

**East San Gabriel Valley  
Regional Occupational Program and Technical Center**

**DEL NORTE CAMPUS  
SAFETY AND EMERGENCY GUIDE**

**SCHOOL SITE EMERGENCY RESPONSE PLAN**

**POST IN A VISIBLE LOCATION NEAR THE CLASSROOM DOOR**

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## **2018-2019 Emergency Safety Committee Members**

Julien Sierra	Monument Security
Jennifer Carreno	Medical Assistant Instructor
Veronica Ceballos	Sr. Career Placement Specialist
Juan Cabral	Admin of Justice Instructor
Annet Johnson	Human Resources Director
Raymond Luong	MPA Counselor
James Piccola	Instructional Supervisor
Brian Richling	EMT Instructor
John Smith, Ed.D.	Deputy Superintendent
Jose Trejo	Security and Transportation Student Ambassador

# **EMERGENCY RESPONSE PLAN**

**Name of School:** East San Gabriel Valley ROP/TC

**Superintendent:** Sherryl Carter

**Address:** 1501 Del Norte Street  
West Covina, CA 91790  
(626) 960-5080

# EMERGENCY RESPONSE PLAN

The Superintendent/Designee (Site Incident Commander) will activate the school's "Emergency Response Plan" in a major disaster or when an emergency exists or threatens to exist that may impact the safety and well-being of students, employees, or others on campus.

When the "Emergency Response Plan" is activated, staff will follow the Standard Emergency Management System (SEMS). Under SEMS, the Superintendent or Designee (Incident Commander) is in charge of the Response Team during an emergency on the campus. The attached ICS School Organizational Chart illustrates the team's structure and the Campus Command Chart provides a brief description of each team member's job title and responsibilities.

Depending on the emergency, there may be more than one incident commander (i.e. shooting on campus). In this situation, the school police would assign a law enforcement officer as the incident commander.

During the emergency crisis, each team member will perform his/her designated duties, as described on the Campus Command Chart for the duration of the emergency. The emergency will officially end at the announcement of the Superintendent or designee; normal school operations will resume.

At the conclusion of the emergency, the Campus Supervisors will prepare an "Emergency Status Report" for the school District's Emergency Operations Center-listing property damage, number of injuries, number of casualties, damage to utilities service, type of emergency response units, and other incident-related issues; this may include updated reports throughout the duration of the emergency.

# EMERGENCY RESPONSE TEAM

## Description of Duties and Responsibilities

### 1. Incident Commander (Superintendent/Designee)

**Job Description:** The Incident Commander is the decision-maker for the impacted school. He/she is responsible for emergency operations to ensure the safety of students, staff and others, who are on the campus.

#### Responsibilities:

1. Assess emergency or threat and impact to students, staff, school property and surrounding community.
2. Activate the emergency plan and Incident Command System.
3. Establish an Incident Command Post.
4. Develop and communicate a plan of action.
5. Provide district with a site specific status report.
6. Authorize any release or public information.
7. Begin student release procedures (when it is safe to do so).
8. Make provisions for mental health counseling.
9. Make provisions for language translations.
10. Release teachers, as appropriate.
11. Declare end of emergency; initiate recovery, if appropriate.
12. Remain in charge of campus until redirected/released by Superintendent of School or relieved by Fire or Law Enforcement Incident Commander.

### 2. Operations Chief

**Job Description:** The Operations Chief is responsible for coordinating activities that are needed to respond to immediate needs. He/she manages and directs the emergency response activities on campus. (Note: Incident Commander {Superintendent} may also perform this job).

#### Responsibilities:

1. Coordinate Staff Buddy Assignment.
2. Coordinate Student Messengers.
3. Coordinate Search and Rescue.
4. Coordinate Campus Check and Security.
5. Coordinate Medical Care.
6. Coordinate Student Care.
7. Coordinate Student Release.
8. Assure teams have enough supplies.
9. Reassign staff as needed.
10. Schedule breaks and back-ups for staff.
11. Coordinate mental and health response activities.

### 3. Planning and Intelligence Chief

**Job Description:** The Planning and Intelligence Chief is responsible for the continual gathering and assessing of information. He/she will facilitate meetings, manage status boards, and prepare status reports.

**Responsibilities:**

1. Collect all information pertinent to incident (internal and external).
2. Analyze information for potential impact or changes.
3. Prepare and update status reports.
4. Manage and update status board.

### 4. Logistics Chief

**Job Description:** The Logistics Chief is responsible for coordinating resources that are needed to respond to the emergency; he/she will secure supplies, personnel and equipment, and arrange for transportation and lodging of resources.

**Responsibilities:**

1. Open disaster container.
2. Distribute supplies, kits, etc.
3. Set up various staging areas for sanitation, feeding, etc.
4. Sign in all volunteers and assign to various sections needing assistance.
5. Determine whether additional supplies, personnel, or equipment is needed.
6. Make arrangements for transport of supplies and lodging of personnel.

