

## **CNCA Emergency Preparedness Plan – Sandra Cisneros Learning Academy**

### **EDUCATION CODE SECTION 32001:**

*Every public, private, or parochial school building having an occupant capacity of 50 or more pupils or students or more than one classroom shall be provided with a dependable and operative fire alarm system. Every person and public officer managing, controlling, or in charge of any public, private, or parochial school shall cause the fire alarm signal to be sounded upon the discovery of fire, unless the school is equipped with an automatic fire detection, and alarm system, which may include, but for the purposes of this section is not required to include, a sprinkler system, as described in Section 17074.52. Every person and public officer managing, controlling, or in charge of any public, private, or parochial school, other than a two-year community college, shall cause the fire alarm signal to be sounded not less than once every calendar month and shall conduct a fire drill at least once every calendar month at the elementary level and at least four times every school year at the intermediate levels. A fire drill shall be held at the secondary level not less than twice every school year.*

This manual is intended as a guide for each Camino Nuevo Charter Academy school site. Each school site Safety Coordinator is responsible for assigning staff to every emergency preparedness team, and for ensuring that the list is updated regularly. Please make sure to include an evacuation map specific to your school site and keep any information specific to your school site with your copy of this manual. All school site staff are considered first responders in the event of an emergency. In the event that an emergency situation extends past school hours, all staff is required to stay on-site until all students have been safely escorted off the campus. If campus is an LAUSD site, be aware that LAUSD schools become community emergency shelters in the event of a major disaster. LAUSD can instruct your site to act as an emergency community shelter for the surrounding area.



**Emergency Teams:** Please assign at least two staff members to each team. If mobile phone numbers are available, please include them or an alternate method of contact besides school site contact information.

Incident Commander: Melissa Mendoza			
Public Information Officer and Agency Liaison: Ellie Franco			
Safety Coordinator: Haysha Maldonado			
First Aid Team	Jessica Patrick Kylie Rector	Instructional Aides	Elective Teachers
Psychological First Aid	Laura Espindola	Interns	
Search and Rescue	Brittany Martin-Killebrew Ramon Penaloza	Campus Aides	Instructional Aides
Security/Utilities	Cesar Soto	Raul Dominguez	
Supply/Equipment	Cesar Soto Maria Rodriguez	Raul Dominguez	
Assembly area	Ellie Franco	Kylie Rector	
Request gate	Cindy Monterrosa	Rocio Palacio	Amerika Salas
Reunion gate	Daisy Aguirre	Araceli Velasco	William Morales

## Community and HSO Contacts

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<b>Our Local Police Station</b>	<b>Rampart Police Station</b> <b>1401 W 6<sup>th</sup> St</b> <b>Los Angeles, CA 90017</b> <b>(213) 484-3400</b>
<b>Our Local Fire Station</b>	<b>Los Angeles Fire Dept. Station 20</b> <b>2144 W Sunset Blvd,</b> <b>Los Angeles, CA 90026</b> <b>(213) 485-6220</b>
<b>Animal Control</b>	<b>North Central Animal Care and Control Center</b> <b>3201 Lacy Street</b> <b>Los Angeles, CA 90031</b> <b>(213)485-8855</b>

## Emergency Drill Log

<b>Drill Date (Monthly)</b>	<b>Type</b>	<b>Comments:</b>
<b>August 8/25/17</b>	<b>Fire Drill</b>	<b>Practice Evacuation</b>
<b>September 9/26/17</b>	<b>Earthquake Drill</b>	<b>Practice Drop Cover and Hold On, all emergency teams report to their post</b>
<b>October 10/19/17</b>	<b>Great California Shakeout</b>	<b>Practice Drop, Cover, Hold On and Evacuation Process</b>
<b>November 11/30/17</b>	<b>Lockdown</b>	<b>Practice: Search and Rescue Team Activated</b>
<b>December 12/12/17</b>	<b>Fire Drill</b>	<b>Practice Evacuation</b>
<b>January 1/18/17</b>	<b>Earthquake Drill</b>	<b>Practice Drop, Cover, Hold on and Evacuation Process, all emergency teams report to their post</b>
<b>February 2/19/17</b>	<b>Shelter in Place</b>	<b>Practice: Utilities Team Activated</b>
<b>March 3/9/17</b>	<b>Fire Drill</b>	<b>Practice: Evacuation and all Emergency Teams report to their post</b>
<b>April 4/26/17</b>	<b>Lockdown</b>	<b>Practice: Search and Rescue Team Activated</b>
<b>May 5/8/17</b>	<b>Earthquake Drill</b>	<b>Practice Drop Cover and Hold On</b>
<b>June 6/5/17</b>	<b>Earthquake Drill</b>	<b>Practice Drop Cover and Hold On, Evacuation Process, Emergency Debrief Assembly</b>



**Emergency assembly location for all staff and students: SOCCER FIELD**

This location should allow all on the school site to assemble for instructions (e.g. Playground, MPR, etc.)

**Emergency Team Assembly Location: CENTER OF SOCCER FIELD**

This location should be at or near the emergency assembly location (e.g. Stage, basketball court, east gate, etc.)

**Emergency Team Assembly Location Indoor: MAIN OFFICE**

## Emergency Shut-Off Valve Locations

Type	Location	Instructions
Electrical	Left of parking garage gate.	<p>Call DWP</p> <p>-Level needs to be pulled down. Wear gloves, careful of electric shock.</p> <p>-Plant manager/utilities team will shut off if needed.</p>
Water	Mohawk Street East of main office and mural.	<p>Key: 409 to open gate</p> <p>-Call DWP</p> <p>-Plant manager/utilities team will shut off if needed.</p>
Gas	Mohawk Street East of main office and mural.	<p>Key: 409 to open gate</p> <p>-Automatic Shut Off – Earthquake</p> <p>-Call DWP for any other emergencies</p> <p>-Plant manager/utilities team will shut off if needed.</p>

