

ORCUTT UNION SCHOOL DISTRICT
500 Dyer Street
Orcutt, CA 93455

Emergency Response Information

The Orcutt Union School District has provided in-depth training to regular staff on how to manage various emergency situations that could occur on school campuses. The District would like to share this information with you as well in the event that you are on campus during the time of an emergency.

Please review the attached "Emergency – Take Action" checklist and "Emergency Information / First Aid" flipchart material. A flipchart is located in each classroom on every campus for use during an emergency.

By signing below, I acknowledge that I have received the above mentioned materials. I have read, familiarized myself and understand the information provided regarding Emergency Information / First Aid and Emergency Take Action checklists.

Print Name _____

Signature _____ Date _____

Emergency Response Information and First Aid / Emergency Take Action checklist may also be found for review on the district website at www.orcuttschools.net under Staff/Human Resources/Related Downloads/Emergency Response Information. Please review the documents at your convenience, sign this verification form indicating that you have done so and return with your annual notification paperwork at the end of the school year.

EMERGENCY INFORMATION/FIRST AID

District Emergency Contact Numbers:	First Aid:
Brad Gitchell C 805 714-2317	Stay calm and assess injury. DO NOT move victim
Bret Cupp C 805 345-5946	Stop bleeding with pressure
Call 911	To prevent shock, cover victim and elevate legs
Notify your Principal	Protect the person from further injury
	If possible, send a person to the Nurse's office or first aid area for help
	Dismiss bystanders
	Stay with the victim until help arrives

EMERGENCY INFO & FIRST AID/GENERAL INFO

GENERAL INFORMATION

In order to ensure the Safety of Orcutt Union School District students and staff; please read and familiarize yourself with the information contained in this guide BEFORE an emergency arises.

Emergency Radio Channels:	Utilities:
Local radio channels that have emergency backup power and will broadcast information & instructions	Pacific Gas & Electric Phone: 800-743-5000
KCLU 89.7 FM and 92.1FM	So Cal Gas Co Phone: 800-427-2200
KCBX 99.5 FM	Golden State Water Phone: 800-999-4033
KUHL 1440 AM	Health Sanitation Phone: 805-922-2121
KTMS 990 AM	

GENERAL INFORMATION



HOLD

In your room or area. Clear the halls.

Students:	Adults:	Scenarios:
Clear the hallways and remain in room or area until "All Clear" is announced	Close and lock door	Altercation in hallway
Do business as usual	Account for students and adults	Medical issue, needing attention
	Do business as usual	Unfinished maintenance operation in a common area



HOLD/SECURE



SECURE

Get inside. Lock outside doors.

Students:	Adults:	Scenario:
Return to inside of building	Bring everyone indoors	Threat outside school boundaries
Do business as usual	Lock outside doors	Dangerous animal
	Increase situational awareness	Unknown or unauthorized person on campus
	Account for students and adults	Criminal activity in the area
	Do business as usual	Planned police activity in the neighborhood



SECURE



LOCKDOWN

Locks, lights, out of sight

Students:	Adults:	Scenarios:
Move to the "safer corner" marked by the red heart	Move to the "safer corner" marked by the red heart	Dangerous animal within a school building
Maintain silence	Recover students from hallway if possible	Intruder
Do not open the door	Lock the classroom door	Angry/violent parent or student
If at Nutrition/PE Students return to inside of building, maintain silence and DO NOT open any doors	Turn out the lights	Report of a weapon
If in Cafeteria: Lock the doors and turn off the lights Move away from sight, maintain silence and DO NOT open any doors	Maintain silence	Active assailant
	Do not open the door	
	Prepare to barricade, if announced	
	Prepare to evade or defend	



LOCKDOWN/EVACUATE

EVACUATE



Evacuate to predetermined location

Students:	Adults:
Leave stuff behind if required to	Lead students to evacuation location
If possible, bring your phone	Account for students and adults
Follow instructions	Notify if missing, extra or injured students or adults
	Use magnets to indicate the status of the classroom



