

CRISIS RESPONSE INITIAL ACTIONS

Duck and Cover

- If inside, duck under furniture, cover head with hands and arms.
- If outside, drop to the ground, place head between knees and cover with hands and arms.
- Move to a sheltered place when possible, but avoid areas where falling objects may harm you.

Shelter In Place

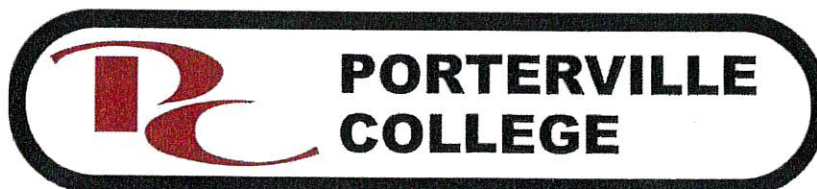
- If inside, remain until further instructions are given.
- If outside, proceed to nearest building and await further instructions.
- If directed, shut down air heating/cooling system and close doors and windows to protect from outside air.

Lock Down

- If outside, proceed to the nearest building.
- If inside, lock doors and close window shades if possible. Take duck and cover action unless advised otherwise.
- Remain in secured room pending further instructions from site officials or police.

Evacuate Building

- Immediately evacuate the building and go to designated evacuation assembly area.
- Attendance will be taken once everyone has safely evacuated.
- Remain in the evacuation assembly area until "ALL CLEAR" or further instructions are given.

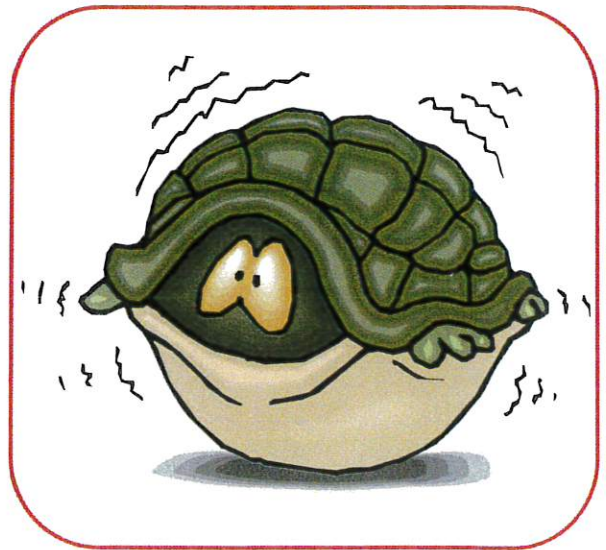


CRISIS RESPONSE INITIAL ACTIONS

Duck and Cover



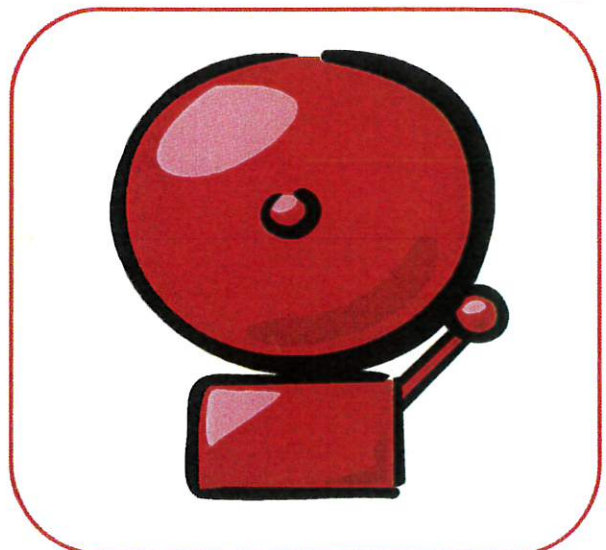
Shelter In Place



Lock Down



Evacuate Building



Initial Actions for Office/Facility Staff

Initial Action:

DUCK AND COVER

To be used as the Initial reaction to any sudden event such as gunfire, earthquake, explosion, etc. This action may be followed by "Lock-Down", "Shelter-In-Place" or "Evacuate Building" actions as appropriate to the situation.

