

PART I: EMERGENCY PREPAREDNESS OVERVIEW

In order to achieve our goal of transforming young lives through science, we recognize that creating safe learning environments is an essential component. Our young people must be safe to learn, take risks, explore their potential, and gain skills to become science leaders.

Proactively assessing, protecting against, and managing risks is the best way to ensure that our students are able to learn and grow in a safe environment and that we can continue to deliver tuition-free programming as a trusted member of our community.

The purpose of the Emergency Preparedness Manual is to prepare for emergencies related to natural and human caused threats and hazards with the goal of:

1. Limiting injury and damage due to emergencies and
2. Quickly returning to normal operations following an emergency.

The Manual focuses on direct threats to health or safety and does not include matters of cyber security and physical security, which are included in our “Operations Manual” and “Facility & Supply Manual”, respectively.

The development of this Manual was informed by internal assessment of risks associated with organization activities; best practices from sources including Federal Emergency Management Agency (FEMA) and Department of Homeland Security (DHS) guidance, San Diego Unified School District (SDUSD) emergency response plans, American Camp Association (ACA) and Association for Zoos & Aquaria (AZA) Guidelines; and input from practitioners including leadership at City Heights Rec Center, City Heights Library, ProKids Golf and emergency response personnel including San Diego Police Department, SWAT Team, and SDUSD School Police Services.

For the purpose of this Manual, the following definitions are used to understand the term “emergency preparedness”:

Emergency is defined as: Any occasion or instance--such as a storm, flood, tsunami, earthquake, landslide, fire, explosion, or any other natural or man-made catastrophe--that warrants action to save lives and to protect property, public health, and safety.” (Adapted from: FEMA, *Guide For All-Hazard Emergency Operations Planning* (SLG 101), 1996, p. GLO-2)

Preparedness is defined as: Activities, procedures, policies, training, and systems developed and implemented prior to an emergency that are used to support the prevention of, mitigation of, response to, and recovery from emergencies.” (Adapted from: NFPA, *NFPA 1600*, 2007, p. 8 and White House, *HSPD-8*, December 2003)

The following policies in [Ocean Discovery’s Policy Guide](#) inform the development of and procedures within this manual:

Prevention

Related Policies

- OM 6.1.1 Emergency Preparedness
- OM 6.6 Injury and Illness Prevention
- OM 6.1.14 Incident Reporting

- HR 2.5.2 Accident Reporting and Worker’s Compensation
- PS 4.3.1 Participant Welfare
- PS 4.3.2 Environmental Conditions Assessment
- PS 4.3.3 Participant Wellness

Response

Related Policies:

- OM 6.1.2 Emergency and Crisis Response
- OM 6.1.3 Emergency Evacuation
- OM 6.1.4 Shelter-in-Place/Lock Down
- OM 6.1.5 Response to Injury/Medical Issues
- HR 2.5.7 First Aid, CPR, and AED Certifications

Recover

Related Policies:

- OM 6.1.2 Emergency and Crisis Response
- HR 2.5.6 Emergency/Unanticipated Building Closures

RISK ASSESSMENT

Ocean Discovery conducted a risk assessment (see appendix) of organizational activities, and identified fifteen, that posed the greatest likelihood and impact.

Natural Hazards/Disasters

1. Extreme Heat
2. Venomous Animals
3. Windstorm
4. Earthquake
5. Fire

Human-Caused

1. Medical Emergency/Injury
2. Water-Related Accident
3. Transportation Accident
4. Disruptive behavior, Weapons, Assault
5. Missing Child
6. Power Outage, Gas Leak, Chemical Spill
7. Active Shooter
8. Bomb Threat and Explosions
9. Suicide – Self-harm
10. Intruder (during off-hours)

The Emergency Preparedness Manual addresses prevention, response, and recovery for each of these risks.

NOTE: The “COVID-19 Prevention Program, Policies, & Procedures” addresses risks and associated prevention, response, and recovery related to COVID-19.

CORE PRINCIPLES

Two primary principles are at the core of Ocean Discovery Institute's approach to Emergency Preparedness:

1. Preparedness Cycle – Prevent, Respond, and Recover

Ocean Discovery Institute has adopted and adapted FEMA's Preparedness Cycle. Importantly, the Preparedness Cycle is a feedback loop where lessons learned through emergency Response and Recovery are used to improve Prevention against future threats.



The stages of Prevent-Respond-Recover include:

- **Prevent:** The capabilities necessary to avoid, protect against, or stop an imminent threat. This stage is the most critical in limiting injury and damage. Thus, to the extent possible, Ocean Discovery anticipates what could go wrong or compromise the safety of participants and enacts procedures to Prevent against these potential threats and hazards. Examples: Proactive risk assessment, staff training, safety briefing prior to activities, facility access restrictions, regular water breaks, routine student head counts
- **Respond:** The capabilities necessary to save lives, protect property and the environment, and meet basic human needs in an emergency situation. Examples: Evacuation procedures, safety equipment/supplies available onsite, procedures for most likely/high impact emergency scenarios
- **Recover:** The capabilities necessary to return to a normal or an even safer situation following an emergency. Examples: System backups, alternative work location, critical roles and job functions identified, debrief and enhancement process

2. The ASC Approach – Accountability, Safety, Communication

In order to ensure every staff member is enabled to support each stage of the Preparedness Cycle to the greatest ability, Ocean Discovery developed "The ASC Approach". The ASC Approach is comprised of the following components:



As the figure suggests, all ASC components are of equal importance and should be considered at all times.

- **Accountability:** The act of being responsible for each individual under one's supervision until either a positive/approved transfer is made to another individual (if required) or when that individual completes his/her experience. Examples: Regular head counts while students are in the water, printing attendance rosters, having teachers bring rosters to field trips.
 PREVENT: ASC Yourself
 - Who am I responsible for?
 - How will I make sure I maintain accountability for these individuals throughout their participation?
 RESPOND: ASC Yourself
 - Where are all of the individuals in my care? Do I have everyone with me?
 - Is everyone safe?
 - When does my accountability end? How does it transfer to someone else?
 RECOVER: ASC Yourself
 - Have we maintained appropriate records?
 - What follow up is needed with the individuals who were in our care?
- **Safety:** The actions and resources necessary to preclude or minimize injury and damage. Examples: First aid trained staff, bringing safety equipment in the field, routine hazard assessment walk through.
 PREVENT: ASC Yourself
 - What could go wrong? Do I have the equipment/resources needed to prevent or respond to a hazard or emergency?
 - How can I prevent injury?
 RESPOND: ASC Yourself
 - Is the scene safe? What steps should I take to ensure safety of the group?
 - What resources, training, and/or tools can I use?
 RECOVER: ASC Yourself
 - What resources were used that may need to be replenished?
 - What resources could have aided in prevention or response that should be integrated for the future?

- **Communication:** The transmission of emergency preparedness information to relevant stakeholders (e.g., students, other staff members, parents), between sites, with emergency personnel, and/or to the group at hand (e.g., students, volunteers). Examples: Bringing a radio into the field, having cell phone numbers in phones, posting emergency numbers in the Information Center.

PREVENT: ASC Yourself

- What do the individuals in my care need to know before their participation to prevent injury or minimize risk?
- How will I maintain communication with the Manager on Duty and/or home base?

RESPOND: ASC Yourself

- Is it life threatening? What are the emergency services I have access to?
- How can I notify the MOD and/or others that need to know immediately?

RECOVER: ASC Yourself

- Who needs to be communicated with about the incident (e.g., parents, insurance, SDUSD)?
- What communication is needed to support individuals following an emergency response?

STAFF RESPONSIBILITIES

During an emergency situation, it is critical that all employees have a clear understanding of their roles and responsibilities to ensure all emergency procedures are properly implemented. The following outlines the key emergency response roles and high-level descriptions of responsibilities.

Employees

Every employee is responsible for their own health safety, as well as the safety of their fellow employees and the students in their care. Each employee is responsible for complying with all organizational safety policies and procedures; local, state, and federal regulatory standards; and all rules and regulations that apply to their own actions and conduct on the job.

Management

The role of managers in all aspects of emergency preparedness is of vital importance. Managers are the front line of a good safety program with day-to-day knowledge of what is being done, who is doing it, how the job is done, and under what conditions it is being done. Managers are responsible for assessing risk related to their activities and those of their team and putting in place appropriate prevention measures. Managers are also responsible for the consistent execution of these measures through documentation, systems, trainings, and/or quality control checks.

In the event of an emergency, management may be assigned a leadership role by the Incident Manager to support in the overall response effort.

Manager on Duty

The Manager on Duty is an assigned position, based on the following criteria:

- Senior and/or experienced staff
- Strong manager and comfort in decision making
- Strong knowledge of organizational policies and procedures
- Trained in all Emergency Procedures
- First aid/CPR/AED Certified

A single Manager on Duty is on “Duty” every day the Living is open from the time the building is opened until the building is closed. More than one person may serve as Manager on Duty over the course of a day; however, no more than one will be on “Duty” at any given time at a given location. All staff will be notified who the Manager on Duty is each day through: 1) notification during daily Morning Announcements, and/or 2) posting in the “Information Center.”

When an incident occurs, the Manager on Duty becomes the Incident Manager and is responsible for overall incident management and decision making from the time they assume responsibility until the “All Clear” is called. The Incident Manager may transfer responsibility to another, more qualified responder or senior level staff. If a transfer of responsibility is made, prompt and clear communication will be made to all responding staff.

When staff are in Bahía de los Angeles (BLA) for the program or planning purposes, a BLA Manager on Duty will be assigned for each day. Generally, the BLA Manager on Duty will be consistent throughout the course of a trip. If a change is made (for a duration of a day or longer), notification will be made to the SD staff by email to the primary and secondary San Diego Point of Contact.

Safety Officer

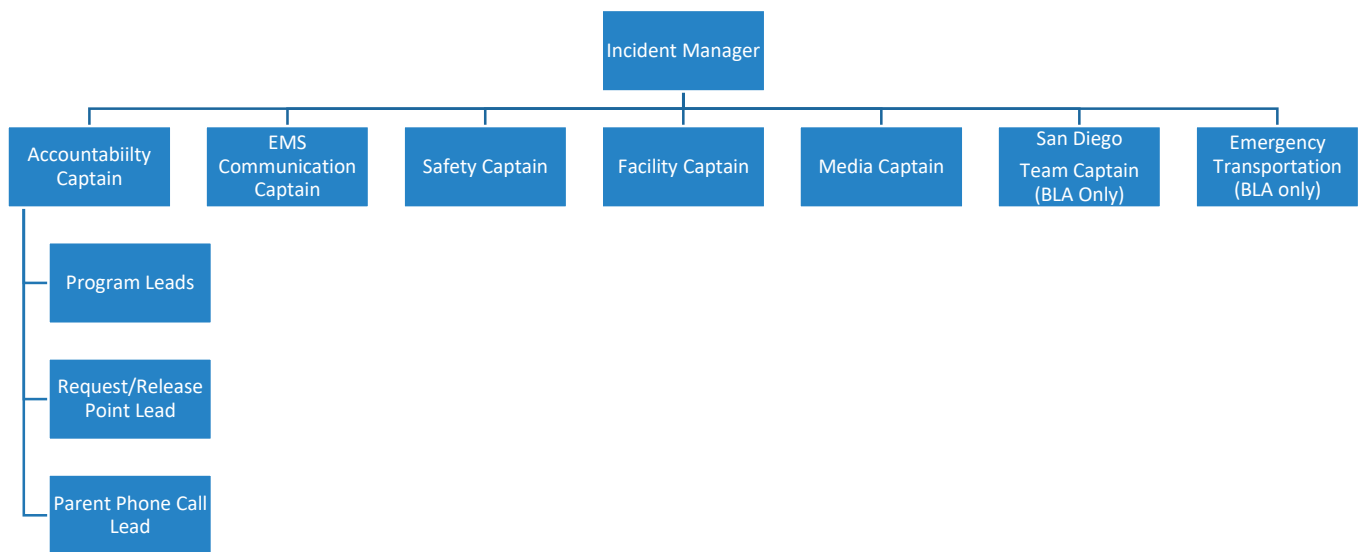
In some settings (e.g., while with students in Bahía de los Angeles, large events), a Safety Officer may be designated. This is typically a volunteer who is a certified medical doctor, paramedic, or EMT. The Safety Officer’s primary role is to prevent and respond to medical incidents. Their name will be posted while on duty and staff should notify the Safety Officer when medical concerns and incidents arise. The Program or Event Manager will assign the Safety Officer to activities/locations/times based on assessed risk. The Safety Officer will be accessible for communication (e.g., by phone, radio, in-person communication) at all times while on duty.

The Safety Officer will work with the Manager on Duty who will lead overall incident response.

Incident Response Team

During an emergency, the Incident Manager will assign staff to be part of the Incident Response Team (see chart below). A “Captain” structure is used, similar to Ocean Discovery event roles. Staff assigned to these positions are responsible for performing the functions of their specific role. The protocols for each position assignment will be provided by the Incident Manager when assigned.

The number of personnel required and positions which need to be activated on the Emergency Response Team will depend on the size and complexity of the incident. Additionally, one person may have multiple roles depending on the size and scope of the emergency and people on-site. The duties of each position may be performed by the Incident Manager directly or delegated as the situation demands. Generally, all Managers on Duty will be trained on each assignment.



During In-School Programs: Staff vs Teacher Roles

Whether at the school site, Living Lab, or another field location, Ocean Discovery staff should defer to the classroom teacher and school for incident response. Once initial actions are taken to ensure safety of the students and scene, notify the classroom teacher and Ocean Discovery Manager on Duty to coordinate response steps. All parent communication and transportation of students should be done through the school. Be ready to assist, as needed.

REGION-WIDE EMERGENCIES

Region-wide emergencies (e.g., earthquake, wildfires, major blackout), particularly those that occur during non-work hours, often raise the question of whether employees are to report to work either during the emergency or at the start of his/her next work day. The following has been established for communicating with staff during emergencies.

Incident Manager: The Incident Manager will determine if the facility should be closed and/or if modified operations are necessary (e.g., shortened day, staff may report but no programming) and notify all staff via an “All Staff” email, text, and phone message as able given the emergency. The Incident Manager will call individuals to report to the site as the emergency requires.

Employees: All staff are responsible for checking phone and email for information about whether and/or where to report to work, and to participate in the response outside of your standard work hours, if instructed by the Incident Manager. You will be compensated for additional hours worked during emergency response. If you are instructed to report to work but are unable to do so because you are affected by the emergency, you must notify your supervisor if possible by phone and email.

PART II: EMERGENCY PREVENTION, RESPONSE, RECOVERY

EMERGENCY PREVENTION

Prevention and protection activities are considered long before an emergency. In order to be prepared for and prevent or reduce the impact of emergencies associated with the breadth of risks identified, we have the following in place:

PREVENTION & PROTECTION PRACTICES

Assigned Roles: A single, on-site Manager on Duty is assigned to daily support in identification and addressing of potential hazards, support staff in responding to issues before they escalate, and being an initial point of contact in emergency response. This assignment is communicated to all staff. When needed to move into “respond” additional roles may be assigned. *Additionally, in Bahía de los Angeles a Safety Officer, the person on-site with the highest medical training, is identified and posted.*

Safety Resources: Each “home base” location, the Living Lab in San Diego and the Field Station in Bahía de los Angeles, is equipped with an:

- (1) Information Center and
- (2) Safety Equipment and Supplies for use by all staff as needed.

In the event of an emergency, an

- (3) Emergency Response Box/Binder is available for use by the Manager on Duty and those activated to support the response effort.

Certifications: All Managers on Duty and Program staff are certified in First Aid and CPR/AED.

Training and Drills: Trainings are facilitated regularly with an emphasis on prevention first and to empower staff to take action when needed to respond.

Program/Department Procedures: Department and program-specific protocols, practices, and trainings integrate prevention and protection measures specific to the activities of that department/program. (See Appendix C for detailed list.)

Safety Review: On an annual basis the Associate Director reviews current procedures and in light of new risks identified or introduced, changes to laws or regulations, and patterns that emerge based on incident reports filed. During the review, corresponding enhancements will be documented as well action to be taken (e.g., action, no action). Enhancements will be made more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.

Insurance: Annually the Director of Finance and Administration and Associate Director meet with insurance broker(s) to review organizational activities and ensure the adequate insurances are in place.

Consent to Participate: All personnel (staff, students, volunteers) sign a release of liability prior to participation.

SAFETY EQUIPMENT & EMERGENCY RESOURCES

Each home base location (the Living Lab in San Diego and the Field Station in Bahía de los Angeles) is equipped with the following for use by staff as needed:

INFORMATION CENTER

An “Information Center” is located within a central point for all staff to access in order to gain key information on staff, the facility, and emergency procedures. Emergency information included in the information center are:

- Current Manager on Duty
- Prevent, Respond, Recover diagram
- ASC diagram
- Response Procedure Overview diagram
- Evacuation Procedure Overview diagram
- Safety & Emergency Resource List
- Emergency Response Box (see below for contents)
- *Safety Officer on Duty (BLA only)*

MANAGER ON DUTY CLIPBOARD

While “on duty” each Manager on Duty has an MOD clipboard with the following accessible:

- Emergency Contacts (“cheat sheet” with most often used numbers, see “Forms & Templates” section)
- MOD Protocol
- Evacuation Protocol
- Lockdown Protocol
- ASC Form
- Incident Report Form
- Incident Manager Protocol
- *Major Trauma Response Procedure (BLA only)*

SAFETY EQUIPMENT AND SUPPLIES

In the Living Lab and Field Station, the following safety equipment and supplies are accessible. Equipment and supplies are inventoried, restocked, and serviced as needed and on a routine schedule as outlined in the “Facility and Supply Manual”.

<i>Supply</i>	Location in Living Lab	Location in BLA Field Station
<i>Emergency Response Box</i>	<ul style="list-style-type: none">• Information Center	<ul style="list-style-type: none">• Information Center
<i>First Aid Kits</i>	<ul style="list-style-type: none">• Transitional Storage• Canyon Level Storage• Copy Room• Field Backpacks	<ul style="list-style-type: none">• Storage Room• Field Backpacks

AED	<ul style="list-style-type: none"> Near Ocean Alcove 	<ul style="list-style-type: none"> Storage Room
Trauma Bag* with Oxygen	<ul style="list-style-type: none"> Transitional Storage not for use/storage only 	<ul style="list-style-type: none"> Storage Room for use by trained personnel (Safety Officer on student trips)
Backboard	<ul style="list-style-type: none"> Transitional Storage not for use/storage only 	<ul style="list-style-type: none"> Storage Room for use by trained personnel (Safety Officer on student trips)
Flashlights	<ul style="list-style-type: none"> Canyon Level Storage 	<ul style="list-style-type: none"> Storage Room (student trips)
Water	<ul style="list-style-type: none"> Electrical Room 	<ul style="list-style-type: none"> Kitchen
Emergency Food Rations	<ul style="list-style-type: none"> Electrical Room (shelf stable snacks) 	NA (Kitchen Food supplies can be used)
Latrine Supplies	Includes Lugabaloo, toilet paper, Hand sanitizer/moist towlettes <ul style="list-style-type: none"> Electrical Room 	NA
Shower and Eye Wash Station	<ul style="list-style-type: none"> Sci-Tech Lab 	NA
Fire extinguishers	<ul style="list-style-type: none"> Near the Innovation Alcove In the Kitchen Near the Ocean Alcove Near the Cleaning Closet In Elevator Room In the Eco Lab In Transitional Storage In Scientist-in-Residence 	<ul style="list-style-type: none"> Kitchen Staff House (1 for staff trips)
Sprinkler System	<ul style="list-style-type: none"> Manual operation in the Kitchen and Scientist in Residence Automatic activation by heat 	NA
Knox Box	<ul style="list-style-type: none"> Outside main gate 	NA
Fire Alarm	<ul style="list-style-type: none"> Activated by smoke, heat, or pull station Panel in MDF Room 	NA
Intrusion Alarm	<ul style="list-style-type: none"> Activated during closing 	NA
Handheld Air Horn	<ul style="list-style-type: none"> Info Center 	<ul style="list-style-type: none"> Boat Safety Kits in Storage Room
Bull Horn	<ul style="list-style-type: none"> Info Center 	<ul style="list-style-type: none"> Storage Room
Batteries (for bull horn, flashlights)	<ul style="list-style-type: none"> Canyon Level Storage 	<ul style="list-style-type: none"> Storage Room
Personal Flotation Devices	<ul style="list-style-type: none"> Dive Locker 	<ul style="list-style-type: none"> Storage Room
Throw Ring	<ul style="list-style-type: none"> Dive Locker 	<ul style="list-style-type: none"> Storage Room (student trips)
Rescue Cans	<ul style="list-style-type: none"> Dive Locker 	<ul style="list-style-type: none"> Storage Room (student trips)
Publicly Available First Aid	NA	<ul style="list-style-type: none"> Storage Room
Marine Radio	NA	<ul style="list-style-type: none"> Staff Office Handheld radios brought in the field
Satellite Phone	NA	<ul style="list-style-type: none"> Staff Office

*The contents of the trauma bag can be found here: <https://www.galls.com/dyna-med-trauma-o2-access-als-complete-kit>

For BLA Field Station items, those which are for student trips (i.e., not required on all trips, including staff only trips) are identified. Items designated for student trips may be brought on additional BLA trips if activities and/or trip personnel deem necessary.

EMERGENCY RESPONSE BOX

Each site maintains an Emergency Response Box (see Emergency Response Box Appendix for contents) which contains vital information about the site and emergency procedures. In the event of an evacuation, the Emergency Response box should be carried out of the site to the designated safe area. The Emergency Response Box will be inventoried and updated and/or restocked semiannually by the Office Manager. In addition, individuals who are on call for emergency response during off-hours have a copy of the Emergency Response Binder which includes necessary Response resources to be kept at home/accessible while not on-site. See the “Forms & Templates” section in this manual for a checklist of contents.

FIELD SAFETY EQUIPMENT

When activities take place in the field, safety equipment is brought/worn for immediate accessibility. For all field activities staff bring a roster (Accountability), field first aid kit (Safety), and phone or radio (Communication) to remain with the group. Additional safety supplies may be needed based on activity, location, and duration. The Program/Event Manager is responsible for identifying equipment needs, ensuring availability, and integrating into appropriate materials (e.g., curriculum, supply checklist).

WATER SAFETY EQUIPMENT

When participating in waterfront or boating activities, students must be monitored at all times by approved staff and within staff ratios for the given activity. In addition, water safety equipment is available for use based on activity, including:

- ❖ Waterfront activities: throw ring, rescue cans
- ❖ Boating activities: PFDs worn by staff and students, EPIRB
- ❖ Night (low light conditions) Activities: whistle, safety light on PFD

TRAVEL SAFETY KIT

In the case of travel where communication to the Living Lab may be limited or through remote areas with little access to emergency resources (e.g., driving to BLA) a Travel Safety Kit is available in each trip/caravan. The Travel Safety Kit includes vital information about the trip, emergency procedures, and safety equipment and resources. It also includes supplies to support roadside emergencies and communication. The Travel Safety kit will be stocked and inventoried by the trip lead prior to each trip.

See the “Forms & Templates” section in this manual for a checklist of contents.

