



# TLC Public Charter School

TLC Public Charter School

Site 1 Address: 1130 E. Walnut, Orange, CA 92867

Main Phone: 657-284-5228

Approved: \_\_\_\_\_

**Site Manager: Teresa Haney**

**Assistant Site Manager: Yesica Valencia Juarez**

**Command Post Location:** Back corner of field opposite side from parking lot.

**First Aid Station Location:** Basketball court behind multipurpose building.

**Student Release Area Location:** Back gate next to block wall adjacent to rear of parking lot.

**Assembly Area Location:** Field behind school office and multipurpose room.

## **Command Post Personnel Names**

Site Manager: Teresa Haney

Assistant Site Manager: Yesica Valencia

Office Staff: Yanet Gutierrez

## **Site Emergency Preparedness Committee Names**

Site Manager: Teresa Haney

Site Secretary: Yesica Valencia

## **TLC EMERGENCY NUMBERS**

**TLC CHARTER PUBLIC SCHOOL (657) 284-5228**

**AMBULANCE (County 911**

**Control) Ambulance**

**Dispatch**

**FIRE DEPARTMENT - Orange 911 Bomb Squad 911 Hazardous  
Materials Unit 911 HEALTH DEPARTMENT - ORANGE COUNTY**

**(800) 564-8448**

**POLICE DEPARTMENT- Orange (714) 744-7444 or 911**

**Orange PD School Resource Office (714) 744-7444**

**RED CROSS (714) 481-5300**

**SHERIFF'S OFFICE (714) 647-7400 or 911**

**SUPERINTENDENT**

**(714) 966-4000**

**Edison (24hr. Number) (800) 655-4555**

**Orange Water Division (714) 288-2475**

**Public works for Orange (714) 744-5525**

**Sanitation Districts (Sewers) (714)**

**558-7761 Orange County Water District**

**(714) 378-3200**

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## **SITE EMERGENCY TEAM ROSTER**

### **Search & Assessment Team**

**Team One:** TK and Kindergarten – Marissa Fierro

**Team Two:** Creative Room, PLC, School Office, Multipurpose Room – Yanet Gutierrez

**\*All Teachers on Search and Rescue Need Classes Covered**

### **Assembly Area Team: All Other Teachers and Staff**

Morgue: Teresa Haney

Assembly Area Team (helps students find their teacher): Paraprofessional Supervision Staff

Student Release Team (directs parents to the release area, makes sure adults have photo ID, makes sure all release procedures are followed: Yanet Gutierrez (Front Office)

First Aid Team: Elizabeth Navarro and any available office/support staff.

Site Supervisor: Teresa Haney

**\*All Unassigned Personnel Will Report to the Command Post**

## **SEARCH AND ASSESSMENT TEAM**

Search and Assessment Team members must search all areas of the campus (buildings and grounds) in a predetermined pattern shortly after the emergency has occurred and when it is safe to do so. The Search and Assessment Team will search for the injured or trapped and assess the safety of the various structures.

### **Preparation:**

#### **1. Annually:**

- 1.1. Choose personnel for Search and Assessment Team.
- 1.2. Divide campus into predetermined sweep areas.
- 1.3. Familiarize members with their search areas.
- 1.4. Know locations of:
  - 1.4.1. First aid supplies and equipment.
  - 1.4.2. Water supplies and emergency food supply.

#### **2. In an emergency, teachers on the Search and Assessment Team will be required to:**

- 2.1. Evacuate their room to evacuation area and transfer their students, enrollment, and emergency data to another teacher.
- 2.2. Report to assigned area, get master key, and begin sweep of area.
- 2.3. Give status report to Command Post.
- 2.4. Continue to monitor as needed during emergency.

#### **3. Cautions:**

- 3.1. Proceed carefully - Buildings will be unstable.
- 3.2. Proceed quietly so calls for help can be heard.
- 3.3. Call out when entering your area, then wait for an answer.
- 3.4. Secure unsafe areas against reentry. Post signage if necessary.
- 3.5. Notify command post of unsafe areas.

## **ASSEMBLY AREA TEAM**

When the site is evacuated, and students gather in their assigned spots in the general assembly area, the Assembly Area Team will assume control. The individual teachers and/or aides will continue to be responsible for their individual class or classes. Assembly Area Team members are listed on the Site Emergency Team Roster

### **Preparation:**

1. Maintain a current map of the assembly area where classes are to congregate.
2. Take appropriate action to reduce fear and anxiety among students. Take control!

### **Emergency Action:**

1. Have teachers take roll to account for all students.
2. Create list of missing students.
3. Display green or red sign depending on whether any students are missing.
4. Begin process of locating children or identifying them as absent.
5. Prepare summary of missing, injured, or dead students and deliver to Command Post. Work from facts, not rumors.
6. Work with supervision staff to keep students on-site.

## **STUDENT RELEASE TEAM**

To expedite the release of students to their parents, a Student Release Area will be established, and procedures developed to provide for an orderly release process. The Student Release Area should be away from the evacuation assembly. Parents should be required to follow release procedures.

The most important task is to guarantee that documentation is kept about to whom each student is released. Student Release Team members are: Office Staff

### **Preparation:**

1. Maintain a current roster of all students.
2. Maintain a copy of the Health and Emergency Card for each student, which lists persons authorized to pick up student.
3. Maintain a supply of the Student Release forms for adults to fill out to release them student.

