



AYA
ACTION YOUTH AMERICA

2021-2022
SCHOOL YEAR

EMERGENCY PROCEDURE MANUAL

PLEASE READ THOROUGHLY. IF YOU HAVE ANY QUESTIONS OR CONCERNS, CONTACT HR AT 562.341.2394.

ALL FORMS ARE FOUND IN YOUR EMPLOYEE PORTAL.

AYA IS PROUDLY PARTNERED WITH



Emergency Procedures

Anyone present at an AYA school has the right to learn, work and be present in a safe and secure environment. However, the possibility of a major incident is a reality which cannot be overlooked. Everyone who spends any amount of time in an AYA school on a regular basis needs to know how to protect themselves and our students in the event of a major incident.

Emergency procedures have been established at AYA schools. The following are guidelines ensure that all emergency plans meet basic requirements and to ensure a degree of consistency across all sites.

Mandatory Requirements

1. All AYA schools must follow the emergency policy to ensure the development of consistency throughout our organization.
2. A minimum of **three** emergency practice drills for fire, earthquake, lockdown, and active shooter must occur each semester. Please discuss with your school administration regarding other important emergency drills/procedures that should be practiced.

Main terminology to be used

Terminology is very important. Plans should clearly identify what type of emergency procedure is to be utilized.

Terminology used to order a lockdown, shelter in place, etc. should be concise and to the point. There should be no misunderstanding as to what should be expected. No secret code words should be used.

“Duck, Cover & Hold” should be used during an earthquake.

“Lockdown” should only be used when there is a major incident or threat of violence to the school, or in relation to the school. The misuse or overuse of lockdowns will result in staff/students becoming desensitized and they will not take lockdowns seriously.

“Hold and Secure” should be used when it is desirable to secure the school due to an ongoing situation outside and unrelated to the school (e.g., a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

“Shelter in Place” should be used for an environmental or weather-related situation where it is necessary to keep all occupants within the school to protect them from an external situation. Examples may include chemical spills, blackouts, explosions, or extreme weather conditions.

“Evacuate” should be used when a major incident is taking place on school grounds that can cause health harm to students, such as fire, hazardous leaks, etc.

Staff must use the above terminology in an effort to ensure consistency across all AYA schools

Duck, Cover & Hold (Earthquake)

- ◆ Indoor
 - **Duck** and take cover under a nearby desk or table, or “drop” to the ground in the safest place against an interior wall while avoiding areas near unsecured objects which may fall.
 - **Cover** your eyes by leaning the face downward against the arm and protect your head by clasp one hand behind the neck.
 - **Hold** on the table legs or side of the desk and remain in position until the shaking stops, objects stop

falling, or as instructed by an AYA staff member or other official.

- ◆ Outdoor
 - **Duck, Cover and Hold:** Move away from buildings, power lines, block walls, and any other items that might fall or be deemed unsafe. Take the “drop” position or sit down in a safe area. Remain in position until the ground stops shaking or as instructed by a teacher or other official.

Lockdown

- ◆ Staff are to keep students calm and quiet
- ◆ Do not call the office asking questions and instruct students to TURN OFF ALL MOBILE DEVICES
- ◆ Secure the classroom by locking all doors and shutting all windows and blinds
- ◆ Turn off all unnecessary lights and AC units
- ◆ Help students find a place where no one outside can see them
- ◆ Anyone with an outdoor activity should immediately take all students indoors and secure their location (Try to seek a room/classroom with a secure lock)
- ◆ No child should be allowed to leave the secured room for any reason
- ◆ Remind students that if they are not in a classroom during a lockdown procedure, they must report to the nearest room with an adult (always let students know which rooms are available during the after school programs where an adult will be located). If they are in the restroom and cannot leave, they should lock themselves in the restroom stall, raise their feet above the ground and wait quietly until an adult comes around that they are familiar with and uses the site-determined all-clear word (code words under warning and notification)