EMERGENCY RESPONSE

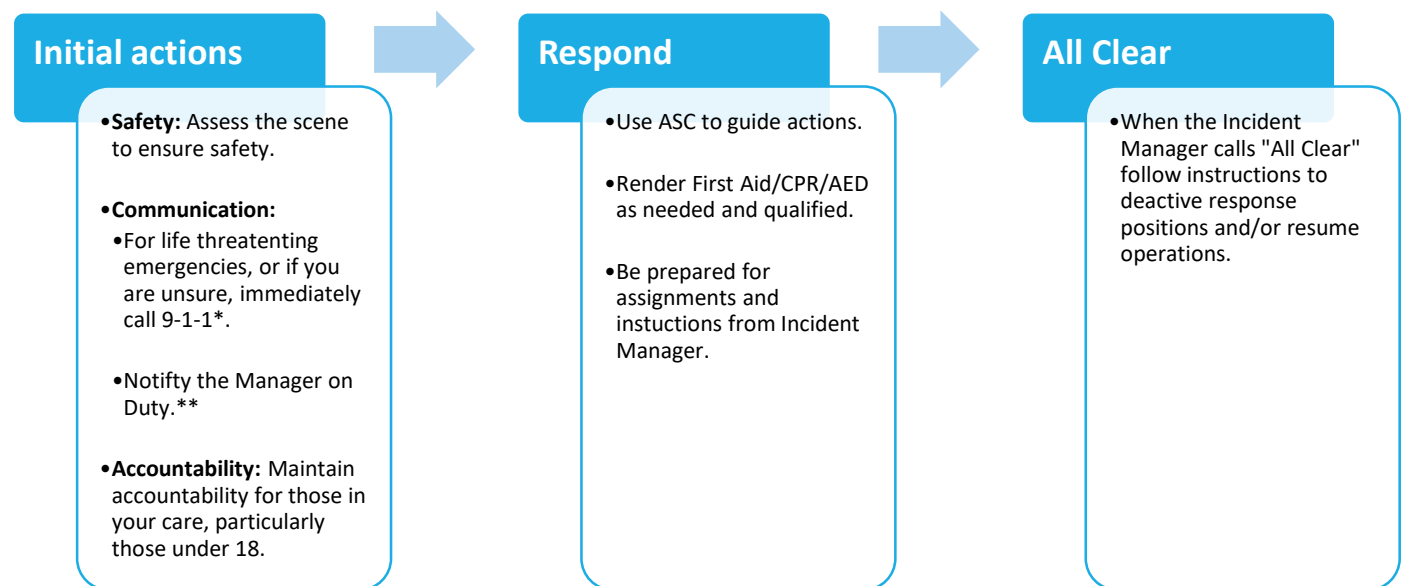
This section addresses response to emergency situations (“incidents”) at the Living Lab facility, Bahía de Los Angeles (BLA) field station, or other areas where Ocean Discovery activities take place.

Experience has shown that simplicity and training are the keys to effective emergency operations. Therefore, the emergency response is organized around the *ASC Approach* and designed with simplicity and flexibility in mind. The order of steps should be dictated by the situations and include **first (1) the protection of people (staff, students, volunteers, teachers, partners, etc.), followed by (2) containment of the incident and evaluation of the situation.**

EMERGENCY RESPONSE PROCEDURE OVERVIEW

All employees are expected to take action as able and appropriate in an emergency situation. While each incident and the corresponding response will vary, the same basic procedure guides the response as summarized below.

Upon the detection of an incident, all staff should:



*In BLA: Notify the Safety Officer.

**In BLA: The Manager on Duty is located at the Field Station. If in the field, Radio Channel 16 “Ocean Discovery Emergencia, Emergencia” to alert the Field Station.

During Response the following general principles apply:

- All actions within procedures are considered “as needed and safe to do so”.
- Ocean Discovery staff will defer to emergency responders.
- All employees that are trained in First Aid/CPR may offer aid. If aid is required beyond training and ability, advanced medical care should be given by a professional.

- In any life-threatening situation, all staff shall take immediate action to provide for the safety of staff, students, and other occupants without waiting for directions from the Manager on Duty/Incident Manager.
- Focus efforts on occupant accountability and control, particularly those under the age of 18. This responsibility may transfer through the documented return, release, or reunification of each individual.
- Employees present at the scene must monitor the situation and provide regular updates to the Incident Manager, but otherwise maintain confidentiality.
- Because of our relationship with SDUSD, the 911 dispatcher may coordinate with the SDUSD School Police Services dispatcher to coordinate response with SDUSD.
- All responding staff members are under the direction of the Incident Manager until the situation is resolved and the Incident Manager calls “All Clear”.

Procedures specific to the identified hazards and threats are included the Incident Manager Procedures section of this manual and in the Emergency Response Binder.

EVACUATION OVERVIEW

Evacuation will take place when it is determined to be safer outside the building than inside (fire, explosion, active shooter, etc.) or in another area of the building and staff, students, and visitors can reach the evacuation location without danger. Any of the following types of individuals may be at onsite when an evacuation or shelter-in-place is signaled: staff, program participants during the school day, program participants during out-of-school time, volunteers, visitors, public.

Once an evacuation has been initiated, it should generally be completed, even if the situation becomes resolved or “safe” in mid-evacuation. This will reduce loss of control and the potential for injuries or loss of accountability from reversing direction in “mid-stream”.

EVACUATION AUTHORITY

The following may order an evacuation:

- Executive Director
- Associate Director
- Manager on Duty
- Safety Officer
- Public Safety Official

ACCOUNTABILITY DURING EVACUATION

Accountability is crucial during any movement of individuals onsite and takes four areas into consideration:

- (1) control of the movement of all occupants to the evacuation point;
- (2) searching facilities to ensure all occupants have evacuated;
- (3) taking roll of all occupants at the evacuation point; and
- (4) control of the return, release, and/or reunification of all occupants.

Procedures are intended to maximize accountability, with particular focus on students under the age of 18 whose care parents have entrusted to the organization by enrolling them in Ocean Discovery programs. This responsibility continues until:

- A positive transfer is made to an appropriate individual (e.g., Emergency Contact, parent/family member)
- The program period ends (if participants are approved to walk home on their own)

Ocean Discovery staff will ensure that all occupants take part in the evacuation. This will be done through:

- the notification system at the onset of an evacuation,
- direction from staff to the designated evacuation assembly area,
- and a sweep of the premises following evacuation.

Additionally, a "Roll Call" will be administered at the evacuation assembly area to account for:

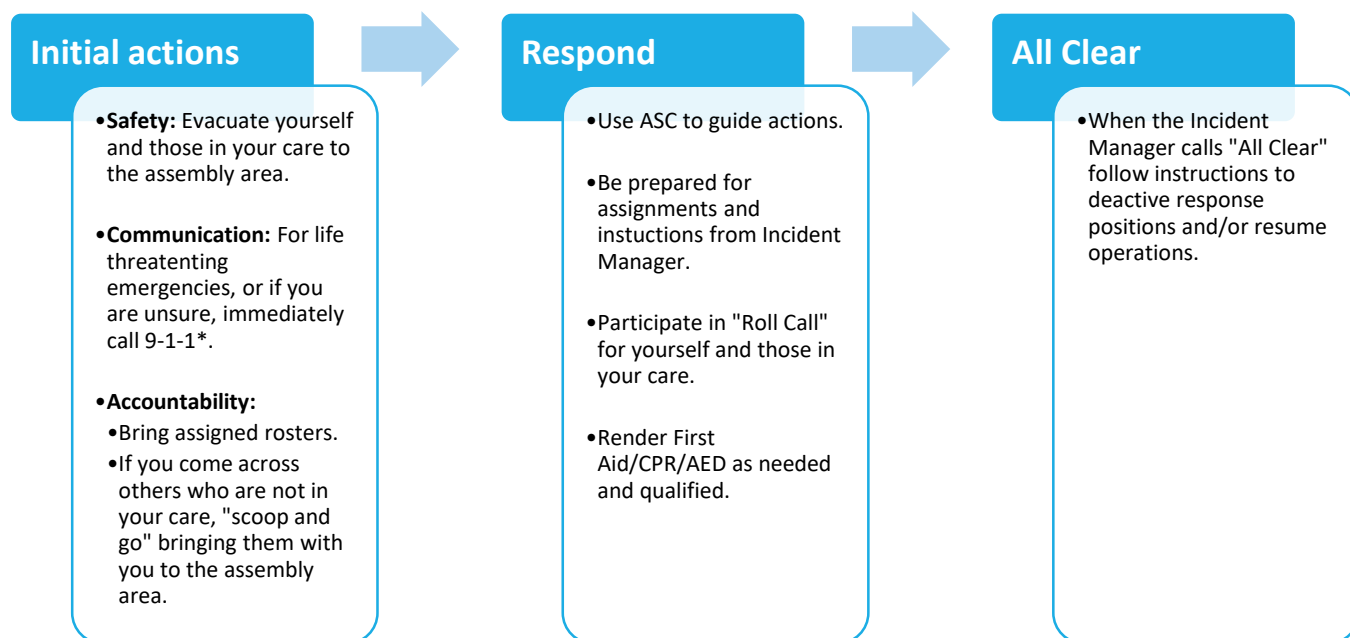
- at the Living Lab, all individuals "Checked-In"
- *at the Field Station, all individuals on-site at the time of evacuation*

Generally, the goal is to return students to their school site (if during the school day) as this is where parents will be looking for their child, or home (if outside of the school day) as quickly as is safe to do so.

In the event that the Incident Manager feels that students are to be released, or that notification of parents/guardians is warranted, he/she shall advise the coordination and tracking of parent/guarding notification.

EVACUATION PROCEDURES

During an evacuation, all staff should:



*In BLA: Notify the Safety Officer.

During Evacuation the following general principles apply:

- Persons with Disabilities: Persons with disabilities may need special assistance. Program Leads are responsible for identifying students with disabilities who are participating in his/her program and may need assistance and assigning staff to assist them. Other persons are responsible for alerting the nearest staff member that they are in need of assistance.
- If the incident that caused the evacuation requires the response of a public safety agency, the Incident Manager must approve return to the facility by all occupants or initiate release of occupants from the evacuation point.

EVACUATION CATEGORIES

In order to establish standardization and consistency with SDUSD facilities as the majority of students and teachers visiting the site will be affiliated with the District, Ocean Discovery uses the following evacuation categories:

ON SITE EVACUATION

OFF-SITE EVACUATION

**IN-PLACE SHELTERING
("LOCKDOWN")**

ON-SITE EVACUATION

On-site evacuation involves the movement of all occupants to a safe location within the facility or grounds. Reasons for selecting On-Site Evacuation may include, but are not limited to:

- Odor in a classroom or a small area
- Small fire that may be easily extinguished
- Minor hazardous material spill/accident

The On-site Evacuation assembly areas are generally designated as:

Living Lab

- Primary Location: Watershed Plaza
- Secondary location: The Commons (canyon level courtyard)

BLA Field Station

All evacuations will be treated as an "Off-Site Evacuation"

OFF-SITE EVACUATION

Off-Site Evacuation involves the movement of all occupants to a safe location outside of the facility or grounds. Reasons for selecting Off-Site Evacuation may include, but are not limited to:

- Fire alarm sounds
- Large fire
- Gas leak
- Credible bomb threat/found bomb

- Explosion
- Earthquake (after initial shaking has ceased)

The Off-site Evacuation assembly areas are generally designated as:

Living Lab

- Primary Location: Corner of 43rd Street and Fairmount Avenue near the Manzanita gathering space
- Secondary location: Joint-Use Field at Florence Joyner Elementary

BLA Field Station

- *Parking Lot*

IN-PLACE SHELTERING (“LOCKDOWN”)

In some circumstances, it may be safer to have all occupants remain inside the facility rather than to be outdoors. Lockdowns are defined as the act of confining students, staff, and all occupants in a secured location until the emergency or threat is over.

Such situations might include, but are not limited to:

- Hazardous material incident near facility/grounds
- Weather events including lightning and wind storms
- Fire near the facility/grounds
- Explosion hazard near the facility/grounds
- Dangerous person or circumstance near the site
- Police activity near the facility/grounds (e.g., active search for dangerous suspect(s))

Based on the situation and level of threat, the Incident Manager may order a “Complete” or “Modified” Lockdown as defined by:

COMPLETE LOCKDOWN

Complete and immediate lockdown of the entire site.

All operations and instructional activities are halted.

All occupants move to Canyon Level Storage to shelter in place.

In BLA: All occupants move to Classrooms.

Employees or any other visitor will not be granted access to the site for the duration of lockdown unless authorized by Incident Manager in coordination with law enforcement.

MODIFIED LOCKDOWN

Complete and immediate lockdown of the entire site.

All operations and instructional activities may continue inside buildings.

All occupants transition activities to indoor locations.

Employees or any other visitor will not be granted access to the site for the duration of lockdown unless authorized by Incident Manager in coordination with law enforcement.

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 firearm(s) and there is no pattern or method to the selection of their victims. They are often unskilled marksmen and/or do not have specific targets.

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.

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.

Our procedures follow the Homeland Security recommended protocol of Run, Hide, Fight. Accountability is in notifying individuals to flee the area. Roll call and accounting for specific individuals will be completed post incident and under the direction of emergency personnel.

In summary:

- All staff are authorized to take immediate action to protect students and themselves. **Act immediately** if you or your students:
 - Hear a sound that might be gunfire
 - See something that looks like a weapon being carried or used on or near the site
 - Sense any other indication of active shooter/armed assailant threat
- Quickly evaluate which option will best protect you and your students. Communicate and act quickly.

Run

If there is an accessible escape path – evacuate the premises (consider 2 ways out)

Yell – Run, Run, Get out! Don't carry anything with you.

Hide

If safe evacuation is not possible, **find a place to hide where the active shooter is less likely to find you.** Barricade entrances, remain silent, and

Fight

As a last resort, and only when your life is in imminent danger, **attempt to disarm and/or incapacitate the active shooter.**

- Call 9-1-1 and the office as soon as it is safe to do so.

BELL SYSTEM NOTIFICATION

LIVING LAB

If a situation requires immediate action, the bell system should be utilized. The method for initiating Evacuation or In-Place Sheltering depends on the situation and immediacy of movement.

- **Fire alarm** to signal fire emergency and/or evacuation to the Off-Site Evacuation area.
- **PA message – “Lockdown”** to direct students and staff to implement “Complete Lockdown”.
- **PA system, message “Earthquake – DROP, COVER, and HOLD”** and staff command “DROP” for earthquake emergency.
- PA system/bullhorn, phone calls, and runners as appropriate to supplement the above notifications.
- Hand-held air horn in the event of a failure of the bell system (e.g., without power).
- PA system, phone, email, or in-person communication by the Incident Manager or public safety official to communicate to communicate “All Clear” to signal the end of the incident response.

Due to the proximity of the Living Lab site to Florence Joyner Elementary School, if we hear a bell notification from the school signaling a Lockdown, Ocean Discovery should activate Lockdown procedures at the Living Lab.

OFF HOURS

- **Intrusion Alarm:** A third party alarm company will notify On-Call Staff and dispatch police.
- **Fire Alarm:** A third party alarm company will notify On-Call Staff and first responders.

BLA FIELD STATION

- *Use the bullhorn, radios, and runners as appropriate to signal an evacuation.*
- *Use a hand-held air horn – signaled 3 times in succession – to alert neighbors to radio for police.*
- *Use bullhorn, radios, or in-person communication by the Incident Manager or public safety official to communicate to communicate “All Clear” to signal the end of the incidence response.*

INCIDENT REPORTING

Any incidents that occur at the Living Lab or during the course of employment with Ocean Discovery Institute or involvement in Ocean Discovery Institute programming must be properly documented and reported.

There are two types of forms to document incidents:

- **Employee Injury/Illness Report Form:** This must be completed by a Manager on Duty when an employee is involved in an injury, illness or other medical related incident.
- **Nonemployee Incident Report Form:** This can be completed by any staff member when a participant or volunteer is involved in the following:
 - Any incident resulting in injury, illness or other medical issue. This includes situations where first aid, CPR or AED is administered.
 - An accident involving an Ocean Discovery owned vehicle or private vehicle being used for work-related purposes.
 - Any incident where a staff member uses physical restraint or seclusion with a student
 - Any incident where the police or 911 is called.
 - A person is issued a suspension from the Living Lab for reasons that may cause a safety concern.

Forms are available in the Emergency Response Box.

EMERGENCY RECOVERY

An emergency incident or major disaster can have serious effects on Ocean Discovery Institute's operations. This may include the destruction of infrastructure, disruption of management capabilities, etc. The objective of the recovery effort is to minimize the disruption of operations and ensure some level of organizational stability and orderly recovery, including:

- Outlining immediate actions that must take place after an emergency situation.
- Preparing in the event of extended service outages.
- Restoring programs and operations to the widest extent possible in a minimum time frame.
- Considering what can be done to lessen (mitigate) the effects of future incidents.

If an Incident Manager is already in position from the Respond phase, that person shall remain in position for Recover until a clear transition is made and communicated. If an Incident Manager is not in position (e.g., the incident occurs outside of business hours), the first person to receive and alert is the Incident Manager until a clear transition is made and communicated. Similar to emergency response, the number of personnel required and positions which need to be activated on the Emergency Recovery Team will depend on the size and complexity of the incident.

Importantly, Recover provides a feedback loop to Prevent and Respond as systems and procedures will be updated by the Associate Director or other Designee to improve response and/or prevent or mitigate future risk.

APPENDIX F: BAHÍA DE LOS ANGELES (BLA) SITE INFORMATION

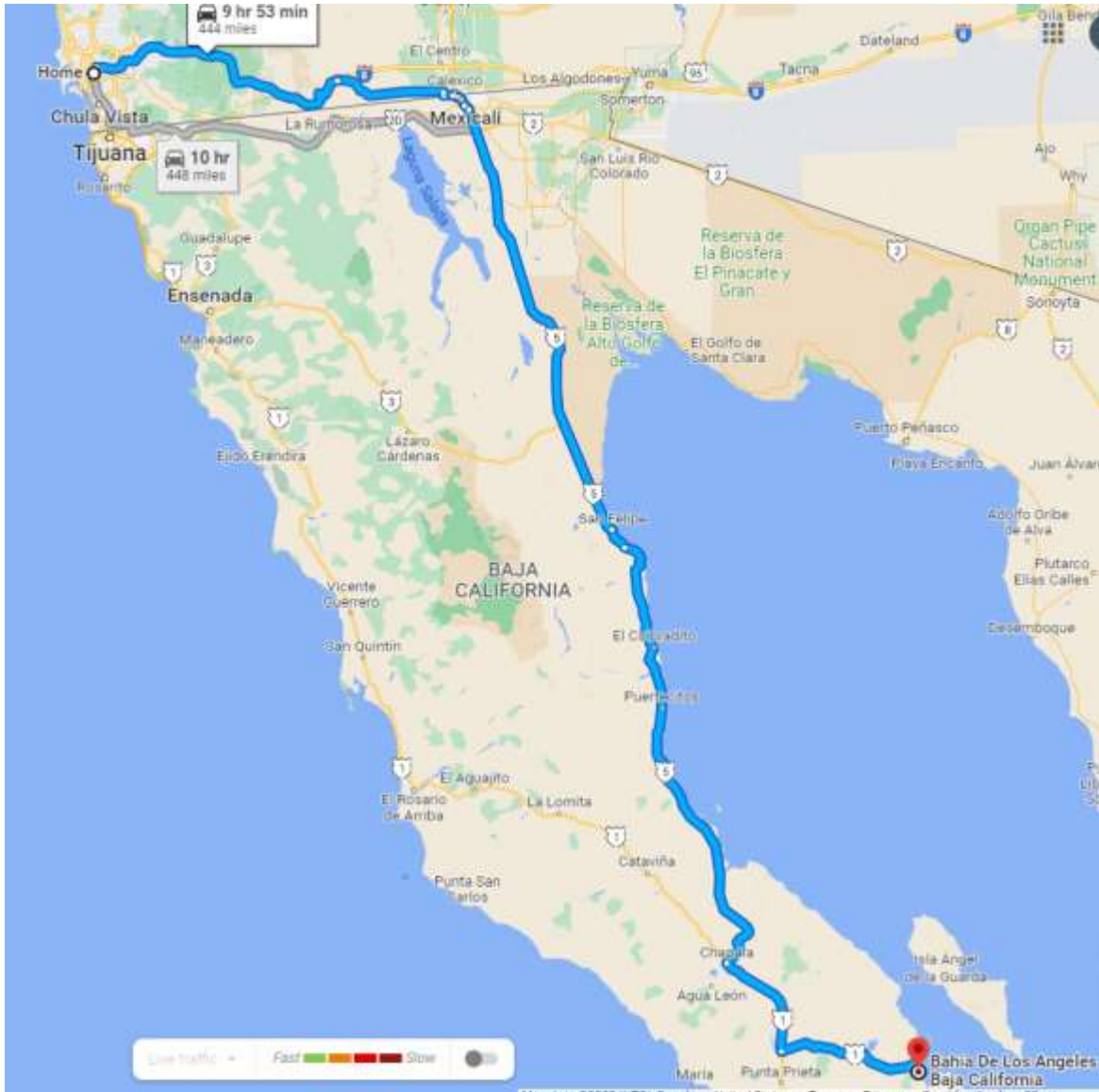
Bahía de los Angeles is a coastal bay on the Gulf of California, located along the eastern shore of the Baja California península in the state of Baja California Mexico.

The following are important factors that were considered when developing the program and emergency prevention, response, and recovery procedures for activities that take place in BLA.

- There is a clinic located in town near the south end of the Police Station in town, but there is no hospital in BLA. BLA is approximately 450 miles from San Diego and approximately 350 miles from medical care in the US.
- There is a Police Station and base for the Marinos (Mexico Navy) in the town.
- Internet service and WiFi are available throughout the town, including the Field Station; however, there is no cell service.
- There are no dedicated bank ATMs available. Some locations may accept credit cards, but cash is most reliable.
- Two Pemex stations are in service at the entrance/exit to town.
- The average temperatures during summer months are: 95°F high and 75°F low. Winds can be very gusty making the town hot and dry and/or the water unsafe for boating activities.

DRIVING ROUTE

We typically travel through the Calexico border and take the Mex 5 towards San Felipe. We then pass through San Felipe to Gonzaga Bay. We continue across the peninsula to meet up with Mex 1. Then we turn off the Mex 1 to head to Bahia de los Angeles.



BLA FACILITY INFORMATION

While in Bahía de los Angeles for program trips (with students), we stay at Glendale Community College's Field Station (Escación de Mar Cortés). The field station includes two classrooms and dorms, a living room and kitchen, showers and restrooms, a garage/equipment room, and a staff building.



GENERAL POPULATION

Current enrollment:

- Number of staff: 6-8
- Number of students on site: 20-30
- Number of volunteers on site: 6-8

A daily roster of individuals onsite is kept with the Manager on Duty.

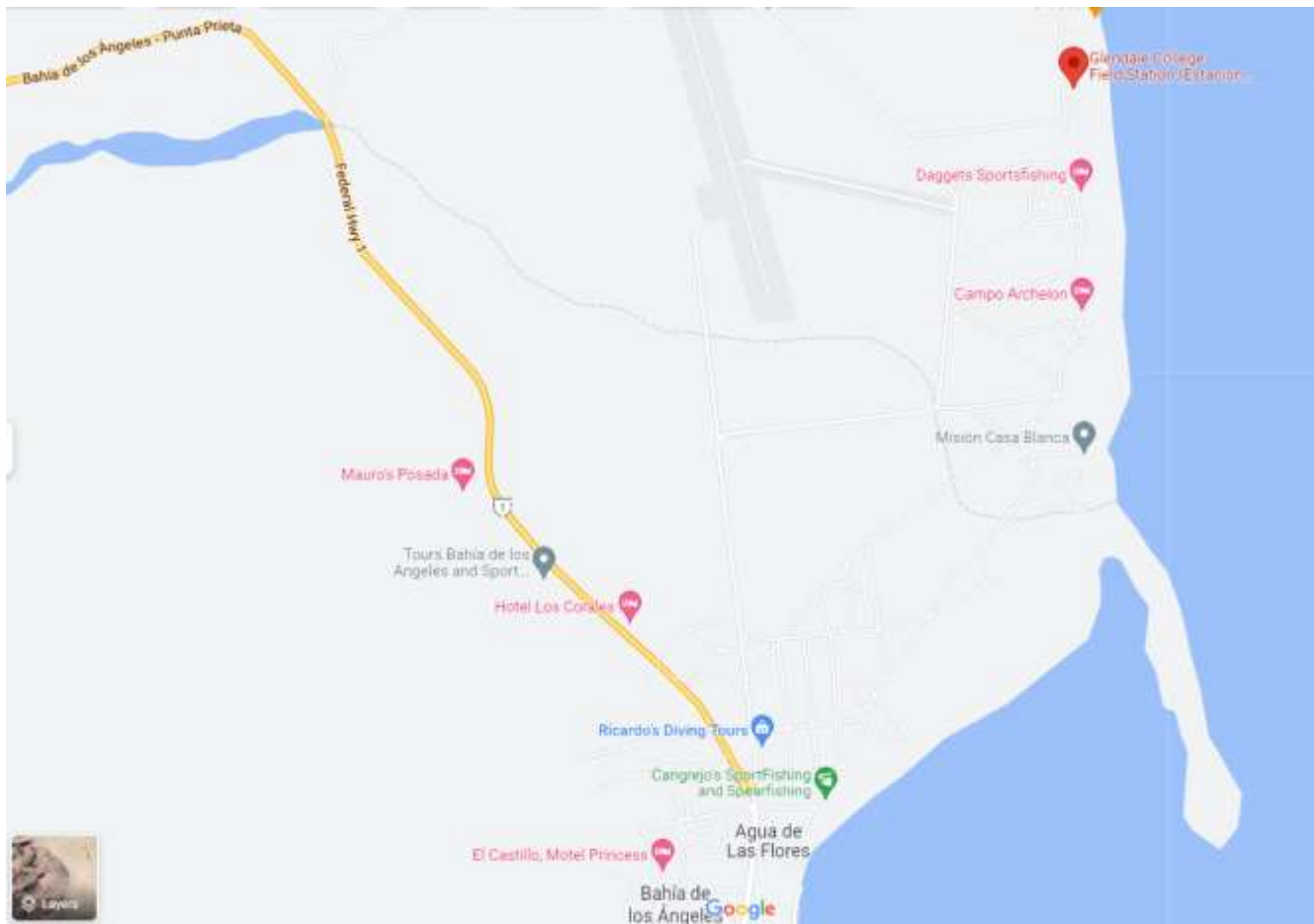
LOCATION

Site Name: Glendale Community College Field Station – Estación del Mar Cortés

Site Address: Camino la Gringa S-N, Bahía de los Angeles, Baja California. Mexico

Site Public Phone Number: NA

Site GPS Coordinates: Latitude: 28.979914787304374, Longitude: -113.54746420464213



BLA FIELD STATION EVACUATION MAP



VENOMOUS ANIMALS IN BLA

Sting Ray



Rattlesnakes



Scorpions



Rockfish



Black Widow



Brown Recluse



MEXICO SPECIFIC SAFETY EQUIPMENT AND INFORMATION

The town of Bahía de los Angeles has limited communication access, although this continues to improve with each year. The remote location of the program paired with the number of participants with the program requires additional supplies communication devices and safety supplies. These are outlined in the following sections:

- Cell Phone: Cell phone coverage current extends as far south as San Felipe. In BLA where WiFi is available (e.g., in the field station), WiFi calling, imessage, FaceTime, WhatsApp may be used.
- Marine Radio: Two-way radio used for communication when WiFi is not available for one or multiple groups.
- Satellite Phone: Phone used for communication from remote locations that do not have cell coverage.
- EPIRB: Satellite beacon that alerts the US Coast Guard to initiate a rescue in the case of water emergencies.
- Traveler's Insurance: For trips both with and without students to Bahía de los Angeles, travel insurance is secured. Coverage includes emergency assistance and transportation, 24/7 emergency assistance services, and on demand medical care.

CELL PHONE

If you're using your cell phone in Baja, chances are that you have one of the four main US wireless services: T-Mobile, AT&T (Cingular), Sprint or Verizon. You may have an easier time calling throughout Mexico with T-Mobile or AT&T, since they cover a lot more territory.

All of the major wireless networks will charge you extra to roam internationally, from as little as \$0.59 to \$1.49 per minute plus a monthly flat fee. More importantly, most plans require you to activate the international roaming service before you even leave the United States. To be safe, it is a good idea to check with your own wireless carrier before you leave for Baja to make sure that your phone has been activated for international roaming.

Once you are in Mexico with a successfully activated phone, you should have no trouble calling either locally or home to the United States.

General guidelines are below to set up your cell phone for use in Mexico. Baja Bound (<https://www.bajabound.com/before/permits/cellphonebaja>) has detailed information for activation and use for each cell phone carrier.

- On your phone go to "Settings" followed by "Cellular" then "Roaming" and make sure "Voice Roaming" and "Data Roaming" are turned OFF. Make sure "International CDMA" is turned OFF.
- Or if you have international service - your phone automatically picks up that you are in Mexico and will send you a text message asking if you would like to accept "travel pass" and your answer is YES. This will allow you to use service in Mexico.
 - Once you accept yes, change the following settings on your phone.
 - Go to **settings-cellular-cellular data options-roaming**
 - Turn *voice roaming* and *data roaming* **on** (make the button green)
 - Turn *International CDMA* **off** (make the button white)
 - Turn your phone off completely and back on to make sure changes stick.
 - Your phone will work normally under our current data/voice/text plan.

Dialing Instructions

Country Code	From	To	Dial Network	Instruction
52	Mexico	U.S.	GSM	Dial Plus (+) Sign then 1 then ten digit U.S. number
52	Mexico	Local	GSM	Dial Plus (+) Sign then Country Code then mobile number with Area Code (if applicable)
52	Mexico	Other Countries	GSM	Dial Plus (+) Sign then Country Code then International Number
52	Mexico	Customer Service	GSM	Dial Plus (+) Sign then 1 then 908-559-4899
52	Mexico	Customer Service from a landline	None	Dial 001-8442528672

- ☐ On most devices, the Plus Sign (+) appears when you press and hold the 0 key or the * key. Find your user guide online if needed.
- ☐ To call and text a cell phone in Mexico
 - Press and hold the 0 to get a "+", then press 52 followed by the area code and cellphone number.
Ex. +52 (###) ###-####
- ☐ To call a landline in Mexico
 - Press and hold the 0 to get a "+", then press 52 followed by the area code and cellphone number.
- ☐ To check voicemail,

MARINE RADIO

The field station is equipped with a Marine Radio. Marine radios are also brought into the field with each group travelling to a different location.

The Safety Officer and Manager on Duty will be available via radio on Channel 16 either by the Field Station radio or handheld radio when off-site.

Channel 16 is used to establish communication with the Field Station, Safety Officer, Manager on Duty, boat guide, and/or to notify others in case of emergency. This is the same channel that is used for boat communication throughout the community. The channel may be switched for conversation once communication has been established.

Channel 8 is used for communication between groups who are in the field together (e.g., three boats that are on the same trip together and need to communicate). You may also use this channel once communication has been established on channel 16 for further conversation.



SATELLITE PHONE

All groups traveling to/from Bahía de los Angeles in an Ocean Discovery vehicle will have a satellite phone in their Travel Safety Kit. In addition, a satellite phone is kept at the Field Station for the duration of trips with students. During overnight stays which are off-site, a phone may be sent with the group as determined on a case-by-case basis.

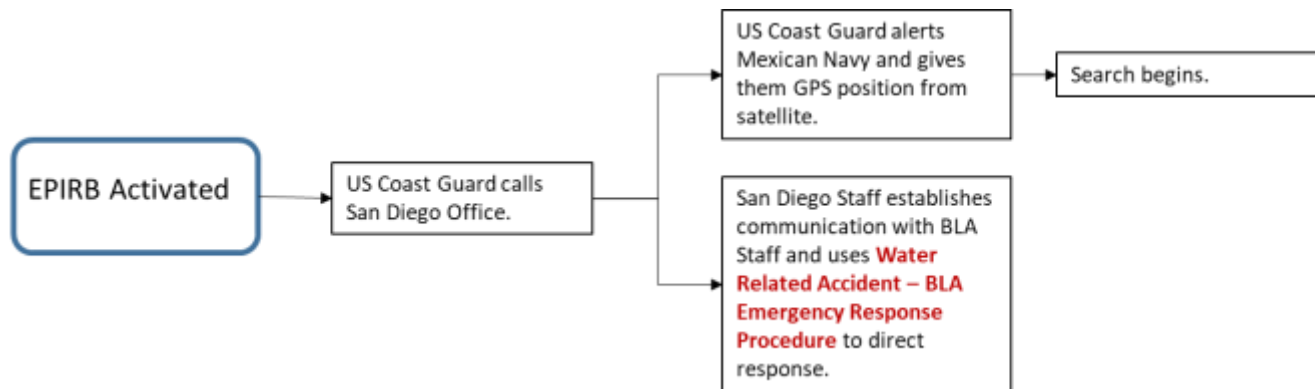


Making calls within Mexico

- ☐ Turn satellite phone on.
- ☐ Be certain the battery is fully charged prior to use. Battery capacity is indicated on the LCD display on the phone.
- ☐ Gently pull out the telescoping antenna.
- ☐ Be certain the antenna is as vertical (upright) as possible. Antenna must make line of sight connection to satellite (needs to be outside with unobstructed view of sky).
- ☐ Signal strength is indicated in the upper left hand corner of the display. The phone will go into a "search mode", then "registering mode". A small HOUSE icon will appear at center bottom screen.
- ☐ The word "IRIDIUM" appears on the display when the satellite signal is locked. The signal strength indicator should show five bars (upper left corner of display.)
- ☐ You are now ready to make and receive calls.
 - **To make call within Mexico** DIAL (0+) + (01152) + (PHONE NUMBER)
 - **To make calls to the US** DIAL (0+)(0+) + (1) + (PHONE NUMBER) + (OK)
- ☐ To end calls, simply press the "C" red button on left top side TWICE.

EPIRB

An EPIRB is brought on all boat trips while in Baja. It is worn by a field trip lead and remains with the group for the duration of an outing (i.e., it does not stay on the boat if the group disembarks for a hike on an island.) The EPIRB is set off in two ways, manually or automatically (if it gets wet/submerged). A signal is sent from the EPIRB to satellites and then to a land unit which processes the signal and sends it to NOAA. At NOAA, our registration information is attached and sent to the US Coast Guard, which initiates the response and communication with Ocean Discovery in the U.S. In the case of emergencies in BLA, the Coast Guard will coordinate a response with the Marineros (Mexican Navy). The process is summarized in the flow chart below:



Throughout the duration of the emergency, San Diego staff will remain in contact with the US Coast Guard and BLA staff.

EPIRB Registration Information

We have 406MHz EPIRBs, each with the password: aquatic-1

Beacon ID	Date Expires
ADCE02371941C01	1/5/2024
2DCE36A7D0FFBFF	6/5/2024
2DCE369506FFBFF	4/5/2023
2DCC814EE0FFBFF	3/8/2024
2DCE6868DEFFBFF	4/5/2023
2DCE686032FFBFF	2/22/2024
2DCC8E0382FFBFF	4/5/2023

Lindsay McKay and Elvia Meza are listed as the emergency contacts for these beacons. The Ocean Discovery main office number and their cell phones are registered with the beacons for contact in case of emergency.

BAJA CALIFORNIA EMERGENCY CONTACT LIST

In the event of a serious emergency, alert the Safety Officer and Manager on Duty. Below is a list of resources in the community that can assist with safety issues.

This list is made available in the Emergency Response Box, Travel Safety Kit, and in the Information Center. This list is updated annually by the Program Manager.

Name of Contact	Contact Information
Emergency Medical, Police, Fire	9-1-1
Glendale Field Station	Jose Mercade jmercade@glendale.edu Luis Candela On-site Field Station Manager lcandela@glendale.edu
Ocean Discovery BLA Point-of-Contact (MOD)	Group Text: Shara Fisler 619-665-3861 Jo Vance 760-224-8557 Anne Correia 619-980-9038 Updated 6/2022
Ocean Discovery San Diego Point-of-Contact	Primary Contact: Lindsay McKay 619-807-4741 Secondary Contact: Elvia Meza 619-847-9266 Living Lab: 9am-5pm M-F 619-795-8365 Updated 6/2022
Safety Officer	Marine Radio Channel 16
Emergency Traveler's Insurance	Policy #: 22062W2366 24-hour emergency numbers are: <ul style="list-style-type: none"> If calling from the US dial: 1-877-243-4135 If calling from Mexico dial: 1-240-330-1529 NOT CURRENT: Updated 3/2022
U.S. Consulate	Emergency Contacts Assistance for US Citizens in Mexico <i>If possible, have ready the US citizen's name, date-of-birth, and passport number.</i> <ul style="list-style-type: none"> 55-8526-2561 (From Mexico) 844-528-6611 (from the United States) 9-1-1 in event of an accident, fire, or medical emergency During business hours, dial the Mexican office number and ask for American Citizen Services. <ul style="list-style-type: none"> If calling from the US dial: 011-52-664-977-2000

	<ul style="list-style-type: none"> If calling from Mexico dial: 664-977-2000 <p>After hours (business hours are 7:30am to 4:00pm Monday through Friday) dial the U.S. answering service and leave a message. The duty officer would get the message and then call you back.</p> <ul style="list-style-type: none"> If calling from the US dial: 619-692-2154 If calling from Mexico dial: 664-977-2019 <p>Call 1-888-407-4747 (from overseas: 202-501-4444) for answers related to questions concerning the following:</p> <ul style="list-style-type: none"> Death or Injury of an American citizen abroad Arrest/detention of an American citizen abroad Victims of crime abroad, American citizens missing abroad, Abduction of a child abroad <p>Verified 6/2022</p>
Consulate General Tijuana	<p>Consul General Thomas E. Reott</p> <ul style="list-style-type: none"> United States Consul General Tijuana, Baja California, Mexico + 52-664-977-2000 <p>Updated 2/2022</p>
U.S. Coast Guard	<p>For distress communication in US: VHF-FM Channel 16 (156.8 MHz) OR dial 9-1-1</p> <p>For Maritime emergency use: Pacific Southwest (D11) 510-437-3700</p> <p>Verified 6/2022</p>
Mexico Road Assistance/ Green Angels	<p>0-7-8</p> <p>Or</p> <p>9-1-1</p> <p>Verified 6/2022</p>
U.S. physicians for consultation	<p>Dr. Adam R. Pacal, MD 619-952-3230 adampacal@gmail.com Out of the country 7/27/22-8/9/22</p> <p>Updated 6/2022</p>
BLA In-Town Clinic	<p>Doctor – NOT UP TO DATE</p> <ul style="list-style-type: none"> Dr. Luis Valenzuela He arrived last August and will leave at the end of July. He is doing his service year post-internship. Accessibility <ul style="list-style-type: none"> Hours of operation: M-F 8am-3pm and Sat 8am-1pm After hours: Knock on the windows behind as he lives there.