### Buddy List: Teachers/Classrooms

Room	Teacher	Buddy Teacher
102	Allison	Arcila
103	Arcila	Nurse Jessica
104	Weber	Davidson
105	Davidson	Weber
106	Cuellar	Barron
107	Barron	Cuellar
122	Staff	Weber
201	Shin	Oviedo
202	Oviedo	Shin
203	Kano	Sanchez
204	Sanchez	Kano
205	Pasos	Sanchez
221	Bautista	Osuna
224	Osuna	Bautista
229	Ojeda	Osuna
239	Quintanilla	Wong
240	Jasmine	Wong
241	Wong	Quintanilla
242	Meuret	Bilow
243	Bilow	Meuret
301	Soto	Flores
302	Flores	Soto
303	Leonard	DePaz
304	DePaz	Leonard
305	Arakeri	Yanes
306	Yanes	Arakeri
307	Muratalla	RSP
308	RSP	Muratalla
310	Ortiz	Dance/Muratalla
309	Dance	Ortiz/Muratalla
320	Hernandez	Laura/Interns
323	RSP	Diaz
325	Diaz	Soto
PE	Coach Torres	Ramon

### Buddy List Staff

Staff	Buddy Staff
Melissa	Kylie
Amerika	William
Cindy	Haysha
Cynthia	Anna A
Daisy	Araceli
Cesar	Maria
Cesar	Custodian
Laura	Interns
Ellie	Kylie
Dean	Ramon
Haysha	Jessica Patrick
April	Maria F
Maria F	Kinder IA
Griselda	Manuel
Annabel	Camillia T
Sandra K	Faviola
Josephine S	George B
Faviola	Juan G
Augusto	Eduardo
Cynthia	Sarah
Olivia	Jacqueline
Matthew	Nanzi
YPI	ARC



### Emergency Supplies (Recommended):

For Each Classroom:

Item	Recommended Quantity	Quantity at Hand
Backpack	1	1
Flashlight	1	1
Batteries	2	1
Crowbar	1	1
Pair of gloves	1	1
Notebook	1	1
Pen	1	2
Light stick	1	3
Whistle	1	1
Solar blanket	1	2
Package of plastic trash bags	1	1
Box of Band-Aids	1	1
Cold packs	2	4

## Emergency Supplies

At Each School Site:

Type	Item	Recommended Quantity	Quantity at Hand
<b>Food</b>	<i>*Intended for 710 people for 48 hours</i>		
	Datrex Food Bar 2400 Calorie	710 students/staff	12 boxes / 30 bars per box
	Water	.50 gallon/per day	550 gallons
<b>First Aid</b>			
	Megaphone	1	1
	Fire Extinguisher	2	2
	Blankets	20	20
	Band-Aids – assorted sizes	8 boxes	1 case
	Hand Sanitizer	2 bottles	2 bottles
	Instant Cold Packs	100	100 count
	Kleenex	10 boxes	10 boxes
	Sharpie Multi Color Pens	1	1 box
	Note pads	20	20
	Paper cups	4 boxes	1 box – 500 count
	Pencils or ball point pens	4 packages	1 box
	Petroleum jelly	4 large jars	4 jars
	Stretcher	2	2
	Table	1	1
	Thermometer – oral – Tempa-dot, disposable	2 boxes	2 boxes
	Toilet tissue	1 case	1 case
	Tweezers – large	9 pairs	10
	Water purification tablets	4 bottles	12 boxes
	Emergency Vests		15 vests
	Safety Goggles		2 pairs
	First Aid Emergency Packs		5 packs
	Backpacks		5 backpacks
	Gloves		5 pairs
	Hard Hats		6 hard hats
	1 first aid assorted emergency container	1 case	2 cases
	Dust Masks		1 case
	Flashlights		10 + batteries

#### Classroom Lockdown Kit:

All CNCA Classrooms must have a classroom lockdown kit in case of an extended shelter-in-place or lockdown situation. Lockdown kits should contain the following:

1. 5- gallon bucket
2. Emergency Toilet Seat
3. Bags for bucket
4. Rolls of toilet paper
5. Poly tarp or privacy screen / testing divider
6. 1 box of disposable gloves
7. Emergency Water
8. Emergency Food

### **Emergency Administrative Staff**

#### Incident Commander

The Incident Commander [Principal] is responsible for directing emergency operations and shall remain at the Command Post to observe and direct all operations. Specific duties of the Incident Commander may include:

- Assessing the situation.
- Directing the Safety Coordinator.
- Determining the need for, and requesting, outside assistance.
- Communicating with and updating the Home Support Office.

#### Public Information Officer and Agency Liaison

The Public Information Officer and Agency Liaison (PIO) is the official spokesperson for the school site in an emergency and is responsible for communicating with the media and delivering public announcements, including any information that may be disseminated to concerned parents during an emergency. The PIO is responsible for coordinating the efforts of outside agencies such as police and fire by ensuring the proper flow of information between Incident Commander and the agencies.

Specific duties of the Public Information Officer and Agency Liaison may include:

- Periodically receiving updates and official statements from the Incident Commander.
- Periodically interacting with the media and District Communications.
- Preparing statements for dissemination to the public.
- Ensuring announcements and other public information are translated into other languages as needed.

- Monitoring news broadcasts about the incident and correcting any misinformation.
- Periodically checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Briefing agency representatives on current situation, priorities and planned actions
- Ensuring coordination of efforts by periodically keeping Incident Commander informed of agencies' action plans and providing periodic updates to agency representatives as necessary.

### Safety Coordinator

The Safety Coordinator responsible for ensuring that all emergency activities are conducted in as safe a manner as possible under the circumstances that exist.

Specific duties of the Safety Coordinator may include:

- Checking with the Incident Commander for situation briefings and updates.
- Maintaining all records and documentation as assigned by the Incident Commander.
- Monitoring drills, exercises, and emergency response activities for safety.
- Identifying safety hazards.
- Ensuring that responders use appropriate safety equipment.
- Maintaining and updating the site's Emergency Preparedness Manual

## **Response Teams**

### First Aid Team

The First Aid Team is responsible for ensuring that first aid supplies are available and properly administered during an emergency.

The First Aid Team is responsible for interacting with the incident Commander to determine medical needs and planned actions.