### **In an Emergency:**

1. Have parents/adults complete release form.
2. Check form against authorized list.
3. If parent/adult is on the authorized list, send messenger to evacuation area for student.
4. Teachers or other adults supervising students shall take authorization slip and release student to parent, note in register and print R on student's hand (in red Sharpie) to indicate student has been released. Authorization slips shall then be delivered to the Command Post where they will be posted to a master roster.

## **MESSENGERS**

If adult personnel cannot accommodate communications on site, pre-selected upper-grade students may be utilized to assist.

Preparation:

1. Identify students who could be used for internal, on-site message delivery.
2. Instruct them of their responsibilities, of where they are to report, and most importantly, of safety practices to follow.

In an Emergency:

1. Messengers are released from teacher's responsibility and report to Command Post.

## **SITE SUPERVISORY TEAM**

In a declared emergency it is the responsibility of the Site Supervisory Team to provide supervision and care for students until it is safe to release them or until picked up by an authorized adult. To accomplish this, site personnel must take steps to patrol the site perimeter to keep students from leaving. If parents have followed the school site's directions, students will have been told about this policy and should follow instructions of school personnel.

The Site Supervisory Team will require all students to remain on site until released. Parents or other adults coming on campus should be directed to the Student Release Area to have their student released to them.

## **EMERGENCY FIRST AID TEAM**

The purpose of the First Aid Team is to provide emergency and long-term First Aid, to set up the First Aid Station near the Command Post (away from possible hazards) and to manage and utilize First Aid supplies.

Note: Education Code Section 32200 states that "No school district employee shall be held personally liable for civil damages on account of personal injury to or death of any person resulting from civil defense and fire drills."

The First Aid Team leader who can act as a triage person is: Elizabeth Navarro

Preparation:

1. Annually:
  - 1.1. Update First Aid certification of team members.
  - 1.2. Replenish and update first aid kits and supplies as necessary.
  - 1.3. Develop triage procedures with first aid team members.
  - 1.4. Decide primary and alternate location for the emergency first aid center and the morgue.
2. In an emergency, teachers on the first Aid Team will be required to:

- 2.1. Evacuate their own class to the assigned evacuation area.
- 2.2. Transfer their students and the enrollment/emergency data to another teacher.
- 2.3. Report to and activate the predetermined emergency First Aid Center.
- 2.4. Implement triage and administer first aid as necessary.
- 2.5. Supervise the use and distribution of first aid supplies.
- 2.6. Notify the Command Post of staff and student injuries.

## **LOCATION OF EMERGENCY SUPPLIES AND EQUIPMENT**

1. First Aid Supplies: Office
2. First Aid Equipment: Office, Classrooms
3. Emergency Water Supply: In Backpacks, Classroom Barrels
4. Emergency Food Supply: Emergency Food Bags are in each teacher's classroom. Extra food can be found in the cafeteria/kitchen/storage closet.
5. Two-Way Radio Transmitter: Main Office.
6. Utility Turnoff Tools: Next to valve in utility closet located in between restrooms.

## **SITE ORGANIZATION DURING A DECLARED EMERGENCY**

### **Command Post**

The Site Manager or designee is the final authority at each school. He/she must be available for all decisions, information and authority during the time the schools are isolated. The Site Manager and the Command Post should be housed in a main area, i.e., the front of the school, where the manager is available to radio, telephone, emergency equipment or personnel and parents.

The Command Post will begin to operate immediately after a disaster. The Command Post is where recordkeeping, communication, and major decision-making will take place. The Site Manager or designee will be here. A separate Student Release Area will be established to coordinate the release of students to authorized adults.

Emergency Release Information Forms are needed at the Release area to document the release of all students. While the Command Post is functioning, the First Aid and Search/Assessment Teams will carry out the functions and provide information to the Site Manager about:

1. Condition of students.
2. Condition of staff.
3. Condition of facilities.

### **COMMAND POST DUTIES AND PERSONNEL**

If notified of a Declared Emergency from the Superintendent, OR if the site suffers a severe disaster, the Site Manager will immediately implement the plans and procedures in the Site Emergency Plan.

The **Site Manager** will:

- A. Activate alarm - notify staff.
- B. Activate Command Post and 2-way radio or emergency text message.
- C. Activate Emergency Teams.

- D. Assess total school situation.
- E. Make initial site assessment report to Central Office.
- F. Check to see that Site Emergency Teams are operating.
- G. Assigned messengers to needed areas.
- H. Request help from 911 or Central Office as required.
- I. Secure information from Emergency Teams - Update Site Status Reports - Report to Central Office.
- J. Reassign team members to other duties as required when they finish initial assignment duties.
- K. Personally, check these items:
  - 1. Is campus secure?
  - 2. Are utilities off or secure?
  - 3. Are signs directing adults to release area posted? (Supervision Staff)
  - 4. Are traffic controllers needed? (Supervision Staff)
  - 5. Is First Aid Center functioning?
  - 6. Have buildings been searched for victims?
  - 7. Is student release program set up and operating?

The **Site Clerical Staff** will:

- A. Report immediately to the Command Center with:
  - 1. Current roster of students and staff.
  - 2. Emergency forms and documents.
  - 3. Office supplies to assist Site Manager.

The **Site Custodians** will:

- A. Check the condition of the utilities and connecting pipes and lines and, if necessary, turn them off.
- B. Check the site completely for:
  - 1. Fire hazards
  - 2. Chemical hazards (Chlorine storage)
  - 3. Electrical hazards
  - 4. Other hazards
- C. Notify Site Manager of hazards and services needed.
- D. Barricade hazardous areas using whatever materials available.
- E. When site is secure, report to the Command Post for direction.
- F. Provide emergency sanitation areas if toilets are unavailable.

The **Health Clerk Designee** will:

- A. Report immediately to the identified site First Aid station with:
  - 1. Health/Emergency Information cards for all students.
  - 2. Emergency first aid supplies and equipment.
- B. Assist the injured.

The **Site Food Services staff** will:

- A. Oversee conservation and distribution of food.
- B. Assist outside agencies (i.e., Red Cross).
- C. Utilize available adult volunteers.



# ORGANIZATION OF INSTRUCTIONAL STAFF DURING A DECLARED EMERGENCY

**Teachers and Teacher Aides** will:

- A. Respond immediately to emergency alerts requiring specific actions.
- B. Evacuate.
- C. When leaving building:

- 1. Take current roster and emergency backpack.
- 2. Require students to be silent to hear instructions.
- 3. Close and lock doors to classroom.
- 4. Go directly to pre-assigned location.

D. If there are seriously injured persons who cannot be moved, leave them and put the red sign on the door to let the search and rescue team know that there is someone inside who needs help.

E. Teachers shall provide First Aid to the best of their ability to students under their supervision until the emergency First Aid station is activated. Students with major injuries are to remain in the classroom. Students with minor injuries are to be cared for after evacuation.

F. Upon reaching evacuation destination, teachers will:

- 1. Take roll.
- 2. Make list of missing and absent students and indicate by displaying red or green sign.
- 3. Give list to Command Center.
- 4. Calm students. Remind them of school policies about remaining at school.
- 5. Monitor warmth and protection of students. Move if necessary.

G. If assigned to a Site Emergency Team, teachers will transfer students to paired teacher to supervise and report immediately to the Command Post for supplies and begin implementation of team responsibilities.

H. If student is released to anyone but a parent or authorized adult, such as the First Aid center, write student's name on the student with a felt pen. This will provide positive identification in the event of shock or unconsciousness.

I. Enlist the help of any adult who volunteers but make them aware of your responsibility. J. Encourage students to talk about their experiences and feelings. Talking is the best way for a fearful child to give expression to his/her concerns. Talking it out is essential in psychological adjustment to disaster.

K. As the time extends, reassure students that they are in perhaps the safest place possible under disaster conditions. Fill in the time with games, songs, stories, exercise, and rest periods.

L. Report to the Command Post when all students have been released.

M. Report to Site Manager for permission to be released.

# RESPONSES TO SPECIFIC EMERGENCIES

These emergencies cover a wide range of possible situations that might occur. The pages that follow are immediate response plans with action options listed for the Site Manager. Each Site Manager should be knowledgeable about what plans should be used to mitigate the emergencies listed and should ensure all personnel under his/her jurisdiction are aware of the plans and can perform their responsibilities to implement them.

## DISASTER EMERGENCIES

1. Earthquake
2. Fire
3. Explosion or Threat of Explosion
4. Chemical Accident
5. Flood
6. Smog Episodes
7. Bomb Threat
8. Utilities Failure
9. Campus Unrest
10. Hostage Situations

## 1. Earthquake

### 1.1. Warning: Little or none

Earthquakes usually strike without warning. The following actions, as time permits, shall be accomplished:

### 1.2. Inside School Building:

**1.2.1.** The teacher, or other person in authority, implements action **DROP, COVER, HOLD.**

1.2.2. Face away from windows.

1.2.3. Try to avoid glass and falling objects. Move away from heavy suspended light fixtures.

**1.2.4.** After earthquake stops, implement Action **LEAVE BUILDING.**

1.2.4.1. Do not return to buildings for any reason until they have been declared safe by school authorities.

1.2.4.2. Adult guards should be posted at a safe distance from all building entrances to see that no one re-enters the buildings.

1.2.5. All site personnel should assemble in pre-planned assembly area.

1.2.6. Teachers take roll and make list of missing students.

1.2.7. Do not light any fires after the earthquake. Turn off main gas valve.

- 1.2.8. Keep safe distance from electrical wires, which may have fallen. Turn off main electrical switch.
- 1.2.9. Render first aid if necessary.
- 1.2.10. Call 911 for fire or medical help.
- 1.2.11. Notify the Office of the Superintendent.
- 1.2.12. Use Emergency Communications equipment to contact Emergency Services Center.
- 1.2.13. Request assistance as needed, through channels, from the Superintendent's office
- 1.2.14. The Principal will try to procure the advice of school authorities about the safety of the building, and whether students and staff may return.

### 1.3. On School Grounds:

- 1.3.1. The teacher, or other person in authority, implements action DROP, COVER, HOLD.
- 1.3.2. The safest place is in the open. Stay there until the earthquake is over.
- 1.3.3. Move away from buildings, trees, and exposed wires.
- 1.3.4. DO NOT RUN!
- 1.3.5. Follow procedures 4 through 13 under "Inside School Building".

### 1.4. Walking to and from School:

- 1.4.1. The safest place is in the open. Stay there.
- 1.4.2. Move away from buildings, trees and exposed wires.
- 1.4.3. DO NOT RUN!
- 1.4.4. After the earthquake, if on way to school, continue to school.
- 1.4.5. After the earthquake, if on way from school, continue home.