EVACUATE



SHELTER

Hazard and safety strategy

Students:	Adults:	Scenarios:	
Use appropriate safety for the hazard	Lead safety strategy	Hazard	Safety Strategy
	Account for students and adults	Tornado	Evacuate to shelter area
	Notify if missing, extra or injured students or adults	Hazmat	Seal the room; place rolled, wet towels under doors
		Earthquake	Drop, cover and hold-cover eyes and close mouth
		Flooding	Get to higher ground
		Wildfire	Seal the room; place rolled, wet towels under the doors



SHELTER/EARTHQUAKE

EARTHQUAKE

All persons in classroom, execute duck-cover-hold, cover eyes & close mouth

Students:	Adults:
Wait for instructions	Check on your disaster buddy BEFORE you leave
Prepare to evacuate if needed	Leave classroom door OPEN and light OFF
Duck-cover-hold, cover eyes and close mouth	Account for students and adults
	Notify if missing, extra or injured students or adults
	Use magnets to indicate the status of the classroom
	Lead students to Evacuation location

EARTHQUAKE

FIRE

Fire alarm sounds, all persons leave the classroom

Students:	Adults:
Leave stuff behind if required to	Take Emergency Management Guide/Flip Chart with you
If possible, bring your phone	Lead students to evacuation location
Close all doors	Account for students and adults
Class walks quietly and lines up in assigned evacuation area	If all students are present, display the "All Clear" sign on the back cover of this guide. If need assistance or if all students are not present, display the "Need Help" sign in this guide
If in Cafeteria: Evacuate building under direction of adults & report to homeroom evacuation site	
If outside: Proceed to their homeroom evacuation site	

FIRE/BOMB THREAT

BOMB THREAT

All threats must be taken seriously

Students:	Adults:
DO NOT evacuate or leave the classroom or campus	Notify administration and call 911
Wait for instructions	Notify the District Office
	Reference "Bomb Threat Checklist"
	DO NOT EVACUATE until the situation is assessed by law enforcement authorities
	Be aware of any suspicious items in the classroom and when practical, notify law enforcement and/or administration
	Wait for possible responses: 1. Evacuation or 2. Lockdown. Refer to Emergency Management Guide/Flip Chart
	Students are NOT to leave campus unless checked out by parent/guardian or a responsible adult listed on student information card

BOMB THREAT




LOST OR MISSING STUDENT PROTOCOL

1. **One adult must call the office immediately** with the information that a student is missing, describing the student, his/her clothing, time last seen, and place last seen. Office completes an "all call" to determine if student is still on campus.
2. At the same time an adult is calling the office, another adult (with a radio) should begin a search for the student. If the student can be seen the adult should notify the office and then keep track of or follow the student.
3. Upon receiving the telephone call in the office, **the office staff will:**
 - a. **Call the Police**
 - b. Notify the parents/guardians. (Ask parent to notify the school should the student show up at home).
*If the situation occurs at the end of the school day and the student missing is a bus student call transportation.
 - c. Call the District Office 805 938-8901 or ext. 8901 if from landline.
 - d. Put out an all-call to all available adults on campus to come to the office (no other information given).
 - e. Call the classrooms of any siblings on campus and have the siblings escorted to the office (with no information given until he/she/they reach the office staff). Siblings must remain with an adult in the office at all times.
 - f. Assign areas on a school map for available adults to scour. All adults involved in the search will be given a radio. If incident occurs at lunch, noon supervisors will relinquish their radios to searchers.
4. All noon supervisors will remain in their duty posts at lunch unless otherwise directed by principal or designee.
5. All other students should remain with their teachers in their classrooms, or at their normal location for that time of day.
6. No student should be involved in the search unless requested.
7. When the student is found, he/she should be turned over to the parents, the officer, or returned to the classroom depending on the situation.
8. Notify the District Office when student is found.

LOST OR MISSING STUDENT/MAGNET PROTOCOLS

MAGNET

Door Use

		
<p>Use green "OK" magnet on the outside of the classroom door if all students are accounted for, or that no immediate help is necessary</p>	<p>Use red "Help" magnet on the outside of the classroom door if immediate assistance is needed</p>	<p>Use red and white "Medical Help" magnet on the outside of the classroom door if immediate medical attention is needed</p>

MAGNETS

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults