

ORANGE UNIFIED SCHOOL DISTRICT/CWA
EARTHQUAKE/EMERGENCY OPERATION PLAN
SECTION 4 – SITE PREPAREDNESS/MITIGATION

SITE PREPAREDNESS/MITIGATION

REVISED SEPTEMBER 2007

EARTHQUAKE/DISASTER PLOT PLANS:

It is essential that each school site maintain an accurate “plot plan”/map of the entire facility that identifies specific emergency locations by color code - or - label as follows:

Specific Location	Color Code/Symbol
Electrical Switch (Main)	Blue and mark as “Main”
Electrical Panel (Individual buildings)	Blue
Water Valve (Main)	Green and mark as “Main”
Water Valve (Individual buildings)	Green
Gas Valve (Main)	Yellow and mark as “Main”
Gas Valves (Individual buildings)	Yellow
Fire Alarm (Main Fire Alarm Location)	Red
Storage Areas – Disaster Team Equipment and Supplies	Orange
Main Emergency Gates (Capable of access for large fire response units)	Label as “Main Gate”
Other Gates	Label by name of each gate
Student Busing Pickup and Drop Off Area	Mark “Bus Area” for each location
Campus Cameras	Mark “Camera” for each location
Command Center (First choice location)	Label by Name
Assembly Center (First choice location)	Label by Name
First Aid Center (First choice location)	Label by Name
Student Release Center (First choice location)	Label by Name
Command Center (First choice location)	Label by Name

Be sure to footnote map with explanation of color codes.

PLEASE MAKE CERTAIN THAT YOU PROVIDE AND MAINTAIN AN ACCURATE MAP WITH THE ABOVE INFORMATION ON FILE WITH THE OFFICE OF CHILD WELFARE AND ATTENDANCE

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UTILITIES

Who to Call in Event of Power Failure/Utility Problem

1.....**Director of Maintenance 997-6378**

2.....**Security 997-6396**

UTILITY DO'S	UTILITY DON'TS
<p><u>GAS</u> If problem can be isolated, shut off supply at unit, i.e. heater, stove, etc.</p> <p>If problem cannot be determined, shut off building main gas valve.</p> <p>As a last resort shut off gas at meter.</p>	<p>System should not be returned to service until Maintenance Department has determined cause or has made repairs.</p>
<p><u>WATER</u> Try to isolate problem and shut off at area, i.e., toilets, urinals, sinks, etc.</p> <p>If leak cannot be stopped at source shut off building main water supply.</p> <p>If underground pipe is broken, shut off at water meter. Notify "Maintenance Department".</p>	<p>Do not return system to operation unless repairs have been accomplished</p>
<p><u>ELECTRICAL</u> If problem can be isolated, shut off electrical at local breaker panel or switch.</p> <p>If electrical fires, shut off main breaker in electrical room. Do this as last resort. Notify "Maintenance Department".</p>	<p>Do not turn system back on until "OUSD" Maintenance Department has checked system</p>

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SAFETY PRECAUTIONS

1. Know where shutoffs are for gas, water, and electricity, know how to turn off, and keep a wrench nearby.
2. Secure water heater and appliances which could move enough to rupture gas or electricity lines.
3. Keep heavy objects on low shelves.
4. Fasten storage shelves and large cabinets to the wall to prevent tipping over.
5. Inspect classrooms for loose objects (statues, T.V., display items) and secure them to wall or locate away from student seating.
6. Prevent blocking of doorways.
7. Keep cabinet doors closed/latched when not in use.
8. Store flammable, combustible, and hazardous materials safely in proper cabinets and away from exit doors.
9. Prevent over accumulation of flammable, combustible materials in classrooms, work rooms, storage areas, etc.
10. Keep glass containers in storage cupboards when not in use.
11. Keep electrical cords away from walkways and exits.
12. Remove electrical cords and extension cords after use and store them as appropriate.
13. Inspect the campus for potential objects which could become barricades such as block walls around locker areas, overhangs above walkways, etc.
14. Schedule replacement of batteries annually.
15. If **indoors** during earthquake or other disaster:
 - Stay indoors and away from glass windows.
 - Drop under desk or table (or other sturdy furniture).
 - Stay there until all is clear.
16. If **outside** during earthquake or other disaster:
 - Stay in open area.
 - Drop.
 - Stay away from concrete walls, trees, buildings, exposed wires, and chain link fences, which conduct electricity.
 - DO NOT panic or run.
 - If en-route to school, continue going to school after shaking stops.
 - If en-route to home, continue going home after shaking stops.
17. If **in a car** during earthquake:
 - Park in safe place.
 - Stay inside.
 - Stay there until all is clear.

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EMERGENCY TOOLS

The following is a list of emergency tools. The list represents a minimum number of tools. Larger school sites should adjust accordingly. Each school site is to store the tools in an emergency toolbox. The emergency toolbox is to be placed in a location that would be accessible during an earthquake or other crisis/disaster. All key staff members are to be knowledgeable of the emergency toolbox location:

NUMBER	EMERGENCY TOOLS CHECKLIST
	Adjustable Crescent Wrench - 10 inch
	Hacksaw with 10" blade
	Sledge hammer - 4 lb.
	Multi-purpose Channel Lock Pliers - 9 ½ inches
	Nylon Rope - 3/8 inch, 50 feet
	Phillips Screwdriver - #3, 6 inch
	Pipe Wrench - 14 inch
	Shovel - #2
	Combination Pliers
	Standard Blade Screwdriver - 8 inch, 3/8 inch tip
	Tie Wire - 16 ½ gauge, 1 roll
	Tool Box with tray - 15 inch
	Vice Grips - 7 inch
	Wrecking Bar - 12 inch

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MITIGATION CHECKLIST

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk in the event of a disaster.

The following checklists have been developed to assist instructors and administrators in maintaining a safe environment in school facilities. Because facilities and activities vary among schools, many of the following checklist items are subjective, or open for interpretation

Parameters for the guidelines are to be determined by the checklist administrator/designee, who should consider the activity at hand in relation to the safety checklist item. For example, “appropriate” lighting for a library setting may or may not be “appropriate” for hallways or other general building areas, depending upon a given activity.

Each instructor teaching a specialized class, such as technology education or graphic arts, is responsible for conducting safe activities and maintaining a safe environment in his or her classroom. External General Building, Specific Building Areas, General and Specialized Classrooms, and Playground/Outdoor Recreation Areas.

Checklist Instructions

Under each general area, specific safety guidelines are listed. Columns following the guidelines are to be checked by the evaluator to indicate the need for attention in any specific area.

- A check in the “OK” column indicates that evaluator has reviewed this safety area and there is no problem.
- A check in the “Potential Problem” column indicates that corrective actions may need to be taken. In this case, a description of the nature of the problem and the plan for improvement should be included in the “Recommended Action/Plan for Improvement” section. Corrective actions can be determined by consulting the resource agencies listed in this guide. To document that corrective actions have been taken, the date of improvement should be recorded in the last column of the checklist. This date confirms that potential problems have been rectified.

Upon completion of the inspection, school administrators are responsible for maintaining a copy of the checklist and documenting follow-up actions for potential safety problems.

Internal General Building Areas

This Internal General Building Section is intended to assist administrators and instructors in maintaining a physically safe internal environment for all students and staff. Under the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, this section addresses safety implications associated with inaccessible buildings and facilities.

The following areas are included in this section: stairs and hallways, air quality, lighting, floor safety, mechanical and electrical, storage, equipment, and faculty and staff safety training. Because these areas are broad and affect safety throughout the entire school, they should be

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evaluated in addition to specific building areas or specialized classrooms. According to recent evaluations, the most common safety concerns in this area are nonfunctional exit lights and insufficient number of fire drills.

As stated earlier, many of the checklist items are subjective, or open for interpretation. Parameters for the guidelines are to be determined by the checklist administrator, who should consider the activity at hand in relation to the safety checklist item.

The following check list is located in Section 4 – Site Preparedness Forms. The district is requesting that all school sites conduct the following mitigation checklist at the beginning of each semester and maintain their checklist on file annually.

MITIGATION CHECKLIST

Name of school: _____ **Date:** _____

Stairs and Hallways	OK	Potential Problem	Recommended Action/Plan for Improvement
Appropriate lighting			
Satisfactory housekeeping			
Landings free of obstacles and storage			
Handrails in good repair			
Nonskid treads/surface			
Major elevation differences are clearly marked			
Lockers do not obstruct access			
Lockers secure and in good condition			
Readily accessible fire extinguishers			
Other			

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Air Quality, Ventilation, Environment	OK	Potential Problem	Recommended Action/Plan for Improvement
Proper handling, storage, labeling, and disposal of chemicals, gas, petroleum, herbicides, and other hazardous materials; maintenance of Material Safety Data Sheets			
Appropriate disposal of solid waste			
Satisfactory housekeeping/sanitization measures			
Documentation of chemicals used on campus			
School site contacts the AQMD to determine air quality when it appears to be substandard http://www.aqmd.gov/			
District and school site confers on air quality in the event of a brush fire in the immediate area			
Other			

Lighting	OK	Potential Problem	Recommended Action/Plan for Improvement
Appropriate lighting			
Exit lights illuminated and have secondary power source			
Operational emergency exit lighting has secondary power source			
Lighting fixtures are mounted, clean, and operational			
Other			

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Floor Safety	OK	Potential Problem	Recommended Action/Plan for Improvement
Floors in good repair; no obstacles, protruding objects, or indentations			
Carpet is secured with no curled edges			
Non-slip adhesive treads on stairs, floors, and ramps			
Elevation differences are clearly marked			
Use of non-slip floor mats at entrances and exits during periods of inclement weather			
Wet floor signs are displayed when necessary			
Spills and moisture are cleaned immediately			
Other			

Storage	OK	Potential Problem	Recommended Action/Plan for Improvement
Satisfactory housekeeping			
Restricted storage areas are locked; keys are in a safe and accessible location for administrators/staff			
Chemicals and medications are stored properly in locked cabinets or closets			
No storage items within 18 inches of the sprinkler system			
Heavy items are stored on lower shelves			
Other			

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Mechanical and Electrical	OK	Potential Problem	Recommended Action/Plan for Improvement
Building is free of non-code electrical wiring			
Electrical boxes are properly secured			
Switches, electrical outlets and covers are in good condition			
Building is free of permanent use of extension cords in place of permanent wiring			
Electrical loads are placed on power strips (power surges) and are within proper amp rating of circuit			
Electrical panels are free of exposed wires or terminals			
Electrical receptacles located outdoors or in close proximity to sinks, wet areas, pipes, or other grounded equipment protected by ground fault circuit interrupters (GFCI)			
Electrical motors are clean and lubricated periodically			
Electrical panel switches and circuit breakers are labeled to indicate the equipment they control			
Electrical cords are coiled and stored in the proper place			
Other			

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Equipment	OK	Potential Problem	Recommended Action/Plan for Improvement
Fire alarm systems (audio & visual) are operational			
Operational fire extinguishers with up-to-date inspection tags: <ul style="list-style-type: none"> • In proper place and adequately charged • Date of last inspection within last 12 months 			
Where appropriate - smoke detectors are operational			
Clean-up kits in place for hazardous spills and blood borne pathogens			
First aid kit is adequately stocked and readily available			
Other			

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Elementary Playground Safety Checklist:	OK	Potential Problem	Recommended Action/Plan for Improvement
Make sure surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.			
Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.			
Check for dangerous hardware, like open "S" hooks or protruding bolt ends.			
Identify any spaces that could trap children.			
Check for sharp points or edges in equipment.			
Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.			
Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.			
Check playgrounds regularly to see that equipment and surfacing are in good condition.			
Confirm that playground areas are included in your campus supervision daily plan.			
Other			

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Training	OK	Potential Problem	Recommended Action/Plan for Improvement
Identify staff members who have been trained in handling body fluids: <ul style="list-style-type: none"> • Spill kits • Absorption control • Proper disposal of fluids • Hand washing • Housekeeping • Personal protective equipment 			
Identify staff members trained to accommodate people with disabilities			
School site is to maintain emergency contact numbers and are to cooperate with outside agencies consulting on school safety training matters			
School site maintains comprehensive documentation of any accidents/injuries and corrective actions			
The eEOP teams have been identified and posted in the school's emergency response material to be used in the event of an emergency situation.			
Other			

CHECKLIST CERTIFICATION

I hereby certify that the above mitigation check list has been completed, areas requiring correction have been identified and this completed check list has been submitted to the school's administration for review.

Signature of Evaluator:

Date: