

NOVATO UNIFIED SCHOOL DISTRICT



# Emergency Preparedness and Safety Plan

*Mitigation • Preparedness • Response • Recovery*



*NOVATO HIGH SCHOOL*



*August 24, 2021*

# FORWARD

This plan is intended for use by *Novato High School* leadership personnel to assist them in responding to and preparing for a disaster or emergency situation. For the purposes of this plan, Emergency and Disaster Preparedness will be defined as the planning and testing of plans to minimize the loss of life and property in the event of natural or man-made disaster or other emergency.

This Safety Plan addresses hands-on EMERGENCY PROTOCOL, while the District Safety Plan is directed at EMERGENCY PROTOCOL coordination and resource allocation relative to an affected school site.

It is also the express intent of this document to comply with the National Incident Management System (NIMS) concepts that provide a common language and standard operating procedures for NUSD staff and first responders (e.g., police, fire, city, etc.). Adopting NIMS provides the structure for interagency cooperation and seamless management in crisis situations.

NIMS was adopted by the Board of Education.

## Emergency Phone Numbers and Resources

### Agency

Novato Police Department (Dispatch)	911	415 897-1122
Novato Police Department (General)		415 897-4361
Novato Fire Protection District	911	415 878-2690
Bill Welch - North Bay Security		415 235-2340
North Bay Security		415 572-4196
Novato Unified School District (Supt)		415 897-4211
Jan La Torre-Derby		415 747-4148 cell
NUSD Public Information Officer/ Director, Communications		415 897-4259 415 328-3395 cell
Leslie Benjamin		
NUSD Director, Maintenance, Operations & Transportation		415 798-1683 cell
Tony Albini		707 696-1275 cell
Novato Community Hospital		415 209-1300
Marin General Hospital		415 925-7000
Kaiser Hospital		415 444-2000
Poison Control		800-222-1222
Marin County Office of Emergency Services		473-6584/499-6584
Marin County Sheriff's Department		473-7250/479-2311
California Highway Patrol		415 924-1100
American Red Cross (Bay Area)		415 721-2365
Pacific Gas & Electric (PG&E)		800-743-5000
North Marin Water District		415 945-1500
City of Novato		415 899-8900
Marin County Office of Education		415 472-4110
Marin Humane Society		415 883-4621
KCBS Radio AM-740		415 765-4000
KGO Radio AM-810		415 995-6800
Channel 2 – TV		(510) 834-1212
Channel 4 – TV		415 441-4444 (day) 415 561-8905(night)
Channel 5 – TV		415 362-5550
Channel 7 - TV		415 954-7926

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# HORNETS

This page must be updated annually and submitted to the  
Superintendent's Office by September 3.

## SCHOOL SITE ROSTER OF ALL STAFF

(Admin, Teachers, Office Staff, FANS, Custodians, Resource, Library  
Tech, etc. with mobile phone numbers)



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# **NOVATO HIGH**

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## NOVATO UNIFIED SCHOOL DISTRICT DISASTER/FIRE DRILL SCHEDULE

SCHOOL NAME:

SCHOOL YEAR:

NOVATO HIGH SCHOOL \_\_\_\_\_

2021-22

### MANDATED DRILLS

Per Education Code Section 32001, 35297

*Elementary schools must complete monthly fire drills*

*Middle schools must complete 4 fire drills*

*High schools must complete 2 fire drills*

FIRE DRILL SCHEDULE		
Month	Date	Time
October	10/21/2021	10:11am
November	11/3/2021	8:40am

In accordance with state law:

An earthquake "Drop, Cover and Hold" drill will be held each quarter (4) for elementary schools and one each semester (2) for secondary schools. (EC 35297)

All students and staff will participate in these mandated drills.

A district-wide drill/simulation is recommended annually.

### ***NUSD Required: 1 comprehensive disaster drill***

DISASTER DRILL		
Type	Date	Time
Full Comprehensive	4/12/2022	10:50am-11:50am



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**NOVATO UNIFIED SCHOOL DISTRICT  
LOCKDOWN DRILL SCHEDULE**

SCHOOL NAME:

SCHOOL YEAR: 2021-22

*NUSD Required: 3 Lockdown Drills per year*

DISASTER DRILL		
Type	Date	Time
Lockdown	9/17/2021	9:55am
Lockdown	1/31/2022	12:00pm
Lockdown	5/6/2022	12:53pm

Three (3) Lockdown drills per school year:

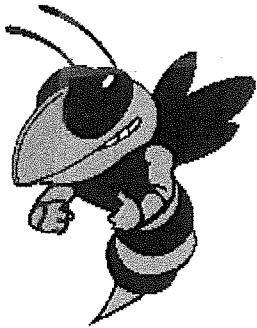
- One when students are in class
- One when students are at either access or recess
- Unannounced

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(Site Map)- Attached to Email by Greg Fister (Routes to be Drawn)  
\*Waiting on New Map end of August from Mike Woolard with New Buildings  
(B&W copy or PDF okay)

Please include the following on School Site Map designating:

1. Primary / Secondary assembly area locations
  - a. Primary = Football Field and Track Upper Location
  - b. Secondary = Lower level new cork turf Lacrosse field location.
2. Offsite evacuation location
  - a. IN the event of an Active Shooter there is no Rendevour point. However, in the event of a separate meeting location, students are to report to the Church at the corner of Arthur and Novato Boulevard.
3. Primary / Secondary Incident command post locations
  - a. Primary = Main office near main office door/windows/phone/entry point.
  - b. Secondary = If evacuating to distant lacrosse field, Incident command post location for Command can be Press Box on the upper football field.
4. Primary / Secondary First Aid Triage area locations
  - a. Primary = Upper football field near end zone, easy access for Ambulance.
  - b. Secondary = Main upper parking lot location, easy access for Ambulance.
5. Primary / Secondary Student release locations
  - a. Primary = Upper football field main entrance gate, w/ 2 translators Spanish.
  - b. Secondary = Main parking lot area by Snack Shack, easy access for cars.