Specific duties of the First Aid Team may include:

- Assigning additional First Aid personnel if needed and assessing available inventory of supplies & equipment.
- Designating and setting up First Aid treatment areas, with access to emergency vehicles.
- Determining the need for skilled medical assistance, and overseeing care, treatment, and assessment of patients.
- Periodically keeping the Incident Commander informed of overall status.
- Setting up first aid area, triage and/or temporary morgue.
- Keeping accurate records of care given and tagging each of the injured with name, address, injury and any treatment rendered.
- Organize/assist in the safe transport of any disabled staff or students since elevators may not be used during an emergency
- Reporting deaths immediately to Incident Commander

Suggested First Aid Supplies and Equipment:

- Vest or position identifier
- First aid supplies

- Triage tags
- Hand-held radios
- Stretchers
- Blankets
- Wheelchairs
- Patient record forms
- Site map
- Notebook or pad and pen/pencil

#### Psychological First Aid Team

The Psychological First Aid Team is responsible for the caring and safety of all students on campus during an emergency. It also provides psychological first aid as needed during and immediately after an emergency. The Psychological First Aid Team is responsible for interacting with the Incident Commander to identify problems and report status. The Psychological First Aid Team is also responsible for assigning additional personnel as needed. The Psychological First Aid Team is responsible for monitoring the safety and well-being of the students and staff in the Assembly Area. The Psychological First Aid Team will direct all external requests for information to the PIO.

Specific duties of the members of the Psychological First Aid Team may include:

- Administering minor first aid and psychological first aid as needed
- Supporting the Release Gate Team as needed
- Coordinating with the Incident Commander to provide water and food to student and staff when necessary.
- Providing reassurance to students.
- Updating records of the number of students and staff.

Suggested Supplies and Equipment:

- Vest or position identifier
- Hand-held radio
- Ground Cover, tarps
- First aid kit
- Paper, pens, pencils

#### Search and Rescue Team

The Search and Rescue Team is responsible for preparing and performing search and rescue operations during an emergency.

Specific duties of the members of the Search and Rescue Team may include:

- Searching assigned area, reporting gas leaks, fires, or structural damage to Safety Coordinator upon discovery
- Shutting off gas or extinguishing fires as appropriate.
- Periodically reporting to Safety Coordinator on location, number, and condition of injured.
- Conducting pre-established search and rescue patterns, checking each classroom, office, storage

room, auditorium and other rooms.

- Sealing off and posting areas where hazardous conditions exist.
- Contacting Security/Utilities Team to secure the building from reentry after the search.

Suggested Supplies and Equipment:

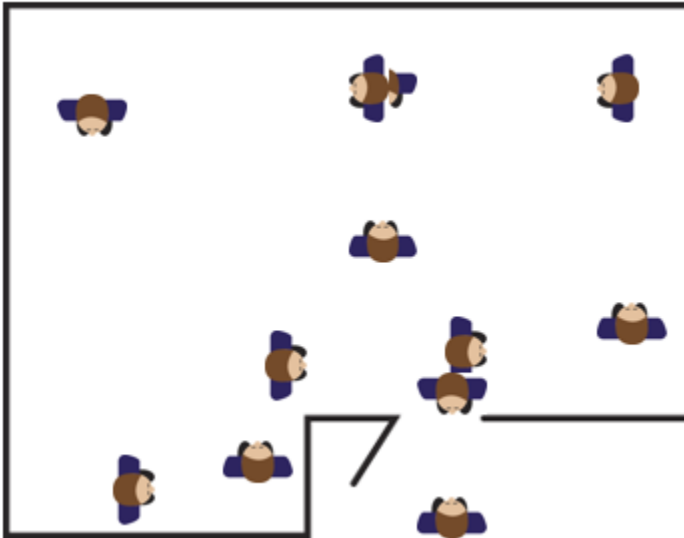
- Vest or position identifier
- Hard hat
- Work and latex gloves
- Whistle with master keys on neck lanyard
- 2-way radio
- Clipboard with job duties
- Map indicating search plan
- CO2 fire extinguishers
- Water-type fire extinguishers
- Hoses
- Water bib keys
- Gloves
- Blankets
- Bolt cutters
- Shovels
- Ropes
- Triage tags
- Bucket or duffel bag
- Goggles
- Flashlight
- Dust masks
- Pry bar
- Grease pencil
- Pencils
- Duct tape
- Caution tape
- Masking tape
- One member wears first aid backpack

How to conduct Search and Rescue

Note: school site staff should only perform light search and rescue. If it is not safe to enter a building and do a search, stop, get help, or approach the task from another direction. If it is safe to conduct a search and rescue, make sure that you have Personal Protective Equipment (PPE) such as: helmets, work gloves, masks, goggles, and non-latex gloves. Team should also have basic hand tools.

In a search, things may get confusing because of debris, lack of lighting, etc. Keep your search simple and follow these guidelines:

- Keep your right shoulder to one wall at all times. You will eventually circle the room and head back to the exit.
- When heading to the center of a room, always return your right shoulder to the wall and continue in the same direction.



### Security/Utilities Team

The Security/Utilities Team is responsible for the security of the school site and its population during an emergency. The Security/Utilities Team will coordinate activities with the Incident Commander as required. Close coordination with the Reunion Gate Team is necessary in order to safely reunite students with their parents or lawful guardians. The Security/Utilities Team is also responsible for initiating short-term repairs and other necessary actions during an emergency. The effective response of the Security/Utilities Team in shutting down facility air handling systems, and gas, power and water supplies can be vital in minimizing damage to school facilities. This team includes participation by the custodial and cafeteria staff.

The Security/Utilities Team Leader is responsible for directing team activities and interacting with the Incident Command to identify problems and report status. The Security/Utilities Team Leader is also responsible for contacting local utilities (water, electricity, gas, sewer) as needed.

### Security/Utilities Team Members

The members of the Security/Utilities Team are responsible for securing the school and reporting that the campus is in “lock-down” to the Incident Commander. They are also responsible for surveying all utilities and taking appropriate actions to shut-off gas, water and electricity. The Security/Utilities Team will direct all external requests for information to the PIO.

Specific duties of the members of the Security/Utilities Team may include:

- Locking all external gates and doors; unlocking gates when appropriate.
- Stationing one team member at the main entrance to the school to direct

emergency vehicles to area(s) of need and to greet parents.

- Keeping students and staff out of buildings, as necessary.
- Assisting at Reunion Gate as appropriate.
- Assessing damage to school facilities.
- Checking emergency water supply and making it ready for distribution.
- Setting up temporary sanitation areas (portable toilets).
- Helping with first aid and setting up temporary morgue (if necessary).
- Preparing and distributing food as directed by the Incident Commander.
- Assisting the First Aid/Medical Team in comforting students as needed.
- Notifying the Incident Commander in the event of a fire or hazardous material situation.

