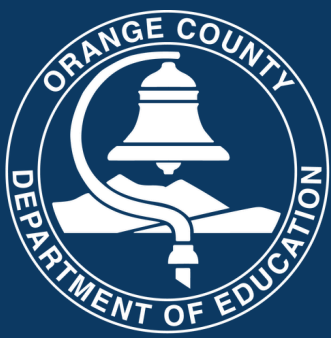




Orange County Department of Education

EMERGENCY PROCEDURES



Additional emergency preparedness information is available at:
<https://link.ocde.us/emergency>

ACCESS 714-245-6402 • OCDE 714-966-4000

Risk Management: 714-966-4059 • Facilities Operations: 714-966-4070

POLICE / FIRE (LIFE-THREATENING OR MEDICAL EMERGENCIES) • DIAL 911



EVACUATION

In the event of a fire, a life safety emergency, or when the fire alarm sounds, evacuate the building **immediately**.

- Remain calm and proceed to the nearest safe exit. Do not use elevators.
- Assist others if it's safe to do so.
- Close doors behind you as you leave to help contain fire and smoke.
- Do not re-enter the building until authorized by emergency personnel.
- Report any missing or injured persons to emergency responders.

ACTIVE THREAT/SHOOTER



In the event of an active shooter or violent threat, act immediately using **Run, Hide, Fight**:

- **Run:** Evacuate the area if it is safe to do so. Leave belongings behind and help others escape if possible.
- **Hide:** If evacuation is not possible, go to a secure room. Lock and barricade doors, turn off lights, silence phones, and stay out of sight.
- **Fight:** As a last resort, and only if your life is in imminent danger, attempt to stop the attacker using any available means.
- Call 911 when it is safe to do so.
- Remain in a secure location until law enforcement gives an all-clear.



POWER OUTAGE

If a power outage occurs, remain calm and follow these steps:

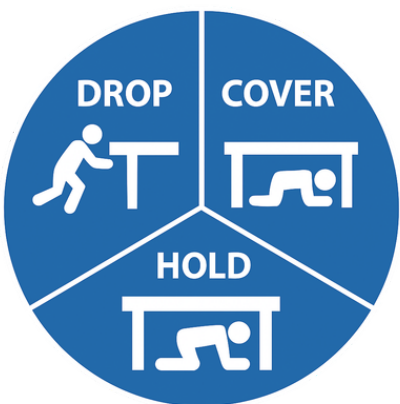
- Evacuate if instructed to do so; move cautiously.
- Classroom personnel should secure equipment/activities that may present a hazard while power is off.
- Turn off or unplug sensitive equipment to prevent damage when power is restored.

FIRE



When a fire is detected or the alarm sounds, act immediately:

- Activate the nearest fire alarm pull station and call 911.
- Evacuate the building using the nearest exit. *Do not* use elevators.
- Only use fire extinguishers for small fires.
- Once outside, proceed to the designated assembly area.
- Remain at the assembly area until emergency personnel give the all-clear.



EARTHQUAKE

- **Drop, Cover, and Hold On.** Get under sturdy furniture and protect your head and neck.
- Stay indoors until shaking stops. Stay away from windows and heavy objects.
- After shaking stops, evacuate the building. Do not use elevators.
- If outside, move to an open area away from buildings, trees, and power lines.
- Proceed to the designated assembly area and remain there until cleared to leave.



HAZARDOUS MATERIALS

In the event of a hazardous material spill, leak, or exposure, respond immediately.

- Alert others in the area and move away from the hazard.
- Do not attempt to clean up or contain the material.
- Notify emergency personnel if you have been exposed or have information about the release.
- For emergency chemical information, consult container Safety Data Sheet (SDS) if available.

SHELTER IN PLACE



If instructed to shelter in place, follow directions promptly.

- Move to nearest secure indoor location.
- Close and lock doors and windows if possible. *Due to the varying age of school buildings, doors may lock manually, remotely or not at all.*
- Remain quiet and monitor official instructions.

EMERGENCY NOTIFICATION INFORMATION

Official emergency information will be provided as soon as the situation permits.

- Multiple methods of communication may be used to disseminate information to as many affected individuals as possible.
- Sign up for Orange County Emergency Text alerts at www.readyoc.co/text-alerts.

