

Kings River Union Elementary School District

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School Safety Plan Updated November 2009

SCHOOL CRISIS RESPONSE CHECKLIST

1. Communication System
 - a. Intercom Codes: Administration – 101, 103, 107
 - b. Reset Fire Alarm: Custodians or Administrators resets pulled fire alarm lever, then fire alarm control unit must be reset by pressing restart Button.
 - c. Key Phone Numbers: Emergency, 911; Sheriff's Office, 733 6211; P,G&E, 800 743 5000

Ed Snell, Superintendent/Principal
Cathy Larson, Assistant Principal

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Emergency Plan

Statement of Purpose

This emergency preparedness plan for Kings River Union Elementary School has been written in compliance with California Education Code, Title V Education, and Section 560, which requires all public schools to have a written disaster preparedness plan. This plan is to be reviewed annually. This plan was developed in cooperation with Federal and State guidelines and with teacher assistance.

This plan includes specific courses of action to be taken in case an emergency situation develops. Every employee of Kings River Union Elementary School is expected to be familiar with this plan in order to carry out his/her responsibilities in an emergency. California law declares that all public employees are "civil defense workers subject to such civilian defense activities as may be assigned to them by their supervisors or by law."

The major objective of emergency preparedness is to save lives and protect property in the event of a disaster. This plan was developed with this in mind.

Air Pollution Episode

Individuals Whom it May Affect

It is recommended that protective measures be taken by sensitive persons. These are persons with chronic lung disease or asthma, the elderly, the chronically ill and exercising children and adults.

Protective Actions

- ✓ Avoid strenuous outdoor physical activity during an episode.
- ✓ Avoid exertion or excitement, which will increase breathing rate.
- ✓ Plan indoor activities for students.
- ✓ Outdoor activities should be restricted beginning at stage two or when the media announces a bad air day.
- ✓ Remain indoors until the episode ends. Keep doors and windows closed, as indoor concentrations of ozone are about one-half that of outdoor levels.
- ✓ Use the air conditioner to re-circulate indoor air and keep cool. High temperatures may add stress to the pollutant effects.
- ✓ Avoid aerosols, dust, fumes, and other irritants. Reduce activities such as cooking or cleaning, which produce irritants to the nose, eyes, and lungs.
- ✓ Avoid traffic-congested areas where pollutants are being generated, if you must go outside.
- ✓ During air pollution seasons, use the cooler morning hours for outdoor activities.
- ✓ Expect severity of symptoms to increase as ozone levels increase (coughing, wheezing, shortness of breath, headaches, chest discomfort and pain, etc.).

The following are the different levels of air quality and what the district policy will be during each of these levels ->

Air Quality Index	Color	Air Quality Conditions	District Response
0-50	Green	Good	No Response
51-100	Yellow	Moderate	No Response
101-150	Orange	Unhealthy for Sensitive Groups	Children with Asthma... will be monitored
Air Quality Index	Color	Air Quality Conditions	District Response
151-200	Red	Unhealthy	If we are notified, via the health department/district office, that it is unhealthful for students to be outside, you will be notified, via the all-call system, that recesses and/or PE may be cancelled. We will follow the "rainy day" schedule for lunch if it is determined that all recess will be canceled.
201-250	Purple	Very Unhealthy	All outside activities will be canceled, including away sports games. Will follow the guidelines above.
250-300	Maroon	Hazardous	School may be canceled. Will follow the recommendations of the health department.

Bomb Threat

General Information

Every person answering the telephone must understand the importance of a calm and reasonable action when a bomb threat is received. Information obtained by that person might be of great importance!

Person Receiving the Threat

Attempt to keep the caller on the line. Get as much information as possible from the caller. Refer to Bomb Threat checklist and record appropriate data.

Immediately after receiving the threat, report all information to the Superintendent or closest designee to the office. The Superintendent or designee will coordinate procedures and make reports to the proper authorities.

