EMERGENCY NUMBERS

MAIN SCHOOL OFFICE: ________________________

DISTRICT OFFICE: ________________________

FIRE DEPARTMENT: ________________________

HOSPITAL: ________________________

LAW ENFORCEMENT: ________________________

PG&E GAS LEAK: 800-743-5000

AMBULANCE SERVICE: ________________________

MARIN PUBLIC WORKS DEPT: 499-7513

OTHER: ________________________

POISON CONTROL: 222-1222

ALARM CODES FOR MY SCHOOL

FIRE/EVACUATION

LOCKDOWN

SHELTER IN PLACE

ALL CLEAR

EMERGENCY NUMBERS

ALARM CODES

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QRG – pg 2.doc
INTRODUCTION

The information contained in this guide has been excerpted from the Marin County Office of Education Model Emergency Management Plan. A “Quick Reference Guide” format has been developed to assist you in finding information very quickly during an emergency situation. Use it as a reminder about recommended actions and as a tool during drills and exercises. Make sure to take the time to customize this guide with the specific information for your classroom or office.

The Quick Reference Guide is a supplement to the comprehensive Model Emergency Management Plan that contains much more detailed information as well as a series of scenarios and checklists to assist you in performing your emergency role for the school during a disaster. A copy of the complete plan is available on the Marin County Office of Education Emergency Services website at MARINSCHOOLS.ORG or http://mcoeweb.marin.k12.ca.us/EmerPrep.

REMEMBER: This information could save your own life as well as the lives of your students and co-workers!

INTRODUCTION
DISASTER SERVICE WORKER

All public employees are designated as Disaster Service Workers under California Government Code §3100. This means that during a Declared Local, State or National emergency, school employees may be asked to assist local agencies, such as the Red Cross, in their response efforts. This is an obligation of all public employees by law and failure to serve in this role when asked can result in being charged with a misdemeanor and could even result in the loss of teaching certification.

Because of this legal obligation, it is important to make sure you have a family plan at home in the event that you are asked to remain at your school. Employees with obligations that require them to return to home, such as caring for young children or elderly adults, must make this known to school administrators for consideration.

For more information:
http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109

 INCIDENT COMMAND SYSTEM: MY ROLE

Circle what SECTION I am part of above.

NAME OF TEAM: ____________________________

PERSON I REPORT TO: ____________________________

MY ROLE: ____________________________

WHERE TO MEET?: ____________________________

DISASTER SERVICE WORKER

◆

ICS - MY ROLE
HOW TO USE THIS GUIDE

INCIDENT HAPPENS –
For example
SHOOTER ON
CAMPUS

FLIP TO APPROPRIATE
SECTION IN GUIDE
For example
SHOOTER

NOTE ACTION TO
TAKE AT TOP OF
SECTION
For example
LOCKDOWN

FLIP DOWN TO
ACTIONS.
For example
LOCKDOWN

FOLLOW CHECKLIST
INSTRUCTIONS.
Be prepared to use
your judgment as
every incident can
include elements that
are not anticipated.

USE THIS GUIDE AS A
FRAMEWORK FOR
RESPONSE.

HOW TO USE THIS GUIDE

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QRG – pg 5.doc
### BOMB THREAT

**ACTION:** EVACUATION

*Use the BOMB THREAT REPORTING FORM to record any information about the threat.*

- Inform the main office immediately.
- Survey the immediate area for unfamiliar objects.
- Do not touch any suspicious objects.
- Do not use cell phones – they can trigger an explosion if a device is present.
- If you find a suspicious or unfamiliar object, evacuate the area immediately and wait for instructions.

*All information should be given to law enforcement. Provide as much detail as possible.*

### CIVIL DISTURBANCE

**ACTION:** EVACUATION

*OR*

SHELTER IN PLACE

*OR*

LOCKDOWN

A civil disturbance near the campus has the potential to disrupt school activities, cause injury to staff and students and damage property.

- Determine the safest procedure to follow based on the threat posed to your school and the proximity of the disruption to the school.
- If violent protests are close, it is safer to LOCKDOWN the classrooms or SHELTER IN PLACE than to evacuate into harm’s way.

*Listen for instructions from the main office or law enforcement.*
**BOMB THREAT REPORT**

<table>
<thead>
<tr>
<th>Question</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Time of call:</td>
<td>a.m.</td>
</tr>
<tr>
<td>Call received by:</td>
<td></td>
</tr>
<tr>
<td>At (phone number):</td>
<td></td>
</tr>
<tr>
<td>When is the bomb set to explode?</td>
<td>a.m.</td>
</tr>
<tr>
<td>Where is it located?</td>
<td></td>
</tr>
<tr>
<td>What will cause it to explode?</td>
<td></td>
</tr>
<tr>
<td>What kind of bomb is it?</td>
<td></td>
</tr>
<tr>
<td>Did the person give a reason for threat?</td>
<td></td>
</tr>
<tr>
<td>Can you identify the caller?</td>
<td></td>
</tr>
<tr>
<td>Write down exact threat:</td>
<td></td>
</tr>
<tr>
<td>Voice on the phone:</td>
<td>Man</td>
</tr>
<tr>
<td>Speech impediment?</td>
<td>Other:</td>
</tr>
<tr>
<td>Background noise:</td>
<td>Music</td>
</tr>
<tr>
<td>Additional information:</td>
<td></td>
</tr>
<tr>
<td>Completed by:</td>
<td></td>
</tr>
</tbody>
</table>

**BOMB THREAT REPORT FORM**

Cut to 5-7/8" x 11"- white

QRG – pg 7.doc
**EARTHQUAKE**

<table>
<thead>
<tr>
<th>1&lt;sup&gt;ST&lt;/sup&gt; ACTION: DROP, COVER and HOLD ON</th>
<th>2&lt;sup&gt;ND&lt;/sup&gt; ACTION: EVACUATION</th>
</tr>
</thead>
</table>

**Take this action immediately when shaking begins.**

**INSIDE THE BUILDING:**
- Make sure that all students and visitors move away from windows and drop down to the floor quickly.
- Find the closest sturdy table, desk or chair and squeeze as much of the body under it as possible.
- Hold on to the furniture and place your free hand over the back of your neck to protect it.
- Many injuries occur from broken glass, flying debris or being crushed by unsecured items.
- Don’t come out from under protection until the shaking has completely stopped or until instructed.

**PREPARE FOR POSSIBLE EVACUATION ……**

**OUTSIDE THE BUILDING:**
- Move away from buildings, trees and wires.
- Drop down to the ground and wait for shaking to stop.

**PROCEED TO EVACUATION AREA IF DIRECTED . . . .**

*The signal for evacuation will be given by the main office.*

Depending upon the severity of the earthquake and the extent of the damage, the Incident Commander will determine whether or not **EVACUATION** of the building is necessary.

- Take note of any injuries and provide information to the Principal/Site Administrator.
- Remember to take “Go Kit” and emergency supplies.
- Take students to designated evacuation site on campus.
- Follow procedures for student/staff accounting.
- If you are part of an emergency response team, make sure your students are supervised, then report to your designated team.
- Do not re-enter the building until it is determined to be safe.

*If the safety of the students or staff is threatened at any time, DO NOT WAIT for permission - EVACUATE IMMEDIATELY!!!*
<table>
<thead>
<tr>
<th>EXPLOSION</th>
<th>FIRE</th>
<th>FLOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTION:</strong></td>
<td><strong>EVACUATION</strong></td>
<td><strong>EVACUATION</strong></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SHELTER IN PLACE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXPLOSION:</strong></td>
<td>If an explosion has occurred on campus, determine the extent of the damage before deciding to evacuate. Often it is safer to remain inside an undamaged building than to evacuate. If fire is present, evacuate immediately.</td>
<td>If you see a fire – attempt to extinguish only if it is small.</td>
</tr>
<tr>
<td><strong>FIRE:</strong></td>
<td>If you hear the fire alarm – evacuate immediately and go to designated evacuation areas. Even if you don’t smell smoke or see a fire, always evacuate at the sounding of the alarm unless an ALL CLEAR signal indicates a false alarm.</td>
<td>If an explosion has occurred on campus, determine the extent of the damage before deciding to evacuate. Often it is safer to remain inside an undamaged building than to evacuate. If fire is present, evacuate immediately. <strong>SHELTER IN PLACE:</strong></td>
</tr>
<tr>
<td><strong>FLOOD:</strong></td>
<td>Take attendance and follow student and staff accounting procedures.</td>
<td>If you see a fire – attempt to extinguish only if it is small.</td>
</tr>
</tbody>
</table>

**NOTE:** Explosions can happen from ruptured gas mains, acts of terrorism, fallen aircraft and other causes. There may be toxic fumes and hazardous materials involved. Until you know the cause of the explosion and can determine the safest procedures to follow, it is best to remain inside and wait further instructions from the main office or first responders unless there is an immediate danger of fire or collapse. **FIRE NEAR THE SCHOOL:** |

- Wait for instructions from the main office.
- First responders will determine if it is necessary to evacuate based on the risk to the school.
- Keep a radio tuned to a local emergency channel for current information.
- Remain with students until the building has been inspected and it has been determined safe to return to the school.

