



# **Comprehensive School Safety Plan 2015 – 2016**

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## **Superintendent's message to parents...**

Providing for your child's safety at school is a major responsibility of our staff. Because we understand the importance of being prepared and ready to respond in critical situations we have developed this comprehensive safety plan and all schools have in place their own safety plans specific to their needs as well. The principal, or designated administrator, and district staff are prepared to make prompt and responsible decisions in any situation that could threaten the safety of students or staff members. The need to close a school or district work site and evacuate students and staff members before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of utility service, an event requiring an immediate action response such as a dangerous person on campus, or from a major event such as a fire, earthquake, or storm. At times communication and transportation may be disrupted. Should such events occur please remain calm and utilize the emergency procedures established by this plan.

Your child's school and the district are prepared to care for your child in emergency situations. If you are unable to reach the school or designated reunification site, we will care for your child until you or a designated person arrives. We have staff members with first aid training and we will be in communication with local emergency services as necessary. We ask for your assistance in the following ways:

- Please do not call the school, as we must keep all the telephone lines open for emergency purposes.
- In the event of an emergency at your child's school, staff from either the school or the District will issue notification to you via a voicemail at the phone number we have on record and an email to the email address we have on record in your child's file with specific information on the nature of the emergency and any instructions for you to follow. Please follow any instructions we provide as that is the best way for you to ensure that you are reunited with your child as soon as possible.

During the school year, your child will be trained in the necessary emergency procedures. Students will learn how to react, learn where to assemble, and what to expect in an emergency situation.

In the aftermath of an event, to ensure accountability and safety, your child will be released under strict guidelines:

- No student will be released from school custody unless a parent, or individual designated by a parent, comes for him/her. No child will be allowed to leave with another person, even a relative or baby sitter, unless the school has written permission to that effect or that person is listed on the Student's Enrollment Card in the school's files and the person is able to identify himself/herself.
- All parents, or designated persons, who come for students must sign out for the student at the school office or designated reunification site. Signs will be posted at event sites providing directions and locations as needed.

If you have any questions regarding our safety plans, please contact your child's school office.

Education, knowledge, and preparation are our best allies.

Wendy S. Tukloff, Ed.D  
Superintendent  
Pacifica School District

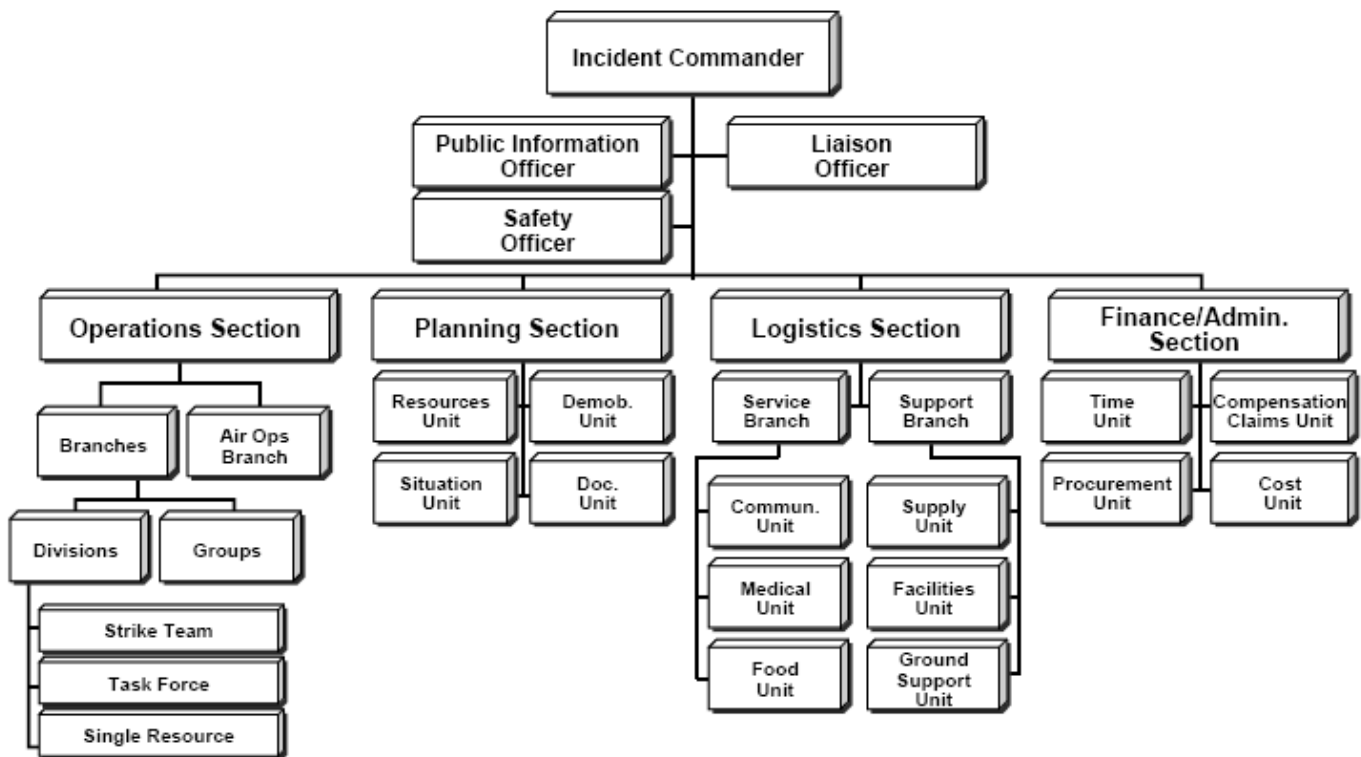
# Emergency Response Organizational Structure

## Overview

The basic organizational structure for any emergency response in our District is the same. This structure, developed by the US Department of Homeland Security, is the National Incident Management System (NIMS) and has been adopted state- and nation-wide. It incorporates elements of the Incident Command System is the standard by which all law enforcement and emergency service agencies and organizations in California operate and understand. This standardization facilitates the flow of communication and provides all entities involved a clear understanding of the roles and responsibilities of each of the positions in the response team.

The structure not only defines the role of each position but also standardizes terms and delineates clear responsibility, chain-of-command, and communication which facilitates the management of an event and coordination and communication with other agencies that may respond to the event. Clear understanding of terms, roles, and responsibilities is essential in stressful situations where critical decisions often need to be made in rapid fashion and under adverse conditions.

## The National Incident Management System (NIMS)



NIMS is a flexible system that allows an organization to tailor its response to the particulars of any event with the appropriate resources. At a minimum every event must have an Incident Commander but, beyond that, a NIMS organization determines in a considered and organized manner what additional resources it will deploy. Circumstances and the fluid evolution of an event will determine

how an organization responds, but having the NIMS structure in place provides a clear plan to organize resources and deploy them efficiently and effectively.

### NIMS Definitions

Below are *brief* definitions of the major elements of the NIMS structure. More detailed descriptions of the roles and responsibilities of each can be found in Appendix

Incident Commander- The Incident Commander is responsible for managing the operations of the emergency response at the event site. He/she is stationed at the incident command post to observe and direct operations, ensure the safety of students and staff at the event site, and lead by example. His/her demeanor, attitude, and behavior influence those of staff and students at the event and set the tone for the organization's response.

Operations Section- This section manages the activities that directly involve and impact humans such as: search and rescue activities, medical/first aid needs, student care and reunification.

Planning Section- This section manages the collection and display of incident information, primarily consisting of the status of all resources and overall status of the incident.

Logistics Section- This section manages the provision of support resources such as: facilities (including shelter if necessary), utilities, food, water, equipment, and materials and the assignment of personnel to deliver and maintain these resources.

Finance/Administration Section- This section manages the tracking of incident related costs, personnel records, requisitions, and administering procurement contracts required by the event response team.

# San Mateo County Schools' Big Five Immediate Action Responses

## Overview

Pacifica School District has adopted the protocols established by the San Mateo County Schools' Big Five Immediate Action Response plan. These five response protocols, ranging in the level of security they provide students and staff appropriate to the nature of the emergency they are intended to address, are deployed immediately by school or District staff upon knowledge of an existing or imminent threat to safety or security.

An Immediate Action Response is a protocol that is implemented in a variety of different emergency situations that require immediate action to protect the safety and security of students and staff. When such an emergency occurs, staff members will take immediate steps to protect themselves, their students, and other people on campus. With an Immediate Action Response staff undertake specific measures without having to learn extensive protocols for each of several dozen different emergency situations. Students are also taught what to do in the event that any of these response actions is implemented.