	<ul style="list-style-type: none"> ○ Sometimes he is out of town. If that is the case, there is a nurse there but they can't do more than administer first aid for minor injuries. ○ Not on town radio. If we want to radio, we should radio the police. • Resources <ul style="list-style-type: none"> ○ Have: Anti-venom, back boards, oxygen, epinephrine, antibiotics, pain pills. ○ Don't Have: Ambulance (not working), medical passes for border crossing (but he can give us an official document), life support, x-rays • Abilities <ul style="list-style-type: none"> ○ Can: sutures, casts, spinal assessments ○ Can Not: set bones, dislocations (seemed questionable- if it's easy) <p style="text-align: right;">NOT CURRENT: Updated 7/2016</p>
BLA Police	<ul style="list-style-type: none"> • Name: Jose Cota-Gilbert (Policia Tecero) & Jose Guadalupe Vaca Garcia (Policia Tecero, Commandante) • The men have been stationed there for less than 2 years. • There are two men who switch off regularly as head of the police station. • Accessibility <ul style="list-style-type: none"> ○ They are there 24/7. • Resources <ul style="list-style-type: none"> ○ They can help coordinate to support in any emergency. ○ They can escort us to another destination if needed. ○ They should be a first point of contact as they seem highly capable and can leverage other resources. <p style="text-align: right;">NOT CURRENT: Updated 7/2016</p>
Marinos (Mexico Navy)	<ul style="list-style-type: none"> • They have very short shifts in BLA so the leader here now is only here until mid-July. However, they can always help us and whoever is there is able. • They coordinate with the San Felipe sector in the case of water emergencies. The team here is a support to San Felipe. • They don't have any boats in service, but they can use CONANP'S. • They are there 24/7 and available on 16 by radio. <p style="text-align: right;">NOT CURRENT: Updated 7/2016</p>
BLA Contacts	<ul style="list-style-type: none"> • <i>Memo Smith</i> Phone#: 01152.200.124.9137 • <i>Joel Prieto</i> Phone #: 01152.200.124.9160 Cell # 01152.646.124.0309 • <i>Las Hamacas</i> Phone #: 01152.200.124.9114 • <i>Municipal Office</i> Phone #: 01152.200.124.9111 • <i>Samuel Diaz</i> Phone #: 01152.200.124.9261 or 01152.1.646.148.2963 • <i>Punta Prieta</i> Phone#: 01200.124.9117 • <i>CONANP</i> Phone #: 01200.124.9106

BAJA CALIFORNIA EMERGENCY RESOURCES & MAP



DISTANCE CHART: SAN DIEGO TO BAHÍA DE LOS ANGELES VIA MEX 5

	San Diego	El Centro	Mexicali	San Felipe	Punta Prieta	Bahía de los Angeles
San Diego		110 mi (~1hr 45min)	128 mi (~2hr 15min)	247 mi (~4hr 15min)	421 mi (~7hr 15mi)	482 mi (~8hr)
El Centro	110 mi (~1hr 45min)		18 mi (~30 min)	137 mi (2hr 30min)	331mi (5hr 30min)	352 mi (6hr 15min)
Mexicali	128 mi (~2hr 15min)	18 mi (~30 min)		119 mi (~2 hr)	183 mi (~5hr)	334 mi (~5hr 45min)
San Felipe	247 mi (~4hr 15min)	137 mi (2hr 30min)	119 mi (~2 hr)		174 mi (~3hr)	215 mi (~3hr 45min)
Punta Prieta	421 mi (~7hr 15mi)	331mi (5hr 30min)		174 mi (~3hr)		41 mi (~45min)
Bahía de los Angeles	482 mi (~8hr)	352 mi (6hr 15min)	334 mi (~5hr 45min)	215 mi (~3hr 45min)	41 mi (~45min)	

DISTANCE CHART: TIJUANA TO BAHÍA DE LOS ANGELES VIA MEX 1

Distances in Miles	Border	Tijuana	Ensenada (North End)	Santo Thomas	San Quintin	El Rosario	Catavina	Punta Prieta	Bahia de los Angeles
Border		18 (~30min)	80 (1.5hr)	113 (~2.5hr)	203 (~4hr)	241 (~5hr)	317 (~6hr)	381 (~7.5hr)	422 (~10.5hr)
Tijuana	18 (~30min)		62 (~1hr)	95 (~2hr)	185 (~3.5hr)	223 (~4.5hr)	299 (~5.5hr)	363 (~7hr)	404 (~10hr)
Ensenada (North End)	80 (1.5hr)	62 (~1hr)		33 (~30min)	123 (~2.5hr)	161 (~3hr)	237 (~4.5hr)	301 (~6hr)	342 (~8hr)
Santo Thomas	113 (~2.5hr)	95 (~2hr)	33 (~30min)		90 (~2hr)	128 (~2.5hr)	204 (~3.5hr)	268 (~5hr)	309 (~6.5hr)
San Quintin	203 (~4hr)	185 (~3.5hr)	123 (~2.5hr)	90 (~2hr)		38 (~30min)	114 (~2.5hr)	178 (~3.5hr)	219 (~5hr)
El Rosario	241 (~5hr)	223 (~4.5hr)	161 (~3hr)	128 (~2.5hr)	38 (~30min)		76 (~1.5hr)	140 (~3hr)	181 (~4hr)
Catavina	317 (~6hr)	299 (~5.5hr)	237 (~4.5hr)	204 (~3.5hr)	114 (~2.5hr)	76 (~1.5hr)		64 (~1hr)	105 (~2hr)
Punta Prieta	381 (~7.5hr)	363 (~7hr)	301 (~6hr)	268 (~5hr)	178 (~3.5hr)	140 (~3hr)	64 (~1hr)		41 (~45min)
Bahia de los Angeles	422 (~10.5hr)	404 (~10hr)	342 (~8hr)	309 (~6.5hr)	219 (~5hr)	181 (~4hr)	105 (~2hr)	41 (~45min)	

HOSPITALS & SERVICES

Hospital	Address	Phone	Services	Notes
El Centro Regional Medical Center (USA)	1415 Ross Avenue El Centro CA 92243 USA	760.339.7100	Level 4 Trauma Center with heliport	PREFERRED OPTION
Abasolo Medical Center (San Felipe)	Calz. Chetumal S/N Rancho Mexico San Felipe, Baja California (Next to the 7 Eleven Gas Station)	Emergency 24 hours – 686.573.0174 Or 686.577.1458	General Medic, external consultation provided, anesthesiologist, general surgery, set broken bones, reduce dislocations, NO trauma center. Mainly work to stabilize patient, and depending on their status, will send them to a hospital.	The Medic is linked with the Cruz Roja's ambulance, and can provide helicopter help to take patient to the closest hospital crossing the border, depending on patient's insurance
Baja Medical Center (San Felipe)	178.5 Carretera Federal No. 5 San Felipe, Baja California (Near El Dorado Ranch & La Ventana del Mar)	686.576.0200	General medics, no specialist, x-rays, set broken bones, reduce dislocations; they will stabilize patients, and transfer them to the nearest hospital (if needed) or can provide airplane/ambulance transportation across the border. Ambulance transportation will take the patient to the Mexicali border, and from there, can be picked up by another ambulance taking them to the nearest hospital in Calexico, California	Ambulance service – 686.577.1544
Cruz Roja (San Felipe)		686.577.1544	For Ambulance Service	

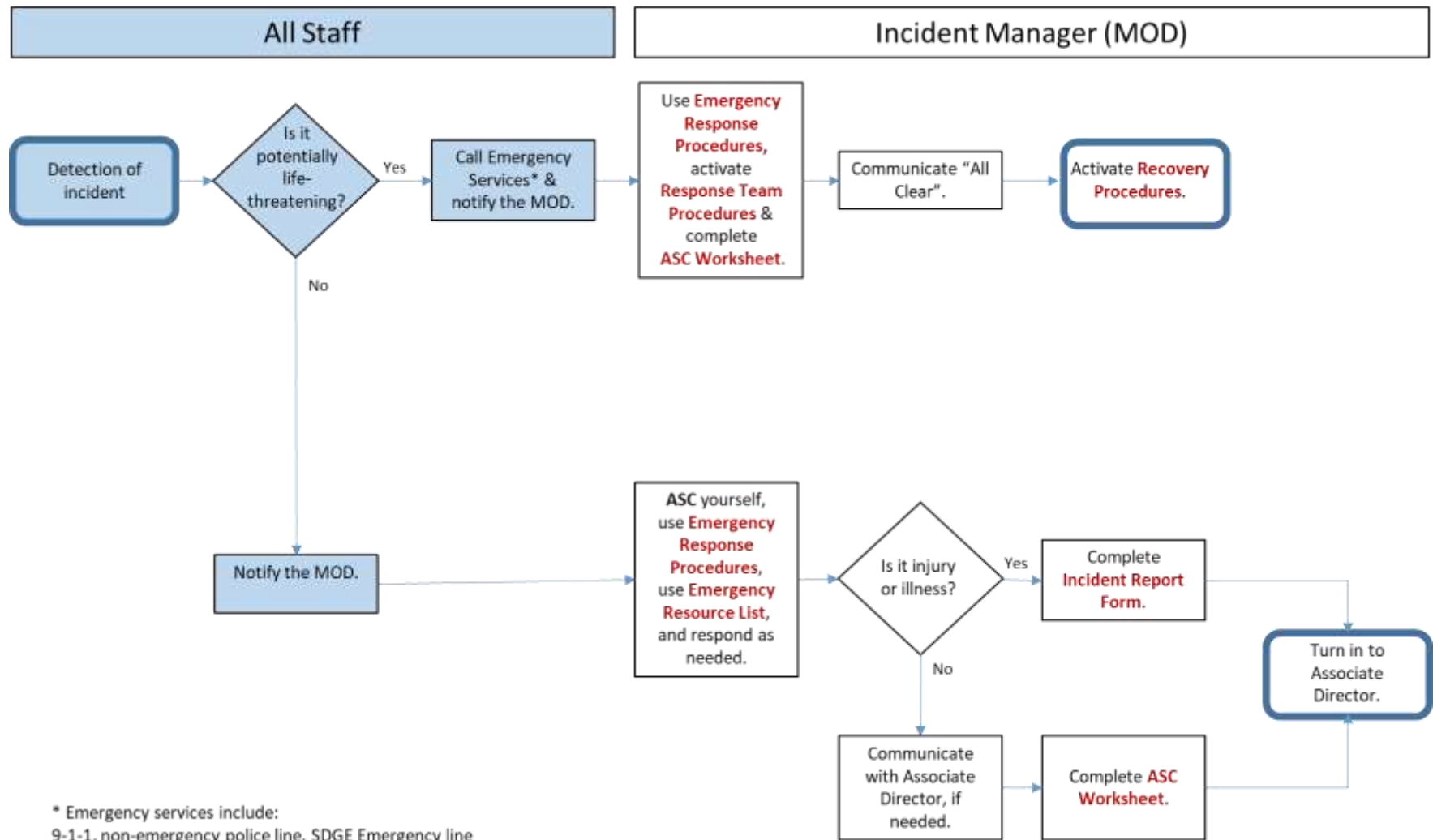
Hospital	Address	Phone	Services	Notes
Hospital Angeles Tijuana (Tijuana)	Avenida Paseo de los Héroes 10999 Zona Río, Tijuana	52.664.635.1800 v. urgent: 01.444.813.3797	general surgery, medicine, set broken bones, trauma center	Ambulance: The hospital will contact an ambulance for the patient, but it is not included as part of the hospital's service and is paid separate.
Hospital del Carmen S.A. de C.V. (Tijuana)	Calle Manuel Doblado #402 Colonia Gabilondo, CP 22410	52.664.681.7279	Provides trauma service	Call between 7am -1pm for information about procedures and transportation
Hospital Excel (Tijuana)	Paseo de los Heroes #2507 Zona Rio, Tijuana, BC CP 22010	52.664.634.3434	Minor and major surgery, medicine, cardiology center, set broken bones, reduce dislocations, trauma center, large hospital which provides many other services.	Ambulance is separate
Hospital Guadalajara (Tijuana)	Benito Juarez y/o 2a 1413 Zona Centro 22000, Tijuana	52.664.638.4174	Set broken bones, general surgery, plastic surgery, cardiology ctr., reduce dislocations, trauma center, and 24 hrs. Emergency, orthodontia, medicine, neurology ctr.	Ambulance is separate, and will only take patient to the border.
Hospital Velmar (Ensenada)	De Las Arenas # 151 Fracc. Playa Ensenada, Ensenada, B.C. C. P. 22880, Mexico	52.646.173.4500	Have a trauma center, set broken bones, general surgery, 24-hr emergency. Offer helicopter help in case of emergency and have a place for helicopter landing as well. Also provide ambulance transportation.	Open 24 hours www.hospitalvelmar.com
General Hospital Ensenada (Ensenada)	Blvd. de la Dunas #22, Playa Ensenada 22880 Ensenada B.C. Mexico	52.646.176.7600	Have a trauma center, set broken bones, general surgery, and emergency. No helicopter help in case of emergency and do not have a place for helicopter landing. No Ambulance transportation	

