BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY PROCEDURES

AFTER HOURS
• Notify site custodian and/or police (9-9-1-1) of nature of emergency.
• If site custodian cannot be reached, contact AREA site custodial supervisor to report problem.
  (818) 378-9945
• In the event of an earthquake, be aware of surroundings and exit cautiously to a safe area (field, street, parking lot) considering the possibility of fallen power lines, etc.
• Follow procedures in District guidelines for disaster preparedness.

AIR CRASH
• If inside, remain in classroom or assigned area until instructed to evacuate unless in imminent danger.
• If outside, immediately evacuate students to a safe area and await further instructions.
  Safe Area:
  Behind an undamaged building or structure (consider the possibility of explosions or fire hazards).
• Do not re-enter any damaged building until instructed to do so by authorized personnel.

BELL CODES
Fire: (∙ ∙ ∙) – Pause – (∙ ∙ ∙) – Pause – (∙ ∙ ∙)
Reverse Evacuation/Lockdown: (__________________________________________)

BOMB THREAT
If Bomb Threat Received by Telephone…
• If possible, alert other key personnel to monitor phone call with you by using pre-arranged signs.
• Question the caller – keep caller on the phone as long as possible:
  ▶ When will bomb explode?
  ▶ Where has the bomb been placed?
  ▶ What does the bomb look like?
  ▶ Why was it placed in this building?
  ▶ Who put it there?
  ▶ Who are you?
• Record information:
  ▶ Time of call
  ▶ Date of call
  ▶ Exact words of person
  ▶ Male or female
  ▶ Age (approximate)
  ▶ Speech patterns, accents
  ▶ Background noises
• Dial 9-9-1-1 and/or notify office immediately!
**DISTURBANCES/RIOTS**

- If you are inside, stay inside. If you are outside, go inside. Lock doors and do not allow people in that you do not know.

- Notify administration via classroom phone or adult runner (DO NOT USE STUDENTS AS RUNNERS) so that the reverse evacuation bell can be sounded – 3 short rings – pause – 3 short rings – pause.

- Contain all students/staff inside buildings.

- Secure and lock all doors, windows, and gates leading in or out of the campus.

- Close blinds, pull curtains or draw shade down.

- Administrator or designee will announce repeatedly (3 times) over a PA system that a lock-down is being initiated.

- Sign all authorized personnel in/out noting time, date, telephone number and reason for visit.

- Activate DUCK, COVER & HOLD procedures IF NEEDED because of use of weapons or explosive devices during disturbance or riot.

**BOMBS/SUSPICIOUS PACKAGES**

**SUSPICIOUS:** Unexpected and Unexplainable after observation

**POSSIBLE BOMBS:** Suspicious package/envelope received, suspicious sounds coming from lockers or other area, or a suspicious object

**IF YOU THINK IT’S A BOMB, OR POSSIBLY A BOMB, BELIEVE THAT IT IS!**

**IMMEDIATELY:**

- Turn off and DO NOT USE two-way radio or cell phone!
- DO NOT activate the fire alarm.
- Notify administration via classroom phone or adult runner. DO NOT USE STUDENTS AS RUNNERS!
- Dial 9-9-1-1.
- Do not handle package.
- Do not place anything over package.
- Evacuate immediate area – 100 yards behind cover.
- Secure area to prevent re-entry.
- Be prepared to provide officials with the following information:

  1) Who/why thought it was a bomb
  2) What the article looks like
  3) Size
  4) EXACT location

**EARTHQUAKE**

- REMAIN CALM!

- Duck, cover and hold

- When shaking stops:

  **IF INDOORS:**

  - Check for injuries – Do not move seriously injured persons unless they are in immediate danger of further injury.

  - Take District emergency supply Bucket and evacuate to pre-determined assembly area. Watch for downed power lines and damaged buildings.
• Take attendance.
• Report injuries and missing people to incident command post.

**IF OUTDOORS:**
• Stay clear of buildings, trees, and power lines.
• Keep class together and maintain order.
• Proceed to assembly area when shaking stops.
• Await further instructions.

**ONCE OUTSIDE, STAY OUTSIDE**

**FIRE**
• Activate fire alarm system, take District emergency supply bucket and evacuate to the pre-determined assembly area.

• If classroom telephone is out of service, notify office via adult runner. **DO NOT USE STUDENTS AS RUNNERS!** If site phones are out of order, use the two-way radio, **CHANNEL 1**, to report fire to Building Services.

**SPEAK SLOWLY AND CLEARLY AND IDENTIFY YOURSELF:**

“This is __________ school with an emergency. We have a fire in __________. Phone lines are down. Do you copy?

**WHEN YOU ARE ACKNOWLEDGED, STATE:**

“Call 9-1-1.”

• Take attendance following evacuation of students and all personnel. Follow site disaster procedures.
• Do not re-enter buildings until instructed to do so by authorized personnel.

**Note:** If centrex telephone system is out of service, emergency AT & T phones and phone jacks located in the office, can be used.

**HAZARDOUS MATERIALS/TOXIC SPILLS**

**ON SITE SPILLS:**
• Call Building Services immediately: (Ext. 497 or 558-5497)
• Clear area immediately.
• Notify site administrator or designee.
• If you THINK it is a toxic material – EVACUATE. Do not take chances!
• Secure and/or isolate area to prevent re-entry.

**INSIDE/OUTSIDE AIRBORNE ENVIRONMENTAL HAZARDS AFFECTING SITE**
• Evacuate the area.
• Dial 9-9-1-1 and/or notify office immediately.
• Alert designated staff to turn off air handling systems (i.e. air conditioning/ventilation equipment)
• Follow the direction of the police/fire department.
INTRUDERS ON CAMPUS

• If intruder poses a threat or if a weapon (gun/knife, etc.) is evident:

  ▶ REMAIN CALM!
  ▶ Be outwardly cooperative.
  ▶ Instruct students to remain in their seats.
  ▶ Attempt to persuade individual to step outside, or into the hallway, or to an area clear of students.
  ▶ Notify principal or administrator as soon as possible via classroom phone or adult runner. **DO NOT USE STUDENTS AS RUNNERS!**
  ▶ Dial 9-9-1-1.
  ▶ Initiate lock-down:

    1) Sound reverse evacuation bell.
    2) Lock all doors and gates.
    3) Close and secure all windows.
    4) Close blinds, pull curtains or draw shade down.
    5) Announce repeatedly (3 times) over P.A. system that a lock-down is being initiated.

  ▶ Be prepared to provide authorities with:

    1) Description of intruder
    2) Behavior and location of intruder or route of travel
    3) Type of weapon, if any

SHOOTINGS/WEAPONS

• If intruder poses a threat or if a weapon (gun/knife, etc.) is evident or an actual shooting is occurring:

  ▶ REMAIN CALM!
  ▶ If inside, stay inside and lock door.
  ▶ Instruct students to remain in their seats.
  ▶ If possible, attempt to persuade individual to step outside or into the hallway, or to an area clear of students.
  ▶ Notify administration as soon as possible via classroom phone or adult runner (**DO NOT USE STUDENTS AS RUNNERS**) to initiate lock-down:

    1) Sound reverse evacuation bell.
    2) Lock all doors and gates.
    3) Close and secure all windows.
    4) Close blinds, pull curtains or draw shades down.
    5) Announce repeatedly (3 times), over a PA system that a lock-down is being initiated.

• Dial 9-9-1-1!

• Be prepared to provide authorities with:

    1) Description of person or persons
    2) Location of individual or individuals and route of travel
    3) Type of weapon