Hold and Secure

- ◆ Staff are to keep students calm and quiet
- ◆ Have all students pack their necessary things just in case school grounds need to be evacuated
- ◆ Secure the classroom by locking all doors, shutting all windows, and blinds
- ◆ Read quietly to students to keep them calm until further instructions are announced
- ◆ No child should be allowed to leave the room for any reason
- ◆ During an outdoor activity please make sure students are immediately moved to a secure room until further notice

Shelter in Place

- ◆ Staff are to keep students calm and quiet
- ◆ Read quietly to students until further instructions are announced

Evacuate

- ◆ Staff are to keep students calm and quiet
- ◆ Leave all unnecessary items
- ◆ Close all doors behind you
- ◆ Line students up and walk in safe and controlled manner to the safe location on or off campus
- ◆ In case of pollution or fumes, have students cover their mouth and noses with hands or clothing

****ALWAYS ACCOUNT FOR ALL STUDENTS ON PAPER****

Assaults/Fights

- ◆ Ensure the safety of the students and staff
- ◆ Call 911 if necessary
- ◆ Notify the Site Director

- ◆ Seal off access to the area where the assault took place
- ◆ If possible, de-escalate and defuse the situation
- ◆ Site Director will notify police if a weapon was used in the assault, if a victim has physical injury causing substantial pain or impairment of physical condition, or if the assault involved sexual contact
- ◆ Site Director notifies the Principal and guardians of students involved in the assault
- ◆ Document all actions (please use liability area for form). Ask victim(s) and/or witness for their written account of the incident
- ◆ Staff are to assist Principal until Post-Incident Response Team arrives, if needed
- ◆ Assist Principal with peer counseling, if needed

Severe Weather

- ◆ Be alert for weather warnings
- ◆ Bring all students and staff inside building(s). Move to safe areas
- ◆ Close windows and blinds; avoid outside walls
- ◆ Check class rosters; account for all students
- ◆ Be ready to move quickly if flooding threatens the area
- ◆ Remain in safe areas until warning(s) expire or emergency personnel have issued “all clear” advisories

Hazardous Materials/Chemical Spills

- ◆ Call 911
- ◆ Notify Site Director/ Site Principal
- ◆ Seal off access to area of leak/spill (if near are)
- ◆ Take students away from area until hazmat team arrives with further instructions

Weapons

- ◆ Immediately notify Site Director.
- ◆ Tell the Site Director the following: the name of the individual suspected of bringing the weapon, where the weapon is located, if the suspect has threatened anyone, and any other details that may prevent the suspect from hurting someone or themselves.
- ◆ If the Program Leader suspects that a weapon is in the room, a neighboring staff member should be confidentially notified. The Program Leader should not leave the room.
 - Site Director
 - Call the police if a weapon is suspected to be in school, as viewed by a reasonable person
 - Site Director to await order from law enforcement official on what to do next
 - Try to safely remove the suspect from other students until help arrives
 - Conduct a search with law enforcement officers
 - Keep detailed notes of the incident and why the search was conducted
 - If the suspect was a student, notify guardians. Explain why the search was conducted and the results of the search
 - If the suspect threatens you with the weapon, use your best knowledge to keep the suspect calm as well as yourself

Suicide Attempt in School

- ◆ Verify information; call 911
- ◆ Notify the Los Angeles County Crises Hotline at 877-727-4747
- ◆ Notify the Principal, who will notify the school psychologist
- ◆ Principal will notify the guardians and superintendent

- ◆ Try to calm suicidal person
- ◆ Site Director will try to isolate suicidal person from other students and staff
- ◆ Stay with suicidal person until professional help arrives. DO NOT leave a suicidal person alone
- ◆ Determine method to notify staff, students, and guardians. Hold daily staff debriefings before and after normal operating hours as needed
- ◆ Talk to the Principal regarding a post-incident response team to implement post-incident intervention. Determine the level of intervention

Suicide Death/Serious Injury

- ◆ Verify information; call 911
- ◆ Contact school Principal to activate the school Post-Incident Response Team
- ◆ Make staff aware of the incident that just took place
- ◆ School will implement post-incident intervention
- ◆ Principal will be the main contact to guardians. DO NOT mention “suicide” or details about death
- ◆ Protect privacy of affected family

Post-Incident Intervention

- ◆ School will assess the need for a post-incident intervention for students and staff
- ◆ Plan for removal of students to other designated areas
- ◆ Escort siblings, friends, and others highly stressed students to counselors once on campus
- ◆ Keep students calm and refrain from using words that may be harmful to students
- ◆ Resume normal routines ASAP
- ◆ Assess stress levels of staff; recommend counseling as required
- ◆ Program Coordinator to call on additional staff for support
- ◆ Refer media to official spokesperson
- ◆ Do not let media interview students
- ◆ Follow up with Principal regarding students who received counseling

Serious Injury or Death

- ◆ Call 911
- ◆ Notify Principal ASAP
- ◆ Isolate affected student(s)/staff member(s), if possible
- ◆ Principal to activate Emergency Response Team. Site Director to accompany ill/injured person(s) to the hospital
- ◆ Principal notifies the guardian(s) of affected student(s)
- ◆ Program Coordinator to call family members of affected staff members if Site Director not available
- ◆ Direct witness(es) to Principal. Contact to guardian must be made if student is sent as a witness
- ◆ Refer media to official spokesperson

****ALWAYS ACCOUNT FOR ALL STUDENTS****

Serious Injury or Death (Continued)

If incident occurs outside of school

- ◆ Notify principal to activate the Emergency Response Team
- ◆ Notify staff before normal operating hours
- ◆ Determine method of notifying students and guardians with the assistance of the Principal
- ◆ Principal to announce the availability of counseling services for those who need assistance
- ◆ Refer media to official spokesperson

Bomb Threat

****On receiving a message that a bomb has been planted in the school****

- ◆ Ask basic questions to try to receive information. Where is bomb located? What does the bomb look like? Who is calling? Why is the caller doing this?
- ◆ Listen closely to the caller's voice, speech patterns, and for background noises
- ◆ After hanging up, immediately dial *69 to trace the call
- ◆ Notify Site Director who will notify the Principal
- ◆ Principal will determine whether a lock down or evacuation is the appropriate course of action.
- ◆ Call 911 once the authorization has been given by Principal depending on the demands of the suspect
- ◆ Fire Marshal will then be contacted

If lock down is ordered, use procedures in the lock down section of this manual. If evacuation is ordered, follow these procedures:

- ◆ Site Director will alert the staff and students. DO NOT use the term "Bomb Threat"
- ◆ Use standard evacuation procedures to evacuate school building(s) unless evacuating into the reported bomb location
- ◆ Ask students to take their belongings
- ◆ Students and staff must be evacuated to a safe distance away from the school
- ◆ After consulting with the Superintendent, the Principal may move students to a primary relocation center, if the weather is inclement or the building is damaged
- ◆ Always take roll of students

Intruder / Hostage

Intruder: An unauthorized person who enters school property

- ◆ Notify Site Director who will then notify the Principal
- ◆ Ask another staff member to accompany you before approaching the intruder
- ◆ Politely greet the intruder and identify yourself
- ◆ Ask the intruder the purpose of his/her visit
- ◆ If their purpose is not legitimate, ask intruder to leave
- ◆ Accompany intruder to the exit

If intruder refuses to leave

- ◆ Warn of the consequences for staying on school property. Inform the intruder that police will be called
- ◆ Notify Site Director immediately if the intruder still refuses to leave. Provide full description of intruder
- ◆ Site Director to call 911 with description of intruder and location
- ◆ Do not take eyes off intruder
- ◆ Follow at a distance (be aware of actions, weapons, packages, etc.)
- ◆ Proceed to lock down if intruder is still on campus

****ALWAYS ACCOUNT FOR ALL STUDENTS****

Intruder / Hostage (Continued)