Staff Responsibilities

Superintendent

- Assumes command of the crisis until replaced by the fire department/Sheriff's Department.
- Uses the bell system to signal (short bells in series) and the all-call system to announce, "Your attention please. Your attention please. Evacuate the building – Evacuate the building."
- With the assistant principal, makes a search of the entire campus..
- Upon consultation with law enforcement/fire department (usually after inspection by law enforcement) declares the buildings to be unsafe.
- If school buildings are deemed unsafe, students will be transported (Directed Transportation) and parents will be notified via the Connect-Ed notification system.
- If the campus is inspected and declared safe, students will re-enter classrooms.

Principal's Designee

- Searches the office and reports any relevant information to the principal.
- Reports to the principal and assists as necessary.

Teachers

- Make a prompt visual search of the classroom and report any relevant information to the administration by phone, (missing students.)
- If teacher receives bomb threat refer to bomb threat checklist.
- Call office and inform them of the threat. Office to call 911.
- If evacuation is ordered, **take students** to designated evacuation area along with **emergency binder**.
- Leave room unlocked and turn off lights as you leave.

Custodian

- Check all restrooms and perimeters around buildings, back and side gates.

In the event the custodial staff is not on campus for any reason, the following backup plan will be followed: The **principal** and **principal's designee** will split the duties of the custodian.

Custodian

- Will lock all gates

BOMB THREAT CHECKLIST

*****NO CELL PHONES or WALKIE-TALKIES*****

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. Why?
6. What is your address?
7. What is your name?

Background Sounds:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Music |
| <input type="checkbox"/> Long Distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other |

(Please specify)

EXACT WORDING OF BOMB THREAT:

BOMB THREAT LANGUAGE

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Message read by threat maker | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Foul |

Sex of Caller: _____ Race: _____

Age: _____ Length of Call: _____

Telephone number at which call is received: _____

Time call received: _____ Date: ____/____/____

CALLER'S VOICE

- | | |
|--|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Rasp | <input type="checkbox"/> Cryin |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whisper |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) _____ | |

REMARKS: _____

Your Name: _____

Title: _____

Telephone #: _____

Date Checklist Completed: ____/____/____

Campus Security (Secure Building/Lock Down)

Campus Security Signal

The principal/designee will ring two long bells followed by the announcement "Your attention please. Your attention please. Secure building. Secure building."

Staff Responsibilities during a Lock Down

- Superintendent Ensures doors are locked in all buildings.
- **Secretary** Calls 911. Locks office door. Keeps phone lines open
- **Custodian** Locks all gates to campus.
- **Teachers** Lock classroom door and remain with students.
Take roll, list all students missing from class and identify their locations (RSP, Speech, absent, etc.). Notify office, by phone **ONLY** if they have "loose" children on campus ie., went to bathroom, were en-route to the office **OR** if they have a "loose" child from another class.
- **Students** Respond to campus security drill in a quick and orderly manner.
Listen and respond quickly to all instructions from staff.
Students at recess, report to cafeteria.
Stay in seats and remain quiet.
Stay away from windows.
If in the hallway/bathroom, go to the **cafeteria**.

No one leaves the classroom!

DO NOT use cell phones to contact office or outside community

The end of the Lock Down will be announced over the all-call system and by the ringing of one long bell tone.

Chemical Accident

General Information

Warning of a chemical accident is usually received from the fire or police departments when such an accident occurs sufficiently near the school to be a threat to the safety of the students.

An overturned tanker (either a truck or train), a broken fuel line or an accident in a commercial establishment that uses chemicals are all potential hazards if they occur near the school or the wind is such that it would carry the fumes to the campus.

The school is alert to exposure to safety hazards, such as toxins from nearby spraying of farm crops. The Agricultural Commissioner's Office will be notified when sprayers get too close to the school during times that students are present.

