

## ALTA SCHOOL SAFETY PLAN

### Fire/Earthquake/Lockdown

In event of crisis, immediately notify OFFICE (ext. 3175) or use radio

#### CHAIN OF COMMAND

**Administration:** Principal (Vickie), Learning Director (Reggie)  
**Office:** Secretary (Cindy), Health Office Aide (Karla), Community Aide (Letty)

#### PRINCIPAL:

Determines nature of crisis and how to ensure student safety

FIRE: Pulls fire alarm, locks Back Office door and 3<sup>rd</sup> wing restrooms, checks and locks rooms 14,15,16,17. On intermediate playground, checks rooms 14,15,16,17 and reports on radio if any students are missing, or "all clear."

#### EARTHQUAKE:

- Shaking initiates duck/cover. When shaking stops, follow fire drill evacuation procedures.
- If during Dismissal: If safe, students in front of school get on buses and go. Students enroute to the buses evacuate to the playground away from the buildings.
- For lockdown: If immediate shelter is required, bus duty/teachers direct all students/parents to the cafeteria.

LOCK-DOWN: situation, initiates CODE RED/activate siren: \*\*911  
Provides command. Locks cafeteria.

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#### OFFICE:

Secretary (Cindy), Health Office Aide (Karla), Community Aide (Letty)

#### FIRE

1. Lock front door and checks rooms K-1, K-2 and locks if necessary. In front of school, check on rooms K-1, K-2, 1, 2, 3, 4 and report on radio if any students are missing, or "all clear."
2. Call 9-911 to inform sheriff and/or request ambulance. Use Principal's phone only (3175). Keep Office phone (ext. 3171) free for receiving calls.
3. Inform custodian to open West Gates for emergency vehicles (as needed).

#### EARTHQUAKE

1. Shaking initiates duck/cover (when shaking stops, follow fire drill evacuation procedures)
2. Call 9-911 to inform sheriff and/or request ambulance. Use Principal's phone only (3175). Keep Office phone (ext. 3171) free for receiving calls.
3. Inform custodian to open West Gates for emergency vehicles (as needed).

#### LOCKDOWN

1. Lock front door and close blinds in office
2. Call 9-911 to inform sheriff and/or request ambulance. Use Principal's phone only (3175). Keep Office phone (ext. 3171) free for receiving calls.
3. Inform custodian to open West Gates for emergency vehicles (as needed).

**LEARNING DIRECTOR:**

FIRE

Lock 2<sup>nd</sup> wing bathrooms, check rooms 18, 19, 9,10,11,12,13 to make sure rooms are locked. On primary playground check on rooms 5,6,7,8,10,11,12,13 and report on radio if any students are missing, or "all clear. "

- Bilingual/Resource Aide will check rooms 1-8 to make sure rooms are locked

EARTHQUAKE

Shaking initiates duck/cover (when shaking stops, follow fire drill evacuation procedures)

LOCKDOWN- Locks and checks, 2<sup>nd</sup> Wing bathrooms, 3<sup>rd</sup> Wing bathrooms

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**TEACHERS / STAFF:**

FIRE:

When you hear the fire alarm, duck and cover and wait for the announcement to evacuate the building. Then proceed in a quiet line to your assigned places.

EARTHQUAKE:

In the event of earthquake, shaking initiates duck/cover. When shaking stops, follow fire drill evacuation procedures.

- If during dismissal: If safe, students in front of school get on buses and go. Students enroute to the buses evacuate to the playground away from the buildings.

LOCKDOWN

1. Close blinds, lock doors when all students are in.
2. **DO NOT OPEN DOOR—PERIOD!** Those needing access have keys.
3. Keep students quiet, calm and immobile.
4. Account for students, note full name of students missing.
5. Place a Green, Yellow or Red sign in window to inform officers of any assistance needed.
6. **DO NOT CALL OUT** (school/cell phone). Remain in lockdown until staff or police come to your room when it is safe
7. Turn off audio-visual equipment, minimize visibility, leave computer on, and communicate if possible by email
8. Render first aid as necessary

Remain in lock-down until police notification

If students are on yard during a lock-down:

1. Primary students report to Rooms 5, 6, 7,& 8
2. Intermediate students report to Rooms 14, 15, 16, & 17

Staff on duty will lock doors and remain with students.

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**CUSTODIANS**

FIRE/EARTHQUAKE

1. Secretary informs custodian to open West Gates for emergency vehicles (as needed)
2. Turn off natural gas main (earthquake only) – wrench in bullpen (PG&E 1-800-743-5000)
3. Go to office for further instructions

LOCKDOWN

1. Lock all gates (lock-down)
  2. Lock 1<sup>st</sup> wing bathrooms
  3. Go to office for further instructions
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**AIDES**

Stay with assignment. If on yard duty, signal students to duck/cover or direct students to their classrooms and report to nearest classroom.

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**VAPA/PE TECHS**

Stay with assignment. Signal students to duck/cover or direct students to rooms 14, 15, 16, or 17 (Library).

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**CAFETERIA/COOKS**

FIRE DRILL:

Exit to assigned areas.

EARTHQUAKE:

In the event of an earthquake, shaking initiates duck/cover (when shaking stops, follow fire drill evacuation procedures)

LOCKDOWN:

Lock and secure cafeteria. Keep students with you.

**MEDIA**

**Only the Principal/designee will give out information to the media and public.**