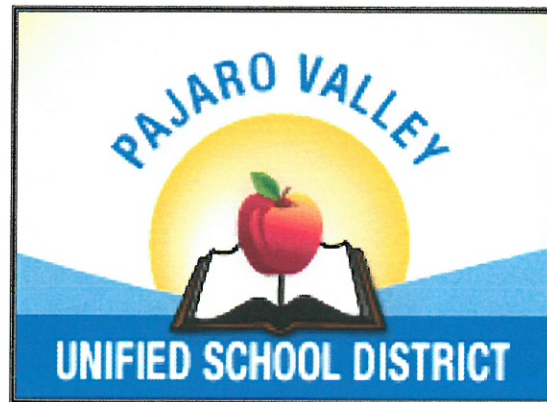


**DISTRICT OFFICE- DO**  
**EMERGENCY OPERATIONS PLAN**



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## DISTRICT OFFICE SAFETY AND SECURITY

This procedure has been prepared so that, in the event of a disaster, all actions that can be taken to ensure the safety and welfare of students and staff will be implemented. Preparing the District Office employees with appropriate instructions and practice in how to act and react in case of an emergency, will effectively minimize the problems that arise in such a situation. The major objectives of this plan are to save lives and to give aid to disaster victims.

This plan includes specific courses of action to be taken in case of an emergency or disaster. Each employee at the District Office is expected to be completely familiar with this plan so that everyone will be prepared to carry out the appropriate responsibilities in any emergency.

The District Office (DO) is located at 294 Green Valley Rd. Watsonville, CA 95076. The DO is made up of four floors including the Eiskamp building located on the first floor. The DO uses an alarm system and a phone paging system as the main form of communication during an emergency.

## WHAT THE LAW REQUIRES

School Administrators have the responsibility to ensure the safety of their students and staff in case of an emergency.

California Education Code, Section 32281 - 32284 requires each school district and county office of education to be responsible for the overall development of all comprehensive school safety plans for its schools operating K-12, inclusive. The comprehensive school safety plan must include disaster procedures for routine and emergency, including adaptations for pupils with disabilities in accordance with the Americans with Disabilities Act of 1990.

The Katz Act (Sections 35295-35297 of the California Education Code) requires that schools plan for earthquakes and other emergencies. It also requires periodic drills in "drop and cover" procedure, evacuation procedure, and other emergency response actions (i.e. search and rescue, communications, etc).

The Petris Bill (Section 8607 of the California Government Code) requires all state and local government agencies, including school districts, be prepared to respond to emergencies using the Standardized Emergency Management System (SEMS).

## GENERAL STAFF RESPONSIBILITIES

Government code Section 3100 declares that public employees are disaster services workers, subject to such disaster service activities as may be assigned to them by their superiors or by law.

1. The district realizes that the safety and welfare of the employee's family is his/her first concern. Therefore, the district encourages each employee to establish a safety/survival plan and to advise family to remain at work. In the event that disaster strikes during normal working hours, all employees are to:
2. Carry out designated responsibilities to ensure student/staff safety and welfare.
3. Check the safety of their immediate families and advise their family that they are expected to remain at their work place until the emergency conditions are lifted.



## EVACUATION PROCEDURES

These evacuation procedures are to be used by all District Office employees in case of an emergency including but not limited to an earthquake, fire, gas leak, bomb threat, power outage, threatening individual or hazardous materials spill.

Follow the Evacuation Procedures when the alarm sounds or you are directed through the phone paging system to evacuate. Evacuation is mandatory when the alarm sounds or you are instructed to do so.

All district employees are designated "disaster service workers" subject to such disaster service activities as may be assigned to them by supervisor or by law when a local, state or federal emergency has been proclaimed. (Government Code section 3100-3101)

### EXITING PROCEDURES:

1. Remain calm
2. If possible, take your belongings with you. You may not be able to return after the emergency.
3. Do not use elevators in case of an earthquake or fire.
4. Leave by the nearest exit.
5. The last person out of a room should shut the door behind them. In case of a fire, this will greatly limit the spread of smoke and fire.
6. Assist those who need assistance in exiting the building.
7. 2<sup>nd</sup> to 4<sup>th</sup> floors must have an area for evacuation assistance for those who cannot walk down the stairs. If needed, evacuation sleds are available by each stairway door.

### ONCE OUTSIDE:

1. Assemble with your department at your designated evacuation assembly area. This will be the front lawn across from the parking lot. The person in charge (Safety Officer) will check you in and let you know when you can leave the area or go back to your office.
2. Report any missing or injured people from your department to the Incident Commander.
3. DO NOT block sidewalks, hydrants, streets or fire lanes. Emergency vehicles must have clear access.
4. DO NOT talk to the media, direct them to the Incident Command Center located in the half circle lawn area.

**RE-ENTRY/DISMISSAL:**

1. Do not re-enter the building until the Incident Commander gives the call of "all clear".
2. At the direction of the Superintendent and Fire Department, the Incident Commander will dismiss employees if the building is unsafe to re-enter.

## RESPONSE ACTIONS

### STAND BY

This action is used to alert staff and students to be on STAND BY until further instructions are provided.

#### ANNOUNCEMENT

If time permits, the Incident Commander will make the following announcement on the phone paging system: "ATTENTION PLEASE. STAND BY FOR ADDITIONAL INFORMATION. STAND BY FOR ADDITIONAL INFORMATION"

#### ACTION PLAN

Stay inside and hold in place until further instructions are provided.

### DUCK, COVER AND HOLD

This action is used to protect staff from flying objects or falling debris.

#### ANNOUNCEMENT

The Incident Commander will make the following announcement on the phone paging system: "ATTENTION PLEASE. DUCK, COVER AND HOLD. DUCK, COVER AND HOLD. ADDITIONAL INFORMATION TO FOLLOW"

#### ACTION PLAN

1. Drop to Knees
2. Get under desk and remain facing away from windows
3. Clasp both hands behind neck
4. Bury face in arms
5. Make body as small as possible
6. Close eyes and cover ears with forearms

### EVACUATE BUILDING

This action is used after the decision is made that it is unsafe to remain in the building.

#### ANNOUNCEMENT

The Incident Commander will make the following announcement on the phone paging system: "ATTENTION PLEASE. EVACUATE THE BUILDING. EVACUATE THE BUILDING."

#### ACTION PLAN

1. Evacuate the building using the designated route to the assigned Assembly Area. Once assembled, stay in place until further instructions are given.

#### SHELTER IN PLACE (CODE BLUE)

This action is used after a decision is made that being indoors would provide a greater level of protection to students and staff.

#### ANNOUNCEMENT

The Incident Commander will make the following announcement on the phone paging system: "ATTENTION PLEASE. CODE BLUE LOCK DOWN. CODE BLUE LOCK DOWN. DO NOT LEAVE THE BUILDING. IF YOU ARE OUTSIDE, MOVE INSIDE. ADDITIONAL INFORMATION TO FOLLOW"

#### ACTION PLAN

1. If inside, close all windows and doors until further instruction is given.
2. If outside, find the nearest building to shelter in.

#### SECURE BUILDING (LOCK DOWN)

This action is used when a threat of violence/gunfire is present, and it is necessary to prevent the perpetrator(s) from entering the occupied areas.

## ANNOUNCEMENT

The Incident Commander will make the following announcement on the phone paging system: "ATTENTION PLEASE. LOCK DOWN AND SECURE BUILDING. LOCK DOWN AND SECURE BUILDING"

## ACTION PLAN

1. Each person in your department should be aware of adjacent rooms with doors that lock.
2. You will be notified by phone intercom that there is a lockdown in the district office.
3. Drop, Cover and Lock
4. DROP to the floor
5. Take COVER away from windows, if possible, go into offices, meeting rooms, etc. and **LOCK doors**.
6. DO NOT evacuate rooms unless told to do so by the person in charge, Police, etc.
7. Updates on the current status will be sent via email or phone paging system.

## TYPES OF EMERGENCIES

### **EARTHQUAKE: IF INSIDE: DROP, COVER AND HOLD**

1. DROP to the floor.
2. Take COVER under a sturdy desk, table or other furniture.
3. HOLD on to furniture you are under and protect your face.
4. Stay away from glass windows, wall shelves or heavy equipment.
5. Do not run outside.
6. Do not use elevators.
7. Do not evacuate until the shaking stops.
8. Be aware that aftershocks may cause further damage.
9. On site custodian or facility lead shall turn off all gas and water valves.

### **EARTHQUAKE: IF OUTSIDE**

1. Quickly move at least 300 feet away from the building, utility pole and other structures.
2. Go to the Lawn area in the circle by the main entrance.
3. Check with your department Safety Officer and wait for further instructions.

### **AFTER AN EARTHQUAKE**

1. After the shaking stops, calmly follow the evacuation procedures.
2. If the alarm sounds or if you are instructed to evacuate, you must exit the building.  
\*Follow the evacuation procedures.
3. DO NOT use the elevators until a person in charge gives the clear.
4. All injury reports, damage reports and issues should go to your Department Emergency Coordinator.

### **FIRE**

1. When the alarm sounds, follow the Evacuation Procedures.
2. If a fire has begun, DO NOT try to put out the fire. Pull the fire alarm and call 911.  
Use the nearest exit and follow the Evacuation Procedures.

## GAS LEAK

1. If you smell gas, report immediately to the District Operator (x 0).
2. A custodian or administrator will be sent to you immediately.
3. Follow the Evacuation Procedures if the need to evacuate has been determined.

## BOMB THREAT

A bomb threat is a notification that a bomb or explosive device exists on the premises, but has not been located. PVUSD requires all bomb threats to be taken seriously. All building occupants will be notified if a bomb threat has been received.

### IF YOU RECEIVE A BOMB THREAT:

**By Phone:** Remain calm and attempt to obtain as much information as possible from the caller by using the bomb threat checklist included in this packet. Write down the message in its entirety. Do not hang up the line.

**By Email or Note:** Do not ignore it. All threats must be reported. Save the note or email the threat is given in.

### TO REPORT A BOMB THREAT

1. Call the District Operator. An administrator will be sent to you immediately.
2. Call 911 only if the threat is immediate.

### DELAYED THREAT (notification of a bomb threat set for a distant date)

1. The District office staff will be notified through e-mail.
2. You will be asked to search your area for suspicious objects.
3. If the authorities determine that the credibility of the threat is low, work will resume.
4. If the authorities determine that the credibility of the threat is high, the building will be evacuated with the advice and consent of the Superintendent.

### IMMEDIATE THREAT

1. As the alarm system should not be used in case of a potential bomb, notification will be sent out via email or phone paging system if the building has received a Bomb Threat.

2. Remain calm. Follow instructions. The Evacuation Area must be checked for safety before an evacuation is initiated. Do not evacuate until instructed to do so.
3. Staff should quickly survey their area prior to evacuation and report any suspicious objects or rumors to the Incident Commander (x 2532). However,
  - a. DO NOT open drawers or cabinets
  - b. DO NOT turn lights or any electrical switch on or off.
4. Follow the Evacuation Procedures once you receive instructions to do so.

## BOMB EMERGENCY

A bomb emergency exists if a bomb has been located. IF YOU SEE A SUSPICIOUS OBJECT OR POTENTIAL BOMB:

1. DO NOT touch it, tamper it or move it in any way.
2. Clear and secure the area.
3. Call 911 and the District Operator immediately.
4. Follow the Evacuation Procedures.
5. Report it to the Incident Commander (x 2532).

## HAZARDOUS MATERIALS

There are a few hazardous materials in the District Office. Most are located in the Warehouse/Print Shop/Food Service area.

To report a Hazardous Materials Spill:

1. Call the District Operator. An administrator will be sent to you immediately.
2. Call 911 if there are injuries
3. Be prepared to report the following items:
  - a. Exact location of spill, including room number if inside a building.
  - b. Name of spilled material if known
  - c. Quantity
  - d. Appearance – solid, liquid, odor, color, etc.
  - e. Injuries or physical effects to those who have been exposed.
  - f. Whether any victims are trapped within the isolated area.
  - g. Area of contamination
  - h. Your name, department and phone number.

Follow the Evacuation Procedures if the need to evacuate has been determined.



## LOCK DOWN

8. Each person in your department should be aware of adjacent rooms with doors that lock.
9. You will be notified by phone intercom that there is a lockdown in the district office.
10. Drop, Cover and Lock
11. DROP to the floor
12. Take COVER away from windows, if possible, go into offices, meeting rooms, etc. and **LOCK doors**.
13. DO NOT evacuate rooms unless told to do so by the person in charge, Police, etc.
14. Updates on the current status will be sent via email or phone paging system.

## THREATENING INDIVIDUAL

1. The offending person should be asked to leave. Keep an eye out if they return.
2. If they refuse, someone should call 911 and District Operator. An administrator will be sent to the area immediately.

## UNREST (RIOT)

In the event of a hostile or potentially threatening event, staff should take reasonable steps to calm and control the situation. If weapons are involved and/or other significant threats are anticipated, do not approach or disarm the threat. Immediately isolate all non-involved pupils and staff and notify the District Operator. The district office should be immediately locked down, controlling all student and staff movement.

Implement the following procedures to control and contain the situation

1. The District Operator or Incident Commander will initiate the appropriate Immediate Response Actions, which may include: STAND BY, DUCK, COVER, AND HOLD, SHELTER-IN-PLACE – CODE BLUE, SECURE BUILDING – LOCK DOWN, OR EVACUATE BUILDING.
2. Staff should attempt to isolate perpetrator, if it is safe to do so.
3. The District Operator will call “911” and City Police, and provide the exact location and the nature of the emergency.
4. If an immediate threat is not clearly evident, attempt to diffuse the situation. Remain calm, talk in a soft, non-threatening manner. Request perpetrator to leave the area or campus, as appropriate. Avoid all hostile actions or interactions, except to maintain the safety and welfare of students or staff.

5. If the perpetrator is a student, DO NOT notify the family.
6. The Incident Commander will notify the District Superintendent of the situation.

## POWER OUTAGE

In the event of loss of utilities at the District Office, the following procedures should be implemented:

1. Upon notice of loss of utilities the District Operator will initiate appropriate Immediate Response Actions, which may include STAND BY, SECURE BUILDING – LOCK DOWN or EVACUATE BUILDING.
2. The Facilities Team will work with the utility company to determine the potential length of time services will be interrupted.
3. If the District Operator or Incident Commander issue the EVACUATE BUILDING command evacuate using prescribed routes or other safe routes and proceed directly to the gathering point. Directors/Managers and Supervisors shall bring an employee roster and take attendance to account for all staff. Directors/Managers and Supervisors shall notify the Incident Commander of missing staff.
4. The Incident Commander will notify the District Superintendent of the loss of utility service.

## EMERGENCY CONTACTS

### CALLING 911

When calling 911 be prepared to remain on the phone and answer specific questions. In order to complete an accurate assessment of the situation, the 911 dispatcher must obtain as much information as possible to best inform emergency responders and engage the appropriate level of medical response.

### FOR IMMEDIATE DANGER TO PERSON OR PROPERTY:

DIAL: 9-911 from office phone, 911 from cell phone

The police will respond to an emergency, but may not initiate the DO Emergency Procedures. If you call 911, also call the District Operator to report the emergency (x 0) and Incident Commander (x 2532).

### NON EMERGENCY

Non-Emergency police number is (831) 471-1151

FIRST ALARM (831) 688-1111

# IN CASE OF EMERGENCY

**CALL 911**

**POLICE / FIRE / AMBULANCE**

## FOR IMMEDIATE DANGER TO PERSON OR PROPERTY

The Police/Fire will respond to an emergency, but may not initiate the District Emergency Procedures. If you call 911, and it is safe to do so, use the Emergency Radio to initiate District Emergency Procedures. If the radio is not available call the District Operator.\*

## TO REPORT AN EMERGENCY During business hours, 8AM – 4:30PM:

**Use the Emergency Radio (located in your main office)**

If the Radio is not available call:

**District Operator**

**786-2100 x "0"**

The District Operator line rings on 5 lines. All Operators are instructed in District Emergency Procedures.

