

Owens Valley Unified School District

Section B

Site Disaster Preparedness Plan

OWENS VALLEY UNIFIED SCHOOL DISTRICT
Disaster Preparedness Plan Index

General Information.....	2
Employee’s Responsibility During a Disaster	6
Emergency Radio Communications System.....	7
Radio Communications – Emergency/Disaster Protocol.....	8
Required Drill Procedures.....	9
Guidelines for Emergency Procedures.....	9
School Map Checklist.....	11
Emergency Evacuation Route.....	12
Utility Shutoff Valves	13
Command Post – Primary	14
Surrounding Vicinity Map Checklist.....	15
Surrounding Vicinity Map.....	16
Emergency Situations	
Bomb Threat	17
Chemical Accident.....	20
Earthquake	21
Earthquake Preparedness Checklist and Certification for Schools.....	23
Preparedness and Mitigation.....	23
Emergency Response	24
Recovery	25
Earthquake Drill Evaluation	26
Classroom Safety Inspection.....	28
Explosion	29
Fallen Aircraft.....	30
Fire	31
Flood	32
Severe Windstorm.....	33
War	34
Indoor Air Quality Concerns	36
Suspicious Package Identification	37
Command Post Activation	38
What is the Site Command Post?.....	39
Response Teams (Introduction).....	41

Owens Valley Unified School District Disaster Preparedness Plan

GENERAL INFORMATION

The following steps need to be taken in any disaster:

- A. Develop a school site Disaster Preparedness Plan following the guidelines contained in this document. Develop and implement procedures for keeping the plan current; i.e., assignment of roles and responsibilities and training of new personnel assigned to the site during the year.
- B. Ensure that all school site staff and volunteers have received a copy of the site plan and that they are aware of and understand their roles and responsibilities under the plan.
- C. Develop, establish, and implement a procedure for updating school site staff and volunteer emergency cards to include: (1) name, (2) address, (3) home telephone number, (4) emergency contact, and (5) any pertinent medical information.

Each staff member must return an Employee Emergency Information card each September, stating pertinent personal information and medical information.

- D. Establish procedures to protect essential school site records.

Student cumulative records are stored in locked, steel file cabinets. Network and Information Systems store all computer records on back-up files. All computer records are saved daily and computers are shutdown each evening. A password is required to log on to each computer, making it impossible for other persons to access/change information stored in the computers.

- E. At the beginning of each school year, survey parents and the immediate neighborhood for possible sources of disaster/emergency aid: their skills, expertise, tools, equipment, supplies and availability.
- F. After many years of instructing students to stay calm, older students act as role models for the younger and newer students assuring them to follow the directions of their teachers. During fire drills and/or earthquake drills, students calmly and quietly walk quickly to their designated area. We have exercise drills where parents come and try to remove their students without permission. Due to these exercises, both parents and students know that students will not be released without properly signing them out at the checkout table. (See page 4?)
- G. Each year, our stakeholder groups are given an opportunity to review the Disaster Plan. Stakeholders offer suggestions regarding plan revisions. First aid kits and equipment are inventoried and needed supplies are ordered. Emergency planning meetings are usually held in October of each school year.

- H. Regular drills are conducted and each drill documented.
- I. Teachers use natural and man-made disaster/emergency resource materials. The Survival Guide addresses everything from how to help injured individuals who are bleeding, choking, burned, unconscious, etc. to what to do during an earthquake.
- J. The students' Emergency Cards are kept in folder in the Front office. These cards include name, address, home telephone number, name of parents and/or legal guardian, and work phone numbers for parent/guardian. In addition, names addresses and home/work phone numbers for persons authorized by the parent/guardian to pick up their child in case of emergency are listed. These cards are updated as the need arises.

Owens Valley Unified School District School Safety Message from the Principal

- Owens Valley Unified School District maintains a Comprehensive Safety Plan that is updated each year. Fire, Earthquake, and Security drills are conducted on a regular basis throughout the school year.
- Students practice appropriate emergency procedures.
- Our campus is a “closed” campus, which means that all visitors who enter the campus must sign in and out in the main office. A Visitors badge is given to each person who signs in. If an unknown person walks around the campus without the badge, the office personnel are immediately notified.
- Adult supervision is provided during school, 30 minutes before and 30 minutes after school. During nutrition break and lunch periods, adult supervisors are also available to assist students.
- Our School Director of Maintenance, Daniel Velazquez, is available to assist staff members and students regarding serious safety concerns.
- Parents can assist in our efforts to maintain a safe environment for our students by:
 - Regularly updating personal information such as home address, home/work phone numbers, and all emergency contact information on student emergency cards.
 - Volunteering to participate in Disaster Preparedness Safety drills (dates to be announced).
 - Adhering to the school’s “Student Release Policy”, which says, “All students must remain on school grounds until they are officially released to an authorized parent/guardian in the event of an emergency”.
 - Encouraging your child to be a good citizen. We motivate students to demonstrate their personal best behavior by following the School Norms and School Pillars.
- If a major emergency occurs, OV staff members are trained to take appropriate action. We will contact the Owens Valley Unified School District “Disaster Coordinator”, the “Safety Supervisor,” and other community agencies to assist in continuing to maintain a safe environment for OVUSD students and staff.

THANK YOU for your support and attention to this message.

Sincerely,

Dan Moore
Principal
Owens Valley Unified School District

Dear Parent/Guardian,

During an emergency/disaster situation, how can you assist our staff to provide a safe environment for our students?

- Assist with supervision
- Possess first aid training
- Possess CPR Certificate
- Provide tools, equipment, supplies

List of things you can provide:

Name:

Child's Name

Home Phone:

Work Phone:

Comments:

Please return this survey to the school office

EMPLOYEE'S RESPONSIBILITY DURING A DISASTER

Legislation passed in 1984, requires that all schools and other district sites have in place a plan specifically designed to lessen the destructive effects of an earthquake (A.B.2786).

The ability of an individual or a group to react in time of disaster is totally dependent upon the competence of those who provide leadership and the degree to which they have prepared those with whom they work. When conditions require, district employees are expected to furnish leadership and to function in such a manner as to provide assistance to other employees and the public.

In the event of a disaster, it is mandated by law that school employees become disaster service workers. As such, they are subject to disaster service activities and duties as may be assigned to them by their supervisors. Employees assigned to the site, who are at another site on district business when an emergency occurs, should remain there and assist as needed. (California Government Code Sections 3100 and 3101)

Government Code 3100

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law.

Government Code 3101

For the purpose of this chapter the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term "public employees" includes all persons employed by the state or any county city, city and county, state agency or public district, excluding aliens legally employed.

It is recognized that district employees may have dual responsibilities and concerns, those at work and at home. While the first thoughts may be of home and family, proper disaster preparations at home will serve to mitigate somewhat the fears and anxiety during the time that individuals may be needed as disaster service workers.

EMERGENCY RADIO COMMUNICATIONS SYSTEM

Owens Valley Unified School District operates on three radio frequencies under license and authority from the Federal Communications Commission.

A dedicated Emergency Radio has been provided to each district site capable of using a UHF frequency- 461.375 MHZ. There are two radio channels available for use in case of emergency by all District sites. These channels are:

- "Emergency" Is the primary channel reserved for emergency communications between sites and the District Emergency Communications Center during an emergency/disaster.
- "Emergency Bypass" Will be used as a secondary channel for emergency communications between the sites and the District Emergency Communications Center in the event of a repeater failure during an emergency/disaster.

Site radios should be used for all intra-school communications during an emergency/disaster. **The district issued emergency radios are only for emergency communications with the District Emergency Communications Center.**

Most Maintenance and Operations personnel carry handheld radios capable of communicating on the emergency frequencies.

Additionally, 2 and 4 MTR - Ham Radio systems are located at the Emergency Communications Center. These radio systems are capable of receiving and transmitting messages outside OVUSD to the City or County Emergency Operation Centers.

