

SAN JOSE UNIFIED SCHOOL DISTRICT

Leland High School

SITE EMERGENCY PLAN

Date: September 2008

Site Name:Leland High School

Address: 6677 Camden Avenue , San Jose, Ca 95120

Main Phone: 408- 535-6290

Alternate Phone: 408-690-4281

Site Manager:Liz Chamberlin, Principal

Assistant Site Manager: Daryk Tenorio, Assist. Principapl

Command Post Location: **Flag Pole in front of Admin. Building**

First Aid Station Location:**Tennis Court**

Student Release Area Location: **Tennis court**

Assembly Area Location: **Softball Practice Areas/L-Wing Area**

Command Post Personnel

Names

Site Manager: Liz Chamberlin, Principal

Assistant Site Manager: Daryk Tenorio, Assist. Principal

Site Secretary/Clerks: Virginia Valdez, School Secretary

Site Emergency Preparedness Committee

Names

Site Manager: Liz Chamberlin, Principal

Site Secretary Virginia Valdez, School Secretary

Assistant site Manager: Daryk Tenorio, Assist. Principal

Nurse/Aide: Kathy Labrador

Teacher #1

Teacher #2

SAN JOSE UNIFIED EMERGENCY NUMBERS

SAN JOSE UNIFIED SCHOOL DISTRICT	535-6000
Emergency Services Director (Superintendent)	535-6090
Director of Auxiliary Services	535-6472
Assistant Superintendent - Administrative Services	535-6053
Director of Maintenance, Operations, Grounds	535-6200
District Communications (24 hr. emergency 2-way radio net)	270-6468
District Police & Security	535-6080
Emergency Repairs	535-6200
General Cleanup	535-6166
Transportation (Bus)	535-6185
AMBULANCE (County Ambulance Dispatch Control)	911
EMERGENCY SERVICES OFFICE (E.S.O.)	
City of San Jose (Business 277-4000, 24 hrs.)	277-5496
County of Santa Clara (business 299-3751)	911
FIRE DEPARTMENT - SAN JOSE	911
Bomb Squad	277-4122
Hazardous Materials Unit	277-4363
HEALTH DEPARTMENT - SANTA CLARA COUNTY	299-5822
HOSPITALS (All in San Jose)	
Alexian Brothers - 255 North Jackson Avenue	259-5000
Good Samaritan - 2425 Samaritan Drive	559-2011
O'Connor - 2105 Forest Avenue	947-2500
San Jose - 675 East Santa Clara	998-3212
Santa Clara Valley Medical Center - 751 South Bascom	299-5100
Kaiser Permanente	
Santa Teresa - 250 Hospital Parkway	972-3000
Santa Clara - 900 Kiely Blvd.	985-4000
POLICE DEPARTMENT - SAN JOSE	277-3828
	or 911
RED CROSS	236-6400
SHERIFF'S OFFICE	294-1334
	or 911
SUPERINTENDENT OF SCHOOLS - SANTA CLARA COUNTY	453-6500
UTILITIES	
P.G. & E. (24 hr. number)	280-1212
San Jose Water Company (or after hours 279-7811)	279-7900
Telephone Line and Equipment Repair	998-7888

SITE EMERGENCY PLAN
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SITE EMERGENCY PLAN OVERVIEW

This Site Emergency Plan has been designed to be a practical document for use during a Declared emergency of such magnitude, i.e., earthquake, that the school would be isolated from immediate outside assistance.

The Site Manager, with assistance from the parent/teacher organization, will see to it that the information required by the Plan is supplied and that this information is reviewed and updated annually.

The Site Manager or designee has the ultimate responsibility for all local decisions in a disaster situation. The Site Manager must be available to all emergency teams, the emergency radio equipment, police and fire personnel, parents and the news media.

Through the Site Emergency Teams the Site Manager will assess building damage, casualties and facility status, and report same to the District Emergency Service Center.

Annual review

site emergency plans shall be reviewed annually. Because of the need for clear understanding of policies and procedures to be followed during an emergency, each Site Manager shall appoint an Emergency Preparedness Committee to review the Site Emergency Plan for the purpose of:

1. Updating staff assignments
2. Verifying status and location of supplies and equipment
3. Modifying site procedures
4. Planning for staff in service activities
5. Reviewing emergency signals for evacuation, fire alarm, chemical alarm

this annual review will be completed by September 30 of each year and an updated Site Plan will be submitted to the District Safety Coordinator at that time. The Committee shall be composed of the Site Manager, head custodian, secretary, nurse or nurse's aide, two teachers and two parents. Student membership is optional.

Staff Awareness

By October 30 each year each site shall devote one complete staff meeting to Emergency Preparedness planning including Team assignments, evacuation procedures and basic District policies during emergencies. The Site Plan or appropriate pages of Plan is to be given to each staff member by this date.

Community Awareness

Each Site Manager shall include in the first mailing home in the Fall a letter from the Superintendent on Emergency Preparedness policies with emphasis on the need for student emergency release information.