El Buen Pastor Hospital (San Quintín)	Calle Primera #400 22940 San Quintín Baja California	+52 616.165.2653	General surgery, and medicine, they have a doctor who works with trauma patients.	Ambulance service is separate, which means would have to pay ambulance separately. For helicopter or airstrip transportation; need to contact one in Ensenada.
Instituto Mexicano Del Seguro Social (Geurrero Negro)	Blvd. Emiliano Zapata Esq San Luis Potosi one block west of first Pemex station, and across the street.	615.157.0233 Emergency tel. 1.157.0433 free in Mexico: 01.800.0263342; Ensenada tel. 6.178.1400	N/A	Call between 6pm-8pm for information on procedures and transportation BLA to GN – 125 miles (~3 hours) GN to Border – 461 miles (~10 hours)

PART IV: INCIDENT MANAGER EMERGENCY RESPONSE PROCEDURES

EMERGENCY RESPONSE GENERAL PROCESS FLOW

Below is the general response process flow, including initial actions that can be taken by any staff and those that will be led by the Incident Manager. This section of the manual includes the Emergency Response Procedures for the Incident Manager. Indicated in **red** are procedures, resources, and forms that can be found in the Emergency Response Box for use during an incident. In order to provide an effective response, procedures may be activated in part or in whole, as necessary.



EMERGENCY RESPONSE PROCEDURES: SAN DIEGO ONLY

This section includes emergency response procedures for use when an emergency takes place during programming in San Diego (San Diego), the surrounding areas, or schools.

EVACUATION (SAN DIEGO)

- ☐ Notify all staff/students to evacuate:
 - Use a hand-held air horn in the event of a failure of the alarm.
 - Use the PA system or runners to communicate evacuation site.
- ☐ Direct the evacuation of individuals to the designated Evacuation Assembly Area.
- ☐ Ensure reception staff do the following:
 - **Bring the Student Rosters** from Reception
 - **Bring the Emergency Response box and First Aid Kit** from the Information Center to the assembly area
 - **Print “Evacuation Report”**, bring computer, or take photo with phone
- ☐ Use the **Incident Manager Procedure** (on clipboard) to direct Response.

EVACUATION AND REUNIFICATION: DURING EVENTS (SAN DIEGO)

- ☐ Event Manager will serve as MOD.
- ☐ Notify all occupants/guests to evacuate.
 - Instruct each event “Captain” to clear occupants in their areas.
 - If at the Living Lab, direct occupants off-site.
 - If at a venue, follow the instructions provided by the venue. If no instructions are provided, direct guests out of the building and away from real or potential threats.
- ☐ Staff report to the Evacuation Assembly Area.
- ☐ Assign staff do the following:
 - **Bring the Student Rosters** from Reception
 - **Bring the Emergency Response box and First Aid Kit** from the Information Center to the assembly area
 - **Print “Evacuation Report”** (if applicable), bring computer, or take photo with phone
- ☐ Use the **Incident Manager Procedure** (on clipboard) to direct Response.

MODIFIED LOCKDOWN (SAN DIEGO)

- ☐ Communicate with all staff and others as necessary via runners.
 - Note that it is often best to not create panic among students or other by using the PA system.
- ☐ Move all operations and instructional activities to INSIDE the building.
- ☐ Call the police non-emergency line 619-531-2000 for information.
- ☐ Assign staff to the following:
 - **Bring the Emergency Response box and First Aid Kit** from the Information Center to the Discovery Gallery
 - **Print “Evacuation Report”** to know who is in the building and assure communication
- ☐ Use the **Incident Manager Procedure** to direct Response.

COMPLETE LOCKDOWN (SAN DIEGO)

- ☐ Activate the Complete Lockdown notification system.
 - If downstairs Storage may NOT be used, assign and communicate an alternative Evacuation Assembly Area. Areas with numerous windows that cannot be secured or shaded are not the preferred choice, but may be used if another portion of the building is not as accessible or close.
- ☐ Call 911 or the police non-emergency line 619-531-2000 for information. If your cell phone does not receive service, allow wifi calling.
- ☐ Assign staff to the following:
 - **Bring the Emergency Response box and First Aid Kit** from the Information Center to the assembly area
 - **Print “Evacuation Report”**, bring computer, or take photo with phone
 - **Move shelves** in storage to south wall
- ☐ Use the **Incident Manager Procedure** to direct Response.

ACTIVE SHOOTER (SAN DIEGO)

Accountability

- ☐ Quickly determine the most reasonable way to escape the situation and protect your own life.
- ☐ As you act, communicate with those in your care to follow your lead.

Safety

- ☐ **RUN:** Run out of building/move away from threat.
- ☐ **HIDE:** If exiting is impossible, hide behind closed doors in a locked and/or barricaded room until authorities authorize release. Stay in place until certain you can evacuate safely.
- ☐ **FIGHT:** As a last resort, and only when your life is in imminent danger, fight-attempt to disarm and/or incapacitate the active shooter. Act aggressive, throw objects, yell.

Communication

- ☐ Dial 9-1-1, when safe.

When safe,

- ☐ Establish communication key personnel to determine recovery plan. Key personnel include:
 - Shara Fisler
 - Lindsay McKay
 - MacKenzie Sandy
 - Elvia Meza
- ☐ Assign a Communication Captain for the police to provide information and facilitate their needs. The Communication Captain should report to the Incident Command Post set up by Emergency Responders. If you are unsure of the location of the Incident Command Post, call 911 for direction.
Note: This person must be exclusively available to the police for the duration of the incident.

Police/Fire Department Responsibility

- ☐ Police dispatchers are trained to obtain the necessary information for proper emergency response. While you are answering questions, emergency personnel will be dispatched. You will be asked questions such as:
 - Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s or identify, if known
 - Number and type of weapons held by the shooter/s
 - Sound and number of shots fired
 - Number of potential victims at the location
- ☐ The San Diego Police Department will take charge of the operation and maintain full control throughout the duration of the incident.
- ☐ Police/fire departments will establish a command post(s) at or near the facility where all operations pertaining to the event will be coordinated.

WATER RELATED ACCIDENT (SAN DIEGO)

Accountability

- ☐ Have everyone else get to land/boat/away from shoreline.
- ☐ Once individuals are safe, account for each individual.

Safety

- ☐ Use safety equipment to perform rescue.
- ☐ Render first aid as needed and qualified.
- ☐ Activate **ASC Action Plan: Major/Serious Medical Emergency** as needed.

Communication in San Diego

Life threatening emergency:

- ☐ Dial 9-1-1 and notify lifeguards.
- ☐ Notify Manager on Duty.

Non-Emergencies:

- ☐ Notify Manager on Duty.

Accountability

- ☐ Bring the child to Reception.

Safety

- ☐ Initiate a 10-minute countdown.
- ☐ Get details of the separation:
 - What does the parent/teacher look like? What was he/she wearing?
 - Where was the parent/teacher last seen?
 - How long have they been separated?
 - Are there medical/behavioral conditions that responders should be aware of?
 - Is there a domestic/law enforcement situation that responders should be aware of?
- ☐ Use the following rules:
 - Avoid being alone with the child.
 - Do not offer food or drink to the child.
 - Do not pick up or carry the child.
 - Only the Manager on Duty or Designee may release a child to a parent or guardian.
- ☐ Assign staff to systematically search the site for the parent/teacher. Clearly communicate the details above.

Communication

- ☐ Notify the Manager on Duty.

EMERGENCY RESPONSE PROCEDURES: BAHÍA DE LOS ANGELES ONLY

This section includes emergency response procedures for use when an emergency takes place during programming in Mexico – in Bahía de los Angeles (BLA), the surrounding areas, or while traveling to/from BLA. It includes response procedures for staff who are in BLA and in SD who are coordinating response to an emergency taking place in Mexico.

WIND, RAIN, THUNDER, LIGHTNING – IN THE FIELD (BLA)

Accountability

- ☐ Keep the group within easy visual/radio contact of transportation, alter plans if needed.
- ☐ Perform a headcount before leaving.

Safety

- ☐ Assess conditions with boat guide and/or other staff.
- ☐ Alter activities as necessary.
- ☐ Return to the station if directed by the boat guide.

Communication

- ☐ Notify Field Station of early return.
- ☐ Check-in with Harbor master when you return.

WIND, RAIN, THUNDER, LIGHTNING— WHILE SLEEPING AT THE FIELD STATION (BLA)

Accountability

- ☐ Scan the area and move any individuals who are in immediate threat.
- ☐ Assess all staff and student locations and establish contact to alter plans, if needed.

Safety

- ☐ Remove/secure any immediate safety threats.
- ☐ Activate the following individuals:
 - ☐ Station Lead
 - Shut down the field station, dorms, and office more securely, including:
 - Take all laundry off lines and store in safe area.
 - Shut all windows and doors.
 - Shut down electronics and battery backups.

- ☐ Staff Lead

- Shut down the staff areas more securely, including:
 - Shut all windows.
 - Take all laundry off line.
 - Move anything that could blow away inside.
 - Turn off battery backups.

If the incident occurs during Bed Time:

- ☐ Student Lead will:

- Transition students and staff to new sleeping areas.
- Girls sleep in the classrooms with 2 Sleep Leads.
- Boys sleep in the salon with 2 Sleep Leads.
- Staff sleep in the protected areas of hallways, patios, etc.
- Turn on fans if necessary for circulation, monitor for problems, and help all settle down.

- ☐ Perform a headcount and ensure all individuals are in a safe location.

Communication

- ☐ Notify the Manager on Duty.

RATTLESNAKE IN THE FIELD STATION (BLA)

Accountability

- ☐ Assign staff to maintain visual of snake.

Safety

- ☐ Ensure everyone is a minimum of 10 feet away from snake.
- ☐ Have staff remove students from the area.
- ☐ Alert those trained in rattlesnake abatement – Anne, Jo, Brian.
- ☐ Rattlesnake trained staff will:
 - Use grabber to hold the snake.
 - Use shovel to cut off the head.
 - Put snake in bucket – using care as snake may still react for several minutes.
 - Dispose of snake.

Communication

- ☐ Notify Manager on Duty.

ACTIVE SHOOTER (BLA)

Accountability

- ☐ Quickly determine the most reasonable way to escape the situation and protect your own life.
- ☐ As you act, communicate with those in your care to follow your lead.