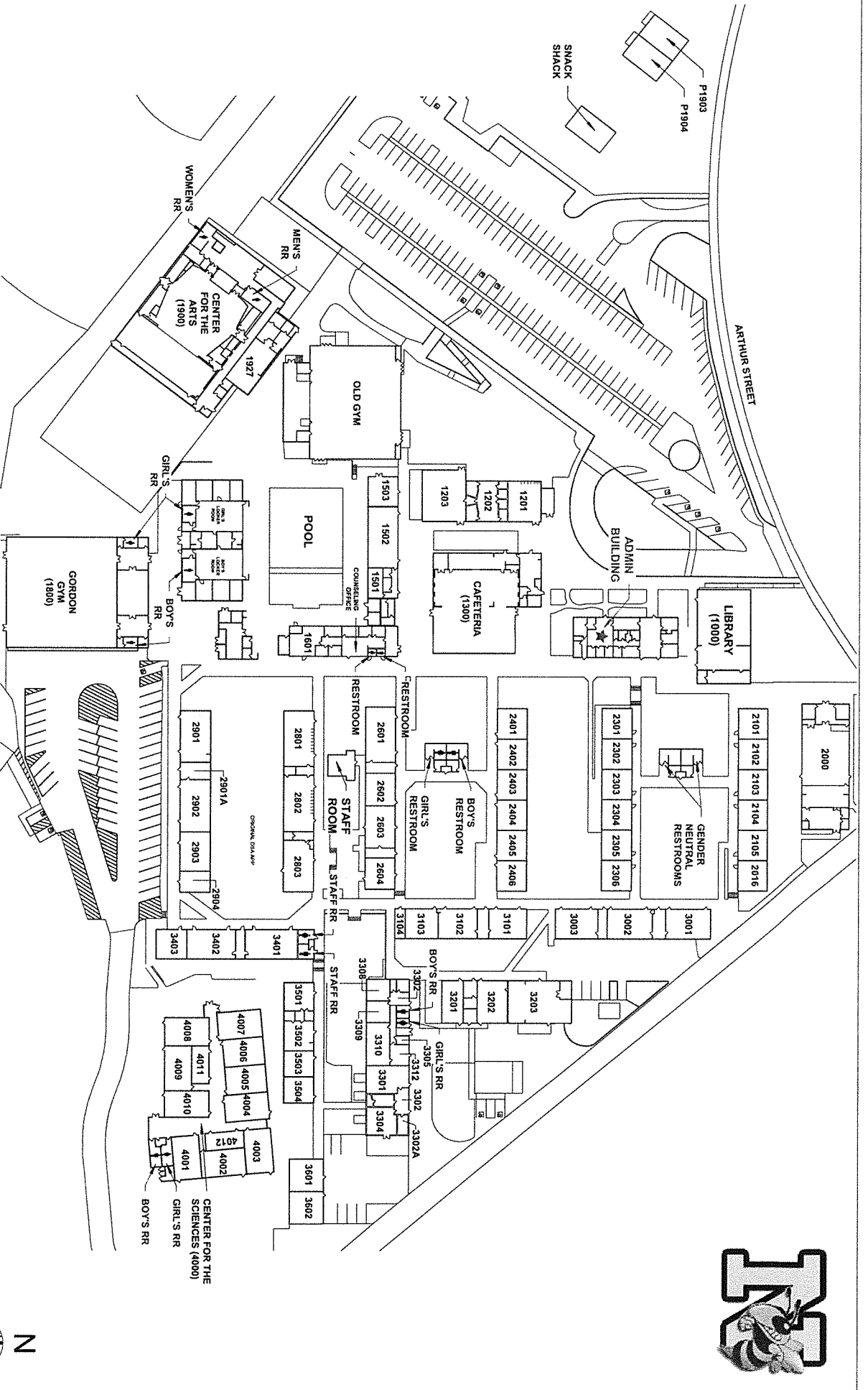


**NOVATO HIGH  
HORNETS**

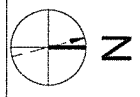
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# HORNETS

# NOVATO HIGH SCHOOL CAMPUS MAP



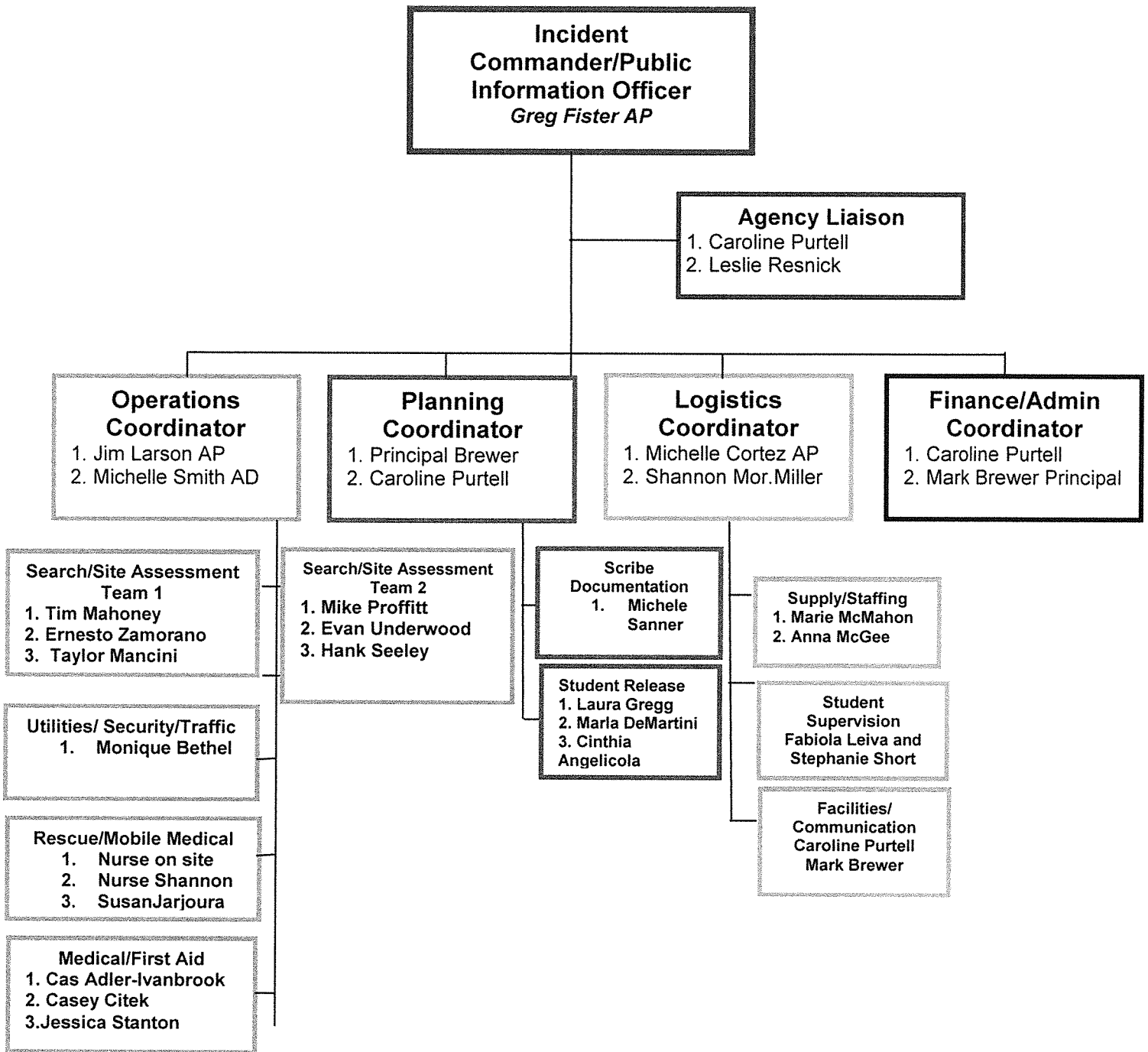
SUMMER 2021



# NOVATO HIGH HORNETS



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# NOVATO UNIFIED SCHOOL DISTRICT SEXUAL HARASSMENT POLICY FOR STUDENTS

## BOARD OF EDUCATION POLICY

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination.

The Board prohibits sexual harassment targeted at any student by anyone, at school or at school-sponsored or school-related activities.

The Board also prohibits retaliatory behavior or action against any person who reports or files a complaint, or testifies about or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity, or who has experienced off-campus sexual harassment that has created a hostile educational environment on campus, to immediately contact his/her teacher, the principal, or any other available school employee.

