

**HSHMC, Inc.**

**School Site Safety Plan**

**2023-2024**

*(For Board Approval - 8/30/2023)*

**Contact Information**

Health Sciences High & Middle College (HSHMC, Inc)

3910 University Ave. Suite 100

San Diego, CA 92105

Phone: (619) 528-9070; Fax: (619) 528-9084

Website: [www.HSHMC.org](http://www.HSHMC.org)

Dr. Dominique Smith, Principal: [dsmith@hshmc.org](mailto:dsmith@hshmc.org)

Daisy Lopez-Cruz, School Operations Specialist: [dlopez@hshmc.org](mailto:dlopez@hshmc.org)

**HSHMC, Inc.**  
**School Site Safety/Emergency Preparedness Plan**  
**2023-2024**

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# **HSHMC, Inc. School Site Safety Plan 2023-2024**

## **1. Assessing the current status of school**

Health Science High Middle College Inc. (HSHMC, Inc.) is in the fifteenth year of its Charter. HSHMC, Inc. will provide a safe and orderly school environment while addressing safety issues. This plan is a work in progress as the new facility is still under construction. The final plans will be revised once the building facility is complete and all plans are signed off by the Fire Marshal. The new safety plans and procedures will be presented to both the staff and students in the August and September school site safety training sessions.

An assessment of the current status of crime at HSHMC can be accomplished by reviewing the California Dashboard's suspension and expulsion rate which remains consistently in the "Blue" indicating HSHMC's low-level of suspensions and expulsions. HSHMC's student "MyVoice Survey" indicates 82% of students feel that HSHMC is a welcoming and safe place to learn.

## **2. Identifying safe school strategies and programs**

- a. Requirements of SB187 legislation include the following:
  - (1) The school site council is responsible for the development of the plan in consultation with law enforcement and other school site councils.
  - (2) The plan shall be evaluated and modified, as necessary, no less than once per year, and be available to the public.
- b. Respond to your school's data by describing programs and activities that address individual school safety needs. (See Comprehensive School Safety Plan attached)

## **3. Addressing the school's procedures for complying with existing laws relating to school safety, which shall include the development of all the following:**

- a. **Child abuse reporting procedures consistent with Penal Code Section 11164 et seq.**
  - (1) All teachers, instructional aides, teacher's assistants, classified employees, administrative officers, supervisors of child welfare and attendance, certificated staff, students' personnel employees, day care center administrators, licensed day care workers, physicians, psychiatrists, psychologists, dentists, and licensed nurses are required to report suspected child abuse.
  - (2) A known or suspected instance of child abuse must be reported by telephone, immediately or as soon as practically possible, to one of the child protective agencies. Following the telephoned report, a written report shall be sent within 36 hours of receiving the information concerning the incident.

- (a) Child abuse Team; San Diego Police Department  
Phone: (619) 531-2260
- (b) Integrated Child Protected Services  
Department of Social Services  
(619) 560-2191. (24-hour response number)

(3) Persons observing evidence of suspected child abuse may inform the Principal or designee. Although not required, it is strongly suggested that employees inform the Principal of the incident. Students and parents shall be aware that students also may report instance of child abuse on themselves or others to any faculty and staff of HSHMC, Inc..

All staff are notified of the above procedure at a scheduled meeting or as soon as possible after employment. This information is also included in the Faculty Handbook provided to all staff members.

**b. Disaster Response Procedures**

- (1) The site disaster plan has been developed to provide for the safety of students, staff, buildings, equipment, and supplies. It includes the organization of staff to meet an emergency, a system of warning, instruction, and preparation of students, and appropriate drills. See attached Site Emergency Preparedness Plan.
- (2) A “No False Drills” policy has been adopted at HSHMC, Inc. In the event of a “false alarm”, all staff members are aware that staff and students will evacuate the building and complete an orderly and safe evacuation of the classrooms and building. Staff and students will remain in the safe outdoor assembly areas until the all clear signal is made to return to the school building.
- (3) 911 Telephone Calls can be made by any adult staff member based on the emergency need. When a staff member makes a 911 emergency telephone call the following procedures will be adhered to:

- Staff member making the telephone call identifies him/herself and gives the location from where the call is made from.
- The staff member placing the call should remain on the telephone, with an open line, as long as the emergency dispatcher needs them.

After completing the emergency telephone call the staff member will notify the administration of the emergency and request any additional supports needed. If the staff member needs to remain on the telephone line during the emergency, that staff member should send a responsible student to a neighboring teacher for help. That teacher should immediately notify the administration for assistance.

**Telephone Security:**

HSHMC, Inc. has telephones in Room 103, the receptionist desk, and all offices.

All staff members must adhere to the following rules for telephone security:

- Never allow students to use the telephone without prior approval of an adult who observes the telephone call.

- When leaving on extended breaks or weekends it is advised to disconnect the telephone and place it in a locked drawer or cabinet.
- Never allow students to gather around the telephone without immediate adult supervision.
- If you are the adult in the classroom and you suspect that the telephone has been improperly used, notify administration.

c. **Suspension and Expulsion Policies**

- (1) Suspension is defined as removal of a student from ongoing instruction for adjustment purposes.
- (2) Expulsion is defined as removal of a student from the immediate supervision and control or general supervision of school personnel at HSHMC, Inc.

HSHMC Inc. regards suspension and expulsion as a last resort. Our goal is to maximize time spent learning for each student. Criteria for suspension and expulsion of students is consistent with all applicable federal statutes and state and federal constitutional provisions. Governing law includes *the procedures by which pupils can be suspended or expelled—California Education Code Section 47605 (b)(5)(J)*. In addition, attention is focused on ensuring due process for students and their families. HSHMC, Inc. follows expulsion and suspension guidelines as outlined in this charter. All related hearings will conform to the state and federal laws regarding discipline, special education, confidentiality, and access to records (IDEA 2004, California Education Code 47605). The Principal may suspend students who fail to comply with these policies at any time. Students who habitually fail to comply with these policies and/or who present an immediate threat to health and safety may also be suspended and referred for expulsion to the HSHMC Inc. Governing Board upon recommendation of the Principal.

**Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the School or at any other school or a School sponsored event at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity. Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

**Enumerated Offenses**

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director/Principal or designee's concurrence.
  3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
  4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
  5. Committed or attempted to commit robbery or extortion.
  6. Caused or attempted to cause damage to school property or private property.
  7. Stole or attempted to steal school property or private property.
  8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
  9. Committed an obscene act or engaged in habitual profanity or vulgarity.
  10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
  11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
  12. Knowingly received stolen school property or private property.
  13. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
  15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
  16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  17. Engaged in or attempted to engage in hazing of another.
  18. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
  19. Made terrorist threats against school officials and/or school property.
  20. Committed sexual harassment.
  21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
  22. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.
- Alternatives to suspension or expulsion will first be attempted with students who

are truant, tardy, or otherwise absent from assigned school activities.

**d. Procedures for notifying teachers of dangerous pupils pursuant to Education Code Section 49079.**

- Reference Administrative Procedure 4613.

(1) Upon receipt of information from the court that student has committed any of the crimes enumerated in Welfare and Institutions Code Section 827, the Placement and Appeals Office will inform the principal of information received from the court and the Probation Department which needs to be transmitted to teachers, counselors, or administrators with direct supervisory or disciplinary responsibility over the minor in order to enable them to (a) work with the student in an appropriate fashion, (b) avoid being needlessly vulnerable, or (c) protect other persons from needless vulnerability.

(2) Any information so received by a teacher, counselor, or administrator shall be confidential and shall not be disseminated further by the teacher, counselor, or administrator.

All HSHMC, Inc. staff are notified quarterly of the availability of a confidential list of students who have been suspended.

**e. Sexual Harassment Policy**

(1) Definition of sexual harassment: A form of sexual discrimination which includes, but is not limited to, unwelcome sexual advances., requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the education setting (see Office for Civil Rights Sexual Harassment Guidance, 62 Federal Register 12034, March 13, 1997).

(2) The school prohibits all sexual harassment and any sexual harassment that has the purpose or effect of having a negative impact on the faculty and staff or student's academic performance or of creating an intimidating, hostile, or offensive educational environment. HSHMC, Inc. also prohibits sexual harassment in which a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct.

**f. School-wide dress code-**

- Reference HSHMC, Inc. Student Handbook

**g. Procedures for safe ingress to and egress from school. (See Site Evacuation Maps)**

(1) Site emergency preparedness plans shall include site map, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid/supply stations, and designated areas for prolonged student/staff care.

(2) As required by state law, each site administrator shall conduct safety drills (including fire, earthquake/disaster preparedness, bus safety, and campus emergencies) and maintain an accurate record of each drill.

(3) All students and staff shall review site evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take.

**h. Procedures to ensure a safe and orderly environment conducive to learning**

(1) HSHMC, Inc. faculty and staff shall be responsible for classroom discipline that will ensure a proper learning environment for all students. Every faculty and staff member shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, at internships locations, or while in attendance at any event attended as a member of HSHMC, Inc.

(2) All pupils shall comply with regulations, pursue the required course of study, and submit to the authority of the faculty and staff of HSHMC, Inc.

(3) Students are to be under direct supervision of a staff member or supervising partner of HSHMC, Inc. at all time while in school, or while attending a school-directed activity.

**i. Rules and procedures on school discipline.**

(1) It is the CEO or designee's responsibility to maintain good discipline in the school in accordance with Education Code, California Administrative Code, and HSHMC, Inc. regulations for measurement of citizenship and development of good discipline. HSHMC, Inc. may delegate to any faculty or staff those duties necessary for maintenance of good student conduct.

(2) Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for children.

## **Site Emergency Preparedness Plan**

### **General Discussion**

In order to prepare to react in the event of an emergency, we are required to formulate a sight emergency preparedness plan. This plan is intended to coordinate all emergency activities of staff and students, and give each person on site a definite plan of action to follow in the event of an emergency. It is most important for staff to realize that emergency preparedness must become a normal part of a continuous planning process throughout the year. A well-prepared and tested plan will minimize injuries and loss of life in a major disaster. Therefore, it is expected that all staff members be familiar with the school's



emergency preparedness plan. Disaster planning experts indicate that in the event of a natural calamity such as an earthquake. School staff should be prepared to be self-sufficient for as long as 72 hours. It is the goal of the HSHMC, Inc. administration to ensure the safety and accountability of students and staff and at the same time provide for their needs within that 72 hours. This is a requirement of California State Education Code. Staff members should remember that in times of stress, they must remain calm, evaluate the situation and act based on the best available information. Be aware that your calm behavior and clear communication will influence the students and other staff members.

### **Remember**

Your first priority is the safety of the students!

*All public employees are declared by law to be disaster services workers (Government Code 3100). They are subject to such disaster services as may be assigned to them by their supervisors or by law upon the declaration of an appropriate state of emergency. The extent to which HSHMC, Inc. employees' function as disaster services workers depends in large measure upon the decisions of the school administration.*

### **Staff Suggestions and Responsibilities**

#### **Take attendance using a role book or Power School, do not lock any doors.**

In the event of a true disaster, staff may be required to remain on site supervising students for up to 72 hours. No staff member may leave the site without express permission of the CEO or designee.

Be prepared to assume responsibilities other than those defined in the site plan. There is no way to pre-identify injuries.

If supervising students, account for all students at all times.

Have an emergency bag in the trunk of your car. Keep comfortable clothing, gloves, jacket, comfortable shoes, hat, flashlight, radio, trash bags, pillow, toothbrush, toothpaste, soap and possibly dehydrated food in it. Remember to keep fresh batteries in the radio and flashlight. Remember your own personal medications.

Until approval of the CEO or designee, do not reenter the building.

The primary responsibility of the staff is the safety of students. Do not endanger students or yourself attempting to save property—fighting fires, turning off flooding water mains, gas lines, etc.

On the signal to evacuate, evacuate all ambulatory students immediately. Remember, there may be no signal (electrical failure), and it may be necessary for you to judge that it

is all clear and evacuate. Evacuate all the students you can, but do not endanger healthy students in an attempt to assist the injured.

### Stay Calm

All teachers and staff not assigned to students during an emergency must still report to the emergency assembly area to help with supervision.

## Emergency Drill Information Dates

Never assume there has been a false alarm. When you hear an alarm or signal, immediately follow emergency procedures. Keeping your students inside for any reason during an earthquake or fire alarm is not an option. All students and staff must evacuate as soon as the initial earthquake has occurred or as soon as knowledge of smoke or a fire occurs.

Drills will be conducted several times during the school year. The schedule is as follows:

<b>Drill Type</b>	<b>Date</b>
Staff Professional Development	August 18, 2023
Basic Evacuation Drill	September 19, 2023
Earthquake/Fire Drill	October 24, 2023
Lock Down Drill	December 5, 2024
Earthquake/Fire Drill #2	February 6, 2024
Lockdown Drill #2	March 12, 2024
Fire Drill only	May 21, 2024

All staff members should review the contents of the disaster emergency procedures.

- (1) Discuss rules with your students and evacuation routes with all classes.
- (2) Duck Hold Cover position
- (3) Alarm signals
- (4) What to do before and after school, during lunch, and or passing periods.
- (5) Evacuation routes.

All drills require attendance reporting to the Emergency Operations Center. (EOC)

Teachers: Keep the Emergency Procedure Packet visible and in an easy to get location. Be certain your roll book is easily available to substitutes.

### RULES DURING DRILLS

- (1) Proceed quickly and quietly to the designated area. No running or talking through the duration of the drill. Classes must remain together.
- (2) Teachers will lead the class. Assign a dependable student to make certain the room is clear.
- (3) Teacher will take roll book (attendance) and emergency pack when evacuating.
- (4) Leave other books and belongings in the room, except valuables, which may be carried during the drill.

- (5) If leaving injured people in the room. Designate this status by placing the yellow caution tape on the exit area of the classroom or area.
- (6) If an exit is blocked, the teacher will select the next best route to exit safely.
- (7) Upon reaching the designated area the class is to sit quietly and stay together.
- (8) Send the Teacher Emergency Report Form to the EOC.
- (9) Remain clear of all buildings/structures.
- (10) When the all clear is sounded, return to the class via the same evacuation route calmly and quietly in a single file.

### **Staff/Student awareness and preparation**

**All staff** should become thoroughly familiar with the contents of the emergency plan, and students should be instructed in the procedures outlined for emergency action so that they will be prepared to react quickly to instructions given to them in times of emergency.

### **DROP DUCK COVER**

Students should know the term Drop, Duck, Cover or Drop and Cover or Duck, Cover and Hold.

The “Drop Duck Cover” position is: Drop to knees, place hands over back of head with arms over ears, and lay forehead in knees.

1. “Drop Duck Cover” is appropriate for any of the following emergencies or drills:
  - Earthquake
  - Shooting
  - Explosion
2. “Drop Duck Cover” is also appropriate outside for an earthquake and when there is a bright flash or explosion.

### **Alarm Signals**

Fire	Continuous short rings
Earthquake	Manual signal (Alternating long alarm and short alarm)
Real Earthquake	Movement/Vibration of ground
Shooter/Gunfire (Possible Lock down)	Tremendous noise or blinding glare Manual signal (one long alarm or verbal signal 3 times Lock Down Lock Down Lock Down)
Disturbance: (Possible Lock down)	Principal or designee will activate actions according to need. Manual signal (one long alarm or verbal signal 3 times” <b>Lock Down Lock Down Lock Down</b> )”
Bomb Threat	Fire Alarm or Verbal instructions – <b>evacuate-</b>

## **Evacuation Procedures**

All Staff are responsible for understanding the Emergency Preparedness Plan and their responsibilities.