## 2. Fire

### 2.1. Warning:

- 2.1.1. Fire within the school - Fire Alarm.
- 2.1.2. Fire near the school - Visual sighting, text, telephone.

### 2.2. Fire Within School Building:

In the event a fire is detected within a school building, the following will be accomplished:

- 2.2.1. Sound the school fire alarm. This will automatically implement action LEAVE BUILDING.
- 2.2.2. Become familiar with "Pull Box" locations.
- 2.2.3. Students remain under direct control of teachers until released.
- 2.2.4. Render first aid as necessary.
- 2.2.5. Notify the FIRE DEPARTMENT AT 911.
  
- 2.2.6. Fight minor fires without endangering life.
- 2.2.7. Keep access roads open for emergency vehicles.
- 2.2.8. Take roll.
- 2.2.9. Notify the Superintendent's office.
- 2.2.10. The Principal will determine what emergency action should be implemented.
- 2.2.11. Students and staff should not return to the buildings until Fire Department officials declare the area safe.

### 2.3. Fire Near School:

Principal shall:

- 2.3.1. Determine the need to execute action LEAVE BUILDING if nearby fire poses an immediate threat to the students of the building.
- 2.3.2. Notify the FIRE DEPARTMENT at 911.
- 2.3.3. Determine whether the students and staff should leave the school grounds and, if the situation warrant, leave the area.

### 3. Explosion or Threat of Explosion

#### 3.1. Warning:

- 3.1.1. When the condition is detected, or the explosion occurs.

In the event of an explosion at the school, or the threat of an explosion -- such as those caused by leaking gas or a faulty boiler within a school building, the following will be accomplished:

#### 3.2. Explosion:

- 3.2.1. Command "**DROP, COVER, HOLD**" is given.
- 3.2.2. If the explosion occurred within the building, or threatened the building, the teachers should immediately implement action **LEAVE BUILDING**.
- 3.2.3. Sound the fire alarm.
- 3.2.4. Move to an area of safety and maintain control of students.
- 3.2.5. Render first aid as necessary.
- 3.2.6. Notify the FIRE DEPARTMENT at 911.
- 3.2.7. Fight minor fires without endangering life.
- 3.2.8. Take roll.
- 3.2.9. Notify the office of the Superintendent.
- 3.2.10. Notify utility companies of a break or suspected break.
- 3.2.11. The School Principal will direct further action as required.

#### 3.3. Threat of Explosion:

- 3.3.1. Sound the school fire alarm. This will automatically implement action **LEAVE BUILDING**.
- 3.3.2. Follow procedures above, as necessary.

### 4. Chemical Accident

#### 4.1. Warning:

- 4.1.1. By telephone, radio, text, or P.A. system.

Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gases. Should such an accident endanger the students or staff, the following will be accomplished:

- 4.1.2. Determine the need to implement action **LEAVE BUILDING**.
- 4.1.3. Determine whether the students and staff should leave the school

grounds.

- 4.1.4. If appropriate, act to evacuate buildings and, if necessary, the area.
- 4.1.5. Move crosswind -- never up or downwind -- to avoid fumes.
- 4.1.6. With the school staff, maintain control of the students at a safe distance.
- 4.1.7. Render first aid as necessary.
- 4.1.8. Notify the FIRE DEPARTMENT at 911.
- 4.1.9. Take roll.
- 4.1.10. Notify the Office of the Superintendent.
- 4.1.11. The principal will direct other action as required.
- 4.1.12. Students and staff should not return to the school until Principal declares the area safe.

## 5. Flood

### 5.1. Warning:

- 5.1.1. By telephone, radio, text, or P.A. system.

The EXTENT of the flood will dictate the course of action to be taken. The principal may initiate the following Emergency Actions:

- 5.1.2. The execute action **LEAVE BUILDING**.
- 5.1.3. Provide care for students at school.
- 5.1.4. At Superintendent's direction, execute action **CONVERT SCHOOL**.
- 5.1.5. At Superintendent's direction, execute action **DIRECTED TRANSPORTATION**.

## 6. Smog Episodes

Upon receipt of a Smog Alert, the Site Manager will:

- 6.1. Notify all personnel of the Warning and the index level.
- 6.2. At an expected Smog Index level of 200 - Unhealthy, the Site Manager will:
  - 6.2.1. Encourage the staff to modify activities and work programs to reduce prolonged or strenuous physical activities that would increase the respiration rate.
- 6.3. At level declared to have reached 200 - Unhealthy, the Site Manager will:
  - 6.3.1. Notify all students, staff, and parents of the index reading.
  - 6.3.2. Notify P.E. teachers to excuse from P.E. students who have respiratory problems, students with notes from parents, and students complaining about the effects of smog. All P.E. activities are to be modified to be less strenuous.
  - 6.3.3. Reschedule athletic contests.
  - 6.3.4. Cancel sport and activity practices and intramural recreational activities scheduled before 6 p.m.
- 6.4. At an Index of 300 - Very Unhealthy the Site Manager will:
  - 6.4.1. Have all strenuous outdoor physical activities stopped.
  - 6.4.2. Contact the Superintendent's Office to determine if school should be closed.
- 6.5. At an index of 400 - 500 Hazardous, schools would be closed, and students will remain at school until it is safe to send them home. In the event of a Hazardous condition, schools should be prepared to respond to City/County disaster procedures.

