

Policy for Emergency Procedures Of the Anderson Island Historical Society

This policy covers five key areas of farm emergencies & violence prevention.

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1.0 INITIAL RESPONSE

1.1 DETERMINE TYPE OF EMERGENCY

Acts of Violence/Disorderly Behavior
Biological or Chemical Threat
Bomb Threat
Vehicle or pedestrian accident
Earthquake
Explosion/Threat of Explosion
Airplane Crash
Fire On-Site
Fire in Surrounding Area
Flooding
Loss of Utilities
Animal Disturbance

1.2 DETERMINE LEVEL OF EMERGENCY

Emergencies can be categorized in terms of magnitude ranging from a minor injury to a major earthquake. Identifying the magnitude of an emergency will determine the actions and allocation of resources. Three levels of emergency are described below.

Level 1 Emergency: An emergency handled by on-site farm personnel without

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assistance from outside personnel or agencies. Examples include: temporary power outages, minor earthquake, and/or minor first aid cases.

Level 2 Emergency: A moderate to severe emergency in most cases is handled by farm personnel with the assistance from outside agencies (e.g., fire department, VIP, police, and other emergency services). Examples include: a controlled fire, a moderate earthquake possibly with minor injuries and/or structural damage, infrastructure failure (water or electric line failure) or minor civil disturbance.

Level 3 Emergency: A major disaster that farm personnel cannot handle without the assistance of outside agencies. Examples include major fire, major earthquakes and regional civil disturbances. For level 3 emergencies the response time of outside agencies may be seriously delayed and immediate action by on-site personnel may be required to mitigate damage or personnel safety.

1.3 DETERMINE IMMEDIATE RESPONSE ACTIONS

Most emergencies will require one or more Immediate Response Actions listed below.

Stand By Alert

Duck, Cover, and Hold

Shelter in Place (Lock Down)

Secure Building

Evacuate Building

Off-Site Evacuation

2.0 IMMEDIATE RESPONSE ACTION

3.0 EMERGENCY PROCEDURES

3.1 ACT OF VIOLENCE/DISORDERLY CONDUCT

In the event of a hostile or potentially threatening event, staff should take all necessary steps to prevent harm to personnel including reasonable steps to calm and control the situation while not confronting perpetrators directly. Remain calm, talk in a soft, non-threatening manner. Request perpetrator to leave the area. Avoid all hostile actions or interactions, except to maintain the safety and welfare of staff and visitors. If weapons are involved and/or other significant threats are anticipated, do not approach or try to disarm the threat and leave the area until the threat has been removed. Immediately notify the VIP and AIHS Operations.

3.2 BIOLOGICAL OR CHEMICAL THREAT

There are three possible scenarios involving the release of biochemical substances. Determine which scenario applies and implement the appropriate response procedures described below.

Scenario 1: Substance released inside a room or building.

Scenario 2: Substance released outdoors and localized.

Scenario 3: Substance released in surrounding community.

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

1. The Principal will initiate the EVACUATE BUILDING (2.5) action.

Use designated routes or other alternative safe routes to an assigned Assembly Area located upwind of the affected room or building.

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2. The Principal will call “911”, School Police (213) 625-6631, and the Office of Environmental Health and Safety (OEHS) (213) 743-5086 to provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Principal will instruct the Security Team to restrict access of the potentially contaminated area from all persons.
4. The Maintenance and Utility Team will turn off local fans in the area, close the windows and doors, and shut down the building’s air handling system.
5. Personnel contacted with the substance should wash the affected area with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectant on your skin.
6. List all people in the affected room or contaminated area, specifying those who had actual contact with the substance. Provide the list to the Principal and the emergency response personnel.
7. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the situation.
8. Do not reopen the area until the Principal gives authorization.

SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

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1. The Principal will immediately direct staff to remove students from the affected area to an area upwind from the substance.
2. The Security Team will establish a safe perimeter around the affected area to ensure personnel do not reenter the area.
3. The Principal will call “911”, School Police (213) 625-6631 and the Office of Environmental Health and Safety (OEHS) (213) 743-5086 to provide the exact location (e.g., building, room, area) and nature of emergency.
4. The Maintenance and Utility Team will turn off local fans in the area, close the windows and doors, shut down the building’s air handling system.
5. Personnel contacted with the substance should wash their hands with soap and water. Immediately remove and contain all contaminated cloths.
6. List all people in the affected room or area of contamination, especially those who had actual contact with the substance. Provide the list to the Principal, and the emergency response personnel.
7. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the situation.
8. Do not reopen the area until authorized to do so by the Principal.

SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If the Principal or local authorities determine a potentially toxic substance has been released to the atmosphere, the Principal will initiate SHELTER IN PLACE (2.3).
2. Upon receiving the SHELTER IN PLACE action, the Maintenance Utility Team will turn off local fans in the area, close and lock doors and windows, shut down the building’s air handling system, seal gaps under doors and windows with wet towels or duct tape, and seal vents with

aluminum foil or plastic wrap, if available.

3. If outdoors, immediately go into the nearest building. The teachers should communicate their locations to the Principal, using the PA system or other means without leaving the building.
4. The Maintenance and Utility team will turn off sources of ignition, such as pilot lights.

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5. The Principal will call “911”, School Police (213) 625-6631, and the Office of Environmental Health and Safety (OEHS) (213) 743-5086 to provide the exact location (e.g., building, room, area) and nature of emergency.
6. The Principal will turn on a radio or television station to monitor information concerning the incident.
7. Continue SHELTER IN PLACE until notified by the Principal.
8. The Principal will notify the Local District Superintendent and Office of School Operations and Safety of the situation.

3.3 BOMB THREAT

In the event a bomb threat is received directly to school staff, the following procedures should be implemented:

1. If the threat 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 (name of caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is _____.”**
2. The Principal will initiate the appropriate Immediate Response Actions, which may include DUCK, COVER, AND HOLD (2.2), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).
3. If the Principal issues the EVACUATE BUILDING (2.5) action, students and staff will follow the prescribed routes and proceed directly to the Assembly Area. The teacher shall bring the student roster and take attendance to account for students at the Assembly Area. Teachers will notify the Student and Staff Accounting Team of missing students.
4. The Principal will notify “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) of the potential bomb, if known.
5. The Principal will complete the Bomb Threat Form in Section 6.3 Form C.
6. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the situation.
7. Do not resume school activities until the building(s) have been inspected by proper authorities and determined safe. The Principal will give the All Clear signal when appropriate.

3.4 CAR DISASTER

These procedures are for bus drivers in an earthquake, serious bus accident, or other emergency that occurs

3.5 EARTHQUAKE

Upon the first indication of an earthquake, teachers should direct students to DUCK, COVER AND HOLD. Follow the procedures listed below for all earthquake events.

1. Avoid glass and falling objects. Move away from windows, heavy suspended light fixtures, and other overhead hazards.
2. When the shaking stops, the Principal will issue the EVACUATE BUILDING action. Use prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers shall notify the Student and Staff Accounting Team of missing students.
3. The Principal will direct the Security Team to post guards a safe distance away from building entrances to prevent access.
4. Warn all school personnel to avoid touching fallen electrical wires.
5. The First Aid Team will check for injuries and provide appropriate first aid.
6. The Principal will direct the Maintenance and Utility Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
7. If the area appears safe, the Fire/Rescue Team will make an initial inspection of school buildings.
8. The Principal will contact the Local District Superintendent and the Office of School Operations and Safety to determine if additional actions are deemed necessary.

In the event an earthquake occurs during non- school hours:

1. The Principal and the Plant Manager will assess damages to determine needed corrective actions. For apparent damages, contact the Local District Superintendent to determine if the school should be closed.
2. If the school must be closed, notify staff members and students as identified in the Parent Alert System (5.1) and the School Personnel Alert System (5.2).

