Emergency Preparedness
Cuesta and Cabrillo Lane Campuses

Responsible and effective emergency planning will assist in completing our school's preparedness goals during an emergency.

Proactive actions are implemented as a response to an imminent hazard to protect students, staff and all other personnel in and around the campus, from the potential consequences of the pending threat. The fundamental principles to consider in deciding on the proper response are:

1. Avoid moving students toward the threat.
2. Take appropriate action to keep the threat from getting to the students.

Per California State Law, all staff is part of the emergency team. You are encouraged to know our plan, to learn the emergency procedures and to keep the classroom emergency supplies up to date.

If you know of a person on campus with a current restraining order, have them report to the office.

Review and complete the following procedures in preparation for all our emergency drills.

Before the Drills/Emergency:

- Update Classroom’s Emergency Materials
  - Updated class list (attendance sheets)
  - First Aid Kit (plastic gloves, band aids, cotton balls, soap)
  - Flashlight
  - Pen or pencil
  - Fire/Disaster Form
  - Evacuation map
  - Remember what team you are on.
- Please read and review the ABC Adult School Emergency Procedures, updated information via e-mail or mailbox, and other pertinent material.
- Check that the School Emergency Evacuation Route map is posted in your room. On it, mark your classroom location in a contrasting color. Contact the front office if you need a copy.
• Classroom teachers may consider keeping a blanket, supply of bottled water, non-perishable food or snacks and other supplies in their room in the event an emergency requires a sustained lock-down.

• Check the location of your fire extinguisher and recall the acronym to remind you how to use it: PASS - Pull the pin, Aim at the base of the fire, Squeeze the nozzle and Sweep at the base of the fire.

Drills/Emergency

Earthquake -

• **Drop, Cover and Hold On**: Get underneath a desk and stay away from windows. Use one hand to hold onto desktop and one hand to cover neck area.

• **Go out**, leaving the door open, and report any injuries to the EOC (Emergency Operations Center) or Attendance Secretary.

• **STAY IN CHARGE OF YOUR CLASS**. Quickly evacuate students to the assigned assembly area (please see Evacuation Procedure Map posted in your class). Take the clipboard with student accounting form, emergency information, and your attendance sheets.

• **All staff should take Emergency Gear and the First Aid Kit to your assigned areas**.

• Do not walk under overhang or under any potential unstable structure.

• Once in the assembly area, gather your students and take roll. Supervise your class and those around you. Do not allow students to return to the classroom to retrieve personal items.

• Keep students at least 50 feet away from the buildings.

• Complete the student accounting report form; building leaders will be by to collect the form. Note on the form any students within the classroom or missing. Also note any damage to the classroom.

• Wait for further information and directions. Remain calm and be flexible.

• **All teachers report to their designated area in the Emergency Assembly Area**.

• **Report the following**
  - Student(s) that are still in the classroom or missing
  - Damage to classroom

• Stay in the assembly area until the “ALL CLEAR” signal is announced.
**Shelter-In-Place** is appropriate for threats posed by atmospheric contamination. These threats could include accidents or attacks involving chemical, biological or radiological hazards. This could also include traffic accidents or other incidents in the general vicinity.

- **Announcement:** *This is a shelter-in-place, repeat; this is a shelter-in-place. We have an emergency. Go to the nearest office or classroom and stay inside until you receive further instructions from the administrator in charge.*
- Close and lock all exterior windows and door to prevent inadvertent opening.
- Instruct students to remain calm and quiet.
- Put your cell phone on vibrate.
- If a fire alarm goes off during a lock down, do not evacuate.
- Any staff in control of students at the time of the lockdown becomes responsible for those students at that time. Instructor and/or staff members are responsible for accounting for students and ensuring that no one leaves the safe area.
- Students without staff must be directed to the office or nearest safe classroom.
- If you are outside of a building when a lockdown is announced and if it is safe to do so, proceed into the nearest classroom and follow the above lockdown instructions.
- Move all personnel to designated interior rooms for shelter-in-place.
- Designated staff should bring updated material and equipment - attendance records, AEDs, needed medical equipment - to shelter-in-place locations.
- Turn off all heating, ventilation, and air conditioning (HVAC) systems. Close and block vents if possible.
- Take attendance and send the count to emergency@abcadultschool.com - include missing or additional students.
- Students and staff should not attempt to leave the classroom until told to do so by security or police personnel. Do not allow anyone to leave until notified by emergency personnel.
- Answer calls/texts/emails from the command center such as *“How many people, including yourself, in your room? Are you missing anyone?”*
- When the condition causing the lockdown has been eliminated, an *“all clear - the lockdown is over”* announcement will be made over the campus PA system.