### 5. Finance and Administration Chief

**Job Description:** The Finance and Administrative Chief is responsible for keeping track of the cost of the disaster. He/she will track all costs and staff time redirected to the emergency. (Note: Incident Commander {Superintendent} may also perform this job). Some districts may prefer to assume responsibility of this function. Check with your District Office.

**Responsibilities:**

1. Document all supplies redirected to emergency.
2. Document all personnel time redirected to emergency (number of hours with description of activities performed).
3. Check with Section Chief to determine whether additional supplies, etc. will need to be purchased.
4. Purchase needed items (upon approval of Superintendent).
5. Document all activities.

**EMERGENCY RESPONSE CRISIS MANAGEMENT PROGRAM  
(SUBJECT TO CHANGE)**

**NAME OF SCHOOL:** East San Gabriel Valley ROP/TC  
**ADDRESS:** 1501 Del Norte Street  
West Covina, CA 91790  
**SUPERINTENDENT:** Sherryl Carter  
**SITE TELEPHONE NUMBER:** (626) 962-5080  
**E-MAIL ADDRESS:** www.esgvrop.org  
**DATE PLAN REVIEWED:** August 2018

**SCHOOL SITE EMERGENCY MANAGEMENT TEAM (SSMET)**

**MEMBER'S NAME:** **Superintendent**  
**TELEPHONE NUMBER:** (626) 472-5120

**MEMBER'S NAME:** **Administrative Assistant**  
**TELEPHONE NUMBER:** (626) 472-5121

**MEMBER'S NAME:** **Campus Administrator Secondary Programs**  
**TELEPHONE NUMBER:** (626) 472-5188

**MEMBER'S NAME:** **Human Resources Director**  
**TELEPHONE NUMBER:** (626) 472-5131

**MEMBER'S NAME:** **Instructor – EMT Basic** 8:00 am to 2:30 pm M-F  
**TELEPHONE NUMBER:** (626) 472-5136

**MEMBER'S NAME:** **Instructor – MA** 8:00 am to 2:30 pm M-F  
**TELEPHONE NUMBER:** (626) 472-5186



**INCIDENT COMMAND SYSTEM (ICS)  
SCHOOL SITE RESPONSE TEAMS**  
(SUBJECT TO CHANGE)

SCHOOL/DISTRICT: East San Gabriel Valley ROP/TC

ICS Function	Name & Title:	Contact Information
INCIDENT COMMANDER	Superintendent	Site Phone: (626) 472-5120
PUBLIC INFORMATION OFFICER	Administrative Assistant to Superintendent & Media Coordinator	Site Phone: (626) 472-5121
SAFETY OFFICER	Monument Security	Contact via Campus Radio
PLANNING/INTELLIGENCE CHIEF	Campus Administrator	Site Phone: (626) 472-5188 or (626) 472-5100
OPERATIONS CHIEF	MOT Staff	Site Phone: (626) 472-5080 Extension: 329
LOGISTICS CHIEF	Human Resources Staff	Site Phone: (626) 472-5131 or (626) 472-5130
ADMIN/FINANCE	Chief Business Official	Site Phone: (626) 472-5134
SCHOOL SITE EMERGENCY RESPONSE	EMT Instructor	Site Phone: (626) 472-5136
SCHOOL SITE HEALTH PROFESSIONALS	Medical Instructors	Site Phone: (626) 472-5143 Site Phone: (626) 472-5191 Site Phone: (626) 472-5186 Site Phone: (626) 962-5080 Ext. 308

# **PROCEDURES**

# Standardized Emergency Alarm Activation Procedures

## 1.Code RED - Emergency Lockdown/Shelter in Place

<b>Primary Signal:</b>	Announcement via two-way radio and/or phone intercom system
<b>Directions:</b>	Teachers/staff will secure their classroom/office immediately by locking doors. In case of active shooter(s) run if safe to do so. There will be no access to, or departure from, the room until law enforcement arrives.
<b>Primary Deactivation:</b>	Law Enforcement Personnel Only

## 2.Fire Drill (Alert)

<b>Primary Signal:</b>	5 bells (3 sec. burst per bell) pause for 5 seconds and repeat.
<b>Directions:</b>	Staff and teachers will evacuate and escort students to the pre-designated area as quickly as possible. The student roster shall be taken for a student roll call at the evacuation site.
<b>Primary Deactivation:</b>	One long bell (60 seconds in duration).
<b>Secondary Deactivation:</b>	Notification by runners, radio, or phone intercom.

## 3.Earthquake Alarm

<b>Primary Signal:</b>	One bell (10 sec.) followed by two short bursts; repeat.
<b>Secondary Alert:</b>	Notification by runners, radio, or phone intercom.
<b>Directions:</b>	Take cover under desks and tables or doorways. Hold on until the shaking stops and wait for further instructions. Do not evacuate the room until directed it is safe to do so.
<b>Primary Deactivation:</b>	One long bell (60 seconds in duration).
<b>Secondary Deactivation:</b>	Notification by runners, radio, phone intercom.