- Take attendance and follow student and staff accounting procedures.
- Remain with students until it has been determined safe to return to the school.
### GAS LEAK

**ACTION:**  
- **EVACUATION**  
- **REVERSE EVACUATION**  
- **SHELTER IN PLACE**

The action taken will depend upon the circumstances of the incident. If the gas leak is on school grounds or directly adjacent to the school, **EVACUATION** or **REVERSE EVACUATION** will be necessary.

If the gas leak is in the surrounding neighborhood of the school and the campus is not in immediate danger, it may be better to **SHELTER IN PLACE**.

Wait for instructions from the main office.

*If you believe that students or staff are in immediate danger, use your judgment and act immediately – do not wait for permission.*

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### HAZARDOUS MATERIALS

**ACTION:**  
- **EVACUATION**  
- **REVERSE EVACUATION**  
- **SHELTER IN PLACE**

The action taken will depend upon the circumstances of the incident. If the incident is on school grounds or directly adjacent to the school, **EVACUATION** or **REVERSE EVACUATION** will be necessary.

If the incident is in the surrounding neighborhood of the school and the campus is not in immediate danger, it may be better to **SHELTER IN PLACE**.

Wait for instructions from the main office.

*If you believe that students or staff are in immediate danger, use your judgment and act immediately – do not wait for permission.*

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### SEVERE WEATHER

**ACTION:**  
- **SHELTER IN PLACE**  
- **REVERSE EVACUATION**

Severe weather can be accompanied by high winds, heavy rains, downed trees, and swollen creeks which may pose risks to staff and students.

Many of these conditions can make it unsafe to release students from the school. The school administration must decide if it is safe to release students or if it is better to **SHELTER IN PLACE**.

In the event that severe weather makes it unsafe for students to remain outside, **REVERSE EVACUATION** may be necessary.

Wait for instructions from the main office.

*If you believe that students or staff are in immediate danger, use your judgment and act immediately – do not wait for permission.*
## SHOOTER/INTRUDER

### ACTION:  **LOCKDOWN**

### SHOOTER/INTRUDER ON CAMPUS: INSIDE THE BUILDING
- Immediately lock doors and windows if safe to do so.
- Close blinds or curtains.
- Keep students and staff low and away from windows.
  - Do not get up and walk around the room.
- Maintain silence. Remain calm,
- Do not allow anyone into or out of the room until **ALL CLEAR** is signaled.
- Call “911” for assistance, if possible. Provide identity, location and description of individual and weapons.

### OUTSIDE THE BUILDING
- If shots are fired – immediately **DROP AND COVER**.
- If it is safe to do so, move into the closest building – follow procedures above.

### POLICE ACTION NEAR THE SCHOOL:
- Wait for instructions from the main office before taking action.
- Law enforcement will be in contact with the school.
- If **LOCKDOWN** is ordered – follow procedures above.

## TERRORISM

### ACTION:  **LOCKDOWN**

### SHELTER IN PLACE OR REVERSE EVACUATION

Acts of terrorism can include chemical release, bio-hazards, explosives, kidnapping and shooting causing widespread fear and panic, victims who are contaminated, seriously injured or killed and property damage.
- Keep students calm.
- Move students away from threat to closest suitable shelter.

You will have to act based on the circumstances of the attack. Chemical or bio-hazard attacks will require **SHELTER IN PLACE** or **REVERSE EVACUATION**.

Incidents involving weapons or attempted kidnapping will require **LOCKDOWN**.

