





DRAKE HIGH SCHOOL EMERGENCY PROCEDURES

(Updated October 2018)

 <p>DROP! COVER! HOLD ON!</p>	<p>EARTHQUAKE PROCEDURES:</p> <ul style="list-style-type: none"> • Announce Drop, Cover and Hold On • After quake, evacuate • Take Emergency Procedures Packet and Red Emergency Bag • Leave doors open
	<p>LOCKDOWN PROCEDURES- CRISIS IN PROGRESS/INTRUDER ON CAMPUS:</p> <ul style="list-style-type: none"> • Announce Lockdown Emergency – if you think you are first to observe, call 911 and “0” to alert administration • Lock doors and close ALL blinds – be sure door window is covered • Get students low to the ground, turn off lights, spread out as much as possible and keep students secure in the room • Keep students calm and quiet
<p>1. SHELTER 2. SHUT 3. LISTEN</p> 	<p>SHELTER IN PLACE PROCEDURES:</p> <ul style="list-style-type: none"> • Lock all doors and close blinds • Students must remain in class • No individuals outside a room • Teachers may continue instruction • Details will be given on PA System
	<p>FIRE PROCEDURES:</p> <ul style="list-style-type: none"> • Evacuate students to designated area when alarm sounds • Keep students calm and quiet

EARTHQUAKE PROCEDURES:



- Drop, Cover and Hold On
 - After Quake Evacuate
 - Take Emergency Procedures Packet and Red Emergency Bag
 - Leave doors Open
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- Make sure you and your students initiate **DROP, COVER AND HOLD ON** upon first indication of an **earthquake**.
 - Keep yourself and students away from windows, shelves, heavy objects, furniture and other dangerous objects.
 - When the **earthquake** is over, evacuate the building with your class if you have been advised or if you determine that it is safe to do so following the same procedure as the Fire Evacuation.
 - Take the following with you: Emergency Procedures Packet (with roll sheets and red and green sheets of paper), pen and red emergency bag.
 - Take roll at your designated meeting area. If all students are accounted for, hold up the green card. If students are missing, hold up the red card and be prepared to give an administrator a list of missing students. **NOTE:** Any student who was present at the beginning of the period and is currently not with you, is considered missing. Keep your class together. Keep students away from buildings and the designated department area.
 - Students need to understand that they are not to leave the designated area until an “ALL CLEAR” has been given by the administrator. Just because the alarm is silenced does not mean that students can begin leave the location.
 - Take roll again when you return to class.

LOCKDOWN PROCEDURES:



CRISIS IN PROGRESS/INTRUDER ON CAMPUS

- Announce Lockdown Emergency – if you think you are first to observe, call 911 and “0” to alert administration
- Lock doors and close ALL blinds – be sure the door window is covered
- Get students low to the ground, turn off lights, spread out as much as possible and keep students secure in the room
- Keep students calm and quiet
- **Lockdown** procedures are intended for situations when staff and students should remain in a secured area until the danger clears. Examples of situations for which **lockdown** procedures might be appropriate, include situations such as a gun or active shooter on campus and/or campus disturbance that requires students and staff to remain locked indoors and ready to respond until the danger is cleared and the situation is normalized. **Lockdown** procedures will result in fewer targets for an active shooter(s), reduce confusion for arriving law enforcement, help contain the situation and minimize the chance of an accidental shooting of innocent people by responding officers.
- Information will be communicated by PA system, email, voicemail, text or runner (if safe) as quickly as possible. Please wait for these updates and avoid calling the office or administrators’ cell phones. Only make those calls if you have an emergency or important information.

LOCKDOWN PROCEDURES

- An administrator and/or staff member will announce, “**DRAKE HIGH SCHOOL-WE ARE ON LOCKDOWN STATUS**” on the PA system. We will also specify when it is an actual drill and not a real emergency.
- Everyone in the building should **IMMEDIATELY** stay or enter the nearest classroom or office. If this is not possible, take cover or attempt to exit safely, moving away from sounds that could potentially be dangerous. Avoid, if

possible, large open areas such as the Student Center, library, gym, hallways, grass areas, athletic facilities or parking lots.

If students are in class at the time of the announcement:

- Explain to the students that there is an emergency and you are initiating **lockdown** procedures.
- Lock the door and close blinds.
- Turn off lights.
- If the window in your door is not already covered, place a piece of paper over it.
- To deter intruder, turn off the ringer and vibrator of all cell phones.
- Stay low and away from windows and doors.
- Have students as low to the ground as possible, spread out and keep students secure in the room. Avoid huddling if possible, huddling makes for an easier target.
- Have everyone silence phones.
- **Keep students calm and quiet.**

If students are not in class at the time of the announcement:

- Assist administration and campus assistants in moving students into the nearest safe office/classroom/building or avoiding danger/exiting campus.
- Lock the door and close blinds.
- Turn off lights.
- If the window in the door is not already covered, place a piece of paper over it.
- To deter intruder, turn off the ringer and vibrator of all cell phones.
- Stay low and away from windows and doors.
- Avoid, if possible, large open areas such as the Student Center, library, gym, hallways, grass areas, athletic facilities or parking lots.
- Keep students in a safe area until advised by administration to move or an all clear announcement has been issued.
- Remain with students to maintain order.
- **Keep students calm and quiet.**

Notes:

- You could also attempt to barricade doors with heavy furniture or by using a door stop for doors that open to the inside.
- Establish a safe area in the room and take cover. Cover has ballistic stopping capabilities (some examples include brick walls, engine blocks if in the parking lot, and library books stacked back to back). If this is not an option, move to concealment. While this may not stop a bullet it can hide you from view.

- Ignore any bells or the normal daily schedule until given an “ALL CLEAR” signal on the PA system, by an administrator, or by law enforcement.
- Do not open door for anyone. Someone with a key (law enforcement or administration) will let you know when it is safe to leave the area.
- Any stragglers (maybe they were in the bathroom), if it is safe to do so, should attempt to go into the nearest classroom or office. If not, students should attempt to exit the facility, moving away from potentially dangerous sounds and intruders.
- Check email, text and voicemail regularly for information updates.
- During a drill, an administrator or campus assistant will be entering each classroom to confirm that all students and teachers are following proper [lockdown](#) procedures. This will take several minutes, so please keep your class following proper procedures until an “ALL CLEAR” is given.

Additional Information:

- If YOU seem to be the first person to observe one of these situations, dial 911 from any inside phone (you do not need to dial 8 first) -- be certain to tell the 911 operator **WHERE** you are in the building. **Give the police as much detail as possible.**
- The police expect their response time to be relatively quick. Any person in an open area should keep their hands up and follow the commands of the police to ensure their own safety.
- Immediately alert administration to the situation by phoning the office.
- Quick, accurate assessment of conditions is critical to surviving. In an active shooter situation your choices are **RUN, HIDE OR FIGHT**.
- First try and assess sounds and their source. Freezing is not a realistic option with an active shooter threat.
- Depending on the nature and seriousness of the incident, it may not be possible to immediately communicate all of the specifics of the situation by intercom.

SHELTER-IN-PLACE PROCEDURES:



- Announce Shelter-in-Place Emergency
- Move all students and staff inside
- Close/lock all doors and windows
- Keep class volume low enough to hear critical instructions from the school administration and/or emergency responders.
- If there are no critical instructions, continue teaching until notified otherwise
- Keep students calm and quiet

SHELTER-IN-PLACE responds to the threat of an airborne cloud from a toxic agent, non-threatening police activity in the neighborhood, or other emergencies requiring everyone to remain in their classrooms/offices. Generally, the duration of these situations would last minutes or hours.

Shelter-in-Place Procedures:

- An administrator will announce, "**DRAKE HIGH SCHOOL- WE ARE SHELTERING-IN-PLACE**" on the PA system.
- Move all students/staff to designated interior rooms for **shelter-in-place**.
- Close/lock all windows and doors to prevent inadvertent opening.
- Keep class volume low enough to hear critical instructions from the school administration and/or emergency responders. If there are no critical instructions, continue teaching until the situation is resolved or you are directed to do otherwise.
- Within classroom/office, locate red emergency folder, red emergency bag, and emergency provisions.
- If the incident involves gas leaks or chemical spills, follow the procedures below:
 - Advise students to cover their mouths and nose with a damp cloth or handkerchief to protect from any airborne hazards.
 - Advise students to maintain **shelter-in-place** procedures until the all clear or evacuation signal is given by the School Administrator and/or emergency responders.
- Check your email, text and voicemail regularly for information updates.

FIRE PROCEDURES:



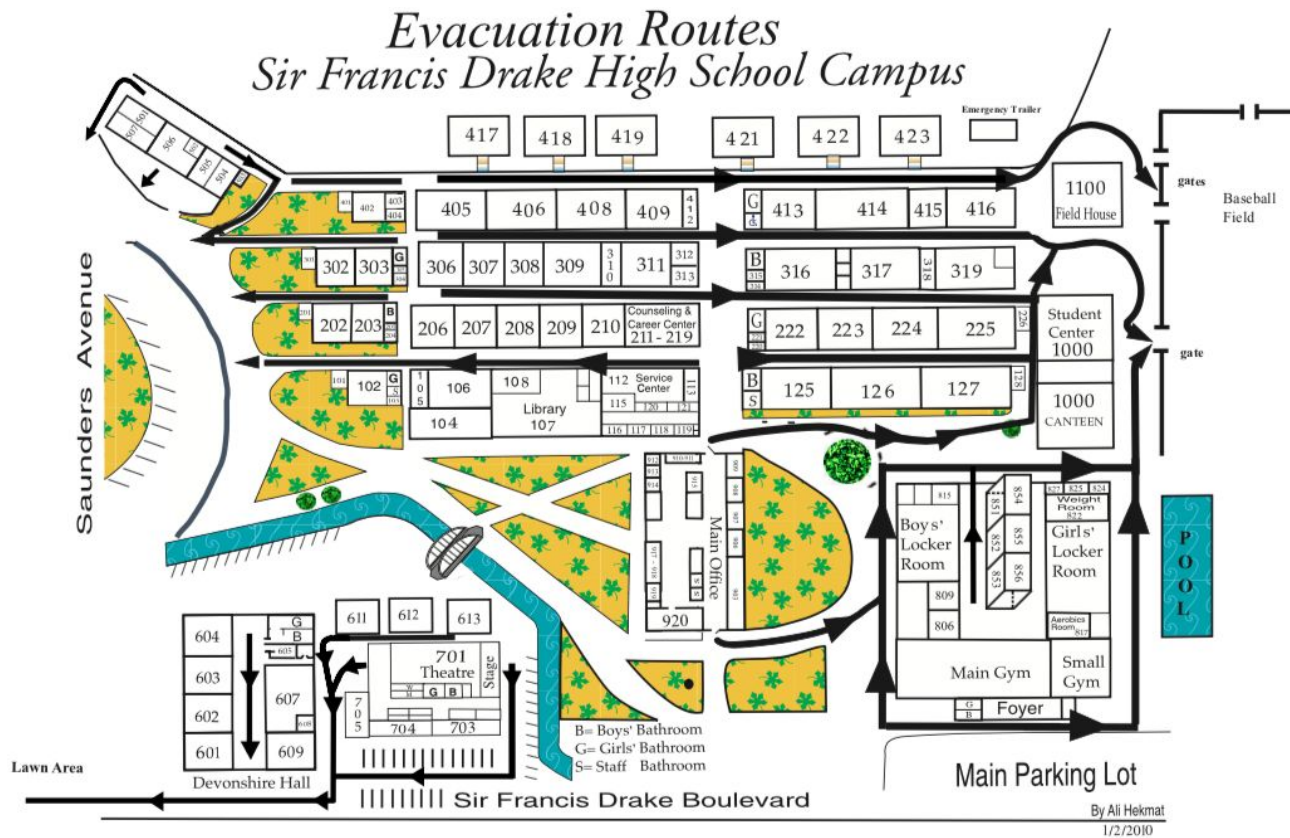
- Before you leave the room, close but do not lock windows and doors.
- Take the following with you: emergency procedures packet (with roll sheets and red and green sheets of paper), pen, red emergency bag.
- Evacuate students out of your room to your designated area on the evacuation route below. Follow the path designated by the map posted in your classroom.
- Once in your evacuation location, take accurate roll. After you have taken roll, indicate all students are accounted for (green sign) or one or more students are missing (red sign). Students should remain with their class even after roll is taken. **NOTE:** Any student who was present at the beginning of the period and is currently not with you, is considered missing.
- In most cases the “ALL CLEAR” will be signaled by an announcement made by the administrator in the evacuation location and by a PA announcement. The silencing of alarm does not indicate end of emergency.
- Take roll again when returning to the room.

Notes:

- In the event of an evacuation during non-class time, students will evacuate the campus to the baseball field and find their Crew teacher.
- Please always leave DHS Emergency Procedures instructions for your subs or let them know where this information is posted in your classroom.
- Administration will work with all teachers that have any physically disabled students (permanently or temporarily) to develop a specific evacuation plan. It is especially important for teachers with second floor classrooms to be aware of such plans in advance whenever a disabled student is in their class. Please confirm arrangements for the evacuation plan to be sure that disabled students are able to exit the building safely.

- Do not use the elevator in an emergency.
- All teachers without a class at the time of a drill (or a real emergency) should assist with prompt, safe and orderly clearance of the halls and buildings. Once the building is cleared, report to the administrator in evacuation zone.

Drake Evacuation Routes:



OTHER CLASSROOM SITUATIONS

(Fight, Serious Medical Issue, etc.)

Dial “0” on your classroom phone (never use “0” for non-emergency) and 911 if necessary.

To whom answers, please provide the following information:

- The nature of your situation, your room number, the name of the student(s) involved.

- If you have a situation in your room that you don't want students to hear about, but you need someone to respond right away, email dhs911@tamdistrict.org. All key office staff will receive that email and can send help right away.

The person who answers the phone will send a Campus Assistant and/or school administrator to your classroom immediately.

Drake High School Contacts	
Principal (Liz Seabury)	415-458- 3411
Principal's Secretary (Jolie Jacobs)	415-458- 3410
Assistant Principal (Liz Chacon)	415-458- 3412
Assistant Principal (Chad Stuart)	415-458- 3413
AP Secretary (Mary Chapman)	415-458- 3414
Nurse's Office	415-458- 3618
Lead Custodian (Milton Aldana)	415-720- 0228
Staff Assistant (Lena Herrera)	415-458- 3415
Front Desk	0
Emergency Contacts	
<i>Please notify the office if you call any of these numbers.</i>	
Emergency/Ambulance/Fire	911
Local Cell Phone 911	415-472-0911
Central Marin Police	415-927-5150
Ross Valley Fire Department	415-258-4686
Sheriff's Office	415-479-2311
Hazardous Materials	415-472-0911

Marin General Hospital	415-925-7000
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Contents of Red Emergency Bag
First Aid Kit
Food Bars
Tissue Packs
Survival Manual
Water Packets
Flashlight & Batteries
Universal Precautions Kit