## 7. Bomb Threat

7.1. Planning for bomb threat incidents cannot be overemphasized even though experience shows that over 95% of all bomb threats are hoaxes. However, the chance remains that

the threat may be authentic and appropriate action should be taken in each case to provide for the safety of personnel and property, and to locate the device so it can be neutralized.

7.2. If an anonymous telephone call or written threat is received by school personnel regarding placement of bombs or explosives in a building or on the campus, certain procedures shall be followed immediately:

7.2.1. If the message is a telephone call, use the Charter-provided Bomb Threat Checklist to collect as much specific information as possible about the device and the person call. Upon hanging up, notify the Site Manager immediately.

7.2.2. If the message is in the form of a letter, the way it arrived, who found it, and where it was found should be noted; care should be taken in handling the message by immediately placing it in a cellophane envelope so possible fingerprints may be detected.

7.2.3. The Site Manager shall take appropriate action which SHALL include:

7.2.4. Determination whether to evacuate the site (a minimum of 300 feet from the building is considered safe).

7.2.5. Notify the Police Department at 911.

7.2.6. Notify the Superintendent.

7.2.7. Assist Police units with site search as necessary.

7.2.8. Submit written report to Superintendent after incident is over on Report of Bomb Threat form.

7.3. Appropriate action MAY include:

7.3.1. Preliminary visual search by volunteer staff persons in their own work areas to detect anything unusual.

7.3.2. Search of outside areas of buildings, grounds, restrooms, closets by custodial personnel.

7.3.3. Evacuation of site.

7.4. If a suspected explosive device is found:

7.4.1. DO NOT TOUCH IT!

7.4.2. Report it to the police.

7.4.3. Evacuate all personnel to a safe distance.

7.4.4. Open windows and doors to reduce potential damage if device should explode.

## 8. Utilities Failure

Failure of one or more of the utilities (electricity, gas, water) constitutes an emergency that must be dealt with on a situational basis. The basic Charter policy governing actions that should be taken is that school should remain in operation to the extent possible and students should be cared for until regular dismissal time.

8.1. Warning: Occurrence of outage.

8.2. In response to the failure of any utility the following actions shall be taken:

8.2.1. Call Maintenance immediately - Do not call the utility. Maintenance will call the utility.

8.2.2. Advise the faculty and staff of the problem and what actions are being considered.

8.2.3. Establish prudent procedures to keep students warm and dry in classrooms or large group areas.

8.2.4. Notify Food Services if outage will affect lunches.

8.2.5. In the event of an outage early in the school day that has the possibility of lasting several hours, request permission from the Superintendent's office, to

provide accommodations for students.

8.2.6. Notify the Superintendent of all actions taken so the office will be able to respond to calls from parents or the media.

### 8.3. Water Service Failure:

8.3.1. Sanitation becomes a problem after approximately 2 hours of interrupted water service. If you anticipate shut down of water for that long, request maintenance to deliver portable sanitary facilities to your school.

8.3.2. Notify Food Services if lack of water will affect lunches.

### 8.4. Electrical Service Failure:

8.4.1. Actions to be planned and/or taken on electrical service failure will depend on the time of the year, the amount of natural light available in classrooms, the outside temperature, and the length of time electricity is expected to be off.

8.4.2. The principal shall determine from Maintenance when service will or is expected to be restored and keep close contact.

8.4.3. The Plant Manager will keep in touch with his electrical crew by radio and in turn advise the school frequently on the status for restoration of service.

8.4.4. Some classes will necessarily have to alter classroom work schedules due to the lack of electrical current when classes are to continue.

8.4.5. Several flashlights should be available to handle situations where emergency lighting has failed or is inadequate.

8.4.6. Ensure that all personnel are kept clear of down or dangling electrical wires, even though you may think they are "dead."

8.4.7. Evacuation routes must be planned to avoid fallen electrical wiring.

### 8.5. Gas Service Failure:

8.5.1. Gas service is a primary source of heat; therefore, in most instances, the outside temperature will dictate whether or not supplementary heaters are needed. Students may need to put on additional clothes to keep warm.

8.5.2. If a gas leak creates a danger of explosion, the actions described under "Threat of Explosion" should immediately be implemented.

8.5.3. Teachers will maintain classes at the direction of the Principal.

## 9. Campus Unrest

Campus unrest may result when students move about in large groups, challenging authority, committing acts of vandalism, gang activity, etc. to the point where the Principal determines that the safety of students and staff is jeopardized.

### 9.1 Responsibilities:

9.1.1 Initiate action SECURE BUILDING.

9.1.2 Notify Superintendent and/or the Police

9.1.3 Inform students who refuse to report to class that they are subject to suspension, expulsion and possible arrest.

9.1.4 Utilize non-teaching staff to move students either into classrooms or off campus.

9.1.5 Instruct all staff members to take names of all students who fail to cooperate.

9.1.6 If time permits and staff members are available, parents of uncooperative students are to be

called. 9.1.7 Under extreme circumstances, discuss with the Superintendent the closing of school. Schools may be closed only at the direction of Superintendent.

