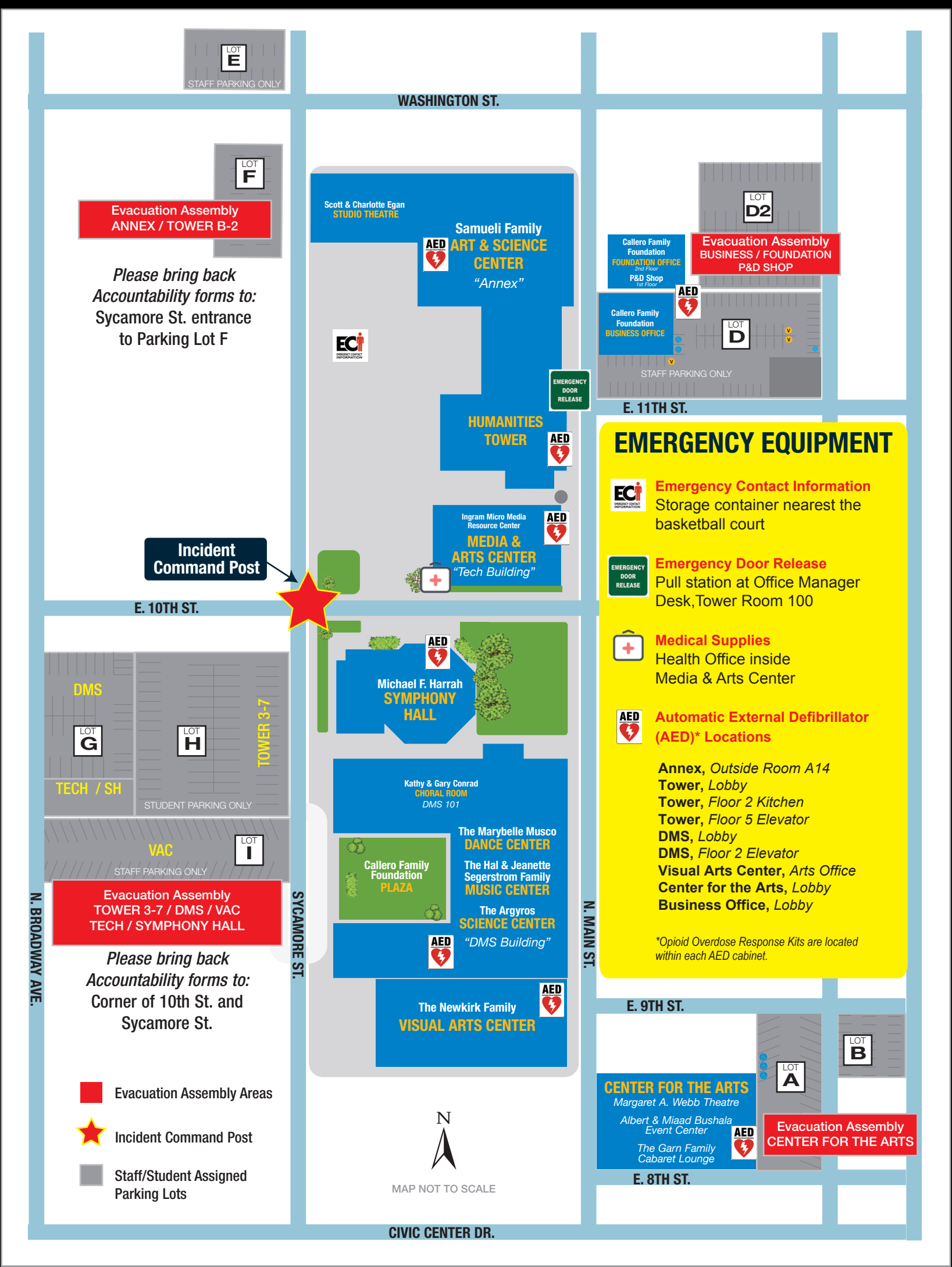


EVACUATION ASSEMBLY

CLASSROOM ACTION STEPS



VIOLENT INTRUDER

RUN - If an escape is possible

Take note of nearest exits
 Communicate escape route and predetermined safe off-site 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, and await instructions from either administration or law enforcement via AERIES communications

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 & EVACUATION

In the event of an earthquake, when the shaking begins, immediately take cover and hold on until the shaking stops

Gather your attendance list and keys and ensure students have their cell phones and any self-carry authorized medication

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

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

OPIOID OVERDOSE

Recognize signs of overdose

- blue/grey nails or lips
- slow breathing or absence of breathing
- rattling/snoring sounds
- unresponsiveness
- pinpoint pupils

Call Health Office or Front Desk
 Call 911 if person is unresponsive
 Retrieve Opioid Overdose Response Kit
 Use Naloxone/Narcan

- follow instructions on box
- there are two doses per box
- use one dose in one nostril first and wait 2-3 minutes
- if still unresponsive, use the other dose in the other nostril

Important Phone Numbers

- | | |
|-------------------------------|--------------|
| Santa Ana Police (24hrs) | 714.834.4211 |
| Orange County Sheriff (24hrs) | 714.647.7000 |
| OCSA Security (M-F 2pm-9pm) | 949.565.5215 |
| 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