Whenever possible, the OVUSD Emergency Radio Communications System will be controlled from the District Department of Maintenance.

During an emergency or disaster, some sites may experience transmission or reception difficulties. Should this occur, try to establish contact with another District Site closer in proximity to your location and have your message relayed to the District Emergency Communications Center as soon as possible.

It is the responsibility of the Director of Transportation and Maintenance and/or appointed designees to ensure radio equipment is routinely tested and operational at all times. Problems or questions regarding proper radio use and function should be immediately directed to the Maintenance and Operations Communications Department. Phone (760)-878-2405

EMERGENCY RADIO COMMUNICATIONS SYSTEM (Cont'd)

Following an emergency or disaster each site is to assign a person to monitor a radio for instructions from the Superintendent. Transmission of messages will be limited to life-threatening emergency situations only unless otherwise directed.

In the event of an emergency or disaster, all sites should adhere to the following radio protocol:

1. Switch on your site's emergency (UHF) radio. Ensure that it is on the "Emergency" channel.

This will allow sites to monitor other site communications to the District Emergency Communications Center (ECC) and help prevent interference by "walking on" another site's emergency transmission.

2. On-site communications should be conducted with your site radios used for day-to-day operations.
3. Do **NOT** transmit unless reporting a life-threatening situation-unless requested otherwise.
4. Give your name/site location/time and report the nature of the emergency.

Keep the message short and precise and release the line after acknowledgment so others can get through.

Remember that radio transmission can be monitored by the public, and some critical information should not be disclosed until the crisis is over. Be careful what you say, and how you say it.

5. All Maintenance vehicles and personnel at site locations will remain at the site and report immediately to the Director of Transportation and Maintenance until or unless given other instructions. Maintenance personnel will furnish an additional radio line for the site via UHF equipment if possible.

REQUIRED DRILL PROCEDURES

Fire drills are to be performed once each month for K-8 schools and once each semester 9-12 schools (Ed Code 32001). Earthquake (Drop & Cover) drills are to be performed once each school quarter at elementary schools (K-6) and once each semester at secondary schools (7-8, 9-12) (Ed Code 35297).

Practice drills are to be reported to the school secretary on the "School Safety Drill Minutes" form. More drills may be held at the option of the principal. Fire drills may be called at any time by the local city or county Fire Marshall.

Emergencies may occur at any time of the day when pupils may be in any given area; therefore, drills should be scheduled at various times and under varying circumstances. Pupils and staff should learn to respond properly to warning signals whether they are in the cafeteria, auditorium, on the school grounds, in halls or corridors, or in the classroom.

GUIDELINES FOR EMERGENCY PROCEDURES

The following procedures are intended as a quick reference and general guide to appropriate action. All principals, site supervisors, staff and students must be thoroughly familiar with procedures requiring immediate action.

These procedures must also be followed during drill situations.

RETAINING STUDENTS DURING AN EMERGENCY

School buildings, as a rule, represent more solid construction and safer conditions than most homes and other dwellings. School grounds provide large, clear and unobstructed areas.

It is district procedure to retain students at schools during an emergency.

RELEASE OF STUDENTS

The fact that parents will know where their children are, that they will be under supervision, and that precautions for their safety will be observed should help to prevent panic and confusion.

Students will be released after an emergency occurring during the school day only under the following circumstances. *(Note: The signature, address, and phone number of the adult to whom the child is released are required.)*

1. The child is released to his/her parent, guardian, or authorized adult listed on emergency card.

2. Do not release a child to anyone other than his/her parent or guardian except under the following conditions:
 - a. Parent or guardian has contacted the school directly requesting release to another person.
 - b. Parent or guardian has given written permission to release the child to another person.
 - c. When circumstances warrant that it is in the best interest of a child to place him/her in an alternate place of safety.

Do not release a child to a person unknown to that child. If any of the above is in doubt, do not release the child. Should any child remain unclaimed, the Principal/Designee can release the child to the proper authorities after obtaining the signature, address, destination, phone number, **and proper identification** from the agency to whom the child is being released. Again, if in doubt, the child should not be released to anyone.

SCHOOL SITE MAPS

It is essential that the Principal/Designee knows the school site and surrounding areas in detail. This includes all hazards that exist in and around the school, all routes to and from school, and the community resources available to the school. This information must be gathered and shared with all staff **before** an emergency occurs.

In order to assist the Principal/Designee in this endeavor, two maps should be prepared and included in each school site plan. Following are checklists of items, which should be included in each map:

