



# OUSD Emergency Procedures

All OUSD schools have uniform emergency procedures for a variety of situations. All procedures were created in collaboration with local law enforcement & firefighters and are based upon nationwide best practices. A summary is below:

<b>Earthquake</b>	<ul style="list-style-type: none"> <li>• Drop, cover, and hold on.</li> <li>• Wait for shaking to stop.</li> <li>• Exit building to emergency gathering location on campus.</li> <li>• Initiate emergency response procedures as needed.</li> </ul>
<b>Shelter-In-Place (Chemical Spill, Environmental Disaster)</b>	<ul style="list-style-type: none"> <li>• Call 911, announce emergency.</li> <li>• Secure all students and staff in safe location(s).</li> <li>• Close windows, filters, vents, turn off HVAC system.</li> <li>• Await further direction from emergency management/law enforcement.</li> </ul>
<b>Fire on Campus</b>	<ul style="list-style-type: none"> <li>• Activate fire alarm.</li> <li>• Call 911, announce emergency.</li> <li>• Evacuate students to the designated emergency meeting location.</li> </ul>
<b>Wildfire</b>	<ul style="list-style-type: none"> <li>• Announce emergency.</li> <li>• On-site evacuation to gym or MPR with dedicated fire engine.</li> <li>• Families should <b>not</b> drive to the school site until notified.</li> </ul>
<b>Lockdown/ Secure Campus/ Intruder</b>	<ul style="list-style-type: none"> <li>• Call 911, announce emergency on school announcement system.</li> <li>• Secure all students and staff in safe locations OR employ run, hide, fight protocol.</li> <li>• Account for students and monitor the situation.</li> <li>• Await further direction from emergency management/law enforcement.</li> </ul>

## Practicing Emergency Procedures

OUSD schools practice all emergency procedures with their staff and students on a regular basis during every school year. Elementary schools practice lockdown/secure campus procedures at least once per year and two times per year at the secondary level. Schools practice fire drill procedures once per month at the elementary level and four times per year at the middle school level. On Thursday, Oct. 19, 2023, all OUSD schools will participate in an earthquake drill and implement prescribed procedures. If you would like to observe your child’s school during an emergency drill, you may do so by contacting the principal.

## Comprehensive School Safety Plans

Each school site has a comprehensive school safety plan that is updated annually by each School Site Council, reviewed by the Orinda Police Department and the Moraga-Orinda Fire District, and approved by the Board of Trustees. The plan assigns staff to key roles such as search & rescue, first aid, communications, monitoring students, etc.

## Wildfire Procedures

In the event of a wildfire, students will be sheltered in the multi-purpose room or gymnasium deemed to be the safest place by the Moraga-Orinda Fire District. **Parents are urged NOT to come to the school site** to avoid obstructing fire equipment and emergency vehicles from getting to the school campus. When the fire has been suppressed, families will be notified of the reunification plan as outlined below.

### **Notification System**

OUSD uses ParentSquare as our district-wide notification system. Notification regarding an emergency situation is simultaneously delivered via text message, email, and phone.

### **Emergency Supplies**

Every school campus in OUSD has a 3-day emergency supply for the student body and staff that is stored in an emergency container located outside of the school building. This supply includes emergency food, water, first aid supplies, flash lights, and tools and equipment that would be necessary for search and rescue and long-term stays. In addition, emergency medications are stored for any student who has an approved medication form on file and whose parent has provided the additional emergency medications.

### **Reunification Plans**

Should there be a situation where we have to conduct a reunification of students with their families, the following process will be followed:

- When events such as a wildfire or other critical incident occur that make the school campus an unsafe location, students may be removed from their school site and transported to an alternate location for the purposes of providing a safe and organized reunification.
- Families will be notified that student reunification will occur and will be provided the location, time, and any additional information through OUSD's ParentSquare, the OUSD [website](#), the school website, OUSD's [Twitter](#) feed and local radio stations. OUSD will provide information through all of the options noted above that are available. In the event of a natural disaster, Internet and phone lines may be down. Families should tune into local radio stations for emergency information.
- Upon arriving at the designated reunification site, parents/guardians should bring photo ID so their identity can be confirmed before the student is released to them.

### **Campus Supervision**

All elementary and Orinda Intermediate School sites have employees assigned to monitor the campus and ensure student safety.

### **Ways Parents Can Help**

- Program your child's school telephone number into your cell phone.
- Save the OUSD website into your favorites on your web browser so that you can easily access it: <https://www.orindaschools.org>.
- At home, practice the earthquake procedures of drop, cover, and hold.
- Make sure that you have an emergency contact on your child's emergency card, other than yourself, who spends most of his/her time in Orinda or nearby. This person can be a relative or family friend whom you trust to pick up your child during a reunification situation.
- Have an emergency contact on your child's emergency card who is out of state in case the school is unable to reach local contacts.
- If your child takes medication that he/she cannot be without during an emergency, talk to your child's healthcare professional about getting medication that can be placed into the school's emergency storage container.
- Reinforce with your child that he/she is to follow any directions given by OUSD staff during an emergency.
- Organize emergency supplies for your home. A complete list is available at [www.fema.gov](http://www.fema.gov).
- Nixle sends important safety messages and alerts via text. To sign up, text your zip code (94563) to 888777.
- The Contra Costa County Community Warning System (CWS) sends emergency alerts and tests. Visit <https://cwsalerts.com/> and click on the red "Register" box.
- For emergencies, dial or text 911. Preprogram the following Orinda first responder emergency numbers into your cell phone: 925-933-1313 (fire) and 925-284-5010 (police).
- Contact the school office immediately to update any changes to your child's emergency contacts.