, if warranted.

### SCENARIO 3: Explosion or Risk of Explosion in Surrounding Area

#### Procedure

1. Principal/Incident Commander initiates Shelter-In-Place.
2. Principal/Incident Commander or designee CALLS 911 and contacts District to advise of situation (email: Emergency Notification).
3. Principal/Incident Commander takes further actions as needed.
4. School Remains on Shelter-In-Place condition until appropriate agency gives clearance that situation is under control. Upon receiving clearance, Principal/Incident Commander gives All- Clear Announcement.

### SCENARIO 4: Nuclear Blast or Explosion Involving Radioactive Materials Procedure

1. Principal/Incident Commander initiates Shelter-In-Place.
2. When sheltering, personnel establish adequate barriers or shielding (concrete walls, metal doors etc.) between themselves and source of blast or explosion and avoids sheltering near exterior windows.
3. Principal/Incident Commander or designee CALLS 911 and contacts District to advise of situation (email: Emergency Notification).
4. After initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid and relocate students from upper floors if possible.
5. Site Security Team and/or Maintenance and Operations turns off schools main gas supply, local fans in area; closes and locks doors and windows; shuts down all building's air conditioning systems; seal gaps under doors and windows with wet towels or duct tape.
6. School remains in Shelter-In-Place condition until Chino Valley Independent Fire District or appropriate agency provides clearance and Principal/Incident Commander issues further instructions.