



EMERGENCY PROCEDURES

Orange County Department of Education

EMERGENCY PHONE NUMBERS

POLICE / FIRE (LIFE THREATENING OR MEDICAL EMERGENCIES ■ 24 HOURS) ■ DIAL 9-1-1

OCDE RISK MANAGEMENT ■ (714) 966-4059
OCDE FACILITIES OPERATIONS ■ (714) 966-4070
OCDE INFORMATION TECHNOLOGY ■ (714) 966-HELP (4357)

EVACUATION

Evacuate the building using the nearest exit or alternate if nearest exit is blocked.

Secure any hazardous materials or equipment before leaving.

Take personal belongings (keys, purses, wallets).

WALK – DO NOT RUN. DO NOT USE ELEVATORS.

Assist individuals with disabilities.

Assemble at the building evacuation assembly area unless otherwise instructed.

Provide emergency personnel with relevant information.

Remain at evacuation assembly point and do not re-enter building until authorized by emergency personnel.

SHELTER IN PLACE

Stay inside the building or proceed to a safe place.

If you are in a room with a door, make sure the door is closed. *Due to the varying age of school buildings, doors may lock manually, remotely or not at all.*

If applicable and time permits, lock doors and silence cell phones.

If you are in a room with a window, make sure the window is closed.

Remain where you are until further direction from emergency personnel.

POWER OUTAGE

Remain calm.

Evacuate if instructed to do so; move cautiously.

Classroom personnel should secure equipment / activities that may present a danger while power is off or when restored.

Turn off and unplug electrical equipment and computers; turn off light switches.

EMERGENCY NOTIFICATION / INFO

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

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

FIRE

Activate the nearest fire alarm and call 9-1-1.

Only use fire extinguisher for small fires.

Evacuate building, closing doors to contain fire. **DO NOT USE ELEVATORS.**

Assemble at the building evacuation assembly point unless otherwise instructed.

Remain at evacuation assembly point and do not re-enter building until authorized by emergency personnel.

HAZARDOUS MATERIALS

In an emergency or if anyone is in danger call 9-1-1.

Move away from the site of the hazard to a safe location.

Alert others to stay clear of the area.

If outdoors, go indoors.

Close doors and windows.

Notify emergency personnel if you have been exposed or have information about the release.

For emergency chemical information (Safety Data Sheet) call 3E Company at 1-800-451-8346.

Follow the instructions of emergency personnel.

ACTIVE SHOOTER OR VIOLENT INTRUDER

Be aware of your surroundings and any unusual activity. Take note of emergency notifications (texts, emails, and announcements).

If there is an accessible escape path, attempt to evacuate the location as fast as possible. Leave personal items behind, keep your hands visible and empty, and follow instructions of law enforcement. **(Run)**

If you are trapped in a classroom or office, stay there and lock the door or barricade the door with furniture. Remain quiet (silence cell phones) and evaluate situation. **(Hide)**

If safe to do so, call 9-1-1 to notify police. If you cannot speak, leave the line open to allow the dispatcher to listen.

As a last resort, and only if your life is in imminent danger, attempt to disarm or incapacitate the suspect by aggressive action, improvising weapons, and yelling. **(Fight)**

The above is based on the Department of Homeland Security Shooter response program, designed to increase your chances of surviving an active shooter or violent intruder event on a OCDE campus. The encourages community members to take an active role in their own survival. Call OCDE Risk Management at (714) 966-4059 to schedule an Active Shooter Awareness training for your school or class.

EARTHQUAKE

DROP, COVER, HOLD ON under a table or desk or against an inside wall - not in a doorway – until shaking stops.

After the shaking stops and if it is safe to exit the building, secure hazardous materials or equipment and move toward the nearest available exit. **DO NOT USE ELEVATORS.**

If outdoors, move away from buildings, trees, and exposed wires.

Assemble at the building evacuation assembly point unless otherwise instructed. Do not re-enter building until authorized by emergency personnel.

Additional emergency preparedness information is available at:
<https://ocde.us/Administrative/Pages/Emergency-Preparedness.aspx>