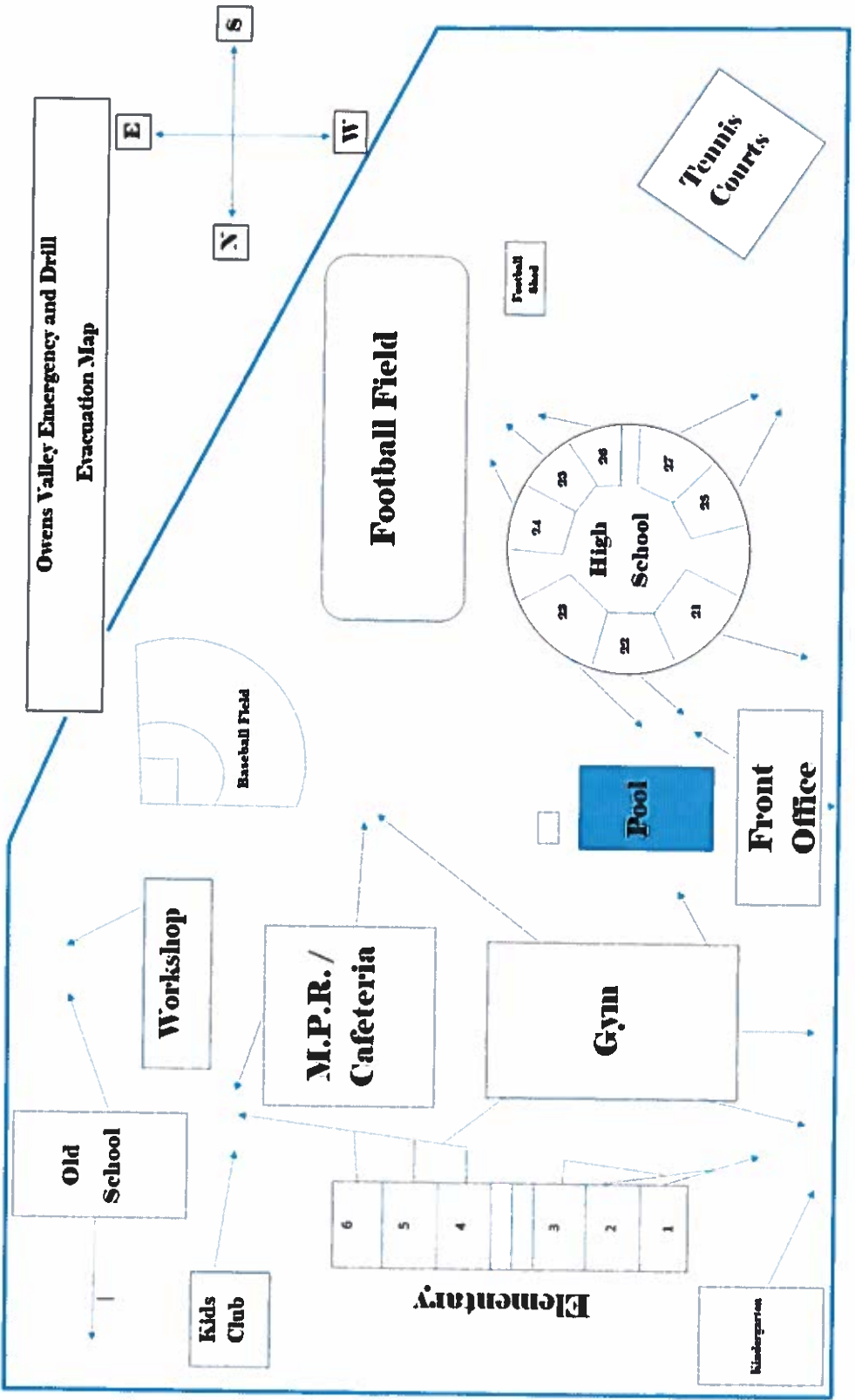
School Map Checklist

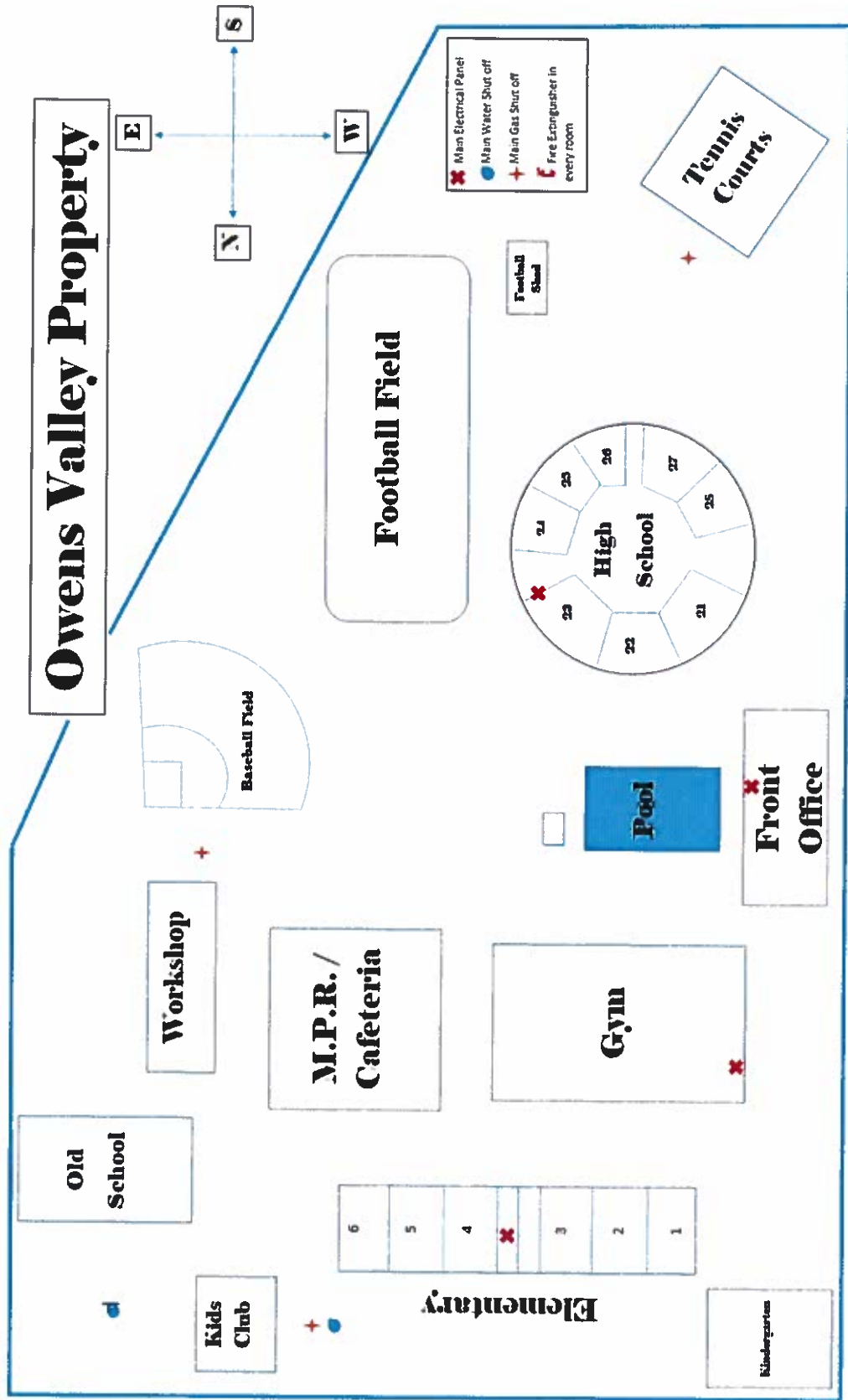
1. Access to the school site including streets in and out, driveways, parking lots, and gates. Include traffic information for emergency vehicles
2. Identify all buildings on the site (room numbers, library, restrooms, storerooms, kitchen, etc.)
3. Fire extinguishers and other fire control equipment
4. Utility shutoff valves (gas, electricity, water)
5. Evacuation routes (primary, alternates) for buildings and leaving the school site
6. Command Post location (primary, alternates)
7. Location of Command Post Kit. (See Earthquake Preparedness Checklist for contents)
8. Student Supervision Area (primary, alternate)
9. Family Check-in gate/area and Reunion gate/area
10. First Aid Station (primary, alternate). Location of additional first aid emergency supplies
11. Morgue Area (primary, alternate)
12. Emergency Supplies kit(s)
13. Communications equipment (telephone, bullhorns, two-way radios)

If you need more than one map to indicate the above, reproduce the maps back-to-back so all information is kept together.

Attach your school site map to this plan:

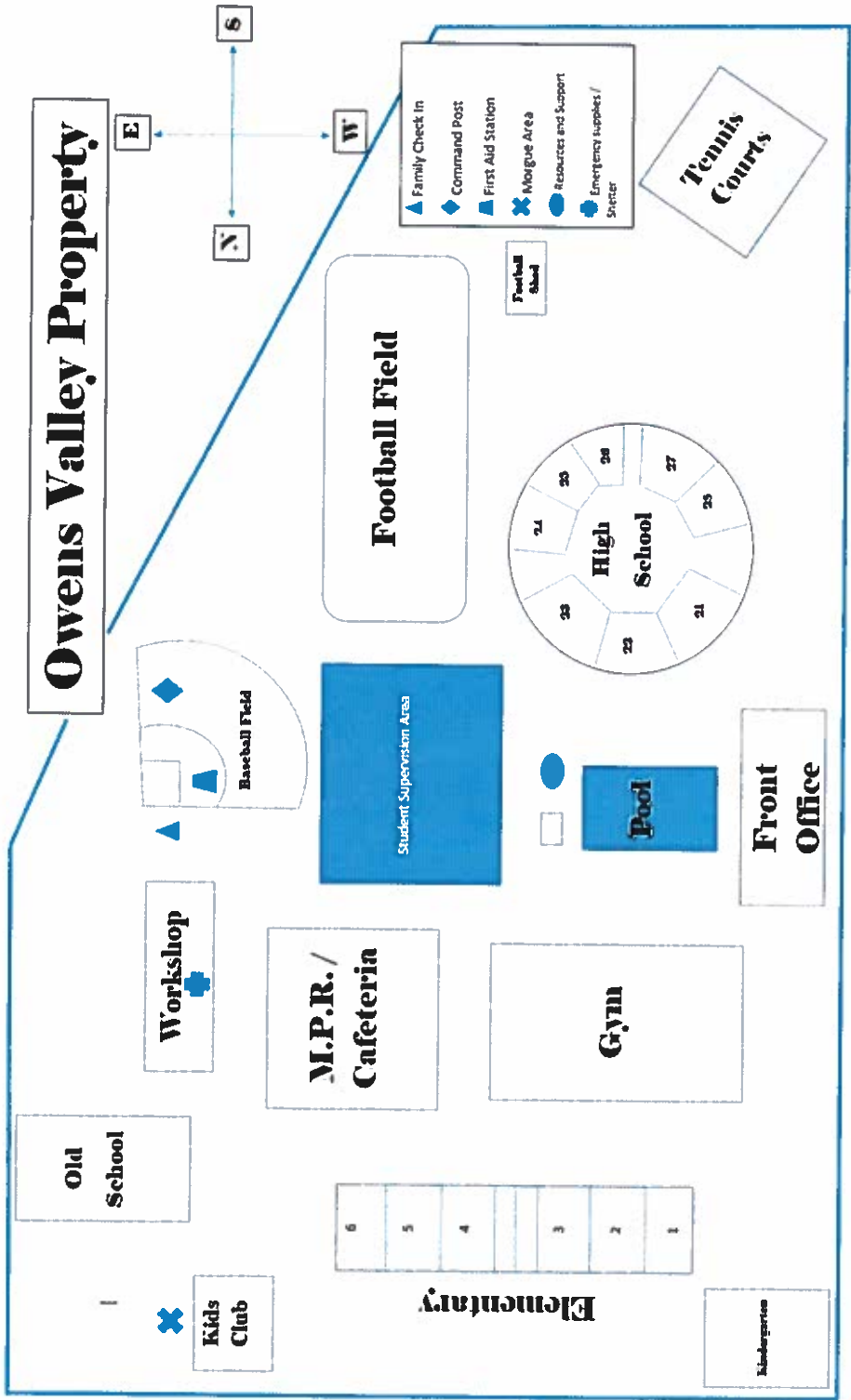
Emergency Evacuation Route





Map - Utility shutoff valves (gas, electricity, water)

Command Post – Primary



Surrounding Vicinity Map Checklist

If the school site is evacuated, a surrounding vicinity map is extremely beneficial; therefore, the Principal/Designee should obtain two copies of a map of the school neighborhood. The map should cover approximately a one-mile radius around the site.

Indicate the existence of the following potential hazards in the surrounding vicinity on one copy of the neighborhood maps, as applicable:

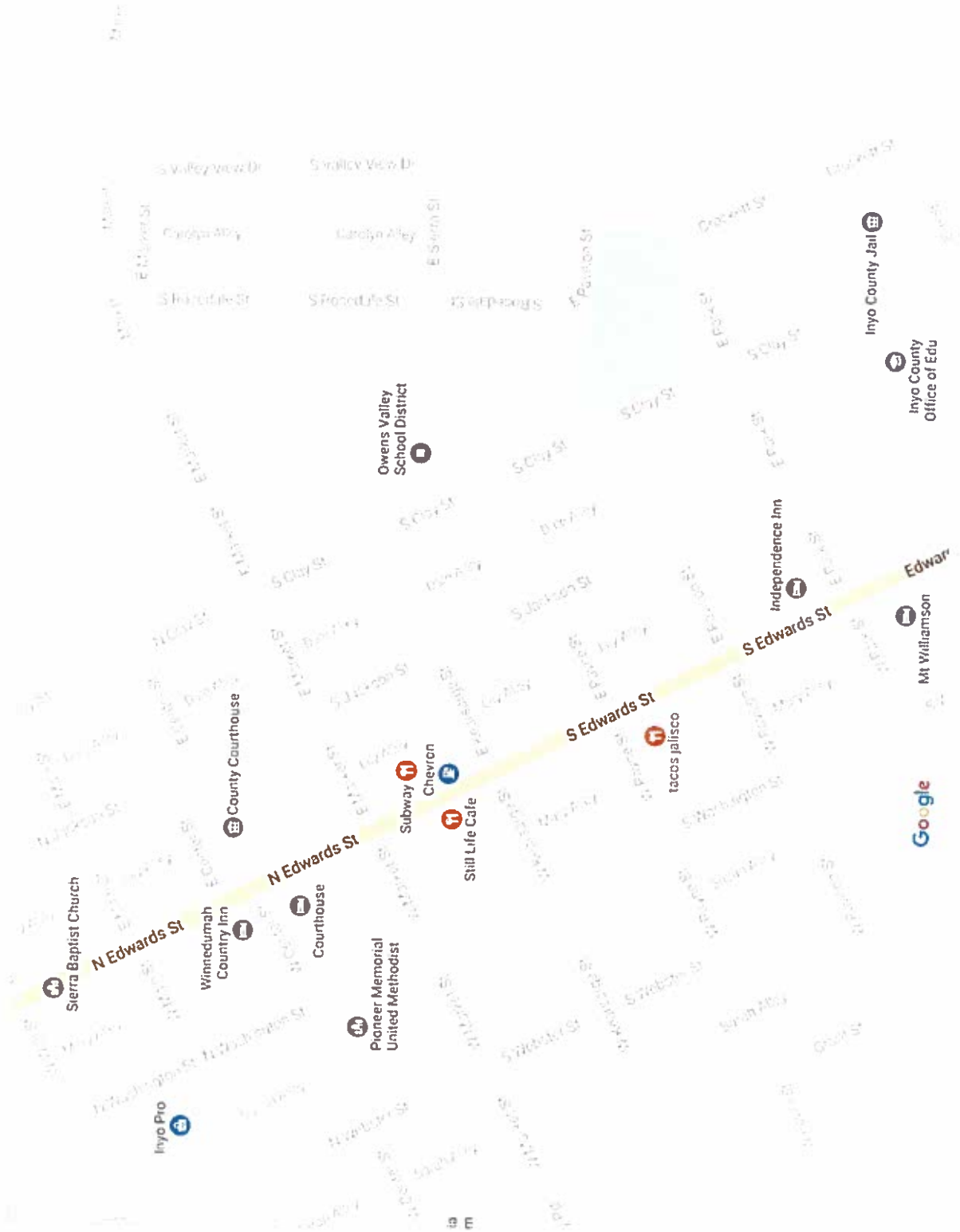
1. Above ground water storage tanks (large capacity)
2. Dam inundation paths and flood paths
3. Electrical transmission lines (overhead/underground, high voltage towers), gas lines, and water lines
4. Industrial areas, which may contain hazardous material manufacturing, storage locations, and transportation routes
5. Landslide prone areas
6. Major highways and railroad routes, including roads and highways vulnerable to closures
7. Petroleum storage plants

On the map identify potential evacuation routes. Also, include neighborhood resources available (*fire and police stations, hospitals, clinics, doctors, pharmacies, and stores from which emergency supplies can be obtained*).

School Sites as Disaster Shelters

Pursuant to Education Code 32282 V, schools are to be considered as places of refuge in the case of a disaster. If the school site is approached by a public agency, including the Red Cross with a request to establish a mass care or welfare shelter on the school site, contact the Director of Maintenance and Operations.

Area Map surrounding Owens Valley Unified School District



EMERGENCY SITUATIONS

The following situations require the need for specific emergency procedures. The listed situations and appropriate responses are suggested guidelines to follow. All principals, staff, and students should be thoroughly familiar with these procedures requiring immediate action.

BOMB THREAT

After receiving a bomb threat, the responsibility for determining the exact course of action in each case remains with the Principal/Designee. The following actions are suggested as a guide, with such modifications or changes as might be required for the individual circumstances. The safety of students and staff, and the prevention of panic are the primary considerations.

In the event of a threat of a bomb on the school site, the following procedures are suggested:

1. The person receiving the call should engage the caller in a conversation to gather as much information as possible. Immediately begin filling out the "Report of Bomb Threat" form (typical location by phone) and attempt to get another office staff member on the line.
2. Ask caller questions on the "Report of Bomb Threat".
3. Immediately after the caller hangs up, report all information to the Principal/Designee, who will call 911 and notify Daniel Velazquez, Director of Transportation and Maintenance.
4. The Principal/Designee shall decide on the appropriate response action based on:
 - a. Information given in the received threat and obtained and recorded on the "Report of Bomb Threat" by the person receiving the call.
 - b. Consultation with Daniel Velazquez, Director of Transportation and Maintenance.
5. The decision to evacuate the buildings is an option if the situation is not considered a hoax.
6. Under the direction of the Principal/Designee, staff should immediately proceed with a thorough search of the pre-designated safe evacuation areas to ensure those areas are safe to occupy.
7. Site staff prior to evacuating a room, should look around and listen and report any unusual objects or sounds to the site administration. Do not open cabinet doors or file cabinets or move furniture during this assessment. Teachers should convey information about suspicious articles by sending a runner to the command post.

8. If a further search of buildings and other areas is necessary, it should be conducted by emergency responders accompanied by school site personnel familiar with the area to be searched (other than teachers who should remain with students). Site maps will be needed and should be prepared in advance of the search.
9. If a foreign, suspicious, unfamiliar object or package is found, do not touch or move it. Immediately report the location of the object to the Principal/Designee or emergency services officials.
10. Staff and students should not return to buildings until the Principal/Designee or emergency services officials declare the area safe.

REPORT OF BOMB THREAT FORM

Keep this Near Your Phone

KEEP CALM, listen carefully, try to recall the exact message received, voice pattern, background noise, etc.

IMPORTANT-Note the time: _____,

Then, ask questions listed in the order below, *IF POSSIBLE*

1. What time will bomb go off? _____
2. Where is it located? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. Who are you? _____

Transmit above data immediately to the Superintendent/Principal/Designee

Emergency Contact: 911 for Public Safety Agency

CHEMICAL ACCIDENT

Chemical accidents of emergency Level I magnitude may include hazardous substance spills in science laboratories or fuel leaking from a vehicle. Chemical accidents of disaster Level II magnitude would include accidents involving large quantities of toxic gasses, such as broken natural gas lines, pool chlorine containers, tank truck accidents, and train derailments.

LEVEL I RESPONSE

1. School Site Science Department teachers should be aware of the nature of the chemical spilled and appropriate response actions. Chemical spill control kits are located in all science chemical storage areas and teachers have been trained on the use of the kits.
2. If appropriate, take action to evacuate the buildings, and if necessary, the area. Call 911 to report the spill and to request response by a HazMat Team if professional clean-up is required.
3. In the event of other Level I magnitude chemical accidents, call 911 for appropriate emergency services responders. Also contact the Director of Transportation and Maintenance.

LEVEL II RESPONSE

Warning of a large scale chemical accident off-site is usually received from Fire or Police Department officials or from the County Office of Emergency Services when there is a threat to the safety of persons at schools. The entire response, in this case, will be at the direction of the Incident Commander (*county official*). The nature, size, location and weather conditions will dictate the proper response.

When no official is available, the following procedures are required:

1. Determine whether staff and students should evacuate the school site or stay indoors.
2. If appropriate, take action to evacuate the buildings, and if necessary, the school site.
3. Report the event to 911, and the Director of Transportation and Maintenance as soon as possible.
4. Avoid fumes by moving crosswind-never upwind or downwind.
5. With the school staff, maintain control and take roll of students at a safe distance from the incident.
6. Render first aid as necessary.
7. Do not return to buildings or the school site until public safety emergency services officials declare the area safe.

EARTHQUAKE

An earthquake usually strikes without warning and is usually followed by aftershocks. In the event of an earthquake, the following procedures are required.

IF INSIDE BUILDING:

1. Give command "**DUCK**" OR "**DROP**"
2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass, out from under heavy ceiling fixtures and away from tall furniture.
3. If you cannot get beneath an object, drop to the floor in a bent and crouched-over position, bury your face in the crook of one elbow and place the other hand over the back of your neck. Cover your head with a coat, sweater, or notebook if handy.
4. The Superintendent/Principal/Designee has the option to signal evacuation. If so, then the command to evacuate will be issued when earthquake is over, then evacuate to the pre-designated safe area. Special consideration should be given to exit routes, as building facades, electrical transmission lines, and other obstacles may be present.
5. **DO NOT RUN**, particularly on stairways.
6. Maintain control and take roll of students.
7. Do not light any fires after the earthquake.
8. Avoid electrical wires, which may have fallen.
9. Render first aid if necessary.

IF OUTDOORS:

1. Move away from buildings, trees, power poles (*at least one and one-half times their height*), exposed wires, and metal fences.
2. Give command "**DUCK**" OR "**DROP**".
3. The safest place is in the open. Stay there until the earthquake is over.
4. **DO NOT RUN**.
5. After the earthquake, if on the way to school, continue to school. If on the way home, continue home.
6. After an earthquake (if at school) stay at school and **WALK** to the pre-designated safe area.

7. Follow procedures 7, 8 and 9 under "If inside buildings".

IF ON A SCHOOL BUS:

1. The school bus driver and all students should remain on the bus. It is important that everyone remain as calm as possible and students should be told that they are safer on the bus than outside and unprotected.
2. The school bus should be pulled over to the right side of the roadway and parked. Every reasonable attempt should also be made not to stop on or under a bridge, overpass, near power poles, sound wall or other objects, which could fall on the vehicle.
3. Turn engine off, effectively setting the brakes, placing transmission in first or reverse gear or park position, and removing the ignition keys, which shall remain in the driver's possession. Make sure your two-way radio is still operable.
4. Render first aid if needed.
5. Using two-way radio, report only life threatening conditions. Continue calling until contact is made, otherwise keep off of the radio, listening for instructions from the Transportation Office or authorized personnel.
6. Keep reassuring students that everything will be okay.
7. After the earthquake is over, if no information has been given, it is expected that the driver will take the students on board to the nearest shelter or school and remain with them until they are released to their parent(s) or authorized person(s).

EARTHQUAKE PREPAREDNESS CHECKLIST AND CERTIFICATION FOR SCHOOLS

This guide is designed to help you evaluate where you are in terms of a cohesive disaster preparedness program, e.g., a truly integrated plan, and training that needs to be developed or repeated.

Please respond with Yes, No, or Partially

Preparedness and Mitigation	Yes	No	Partially
Does your school have a disaster plan that your staff is aware of, including roles and responsibilities under the plan?	X		
Do they realize that they may be responsible for the students for up to 72 hours or longer after a disaster?	X		
Is your staff aware of the fact that, under Government Code #3100, they are Disaster Service Workers, and if a disaster occurs during school hours, they may be required to remain at school?	X		
Does your staff know the location of the main gas, electricity and water shut-off valves?	X		
Who has been trained to check for damage and to turn off if the need arises? <i>Insert Names: Daniel Velazquez, Dan Moore, Jeff Rodriguez</i>	X		
Has a map of the school and school grounds been made and distributed to all staff members, which includes basic evacuation procedures and potential earthquake hazards to avoid?	X		
Have you made a list and a map of the location and availability of First aid and other emergency supplies?	X		
What non-structural hazard mitigation measures have been completed at your school? <i>Installed stabilizer bar on shelving unit for chemical storage</i> <i>List Measures:</i>	X		
Have bookshelves, file cabinets and freestanding cupboards been bolted to the wall or arranged to support each other?	X		
Have heavy items been removed from the tops of bookshelves and cupboards?	X		
Have the windows in the classrooms and other campus buildings been equipped with safety glass or covered with a protective film?	X		
Are the partitions, ceilings, overhead lights, and air ducts secured to the structures of the building?	X		
Have inventories been made of hazardous chemicals in areas such as the science building and maintenance shops?	X		
Has anyone been appointed to check these chemicals after an earthquake? <i>Daniel Velazquez and Jeff Rodriguez</i>	X		
Have you conducted an inventory of the kinds of skills or needs of your staff?	X		
Have you conducted training in First Aid, damage assessment, and fire suppression?		X	