**Lockdown** is appropriate for threats posed from outside or inside the building. These threats could include a violent person attempting to enter the school, a perpetrator already inside, or nearby criminal or terrorist activity.

- You will be notified through the PA system with the following announcement: *“May I have your attention? This is a lock-down, repeat; this is a lockdown. We have an emergency. Report to the nearest office or classroom and secure yourself inside.”* This announcement will be repeated to SIAs via radios/texts.
- Students without staff must be directed to the office and/or students outside of the school should move away from the school to the designated evacuation site or another
appropriate, safe location. If it is not safe to run into a building or the safe evacuation area, hide behind a large heavy object (i.e. vehicle, tree)

- Lock all classroom/office doors and windows immediately.
- Cover door window and close the window blinds.
- Turn off room/office lights/computers.
- Instruct students to remain calm and quiet.
- Turn your cell phone on vibrate.
- If a fire alarm does go off during a lockdown, do not evacuate.
- Take attendance and send the count to emergency@abcadultschool.com- include missing or additional students.
- Any staff in control of students at the time of the lockdown becomes responsible for those students at that time. Instructor and/or staff members are responsible for accounting for students and ensuring that no one leaves the safe area.
- The administrator-in-charge or designee will immediately dial 911 and inform law enforcement that the school is in a "lock-down" situation with an intruder on campus.
- Do not contact the office unless it is an emergency. (Examples: you have information regarding the intruder, health issue, or injury.)
- Students and staff should not attempt to leave the classroom until told to do so by security or police personnel. Do not allow anyone to leave until notified by emergency personnel or the administrator in charge.
- If you have access to e-mail, the office will communicate with you regarding the situation through e-mail and/or text message. Initially, the office will call staff members by classroom numbers. When you are called, indicate your status as “all clear” or update the office with any pertinent information. The Principal’s Secretary will contact the classes and record all information on a separate sheet.
- Be patient. The office will do its’ best to keep you informed but in an emergency there is a certain amount of chaos and priorities that must be handled first.
- When the situation has been resolved, everyone will be notified by an announcement over the PA system. You will hear an “All Clear”.

**Active Shooter** An active shooter is an event in which one or more persons are actively engaging in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms and there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, with immediate deployment of law enforcement officers to stop the shooting and mitigate harm to innocent people.
ACTIVE SHOOTER PROCEDURES

If faced with an active shooter incident, there are THREE things you can do that make a difference. RUN, HIDE, FIGHT.

RUN When an active shooter is in your vicinity.

- If there is a way out, and you can get out, GET OUT
- This is your best option
- Get out whether others agree or not
- Leave your belongings behind
- Help others from entering the danger zone
- Call 911 as soon as it is safe to do so.

HIDE If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door
- Turn off lights Silence your cell phone
- Spread out
- Hide behind large objects if possible
- Remain very quiet and do not leave until directed by law enforcement officers
- Your hiding place should:
  - Be out of shooters view
  - Provide protection if shots are fired in your direction
  - Do NOT trap or restrict your options for movement (if possible)

FIGHT - AS A LAST RESORT and only if your life is in danger.

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions
- Once the shooter is incapacitated call 911 and flee

POLICE RESPONSE When law enforcement arrives.

- Keep your EMPTY hands raised and visible, with your fingers spread apart
- Remain calm and follow instructions
- Avoid pointing or yelling
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
• Know that help for the injured is on its way. Rescue team officers and emergency personnel will care for the injured as soon as possible.
• The area is a crime scene. Police officers may secure all witnesses until identified and questioned.
Responsible and effective emergency planning will go a long way to complete our school’s goals during an emergency.

*Per California Government Code, Chapter 8, Section 3100 “… all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law.”*

You should know our ABC Adult School’s emergency plan and keep classroom/office emergency supplies up to date.

### ADULT SCHOOL FACULTY & STAFF

**GROUP SUPERVISOR/DISASTER COORDINATOR:** .......................................................... Principal

1. Brief and updates the Site Administrators regarding emergency preparedness plan.
2. Delegates reports, evaluates and disseminates information.

