



# ***Crisis Response Plan***

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*Revised: July 2017*

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**FACULTY AND STAFF RESPONSIBILITY**

In the event of a disaster, during school hours, every employee has a specific duty to participate in a mobilized team effort to prevent injury and save lives. Every employee is to remain on campus and aid in the supervision of all students and assist in maintaining general safety and wellbeing. (per Government Code 3100) Should a disaster occur during school hours, no employee will leave his/her assignment, under any circumstances, unless officially released by the Principal or his/her designee. Specific duties will be assigned to all employees, depending on the type of emergency.

**GENERAL EVACUATION PROCEDURES**

If the crisis warrants evacuation of the school building, the school parking lot has been designated as the Primary Evacuation Area. If a teacher is not with their class during the time of an emergency, they should go immediately to the Primary Evacuation Area to meet their class. If the crisis occurs while students are in the church, hall, or building other than the classroom, all available faculty and staff will be needed to help evacuate the students to a safe area. If the situation calls for all of the students/teachers to be gathered in one area, the recommended areas are: Library, Hall, or Church. Teachers should wait for instructions from the principal.

The Secondary Evacuation Area is the lower church parking lot. After gathering at the Primary or Secondary Evacuation Area, and each time students are moved from one location to another, teachers will take attendance and report any absent/missing/trapped/injured students/faculty to the Student Release Coordinator, using the forms in the Appendix. When it is safe to do so, we will make every effort to move the students to an indoor location. If the crisis does not warrant evacuation of the school building, teachers should pair up with another class. This way, there will be at least 2 adults together to supervise a group of students.

**CRISIS INSTRUCTIONS FOR PARENTS**

If an emergency situation should occur, please listen to your radio for instructions of school closures. As a general rule, we will follow the same procedures as Fallbrook Unified School District. In the event of a disaster, or situation requiring crisis plan activation, parents will be asked to go directly to the Library or Hall, depending on the circumstances, to wait for further information. The safety of students is first and foremost our priority, and until we have specific information regarding the immediate plan of action for the crisis at hand, it is helpful to have the parents in one location. As information becomes available, it will be communicated directly to the parents. If possible, we will try to contact you using the ONE CALL system and/or group email, with instructions on where the students will be waiting, and any other safety information.

CRISIS TEAM RESPONSIBILITIES	
Mrs. McCotter	Principal
Mrs. Magana	Communications
Mrs. Taitano	Student Release
Miss Jones	First Aid
Non Assigned Faculty	Supervision of Students/Assist with any/all needs

**SITE COMMANDER:** Mrs. McCotter, Principal

- Activate alarm systems/emergency procedures/Order building/site evacuation, if needed
- Notify Pastor/ Parish Office/ Diocesan Office
- Disseminate information to community

**COMMUNICATIONS COORDINATOR:** Mrs. Magana, Secretary

- Lock front gates and doors
- Notify police, fire, emergency agencies as needed
- Monitor radio/TV broadcasts
- Secure student records
- Gather Family Emergency Contact List/Student Medications

**STUDENT RELEASE COORDINATOR:** Mrs. Taitano, Vice Principal

- Set up a Student Release Station
- Establish master list of all students and their location
- Ensure that the Student Emergency Release Form is signed before each student is released
- Maintain accurate list of present, absent, missing, released students

**ASSESSMENT /FIRST AID COORDINATOR:** Miss Jones

- Set up First Aid Station in nearest available room
- ID all patients with masking tape on the wrist
- Maintain record of all treatments
- Survey campus for damages
- Mark classrooms and other buildings accordingly:
- GREEN: indicates room is habitable; no injured
- RED: do not enter...dangerous area
- HELP! : injured person(s) inside
- Prevent access to critical areas using CAUTION tape
- Sweep/shovel glass, debris from walkways/pathways
- Assist with transporting injured to First Aid Station

**BOMB THREATS**

*IN THE EVENT OF A BOMB THREAT*

- check caller ID for a number
- Notify/signal to a secondary person to call 911 and notify the principal
- Keep the caller on the line to obtain as much information as possible.

Where is the bomb?	
What does it look like?	
When will it go off?	
Why do you want to bomb the school or parish?	
Where are you calling from?	
Who are you?	

*THREAT BY NOTE...*

Pay attention to the description of the person delivering the note, if possible. Notify the principal immediately. The principal will call the police. If the threat arrives by e-mail, save the e-mail and proceed appropriately.

*FOR EVERY BOMB THREAT INCIDENT...*

All cell phones should be turned off. The use of radio transmission COULD DETONATE A BOMB!  
Do not turn on/off electrical equipment.

1. Evacuation instructions will be communicated using runners.
2. REPORT and DO NOT TOUCH OR APPROACH ANY OBJECT THAT APPEARS SUSPICIOUS.
3. No report of a bomb should be ignored!

*WHEN A BOMB OR SUSPICIOUS DEVICE IS LOCATED...*

The school grounds need to be evacuated immediately! Get at least **2000 FEET away from the bomb...our secondary site is the Church parking lot.**

1. NO ONE is to touch or move the suspicious object for any reason!
2. Just because one object is found does not mean there are no others!
3. Evacuation is to be accomplished via fire/evacuation drill procedures.
4. Emergency personnel will advise when it is safe to return to the campus.

## **EARTHQUAKES DROP, COVER, AND HOLD**

### *IF INSIDE...*

1. **DROP, COVER, AND HOLD** immediately.  
Drop to your knees, placing your hands on your head with your forearms covering your face; stay as small as possible; if under furniture, hold on to a leg
2. Remain in the Drop, Cover, and Hold position until instructions for “all clear” or “evacuate”.
3. Turn away from windows.
4. Get next to an inside wall if possible.
5. Stay under shelter until shaking stops.
6. Listen for instructions.
7. Be prepared for aftershocks.
8. Avoid falling objects and areas that could cause injury.
9. Stay in this position until instructions are given to move or until it is safe to do so.

### *IF OUTSIDE...*

1. Lie down behind the nearest building, bench, curb, or in the gutter, if such protection is within a step or two.
2. If there is no such protection, drop to the ground on your abdomen and lie as flat as possible.
3. Stay in this position until instructions are given to move or until it is safe to do so.

### *EVACUATION...*

1. When shaking ends, evacuate to an area away from buildings and overhead power lines, underground gas and sewer lines.
2. Do a visual check and make sure neighboring classrooms are evacuating as well.
3. Faculty takes Attendance Register and Emergency bag.
4. Continue General Evacuation Procedures according to plans or as directed.

## **EXPLOSIONS**

### *INSIDE SCHOOL BUILDINGS...*

1. “Drop” immediately to the floor beneath a desk, chair, table, or bench, if it is close to you.
2. “Cover” your head with your hands, coat, sweater, or notebook if handy.
3. “Hold” onto the object you are beneath, or bury your face in your arms.
4. If there is nothing to get under, get close to an inside wall away from windows.
5. Stay in the “Drop, Cover, and Hold” position until instructions are given. Faculty must use best judgment.
6. If it has been determined that the explosion is within the building, the fire alarm will be sounded and all persons are to evacuate the building and proceed to areas of safety. The principal will decide whether an evacuation is necessary.

### *OUTSIDE SCHOOL BUILDINGS...*

1. Lie down behind the nearest building, bench, curb, or in the gutter if such protection is within reach.
2. If there is no such protection, drop to the ground on your abdomen and lie as flat as possible.
3. Stay in this position until instructions are given to move or until it is safe to do so.
4. After the explosion, listen for instructions.

## **FIRES**

1. Initiate an evacuation to a safe location.
2. If time permits, close windows and close the door (This will help contain the fire).
3. Student and adults should evacuate buildings to the designated areas of safety in a quiet and orderly fashion. Your evacuation routes may vary given the nature and location of the fire.
4. Do a visual check to make sure your neighboring classrooms are evacuated as well.
5. Do not return to class until the fire department declares the area safe.
6. Each faculty member is required to know the location of the fire extinguishers in/near their classroom.

## **INTRUDER/SHOOTER**

### *UPON DISCOVERING THE INTRUDER...*

- What does the intruder look like?
- Where is the incident occurring?
- How many are involved?
- What demands, if any have been made?
- What type(s) of weapons?

### *ALERTING THE SCHOOL...*

1. A Lockdown will be issued through the intercom or other predetermined signal.
2. If an evacuation is going to be necessary, this information will be communicated prior to the release of the lockdown, to avoid confusion.
3. Due to safety concerns, some specific information regarding the incident will not be given over the intercom. Doing so could jeopardize the safety of students, faculty, and emergency personnel.

## **LOCKDOWN PROCEDURES**

### **WHILE INSIDE THE CLASSROOM...**

1. Immediately shut and lock the classroom door at the first call for "Lockdown".
2. Turn off all lights.
3. Close all curtains and shades.
4. Have students crawl to a position of "COVER" and/or "CONCEALMENT".
5. Safe places could be the office/closet space in between classrooms.
6. No student is to be let out of the class during a lockdown.
7. Avoid unnecessary phone use, to include cell phone use.
8. Remain in this position until given further instructions to evacuate or continue the lockdown.

### **EXTENDED LOCKDOWN...**

1. Faculty will remain with their students.
2. No student is to be let out of the class during an extended lockdown.
3. Set up emergency provisions, first aid, and emergency toilet in each classroom.

### **DURING A PASSING PERIOD OR LUNCH...**

1. Students/Faculty should attempt to go to their classroom when it is safe to do so.
2. If it is not safe to do so, please proceed to the nearest lockable classroom.
3. Avoid crowded halls or doorways, as "bunching up" gives the shooter an easy target.
4. A moving target is difficult to hit. KEEP MOVING if out in the open.
5. Move away from the sounds of gunfire.
6. If you see a threat coming toward your classroom, secure your room immediately.

## **SUICIDE ATTEMPTS AND THREATS**

1. When someone on campus has indicated they intend to commit suicide, the Principal needs to be notified immediately.
2. The suicidal individual should not be left alone. Preferably the individual should be escorted to the office.
3. If the threat appears to be credible, the police department will be contacted.
4. If an individual attempts suicide, call 911 immediately!
5. If any individual is attempting suicide with a weapon, a Lockdown will be initiated.
6. This will help with limiting the crowds around the incident. It will also keep the suicidal individual from taking hostages in an act of desperation.

**IMPORTANT PHONE NUMBERS**

**FALLBROOK SHERIFF DEPARTMENT**

388 E. Alvarado Fallbrook, CA 92028  
(760) 451-3100  
Dispatch: (760) 728-1113  
Fallbrook Graffiti Report: (760) 728-1113

**POLICE 911**

**EMERGENCY/PARAMEDICS 911**

**CA HIGHWAY PATROL 911**

**North County Fire Protection District**

(Fire and Rescue)  
330 S. Main.  
Fallbrook, CA 92028  
(760) 723-2005

**DIOCESAN OFFICE (858) 490-8240**

**PARISH OFFICE (760) 689-6200**

**UTILITIES**

SDG&E (619) 239-7343  
FALLBROOK PUBLIC UTILITY (760) 728-1125

**DISASTER PREPAREDNESS**

SAN DIEGO OFFICE (619) 565-3490  
CA HIGHWAY PATROL (760) 757-1675

**HOSPITALS**

TRI-CITY (760) 724-8411  
PALOMAR (760) 739-3300  
CAMP PENDLETON NAVAL (760) 725-1288  
CAMP PENDLETON EMERGENCY (760) 725-3258  
SCRIPPS: ENCINITAS (760) 753-6501  
LA JOLLA (858) 457-4123

**MISCELLANEOUS HEALTH AGENCIES**

PUBLIC HEALTH DEPARTMENT (760) 967-4401  
AMERICAN RED CROSS (760) 757-5403  
POISON CONTROL 1 800-876-4766

**EMERGENCY RADIO STATIONS**

OCEANSIDE – KGMG AM1320/FM 102.0  
SAN DIEGO – KLZZ AM600/FM 106.5  
SAN CLEMENTE – KWAV FM/107.9  
SAN DIEGO – KOOL AM1170/FM 105.3

The following radio stations are the best sources for up to date information in our area after a major disaster has occurred:

KNX 1070 AM Dial  
KFMB 980 AM Dial  
KOGO 600 AM Dial  
KCBQ 1170 AM Dial  
KSDO 1130 AM Dial  
EAGLE 105 FM Dial

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**HELP!**



**EMERGENCY ATTENDANCE**  
**FOR USE IN EMERGENCY SITUATIONS**

Fill this out as quickly as possible and send it to the STUDENT RELEASE COORDINATOR.

ALL STUDENTS in GRADE \_\_\_\_\_ ARE ACCOUNTED FOR.

These students in Grade \_\_\_\_\_ were listed as ABSENT TODAY


These students in Grade \_\_\_\_\_ are **MISSING**


**FOR USE IN EMERGENCY SITUATIONS**  
**FIRST AID LOG**

<b>Name</b>	<b>Treatment/Notes/Transported to</b>



**DO NOT ENTER**



**DANGER!**

**DO NOT**

**ENTER**