TERRA LINDA HIGH SCHOOL

September 2019

Federal, state and district policies state that each school must create and follow establish emergency procedures to ensure the health and safety of students and staff.

The schedule below will be followed for the 2019/20 school year. Please ensure that you review with your students the emergency procedures (below) prior to any drill and in case of a real emergency. The schedule below is for your planning and preparation for the drill.

<table>
<thead>
<tr>
<th>Date</th>
<th>Drill</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 7, 2019</td>
<td>Fire Drill</td>
<td>Lunch</td>
</tr>
<tr>
<td>October 15, 2019</td>
<td>The Great California Shake-Out</td>
<td>10:15 AM</td>
</tr>
<tr>
<td>January 22, 2020</td>
<td>Lockdown</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>March 27, 2020</td>
<td>Earthquake/Fire</td>
<td>Tutorial</td>
</tr>
</tbody>
</table>

Assembly Areas & Evacuation Procedures: Evacuation of the Terra Linda High School campus is signaled by our fire alarm. The sound is a series of long blasts from the fire horn. Upon hearing the alarm, students and staff are to evacuate the building immediately. Do not use the elevator to evacuate the building. Teachers are required to bring their emergency backpack and keep it with them at all times.

Everyone must leave the buildings. All students, teachers, instructional assistants, clerical staff, cafeteria workers and administrative staff should be outside of the classrooms and office with 60 seconds and are required to gather in their pre-determined safe area within 5 minutes. All driveways must be kept clear for emergency vehicles at all times.

Assembly Areas: The safe areas are color coded on the accompanying site map. Please refer to the map to verify each classroom and office’s emergency evacuation area. Each classroom and emergency backpack has a personalized evacuation route to primary assembly areas.

Front Parking lot (yellow)    All offices, cafeteria, staff lounge and rooms 101-112
Staff Parking lot (purple)    Rooms 201-206, 301-306, 401-406
PE Blacktop (dark blue)       All gyms, pool area, locker rooms, Performance Hall & Dance Portable
Football Stadium (blue)       All school secondary evacuation & student assembly area
Evacuation Procedures:

Fire Alarm:

**Teachers:** Teacher is the last person to leave the room
- Check to see that all students have evacuated the classroom
- Turn off lights, lock and close door
- Evacuate with roll book, keys and emergency backpack
- Take roll upon reaching **safe area** and account for any missing or injured students
- Fill out Emergency Evacuation Attendance Form
- Remain with class and keep students together at all times
- If necessary, evacuate with students to all secondary assembly area

**Students:**
- The first student to reach the door should hold it open until all students have exited. Students should not bring backpacks or other personal items.
- Walk in an orderly manner to the primary evacuation area
- Wait for your teacher and stay together as a class
- Student who are not with their class when the fire alarm is sounded should report to the nearest **safe area**
- Students are to remain with their teacher and class in the **safe area** for further instructions or until the all-clear bell is sounded

If a fire alarm sounds during passing time, brunch, lunch or after school, students should report to the nearest **safe area** and closest teacher or administrator.

**All-Clear Bell:** The all-clear bell sound is a long, steady classroom bell tone.
When all-clear bell is sounded:
- Students, teachers and staff are to safely to return to their classroom/office
Lock Down Procedures:
The lock down sound is a series of short bells in conjunction with a public address announcement: “Remain in your classroom or building”. When the lock down is sounded:

Teachers:
- Firmly state “Take Cover”; Close blinds (if safe to do so), lock door and move away from windows
- Have students assemble on the floor in a “safe” area; out of view of any window or doorway
- Remain with students in a duck and cover position until released by an administrator or law enforcement officer.

DO NOT open the door for anyone; Law enforcement officers and administrators will have keys.

There is no all clear on the PA system.

Students:
- Lie or sit on the floor away from all windows; make sure that you are not visible from the doorway
- Stay calm and hold in place until released by an administrator or law enforcement officer
- If outside or in the hallway: Take cover in the nearest classroom or building; once inside follow emergency procedures; if all doors are closed and locked proceed to the main office.

Earthquake Procedures: There is no mistaking an earthquake; the building will shake and there will be tremors. Students and teachers are to follow earthquake drill procedures.
- Duck and cover in place
- Students and staff are required to get under their desk whenever possible; Cover head and neck with hands
- Stay away from window
- Hold in place until the evacuation announcement is made to evacuate to the primary evacuation areas
- If there is a loss of power, once shaking stops, teacher should immediately assemble students and proceed to primary evacuation area
- If an earthquake occurs during brunch, lunch or passing time duck and cover in place or in the nearest classroom if possible and evacuate the building when it is safe.
- Walk in an orderly manner to the primary evacuation area
- Wait for your teacher and stay together as a class
- Assemble with nearest teacher or staff member
- Teacher fill out Emergency Evacuation Attendance form

In case of an earthquake drill you will hear a series of short bells in conjunction with a public address announcement, “Remain in your classrooms and buildings. Duck and Cover.”