# EMERGENCY RESPONSE PLAN

## ACTIVE SHOOTER (CODE RED)

In the event gunfire erupts on or near campus, the term “**ACTIVE SHOOTER**” should be used when notifying the Police Department (911) and alerting others. The term “**CODE RED**” will be applied to any situation that places students or staff in imminent danger requiring an immediate response by law enforcement personnel to remove the danger or threat. Protocols are posted in every classroom and office.

1. **Run, Hide or Fight**
2. **Call 911**, when safe to do so
3. **Use radio or use phone system (page buttons)** to alert others, when safe to do so

### What is An Active Shooter?

An active shooter is a person actively engaged in attempting to kill people using firearms. The victims are selected at random. The event is unpredictable and evolves quickly. In most cases, active shooter(s) use firearms and there is no pattern or method to their selection of victims.

Students and staff in affected areas are to remain inside interior rooms and drop flat to the ground (*hit the deck*), and take cover within the room. When classrooms or offices are used to Shelter-in-Place, all persons must stay away from the windows and doors, and remain as quiet as possible. All classroom and office doors should be locked from the inside if possible. Detailed steps include:

- Lock doors
- Close blinds and/or cover windows
- Turn off lights and computer monitors, if applicable
- Silence cell phones
- Keep occupants calm and quiet
- After room is secured, position out of sight and behind items that might offer additional protection: walls, desks, and file cabinets.
- Hide from the intruder.

## **EXPOSED AND OPEN AREAS PROCEDURES**

1. Individuals in unsecured (open) areas should run or seek protective cover.
2. Place something between yourself and the attacker.
3. Get into a secure area and lock the door.
4. Be mindful that escaping may place you in the line of fire. Only attempt to escape after considering the location of the shooter, known and possible lines of fire, and your exit path. When in doubt, find the safest area nearby and do your best to assume a covered position there.
5. If unable to run, wait for instructions from law enforcement.
6. Remain in secure place until instructions law enforcement arrives and threat is eliminated.

Upon the arrival of the police, they will assume jurisdiction over the event.

**When calling 911, be prepared to report as much specific information as possible regarding the event including:**

- Your specific location
- Building name
- Office/classroom number
- Number of people at your specific location and on campus

*Information about the Assailant(s)*

- Specific location
- Number of assailant(s)
- Race and Gender
- Clothing color and style
- Physical features: height, weight, facial hair, glasses
- Type of weapons (rifle, shotgun, handgun)
- Backpacks, bags, anything carried
- Do you recognize the shooter? What's his/her name?
- Have you heard explosions separate from gunshots?

*Injuries*

- Number of people injured
- Type of injuries
- Resources on site for medical care and supplies

## QUICK GLANCE

### CAMPUS EMERGENCY PROCEDURES

#### ACTION: CODE RED

EMERGENCY: An incident(s) that is/are determined to be a threat to the safety of students and staff.

Signal: Announcement via Radio – Channel 2 or Phone Intercom

#### PROCEDURES:

##### INSIDE CLASSROOM/AUDITORIUM

Lock doors	<i>On Campus</i>
Do not release high school students unless running is necessary to escape threat	<i>Escort student to class</i>
Stay calm	<i>No release</i>
Keep roll books	<i>Take roll</i>
	<i>Stay calm</i>

##### IF PROBLEM IS NEAR YOUR CLASS/ STUDENTS ARE ON CAMPUS

Escort students to nearest classroom  
away from the problem  
Do not release high school students unless running is necessary to escape threat  
Take roll  
Stay calm

##### STUDENTS IN OFFICE/HALLWAY

*Stay calm*  
*Escort students into office area*  
*Do not release them*  
*Take roll*

# STANDARIZED EMERGENCY STUDENT RELEASE PROCEDURES

## Emergency Check-Out

In the event of an earthquake or a prolonged emergency, all student releases will be required at the predetermined reunion gates on the perimeter of the school site. The reunion gate shall be away from the student evacuating staging area when possible. During the event, the school site will be locked down and there will be no authorized entry to the campus. All parents, guardians, or designees will be directed to the reunion gate to pick up their students.

Appropriate staffing will be made available for this task, along with radio equipment and runners. The runners will retrieve individual students and bring them to the reunion gate.

All parents, guardians, and designees **MUST** produce some type of identification and complete a district release form before leaving the reunion gate.

Teachers shall maintain a list which will be used to check off each individual student picked up.

**EMERGENCY HIGH SCHOOL STUDENT RELEASE FORM**

STUDENT NAME:

\_\_\_\_\_

HIGH SCHOOL:

\_\_\_\_\_

NAME OF ADULT TAKING STUDENT:

\_\_\_\_\_

RELATIONSHIP TO STUDENT: \_\_\_\_\_

LOCATION STUDENT WILL BE TAKEN TO:

\_\_\_\_\_

TIME STUDENT WAS RELEASED: \_\_\_\_\_ A.M./P.M.