9.1.8 Teachers will maintain classes at the direction of the Principal.

## 10. Drive-By Shootings

If a drive-by shooting occurs on or adjacent to a school, these procedures should be followed:

### 1.1. Responsibilities:

1.1.1. Initiate action **SECURE BUILDING** or action **DROP, COVER AND HOLD**.

1.1.2. Immediately call 911.

1.1.3. Work in coordination with and at the direction of law enforcement officials.

1.1.4. In classrooms, maintain action **SECURE BUILDING** or action **DROP, COVER AND HOLD** until the all clear signal sounds.

1.1.5. In open areas, move students to safer areas (e.g. classrooms as quickly as possible. Initiate action **DROP** only if it is not possible to safely reach an enclosed area.

Note: Drive-by shootings usually happen very quickly. Unlike hostage situations the perpetrators of drive-by shootings usually leave the scene instantly. Staff members who witness such an incident should attempt, without putting themselves in danger, to get the license number and as precise a description of the vehicle as possible.

## 11. Hostage Situations

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure person, these guidelines should be followed:

### 1.1. Responsibilities:

1.1.1. Immediately notify the police and other appropriate law enforcement agencies.

1.1.2. Initiate action **SECURE BUILDING**.

1.1.3. Notify the Superintendent.

1.1.4. Monitor the hostage situation as best as possible without doing anything to exacerbate it.

1.1.5. Follow instructions of law enforcement officials who will take over when they arrive on campus.

1.1.6. Remain calm. Talk with the individual(s) in a low-key, non threatening manner. Do not argue with or antagonize the individual(s) in any way.

1.1.7. Keep your distance. Give the intruder(s) ample personal space.

1.1.8. Do not attempt to deceive or threaten the intruder(s).

1.1.9. Do not question or support the delusions of the intruder(s).

1.1.10. Suggest marching the students quietly out the back door. Back off if this approach angers the intruder(s).

1.1.11. Be constantly alert and prepared for violence. Initiate action **DROP**,



COVER, HOLD if the intruder(s) open fire.

Tips for Handling Hostage Takers:

Note: If the campus becomes involved in a hostage situation, the primary concern must be the safety of students and staff. Individuals who take hostage are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-threatening, non-joking/sarcastic manner, always remember that it may take very little to cause such persons to become violent.

If an individual(s) begins firing a weapon(s) on campus, the following actions will be taken:

1.1.12. Inform staff supervising students in classrooms to initiate action DROP, COVER, AND HOLD.

1.1.13. Immediately call 911.

1.1.14. Work in coordination with supervisors of law enforcement agencies until the situation is resolved.

1.1.15. Initiate pupil release procedures and/or evacuation procedures if it becomes necessary.

1.1.16. In classrooms, maintain action DROP, COVER AND HOLD until the situation is resolved.

1.1.17. In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate action DROP; this should be done only when there is no chance for students to reach safer areas.

1.1.18. Be constantly alert and prepared for violence. Initiate action DROP, COVER, HOLD if the intruder(s) open fire.

## **SITE EMERGENCY PLAN OVERVIEW**

This Site Emergency Plan has been designed to be a practical document for use during a declared emergency of such magnitude that the school would be isolated from immediate outside assistance (i.e. earthquake).

The Site Manager will ensure the information required by the plan is supplied and that this information is reviewed and updated annually.

The Site Manager or designee has the ultimate responsibility for all local decisions in a disaster situation. The Site Manager must be available to all emergency teams, the emergency radio equipment, police and fire personnel, parents and the news media.

Through the Site Emergency Teams, the Site Manager will assess building damage, casualties, and facility status, and report it to the Central Office.

### **Annual review**

Site emergency plans shall be reviewed annually. Because of the need for clear understanding of emergency policies and procedures, each Site Manager shall appoint an Emergency Preparedness Committee to review the Site Emergency Plan for:

1. Updating staff assignments.
2. Verifying status and location of supplies and equipment.
3. Modifying site procedures.
4. Planning for staff in-service activities.

5. Reviewing emergency notification for lock down or evacuation.

This annual review will be completed by July 1<sup>st</sup> of each year and an updated Site Plan will be submitted to the Central Office at that time and reviewed by governing staff.

### **Staff Awareness**

By August 31<sup>st</sup> of each year TLC will devote one complete staff meeting to Emergency Preparedness planning including team assignments, evacuation procedures, and basic charter policies during emergencies. The Site Plan or appropriate pages of the Site Plan is to be given to each staff member by this date.

### **Community Awareness**

Each Site Manager shall include in the first mailing home in the fall a letter from the Superintendent on Emergency Preparedness policies with emphasis on the need for student emergency release information.

## **School Emergency Recall Plan**

This Site Emergency Preparedness Plan deals primarily with emergency situations that occur during the school day. The possibility remains, however, that a severe earthquake could occur at night or on a weekend or holiday. If an earthquake were strong enough to cause structural damage to private homes, the Red Cross would use public school buildings for mass-care centers. The high schools and middle schools have the highest priority for such use, with elementary schools much lower.

All public employees, however, could be impressed into service by City or County offices of emergency services. In that case, the Superintendent would be directed to secure Charter employees to open and work at the designated mass-care centers.

It shall be standing Charter policy that all Site Administrators and site custodians report in person to their work sites in the event of a Declared Emergency or a major earthquake.

Additionally, the Site Manager will prepare and keep a current telephone list network of home emergency numbers for all site personnel. These lists shall be submitted periodically to the Superintendent.

The Superintendent, or designee, would use these lists to recall site personnel as needed.