## The Big Five Immediate Action Responses

Action	Description	Typical event
Shelter In Place	Implement to isolate students and staff from the outdoor <b>environment</b> and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units. <b>This action should also be initiated if the nature of the emergency is unclear to teachers in their classrooms and they should await instruction from school or District administrators or first responder personnel.</b>	Off-site emergency
Drop, Cover, & Hold On	Implement during an <b>earthquake or explosion</b> to protect building occupants from flying and falling debris.	Earthquake, explosion
Secure Campus	Initiate for a <b>potential threat</b> of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned.	Off-site emergency
Lockdown/Barricade	Initiate for an <b>immediate threat of danger</b> to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.	Intruder, hostage
Evacuation	Implement when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to a pre-determined safe location.	Fire, gas leak, bomb threat

## Subsequent actions to Immediate Action Responses

### Notification

#### Call 911

If one of the Immediate Action Responses is initiated by a school staff member, the first and most important notification should be to 911 if it is apparent that emergency responders may not be aware of the emergency. However personal safety is of the utmost priority- calling 911 should only be done when you can do so from a safe location!

### When calling 911 to report an emergency

From a classroom land line phone: **9-9-911**

From all other landline PSD phones: **9-911**

Although the situation may be stressful and frantic, when calling 911, try to remain calm and try to remain on the phone and answer specific questions. In order to complete an accurate assessment of the situation, the 911 dispatcher must obtain as much information as possible to best inform and engage the appropriate responders. However personal safety is always paramount- never endanger yourself or others by calling or remaining on the phone if it will compromise life safety!

- Remain calm and speak slowly and clearly
- Be prepared to provide name, location of the incident, and caller's location, if different from the scene of the emergency
- Although caller ID information may transfer immediately to the 911 dispatcher, it is **not** available in all locations.
- The 911 dispatcher will confirm and verify the phone number and address for EVERY call received
- Answer all questions asked by the 911 dispatcher, even those that seem repetitious
- If possible, do not hang up until the dispatcher says to do so

Additional considerations when calling 911 from a cell phone:

- 911 calls from cell phones may need to be transferred to another agency because cell phone calls are often sent to a 911 answering point based on cell radio coverage. Cell coverage areas don't always match political boundaries
- Know your cell phone number and be prepared to give the dispatcher an exact address

**When calling 911, time is of the essence.  
Remain calm; speak slowly and clearly.  
The 911 dispatcher needs to gather accurate  
information the first time he/she asks for it.**

Contact the District Office



The Incident Commander, his/her designee, or any available staff should also make attempts to contact the District Office to notify the office that an Immediate Action Response has been initiated. However, depending on the nature of the event, various forms of communication (cell phone, land line, computer) may not be available to contact the District Office. School staff should make all reasonable attempts to contact the office, but the safety of students and staff takes priority and no one should endanger themselves or others in attempting to contact the DO. Contact should only be attempted under conditions that are safe for staff to do so. The District Office contact hierarchy is as follows:

Superintendent's office  
Assistant Superintendent's office  
Main District office  
Facilities office  
Chief Business Official

Once notified that an Immediate Action Response has been initiated at a school, District staff will manage communication with other schools and all parents throughout the District. Typically mass notification via text messaging and phone calls will be issued immediately and other forms of notification will begin to activate. District staff will mobilize the necessary personnel and resources to handle communication with emergency services and other public agencies, other school jurisdictions, and the media.

#### Emergency responders' response

Depending on the nature of the emergency and its scale, law enforcement and emergency service responders may already be aware of the event, such as a wide-spread earthquake or flood, or may not be aware of the event if it is localized to a single location. However, in a localized event, they will begin to respond immediately once the 911 request for assistance has been made. Response may be overwhelming in terms of the number of units and agencies responding and the situation may become frenzied.

It is essential that the Incident Commander at the event site remain calm to manage and assist staff to implement the action response and be available to assist the emergency responders' Incident Command Post established at the event site. The responders' Incident Command Post will be staffed by the responders' (typically law enforcement or fire) command and will require the assistance of the Incident Commander to resolve the event if it is ongoing. District administrators, such as the Director of Facilities or Public Information Officer, may go to the event site during an ongoing event to provide additional assistance if circumstances warrant. The Incident Commander will maintain contact with the District Office throughout an ongoing event if conditions permit.

For more information please see the detailed description of Pacifica Police Department's Critical Incident Response Plan in the appendix.

## Aftermath, recovery, and follow-up

### All clear

Once the safety of students and staff has been ascertained and a safe environment has been restored an **ALL CLEAR** notification will be issued by a school or District administrator. Such notification may only come at the direction of the administrator after consultation with and approval from the responding emergency service command such as law enforcement, fire, or other agencies at the event site.