### **Authority to Evacuate**

1. The CEO (or designee) shall have the authority to order an evacuation of HSHMC, Inc.
2. Any staff member or students who becomes aware of an emergency should immediately notify the administration by quickest means possible.
3. Staff will immediately move students away from any situation that presents an immediate threat to their safety-then ensure that administration is notified.

### **Evacuation Warnings**

When the situation requires an evacuation, but time permits, the CEO or designee will initiate notification and instructions to staff via bullhorn, verbal, or runners.

Should the situation require immediate evacuation, the following signals will be used:

1. On-site Evacuation – a series of short bells (fire alarm)
2. In Place Sheltering/Lock down – One long signal (air horn) or verbal 3 times “Lock Down, Lock Down, Lock Down.
3. A all staff message sent using Remind 101

### **Evacuation Locations**

Unless otherwise directed, staff and students will be evacuated to area 1.

Area #1 – Terralta Park

Area #2 – Terralta Park (except for earthquake) Park De La Cruz, (Old Copley YMCA Field)

### **Off Site Evacuation Sites**

Area #3 – Park De La Cruz, (Old Copley YMCA Field)

### **Staff Evacuation Procedures**

Checklists have been developed and are supplied in this document to provide staff with specific actions to take. Review these checklists. They will be on file in the main office reception area.

### **Students/Staff with disabilities**

All staff will ensure that they are aware of students and fellow staff members who may need assistance during evacuations.

### **Searching of Facilities**

CEO or designee will designate a facility search person to accompany law enforcement or fire personnel to check all school facilities to ensure that they have been cleared.

### **Roll Call**

If classes are in session. Teachers will move their students to the evacuation point and conduct a roll call. Take the Red Emergency Backpack, located at each classroom door, with you.

If classes are not in session (such as passing periods, before or after school, etc.). Students will report to their first period class and then be organized by all available staff members. As students are assembled, the assigned teachers for each group will conduct a roll call or establish a roster of names of students present.

The CEO will designate a staff member to be responsible for coordinating the teachers to develop an overall school status report of student accountability.

### **Remote Sheltering**

Should it become necessary to transport students and staff to a remote site for safety. The CEO or designee will assign staff to supervise the movement and transportation of students to the remote location.

### **Reunification**

If a decision is made to allow students to leave early, the CEO or designee will coordinate parent notification as quickly as possible.

### **Canceling Evacuation**

Once an evacuation has been initiated, it should generally be completed- even if the situation becomes resolved or is deemed safe. Any sworn Emergency Personnel (fire or police) has state authority to order an evacuation of a school site. They do not need permission.

### **Return to School**

If the incident requires a response by public safety (fire or police), the public safety Incident Commander must approve the return to the school by the staff.

### **Roles and Responsibilities of Mental Health Professionals**

Mental health professionals at HSHMC are available for crisis counseling and referrals to outside agencies. Students who have witnessed a violent act can access mental health professionals on campus and these staff members interact with teachers to identify students

who may need additional services. Mental health professionals are involved in MyVoice survey including analysis, interpretation and action planning to create and maintain a positive school climate.

In addition, HSHMC uses Handle With Care (HWC), a protocol designed in collaboration with the District Attorney to enhance communication between law enforcement and schools regarding children's exposure to traumatic events. Students may exhibit academic, emotional, and/or behavioral problems as result of the event. HWC is aimed at ensuring that school-aged children who are exposed to trauma receive trauma sensitive supports in lieu of punishment. The HWC notice indicates the student has experienced an adverse event, it does not indicate a criminal event. If a law enforcement officer encounters a school-aged child during a call that could be traumatic to him or her, the child's name and the three words HANDLE WITH CARE are forwarded to the student's school before school starts the next day. The purpose is to ensure that children who experience trauma are "Handled with Care" to reduce the negative effects experience by exposure to trauma.

### **Basic Actions in an Emergency**

- A. Emergency: **Fire:** Basic Evacuation  
Signal: Continuous short rings  
Action: Evacuate building to Emergency Assembly Area  
All Clear: Verbal command
- B. Emergency: **Earthquake:**  
Signal: Alternating long and short blast from bull horn or ground movement  
Action: 1. Inside: Drop, Duck, and Cover – hold position under furniture and hold furniture to keep it from moving away. If possible, stay away from glass windows, overhead hanging objects, light fixtures, bookshelves, etc. May also stand in the doorway.  
2. Outside: Drop, Duck, and Cover – Stay away from buildings, walls, trees, utility lines and poles, wires, and other objects that may fall.  
3. For a drill, Drop Duck Cover – remains in effect until the bell ends and a verbal direction is given on how to proceed whether students are inside or out.  
All Clear: Verbal command
- C. Emergency: Explosion, plane crash or surprise attack:  
Signal: Tremendous noise or sudden glare  
Action: Drop Duck Cover – until verbal directions are given on how to proceed whether inside or out.  
All Clear: Verbal command
- D. Emergency: Active Shooter/Gun fire:  
Signal: Sudden burst of gunfire  
Action: Lie down immediately in a prone position(flat, face down) and do not move. If students are outside, Run in a ZigZag Pattern, Hide, drop onto ground at once. **“Run,” “Hide,” and “Fight”** are the actions that

both the Federal Bureau of Investigation and U.S. Department of Homeland Security recommend in an active shooter situation. Each action is explained in further detail below:

### **Run**

If possible, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
  - Evacuate regardless of whether others agree to follow.
  - Leave your belongings behind.
  - Help others escape, if possible.
  - Prevent individuals from entering an area where the active shooter may be.
  - Keep your hands visible when engaging with law enforcement.
  - Follow the instructions of any police officers.
- 
- Do not attempt to move wounded people.
  - Call 911 when you are safe.

### **Hide**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- Can prevent an active shooter from entering. (i.e. you should be able to lock the door).
- Blockade the door with heavy furniture.

### ***If the active shooter is nearby:***

- Lock the door.
- Silence your cell phone.
- Turn off any source of noise (radios, televisions).
- Hide behind large items (cabinets, desks).
- Remain quiet.
- If evacuation and hiding are not possible, remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
  - If you cannot speak, leave the line open and allow the dispatcher to listen.

### ***Fight***

As a last resort, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

All Clear: Verbal command

E. Emergency: Major disturbance in neighborhood: (SWAT action in area, major auto accident, etc.)

Signal: Phone call from police or reliable sources. Students go into lockdown procedures.

Action: Students remain in the classroom with all doors locked and stay away from windows. Notify security or administration to lock main doors.

All Clear: Verbal Command

F. Emergency: Bomb Threat:

Signal: "Bomb Threat" call made to school. Verbal instructions will be given. Evacuate to the Emergency Assembly Area.

Action: The majority of "bomb threat" telephone calls and notes are to be handled quickly and efficiently. The safety of all school personnel and the prevention of panic are the primary considerations. In the event that a bomb threat is received by telephone, the following actions should be taken:

1. Person receiving threat – keep the caller on the line as long as possible. Delay the caller with such statements as: "I am sorry, I did not understand you," "What did you say?" Etc. Try to get as much information from the caller as possible.
2. Recipient of bomb threat – call notifies Principal or administration, immediately after caller hangs up or while on phone if possible.
3. Immediately notify:

**San Diego Police or Fire Department: 911**

4. Administration notifies staff in a discreet manner. Make decision on whether to evacuate building or certain areas of premises.

All Clear: Verbal command



(Work in Progress)

**Attachments:**

- I. Teacher's Report
- II. Previously Reported Missing, Injured or Absent
- III. Site Map
  - a. Campus map
    - i. First, Second, Third and Fourth Floors
    - ii. HSHMC, Inc. maps of evacuation routes
- IV. Emergency Phone Numbers
  - a. City of San Diego Police Dept.
  - b. City of San Diego Fire-Rescue
  - c. City of San Diego Fire-Rescue Emergency Card
- V. San Diego Fire Dept. Emergency Supply List
- VI. Recommended First Aid Supplies
- VII. HSHMC, Inc. Staff Roster List
- VIII. Student Alphabetical Roster/demographics
- IX. Security/Alarm Lockdown Procedures
- X. Administrative Procedures

## Teacher's Report

Teacher's Name: \_\_\_\_\_ Room# \_\_\_\_\_

Send information slip and information to the Emergency Operations Center located in Area #1.

\_\_\_\_\_ All present and accounted for

\_\_\_\_\_ The following students are not accounted for (list reason if known):

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List known casualties below:

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## Teacher's Report

Teacher's Name: \_\_\_\_\_ Room# \_\_\_\_\_

Send information slip and information to the Emergency Operations Center located in Area #1.

\_\_\_\_\_ All present and accounted for

\_\_\_\_\_ The following students are not accounted for (list reason if known):

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List known casualties below:

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**Previously Reported Missing, injured or Absent Person  
(Circle One)**

\_\_\_\_\_ was previously reported (circle one) missing, injured, or  
absent but is now present and accounted for.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Room number

**Previously Reported Missing, injured or Absent Person  
(Circle One)**

\_\_\_\_\_ was previously reported (circle one) missing, injured, or  
absent but is now present and accounted for.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Room number

**Previously Reported Missing, injured or Absent Person  
(Circle One)**

\_\_\_\_\_ was previously reported (circle one) missing, injured, or  
absent but is now present and accounted for.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Room number

**Previously Reported Missing, injured or Absent Person  
(Circle One)**

\_\_\_\_\_ was previously reported (circle one) missing, injured, or  
absent but is now present and accounted for.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Room number



# San Diego Police Department

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## Contact

## Contact

**If you have an emergency, dial 9-1-1.**

**To access 9-1-1 from a cell phone or outside San Diego, dial (619) 531-2065.**

For 24-hour non-emergencies, dial (619) 531-2000 or (858) 484-3154.

### Neighborhood Divisions

#### Headquarters

1401 Broadway, San Diego, CA 92101  
Phone: (619) 531-2000

#### [Central Division](#)

2501 Imperial Avenue, San Diego, CA 92102  
Phone: (619) 744-9500  
TTY: (619) 234-2477

#### [Eastern Division](#)

9225 Aero Drive, San Diego, CA 92123  
Phone: (858) 495-7900  
TTY: (858) 495-7995

#### [Mid-City Division](#)

4310 Landis Street, San Diego, CA 92105  
Phone: (619) 516-3000

#### [Northern Division](#)

4275 Eastgate Mall, San Diego, CA 92037  
Phone: (858) 552-1700  
TTY: (858) 552-1799

#### [Northeastern Division](#)

13396 Salm on River Road, San Diego, CA 92129  
Phone: (858) 538-8000  
TTY: (858) 538-8093

#### [Northwestern Division](#)

12592 El Camino Real, San Diego, CA 92130  
Phone: (858) 523-7000

#### [Southern Division](#)

1120 27th Street, San Diego, CA 92154  
Phone: (619) 424-0400  
TTY: (619) 424-0492

#### [Southeastern Division](#)

7222 Skyline Drive, San Diego, CA 92114  
Phone: (619) 527-3500  
TTY: (619) 527-3592

#### [Western Division](#)

5215 Gaines Street, San Diego, CA 92110  
Phone: (619) 692-4800  
TTY: (619) 692-4978

### Headquarters Directory

Child Abuse	(619) 531-2260
Crime Analysis	(619) 531-2413
Crime Prevention	(858) 523-7049
Crime Stoppers	(888) 580-TIPS
Crisis Intervention	(619) 446-1014
<a href="#">Domestic Violence</a>	(619) 533-3500
TTY for Domestic Violence	(619) 533-3501
<a href="#">Financial Crimes</a>	(619) 531-2545
Gangs	(619) 531-2847
Homicide	(619) 531-2293
Internal Affairs	(619) 531-2801
<a href="#">Juvenile Services</a>	(619) 531-2270
Permits & Licensing (Vice Administration)	(619) 531-2250
Media Relations	(619) 531-2675
Missing Persons (Adults Only)	(619) 531-2277
Missing Juveniles	(619) 531-2000
Narcotics Unit	(619) 531-2468
Records	(619) 531-2846
Recruiting	(619) 531-2677
Reserves	(619) 446-1014
Retired Senior Volunteer Patrol (RSVP)	(619) 446-1016
Robbery	(619) 531-2299
<a href="#">Sex Crimes</a>	(619) 531-2210
<a href="#">STAR/PAL</a>	(619) 531-2718
Vice	(619) 531-2452
Video Unit	(619) 531-2618
Volunteer Services/Neighborhood Policing	(619) 446-1017



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# San Diego Fire-Rescue Department

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**CrimeStoppers Hotline**  
(888) 580-TIPS (8477)

## Contact SDFD

**If you have an emergency, dial 9-1-1. [More information on calling 9-1-1.](#)**

Contact us at the following non-emergency numbers or e-mail us at [sdfd@san-diego.gov](mailto:sdfd@san-diego.gov).

**San Diego Fire-Rescue Department**  
Administrative Office/General Information  
1010 2nd Avenue, Suite 400  
San Diego, CA 92101  
(619) 533-4300



Follow us on:

## Department Directory

Contact	Phone Number
Administrative Office/General Information	(619) 533-4300
Community Education	(619) 533-3780
Emergency Management Services • <a href="#">FEM A Urban Search &amp; Rescue</a> • Task Force CA-TF8	(619) 533-4313
Employee Services (Human Resources)	(619) 533-4319
<a href="#">Fire Cadet Program</a> • Email: Cadet Coordinator, <a href="mailto:sdfd_cadetprogram@san-diego.gov">sdfd_cadetprogram@san-diego.gov</a> • Email: Cadet Advisors, <a href="mailto:sdfd_cadetadvisors@san-diego.gov">sdfd_cadetadvisors@san-diego.gov</a>	(619) 533-4300
<a href="#">Fire Communications - Dispatch &amp; Information Services</a>	(858) 573-1300
Fire-Field Operations	(619) 533-4300
Fire Hazard Advisor - Brush/Weed Complaint	(619) 533-4444
Fire Hazard Advisor - Complaint	(619) 533-4411
<a href="#">Fire Prevention Bureau</a>	(619) 533-4400
Fiscal & Information Services	(619) 533-4300
<a href="#">Junior Lifeguard Program</a>	(858) 581-7861
Lifeguard Services	(619) 221-8899
Logistics - Facilities, Fleet and Equipment	(858) 573-1357
<a href="#">Metro Arson Strike Team</a> • Arson Investigations/Explosive Device Team	(619) 236-6815
New Construction - Inspection Scheduling	(619) 446-5440
Non-Emergency Transportation	(858) 499-1500
<a href="#">Rural/Metro of San Diego</a>	(619) 280-6060
<a href="#">Training and Safety Division</a>	(619) 692-4985

## Other Numbers

Contact	Phone Number
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# San Diego Fire - Rescue

Presents Heroes On Call



**911**



Work # \_\_\_\_\_



**1-800-222-1222**  
**Poison**



Work # \_\_\_\_\_



Doctor



Parent's Cell Phone



Pharmacy



Out of State  
Emergency Contact



Relative's Name



Relative's Name

Phone Number

Phone Number



Class Friend's Name



Neighbor's Name

Phone Number

Phone Number



Child's School



**1-800-344-6000**  
**Child Abuse Hotline**



**1-800-611-7343**  
**Power Outage**



**619-221-8899**  
**Lifeguard Business**



**619-236-6876**  
**Disaster Information**



**1-800-784-2433**  
**Suicide Hotline**



**619-533-4300**  
**Fire Dept. Business**



**1-800-THE-LOST**  
[www.missingkids.com](http://www.missingkids.com)



**619-531-2000**  
**Police Dept. Business**



**1-800-BE-READY**  
[www.READY.GOV](http://www.READY.GOV)



**619-236-5555**  
**San Diego City Info**



**211**  
**Non-emergency Aid**



My Phone Number



My Street Address

City/State/Zip



**Our Emergency Meeting Location**



TTY, TDD Access  
Numbers & Notes



**SAFEamerica**  
THE SAFE AMERICA FOUNDATION  
[www.safeamerica.org/hero](http://www.safeamerica.org/hero)

## San Diego Fire Department

Heroes On Call is *America's Ring Leader* for reaching emergency aid. Place this label visibly close to your phone such as on your refrigerator door, a phone book cover or a bulletin board – it's your call! Just as important, this label can also provide emergency personnel with crucial information needed when responding to your need for aid at home.

