

## FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

**Facilities  
EMERGENCY PROCEDURES**Policy Statement

The Fresno County Superintendent of Schools (FCSS) is committed to maximizing student and employee safety and believes that having consistent planned responses to various types of situations creates a safer environment. Therefore, this shall be the internal procedure for emergencies.

**QUICK LINKS**[Non-Emergency Numbers and Medical Facilities](#)[Power Outage Procedure](#)[Earthquake Procedure](#)[Emergency Fire Procedure](#)[Bomb Threat Call Instructions](#)[Disaster Response Kits](#)[Active Assailant Procedure](#)[Evacuation Procedure](#)[Defibrillator Policy](#)

The FCSS has prepared these procedures to be applicable to all locations for consistency of response and as the minimum planning necessary. Each site is encouraged to create more detailed plans with tactical information as appropriate to the sites specific location, use, and physical attributes. Additionally, the FCSS annually prepares a Comprehensive School Safety Plan (CSSP) that covers all school sites operated by the FCSS. These emergency procedures are included in each school sites' portion of the CSSP.

The procedures listed in the quick links above are to be adhered to in the event of an emergency, disaster, or crisis situation. A copy of each procedure will be listed in a flip chart and posted in easily visible and accessible locations.

In the rare event of a state disaster, the State may call upon FCSS to assist in handling a state crisis. For more information, see SOP #1314: The Notice To Employees of Disaster Worker Status and Procedures for Administering Oath.

**References**

Superintendent and Board Policy No. 0450 – Comprehensive Safety Plan

Administrative Regulation No. 0450 – Comprehensive Safety Plan

Effective: 01/13/1997

Revised: 10/09/2013, 03/06/2024



**NON-EMERGENCY NUMBERS AND MEDICAL FACILITIES**

SIP 7000-006: Emergency Procedures

<b>IN CASE OF AN EMERGENCY, DIAL 911</b>	
Non-Emergency Numbers	
American Ambulance	(559) 443-5900
Fresno Fire Department	(559) 621-4000
Fresno Police Department	(559) 621-7000
Fresno County Sheriff	(559) 600-8400
Poison Control	(800) 222-1222
Employee Injury/Illness	(844) 752-0415
CAL OSHA	(559) 445-5302
Facilities & Operations Department	(559) 497-3705
CIS Security (Downtown)	(559) 360-7234
CIS Security Dispatch	(559) 495-3000
<b>MEDICAL TREATMENT FACILITIES</b>	
Concentra Urgent Care Facilities	
7265 N. First St., Suite 105 Fresno, CA 93720	(559) 431-8181
2555 S. East Ave. Fresno, CA 93706	(559) 499-2400
Saint Agnes Occupational Health Center	
7202 N. Millbrook Ave., Suite 108 Fresno, CA 93720	(559) 450-7777

**POWER OUTAGE PROCEDURE**  
SIP 7000-0006: Emergency Procedures

In the event of a power outage:

1. Remain at or return to your work area.
2. Shut off all equipment.
3. Do not wander around or leave the building.
4. Await further instruction from authorized personnel.

**EARTHQUAKE PROCEDURE**  
SIP 7000-006: Emergency Procedures

DURING an earthquake:

1. STAY CALM
2. DROP, COVER, & HOLD ON!

Drop to the floor and take cover under a sturdy desk or table. Cover your head with your arms and hold on to the desk/table, even if it moves. If a table is not available, be sure to cover your head and keep it protected. Stay away from glass windows.

AFTER an earthquake assess the situation:

1. Check for safety in order to determine if you need to evacuate the building.

If evacuating the building, follow the Evacuation Procedure.

2. Check for injuries and determine if you or others need first aid.

If first aid is needed, locate your area's first aid kit and begin first aid.

3. Await further instruction from authorized personnel.

**EMERGENCY FIRE PROCEDURE**  
SIP 7000-006: Emergency Procedures

If the fire is in your area:

1. Activate the fire alarm at the nearest manual pull box station as shown on posted diagram. (Some sites have fully automated fire alarm systems and do not have pull box stations.)
2. Call the Fire Department, **Dial 911**
3. Use a portable fire extinguisher to fight the fire from a safe distance (typically about 8 feet), if possible. Utilize the PASS method:
  - P**ull the pin in the handle
  - A**im the nozzle at the base of the fire
  - S**queeze the lever slowly
  - S**weep from side to side
4. If unable to put out the fire, evacuate the building immediately, closing doors on your way out. Follow the **Evacuation Procedure**.

If the fire is NOT in your area:

1. Evacuate the building immediately when alarm sounds. Follow the **Evacuation Procedure**.

**BOMB THREAT CALL INSTRUCTIONS**  
SIP 7000-006: Emergency Procedures

1. **TIME:** Note the time the call is received and the time the call terminates.
2. **WHERE:** Ask exactly where the bomb is located.
3. **WHAT:** Ask what the bomb is made of and what type of detonation device it has.
4. **WHEN:** Ask when the bomb is due to explode.
5. **WHO:** Ask who is calling or say “I’m sorry, I didn’t get your name.”
6. Get the attention of someone near you and have them notify the site administrator.
7. Try to determine if the caller is male or female.
8. Listen for an accent, background noise, or other sounds that might provide clues to who is calling and where the call is coming from.
9. When the caller hangs up, immediately write down everything that was said while it is fresh in your mind, and report to the site administrator.