**SITE LIAISON:** ............................................................................................................. Principal's Secretary

1. Establishes contact and maintains coordination with all responders from off-site.
2. Provides and supports the communication capability at the School Site.
3. Monitors communication at the School Site.

### CABRILLO LANE CAMPUS TEAMS

#### EMERGENCY OPERATION CENTER (EOC)

**Incident Commander (IC)** .......................................................... Nancy Amara, Assistant Principal

**Location:** Assembly Area - In front of the Soccer Field

1. Responsible for all of Cabrillo Lane site
2. Remains at the EOC
3. Coordinates all groups
4. Communicates with Cuesta Adult School Campus
5. Assumes over-all responsibility of student control after a disaster or emergency

**ATTENDANCE ACCOUNTING:** (AA)

**Location:** EOC .......................................................... Maria Vizcarra

1. Collects Earthquake/Disaster forms from teachers.
2. Liaises with other Site Staff for student accounting information.
3. Informs EOC of all missing persons.
4. Communication liaison with Principal to Cuesta Site.

**COMMUNICATION TEAM:**

**Location:** EOC .......................................................... Charlene DeJong

1. Support Incident Commander (IC) by facilitating and delivering communications.
2. Set up PA System or bull horn
3. Use cell phone messages, walkie-talkies, messengers, and any other means needed to communicate between school emergency services and district office as needed.
4. Relay official communications from IC to staff and students in assembly area, parents, and public as needed.

**REUNIFICATION TEAM:**

**Location:** EOC .......................................................... Marci Levins/Kathy Dedourian (day)

1. Greet and direct parents/guardians/family members through the Request process.
2. Request identification and verify authorization for students on their emergency cards.
3. Locate student
5. When reunited, collect and file original “Permit for Release of Child” form.
CAMPUS SWEEP AND SAFETY CHECK

1. Checks utilities and takes appropriate action to minimize damage to school site and reports status to EOC.
2. Insures that all routes to the Evacuation Assembly Area (EAA) are clear.
3. Assists in the evacuation of classes to their assigned EAA areas.
4. Checks buildings and structures for damage and reports to EOC.
5. Assists in extinguishing small fires.
6. SWEEPS CAMPUS - After evacuation area is complete.
   a. Checks each room for students left behind. (Start at AREA I-Cabrillo Lane side.)
   b. Calls EOC to report any emergencies and/or injuries.
   c. Closes/locks doors after checking.
   d. Responds to EOC communication as to location of trapped or injured persons.
   e. Transports victims that can be safely moved to the first aid station.
   f. Reports trapped victims or those that cannot be moved to the EOC.

STUDENT AND STAFF ACCOUNTING TEAM

Location Area – Assembly Area ................................................................. Teachers & Paraeducators

1. Determines the extent of injuries and capabilities for class evacuation.
2. Evacuates classrooms to EAA using predetermined routes.
3. Takes any emergency items needed, roll sheet and Earthquake/Disaster Forms.
4. Leaves door open and unlocked.
5. Informs EOC of any students injured and/or missing.
6. Stays with their students in the EAA. Keeps them calm, safe and organized.

FIRST AID TEAM

Location EAA (in the field) ......................................................... Teacher Karen Dennis and Medical Assistant Class Nurse – Ana Ualika – T/Th 9:30 -11:30 am

1. Sets up First Aid Area: Retrieves supplies from storage shed and lays out tarps.
2. Triage the injured.
3. Administers first aid, records name of student and injuries, and administers first aid.
5. Reports triage info.

SITE TEAM (SECURITY, UTILITIES, SANITATION, AND SHELTER)

Location – Gates and then Cab Lane Gate ............................................ Arnold Navarro, Evening SIA, Bridges SIA – as needed

1. IMMEDIATELY lock all external gates and doors – secure campus.
2. Monitor gates and opens for emergency vehicles, and direct first responders to area of need.
3. Post signs as needed.
4. Directs all stray students to the EAA.
5. Directs parents to the reunification area.
6. Check utilities and take action to minimize damage to school site.
7. Assesses damage to site and report findings to IC and/or EOC.
8. Establish emergency areas as needed – sanitation, shelter, morgue.
9. Help distribute resources such as water, food, power, etc.
10. Communicate with IC and EOC.
Cabrillo Lane Teacher and Information