### SAN DIEGO ARE YOU READY?

#### Keep these items on hand in the event of an emergency:

- A 3 day water supply
- Store one gallon of water per person per day
- Ready to eat canned meats, fruits and vegetables
- Canned juices, milk, soup, sugar, salt, pepper
- High energy foods, peanut butter, trail mix, granola bars
- Vitamins, medications
- First-aid kit with non prescription drugs such as, aspirin, anti-diarrhea medication, antacid, laxatives
- Paper plates with plastic utensils and cups
- Emergency preparedness manual (go to: [www.fema.gov/areyouready](http://www.fema.gov/areyouready))
- Battery operated radio
- Flashlight, extra batteries
- Non-electric can opener, utility knife
- Tool kit, fire extinguisher - ABC type
- Matches in a waterproof container, plastic storage containers
- Needles, thread
- Map of the area for finding local shelters
- Soap, liquid detergent, household bleach, disinfectant, plastic garbage bags
- Plastic bucket with tight lid
- Personal hygiene supplies, toilet paper, towelettes
- Sturdy shoes or work boots
- Rain gear, hat and gloves, thermal underwear, sunglasses
- Blankets or sleeping bags
- Whistle
- Baby items, formula, diapers, bottles, powdered milk
- Adult items, prescribed medication, denture needs
- Contact lenses, extra eye glasses
- Important family documents - keep these records in a waterproof container:
  - ✓ Will, insurance policies, contracts, deeds, stocks and bonds
  - ✓ Passports, social security cards, immunization records
  - ✓ Bank account numbers, credit card account numbers
  - ✓ Inventory of valuable household goods, important telephone numbers, cash, travellers' checks
  - ✓ Family records including birth, marriage and death certificates

**FREE!** To download a larger version of Heroes On Call for easier reading and to learn more about keeping your family safe go to: [www.safeamerica.org/hero](http://www.safeamerica.org/hero). Then also send us an email to share your comments with us about Heroes On Call!



**SAFEamerica™**  
THE SAFE AMERICA FOUNDATION™

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## **1-Administrative Procedures Health Sciences High & Middle College Inc.**

The following administrative procedures have been adopted by Health Sciences High & Middle College Inc. (HSHMC Inc.) to meet the needs and requirements of HSHMC and its' community. All Procedures are to be reviewed by the HSHMC Inc. Board of Directors and/or Administrative team.

### **Administrative Procedure**

Category: Support Services, Security Program

Subject: School or Site Closure/Early Dismissal of Students

#### **A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing the closure of school or site and early dismissal of students, or declaration of a minimum day, as the superintendent deemed necessary based on the nature of the emergency.

#### **B. Legal and Policy Basis**

1. **Authority.** Only the superintendent or Chief Executive Officer or designee has the authority to close schools or sites, or to declare a minimum day. Exception: City, county, or state health department may order a school closed due to epidemic conditions.
2. **Policy.** It is the obligation of HSHMC Inc. personnel to offer instruction and/or keep schools open as long as a suitable learning environment can be provided. School shall not be closed for reasons other than national emergency, natural disaster, epidemic, or situations which would make operation of the school impossible, extremely difficult, or hazardous for students.
3. **Employees.** If a school is closed or minimum day declared, personnel who report for work shall remain on duty for their normal work hours unless released by the site administrator in response to notification by the superintendent. Unless notified by authorities to evacuate a site, provision shall be made to accommodate students who must remain on campus.
  - a. Parents can pick them up.
  - b. Transportation can be provided.

#### **C. General**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Chief Educational Officer and or designee.



## 2. Definitions

- a) **Closing of school:** Cessation of instruction and dismissal of students to return to their homes or to remain at home; this includes declaration of a minimum day. Closing of school might occur at any time during the regular school day or at times other than during regular school hours, depending on the nature of the emergency.
- b) **Minimum Days:** State minimum day is the minimum day for attendance purposes. Closing of a school prior to completion of minimum day for any reason other than a national emergency, natural disaster, or epidemic results in financial loss to the school and is prohibited unless authorized by the superintendent or designee.
- c) **School year:** Each school year includes not less than 180 instructional days; each day will be not less than a specified number of minutes, depending on grade level. No change may be made except with authorization from the HSHMC Chief Educational Officer.

3. **Closure of School or Sites/Minimum Day Declared.** Listed below are some situations which could warrant declaration of a minimum day or closure of one the school.

Type of Emergency	Authority/Review Channels
a. National emergency, or threat of attack	Pres/CEO or designee acts on basis of public declaration by the President of the United States.
b. Earthquake	Pres/CEO or designee may authorize closing of a school. If after evacuation of building, structural inspection indicates that the building is unsafe for reentry.
c. Withdrawal of services	President/CEO or designee may authorize closing of the school after consultation with the Administrative team.
d. Emergency weather conditions other than hot weather (extreme winds, hurricane, prolonged heavy rains, floods, etc.)	Pres/CEO or designee may authorize closing of the school for all or a portion of the day(s).
e. Facilities damaged or rendered unusable (earthquake, explosion fire, flooding, national emergency	Pres/CEO may close the school, site, or building after appropriate inspection of the facility.

- f. Epidemic City, county or state Board of Health may order closure of a school. If absence rate exceeds 15 percent because of illness, site shall notify the County Health Department.

**D. Implementation**

**1. Responsibilities**

- a. Pres/CEO or designee analyzes the situation; consults with HSHMC admin team and staff; determines appropriate actions based on the nature of emergency.
1. If schools or sites are to be closed/dismissed early:
    - a) Notifies HSHMC admin team and staff
    - b) Provides specific instruction, regarding release of employees. Site security needs, or other special circumstances to be considered.
    - c) Clarifies requirements for safety and supervision of students.
    - d) Requests periodic status reports.
  2. Contacts or assigns designee to contact local media to provide for notification and status reports to parents and public.
  3. Monitors situation; reviews input and status reports from involved management employees.
  4. If appropriate, shall activate site disaster preparedness plan or specific components of the plan.
  5. Instructs staff as to specific responsibilities, as needed.
  6. Clarifies whether or not employees shall be dismissed or shall remain on site.
  7. On school site ensures that procedures are implemented to provide for safety and supervision of students.
  8. Works with involved personnel to ensure shutdown and safety of equipment and facilities; requests assistance as needed.
  9. If a disaster occurs in San Diego County, HSHMC will grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. HSHMC will cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. If school is not in session, our school site may be used by the American Red Cross to shelter community members.

**E. Forms and Auxiliary References**

1. Site-prepared disaster/emergency preparedness plan

## Administrative Procedure

**Category:** Support Services, Welfare

**Subject:** Crisis Response Team

### A. Purpose and Scope

1. To outline administrative procedures governing the designation of a crisis response team to provide assistance to students/faculty during situations which affect the emotional stability of students/faculty and disrupts the educational program.

2. Related Procedures:

Communications

Shootings

Suicides

Terrorism/kidnapping

Weapons

### B. General

#### 1. Definitions

- a. **Crisis:** Any incident which affects the emotional stability of students/faculty and disrupts the educational program (i.e., plane crash, shooting incident, suicide, death of faculty members/students, racial disturbance, child abuse, natural disaster) as determined by Pres/CEO or designee.
- b. **Crisis Response Team (CRT):** Team at site who have been trained to provide first line of support to faculty and staff.
- c. **Team Leader:** A team member appointed by the Pres/CEO or designee to provide overall direction and coordination of the CRT during the period of assistance. Responsible for maintaining communication.

### C. Implementation

#### 1. Team Mobilization Responsibilities

- a. Pres/CEO or designee
  - 1) Confirms crisis and determines need for response.
  - 2) Informs HSHMC Inc. admin team and CRT team.
  - 3) Identifies CRT and clarifies appropriate action/ designates team.

#### 2. Crisis Response Team Responsibilities

- a. **Selected CRT members**

1. Meet with site administrators, team leaders to define problem areas (disruption of classes, student/faculty/disturbance, community reactions).
2. Assist staff in establishing site counseling/support facilities (classrooms, learning/counseling centers, offices, lounges, quads, or other outdoor locations) and in determining other appropriate action needed.
  - b. **Designated team leader** meets with team members to determine specific assignments and to discuss general approaches to problems.
  - c. **Team members** implement appropriate counseling/consultative activities.
  - d. **Team leader**
    - 1) Confers periodically with Pres/CEO or designee and appropriate site personnel to monitor effectiveness of efforts , and to adjust counseling and support needs throughout the day.
    - 2) Maintains contact throughout the day with the Pres/CEO or designee to communicate the status of the crisis and CRT progress.
    - 3) Meets with team members and appropriate site staff to plan and schedule appropriate follow-up activities.
3. Withdrawal of CRT
  - a. **Pres/CEO or Designee**
    - 1) Determines when CRT services are no longer needed; informs team leader of release of the CRT.
    - 2) Notifies all personnel when activities are completed.
4. **Reports and Records**
  - a. CRT team produces summary of situation reports to Pres/CEO or designee.

## **Administrative Procedure**

### **Subject: FIRE**

#### **Background**

Fire prevention and emergency response to fire situations are a primary responsibility for all HSHMC Inc. staff. Regular action must be taken to ensure that all staff/students are familiar with the site/s emergency/fire response plan and action. The school must have a fire protection system and should be in communication with the fire department.

In any disaster/emergency situations, the Pres/CEO or designee shall be responsible for the safety of and accountability for staff and students. In any life-threatening situation, the staff shall

take immediate action to provide for the safety of staff and students without waiting for directions from the Pres/CEO or designee.

### **Fire – When school site is in operation**

- Immediately evacuate upon discovering fire or hearing signal (Fire alarm or Manual/verbal signal).
- Proceed to the assembly area and remain until further instructions are received.

### **Administrative Team**

- Notify the site office by pulling the fire alarm, or call the site office if alarm signal has not sounded,
- Order evacuation of remaining staff/students to appropriate assembly area; if the alarm system fails to operate, notify staff/students by other methods.
- Call the fire department (911) immediately.
- Activate the site emergency preparedness component of the comprehensive school/site safety plan if there is any life-threatening situation.
- Supervise evacuation of school/site; ensure that all rooms and areas are evacuated.
- Check with staff to ensure accountability for all staff/students.
- Provide first aid if needed. If an incident results in injury to staff or students, immediately call 911 and call Pres/CEO or designee.
- Notify Pres/CEO or designee if arson is suspected.
- Notify Fire 911 if hazardous materials are present or suspected.

### **Pres/CEO or designee**

- Contact fire insurance carrier; prepare and submit proper insurance claim forms.
- Determines if fire is major or minor and arranges for:
- Inspection of fire damage and preparation of reconstruction cost estimate.
- Recommends and requests bids for reconstruction and building repairs.
- Takes necessary emergency action (utility connections, barricades, and estimates) and arranges for necessary emergency repairs.

- Investigates loss of furniture and equipment
- Prepares inventory of furniture, equipment, and other school owned personal property damaged or destroyed in the fire.
- Attempt to replace and deliver materials in time to meet the scheduled reopening date.

**FIRE – WHEN SCHOOL IS NOT IN OPERATION OR BUILDINGS ARE UNOCCUPIED.**

- As soon as emergency repairs or cleanup beyond the fire department, or that is necessary to secure the facility is the responsibility of the Pres/CEO or designee and ensures the minimum disruption to instruction and maximum protection to unaffected portion of the facility.

**FALSE ALARM**

**Pres/CEO or designee**

- Turns off alarm, notifies staff, resets alarm system. If the alarm is damaged, call the alarm company and request emergency repairs.
- Arrange for staff/students to reoccupy the school.
- Try to identify the person who turned on the alarm; coordinate apprehension with the Police or Fire Department.

**LEGAL CONSIDERATIONS**

**Tampering (Penal Code Section 148.8)**

- Any person who willfully and maliciously tampers with, molest, injures, or breaks any public fire alarm apparatus, wire, or signal, or willfully and maliciously sends, gives, transmits, or sounds any false alarm or fire, is guilty of a misdemeanor and, upon conviction thereof, shall be punishable by imprisonment in the county jail, not exceeding one year, or be a fine, not exceeding one thousand dollars, or both.
- Any person who willfully and maliciously sends, gives transmits, or sounds any false alarm of fire, by means of any public fire alarm system or signal, or by any other means or methods, and great bodily injury or death is sustained by any person as a result thereof, is guilty of a felony and upon conviction thereof shall be punishable by imprisonment in the state prison for not less than one year nor more than five years or by a fine of not less than five hundred dollars (\$500) nor more than ten thousand dollars (\$10000), or by both.

### **Arson (Penal code Section 451)**

- Any person is guilty of arson when he or she willfully and maliciously sets fire to or burns or causes to be burned, or who aids, counsels or procures the burning of any structure, forest land, or property.

### **Throwing/Placing a lighted cigarette where it may start a fire; Use or operation of welding torch, a misdemeanor (Health and Safety Code Section 13001)**

- It is a misdemeanor for any person, through carelessness or negligence, to throw or place any lighted cigarette, cigar, ashes, or other flaming or glowing substance, or any substance likely to cause a fire, in any place where it may directly or indirectly start a fire.
- It is a misdemeanor to use a welding torch, tar pot, or any device which may cause a fire without clearing flammable material surrounding the operation or taking other reasonable precautions to insure against the starting and spreading of fire.

### **Health and Safety Code Section 13001 Penal Code Sections 148.8, 451**

## **EMERGENCY PROCEDURE**

### **Subject: Environmental Emergencies**

### **BACKGROUND**

In the event of site environmental emergencies including chemical spills, asbestos fiber release episodes, and air pollution alerts, HSHMC administration and staff must be able to react quickly and effectively to prevent injury or illness. In any disaster, emergency situations, HSHMC administration and staff shall be responsible for the safety of, and accountability for, staff and students. In any life-threatening situation, staff/teachers shall take immediate action to provide for the safety of staff and students without waiting for directions from HSHMC admin.

### **CHEMICAL SPILLS**

#### **HSHMC Inc. Administration**

- Assess location of chemical spill and determine appropriate action to take for safety of students and others (i.e., evacuation of room, building, or site).
- Secure the affected area and do not allow staff or students to re-enter until condition has been controlled.
- Activate specific components of the site disaster/emergency preparedness plan for any life-threatening situation, as appropriate. Call 911 if needed.
- Notify appropriate public authorities.

- Evacuate if necessary. Assure that staff/students move crosswind or upwind from the problem area to avoid inhalation of vapors and proceed in orderly fashion to designated safe areas.
- Provide first aid/emergency care if needed.
- Keep staff/students in designated areas until the problem is resolved or until further instructions are received from authorities.
- Communicate with parents/community as needed.

## **Off–Site Incidents**

### **HSHMC Inc. Administration:**

- Determines appropriate action after notification by police or fire department.
- Determine whether or not to evacuate, appropriate evacuation route, and designated safe area under direction by police/fire department; supervise evacuation process.
- Keep staff/students in designated safe areas until the problem is resolved or further instructions are received.
- Communicate with parents/community as needed.
- Air Pollution Alerts
- Air pollution alerts occur when 0.20 parts pollutant per million (PPM) or greater air quality concentrations exist.