Suggested Supplies and Equipment:

- Vest or position identifier
- Master keys
- Hand-held radio
- Copy of the school's Emergency Procedures
- Large durable signs for providing direction and information
- Utility shut-off tools
- Custodial and food supply inventories
- Notebook containing site maps

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location. The team will then rove the entire campus to determine areas of need.

### Supply/Equipment Team

The Supply/Equipment Team is responsible for ensuring the availability and delivery of adequate supplies and equipment during the course of an emergency. The Supply/Equipment Team is responsible for directing team activities and keeping the Incident Commander informed of overall status. The Supply/Equipment Team is responsible for assessing the adequacy of available water, food and other supplies and organizing the distribution of resources for immediate use (water, food, power, radios, telephones, and sanitary supplies).

Specific duties of the Supply/Equipment Team may include:

- Reporting equipment and supply needs.
- Estimating the number of persons requiring shelter and determining the length of time shelter will be needed.
- Distributing emergency water and food supplies.
- Establishing a list of all persons in shelter and determining any special needs.
- Controlling conservation of water.

Suggested Supplies and Equipment

- Hand-held radios
- Keys



- Bullhorn
- Emergency water supplies
- Emergency food supplies
- Temporary power supplies
- Portable phones

#### Assembly Area Team

The Assembly Area Team is responsible for the safe evacuation and accounting of all students and staff during an emergency. The team is also responsible for reporting missing persons to the Incident Commander.

The Assembly Area Team is responsible for periodically interacting with the Incident Commander to identify problems and report status. The Assembly Area Team is also responsible for collecting the reports of injuries and/or missing persons from other teams and certificated staff. Teachers and school staff should be aware that injuries and/or missing persons should be reported to the Assembly Area Team.

Specific duties of the members of the Assembly Area Team may include:

- Obtaining reports of missing students from teachers or other personnel.
- Gathering injury and missing persons reports
- Checking student emergency card for name of person(s) authorized to pick up student.
- Assisting the Reunion Gate Team as required.

Suggested Supplies and Equipment:

- Copy of emergency procedures and evacuation maps
- Student emergency cards
- Paper and pens/pencils
- Campus map
- Master keys
- Copies of staff and students rosters
- Hand-held radios
- Bullhorn
- Battery-operated AM/FM radio.
- First Aid kit
- Clipboard, Paper, Pens
- Hard Hat
- Vest or position identifier
- Large campus map

#### Request Gate Team

The Request Gate Team is responsible for processing parent requests for student release during an emergency.

The Request Gate Team is responsible for periodically interacting with the Incident Commander to identify problems and report status. The Request Gate Team will refer all outside requests for information to the PIO. The members of the Request Gate Team are responsible for greeting parents, guardians, or designees and providing them with tags or other identifications authorizing the holders to reunite with their students at the Reunion Gate.

Specific duties of the members of the Request Gate Team may include:

- Greeting and directing parents, guardians, or designees to the counselors as appropriate.
- Providing reassurance to parents, guardians, or designees and maintaining order.
- Issuing a tag or other identifications only to an authorized person.
- Directing parents or guardians to the Reunion Gate.

Suggested Supplies and Equipment

- Keys to Main Gate
- Bullhorn
- Tags or other identifications
- Materials for sign-out log

#### Reunion Gate Team

The Reunion Gate Team is responsible for reuniting parents or guardians with students. This can be a highly sensitive role due to the fact that some parents will be informed that their children may be injured, missing or dead. The team will keep accurate records of students leaving the campus. The Reunion Gate Team is responsible for directing team activities and periodically interacting with the Incident Commander to identify problems and report status. The Reunion Gate Team Leader will refer all requests for information to the PIO. The members of the Reunion Gate Team are responsible for greeting parents, guardians, and designees and reuniting them with their students at the designated Reunion Gate.

Specific duties of the members of the Reunion Gate Team may include:

- Greeting parents, guardians, and designees at the Reunion Gate.
- Verifying the authenticity of the tags or other identifications.
- Dispatching Student Runners to Assembly Area to escort students whose parents have come to claim them.
- Providing reassurance to parents, guardians, and designees and directing them to the Reunion Area to wait for their children.
- Confirming students recognize the authorized adults who come to claim them and requiring adult to sign student out of school.
- Keeping a log of all students who are released to parents/guardians and submitting the log to the Safety Coordinator.

Suggested Supplies and Equipment:

- Hand-held radios
- Tables and chairs (from nearby classrooms)
- Keys to Reunion Gate
- Materials for sign-out log

### **Emergency Response**

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. The Incident Commander is responsible for identifying the nature of the emergency and determining appropriate action. The Incident Commander is also responsible for making sure that all school staff is aware of the school site's emergency procedures.

Procedures are provided for the 18 different types of emergencies listed below:

- A. Aircraft Crash
- B. Animal Disturbance
- C. Armed Assault on Campus
- D. Biological or Chemical Release
- E. Bomb Threat
- F. Bus Disaster
- G. Disorderly Conduct
- H. Earthquake
- I. Explosion/Risk of Explosion
- J. Fire in Surrounding Area
- K. Fire On School Grounds
- L. Flooding
- M. Loss or Failure of Utilities
- N. Motor Vehicle Crash
- O. Psychological Trauma
- P. Suspected Contamination of Food or Water
- Q. Threat of Violence
- R. Unlawful Demonstration/Walkout

### Response Actions

Once the type of emergency has been identified, the Incident Commander will determine the appropriate response.

The most common response actions initiated during school emergencies are:

**Duck and Cover**

**Shelter-In-Place**

**Lock Down**

**Evacuate Building**

**Off-Site Evacuation**

**All Clear**

How to execute each action is outlined below:

### Duck and Cover

This action is taken to protect students and staff from flying or falling debris.

#### Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions.
2. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING AN EARTHQUAKE. FOR EVERYONE’S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DUCK AND COVER PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKING STOPS OR YOU ARE GIVEN FURTHER INSTRUCTIONS.”

3. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
4. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
5. Teachers and students should move away from windows.

### Shelter-In-Place

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shutdown of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air.

*The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.*

*Please note: Shutdown of HVAC may not be necessary if there is no airborne contaminant. The Incident Commander will make a determination on whether HVAC systems need to be shut down.*

#### Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to

deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.”