The all clear notification at the event site will be the same signal used during practice drills such as sounding of a bell or whistle and an accompanying announcement on the public address system or local UHF radio network if these systems are functioning. If the decision to issue the all clear notification is made by a school administrator before notifying the District administrator, the school administrator will notify the District administrator so that the all clear notification can be issued at other schools and to parents by the District.

The all clear notification to other schools in the district will be issued by the District Office through an administrator and will be via cell or landline telephone, text message, or UHF radio, depending on the available means of communication.

The all clear notification to parents will be issued by the District Office through an administrator and will be via text message and phone call.

### Post-event/recovery requirements

As soon as possible following an event that renders a school/site or a portion of it unsuitable for occupancy and/or requires functions and programs to be interrupted, procedures are initiated to begin the recovery process including communicating to parents and staff throughout the District the appropriate information to enable them to understand the nature of the interruption, make arrangements to accommodate the interruption, and to coordinate reunification with their students if necessary.

Communication of this nature is coordinated by and disseminated from the District Office through the Public Information Officer in consultation with other District administrators.

The emergency response organization chart for each school/site identifies specific individuals that will execute the necessary functions throughout the recovery process. Depending on available personnel, staff throughout the District may be called upon to serve in a variety of functions, some of which will be dictated by the nature of the event and the circumstances, to execute the necessary steps to enable timely and effective communication, as rapid a relocation of school functions and reunification of students with their parents as possible, and other recovery requirements.

### Follow-up

As soon as practicable following the event a meeting will be held with all District and school administrators and staff to review the facts and acknowledge those who helped during the event. The staff will discuss the facts with students during the first meeting with students following the event. Questions should be answered fully without judgment. Students who appear to need more assistance

in coping with the effects of the event than a teacher can offer or can appropriately handle will be referred to a counselor or other appropriate administrator.

# Emergency Response Organizational Structure Functions

## Overview

Each section and position in the emergency response team has a specific function in executing an effective response. The responsibilities and duties of each section and its respective members are described in the following sections.

While a full NIMS emergency response organization consists of Command, Operations, Planning, Logistics, and Finance/Admin sections the District's organizational structure is condensed to three essential sections as these are adequate to manage any local event:

- Command
- Operations
- Logistics

Each site's mini-plan reflects the specific staffing for each section in the site's emergency response organizational structure.

# Communications

## Overview

Effective communication is a key element of our safety plan. Without communication effectively moving information on a timely basis and to the right receivers our response to an event can be less than optimal and potentially ineffectual.


The best way to ensure our safety plan is effective when we initiate an action is to ensure we understand it and are comfortable with it prior to having to use it in a real emergency. And constant and consistent training in response actions is the best way to ensure we understand our roles, responsibilities, and required actions when having to initiate an immediate response action in a real emergency so we can make decisions and act with confidence knowing that we are responding appropriately to any situation that arises.

A large part of proper training is ensuring all staff have knowledge of and are comfortable with operating emergency communication equipment, special emergency contact procedures, and access to the proper contact information.

## Systems

## BASIC SATELLITE PHONE OPERATION

### A. **IMPORTANT—MUST BE DONE BEFORE SENDING, OR RECEIVING, ANY SATELLITE CALLS:**

1. Turn phone power “on” using small button (with red circle) at the very bottom left of the phone.
2. Phone will come on with the word **Iridium**, followed by **Welcome**, and then should show that it is **SEARCHING**. (Note: You will need to extend, or reposition, the antennae, and be in an outside location with clear access to the open sky (satellite).
3. The phone will then say registering, and then finally **REGISTERED**. This word will appear only briefly, so watch for it, but what is important is that at the bottom of the screen the little symbol that looks like this  should appear.
4. If for any reason the little symbol does not appear, “Press the Menu key” until “Network Selection” appears, then press the O.K. key, and the word registered should appear, press O.K. again, and the little symbol should appear on the bottom of the screen.
5. **YOU ARE NOW READY TO SEND OR RECEIVE CALLS.** If the above is not completed, no calls can be sent, or received, on your satellite phone.

### B. TO SEND A SATELLITE PHONE CALL:

Simply dial the phone number desired from the list attached, and then **Press O.K.** The phone should then begin the call, but be patient, as it takes a little while for the call to bounce off of the satellite back to the phone being called.