Preparedness and Mitigation (cont'd)	Yes	No	Partially
Does your school have a back-up communications system such as a two-way radio or cellular phone to communicate with our local emergency operations center? Who is trained to use this equipment? <i>Names: Emergency 2-way radio provided by District. All staff is trained Dan Moore – cell phone</i>	X		
Does your school have an internal communication system such as Walkie-Talkies, megaphones, etc.?	X		
Are there any programs established between the school and parent groups, which discuss the school's policies regarding student release and retention and the development of an emergency plan for the home? <i>Location: Will continue to work with School Site Council to develop</i>			X
Do you have duplicate copies of important data stored in an off-site location or some other alternative? <i>H:Drive</i>			X
Have provisions been made to evacuate persons with disabilities or who use assistive devices?	X		
Emergency Response	Yes	No	Partially
Does the central "Command Post" or other central planning area identified, contain maps of the campus, facilities and hazards, an enrollment sheet for the current year, First Aid supplies, and other tools necessary to manage the emergency response activities after a disaster? <i>We will continue to work on obtaining first aid supplies and other tools for our command post.</i>			X
Do the teachers have basic operating procedures to follow, such as: Knowing how to implement the basic "duck and cover" actions when an earthquake begins? <ul style="list-style-type: none"> • Having an emergency kit near the desk which contains an attendance sheet, special medical information and student release information? • When to evacuate and when to remain in the classroom after an earthquake? • Knowing how to determine the most seriously injured (triage), to administer First Aid and how to comfort those who are frightened or hysterical? • If some students are seriously injured and an evacuation is in order, what to do with the injured? <i>More work needs to be done to prepare teachers: emergency kits in rooms. Will continue to work on this.</i>			X
Have checkout procedures been established before a student is released to an adult?	X		

	Yes	No	Partially
Emergency Response (cont'd)			
What are your immediate damage assessment procedures? We have a Sweep Team that breaks into three to four two-man teams that check each room and area of the school. When a room is entered, one piece of tape is placed on the door. When it has been checked and cleared with no injuries, a second piece of tape is placed on the door to form an "X". Injuries and damages are reported back to the command post by walkie-talkies.			X
Have you developed emergency sanitation procedures?		X	
Has a spokesperson been appointed to serve as a liaison with the press after a disaster? <i>Dan Moore and Carma Roper (Sheriff's Office)</i>	X		
Have you identified personnel who can translate information to non-English speaking parents? <i>Names: Daniel Velazquez and Gemma Arana</i>	X		
Who has been designated for search and rescue, and have they received training?	X		
Have you identified an evacuation site? Is there an alternate location if you cannot use your initial site?	X		
RECOVERY	Yes	No	Partially
Do you have information on record keeping and sources of financial aid for disaster relief?			X
Do you have absentee policies for teachers/students after a disaster?			X
Has the school contracted with, or made inquiries to, mental health organizations to provide counseling to students and their families after a disaster? <i>School Psychologist may be contacted.</i>			X
Are you aware of, or prepared to undertake, alternative teaching methods for students unable to return immediately to classes: correspondence classes, tele-teaching, group tutoring? <i>We are developing the program</i>		X	
Do you have a plan for conducting classes if some of your facilities are damaged: half day sessions, alternative sites, portable classrooms?		X	
Do you have documentation procedures to keep records of costs incurred and services provided by your school as a result of serving as a	X		

mass care shelter?			
Earthquake Drill Evaluation	Yes	No	Partially
Are all students and staff familiar with the "drop, cover and hold" procedure?	X		
Have all students demonstrated their ability to take immediate and correct actions?	X		
Do teachers take cover with students during drills?	X		
Is there sufficient shelter space under tables, desks and counters for all students?	X		
Do all students know how to protect themselves if no shelter is available?	X		
Are teachers and students prepared to remain in quake-safe positions for up to sixty seconds?	X		
Are students encouraged to be silent during drills?	X		
Are teachers prepared to maintain relative calm and reassure their students?	X		
Do students know two routes from their classrooms to a safe outdoor area following a simulated earthquake?	X		
Do your post-earthquake procedures consider the very real possibility that strong aftershocks may occur within minutes after the main event?	X		
Do teachers remember to take their class roster and response checklists to outdoor assembly area during earthquake drills?	X		
Have custodial staff and all others assigned earthquake response duties practiced their roles during your earthquake drills?	X		
Have students been given ample opportunity to discuss their fears and concerns about earthquakes?	X		
Have students been instructed on how they can help each other?	X		
Are earthquake drills viewed as an opportunity to discuss earthquake preparedness in the home?	X		
Have parents been informed about your earthquake safety procedures?	X		
Have teachers and other staff members been encouraged to prepare their families to cope effectively during and after an earthquake?			X

Pursuant to Education Code 322826IV, I _____, certify that the
Principal's Name
staff and pupils under my charge at Owens Valley Unified School District have been made aware
of and properly trained on the above preparedness and mitigation procedures.

Signature

Date

Date of Last Training

Classroom Safety Inspection – Owens Valley Unified School District

Room _____

Please inspect your room for the following conditions. Notify your immediate supervisor of any unsafe conditions. All objects stored above shoulder level should either be secured in such a manner as to not easily tip or fall or be secured to wall surfaces.

- Store all heavy objects on the lowest shelves.
- Separate all glass objects in such a manner that they will not be jolted against each other or against other objects.
- Make certain that all overhead storage is properly secured.
- Have bookshelves, file cabinets and free standing cupboards been bolted to the wall or arranged to support each other?
- Have the windows in the classroom been equipped with safety glass or covered with a protective film or other window treatment? (e.g. drapes or blinds)
- Are the partitions, large bookcases, water heaters secured to the structure of the building?
- Store chemicals on low shelves. Storage areas can be extremely hazardous during a disaster situation. Inspect all areas for loose items that might tip or fall during an earthquake (*including statues, display items, TV sets, etc.*) and secure them to wallsurfaces or locate them away from student seating.
- DO NOT** leave doors to storage cabinets open and unlatched when the cabinets are not in actual use.
- DO NOT** allow flammable combustible materials to be stacked or stored near exit doors.
- DO NOT** allow the over accumulation of flammable/combustible materials in classrooms, workrooms, or other work places.
- DO NOT** Store flammable/combustible or other hazardous chemicals in such a manner as to allow the contents to mix if containers are broken. (*This is particularly true of chemicals which, when combined, will produce toxic gasses or cause instant fire.*)
- DO NOT** let glass containers or materials accumulate on counter tops or other work space. Put them back into proper storage areas when you have finished using them.
- DO NOT** allow electrical cords to extend across walkways or exit ways. Remove them after use and store them properly.
- DO NOT** suspend flammable material or other objects from ceiling or from lighting

Please note on back any problems that need resolution. Sign your name where indicated below to verify that your room inspection was completed. Thank you.

Name: _____ Date: _____

EXPLOSION

In the event of an explosion at the school or the threat of an explosion, such as those caused by leaking gas or faulty boiler within a school building, the following procedures are required:

1. EXPLOSION

Teachers:

- a. Give command **"DUCK" OR "DROP"**. Teachers should instruct students to react in the same manner on their own to this type of catastrophe in case it occurs when the teacher is temporarily not present.
- b. If the explosion occurred within the building, or threatened the building, the teachers should immediately give the command to evacuate the building.
- c. Sound the school fire alarm.
- d. Move to a pre-designated area of safety, and maintain control and take roll of students.
- e. Render first aid as necessary.

Superintendent/Principal/Designee

- f. Call 911 and notify the Director of Transportation and Maintenance as soon as possible.
- g. Notify utility companies of a break or suspected break of utilities. If the smell of natural gas is detected, turn off gas and electric shut-off valves.
- h. Students and staff should not return to buildings until the Principal/Designee or emergency services officials declare the area safe.

2. THREAT OF EXPLOSION

- a. Sound the school fire alarm. This will automatically be the **"LEAVE BUILDING"** Command and response implementation.
- b. Follow procedures d through h under "Explosion" above.

FALLEN AIRCRAFT

If an aircraft falls near or on a school site, the following procedures are required:

1. The Principal/Designee will determine appropriate response actions. When necessary, teachers will take immediate action for the safety of students without waiting for directions.
2. If possible, the Superintendent/Principal/Designee will determine whether the aircraft is military, commercial or private and call 911 and the Director of Transportation and Maintenance.
3. All staff and students will be kept at a safe distance, up wind, from the crash site, to protect them from a possible explosion. The minimum safe distance is 400 yards. This may require a site evacuation.
4. Staff and students should not return to the school site until emergency services officials declare the area safe.
6. Do not release students from the school site until emergency services officials have secured the crash site and declared it safe to do so.