3.6 EXPLOSION/THREAT OF EXPLOSION

There are three possible scenarios involving the explosion/threat of explosion. Determine which scenario applies and implement the appropriate response procedures described below.

Scenario 1: Explosion on school property

Scenario 2: Credible threat of an explosion on school property

Scenario 3: Explosion or threat of an explosion in a surrounding area

SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. Upon explosion all persons should DUCK, COVER AND HOLD (2.2).
2. The Principal will consider the possibility of another imminent explosion and take appropriate action.
3. After the blast, the Principal will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE (2.3), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFFSITE EVACUATION (2.6). Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. If the explosion occurred within the school buildings, Principal will issue EVACUATE BUILDING action. Students and staff will evacuate using prescribed routes or other safe routes and proceed to the Assembly Area. Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify Student and Staff Accounting Team of

missing students.

5. The Principal will call “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) and nature of emergency.
6. If necessary, the Principal will advise the Fire/Rescue Team to suppress fires and rescue personnel.
7. The Maintenance and Utility Team Leader will notify the appropriate utility company of damages.
8. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the situation.
9. The Security Team Leader will post guards safe distance away from the building entrance to prevent persons entering the school buildings.

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SCENARIO 2: CREDIBLE THREAT OF AN EXPLOSION ON SCHOOL PROPERTY

1. The Principal will initiate appropriate Immediate Response Actions, which may include DUCK, COVER, AND HOLD (2.2), SHELTER-INPLACE (2.3), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).
2. If the Principal issues EVACUATE BUILDING (2.5) action, evacuate the building using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify Student and Staff Accounting Team of missing students.
3. The Principal will call “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) and nature of emergency.
4. The Principal will direct the Fire/Rescue Team to suppress fires and rescue personnel as appropriate.
5. The Maintenance and Utility Team Leader will notify the appropriate utility company of damages.
6. The Principal shall notify the Local District Superintendent and the Office of School Operations and Safety of the situation.
7. The Principal will take further actions as needed.

SCENARIO 3: EXPLOSION OR THREAT OF EXPLOSION IN SURROUNDING AREA

1. The Principal will order SHELTER IN PLACE (2.3).
2. The Principal will notify “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Principal will take further actions as needed.
4. Remain in SHELTER IN PLACE until further instructions.

3.7 AIRCRAFT AND/OR MOTOR VEHICLE CRASH

In the event of an aircraft or motor vehicle crash on or near school grounds, follow the procedures below:

1. The Principal will initiate appropriate Immediate Response Actions, which may include DUCK, COVER, AND HOLD (2.2), SHELTER-IN-PLACE (2.3), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).
2. If the Principal issues the EVACUATE BUILDING (2.5) action, evacuate the

buildings using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers will bring the student roster and take attendance to account for students. Teachers will notify Student and Staff Accounting Team of missing students.

3. The Principal will call “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) and nature of emergency.

4. The Principal will direct the Fire/Rescue Team to organize fire suppression activities until the Fire Department arrives.

5. The Security Team will secure the aircraft and/or motor vehicle area to prevent unauthorized access.

6. The Principal will notify the Local District Superintendent and the Office of

3.8 FIRE ON SCHOOL GROUNDS

In the event of a fire on school grounds, the following procedures should be implemented:

1. Upon discovery of a fire, direct all occupants out of the building and report the fire to the Principal.

2. The Principal will immediately issue the EVACUATE BUILDING (2.5) action. Students and staff will evacuate buildings using the prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers will take student roster and take attendance to account for students. Teachers will notify Student and Staff Accounting Team of missing students.

3. The Principal will call “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) of the fire.

4. The Fire/Rescue Team will suppress fires and initiate rescue procedures until the local fire department arrives.

5. The Security Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.

6. The Fire/Rescue Team Leader will assign a member of the Team to direct the fire department to the fire and brief fire department official on the situation.