School Emergency Recall Plan

This Site Emergency Preparedness Plan deals primarily with emergency situations that occur during the school day. The possibility remains, however, that a severe earthquake could occur at night or on a weekend or holiday. If an earthquake were strong enough to cause structural damage to private homes the Red Cross would use public school buildings for mass care centers. The high schools and middle schools have the highest priority for such use, with elementary schools much lower.

All public employees, however, could be impressed into service by City or County offices of emergency services. In that case, the District Superintendent would be directed to secure District employees to open and work at the designated mass care centers.

It shall be standing District policy that all Site Administrators and site custodians report in person to their work sites in the event of a Declared Emergency or a major earthquake.

Additionally, each Site Manager shall prepare and keep current a telephone list network of home emergency numbers for all site personnel. these lists shall be submitted periodically to the Safety Coordinator who shall maintain the emergency telephone file housed in the District Emergency Service Center (E.S.C.).

The Superintendent, or designee, would utilize these lists to recall site personnel as needed.

EMERGENCY RESPONSE PLANS

FIRE RESPONSE PLANS

1. Entire class exits with teacher through classroom doors.
2. Class exits through door to location posted in room on fire sign.
3. Teachers need to grab class lists and close door upon exiting.
4. the fire alarm will announce a fire or a fire drill. If the alarm does not work, we will use the P. A.

EARTHQUAKE OR BOMB THREAT

1. At the first indication of an earthquake, all persons should "Duck and Cover" at the "Drop" command of the adult in charge. When the shaking stops an earthquake evacuation to the Assembly Area shall automatically be carried out, with or without any P. A. or other announcement.
2. If this same type of evacuation is needed because of a Bomb Threat, the announcement will be made over the P. A. to do an earthquake evacuation to the Assembly Area.

CHEMICAL SPILL

1. An announcement will be made to evacuate the building and gather in the Assembly Area.
2. The announcement will be made by the P. A. system, or if this fails to operate, classes will be alerted by messenger.

Plot Plan #1

(shows a map of your Command Post, Triage, etc.)

Please refer to the Leland Emergency Plan 2008-2009 & the evacuation map at the end of this document

PLOT PLANS

Site Managers should assess their sites to determine where the emergency areas listed below might best be housed. Actual situations may require these areas to be changed but preplanning should prove valuable.

PLOT PLAN #1

1. One plan showing areas designated and person(s) assigned for: **Please refer to addendum of this document.**

Command Post - Radio, Office	()
Triage - Room 1	()
First Aid - Nurse's Office	()
Morgue - Rooms 21A & B	()
Sanitation - End of Room 8	()
Evacuation Assembly - Little League Field	()
Student Release Area - Cafeteria	()

PLOT PLAN #2

1. One plan showing: **Please refer to addendum of this document**

Utility shutoffs: **Example:** Office and Day Care Center

Water
Gas
Electric

Location of tools to shut utilities off: **Example:** Custodial Rooms and Office

Fire Extinguishers: **Example:** Classrooms, Office, Day Care, Preschool, and Cafeteria

Chlorine gas or other chemical storage: **Example:** Storage shed

DISTRICT RESPONSIBILITY FOR STUDENTS

If the Superintendent declares a District emergency during the school day, the District has a clear statement of policy governing its actions.

1. SAN JOSE UNIFIED SCHOOL DISTRICT'S POLICY IS AS FOLLOWS:

~~IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT~~
DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AN ALTERNATE, SAFE SITE UNDER THE SUPERVISION OF DISTRICT PERSONNEL:

1. Until regular dismissal time and then released only if it is considered safe,
OR
2. Until released to an adult authorized by the parent or legal guardian whose name appears on District records.
 - a) If students are on their way to school they will be brought to school if bussed, or they should proceed to school.

- b) If students are on their way home from school they are to continue home.

2. To provide this supervision and care, San Jose Unified School District personnel will be utilized under Title I, Division 4, Chapter 8 Government Code and other legal statutes included in the District Emergency Service Guide. The statutes state that all public employees are designated disaster service workers when an emergency is declared. The District Superintendent, or designee, has the legal authority to declare an emergency in this District. The authority also extends to the City of San Jose and to Santa Clara County to declare an emergency and impress public employees into service as disaster service workers.

3. San Jose Unified School District encourages the utilization of a “buddy” system at District sites wherein staff responsibilities for specific emergency functions are assigned to pairs of employees who could, with the approval of the Site Manager, carry on legally required supervision and care requirements while allowing emergency home visits to assure welfare of their own families.

SITE ORGANIZATION DURING A DECLARED EMERGENCY

Command Post

The Site Manager or designee is the final authority at each school. He/she must be available for all decisions, information and authority during the time the schools are isolated.

Therefore, the Site Manager and the Command Post should be housed in a central area, i.e., the front of the school, where the manager is available to radio, telephone, emergency equipment or personnel and parents.

The Command Post will begin to operate immediately after a disaster.

