



MONTESSORI ELEMENTARY AND MIDDLE SCHOOL OF TRACY

EMERGENCY ACTION PLAN 2025 - 2026

RISK MANAGEMENT

Federal and state regulations require schools to maintain an emergency action plan addressing twelve (12) possible eventualities. The school has adopted the following *Emergency Action Plan* (EAP) to satisfy federal and state regulations, and ensure the safety of the children entrusted to our care.

The *Emergency Action Plan* serves as the *Risk Management Plan* for the purposes of the Administrator Assessment Scale.

The Emergency Action Plan covering eleven (11) key areas:

1. Acts of Violence/Disorderly Behavior
2. Biological or Chemical Threat
3. Bomb Threat
4. Earthquake
5. Explosion/Threat of Explosion
6. Airplane Crash / Motor Vehicle Crash
7. Fire On-Site
8. Fire in Surrounding Area
9. Flooding
10. Loss of Utilities
11. Animal Disturbance
12. Covid-19 Response Protocol

EMERGENCY ACTION PLAN PROTOCOL

The Emergency Action Plan contains a protocol for managing the twelve possible school emergencies.

The six steps in the protocol are:

Section 1.0 *Initial Determination* - provides initial determination of emergency;

Section 2.0 *Response Action Determination* - provides seven (7) action response;

Section 3.0 *Emergency Readiness* – provides readiness in advance of the twelve (12) emergencies.

Section 4.0 *Emergency Teams* – provides structure, and designates roles in an emergency;

Section 5.0 *Emergency Information* – provides a compilation of contacts for before, during, and after an emergency

Section 6.0 *Emergency Forms* - provides forms to gather and track critical information before, during and after an emergency.

EMERGENCY ACTION PLAN TEAMS

1. Acts of Violence/Disorderly Behavior:

Staff Assignments:

Security Team Leader: Director or designee

Secure Team Members: Teachers

Emergency & Communication Team Leader:

Director or designee

Room #1 Emergency & Communication Team Member:
Head Teachers

Room #2 Emergency & Communication Team Member:
Head Teachers

Room #3 Emergency & Communication Team Member:
Head Teachers

Room #4 Emergency & Communication Team Member:
Head Teachers

Room #5 Emergency & Communication Team Member:
Head Teachers

Room #6 Emergency & Communication Team Member:
Head Teachers

Room #7 Emergency & Communication Team Member:
Head Teachers

Room #8 Emergency & Communication Team Member:
Head Teachers

2. Biological or Chemical Threat

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Security Team Member: Director's Assistant – Camella Gutierrez

3. Bomb Threat

Staff Assignments:

Security Team Leader: Director or designer – Dr. Pamela Rigg

4. Earthquake

Staff Assignments:

Security Team Leader: Director or designee — Dr. Pamela Rigg

5. Explosion/Threat of Explosion

Staff Assignments:

Security Team Leader: Director or designee — Dr. Pamela Rigg

Security Team Member: Director's Assistant – Camella Gutierrez

6. Airplane Crash / Motor Vehicle Crash

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Secure Team Members: Director's Assistant – Camella Gutierrez

7. Fire on Site

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Secure Team Members: Director's Assistant – Camella Gutierrez

8. Fire in Surrounding Area

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Secure Team Members: Director's Assistant – Camella Gutierrez

9. Flooding

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Secure Team Members: Director's Assistant – Camella Gutierrez

10. Loss of Utilities

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Secure Team Members: Director's Assistant – Camella Gutierrez

11. Animal Disturbance

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Secure Team Members: Director's Assistant – Camella Gutierrez

12. Covid-19 Response Protocol

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Secure Team Members: Director's Assistant – Camella Gutierrez

Section 1.0 Initial Determination: Type & Level

- 1.1 **Type** of Emergency Determination
 - 1.1.1 Acts of Violence / Disorderly Behavior
 - 1.1.2 Biological or Chemical Threat
 - 1.1.3 Bomb Threat
 - 1.1.4 Airplane / Auto Disaster
 - 1.1.5 Earthquake
 - 1.1.6 Explosion / Threat of Explosion
 - 1.1.7 Fire On-Site
 - 1.1.8 Fire in Surrounding Area
 - 1.1.9 Flooding
 - 1.1.10 Loss of Utilities
 - 1.1.11 Animal Disturbance
 - 1.1.12 Covid 19 Response

1.2 **Level** of Emergency Determination

School emergencies can be categorized in terms of magnitude ranging from a minor injury to a major earthquake. Identify the magnitude of an emergency to determine the *Level of Emergency*. Three levels of emergency are described below.

Level 1 Emergency: An emergency handled by school personnel without assistance from outside agencies. Examples include: temporary power outages, minor earthquake (less than 5.0 on Richter Scale), and/or minor first aid incidents.

Level 2 Emergency: A moderate to severe emergency in most cases is handled by school personnel with assistance from agencies (e.g., fire department, police, or other emergency services). Examples include: a fire, an injury requiring medics, or a moderate earthquake with injuries and/or structural damage.

Level 3 Emergency: A major disaster that school personnel cannot handle without the assistance of outside agencies. Level 3 emergencies may be community wide which impact the response time of outside agencies. Examples include earthquakes and regional civil disturbances.

