



EMERGENCY ACTION PLAN

COMMAND DECISION TEAM: Carolyn Nutter
Carl Martinez

TIMELY WARNING

In the event that a situation arises or a crime occurs, either on or off campus, that, in the judgment of the Command Decision Team (CDT), constitutes a threat to students and employees, a campus wide “timely warning” will be issued. The warning will be issued by either, verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to staff, students and guests. If the situation or crime occurs on campus and represents an immediate threat to the health of safety of students or employees, the institution will follow the Emergency Notification procedures contained in this report in lieu of the Timely Warning procedures

Anyone with information warranting a timely warning should report the circumstances to the CDT, by phone (916) 332-3332 or in person at 9856 Business Park Drive, Sacramento, CA 95827.

EMERGENCY NOTIFICATION

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The faculty has received training on how to handle a pending emergency and trained in the following Emergency Code.

CODES FOR AN EMERGENCY SITUATION

Code Lock Down: A lock down situation has occurred. Faculty, students and guests are to remain calm and do not leave the classrooms.

Code Evacuate Front: Indicates a need to evacuate immediately and move toward the front of the building. Meeting on the opposite side of the street.

Code Evacuate Back: Indicates a need to evacuate immediately and move toward the back of the building. Meeting behind the building toward the freeway.

Code Dangerous: Indicates a dangerous situation has occurred outside the building and no one is allowed to leave the building.

Code Hostage: A hostage, criminal or terrorist threat /situation

EMERGENCY RESPONSE PROCEDURES

At the time of an urgent unanticipated event, CDT Members will assess the situation to determine the significance of an emergency. Without delay, the CDT will take into account the safety of its faculty, students, guests and community neighbors. The CDT will identify / determine the extent of the emergency and enact appropriate means of notifications. The CDT will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible. The CDT will determine the extent of information that needs to be released and will disseminate to faculty, students, and guests / public as appropriate. In the event of a dangerous situation and without delay, the CDT will assess the situation and will contact authorities or determine the course of action in order to protect the entire school population.

CDT will determine means of notification through but not limited to verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to deliver emergency messages. If necessary a member of the CDT will notify the radio and local television stations. The verbal/written communication will include the type or types of emergency and steps for the emergency situation.

At least annually during student training, the faculty will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced.

The results are publicized in the Emergency Action Plan. The testing reminds faculty and students of procedures necessary for the security, safety and crime prevention on and offcampuses.

Roll call will be taken as soon as reasonably possible to ensure all faculty and students has been accounted for at the time of the emergency.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Prior to Preparing For an Emergency

Evacuation Guidelines

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave.

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Follow these guidelines for evacuation

- If you have a car, keep a full tank of gas in it if an evacuation seems likely.
- Become familiar with alternate routes and other means of transportation out of your area.
- Leave early enough to avoid being trapped by severe weather.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Be alert for road hazards such as washed-out roads or bridges and downed power lines.
- Do not drive into flooded areas.
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

If Time Allows

- Call or email your family.
- Secure the school by closing and locking doors.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.

In Case Of Serious Accident or Illness

Call 9-1-1

Do not move sick or injured person(s).

Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.

Stay with the victim and reassure her/him that help is on the way.

SAFETY PROCEDURES

- First Aid: A first aid kit is located in the front office, each classroom, and in the TI lab space.
- Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other CDT Members. Make the person comfortable.
- Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits.
- Cuts requiring stitches: If possible, a faculty member should take the student to the doctor.

DANGEROUS SITUATIONS

If you are aware of a dangerous situation, bring it to the attention of Command Decision Team (CDT) and if confirmed, the CDT will alert students by announcing, emailing, text and /or a written notification that will be posted in a conspicuous area, directing them to a safe location. Once the dangerous situation is diminished, an announcement, email, text and/ or a written notification will be posted or sent to students when classes will resume.

EXTREME WEATHER CONDITIONS

If an extreme weather condition is issued from the Local Weather Service at or around the school site, then offices will be closed and classes will be cancelled. Once the weather conditions are diminished, the CDT will alert the faculty and students when classes will resume. As a result of school closures, additional time may be added to compensate for the missed time.

Winter Storms and Extreme Cold

Although Sacramento does not experience winter storms or extreme cold often, here is a procedure you should consider following:

Before

To prepare for a winter storm you should do the following:

- Before winter approaches, add the following supplies to your automobile.
 - Sand to improve traction.
 - Snow shovels and other snow removal equipment.
 - Sufficient heating fuel.
 - Adequate clothing and blankets to keep you warm.

During

I-TAP will notify the traveling student if a winter storm and extreme cold is expected. If the student is traveling long distances, the student will be advised to leave early or not to travel at all. If the winter storm and extreme cold happens while faculty, students and guests are in attendance, the following will apply:

- Stay indoors during the storm.
- Walk carefully on snowy, icy, walkways.
- Let someone know your destination, your route, and when you expect to arrive.

After

- If there is a loss of power or heat for more than a few hours or if you do not have adequate supplies to stay warm, you may want to go to a designated public shelter if you can get there safely. Text **SHELTER + your ZIP code to 43362 (4FEMA)** to find the nearest shelter in your area (e.g., SHELTER95827)
- Take precautions when traveling to the shelter. Dress warmly in layers, wear boots, mittens, and a hat.
- Continue to protect yourself from frostbite and hypothermia by wearing warm, loose-fitting, lightweight clothing in several layers. Stay indoors, if possible.

UTILITY SHUT OFF

Natural Gas

Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all faculty know how to shut off natural gas. If you smell gas or hear a blowing or hissing noise, get everyone out quickly. Turn off the gas if you can, and call the gas company.

Caution: If you turn off the gas for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.

Water

Water quickly becomes a precious resource following many disasters. It is vital that all faculty learn how to shut off the water.

Locate the shut-off valve for the water line that enters the building. The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it in the building by shutting off the main house valve. (This is not the street valve in the cement box at the curb – the street valve is extremely difficult to turn and requires a special tool.)

Electricity

Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible faculty where and how to shut off the electricity. Locate your electrical circuit box. For your safety, always shut off all the individual circuits before shutting off the main circuit.

Fire Procedure

If you smell smoke or see fire, report it immediately to the CDT. Proceed as follows:

- Everyone should exit in single file out the closest doors. If you have a guest at the time, the guest is your responsibility.
- After exiting, proceed safely away from the burning building, head towards the front of the building, carefully cross the street, and meet in the parking lot across the street.
- Familiarize yourself with your evacuation route and the location of all emergency and regular exits.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO STATE LAWS

Flood

If a flood is likely in your area, you should:

Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to evacuate.

If you must prepare to evacuate, you should do the following:

Turn off utilities at the main switches or valves if instructed to do so.

Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave, remember these evacuation tips:

Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.

Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.

Do not camp or park your vehicle along streams, rivers or creeks, particularly during threatening conditions.

After

Although floodwaters may be down in some areas, many dangers still exist. Here are some things to remember in the days ahead:

Use local alerts and warning systems to get information and expert informed advice as soon as available. Avoid moving water.

Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organization.

Emergency workers will be assisting people in flooded areas. You can help them by staying off the roads and out of the way.

Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.

Return home only when authorities indicate it is safe.

Roads may still be closed because they have been damaged or are covered by water. Barricades have been placed for your protection. If you come upon a barricade or a flooded road, go another way.

If you must walk or drive in areas that have been flooded.

Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.

Flooding may have caused familiar places to change. Floodwaters often erode roads and walkways. Flood debris may hide animals and broken bottles, and it's also slippery. Avoid walking or driving through it.

Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.

Stay out of any building if it is surrounded by floodwaters.

Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.

Earthquake

Before

Every attempt to secure shelves, heavy objects, mirrors, and electronic such as computers and printers.

During

Drop, cover, and protect your neck with your arms. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

DO NOT get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing.

Stay inside until the shaking stops and it is safe to go outside. Do not exit the school during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location.

Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

After

Do not light a match.

Do not move about or kick up dust.

Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so rescuers can locate you.

Use a whistle if one is available. Shout only as a last resort, shouting can cause you to inhale dangerous amounts of dust.

When the shaking stops, look around to make sure it is safe to move and there is a safe way out through the debris. Then exit the school.

Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake. Drop, Cover, and Hold On whenever you feel shaking.

Check for injuries and provide assistance if you have training. Assist with rescues if you can do this safely. Look for and extinguish small fires. Fire is the most common hazard after an earthquake. Never use a lighter or matches near damaged areas.

Use the telephone only for emergency calls.

Go to a designated public shelter if your home had been damaged and is no longer safe. Text SHELTER + your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area (example: *shelter 12345*).

Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.

Be careful when driving after an earthquake and anticipate traffic light outages.

After it is determined that it's safe to return, your safety should be your primary priority as you begin clean up and recovery.

Leave the area if you smell gas or fumes from other chemicals.

Inspect utilities. (Follow the Utility Shut Off)

Bomb Threats

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Faculty and students are to act quickly, but remain calm and obtain as much information as possible and write it down. If a bomb threat is received by phone

Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does. Listen carefully. Be polite and show interest.

Try to keep the caller talking to learn more information.

If possible, write a note to a faculty member or student to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.

If your phone has a display, copy the number and/or letters on the window display.

Write down as much detail as you can remember. Try to get exact words.

Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS (Federal Protective Services) immediately with information and await instructions.

If A Bomb Threat Is Received By Handwritten Note

- Call 9-1-1
- Handle note as minimally as possible

If A Bomb Threat Is Received By Email

- Call 911
- Do not delete the message.

Signs of a Suspicious Package

- No return address
- Poorly handwritten
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

Do Not

- Use cell phones; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Bomb Threat Call Procedures and Checklist

Who to Contact (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411)
- 911

Ask Caller

When asking the caller the following, take notes on anything, you might forget and include questions:

- Where is the bomb located? (Building/Floor/Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes/ No
- Why?
- What is your name?

Exact Words of Threat | Information about Caller

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points: Take any notes that may aid in the investigation.

Explosion

Before

The following are things you can do to protect yourself, in the event of an explosion. Knowing your community's warning systems and disaster plans, including evacuation routes.

During

Get under a sturdy table.

Exit the building as quickly as possible. Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.

Check for fire and other hazards.

Once you are out, attempt to meet at designated areas.

Move away from sidewalks or streets to be used by emergency officials or others still exiting. Tap on a pipe or wall so rescuers can hear where you are.

If possible, use a whistle to signal rescuers.

Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust. Avoid unnecessary movement so you don't kick up dust.

Cover your nose and mouth with anything you have on hand.

After

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack:

There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.

Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to

the event's criminal nature.

Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.

The school may be closed.

The school may have to evacuate, avoiding blocked roads for your safety.

Clean-up may take many months.

TERRORIST ATTACKS

I-TAP does not want to dismiss or diminish the possibility to terrorism; however, we believe the risk is low in relationship to Threat/Hazards.

Based on:

Small faculty, less than 15

Small student body, less than 100

Building has no significant interest or location Building is on one level

Building does not store or contains hazardous chemicals

No luggage is stored or kept on premise

No underground parking