Emergency Procedures

Chemical Spills on Campus

Should a chemical spill occur on campus, the following precautions should be taken:

1. Evacuate the area of campus nearest the spill (classroom, wing, etc.). Be sure to locate students upwind from the spill.
2. Notify the office immediately.
3. The Superintendent/designee will order the shut down of all re-circulating air conditioning systems by way of the all-call system.
4. Superintendent or designee will contact 911.
5. The Superintendent/designee will notify Maintenance.
6. Follow all directions given by emergency personnel.
7. If a full evacuation is necessary, vacate the buildings utilizing fire drill exit routes and procedures and be ready for Directed Transportation and subsequent notifications.

Chemical Spills Near the Campus

1. Secure building procedures will be utilized.
2. Notify the office immediately.
3. The Superintendent/designee will order the shut down of all the re-circulating air conditioning systems.
4. Superintendent/designee will contact 911.
5. Follow all directions given by emergency personnel.

Action: Secure Building procedures--secure everyone indoors.

1. Teachers to keep everyone inside, students seeking shelter will report to the cafeteria.
2. Supervise the area outside until all rooms are secure and all individuals are inside.
3. Lock the doors and close the curtains.
4. Students are to be seated, and roll taken.
5. Notify office of missing students or if you have a student from another class.
6. Remain in room until the Superintendent/designee notifies you that it is safe to leave.

Listen for directions from the administration on whether evacuation procedures will be necessary. Evacuate according to the level of evacuation declared by Superintendent/Designee.

Civil Defense Emergency

Civil Defense/Disorders

If a civil defense reaction should be required, cooperate with local civil defense authorities and comply with civil defense procedures. The goal is to protect all students and staff from injury or harassment until proper authorities can be summoned, and to keep property loss and damage to a minimum.

SCHOOL CRISIS RESPONSE

1. "Safe Room" – in **Cafeteria**

2. Communication System
 - d. **All call system as well as intercom system (office number 101, 103, 107).**

 - e. **Reset Fire Alarm:** Custodian or Administrator resets pulled fire alarm lever.
 The fire alarm control unit in the Office must be reset by pressing the reset button. Instructions are located inside the unit control panel.
Key Phone Numbers: Emergency, 911; Sheriff's Office, 733 6211; Gas Company, 800 743 5000

EMERGENCY RESPONSE TEAM MEMBERS

Name	Phone #	Role
Ed Snell	559 897 7209 X103	Incident Coordinator/Public Information Officer
Cathy Larson	559 897 7209 X107	Incident Coordinator/Operations Chief
Tino Fernandez	559 217 9944	Maintenance/Operations/Transportation Supervisor
Mary Nagle	559 897 7209 X105	School Nurse
Erika Lopez	559 897 7209 X101	School Secretary/Interpreter/Communications
Melissa Del Toro	559 897 7209 X104	Migrant/Interpreter/Community Liaison
Denise Bunker	559 897 7209 X128	Food Services Director
Pam Tredway	559 897 7209	Business Manager

SCHOOL CRISIS RESPONSE BOX CHECK LIST

DETERMINE SPECIFIC NEEDS AND ENSURE THAT ALL OF THE CONTENTS ARE IN THE APPROPRIATE BOX/PACK AND ARE CURRENT.

LAST UPDATED: 07 / 22 / 08

BY (print name): Ed Snell

SIGNATURE: Ed Snell

- Map or diagram of campus with evacuation sites marked**
- Staff emergency vest(s) of appropriate color (if required)**
- Student/staff emergency cards/roster**
- Student/staff attendance for current day**
- Student/staff sign out sheet (not official)**
- Appropriate facility keys**
- Latex gloves in zip lock bag**
- Flashlight with batteries bagged separately**
- Whistle**
- Two pens**
- Large marker**
- Small notebook and/or legal pad**
- Scissors and/or utility tool**
- Post it notes**
- Assorted Band-Aids**
- Lifesavers or other hard candy**
- Class activity or game (if appropriate)**
- Other items specific to this location**

DRIVE-BY SHOOTING

With the availability of weapons and the increase in gang activity, it is possible that a drive-by shooting could occur at or near a school site. The immediate concern is the safety of students and staff.

If you suspect that shots may be fired from a passing vehicle:

1. Have staff and students lie flat on the ground and keep as low as possible.
2. If safe, look at the vehicle, try to identify:
 - a. License plate number
 - b. Type of vehicle
 - c. Occupants
 - d. Weapons

Immediately after the vehicle is gone:

1. Contact School Office
2. Office Staff will call 911
3. Superintendent/Designee will order Secure Building
4. Assess injuries, if any.
5. Have students move safely and quickly to their classrooms.
6. Do not move those seriously injured unless imminent danger exists. If the injured are ambulatory, move them to a safe shelter.
7. Immediately notify the office of the situation and report the extent of any injuries.
8. Stay with the injured until emergency services arrive.
9. Assist the authorities with as much detail as possible.
10. Alert District Office of the incident.
11. If the media arrives, they should be directed to the Superintendent/Designee at the District Office.

**REMEMBER- Students will model their emotional reaction after yours.
STAY CALM.**

Earthquake

What to Expect During an Earthquake

The first indication of a damaging earthquake may be a gentle shaking, the swaying of hanging objects or the sound of objects wobbling on shelves. You may be jarred by a violent jolt. You may hear a low, loud, rumbling noise and then feel shaking, making it very difficult to move from one place to another. The following may occur:

- *Freestanding bookshelves may topple*
- *Wall-mounted objects may loosen and fall*
- *Suspended ceiling components may fall, causing others to come down with them*
- *Door frames may be bent by moving walls and may jam doors shut*
- *Moving walls may bend window frames, causing glass to shatter, sending dangerous shards into the room*
- *The accompanying noise may cause considerable stress*

Earthquake Drill

During an actual earthquake, the signal to begin the emergency procedure is the sensation of severe quaking. The signal for an earthquake **drill** is the all-call announcement: "Duck, cover and hold. Duck, cover and hold."

Upon hearing the signal, teachers and students will drop and cover and remain in this position until the drill is completed. The announcement "All Clear" will be given by the administration to signal the end of the drill along with one long bell signal. Students and Staff may then be directed to exit building.

Drop and Cover Procedures

When the signal is heard the **students** will:

- Drop and cover (assuring that student protects head and face)
- Turn away from any windows
- Stay under the shelter until the Earthquake is over
- Listen silently for all instructions

When the signal is heard, the **teacher** will:

- Immediately take cover
- Talk calmly to the students
- Stay under the shelter until the Earthquake is over
- Review procedures with the students for evacuation of the classroom

When the signal is heard, all other **employees** will:

- Immediately take cover
- Talk calmly to the students
- Stay under the shelter until the Earthquake is over
- Review procedures with the students for evacuation of the classroom
-

Building evacuation following an earthquake is vital due to secondary hazards (explosions, fire, etc.)

When evacuating, please follow the Evacuation Map (Appendix). Follow Fire/Evacuation Drill Procedures once assembled.

Staff Responsibilities

The staff responsibilities during an earthquake are slightly different from the responsibilities during a fire drill. Please read the following carefully:

- **Superintendent** Initiates fire/evacuation drill. Evacuate students.
Evaluates overall campus condition and takes precautionary action.
Determines if conditions warrant forming a search and rescue team to find missing students.
Determines when it is safe to return to class.
Follows fire / evacuation written procedures at appropriate time.
- **Secretary** Calls 9-1-1.
Follows fire / evacuation drill procedures at appropriate time.
- **Custodians** Evaluates overall campus condition and takes precautionary action.
Takes necessary emergency precautions with gas, electricity, etc.
Reports to Superintendent when the preceding actions are complete.
- **Teachers** Initiates **drop and cover** procedures.
Follows fire / evacuation drill procedures at appropriate time.
- **Students** Respond to the earthquake drill in a quick, calm and orderly manner. Listen and respond quickly to all instructions from staff
- **Other Personnel** Drop and cover. Follow fire/evacuation plan at appropriate time.

Re-entry into Classrooms

The Superintendent/designee will consider the severity of the emergency. If deemed safe, students will re-enter the campus. In **drill** situations, the announcement: "All Clear" will be announced on the all-call system and a single bell tone will be activated.

Procedures of Injured Parties

In the event that the emergency situation warrants a lock down of the campus, injured parties should be taken to the cafeteria or designated triage area.

Release of Staff

Once the student body is as safe and secure as possible, teachers will remain with their students until the Superintendent or designee releases staff to attend to personal situations, families and home.

EVACUATION PROCEDURES

Classrooms will receive an order from the Superintendent/designee to evacuate. The all-call system and bells will be used to indicate which type of evacuation (Evacuate Building and/or Directed Transportation) will be undertaken

Staff Responsibilities:

- **Superintendent**
 - Orders evacuation via all-call system and with bell system
 - Takes student accounting as classes leave school site.
 - Does final check of buildings and leaves for evacuation site.
 - Communicates with Designee as needed

- **Superintendent's Designee**
 - Takes student accounting as classes leave building.
 - Does final check of buildings and leaves for evacuation site.
 - Communicates with Superintendent as needed.

- **Teachers**
 - Teachers prepare to evacuate by:
 - Getting **Emergency Pack**.
 - Turning **off** air/heating.
 - Taking student count before exiting room.
 - Students **take** jackets, but **leave** backpacks, etc.
 - Walk class in an orderly and quiet manner to assigned evacuation point.

Fallen Aircraft

Emergency Procedures

It is important that staff and students understand the procedures if an aircraft falls within the perimeter of the Kings River Union Elementary School grounds. The warning, if any, may come in the form of a sound of a crash, an explosion, or through observation.

Staff Responsibilities

Inside the building:

If aircraft crashes on or near buildings, the teacher will give the DROP command. The Superintendent/designee will decide if students are to remain inside or assemble outside. Listen for the correct emergency procedure. The Superintendent/designee will notify the appropriate agency to assist with decisions or additional actions.

Outside the building:

Teachers will keep students at a safe distance from the fallen aircraft. The Superintendent/designee will decide to either return students to classrooms or gather students in an assembly area. Teachers should take roll and report to the principal. The Superintendent, with the help of law enforcement and/or district personnel, will make decisions for further procedures.

Fire

Fire Drill Signal

The signal for a fire or evacuation drill is the ringing of the fire alarm bell. This signal can be activated by using any fire alarm pull station or through the master pull station in the office. In the event of a fire or evacuation, all students and adults will evacuate all buildings as quickly, orderly and quietly as possible. They will meet in their designated location (see evacuation amp). All teachers will take roll and report any absences to the Superintendent/designee. They will await further instruction from the principal. The signal to return to class is a **long continuous tone (“all clear”)** and the all-call system announcement, “All clear.”

Staff Responsibilities

- **Superintendent:** Accounts for student attendance for grades assembled on south playground. Evaluates the overall condition of the campus; Ensures evacuated students/teachers are safe. When it is safe, the Superintendent/designee rings the bell to signal the return to class and makes the all-call announcement, “All clear.”
- **Principal’s Designee:** Accounts for student attendance in the west playground areas. Evaluates overall campus condition. Communicates with the Superintendent.
- **Secretary:** Notifies custodians that school is having a **drill**. In case of actual fire, **911** will be called. Upon receiving “all clear” call from Superintendent, ensures that all clear tone and “All clear” announcement are made.
- **Custodians:** Locates the pulled fire alarm station or location of fire; Takes necessary emergency precautions with gas, and electricity; Checks all buildings to be sure they are clear; Checks all gates and any other duties deemed necessary.
- **Teachers:** Evacuate classrooms and move to designated areas; Leave personal belongings in the room; Take the **Emergency Kit** to the evacuation area; Leave doors closed but unlocked when exiting; Ensure students exit in a quick, quiet and orderly manner; report attendance to Superintendent/designee as requested. Supervise students and wait for further instructions; when the all clear tone sounds and “All clear” announcement is made, return students to class.
- **Students:** Respond to the fire/evacuation drill in a quick and orderly manner; Listen and respond quickly to all instructions from staff. There is to be **NO TALKING** during a fire drill.

Bus Accident Protocol

Conditions for Implementation of Protocol

This protocol is to be implemented with any injury caused by the movement of the bus, i.e., from a student bumping their head; to the hitting of dog or larger animal; or damage to personal property; to major injuries on the bus or in another vehicle.

Procedures

- ✓ Bus Driver will evaluate the situation.
- ✓ If injuries are involved, 911 immediately called by the bus driver. If no injuries call the office immediately by phone. The bus driver must contact the office in either situation.
- ✓ The School Secretary will delegate the administration contact to another office member.
- ✓ Bus driver is to notify their direct supervisor. The bus driver is to give details of the accident and exact location to the office and to the supervisor.
- ✓ Supervisor notifies California Highway Patrol and transportation manager.
- ✓ If the supervisor is not available, this administration will notify California Highway Patrol & transportation manager. (All emergency numbers will be posted at all site office phones.)
- ✓ Supervisor and/or administration will go to the scene of the accident. They will be available to assist the bus driver with supervision.
- ✓ A Seating Chart with student names must be developed by the bus driver or supervisor.
- ✓ All contact with media will be handled through administration.
- ✓ **Additional Regulations for a Bus Accident**
- ✓ All communications about the accident shall be if at all possible by way of phone. As a last resort the two way radio could be used.
- ✓ Students must remain on the bus until the California Highway Patrol releases the participants from the accident scene.
- ✓ Parents will be notified about the incident on the bus by administration and/or supervisor.
- ✓ Parents will not be allowed to enter the bus or take students from the bus until they are directed to be released by the CHP. If a parent insists on taking their child, the bus driver is to note the release to avoid incident. Coordination of the return of students at the school site or the scene will be done by the transportation manager and/or administration and the supervisor.

Hazard Identification

The information in this section is intended to help identify potential hazards on campus.

Familiarize yourself with the location of the following

- Main shut-off valves for water and gas First aid equipment
- Electrical power switches Outside water faucets/hoses
- Stoves Power lines
- Heating/air conditioning units Sewer lines
- Materials stored by custodians Underground gas lines
- Fire extinguishers

With classrooms, consider the following guiding questions:

- ☞ Are freestanding cabinet's bookcases and wall shelves secured?
- ☞ Are heavy objects removed from high shelves and above cabinets?
- ☞ Are aquariums and potentially hazardous displays located away from seating?
- ☞ Is the TV securely attached?
- ☞ Are wall-mounted objects (clocks, maps, etc.) secured?

Throughout school, be able to identify potential hazards noted below:

- Are toxic, corrosive and flammable materials stored securely?
- Are warning signs posted in areas housing hazardous materials?
- Are appliances (water heaters) anchored securely?
- Are fire extinguishers checked annually?
- Are office filing cabinets secured?
- Do file drawers have adequate latches to prevent contents from spilling?
- Are light fixtures adequately supported?
- Do building exit routes pass through corridors (supporting columns may fall/roof overhangs may sag or fall)?

Beware of potential hazards in the surrounding neighborhood:

- ☞ High voltage power lines
- ☞ Transportation routes of vehicles carrying hazardous material (freeway railroad tracks).
- ☞ Major underground gas and all pipelines
- ☞ Transformers

HOSTAGE CRISIS

It is possible that students and/or staff could be drawn into a hostage crisis. If your site should be faced with this crisis, your ability to act appropriately will be of extreme importance to the safety of students and personnel, as well as, your own.

All students and staff who are on site, but not in imminent danger should follow "Secure building" procedures. Close and lock all doors, close curtains, stay away from the doors and windows, and wait quietly for future instructions.

Your actions during the crisis will enhance your chances of survival. As a hostage, follow the guidelines below:

1. Obey terrorist's orders. Do not become antagonistic.
2. Be courteous and polite to the terrorist and other hostages.
3. Do not debate, argue, or discuss political issues with the terrorists or other hostages.
4. Talk in a normal voice. Avoid whispering when talking to hostages and avoid raising your voice when talking to the terrorist.
5. Avoid abrupt movements. Keep movement to a minimum and in view.
6. Locate students and yourself away from the windows and doors and as far away from the terrorist as possible.
7. Answer all questions unless your position may pose a threat to terrorists or to their ideologies.
8. Inform captors of any medical conditions or special disabilities of all hostages.
9. Do not discuss possible actions to be taken by other agencies, school district, colleagues, media, or parents.
- 10. STAY CALM!**

Working With the Media during a Crisis

Tips on Working with the Media (Superintendent/Designee)

1. Consider the issue of the public's right to know and the media's right to access information within the context of professional, ethical and moral behavior, and stand your ground firmly. Educate the media.
2. Enlist media support to quiet rumors, to provide factual information, and to educate the public.
3. KEEP THE MEDIA OFF THE SCHOOL CAMPUS.
4. The Superintendent is to deal with the media.
5. Schedule a press conference as soon as possible away from your school sites. Write and issue press releases.
6. Appoint a person or committee to screen media coverage to keep current on what is being reported.
7. Stress UNITY. Recognize the collective efforts of the group, rather than individuals.

Checklist for Speaking with the Media (Superintendent/Designee)

1. Express Sympathy
When a crisis has resulted in deaths or injuries begin by expressing your sympathy and concern for the victims and their families.
2. Avoid Saying "No Comment"
This suggests that you have something to hide. Instead say that you don't have enough information to comment and that you will get back to the reporter once you have it. Be sure you do.
3. Avoid Speculation
If you don't know something, admit it. In particular, be careful not to speculate on the cause of the crisis, the extent of the damage or injury.
4. Blame No One
This speaks for itself!
5. Be Straightforward When Answering Questions
If you attempt to mislead a reporter, your deception will certainly surface. Your credibility will suffer.
6. Consider Nothing "Off the Record" and Avoid Ad-Lib Comments
If you don't want to be quoted on a particular subject, don't say anything about it.

7. Emphasize the Positive
If precautions were taken to avoid the crisis, point them out.
8. Eliminate Negative Questions or Misleading Words
If you include them in your response, they may be attributed to you.
9. Correct Inaccuracies
If incorrect information has appeared in the news media, be sure you point it out.
10. Never Argue with a Reporter, Even When Provoked
You will invariably end up “looking bad” in print, on camera, or on TV.

Tornado/Severe Weather

General Information

Tornados are relatively short-lived local storms. They are composed of violently rotating columns of air that descend in a funnel shape from thunderstorm cloud systems and usually develop during severe thunderstorms. Tornados occur most frequently in the months of April, May and June.

Tornado Watches and Warnings

** The national weather service will issue a warning over the emergency broadcast system in event of severe weather conditions.*

Tornado Watch – When weather conditions are favorable to their formation, an eye should be kept on the weather. At the first sign of any indications of a possible tornado, shelter should be taken.

Tornado Warning – When a tornado funnel is sighted or indicated by radar, shelter should be taken immediately.

Emergency Procedures

Follow the procedures outlined in the *Campus Security* section. Upon receiving a warning from the national weather service the office will direct all staff and students to proceed directly to classrooms. In the event a funnel cloud is sighted or you receive information that a funnel cloud has been sighted, use the duck and cover procedures outlined in the *Earthquake* section, with one exception:

Students must place themselves along the innermost walls of the building

Should evacuation be necessary after the initial danger, a *Fire Drill* bell will be sounded and evacuation will proceed according to instructions given by the Superintendent/Designee.

Flood

General Information

Floods are extremely rare in this area, but in an effort to be prepared the following procedures will be followed.

The extent of the flood and estimated time before it may arrive will dictate the course of action to be taken. The Superintendent will sound the appropriate warning signal.

Emergency Procedures

The office should keep a battery powered radio tuned to a local radio station for information.

The staff should care for students, as necessary.

The Superintendent may direct the site to proceed with Student Evacuation procedures.

Leave building

Move to *Directed Transportation*.

The Superintendent will supervise the execution of the action decided upon.

On official request, convert the school to a community shelter.

If the school has been evacuated, students and staff should not return to the building until the Superintendent has declared the area safe and an *ALL CLEAR* has been given.

Kings River Union Elementary School District Disaster Policy

In order to ensure the safety of all staff, students and parents at Strathmore Elementary School, this Disaster Plan contains instructions and procedures for dealing with various emergencies.

Disaster Plan tests will be recorded and kept in a file by the Superintendent. The frequency of test drills will be in compliance with District policy. These will include:

1. Direct evacuation of buildings to an assembly area, as required for fire, bomb threat, or earthquake.

Action Command: EVACUATE THE BUILDING
Signal: FIRE ALARM/SERIES OF SHORT BELLS

2. Direct students and teachers inside classrooms to drop to the floor, and immediately take protective position under desks or table with backs to any windows. Everyone should drop to his/her knees, clasp both hands behind neck, close eyes, cover ears with forearms, protect face with arms, and thus make his/her body as small an object as possible.

Action Command: DUCK, COVER AND HOLD
Signal: DUCK, COVER AND HOLD

3. Direct teachers to hold students in classrooms. Students and teachers that are outside, report promptly to their classrooms. This will be appropriate for disasters on the playground, such as fallen aircraft or any emergency measure requiring assembling of students.

Action Command: "SECURE BUILDING"
Signal: SERIES OF ONE LONG BELL

4. Direct evacuation of students and staff away from school plant to another area, as required for a chemical disaster or serious fire. Teachers will follow instructions for evacuation of school site.

Action Command:DIRECTED TRANSPORTATION, EVACUATE BUILDING
Signal: SERIES OF SHORT BELLS, ANNOUNCEMENT

Kings River School Evacuations Map 2008-09

Room K C. Hill	Hall way	Room 5 Grade K R. Amador	Room 4 Grade K T. Simmons	Room 3 Grade 1 P. Remick	Room 2 Grade 1 M. Whitson	1B Staff Room	1A Mrs. Larson M. Graves J. Graves
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Office		Library
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Elect Room	Girls R.Room	Hall way	Room 10 Grade 2 K. Tracy	Room 9 Grade 2 R. Pollack	Room 8 Grade 2 R. Yockey	Room 7 Grade 1 T. Stanton	Room 6 RSP ELL
Ball Kiln	Boys R.Room						

Cafeteria
Staff R.Rooms

Evacuation
Site

Room 17
Band Room
B. Jones

Room 13 Grade 4 K. Larson	Room 12 Computer Lab D. Martinez	Room 11 Grade 3 S. Wamhof		Boys R. Room Resource
Room 16 Grade 5 J. Kelly	Room 15 Grade 5 S. Hanson	Room 14 Grade 6 P. Delgado		Elect
				Girls R.Room

Room 18 Grade 3 J. Ellberg	Room 19 Grade 2 K. Tracy
Room 20 Grade 3 T. Carrasco	
Room 21 Grade 3 L. Valencia	

Room 22
Grade 4
Anderson

Lndry	Boys R.Room	Girls R.Room	Room B5 Grade 7 C. Duarte	Room B4 Grade 6 R. Maffia
Elect				
Hallway				
Room B3 Grade 8 R. Darnell		Room B2 Grade 8 J. Soares		Room B1 Grade 7 C. Hunter

Evacuation
Site

Evacuation Site