

EMERGENCY RESPONSE PROTOCOLS



NAPA COUNTY OFFICE
OF
EDUCATION





EMERGENCY RESPONSE

MEDICAL EMERGENCY



In the event of a medical emergency:

1. Evaluate the scene to ensure it is safe to render aid. If the scene is not safe, isolate the area and call 911.
2. If safe to render aid, approach the victim and assess the severity of the situation and injuries.
3. Direct a person to advise administrators and to call 911 and to wait to direct emergency services personnel to the scene.
4. If trained, provide the appropriate First Aid response protocol as needed and wait until the medical professionals arrive to take over command of the scene.
5. Provide information regarding nature of injuries and treatment given to emergency services personnel.
6. Be available to accompany the injured to the hospital if needed or ensure an adult accompanies the injured to the hospital.

MEDICAL



EMERGENCY



EMERGENCY RESPONSE SHELTER IN PLACE



STAFF:

- #ž The signal “**Shelter in Place**” will be announced over the phone OR other form of communication (Nixle) depending on the severity of the event.
- Œž 9a quietly and quickly to assigned indoor location and get down on **kagd**knees facing the wall, bend over and cover **kagd**head with **kagd**hands.
- ‰ž Use a current staff list to account for everyone in the building or site.
- œž After all clear has been sounded, report any missing staff to Incident Command Post. Located in the Conference Room.





EMERGENCY RESPONSE

EVACUATE



STAFF:

1. The signal for fire evacuation will be the Fire Alarm Bell.
2. Evacuate by pre-designed primary or alternate evacuation routes to assembly area.
3. Take staff roster with you.
4. Leave the building in an orderly manner. Do not rush or crowd each other.
5. Evacuate at least 300 feet or recommended 1,000 feet from building and out of the way of emergency vehicles.
6. Take attendance when staff are reassembled.
7. Report any missing staff to the Incident Command Post, located in the Conference Room.

EVACUATE



EVACUATE



EMERGENCY RESPONSE LOCKOUT



STAFF:

1. Notify Incident Commander or any safety designee immediately if you learn there is a threat in the community.
2. Bring staff that is outside into the building.
3. Close and lock all exterior windows and doors.
4. Close window shades, if possible.
5. Take attendance and report any missing staff to the Incident Command Post, located in the Conference Room.
6. Maintain normal daily operations, if possible.

LOCKOUT



LOCKOUT



EMERGENCY RESPONSE

LOCKDOWN



STAFF:

1. Quickly check hall for stray staff and direct them to enter a secure room.
2. Lock all room doors immediately.
3. Turn off lights in room.
4. Keep all out of view behind cover/concealment, away from doorways/windows.
5. Cover windows/doors that are accessible to the hallway.
6. Take attendance and prepare a list of missing staff from the room or extra staff in the room. Take this list with you if you are directed to leave the building.
7. Ignore any fire alarm; the building will not be evacuated using this method.
8. If the staff is moved out of the building by Law Enforcement, move in an orderly manner as quietly and quickly as possible.

LOCKDOWN



LOCKDOWN



EMERGENCY RESPONSE



LOCKDOWN

SECURE:

If evacuation is not possible, find a secure place to hide where the active assailant is less likely to find you or be able to directly engage you. Follow these recommendations:

1. Lock the door and barricade with all heavy furniture and equipment in the room.
2. Silence cell phones and stay quiet. Dial 911 so the operator can listen to what is going on, even if you cannot talk.
3. Turn off any source of noise: Radios/TV/Learning devices.
4. **USE COVER** (anything that will protect you from bullets): Full bookcase, masonry wall, heavy desk, etc. and stay low.
5. **USE CONCEALMENT** (anything that will protect you from being seen): Darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
6. Have a plan for an alternate means of escape if possible (through a window, adjoining room, etc.). Use your escape route as soon as you determine it will enhance your survivability. See **EVACUATE** below.
7. Follow the instructions of any Police Officers /First Responders.
8. Get ready to **EVACUATE** or **CONFRONT** if the assailant gains access.

EVACUATE:

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

1. Have an escape route and plan in mind that will get you out of danger.
2. Assist others who cannot run to the best of your ability.
3. Leave your belongings behind.
4. Evacuate regardless of whether others agree to follow.
5. Prevent others from entering an area where the active assailant may be.
6. Keep your hands visible.
7. Follow the instructions of any Police Officers /First Responders.
8. Do not attempt to move wounded people.
9. Call 911 when you are safe.





EMERGENCY RESPONSE

LOCKDOWN



CONFRONT:

If it is not possible to Secure or Evacuate and you are confronted face-to-face with an active ASSAILANT then you may choose to distract or try to incapacitate the ASSAILANT long enough to increase survivability chances for yourself and others. Follow these recommendations:

1. Act as aggressively as possible against the assailant.
2. Yell, create confusion, and distract the assailant in any way possible.
3. Throw items at the assailant.
4. Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block or hit with chairs and desks).
5. Help others when possible if you see them attempting to incapacitate the assailant.
6. Ensure everyone evacuates as rapidly as possible from the active engagement area.
7. Once started, commit yourself to the defensive physical actions.



EMERGENCY TELEPHONE NUMBERS

Fire & Medical Emergencies 911

Napa County Sheriff	(707) 253-4451
Napa Police Department	(707) 257-9223
Poison Control	(800) 222-1222
Child Protective Services	(707) 253-4744
Animal Control	(707) 253-4452
PG&E	(800) 743-5000
Water	(707) 257-9544
Queen of the Valley Medical Center	(707) 252-4411
St. Helena Hospital	(707) 963-3611
24 hours Mental Health	(707) 253-4711

Napa County Office of Education

County of Superintendent of Schools: (707) 253-6810

Maintenance & Operations: (707) 253-6956

Napa Valley Unified School District

District Superintendent: (707) 253-3511

Maintenance & Operations: (707) 253-3538

Calistoga Joint Unified School District

District Superintendent: (707) 942-4703

Director of Facilities: (707) 942-4564

Pope Valley Union School District

District Superintendent: (707) 965-2402

St. Helena Unified School District

District Superintendent: (707) 967-2701

Director of facilities: (707) 967-2763

Howell Mountain Elementary School District

District Superintendent: (707) 965-2423