



## PACIFICA POLICE DEPARTMENT

### "SISTER SCHOOL" ADDRESSES

Alma Heights Christian Academy Linda Mar 1030 Linda Mar Blvd., Pacifica CA 94044 (650) 355-1935	→	Linda Mar School 803 Rosita Rd, Pacifica CA 94044 (650) 738-6615
Alma Heights Christian Academy Seville 1295 Seville, Pacifica CA 94044 (650) 355-1935	→	Linda Mar School 803 Rosita Rd, Pacifica CA 94044 (650) 738-6615
Cabrillo School 601 Crespi Drive Pacifica, CA 94044 (650) 738-6660	→	Valleymar School 377 Reina Del Mar Ave, Pacifica CA 94044 (650) 738-6655
Good Shepherd School 909 Oceana Blvd, Pacifica CA 94044 (650) 359-4544	→	Oceana High School 401 Paloma Ave., Pacifica CA 94044 (650) 550-7300
Ingrid B. Lacy School 1427 Palmetto Ave, Pacifica CA 94044 (650) 738-6665	→	Oceana High School 401 Paloma Ave., Pacifica CA 94044 (650) 550-7300
Ocean Shore School 411 Oceana Blvd, Pacifica CA 94044 (650) 738-6650	→	Sunset Ridge 340 Inverness Dr, Pacifica CA 94044 (650) 738-6687
Oceana High School 401 Paloma Ave., Pacifica CA 94044 (650) 550-7300	→	Ingrid B. Lacy School 1427 Palmetto Ave, Pacifica CA 94044 (650) 738-6665
Ortega School 1283 Terra Nova Blvd, Pacifica CA 94044 (650) 738-6670	→	Terra Nova High School 1450 Terra Nova Blvd, Pacifica CA 94044 (650) 550-7600
Sunset Ridge 340 Inverness Dr, Pacifica CA 94044 (650) 738-6687	→	Ocean Shore School 411 Oceana Blvd, Pacifica CA 94044 (650) 738-6650
Terra Nova High School 1450 Terra Nova Blvd, Pacifica CA 94044 (650) 550-7600	→	Ortega School 1283 Terra Nova Blvd, Pacifica CA 94044 (650) 738-6670
Valleymar School 377 Reina Del Mar Ave, Pacifica CA 94044 (650) 738-6655	→	Cabrillo School 601 Crespi Drive Pacifica, CA 94044 (650) 738-6660

## **Board Policy 3516**

### **Emergencies and Disaster Preparedness Plan**

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent or designee shall also develop and maintain emergency plans for each school site.

In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

32280-32289 School safety plans

32290 Safety devices

38132 Mass care and welfare shelters

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

#### GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized emergency management system

#### CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

#### CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system

#### UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

#### Management Resources:

#### CSBA PUBLICATIONS

Avian Influenza, Governance and Policy Services Fact Sheet, April 2006

911! A Manual for Schools and the Media During a Campus Crisis, 2001

#### CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Pandemic Influenza Planning Checklist, 2006

#### CONTRA COSTA COUNTY OFFICE OF EDUCATION

Pandemic Flu School Action Kit, June 2006

#### GOVERNOR'S OFFICE OF EMERGENCY SERVICES

School Emergency Response: Using SEMS at Districts and Sites, June 1998

#### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003

#### WEB SITES

CSBA: <http://www.csba.org>

American Red Cross: <http://www.redcross.org>

California Department of Education, Crisis Preparedness: <http://www.cde.ca.gov/ls/ss/cp>

California Office of Emergency Services: <http://www.oes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Contra Costa County Office of Education, Pandemic influenza resources:  
[http://www.cccoe.k12.ca.us/about/flu/resources\\_flu\\_action\\_kit](http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit)

Federal Emergency Management Agency: <http://www.fema.gov>

U.S. Department of Education, Emergency Planning:  
<http://www.ed.gov/admins/lead/safety/emergencyplan>

U.S. Department of Homeland Security: <http://www.dhs.gov>

Policy PACIFICA SCHOOL DISTRICT

adopted: November 15, 2006 Pacifica, California

## Administrative Regulation 3516

### Emergency and Disaster Preparedness Plan: Components of the Plan

The Superintendent or designee shall ensure that district and school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff  
(cf. 3516.1 - Fire Drills and Fires)
2. Earthquake or other natural disasters  
(cf. 3516.3 - Earthquake Emergency Procedure System)
3. Environmental hazards  
(cf. 3514 - Environmental Safety)  
(cf. 3514.2 - Integrated Pest Management)
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group  
(cf. 3515 - Campus Security)  
(cf. 3515.2 - Disruptions)  
(cf. 5131.4 - Student Disturbances)
5. Bomb threat or actual detonation  
(cf. 3516.2 - Bomb Threats)
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak  
(cf. 5141.22 - Infectious Diseases)

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment and identification of risks  
(cf. 3530 - Risk Management/Insurance)
2. Instruction and practice for students and employees regarding emergency plans, including:
  - a. Training of staff in first aid and cardiopulmonary resuscitation
  - b. Regular practice of emergency procedures by students and staff  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)
3. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
  - a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
  - b. Individuals responsible for specific duties
  - c. Designation of the principal for the overall control and supervision of activities at each school during the emergency, including authorization to use his/her discretion in situations which do not permit execution of prearranged plans
  - d. Identification of at least one person at each site who holds a valid certificate in first aid

and cardiopulmonary resuscitation

e. Assignment of responsibility for identification of injured persons and administration of first aid

4. Personal safety and security, including:

a. Identification of areas of responsibility for supervision of students

b. Procedures for evacuation of students and staff, including posting of evacuation routes

c. Procedures for release of students, including a procedure to release students when reference to the emergency card is not feasible

(cf. 5141 - Health Care and Emergencies)

(cf. 5142 - Safety)

d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety

(cf. 3543 - Transportation Safety and Emergencies)

e. Provision of a first aid kit to each classroom

f. Arrangements for students and staff with special needs

(cf. 4032 - Reasonable Accommodation)

(cf. 6159 - Individualized Education Program)

g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease

(cf. 4161.1/4361.1 - Personal Illness/ Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)

(cf. 6183 - Home and Hospital Instruction)

5. Closure of schools, including an analysis of:

a. The impact on student learning and methods to ensure continuity of instruction

b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians

(cf. 3516.5 - Emergency Schedules)

6. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:

a. Identification of spokesperson(s)

(cf. 1112 - Media Relations)

b. Development and testing of communication platforms, such as hotlines, telephone trees, and web sites

(cf. 1113 - District and School Web Sites)

c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand

d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians

7. Cooperation with other state and local agencies, including:

a. Development of guidelines for law enforcement involvement and intervention

b. Collaboration with the local health department, including development of a tracking

system to alert the local health department to a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

8. Steps to be taken after the disaster or emergency, including:

a. Inspection of school facilities

b. Provision of mental health services for students and staff, as needed

(cf. 6164.2 - Guidance/Counseling Services)

Regulation PACIFICA SCHOOL DISTRICT

approved: November 15, 2006 Pacifica, California

# DISASTER SERVICE WORKER STATUS

California Government Code Section 3100-3109 states in part:

*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 extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...*

*All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...*

*Do you know your role? Here are some frequently asked questions:*

## **What does 'disaster service' mean?**

*Disaster service means all activities authorized by and carried out pursuant to the California Emergency Services Act\*.*

## **Who is included in the disaster service worker status?**

*All public employees are included in disaster service worker status which are all persons employed by any county, city, state agency or public district.*

## **What is the scope of duties of the disaster service worker?**

*Any disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the affects of an emergency.*

## **How are disaster service worker activities assigned?**

*Disaster service worker activities are assigned to employees by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.*

## **What is the oath or affirmation that is referred to in the government code?**

*Before they enter upon the duties of their employment, all disaster service workers take and subscribe to the oath or affirmation set forth in the California Constitution.*

## **When do public employees take and subscribe to the oath or affirmation?**

*Most public employees sign the oath or affirmation during the hiring process and it is kept with the employer.*



**Do disaster service workers get paid?**

*Disaster service workers get paid only if they have taken and subscribed to the oath or affirmation.*

**Can a disaster service worker be sued for actions that occur while they are performing disaster services?**

*Disaster service workers for non-profit organizations and government cannot be held liable for their actions during a disaster while acting within the scope of their responsibilities.*

**What if a disaster service worker is injured while performing the functions of their assigned duties?**

*Claims sustained by disaster service workers while performing disaster services shall be filed as workers compensation claims under the same authorities and guidelines as all employees within their agency.*

**For more information, please visit the following websites:**

\*California Emergency Services Act

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=08001-09000&file=8550-8551>

California Government Code 3100-3109

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109>

The California Constitution oath or affirmation

[http://www.leginfo.ca.gov/.const/.article\\_20](http://www.leginfo.ca.gov/.const/.article_20)

Governors Office of Emergency Services

[http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Laws&RegsCalCodePDFs/\\$file/Ch2.3\\_%20DSW.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Laws&RegsCalCodePDFs/$file/Ch2.3_%20DSW.pdf)

# Pacifica School District

## Disaster Service Worker Affirmation

I understand that, in case of a natural, man-made or war-caused emergency, I become a disaster service worker as provided in law (Government Code 3100 – 3102) and District Policy (AR 4112.3). During hours when children are present and when conditions of disaster or extreme peril to life, property and resources prevail, all employees on duty at the time of the emergency are subject to disaster service activities as assigned to them by their supervisors.

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Signature

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Print Name

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Date

## **Administrative Regulation 3516.1**

### **Fire Drills and Fires**

Principals shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year in all high schools. (5 CCR 550)

1. Whenever the fire signal is given, all students, teachers and other employees shall quickly leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.
2. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
3. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals.
2. The principal or designee shall call 911.
3. Students and adults shall leave the building and go directly to outside assembly areas.
4. Staff shall give students clear direction and supervision and help retain calm.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 3516 - Emergency and Disaster Preparedness Plan)

Legal Reference:

EDUCATION CODE

32000-32004 Uniform fire signals

32040 Duty to equip school with first aid kit

CODE OF REGULATIONS, TITLE 5

550 Fire drills

Regulation PACIFICA SCHOOL DISTRICT approved: April 10, 2002 Pacifica,  
California

# **Pacifica SD**

## **Administrative Regulation**

### **Earthquake Emergency Procedure System**

AR 3516.3

#### **Business and Non-Instructional Operations**

##### **Earthquake Preparedness**

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

#### Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.

4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.
5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

#### Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

#### Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

(cf. 3543 - Transportation Safety and Emergencies)

#### Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.

5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

(cf. 1112 - Media Relations)

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

Management Resources:

CALIFORNIA EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty

Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

Guidebook for Developing a School Earthquake Safety Program, 1990

WEB SITES

American Red Cross: <http://www.redcross.org>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Federal Emergency Management Agency: <http://www.fema.gov/hazards/earthquakes>

National Incident Management System: <http://www.fema.gov/emergency/nims>

Regulation PACIFICA SCHOOL DISTRICT

approved: November 14, 2012 Pacifica, California

# **Pacifica SD**

## **Board Policy**

### **Emergency Schedules**

BP 3516.5

#### **Business and Noninstructional Operations**

In order to provide for the safety of students and staff, the Governing Board authorizes the Superintendent or designee to close a school site, change the regular school day schedule, or take any necessary action when hazardous environmental or weather conditions or other emergencies warrant.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 4157/4257/4357 - Employee Safety)  
(cf. 5142 - Safety)  
(cf. 6112 - School Day)

When an emergency condition causes a school closure, reduction in attendance, or change in schedule pursuant to Education Code 41422 or 46392, thereby preventing the district from complying with the minimum number of instructional days or minutes required by law, the Superintendent or designee shall complete and submit to the Superintendent of Public Instruction the necessary forms for obtaining approval of the days of the closure, reduction in attendance, or change in schedule. The Superintendent or designee shall submit other relevant district records as may be required.

(cf. 3580 - District Records)  
(cf. 6111 - School Calendar)

The Superintendent or designee shall establish a system for informing students and parents/guardians when school buses are not operating as scheduled, the school day schedule is changed, or the school is closed. The district's notification system shall include, but is not limited to, notifying local television and radio stations, posting on district web site(s), sending email and text messages, and/or making telephone calls.

(cf. 1112 - Media Relations)  
(cf. 1113 - District and School Web Sites)  
(cf. 3542 - School Bus Drivers)  
(cf. 3543 - Transportation Safety and Emergencies)

Whenever the school day schedule changes after students have arrived at school, the Superintendent or designee shall ensure that students are supervised in accordance with the procedures specified in the district's emergency and disaster preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee may provide a means to make up lost instructional time



later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

Legal Reference:

EDUCATION CODE

41420 Required length of school term

41422 Schools not maintained for 175 days

46010 Total days of attendance

46100-46192 Attendance; maximum credit; minimum day

46390 Calculation of ADA in emergency

46391 Lost or destroyed ADA records

46392 Decreased attendance in emergency situation

VEHICLE CODE

34501.6 School buses; reduced visibility

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

90-01 Average Daily Attendance Credit During Periods of Emergency, February 10, 2005

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Policy PACIFICA SCHOOL DISTRICT

adopted: June 6, 2012      Pacifica, California

46010 Total days of attendance

46100-46192 Attendance; maximum credit; minimum day

46390 Calculation of ADA in emergency

46392 Decreased attendance in emergency situation

VEHICLE CODE

34501.6 School buses; reduced visibility

Policy PACIFICA SCHOOL DISTRICT adopted: April 10, 2002 Pacifica, California

## **District Policy on School District Site Emergency Plans**

Each district site is required to have a site emergency plan. The plan is to be designed to respond to a range of possible emergency situations. The plan is to be developed relative to the capabilities of each site, flexible to meet the needs of any emergency, and concise for the purpose of assigning and training personnel and students. *See Attachment G for District/Site Guidelines and Components for Emergency Preparedness Plans.*