The Administration, M&O, Risk Management and Fire/Police will be notified (as needed) and District emergency procedures will be initiated.

## TO REPORT AN EMERGENCY After business hours:

**First Alarm**

**728-1111**

\*If 911 is dialed in error, stay on the line and admit the error. Hang-ups initiate emergency response and an officer will be dispatched to your site.

### Hotlines

Child Abuse Hotline	454-2273	Shelter Project Hotline	457-0511
Domestic Violence Hotline	(866) 269-2559	Suicide Prevention Hotline (Monterey County)	649-8008
Fenix Services	722-5914	Suicide Prevention Hotline (SC County)	458-5300
Mental Health Emergency Services	462-7719	WeTip (to report a crime)	(800) 782-7463
Parent Stress Hotline	426-7322	Women's Crisis Support/Defensa de Mujeres	(800) 900-4232
Poison Control Center	(800)222-1222	Youth Crisis Line	(800) 843-5200
North County Mental Health Services	454-4022	Youth Services	728-2226
Run-Away Hotline (National)	(800) 621-4000		

### Emergency Services

		Media	
American Red Cross	462-2881	KPIG *	722-9000
Animal Shelters		*OES designated emergency contact radio station	
Santa Cruz County Animal Shelter	454-7303	KSCO Radio	475-1080
Monterey County Animal Shelter	647-6757	KUSP Radio	476-2800
Watsonville Animal Shelter	454-7303	KSBW-TV	422-8206
Centers for the Disease Control & Prevention (800)	232-4636	KION Radio	754-1512
Child Protective Services		Register Pajaronian Newspaper	761-7300
Santa Cruz	454-4222	Santa Cruz Sentinel Newspaper	423-4242
Watsonville	763-8850	Pajaro Valley Prevention and Student Assistance	728-6445
Disaster Preparedness (SC County)	454-2282	Pacific Gas & Electric Company	426-8300
Doctors On Duty		Santa Cruz County Healthcare Outreach	454-2515
Aptos, 6800 Soquel Drive	662-3611	Santa Cruz County Health Services Agency	
Santa Cruz, 615 Ocean Street	425-7991	Santa Cruz	454-4100
Watsonville, 1505 Main	722-1444	Watsonville	763-8400
Fire Department Administrative Offices		Santa Cruz County Mental Health Services	763-8200
Aptos- La Selva Fire Department	685-6690	Santa Cruz County Office of Education	466-5600
CA Dept of Forestry & Fire (Aptos Hills)	335-5353	Santa Cruz County Environmental Health	454-2022
Central Fire Protection Dist (Cabrillo Area)	479-6842	Santa Cruz County Office of Emergency Services	458-7150
North Monterey County Fire District	722-7833	Sheriff Administrative Office	471-1150
Watsonville Fire Department	768-3200	Non-emergency officer requested	471-1121
Highway Patrol Administrative Office	662-0511	Business Administration, 8-5 Mon-Fri	454-2414
Road Conditions (800) 427-7623		Santa Cruz County Sheriff	454-3042
Hospitals		Aptos Sheriff's Service Center	662-0690
Dominican Hospital (Santa Cruz)	462-7700	Monterey County Sheriff	755-3700
Community Hospital (Watsonville)	724-4741	Toxic Chemical and Oil Spills	(800) 698-6942
Sutter Maternity & Surgery Center (Santa Cruz)	477-2200	Watsonville Police Department	768-3300
		WPD Non-emergency officer requested	471-1151



# EMERGENCY RESPONSE CHART

## EVACUATION PROCEDURES

Evacuation is required if the alarm sounds or you are instructed to evacuate.

- \*Instruct occupants to quickly collect important possessions and proceed outside
- \*Assist persons with disabilities with their evacuation routes
- \*Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crew
- \*Assemble as directed to pre-determined location and wait for further instructions
- \*Assist emergency crews as necessary, if requested
- \*Administer first aid if necessary
- \*DO NOT re-enter evacuated building until those in charge of evacuation say it is safe to do so

## FIRE

**PULL FIRE ALARM. CALL 911 WHEN SAFE TO DO SO**

- \*Use fire extinguishers only if you are trained to do so
- \*Calmly follow Evacuation Procedures
- \*Report to Fire Department the nature of fire and location

## EARTHQUAKE

**DROP, COVER, AND HOLD**

DROP to the floor. Take COVER under a sturdy desk, table or other furniture. HOLD on to the furniture you are under and protect your head.

- \*Stay away from glass windows, wall shelves and heavy equipment
- \*Stay indoors if already there
- \*DO NOT RUN OUTSIDE. DO NOT EVACUATE UNTIL AFTER TREMORS CEASE. Be aware that aftershocks may cause further damage
- \*Once the main tremor has ceased, calmly follow Evacuation Procedures

## BOMB THREAT

**CALL 911 AND SITE ADMINISTRATOR ONLY IF THREAT IS IMMEDIATE**  
**If you receive a threat by phone:**

- \*Listen carefully
- \*Note voice characteristics and background sounds
- \*Write the message in its entirety
- \*Complete the Bomb Threat Checklist

**If you see a suspicious object or potential bomb:**

- \*Do NOT touch it, tamper with it, or move it in any way
- \*Clear and secure area

**Bomb threat requiring evacuation:**

Evacuate only when you receive instructions to do so. Remain calm. Follow instructions. The evacuation area must be checked for safety before an evacuation is initiated.

Staff should quickly survey their area prior to evacuation and report any suspicious objects or rumors. BUT:

- \*DO NOT open drawers or cabinets
- \*DO NOT turn lights or any electrical switch on or off

## MEDICAL EMERGENCIES

**CALL 911 FOR SERIOUS MEDICAL EMERGENCIES. CONTACT MAIN OFFICE AND DISTRICT OFFICE**

Do not move individual(s) unless authorized by some medical authority. Action should only be taken if it is obvious that delay in movement would be detrimental to individual.

All school district employees are designated "disaster service workers" subject to such disaster service activities as may be assigned to them by supervisor or by law when local, state or federal emergency has been proclaimed.  
(Government Code Section 3100-3101)

## LOCKDOWN PROCEDURES

**SHELTER-IN-PLACE**

When there is a medical or severe weather emergency, Incident Commander may choose to place the school under Shelter-in-Place verbally or through e-mail.

- \*Keep students inside classrooms until "All Clear" sign is given by Incident Commander
- \*Under the direction of Incident Commander, students and staff are allowed to use school facilities
- \*Continue instruction
- \*In most Shelter-in-Place emergencies, first responders will not be required

**LOCKDOWN**

If there is a dangerous individual fleeing law enforcement or there is a crime near a school site, Incident Commander may place the school site under lockdown verbally or through e-mail.

- \*Lock all doors and lower blinds
- \*Continue instruction
- \*Do not admit anyone into the school site or into the classrooms
- \*Keep students inside classrooms until "All Clear" sign is given by Incident Commander or first responder

**CODE RED LOCKDOWN**

When shooting or civil disobedience begins you are to lockdown verbally or through e-mail.

**Take cover away from windows.**

Barricade door. Take cover away from windows. Lower all blinds or darken windows. LOCK all doors to prevent suspects from entering. Instruct others to create interior barricade and take cover.

- \*DO NOT evacuate rooms or buildings unless told to do so by the Incident Commander, police officers, or unless it is absolutely clear that it is safe to do so
- \*No one is allowed to enter or exit any building once Code Red Lockdown has been initiated
- \*Cover windows with blinds
- \*Students who are outside when a Code Red Lockdown has been initiated are to report to the Offsite Assembly Location or the nearest bathroom.

**REPORT SHOOTING TO 911 AND DISTRICT OFFICE**

Report following information:

- \*That there has been a shooting or that someone has been shot
- \*The exact location of the suspect(s) including building, type of building, number of exits, room/office number, front or side, window roof, office, classroom, etc.
- \*Whether any shots were fired by the suspect(s), if the suspect(s) is still shooting, and the type of weapon (rifle, shotgun, handgun, etc.) or explosive device(s)
- \*Description of suspect(s), their clothing, vehicle used, direction of travel
- \*Condition and number of hostages, and number of victims injured or killed
- \*Any demands or information supplied by suspect(s)

## SUSPICIOUS SITUATIONS

**CALL 911, SITE ADMINISTRATOR, AND DISTRICT OFFICE**

Everyone at the school site or district office is asked to assist in making the building safe by being alert to suspicious situations and promptly reporting them.

If you observe any suspicious situations or are the victim of a criminal act, document the following information:

- \*Incident
- \*Nature of incident
- \*Location of incident
- \*Description of person(s) involved
- \*Description of property involved
- \*Location or direction of people involved

## EMERGENCY NUMBERS

**911 POLICE/FIRE**

Capitola PD	831-471-1141
Santa Cruz PD	831-471-1131
Scotts Valley PD	831-440-5670
Watsonville PD	831-471-1151
Santa Cruz County Sheriff Department	831-471-1121
Highway Patrol	831-462-0511

In an emergency always call your Site Administrator for further direction. The Site Administrator will then contact the District Office for additional support. The District Office will contact the Santa Cruz County Office of Education if county resources are needed.



# BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

## If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

## If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

## If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

## Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

## DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

# BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE  
CALL RECEIVED:

## Ask Caller:

- Where is the bomb located?  
(building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

## Exact Words of Threat:

## Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

### Caller's Voice

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

### Background Sounds

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long Distance

### Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped message
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

### Other Information:

## WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

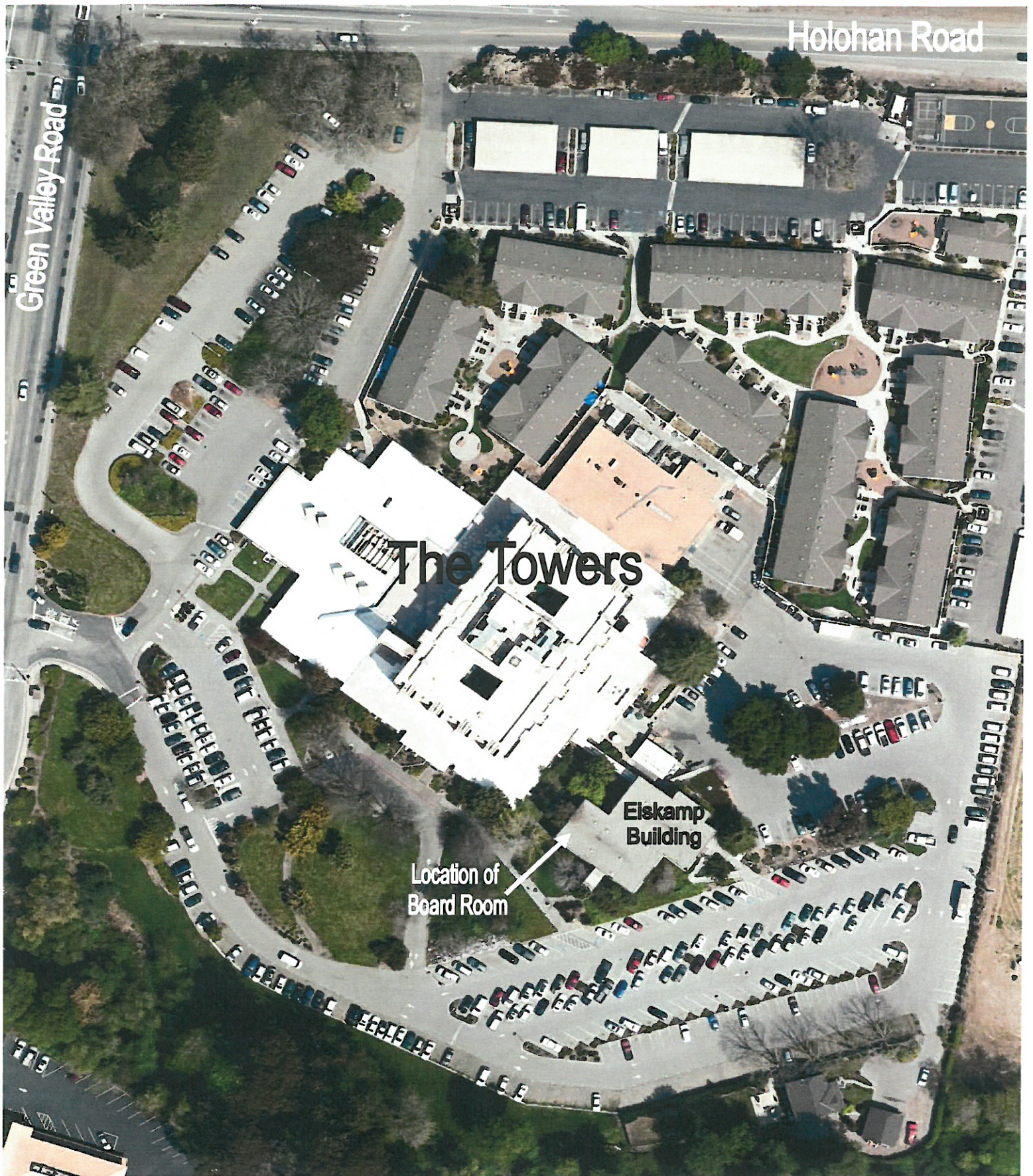
For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