### C. TO RECEIVE A PHONE CALL:

1. You must have your phone **on** by following the instruction in “A” above, or no calls can be received.
2. The receiving phone will **ring and/or vibrate**, depending upon the setting you have selected (See Instruction Book p.130).
3. The status indicator on the receiving phone should alternate between red and green, and the phone **display should show Call, Answer?**
4. **To answer, simply PRESS O.K.,** and you should see “Connected” on the phone screen.

### D. TO END A CALL

**End a call by simply pressing the O.K. key.**

## **PACIFICA SCHOOL DISTRICT/AGENCY SATELLITE PHONES**

District Office	Pacifica Police Chief
District Maintenance	Pacifica Police Captains
Sunset Ridge	Jefferson Union High School District
Ocean Shore	Jefferson Union High School District (Maintenance)
Ingrid B. Lacy	Oceana High School
Cabrillo	Terra Nova High School
Ortega	North Coast City Water District (Manager)
	North Coast City Water Dist (Duty Person)

\*\*Satellite phone numbers for the agencies above are kept at each site.

## Specific Emergency Situations and Appropriate Actions

Specific emergency situations are described as follows. This section is not intended to be a comprehensive list for all situations, but is intended to cover the most likely occurrences.

### A. Fire

### B. Earthquake

### C. Flood/Tidal Wave/Tsunami

### D. Environmental Hazard /Biological, Radiological, or Chemical Incident/Contagion Emergency/Suspected Natural Gas Leak

### E. Violent Intruder/Dangerous Person

### F. Bomb Threat

### G. Utilities Service Interruption

### A. Fire

This situation will likely trigger either an **Evacuation** or **Shelter In Place Immediate Action Response**, depending on the location of the fire and other information related to a specific event.

For fire on campus/site:

1. If staff or students detect signs of a fire (flames, smoke, excessive heat) trigger the fire alarm system immediately at the nearest pull station. This action will initiate action to EVACUATE all buildings on campus. All staff members should become familiar with any and all pull station locations.
2. Call 911 as soon as possible from a safe location. No staff or student should attempt to put out the fire. Safety is the utmost priority and all staff should ensure students' and their own safety first by evacuating structures.
3. Once assembled in designated assembly areas teachers are to account for all students. Students are to be under direct control of their respective teachers until released.
4. Staff should render first aid as necessary.
5. Any available staff should notify an available District Administrator at the District Office of the occurrence of the event. This would typically be done by the Incident Commander/Site Administrator if available.
6. Staff should be prepared to assist emergency responders once they arrive on site with access to buildings and information as requested.
7. Students and staff members should remain in assembly areas until reentry into buildings is permitted by the emergency response command authority. If reentry is not permitted parent notification and student reunification procedures by District and school staff will begin as soon as possible.
8. The Incident Commander/Site Administrator should determine what additional actions need to be taken.

For fire off campus/site:

1. Notification of a fire in the vicinity of a school/site will typically come from an emergency response authority or a District Administrator. This notification will initiate action to SHELTER IN PLACE if there is not an immediate threat to the safety of the school/site or to EVACUATE all buildings on campus if there is an imminent threat.



2. The SHELTER IN PLACE response will follow standard procedures for that response until notice of cessation of the threat from the emergency response command authority or a District Administrator.
3. In the event of an off-campus fire that poses an imminent threat to a school/site, the EVACUATE response is initiated, but specific procedures may be modified depending on specific circumstances. Students and staff may remain within buildings for safety and control until they can safely vacate campus rather than assemble in assembly areas. Parent notification and student reunification procedures by District and school staff will begin as soon as possible.
4. The Incident Commander/Site Administrator should determine what additional actions need to be taken.

## **B. Earthquake**

This situation will likely trigger both **Drop, Cover, & Hold On** and **Evacuation Immediate Action Responses**, depending on the location and severity of the earthquake and other information related to a specific event.

1. Upon sensing motion symptomatic of an earthquake staff shall immediately initiate the DROP, COVER, & HOLD ON response for themselves and students. Attempt to stay and face away from windows if possible.
2. As soon as possible after the earthquake motion stops, staff shall initiate the EVACUATE response to vacate buildings if possible. Staff must assess their immediate surroundings to determine if evacuation from their immediate area is possible or if remaining in place is likely the safer option. Rendering aid in the immediate area may also be a consideration.
3. Standard protocols for the EVACUATE response should be implemented in the assembly areas.
4. An earthquake is likely to be an event that would trigger district-wide response so notification to 911 or a District Administrator is probably not necessary, but the IC/SA should attempt to contact a District Administrator to coordinate response action.