## COMPLAINT PROCESS

If you are a student and feel you have been subjected to sexual harassment, please tell a trusted adult on campus--administrator, teacher, counselor, aide. That school employee will report your complaint to the designated school official within 24 hours. **The designated person on your campus is:**

**Michelle Cortez**  
**mcortez@nUSD.org**  
**415.892.7915**

As a complainant, you have the opportunity to describe the complaint, present witnesses and other evidence of harassment or retaliation, and put the complaint in writing.

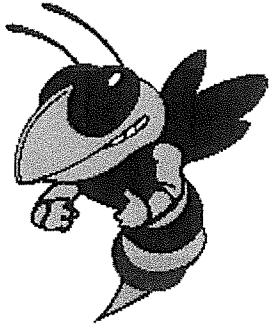
Please know that if an adult witnesses the sexual harassment, they are required to report it whether or not you make a complaint.

## WHAT HAPPENS THEN?

The designated person who receives the complaint shall immediately investigate according to the procedures outlined in Board Policy and regulations. The investigation may include interviews of the complainant and other relevant witnesses. If it is determined that sexual harassment occurred, the following actions will be taken:

- The designated district person will take prompt, appropriate steps to end the harassment
- The victim will be supported to address the effects of the harassment and prevent retaliation or further harassment
- The designated district person will advise the victim of any other remedies available
- A written report will be filed with the Superintendent
- Where required, the matter will be referred to law enforcement
- If an adult employed by the district is found to have engaged in sexual harassment or sexual violence toward any student, the adult will be terminated in accordance with law and the applicable collective bargaining agreement
- Any student found to have engaged in sexual harassment or sexual violence shall be subject to disciplinary action including possible suspension and/or expulsion

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# NOVATO HIGH HORNETS



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## SCHOOL RESOURCES

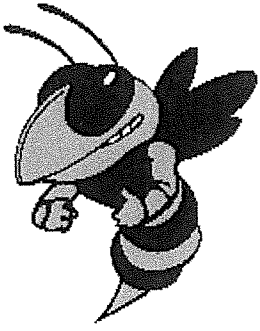
**Safety Container** (Football Field/Track near Home Bleachers Far End)

**Red Cross Trailer** (on Upper Football Field)

**Other Equipment** (EpiPen in main office and AEDs in 6 locations around campus: Gordon Gym, Swimming Pool, Old Gym, Football Field Press Box, East Annex and Main Office/Attendance Office).

Orange vests for Disaster workers, flashlights, and tools are in Container at the Football Field.

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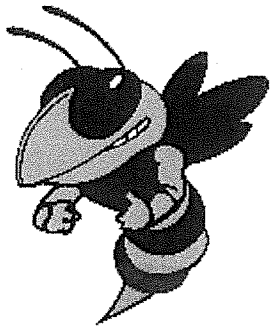


# NOVATO HIGH HORNETS

## EMERGENCY PREPAREDNESS PLANNING CALENDAR

PERSON RESPONSIBLE	ACTIVITY	MONTH
<b>PRINCIPAL or DESIGNEE</b>	<ul style="list-style-type: none"> <li>○ School Facilities Hazard Assessment Walk-through (buildings, grounds, evacuation routes, shut-off valves)</li> <li>○ Review School Emergency Management Plan</li> <li>○ Update School Emergency Team Assignments</li> <li>○ Staff Skills Survey for new teachers</li> <li>○ New assignments as needed</li> <li>○ Staff orientation of School Emergency Management Plan</li> <li>○ Plan annual training schedule</li> <li>○ Update resource agreements and contacts</li> <li>○ Parent Back to School Assembly</li> <li>○ <i>Fire Drill</i></li> <li>○ Staff meeting: Review winter storm and flooding preparedness</li> <li>○ <i>Earthquake Drill</i></li> <li>○ CPR/ First Aid training if possible</li> <li>○ <i>Fire Drill</i></li> <li>○ Staff development emergency training</li> <li>○ <i>Earthquake Drill</i></li> <li>○ Earthquake drill planning with staff</li> <li>○ <i>Fire Drill</i></li> <li>○ Table top exercise</li> <li>○ <i>Countywide/District Drill</i></li> <li>○ Review drill assessment</li> </ul>	<p>August</p> <p>August August August August August</p> <p>August September September September October</p> <p>October November November January February March March April April May</p>
<b>SECRETARY</b>	<ul style="list-style-type: none"> <li>○ Update classroom backpacks (rosters, etc.)</li> <li>○ Distribute emergency cards/ student release procedures to families</li> </ul>	<p>September September</p>
<b>MAINTENANCE DIRECTOR</b>	<ul style="list-style-type: none"> <li>○ Conduct facility hazard assessment</li> <li>○ Check fire extinguishers, batteries</li> <li>○ Review equipment needs</li> <li>○ Update school maps and site plans</li> </ul>	<p>August August September September</p>
<b>TEACHERS</b>	<ul style="list-style-type: none"> <li>○ Staff Orientation of School Emergency Management Plan</li> <li>○ CPR/ First Aid training if possible</li> <li>○ Staff development emergency training</li> </ul>	<p>August</p> <p>November January</p>
<b>PTSA DISASTER COORDINATOR</b>	<ul style="list-style-type: none"> <li>○ Recruit Parent Disaster Committee</li> <li>○ Family preparedness materials to parents</li> <li>○ Replenish emergency supply cache and classroom backpack</li> <li>○ Attend Parent Disaster Advisory Council Meetings</li> <li>○ Preparedness tips in PTA Newsletter</li> <li>○ Recruit Parent Disaster Committee</li> </ul>	<p>September September Sept – Oct</p> <p>Quarterly Monthly April</p>

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# NOVATO HIGH HORNETS

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## ANNUAL EMERGENCY PREPAREDNESS BEST PRACTICES

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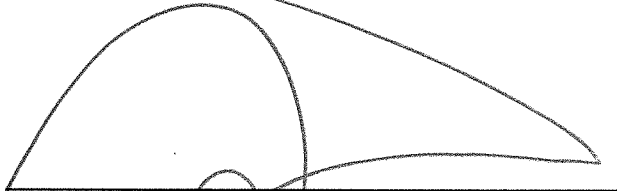
Novato High School \_\_

School Year 2021-22

<b>Date</b>	<b>Activity</b>	<b>Responsible Person</b>	<b>Date Completed</b>
Summer	Review School Safety Plan	<u>Admin Team, Greg F</u>	<u>Aug 1-2</u>
Summer	School facilities walk-thru with public safety	<u>Maintenance Director</u>	<u>Summer</u>
Summer	Grounds access/egress and hazard assessment and mitigation	<u>Maintenance Director</u>	<u>Summer</u>
Summer	Inventory/restock emergency supplies	<u>PTSA, and Staff</u>	<u>Aug 10</u>
Summer	Test communication equipment	<u>Office Manager CPurtell</u>	<u>Aug 10</u>
Summer	Assess training needs (see "Other", below), sch. workshops	<u>Will consult w/DO</u>	<u>Summer</u>
August	Review evacuation/alternate evacuation routes	<u>Admin Team, Staff</u>	<u>Aug 1</u>
August	Survey special staff skills	<u>All Staff survey GregF</u>	<u>Sept 15</u>
August	Survey staff dismissal priorities	<u>Admin Team, Greg F</u>	<u>Sept 15</u>
August	Update staff and emergency phone numbers and resources	<u>Admin Team, Greg F</u>	<u>Aug 23</u>
August	Assign school staff to Incident Command System (ICS) functions	<u>Greg Fister</u>	<u>Aug 23</u>
September	Distribute maps, emergency contact info to local public safety agency	<u>Greg Fister</u>	<u>Sept 10</u>
September	Staff orientation of School Safety Plan, emergency response actions, policies and performance expectations	<u>Greg Fister</u>	<u>Staff mtg 9/15</u>
September	Disaster Service Worker training for new staff	<u>Will consult w/MCOE</u>	<u>September</u>
September	Parent orientation/information on School Safety Plan	<u>Greg Fister PTSA</u>	<u>Mtg 9/7 7pm</u>