DATE: \_\_\_\_\_

I understand that by signing this form and accepting this student into my custody, I am accepting any and all liability for this student's care, protection and supervision.

First and Last NAME:

\_\_\_\_\_

Signature for release of student:

\_\_\_\_\_

Signature of personnel releasing student:

\_\_\_\_\_



## **SCHOOL SITE EMERGENCY RESPONSE PLAN**

### **SEARCH AND RESCUE EARTHQUAKE DRILL CHEAT SHEET**

- ❖ Earthquakes happen.
- ❖ Drop, Cover, and Evacuate to Assembly Area.
- ❖ Search and Rescue are to report to Command Center for Teacher Sign-In.
- ❖ Obtain your necessary safety equipment.
- ❖ Incident Commander will release you.
  
- ❖ **WALK FAST**
  
- ❖ Teachers remember: the Incident Command Center needs to know that you are safe.
- ❖ Check in often, they need to be aware of your status.
- ❖ Before going into a building--Size up! Survey all four sides and top from the outside. Search visually and vocally. Listen Carefully!
- ❖ Tape up form.
- ❖ When you go into the class you make a '/'; when you leave the class you change it to an 'X'.
- ❖ If there is an injury or structural damage, you note it on the form before notifying the Incident Command Center.
- ❖ Report your findings after searching each room.
- ❖ Report damage and/or request rescue medical equipment and personnel as needed.

# **EQUIPMENT and SUPPLIES**

## EMERGENCY SUPPLY INVENTORY

School: East San Gabriel Valley ROP/TC                      Date: \_\_\_\_\_

Reporting Party: \_\_\_\_\_    Position: \_\_\_\_\_

### Emergency Supplies

	Item	Location
Food	Energy Bar Water bag	In every classroom & in every office
Location	In containers labeled "Disaster Supplies"	In containers labeled "Disaster Supplies"
First Aid	Triangular Bandages Adhesive strips Bandages	
Rescue	Survivor Blanket Gloves Whistle Mask Tissue Emergency Poncho 6" 12/hr. safety light stick	
<u>All supplies are kept inside a cabinet labeled with "RED CROSS" and visible from outside</u>		
Other		
Other		
Other		

# **COMMUNICATION SYSTEM**

School: East San Gabriel Valley ROP/TC

Date: \_\_\_\_\_

Reporting Party: \_\_\_\_\_

Position: \_\_\_\_\_

### Emergency Supplies

Radios: YES	Two-way radios are in each classroom and office
Telephone: YES	
Pagers: NO	
Pay Telephones: NO	
Number(s):	Every classroom and office is equipped with a two-way radio
Computers: YES	
Cell Phones: YES	
Runners:	

## **SAFETY AND EMERGENCY PLANS**

1. Read the safety guide carefully for emergency preparedness and staff responsibilities.
2. Be aware of the specific emergency procedures as listed in the following pages. Scheduled drill dates for the Del Norte campus are provided to all staff members at the beginning of the school year and must be posted on, or by the, classroom door. All students should be instructed in the proper drill procedures.
3. In case of a problem or perceived imminent danger, use the two-way radio, Channel 2, or phone intercom to communicate the threat. Clearly announce “Active Shooter” and location if known or need to “Lockdown” or that immediate assistance is needed.
4. In case of an emergency, all leadership team members must report to the Main Office to assist with evacuation, lock-down, or communication efforts.
5. For student and staff safety, all employees located at the Del Norte Campus are provided with an ROP employee badge that must be worn at all times.
6. For student and staff safety, use window blinds to close or open depending on the emergency.
7. For safety reasons, a Security Guard is on site while classes are in session.
8. All visitors must sign in at the Security Desk for identification. Visitor badges will be issued and must be worn by the visitor while on campus grounds.
9. For safety reasons, all gates are locked during the day. Students and staff are not allowed to let anyone in through the locked gates without proper ID badges.
10. Press Contacts will only be issued by the Superintendent or Designee.

## **STAFF RESPONSIBILITIES DURING EMERGENCIES**

### **SUPERVISORS SHALL:**

1. Check all areas of campus.
2. See that no unauthorized person returns to a building until it has been declared safe.
3. Assess total site situation.
4. Check with all instructors for any needs, injuries, or concerns.
5. Refer public relations questions to the Superintendent or Designee.