## **C. Flood/Tidal Wave/Tsunami**

This situation will likely trigger either an **Evacuation** or **Shelter In Place Immediate Action Response**, depending on the location, timing, and severity of the flood and other information related to a specific event.

1. Notification of an event of this type in the vicinity of a school/site will typically come from an emergency response authority or a District Administrator. An audible warning system like a siren may also provide notice of an imminent event. The extent/magnitude of the event will dictate the course of action to be taken. This notification will initiate action to SHELTER IN PLACE if there is not an immediate threat to the safety of the school/site or to EVACUATE all buildings on campus if there is an imminent threat.
2. The SHELTER IN PLACE response will follow standard procedures for that response until notice of cessation of the threat from the emergency response command authority or a District Administrator.
3. If the event poses an imminent threat to a school/site, the EVACUATE response is initiated, but specific procedures may be modified depending on specific circumstances. It may be prudent for students and staff to remain within buildings for safety and control until they can safely vacate campus rather than assemble in assembly areas. Parent notification and student reunification procedures by District and school staff will begin as soon as possible.

4. The Incident Commander/Site Administrator should determine what additional actions need to be taken.

## **D. Environmental Hazard /Biological, Radiological, or Chemical Incident/Contagion Emergency/Suspected Natural Gas Leak**

These situations will likely trigger either an **Evacuation** or **Shelter In Place Immediate Action Response**, depending on the nature and location of the hazard/incident and other information related to a specific event.

1. Notification of an event of this type in the vicinity of a school/site will typically come from an emergency response authority or a District Administrator. The extent/magnitude of the event and its proximity to a school/site will dictate the course of action to be taken. This notification will initiate action to SHELTER IN PLACE if there is not an immediate threat to the safety of the school/site or to EVACUATE all buildings on campus if there is an imminent threat. However a chemical incident or suspected natural gas leak can occur within a school/site and staff may trigger an EVACUATION response. A contagion emergency could also trigger an EVACUATION response but, more likely, the effort would be to quarantine the source of the contagion rather than vacate the school/site.
2. If a SHELTER IN PLACE response is initiated for an off-campus incident, measures to minimize risk of exposure to potential airborne hazards are also initiated: students and staff outdoors proceed indoors immediately, close windows and doors, turn off building heater systems and fans, and seal gaps under doors and windows with duct tape, wet towels, or similar if determined necessary by the Incident Commander/Site Administrator.
3. Should an event pose an imminent threat to the safety of students and staff, the EVACUATE response is initiated, but specific procedures may be modified depending on circumstances. It may be prudent for students and staff to remain within buildings for safety and control until they can safely vacate campus rather than assemble in outdoor assembly areas. Normal assembly locations may have to be changed to alternate sites if normal locations fall in the path of an airborne hazard.
4. Any available staff should notify 911 and an available District Administrator at the District Office of the occurrence of the event. This would typically be done by the Incident Commander/Site Administrator if available.
5. The Incident Commander/Site Administrator will coordinate with responding emergency services and District administrators subsequent response actions depending on the event and circumstances, particularly to determine whether the students and staff should vacate the school/site and for the duration.
6. If necessary parent notification and student reunification procedures by District and school staff will begin as soon as possible.
7. If circumstances permit reoccupation of school/site buildings, students and staff should only do so upon notice from an emergency response command authority or District administrator. This all clear would typically be issued through the Incident Commander/Site Administrator.

To minimize the potential for an environmental hazard event on a school/site campus the District has established an integrated pest management plan in compliance with the Healthy Schools Act that utilizes pesticides only as a means of treatment when all other means are ineffective.

## **E. Violent Intruder/Dangerous Person**

This situation will likely trigger either a **Shelter In Place, Secure Campus**, or **Lockdown/Barricade Immediate Action Response**, depending on the location of the intruder/dangerous person and other information related to a specific event.

On campus:

Each school/site has a visitor sign-in procedure requiring all visitors to sign in at the office prior to accessing other areas of the school/site. However schools have several points of entry and not every person coming onto campus may be aware of or choose to abide by the visitor sign-in procedure, especially if they intend to do harm. All staff should be constantly aware of persons they do not recognize on school grounds and use their best judgment in how to handle a situation in which they see someone they do not recognize:

1. If the person appears non-threatening staff should use judgment in whether to approach the person or not. If staff do approach the person, escort or direct them to the office to sign-in and get assistance with their business on campus. Staff should always be cautious and conservative in judging a threat and take the course of action that is safest for staff and students.
2. If the person appears to be dangerous (especially if in possession of a weapon) and clearly appears intent on doing harm, the person should not be approached, the staff (and students) should get to a secure area, LOCKDOWN, and, from a safe location, **call 911 immediately and call the office to notify any office staff to issue the lockdown announcement.**
3. Once a LOCKDOWN response has been initiated staff and the Incident Commander/Site Administrator follow the response procedures as described in each school's mini-plan and practiced in training. Specific procedures may be modified depending on the specific circumstances of an event.
4. The Incident Commander/Site Administrator should determine what additional actions need to be taken.