Each principal and site director, or designee, responsible for site emergency services (called Incident Commander/Site Administrator), is responsible for developing plans and procedures that can be effectively used in an emergency. The Site Emergency Plans are to address the mutual concern among parents, students, and staff members for the safety and welfare of all. The Plans are to be reviewed and updated annually with appropriate drills and training provided to help all persons at the school site to become familiar with their responsibilities.

Emergency preparedness also includes close cooperation and planning with police, sheriff, fire and civic emergency agencies, and school-parent groups. Information regarding school district emergency procedures must be disseminated to parents and community members.

### **District and Parent Responsibilities for Students**

If the superintendent declares a district emergency during the school day, the district has a clear statement of practice governing its actions. The Pacifica School District's practice is as follows:

"In case of a declared emergency by the Superintendent during school hours, all students will be required to remain at school, or at an alternative safe site under supervision of district personnel."

1. Until regular dismissal time and released only then if it is considered safe,

OR

2. Until released to an adult authorized by the parent, or legal guardian, whose name appears on district records.
  - a) If students are on their way to school they will be brought to school if bussed, or they should proceed to school.
  - b) If students are on their way home from school, they are to continue on home.

During a Declared Emergency, those students who have not been picked up by their parents, or other authorized person, may be taken by district personnel to another site where consolidated care facilities can be provided. This information will be given to the media contacts, and posted at the site to keep parents informed.

## **District Responses to a Major Disaster**

### **During School Hours:**

The Superintendent declares an emergency. All district employees assume status of Disaster Service Workers as required by statute. (California Government Code, Title 1, Division 4, Chapter 8, Section 3100).

All school sites are to be notified of the Declared Emergency via the schools phone system, radio, or by an alternate method.

The Emergency Operations Center (EOC) is activated at the district office.

All students are required to stay at school under the supervision of district personnel.

The in-house school phone system and/or emergency 2-way radio communication network (or cell phones as necessary) is activated to provide contact among all sites, including maintenance, operations, and transportation personnel.

Students who are on buses when a major disaster strikes will remain in the custody of the bus driver and will, if possible, be delivered to a district school site for care and supervision. The Transportation Unit shall provide written procedures and instructions to all district and contract drivers on what to do in case of major emergencies.

### **During Non-School Hours or Days:**

The Superintendent declares an emergency. All district employees assume status of Disaster Service Workers as required by statute, as noted above.

The Emergency Operations Center (EOC) is activated in the district office.

All site Incident Commanders/Site Administrators report in person to respective work sites.

In-house school phones, cell phones, or fax lines are activated at each site.

District administrators assigned to the EOC report there to coordinate emergency responses. The EOC initiates procedures to provide media with information for parents and students.

## **District/Site Guidelines and Components of Emergency Plans**

### ***District Site Guidelines:***

The Governing Board shall:

- A. Adopt a written policy guideline for use by schools of the district in formulating individual civil defense and disaster preparedness plans.
- B. Require the principal (site administrator) of each school site in the district to formulate and submit to the district superintendent for approval, a disaster preparedness plan for that school site. Each school plan shall satisfy the governing board's policy guidelines, coordinate with the appropriate local government plans, and be reviewed at least annually, and be kept current.
- C. Require each school to test its plan during the school year, and keep a record of such tests. The record shall be maintained in a manner determined by the governing board, and available to the State Department of Education upon request.

### ***Components of Emergency Preparedness Plans:***

As per District Policy 3516, the following categories are to be included in school site Emergency Plans.

1. Procedures for personal safety and security.
2. Optional procedures (who does what) during an emergency.
3. A clear, effective communication system.
4. Guidelines for the involvement of law enforcement, as appropriate.

Included in the above categories are several specific components (shown below) that must appear in each school site's Emergency Preparedness Plan.

1. Basic information sheet: Phone numbers, location of emergency equipment and supplies, and student health problem list.
2. Cut-off (gas, electricity, water locations and directions, including location of necessary tools.
3. School maps—with the location of the above items shown on the map.
4. Disaster drill procedures—with school map and routes.
5. Personnel list—with responsibilities shown (to include who has had first aid training.
6. Evacuation plans (e.g. in case of a tsunami).
7. Lock down procedures (e.g., if there were an intruder on campus).

## Site Administrator's Checklist

*Due by: October 17 each year.*

This is a checklist to help each site administrator to organize and to meet the site requirements mandated by the Pacifica School District Board of Trustees for the preparation, review and implementation of the School Site Emergency Preparedness Plan. The requirements to be reviewed on a regular basis are the following:

1. Read all the policies and procedures specified and applicable for the District Disaster Plans, and know the responsibilities of the site Incident Commander/Site Administrator, normally the principal, who assumes responsibility at the school site in an emergency.
2. Designate a second-in-command (usually the designated Public Information Officer at the site), and a backup.
3. Update site preparedness plan annually, to include the preparation of a new School Organization Chart showing the assigned staff responsibilities. Also update the emergency site map, and emergency telephone numbers.
4. Conduct a staff Emergency Plan Meeting at the beginning of each school year to review in detail emergency plans for the site, and staff responsibilities.
5. Schedule necessary training (First Aid, CPR and Search and Rescue ) for staff members, as appropriate.
6. Schedule emergency drills, the first at the very beginning of the school year.
7. Complete early in the school year, an inventory of all supplies (including food and water supplies, and expiration dates), and equipment appropriate for an emergency.
7. Order supplies and equipment needed,
8. Determine evacuation routes, and prepare maps, to be available for all classes.
9. Provide communications, especially at the beginning of the school year, to parents and students about the disaster procedures for the school site.
10. Complete on an annual basis, at the beginning of the school year, a Site and Classroom Hazard Survey, (list for use is in Attachment H), and take action to remediate any problems found.

## Site and Classroom Hazard Survey

### *Structural and Non-Structural Hazards*

**Structural:** These are the primary elements of a building that give it support, much like a skeleton or framework on which a skin (siding, roof, etc.) are placed. This framework is critical to the integrity of the buildings to prevent collapse from deterioration, earthquakes, etc. In the State of California, school districts are held responsible for assuring that school buildings meet specified standards for safety. It is the responsibility of the Superintendent and the Board of Trustees to assure that buildings of the district meet all the required standards.

**Non-Structural:** Non-structural hazards are caused by furnishings and non-structural elements of a building. Anything that does not actually hold the buildings up are non-structural, including floors, ceilings, windows and all furnishings. In the State of California schools, non-structural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly.

### **SITE HAZARD SURVEY**

The purpose of the Site Hazard Survey is to check for safety hazards in both the interior and exterior areas of the buildings, to include all the school grounds. This evaluation should be an on-going concern by the Site Administrator (Principal), but special inspections also should be scheduled periodically with the site administrator working with a representative of the district office staff to assure a safe school environment for students and staff members.

The Site Hazard Survey should include an assessment of:

1. Proximity of toxic, flammable, corrosive, chemically reactive, radioactive materials to students and staff.
2. Proximity of high voltage power lines.
3. Likelihood and possible effects of flooding, soil liquefaction, and landslides.
4. Probable safety evacuation areas after an emergency (i.e., earthquake, fire, etc.) with consideration of proximity of gas, water and sewer lines.
5. Stability of water heaters (must be strapped).
6. In offices, multi-purpose rooms, lounges, etc. check for tie-down of bookcases and shelving, heavy objects on high shelves, safety of interior hanging fixtures, and tie-down latches on file cabinets.
7. Assess problems of objects possibly being in the way of students and staff moving to a safe place in an emergency (i.e., tables and desks in hallways).

8. Check janitorial areas to assure proper storage of tools and cleaning chemicals.
9. Check storerooms for heavy items stored on high shelves, and assure that the shelving is secured to the walls.
10. Assure that heavy ceiling tiles and light diffusers are securely fastened, so that they will not become a major hazard in an emergency.
11. In any area, including classrooms, where heavy equipment may be present (including shop equipment, portable ovens, etc. are properly secured.
12. In cooking and serving areas, assure that refrigerators and ranges are restrained, and that flexible gas connections have been used.
13. Determine that large and heavy office machines are restrained and/or located where they will not slice, or fall off the counters, or will not block exits.
14. Make sure that sound system speakers and spotlights are secure.
15. All furnaces or boilers should be restrained.
16. Large trees leaning, or in poor health, should be supported, or removed.
17. Compressed gas cylinders should be secured top and bottom with a safety chain. Laboratory chemicals on shelves should be restrained.

Once the survey is completed, measures should be taken by the Site Administrator and Maintenance Office to address the identified hazards as quickly as possible.

## Bomb Threat Checklist

(Note: Keep blank copies near all incoming phones.)

### Important Instruction: Listen Carefully! Do Not Interrupt Caller, Except to Ask the Following:

1. When will it go off? Specific time: \_\_\_\_\_ Time Remaining: \_\_\_\_\_
2. Where is it planted? Building/Room: \_\_\_\_\_ Area: \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. Did caller appear familiar with building/area by his description of location? \_\_\_\_\_
5. Name of person taking the call: \_\_\_\_\_
6. Time and date of the call: \_\_\_\_\_
7. Best guesses as to caller's identity? Sex: \_\_\_\_\_ Approximate age: \_\_\_\_\_
8. Likely origin of call: (local, long distance, within building, cell) \_\_\_\_\_
9. **Voice Characteristics—Speech and Language:** \_\_\_ Loud \_\_\_ Soft \_\_\_ Fast \_\_\_ Slow  
\_\_\_ Distinct \_\_\_ Distorted \_\_\_ High Pitch \_\_\_ Deep \_\_\_ Excellent \_\_\_ Poor \_\_\_ Pleasant \_\_\_ Foul \_\_\_ Stutter \_\_\_ Nasal  
\_\_\_ Raspy \_\_\_ Slurred **Certain words or phrases used:**  
\_\_\_\_\_ **Accents:** \_\_\_\_\_
10. **Background Noises:** \_\_\_ Local \_\_\_ Not Local \_\_\_ Foreign \_\_\_ Regional \_\_\_ Quiet \_\_\_ Noisy \_\_\_ Party  
Atmosphere \_\_\_ Animals \_\_\_ Street Traffic \_\_\_ Animals \_\_\_ Trains \_\_\_ Airplanes
11. **Nature of Voices:** \_\_\_ Angry \_\_\_ Emotional \_\_\_ Calm \_\_\_ Rational \_\_\_ Coherent \_\_\_ Incoherent  
\_\_\_ Irrational \_\_\_ Deliberate \_\_\_ Righteous \_\_\_ Quiet

### ACTION TO BE TAKEN IMMEDIATELY AFTER RECEIVING A CALL:

**First:** Notify 911.

**Second:** Notify the Incident Commander/Site Administrator (IC/SA) who should proceed to take appropriate action at the school site.

**Third:** The IC/SA or his designee will notify a District administrator (Superintendent, Asst Superintendent, CBO, or Facilities Director).

**Fourth:** The IC/SA will coordinate response with the District administrator.

Report completed by: \_\_\_\_\_ Date: \_\_\_\_\_



### Bomb Threat Report

(This report is to be completed by the Incident Commander/Site Administrator and sent To the District Superintendent after the bomb threat emergency has passed.)

1. School and date of bomb threat. School: \_\_\_\_\_ Date: \_\_\_\_\_
2. Person who received bomb threat. Name: \_\_\_\_\_ Title: \_\_\_\_\_
3. To whom was call reported: \_\_\_\_\_ At what time: \_\_\_\_\_
4. Did person receiving the call have time for questions? ☐ Yes ☐ No If so, what were the answers to:
  - a) Where is the bomb?
  - b) What time is it set to go off?
  - c) What does the bomb look like?
  - d) Why was the bomb set?
  - e) What were the exact words of the caller as best remembered?
  - f) Answers to other questions asked.
5. Evaluate the voice of the caller for:
  - a) Sex:
  - b) Age:
  - c) Speech accent or impediments:
  - d) Intoxication:
  - e) Ethnic characteristics:
6. Were there background noises? ☐ Yes ☐ No If so describe below:
  - a) Music:
  - b) Conversation:
  - c) Vehicle Traffic:
  - d) Babies/Children:
  - e) Machine Noises:
  - f) Airplanes:
  - g) Other Noises:

## 7. Provide the following information:

- a) Who made the call to the police department? \_\_\_\_\_
- b) Name of police person contacted: \_\_\_\_\_ Date and  
Time: \_\_\_\_\_
- c) Did police come to the school? \_\_Yes \_\_No If so, list the name and badge  
numbers of persons who responded: \_\_\_\_\_  
\_\_\_\_\_
- d) Was a search for the bomb conducted? \_\_Yes \_\_No If yes, give details on  
who did the search, where searched, and how thorough it was done:  
  
\_\_\_\_\_
- e) As Incident Commander/Site Administrator describe the actions you took:  
  
\_\_\_\_\_
- f) Describe any other details, or comments, that might assist in identifying the  
caller:  
  
\_\_\_\_\_

Report submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

## Emergency First Aid Supplies and Equipment

### *FIRST AID SUPPLIES:*

A. These items should be available at each site in the First Aid Office, and they are replenished by the Student Services Office at the beginning of each school year.

- 1 Band Aids ¾". box of 100
- 5 Steri-pads, Gauze pads, pkg. of 25/2"x 2"
- 2 Gauze rolls 2" x 5 yd., dozen/box
- 1 Adhesive tape roll 1" x 10 yd.
- 1 Tongue depressors, box 500 (finger splints)
- 1 Splinter forceps
- 1 Thermometer, oral
- 4 Lightweight blankets
- 24 Triangular bandages, non-sterile, with pins
- 12 Cardboard splints
- 1 Ammonia inhalants, pkg. of 10
- 1 Box Baking Soda
- 1 ISO rubbing alcohol, 1 pint

B. These items should be available in the First Aid Office, and they must be ordered by the school site.

- 2 Adhesive tape roll 2" x 5 yd.
- 2 Elastic bandages 2" ankle wrap
- 13 Chemical cold packs, junior size
- 1 Bandage scissors
- 3 Safety pins, medium size, ½ pkg.
- 2 Antiseptic soap, 4 oz.
- 1 First Aid Manual
- 85 Sanitary napkins, individually wrapped
- 1 Household bleach
- 2 Eyedroppers
- 20 Oval eye pads
- 1 Kleenex, 100 size box
- 1 Flashlight
- 1 Stretcher per school
- 2 Emesis Basin, medium size

Items needing periodic replacement:

- 1 Aspirin, 5 grain tabs, bottle of 100
- 1 Neosporin ointment, 1 oz. Tube
- 1 Kaopectate and spoon, 8 oz. Bottle
- 1 Hydrogen Peroxide, 16 oz.
- 1 Dacriose eye irritation solution, 4 oz.

***EMERGENCY EQUIPMENT***

Each school site should have the following items located in a secure location which can be readily available in an emergency. The District Office provides the initial complement, and after that, any needed replacements are the responsibility of the school site.

- 1 Ax
- 1 Can opener, manual
- 1 Crowbar
- 1 Case of paper cups
- 1 Hammer
- 2 Knives, heavy duty
- 2 Rolls of masking tape
- 2 20-quart pails
- 1 Roll plastic sheeting 4' x 100' (opaque) for privacy screens
- 1 Roll of rope, nylon
- 1 Hand saw
- 4 Screwdrivers, 2 regular and 2 Philips
- 2 Shovels
- 1 Roll of string
- 6 Wastebaskets
- 1 Pkg. of wastebasket liners
- 1 Roll of heavy duty wire
- 1 8" Crescent wrench
- 1 Pot in which to boil water
- 1 Transistor Radio, Am/FM, with extra batteries
- 2 Flashlights with extra batteries
- 600 Plastic garbage bags—at least one per child for weather protection

**EMERGENCY EQUIPMENT INVENTORY**  
*Pacifica School District*

Name of School: \_\_\_\_\_

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

**Note: Listed below is the minimum component of emergency equipment that each site should have available in their steel emergency container, or emergency storage room. In the case of an emergency, this equipment should be immediately accessible by appropriately designated site individuals**

Equipment Items And Number Needed	Number Available	Number Missing
1 Ax	_____	_____
1 Can opener, manual	_____	_____
1 Crowbar	_____	_____
1 Case of paper cups	_____	_____
1 Hammer	_____	_____
2 Knives, heavy duty	_____	_____
2 Rolls of masking tape	_____	_____
2 10-quart pails	_____	_____
1 Roll plastic sheeting 4'x 100' (opaque) for privacy screens	_____	_____
1 Roll rope, nylon	_____	_____
1 Hand saw	_____	_____
3 Screwdrivers	_____	_____
2 Shovels	_____	_____
1 Roll of string	_____	_____
6 Wastebaskets	_____	_____
1 Pkg. of wastebasket liners	_____	_____
1 Roll of heavy duty wire	_____	_____
1 8" Crescent wrench	_____	_____
1 Pot in which to boil water	_____	_____
1 Bullhorn w/extra batteries	_____	_____
1 Transistor Radio, AM/FM w/extra batteries	_____	_____
2 Flashlights w/.extra batteries	_____	_____
# of Plastic bags/1 per child for weather protection	_____	_____
1 First Aid Backpack	_____	_____

School Principal Signature: \_\_\_\_\_

Additional comments or recommendations can be attached to this document.



# PACIFICA POLICE DEPARTMENT

## CRITICAL INCIDENT RESPONSE PLAN

FOR ACTIVE SHOOTER/VIOLENT INTRUDER EVENTS ON SCHOOL CAMPUSES

### PURPOSE

The purpose of this plan is to pre-identify the needs of first responders to critical incidents at schools in Pacifica. A more effective response will be facilitated through the use of Response Packages for each school site. While tactical situations will vary, the packages are available as a starting point for incident management. This plan also outlines roles and expectations of schools and other facilities.

- **Site Survey-** Each police response package contains a brief description of the school and its location.
- **Active Shooter/Violent Intruder Protocol-** First-responders should adhere to the countywide Active Shooter/Immediate Deployment protocol. Consideration should be given to the fact that parents may respond to the scene and perimeters/traffic control will need to be established quickly.
- **Lockdowns-** The *affected* school/facility will go into **lockdown** mode per policy; however, other schools in the area should also be warned to go into a *Secure Campus* mode on a preventative basis.

**Affected Site-** First-responders will expect that the site will be in a lockdown mode. This means that classroom and office doors will be locked, lights will be turned off, and students/employees will be hidden from sight. If students/employees are in open areas or outside when an incident begins (i.e., gunshots or explosions are heard inside the building) and the adult supervisor/employee believes the safest course of action is to gather students/employees and move to a safe location off-site, that action is recommended.

Should students/employees be confronted by an individual intent on doing them harm (i.e., a shooter breaks into a locked classroom or students/employees are unable to lockdown/hide or escape), based on their capabilities, they should consider taking defensive measures and/or taking action to distract the suspect (Run, Hide, Fight concept).

**Nearby Sites-** Those schools/facilities will be advised of the situation by police dispatch. Students at those outlying schools should be brought indoors and

exterior gates/doors should be locked/secured. This is referred to as a **Secure Campus** mode and does not to be of the same degree as at the affected site. Classes can continue to be taught inside the building. Should there be a nearby environmental concern or natural hazard such as a chemical spill or wild animal present, the school/facility may go into a **Shelter in Place** mode. In this instance, students and staff may be brought back into buildings, but doors and gates do not need to be locked.

- **Road Closures-** Will be pre-designated with a suggested number of officers. Officers will be responsible for redirecting traffic and may also have to deal with upset parents. Parents shall be directed to the Sister School or other gather point.
- **Command Posts-** The location of the initial Incident Command Post (ICP) is suggested, but may be moved at officers' discretion. Once the campus and crime scene are secure, the ICP may be closed and operations moved to the PPD EOC.

The ICP should be operated using ICS principles with a unified command consisting of: Police, Fire, EMS, and School/Building officials.

- **Staging Areas-** Responding personnel should stay away from the ICP. Separate areas are designated and officers shall provide for orderly parking of vehicles and check-in of personnel.
- **"Sister School" Designations-** Administrators from the Jefferson Union High School District (JUHSD), the Pacifica School District (PSD), and private schools have all agreed in principle to the "Sister School" concept. Should an Active Shooter/Violent Intruder incident occur at a school, it is critical that responding parents stay away so as not to become victims themselves or inhibit emergency response and investigation of the incident. Therefore, parents will be directed via recorded message (from the school district) or by officers to go to a designated school where they will be taken to an assembly area and briefed by school district and police personnel. The Sister School will then serve as the student-parent reunification location as students are moved from the affected school. (see attached list for sister school locations.)

## **GOALS**

1. Safety of the public
2. Orderly response of emergency personnel
3. Restoration of order
4. Crime scene security
5. Reunification of students and their parents/guardians
6. Protection of property

## **ASSUMPTIONS DEFINED**

This plan assumes that several things will take place before and during response to a critical incident on school campuses:

1. One or more suspects are committing ongoing serious acts of violence on campus.
2. The school has implemented a lockdown procedure.
3. All available law/fire/ambulance personnel will respond to the scene.
4. Landline and cellular communications systems will be overwhelmed.
5. Parents will respond en masse to the scene.

## **INCIDENT RESOLUTION**

- Depending on the nature of the incident at the school/facility, the lockdown may last from just a couple of hours to many hours. Schools should have means to provide for the basic personal necessities of those who will be locked-down inside classrooms.
- Law enforcement's tasks in the immediate deployment to an Active Shooter/Violent Intruder incident will be to contact and use appropriate means to address the threat to the public. Law enforcement will then work with Fire and EMS to locate those who may be injured and move them to safe areas for treatment. Finally, law enforcement will conduct a thorough search of the incident area in an effort to locate other suspects or items that may pose a threat to the public. This process may take several hours during which the lockdown will remain in effect.

As the building(s) are searched, classrooms and portions of the building may be released, in a controlled manner. If the site is a school, this release will be coordinated with school officials to provide for accountability of students before those students are taken to the sister school for reunification with their parents.

Certain areas of the building designated as crime scene(s) may remain closed for an extended period of time to provide for evidence collection and crime scene reconstruction.