

# EMERGENCY PREPAREDNESS PLAN

## HAZARD SPECIFIC GUIDELINES

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### SECTION 3

2019/2020



**IRVINE UNIFIED  
SCHOOL DISTRICT**

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# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### AIR POLLUTION

#### Predicated Smoke and Unhealthful Smog Episode

##### *Administrative Action*

- ✓ Official notification that a smoke or unhealthful smog episode is predicated, Education Services or the Risk Management & Insurance Department shall communicate as soon as practical such warning via e-mail to all site administrators - department heads within the school district. The site administrator - department head or their designee shall in turn notify their staff.
- ✓ If notification of a predicated smoke or unhealthful smog episode for the following day is received before the end of the school day and/or staff working day, all students and staff members present will be advised as soon as practical of the predicted smoke or unhealthful smog episode.
- ✓ When a smoke or unhealthful smog episode is predicted:
  - All school physical education classes requiring prolonged or strenuous physical activities shall be evaluated as soon as practical and alternative plans developed, as necessary, to address the extent of the predicted smoke or unhealthful smog episode.
  - Practice sessions requiring prolonged or strenuous physical activities (athletic teams, band, drill teams, etc.) shall be evaluated as soon as practical and alternative plans developed, as necessary, based on information from official sources (AQMD) regarding the predicted smoke or unhealthful smog episode.
  - *Home* athletic events scheduled on the day for which a smoke or unhealthful smog episode is predicted, the scheduled event may be postponed, cancelled, or relocated based on relevant air quality reports from official sources.

## **Attained Smoke or Unhealthful Smog Episode**

### *Administrative Action*

- ✓ Upon receipt of notification that a smoke and unhealthful smog episode has been attained, students and staff members will be immediately notified by Education Services or by the Risk Management & Insurance Department. Information may be transmitted by email or by phone to school administrators – department heads.
- ✓ Regular School Activities - During an attained smoke or unhealthful smog episode, strenuous physical activities for all students shall be evaluated and discontinued, as necessary. Activities that are less strenuous in nature should be substituted. All elementary students and, when practical, secondary students shall be allowed to remain indoors. Children having respiratory difficulties shall be allowed to remain indoors.
- ✓ Athletic Events - *Home* athletic events and away athletic events in affected areas shall be evaluated (prior to 11:00 AM on the day of the episode) and either postponed, cancelled, relocated, or determined to proceed forward, based on official reports and current air quality observations by school district staff.
- ✓ Practice Sessions (athletic teams, band, drill team, etc.) - Any of these sessions being conducted during a smoke or unhealthful smog episode shall conform to the provisions of this section.
- ✓ District Staff Activities - Any staff working outdoors shall be limited to those jobs which do not require prolonged or strenuous activity.

# Irvine Unified School District Emergency Preparedness Plan

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### **BOMB THREAT**

#### **Emergency Management Assumption**

Bomb threats are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the affected school(s) and/or District department(s).

#### **Bomb Threat**

Bomb threats are usually received by email, phone, or by other forms of electronic communication. Office staff should be prepared to take the following actions in the event that a bomb threat is received:

#### **Person receiving threat by written communication**

- ✓ If staff receives a written threat, preserve the evidence and notify the site administrator/department head.
- ✓ **Call 911 for immediate police response.**

#### **Person receiving threat by phone**

- ✓ If staff receives a phone threat, keep the caller on the line.
- ✓ Attempt to ascertain the exact location of the bomb and time it is set to detonate.
- ✓ Other information that is important for purposes of police investigation are:
  - Time of Call
  - Time call ended
  - Type of threat
  - Time bomb is set to go off
  - Location of package
  - Description of device
  - What will cause it to explode?
  - Take notes, exact words
  - Caller's voice (i.e. male, female, old, calm, hysterical, accent, etc.)
  - Background noise

- ✓ **Call 911 for immediate police response.**

Administrative Action

- ✓ If directed to evacuate, have students take all personal belongings.
- ✓ Staff should remain mindful for students that require extra assistance when evacuating classrooms and/or school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Be vigilant of any unusual packages and/or unusual student behavior.
- ✓ Immediately advise all individuals and staff not to touch, move or disarm any object or item. Move at least 300 feet from any suspicious package.
- ✓ Leave classroom lights on and doors unlocked.
- ✓ Police will respond and will advise on the need to conduct searches.
- ✓ Keep everyone calm and orderly.

Consult with the Irvine Police Department and/or the Superintendent's Office regarding the evacuation of students. Schools may evacuate depending on all information available to the site administrator and police officials at the time the threat is made.

**Conducting the Search (without specific information)**

Administrative Action

- ✓ Search team(s) may consist of one classified and one certificated person who are familiar with the area.
- ✓ Give priority to common areas, such as restrooms, stairwells, entrances, delivery areas, and hallways.
- ✓ Search a specific area if indicated in the threat.
- ✓ Police will assist and/or help coordinate the search with school officials.
- ✓ Report, but do not touch, any suspicious object (common-place items not normally associated with an area under search should be regarded with suspicion). After discovery of a suspicious item, staff members and students shall exit all buildings on site.