Stage I Alert: Occurs when air quality consists of 0.20 ppm.

State II Alert: (A warning stage) occurs when air quality consists of 0.35 ppm.

Stage III Alert: (Emergency stage) occurs when air quality consists of 0.50ppm or higher.

- Air quality forecasts may be obtained by calling (858) 650-4777 (telephone tape for the San Diego metropolitan area. Forecast gives anticipated starting time and expected duration of an alert.
  - 1) Current Day Forecasts are updated each day as needed.
  - 2) The Next Day Forecast is available after 4:30 p.m. of the current day.
  - 3) In-Depth Forecasts may be obtained by calling the Air Pollution Control District at (858)650-4707.



## **IN THE EVENT OF AIR POLLUTION ALERT**

### **HSHMC Inc. Administration**

- Inquires into or is notified by Air Pollution Control District (APCD).
- APCD does not issue alerts due to smoke or ash. Use discretion in suspending outdoor physical activity.
- In a Stage I alert, students should refrain from outdoor physical activity and remain indoors.
- Strenuous outdoor physical activities for all students shall be discontinued; activities of a less strenuous nature should be substituted. Intensity of an activity and its potential for increasing the respiration rate for an extended period may be deciding factors for canceling certain activities. Heat and stress aggravate respiratory problems; the younger the child, the greater the risk of aggravating the upper respiratory system.

In a Stage II or Stage III alert, students shall remain indoors for the duration of an alert; those with respiratory or heart problems should be monitored.

### **Actions During a Scheduled Athletic Event**

In a Stage I alert, the event should be canceled or rescheduled.

In a Stage I alert, the event should be postponed or canceled.

In a State II or III alert, students shall remain indoors for the duration of alert.

## **LEGAL AND POLICY CONSIDERATIONS**

California Code of Regulations, Title 22

Environmental Protection Agency (EPA) Final Rule Act (AHERA), 40 CFR Subpart E, October 30, 1987.

## **EMERGENCY PROCEDURE**

### **SUBJECT: EARTHQUAKE**

#### **BACKGROUND**

Of all earthquake preparedness measures, safety drills are the most important. Essential components for earthquake safety drills are discussion, instruction, and physical demonstration (proactive drill). In addition to indicating pre planning needs, effective earthquake drills simulate (1) actions to be taken during an actual earthquake, and (2) actions to be taken after the ground stops shaking.

Building evacuation following a major earthquake is imperative due to potential dangers of fires or explosions. It is necessary to be prepared for the occurrence of probable aftershocks.

### **EARTHQUAKE WHILE INSIDE (ON SITE)**

- A Drop and Hold command is given by any staff member at first indication of ground shaking.
- All staff/students: Drop and Hold and assume protective position under table, desk, or other support object. If appropriate, staff/students should hold onto the table/ desk leg to keep it over body. If in the hallway, move to the inside wall, or stand in a doorway.
  - 1) Avoid glass and falling objects.
  - 2) Move away from windows.
  - 3) Move away from heavy suspended light fixtures.
  - 4) Extinguish flames, turn off power equipment, and electrical appliances. If the odor of natural gas is detected, turn off gas valves.

Remain undercover for at least two to three minutes to assess damage/injuries and to wait for the first aftershock to occur.

After the first aftershock, or after two to three minutes, activate the site earthquake evacuation assembly plan.

### **EARTHQUAKE WHILE OUTSIDE (ON SITE)**

- Move to open space away from buildings, trees, overhead power lines, etc.
- Lie down or crouch.
- When shaking stops, report to the designated assembly area. Activate an orderly dismissal.
- Evacuate building according to site plan; activate site emergency plan for specific components of the plan as necessary.
- Transport injured adults/students to triage area.
- Do not allow unauthorized persons to return to buildings until the buildings are officially declared structurally safe. Authorized personnel should only return to building if absolutely necessary.
- Listen to local area emergency channels for any instructions.
- If communication lines are disrupted, use battery-operated radio and turn to EBS 600 kc, 1170 kc on the AM dial.

## **EARTHQUAKE WHILE OFF SITE**

- If walking to and from school/work site, move to open space away from buildings, trees, overhead power lines; lie down or crouch. Be alert for possible dangers, which would require movement. **DO NOT RUN.**
- Students who are on the way to school should go to school.
- Students on the way home should go home.

## **NON-EARTHQUAKE STRUCTURAL FAILURE**

- Evacuate affected building/area and secure to prevent entrance by staff or students. Advise all staff members and contact SDPD.

## **LEGAL AND POLICY CONSIDERATIONS**

- Since the safest place for students in any emergency occurring during the school day is on the school campus itself, it should be the school policy to not send children home unless dismissal can be done with complete safety.
- Pres/CEO or designee is responsible for conducting required safety drills (including fire, earthquake, disaster preparedness, and school campus emergencies and for maintaining an accurate record of each drill.

## **REFERENCE MATERIAL**

Site Disaster/Emergency Preparedness Plan

## **EMERGENCY PROCEDURES**

### **SUBJECT: WEAPONS**

### **BACKGROUND**

HSHMC weapons policy. Possession by a student of any weapon will result in a recommendation for expulsion. Possession of unlawful weapons could result in prosecution.

### **Procedures for Handling Armed Students**

- Any staff member must report to the HSHMC Inc. administration if a student is suspected of possessing a weapon on campus. If safety permits, confiscate the weapon for further investigation. In circumstances where the weapon is a gun, carefully evaluate whether an attempt to confiscate the weapon can be done safely and, if in doubt, follow the procedure below.
- Telephone Police Services at (619) 531-2000 if non-emergency. Call 911 in an emergency.

- Do not contact the student. Wait for the Police.
- Do not attempt to retrieve the weapon. Wait for the police.
- Do not restrain or discipline the student. Wait for the police.
- If the student is in class and the weapon is concealed, the staff member should send a note in an envelope to the Front office or HSHMC Inc. Administration, using a messenger. Include as much information as possible:
  - 1) The name of the student
  - 2) Exact location of the student in class
  - 3) Clothing description or unique identifiers.
  - 4) Type of weapon suspected
  - 5) Location of weapon
  - 6) Room Number
  - 7) Number of students in class
  - 8) Demeanor of student and any other useful information

#### **HSHMC STAFF SHOULD**

- Allow class or passing periods to occur as normal until police arrive.
- Pull the suspected student's schedule.
- Refrain from alarming other students.
- Allow the police to handle the situation according to their procedures.
- After the situation is resolved, consider the impact on other students.
- Determine whether the student has an IEP or 504 plan. If the student has an IEP or 504 plan, then implement day one guidelines and long-term follow up according to plan.

#### **PROCEDURES FOR HANDLING OTHER ARMED OFFENDERS**

- Notify San Diego Police Department
- Notify all staff of an emergency situation.
- Implement lockdown procedure when appropriate.
- Notify all students and staff outside classrooms to report to the nearest safe classroom.
- If the armed person can be contained in one section of the building, students and staff should be evacuated.

- If safety permits, a staff member should be stationed outside to warn approaching visitors of danger.
- If safety permits, a staff member should meet law enforcement outside to apprise them of the details of the emergency.
- Administration and staff should follow the directives of law enforcement personnel.
- Complete an Incident report.

## **LEGAL AND POLICY CONSIDERATIONS**

### **Firearms (Penal Code Section 626.9)**

- It is a felony to possess a firearm, loaded or unloaded, upon the grounds of any public school. This includes elementary or secondary schools, community colleges and universities.

### **Dirks, Dagger, Knives, Razors, Tasers, or Stun Guns (Penal Code Sections 626.10 and 12020 (a))**

- It is a felony to possess any concealed dirk or dagger. It is also a felony to possess any folding knife having a blade in excess of 2-1/2 inches or a blade that locks into place, a razor with an unguarded blade, a taser, or a stun gun, upon the grounds of, or within, any public elementary or secondary school. The law doesn't apply to possession of a knife having a blade longer than 2-1/2 inches, or a razor with an unguarded blade, if possessed as directed in a school-sponsored activity or class.

### **Switchblade Knives (Penal Code Section 653k)**

- It is a misdemeanor to possess, sell or otherwise transfer a switchblade or gravity knife having a blade length of two or more inches.
- Manufacture, Sale, Possession, Etc. of Certain Weapons (Penal Code Section 12020 (a))
- Any Person in this state who manufactures, or causes to be manufactured, imports into the state, keeps for sale, or offers, or exposes for sale, or who gives, lends, or possesses any instrument or weapon of the kind commonly known as a blackjack, slingshot, billy club, throwing star, nunchaku, sandclub, sandbag, sawed-off shotgun, or metal knuckles, or who carries concealed upon his/her person any explosive substance, other than fixed ammunition, or who carries concealed upon his/her person any dirk or dagger, is guilty of a felony.
- Retention of Injurious Objects by School Personnel
- An injurious object shall mean an object capable of inflicting substantial bodily damage and is not necessary for academic purposes of the student. As used in this section, academic purposes means any school-sponsored activity or class of instruction scheduled during the school day. Injurious object does not include any personal possessions or

items of apparel which a school age child might reasonably be expected to either wear or possess.

- Any certificated employee and any classified employee of the school who is designated by the governing board for such purposes, may take from the personal possession of any pupil upon school premises, or while under the authority of school personnel, any injurious object in possession of the pupil.
- School Personnel may notify any pupil's parent/guardian that an injurious object has been taken from the student.
- School personnel may retain protective possession of any injurious object until the risk of its use as a weapon has dissipated, unless prior dissipation of the risk, the parent/guardian requests that school personnel retain the object until the parent/guardian, or another adult with the written consent of the parent/guardian, personally appears to take possession of the injurious object from school personnel, provided such injurious object may be lawfully possessed off school grounds.
- If the injurious object is a weapon, it may be retained as evidence.
- A pupil who brings an injurious object to school, and who presents the object to a certificated or classified employee, may have the object returned to him or her at the conclusion of the school day, provided such injurious object may be lawfully possessed off school grounds.

## **REFERENCE MATERIAL**

California Penal Code Section 187 (murder)

California Penal Code Section 245 (Assault with a deadly weapon)

California Penal Code Section 626.10 (Possession of firearm on school campus)

California Legal [Information@www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

School Safety@[www.fontana.k12.ca.us/burton](http://www.fontana.k12.ca.us/burton)

[www.ed.gov/offices/OESE/SDFS/safeschools.html](http://www.ed.gov/offices/OESE/SDFS/safeschools.html)

School Safety @ [www.cde.ga.gov/spbranch/safety/safetyhome.html](http://www.cde.ga.gov/spbranch/safety/safetyhome.html)

## **EMERGENCY PROCEDURE**

### **SUBJECT: INJURY/ILLNESS EMERGENCIES – STAFF, STUDENTS, OR VISITORS**

#### **BACKGROUND**

The school has a primary responsibility to provide for the prompt care and immediate assistance to staff or students who may be injured or become injured or become ill during the course of regular operations. All administrators must take appropriate actions to ensure that all staff members are familiar with appropriate procedures in the event of injury or illness.

## **RESPONSIBILITIES (INJURIES/ILLNESSES-STUDENTS)**

### **Injury or Illness of Employees**

HSHMC Inc. administration or staff members ensure that employees receive prompt medical care, utilizing available resources.

**Injuries due to disaster/emergency situation.** First aid is provided as outlined in the site emergency preparedness plan. First aid includes staff members with first aid training or certification.

**On the job injury/illness.** Resources available are Paramedics (telephone 911) for movement to the nearest hospital. (If an employee indicates otherwise, a private ambulance should be called).

**Counseling and Advice (on the job injury or illness).** Contact Dr. Javier Vaca, Human Resources Manager and/or

### **HSHMC Inc. Administration regarding:**

- Leaves and allowances.
- Insurance
- Workers compensation benefits
- Mandatory reports (workers compensation law requires that employee job-related injuries be reported immediately after attending to an employee injury or illness.
- Legal counsel

### **Responsibilities (Injuries/Illnesses-Students)**

**Injuries due to Major Disaster/Emergency.** First aid assistance is provided by qualified persons as outlined in the site emergency plan.

### **Serious Injury**

#### **HSHMC Administration**

- Notifies parent/guardian and assists parent/guardian in arranging for transportation and care. In absence of a parent/guardian, a competent person accompanies injured students to home or hospital.
- If parent/guardian cannot be reached, and evaluation suggests that the student needs immediate attention, call 911. Generally, paramedics are primarily for life-threatening situations.
- Record appropriate information on student's health record

- If there is no nurse on duty than HSHMC Inc. administration is responsible for designating an individual to complete all activities related to injury not requiring licensure or first aid training.

**Poisoning.** Emergency information concerning the nature of poisons and their proper antidotes may be obtained from:

- Poison Information Center of San Diego, telephone: 1-800-876-4766
- Immediately call paramedics (911) for medical assistance.

### **Emergency Injections**

- A valid emergency must exist (i.e. anaphylactic shock from bee stings and hypersensitivity responses of individual which have been documented previously).
- Medication and equipment for administration must have been furnished by parent/guardian or physician, and circumstances under which they are to be used must have been prescribed by the physician. At time of filing “Physicians recommendation for medication,” parent/guardian may file a written alternate procedure to be followed in event of emergency.
- If time permits, administration may call child’s physician for verification and/or instructions. If time does not permit, proceed on basis of his/her best judgment, including possible paramedic service for transfer to hospital emergency room. Call 911
- In an emergency any employee trained in preparing syringe medication and giving injections, and who volunteers to do so, may administer medication by injection.

**Release of Information without Parental Consent.** Educational institutions may release information to appropriate person in connection with an emergency if knowledge of such information is necessary to protect health or safety of a student or other persons. (This should be narrowly construed). Factors determining whether records may be released include;

- Seriousness of threat to health or safety of student or other person.
- Need for such records to meet emergency.
- Whether persons to whom such records are released are in a position to deal with emergency.
- Extent to which time is of essence.
- Note: Record release of information in student’s file.

### **LEGAL AND POLICY CONSIDERATIONS**

- Information for use in Emergencies (Students). For the protection of a student’s health and welfare, the parent/guardian may be required to provide and keep current emergency information including the home address and telephone number; business address and



hone number of the parent/guardian; and name, address, and phone number of a relative or friend who is authorized to care for the student in an emergency situation if the parent/guardian cannot be reached.

### **Emergency First Aid**

No School employee shall diagnose, prescribe, or treat, other than to render appropriate first aid.

Workers' Compensation Law

## **EMERGENCY PROCEDURE**

### **SUBJECT: DISTURBANCES AND DEMONSTRATIONS**

#### **BACKGROUND**

HSHMC Inc. administration may be confronted with disturbances or demonstrations occurring in three ways; adjacent to the site, on the site, or one that is associated with a job action.

The courts have held that demonstrations are lawful as long as the demonstrators; conduct does not materially disrupt call work, involve substantial disorder, or invade the rights of others. However, any demonstration on campus would probably interfere with school activities and therefore would be unlawful.

HSHMC Inc. administration are empowered to order persons whose presence interferes with the peaceful conduct of the school, or disrupts the school or its pupils or school activities, to leave the school campus. Persons who fail to comply with such instructions are subject to arrest. This includes any person more than sixteen (16) years of age who does not attend the school, as well as parents/guardians of students of the school.

#### **Disturbance or Demonstration (Students)**

- First, request that the students return to class. Warn them they risk discipline procedures if they do not comply. Make no physical effort to prevent students from leaving campus.
- If students fail to comply and if physical assault begins, call 911.
- Determine the urgency of the situation, type of assistance needed, and if site needs to be locked down or evacuated.
- If students are participating in an unlawful assembly on campus, loitering, or causing class disruptions, the administration is responsible for the following:
  - 1) Notify students via bullhorn, or other means that they should return to class.
  - 2) Warn students of disciplinary action if they do not comply.

- 3) Notify any student persisting in illegal activities that he or she has been suspended, and direct the student to leave campus.
- 4) Request law enforcement officers (SDPD) to effect the arrest of the student(s) who do not comply with orders to desist the activity or leave campus.

### **DISTURBANCE OR DEMONSTRATION (NON-STUDENT)**

- Politely inform the individual(s) they are disrupting the school, its students and/or activities and tell them to leave.
- If the individual(s) refuse to comply, notify SDPD. If physical assault begins, call 911.
- The officer and HSHMC Inc. administration will devise a plan of action. The situation will dictate whether additional officers will be needed.

### **OTHER CONSIDERATIONS**

- Consider placing staff to answer telephone calls from concerned parents/guardians.
- Try to determine the issues causing the disturbance and attempt to communicate with the participants.
- Try to meet with authorized representatives or leaders who can present their issues and possibly respond to your needs.

### **LEGAL AND POLICY CONSIDERATIONS**

California Penal Code Section 407 (Unlawful assembly defined)  
California Penal Code Section 408 (Participation in unlawful assembly)  
California Penal Code Section 409 (Failing to disperse after lawful order)  
California Penal Code Section 415 et se. (Fighting, noise, or offensive words in public place)  
California Penal Code Section 626.8 (Disruptive presence at schools)  
California Penal Code Section 626.2 (Entry upon school grounds by student or employee without permission after written notification of suspension or dismissal)  
California Penal Code Section 626.4 (Withdrawal of consent to remain on campus for causing disruption)  
California Penal Code Section 647(c) (Obstruction of thoroughfares)  
California Penal Code Section 32210 (Willful disturbance of public school or meeting)  
California Penal Code Section 32211 (Threatened disruption or interference with classes)  
California Penal Code Section 44810 (Willful interference with classroom conduct)  
San Diego Municipal Code Section 53.30 (Weapons at demonstration)  
San Diego Municipal Code Section 56.51 (Intimidating picketing)  
San Diego Municipal Code Section 56.52 (Breach of peace by picketing)

### **REFERENCE MATERIAL**

California Legal Information @ [www.lefinfo.ca.gov/calaw.html](http://www.lefinfo.ca.gov/calaw.html)  
City of San Diego Municipal Code, available from Police Services

## **EMERGENCY PROCEDURE**

### **SUBJECT: SUICIDES**

#### **BACKGROUND**

Any attempt at suicide or discussion of an intent to commit suicide is a strong indication of the existence of a serious problem that should not be ignored. Suicide is the third leading cause of death among adolescents in the United States, and the second leading cause of death in the 10 – 14 age range. School personnel shall not attempt to evaluate whether a student or staff member is serious or “bluffing.” Any employee, student, or outside agency representative working on campus, who becomes aware of a suicide threat or attempt on the part of a student or staff member, shall report such information to the HSHMC Inc. Administration.

#### **RESPONSIBILITIES OF THE PRES/CEO OR DESIGNEE FOR STUDENT THREATS**

- Assure that the student is never left alone until placed into the custody of a responsible adult.
- When necessary to transport such a student off school grounds two employees should accompany the student until the student is placed in the custody of another legally responsible person.
- If emergency help is needed, Notify police crisis intervention (619) 531-1404 and/or call 911.
- If emergency medical attention is required, call paramedics at 911.
- Immediately notify the student’s parent/guardian. Request they respond to the school to take responsibility for their child.
- If the parent/guardian is unavailable to assume custody of his/her child, contact Police services to request an evaluation for possible committal to a mental health facility. Only a peace officer or public health officer may take people into protective custody and place them into a qualified institution (Welfare and Institutions Code 5150).
- Complete Suicide Risk Form.
- Place form into student files for follow up. Information on suicide should not be entered on school records.
- When a student is a ward of the court, the legally responsible agency should be notified immediately.
- A school may ask for a written statement from the parents stating that they want their child to return to school.

- If the student is seeing a professional for counseling services, the school may ask for a release of information to obtain the opinion of the professional concerning the student's readiness to return to school.

### **RESPONSIBILITIES OF THE PRES/CEO OR DESIGNEE FOR EMPLOYEE THREATS**

- Designate staff member(s) to remain with the individual at all times.
- Contact a family member to come to the school/workplace.
- Direct the incident and all steps taken and to whom the employee is released.
- Request family member to sign Suicide Risk form.
- If a family member cannot be located or is uncooperative, request HSHMC Inc. Administration to assist in making appropriate contacts to respond to the situation.
- Submit all documentation to HSHMC Inc. Administration.
- Insure that employee returns to work only after a release is obtained from a doctor, and only after review and approval by HSHMC Inc. Administration.

### **REFERRALS TO PSYCHOLOGICAL SERVICES**

- Emergency health care is available 24 hours a day at the San Diego Mental Health Services (619) 692-8200.
- Parents/guardians should be notified that no school can assume responsibility for this serious problem.
- The school may recommend to the family that appropriate professional help be sought.
- A family may choose to discuss this problem with a physician, clergyman, practitioner, psychologist or friend.
- If a family chooses not to avail themselves to help and school staff believe the child to be in danger of suicide, school staff should make a referral to Child Protective Services.
- The school should follow up to determine what help, if any, has been arranged by the family.
- Psychological services may be utilized to determine the severity of the problem and appropriateness of school services after responsibility for the suicide thought has been accepted by the parent/guardian or a chosen professional adviser.

**LEGAL AND POLICY CONSIDERATIONS**

California Welfare and Institutions Code Section 5150

**REFERENCE MATERIAL**

County of San Diego Suicide Homicide Audit Report

Suicide Risk Form  
(Confidential)

Person  
Completing Form: \_\_\_\_\_ Title: \_\_\_\_\_

Name of  
Student/Employee: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_ Home  
Phone: \_\_\_\_\_

Grade: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Presenting the Problem: What prompted the concern? What did the person say about suicide?  
What did the person do? Describe the person's behavior. What are the current stressors? Did  
the person indicate a suicide plan?

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Action  
Taken: \_\_\_\_\_

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Family Contacted: Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Prior Suicidal Behavior:  
Has person talked about committing suicide before:  
Yes: \_\_\_\_\_ No: \_\_\_\_\_ Unknown: \_\_\_\_\_

If Yes, When? \_\_\_\_\_ Describe situation and action taken: \_\_\_\_\_

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Mental Health or Substance Abuse History (depression, mood swings etc.):

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Recommendations for Follow-up:

**Notification Form**

I have been notified that my child (relative) \_\_\_\_\_ has

Verbalized and/or manifested the dangers of possible suicide. It has been strongly recommended that I should seek immediate psychological assistance for my child (relative) and that HSHMC Inc. will not assume responsibility for this serious problem.

Parent's/Guardian's/Relative's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Title: \_\_\_\_\_

**EMERGENCY PROCEDURES**

**SUBJECT: THREATS AND VIOLENCE**

**BACKGROUND**

HSHMC Inc. employees occasionally may be confronted with threats of violence. These threats are typically verbal and can be criminal depending upon the severity. Assessing these threats will help determine appropriate resources required in dealing with each specific situation. Employees who are assaulted or battered should first seek medical attention if necessary, and then notify law enforcement officials.

**THREAT ASSESSMENT**

Generally, more than one person should attempt to assess a threat. In an instance where a threat has been made by a minor student, HSHMC Inc. personnel are encouraged to work with the student's parents first, prior to law enforcement intervention. All threats should be addressed by the Pres/CEO or designee. Below are some basic tips for assessing threats taken from the National Center for the Analysis of Violent Crime.

- Not all threats are created equal. One response will not fit all situations. Not every threat represents the same danger or requires the same level of response.

- Consider how credible and serious the threat itself is: Does the person making the threat appear to have the resources, intent, and motivation to carry out the threat?
- Consider the person making the threats, background, personality, and lifestyle.
- Try to identify the motive for the threat.
- A threat is only one observable behavior; look for other supporting behaviors such as acting out, writings, drawings etc..
- Seek specific, plausible details. These details can assess how much thought, planning, and preparatory steps have been taken. Lack of detail may suggest the individual is only “blowing off steam.”
- The emotional content of the threat may tell you something about the temperament and may sound frightening, but generally there is no correlation between the emotional intensity in a threat and the rest that it will be carried out.
- Try to understand what triggered the behavior. Perhaps you can calm the situation by identifying underlying issues such as depression, anger, and stress.

**Low level threats:**

- Vague and indirect.
- Inconsistent, implausible, or lacking detail.
- Lack of realism.
- Contain information that suggests the person is unlikely to carry it out.

**Medium level threats:**

- More direct.
- Contains information suggesting that some thought was given to how the act will occur.
- More likely to indicate a possible place and time the threat will be carried out.
- Contain some indication of preparatory steps to carry out the threat.
- Include statements seeking to convey that the threat is not empty such as “I am serious” or “I really mean it.”

**High Level Threats:**

- Direct, specific, and plausible.

- Suggestive steps of the plan have been taken and the means have been identified to carry out the threat.

HSHMC Inc. personnel should attempt to deal with low and medium level threats without law enforcement intervention. With minors, including the parents often will eliminate the initial threat and allow parents to seek intervention strategies. However, in cases where the threat level is either high, between medium or high, or parent involvement is unavailable, law enforcement services should be called for assistance.

San Diego police officers can respond to assess the danger of an individual. Welfare and Institutions Code Section 5150 provides a peace officer or health officer may take people into custody for their best interest and protection, and place them in a qualified institution if the officer believes:

- The person may cause injury to themselves or others.
- The person is gravely disabled or unable to provide for his/her own basic needs.

Officers will make an evaluation. If the officer believes the individual requires a psychiatric screening, the officer will take custody of the individual. If the officer believes the necessary criteria is not met and the individual is a minor, the officer should assist in locating the parents and making appropriate arrangements for other forms of intervention. The Pres/CEO or designee must provide supervision of the student unless the officer takes custody of the child.

In the event the qualified institution denies admittance of an adult, the officer will likely release the individual. If admittance of a juvenile is denied, the officer has the option to either return the child to the school or to release the child into the custody of the parent/guardian. Officers most often will attempt to release the child to the parent/guardian if they can be located. Should the child be returned to the site, he/she will be released to the Pres/CEO or designee.

HSHMC Inc. personnel are encouraged to do their best in evaluating each situation individually. With minors, working with parents and family to address the person who is exhibiting threatening behavior will often be the best course of action. Calling for law enforcement services when the threat assessment is clearly low or medium places an unnecessary burden on law enforcement resources.

## **VERBAL THREATS**

### **HSHMC Employees**

If an HSHMC Inc. employee receives a verbal threat, he/she should:

- Notify HSHMC Inc. administration immediately.
- Attempt to assess the validity and severity of the threat as outlined in this procedure.
- Contact SDPD if a crime was committed.



- If a crime was committed, SDPD will investigate, make necessary arrests, and provide documentation for criminal prosecution.
- If a crime was not committed and the threat was from another employee. Notify Pres/CEO or designee for appropriate administrative review and follow up.

## **PHYSICAL ASSAULT AND BATTERY**

### **HSHMC Inc. Employees**

If an HSHMC Inc. employee is assaulted or battered, her/she should:

Seek medical attention if necessary.

Notify HSHMC Inc. administration to report injury.

If a crime was committed, Call SDPD to investigate, make necessary arrests, and provide documentation for criminal prosecution.

If a student committed the act, the Pres/CEO or designee will take appropriate disciplinary action.

If another employee committed the act, notify the Pres/CEO or designee for appropriate administrative review and follow-up.

### **Students**

If a student is threatened, assaulted or battered, he/she should:

- Seek medical attention if necessary.
- Notify a staff member who should notify the Pres/CEO or HSHMC Inc. administration or designee.
- If necessary, contact SDPD.

If a crime was committed, SDPD will investigate, make necessary arrests, and provide documentation for criminal prosecution.

If another student committed the act, the Pres/CEO or designee will take appropriate disciplinary action.

If an employee committed the act, notify the Pres/CEO or designee for appropriate administrative review and follow-up.

## **LEGAL AND POLICY CONSIDERATIONS**

California Penal Code Section 71 (Threatening school officials)  
California Penal Code Section 240 (Assault)

California Penal Code Section 241.2 (Assault on school property)  
California Penal Code Section 241.6 (Assault on school official)  
California Penal Code Section 242 (Battery)  
California Penal Code Section 243.3 (Battery on bus driver)  
California Penal Code Section 243.4 (Sexual Battery)  
California Penal Code Section 243.5(a) (Battery on school property)  
California Penal Code Section 243.6 (Battery on school official)  
California Penal Code Section 245(a)(1) (Assault with a deadly weapon)  
California Penal Code Section 422 (Terrorist threats)  
California Penal Code Section 44014 (Mandated reporting)  
California Penal Code Section 44811 (Insults and abuses)  
California Penal Code Section 49079 (Notice of caused or attempted bodily injury)  
California Penal Code Section 1714.1 (Parent/Guardian liability of child's actions)

### **REFERENCE MATERIAL**

California Legal Information @[www.leginfo.ca.gov/calaw](http://www.leginfo.ca.gov/calaw)  
Conflict Resolution Education Guide by U.S.D.O.J. @[www.usdoj.gov](http://www.usdoj.gov)  
National Center for Analysis of Violent Crime(NCAVC) @[www.fbi.gov](http://www.fbi.gov)  
Early Warning Timely Response, Guide to Safe Schools @<http://cecp.air.org/guide/guide.pdf>

### **EMERGENCY PROCEDURES**

#### **SUBJECT: BOMBS AND EXPLOSIONS**

#### **BACKGROUND**

Most bomb threats are hoaxes. Telephone calls to school stating there is a bomb, often are made to either disrupt normal activities or provoke an early dismissal. Bomb threats can come in different forms, but should be handled in a quick and consistent manner. Safety and the prevention of panic are of paramount importance.

#### **TELEPHONE BOMB THREAT**

- Stay calm and courteous. Keep the bomb threat caller talking. Ask for specific bomb location and time of detonation. Gather information.
- Try to signal a co-worker to listen in on the telephone line, if possible.
- Write down information. Listen for background noises. Listen closely to the voice for accents, speech impediments or age indications.
- Utilize a Bomb Threat Information Form if available; otherwise, complete form after the call.
- Immediately notify Pres/CEO or HSHMC Inc. administration. Do not use two way radios as they may detonate a device.
- Call SDPD to report the incident or if a device or suspicious object is located.

- Pres/CEO or designee coordinates with Police to evaluate information received and decide upon a course of action.

## **SEARCHING AND EVACUATION**

- The Pres/CEO or designee is responsible for initiating and directing a search or evacuation of the site. Consult with Police prior to making this decision. Law enforcement should assist and coordinate these efforts.
- School personnel generally should not search for bombs. However, they can provide assistance to law enforcement.
- Initiating a search with the assistance of law enforcement and evacuating the site may be the most desired approach if a suspicious package or device is found. Directing the immediate evacuation upon receipt of any threat has inherent negative consequences. Disruption could prompt more false calls.

## **SUSPICIOUS PACKAGE OR DEVICE FOUND**

- Immediately notify Pres/CEO or HSHMC Inc. administration and/or SDPD of the exact location and description.
- Do not touch or disturb the suspected bomb. Do not use radios or cell phones—these may activate some types of bombs.
- Utilize site evacuation plan or site fire drill procedure to move all staff and students away from the suspected bomb location. A minimum of 500 feet is recommended.
- If possible, shut off gas main and electrical power to minimize the possibility of fire.
- Gather any possible witnesses for law enforcement to interview.
- Upon arrival. Law enforcement or fire personnel will assume responsibility. All investigations will be conducted by SDPD.

## **EXPLOSIONS**

- Immediately take cover under, or next to furniture, upon hearing an explosion. Try to remain as calm as possible.
- Try to establish what exploded, the extent of the damage and possible life-threatening hazards to determine your next course of action.
- Take immediate action to ensure your safety and the safety of others. Evacuate according to your site plan if necessary; otherwise, remain in your place of cover.

- If you evacuate, go to an area upwind from the explosion site to avoid any possible toxic fumes. If smoke is present, stay low and exit, crawling to avoid breathing fumes.
- Immediately notify Pres/CEO or designee and SDPD of exact location and description.
- Turn off power supplies, electricity, and gas lines if safely possible.
- Ensure no one returns to property until fire personnel officially declare the area safe.

## **OTHER CONSIDERATIONS**

- Attempt to control the situation to avoid panic.
- Everyone should know and understand their role. Practice your response.
- Bomb threats require a response; usually no less than a search by qualified personnel and Police services.
- Consider the impact on students and staff.
- Have long term strategies included in your School Site Safety Plan to deal with mass destruction. Include transportation issues in your plan.

## **LEGAL AND POLICY CONSIDERATIONS**

California Penal Code Sections 148.1 et seq (false bomb report)  
San Diego Municipal Code Section 63.02.3 (Fireworks)

## **EMERGENCY PROCEDURE: LOCK DOWN/ACTIVE SHOOTER/THREAT**

### **BACKGROUND**

It is important that plans are in place when a person, persons or situation dictates that lock down procedures need to be implemented. The most elevated threat circumstances would be that of an active shooter who attempts to, or enters, the school. Considerable time and resources have been invested in establishing these plans and procedures and the capacity to implement them.

First, the HSHMC campus was not originally designed as a school and many of the environmental features of a traditional school do not exist here. To close those gaps, investments have been made to the campus to better control access, egress, and communications. These include but are not limited to upgrades in fencing and securing perimeters of campus, locks, controlled access points, cameras, coordinated communications and identification of safe zones throughout the building, especially in classrooms.

Second, HSHMC has invested in a security system supported by the company Centegix. This program specializes in incident alerting solutions to turn schools/learning communities into safer spaces. This solution empowers all staff to respond to any crisis with confidence. A touchpad badge allows quick and easy access for every adult, and the system is tied to every room, every computer, and communicates directly to local authorities.

Third, implementation protocols for building lockdown, especially in the case of an active shooter or threat, are dependent on adults in the school with both generic and specific assigned roles and responsibilities. In the plan herein, specific roles are delineated and assigned to specific team members. There is also recognition of the need for flexibility in those assignments due to the likelihood that a team member may not be on campus or available to assume responsibilities. Thus, backup plans for assignment coverage are provided. Multiple team members who are typically in various areas of the campus must be available to fill in if needed. This flexibility will be built as part of the staff training and materials available.

Fourth, as stated above, the lockdown plans require knowledgeable staff who understand the protocol and their generic responsibilities as well as the specific responsibilities of the implementation team should they need to be filled. Therefore, there will be time devoted to "active shooter" all staff training at the beginning of fall, spring and summer terms.

Finally, our plan will always be part of an ongoing effort to review, evaluate and improve our school campus, our lockdown protocols and our staff and student preparation. The safety of our students, staff and visitors demands our continued attention.

### **Section 1: Upgrades to Building for Safety**

Over the last couple of years HSHMC has grown in building capacity, expanding to the third and fourth floors of our building at 3910 University Ave. With this expansion, we have taken multiple steps to make sure that the building is secure. Below is a bulleted list of all the upgrades we have put in place to keep HSHMC a safe environment.

- A new exterior fence was put around the backside of the building all the way up to the entry point of CitiBank (University Ave). With the addition of the new gate, the main entrance point into the building is now on University Ave.
- With University Avenue as the main entry point, the double glass doors are now kept locked. We have installed a remote unlock switch that will be activated by our front desk staff. This door will also be monitored by security as well.
- The double glass doors will be unlocked during our scheduled passing periods with team members stationed at every unlocked door.
- Ring devices were placed on two exterior doors, one on University Ave. by room 103. The other ring device was placed on the exterior door on 39<sup>th</sup> Street.
- The ring devices are tied to 7 employee iPads with notifications turned on. It is an expectation for those employees to have their iPads with them daily.
- We have fobbed the elevator for all floors; students cannot use the elevator without an adult.
- We have updated our video camera system and added new cameras in the building. This camera system is installed on all iPads that have the ring on them. There is active monitoring of our cameras.
- Updated PA system with the ability to make announcements via landline phones in 4 different sections of the building.
- Adoption of Centegix
- New locks on each door, teachers do not have to lock the door from the outside.

### **Section 2: Active Shooter Protocol**

HSHMC is determined to keep a safe school with real time communication. We have created a clear protocol so that communication is not missed, and safety can be achieved. Active Shooter or Live Threat Protocol is largely dependent on an informed staff that is responsible for directing the student body out of harm's way to the extent possible. This requires all staff to understand their generic responsibilities for campus and classroom lockdown and an implementation team with specific responsibilities for site organization and communication. Centegix will be used as the notification system in the instance of the need to lockdown the campus. Any staff member can activate the emergency system which will automatically notify all staff. Once notified, staff members will take action to secure the facility.

The plan includes:

- A Command Center located in the second floor counselors' office.
- A Command Center located in the "Huddle" office found behind the principal's office space.
- A surveillance center will be located in the tech office on the third floor.
- All three centers will be in communication via access to cameras and cell phones.

The Implementation team shall consist of the following members and their roles:

1. **Site Administrator in Charge** will oversee assignments of team roles and responsibilities and assume ultimate site command and communication.
  - a. If available and on site this role will be assumed by the principal (Dominique Smith).
  - b. If unavailable, responsibility will be assumed by administrator in charge (likely one of two VPs (Oscar Corrigan, Broc Arnaz) or leads on the Restorative Team (Nick Regas or Demetrius Davenport).
2. **Community Contacts:**
  - a. **Police and Community Contactor** will call 911 and provide support to police and emergency personnel. If available and on site this role will be a school counselor (Uriel Cortez and if unavailable HR Director Javier Vaca).
  - b. **School and Property Management, Student/Family Unification Contactor** (HR Director Javier Vaca, Head Counselor Grecia Ortega)
  - c. **Family and Staff Contactor:** will reach out to notify San Diego Unified of an active shooter/threat. Prepare a message for parents to be sent on website, canvas pages and other LMS. Prepare to communicate with classrooms using school phones, email or cell phones. This will be the point person to keep classrooms informed. If available and on site this role will be assumed by one of the Restorative Practices Coordinators (Nick Regas, Demetrius Davenport)
3. **Technology and Camera Surveillance Contactor**, If available and on site this role will be assumed by one of the technology coordinators (Andy Silveyra, Ralph Blanchard, Alex Gonzalez)
4. **Gate Access Lockdown Contactor:** will lockdown all exterior gates. If available and on site this role will be assumed by one of the Restorative Practices coordinators (Nick Regas, Demetrius Davenport)
5. **First Floor Lockdown Coordinator:** will lockdown all first floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Daniel Duncan, Nick Swift,

- Oscar Corrigan, Broc Arnaiz, Jonathon Walker, Nick Regas, Bryan Dale, Demetrius Davenport)
6. **Second Floor Lockdown Coordinator:** will lockdown all second floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Daniel Duncan, Nick Swift, Oscar Corrigan, Broc Arnaiz, Jonathon Walker, Nick Regas, Bryan Dale, Demetrius Davenport)
  7. **Third Floor Lockdown Coordinator:** will lockdown all third floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Daniel Duncan, Nick Swift, Oscar Corrigan, Broc Arnaiz, Jonathon Walker, Nick Regas, Bryan Dale, Demetrius Davenport)
  8. **Fourth Floor Lockdown Coordinator 4:** will lockdown all fourth floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Daniel Duncan, Nick Swift, Oscar Corrigan, Broc Arnaiz, Jonathon Walker, Nick Regas, Bryan Dale, Demetrius Davenport)

In a case of an active shooter or threat on campus responsibilities of each Implementation member are as follows:

1. **Site Administrator in Charge** is notified and begins to notify all stakeholders immediately. They will make an announcement of an active threat via land line phone or PA system. Announcement: We have an active threat in our building, please go into Active Threat Protocol. (Section 3, for teachers).
2. **Site Administrator** will call, text and email Police and Community Contact of the threat.
3. **Community Contactor** will begin to connect with outside help.
  - a. They will call 911 from the counseling center and explain active shooter/harm. They will tell teams we have created a safe phrase “Health Sciences Surgeons you are now safe” Teachers will be told not to answer the door until this statement is heard.
  - b. They will be the point of contact for outside agencies, letting teams know as much information possible in the following areas:
    - i. Location of shooter
    - ii. Number of shooters
    - iii. Physical description of shooter(s)
    - iv. Number of weapons
    - v. Any wounded
  - c. They will also communicate with **Technology and Camera Surveillance Coordinator** to access the camera system to identify the location of the threat. **Technology and Camera Surveillance Coordinator** will communicate to **Community Contact Coordinator**, active threat. **Community Contact Coordinator** will contact property management to have the building locked down.
  - d. Will get the best image or photo for authorities.
  - e. Send Zoom invites to everyone. Not to zoom, but to have an active chat function for everyone to be on.

4. **Site Administrator in Charge** will text, call or email first floor executive coordinator and state: Active Threat.
5. **First Floor Executive Coordinator** will communicate Active Threat to “Safety/Lockdown Team” (Daniel Duncan, Nick Swift, Oscar Corrigan, Broc Arnaiz, Jonathon Walker, Nick Regas, Bryan Dale, Demetrius Davenport)
6. **Family and Staff Contactor** will:
  - a. Reach out to San Diego Unified to notify of an active shooter/threat.
  - b. Prepare a message for parents to be sent on website, canvas pages and other LMS.
  - c. Prepare to communicate with classrooms using school phones, email or cell phones. Serve as the point person to keep classrooms informed. Demetrius Davenport will help Bryan Dale with communication.
  - d. Monitor Zoom chat box
7. **Gate Access Lockdown** (If available Demetrius Davenport or Nick Regas) will:
  - a. Ensure that perimeter gates are secured and that all students, staff and visitors are safety secured.
  - b. Check bathrooms by room 104 on 1<sup>st</sup> floor
  - c. After securing the perimeter, move to the relocation spot.
8. **Front desk staff members** will move to the principal’s office and take calls from that space. “Yes, there is an active threat, we have the building locked down, police are here. Please meet your child at the relocation site at \_\_\_\_\_.”
9. **First Floor Lockdown Coordinator** (if available Daniel Duncan):
  - a. Ensure that 1<sup>st</sup> floor rooms are secured and that all students, staff and visitors are safety secured.
  - b. Ensure that students are away from glass doors.
  - c. Check single bathrooms on 1<sup>st</sup> floor
  - d. If any person is found during floor sweep, the first floor lockdown coordinator will navigate the person found to the command center.
10. **Second Floor Lockdown Coordinator** (if available Oscar Corrigan):
  - a. Ensure that 2nd floor rooms are secured and that all students, staff and visitors are safety secured.
  - b. Begin to implement an exit strategy for students away from the active threat.
  - c. Ensure that relocation sites and paths are safe. If they are in a way of harm, Oscar will create a new relocation spot and communicate that spot with Bryan Dale.
  - d. If any person is found during floor sweep, Second Floor Lockdown Coordinator will navigate to command center.
11. **Third Floor Lockdown Coordinator** (if available Nick Swift):
  - a. Ensure that all 3<sup>rd</sup> floor rooms are secured and that all students, staff and visitors are safety secured.
  - b. Check bathrooms on 3<sup>rd</sup> floor
  - c. If any person is found during floor sweep, Third Floor Lockdown Coordinator will navigate person found to command center.
12. **Fourth Floor Lockdown Coordinator** (if available Jonathon Walker):
  - a. Ensure that all 4<sup>th</sup> floor rooms are secured and that all students, staff and visitors are safety secured.
  - b. Check bathrooms on 4<sup>th</sup> floor
  - c. Communicate with all pathway programs leads to make sure individuals who may be off campus do not return.
  - d. Communicate with Cuyamaca College that we have an active threat.



- e. If any person is found during floor sweep, Fourth Floor Lockdown Coordinator will navigate person found to command center.

### **Section 3: Active Threat Classroom Protocol**

When a teacher or staff member hears an active threat announcement, they need to get into the closest room or office possible. When in rooms the protocol is as follows:

1. Lock door from inside and ask students to move into “safe zone” in the room.  
This space will be broken down in each room. If rooms have two doors, go to the center of the room where tables will be used as a barricade around the safe zone.
2. Text your safety floor lead and state
  - a. Door locked all students accounted for, or
  - b. Door locked missing the following students \_\_\_\_\_ ,or
  - c. Not inside, door not locked.
3. Ask students to silence cell phones and try to stay calm and quiet
4. Have email open, cell phone available
5. Build barricade in front of doors and around students
6. Do not open door without safety statement: *Health Sciences Surgeons you are now safe.*

### **Section 4: Safe Zone of Room**

103: Front of stage and close to bathroom, desk used as barricade.  
104: Center of room next to yellow wall/ old fire closet if class is small enough. Desks around students.  
105: Center off room, away from glass wall. Tables around students.  
105A: Center of room  
106: Front left corner of room. Wall closest to hallway  
107: On stage and next to stage, behind the wall  
108: Storage area in room  
200A and 200B in rooms. Connecting door will remain locked.  
202: Middle of classroom close to promethean board.  
203: Front left corner, by standing bar.  
204: Back right corner, by wall that opens  
205: On stage  
206: Back left corner, by wall that opens  
207: Back section of room, behind wall.  
208: Back left corner by wall that moves.  
209: Back left corner  
210: Front close to promethean board.  
211: Move to 213  
301: Front of class  
302: Middle of class  
303: Side of class, between room and gym  
401: Learning Suite 4  
402: Move to any office in the area

All staff trainings, which include an overview of the systems in place, will be provided by the Safety Team and Centegix and will follow the state recommendations regarding safety and security. Health Sciences High implements one safety and security drill with adults once every semester.

HSHMC unification plans will follow the same directives as fire/natural disaster unification plans. HSHMC students will have two areas of unification, the main unification location is Teralta Park while the secondary unification location is Cherokee Park. These areas will be monitored by the lockdown coordinators.

### **Other Considerations**

Post event resources and needs for all stakeholders

Event Debrief and Safety Plan Edits

### **LEGAL AND POLICY CONSIDERATIONS**

### **REFERENCE MATERIAL**

[https://www.fema.gov/sites/default/files/2020-10/fema\\_scenario\\_1\\_active\\_shooter\\_TTX\\_answer\\_key-01102020.pdf](https://www.fema.gov/sites/default/files/2020-10/fema_scenario_1_active_shooter_TTX_answer_key-01102020.pdf)

[www.cde.ca.gov/spbranch/safety/safetyhome.html](http://www.cde.ca.gov/spbranch/safety/safetyhome.html)

<https://www.sandyhookpromise.org>

[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

### **EMERGENCY PROCEDURE**

### **SUBJECT: TERRORISM/KIDNAPPING**

### **BACKGROUND**

An act of terrorism is most often perpetrated by an individual or group who use deliberate violence against a government or other authorities to achieve certain goals. Terrorist methods include the taking of hostages, kidnapping, and the use of bombs and explosions. In a school situation, a student(s) may be kidnapped and held hostage by another person or may be taken by a non-custodial parent or other person without the custodial parent's permission or knowledge.