FIRE

When the fire alarm system has been activated, **for any reason**, all students and staff must evacuate to the pre-designated assembly areas. A fire alarm and subsequent evacuation **cannot be cancelled** by site administration even when the activation of the alarm system is believed to be accidental (e.g. burned food, dusting activities, “false alarm”, malfunctioning equipment) or intentionally activated by a student as a prank.

In the event a fire is detected **within** a school building, the following procedures are required:

1. The Principal/Designee will sound the school fire alarm. This will automatically be the **LEAVE BUILDING** command and response implementation.
2. Ensure proper, complete evacuation of buildings.
3. Maintain control and take roll of students at a pre-designated safe distance from the fire and firefighting equipment.
4. The Superintendent/Principal/Designee will call 911 and notify the Director of Transportation and Maintenance as soon as possible.
5. Keep access roads open for emergency vehicles and provide escort to the location of the fire.
6. Students and staff will not return to the buildings until the Principal/Designee or emergency services officials declare the area safe.

Any evidence of a fire should be reported to the Fire Department so that a Fire Inspector may conduct an investigation. For that reason, evidence such as the contents of trash can fires, burned objects, etc., should be preserved, secured in place (with caution tape), and left undisturbed.

In the event of a fire **near** a school site or on school grounds, the following procedures are required:

1. The Principal/Designee will determine the need to issue **LEAVE BUILDING, GO HOME (District approval needed)** or **DIRECTED TRANSPORTATION** commands and responses.
2. If appropriate, take action to evacuate the buildings, and if necessary, the area.
3. Maintain control and take roll of students at a safe distance from the fire.
4. The Superintendent/Principal/Designee will notify the Director of Transportation and Maintenance as soon as possible.
5. Students and staff should not return to the school site until the Principal/Designee or emergency services officials declare the area safe.

FLOOD

The possibility of flood in this area is probable but unlikely, flooding rarely occurs without warning.

In the event of flooding conditions, the Superintendent/Principal/Designee will consult with the Director of Transportation and Maintenance to determine appropriate response actions.

The action taken will depend on the severity of the situation as reported by commercial emergency radio broadcasts, fire or police communications within the school district.

Consideration should be given to flood path inundation which may affect walking and/or bus routes. Students living in endangered areas may need to be kept under school site staff supervision and held until picked up by parents or authorized designee.

SEVERE WINDSTORM

The National Weather bureau can usually forecast severe windstorms accurately. If time and conditions permit, the GO HOME (District approval needed) command may be issued and emergency dismissal may be implemented prior to an emergency.

If high winds develop during school hours with little or no warning, the following procedures are required:

1. Students and staff should assemble inside buildings.
2. Maintain control and take roll of students.
3. Close windows and blinds.
4. Avoid auditoriums, gymnasiums, and other structures with large roof spans, and classrooms bearing the full force of the wind.
5. Keep tune to a local radio or television station for latest advisory information:

Radio Stations: KBIS

6. Consult with the Superintendent/Principal for further appropriate response actions.

WAR

STRATEGIC WARNING:

1. Description and Meaning
 - A. This is a notification that enemy initiated hostilities may be imminent.
 - B. Dissemination will be by news, radio, television and newspapers. No public warning devices will be sounded.
 - C. No estimate can be made of the duration of a strategic warning condition.
 - D. The warning time may vary from several hours to several days.
2. The following will be accomplished:
 - A. Implement emergency dismissal on instructions from the Superintendent/Designee.
 - B. Take the necessary steps to close the school site on instructions from the Superintendent/Designee.
 - C. Notify the Superintendent/Designee when this has been accomplished.

ATTACK WARNING:

1. Description and meaning:
 - A. "Attack against the United States has been detected"
 - B. Dissemination
 - 1) Three to five-minute wavering tone, or series of short blasts (site verification on bell), on public warning devices (may be repeated).
and/or
 - 2) Monitor AM or FM radio receiver
and/or
 - 3) Telephone or two-way radio notification from District Emergency Communications Center.
2. The following will be accomplished:
 - A. Give command **"TAKE COVER"**
 - B. Turn on the local TV or radio station for latest advisory information.
 - C. Radio Stations: KBIS
 - D. Take precautions to minimize the possibility of persons being struck by flying objects such as glass and venetian blinds.

- E. Improve shelter area protection with materials immediately available at the school or site, with particular attention to protection from overhead. Books and other dense materials piled on tables and materials placed against outside walls lessen the severity of radiation.
- F. Maintain control and take roll of students.
- G. Remain under cover until other action is advised or directed by emergency services personnel.

INDOOR AIR QUALITY CONCERNS

Indoor air quality (IAQ) is an ongoing concern and priority. Routine preventative maintenance and servicing of HVAC equipment should ensure a properly ventilated and temperature controlled environment. There are however, many internal and external factors that can contribute to the degradation of air quality within a building.

When a staff member receives an IAQ complaint, she/he should contact the Director of Transportation and Maintenance and they will visit the identified space and work to confirm that the complaint is not being caused or exacerbated by some factor that can be immediately remedied, i.e. HVAC fan is not running continuously, plug-in air fresheners are being used, or the keeping of animals (classroom pets) within the space.

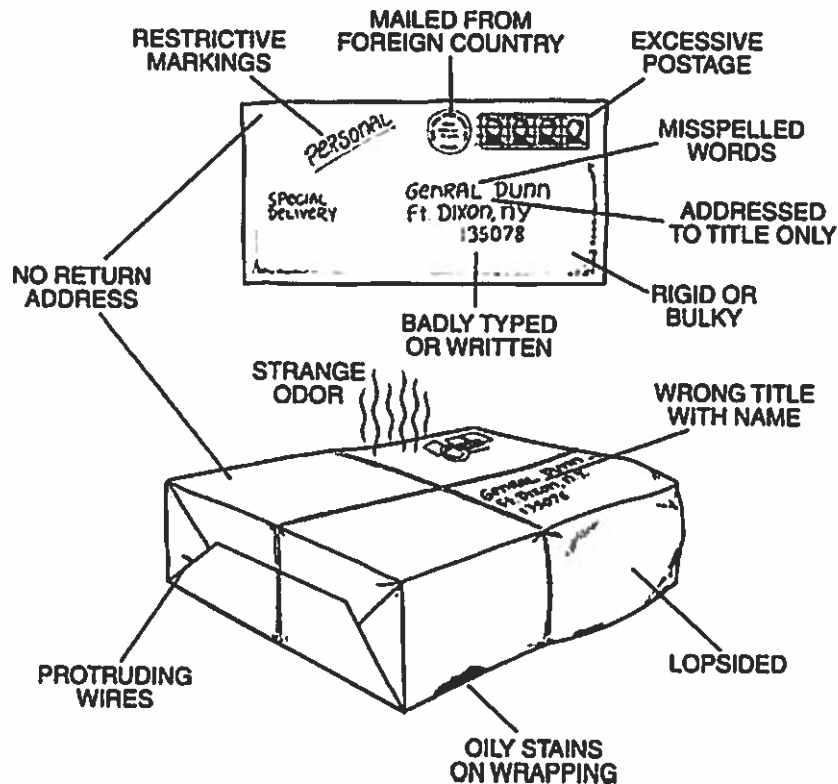
After acknowledgement of a potential IAQ issue, Maintenance staff will initiate the mobilization of the response team to inspect the building. The response team consists of the Safety Technician and the appropriate M&O management and trades staff.

The inspection will include:

1. Inspection of HVAC equipment for proper operation (air circulation, ventilation, temperature, and humidity) and cleanliness (mold, mildew, etc.);
2. Facility internal - Cleanliness, chemicals, manufactured materials, obstructions, evidence of moisture, sources of odor;
3. Facility external- Ponding water on the roof or under the building, sub-floor ventilation, sources of odor, water tightness of the building perimeter;
4. Verify adequate ventilation (makeup and exhaust air);
5. Take corrective action and make repairs as necessary;
6. Prepare a field report and checklist.

A copy of the report will be forwarded to the school secretary and should be shared with the person/people who initiated the complaint. Administration staff may recommend that an industrial hygienist conduct air source testing if the issue is not resolved to the satisfaction of the complainant(s). Authorization to contract for the services of an industrial hygienist will be determined by Administration.

Suspicious Package Identification



- Lopsided or bulky
- Strange odor
- Badly typed or written
- Excessive postage or mailed from a foreign country
- Restrictive markings
- No return address
- Protruding wires
- Oily stains
- Wrong title with name
- Rigid or bulky
- Addressed to title only
- Misspelled words
- Excessive wrapping tape or string
- Powdery residue

What Do I Do?

If you encounter a suspicious package...

1. Remain Calm.
2. Avoid handling as much as possible. Do not smell, taste, touch or feel the item.
3. Make sure the package is safeguarded and isolated from coworkers and students.
4. Wash your hands with cool water and antibacterial soap.
5. Notify your supervisor who will call 911, then call the Director of Transportation and Maintenance, immediately after steps 1 thru 4 have been followed.
6. Determine if anyone else came in contact with the item or its immediate area.
7. Wait for help to arrive.

NOTE: Consider any items that have come in contact with the item in question or the person who touched it as contaminated: trays, desk, sink, towels (paper or otherwise), trash containers, etc. Do not use hot air type hand dryers to dry hands.

Command Post Activation

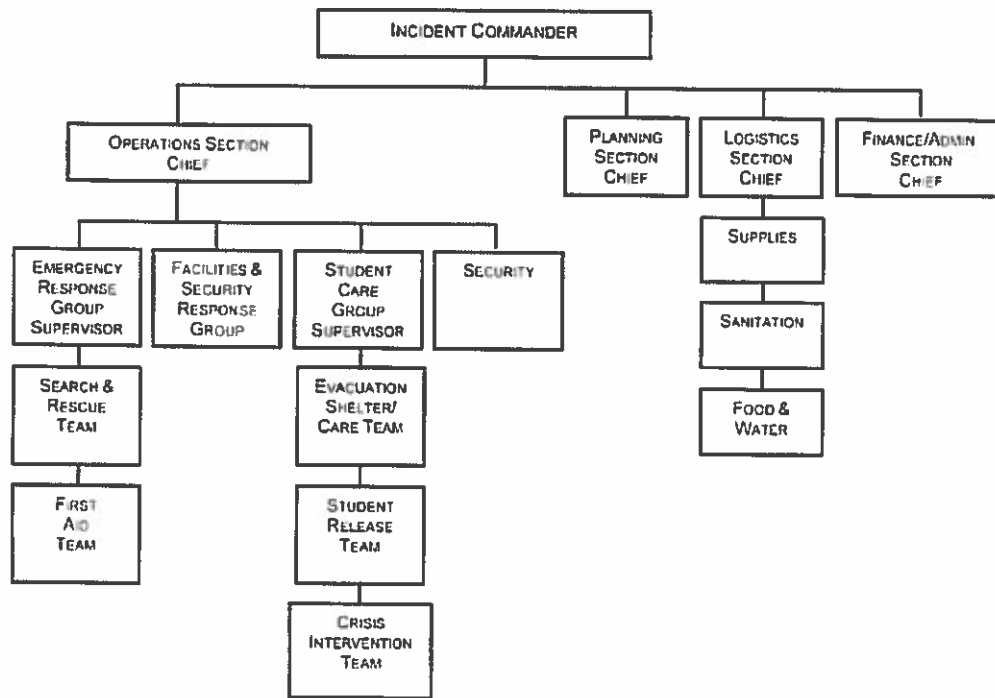
Who Activates?	The Superintendent/Principal/Designee activates the Site Command Post.
When to Activate?	The Site Command Post will be activated when any situation at the site requires centralized emergency management. This situation will normally be based on the level of emergency
Level I Emergency	The Site Command Post may or may not be activated depending on the need for centralized emergency management. The Principal/Designee will make the decision to activate the Command Post.
Level II Disaster	The Site Command Post is activated. The Command Post and emergency procedures are fully activated.
Where to locate the Site Command Post	<p>The Superintendent/Principal/Designee will pre-designate a primary Site Command Post location based on the following criteria:</p> <p><i>Primary Command Post location is on the Softball Field.</i></p> <p>Centrally located area within view and hearing (<i>by bullhorn or other amplification</i>) of the Student Supervision Area.</p> <p>Accessible, secure area which can be protected from outside interruptions such as media, parents, etc.</p> <p>If possible, locate near radios, telephone, and other communication equipment.</p> <p>Clearly identify/label the Command Post using flags, traffic cones, etc., which are easily recognized by emergency services officials.</p> <p>Selection of the actual Site Command Post will be based on the damage and/or potential dangers caused by the emergency situation; therefore, alternate Command Post sites should be considered and pre-designated.</p>

WHAT IS THE SITE COMMAND POST?

Day-to-day school site operations are conducted according to normal procedures understood by the staff charged with those functions; e.g., teachers, custodians, food service workers, clerical, etc. When a major emergency or disaster strikes, staff must often assume responsibilities not common to their everyday roles. Therefore, the centralized management of these tasks is the crucial element of the emergency plan. This facilitates a coordinated response by the site principal, site staff, responders from the District Office, and public safety agency responders.

The Site Command Post provides the central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the Site Command Post:

- Receiving and disseminating warning information.
- Activating site emergency plan and managing emergency operations.
- Collecting information from and disseminating information to site staff, District personnel, and outside responders.
- Updating status reports.
- Controlling and coordinating, within established policy, the resources committed to the emergency response at the site.
- Maintaining contact with the District Office.
- Providing emergency information and instruction to the public.



1. Staff will be assigned to meet the needs of the above response teams. One staff member, in addition to the principal, should be assigned to the Command Post as an alternate in case the principal is not at the school site. The following guidelines will assist in the assignment of staff to specific teams.

Preliminary assignments attached.

2. Teachers should be assigned to the Student Supervision Area. During a Level II Disaster, teachers will serve in a variety of capacities. This will include search and rescue, first aid, security/utilities, resource/support and family reunion.
3. School secretaries should be on the Family Reunion Team, as they know and recognize many parents.
4. All part-time certificated staff and part-time teacher aides should be assigned to the Student Supervision Area. The principal may reassign these staff members on an as-needed basis to other areas during the emergency.
5. Health aides and nurses should be assigned to the First Aid Team.
6. If the school psychologist is at your school site, use for psychological first aid.
7. Custodian and itinerant Maintenance and Operations employees should be assigned to the Security/Utilities Team.
8. Cafeteria Managers and their staff should serve on the Resources/Support Team and be in charge of the Food/Water section of that team.

Response Teams - Introduction

The plan is based on the School Site Emergency Procedures model used by most school districts in California. The following teams should be included at each school site.

**Command Post:
Principal** Provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions.

**Student Supervision
Team:** Evacuates students from building using pre-determined routes. Accounts for all students and assembles students in a designated student assembly area.

Search and Rescue Team: Searches a pre-determined area of the school site in established pattern. Rescues trapped and/or injured students and staff. Extinguishes small fires.

First Aid Team: Sets up and staffs a School Site First Aid Center. Triage and treats the injured at the school site. Establishes a site morgue if necessary.

Security/Utilities Team: Turns off all school site utilities when necessary. Secures the school site after the emergency. Assists in firefighting.

Family Reunion Team: Reunites students with families.

Resources/Support Team: Procures and provides people, materials, and facilities to support the response and recovery at the school site. This includes food and water supplies, sanitation, communications, and transportation.

Shelter Team: If it becomes necessary to house students overnight, the Student Supervision Team would be in charge and cooperate with the Red Cross if the school is designated as Red Cross Mass Shelter.