

Ranch o Pico Junior High School

EMERGENCY REFERENCE GUIDE

WHEN AN EARTHQUAKE OCCURS:

1. The teacher or other person in authority implements **DROP, COVER, HOLD.**
2. If necessary, **MOVE CLASS OUTSIDE** to an open area and when safe, take the class to the **DISASTER ASSEMBLY AREA** as indicated on the map in your classroom. **Take roll book and emergency backpack.**
3. Take roll and complete the Emergency Accountability form. **IMPORTANT— Be sure that when you have completed the accountability report form it is sent with a student runner to Command Post.**
4. **Report to designated emergency team.**

IN CASE OF FIRE:

1. When the fire alarm sounds, instruct your students to quietly exit the room. **Take roll book and emergency backpack.**
1. Instruct your students to follow the evacuation routes and gather in the **DISASTER ASSEMBLY AREA.**
2. Meet your students in the assigned area and verify your attendance.
3. Complete **CLASS STATUS REPORT** and send to Command Post via student runner.
4. When the all-clear signal is given, return to your room with your students.
6. If staff and students are unable to return to their rooms due to the danger of the structures burning, staff members will **WALK THEIR CLASSES DOWN VALENCIA BOULEVARD** in a safe and orderly fashion to convene in the Wells Fargo Parking lot on the corner of the Old Road and Valencia Boulevard.

POWER OUTAGE:

1. Remain in your classroom with students until contacted by the office with instructions.

HAZMAT (Hazardous materials):

1. Immediately after a HAZMAT condition has been reported to an administrator, the administrator will call either the fire department or the sheriff's station and insist that one of their personnel report to the school ASAP to confirm the call. If the school deputy is available, s/he may confirm the call.
2. After a proper authority has confirmed the call, the principal will conduct a meeting with selected members of the Crisis Team. The purpose of the meeting will be to 1) define the situation, 2) discuss possible solutions/actions, 3) define the plan of action, and 4) execute the plan.
3. The principal will contact the district superintendent and apprise him/her of the situation.
4. If the administration is instructed to evacuate the school premises, the plan of action must include the manner of dismissal (i.e. all at once, by building, etc.), the route(s) that will be used, and the designated assembly area.

HUMAN THREAT (BOMB, SHOOTER, ETC.):

1. Take necessary precautions to ensure safety of self and students (evacuate, lock door, etc.)
2. Follow instructions given from office via phones or all-call.
3. Contact an ADMINISTRATOR with **CLASS STATUS REPORT.**
4. **CELL PHONES CANNOT BE USED.**