### **INSTRUCTORS SHALL:**

1. Remain with their class until all students have been attended to satisfactorily. Instructors who do not have students on campus must report to the Superintendent or Designee immediately.
2. Take roll. Send notice to the High School Office immediately of any high school student who is not with the class, noting possible whereabouts. Take roll periodically throughout the emergency period. You must have a roll book and emergency numbers in your possession.
3. See that parents/guardians or contact persons are notified as soon as possible of any serious injury to students. Support staff will be assisting with emergency phone calls. If necessary, send students to the appointed emergency shelter located at 1511 W. Garvey Ave. N. West Covina, Ca 91790.
4. Note the name of anyone who, for any reason, leaves class to receive First Aid, goes home or another authorized location. Record the time student is released and any first aid treatment given.
5. Check with neighboring classes when evacuating. If there are seriously injured persons who cannot be removed, assign one instructor to remain. Other instructors evacuate the rest of the students. Minor injuries are to be cared for after evacuation.
6. If a high school student is released to anyone other than a parent or authorized person, i.e. for emergency treatment, make sure the student's name is affixed to his/her clothing (the student may go into shock or become unconscious later, and not be able to give his or her name).
7. As the time period extends, remind students they are in the safest place possible, under emergency situations.

### **THE SAFETY COORDINATOR SHALL:**

1. Set up the Communication Center, to aid:
  - a. Del Norte site and all district high schools
  - b. Assist with instructors/student emergency calls
  - c. Community work sites
  - d. Community service agencies
2. Report any staff injuries to the First Aid Station
3. Take roll of all staff

## **STAFF RESPONSIBILITIES DURING EMERGENCIES (CONT.)**

### **THE FIRST AID COORDINATOR SHALL:**

1. Establish a First Aid Station in a safe location.
2. Administer first aid and record information or extent of injuries and first aid administered.
3. Determine need for medical assistance.
4. Ensure that the following items are at the First Aid Station:
  - a. First Aid Supplies
  - b. Emergency Forms

### **MAINTENANCE/SAFETY PERSONNEL SHALL:**

1. Check water, gas and electricity and, if necessary, turn off utilities.
2. Check each classroom visually, vocally, and physically.
3. Report the location of all injured students or other personnel to the First Aid Station.
4. Assist with traffic control.
5. Verify authorization when students are leaving campus.
6. Keep parking lots and Del Norte street clear for emergency vehicles.

### **SUPPORT STAFF COORDINATOR SHALL:**

1. Coordinate support staff for maximum campus assistance.
2. Designate support staff to assist instructors.
3. Create a Communication Center for all staff.
4. Communicate with Transportation Supervisor regarding any need for transportation.
5. Assign support staff, not related to students, with an assignment.

### **HIGH SCHOOL / STUDENT SERVICES SUPPORT STAFF SHALL:**

1. Operate telephones and notify emergency agencies, as necessary.
2. Sound emergency alarms.
3. Monitor emergency broadcasts and provide for the preservation of essential records.
4. Assist Safety Coordinator to set up the Communication Center to:
  - a. Handle calls from/to community work sites.
  - b. Handle calls from/to high schools and districts.
  - c. Handle incoming and outgoing calls from, and to parents.
5. Ensure access to all Emergency Forms for all student and parent contacts.



## **EMERGENCY ACTION GUIDE**

The ROP is expected to take reasonable steps to ensure the safety of students and staff members. It is incumbent upon each Supervisor to inform the staff and students of the procedures to be used in the event of campus emergencies.

1. The Supervisor shall assign available staff to perform specific tasks that are deemed necessary by the nature of the emergency. The purpose of these guidelines is to maintain normal, or near-normal, routines and conditions, and to ensure calm, appropriate actions during times of emergencies. All staff must be knowledgeable and become aware of specific responsibilities during any emergency.
2. Supervisors should become thoroughly familiar with the contents of the guide so that they will be prepared to react quickly in times of emergency.
3. Each staff member should be knowledgeable of his or her specific responsibilities during an emergency, as outlined in this guide.
4. Assigned office staff will notify site personnel of any emergency events on campus.
5. Public Relations will be directed to the Superintendent's Office.
6. The Media should not be on campus.

**ALL LEADERSHIP TEAM MEMBERS MUST REPORT TO THE MAIN OFFICE**

## **FIRE DRILL PROCEDURES**

In the event of a fire, either on campus grounds or in such close proximity to become a cause for alarm, the following procedures must be followed:

1. Upon hearing the fire alarm, instructors shall proceed with their students to the designated location, per site plan.
2. Instructors must take roll call to account for all students, and document missing/unaccounted students. Instructors must have roll book in their possession.
3. Instructors shall remain with their students and maintain student control until further instructions are received.
4. Doors to classrooms and offices must be closed.
5. All other staff must proceed to designated locations and assist with students, as needed.

### **Supervisor Procedures:**

1. The Supervisor must direct and control the activities of staff and students.
2. The Supervisor shall conduct at least one fire drill for each classroom, each school month, without previous notice to staff and students.
3. In case of an actual fire, the Supervisor must notify the Fire Department by calling 911.

## **EARTHQUAKE DROP DRILL PROCEDURES**

In the event that a site experiences an earthquake or tremor of such intensity that the Supervisor determines that the safety of staff and students is in danger, the following procedures must be followed:

1. When inside, remain indoors. **DO NOT RUN OUTSIDE.**
2. Order students and staff to drop to the floor, seek cover under a desk or table and have them cover their heads with their hands.
3. Instruct students and staff to move away from windows and out from under suspended fixtures.
4. When the shaking stops, begin evacuation, per site plan.

*In case of a scheduled drill, begin evacuation after second series of bells have sounded.*

5. Make certain that no one re-enters the buildings for any reason until the buildings have been declared safe.
6. Render first aid if necessary.
7. Avoid electrical wires that may have fallen.
8. Do not light any fires.
9. Take roll. Instructors must have roll books in their possession.
10. Staff members report to designated locations and assist with students as needed.

### **Supervisor Procedures:**

1. Supervisors must direct and control the activities of staff and students.
2. Supervisors shall conduct at least one drill per month.

## **ACCIDENT OR ILLNESS**

### **Procedures to be followed:**

1. Administer first aid to victim(s).
2. Determine the extent of the injury/illness and notify the Main Office immediately.  
*Note: student injuries must be reported to the Main Office and staff injuries to the Personnel Office.*
3. Keep the area clear. Stay with the victim(s).
4. Complete and sign the applicable (student or staff) accident report and submit to Supervisor. The Supervisor will forward the report to the appropriate person.
5. No matter how small, all accidents involving students or staff, must have a written report.

### **Supervisor Procedures:**

1. Attend to the illness or injury.
2. Request medical assistance if necessary.
3. Notify the parent or responsible party when appropriate.
4. Verify student accident report with instructor. Send a copy to the high school counselor.
5. Send staff report to the Personnel Office.

**IN CASE OF A FIRST AID, NON-LIFE THREATENING INJURY TO A STUDENT PLACED AT A WORK SITE OR AN ESGVROP/TC STAFF MEMBER, CALL THE COMPANY NURSE HOTLINE AT 1 (888) 375 – 0280 TO OBTAIN TREATMENT.**

## **ASSAULT AND BATTERY**

### **The following are definitions of assault and battery:**

- An assault is an unlawful attempt, coupled with a present ability, to commit a violent injury upon the person of another (Sec. 240 P.C.).
- Battery is any willful and unlawful use of force or violence upon the person of another (Sec.242 P.C.).

### **Procedures to be followed in either case:**

1. Identify and detain the suspect(s), if possible.
2. Notify the Supervisor. If appropriate, contact the Police Department.

### **Supervisor Procedures:**

1. Gather the facts and identify the offender(s), if possible.
2. Notify the Police Department, if appropriate.
3. Notify other persons concerned (parents, instructors, etc.), if appropriate.
4. Notify the counselor at the home school or schools.

## **CAMPUS UNREST/MAJOR DISTURBANCE**

In the event of any major demonstration, disorder, or riot, the procedures listed below should be followed:

1. Notify the Superintendent or High School Office immediately; if unavailable, contact the Supervisor and/or the Police Department.
2. In order to keep offenders out, staff should have students remain in the classroom with the doors locked.
3. Leadership staff are to report to the Main Office for assignment.
4. Staff members must remain in the office. You will be contacted by phone and a request for your assistance will be issued if needed.

### **Supervisor Procedures:**

1. Ascertain the extent of the problem.
2. Notify the Police Department.
3. Direct the activities of the staff in attempting to control the situation.

Leadership Team Members must report to the Main Office

## **OUTSIDE DISTURBANCES**

In the event of any outside disturbance (demonstration, disorder, riot, etc.) that occurs in the immediate area of the campus, the procedures listed below should be followed:

### **Supervisor Procedures:**

1. Inform staff and students to remain in their classroom or office with the doors closed and locked.
2. Contact school bus driver(s) with students in transit to go to nearest safe location.

## **CRIMES AGAINST PERSONS**

For purposes of this section, crimes against persons are defined as any act that injures, degrades, or disgraces any student or staff member. This includes attempts to obtain property by means of force, fear or threat of injury.

### **Procedures to be followed:**

1. Identify and detain the suspect, if possible.
2. Immediately notify the Supervisor.

### **Administrative Procedures:**

Gather the facts and determine the offender, if possible.  
Notify the Police Department.

California Ed. Code 44014(a): “whenever any employee of a school district ... is attacked, assaulted, or physically threatened by any pupil, it shall be the duty of the employee and the duty of any person under whose direction or supervision the employee is employed in the public school system who has knowledge of the incident, to promptly report the incident to the appropriate law enforcement authorities of the county or city in which the incident occurred. Failure to make the report shall be an infraction punishable by a fine of not more than one thousand dollars (\$1,000).”



## **BOMB THREAT PROCEDURES**

### **In the event of a bomb threat, the following procedures must be followed:**

1. Upon receiving a bomb threat, the person receiving the call should attempt to ascertain the exact location of the bomb and time it is set to detonate.
2. The person taking the call should attempt to obtain and record:
  - a. Exact words used by the caller
  - b. Description of caller (i.e. voice, sex, estimated age, accent, etc.)
  - c. Note any unusual background noises (i.e. voices, TV, phone booth, etc.)
3. Notify the Police immediately, by phone.
4. Notify the Main Office immediately.
5. Do not use two-way radio communication as this can cause a bomb to detonate. All site radios must be turned off as soon as possible.

### **Supervisor Procedures:**

1. Daycare Center should be evacuated immediately.
2. Classrooms and offices will be evacuated by area.
3. Wait until police arrive and then make a decision on evacuation.
4. Utilize school bus(es), if necessary, to evacuate students.
5. Conduct a search of suspected areas. Should a bomb or suspicious item be located, personnel are directed to back off and not attempt to move the item. School personnel may be contacted to identify a suspicious item. If a bomb or suspicious item is found, no staff member or student shall enter any building on the site. If the item is identified as a possible bomb, the appropriate agencies will be notified for assistance. Normal school operations may resume, if no suspicious items are found, or after police have removed any such items, or declared them to be safe.

**LEADERSHIP REPORT TO MAIN OFFICE IMMEDIATELY**

## **CHILD ABUSE/NEGLECT**

For the purposes of this section, child abuse and neglect are defined as follows:

“A physical, mental, or sexual injury, including neglect, which is inflicted by other than accidental means, on a child by another person shall constitute child abuse and neglect.”

Penal Code 11166(a) states that “...any child care custodian, health practitioner or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.”

### **Procedures to be followed:**

- 1. Call the Department of Children’s Services Hotline, 1-800-540-4000**
- 2. Call the Police Department**
- 3. Fill out Suspected Child Abuse Report Form (SS 8572) and mail within 36 hours to:**  
**Children’s Services**  
**564 S. Mateo Street**  
**Los Angeles, CA 90013-2239**

## **POSSESSION OF WEAPONS**

The possession, carrying, exposing or transporting onto any school campus, or to any school-sponsored function, of a weapon, as defined in Education Code Section 49330, Penal Code Section 626.9 and 626.10, is prohibited. This shall include, but not be limited to, an explosive device, firearm, knife, or any other object capable of inflicting serious bodily injury.

### **Procedures to be Followed:**

1. Identify the individual, if possible. Take reasonable action to protect students and staff from the individual.
2. Notify the Supervisor; if unavailable, contact the Security Officer or the Police Department.

### **Supervisor Procedures:**

1. Notify the Police Department.
2. Confiscate the weapon if this can be done safely.
3. Identify the individual.
4. If possible, isolate the individual in the Main Office or other suitable location.
5. Evacuate any classes or offices in that building.

Leadership Report to Main Office

## **UTILITY FAILURE/CHEMICAL SPILL PROCEDURES**

In the event of a utility failure or chemical spill of such severity that the safety of students and staff is endangered, the following procedures must be followed:

1. Instructors should maintain control over students under their supervision.
2. Notify the Supervisor.

### **Supervisor Procedures:**

1. Direct and control the activities of staff and students.
2. Notify the Police Department. They will notify the appropriate utility companies and/or emergency agencies.
3. Utilize all available staff members.
4. If required, prepare to evacuate the site.
5. Arrange transportation, if needed.

## **UNAUTHORIZED PERSONS ON CAMPUS**

In the event that any person, other than students or staff members, is on campus without authorization from school administration, follow these prescribed procedures:

1. All visitors on campus must sign in at the Main Office on campus and wear a visitor badge.
2. Any school employee who notices a suspected intruder on campus should inquire as to the person's identity and reason for being on campus.
3. Persons with legitimate reasons for being on campus should be referred to the Main Office for authorization and a visitor badge.
4. Unauthorized visitors must be directed to leave campus. Notify the Supervisor immediately.

### **Supervisor Procedures:**

1. Verify the identity of the person, if possible. Note the name, description, date and time of incident.
2. Again, request that the person leave campus, citing code violations 626.8 P.C. and 32210 E.C.
3. Determine if the Police Department should be notified.
4. If the offender refuses to leave immediately, and/or returns to campus, notify the Police Department.

## **VANDALISM AND THEFT**

### **Procedures to be Followed:**

1. Identify and detain the suspect, if possible.
2. Notify the Supervisor.

### **Supervisor Procedures:**

1. Evaluate the situation.
2. Notify the Police Department. Complete a report.
3. Preserve the crime scene until Police arrive. If a major crime has occurred, keep all persons out of the crime scene.
4. If the offender is known, notify the Police Department and follow appropriate action.

