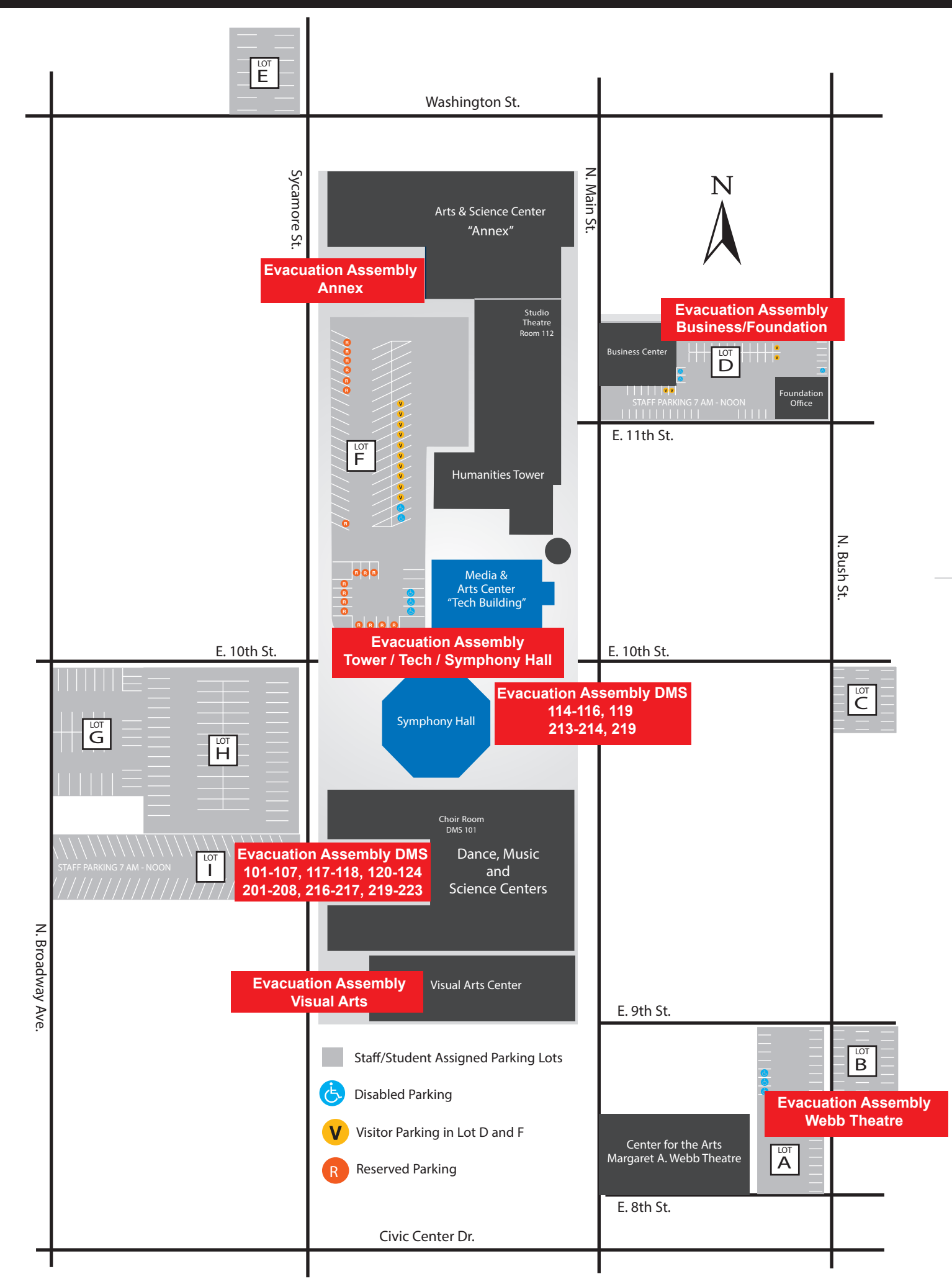


EVACUATION ASSEMBLY

CLASSROOM ACTION STEPS



VIOLENT INTRUDER

RUN - If an escape is possible

- Take note of nearest exits
- Communicate escape route and predetermined safe offsite assembly point
- Evacuate regardless of others' decisions to stay or follow; leave personal belongings
- Assist others, warn people and prevent others from entering area
- Assemble students, create a list of students you have with you, take attendance and make your way towards your Evacuation Assembly Area

HIDE - If evacuation is not possible

- Bring students in hallway into classrooms
- Lock classroom doors
- Barricade door(s) with available items
- Cover windows and door openings
- Silence all phones, TVs, and computers
- Turn off all lights, remain silent
- Create list of all students in your room
- Remain sheltered until given the all clear or law enforcement evacuates you from the room

FIGHT - As a last resort

- Prepare to defend yourself with anything readily available (books, stapler, fire extinguisher, chair)
- Throw items at violent intruder
- Target vulnerable/sensitive parts of the body (face, eyes, etc.)
- Physically attack the violent intruder

EARTHQUAKE

When the shaking begins, immediately take cover under a desk and hold on until the shaking stops

Gather your attendance lists and keys

Evacuate to your building's designated Evacuation Assembly Area - be sure to lock your classroom behind you

Help to keep students calm while evacuating the building

Take attendance and designate a student to deliver to your Evacuation Assembly Captains or the Command Post on the steps of Symphony Hall

Remain with your students and await further directions from OCSA Administration, law enforcement, or fire personnel

Release students ONLY to a staff member or runner who is reuniting a student with a parent/guardian

LOCKDOWN & LOCKOUT

LOCKDOWN - PA announcement of "This is a lockdown. This is not a drill." Instructors must secure all doors and prevent entry to your classroom

LOCKOUT - PA announcement to keep everyone inside due to police activity or dangerous activity near school

EVACUATION

An evacuation will be triggered by a fire alarm, building shaking, or PA announcement

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Do you want to receive OCSA Emergency Notifications?

To receive OCSA emergency messages, text the message @bb4e3a to 81010

Important Phone Numbers

Santa Ana School Police (24hrs)	(714) 558-5535
Santa Ana Police (24hrs)	(714) 834-4211
Orange County Sheriff (24hrs)	(714) 647-7000
OCSA Security (M-F 2pm-9pm)	(714) 565-5215
OCSA Custodial (M-F 2pm-9pm)	(714) 240-1275
OCSA Text-a-Tip (M-F 8am-8pm)	(657) 529-6272
OCSA Health Office	ext. 4101

**EMERGENCY DURING NON-INSTRUCTIONAL TIME
EVACUATE TO YOUR BLOCK 2 ASSEMBLY AREA**