Date	Activity	Responsible Person	Date Completed
October	Earthquake/evacuation drill: Great California Nationwide ShakeOut	<u>Admin Team, Greg F</u>	<u>10/21 10:11</u>
Other Drills	<u>California Education Code, Section 32001.</u> Fire alarm and drill at least once every month in elementary schools, at least four times every school year in middle schools and at least twice every school year in secondary schools.		
	<u>California Education Code, Section 35297.</u> Drop, Cover, Hold On drill at least once each school quarter in elementary schools, once a semester in secondary schools.		
Other Trainings	Special ICS functions for staff (damage assessment, search and rescue, CERT)  CPR – every other year  Basic First Aid – every other year  NIMS IS-100.SCa for new staff		

Prepared By



August 24, 2021

Greg Foster  
 AP Navajo High

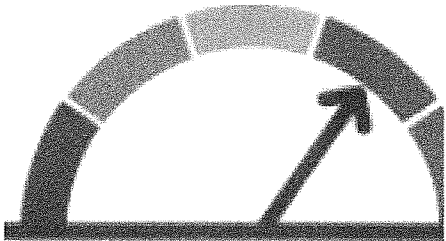
8/24/2021

Suspension and Expulsion Rates

Perceptions of School Safety by Students, Parents/Guardians, and Staff

LEARN MORE  
**Suspension Ra**

**All Students** Sta



**Green**

**4.2% suspended a  
once**

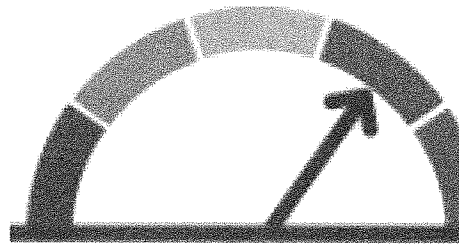
**Declined 0.3%**

Expulsions- 2018- 2  
Expulsions- 2019- 1  
Expulsions- 2020- 0

LEARN MORE  
**Graduation Ra**

**All Students**

**Sta**



**Green**

**93% graduate**

**Increased 1.8%**

20-21 school year, graduation rate to be reported is 95.28%.

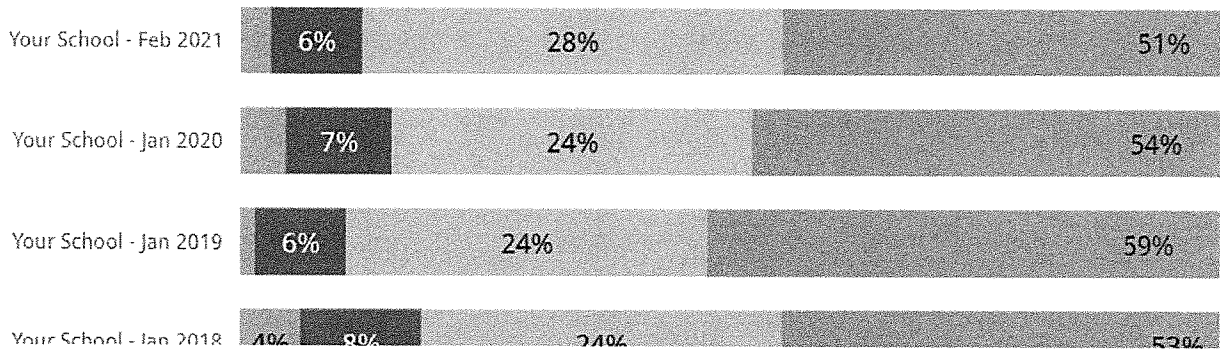


# Youth Truth survey data - "Family Survey" = parents- School Safety

## School Safety Response Distributions

### My child's learning environment is safe. - Overall

Strongly disagree
  Disagree
  Neither agree nor disagree
  Agree
  Strongly Agree



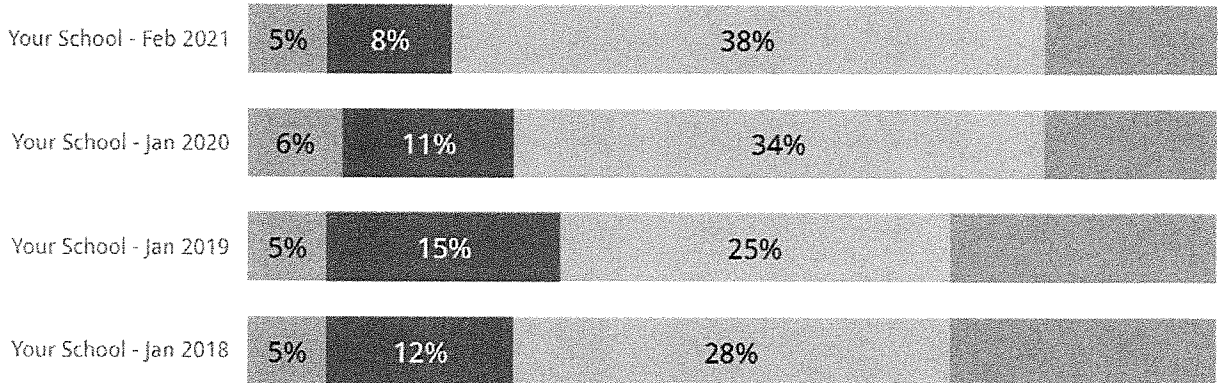
### My child's learning environment is safe. - Subgroup

Strongly disagree
  Disagree
  Neither agree nor disagree
  Agree
  Strongly Agree



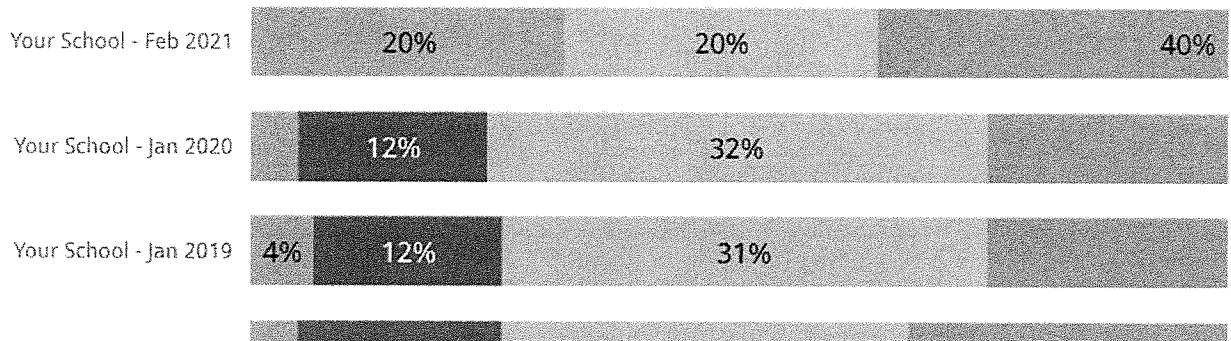
## My child is safe from bullying during school. - Overall

Strongly disagree Disagree Neither agree nor disagree Agree Strongly A



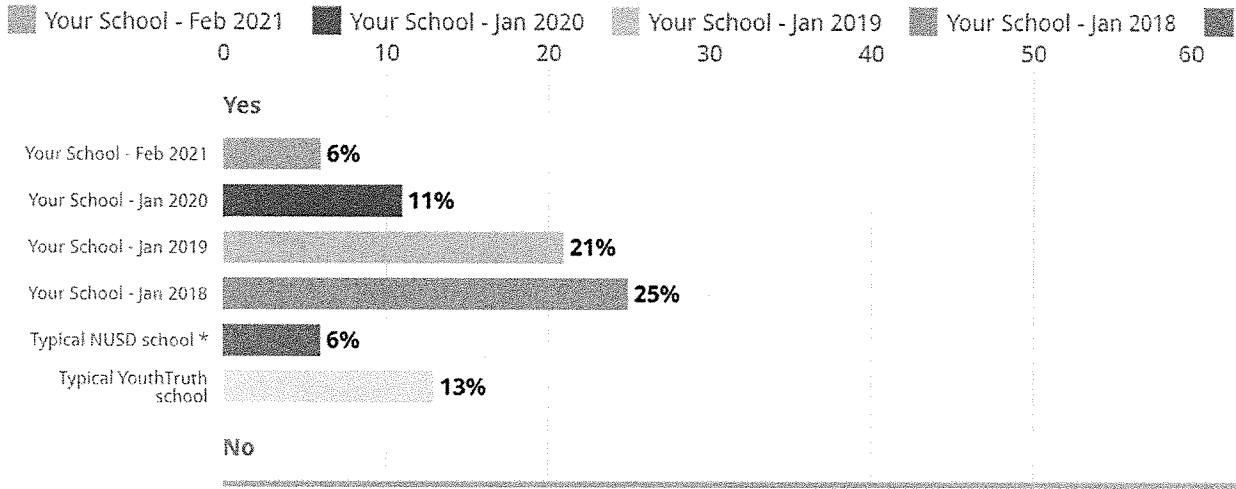
## My child is safe from violence at school. - Overall

Strongly disagree Disagree Neither agree nor disagree Agree Strongly A

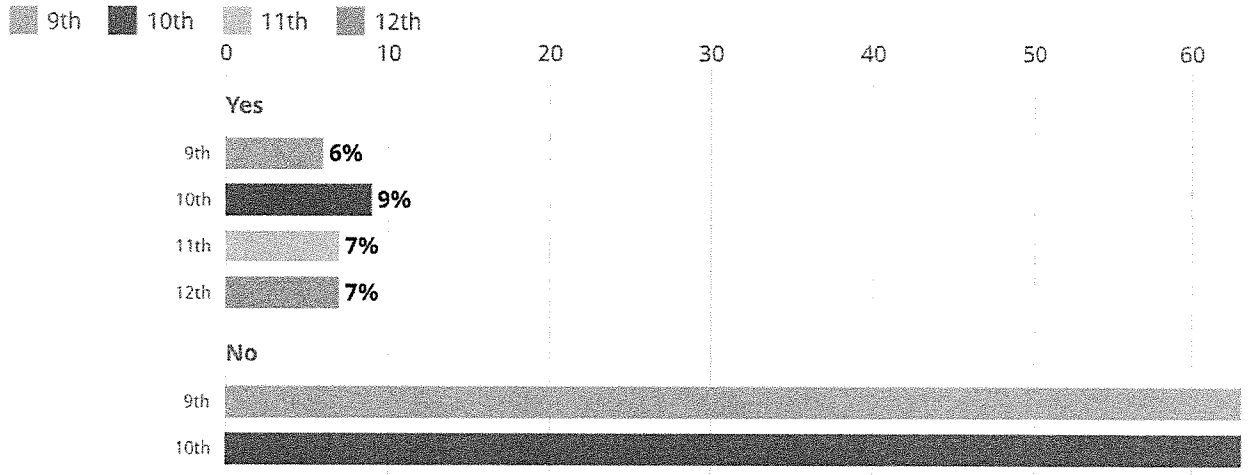


“Overall School Experience” = students; School Safety Section

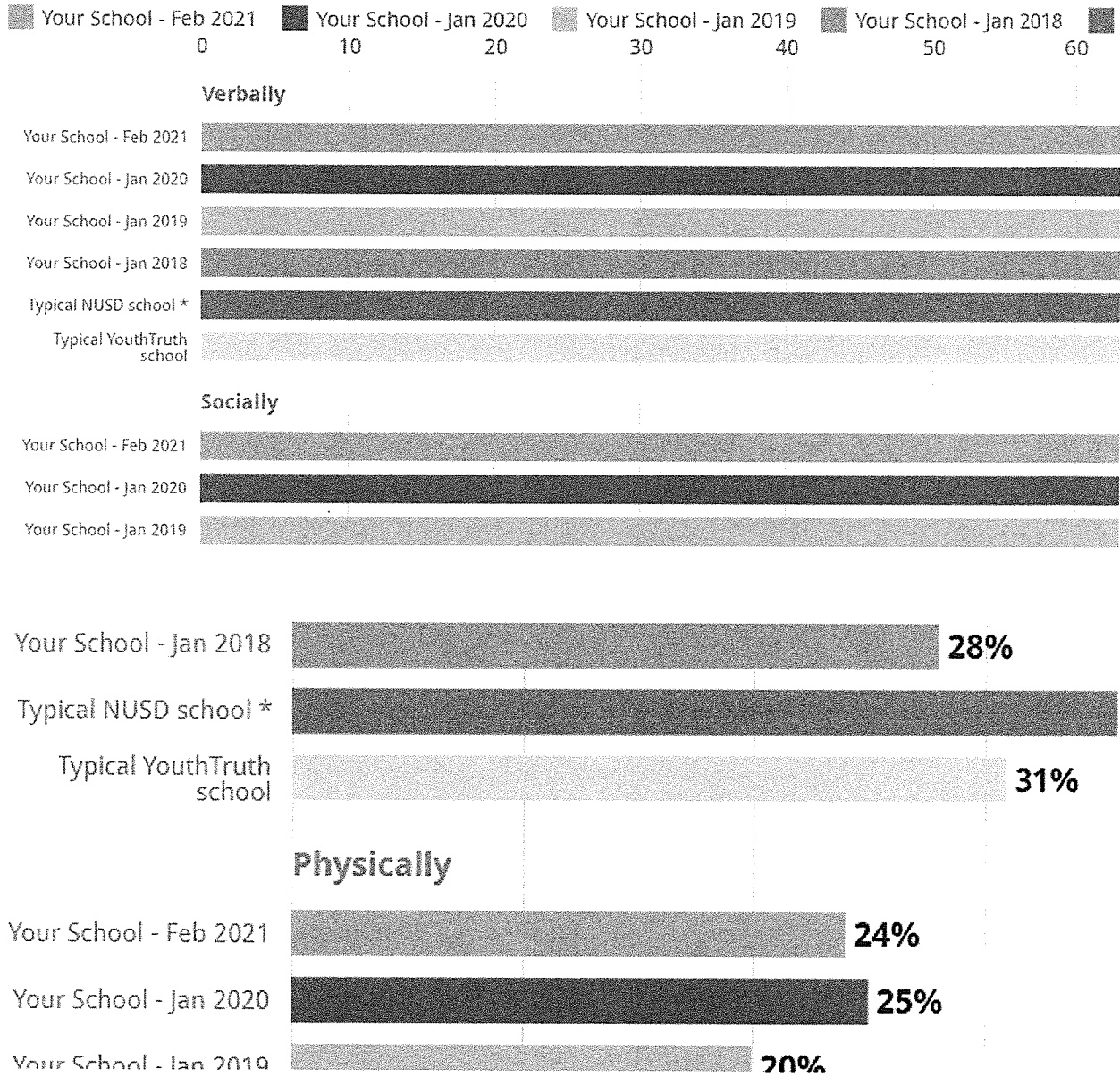
During this school year, have other students bullied or harassed you? - Overall



During this school year, have other students bullied or harassed you? - Subgroup



## If you have been bullied, how did it happen? - Overall



“Staff Survey” = Staff, Relationship Section

**Engagement**



**3.96**

**Relationships**



**3.96**

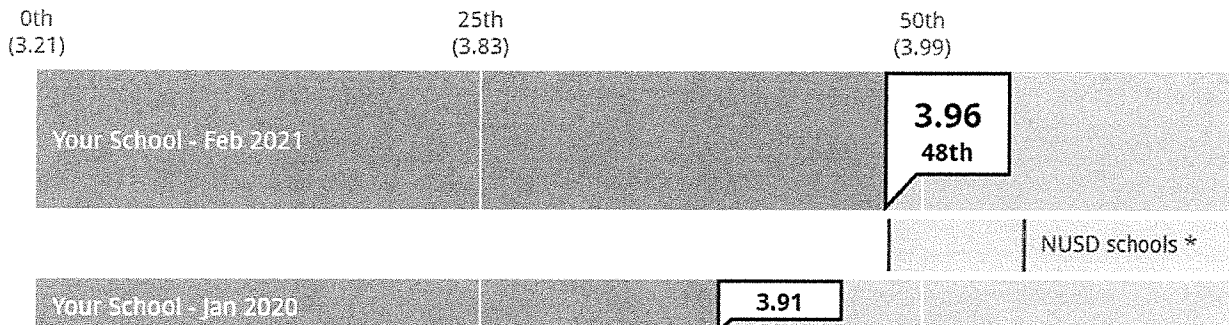
**Culture**



**3.62**

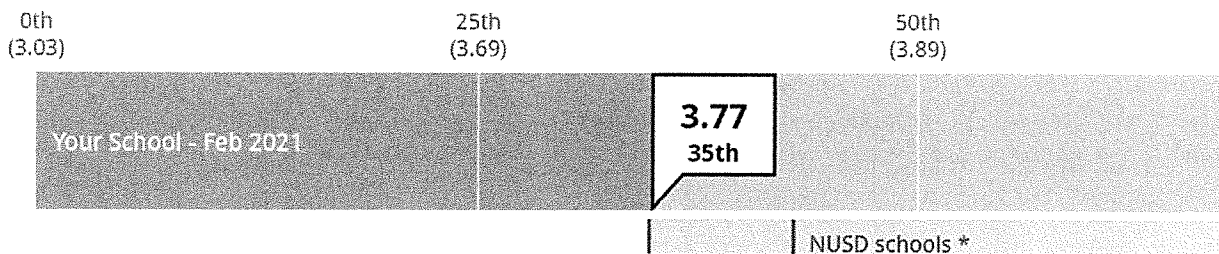
**Relationships Summary Measure**

This summary measure describes the degree to which staff experience positive relationships and approachability.



**School Safety**

This summary measure describes the degree to which staff feel the school is a safe learn

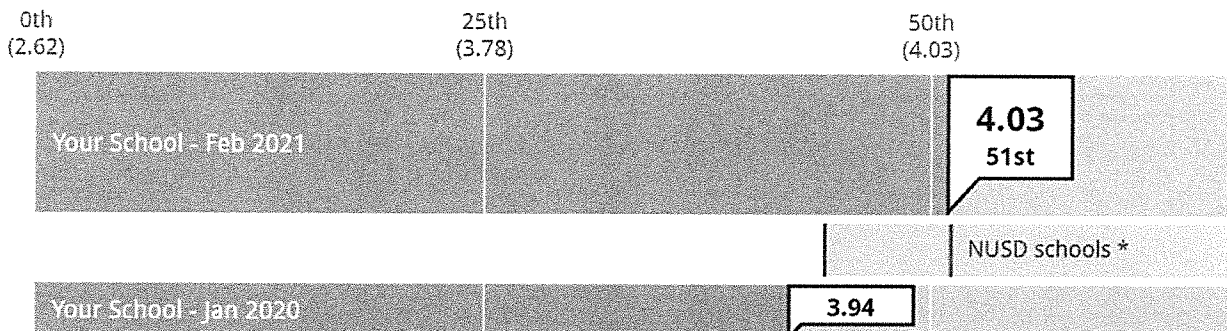


Summary Measure	Your School - Feb 2021	Your School - Jan 2020	Your School - Jan 2019	Your School - Jan 2018
Engagement	74%	74%	71%	61%
Relationships	86%	84%	82%	63%
Culture	59%	53%	34%	32%

Question	Your School - Feb 2021	Your School - Jan 2020	Your School - Jan 2019	Your School - Jan 2018
I would recommend this school to a friend or colleague.	72%	72%	65%	49%
I am not seriously considering leaving.	78%	62%	71%	57%

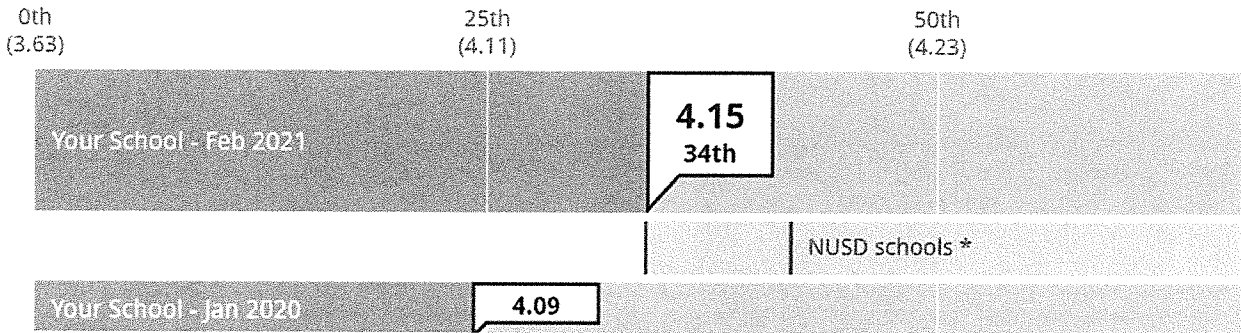
**Administrators treat staff with respect.**

1 = Strongly disagree    3 = Neither agree nor disagree    5 = Strongly agree



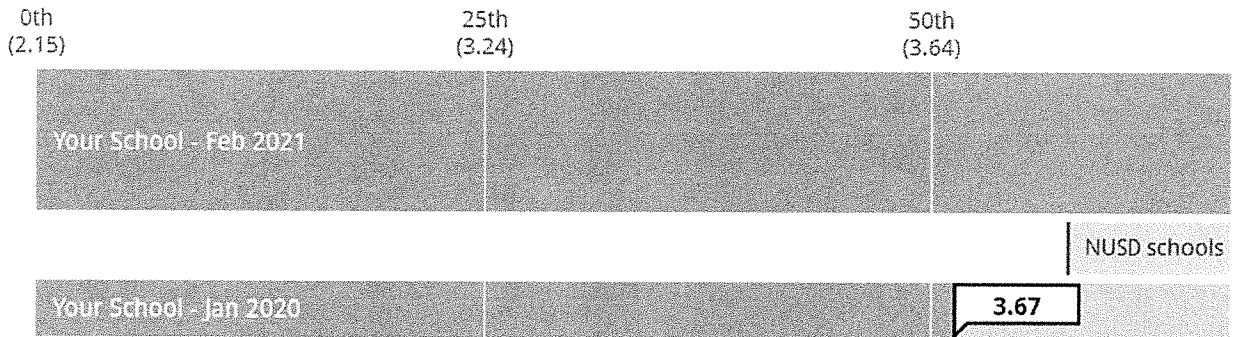
### Staff treat families with respect.

1 = Strongly disagree    3 = Neither agree nor disagree    5 = Strongly agree



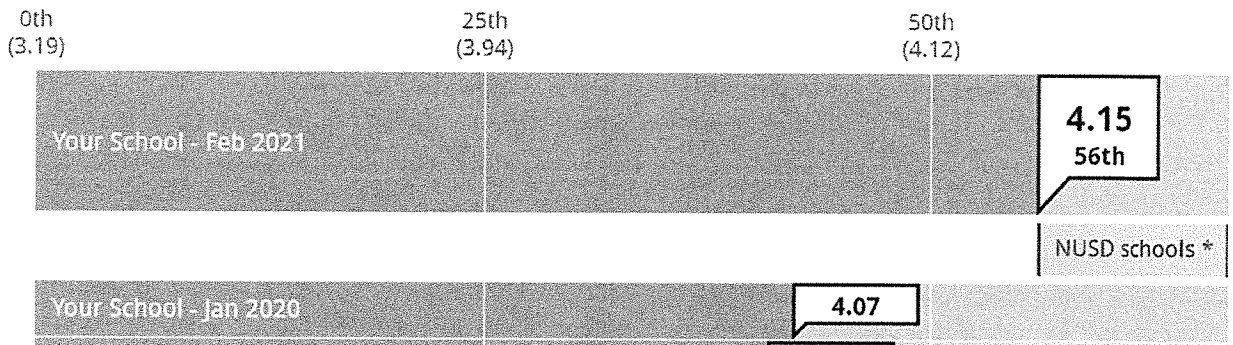
### Students treat staff with respect.

1 = Strongly disagree    3 = Neither agree nor disagree    5 = Strongly agree



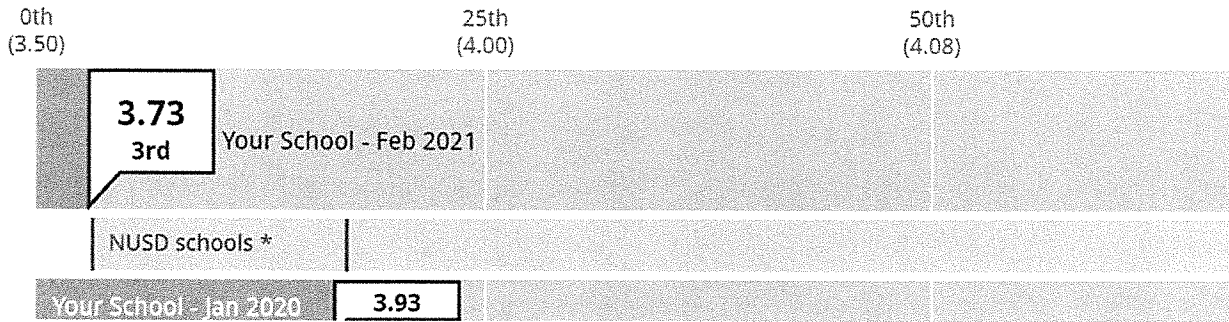
### Staff and students care about each other.

1 = Strongly disagree    3 = Neither agree nor disagree    5 = Strongly agree



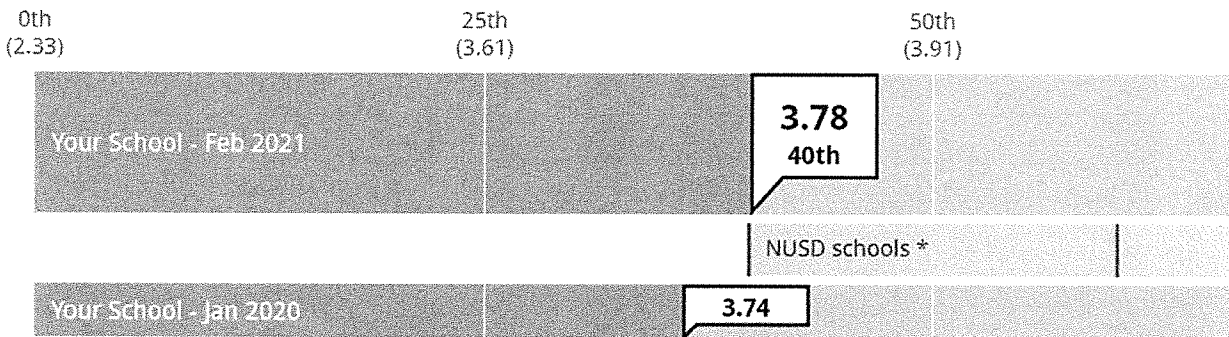
**I feel comfortable speaking honestly to families about their child's progress.\***

1 = Strongly disagree    3 = Neither agree nor disagree    5 = Strongly agree



**My school is cooperative and team-oriented.**

1 = Strongly disagree    3 = Neither agree nor disagree    5 = Strongly agree



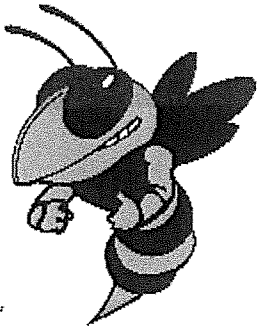
**Relationships Percent Positives: this table displays the percentage of respondents who chose "Strongly agree" or "Agree" for each question.**

Select Cohort:  ▾

Show past results:

Question	Your School - Feb 2021	Your School - Jan 2020	Your School - Jan 2019	Your School - Jan 2018
Administrators treat staff with respect.	83%	81%	78%	48%
Staff treat administrators with respect.	85%	80%	75%	66%





# NOVATO HIGH HORNETS

## Relationships Percent Positives

Percent Positives (4's and 5's)