**Discover of suspicious object or if threat remains real.**

*Administrative Action*

- ✓ Police will conduct a search of suspected areas.
- ✓ If evacuation is necessary, evacuate the buildings or area using established routes not jeopardized by the threat.
- ✓ Should a bomb or suspicious item be located, school personnel are directed to back off and not attempt to move the item. School personnel may be contacted to identify a suspicious item.
- ✓ If requested by police and/or fire personnel, water, gas, and electrical lines leading to danger zone should be shut off.
- ✓ If a bomb or suspicious item is found, no staff member or student shall enter any building on the site.
- ✓ If the item is identified as a possible bomb, police personnel will assume all responsibilities in notifying the appropriate agency for assistance.
- ✓ Normal school operations may resume after the police have removed or declared the item to be safe.
- ✓ Evaluate need for Psychological First Aid. Activate Crisis Response Team, if necessary.

# **Irvine Unified School District Emergency Preparedness Plan**

## **Hazard Specific Guidelines**

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### **CAMPUS DISTURBANCE**

#### **Emergency Management Assumption**

Campus Disturbances are localized emergencies and the expectation is that sufficient police and school district personnel would be available to assist the impacted school(s).

#### **Campus Disturbance**

Ideally, school systems would not be involved in any situation that might interrupt the normal day-to-day routine of the schools. However, if schools are disrupted, methods must be devised to handle disruptions to minimize the danger to students, staff, and the school plant.

School administration is charged by law to take every possible precaution to assure the safety of students and other school personnel in the event of any emergency. The following guidelines are presented in an effort to assist school officials in planning for possible civil disturbances and, through such plans, minimize the danger to the students and adults in their care.

#### **Preventive Measures**

The most effective way to prevent a disturbance is to preclude the development of situations that could cause a disturbance. A careful analysis of all parts of the school system (school plant and personnel) should be made immediately to identify potential problem areas.

School principals should regularly report to the District Administration Center the development of potentially explosive situations. The Superintendent or his/her assigned representative should personally review such reports and take the necessary action to alleviate tension.

Most importantly, school officials must be able to recognize signs that indicate that trouble may be *brewing* and to take necessary action to control any potential outbreak of violence. School administrators and staff should constantly be on the lookout for excessive complaints, unusual gatherings of students, unauthorized persons in or about the school buildings, and other signs of unrest.



## **Need for Emergency Plan**

A well-developed plan for controlling school disturbances must be developed and ready for implementation at any time. The plan should contain actions for control of all foreseeable types of disorder. Disturbances at schools are generally initiated by: (1) students or persons attending the school, (2) students or persons who do not belong at the school. The emergency plan should provide for actions to be taken in the event that either or both groups are involved in the disturbance.

A full awareness of the responsibilities of the administration, faculty, and staff as well as a realization of the seriousness of the problem are necessary for the development of a realistic, workable plan. Because each school is unique in its internal characteristics and in its community setting, no uniform plan can be developed that will meet the needs of every school in the Irvine Unified School District. Internal plans must be specific enough to give directions for immediate actions required in an expected or predictable situation and yet flexible enough to allow for adjustment as unexpected or unusual situations develop.

Before a definite statement of action can be incorporated into an emergency action plan for a school, an inventory is needed.

- ✓ How many buildings are in the school complex?
- ✓ Are floor plans of the buildings available?
- ✓ Which building is most likely to be the scene of trouble?
- ✓ How secure are the buildings? Can all of the buildings be securely locked?
- ✓ How rapidly could students be moved from one location on the campus to another?
- ✓ What routes would be most appropriate for student evacuation?

As in any other emergency, during a civil disturbance, the first concern of the school administrators must be the safety of students and staff. Emergency action plans must not only deal with the persons who are causing the disturbance, they must also provide for the safety and physical and psychological protection of students who are not participating in the disturbance.

Consideration should be given to action needed to prevent dissidents from involving onlookers in their activities. School administrators should consider the advisability of immediately locking classroom doors and turning off the class bells to prevent movement of students in large numbers.

The emergency action plan should include procedures for identifying persons directly involved in the disturbance. It may be desirable to establish a procedure by which persons

not participating in the disturbance may be identified so they can be moved to an area of safety, and unauthorized persons and dissidents, alike, may be required to leave the school buildings and grounds. The plan should include provisions for transporting nonparticipating students from the disturbance if it becomes necessary.

The school emergency plan must include provisions for release of students from school. Administrators must consider the following:

- ✓ Would you be endangering students' safety if you released them from class?
- ✓ Would any of the students be likely to join with the dissident group?
- ✓ Would the addition of your students, if they joined the dissident group, create a situation beyond the capability of local law enforcement agencies to handle?
- ✓ Should you notify Irvine Police and request their advice on whether or not to dismiss students?
- ✓ Would you be justified in holding some, or all, of your students beyond regular dismissal time?
- ✓ If transportation is necessary, would enough buses be available to accommodate all of the students? What other transportation resources could you utilize? Where can sufficient transportation be obtained? How? Should you request police escort for buses or cars?
- ✓ If you wished to hold students at the school until their parents called for them, would it be safe for the parents to drive into the area? If not, what alternate action might be advisable? Should police protection be requested?

### **Faculty and Staff Responsibilities**

An inventory of faculty and staff resources available at each school will provide answers to such pertinent questions as the following:

- ✓ How many staff are available to assist in controlling a disturbance?
- ✓ How many staff are available to assist with nonparticipating students?
- ✓ What type of assignment should each person be given to enable that person to effectively assist in controlling a disturbance?
- ✓ How many members of the faculty and staff can be depended upon to remain calm and reasonable in the face of an emergency?

In the event a civil disturbance threatens the school, school administrators must be prepared. An emergency action plan must address many complex contingencies. There should be a step-by-step procedure to use when a crisis occurs. An example follows:

- ✓ Assess life/safety issues immediately.
- ✓ Provide immediate emergency medical care.
- ✓ Call 911 and notify police/rescue first. Call the District Administration Center second using established District communication protocols.
- ✓ Convene the crisis team to assess the situation and implement the crisis response procedures.
- ✓ Evaluate available and needed resources. Request assistance as necessary.
- ✓ Alert school staff to the situation.
  - Secure all areas: **SOFT LOCKDOWN** or **HARD LOCKDOWN**
- ✓ Staff should remain mindful for students that require extra assistance when locking down and/or evacuating classrooms-school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Establish, if necessary, school community messaging regarding the on-campus disturbance. Provide parents with pertinent information.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### CHEMICAL ACCIDENT

#### Emergency Management Assumption

Chemical accidents are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the affected school(s) and/or District department(s).

#### Chemical Accident

Warning of a chemical accident is usually received from the Orange County Fire Authority (OCFA) or Irvine Police when such accidents occur near a school and poses a threat to students and staff. An overturned tanker, either a truck or a train, a broken fuel line, and an accident in a commercial establishment that uses chemicals are all potential hazards if such accidents occur near a school or if the wind is such that it would carry fumes from such accidents to a school.

#### Administrative Action

- ✓ Notify the Superintendent's Office and/or Education Services or Risk Management & Insurance Department.
- ✓ If it is necessary to evacuate the area, move in classroom groups crosswind, never directly with or against the wind which may be carrying fumes. Determine the need to implement action plan (consultation with fire and police).
- ✓ Determine whether the students and staff should leave the school grounds/District facility.
- ✓ Staff should remain mindful for students that require extra assistance when evacuating classrooms and/or school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Render first aid as necessary.
- ✓ Take roll if students are moved; account for all students and staff.
- ✓ The principal will direct action as required. Students and staff must not return to the school until OCFA or Irvine Police officials have declared the area to be safe.

- ✓ If a chemical accident occurs near the end of the school day or before school starts, staff must be sent to key points to direct students around affected area. Some cases may require transportation of students away from the school.
- ✓ Assess need for Psychological First Aid. Activate Crisis Response Team, if needed.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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For Catastrophic Earthquake: Activate School's Incident Command System
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### EARTHQUAKE

#### **Emergency Management Assumptions**

Devastating earthquakes are regional natural disasters that quickly soak up the resources of first responding agencies. The District's Emergency/Safety Partnership developed the following catastrophic assumptions so preplanning and mitigation efforts can enhance the internal ability to respond appropriately to protect students, staff, and property. The catastrophic assumptions include:

- Public Safety Agencies not available to immediately respond.
- Landline phones and/or cellular phones unavailable for communications.
- Influx of community members arrive at school sites seeking assistance or volunteering to help.
- Donations of water, food, clothes, and other supplies arrive days following the catastrophic incident.
- 10% - 20% of District staff will leave work (without permission) 2 hours after a catastrophic incident. The percentage of staff leaving without permission more than doubles at 5 hours (30% - 50%) and continues to increase to 75% - 90% at 12 hours.
- 50% - 70% of District students will leave campus or be picked up within 2 hours after a catastrophic incident. The percentage of students leaving or being picked up increases at 5 hours (75% - 80%) and continues to increase to 90% - 98% at 12 hours.

#### **Basic Understanding**

The Irvine Unified School District's earthquake emergency response plan is based initially on the fact that the safest place for young people in the event of an earthquake during the school day is the school. Such an occurrence, of course, puts a heavy burden upon school administrators and the staff charged with protecting them.

To assure safety and well-being during an earthquake emergency, all the responsibilities of administrators, staff, and students have been detailed in this section. During an earthquake emergency, school administrators, staff, and students must fulfill their responsibilities and follow the procedures that have been established.

### **Staff Responsibilities**

Under current law, the school principal is entrusted with the overall administration of his or her school and the overall responsibility for the safety and welfare of all students and staff which may go beyond the school day. In times of emergency, the school principal has the necessary authority to do what is necessary to protect the safety of students and staff. He or she has the authority to assign certificated or classified staff to perform required duties at assigned stations during an emergency. The extent to which volunteers may be used is at the principal's discretion.

### **Administrative Action**

### **Classroom Emergency Instructions**

- ✓ An Emergency Procedures card shall be posted in classrooms to define responsibilities and actions in case of emergency.
- ✓ A school map shall be posted with Emergency Procedures that defines classroom route to the established Emergency Assembly Area.

### **Earthquake Emergency Procedure**

- ✓ Teacher gives *drop* command at first indication of (impending quake) ground movement.
- ✓ Student response to "drop" if inside the school building:
  - Get under equipment (desk, table, etc.) where available;
  - Drop to knees with back to windows and knees together;
  - Clasp both hands firmly behind the head, covering neck;
  - Bury face in arms protecting the head, close eyes;
  - Students remain in drop position until ground movement ends.
- ✓ At the completion of ground movement, teacher must ascertain possible injury and determine the ability of class to evacuate.
  - A *buddy system* may be used so that one teacher may remain with an injured student and request that neighboring (buddy) teacher supervise his or her class evacuation. The use of this *buddy system* should only be considered when, given the totality of the circumstances, there is no exposure to further danger for the remaining staff member or other students and staff.

- Render first aid if necessary.
- ✓ Upon conclusion of ground movement, teacher shall give command to evacuate the classroom and building, using the established evacuation route. The doors shall remain propped open.
- ✓ Staff should remain mindful for students that require extra assistance when evacuating classrooms and/or school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Students and teachers will assemble at Emergency Assembly Area.
- ✓ If necessary, mobilize the Emergency Response Teams and follow established procedures (Comprehensive School Safety Plan – Section 2).
- ✓ Make contact with the District’s Emergency Operations Center (EOC) at the published phone number, (949) 502-4534, and/or on the District’s emergency radio system (north repeater, east repeater, south repeater, west repeater).
  - If the District EOC is activated in order to manage the earthquake emergency, information will be sent electronically (if possible) and/or by two-way radio on all District licensed frequencies of such activation.
  - When initial contact is made with the EOC, provide status of student and staff injuries (if known); condition of school buildings (if known); and initial request for resources/personnel.
  - As conditions change throughout the emergency, provide EOC with updated information.
- ✓ Staff should be posted at a safe distance from all building entrances to see that no one re-enters the buildings for any reason until the buildings have been declared safe.
- ✓ Do not light any fires after the earthquake.
- ✓ Avoid touching electrical wires that may have fallen.
- ✓ Turn off gas main and other utilities if there is any evidence of a break.
- ✓ The principal will determine the advisability of closing the school and will try to procure the advice of competent authority about the safety of the building. If school is to be closed, consult with the District’s Emergency Operations Center.



### **Drop Procedure While Outside on School Grounds**

- ✓ Students take drop position under lunch tables, under benches, in doorways, or out in the open upon first indication of ground movement. The safest place to be is in the open. Stay away from buildings, trees, and exposed wires.
- ✓ Students remain in drop position until ground movement ends.
- ✓ Students and supervising staff evacuate area in orderly manner and report to campus Emergency Assembly Area.
- ✓ Staff should remain mindful for students that require extra assistance when evacuating classrooms and/or school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).

### **Disaster Preparation**

- ✓ Students should be taught the safety precautions for an earthquake if an adult is not present to tell them what to do. They should be given the following instructions:
  - The safest place to be is in the open - stay there.
  - Move away from buildings, trees, and exposed wires. DO NOT RUN!
  - After the earthquake, if you are on your way to school, continue to school.
  - After the earthquake, if you are on your way home, continue home.

### **Other Problems to Anticipate**

- ✓ Substitutes and teachers new to the school may need assistance with evacuation procedure.
- ✓ Alternative evacuation routes to the Emergency Assembly Area may be needed. The principal can provide the best practice of alternative routes by blocking the primary route during practice exercises.
- ✓ Leadership classes may need to be pressed into service to carry out emergency activities.

### **Earthquake Drills**

An earthquake drill shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools (California Education Code 35297(b))

# Irvine Unified School District Emergency Preparedness Plan

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### FALLEN AIRCRAFT

#### Emergency Management Assumption

Fallen aircraft are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the affected school(s) and/or District department(s).

#### Fallen Aircraft

Warning of a falling or fallen aircraft is usually by sight, sound, or fire. If an aircraft falls near the school, the following actions should be taken:

#### Administrative Action

- ✓ Take immediate action to insure safety of all students.
- ✓ **Call 911 for immediate police/fire assistance.**
- ✓ Notify school administrator of emergency situation.
- ✓ Notify the Superintendent's Office, Education Services, and/or Risk Management & Insurance Department.
- ✓ Students and staff must be kept at a safe distance (at least 2000 feet) from the aircraft; the aircraft may explode.
- ✓ Take further action as required:
  - If it is unsafe to remain in the classroom evacuate building moving students away from accident.
  - If students will be safe in the classrooms, move all students indoors and keep them indoors.
- ✓ Staff should remain mindful for students that require extra assistance when locking down or evacuating classrooms - school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Take roll if students are moved; account for all students and staff.

- ✓ Assess need for Psychological First Aid/Activate Crisis Response Team, if needed.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### **FIRE**

#### **Emergency Management Assumption**

Fires are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the impacted school(s).

#### **Fire Weather Criteria**

The National Weather Service defines Fire Weather (Red Flag Criteria) as the following:

Red flag events normally require the combination of critical fuel conditions and critical weather conditions. Several combinations of fuels and weather conditions may combine to produce red flag conditions. Fuel conditions are considered critical when fuel characteristics are favorable for large fire growth, as determined by the land management agencies. National Weather Service forecasters determine when weather conditions are critical.

#### **Primary Red Flag Criteria**

Relative humidity of 15% or less combined with sustained surface winds, or frequent gusts, of 25 mph or greater. Both conditions must occur simultaneously for at least 3 hours in a 12 hour period ([www.weather.gov](http://www.weather.gov)).

#### **Visible Fire and/or Smoke near School Property**

The principal or designee and/or District officials shall determine whether an evacuation off school property should be conducted based on all available information about the fire and its potential impact to the safety of the students and staff.

District buses should immediately be dispatched to the school to provide transportation support (if needed) to those students and staff who may require extra assistance, if required to evacuate off-school property.

#### **Schools Adjacent to Wildland Areas - Considerations to Evacuate Off School Property**

- ✓ If possible, seek guidance from the Irvine Police Department before evacuating off school property.

- ✓ The location of the reported wildfire and the potential impact to the school are determined based on distance and time together with certain meteorological factors.
  - *Wind Speed* – The wind speed along the wildland area is forecasted to sustain surface winds or frequent gusts of 25 mph or greater.
  - *Wind Direction* – The wind direction suggests the wildfire and its path of travel may impact the school but such impact may not occur for 60 minutes or more.
  - *Air Quality* - Air quality is at an acceptable level at the time of evacuation (no strong smell of smoke or large concentration of ash).
- ✓ The impacted school may be evacuated on foot, unless circumstances necessitate that staff and/or students be transported by vehicle.
- ✓ Students and staff evacuating off school property should do so in an orderly fashion using the most suitable, safest, and fastest route to the predetermined off-site Emergency Assembly Area (as identified in the School’s Comprehensive Safety Plan). The location of the off-site Emergency Assembly Area is subject to change depending on totality of circumstances, including but not limited to, wind direction, traffic and/or pedestrian closures, or due to safety concerns at or near the predetermined Emergency Assembly Area.

*Schools Adjacent to Wildland Areas - Considerations to Shelter-In-Place*

- ✓ Seek immediate guidance from the Orange County Fire Authority to ensure adequate fire resources are available to protect the perimeter and interior of the school campus before sheltering in place.
- ✓ The location of the reported wildfire is in close proximity to the school and its impact is imminent based on distance and time together with certain meteorological factors:
  - *Wind Speed* – The actual wind speed at the impacted school suggests the wildfire will progress too rapidly (sustained or frequent gusts of 25 mph or greater) to conduct a safe and timely evacuation off school property.
  - *Wind Direction* – The wind direction indicates the wildfire and its path of travel may impact the school within 60 minutes.
  - *Air Quality* – The deterioration of the air quality (strong smell and sight of smoke/ash) is an indication that the wildfire is in close proximity to the school.
- ✓ Custodial staff, trained on the building’s ventilation systems, shall ensure the units are shut down and the vents are closed off from the outside air.
- ✓ Students and staff shall remain inside with windows/doors closed until further instructions are given.

## **Visible Fire and/or Smoke within a School Building & Fire Alarm Activations**

### *Administrative Action*

- ✓ The sight of fire and/or smoke or the activation of the fire alarm system (fire sensor or pull station) will automatically implement the following action:
  - Start Evacuation Process
- ✓ Staff shall notify the Orange County Fire Authority (Call 9-1-1).
- ✓ Staff should, if possible without endangering life, fight small fires with a fire extinguisher (e.g., trash can fire, etc.).
- ✓ Nothing in this protocol shall prevent a staff member from immediately evacuating a school building with students when an audible fire alarm has been activated. Staff may use their judgment and are self-empowered to survey the area outside the school building, using situational awareness, before evacuating students to ensure there is no suspicious activity or other safety related concern. When evacuating, staff should continuously *Look-Listen-Smell* for signs of danger as they evacuate students to the Emergency Assembly Area.
- ✓ Staff should remain mindful for students and staff that require extra assistance when evacuating off school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ If applicable, staff shall assemble students at a safe distance from the fire and away from fire-fighting equipment. This may require an alternative location to the Emergency Assembly Area. Keep access roads open for emergency vehicles.
- ✓ Staff shall give students clear direction and supervision and help retain calm.
- ✓ Staff shall render first aid as necessary.
- ✓ Staff shall notify the Superintendent’s Office, Education Services, or the Risk Management & Insurance Department.
- ✓ The Superintendent or designee will determine whether to close the school or if any further action should be implemented.
- ✓ Students and staff should not return to the school until Orange County Fire Authority officials declare the area safe.
- ✓ Staff shall assess the need for Psychological First Aid/Activate Crisis Response Team, if needed.

- ✓ If fire is extensive, staff shall take students to an alternative location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

### **Fire Drills**

Principals shall hold a fire drill at least once every calendar month at the elementary level and at least four times every school year at the intermediate levels. A fire drill shall be held at the secondary level not less than twice every school year (California Education Code 32001).

# **Irvine Unified School District Emergency Preparedness Plan**

## **Hazard Specific Guidelines**

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### **SCHOOL BUS TRANSPORTATION**

#### **Emergency Management Assumption**

Incidents involving school buses are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist at the accident scene.

#### **Basic Understanding**

At the scene of an accident involving a school bus the responding law enforcement agency (police, sheriff, or California Highway Patrol) is in charge.

Irvine Unified School District contracts its student transportation needs with an outside motor carrier (Durham School Services). These services include the following:

- Transportation of special education students to/from school
- Transportation of students to field trips and athletic events
- Other student transportation needs, as requested or required.

While it is recognized that Durham provides their employees with procedures to follow in the event of a bus accident or other emergency, the responsibility for the release of students rests with Irvine Unified School District personnel.

The severity of the accident or emergency may alter the order of events to protect the welfare of children.

#### **Bus Accidents While Transporting Students**

##### **Driver Responsibilities**

Proper driver actions after a collision are necessary to protect the passengers and vehicle from further damage. While there are required steps and procedures that must be followed there may be additional procedures in place by the contract motor carrier. A clear understanding of all procedures to follow in the case of a collision is the responsibility of the driver.

Primary Driver Responsibilities:

- ✓ Evaluate the scene.
- ✓ Properly secure the vehicle before leaving the driver's seat.
- ✓ Remain calm and reassure the passengers.
- ✓ Check for fire.



- ✓ Check for injuries and account for all passengers.

Contact Transportation Department ASAP and give the following information:

- ✓ Provide emergency first aid
- ✓ Type of accident;
- ✓ Location of nearest intersection;
- ✓ Extent of injuries and request for emergency ambulance service and/or
- ✓ District assistance;
- ✓ Request another bus to transport students (if necessary).

Evacuate bus, as follows, only if required for safety of passengers:

- ✓ Give instructions for orderly evacuation from designated exits;
- ✓ Announce specific assembly point;
- ✓ Check to be sure that all passengers have left bus;
- ✓ Supervise or arrange for supervision of students at assembly point; and
- ✓ Take roll/account for all students and staff.
- ✓ Driver should remain mindful for students that require extra assistance when evacuating the school bus – Refer to Appendix (Students with Disabilities, Access and Functional Needs).

Notify the following:

Appropriate law enforcement agency. Law enforcement will notify the appropriate fire department to assist (if necessary).

### **Teacher Responsibilities**

- ✓ Provide emergency first aid.
- ✓ Assist bus driver (if needed) with any life safety emergency;
- ✓ Supervise or arrange for supervision of students at assembly point; and
- ✓ Take roll/account for all students and staff.

### **Responsibilities of District Personnel Other Than the Driver on the Bus**

- ✓ Assist in implementing direction given by driver.
- ✓ Assist in supervision or orderly evacuation if this becomes necessary.
- ✓ Supervise passengers and assist with first aid.
- ✓ To the extent qualified, assume the responsibilities of the bus driver if the driver is incapacitated.

### **Transportation Department Responsibilities**

- ✓ Notify the following (not necessarily in this order) if not already done so:
  - Contact Highway Patrol/Police/Sheriff Department;
  - Fire Department (if necessary);
  - Superintendent's Office;
  - Assistant Superintendent of Business Services or designees;
  - Assistant Superintendent of Education Services or designees;
  - Dispatch additional bus and/or supervisor to the location of the accident;
  - Inform school of attendance and give detailed information; and

- Continue to update information as it is received.

### **District Administration Center Responsibilities**

- ✓ Report to scene of the accident, emergency hospital, or to designated school.
- ✓ Prepare a written/verbal statement and/or assist the impacted school with media inquiries.
- ✓ Assess need for psychological first aid/activate Crisis Response Team, if needed.
- ✓ Continue to update information and account of events.

### **School of Attendance Responsibilities**

- ✓ Dispatch appropriate staff to attending hospital.
- ✓ Notify parents or guardians of the incident.
- ✓ Release student(s) to parent(s) or guardian(s).

### **Emergencies Occurring During Transportation of Student (non-collision)**

#### **Driver Responsibilities**

- ✓ Evaluate the scene.
- ✓ Properly secure the vehicle before leaving the driver's seat.
- ✓ Remain calm and reassure the passengers.

#### **Teacher Responsibilities**

- ✓ During an earthquake or other emergency, command the students to either "Drop" in the aisles or under the seats for protection, or if a life safety emergency exists if students were to remain on the bus (e.g., fire) immediately evacuate the bus.
- ✓ Provide first aid for injured students/passengers.
- ✓ Ensure appropriate law enforcement and/or fire department is contacted.
- ✓ Under extreme emergency conditions contact the Administrator of Transportation for further instructions. The instructions may be:
  - Return to school;
  - Remain at the present location for further assistance;
  - Report to nearest school; or
  - Complete scheduled route.