Explosives will require actions based on the threat.
<table>
<thead>
<tr>
<th>DROP/COVER/HOLD ON</th>
<th>EVACUATION</th>
<th>REVERSE EVACUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When to use:</strong></td>
<td><strong>When to use:</strong></td>
<td><strong>When to use:</strong></td>
</tr>
<tr>
<td>EARTHQUAKE</td>
<td>FIRE, FLOOD</td>
<td>AIR POLLUTION ALERT</td>
</tr>
<tr>
<td>EXPLOSION</td>
<td>GAS LEAK</td>
<td>CHEMICAL ACCIDENT</td>
</tr>
<tr>
<td>The incident itself initiates this ACTION.</td>
<td>CHEMICAL ACCIDENT*</td>
<td>EXPLOSION</td>
</tr>
<tr>
<td>INSIDE:</td>
<td>HAZARDOUS MATERIALS</td>
<td>SEVERE WEATHER</td>
</tr>
<tr>
<td>□ Drop down to the floor and get under the closest desk, table or sturdy furniture, with back to windows.</td>
<td>□ Listen for the alarm from the office to initiate evacuation procedures</td>
<td>□ Listen for notification of REVERSE EVACUATION from the main office,</td>
</tr>
<tr>
<td>□ Cover the back of your head and neck and hold on to the furniture.</td>
<td>□ Grab “Go-Box” and emergency supplies.</td>
<td>□ Take attendance when students are reassembled in the classroom</td>
</tr>
<tr>
<td>□ Remain in place until shaking stops or for at least 20 seconds.</td>
<td>□ Escort students to evacuation site.</td>
<td>□ Remain in the classroom until further instructions or ALL CLEAR is announced.</td>
</tr>
<tr>
<td>□ Watch for fallen objects, broken glass and overhangs.</td>
<td>□ Take attendance and account for all students. Hold up a green card if all are accounted for. Use a red card to indicate missing or injured students.</td>
<td></td>
</tr>
<tr>
<td>□ Take note of any injuries.</td>
<td>□ Notify Principal/Site Administrator of any missing students or staff.</td>
<td></td>
</tr>
<tr>
<td>□ Wait for signal to evacuate.</td>
<td>□ If assigned to an Emergency Team, report to your designated area after ensuring that someone has been assigned to care for your students.</td>
<td></td>
</tr>
<tr>
<td><strong>OUTSIDE:</strong></td>
<td>*Sometimes it is safer to stay inside – wait for instructions from office before evacuating.</td>
<td></td>
</tr>
<tr>
<td>□ Move away from power lines, trees, buildings and objects that might topple.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Drop to the ground and cover the back of your head and neck with your hands.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PREPARE TO EVACUATE.........</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCKDOWN</td>
<td>SHELTER IN PLACE</td>
<td>STAND BY</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------</td>
<td>---------</td>
</tr>
</tbody>
</table>

**When to use:**
- CIVIL DISTURBANCE
- SHOOTER/INTRUDER
- TERRORISM
- LAW ENFORCEMENT ACTIONS

*To isolate students and staff from danger inside the building*

**INSIDE:**
- Listen for **LOCKDOWN** alert from the main office.
- Shut and lock all doors and windows.
- Close drapes and blinds.
- Move away from windows and stay low and out of sight
- Post GREEN sign in window if all students are OK and accounted for.
- Post RED sign if students are missing or injured or if you need help.

**OUTSIDE:**
- Immediately move inside nearest building.
- Follow procedures above.

Do not open doors or windows until ALL CLEAR signal is given.

**When to use:**
- CIVIL DISTURBANCE
- TERRORISM
- HAZARDOUS MATERIALS
- INCIDENT
- EXPLOSION

*To isolate students and staff from outdoor environment. SHELTER IN PLACE allows for free movement within the building.*

**INSIDE:**
- Listen for **SHELTER IN PLACE** alert from the main office.
- Clear students from halls.
- Shut and seal doors and windows, if possible.
- Shut down classroom HVAC system, if advised to do so.
- Take attendance and call in report to main office.

**OUTSIDE:**
- Immediately move inside nearest building.
- Follow procedures above.

Do not open doors or windows until ALL CLEAR signal is given.

**When to use:**
- Stand-by must be followed by another ACTION or ALL CLEAR

**INSIDE**
- Keep students in classroom pending further instructions.
- Listen for notification of another action over the PA or other communication system.

**OUTSIDE:**
- Immediately return students to their classrooms.
- Listen for notification of another action from the main office.

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**FOR MORE DETAILED INFORMATION ON THESE ACTIONS . . . REFER TO THE EMERGENCY MANAGEMENT PLAN FOR YOUR SCHOOL**

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**SITE MAP ON BACK**
List of Students and Medical Needs