7. The Maintenance and Utility Team will notify the appropriate utility company of damages.

8. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the fire.

9. If appropriate, the Principal will implement the Parent Alert System (5.1).

10. For fires during non-school hours, the Principal and Local District Superintendent will determine whether the school will open the following day.

3.9 FIRE IN SURROUNDING AREA

In the event of a fire in the surrounding area, the following procedures should be implemented:

1. The Principal will initiate the appropriate Immediate Response Actions, which may include STAND BY (1.1), SHELTER-IN-PLACE (2.3), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).

2. The Principal will notify “911” School Police (213) 625-6631 to provide the location and nature of emergency.

3. The Principal will activate the Security Team to keep access routes open for

emergency vehicles.

4. The Fire/Rescue Team Leader will work with the fire department to determine if school grounds are threatened by the fire, smoke, hazardous atmospheres or other conditions. The Fire/Rescue Team will maintain open communication with the fire department.

5. If the Principal issues the EVACUATE BUILDING (2.5) action, evacuate using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify Student and Staff Accounting Team of missing students.

6. The Principal will keep a battery-powered radio tuned to a local radio station for emergency information.

7. In the event of a loss of water or other utilities, the Principal will refer to Loss of Utility Procedure in (3.11).

8. If appropriate, the Principal will implement Parent Alert System (5.1).

9. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the emergency

3.10 FLOODING

Note: This section is for schools located in a "100 year flood plain" or an "inundation zone" as determined by the city where the school is located. Schools located in unincorporated areas call the County Department of Public Works (626) 458-4321.

1. The Principal will initiate appropriate Immediate Response Actions, which may include STAND BY (2.1), SECURE BUILDING (2.4), SHELTER IN PLACE (2.3), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).

2. Principal will keep a battery powered radio tuned to a local radio station for information.

3. If the Principal issues the EVACUATE BUILDING (2.5) action, evacuate using prescribed routes or other safe routes and proceed directly to the Assembly Area. Bring the student roster and take attendance to account for students. Teachers shall notify Student and Staff Accounting Team of missing students.

4. Principal will notify the Local District Superintendent of the emergency

3.11 LOSS OF UTILITIES

For loss of utilities at the school site, the following procedures should be implemented:

1. Upon notice of loss of utilities the Principal will initiate appropriate Immediate Response Actions, which may include STAND BY (2.1), SECURE BUILDING or EVACUATE BUILDING (2.5).

2. The Maintenance and Utility Team will work with the utility company to determine the potential length of time service will be interrupted.

3. If the Principal issues the EVACUATE BUILDING (2.5) command evacuate using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify Student and Staff Accounting Team of missing students.

4. The Principal will notify Local District Superintendent of the loss of utility

3.12 ANIMAL DISTURBANCE

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For animal disturbance incident, the following procedures should be implemented:

1. The Principal will initiate appropriate Immediate Response Actions, which may include STAND BY (2.1), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).
2. Upon discovery of the animal, staff members will keep students and staff away from the animal.
 - If animal is outside, keep students inside.
 - If animal is inside, keep students outside or in an area away from the animal.
3. If additional assistance is needed, the Principal will call “911” or School Police and provide the location of the animal and nature of emergency.
4. If the animal injures someone, notify the School Nurse, the parent, and Student Medical Services.

Staff Assignments

4.0 EMERGENCY TEAMS

4.1 INCIDENT COMMAND TEAM

The Incident Command Team is responsible for directing school emergency response activities.

Incident Commander _____

First Assistant _____

Second Assistant _____

4.2 CRISIS INTERVENTION TEAM

4.3 FIRE/RESCUE TEAM

4.4 FIRST AID TEAM

The First Aid Team will ensure that first aid supplies are available and properly administered during an emergency event.

Team Leader