**If an intruder enters a classroom or enclosed area with a weapon and threatens to or begins to harm persons, these procedures should be followed:**

1. If at all possible, call 911 immediately.
2. If a LOCKDOWN announcement has already been issued, but the intruder has NOT entered the room or immediate area, teachers and staff should implement LOCKDOWN procedures immediately.
3. If the intruder has entered a staff person's classroom or immediate area the staff person has to decide how to respond.
4. If the staff decides to negotiate with the intruder the following tactics should be employed:
  - Remain calm. Talk with the individual in a low key, non-threatening manner. Do not argue with, or antagonize, the individual.
  - Keep your distance. Give the intruder ample space.
  - Do not attempt to deceive or threaten the intruder.
  - Do not "buy into" or encourage the delusions of the intruder.
  - Suggest removing the students out the back door. Back off if this suggestion angers the intruder.
  - Be constantly alert and prepared for violence.
5. If the staff decides to defend him/herself and students, adopt an aggressive and offensive attitude and attack the intruder with any available implement that can inflict physical harm with the intent of neutralizing the threat. This response may be instinctual when individuals are faced with a threat

to their survival.

Off-campus:

1. Notification of a dangerous person in the vicinity of a school/site will typically come from an emergency response authority or a District Administrator. This notification will initiate action to SHELTER IN PLACE if there is not an immediate threat to the safety of the school/site or to SECURE CAMPUS if there is an imminent threat.
2. The SHELTER IN PLACE response will follow standard procedures for that response until notice of cessation of the threat from the emergency response command authority or a District Administrator.
3. In the event of an off-campus event that poses an imminent threat to a school/site, the SECURE CAMPUS response is initiated, but specific procedures may be modified depending on specific circumstances. Students and staff remain within buildings for safety and control until notice of the threat being neutralized is given by the emergency response command authority or a District Administrator. Parent notification and student reunification procedures by District and school staff will begin as soon as possible.
4. The Incident Commander/Site Administrator should determine what additional actions need to be taken.

## F. Bomb Threat

This situation will likely trigger either an **Evacuation** or **Shelter In Place Immediate Action Response**, depending on the location of the device and other information related to a specific event.

On campus:

If a threat is received by school or District personnel regarding placement of bombs or explosives in a building or on campus, the following procedures should be implemented immediately:

1. If the message is a telephone call, follow the steps in the Bomb Threat Checklist (copy is available in the appendix)
2. If the message is written such as an email, text message, or letter the message should be preserved in its original form if possible for possible use as evidence in a law enforcement investigation. The Bomb Threat Report (copy is available in the appendix) can be used to record the information provided in the message.
3. If the message is in the form of a letter, the manner in which it arrived, who found it, and where it was found should be noted. Care should be taken in handling the message by immediately placing it in a cellophane envelope so possible finger prints may be detected.
4. Upon receipt of the threat the Incident Commander/Site Administrator should initiate the EVACUATION action response.
5. The IC/SA or designee will immediately notify 911 of the receipt of threat and notify a District administrator of the threat and evacuation response.
6. The Incident Commander/Site Administrator will coordinate with responding emergency services and District administrators subsequent response actions depending on the specifics of the event and circumstances, particularly to determine whether the students and staff should vacate the school/site and for what duration. Upon arrival or emergency service responders staff may be required to assist with a site search if appropriate.

7. If necessary parent notification and student reunification procedures by District and school staff will begin as soon as possible.
8. If circumstances permit reoccupation of school/site buildings, students and staff should only do so upon notice from an emergency response command authority or District administrator. This all clear would typically be issued through the Incident Commander/Site Administrator.
9. The IC/SA will submit a written report to the District Superintendent after the conclusion of the incident using the Bomb Threat Report form.