2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, MPR). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
4. Teachers are responsible to secure individual classrooms whereas the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
5. **Alert Cards: Flip them!**
  - a. **If your campus has experienced a structural issue and classes and staff are taking shelter in the classrooms, please use the Alert Cards to signal if someone inside needs immediate medical assistance. The alert cards allow first responders to triage the building, in the event of a severe emergency.**  
**Note: This procedure should not be followed in a Lock Down due to armed assault since it could alert the assailant to where students could be hidden.**
  - b. Alert Cards for the Interior
    - i. Place alert cards, in the door window, of every classroom, office, or space where individuals work. Alert cards are 3” x 3” cards, with red on one side and green on the other side. (Size is approximate). If you do not have a window on the door, please place in the closest window or outside your classroom door. Velcro is recommended for affixing the alert cards to the window.
  - c. Procedures for Alert Cards
    - i. Alert cards are to have the red side facing out at all times. During an emergency, if you do not need immediate medical assistance, flip the card to the green side. If you need medical assistance, keep the alert card with the red side facing out.



Front/Red



Back/Green

### Lock Down

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all time.

*The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building.*

### Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM.”

2. If inside, teachers will instruct students to lie on the floor, lock the doors, and close any shades or blinds if it appears safe to do so.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, MPR).
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement.
5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, have to be allowed on campus.
6. Initiate a robo-call to inform parents of the lockdown situation. Assure parents that student safety is the main concern and that students cannot be picked up while a lockdown is in effect. They will be notified when the lockdown is lifted and students will be available to be picked up.

### Evacuate Building

This action is taken after the decision is made that it is unsafe to remain in the building.

#### Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

2. The Principal will initiate a fire alarm.
3. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
4. Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location.
5. Once assembled, teachers and students will stay in place until further instructions are given.

### Off-Site Evacuation

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

#### Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.”

2. The Principal will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location. **Each school site must determine what will be an appropriate designated off-site location, and may contact the HSO for assistance in selecting a location.**

3. Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a pre-designated safe location.
4. Once assembled off-site, teachers and students will stay in place until further instructions are given.
5. In the event clearance is received from appropriate agencies, the Principal may authorize students and staff to return to the classrooms.

### All-Clear

This action is taken to notify teachers that normal school operations can resume.

### Description of Action

1. The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions.

“YOUR ATTENTION PLEASE. IT IS NOW OK TO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION.”

2. This action signifies the emergency is over.
3. If appropriate, teachers should immediately begin discussions and activities to address students’ fears, anxieties, and other concerns.

### **Procedures**

It is important to note that Incident Commanders are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, Incident Commanders must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

Procedures are provided for the 18 different types of emergencies listed below:

- A. Aircraft Crash
- B. Animal Disturbance
- C. Armed Assault on Campus
- D. Biological or Chemical Release
- E. Bomb Threat
- F. Bus Disaster
- G. Disorderly Conduct
- H. Earthquake
- I. Explosion/Risk of Explosion



- J. Fire in Surrounding Area
- K. Fire On School Grounds
- L. Flooding
- M. Loss or Failure of Utilities
- N. Motor Vehicle Crash
- O. Psychological Trauma
- P. Suspected Contamination of Food or Water
- Q. Threat of Violence
- R. Unlawful Demonstration/Walkout

#### A. AIRCRAFT CRASH

This procedure addresses situations involving an Aircraft Crash on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to section D. Biological or Chemical Release. If a crash results in a utility interruption, refer to section M. Loss or Failure of Utilities.

#### Procedure

1. The Incident Commander will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described previously.
2. If the Incident Commander issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The Incident Commander will call “911” and will provide the exact location (e.g., building or area) and nature of emergency.
5. If on school property, the Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, refer to section D. If the crash results in a utility interruption, refer to section M.
6. The Incident Commander will direct the Security/Utilities Team to organize fire suppression activities until the Fire Department arrives.
7. The First Aid/Medical Team will check injuries to provide appropriate first aid.
8. The Incident Commander will notify the HSO.
9. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander issues authorization to do so.
10. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.
11. If it is unsafe to remain on campus, the Incident Commander will initiate an OFF-SITE EVACUATION, as described previously if warranted by changes in conditions.

#### B. ANIMAL DISTURBANCE

This procedure should be implemented when the presence of a dog, coyote, mountain lion or any other wild animal threatens the safety of students and staff.

#### Procedure

1. The Incident Commander will initiate appropriate Immediate Response Actions, which may include LOCK DOWN or EVACUATE BUILDING.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.
3. If additional outside assistance is needed, the Incident Commander will call “911”, Animal Control and/or the Department of Fish and Game (562) 590-5132 and provide the location of the animal and nature of emergency.
4. If a staff member or student is injured the First Aid Team will be notified
5. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions at the school.

#### C. ARMED ASSAULT ON CAMPUS

An Armed Assault on Campus involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful device.

#### Procedure

1. Upon first indication of an armed assault, personnel should immediately notify the Incident Commander.
2. The Incident Commander will initiate the appropriate Immediate Response Action(s), which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION
3. The Incident Commander will call “911” and provide the exact location and nature of the incident. The Incident Commander should designate a person to remain online with Police if safe to do so.
4. Staff should take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and the perpetrator.
5. Staff should maintain order in all areas of assembly or shelter, and should await the arrival of law enforcement.
6. After the perpetrator(s) has been neutralized, the Incident Commander will collect a headcount of students and staff, and will notify law enforcement of any missing persons.
7. The First Aid/Medical Team will work with local authorities to ensure injured students and staff receive medical attention.
8. The Security/Utilities Team will control all points of entry to the school.
9. The Incident Commander will prepare a verified list of casualties, and the locations to which they were transported. The Incident Commander will confer with the

Psychological First Aid Team and PIO to ensure the notification of parents and family members.

10. All media inquiries will be referred to the designated PIO.

11. The Incident Commander will debrief staff and school police officers.

#### D. BIOLOGICAL OR CHEMICAL RELEASE

A Biological or Chemical Release is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant. The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances: Scenario 1 - Substance released inside a room or a building; Scenario 2 - Substance released outdoors and localized; and Scenario 3 - Substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

#### Procedure

##### SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

1. The Incident Commander will initiate the EVACUATE BUILDING.
2. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.
3. The Incident Commander will call "911", and will provide the exact location (e.g., building, room, area) and nature of emergency.
4. The Incident Commander will notify the HSO of the situation.
5. The Incident Commander will instruct the Security/Utilities Team to isolate and restrict access to potentially contaminated areas.
6. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
7. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
8. The Assembly Area Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the Incident Commander and the emergency response personnel.

9. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
10. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.

#### SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

1. The Incident Commander will immediately direct staff to remove students from the affected areas to an area upwind from the release. The Incident Commander will, if necessary, initiate the EVACUATE BUILDING action.
2. The Security/Utilities Team will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The Incident Commander will call “911” and will provide the exact location and nature of emergency.
4. The Incident Commander will notify the HSO of the situation.
5. The Security/Utilities Team will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated “topically” by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
7. The Assembly Area Team will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Assembly Area Team will provide the list to the Incident Commander and the emergency response personnel.
8. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.

#### SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If the Incident Commander or local authorities determine a potentially toxic substance has been released to the atmosphere, the Incident Commander will initiate SHELTER-IN-PLACE.
2. Upon receiving the SHELTER-IN-PLACE notification, the Security/Utilities Team will turn off local fans in the area; close and lock doors and windows; shut down all buildings’ air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, MPR). Teachers should communicate their locations to the Incident Commander, using the PA system or other means without leaving the building.
4. The Incident Commander will call “911” and will provide the exact location and nature of emergency.

5. The Incident Commander will notify the HSO of the situation.
6. The Incident Commander will turn on a radio or television station to monitor information concerning the incident.
7. The school will remain in a SHELTER-IN-PLACE condition until the Los Angeles County HazMat or appropriate agency provides clearance, or staff is otherwise notified by the Incident Commander.

#### E. BOMB THREAT

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

#### Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call “911” – telling the operator, “This is [state name] from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number].”
2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the Incident Commander:
  - When is the bomb going to explode?
  - Where is it?
  - What will cause it to explode?
  - What kind of bomb is it?
  - Who are you?
  - Why are you doing this?
  - What can we do for you to avoid the bomb from exploding?
  - How can you be contacted?
3. The Incident Commander will direct the Search and Rescue Team(s) to search for suspicious packages, boxes or foreign objects. While conducting the search, all cell phones, beepers and hand-held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.
4. If a suspicious object is identified, one member of the Search and Rescue Team will report the discovery to the Incident Commander while the remaining team members attempt to secure the immediate area.
5. No attempt should be made to investigate or examine the object.
6. After the search, the Incident Commander will determine the appropriate Immediate Response Action(s) to announce, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
7. When a suspicious object or bomb is found, the Incident Commander shall issue the EVACUATE BUILDING action. Staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
8. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.

9. The Incident Commander will notify “911”, if not previously notified, and will provide the exact location (e.g., building, room, area) of the potential bomb, if known.
10. The Incident Commander will notify the HSO of the situation.
11. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
12. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The Incident Commander will give the ALL CLEAR signal when appropriate.
13. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

#### F. BUS DISASTER

CNCA does not own or operate a bus fleet. In the event of an emergency of any nature while on a chartered school bus, follow directions as stipulated by bus company personnel.

#### G. DISORDERLY CONDUCT

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

##### Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff will immediately notify the Incident Commander.
3. The Incident Commander will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
4. If determined to be appropriate, the Incident Commander will call “911”.
5. If an immediate threat is not clearly evident, the Incident Commander or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
7. The Incident Commander will notify the HSO of the situation.

#### H. EARTHQUAKE

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

##### Procedure

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

1. Upon the first indication of an earthquake, teachers should direct students to DUCK AND COVER.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When the shaking stops, the Incident Commander will initiate the EVACUATE BUILDING action. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
4. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
5. The Incident Commander will direct the Security/Utilities Team to post guards a safe distance away from building entrances to prevent access.
6. The Security/Utilities Team will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. The Incident Commander will direct the Security/Utilities Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
9. If the area appears safe, the Search and Rescue Team will make an initial inspection of school buildings to identify any injured or trapped students or staff.
10. The Incident Commander will contact the HSO to determine additional actions that may be necessary.
11. The Incident Commander will contact the HSO to arrange inspection to ensure buildings are safe for reoccupancy.
12. Any affected areas will not be reopened until the local authorities provide clearance and the Incident Commander gives authorization to do so.
13. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions at the school.
14. In the event an earthquake occurs during non- school hours: The Incident Commander and the Plant Manager will assess damages to determine any necessary corrective actions. The Incident Commander may ask the HSO to participate.
15. The Incident Commander should confer with local authorities to determine if the school should be closed.
16. If the school must be closed, the Incident Commander will ensure that families are notified.

#### I. EXPLOSION/RISK OF EXPLOSION

This section addresses four possible scenarios involving an Explosion/Risk of Explosion: Scenario 1 - Explosion on school property; Scenario 2 – Risk of explosion on school property; Scenario 3 - Explosion or risk of explosion in a surrounding area, and Scenario 4 – Nuclear blast or explosion involving radioactive materials. [A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]. It is necessary to first determine which scenario applies and then implement the appropriate response procedures. For “Bomb Threats”, refer to section E.

#### Procedure

#### SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. In the event of an explosion, all persons should initiate DUCK AND COVER.
2. The Incident Commander will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the Incident Commander will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFF-SITE EVACUATION. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
5. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
6. The Incident Commander will call “911” and will provide the exact location (e.g., building, room, area) and nature of emergency.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
9. The Security/Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
10. The Incident Commander will notify the HSO of the situation.
11. The Security/Utilities Team Leader will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.
12. When it is determined safe to enter affected areas, the Incident Commander will advise the Search and Rescue Team to initiate search and rescue activities.
13. The Incident Commander will contact the HSO to arrange inspection to ensure buildings are safe for reoccupancy.
14. Any areas affected by the explosion will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
15. The Incident Commander will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

#### SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY

1. The Incident Commander will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the Incident Commander issues EVACUATE BUILDING action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The Incident Commander will call “911” and will provide the exact location (e.g., building, room, area) and nature of emergency.



5. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The Incident Commander will advise the Search and Rescue Team to initiate rescue operations.
7. The Security/Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The Incident Commander will notify the HSO of the situation.
9. All affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander issues authorization to do so.
10. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
11. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

#### SCENARIO 3: EXPLOSION OR RISK OF EXPLOSION IN SURROUNDING AREA

1. The Incident Commander will initiate the SHELTER-IN-PLACE response action
2. The Incident Commander will notify "911" and will provide the exact location (e.g., building, area) and nature of emergency.
3. The Incident Commander will take further actions as needed.
4. The school will remain in a SHELTER-IN-PLACE condition until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander issues further instructions.

#### SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

1. The Incident Commander will initiate the SHELTER-IN-PLACE response action. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows.
2. The Incident Commander will notify "911" and provide details on the area and personnel affected at the school.
3. After the initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors if possible.
4. The Security/Utilities team will turn off the school's main gas supply, local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
5. The Incident Commander will monitor radio or television announcements and initiate further actions as appropriate.
6. At the Incident Commander's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water.
7. The school will remain in a SHELTER-IN-PLACE condition until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander issues further instructions.

#### J. FIRE IN SURROUNDING AREA

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

#### Procedure

1. The Incident Commander will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
2. The Incident Commander will notify “911” and will provide the location and nature of emergency.
3. The Incident Commander will instruct the Security/Utilities Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The PIO will contact the local fire department and will work with the fire department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the Incident Commander issues the EVACUATE BUILDING action, staff and student will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.
6. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
7. The Incident Commander will keep a battery-powered radio tuned to a local radio station for emergency information.
8. As appropriate, the Incident Commander will take measures to notify parents and families.
9. The Incident Commander will notify the HSO of the emergency situation.
10. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

#### K. FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

#### Procedure

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the Incident Commander.
2. The Incident Commander will immediately initiate the EVACUATE BUILDING action. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The Incident Commander will call “911” and will provide the exact location (e.g., building, room, area) of the fire.
5. The Utilities/Security Team will suppress fires and initiate rescue procedures until the local fire department arrives.

6. The Security/Utilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The PIO will direct the fire department to the fire and brief fire department official on the situation.
8. The Security/Utilities Team will notify the appropriate utility company of damages.
9. The Incident Commander will notify the HSO of the fire.
10. Any affected areas will not be reopened until the Los Angeles County Fire Department or appropriate agency provides clearance and the Incident Commander issues authorization to do so.
11. For fires during non-school hours, the Incident Commander and the HSO will determine if the school will open the following day.
12. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate “fire is out.”

#### L. FLOODING

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

#### Procedure

1. The Incident Commander will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. The Incident Commander will notify “911” and will describe the nature and extent of the flooding.
3. The Incident Commander will keep a battery-powered radio tuned to a local radio station for information.
4. If the Incident Commander issues the EVACUATE BUILDING or OFF-SITE EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
5. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
6. The Incident Commander will notify the HSO of the emergency situation.
7. As appropriate, the Incident Commander will notify parents and families.
8. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions
9. The Security/Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
10. The Security/Utilities Team Leader will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.
11. When it is determined safe to enter affected areas, the Incident Commander will advise the Search and Rescue Team to initiate search and rescue activities.

12. The Incident Commander will contact the HSO to arrange inspection to ensure buildings are safe for reoccupancy.
13. Any areas affected by the explosion will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
14. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

#### M. LOSS OR FAILURE OF UTILITIES

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

#### Procedure

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the Incident Commander immediately.
2. Upon notice of loss of utilities, the Incident Commander will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
3. The Incident Commander will notify the HSO and will provide the location and nature of emergency. Appropriate personnel will also be notified at the discretion of the Incident Commander.
4. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
5. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to section I. Explosion/Risk of Explosion.
6. **In addition to the procedures listed above, the Incident Commander will implement the following plans in the event utilities are disrupted:**
  - a. **Plan for a Loss of Water (Note: If your campus experiences a loss of water, the authorities may instruct you to evacuate since you likely will not have fire sprinkler service):**  
**[Summarize a specific plan to provide for the following services in the event of a loss of water]**  
**Toilets: (Specify a procedure by which a temporary toilet is provided in each classroom by using a trash receptacle, plastic bags, and where privacy is afforded). Please contact OEHS for specific guidance.**  
**Drinking Water: (Specify how emergency water supply will be accessed and distributed to students and staff).**
  - b. **Plan for a Loss of Electricity:**  
**[Summarize a specific plan to provide for the following services in the event of a loss of electricity]**  
**Ventilation:**  
**Emergency Light:**  
**Other:**

c. Plan for a loss of Communication – CNCA’s Loss of Communication Procedures are as follows:

i. Loss of Internet

1. Call CNCA IT Department as soon as the outage is known
2. If there is no answer at the first number, go on to the next phone number.

(213) 226-8761	Hours (7AM-5PM)	CNCA IT Team
(213) 841-5228	Direct Cell Phone	Harjit Singh (Network Engineer)
(213) 417-3403	Direct Cell Phone	Javier Benitez (Director)

- a.
  3. Once IT is aware of the issue, the department will update you hourly on the repair progress. Internet is a critical system, it is treated as high-priority

ii. Loss of Phones

1. Call CNCA IT Department from a cell phone as soon as the outage is known so that repairs can begin (IT will update hourly)
  - a. PSC Schools: Contact CNCA IT first, they will follow up with LAUSD ITD if necessary
2. The IT Team will check systems to find out what is causing the outage
3. If IT anticipates an outage lasting longer than 1 hour, campus must send a robo-call to parents with an alternative contact number until phone service is restored
  - a. Number should be the CNCA cell phone number for the following positions
    - i. Office Manager
    - ii. Dean
    - iii. Assistant Principal

iii. School Messenger

1. Please make sure you have pre-built a parent list in School Messenger. Time is of the essence in these situations, and having these lists will expedite the process of getting necessary information to parents
2. There are three options for making robo-calls when phones or internet is down at your campus:
  - a. School Messenger Phones App: This is the best option to send a robo-calls as it will give you the same user interface as the computer. Please note that this app is mandatory on the CNCA Office Manager cell phone. Using this on a cell phone will allow you to use the Cellular Data Network to log into the School Messenger System.
  - b. Call School Messenger: Contact School Messenger and ask them to send a robo-call to your prebuilt parents list. The phone number to call is 800-920-3897
  - c. Call the Automated Phone line for School Messenger at 844-215-8997, to use this feature you must have a pre-established

User Phone PIN. Users with a School Reach account please contact IT Support for help setting up this pin.