## **EMERGENCY RESPONSE PLANS**

### **FIRE RESPONSE PLANS**

1. The fire alarm will sound.
2. Teachers need to collect class lists, emergency backpack, and **close door upon exiting**. Follow fire evacuation plan posted in each classroom.
3. Entire class exits with teacher through classroom doors.
4. Class exits through door to location posted in the classroom by the door.

### **EARTHQUAKE OR BOMB THREAT**

1. At the first indication of an earthquake, all persons should "Duck and Cover" at the "Drop" command of the adult in charge. When the shaking stops, an earthquake evacuation to the Assembly Area shall automatically be carried out.
2. If this same type of evacuation is needed because of a Bomb Threat, the announcement will be made to do an earthquake evacuation to the Assembly Area.

## **CHEMICAL SPILL**

1. An announcement will be made to evacuate the building and gather in the Assembly Area.

## **TLC PUBLIC CHARTER SCHOOL RESPONSIBILITY FOR STUDENTS**

If the Superintendent or Designee declares an emergency during the school day, the Charter has a clear statement of policy governing its actions.

SCHOOL POLICY IS AS FOLLOWS:

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AN ALTERNATE, SAFE SITE UNDER THE SUPERVISION OF CHARTER PERSONNEL:

1. Until regular dismissal time and then released only if it is considered safe,

OR

2. Until released to an adult authorized by the parent or legal guardian whose name appears on school records.

a) If students are on their way to school they will be brought to school if bussed, or they should proceed to school.

b) If students are on their way home from school, they are to continue home.

To provide this supervision and care, TLC Public Charter School personnel will be utilized under Title I, Division 4, & Chapter 8 Government Code. The statutes state that all employees are designated disaster service workers when an emergency is declared.

The Superintendent, or designee, has the legal authority to declare an emergency in this Charter. The authority also extends to the City of Orange and to Orange County to declare an emergency and impress public employees into service as disaster service workers.

TLC Public Charter School encourages the utilization of a "buddy" system at Charter sites wherein staff responsibilities for specific emergency functions are assigned to pairs of employees who could, with the approval of the Site Manager, carry on legally required supervision and care requirements while allowing emergency home visits to assure welfare of their own families.

## **SUPPLIES AND EQUIPMENT INVENTORY FORM**

### **Emergency Equipment**

Quality Item	Replenish	On Hand
1 Can Opener		
2 Pkg. Paper Cups		
1 Hammer		
2 Knives		
2 Heavy Duty Rolls Duct Tape		
1 Pail		
2 Rolls Nylon Rope		
1 Bull Horn w/ batteries		
1 Flashlight w/ batteries		
100 (+/-) Plastic Garbage Bags - 1 per child for weather protection		
1 Big Wheel Container w/ Lid		
1 Pkg Waste Basket Liners		

**First Aid Items:**

First Aid Kits have been distributed to all classrooms.

**Student Release Request**



**Student Name/Nombre:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_ **Rm.#** \_\_\_\_\_

**Parent/Guardian Name/Nombre del Padre:** \_\_\_\_\_

**Phone/Tel:** \_\_\_\_\_

**Parent/Guardian Name/Nombre del Padre:** \_\_\_\_\_

**Phone/Tel:** \_\_\_\_\_

In the event of a disaster, my child may be released to the following people:  
En caso de un desastre mi hijo/a puede ser recogido por las siguientes personas:

**Name/Nombre:** \_\_\_\_\_

**Relationship/Relacion:** \_\_\_\_\_

**Phone#/Tel:** \_\_\_\_\_

Does your child have a medical condition that we should be aware of? If yes, explain.

Su hijo/a a tiene alguna condicion medica por la cual debemos de estar alertas? Si contest sf, explique.

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## **Student Accountability Report**