This is where the record keeping, communication, and major decision making will take place. The Site Manager or designee will be here.

In addition, a separate Student Release Area will be established to coordinate the release of students to authorized adults.

Emergency Release Information Forms are needed at the Release area to document the release of all students.

While the Command Post is functioning, the First Aid and Search/Assessment Teams will carry out the functions and provide information to the Site Manager about the:

1. Condition of students
2. Condition of staff
3. Condition of facilities

This information is to be placed on the Emergency Status Report and Update Forms and transmitted to the District E.S.C.

COMMAND POST DUTIES AND PERSONNEL

If notified of a Declared Emergency from the Superintendent's Office, OR if the site suffers a severe disaster, the Site Manager shall immediately implement the plans and procedures in the Site Emergency Plan.

The **Site Manager** shall: Liz Chamberlin, Principal or designee

- A. Activate alarm - notify staff
- B. Activate Command Post and 2-way radio
- C. Activate Emergency Teams
- D. Assess total school situation
- E. Make initial site assessment report to District E.S.C.
- F. Check to see that Site Emergency Teams are operating
- G. Assigned messengers to needed areas
- H. Request to help from 911 or E.S.C. as required
- I. Secure information from Emergency Teams - Update Site Status Reports - Report to E.S.C.
- J. Reassign team members to other duties as required when they finish initial assignment duties.
- K. Personally check these items:
 - 1. Is campus secure?
 - 2. Are utilities off or secure?
 - 3. Are signs directing adults to release area up?
 - 4. Are traffic controllers needed?
 - 5. Is First Aid Center functioning?
 - 6. Have buildings been searched for victims?
 - 7. Is student release program set up and operating?

The **Site Secretary** shall: Virginia Valdez

- A. Report immediately to the Command Center with:
 - 1. Master keys
 - 2. Current roster of students and staff
 - 3. Emergency forms and documents
 - 4. Office supplies to assist Site Manager

The **Site Clerical Staff** shall: **Kathy Labrador, Karen Johnson, Rosemary Rodriguez**

- A. Team up with other personnel if a member of a Site Emergency Team, otherwise:
- B. Report to the Site Command Post and assume responsibilities as directed by the Site Manager

The **Site Custodians** shall: **Miguel Mejia & Francisco Covarrubias**

- A. Check the condition of the utilities and connecting pipes and lines and if necessary, turn them off.
- B. Check the site completely for:
 - 1. Fire hazards
 - 2. Chemical hazards (Chlorine storage)
 - 3. Electrical hazards
 - 4. Other hazards
- C. Notify Site Manger of hazards and services needed
- D. Barricade hazardous areas using whatever materials handy
- E. When site is secure, report to the Command Post for direction
- F. Provide emergency sanitation areas if toilets are unavailable

The Nurse of **Health Clerk** shall: **Jill Peters & Kathy Labrador**

- A. Report immediately to the identified site First Aid station with:
 - 1. Health/Emergency Information cards for all students
 - 2. Emergency first Aid supplies and equipment
- B. Assist the injured

The **Site Food Services** staff shall: **Bille Howard & Staff**

- A. Oversee conservation and distribution of food
- B. Assist outside agencies (i.e., Red Cross)
- C. Utilize available adult volunteers

ORGANIZATION OF INSTRUCTIONAL STAFF DURING A DECLARED EMERGENCY

Teachers and Teacher Aides shall:

- A. Respond immediately to emergency signals requiring specific actions
- B. If signal is one to Leave Building, know if signal is for:
 - 1. Fire evacuation
 - 2. Disaster evacuation
 - 3. Chemical spill evacuationEvacuate accordingly!
- C. When leaving building:
 - 1. Take roll book or current roster
 - 2. require students to be silent in order to hear instructions
 - 3. Close doors to classroom
 - 4. Go directly to pre assigned location
- D. Check with nearby classrooms when evacuating. If there are seriously injured persons who cannot be moved, assign one teacher to remain and the other to evacuate the rest of the students.
- E. Teachers shall provide First Aid to the best of their ability to students under their supervision until the emergency first Aid station is activated. Students with major injuries are to remain in the classroom supervised by a teacher or aid. Students with minor injuries are to be cared for after evacuation.
- F. Upon reaching evacuation destination, teachers shall:
 - 1. Take roll
 - 2. Make list of missing and absent students
 - 3. Give list to Assembly Area Team members
 - 4. Calm students. Remind them of District policies about remaining at school
 - 5. Monitor warmth and protection of students. Move if necessary
- G. If assigned to a Site Emergency Team, transfer your students to paired teacher to supervise, report immediately to the Command post for supplies and begin implementation of Team responsibilities.

- H. Teachers supervising students shall:
1. Keep track of all students under their care. Note on the roster any who leave, giving reasons, time, destination.
 2. Remain with students until given an authorization to release a student to messenger from the Release Area. No student is to be released without this form. If student chooses to leave without permission, warn them of policy and note time, destination and accompanying students.
- I. If student is released to anyone but a parent or authorized adult, such as the First Aid center, write student's name on the student with a felt pen. This will provide positive identification in the event of shock or unconsciousness.
- J. Enlist the help of any adult who volunteer but make them aware of your responsibility and the limits of theirs.
- K. Encourage students to talk about their experiences and feelings. Talking is the best way for a fearful child to give expression to his/her concerns. Talking it out is absolutely essential in psychological adjustment to disaster.
- L. As the time period extends extends reassure students that they are in perhaps the safest place possible under disaster conditions. Fill in the time with games, songs, stories, exercise and rest periods.
- M. Report to the Command Post when all students have been released.
- N. Report to Site Manager for permission to be released.

ASSEMBLY AREA ASSIGNMENTS WHEN SCHOOL IS EVACUATED

LOCATION (OR ALTERNATE)

ROOM ASSIGNED

RESPONSES TO SPECIFIC EMERGENCIES

These emergencies cover a wide range of possible situations that may occur. The pages that follow are immediate response plans with action options listed for the Site Manager. Each Site Manager should be knowledgeable about what plans should be used to mitigate the emergencies listed and should ensure that all personnel under his/her jurisdiction are aware of the plans and capable of performing their responsibilities to implement them.

DISASTER EMERGENCIES

- I. Earthquake
- II. Fire
- III. Explosion or Threat of Explosion
- IV. Chemical Accident
- V. Flood
- VI. Fallen Aircraft
- VII. Smog Episodes
- VIII. Bomb Threat
- IX. Utilities Failure
- X. Civil Defense
- XI. Campus Unrest
- XII. Drive-By Shootings
- XIII. Hostage Situations

I. **Earthquake**

A. Warning: Little or none

Earthquakes usually strike without warning. The following actions, as time permits, shall be accomplished:

B. Inside School Building:

1. The teacher, or other person in authority, implements Action **DROP**. Face away from windows.
2. Try to avoid glass and falling objects. Move away from under heavy suspended light fixtures.
3. After earthquake stops, implement Action **LEAVE BUILDING**.
 - (a) Do not return to buildings for any reason until they have been declared safe by school authorities.
 - (b) Adult guards should be posted at a safe distance from all building entrances to see that no one reenters the buildings.
4. All site personnel should assemble in pre planned assembly area.

5. Teachers take roll and make list of missing students.
6. Do not light any fires after the earthquake. turn off main gas valve.
7. Keep safe distance from electrical wires which may have fallen. Turn off main electrical switch.
8. Render first aid if necessary.
9. Call 911 for fire or medical help.
10. Notify the Office of the District Superintendent.
11. Use Emergency Communications equipment to contact Emergency Services Center.
12. Request assistance as needed, through channels, from the SAN JOSE UNIFIED SCHOOL DISTRICT SUPERINTENDENT'S OFFICE.
13. The Principal will try to procure the advice of school authorities about the safety of the building, and whether students and staff may return.

C. On School Grounds:

1. The teacher, or other person in authority, implements Action **DROP**.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Move away from buildings, trees, and exposed wires.
4. **DO NOT RUN!**
5. Follow procedures 4 through 13 under "Inside School Building".

D. On School Bus: (Regular routes, field trips, etc.)

1. Students shall follow the directions of the bus driver and monitor.
2. The bus driver is legally responsible for the welfare of student riders.

E. Walking to and from School:

1. The safest place is in the open. Stay there.
2. Move away from buildings, trees and exposed wires.
3. DO NOT RUN!
4. After the earthquake, if on way to school, continue to school.
5. After the earthquake, if on way from school, continue home.

II. Fire

A. Warning:

1. Fire within the school - Fire Alarm
2. Fire near the school - Visual sighting, messenger, telephone.

B. Fire Within School Building:

In the event a fire is detected within a school building, the following will be accomplished:

1. Sound the school fire alarm. this will automatically implement Action **LEAVE BUILDING**. Become familiar with "Pull Box" locations.
2. Students remain under direct control of teachers until released.
3. Render first aid as necessary.
4. Notify the SAN JOSE FIRE DEPARTMENT AT 911.
5. Fight incipient fires without endangering life.
6. Keep access roads open for emergency vehicles.
7. Take roll.
8. Notify the Superintendent of Schools.
9. The Principal will determine what emergency action should be implemented.
10. Students and staff should not return to the buildings until Fire Department officials declare the area safe.

C. Fire Near School:

The Principal shall:

1. Determine the need to execute Action **LEAVE BUILDING** if nearby fire poses an immediate threat to the students of the building.
2. Notify the SAN JOSE FIRE DEPARTMENT AT 911.
3. Determine whether the students and staff should leave the school grounds and, if the situation warrants, leave the area.

III. Explosion or threat of Explosion

- ### A. Warning: When the condition is detected or the explosion occurs.

- B. In the event of an explosion at the school, or the threat of an explosion -- such as those caused by leaking gas or a faulty boiler within a school building, the following will be accomplished:

1. Explosion:

- a. Command “**DROP**” is given.
- b. If the explosion occurred within the building, or threatened the building, the teachers should immediately implement Action **LEAVE BUILDING**.
- c. Sound the fire alarm.
- d. Move to an area of safety, and maintain control of students.
- e. Render first aid as necessary.
- f. Notify the SAN JOSE FIRE DEPARTMENT AT 911.
- g. Fight incipient fires without endangering life.
- h. Take roll.
- i. Notify the office of the District Superintendent.
- j. Notify utility companies of a break or suspected break.
- k. The School Principal will direct further Action as required.

2. Threat of Explosion:

- a. Sound the school fire alarm. This will automatically implement Action **LEAVE BUILDING**.
- b. Follow procedures d, f, i, j, and k under “Explosion” above.

IV. Chemical Accident

- A. Warning: By telephone, radio, messenger, or P.A. system.
- B. Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gases. Should such an accident endanger the students or staff, the following will be accomplished:
 1. Determine the need to implement Action **LEAVE BUILDING**.
 2. Determine whether the students and staff should leave the school grounds.
 3. If appropriate, take action to evacuate buildings, and if necessary, the area.
 4. Move crosswind -- never up, or downwind -- to avoid fumes.

5. With the school staff, maintain control of the students at a safe distance.
6. Render first aid as necessary.
7. Notify the SAN JOSE FIRE DEPARTMENT AT 911.
8. Take roll.
9. Notify the Office of the District Superintendent.
10. The principal will direct other action as required.
11. Students and staff should not return to the school until Principal declares the area safe.

V. Flood

- A. Warning:
 1. Method: by telephone, radio, or messenger.
- B. The EXTENT of the flood will dictate the course of action to be taken. The principal may initiate the following Emergency Actions:
 1. The execute Action **LEAVE BUILDING**.
 2. Provide care for students at school.
 3. At Superintendent's direction, execute Action **CONVERT SCHOOL**.
 4. At Superintendent's direction, execute Action **DIRECTED TRANSPORTATION**.

VI. Fallen Aircraft

- A. Warning: When the accident occurs, messenger or telephone.
- B. If an aircraft falls on or near school grounds, the following shall be accomplished:
 1. The principal shall determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action for the safety of students without waiting for directions from the Principal.
 2. All students and staff shall be kept at a safe distance (300 feet), allowing for possible explosion of fuel tanks or ordnance.
 3. If possible, the Principal shall determine whether the aircraft is military, commercial or a private plane.
 4. Notify the SAN JOSE FIRE DEPARTMENT AT 911.

5. Notify the SAN JOSE POLICE DEPARTMENT AT 911.
6. Notify the office of the District Superintendent.
7. The Principal shall direct further action as required.

VII. Smog Episodes

- A. Warning: Notification by GRAPEVINE to each site.
- B. The Bay Area Air Quality Management District uses a “Pollution Standards Index” to measure the healthfulness of the air in Santa Clara Valley. the index is divided into 6 air quality levels.

0 - 50	Good
50 - 100	Moderate
100 - 200	Unhealthy
200 - 300	Very Unhealthy
300 - 500	Hazardous

- C. To receive Air Quality Information, you may dial 415 673-SMOG at any time for the recorded message.
- D. On receipt of notification by the District that a 200, Very Unhealthy status has been reached, all sites will be notified through the GRAPEVINE system.
- E. Upon receipt of a Smog Alert, the Site Manager shall:
 1. Notify all personnel of the Warning and the index level.
 2. At an expected Smog Index level of 200 - Unhealthy, the Site Manager shall:
 - a. If received the day before, students and staff shall be encouraged to reduce vehicular use the following day.
 - b. Encourage the staff to modify activities and work programs to reduce prolonged or strenuous physical activities that would increase the respiration rate.
 3. At level declared to have reached 200 - Unhealthy, the Site Manager shall:
 - a. Notify all students and staff of the index reading.
 - b. Notify P.E. teachers to excuse from P.E. students who have respiratory problems, students with notes from parents, and students complaining about the effects of smog. All P.E. activities are to be modified to be less strenuous.
 - c. Reschedule athletic contests.
 - d. Cancel sport and activity practices and intramural recreational activities scheduled before 6:00 p.m.

4. At an Index of 300 - Very Unhealthy the Site Manager shall:
 - a. Have all strenuous physical activities stopped.
 - b. Limit the use of District vehicles to emergency use only.
 - c. Contact the Superintendents Office to determine if school should be closed.
5. At an index of 400 - 500 Hazardous, schools would be closed and students will remain at school until it is safe to send them home. In the event of a Hazardous condition, schools should be prepared to respond to City/County disaster procedures.

VIII. Bomb Threat

- A. the Site Manager shall take appropriate action which SHALL include:
 1. Determination whether or not to evacuate the site (a minimum of 300 feet from the building is considered safe).
 2. Notify the District Police Department -- 6080.
 3. Notify the Superintendent's office.
 4. Notify the San Jose police Department -- 911.
 5. Assist Police units with site search as necessary.
 6. Submit written report to Superintendent after incident is over on Report of Bomb Threat form.

IX. Utilities Failure

Failure of one or more of the utilities (electricity, gas, water) constitutes an emergency that must be dealt with on a situational basis. the basic District policy governing actions that should be taken is that school should remain in operation to the extent possible and students should be cared for until regular dismissal time.

A. Warning: Occurrence of outage.

B. In response to the failure of any utility the following actions shall be taken:

1. Call Maintenance immediately - Do not call the utility. Maintenance will do that.
2. Call the Director of Maintenance to request portable lights and/or space heaters if necessary.
3. Advise the faculty and staff of the problem and what actions are begin considered.
4. Establish prudent procedures to keep students warm and dry in classrooms or large group areas.
5. Notify Food Services if outage will affect lunches.
6. In the event of an outage early in the school day that has the possibility of lasting several hours, request permission from the Assistant Superintendent, School Services, to bus students to other District sites able to provide accommodations for them.
7. Notify the Superintendent's office of all actions taken so that office will be able to respond to calls from parents or the media.

C. Water Service Failure:

1. Sanitation becomes a problem after approximately 2 hours of interrupted water service. If you anticipate shut down of water for that long, request maintenance to deliver portable sanitary facilities to your school.
2. Notify Food Services if lack of water will affect lunches.

D. Electrical Service Failure:

1. Actions to be planned and/or taken on electrical service failure will depend on the time of the year, the amount of natural light available in classrooms, the outside temperature, and the length of time electricity is expected to be off.
2. The principal shall determine from Maintenance when service will or is expected to be restored and keep close contact.
3. The Director of Maintenance will keep in touch with his electrical crew by radio and in turn advise the school frequently on the current status for restoration of service.
4. Some classes will necessarily have to alter classroom work schedules due to the lack of electrical current when classes are to continue.
5. Several flashlights should be available to handle situations where emergency lighting has failed or is inadequate.
6. Ensure that all personnel are kept clear of down or dangling electrical wires, even though you may think they are "dead".
7. Evacuation routes must be planned to avoid fallen electrical wiring.

E. Gas Service Failure:

1. Gas service is a primary source of heat; therefore in most instances, the outside temperature will dictate whether or not supplementary heaters are needed. Students may need to put on additional clothes to keep warm.
2. If a gas leak creates a danger of explosion, the actions described under "threat of Explosion" should immediately be implemented.

X. Civil Defense

- A. The County Office of Emergency Services maintains more than 75 disaster warning sirens throughout the County. during an actual emergency the sirens would sound for:

3 to 5 minutes as follows:

- | | | |
|------------------------|---|---|
| Peach time emergency | - | Steady 3 - 5 minutes blast |
| Immediate enemy attack | - | Wavering tone or short, intermittent blasts |

B. School Response:

When sirens sound all sites shall immediately turn on radios and/or television sets and listen for essential emergency information.

XI. Campus Unrest

A. Campus unrest may result when students move about in large groups, challenging authority, committing acts of vandalism, gang activity, etc. to the point where the Principal determines that the safety of students and staff is jeopardized.

B. Responsibilities

Principal

- 1) Initiate Action **SECURE BUILDING**.
- 2) Notify the Guidance Department, 6066 or the San Jose Unified School District Police, 6080.
- 3) Inform students who refuse to report to class that they are subject to suspension, explosion and possible arrest.
- 4) Utilize non-teaching staff, campus or district police officers, central office personnel, etc. to move students either into classrooms or off campus.
- 5) Instruct all staff members to take names of all students who fail to cooperate.
- 6) If time permits and staff members are available, parents of uncooperative students are to be called.
- 7) Under extreme circumstances, discuss with the Cluster Director the closing of school. **Schools may be closed only at the direction of the Superintendent or Deputy Superintendent.**

Staff

- 1) Teachers will maintain classes at the direction of the Principal.

XII. Drive-By shootings

In the event that a drive-by shooting occurs on or adjacent to a school, these procedures should be followed:

Responsibilities

Principal

- 1) Initiate Action **SECURE BUILDING** or Action **DUCK, COVER AND HOLD**.
- 2) Immediately call 911 and the Guidance Department, 6066.

- 3) Work in coordination with and at the direction of law enforcement officials.

Staff

- 1) In classrooms, maintain Action **SECURE BUILDING** or Action **DUCK, COVER AND HOLD** until the all clear signal sounds.
- 2) In open areas, move students to safer areas (e.g. classrooms as quickly as possible. Initiate Action **DROP** only if it is not possible to safely reach enclosed area.

Note: Drive-by shootings usually happen very quickly. Unlike hostage situations the perpetrators of drive-by shootings usually leave the scene instantly. Staff members who witness such incident should attempt, without putting themselves in danger, to get the license number and as precise a description of the vehicle as possible.

XIII. Hostage Situations

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure person, these guidelines should be followed:

Responsibilities

Principal

- 1) Immediately notify San Jose Police and other appropriate law enforcement agencies.
- 2) Initiate Action SECURE BUILDING (bells only).
- 3) Notify the Guidance Department, the Cluster Director and the Deputy Superintendent.
- 4) Monitor the hostage situation as best as possible without doing anything to exacerbate it.
- 5) Follow instructions of law enforcement officials who will take over when they arrive on campus.

Staff

- 1) Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
- 2) Keep your distance. Give the intruder(s) ample personal space.
- 3) Do not attempt to deceive or threaten the intruder(s).
- 4) Do not "but into" the delusions of the intruder(s).
- 5) Suggest marching the students quietly out the back door. Back off if this approach angers the intruder(s).

- 6) Be constantly alert and prepared for violence. Initiate Action **DUCK AND COVER** if the intruder(s) open fire.

Tips for Handling Hostage Takers:

Note: If any site becomes involved in a hostage situation the primary concern must be the safety of students and staff. Individuals who take hostage are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-threatening, non-joking manner, always remember that it may take very little to cause such persons to become violent.

If an individual(s) begins firing a weapon(s) on campus, the following actions will be taken:

Principal

- 1) Inform staff supervising students in classrooms to initiate Action **DUCK, COVER AND HOLD**.
- 2) Immediately notify San Jose Unified School District Police, 6080 and appropriate law enforcement agencies. Call 911.
- 3) Notify the Guidance Department, 6066 who will notify others.
- 4) Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
- 5) Initiate pupil release procedures and/or evacuation procedures if it becomes necessary.

Staff

- 1) In classrooms, maintain Action **DUCK, COVER AND HOLD** until the situation is resolved.
- 2) In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate Action **DROP**; this should be done only when there is no chance for students to reach safer areas

SITE EMERGENCY TEAM ROSTER

Search & Assessment Team

Names

Team A

Addendum @ end of this document

Team B

Addendum @ end of this document

Team C

Team D

Addendum @ end of this document

Assembly Area Team

Addendum @ end of this document

Site Security Team

Addendum @ end of this document

Student Release Team

Addendum @ end of this document

First Aid team

Commander

Addendum @ end of this document

2nd Lieutenant

Morgue

Addendum @ end of this document

ALL UNASSIGNED PERSONNEL REPORT TO THE COMMAND POST

EMERGENCY FIRST AID TEAM

The purpose of the First Aid Team is to provide emergency and long-term First Aid, to set up the First Aid Station near the Command Post (away from possible hazards) and to manage and utilize First Aid supplies.

Note: Education Code Section 32200 states that “No school district employee shall be held personally liable for civil damages on account of personal injury to or death of any person resulting from civil defense and fire drills.”

The First Aid Team leader who can act as a triage person is: **Example: Marlene James**

First Aid Team members are: **Example: Julie Nix, Jim Smith**

Preparation

1. Annually:
 - a. Update First Aid certification of team members.
 - b. Note on site map the location of all First Aid kits and supplies. Replenish and update as necessary.
 - c. Develop triage procedures with First Aid team members.
 - d. Decide Primary and alternate location for the emergency First Aid center and the morgue.
2. In an Emergency, teachers on the First Aid Team shall:
 - a. Evacuate their own class to the assigned evacuation area.
 - b. Transfer their students and the enrollment/emergency data to another teacher.
 - c. Report to and activate the predetermined emergency First Aid Center.
 - d. Implement triage and administer First Aid as necessary.
 - e. Supervise the use and distribution of First Aid supplies.
 - f. Notify the Command Post of staff and student injuries.

SEARCH - ASSESSMENT TEAM

Search/Assessment Team members must search all areas of the campus (buildings and grounds) in a predetermined pattern shortly after the emergency has occurred and when it is safe to do so. Areas to be covered are shown on next page with names of assigned personnel.

The Search/Assessment Team is divided into sub-teams of two each (buddy system for safety) who search for the injured or trapped assess the safety of the various structures.

Preparation: **Addendum @ end of this document**

1. Annually:
 - a. Choose personnel pairs for sub-teams based on school size.
 - b. Divide campus into predetermined sweep areas.
 - c. Sub-teams become familiar with their areas.
 - d. Know locations of:
 - 1) First aid supplies and equipment.
 - 2) Water supplies and emergency food supply.
2. In an Emergency, teachers on the Search/Assessment Team shall:
 - a. Evacuate their room to evacuation area and transfer their students and enrollment/emergency data to another teacher.
 - b. Report to assigned area, link up with partner and begin sweep of area.
 - c. Give status report to Command Post.
 - d. Continue to monitor as needed during emergency.
3. Cautions:
 - a. Proceed carefully - Buildings will be unstable.
 - b. Proceed quietly so calls for help can be heard.
 - c. Call out when entering your area, then wait for an answer.
 - d. Remain in voice contact with your partner at all times.
 - e. Secure unsafe buildings/classrooms against reentry. Post adult sentry if necessary.
 - f. Notify command post of unsafe buildings/classrooms.

ASSEMBLY AREA TEAM

When the site is evacuated to their assigned spots in the general assembly area the Assembly Area Team shall assume control. The individual teachers and/or aides will continue to be responsible for their individual class or classes.

Assembly Area Team members are: **Example: James Low, Julie Rogers, etc.**

Preparation:

1. Maintain a current map of the assembly area showing where classes are to congregate.
2. Take appropriate action to reduce fear and anxiety among students. Take control!

Emergency Action:

1. Have teachers take roll of students.
2. Create list of missing students.
3. Begin process of locating children or identifying them as absent.
4. Prepare summary of missing, injured, or dead students and deliver to Command Post. Work from facts, not rumors.
5. Work with Security Team to keep students on site.

SITE SECURITY TEAM

The District's policy in a Declared Emergency is to provide supervision and care for students until it is safe to release them or until picked up by an authorized adult. To accomplish this, site personnel must take steps to patrol the site perimeter to keep students from leaving. If parents have followed the District's directions, students will have been told about this policy and should follow instructions of school personnel.

the Site Security Team will require all students to remain on site until released. No physical force shall be used to restrain students intent on leaving. In that case, request students to give his/her name and stated destination. Report this information to the Assembly Area Team

Parents or other adults coming on campus should be directed to the Student Release Area to have their student released to them. **Site Security Team members are: Example:**

Richard Drake, Julie Ruiz, Samatha Gonsalves

STUDENT RELEASE TEAM

In order to expedite the release of students to their parents, a Student Release Area should be established and procedures developed to provide for an orderly release process. The Student Release Area should be away from the evacuation assembly area and parents should be required to follow release procedures.

The most important task is to guarantee that documentation is kept about to whom each student is released. **Student Release Team members are: Example: Mary Johnson, Jim Brooks**

Preparation:

1. Maintain a current roster of all students.
2. Maintain a copy of the Health and Emergency Card for each student which lists persons authorized to pick up student.
3. Maintain a supply of the Student Release forms for adults to fill out to release their student.

In an Emergency:

1. Have parents/adults complete release form.
2. Check form against authorized list.
3. If O.K., send messenger to evacuation area for student.
4. Teachers or other adults supervising students shall take authorization slip and release student to parent and note in register. Authorization slips shall then be delivered to the Command Post where they will be posted to a Master roster.

Messengers

If communications on site cannot be accommodated by adult personnel, preselected upper-grade students may be utilized to assist.

Preparation:

1. Identify students who could be used for internal, onsite message delivery.
2. Instruct them of their responsibilities, of where they are to report, and most importantly, of safety practices to follow.

In an Emergency:

1. Messengers are released from teacher responsible, and report to Command Post.

Student Release Request

Student Name _____ **Grade** _____

Adult requesting student release _____
(please print)

Relationship to student _____

Destination _____

On Emergency Card: _____ **Yes** _____ **No**

Released by _____ **Title** _____
(please print)

Date _____ **Time** _____

Comments _____

Student Release Request

Student Name _____ **Grade** _____

Adult requesting student release _____
(please print)

Relationship to student _____

Destination _____

On Emergency Card: _____ **Yes** _____ **No**

Released by _____ **Title** _____
(please print)

Date _____ **Time** _____

Comments _____

LOCATION OF EMERGENCY SUPPLIES AND EQUIPMENT

1. First Aid Supplies: **Container located @ C-Wing Parking Lot**
2. First Aid Equipment: **Container located @ C-Wing Parking Lot**
3. Emergency Water Supply: **Container located @ C-Wing Parking Lot**
4. Emergency Food Supply: **Container located @ C-Wing Parking Lot**
5. Two-Way Radio Transmitter: **Container located @ C-Wing Parking Lot**
6. AM/FM Radio: **Container located @ C-Wing Parking Lot**
7. Utility turnoff Tools: **Container located @ C-Wing Parking Lot**

SITE STAFF ROSTER

Refer to Addendum @ end of this document

SUPPLIES AND EQUIPMENT INVENTORY FORM

Emergency Equipment

First Aid Items:

Johnson & Johnson First Aid Kit # 8163 has been distributed to all sites previously.

QUALITY ON HAND	ITEM	REPLENISH
1 ea	Axe	
1 ea	Can opener, manuel	
1 ea	Crowbar	
2 Pkg.	Paper cups	
1 ea	Hammer	
2 ea	Knives, Heavy Duty	
2 rolls	Masking Tape	
1 ea	10 qt. pail	
2 rolls	Nylon rope	
1 ea	Hand saw	
1 pack	Screw Drivers	
1 ea	Shovel	
1 ea	Bull horn w/o batteries	
1 ea	Radio AM/FM Flashlight, w/o batteries	
600 ea (+/-)	Plastic Garbage Bags - 1 per child for weather protection	
1 ea	Big Wheel Container w/ Lid	
1 Pkg.	Waste basket liners	

Revised:

9/05
lg