Section 2.0 Response Action Determination

Most Level 2 and Level 3 Emergencies require one or more Response Actions listed below.

- | | |
|---------------------------------|-----------------|
| 1. Stand by Alert – | See Section 2.1 |
| 2. Duck, Cover and Hold - | See Section 2.2 |
| 3. Shelter in Place (Lock-down) | See Section 2.3 |
| 4. Secure Building | See Section 2.4 |
| 5. Evacuate Building | See Section 2.5 |
| 6. Off-Site Evacuation | See Section 2.6 |
| 7. All Clear | See Section 2.7 |

2.1 Stand-By Alert

Stand-By Alert signals the staff and students of a potential emergency situation, and places them on *Stand-By* until further instructions.

Stand By Alert is announced, followed by silence. This is repeated two times indicating Stand-by Alert, and for staff to answer their classroom telephones.

Action To Be Taken:

1.If inside:

Teachers keep students in classrooms until further instructions.

2. If outside:

Teachers assemble students at a single location.

For all situations, remain on *Stand-By Alert* until further instructions, or an *All-Clear* signal is given by verbal communication.

2.2 Duck, Cover & Hold

Duck, Cover & Hold to protect students and staff from flying or falling debris.

Duck, Cover & Hold is announced. This is repeated two times indicating *Duck, Cover & Hold*, and for staff to answer their classroom telephones.

Action To Be Taken:

1. If inside:
 - Drop to the floor.
 - Get under a desk and remain facing away from windows
2. If outside:
 - Move away from buildings and other collapsible objects.
 - Drop to knees on the ground,
 - Bend at the waist to bring your head between your knees
 - Cover your head with arms and hands.

2.3 Shelter-in-Place (Lock Down - Confinement)

Shelter-in-Place when indoors provides a greater level of protection for students and staff.

Shelter in Place is announced. This is repeated two times indicating *Shelter in Place*, and for staff to answer their classroom telephones.

Action To Be Taken:

1. If inside:
Students remain in the classrooms pending further instructions.
2. If outside:
Students are directed to the nearest classroom.

Consider the proximity of the identified hazard. If necessary, proceed to an alternative indoor location.

A room or building located upwind of the identified hazard is preferred and ideal.

2.4 Secure Building

Secure Building when threat of violence is present, and it is necessary to prevent the perpetrator(s) from entering the school premises.

Secure Building is announced. This is repeated two times indicating *Secure Building*, and for staff to answer their classroom telephones.

Action To Be Taken:

1. If inside: teachers and other staff members are to:
 - **Lock** doors and have students lie on the floor
 - **Close** any shades and/or blinds if it appears safe to do so,
 - **Remain** on the floor until a recognized staff member assures it is safe to unlock the doors.
2. If outside:
 - **Drop** to the ground and wait for further instructions from the Director or designee.

2.5 Evacuate Building

Evacuate Building is initiated in the event of a fire, gas leak, or such, in the building, and it is necessary to vacate the building.

The fire alarm rings for ten seconds signaling to vacate the building.

Action To Be Taken:

1. Evacuate the building(s) using designated routes to the Assembly Area. Assemble in the Assembly Area, and stay in place until further instructions.
2. Teachers bring the student roster when leaving the building.
3. Teachers take roll and visually see each student. If all students are present and accounted for, hold up the white "OK" sign.
4. If a student is missing, hold up the red "NOT OK" sign.

2.6 Off-Site Evacuation

Off-Site Evacuation is initiated when it is safer to leave the school premises than to remain.

The fire alarm rings for ten seconds three times *signaling Off-Site Evacuation*.

Action To Be Taken:

1. Evacuate the School using designated route(s) to the Off-Site Assembly Area. Once assembled, stay in place until further instructions.
2. Teachers bring the student roster when leaving the buildings.
3. Teachers take roll and visually see each student. If all students are present and accounted for, hold up the white "OK" sign.
4. If a student is missing, hold up the red "NOT OK" sign.

2.7 All Clear

All Clear is announced when normal school operations can resume.

Action To Be Taken:

1. Director or the designee informs each class that normal operations can resume.
2. If appropriate, teachers briefly discuss the occurrence. Normal class operations resume unless the emergency is such that children are released to authorized family member, or friend.

Section 3.0 Emergency Readiness for Twelve Eventualities

3.1 Act of Violence / Disorderly Conduct

In the event of a hostile or potentially threatening event, staff takes reasonable steps to calm and control the situation.

If weapons are involved and/or other significant threats are anticipated, do not approach or attempt to disarm the person.

Immediately isolate all non-involved pupils and staff from the person, and notify the Director. The school is immediately in *Secure Building*. *Secure Building* controls student and staff movement, and contains the threat.

Implement the following procedures to control and contain the situation.

- The Director or designee initiates the appropriate Response Actions:
1. Duck, Cover & Hold (2.2)
 2. Shelter in Place (2.3)
 3. Secure Building (2.4)
 4. Evacuate Building (2.5)
 5. Off-Site Evacuate (2.6)
-
1. Staff attempts to isolate person from students, if it is safe to do so.
 2. The Director or designee calls “911” and provides the name of the school, the nature of the emergency, and exact location of the threatening person.
 3. If an immediate threat is not clearly evident, attempt to diffuse the situation. Remain calm, talk in a soft, non-threatening manner.

Request the threatening person to leave the school, as appropriate. Avoid hostile actions or interactions, except to maintain the safety and welfare of students or staff.
 4. If the threatening person is a student, notify the family. Family members may provide useful information on handling the situation.
 5. Refer media inquiries to the Director.
 6. The Security Team will control all points of entry.
 7. Each teacher will conduct a roll call, and notify the Director or designee of missing student.

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg
Secure Team Members: Lead Teachers of Classrooms

Emergency Team Leader: Director or designee – Dr. Pamela Rigg
Emergency Team Member: Lead Teachers of Classrooms

Communication Team: Director or designee – Dr. Pamela Rigg
Communication Member: Lead Teachers of Classrooms

3.2 **Biological or Chemical Threat**

Determine which scenario applies and implement the appropriate response procedures described below.

Scenario 1: Substance Is Released Inside a Classroom or School Building

1. The Director or designee: (2.5) Evacuate Building
Use designated routes or other alternative safe routes to an assigned Assembly Area located upwind of the affected room or building.
2. The Director or designee calls "911" and provides the name of the School, the nature of the emergency, and exact location of the threatening person.
3. The Director or designee instructs the Staff to restrict access of the potentially contaminated area from all persons.
4. The Security Team turns off local fans in the area, closes the windows and doors, and shuts down the school building's air handling system.
5. Personnel contacted with the substance wash the affected area with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectant on your skin.
6. List all people in the affected room or contaminated area, specifying those who had actual contact with the substance. Provide the list to the Director or designee and the emergency response personnel.
7. Do not reopen the area until the Director or designee gives authorization.

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Scenario 2: Substance Released Outdoors and Localized

1. The Director or designee immediately directs staff to remove students from the affected area to an area upwind from the substance.
2. The Security Team establishes a safe perimeter around the affected area to ensure personnel do not reenter the area.
3. The Director or designee calls “911” and provides the name of the School, the nature of the emergency, and exact location of the threatening person.
4. The Security Team turns off local fans in the area; closes the windows and doors, shuts down the building’s air handling system.
5. Personnel contacted with the substance wash their hands with soap and water. Immediately remove and contain all contaminated cloths.
6. List all people in the affected room or area of contamination, especially those who had actual contact with the substance. Complete Form
7. Do not reopen the area until authorized to do so by the Director or designee.

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Security Team Members: Director’s Assistant – Camella Gutierrez

Scenario 3: Substance Released in Surrounding Community

If the Director or local authorities determine a potentially toxic substance has been released to the atmosphere, the Director or designee initiates **(2.3) *Shelter in Place***.

1. Upon receiving the *Shelter in Place* action, the Security Team turns off local fans in the area, close and lock doors and windows, shut down the building's air handling system, seal gaps under doors and windows with wet towels or duct tape, and seal vents with aluminum foil or plastic wrap, if available.
2. If outdoors, immediately go into the nearest building. The teachers communicate their locations to the Director, using the classroom telephones, or other means, without leaving the building.
3. The Security Team turns off sources of ignition, such as pilot lights.
4. The Director or designee calls "911" and provides the name of the School, the nature of the emergency, and exact location of the threatening person.
5. The Director or designee turns on a radio to monitor information concerning the incident.
6. Continue *Shelter in Place* until notified by the Director.

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

3.3 Bomb Threat

1. If the threat is received by telephone, the person receiving the call attempts to keep the caller on the phone as long as possible and alerts someone else to call 911 – telling the operator, “This is the Montessori School. We are receiving a bomb threat at phone line: _____
2. The Director or designee initiates the appropriate Response Actions, which may include:
 - a. Duck, Cover & Hold (2.2)
 - b. Secure Building (2.4)
 - c. Evacuate Building (2.5)
 - d. Off-Site Evacuate (2.6)
3. If the Director or designee issues the (2.5) *Evacuate Building* action:
 - a. Evacuate the building(s) using designated routes to the Assembly Area. Once assembled, stay in place until further instructions.
 - b. Teacher brings the student roster when leaving the building, and takes attendance once the class is located in the Assembly Area.
 - c. Teachers take roll and visually sees each student. If all students are present and accounted for, hold up the white “OK” sign.
 - d. If a student is missing, hold up the red “NOT OK” sign.
 - e. The Director or designee calls “911”, to provide the exact location (e.g., building, classroom, area) of the potential bomb, if known.
4. The Director or designee completes the Bomb Threat Form in Section 6.3 Form C.
5. Do not resume school activities until the building(s) have been inspected by proper authorities and determined safe. The Director or designee gives the *All Clear* signal when appropriate.

Staff Assignments:

Director or designee – Dr. Pamela Rigg

3.4 Earthquake

The first indication of an earthquake, teachers direct students to **(2.2) Duck, Cover & Hold.**

1. Avoid glass and falling objects. Move away from windows, heavy suspended light fixtures, and other overhead hazards.
2. When the shaking stops, the Director or designee issues the **Evacuate Building** action. Use prescribed routes or other safe routes, and proceed directly to the Assembly Area. Teachers take roll, and notifies the Director or designee of missing students.
3. The Director or designee directs the Security Team to post guards a safe distance away from building entrances to prevent access.
4. Warn all school personnel to avoid touching fallen electrical wires.
5. The First Aid Team checks for injuries and provides appropriate first aid.
6. The Director or designee directs the Security Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer)
7. If the area appears safe, the Security Team makes an initial inspection of school buildings.
8. The Director or designee determines if additional actions are deemed necessary.