**Students on Roster**

# \_\_\_\_\_

**#of Students Present**

# \_\_\_\_\_

**Missing Students**

# \_\_\_\_\_

**Injured**

**Adults**

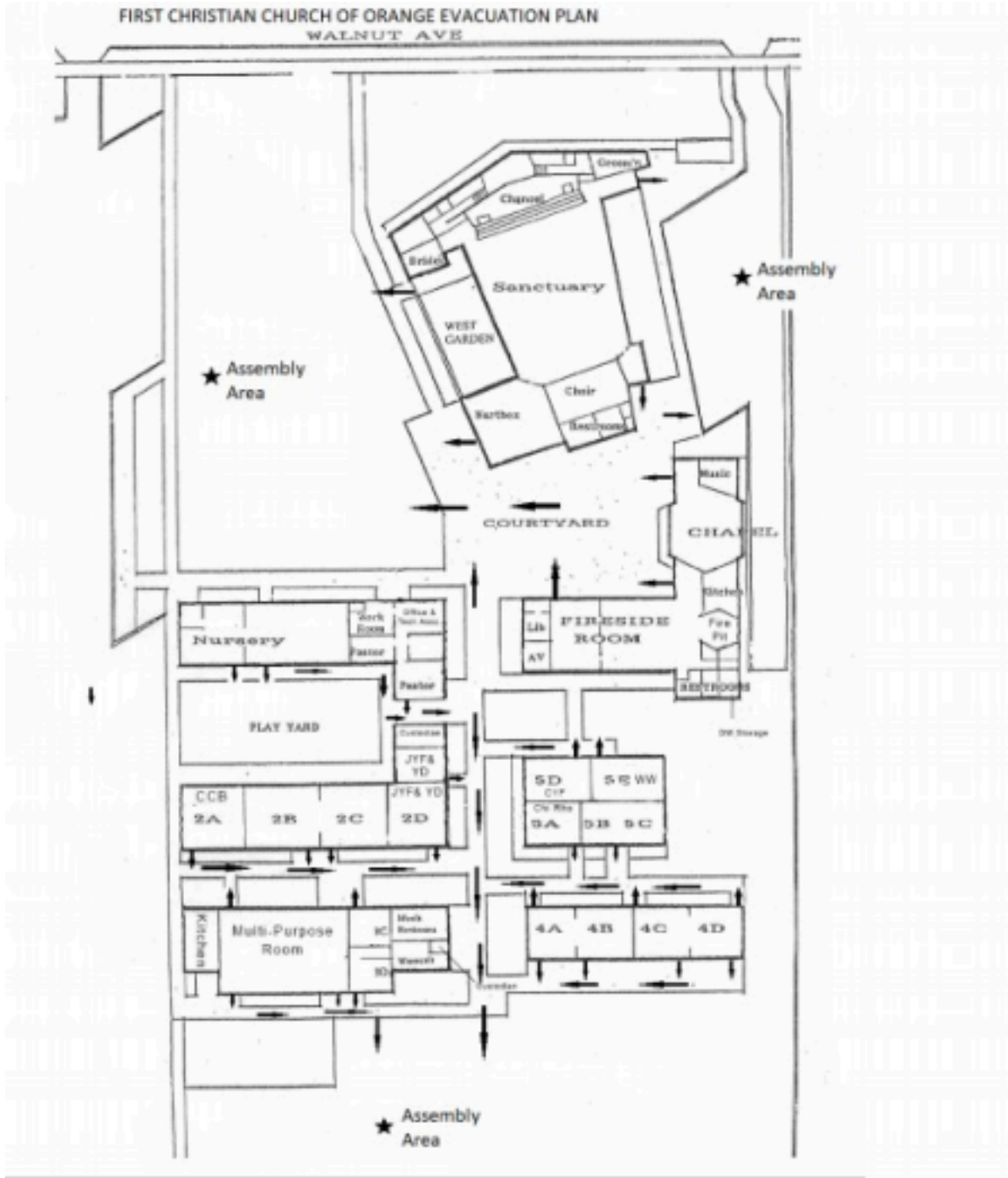
# \_\_\_\_\_

**Children**

# \_\_\_\_\_

**Please have student return to command post.**

FIRST CHRISTIAN CHURCH OF ORANGE EVACUATION PLAN  
WALNUT AVE







## Site Emergency Team Roster for 2023-24 Safety Plan

### Search and Assessment Team:

This team must search all areas of the campus (buildings & grounds) in a predetermined pattern shortly after the emergency has occurred and when it is safe to do so. The Search and assessment Team will search for the injured or trapped and assess the safety of the various structures.

- Leslie Jamez: Area 1- TK/K wing of campus/PLC
- Yanet Gutierrez: Area 2- MPR/Offices/Bathrooms
- Gabriela Roca: Area 3- Grade level classrooms

### Assembly Area Team

When the site is evacuated, and students gather in their assigned spots in general assembly area, the Assembly Area Team will assume control. The individual teachers and/or aides will continue to be responsible for their individual class or classes. Assembly Area Team members are listed on the Site Emergency Team Roster.

- Yesica Valencia Juarez
- Marissa Fierro

### Student Release Team

To expedite the release of students to their parents, a Student Release Area will be established, and procedures developed to provide for an orderly release process. The Student Release Area should be away from the evacuation assembly. Parents should be required to follow release procedures.

- Teresa Haney
- Yesica Valencia Juarez
- Elizabeth Briguido

## Messengers

In an emergency, messengers will be released from teacher's responsibility and report to command post. Upper-grade students may be utilized to assist.

- Lizeth Mejia
- Citlalic Melchor

## Site Supervisory Team

In a declared emergency it is the responsibility of the Site Supervisory Team to provide supervision and care for students until it is safe to release them or until picked up by an authorized adult. To accomplish this, site personnel must take steps to patrol the site perimeter to keep students from leaving. If parents have followed the school site's directions, students will have been told about this policy and should follow instructions of school personnel.

The Site Supervisory Team will require all students to remain on site until released. Parents or other adults coming on campus should be directed to the Student Release Area to have their student released to them.

- Teresa Haney
- Yesica Valencia

## Emergency First Aid Team

The purpose of the First Aid Team is to provide emergency and long-term First Aid, to set up the First Aid Station near the Command Post (away from possible hazards) and to manage and utilize First Aid supplies.

The First Aid Team leader who can act as a triage person is: Elizabeth Navarro



## 2023-24 School Safety Drills

Date	Drill	Time	Completed/ Planned
1/17/2024	Shelter in Place	10:00 am	C
1/31/2024	Earthquake & Evac	10:00 am	C
2/7/2024	Fire & Evacuation	10:00 am	C
2/21/2024	Lockdown	10:00 am	C
3/6/2024	Fire & Evacuation	10:00 am	P
3/20/2024	Lockdown	10:00 am	P
4/10/2024	Earthquake & Evac	10:00 am	P
4/24/2024	Shelter in Place	10:00 am	P
5/8/2024	Earthquake & Evac	10:00 am	P
6/5/2024	Fire & Evacuation	10:00 am	P