Cabrillo Lane Campus Areas

- Area 1  Room # 24, 25, 26, 28, 18, 18a, 20, 20a – (Blue)
- Area 2  Room # 2, 4, 6, 8, 9, 10, 12, 14, 16 – (Yellow)
- Area 3  Room # 1, 3, 5, 7, 7a, 11, 13, 15, 21, 22 – (Green)
- Area 4  Room # K-1, K-2, K-3, K-4, 17, 19, 19a – (Orange)

Cabrillo Lane Teacher Buddies – Use buddy system as needed

Area 1
  - Room # 24, 25, 26 and 28
  - Room # 18, 18a, 20 and 20a

Area 2
  - Rooms # 2, 4, 6 and 8
  - Rooms # 9, 10, 12, 14 and 16

Area 3
  - Rooms # 1, 3, 5 and 7
  - Rooms # 11, 13 and 15
  - Rooms # 21 and 22

Area 4
  - Rooms # K-1 and K-2
  - Rooms # K-3, K-4, 17, 19 and 19a
CUESTA CAMPUS TEAMS

EMERGENCY OPERATION CENTER (EOC)

Incident Commander (IC) ................................................................. Chuck Minear, Assistant Principal

Location: Assembly Area - In front main office near large tree Assistant – Jose Vasquez, Dean

1. Responsible for all of Cuesta site
2. Remains at the EOC
3. Coordinates all groups
4. Communicates with Cuesta Adult School Campus
5. Assumes over-all responsibility of student control after a disaster or emergency

ATTENDANCE ACCOUNTING TEAM: (AA)

Location: EOC ................................................................. Winnie Wong

Collection of forms from teachers and delivery to EOC ------- Rachelle Schulz, Connie Caliz, Velia Paredes

1. Collects and accounts for Earthquake/Disaster forms from teachers.
2. Liaises with other Site Staff for student accounting information.
3. Informs EOC of all missing persons.
4. Communication liaison with Principal to Cuesta Site.

COMMUNICATION TEAM:

Location: EOC ................................................................. Deana Colvin

1. Support Incident Commander (IC) by facilitating and delivering communications.
2. Set up PA System or bull horn
3. Use cell phone messages, walkie-talkies, messengers, and any other means needed to communicate between school emergency services and district office as needed.
4. Relay official communications from IC to staff and students in assembly area, parents, and public as needed.

REUNIFICATION TEAM:

Location: EOC ................................................................. Jose Vasquez

1. Greet and direct parents/guardians/family members through the Request process.
2. Request identification and verify authorization for students on their emergency cards.
3. Locate student
5. When reunited, collect and file original “Permit for Release of Child” form.

CAMPUS SWEEP AND SAFETY CHECK ................................. Kerri Murray

Chong Li Zhu
Vanessa Campos
Jessica Vasquez
Travis Crow

1. Checks utilities and takes appropriate action to minimize damage to school site and reports status to EOC.
2. Insures that all routes to the Evacuation Assembly Area (EAA) are clear.
3. Assists in the evacuation of classes to their assigned EAA areas.
4. Checks buildings and structures for damage and reports to EOC.
5. Assists in extinguishing small fires.
6. SWEEPS CAMPUS - After evacuation area is complete.
   a. Checks each room for students left behind.
   b. Calls EOC to report any emergencies and/or injuries.
   c. Closes/locks doors after checking.
   d. Responds to EOC communication as to location of trapped or injured persons.
   e. Transports victims that can be safely moved to the first aid station.
   f. Reports trapped victims or those that cannot be moved to the EOC.
STUDENT AND STAFF ACCOUNTING TEAM
Location Area – Assembly Area ................................................................. Teachers & Paraeducators
1. Determines the extent of injuries and capabilities for class evacuation.
2. Evacuates classrooms to EAA using predetermined routes
3. Takes any emergency items needed, roll sheet and Earthquake/Disaster Forms.
4. Leaves door open and unlocked.
5. Informs EOC of any students injured and/or missing.
6. Stays with their students in the EAA. Keeps them calm, safe and organized.

FIRST AID TEAM
Location EAA (in the field)................................................................. Thomas Rodriguez, Jurizz Barroga,
Nnaka Egbuniwe, Maria Garcia
1. Sets up First Aid Area: Retrieves supplies from storage shed and lays out tarps.
2. Triage the injured.
3. Administers first aid, records name of student and injuries, and administers first aid.
4. Records injuries and first aid applied. Names of injured students
5. Reports triage info.

SITE TEAM (SECURITY, UTILITIES, SANITATION, AND SHELTER)
Location – Gates and then Cab Lane Gate ...................................... Day SIA, Evening SIA– as needed
1. IMMEDIATELY lock all external gates and doors – secure campus.
2. Monitor gates and open for emergency vehicles, and direct first responders to area of need.
3. Post signs as needed
4. Direct all stray students to the EAA.
5. Direct parents to the reunification area
6. Check utilities and take action to minimize damage to school site.
7. Assesses damage to site and report findings to IC and/or EOC
8. Establish emergency areas as needed – sanitation, shelter, morgue,
9. Help distribute resources such as water, food, power, etc.
10. Communicate with EOC

Cuesta Teacher Buddies – Use buddy system as needed
A and B C and B J and K L, M and N
H4, 5 and H6 H8 and H9 H10 and H11 H12 and H13
G1 and G3 G9 and G10 F1, 3 and F5

CUESTA CAMPUS TEACHER AND INFORMATION
Room Evacuation Procedure

Rooms

A, B, C, D, J, K, L, M, N - Grass area near freeway, south of buildings
E-4, E-5 & Adult School Office - Grass area in front of Cuesta Sidewalk.
E-6 & E-7 - Grass area near freeway, south of buildings
F-1/2 & F-3/4 - Sidewalk on Cuesta
F-5/6 & Lounge - Sidewalk on Cuesta
G-1, 2, 3, 4, 10 - Sidewalk on Cuesta
Upholstery, H-12, 13, G-6, 7, 8, 9 - Baseball Field
H-1, 4, 5, 6, 7, 8, 9, 10, 11 - Grass area near freeway, south of these buildings.

**IN CASE OF EMERGENCY**

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| **Bomb**    | • If you find a suspicious object or potential bomb, DO NOT HANDLE THE OBJECT, CLEAR THE AREA (take personal items with you), and CALL 911  
• If you get a bomb threat phone call, get as much information as possible and CALL 911 |
| **Earthquake** | • DROP: drop to the floor.  
• COVER: take shelter under furniture or stay close to an interior wall, and cover your head with your arms. IF you are in a wheelchair, stay in it, move to cover, lock your wheels, and cover your head.  
• HOLD: stay in a hold position until the shaking stops.  
• Stay clear of windows to avoid the danger of broken glass.  
• When shaking has stopped, if it is safe, exit the building in a calm manner and gather in your designated emergency area.  
• Avoid walking under any overhangs. |
| **Evacuation** | • Proceed to the nearest safe exit if you hear a fire alarm, see flames, or smell smoke, natural gas, or chemical fumes.  
• Stay calm, move quickly, and help those who need assistance.  
• DO NOT RE-ENTER the building until told to do so by school personnel. |
| **Fire**    | • Pull a fire alarm and CALL 911 to give your location and situation.  
• Use a fire extinguisher, if it is safe otherwise evacuate and alert others.  
• Close, but do not lock doors, and stay low if smoke is present. |
| **Lock Down** | • Close and lock all exterior windows and door to prevent inadvertent opening.  
• Stay away from windows and doors.  
• Turn off all lights and unnecessary equipment.  
• Instruct students to remain calm and quiet.  
• Put your cell phone on vibrate.  
• **If a fire alarm goes off during a lock down, do not evacuate.** |
| **Medical** | • Do not move a seriously injured person, unless further injury is a risk.  
• Check the victim for consciousness.  
• Have someone CALL 911.  
• Provide care if you are trained in giving first aid. |
| **Shooter** | • EVACUATE: leave belongings behind and CALL 911 to give the location and description of the shooter  
• HIDE OUT: if evacuation is not possible, secure the doors and seek cover.  
• TAKE ACTION: try to incapacitate the shooter by using physical aggression as a last resort if your life is in imminent danger. |

**ABC ADULT SCHOOL**

CALL 911 from any campus phone and call the office.

During a lock down, use the email address [emergency@abcadultschool.com](mailto:emergency@abcadultschool.com) for any communication.