- iv. What if none of those options are available?
  1. If campus phone lines and CNCA cell phones are not connecting, move on to use the CNCA Emergency Cell Phone
  2. These phones must be plugged in and accessible at all times
  3. Instructions to the phones must be kept with the phones at all times
  4. The Push-to-Talk or “chirp” feature should always be attempted first, only if this fails should the call feature be attempted. Calls from these cell phones are given priority to nearby cell towers because they use an emergency frequency. Thus, the calls cost \$6.00 per minute that will be billed to your campus.
- v. What if there has been a disaster? What is the last resort?
  1. If your campus has experienced a large scale emergency and none of the previous options are available:
  2. If internet, campus phone, CNCA cell phones, emergency cell phone chirping and calls have failed, there is one more available phone .... The Red Phone
  3. The Red Phone uses an old-fashioned landline connection. These phones will be attached to your main copy machine (or copy machine with fax)
  4. To use, plug the red phone’s grey cable
  5. Into the LAN jack behind your copier
  6. Use the enclosed phone contact list to call emergency services, then HSO when it is safe to do so

#### N. MOTOR VEHICLE CRASH

This procedure addresses situations involving a Motor Vehicle Crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to section D, Biological or Chemical Release. If a crash results in a utility interruption, refer to section M. Loss or Failure of Utilities.

#### Procedure

1. The Incident Commander will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the Incident Commander issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
4. The Incident Commander will call “911” and will provide the exact location (e.g., building, area) and nature of emergency.

5. The Incident Commander will notify the HSO of the situation.
6. The Security/Utilities Team will secure the crash area to prevent unauthorized access. The Incident Commander will direct the Security/Utilities Team to organize fire suppression activities until the Fire Department arrives.
7. The First Aid/Medical Team will check for injuries to provide appropriate first aid.
8. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander issues authorization to do so.
9. The Incident Commander will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions.

#### O. PSYCHOLOGICAL TRAUMA

Please follow the following procedure in the event of an emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions.

Emergencies like those described above usually produce one or more of the following conditions:

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

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

#### Procedure

1. The Incident Commander will establish Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Psychological First Aid Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Psychological First Aid Team will provide direct intervention services.
4. If there is a need for additional assistance, the Incident Commander will notify the HSO.
5. The Psychological First Aid Team will advise and assist the Incident Commander to restore regular school functions as efficiently and as quickly as possible.
6. In performing their duties, the Psychological First Aid Team members will limit exposure to scenes of trauma, injury and death.
7. The Psychological First Aid Team will provide ongoing assessment of needs and follow-ups services as required.

#### P. SUSPECTED CONTAMINATION OF FOOD OR WATER

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of

suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by the HSO or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

#### Procedure

1. The Incident Commander will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The Incident Commander will notify “911”, the HSO, and County Department of Health Services (213) 974-1234
3. The Incident Commander will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
5. The Incident Commander will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The Incident Commander will notify parents of the incident, as appropriate.

#### Q. THREAT OF VIOLENCE

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication or phone call.

#### Procedure

1. The Incident Commander will identify the type of threat and attempt to determine the individual(s) making the threat.
2. The Incident Commander will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk as described by the Los Angeles Police Department:
  - a. Category 1 – High violence potential; qualifies for arrest or hospitalization. Category 2 – High violence potential; does not qualify for arrest or hospitalization.
  - b. Category 3 – Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.
  - c. Category 4 – Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.
  - d. Category 5 – Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.
3. In categorizing the risk, the Incident Commander will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?
4. The Incident Commander will notify the HSO and confer as needed with HSO senior staff to determine appropriate course of action.



5. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff. Crisis intervention may be necessary and appropriate.

#### R. UNLAWFUL DEMONSTRATION/WALKOUT

An Unlawful Demonstration/Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

As a school, it is our duty to respect our students' rights while providing guidance on effective use of first amendment rights. We recognize in these emotionally and politically charged times the importance of our students engaging in social activism and freedom of speech while also prioritizing instructional time. Thus, we are eager to foster an environment that emphasizes both the importance of students attending school during regular hours and the opportunity for students to connect with constructive outlets for social activism.

If you hear that students plan on walking out, gather as many details related to location, time, and participants of the walkout and notify school administration and/or HSO immediately. Our first goal is to ensure our students safety and this information will assist in providing the appropriate oversight of the event.

General walkout guidelines for students and staff:

#### **Student Rights:**

- Students have a right to freedom of speech and may participate in free speech activities, including political or religious speech, while on school campus.
- California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the school day. School site administrators can impose restrictions on the time, place, and manner of the speech or activity in order to maintain a safe and peaceful campus for all students and employees.
- Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive may result in disciplinary action against that student. Once students are off campus, school site administrators do not have a legal obligation to protect the safety and welfare of the students. If the student demonstration or walkout causes a disruption to the general public, local law enforcement may respond to the situation. CNCA has no control over how local law enforcement will handle the situation.
- The school administrator shall:
  - Inform students in the presence of adult witnesses that they should attend classes.
  - Notify individual students that they risk disciplinary action if they remain on campus but do not attend classes or if they attempt to leave campus. Note: No physical effort shall be made to prevent students from leaving the campus.
  - Remind students that if they persist in unlawful activities following ample warning and notice of consequences, they may be subject to citation or arrest.

- As soon as possible, prepare a letter to notify parents of what occurred.

### **Staff Guidelines:**

While CNCA recognizes and respects a student's freedom of speech rights, CNCA employees shall not promote, endorse, or participate in any student demonstration, distribution of materials, assembly, sit-in, or walk-out during work hours or while serving as an agent or representative of CNCA.

After reporting for duty and during assigned hours of service, a certificated, classified, or unclassified employee of the CNCA may not (1) leave his/her assigned responsibilities to participate in a sit-in, a walk-out, picketing, or any demonstration in any school building or upon any school ground, street, sidewalk, or public way adjacent thereto, or (2) direct or advise any student to participate in any of the aforementioned activities or to absent himself/herself from class or to leave school for these purposes. Failure to comply may result in disciplinary actions.

### **Procedure**

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the Incident Commander.
2. The Incident Commander will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE.
3. The Incident Commander will notify HSO to request assistance and will provide the exact location and nature of emergency.
4. The Request Gate Team will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.
5. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the Incident Commander. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and venetian blinds in rooms so equipped.
6. Staff members should keep accurate record of events, conversations and actions.
7. All media inquiries will be referred to the designated school's PIO.
8. The Incident Commander should proceed in good judgment on basis of police or other legal advice, in taking action to control and resolve the situation.
9. The Incident Commander will notify parents of the incident, as appropriate.