#### **Responsibilities of District Personnel Other Than the Driver on the Bus**

- ✓ Assist bus driver in implementing procedures outlined above.
- ✓ Provide first aid for injured students/passengers.
- ✓ Remain with student(s) and supervise them until they are released either by the school administrator or District representative.

#### **Administrator of Transportation Responsibilities**

- ✓ If necessary, dispatch additional buses to assist in student transfer.
- ✓ Account for the disposition of all students who are transported by buses to locations other than their school of attendance or home.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### SEVERE WEATHER

#### Emergency Management Assumptions

Severe weather conditions are regional natural incidents that can quickly soak up the resources of first responding agencies. The District's Emergency/Safety Partnership developed the following catastrophic assumptions so preplanning and mitigation efforts can enhance the internal ability to respond appropriately to protect students, staff, and property. The catastrophic assumptions include:

- Public Safety Agencies not available to immediately respond.
- Landline phones and/or cellular phones unavailable for communications.

#### Severe Weather

If high winds and/or substantial rain develops during school hours, the following emergency actions should be accomplished:

#### Administrative Action

- ✓ Implement Action: "DROP-TAKE COVER" (take cover signal)
- ✓ Students and staff should be assembled inside buildings.
- ✓ Staff should remain mindful for students that require extra assistance when sheltering in place – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Close windows and blinds.
- ✓ Remain near an inside wall if possible.
- ✓ Decision to evacuate buildings bearing full force of wind.
- ✓ Keep tuned to designated radio stations for latest advisory information.
- ✓ Take roll—account for students and staff.

- ✓ If necessary/possible, school administrator/department head will contact the Orange County Fire Authority, Irvine Police Department, District Administration Center, and/or District Maintenance and Operations Department.
- ✓ Assess need for Psychological First Aid. Activate Crisis Response Team, if necessary.

# **Irvine Unified School District Emergency Preparedness Plan**

## **Hazard Specific Guidelines**

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### **TERRORIST ATTACK**

#### **Terrorism Definition**

The U.S. Code of Federal Regulations defines terrorism as “the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.”

#### **Terrorist Attack**

Terrorist attacks are unpredictable acts of aggression by force and violence. When these attacks occur on domestic soil, the impact is felt throughout the United States regardless of where the domestic attack originated.

#### **Terrorist Attack – Impact to Irvine Unified School District**

If a terrorist attack occurs within the United States and the attack directly impacts the Irvine Unified School District due to the proximity of the attack, the Office of the Superintendent or his/her designee will immediately take the necessary steps to temporarily close schools.

The District Emergency Operations Center will immediately activate to monitor the closing of schools/departments; develop school/community messaging; and will coordinate resources/personnel efforts with the City of Irvine and County OA Partners (if necessary).

#### **Terrorist Attack – Regional Proximity to Irvine Unified School District**

If a terrorist attack does occur within the United States and within regional proximity, the District must evaluate the fear and impact the attack had on students and staff. The evaluation should include:

- ✓ Location of the terrorist attack in relation to the Irvine Unified School District.
- ✓ Is the terrorist attack contained or is there uncertainty for additional attacks?
- ✓ Are students and staff in fear? Activate Crisis Response Team, if necessary.
- ✓ Determine if schools should temporarily close.

- ✓ Develop school/community messaging.

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### **TRAIN DERAILMENT / ACCIDENT**

#### **Emergency Management Assumption**

Train derailments/accidents are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the impacted school(s).

#### **Train Derailment/Accident Near School District Property**

The principal/designee and/or Irvine USD officials shall wait for Orange County Fire Authority and/or Irvine Police Department official direction whether to evacuate school buildings and/or school grounds based on all available information to them about the train derailment/accident and its impact on the safety of the students and staff and school district property.

School District property adjacent to the railway may be directly impacted, based on the severity of the derailment/accident, and may require immediate action by the principal and/or their designee. The school district property identified include:

- Greentree Elementary School

School District properties in the area that may be impacted by a train derailment/accident include:

- College Park Elementary School
- Deerfield Elementary School
- Early Childhood Learning Center
- Venado Middle School

#### **Administrative Action for Greentree Elementary School**

- ✓ Notify the Irvine Police Department and Orange County Fire Authority by **calling 9-1-1.**
- ✓ The principal/designee will make a quick assessment if an evacuation of buildings and/or school grounds is necessary for the protection of students and staff. If buildings are not impacted and there is no threat of fire, explosion, or collapse of buildings, students and staff should shelter in place until further notice.

- ✓ Staff shall give students clear direction and supervision and help retain calm. Take roll - account for all students. Report missing students to principal or designee.
- ✓ Render first aid as necessary.
- ✓ If the train derailment/accident impacted the school campus, keep access roads open for emergency vehicles.
- ✓ Notify the District Administration Center (Superintendent's Office or Educational Services) or other appropriate school officials.
- ✓ The Superintendent or designee will determine whether to close the school or any further action that should be implemented.
- ✓ If evacuated from school buildings or from the school grounds, students and staff should not return until the Orange County Fire Authority or Irvine Police officials declare the area safe.
- ✓ Staff should remain mindful for students that require extra assistance when sheltering in place or evacuating classrooms - school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- ✓ Assess need for Psychological First Aid. Activate Crisis Response Team, if needed.
- ✓ If the train derailment/accident is extensive and the school is closed, students may be taken to an off-campus Emergency Assembly Area for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.



# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### **VIOLENT INTRUDER**

#### **Emergency Management Assumption**

Violent intruders are localized emergencies and the expectation is that sufficient police, fire, and school district personnel would be available to assist the impacted school(s).

#### **Background**

To provide further clarity on these threats, the Federal Bureau of Investigations (FBI) in 2014 initiated a study of *active shooter* incidents. The goal of the FBI study was to provide federal, state, and local agencies with data so they can better understand how to prevent, prepare for, respond to, and recover from these incidents. Public schools can benefit from the results of the study to assist school staff with appropriate response to these violent incidents.

Active shooter is described as a situation in which a shooting is in progress and an aspect of the crime may affect the protocols used in reacting to the incident. Unlike other defined school crimes, the active aspect inherently implies that citizens have the potential to affect the outcome of the event based on their responses.

The agreed upon definition of an active shooter by U.S. government agencies – including the White House, U.S. Department of Justice, U.S. Department of Education, and U.S. Department of Homeland Security – is “an individual actively engaged in killing or attempting to kill people in a confined and populated area.” While the term active shooter is used to describe violent encounters, person(s) with intent on injuring or killing can carry out their plan with other types of weapons (not a firearm), objects, vehicles, or other means. School staff should not become complacent when encountering agitated or hostile person(s) because the exhibited behavior does not fit the traditional definition or understanding of an active shooter/violent intruder.

#### **Violent Intruder Considerations**

- Violent Intruders are very unpredictable and create chaos/panic at the location.
- This makes it difficult to establish one specific plan of action.
- If confronted, do not aggravate the suspect, remain calm and understanding, create time and distance.

### **Lockdown Considerations**

- When gunshots, screams, or a PA announcement is heard, quickly move into *lockdown*. Check the immediate hallway for students (if safe) and call them in.
- Close and lock door; turn off the lights.
- USE YOUR BEST JUDGMENT if someone wants to enter your room.
- Stay away from the windows and doorways and get as low to the ground as possible.
- Await further instruction. **Call 911** or the front office if someone is injured or if you have information on the intruder.
- Law enforcement personnel will properly identify themselves. If in doubt, staff should **Call 9-1-1** to verify law enforcement presence on campus and/or their presence outside of a lockable space.

### **Evacuation Considerations**

- Evacuate individuals away from the location of the violent intruder.
- Staff should remain mindful for students that require extra assistance when locking down or evacuating classrooms - school grounds – Refer to Appendix (Students with Disabilities, Access and Functional Needs).
- Stay close to walls and avoid wide open areas.
- If possible, move quickly to a lockable space or consider, if outside, an immediate evacuation off-campus in any direction away from danger.
- Don't worry about personal belongings.
- Wear your tag or identification in plain sight so law enforcement knows you belong at the location.
- Seek the safest shelter and make proper notifications.
- Staff should control and provide direction for individuals under their care and custody. Nothing shall prevent staff from assuming the care of others under extreme circumstances.

### **Law Enforcement Information**

- Law enforcement's primary goal is to identify and stop the threat while protecting life and preventing injury.
- Law enforcement will be moving quickly and with weapons drawn.
- They will not have immediate ability to make rescues or administer first aid.
- Follow all directions issued by law enforcement. Keep hands visible.
- Listen carefully and follow their instructions. If in doubt, **Call 9-1-1.**

# Irvine Unified School District Emergency Preparedness Plan

## Hazard Specific Guidelines

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### WILD ANIMALS – BIOLOGICAL

#### Emergency Management Assumption

The presence of wild animals/biological hazards on campus are localized incidents and the expectation is that sufficient police, fire, and school district personnel would be available to assist the impacted school(s).

#### Biological Hazards

Any suspicious package or substance you think is biological in nature, do the following:

- **Call 911.** They should notify the Federal Bureau of Investigation or County Health Department.
- If unopened, don't touch or handle, or allow other staff or individuals to handle.
- Evacuate and isolate the area or room of the suspected substance.
- Mark the room or areas "DO NOT ENTER."
- Contain and isolate any individuals that may have been contaminated.
- Treat chemical agents as you would other hazardous materials.

#### Wild Animals

If you see a coyote or other wild animal near your school, do the following:

- Notify the office/principal immediately.
- **Call 911** or the Irvine Police Department/Animal Services at (949) 724-7200.
- If you are outside supervising students' recess or lunch and see a coyote or any other wild animal, you should immediately direct the students inside and **Call 911** and your office/principal.
- Never try to approach, catch or feed a wild animal. Let animal control handle the situation.

## **Bees**

If outside and see a swarm, do the following:

- Do not swat. Move inside and notify the principal/custodian.
- Maintain a current roster of students with bee sting allergies. If one is stung, **Call 911**.
- If you are sensitive to bee stings and are stung, **Call 911**.
- Once inside, close windows and doors.



**IRVINE UNIFIED  
SCHOOL DISTRICT**