If school/site staff find a suspicious device with no prior notice of a threat:

1. Notify any office staff to contact the IC/SA immediately to assess the situation and initiate the appropriate response. ***Do not touch it!***
2. If the device is indoors it may be appropriate to open all windows and doors in the immediate area to reduce potential damage.
3. The IC/SA may want to consult with a District administrator to determine the appropriate response. Student and staff safety is always the highest priority so the response should always be made that ensures their safety to the extent possible.

Off campus:

1. Notification of a potential threat in the vicinity of a school/site will typically come from an emergency response authority or a District Administrator. This notification will initiate action to SHELTER IN PLACE if there is not an immediate threat to the safety of the school/site or to EVACUATE if there is an imminent threat.
5. The SHELTER IN PLACE response will follow standard procedures for that response until notice of cessation of the threat from the emergency response command authority or a District Administrator.
6. In the event of an off-campus event that poses an imminent threat to a school/site, the EVACUATION response may be initiated, but specific procedures may be modified depending on specific circumstances. Students and staff may remain within buildings for safety and control until they can vacate the site in a safe and orderly manner. Parent notification and student reunification procedures by District and school staff will begin as soon as possible.
7. The Incident Commander/Site Administrator should determine what additional actions need to be taken.

## G. Utilities Service Interruption

This situation will likely trigger either a **Shelter In Place** or an **Evacuation Immediate Action Response**, depending on the extent and duration of the interruption and other information related to a specific event.

While disruptive to normal operations utility service interruptions are rarely catastrophic so there is usually time for the Incident Commander/Site Administrator to assess the situation, consult with District administrators and utility providers, and explore options to determine the appropriate level of response.

At the first sign of a service interruption the SHELTER IN PLACE response is initiated until the Incident Commander/Site Administrator can assess the situation and provide the best long-term response to the event.

Some factors to consider in assessing any particular service interruption include:

- Time of the year, amount of natural light available in classrooms, outside temperature, and expected length of outage
- Relocation possibilities for students and staff to finish the school day
- Transportation needs and deployment
- Food service requirements

The district policy governing actions that may be taken is that the schools should remain in operation to the extent possible, and students should be properly cared for until regular dismissal time.

## 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: \_\_\_\_\_

# Pacifica School District Emergency Contacts

## ***What to do in case of an emergency?***

- Notify your school/site Incident Commander/Site Administrator immediately of any emergency situation. The utmost priority is to ensure student and staff safety.
- If the school Incident Commander/Site Administrator is unavailable, contact a District administrator.
- School closure decisions and parental instructions after closure are to be made by **District cabinet members**.
- Refer to the confidential emergency contact phone list for administrator and staff phone numbers outside of normal business hours.

## **Pacifica School District Emergency Phone Contacts**

**The Pacifica School District Emergency Phone Line is (650) 355-2408.**

This line number will ring at the front desk if the Superintendent is not available.

- The district main line (650) 738-6600 will be removed from the Centrix emergency, and will be made operational for parent notification.

## **Important Phone Numbers (office numbers)**

### ***Cabinet Members:***

Wendy Tukloff, Superintendent	(650) 738-6603
Ray Avila, Associate Superintendent	(650) 738-6607
Josie Peterson, Chief Business Official	(650) 738-6613
Tina VanRaaphorst, Executive Director, ESS	(650) 738-6616

### ***Maintenance Staff:***

John Hashizume, Director of Facilities	(650) 738-6620
Mary Notmeyer, Clerical Asst, Facilities	(650) 738-6621

### ***Transportation:***

Ty Trông, Bus Driver	(650) 738-6630
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### ***Food Service:***

Lisa Kern, Child Nutrition Supervisor	(650) 738-6647
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## ***School Emergency Numbers***

*These are school fax line numbers that are non-Centrix. Remember to turn your fax machine line to phone use in an emergency.*

<b><i>Cabrillo School (K – 8)</i></b>	(FAX) (650) 738-2870
<b><i>Ingrid B. Lacy School (6 - 8)</i></b>	(FAX) (650) 738-6669 (K) (650) 557-9042
<b><i>Linda Mar Educational Center (pre-K)</i></b>	(FAX) (650) 738-3799
<b><i>Ocean Shore School (K – 8)</i></b>	(FAX) (650) 355-0660 (K) (650) 738-2765
<b><i>Ortega School (K – 5)</i></b>	(FAX) (650) 738-6672
<b><i>Sunset Ridge School (K – 5)</i></b>	(FAX) (650) 355-4042
<b><i>Valleamar School (K – 8)</i></b>	(FAX) (650) 359-2476 (K) (650) 355-783