# **EMERGENCY DRILLS**

**Refer to Current Drill Schedule Posted In Every Classroom/Office**

# **DEL NORTE CAMPUS EVACUATION MAP**

**Refer to Next Page**

**Must Be Posted in Every Classroom/Office**

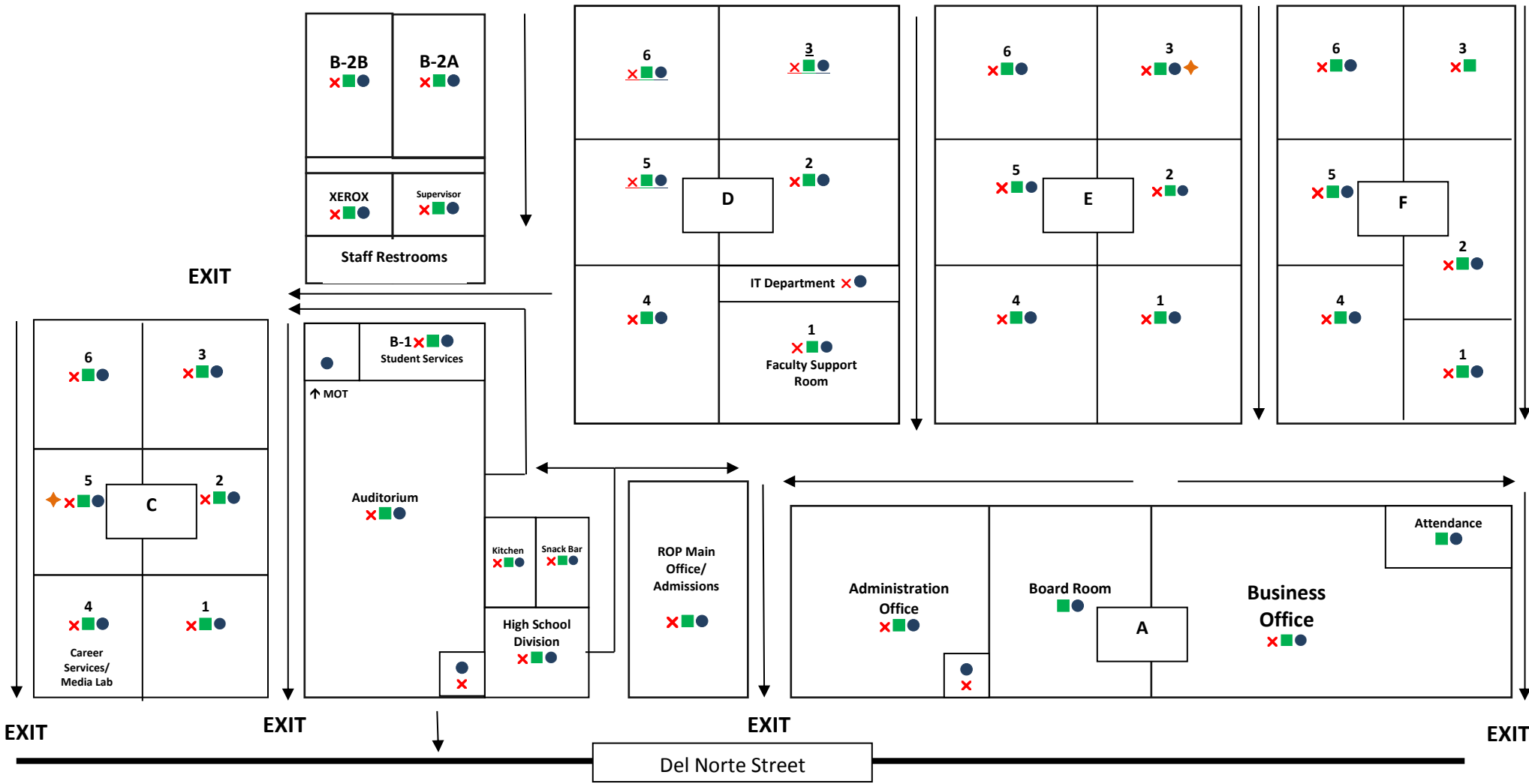




# EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

## DEL NORTE CAMPUS EVACUATION MAP

All staff will assist instructors with students



- - Fire Extinguishers
- ✕ - First Aid Kits
- - Disaster Relief Kits
- ◆ - Defibrillator (E3 & C5)
- - Exit Gates

**Building A**  
 Main Office/Admissions  
 Administration  
 Board Room  
 Business Office  
 Attendance

**Building B**  
 B-1 Student Services  
 B-2 Video Production

**Building C**  
 C-1 YCC  
 C-2 Microsoft Office Specialist  
 C-3 Pharmacy Technician  
 C-4 Career Services/Media Lab  
 C-5 Child Development  
 C-6 Child Development

**Building D**  
 D-1 Faculty Support Room  
 D-2 Computer Lab  
 D-3 HVAC  
 D-4/D-6 Criminal Justice  
 D-5 Computer Lab

**Building E**  
 E-1 EMT-Basic Lab  
 E-2 Medical Assistant Lab  
 E-3 EMT-Basic  
 E-4 Phlebotomy  
 E-5 Health Science  
 E-6 CCN News

**Building F**  
 F-1/F-2/ F-3 Margett Pathway Academy (MPA)  
 F-4 Medical Assistant  
 F-5 Nursing Assistant  
 F-6 Medical Assistant