In the event an earthquake occurs during non-school hours:

The Director or designee assesses damages to determine needed corrective actions, with the assistance of the local building inspector.

If the school must be closed, notify staff members and students as identified in the Parent Alert System and the School Personnel Alert System (5.1)

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

3.5 Explosion / Treat of Explosion

Determine which scenario applies and implement the appropriate response procedures described below.

Scenario 1: Explosion on School Property

1. Upon explosion all persons should **(2.2) Duck, Cover & Hold**.
2. The Director or designee considers the possibility of another imminent explosion and takes appropriate action.
3. After the explosion, the Director or designee initiates appropriate Response Actions, which may include:
 - a. Shelter in Place (2.3)
 - b. Secure Building (2.4)
 - c. Evacuate Building (2.5)
 - d. Off-Site Evacuate (2.6)
4. Evacuation may be warranted in some buildings, and other buildings may be used as shelter.
 - a. If the explosion occurred within the school buildings, Director or designee issues the **Evacuate Building** (2.5) action.
 - b. Evacuate the building(s) using designated routes to the Assembly Area. Once assembled, stay in place until further instructions.
 - c. Teachers bring the student roster when leaving the building.
 - d. Teachers take roll and visually see each student. If all students are present and accounted for, hold up the white "OK" sign.
 - e. If a student is missing, hold up the red "NOT OK" sign.
 - f. The Director or designee calls "911" and provides the name of the School, the nature of the emergency, and exact location of the threatening person.
5. The Security Team notifies the appropriate utility company of damages.
6. The Security Team Leader posts guards a safe distance away from the building entrance to prevent persons from entering the school buildings.
7. The Director or designee issues other instructions as needed.

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Security Team Member: Director Assistant – Camella Gutierrez

Scenario 2: Credible Threat of an Explosion on School Property

1. The Director or designee initiates appropriate Response Actions, which may include:
 - a. Duck, Cover & Hold (2.2)
 - b. Shelter in Place (2.3)
 - c. Secure Building (2.4)
 - d. Evacuate Building (2.5)
 - e. Off-Site Evacuate (2.6)
2. If the Director or designee issues Evacuate Building (2.5) action, evacuate the building using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers bring the student roster and take attendance to account for students. Teachers notify the Director or designee of missing students.
3. The Director or designee calls “911” and provides the name of the School, the nature of the emergency, and possible location of the explosive device.
4. The Security Team Leader notifies the appropriate utility company of damages.
5. The Director or designee takes further actions as needed.

Scenario 3: Explosion or Threat of Explosion in Surrounding Area

1. The Director or designee orders Shelter In Place (2.3)
2. The Director or designee takes further actions as needed.
3. Remain in Shelter In Place until further instructions.

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Security Team Members: Director Assistant – Camella Gutierrez

3.6 Aircraft and/or Motor Vehicle Crash

In the event of an aircraft or motor vehicle crash on or near School grounds, follow the procedures below:

1. The Director or designee initiates appropriate Response Actions, which may include:
 - a. Duck, Cover & Hold (2.2)
 - b. Shelter in Place (2.3)
 - c. Secure Building (2.4)
 - d. Evacuate Building (2.5)
 - e. Off-Site Evacuate (2.6)
2. If the Director or designee issues Evacuate Building (2.5) action, evacuate the building using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers bring the student roster and take attendance to account for students. Teachers notify the Director or designee of missing students.
3. The Director or designee calls “911” and provides the name of the School, the nature of the emergency, and location of the vehicle crash.
4. The Security Team secures the aircraft and/or motor vehicle area to prevent unauthorized access.

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Security Team Members: Director Assistant – Camella Gutierrez

3.7 Fire on the School Grounds

1. Upon discovery of a fire, direct all occupants out of the building and report the fire to the Director.
2. The Director or designee immediately issues the Evacuate the Building (2.5) action. Students and staff evacuate using prescribed routes or other safe routes and proceed to the Assembly Area. Teachers bring the student roster and take attendance to account for students. Teachers notify the Director or designee of missing students.
3. The Director or designee calls “911” and provides the name of the School, the nature of the emergency, and the location of the fire.
4. The Security Team secures the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
5. The Director or designee directs the fire department to the fire and briefs fire department official on the situation.
6. The Security Team Leader notifies the appropriate utility company of damages.
7. If appropriate, the Director or designee implements the Parent Alert System (5.1)
8. For fires during non-school hours, the Director or designee determines whether the school opens the following day.

Staff Assignments:

Security Team Leader: Director or designee, Dr. Pamela Rigg

Security Team Members: Director Assistant, Camella Gutierrez

Report Form B

3.8 Fire in Surrounding Area

1. The Director or designee initiates the appropriate Response Actions, which may include:
 - a. Stand By (2.1)
 - b. Duck, Cover & Hold (2.2)
 - c. Shelter in Place (2.3)
 - d. Secure Building (2.4)
 - e. Evacuate Building (2.5)
 - f. Off-Site Evacuate (2.6)
2. The Director or designee calls “911” and provides the name of the school, the nature of the emergency, and location of the fire.
3. The Director or designee activates the Security Team to keep access routes open for emergency vehicles.
4. The Director or designee works with the fire department to determine if the school grounds are threatened by the fire, smoke, hazardous atmosphere, or other conditions. The Director or designee maintains open communication with the fire department.
5. If the Director or designee issues the Evacuate Building (2.5) action, evacuate using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers bring the student roster and take attendance to account for students. Teachers notify the Director or designee of missing students.
6. The Director or designee keeps a battery-powered radio tuned to a local radio station for emergency information.
7. In the event of a loss of water or other utilities, the Director or designee refers to Loss of Utility Procedure in (3.11)
8. If appropriate, the Director or designee implements the Parent Alert System (5.1).

Staff Assignments:

Security Team Leader: Director or designee, Dr. Pamela Rigg

Security Team Members: Director Assistant, Camella Gutierrez

3.9 Flooding

1. The Director or designee initiates the appropriate Response Actions, which may include:
 - a. Stand By (2.1)
 - b. Shelter in Place (2.3)
 - c. Secure Building (2.4)
 - d. Evacuate Building (2.5)
 - e. Off-Site Evacuate (2.6)
2. The Director or designee keeps a battery-powered radio tuned to a local radio station.
3. If the Director or designee issues the Evacuate Building (2.5) action, evacuate using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers bring the student roster and take attendance to account for students. Teachers notify the Director or designee of missing students.
4. If appropriate, the Director or designee implements Parent Alert System (5.1).

Staff Assignments:

Security Team Leader: Director or designee, Dr. Pamela Rigg

Security Team Members: Director Assistant, Camella Gutierrez

3.10 Loss of Utilities

1. Upon notice of loss of utilities the Director or designee initiates the appropriate Response Actions, which may include:
 - a. Duck, Cover & Hold
 - b. Secure Building (2.4)
 - c. Evacuate Building (2.5)
 - d. Off-Site Evacuate (2.6)
2. The Security Team works with the utility company to determine the length of time service will be interrupted.
3. If the Director or designee issues the Evacuate Building (2.5) action, evacuate using prescribed routes or other safe routes, and proceed directly to the Assembly Area.
4. Teachers bring the student roster and take attendance to account for students. Teachers notify the Director or designee of missing students.

Staff Assignments:

Security Team Leader: Director or designee, Dr. Pamela Rigg

Security Team Member: Director Assistant, Camella Gutierrez

3.11 Animal Disturbance

1. The Director or designee initiates the appropriate Response Actions, which may include:
 - a. Stand By (2.1)
 - b. Secure Building (2.4)
 - c. Evacuate Building (2.5)
 - d. Off-Site Evacuate (2.6)
2. Upon discovery of the animal, staff members keep students and staff away from the animal.
 - a. If animal is outside, keep students inside
 - b. If animal is inside, keep students outside or in an area away from the animal.
3. If additional assistance is needed, the Director or designee calls “911” and provides the name of the School, the nature of the emergency, and location of the animal.
4. If the animal injures someone call the parent, and notify the Director or designee.

Staff Assignments:

Security Team Leader: Director or designee – Dr. Pamela Rigg

Security Team Members: Director Assistant – Camella Gutierrez

4.0 Emergency Teams

4.1 Crisis Intervention Team

The *Crisis Intervention Team* assists students in coping with emergency situations (e.g., earthquake, fire, death, or local, regional, or world events).

In response to notification of an emergency, sudden death, etc., the Director or designee immediately contacts the *Crisis Intervention Team* to plan the response and to prepare for the following day.

Crisis Intervention Team Leader: Director or designee – Dr. Pamela Rigg

Crisis Intervention Team Members: Staff – Classroom Lead Teacher

Responsibilities:

- Direct activities of Crisis Intervention Team
- Request assistance, if needed, from the County Department of Health Services.
- Promptly share factual information with staff, students, parents and community
- Plan staff meetings or other communications as soon as possible to share information
- Provide a written statement that the teachers may use to announce the event to students.
- Provide information to families so that they can decide how they wish to discuss the event with their children.
- Request teachers to contact the parents of students who seem especially upset.

4.2 First Aid Team

The *First Aid Team* ensures that first aid supplies are available and properly administered during an emergency event.

First Aid Team Leader: Director or designee – Dr. Pamela Rigg

First Aid Team Members: All of the Staff

Responsibilities:

- Interact with Crisis Intervention Team to determine medical needs and plan
- Direct First Aid Team activities
- Determine the need for skilled medical assistance
- Complete the Injury and Missing Persons Report
- Assess injuries and provide first aid as indicated
- Set up first aid area and obtain supplies
- Provide first aid to injured students and staff
- Tag each of the injured with name, address, injury and any treatment rendered.
- Establish priorities for the transport of the injured to hospitals, when transport is available.

Supplies and Equipment:

- First Aid Supplies
- Battery-operated radios
- Blankets
- Student Medical Form
- Site map
- Log forms

4.3 Evacuation Team

The Staff facilitates the evacuation of students to their specific location within the Assembly Area. The staff maintains order in the Assembly Area.

Evacuation Team Leader: Director or designee – Dr. Pamela Rigg

Evacuation Team Members: All Lead Teachers & Assistant Teachers

Evacuation Team Assembly Location: Assembly Area – Gym or Field

Responsibilities:

- Manage Assembly Area Team resources
- Interact with Incident Command
- Head Teachers are in charge of their class in the Assembly Area
- Ensure that entrances to the Assembly Area are clear and safe
- Assist in the evacuation of classes to the Assembly Area; keep all doorways, hallways and stairwells clear and safe
- Supervise clean-up of Assembly Area before students are released.
- Supervise an orderly dismissal of students and classrooms from the Assembly Area
- Supervise and reassure students throughout the duration of the emergency event

Supplies and Equipment:

- Site map and map of evacuation routes
- Copy of Emergency Action Plan for School
- Map of Assembly Area
- Log forms

4.4 Supply and Equipment Team

The *Supply and Equipment Team* ensures the availability and delivery of adequate supplies and equipment during the course of an emergency.

Supply and Equipment Team Leader: Director or designee – Dr. Pamela Rigg

Supply and Equipment Team Members: Teaching staff – Jessica Flores

Responsibilities:

- Direct Supply and Equipment Team activities
- Interact with Crisis Intervention Team and report additional equipment and supply needs.
- Estimate number of persons requiring shelter and determine the length of time shelter will be needed.
- Assess adequacy of available water, food, blankets and other supplies
- Control conservation of water
- Establish a list of all persons in shelter and determine any special needs.
- Distribute resources for immediate use (water, food, power, radios, telephones, and sanitary supplies)

Supplies and Equipment:

- Cell phone
- Keys
- Water
- Food
- Power
- Blankets
- Sanitary Supplies

4.5 Security Team

The Security Team ensures the security of the school site and its population. The Security Team coordinates with the Crisis Intervention Team and the Student/Parent Reunion Team (Staff).

Security Team Leader: Director, or designee – Dr. Pamela Rigg

Security Team Member: Director Assistant – Jessica Flores

Team Assembly Location: Gym or Field

The Team meets at the Assembly Area if the students have been assembled there; or moves from classroom to classroom to determine areas of need.

Responsibilities:

- Direct Security Team Activities
- Identify problems and use phone to summon emergency assistance
- Lock or unlock all external gates and doors; as appropriate
- Station one team member at the main entrance to the school to direct emergency vehicles to area(s) of need and to greet parents.
- Keep students and staff out of buildings, if necessary
- Post signs as needed
- Act as liaison between outside agencies, directing first responders as needed.
- Direct parents to Assembly Area.
- Assist at Student/Parent Reunion Assembly Area as appropriate.

Supplies and Equipment:

- Cell phone
- Copy of Emergency Action Plan for School
- Direction and information signs
- Notebook containing site maps
- Log forms

4.6 Student/Parent Reunion Team

The Student/Parent Reunion Team reunites the parents or guardians with their children. This can be a highly sensitive role.

Team Leader: Director or designee – Pamela Rigg

Team Members: Director Assistant and Lead Teachers –
Jessica Flores

Responsibilities:

- Direct Main Entrance and Assembly Area activities
- Interact with Crisis Intervention Team
- Greet parents, guardians, or designees and direct them to the Assembly Area.
- Reassure parents, guardians, or designees, and help maintain order.

Supplies and Equipment:

Emergency Action Plan Binder

5.0 Emergency Information

The information listed below is used before, during, and after an emergency

- Alert System
- Emergency Phone Numbers
- Evacuation Routes
- Emergency Drills

5.1 Alert System

The school's alert system is comprised of parent and school personnel contact information – email and telephone/cell phone.

Alert System 1: Parent

See Appendix A: Parent Email and Phone List.

Alert System 2: School Personnel

See Appendix B: School Personnel Email and Phone List

5.2 Emergency Phone Numbers

School Emergency: Fire, Medical Aid, Police	911
Poison Control	800-876-4766 or
800-222-1222	
CHEMTREC	800-424-9300
Tracy Fire Department non-emergency	831-4700
Tracy Police Department non-emergency	831-4550
Tracy Animal Control	831-4364
City Of Tracy Code Enforcement	831-4600
California Highway Patrol – Tracy Office	835-8920
American Medical Response – AMR	948-5136
Sutter Tracy Hospital	835-1500
San Joaquin County Office of Emergency Services	468-3969
San Joaquin County Sheriff's Department non-emergency	468-4400
San Joaquin County Child Protective Service	468-1333
San Joaquin County Environmental Health	800-281-7003
San Joaquin County Environmental Health – Food	468-3421
San Joaquin County Emergency Medical Services	468-6818
San Joaquin County Mental Health	468-8700
San Joaquin County Crisis Intervention	468-8686
San Joaquin County Public Health	468-3400
San Joaquin County Mosquito Vector Control	339-9739
San Joaquin County Air Pollution Control	545-7000
Youth Crisis and Runaway Hotline	800-448-4663
American Red Cross - Stockton Office	466-6971
Tracy Interfaith	836-5424
Salvation Army	239-8926
United Way	800-545-7525
City Of Tracy Water Department	831-4420
City Of Tracy Public Works (sand bags)	831-4420
PG&E	800-743-5000
United Rentals (lights, generators, fans)	832-1200
Alhambra (bottled water)	800-453-0293
Arrowhead (bottled water)	800-243-0305
A-1 Enterprises (portable toilets)	800-222-4050
Mason Enterprises (portable toilets)	833-6747
A & A Portables Inc. (portable toilets & temp fencing)	800-834-0401
Tracy Material Recovery (dumpsters)	835-3639
Delta Charter Bus	465-1053
Laidlaw	836-0814
Storer Coachways	521-8250
Bond Enterprises (board up services)	833-6200
Borges Construction	835-1021

