

For parent information, the following is the quick-reference staff guide to emergency procedures. A copy of the schools **Comprehensive School Safety Plan**, pursuant to Education Code 32280-32289, is available in the school office.

EMERGENCY RESPONSE PROCEDURE

LOCK DOWN

All Call:

“This is a lockdown. This is not a drill.”

Lock your door/barricade/close blinds

DO NOT UNLOCK YOUR DOOR FOR ANYONE

Lockdown is in effect until a law enforcement officer unlocks your door

Lockdown may be due to:

- Active shooter/Intruder Alert
- Kidnapping
- Natural Disaster
- Campus Incident

ROOM EVACUATION

Fire Drill bells will ring

1. Go to assigned areas (*)
2. Instructions will be given on “all call”
3. Take roll
4. Stay with your class
5. Admin will check w/you regarding attendance
6. Return to class when given ‘All Clear’ (bells &/or communication from administration)

*Your assigned rally point is subject to change, depending on the situation.

Evacuation may be due to:

- Fire
- Bomb threat
- Natural disaster

CAMPUS EVACUATION

“All Call” will direct you to take your class and leave campus, and go to your assigned Rallying Point.

You may be directed to a specific location based upon the current situation. Listen to the directions. You may be told to avoid a specific area on campus.

4 possible rallying points:

- OPMS fields
- RHS open space fields behind school
- Ag parking lot
- Grace Community Church

Campus Evacuation may be due to:

- Active shooter on campus
- Bomb threat
- Chemical accident
- Natural disaster