### **KIDNAPPING**

- Check school records to determine if there may be a legal custody issue.
- Contact the student's legal parent or guardian.
- Notify the SDPD at 911. Be able to identify your site and exact location. Be prepared to give the student's information and physical/clothing description.
- Notify Pres/CEO or HSHMC Inc. administration of notification of police response.

## **OTHER CONSIDERATIONS**

- Obtain a photo of the abducted student and provide it to the police.
- Provide the police with information on known friends of the abducted student. They may be able to provide further information.
- Try to obtain a description of the abductor and direction of travel.
- Gather any possible witnesses for law enforcement to interview.
- Remain calm—the prevention of panic is important.

## **HOSTAGES**

An Administrator or designee will notify the SDPD at 911. Be prepared to give the following information:

- Identify the hostage location on the site
- Number of assailants, if known.
- Number of hostages, if known
- Name of assailants, if known
- Any available description of assailants and weapons
- Demands made by the assailants.
- Notify Pres/CEO and or HSHMC Inc. administration.

If possible, isolate the hostage area and use available communication to notify staff to move students away from the hostage location to a safer location.

Use “Lockdown” procedures, if appropriate.

Do not evacuate until given instruction by police.

Gather all facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage(s), and other witness information.

Provide law enforcement with floor plans of the school and arrange for any custodial assistance:

- Provide keys for access to classrooms, buildings and gates.

- Location of power, water, and gas shutoffs
- Access to roofs
- Location of phones and other communication devices

Work with the school office and law enforcement to determine the next steps.

### **OTHER CONSIDERATIONS**

- Gather any possible witnesses for law enforcement to interview
- Minimize any possibility of the suspect’s ability to see or hear news reports.
- Consider the possibility of transportation needs.
- Consider the emotional impact on the students and staff.
- Contact Pres/CEO or designee to provide briefings related to the situation.
- Remain calm—the prevention of panic is important.

### **LEGAL AND POLICY CONSIDERATIONS**

California Penal Code Section 207 (Kidnapping)  
 California Penal Code Section 209 (Kidnapping for ransom or reward)  
 California Penal Code Section 210.5 (Taking of hostages)  
 California Penal Code Section 422 (Terrorist threats)

### **REFERENCE MATERIAL**

California Legal Information @[www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)  
 School Safety @ [www.fontana.k.12.ca.us/burton](http://www.fontana.k.12.ca.us/burton),  
[www.ed.gov/offices/OESE/SDFS/safeschools.html](http://www.ed.gov/offices/OESE/SDFS/safeschools.html), and  
[www.cde.ca.gov/spbranch/safety/safetyhome.html](http://www.cde.ca.gov/spbranch/safety/safetyhome.html)

### **EMERGENCY PROCEDURE**

### **SUBJECT: COMMUNICATIONS**

### **BACKGROUND**

The following procedure is designed to assist HSHMC Inc. personnel to assess, develop, document and improve their ability to communicate during emergency situations. Coordination of these efforts with emergency response organizations in a manner, which best protects and provides safety for students, staff, buildings and supplies are imperative.

## **GENERAL INFORMATION**

- As required by law, the Pres/CEO or HSHMC Inc. administration shall develop and maintain a comprehensive school safety plan.
- The Pres/CEO or designee will direct and coordinate all emergency actions at his/her site until relieved by another administrator/designee or by police/fire authorities.

## **EMERGENCY RESPONSE**

- For emergencies or life-threatening situations, the Pres/CEO or designee shall activate the site emergency preparedness plan found within the School Safety Plan.
- The Pres/CEO or designee will contact SDPD.
- If communication is established, the Pres/CEO or designee should provide a complete report of the incident or emergency, identifying damages sustained, current response actions, resource status, etc. Based on the information provided, the Pres/CEO or designee will determine which staff will be notified and requested to respond.
- Pres/CEO or designee will determine any additional staffing needs at the time of emergency.

## **LEGAL AND POLICY CONSIDERATIONS**

California Civil Regulation, Title 5, Section 560  
California Education Code Sections 35294 et seq.

## **EMERGENCY PROCEDURE**

### **SUBJECT: SITE EMERGENCY PREPAREDNESS PLANS/DRILLS**

#### **BACKGROUND**

During an emergency, all staff must be prepared to function as self-sufficient units for the initial hours. The Pres/CEO or designee's major responsibility must be to prioritize the school site emergency response. HSHMC Inc. administration is responsible to see that the following planning goals are accomplished:

- Review of the emergency procedures and plans with the entire staff to ensure that specific needs of the school are met.
- Definition of areas of responsibility for the staff in earthquake, fire, take-cover procedures, and other disasters.
- Carry out drills of earthquake, fire, and take-cover procedures involving the entire student body and staff.

In the event of any emergency or life-threatening situation, all staff must be prepared to take immediate action to provide for the safety of students and others who may be present. State law requires that regular drills be conducted to meet this urgent need. The Pres/CEO or designee is responsible for conducting these drills and maintaining records of each completed drill.

## **DISASTER PLANNING—GENERAL**

### School Plan Requirements

School preparedness plans shall include organization of the staff to meet an emergency, a system of warnings, instruction and preparation of staff/students, and appropriate drills.

Required plans shall provide maximum security for the staff, students, and other occupants of the school.

- A site map should be included with the plan, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid supplies, and designated areas for prolonged staff/student care.
- Arrangements must be made to provide for accountability of staff and students, orderly release for students to parents/guardians, and temporary shelter should it be needed.
- Schools with handicapped staff/students must direct special attention to the disposition and medical needs of those staff/students. Plans for such staff/students must be written into the site plan.

Written site plans must include special instructions for students who are in transit. The instructions must be specific in describing what these students do during and immediately following an earthquake.

Copies of the plan shall be distributed as follows:

- One copy to every staff member at the beginning of each school year. Special attention must be given so that site plans are available to substitute and itinerant personnel.
- One copy files in each Emergency Procedures Manual issued to the site.
- One copy was included in the site safety plan and sent to the School Police Services Department.

Pres/CEO or designee shall review and update the site safety plan annually and address changes to staff.

Site Map. A plot map and a floor plan (for each building) will serve many purposes. It will provide a basis for establishing primary and alternate evacuation routes, identifying primary and

secondary assembly areas, and developing procedures for conducting emergency response activities. A floor plan should be attached to the site emergency plan.

- Main shut-off valves for gas and water.
- Electrical power master switch(es).
- Portable, battery powered PA equipment/lighting/radios.
- Fire extinguishers.
- First aid equipment and emergency supplies (bedding, water, food)
- Portable emergency equipment for search and rescue.
- Outside water faucets/hoses.
- Stoves, heating/air-conditioning equipment.
- Chemical storage and gas lines in laboratories.
- Hazardous materials stored by custodians or gardeners.
- Overhead power lines.
- Sewer lines and underground gas lines.

Hazardous identification. By October 1 of each year, each office, classroom and site should conduct a survey to determine the scope of potential hazards throughout the site and in the immediate neighborhood.

- Pres/CEO or designee should identify common site hazards that can be reduced or eliminated at little or no cost, and develop plans to reduce these hazards.

### **Assignment/training of staff**

#### **Pres/CEO or Designee**

- Identifies persons having specialized training or skills or provides for such training (e.g., first aid certification, operation of equipment, and assessment of building safety) and assigns them to appropriate teams.
- Appoints second in command and one backup. Assures that both persons are trained and familiar with the responsibilities in the event of an emergency/disaster.
- Provides for necessary training in use of disaster equipment, utility disconnection, and preservation of water and resources.

- Assures that at least two or three persons are trained and familiar with each assigned responsibility.

## **ESSENTIAL ELEMENTS OF SITE PLAN**

Provision for site isolation. Consideration must be given to the necessity for a site to be self-sufficient for a period of 72 hours. In a major emergency/disaster, a state of isolation could realistically confront schools/sites. Provisions must be included in the plan for no power, no communication, and no assistance from the outside agencies.

This shall also include primary and alternative evacuation routes and assembly areas. Assembly area should be an open area on school grounds that are away from buildings, trees, utility poles, exposed wires, and similar hazards. Staff and students may be moved to another location for assembly should the situation require and as directed/approved by fire or police personnel.

Emergency roll/program cards on each student/staff.

Assign or designate staff to appropriate teams to facilitate first aid, rescue, accountability, communications, security, and sanitation.

### **Development of a site communication system.**

- Staff or students may be utilized as “runners”
- Possible methods of communication without electrical power and telephones.
- Flags on poles can be used to communicate with ground reconnaissance teams.
- Plastic or canvas panels placed on the ground to communicate with air reconnaissance.
- Possible methods of communicating should be indicated in the site plan.

**Instruction of staff/students.** Determine what training and drills must be conducted to ensure staff and students know what actions to take in an emergency.

First aid for staff and students. Provide and maintain essential equipment and supplies, and provide for communications with site Emergency Operations Center.

On School sites, orientation of students and parents/guardians to assure understanding of site procedures.

Closing of schools or sites/early dismissal of students.

## **PRESERVATION OF FACILITY**

- Damage Control. Main water valves and electric switches should be shut off as soon as possible.



- Of primary concern is the hazard of fire since leaking natural gas could cause a fire or contribute to its rapid spread. However, due to the buildup of pressure in gas lines and the problems with restoration of services, gas lines should be turned off only when it is suspected that there is a gas leak or when fire is threatening gas-supplied structures.
- Conservation of water and supplies. A major source of water is in water storage tanks and hot water heaters. To avoid potential contamination, valves should immediately be shut off so water will not siphon back into city mains.
- No one should be allowed to use water supplies without direct authorization of administration.
- Water in toilet tanks and water heaters must be purified before use. (Do not use water in toilet bowls)
- Note: Limited water or food for the estimated 48-72 hour isolation period will not endanger lives; resources must be conserved through rationing.
- Site use as temporary emergency shelter for staff and students. Note: If school is in session, the school population shall have priority of occupancy.
- Pres/CEO or designee activates appropriate site disaster preparedness plan.
- Outdoor sanitation facilities should be provided.

Except for basic supplies, large quantities of food, water, and bedding, should not be stored on site. In terms of basic supplies, all schools have water; first aid supplies and equipment; bedding; battery operated radios; flashlights; custodial supplies and equipment; and general supply room material.

**General Duties During Emergency.** Specific responsibilities shall be outlined in the site disaster preparedness plan. General duties include the following:

Pres/CEO or designee assumes overall direction unless extenuating circumstances are present.

On school site, teachers provide for the safety and direct supervision of their students. (Classes may be combined in order to release a teacher for other duties.) Teachers hall:

- Keep the class roll in their possession at all times and maintain control of and accountability for all students under their supervision.
- Direct the evacuation of students to a designated assembly area in accordance with site plan or instructions from Pres/CEO or designee.
- Assure that students needing first aid receive care.

All staff members assume duties as assigned in the site emergency plan, and when necessary, take immediate action for the safety of staff and students without waiting for directions from the Pres/CEO or designee or authorities.

## **DRILL RESPONSIBILITIES**

### **Emergency Notification signal for school**

Signals. Bells, buzzers, or tones may be the school's alarm system. Pres/CEO or designee must designate which signal will alert staff and students to a particular emergency and familiarize all occupants with the designated signal.

### **Fire (evacuate)**

Alternate signal (site disaster plan shall designate an alternate signal to be used. Runners may be activated as appropriate.

**Earthquake Emergency** (drop). Drop command given by staff member. (all clear: command given by staff member.) Earthquake: Warning is a shaking of ground, a violent jolt, or rumbling noises. Plane crash or explosion: Only warning is sound of blast or blinding flash of light.

**Disaster preparedness plan** (activate). The site plan shall designate a signal for activating a site disaster plan and/or specific components of plan.

**Fire Drill** (evacuate). All staff and students shall review site evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take. Since a fire drill signal will be used for other emergencies, the procedure outlined in the safety plan shall be implemented every time fire alarm is sounded.

### **Pres/CEO or designee**

- Rings fire alarm bell or notifies staff by other means.
- Note: To familiarize staff with location and use of alarm boxes, may have staff member activate Evacuate procedure by using an alarm box. May "close" primary evacuation route(s) or primary assembly area to require use of alternate route(s) or assembly area.
- Ensures that all rooms and buildings have been evacuated and that no one reenters building(s) until all clear signal.
- Goes to designated assembly area; implements procedure to ensure accountability for all students and staff.
- Gives official all clear signal permitting return to buildings.

Note: If fire actually exists, building shall not be reentered for any reason until officially declared safe by fire department or school officials.

### **Teachers**

- Take along class roll/register and any other emergency materials specified in site disaster plan.
- Evacuate students in an orderly manner to designated assembly area; use alternate route or assembly area if primary route/area is closed.
- Using class roll, verify presence of all students; send report to Pres/CEO or designee according to site plan.
- Keep students in assembly area until further instructions are received. No one shall reenter buildings or return to classrooms for any reason until official all clear signal is given.

Earthquake/Disaster. In addition to Evacuate (fire drill), all staff and students shall receive instructions in Drop and Take Cover procedures. All staff and students shall review site disaster preparedness plan, assigned responsibilities, and appropriate actions.

If inside building:

- Get under protective cover if available.
- Assume protective position:
- Drop to knees with back to windows and knees together. Note: if taking cover under desk, table, or other furniture, hold on to furniture to prevent it from moving away.
- If no furniture is available for cover, clasp both hands firmly behind head, covering neck.
- Bury face in arms, protecting head; close eyes and cover ears with forearms.
- Stay in position until All clear signal is given or threat is over.
- Follow site emergency preparedness plan procedures if Activate signal is given; avoid glass and other hazards during Evacuate procedure.

## **SCHOOL DISASTER PREPAREDNESS PLAN**

Purpose of drill is to prepare, to train, and to educate. At no time shall safety of staff or students be placed in jeopardy.

Prior to conducting a drill to Activate site plan:

- Pres/CEO or designee shall determine time and date of drill and inform all necessary authorities.
- School shall send advance notification to parents informing them of planned drill.

- Site employees shall be notified in advance and shall be expected to review their assigned responsibilities, if needed.
- Students shall review site plan and actions to take and shall be instructed about reasons for planned drill.

On day of drill, Pres/CEO or designee:

Ensures that at no time during drill shall students be unsupervised or placed in jeopardy.

Uses pre-designated signal to Activate site plan; may Activate specific components of plan and then follow with full implementation of plan.

Establishes site Emergency Operations Center, checks communications component with and without telephones or power for effectiveness.

Verifies “safety” of staff and students

Checks each team/component to evaluate effectiveness; reviews or clarifies specific responsibilities with staff, as needed.

May include “built in” situations for a drill.

**After drill, Pres/CEO or designee:**

- Evaluate effectiveness of drill and areas needing improvement; provide for staff input, observations, and discussion.
- Prepares written evaluation report concerning site effectiveness during drill; identifies areas needing improvement, possible changes to be made in site plan, and training or in-service needs.
- Distributes copies of written evaluation to instructional leader/division head, chief of staff, and each staff member involved; files a copy at site.
- If site plan is revised, updates and submits revised plan.

### **School Campus Emergency Plan**

Purpose of the plan is to prepare, train and educate personnel in steps to minimize possibility of accident or tragedy on school campus.

Prior to conducting a drill to Activate site plan, establish a clear communication system that signals an emergency and, when crisis has passed, signals All Clear. Signals should be distinguishable from those that designate class periods and should be established prior to an emergency.

- Post a regularly update and a checklist of equipment and emergency telephone numbers.
- Have necessary equipment available such as hand held radios for communicating with supervising staff; a camera for documenting damaged or destroyed equipment; a public address system/ fire extinguishers; first aid supplies; and, where possible, a private telephone line and number to be used only by the Pres/CEO or designee in emergencies.
- Identify how injured staff and students will be transported to the hospital.
- Plan alternative routes for transporting injured if standard routes are obstructed.
- Establish an orderly dismissal procedure in a manner everyone understands.
- Provide parents with information regarding relevant elements of emergency plan so that they are prepared and know what to expect.
- Establish an information post in a location accessible to parents, community members, and the media.
- Authorize only one or two staff members to act as police contacts.
- Designate a spokesperson to advise and handle questions and concerns.

## **LEGAL AND POLICY CONSIDERATIONS**

Emergency procedures at the school shall be in compliance with federal, state, county and city requirements and shall be in accordance with the Board and Charter Policies.

HSHMC Inc. shall cooperate with civil authorities and agencies in the event of a declared state of emergency.

Responsibilities of School Employees. Immediately upon declaration of a state of extreme emergency by the Governor of the State of California, all public employees are declared to be civil defense workers subject to such civilian defense activities as may be assigned to them by their superiors or by law. The term “public employees” includes all persons employed by the state, or any county, or city and county, state agency or public school, “excluding aliens legally employed.”

California Code of Regulations, Title 5, Sections 550, 560, 14102

Government Code Sections 3100 et seq.

## **EMERGENCY PROCEDURE**

## **SUBJECT: EVACUATION AND REUNIFICATION**

### **BACKGROUND**

Experience has shown that simplicity and training are the keys to effective emergency operations. Lengthy, complex plans are seldom remembered by the majority of users who are under unusual stress and may have received little, if any, training or practice in using the plans. Therefore, the evacuation policies and procedures used in this document are designed with simplicity and flexibility.

#### **Evacuation Authority**

The following personnel may order the evacuation of the facility:

- Pres/CEO or HSHMC Inc. administration or designee.
- A public safety agency Incident Commander (Penal Code 409.5)
- Designee in charge of the Emergency Operations Center.

#### **Evacuation Categories**

In order to establish standardization and consistency at the school facility, the following evacuation categories are established:

- One site Evacuation
- Off site Evacuation
- In Place Sheltering (Lockdown)

#### **On-Site Evacuation**

On site Evacuation involves movement (walking) of students/staff to a safe location within the school or facility grounds. Reasons for selecting on site Evacuation may include (but are not limited to):

- Fire alarm sounds
- Odor in a classroom or small area.
- Small fire that should be easily extinguished.
- Minor hazardous material spill/accident.

#### **Off Site Evacuation**

Off-Site evacuation involves movement (walking) of students/staff to a safe location outside of the school grounds. The Off Site location should be at least 500 feet from the evacuated site/facility and generally not more than ¼ mile distant (to provide protection against flying debris). Reasons for selecting Off Site Evacuation may include (but are not limited to):

- Large Fire
- Gas Leak
- Credible bomb threat/found bomb.
- Explosion.
- Hostage situation or Shooting when “lockdown” is not feasible.

### **In-Place Sheltering (“Lockdown”)**

In some circumstances, it may be safer to have students/staff remain inside classrooms and/or facilities rather than be outdoors. Such situations might include (but are not limited to):

- Shooter on campus
- Hazardous material incident near the school grounds.
- Fire near the school grounds.
- Explosion hazard near the school grounds.
- Police activity near the school grounds.

Note: In the event of an earthquake, everyone should immediately Drop, Duck, Cover, and Hold. The situation might dictate that it is safer to stay inside. Carefully consider the risks prior to ordering evacuation in a seismic event.

### **Evacuation Site Selection**

The On Site and Off-Site selections depend upon the physical layout of the facility, accessibility, and the topography in the neighborhood. The following guidelines are provided in selecting locations.

Ideally each site should identify two evacuation locations at opposite ends of the facility. This allows for an alternate location in the event that the wind is blowing towards the Primary location. However, because of geographic or facility design, it may not always be possible to have an alternate location.

Other site selection considerations should include:

- Proximity to utility equipment.

- Accessibility, especially for persons with disabilities.
- Protection from falling or flying debris.
- Size
- Accessibility by buses, if required.
- Ability to provide security.
- Contact and agreements with owner of sites that are privately owned or managed by another government agency.

### **Methods of Alerting**

The method for initiating evacuation or In-Place Sheltering depends upon the situation and the immediacy for movement. When the situation does not require instant evacuation, the Pres/CEO or designee, shall notify teachers/staff with directions and instructions for evacuation.

If the situation does require immediate action, then the bell system should be utilized.

### **Bell System Notification**

Each school should designate a system for:

- Directing students and staff to evacuate the primary One Site evacuation point.
- Directing students and staff to “Lockdown”.

At most school facilities, the signal to direct students and staff to evacuate will be the “Fire alarm” bell.

Pres/CEO or designee must ensure that ALL staff, teachers, students, and visitors, particularly substitute teachers and staff, are aware of what bell designation is being utilized at their particular location. This should be posted clearly in all rooms.

These alerts can be supplemented.

Pres/CEO or designee should determine if their bell system has power backup. And should consider adding handheld air horns to their Crisis Kits for use in the event of a failure of the bell system. Facility maintenance personnel can assist schools in reviewing their systems and recommending modifications.

### **NOTIFICATION OF THE EVACUATION**

Whenever an evacuation or In-Place Sheltering is imminent or initiated, ensure SDPD is immediately notified.



## **ACCOUNTABILITY**

Accountability will be crucial during any movement of students/staff. Accountability takes three areas into consideration:

- Control of student/staff movement to evacuation point
- Searching facilities to ensure students/staff have evacuated
- Taking roll of students/staff at the evacuation point

## **MOVEMENT**

Factors that may affect control:

- Whether evacuation occurs when classes are in session or between classes
- Age of students
- Distance to evacuation point
- Visibility of emergency

The Pres/CEO or designee must develop procedures for their individual facility to ensure that staff are prepared to move and control their particular populations, including persons with disabilities.

## **SEARCHING FACILITY**

In emergencies, individuals may hide themselves in such locations as closets, restroom stalls, or other areas where they feel safe. Additionally, there may be a classroom or office that either did not hear the warning or decided to lock down rather than evacuate. When an evacuation takes place, it is critical that all classrooms, libraries, storage rooms, and offices be physically searched.

The Pres/CEO or designee will assign a school staff member with master keys to assist law enforcement and or fire personnel in conducting a physical interior search of all rooms to determine that all students/staff have evacuated. Areas searched should be marked with chalk and should be a circle with an “X” in the center and the time of the search:

Searchers should also verbally call out to students/staff within rooms. Schools sites may want to use a “Code Word” system that allows the staff member inside a room to determine if the person outside the door is a legitimate staff member or searcher.

The site must ensure that all room numbers are posted above doors or on both sides of the door. This will assist searchers in locating and recoding room numbers.

## **Roll Call**

Accounting for all students/staff during an evacuation/emergency can be very difficult. Older students may leave the school for other destinations without advising a school official. The following guidelines are established to maximize accountability.

When evacuating, teachers must bring both their roster and daily attendance rosters. If class is in session, teachers can keep the students together in the class configuration for movement and accountability at the evacuation site. If the evacuation is ordered when classes are on break, then procedures should be in place for teachers and staff to control movement of students to the evacuation location. Once at the evacuation location, students can be gathered into one of two types of groups.

### **Alphabetical groups**

In this option, pre-made signs are used to direct students to certain areas alphabetically by last name. These signs can be brought out with the emergency kits or could be permanently erected on a school fence or other stanchions. While this method may allow for quicker regrouping, it also means that a master school roster in alphabetical format will be needed for roll call. Or the lead at each alphabetical grouping will have to develop a raw list.

### **Next Period groups**

In this option, students are advised to report to the teacher of their next period class. Having signs available with the teacher's name boldly printed would be helpful. Be prepared to handle students who cannot remember what their next class was or did not have another class. Teachers can then use their master class list to conduct roll call. If no roster was brought out, a raw roster will have to be developed.

Both options should be available and determine which method works best in a given situation.

Once students are situated into their groups and roll calls are conducted, the results must be given to the staff member responsible for overall accountability. Principals must have procedures developed that provide for compilation of head counts and determination of missing students/staff.

The Crisis Box should have copies of the school master roster sorted.

All students alphabetically

Alphabetically by grade

These lists should be updated biweekly and the date of update printed onto each roster.

## **FACILITY (NON-CAMPUS) EVACUATION GUIDELINES**

In the event that a facility must evacuate, all persons shall follow the procedures outline in the emergency plan for that facility, including the following:

- Ensure that all persons, including visitors, are aware of the evacuation.
- Notify SDPD
- Assist persons with disabilities.
- Move in a safe and orderly manner to the designated evacuation point.
- Account for all staff.
- Coordinate with Police services and/or responding public safety agencies.

## **CANCELING EVACUATION**

Once an evacuation has been initiated, it should generally be completed, even if the situation becomes resolved or “safe” in mid-evacuation. This will reduce loss of control, accountability, and the potential for injuries from reversing direction in “mid-stream.”

## **RETURN TO SCHOOL OR FACILITY**

If the incident that caused the evacuation requires the response of a public safety agency, the public safety Incident Commander must approve the return to the school by students/staff. At that point, the Pres/CEO or designee has the authority to return students/staff to the facility (with concurrence of the Incident Commander), or to initiate release of students from the evacuation point. In either case, the principal/department head shall ensure that the EOC is notified of the decision(s).

## **REMOTE SHELTERING**

There may be rare situations that require students/staff be moved to a temporary shelter, rather than released from the evacuation point. This may include:

- Inclement weather.
- Evacuation areas are considered to be unsafe (such as major hazardous material incident, potential explosion, and damage to surrounding community).
- Need for a facility/location that provides for better control.

These “Remote Shelters” might include another school, a city park and recreation center, a sports arena, or other large facility.

The need to move students/staff to a remote shelter will be discussed between the Incident commander, the Pres/CEO or the EOC. The EOC Director will make the decision to initiate the movement to a remote shelter. In such a case, the EOC will coordinate this operation and make the arrangements for the use of a remote shelter facility, transportation, and additional support staff. The Pres/CEO or designee and on-scene public safety personnel will coordinate the movement of students/staff, including:

Loading buses and assigning at least one staff member to each group boarded onto a bus. This staff member will create a raw roster of who boarded and will stay with that group until they arrive at the shelter and have turned control of the students (and roster) over to assigned shelter staff. If there is no adequate staff available to supervise students, Staff should stay with their assigned group until relieved by the individual assigned to supervise the remote shelter site. Once relieved, staff may be directed to return to the affected school or school facility to continue assisting in movement or to serve as shelter staff.

Assign a staff member and any available staff to the remote shelter site to establish control at the location. All schools and HSHMC facilities should have plans in place to serve as a “Host” site. The individual assigned to the shelter site should have a method of communicating with the Pres/CEO or designee.

### **PARENT NOTIFICATION**

In the event the Pres/CEO feels that students are to be released or that notification of parents/guardians is warranted, they shall advise the EOC. The EOC will coordinate and track parent/guardian notification. The EOC and the principal will ensure that constant updates take place between them regarding notifications.

Pres/CEO or designee shall keep in mind that there may be situations where parent/guardian notification may actually create unnecessary problems. (i.e., only cause for evacuation was fire alarm with no smoke or fire or other situation where it is reasonable that the problem will be handled quickly and students will return to class.

### **PARENT REUNIFICATION**

In some situations, the Pres/CEO or designee may decide that students should be released or reunified with parents/guardians. The following guidelines are for situations in which students are either the On-site Evacuation site or the Off-site Evacuation site.

If the release of students is to take place after the normally scheduled “end of the day” period, the Pres/CEO or designee may allow students to leave as they normally would. The Pres/CEO or designee should keep the EOC advised and should ensure that there is an accountability of released students.

However, if the release is to take place prior to the normally scheduled “end of the day” period, the students must be released to a parent/guardian with approval of the Pres/CEO or designee.

The following release procedures should be followed:

- Designate an entry point for parents/guardians to report to (law enforcement may be beneficial in these circumstances). Note: the use of preprinted banners and signs may be helpful to direct and control arriving parents/guardians.
- Designate (and staff) an exit point where parents/guardians with students are to check out.

- Establish procedures for verifying identity of “parent/guardian” at the entry point and exit point.
- Direct parent/guardian to the location of the student’s group for release; advise parent’s/guardian to check out at the designated exit (keep the entrance and exit separate whenever possible).
- Maintain documentation of student accountability.

## **REUNIFICATION FROM REMOTE SHELTER**

Reunification procedures are basically the same as those for release from on or near school grounds. The Pres/CEO or designee should supervise the reunification.

The Pres/CEO or designee may also elect to have the school Reunification Assistance Team leader supervise this function.

- Designate an entry point for parents/guardians to report to (law enforcement may be beneficial in these circumstances). Note: the use of preprinted banners and signs may be helpful to direct and control arriving parents/guardians.
- Designate (and staff) an exit point where parents/guardians with students are to check out.
- Establish procedures for verifying identity of “parent/guardian” at the entry point and exit point.
- Direct parent/guardian to the location of the student’s group for release; advise parents/guardian to check out at the designated exit (keep the entrance and exit separate whenever possible).
- Maintain documentation of student accountability.

Regardless of the grade levels or location, keep the following issues in mind.

- Arriving parents/guardians will create significant parking and traffic control problems; law enforcement must be on scene to address this.
- Arriving parents/guardians may be in a high level of anxiety and will want to reunite with their student as quickly as they can; long waits in lines may only aggravate their emotions. Ensure that sufficient staff is available at entry points and exit points to facilitate movement.
- Law enforcement will need to be an integral part of the reunification staff to ensure control, peace, and movement. Coordinate with law enforcement officials on scene and ensure that sufficient officers are available to maintain control.
- Assign a senior staff member to oversee reunification setup and operations. This will allow the Pres/CEO or designee to oversee all aspects of the emergency.

- Be prepared to deal with the media.

## **EMERGENCY OPERATIONS CENTER**

When a school is evacuated the Emergency Operations Center should generally be activated to support school emergency operations. The purpose of evacuations include the following:

Coordinate response by support personnel, agencies, and teams to the affected school

Coordinate additional resources to support evacuation operations, including transportation, traffic control devices, food/drinks, and other materials and supplies.

Determine if remote sheltering is required; if so, initiate procedures to obtain facility, arrange transportation, and reunification.

Coordinate parent/guardian notification if required.

Provide overall direction to the Pres/CEO related to school operations.

## **TRAINING/EXERCISES**

It is essential that all potential users of the evacuation plans are trained. This includes staff as well as students. The Pres/CEO or designee shall ensure (and document) that all staff receives training in all emergency procedures during the initial days of the new school year or upon their assignment to the school. Students should be briefed on plans and their responsibilities during the first few days of school year or upon enrollment. Parents/guardians should receive information regarding emergency plans and their responsibilities.

Exercises are an important aspect of emergency preparedness and provide staff and students the opportunity to practice their emergency procedures in a safe environment. When developing an emergency exercise, the Pres/CEO or designee will coordinate planning with SDPD and San Diego Fire Department. This enhances the interagency coordination that is vital in an emergency and ensures that public safety agencies are aware of the exercise.

## **REFERENCE MATERIAL**

School Emergency Response-California Office Emergency Services (6/98)  
California Penal Code 409.5PC, Closure of Areas in Emergencies  
Emergency Preparedness [www.EmergencytrainingOnline.com](http://www.EmergencytrainingOnline.com)