Carnahan Construction	831-7490
R & R Construction	800-300-8879
Swenson Construction	835-4958
Wright & Sons	835-4486
Economical Building Maintenance- water removal	835-1257
Coit Restoration Services	800-367-2648
Abetter Fire & Safety	835-4584
Delta Fire Control	948-6950
M & D Fire Equipment	823-0199
KCRA TV Channel 3 (NBC)	948-5272
KOVR TV Channel 13 (CBS)	466-6985
UPN 31 (CBS)	466-6985
KXTV Channel 10 (ABC)	800-795-5988
KTXL TV Channel 40 (Fox)	916-454-4422
KTVU TV Channel 2 (Fox)	510-834-1212
KPIX TV Channel 5 (CBS)	415-765-8717
KHOP-95 FM	800-548-0951
KSTN AM & FM	948-1420
KCIV – 99.9 FM	800-743-5248

5.3 Emergency Supplies and Equipment

The lists of emergency equipment below are minimum recommendations. The schools will revise the lists to reflect emergency supplies. There are two specific locations that require emergency equipment.

Location 1: Classroom

Place next to primary evacuation doorway in each classroom.

Recommended Supplies:

- 1 flashlight
- 2 batteries
- 50 each $\frac{3}{4}$ " x 3 Adhesive plastic bandages
- 3 each $1\frac{3}{4}$ x 3 Large fingertip fabric bandages
- 2 each $1\frac{1}{2}$ x 3 Knuckle fabric bandages
- 1 each 36"x36"x51" Triangular sling/bandage, w/2 safety pins
- 6 - 2"x2" Gauze dressing pads 6 2-packs
- 1 each 2" Conforming gauze roll bandage
- 1 each 5"x9" Trauma pad
- 1 each Sterile eye pad
- 12 each Antiseptic cleansing wipes (sting free)
- 6 each Triple Antibiotic ointment packs
- 3 each Insect sting relief pads
- 1 each Eye wash, 4 oz
- 1 each 4"x5" Instant cold compress
- 12 aspirin tablets (6 2-packs
- 1 each $\frac{1}{2}$ " x 5 yd First aid tape rolls
- 1 each 4-1/2" Scissors, nickel plated
- 1 each 4" Tweezers, plastic
- 2 each exam quality gloves, 1 pair
- 1 each First Aid Guide

Location 2: School

Suggested quantities are for 300 people for a period of 24 hours

Item	Quantity
Large battery operated radios with batteries	10
Heavy duty flashlights with batteries and bulbs	10
Whistles (for communicating with staff and students)	10
Clipboards	10
Ink pens	10
Medium garbage bags (40 count)	10 pkgs.
Large 3-ply garbage bags (20 count)	10 pkgs.
Pads of paper	10
Scotch tape	10 rolls
Plastic cups	300 count
Paper plates	300 count
Plastic spoons, knives and forks	300 count)
Can openers – manual	10

Food:

An adequate supply will be on hand to take care of 300 students

First Aid Supplies

- 10 flashlight – See Above
- batteries – To Support Above
- 400 each $\frac{3}{4}$ " x 3 Adhesive plastic bandages
- 10 each 1 $\frac{3}{4}$ x 3 Large fingertip fabric bandages
- 10 each 1 $\frac{1}{2}$ x 3 Knuckle fabric bandages
- 10 each 36" x 36" x 51" Triangular sling/bandage, w/2 safety pins
- 10 each 2" x 2" Gauze dressing pads, 3 2 packages
- 10 each 2" Conforming gauze roll bandage
- 10 each 5" x 9" Trauma pad
- 10 each Sterile eye pad
- 10 each Antiseptic cleansing wipes (sting free)
- 10 each Triple Antibiotic ointment packs
- 10 each Insect sting relief pads
- 10 each Eye wash, 4 oz
- 10 each 4"x5" Instant cold compress
- 10 each Aspirin tablets, 6 2-pks
- 10 each $\frac{1}{2}$ " x 5 yd First aid tape rolls
- 10 each 4-1/2" Scissors, nickel plated
- 10 each 4" Tweezers, plastic
- 10 each exam quality gloves, 1 pair
- 10 each First Aid Guide
- 300 – 1000 ML sterile water

10 box of sterile kling
10 box of sterile 4x4 bandage
10 box of medical tape
10 Glucose paste
10 box of eye bandages

5.4 Evacuation Routes

Evacuation routes outlined on school plot plan(s) are displayed at the main exit of the building and exit door of each classroom. The exit routes are followed during each drill and/or emergency. Assembly Area is also indicated on the School Plot Plan.

See Appendix C

5.5 Emergency Drills

There are three emergency drills school personnel should be prepared to execute. Determine the type of emergency and execute the appropriate drill.

Drill 1: Fire

See Section 2.5 Evacuate Building

Drill 2: Shelter-in-Place Alert –

See Section 2.3 Shelter in Place

Drill 3: Earthquake

See Section 2.2 Duck, Cover & Hold

6.0 FORMS

The following forms are intended for use before, during and after Immediate Response Action (Section 2) and Emergency Procedures (Section 3).

6.1 Form A: Annual Emergency Plan Checklist by Director or Designee

6.2 Form B: Emergency Drill Record

6.3 Form C: Injury and Damage Report and Assessment

6.4 Form D: Student Release Log

6.5 Form E: Missing Person Report

6.6 FORM F: Biological and Chemical Threat Report

6.7 Form G: Bomb Threat Report

6.1 Form A: Annual Emergency Plan Checklist by Director or Designee

- o School facilities/Grounds Hazard Assessment
- o Evacuation Routes Hazard
- o Update School Plot Plans
- o Emergency Phone Numbers and Resources Update
- o Survey of Special Staff Skills & Schedule First Aid / CPR
- o Survey of Neighborhood Resources
- o Update Parent Email and Cell Phone Numbers
- o Update Staff Email and Cell Phone Numbers
- o Review Emergency Action Plan
- o Assign Disaster Functions – Team Members
- o Staff Orientation to Emergency Action Plan

Reviewed By: Dr. Pamela Rigg
School Year: 2025 - 2026

6.2 Form B: Emergency Drill Record

Type of Drill	Date Held	Time Start	End	Remarks	Recorded by
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6.3 Form C: Injury and Damage Report and Assessment

Room Number _____

Date _____ Time _____

Total Injuries

Students	Number of Serious Adults	Structural Injuries	Damage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Completed by: _____

Date: _____

6.4 Form D: Student Release Log

Date _____

Name of Person Released

Signature Released To

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

6.5 Form E: Missing Person Report

Room # _____

Teacher's Name _____

Date _____

<u>Name of Missing</u>	<u>Possible Location</u>
------------------------	--------------------------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

6.6 FORM F: Biological and Chemical Threat Report

Yes	No	Location
Students and staff are evacuated from area of contamination.	_____	_____
All students and staff are accounted for.	_____	_____
Area contaminated is cordoned off & secured.	_____	_____
Area of contamination is affixed with conspicuous signs reading: "DO NOT ENTER".	_____	_____
The doors and windows to the area of contamination are closed and locked.	_____	_____
Fans and ventilators serving the area of contamination are turned off.	_____	_____
Staff, students, or other personnel who came in contact with the area of contamination have cleaned their hands with soap and water.	_____	_____

Completed by: _____

Date: _____

6.7 Form G: Bomb Threat Report

Date: _____

Time of Call _____ a.m. _____ p.m.

Call Received by: _____

At (phone number): _____

When is the bomb going to explode: _____ a.m. _____ p.m.

Where is the bomb located: _____

What will cause the bomb to explode: _____

What kind of bomb: _____

Why are you doing this: _____

Who are you: _____

How can you be contacted: _____

Record the exact language of the threat: _____

Voice on the Phone: () Man () Woman () Child Age _____

() Intoxicated () Accent () Speech Impediment

() Other

Background Noise: () Music () Talk () Children

() Machines () Airplane () Typing

() Traffic () Other _____

Completed by: _____

Date: _____

PROGRAM ADMINISTRATION SCALE: 8.Risk Management

5.1 The Emergency Action Plan / Risk Management Plan is available in each classroom.

7.1 The Emergency Action Plan / Risk Management Plan is reviewed in August of each year.

3.3 The Fire Drills are practiced once per month. Indoor Emergency Drills are practiced once per month.

5.3 The Fire Drills and the Indoor Emergency Drills include "improvement needs".

7.3 The system in place to ensure that the Fire Drill and the Emergency Drill occurs is from the main administrative office which schedules the drills, and maintains the reports of the drills the third Wednesday of each month..

5.4 All staff have current CPR and First Aid certificates.

7.4 The School provides CPR and First Aid classes in August or September - free for all staff members.

Emergency Signals

***Stand By Alert* is announced – Page 7**

Stand By Alert signals the staff and students of a potential emergency situation, and places them on *Stand By* until further instructions.

***Duck, Cover & Hold* is announced. – Page 8**

Duck, Cover & Hold to protect students and staff from flying or falling debris.

***Shelter in Place* is announced. – Page 9**

Shelter in Place (Lock Down – Confinement) when indoors provides a greater level of protection for students and staff.

***Secure Building* is announced – Page 10**

Secure Building when threat of violence is present, and it is necessary to prevent the perpetrator(s) from entering the school premises

***Fire alarm rings* – Pages 11 & 12**

Evacuate Building is initiated in the event of a fire, gas leak, or such, in the building, and it is necessary to vacate the building.

***All Clear* is announced – Page 13**

All Clear is announced when normal school operations can resume.