

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**EMERGENCY/DISASTER-QUICK REFERENCE GUIDE**

<b>TYPE OF DISASTER</b>	<b>WARNING</b>	<b>ACTION DURING SCHOOL/WORK HOURS</b>	<b>SIGNAL WITHIN SCHOOL SITE</b>	<b>ALTERNATE SIGNAL</b>
<b>Warning</b> issued for: Civil defense alert Flood threat Tidal wave Severe windstorm Major fire	Notification from district or civil authorities	<b>Stand by</b> for instructions; tune radio to Emergency Broadcast System (600 kc or 1170 kc) on AM radio	<b>None</b> Notify all staff	<b>None</b> Notify all staff
<b>In the building(s):</b> Fire Explosion Chemical accident Bomb threat	Sound of explosion, smoke, fumes, burning sensation in eyes or throat.	Assess situation. <b>Evacuate</b> building(s). <b>Activate</b> site plan or specific components as needed.	<b>Evacuate:</b> Fire alarm  <b>Activate:</b> As designated in site plan.	Messenger  Messenger
<b>On site or in immediate area:</b> Major fire Explosion Fallen aircraft Chemical accident	Sound of explosion, smoke or fumes. Notification from civil or district authorities.	<b>Assess</b> situation; contact appropriate authorities. <b>Stand by</b> for instructions from authorities. <b>Evacuate</b> site immediately if a life-threatening situation exists.	<b>Evacuate:</b> Fire alarm	Messenger
<b>Earthquake</b>	Loud rumbling; noise like sonic boom, ground and buildings shaking.	<b>Drop:</b> Take protective position under tables or desk. <b>Evacuate</b> building(s). <b>Activate</b> site plan.	<b>Drop:</b> Command given by staff. <b>Evacuate:</b> fire alarm <b>Activate:</b> As designated in site plan.	<b>None</b> Messenger Messenger
<b>Surprise Attack</b> (Civil defense)	Explosion or blinding flash of light	<b>Take Cover:</b> Take protective position. <b>Drop:</b> Take protective position. <b>Activate</b> site plan.	<b>Take Cover/Drop:</b> Command given by staff member. <b>Activate:</b> As designated in site plan.	<b>None</b> Messenger
<b>Power Utility Failure</b>	Blackout; no water; telephones not working.	<b>Assess</b> situation; determine if entire area is affected. <b>If telephones are working:</b> Notify Instructional Leader. <b>If telephones are NOT working:</b> Notify school police dispatch with site radio. <b>Stand by</b> for instruction from authorities. <b>Evacuate</b> building(s) if necessary for safety of students and staff. <b>Activate</b> site plan or specific components of plan as needed.	<b>Evacuate:</b> Fire alarm  <b>Activate:</b> As designated in site plan.	Messenger Messenger

**ALL STAFF MEMBERS:** IN ANY LIFE-THREATENING SITUATION, take immediate action to provide for the safety of the students and staff without waiting for directions from principal/site administrator if emergency is in immediate area.

**ALL TEACHERS** (in addition to above directions) shall do the following in the event of an emergency/disaster condition:

1. Take appropriate action (**TAKE COVER, DROP, STAND BY, EVACUATE**) as directed.
2. Maintain control over students and assure their safety at all times.
3. Await emergency signal or instructions from principal.
4. If **EVACUATE** signal (fire alarm) is given, take roll book and emergency supplies to designated assembly area.
5. Carry roll book at all times during drills or disasters.
6. Immediately report missing or injured children to principal.
7. Administer first aid to children if needed.
8. Keep students together in assembly area; wait for further instructions or "all clear" signal.

**EMERGENCY/DISASTER WHEN SCHOOL/SITE NOT IN OPERATION:**

1. Students remain at home.
2. Tune to Emergency Broadcast System (600 kc or 1170 kc) on AM radio.
3. District employees follow site/district plan.

**EMERGENCY TELEPHONE NUMBERS**

COMMUNITY AGENCIES

Fire/Police .....911  
 Paramedics/Ambulance.....911  
 Nearest Hospital.....  
 Poison Control .....(800) 876-4766  
 Private Ambulance.....  
 American Red Cross .....(619) 542-7400  
 Water Emergency.....(619) 515-3525  
 Gas/Electric Emergency.....(800) 811-7343

DISTRICT OFFICE

School Police (Emergency) (619) 291-9911  
 (Non-Emergency) .....(619) 291-7678  
 Division Head \_\_\_\_\_  
 Safety Office .....(858) 627-7174  
 Communications .....(619) 725-5578  
 Crisis Team .....(858) 627-7447  
 Emergency Maintenance.....(858) 627-7171  
 After 4:00 PM/Weekends .(619) 291-7678  
 Closest School Nurse \_\_\_\_\_

AFTER-HOUR EMERGENCY

Principals/Site Administrator \_\_\_\_\_  
 \_\_\_\_\_  
 Vice Principal/Alternate \_\_\_\_\_  
 \_\_\_\_\_  
 Custodian \_\_\_\_\_  
 Other \_\_\_\_\_  
 \_\_\_\_\_  
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