The DUCK and COVER action should also be used during a LOCK DOWN if gunfire, explosions or similar threats are occurring.

Staff will:

- If **OUTSIDE**: Duck and Cover: Drop to ground, tuck head between knees and cover head and face with arms and hands
- Direct others nearby to do the same
- If there is gunfire, try to find "COVER" behind a large object
- If **INSIDE**: Move away from windows and duck under a table or desk
- Do not lie down - Crouch and try to remain mobile
- As situation becomes clearer, consider other action: Evacuate, Lock-Down or Shelter-In Place, or:
- Await further instructions or "All Clear" signal
- After the "All Clear" check your workspace and condition of co-workers
- Report injuries or other immediate safety concerns to the Incident Commander

Facility Incident Commander will:

- Determine the level of response required for the incident
- Establish an Incident Command Post (ICP)
- Notify appropriate School District officials if needed (District Emergency Manager/Staff)
- Prepare incident status report for emergency response personnel if needed

Action is rescinded when:

- It is deemed safe by the Incident Commander or emergency response officials

Initial Action:

EVACUATE BUILDING (Fire Alarm)

To be used in the event of:

- Fire in building (on campus)
- Chemical release in building
- Gas leak in building
- After significant earthquake
- Building failure/potential failure due to damage or other condition
- Or anytime building(s) must be immediately evacuated for any reason

Staff will:

- Exit the building via the closest or safest emergency exit
- Go to the designated emergency assembly area outside the building
- Designated staff will conduct roll call and immediately report missing staff to the Incident Commander
- Await further instructions from the Incident Commander

Facility Incident Commander will:

- Determine the level of response required for the incident
- Establish an Incident Command Post (ICP)
- Notify appropriate School District officials (District Emergency Manager/Staff)
- Ensure roll call is taken and all staff is accounted for
- Prepare incident status report for emergency response personnel
- Be prepared to assist with building access for emergency responders

Action is rescinded when:

- It is deemed safe by the Incident Commander and "All Clear" is announced

Initial Action:

SHELTER-IN-PLACE

To be used in the event of:

- Chemical spill on or near campus, or smoke from fire near campus
- Animal threat on campus – bees, dogs, etc.
- Severe weather event:
 - Heat, Cold
 - Wind, Thunderstorm
- Flood
- Blackout/power failure

Staff will:

- Report to their normal work area or other INSIDE space
- Close all doors and windows to exclude outside air if necessary!**
- Designated staff will take roll, and report names of all staff present to Incident Commander
- Await further instructions or “All Clear” from Incident Commander

Incident Command staff will:

- Determine the level of response required for the incident
- Establish an Incident Command Post (ICP)
- Notify appropriate School District officials (District Emergency Manager/Staff)
- Prepare incident status report for emergency response personnel
- Be prepared to assist with building access for emergency responders
- Be prepared to shut down all HVAC systems, stop outside air intrusion!**

Action is rescinded when:

- It is deemed safe by the Incident Commander and “All Clear” is announced

Initial Action:

LOCK-DOWN

To be used in the event of:

- Civil Disturbance
- Gunfire/Police action in vicinity
- Armed Intruder/Hostage situation on campus
- Hostage Crisis
- Other threat situation as appropriate

Staff will:

- Immediately secure interior and exterior doors as appropriate
- Consider barricading doors in addition to closing and locking
- Close all windows, and blinds or curtains if present
- Turn off all lights
- Implement DUCK AND COVER unless directed otherwise
- Remain silent
- Await further instruction from Incident Commander or Police

Incident Command staff will:

- Determine the level of "Lock-Down" required for the incident
- Establish an Incident Command Post (ICP)
- Notify appropriate School District officials (District Emergency Manager/Staff)
- Prepare incident status report for emergency response personnel (Plans/Intel)
- Be prepared to assist with building access for emergency responders (Logistics)