Homeland  
Security

2014





## **P.V.U.S.D, District Office at the Towers**

294 Green Valley Road, Watsonville, CA 95076

Aerial Photo Taken 4/6/09



PAYROLL/BENEFITS

Migrant Ed

Adult Ed  
Selipa

X  
Program  
Eval

WAGE House

WAGE House

Door

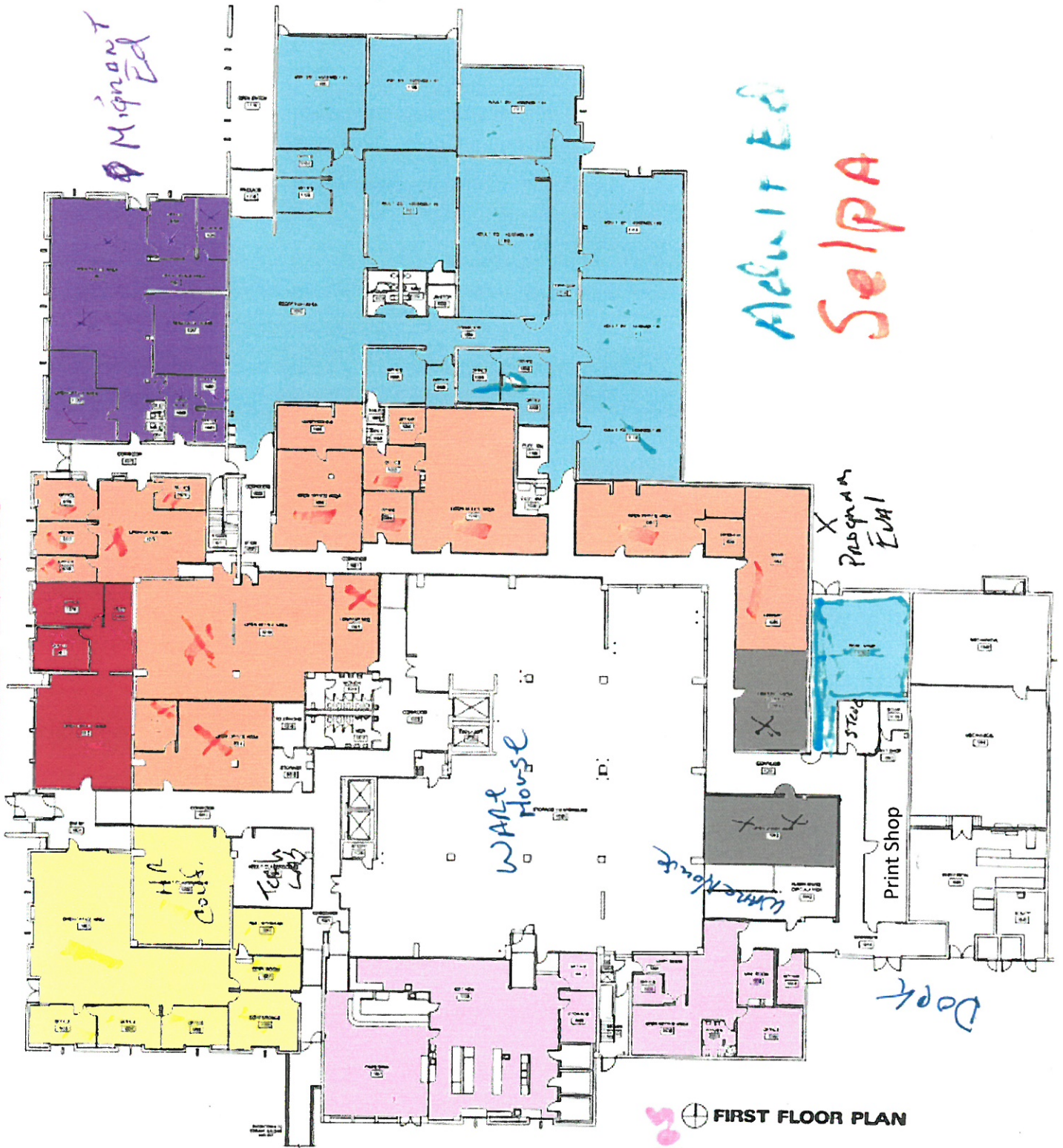
Print Shop

Step

H.R.

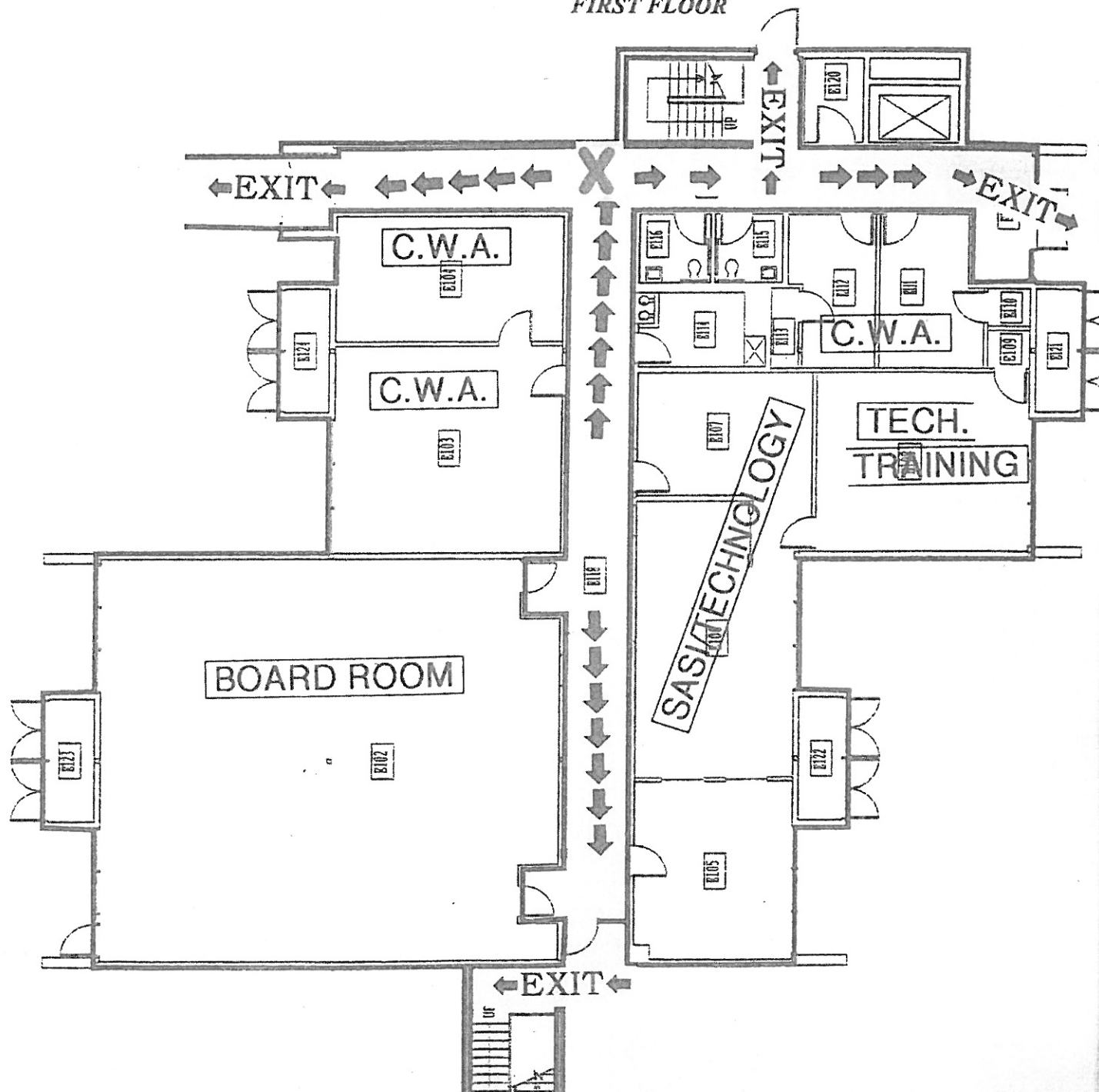
Food Services  
& Kitchen

⊕ FIRST FLOOR PLAN



PAJARO VALLEY UNIFIED SCHOOL DISTRICT OFFICES  
EMERGENCY EVACUATION ROUTES

EISKAMP BUILDING  
FIRST FLOOR





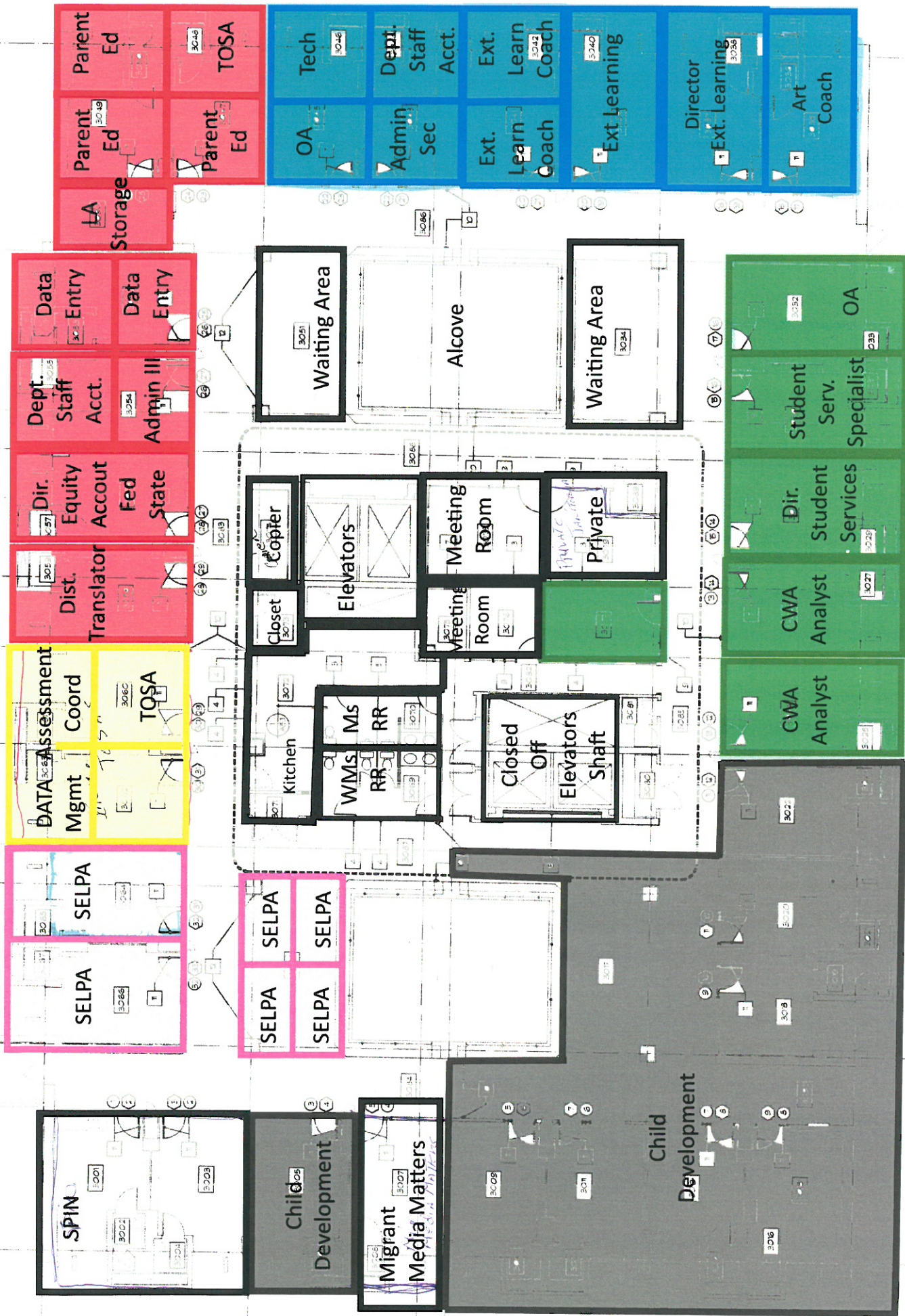


- P.C.C.S.
- Migrant Head Start
- Migrant Education
- Technology

P.C.C.S.  
Migrant  
Migrant  
Tech.

Demolition/Second Floor Plan





THIRD FLOOR PLAN  
SCALE 1/8" = 1'-0"





## EDUCATIONAL SERVICES

## TECHNOLOGY

## PURCHASING

## Accounting

## RISK & SAFETY

**SUPERINTENDENT**

## ELEMENTARY

## EDUCATION

## SECONDARY

## EDUCATION