Hostage Situation

- ◆ If hostage taker is unaware of your presence, do not intervene
- ◆ Call 911 immediately. Provide details of situation, ask for assistance
- ◆ Seal off access to area near hostage scene

- ◆ Give control of scene to police and hostage negotiation team

If Taken Hostage

- ◆ Follow above instructions as well
- ◆ Try to keep calm. Calm students if they are present
- ◆ Treat the hostage taker as normal as possible
- ◆ Be respectful to hostage taker
- ◆ Ask permission to speak; do not argue or make suggestions

Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- ◆ Be aware of your environment and any possible dangers
- ◆ Take note of the two nearest exits in any facility you visit
- ◆ If you are in an office or classroom stay, there and secure the door
- ◆ If you are in a hallway, get into a room and secure the door
- ◆ As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance survival is much greater if you try to incapacitate him/her.

CALL 911 WHEN IT IS SAFE TO DO SO!

How to respond when an active shooter is in your vicinity

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

Evacuate If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- ◆ Have an escape route and plan in mind
- ◆ Evacuate regardless of whether others agree to follow
- ◆ Leave your belongings behind
- ◆ Help others escape, if possible
- ◆ Prevent individuals from entering an area where the active shooter may be
- ◆ Keep your hands visible
- ◆ Follow the instructions of any police officers
- ◆ Do not attempt to move wounded people
- ◆ Leave your belongings behind
- ◆ Help others escape, if possible
- ◆ Prevent individuals from entering an area where the active shooter may be
- ◆ Keep your hands visible
- ◆ Follow the instructions of any police officers
- ◆ Do not attempt to move wounded people
- ◆ Call 911 when you are safe

Hide Out if evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- ◆ Be out of the active shooter's view
- ◆ Provide protection if shots are fired in your direction (i.e., an office/classroom with a closed and locked door)
- ◆ Do not trap yourself or restrict your options for movement
- ◆ To prevent an active shooter from entering your hiding place: Lock the door, blockade the door with heavy furniture

If the active shooter is nearby

- ◆ Lock the door
- ◆ Silence your cell phone
- ◆ Turn off any source of noise (i.e., radios, televisions)
- ◆ Hide behind large items (i.e. Cabinets, desks)
- ◆ Remain quiet

If evacuation and hiding out are not possible

- ◆ Remain calm
- ◆ Dial 911, if possible, to alert police to the active shooter's location
- ◆ If you cannot speak, leave the line open and allow the dispatcher to listen.

Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- ◆ Acting as aggressively as possible against him/her
- ◆ Throwing items and improvising weapons
- ◆ Yelling
- ◆ Committing to your actions

How to respond when Law Enforcement arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- ◆ Officers usually arrive in teams of four (4)
- ◆ Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- ◆ Officers may be armed with rifles, shotguns, handguns
- ◆ Officers may use pepper spray or tear gas to control the situation
- ◆ Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives

- ◆ Remain calm and follow officers' instructions
- ◆ Put down any items in your hands (i.e., bags, jackets)
- ◆ Immediately raise hands and spread fingers
- ◆ Always keep hands visible
- ◆ Avoid making quick movements toward officers such as holding on to them for safety
- ◆ Avoid pointing, screaming and/or yelling
- ◆ Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator

- ◆ Location of the active shooter
- ◆ Number of shooters, if more than one
- ◆ Physical description of shooter/s
- ◆ Number and type of weapons held by the shooter/s
- ◆ Number of potential victims at the location

Notes: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

HELPFUL RESOURCE NUMBERS	
Suicide Prevention 24/7 Hotline for Students and Staff	877-727-4747
National Lifeline	800-273-8255
Teen Line	800-852-8336
Trevor Lifeline - LGBTQ	800-852-8336

Important Documents

All AYA staff should have the following documentations with them at all items:

1. Student Roster, with emergency contact information
2. Emergency Operation Plan (EOP)
3. Missing student report log