Action is rescinded when:

- It is deemed safe by the Incident Commander or Police and "All Clear" is announced

Reminder: The degree to which a "Lock-Down" is implemented will depend on the threat. Immediate on-site threats will require all actions described above. Threats from off-site activities, such as a nearby Police action, may require only that exterior doors be secured, lookouts posted, and that all staff remain indoors until Police announce that it is safe to resume normal activity. The facility Emergency Manager/Incident Commander will be responsible for determining when it is safe to implement something other than a full "Lock-Down" and shall advise staff accordingly.

ARMED INTRUDER ACTIONS

RUN

Have an escape route and plan in mind.

Leave your belongings behind.

Keep your hands visible.

HIDE

Hide in an area out of the armed intruder's view.

If there is gunfire, try to hide behind a solid object.

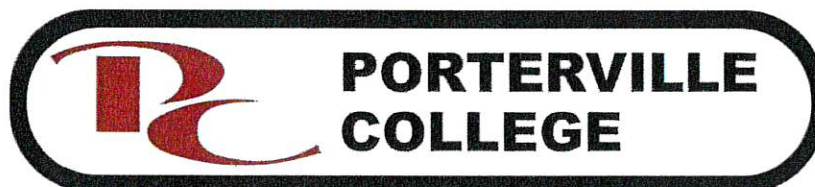
If possible, lock doors or barricade entry to hiding place.

FIGHT

As a last resort - when your life is in immediate danger.

Attempt to incapacitate the armed intruder.

Attack aggressively! Throw items, kick, punch, yell.



ARMED INTRUDER ACTIONS

Even though the facility may be in "Lock Down" you may have to face an armed intruder (including an active shooter) as he or she moves about the building. When this happens, and you are being directly threatened you, and those immediately around you, must take immediate action to avoid being injured or killed. Your best options are Run, Hide or Fight:

1. **RUN** - If there is an accessible escape path, attempt to evacuate the premises.
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering the area
 - Follow the instructions of any police officers
 - Keep your hands visible at all times
 - Do not attempt to move wounded people
 - Call 9-1-1 when you are safe

2. **HIDE** - If evacuation is not possible, quickly find a place to hide. Your hiding place should:
 - Be out of the armed intruder's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Not trap you or restrict your options for movementIf the armed intruder is in a nearby room or hallway:
 - Lock the door
 - If possible, quickly blockade the door with furniture
 - Silence your cell phone and/or pager
 - Silence other sources of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet

3. **FIGHT** - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the armed intruder:
 - Aggressively attack the attacker
 - Throw items or strike the attacker with improvised weapons
 - Yell, kick, punch
 - Be Committed... it may save your life or others!

WHEN FACING AN ARMED INTRUDER - continued

If you are the first person to contact law enforcement when they arrive, or if you escape the intruder and call 9-1-1, try to provide this information:

- Your name and school name and location
- Location of the armed intruder
- Number of intruders, if more than one
- Physical description of intruder(s)
- Number and type of weapons held by the intruder(s)
- Number of potential victims at the location

WHEN LAW ENFORCEMENT ARRIVES

The first officers to arrive will not stop to help injured persons. Law enforcement's primary mission will be to stop the armed intruder as soon as possible, and Officers will proceed directly to the area in which the last intruder was last seen.

- Officers may arrive individually or in teams, and may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use tear gas or small explosive devices to control the attacker
- Officers may shout commands, and may push staff and students to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers, such as reaching or grabbing onto them
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just rapidly proceed in the direction they point you, and keep your hands up and clearly visible to them at all times

Once employees reach a safe location, they will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

Staff and students must not leave until released by law enforcement authorities.

Rescue teams comprised of additional officers and emergency medical personnel will follow the initial officers, and when it is safe to do so, will move in to treat and remove any injured persons. They may also call upon able-bodied staff to assist in treating and moving victims.