SEQUOIA MIDDLE SCHOOL
CRISIS RESPONSE PLAN

A crisis is a traumatic event that is typically unpredicted and overwhelming for those who experience it. Moreover, a crisis state may result upon exposure to drastic and tragic changes in an individual's environment. Examples of crises that can potentially have a large scale effect on the students, faculty and administrators in a school include: an accident involving a student or faculty member, the death of a student or faculty member, severe violence, hostage taking, fire at school, or a natural disaster. Crisis response, in the school environment, is a proactive, organized and well thought out plan that responds to a potential or real crisis situation.

A proactive approach to crisis response planning ensures that plans are in place before an incident occurs, thus eliminating many of the layers of time-consuming "reactive" planning that occurs in organizations that are unprepared for crisis management. A reactive approach is spontaneous, and not fully thought out, planned, or practiced, and can result in the response that is less effective in meeting the immediate, and possibly the long-term needs of the students, faculty and administrators. In summary, a proactive approach to a crisis is one that is organized, planned and practiced and more likely results in a response that can have a dramatic effect on reducing the short and long-term consequences of the crisis on the individuals in a school district.

EMERGENCY PROCEDURES

If School Is In Session….

In the event of an earthquake or similar emergency, please consult the directions for specific events and the related procedures. However, the following general guidelines will apply in most serious emergencies:

1. Students will be detained until it is determined that the area is safe. Students will remain on the field or another safe place until they are picked up.
2. Students will be released using their Emergency Authorization Form.
3. Cars will not be allowed on campus and those wishing to pick up students should park on Lupe Street and proceed to the Command Center set-up at the side parking lot by Building E. All other gates will be locked.
4. Students who need to be picked up from school by a parent/guardian or a pre-approved adult will remain on campus until that person arrives.
5. Students who walk home, ride bicycles, or take public transportation will be released when the school deems it safe.
6. If students have to remain on campus, the staff will make every effort to care for them in a safe manner until students are able to return home safely. Sufficient numbers of faculty members will remain on campus to supervise and care for the students.
7. Depending on the occurrence, all activities, athletic events, rehearsals or club meetings may be postponed, and school suspended.

If School Is Not In Session…

1. If a disaster (i.e. earthquake, flood, fire) or civil emergency (i.e. terrorist activity, civil unrest or other disturbances) occurs while school is not in session, school will not resume until such time as the city is deemed reasonably safe for commuting to school.
2. A decision whether or not to open school will be made at the earliest possible time in order to notify our students and faculty. We will always try to post information on our website and/or make an all-call home.
3. In the event that school officials are able to call parents, they will use the phone number that appears on the student's Emergency Authorization Form. If school is canceled for a day or a number of days, the same system will be used to contact parents with any news of school resuming.

Important Parent Information

1. If an earthquake occurs, DO NOT CALL THE SCHOOL. If phone lines are still operational, they will be needed for calls to emergency agencies.
2. Students will not be picked up or released to anyone whose name does not appear on their Emergency Authorization Form.
3. Sequoia, in conjunction with the Conejo Valley Unified School District Nutrition Services, has enough water and food stored to supply all of the faculty, staff, and students for the recommended period of 72 hours.
4. Students will be detained in the safest place on campus until they can be released to the authorized person on their Emergency Authorization Form.
5. The school's emergency plan(s) will be modified as situations dictate.

EMERGENCY EVACUATION PLAN

1. The Sequoia evacuation site is the field, unless there are other specific directions.
2. The Administration/Counseling team begins and monitors until the evacuation is complete.
3. Teachers who evacuate their students from classrooms to the field should also take the classroom Emergency Class Supplies bucket to the field.
4. After the evacuation is complete, all school building areas will be closed and monitored by a member of the Administration/Counseling team.
5. Students and staff convene on the field according to the prearranged class plan.
6. Teachers are to take roll of their classroom and complete the "Emergency Attendance" Form. The form will be delivered to the Deputy Incident Commander.
7. Teachers stay with the students until they are requested to begin their assigned duties.
8. All other staff not in a classroom report to the field.
9. The Incident Commander deploys each team where it is needed.
10. Attendance Office personnel delivers a list of the day's absentees to the Deputy Incident Commander.

Dismissal of Students:

1. When people arrive to pick up students, they will not be allowed on campus. They will report to the Crisis Command Center where they will identify themselves to the Parent Control team.
2. Parent Control team member matches the Emergency Authorization Form to the authorized person.
3. The campus supervision/security team delivers copies of the Emergency Authorization Forms between the field and to the Crisis Command Center for the release of students.
4. Crisis Command Center directs the authorized person who is picking up a student to complete the Student Release Log, obtaining name, date/time signed out, and signature.
5. Crisis Command Center member verifies release of student.

SPECIFIC CRISIS SITUATIONS

Lockdown

Upon first indication of a serious security threat on or adjacent to the campus, a verbal report and/or bell should be made immediately to a school employee. If circumstances permit, the employee will make immediate contact with a school administrator; at which time the administrator will determine if a lockdown is warranted.

When a school lockdown is ordered, every person on the campus must adhere to the following procedures in their entirety.

1. Immediately go to the nearest unlocked room (including the gym, activity room or locker room but not a bathroom).
2. Ensure that the door handle is in a locked position.
3. Allow as many people into the room as is feasible.
4. Secure the room by closing the doors and windows and lowering the blinds.
5. Stay away from the windows.
6. Once your room is secured, do not open the door to anyone until such time as there is an “all-clear” indication from a school official.
7. School personnel will maintain communication as much as possible.

Fire

1. The person who first observes the fire will pull the fire alarm, call 911, and contact the front office to report the fire.
2. The front office will contact emergency services as needed.
3. The regular evacuation plan will be followed.

