



# Emergency Procedures

## Police – Call 911

- Life-threatening events
- Anaheim East (714) 765-1900
- Anaheim West (714) 765-1986
- Cypress (714) 229-6600
- La Palma (714) 690-3370

## AUHSD Security

- Questions during Lockdown
- Shanna Egans (714) 999-5654
- Chuck Hernandez (714) 493-2032
- AFTER HOURS:**
- OC Public Safety (714) 459-0319

## AUHSD District Office

- Incident Support
- Health Coordinator (714) 999-5657
- Transportation (714) 999-3540
- Maintenance (714) 999-3581
- Public Info Manager (714) 999-5662
- General Support
- Reception (714) 765-1900
- HR Certified (714) 999-3550
- HR Classified (714) 999-3548
- Risk Manager (714) 936-5287

### ACTIVE SHOOTER

RUN – HIDE – FIGHT

1. **RUN** – Evacuate, leave your stuff, leave wounded people behind
2. **HIDE** – Be out of view, lock doors, be quiet, silence phone
3. **FIGHT (last resort)** – Act aggressively, throw objects, yell for help
4. **CALL 911** – When safe, assist operator, follow instructions

### BOMB THREAT

REMAIN CALM

1. **ALERT** the closest supervisor
2. If you receive the threat, **ask:**
  - When is the bomb going to explode?
  - Where is the bomb?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?
3. **NOTE** characteristics about the caller

### SUSPICIOUS PERSON

SEE SOMETHING, SAY SOMETHING

- Behaving strangely/nervously
- Avoiding eye contact or interaction
- Keeping hands in pockets
- Patting/adjusting clothing repeatedly
- Gut feeling that something is wrong

1. **DON'T CONFRONT** or attempt to stop
2. **ALERT** the closest supervisor
3. **MOVE** to a safe location

### MEDICAL EMERGENCY

STAY CLEAR

- Serious health event (stroke, seizure)
- Serious injury (athletics, trip/fall)

1. Administer **FIRST AID/CPR** (if trained)
2. **CALL 911** – Provide the location, nature of injury or illness, and current condition of person
3. **NOTIFY** the closest supervisor
4. **DON'T MOVE** unless in danger

### HAZARDOUS MATERIALS

STAY BACK

<ul style="list-style-type: none"> <li>•Explosives</li> <li>•Gas leaks</li> <li>•Flammable liquids</li> <li>•Flammable solids</li> </ul>	<ul style="list-style-type: none"> <li>•Oxidizers</li> <li>•Toxic materials</li> <li>•Radioactive materials</li> <li>•Corrosive materials</li> </ul>
--	--

1. **MOVE** to a safe distance
2. **ALERT** Supervisor or Plant Manager
3. **REMOVE** contaminated clothing
4. **CLEAN** affected body parts

### SUSPICIOUS OBJECT

SEE SOMETHING, SAY SOMETHING

- Seems out of place or unusual
- Untouched/unclaimed for more than hour
- Cannot be accounted for

1. **DON'T APPROACH** or disturb the object
2. **ALERT** the closest Supervisor
3. **MOVE** at least 100 yards from object

### FIRE

EVACUATE

1. **PULL FIRE ALARM & CALL 911**
2. **LEAVE BUILDING** (Don't use elevator)
3. If unable to leave, **STAY IN STAIRWELL**
4. If possible, **USE EXINGUISHER**

- P – Pull safety pin from handle
- A – Aim nozzle at base of fire
- S – Squeeze the trigger handle
- S – Sweep from side to side

### EARTHQUAKE

SEEK COVER

1. **STOP** and don't run
2. **DROP** to the floor; away from glass
3. **GET UNDER** a heavy table or desk
4. **HOLD ON** until shaking stops

- After shaking stops, check for injury
- Evacuate only if directed by personnel

### POWER FAILURE

IDENTIFY LOCATION

- No power for more than few minutes
- Typically across entire site/departement

1. **REMAIN CALM** and offer assistance
2. **UNPLUG** devices without surge protection
3. **MOVE** carefully to lighted area
4. **FOLLOW** exit signs

LOCKDOWN PROCEDURES	LEVEL	THREAT PROXIMITY	PROCEDURES
	1	Neighboring Area	<ul style="list-style-type: none"> <li>• Perimeter is secured; entering and exiting access is restricted</li> <li>• Normal activity within office buildings permitted</li> </ul>
	2	Next to/On Campus	<ul style="list-style-type: none"> <li>• Employees and visitors <b>go inside locked rooms/offices</b></li> <li>• <b>WAIT for an ALL CLEAR</b> before leaving the rooms/offices</li> <li>• Unsupervised movement is prohibited</li> <li>• Police are deployed to the site on a Level 2 Lockdown</li> </ul>
	3	Imminent	<ul style="list-style-type: none"> <li>• Employees and visitors <b>take the most immediate position</b> of safety within a room/office</li> <li>• Lock/secure doors</li> <li>• Find a location out of sight and remain there</li> <li>• Turn off lights, close any shades, drapes, or blinds</li> <li>• Write down any employees/visitors locked down with you</li> <li>• <b>Wait for an ALL CLEAR</b> before leaving the room/office</li> <li>• Police will be on site</li> </ul>