Question	Your School - Jan 2020	Your School - Jan 2019	Your School - Jan 2018	T
Administrators treat staff with respect	81%	78%	48%	
Staff treat administrators with respect	80%	75%	66%	
Staff treat families with respect	91%	88%	86%	
Families treat staff with respect	76%	69%	70%	
Staff treat each other with respect	74%	78%	79%	
Students treat staff with respect	67%	79%	67%	
Staff treat students with respect	89%	91%	86%	
Staff and students care about each other	89%	84%	80%	
Staff and administrators care about each other	75%	58%	49%	
Staff and families care about each other	76%	71%	52%	
Teachers in my school work together to improve instructional practice	78%	71%	62%	
I feel comfortable approaching the administration if I need help solving a problem	72%	70%	62%	
I feel comfortable approaching other staff members if I need help solving a problem	78%	84%	81%	
I feel comfortable speaking honestly to families about their child's progress	81%	76%	82%	
My school is cooperative and team-oriented	72%	57%	41%	

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## EMERGENCY ACTION

## LOCKDOWN

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LOCKDOWN is initiated to isolate students and school staff from danger when there is a crisis on campus and movement within the school might put students and staff in jeopardy. LOCKDOWN is used to prevent intruders from entering occupied areas of the building. The concept of LOCKDOWN is no one in, no one out. All exterior doors are locked, and students and staff must remain in the classrooms or designated locations at all times. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. LOCKDOWN is not normally preceded with an announcement. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Rabid animal at large
- Extreme violence outside the classroom

### ANNOUNCEMENT:

1. Make an announcement in person directly or over the public address system and/or sound the special lockdown alarm tone:

Example: "Attention please. (Pause) LOCKDOWN. (Pause) LOCKDOWN. (Pause) LOCKDOWN. (Pause) Additional information will follow."

### PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Make the announcement. Instruct teachers and staff to immediately lock doors and remain in the classroom or secured area until further instructions are provided.
- 1) Call 911, 2) call North Bay Security (415) 235-2340 or (415) 572-4196, and 3) call the District Office/Superintendent (415) 897-4211. Provide location, status of campus, all available details of situation.
- When a school official or authorized official unlocks the door from the outside, it is safe to leave the room.
- If appropriate, send home with students a brief written description of the emergency, how it was handled and what steps are being taken in its aftermath.

### STAFF ACTIONS:

- If it is safe to clear the hallways, bathrooms and open areas, direct students to the closest safe classroom.
- Immediately lock doors and instruct students to lie down on the floor.
- Close any shades and/or blinds if it appears safe to do so.
- Remain quiet and calm in the classroom or secured area until further instructions are provided by the principal or law enforcement.

### STUDENT ACTIONS:

- Move quickly and quietly to the closest safe classroom.

If rooms are locked, immediately hide in the closest safe zone: bathroom, janitorial closet, office area, library. Lock the door or move furniture or trash can to bar access to the room. Remain quiet until further instructions are provided by the principal or police.

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## EMERGENCY PROTOCOL

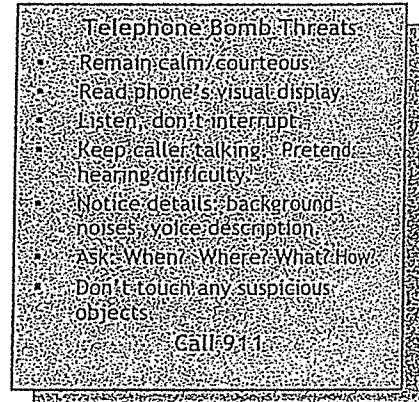
## BOMB THREAT

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In the event that the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

### PERSON RECEIVING THREAT BY TELEPHONE:

- Ø Listen. Do not interrupt caller.
- Ø Keep the caller on the line with statements such as *"I am sorry, I did not understand you. What did you say?"*
- Ø Alert someone else by prearranged signal to call 911.
- Ø Notify site administrator immediately after completing the call.
- Ø Complete the Bomb Threat Checklist.



### PERSON RECEIVING THREAT BY MAIL:

- Ø Note the manner in which the threat was delivered, where it was found and who found it.
- Ø Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Notify law enforcement as soon as possible.
- Ø Notify principal or site administrator.
- Ø Caution students against picking up or touching any strange objects or packages.

### PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Ø Call 911.
- Ø Call North Bay Security.
- Ø Notify the District Superintendent of the situation.
- Ø Instruct staff to turn off two-way radios. Do not use devices during a threat since explosive devices can be triggered by radio frequencies.
- Ø Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Ø Use the intercom, personal notification by designated persons, or the PA system to evacuate students and staff to designated areas.
- Ø Do not return to the school building until it has been inspected and determined safe by proper authorities.

# Emergency Protocol Novato High School

## Staff Actions

All students and staff report to their 3<sup>rd</sup> period Attendance location on the football field.

### INTRUDER/ACTIVE SHOOTER:

1. If gunfire is heard inside the school grounds, implement LOCKDOWN immediately. Do not wait for the LOCKDOWN announcement.
2. Alert the Principal/Designated Site Administrator.
3. Take immediate action to prevent casualties. If it is safe to clear the hallways, bathrooms and open areas, direct students to the closet classroom.
4. Move others to a safe area to protect them from danger. Implement LOCKDOWN.
5. Provide first aid for victims, if needed.
6. Account for all students.
7. Remain calm and quiet in the secured area away from doors and windows. No one out, no one in until further instructions are provided by the administrator or law enforcement.
8. Assist police officers – provide identity, location and description of individual(s) and weapons.

### BOMB THREAT:

1. Evacuate students as quickly as possible as directed by site administration. Primary evacuation site is the FOOTBALL FIELD.
2. Upon Arrival at the designated safe site, take attendance. Notify the site administration of any missing students.
3. DO NOT return to the building until emergency response officials determined it is safe.

### EARTHQUAKE:

1. Give DROP, COVER, and HOLD ON command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows.
2. Check for injuries and render First Aid.
3. After the shaking stops, EVACUATE building. Avoid evacuation routes with heavy architectural ornaments over entrances. DO NOT return to the building. Bring attendance roster and emergency backpacks.
4. Check attendance at the assembly area. Report any missing students to site administration.
5. Warn students to avoid touching electrical wires and keep a safe distance from downed power lines.
6. Stay alert for aftershocks.
7. DO NOT re-enter building until it is determined to be safe.

### FIRE:

1. EVACUATE students from the building using primary or alternate fire routes. Take emergency backpack and attendance sheets.
2. Take attendance. Report any missing students to the site administration and emergency response personnel.
3. Maintain supervision of students until the FIRE Department determines it is safe to return to school buildings.

### EXPLOSION:

1. Initiate DROP, COVER and HOLD ON.
2. If explosion occurred inside the building, EVACUATE to outdoor assembly area. Keep students and staff at a safe distance from building(s) and away from fire-fighting equipment.
3. Check to be sure all students have left the school site. Remain with students throughout the evacuation process.
4. Upon arrival at assembly area, check attendance. Report status to site administrator immediately.
5. Render First Aid as necessary.
6. DO NOT return to the building until the emergency response personnel determined it safe to do so.
7. If explosion occurred in the surrounding area, initiate SHELTER IN PLACE. Keep students a safe distance from site of explosion.

### STORM / SEVERE WEATHER

1. Evacuate any classrooms bearing full force of wind. Evacuate to lower floor of school building near inside walls.
2. Initiate TAKE COVER with students in the shielded areas within the building. Stay away from windows.
3. Take attendance. Report any missing students to site administration.
4. Close all blinds and curtains.
5. Avoid auditoriums, gymnasiums and other structures with large roof spans.
6. Remain with students near an inside wall or on lower floors of the building. Make arrangements for special needs, snacks and quiet recreational activities.