**DISASTER RESPONSE KITS**  
SIP 7000-006: Emergency Procedures

Disaster Response Kits are provided and checked monthly by the Facilities & Operations Department at the Van Ness and Towers sites (Downtown). For other site locations, contact your site administrator.

**Kits should only be accessed in case of an emergency.**

First aid supplies and tools located inside should not be used except in case of an emergency.

**Disaster Response Kit Locations Downtown:**

**Van Ness Building**

1<sup>st</sup> Floor: Room 127  
2<sup>nd</sup> Floor: Room 234 & Lunchroom  
3<sup>rd</sup> Floor: Room 326

**Towers Building**

1<sup>st</sup> Floor: Hallway next to 101  
2<sup>nd</sup> Floor: Room 211  
3<sup>rd</sup> Floor: Room 316  
4<sup>th</sup> Floor: Room 418  
5<sup>th</sup> Floor: Room 519  
6<sup>th</sup> Floor: Room 617  
7<sup>th</sup> Floor: Room 722  
8<sup>th</sup> Floor: Room 814

**Other Locations – See site administrator**

**ACTIVE ASSAILANT PROCEDURE**  
SIP 7000-006: Emergency Procedures

FCSS employees are empowered to take any necessary actions in the event of an active assailant. This options based strategy follows the principals of Run, Hide, Fight

**Run** to safety when there is an active threat  
**Hide** if escape is not possible  
**Fight** only as a last resort and if your life is in danger

1. **Run** to safety when there is an active assailant.
  - If there is considerable distance between you and the assailant, quickly move away from the sound of the gunfire/assailant. If the assailant is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
  - Leave your belongings behind.
  - Keep your hands visible to law enforcement.
  - Take others with you, but do not stay behind because others will not go.
  - Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the assailant.
2. **Hide** silently in as safe a place as possible.
  - If the assailant is in close proximity and you cannot evacuate safely, hide in an area out of view.
  - Choose a hiding place with thicker walls and fewer windows, if possible.
  - Lock doors and barricade with furniture, if possible.
  - Turn off lights.
  - Silence phones and turn off other electronics.
  - Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
  - If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
  - Remain in place until the area has been cleared and you are instructed by authorized personnel.
3. **Fight** to disrupt or incapacitate the assailant
  - As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
  - Attempt to incapacitate or disrupt the actions of the assailant.
  - Act with physical aggression toward the assailant.
  - Use items in your area such as fire extinguishers or chairs.
  - Throw items at the assailant if possible.
  - Call 911 when it is safe to do so.
4. After the incident, wait for law enforcement to assist you out of the building if inside. Display empty hands with open palms when law enforcement arrives.



**EVACUATION PROCEDURE**  
SIP 7000-006: Emergency Procedures

Upon an evacuation alert:

1. Do not use elevators.
2. Using the nearest stairs (if applicable) and doors, proceed directly to the designated assembly area. Close doors behind you.
3. Be sure to take purses, wallets, or other personal valuables with you, if safe to do so.
4. Do not attempt to reenter the building until instructed.
5. Keep clear of all emergency vehicles and equipment.
6. If unable to descend the stairs, remain in the stairwell until help arrives.
7. Upon evacuating the building, immediately gather with employees located in your work area and/or building floor to determine if anyone is missing and report to your site's designated evacuation coordinator.
8. Remain in the designated assembly area until further instructions are received.

**DEFIBRILLATOR POLICY**  
SIP 7000-006: Emergency Procedures

1. An Automated External Defibrillator (AED) is to be used on an unconscious person without signs of circulation to increase the immediate chance of survival of the victim.
2. The procedure for defibrillation will be attached to each AED and sent to employees annually.
3. Following use of the AED, notify the Senior Director of Health Services.
4. The AED battery and pad expiration date are to be checked monthly by the maintenance staff. The Health Services staff check AED operation every six months.

**AED Locations:**

**Van Ness Building**

- 1<sup>st</sup> Floor - by Elevator
- 2<sup>nd</sup> Floor - Outside room 270
- 3<sup>rd</sup> Floor - by Elevator

**Towers Building**

- 1<sup>st</sup> Floor - Hallway next to 101
- 3<sup>rd</sup> Floor - by Elevator
- 4<sup>th</sup> Floor - by Elevator
- 5<sup>th</sup> Floor - by Elevator
- 6<sup>th</sup> Floor - by Elevator
- 7<sup>th</sup> Floor - by Elevator
- 8<sup>th</sup> Floor - by Elevator

**Other Locations**

- CTE/ROP
- Health Services
- Kermit Koontz Education Complex
- Migrant Education
- Monte Vista
- Ramacher
- Sutherland
- Scout Island
- Violet Heintz Education Academy