Earthquake

Regardless of location, everyone (faculty, staff, parents, students) should adhere to the following procedure in its entirety.

1. Drop down to knees with back to windows.
2. Duck and Cover under desk, chair, or table if available. Hold furniture securely with both hands.
3. If furniture is not available, drop in-place and assume classic "Earthquake Position" with arms covering back of head to minimize the effect of falling objects.
4. Upon receiving the all clear signal, over the intercom or by messenger, the regular evacuation plan will be followed.

Brush Fire

This event could occur if a fire offsite, such as a woodland fire, threatens or is near the school building. Should any such event endanger the students or staff, the following steps will be taken:

1. The Principal or designee will contact the fire department or call 911 to determine local conditions and whether an evacuation is advisable.
2. The Principal, in consultation with the District Office, will determine if evacuation of the school is necessary.

Chemical Accident off Campus

Chemical accidents of a disaster magnitude could result from a transportation accident or an industrial accident. Should any such accidents endanger the students or staff, the following steps will be taken:

1. The Principal or designee will contact the fire department or call 911 to determine local conditions and to seek advice.
2. Over the school PA system, all students will be told to report to the nearest safe place (e.g., classrooms, the gymnasium).
3. Teachers and staff will close all doors and windows, shut off ventilation, and listen to the PA for further instructions.
4. Teachers will take roll and notify the attendance office of any missing student.
5. If necessary, teachers and staff should use tape, rags, clothing or any other available material to seal for air leaks.
6. Teacher will continue “Lock Down” until the “all clear” is given.
7. If a teacher believes that gas is entering the building, the teacher will direct the students to cover their mouth and nose with a wet cloth, towel, or paper towel. Short, quick shallow breaths are recommended.
8. If evacuation is necessary, the regular evacuation plan will be followed.

Chemical Accident on Campus

This incident could be the result of: spilled cleaning chemicals within the school building or in the school lab, a material a student brings to school, or a broken gas main. Should any such accidents endanger the students or staff, the following steps will be taken:

1. If the incident occurs in a classroom, the person-in-charge will evacuate the students to a safe place and inform teachers in adjoining rooms as well as an administrator of the situation.
2. The Principal or designee will contact the 911 to inform emergency services of the condition.
3. Custodial personnel will be informed ASAP, and they will take necessary steps (e.g. shutting down gas lines). In cases of serious chemical spills, they should wait for emergency response personnel.
4. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water and immediately remove contaminated clothes. Contaminated clothing should be cut off the body rather than pulled over the head. Bleach or other disinfectants should not be used 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).
5. If deemed necessary by the Principal, the school will proceed with the usual evacuation procedure using primary or alternate routes, avoiding exposure to the chemical fumes.
6. Students, teachers and staff will not return to the building until emergency response personnel have determined it is safe.
7. If necessary, teachers and staff should use tape, rags, clothing or any other available material to seal for air leaks.

Explosion on Campus

If an explosion occurs in a school building, the following steps will be taken:

1. Teachers will instruct students to DUCK and COVER in anticipation of a second explosion.
2. The front office will call 911.
3. Immediately after the passage of the blast wave, when it is deemed safe, the usual evacuation plan will be followed.

Gun/Weapon on Campus

If someone on campus becomes aware of a gun or dangerous weapon on campus, the administrators should be notified <u>immediately</u> without confronting the suspect. The administration will determine next steps. If necessary, 911 will be called and a lockdown of the school will be ordered.

If a student threatens a teacher with a weapon, the teacher should follow the suspect's directions.

National Event/Catastrophe

1. The Principal, in consultation with the district, will decide if the school is to be dismissed early. If school remains in session, administration will notify the school.
2. Administration will convene to determine how the activities schedule will be adjusted and to consider alternative scheduling.
3. School personnel will be updated on events and circumstances.

Nuclear/Hazardous Incident

In the event of a nuclear incident, the following steps will be taken:

1. The Principal will initiate a lockdown to provide shelter for students.
2. When sheltering, teachers and staff 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.
3. The Hazard Control Branch Directors will turn off the school's main gas supply valve.
4. If evacuation is not possible, teachers will: close doors and windows, shut down the room's air HVAC, seal gaps under doors and windows with wet towels, clothing, or duct tape, and seal vents with plastic wrap.
1. The Principal and front office will monitor radio or television announcements and initiate further actions as appropriate.
2. At the Principal's discretion, and only if safe to do so, designated personnel will attempt to distribute emergency supplies including food and water.
3. The school will remain in lockdown mode until the appropriate agency provides clearance and the Principal issues further instructions.

Plane Crash

This procedure addresses situations involving an airplane crash on or in proximity to school property.

1. The front office will call 911 and will provide the exact location (e.g., building or area) and nature of emergency.
2. The Principal will initiate the appropriate response actions, which may include duck and cover, lockdown, or evacuation of a building or the entire school.
3. If on school property, the Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, the Principal will order the procedures for a "Chemical Spill Onsite" to go into effect.
4. The Medical/First Aid Team will check injuries to provide appropriate first aid.
5. Any affected areas will not be reopened until the appropriate agency provides clearance and the Principal issues authorization to do so.
6. The Counselors will convene onsite to offer counseling as necessary.
7. If it is unsafe to remain on campus, the Principal will initiate a school evacuation.

Traffic Accident On/Near Campus

This procedure addresses situations involving a Motor Vehicle Crash on or immediately adjacent to school property.

1. The Front Office will call 911.
2. Students will be kept away from the site of the crash.
3. Campus supervision/security will cordon off area.
4. Adult and student witnesses will be taken to a room to await the arrival of the police.
5. If an injury to a Sequoia student occurs, the parents will be notified by the Front Office and asked to come to school.