Safety

- ☐ **RUN:** Run out of building/move away from threat. Yell, "Run, run, go outside. Get away."
- ☐ **HIDE:** If exiting is impossible, hide behind closed doors in a locked and/or barricaded room until authorities authorize release. Stay in place until certain you can evacuate safely.
- ☐ **FIGHT:** As a last resort, and only when your life is in imminent danger, fight-attempt to disarm and/or incapacitate the active shooter. Act aggressive, throw objects, yell.

Communication

- ☐ If accessible, signal the air horn three times to communicate the emergency.

When safe,

- ☐ Notify the local BLA police.
- ☐ Assign a Communicator for the police to provide information and facilitate their needs.
- ☐ Establish communication with the San Diego Point-of-Contact to gather team and determine recovery plan.
 - Key personnel include:
 - Shara Fisler
 - Lindsay McKay
 - MacKenzie Sandy
 - Elvia Meza
- ☐ Identify who is missing or needing medical care.
- ☐ Coordinate evacuation to the US.

WATER RELATED ACCIDENT (BLA)

Accountability

- ☐ Have everyone else get to land/boat/away from shoreline.
- ☐ Once individuals are safe, account for each individual.

Safety

- ☐ Use safety equipment to perform rescue.
- ☐ Render first aid as needed and qualified.
- ☐ Activate **ASC Action Plan: Major/Serious Medical Emergency** as needed.

Communication in BLA

Life threatening emergency:

- ☐ Activate the EPIRB.
- ☐ Radio for help on Channel 16.
- ☐ Notify Safety Officer and Manager on Duty.
- ☐ Staff in BLA alert partner boat drivers and local Navy.
- ☐ Local Navy works with San Felipe or rescue possibilities and location
- ☐ Staff in SD alerts Coast Guard and US Consulate.

Non-Emergencies:

- ☐ Notify Safety Officer and Manager on Duty.

SAN DIEGO STAFF EMERGENCY RESPONSE FOR EMERGENCY IN BLA (BLA)

While staff and/or students are in Bahía de los Angeles for program-related activities (including planning), a San Diego Point-of-Contact will be established to maintain communication and coordinate efforts in the event of an emergency. The following response protocol is to be used in assessing the situation and coordinating response and resources.

Alert comes to San Diego

Ask for call back #: _____ and Name: _____

Find San Diego Emergency Point of Contact (Lindsay or Elvia) to take the call.

If both POCs are unavailable, find the Manager on Duty or highest trained staff available, which may be you.

Get the Medical & Safety Binder from the Info Center.

Record all relevant information about the incident that can inform decision making. Ask:

1. **Who** am I speaking to? **Who**/how many are involved? **Who** else has already been alerted?
2. **Where** is the location of the emergency?
3. **What** is the problem/emergency? **What** is being done right now - who is responding? **What** are the recommended steps I/San Diego staff should take?
4. Here is my contact number(s) if you need to be in touch with me (include cell).

Immediately following this first conversation:

1. Get in touch with the team in BLA. Reach via all staff email, imessage, or calling local BLA contacts and ask them to call San Diego Incident Manager to talk through the emergency and response.
If you are trying to reach Ocean Discovery Institute and it is an emergency say the following in Spanish:
Bueno, quisiera localizar al personal de Ocean Discovery Institute cerca de Estacion Glendale. Es urgente, favor de avisarles que me contacten por su telefono lo antes posible. Gracias.
Hold on the line until a staff is available or provide a number to return a call with location and details.
2. Confirm the presence of an emergency (e.g., ensure the EPIRB didn't get set off accidentally).
3. Email all communication including the above questions/answers to all staff in BLA and pertinent staff in SD. Include Dr. Adam Pacal (adampacal@gmail.com), if needed.
4. Assemble San Diego incident response team (if on a weekend, call in 1-2 staff and meet at the Living Lab) and brief them on the situation.
5. Assign positions and tasks and put all on standby.
6. Pull files of all involved in the emergency.
7. Use **Emergency Procedures** and **Position Activation Procedures** as appropriate.

With the Safety Officer, assess the level of the emergency and plan for evacuation. Use the **Baja California Emergency Resource Contact List** and **Baja California Emergency Resources & Map** in this binder to support.

Level 1: Evacuation

- The patient's injury or illness is immediately life threatening and the patient may die without rapid hospital intervention (E.g.: increased ICP, volume shock, severe respiratory distress, respiratory distress in a near drowning patient, advanced disease, moderate to severe hypothermia, HAPE/HACE etc.)
- The patient's injury or illness is potentially life threatening or will result in a permanent disability; the patient may develop a life-threatening problem that requires hospital intervention (E.g.: concussion that is getting worse, systemic infection, spine & cord injuries, near drowning (no respiratory distress), etc.)

Level 2: Assess Transport to SD for Care

- The patient's injury or illness is NOT life threatening, has little or no potential to become life threatening, and may be successfully treated in the field with no permanent disability; however, the patient is unable to resume normal activity within a reasonable length of time and/or requires advanced assessment. (E.g.: concussion that is getting better, unstable injuries with good CSM (circulation, sensation, movement), reduced shoulder (dislocation) with good CSM, etc.)

Level 3: Treat Locally and Monitor

- The patient's injury or illness is NOT life threatening, may be successfully treated in the field with no permanent disability, and the patient is able to resume normal activity within a reasonable length of time. (E.g.: minor wounds, minor stable injuries, minor environmental injuries, etc.)

LEVEL 1 PROCEDURE

Use **Baja California Emergency Contact List** for numbers.

- ☐ Establish communication with the San Diego Point-of-Contact.
- ☐ BLA Incident Manager coordinate with Emergency Traveler's Insurance.
- ☐ The San Diego Point-of-Contact notify US Consulate.
- ☐ Define plan to maintain communication with San Diego Point-of-Contact.

LEVEL 2 PROCEDURE

If it is determined to medivac the patient, see **Level 1 Procedure**.

If it is determined that Ocean Discovery will drive the patient to San Diego,

- ☐ Establish communication with the San Diego Point-of-Contact.
- ☐ The San Diego Point-of-Contact will coordinate with insurance and establish family communication.
- ☐ Determine your route, based on the following:
 - Drive north towards the US where better care is accessible.
 - Preferred Route: Mex 5 to Calexico (6-hour trip) and the Level-4 Trauma center at the El Centro Regional Medical Center (they have medivac helicopters on site for any trauma they cannot handle).
 - Depending on which border crossing (Calexico East or West) take either Route 7 or Route 111 North to I-8 West.
 - Take exit 14 toward South Imperial Ave
 - Continue on South Imperial Ave for .6 miles.
 - End at: El Centro Regional Medical Center, 1415 Ross Ave, El Centro, CA 92243
 - Alternative: Mex 1 to Ensenada (6-hour trip) and the private Vel Mar hospital. There are small clinics in El Rosario and San Quintin. See **Baja California Emergency Resources & Map** for options.
- ☐ Alert the appropriate hospital you are on your way.
- ☐ Radio the police to request a police escort.
- ☐ If you are going to Calexico, arrange border crossing.
 - Call the US Consulate.

LEVEL 3 PROCEDURE

- ☐ Use **Injury/Illness Procedure**.

EARTHQUAKE – WHEN INDOORS OR OUTDOORS

Accountability

- ☐ Bring assigned rosters if evacuating.
- ☐ Once participants are safe, account for each individual.

Safety

- ☐ **Drop, cover, and hold.**
 - If outside:
 - Move to open space as far away from buildings, trees, and overhead power lines as possible.
 - Lie down or crouch (legs will be unsteady).
- ☐ Assess the scene.
- ☐ After the first aftershock (or after two to three minutes), activate **Evacuation Procedures**.
- ☐ Render first aid as needed and qualified.

Communication in San Diego

- ☐ Life threatening emergency: Dial 9-1-1
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
- ☐ If offsite, attempt to establish communication with the Manager on Duty.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).

Communication in BLA

- ☐ Life threatening emergency:
 - Notify the Safety Officer and Manager on Duty. Use Channel 16 to establish communication with the field station, if in the field.
 - Activate EPIRB if water-related.
 - Establish communication with the San Diego Point of Contact.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA form**, **Baja California Emergency Contact List, Resources, & Map**, and **BLA Evacuation to the United States**.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.

FIRE – DURING OPERATIONAL HOURS

Accountability

- ☐ Once participants are safe, account for each individual.

Safety

- ☐ Use fire extinguisher only for small fires.
- ☐ Determine if using primary or secondary Off-Site Evacuation location. Off-Site Evacuation site should be away and upwind of the hazard.
- ☐ Activate **Evacuation Procedures**.
- ☐ If the alarm was determined to be false,
 - Immediately notify the Fire Alarm Company 1-800-571-7441 that alarm was false and arrange for all occupants to return the site.
 - Activate facility staff in silencing the fire control panel.
- ☐ Notify the police if arson is suspected.

Communication in San Diego

- ☐ Life threatening emergency: Dial 9-1-1
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
- ☐ If offsite, attempt to establish communication with the Manager on Duty.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).

Communication in BLA

- ☐ Life threatening emergency:
 - Notify the Safety Officer and Manager on Duty. Use Channel 16 to establish communication with the field station, if in the field.
 - Activate EPIRB if water-related.
 - Establish communication with the San Diego Point of Contact.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **BLA Evacuation to the United States**.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.

Accountability

- ☐ Identify location of all staff and participants and gather rosters in case needed.

Safety

- ☐ Assess the fire and initiate appropriate actions, which may include Evacuation or Modified Lockdown.
- ☐ Instruct staff to prevent students from approaching the fire and to keep routes open for emergency vehicles.
- ☐ Work with the fire department to determine if the site/grounds are threatened by the fire, smoke, or other hazardous condition(s).
- ☐ If the fire department determines that the site/grounds are going to be affected by the fire, smoke, or other hazardous condition(s), notify all individuals onsite by pulling the fire alarm or announcing the need to evacuate via PA or runners.

Communication in San Diego

- ☐ Call 9-1-1 and establish point of contact phone number.
- ☐ Be available at the Point of Contact phone number at all times following notification and provide updates of any changes.

Communication in BLA

- ☐ Life threatening emergency:
 - Notify the Safety Officer and Manager on Duty. Use Channel 16 to establish communication with the field station, if in the field.
 - Activate EPIRB if water-related.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **BLA Evacuation to the United States**.
 - Establish communication with the San Diego Point of Contact.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.

MEDICAL EMERGENCY/INJURY

Accountability

- ☐ Ensure safety of scene and all participants.
- ☐ Assign staff to supervise other students and remove them from the area and/or keep them supervised.

Safety

- ☐ Render first aid as needed and qualified.
- ☐ Utilize resources available, depending on location and circumstance:
 - Classroom Teacher
 - First aid certified staff
 - Safety Officer
 - Paramedics (for movement to nearest hospital). If employee prefers, a private ambulance should be called.
- ☐ Ensure you/responding staff take “Universal Precautions” for protection while giving care.
- ☐ Transport student to Living Lab/School site/Field Station, if a non-emergency and safe to do so.

For serious injury:

- ☐ Do not move the victim unless the victim’s location is unsafe.
- ☐ Notify the Emergency Contact on file in arranging for transportation and care. In the absence of the emergency contact, have a competent person accompany injured student to home or hospital (Education Code Section 35350).
- ☐ If the Emergency Contact cannot be reached and/or evaluation suggests that the student needs immediate attention, call paramedics – 911. *In BLA, notify the Safety Officer.*
- ☐ Assign a staff member to meet the ambulance/parent/guardian at the nearest entry or emergency access point and direct them to the victim.

Communication in San Diego

- ☐ Life threatening emergency: Dial 9-1-1
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
- ☐ Non-Emergencies:
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
 - Fill out an **Incident Response Form**.

Communication in BLA

- ☐ Life threatening emergency:
 - Notify the Safety Officer and Manager on Duty. Use Channel 16 to establish communication with the field station, if in the field.
 - Activate EPIRB if water-related.
 - Establish communication with the San Diego Point of Contact.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA form**, **Baja California Emergency Contact List, Resources, & Map**, and **BLA Evacuation to the United States**.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.

- Fill out **Incident Response Form**.

Emergency Injections

- ☐ A *valid emergency must exist* (e.g., anaphylactic shock from bee stings or hypersensitivity responses that have been previously documented).
- ☐ Medication and equipment for administration *must* have been provided by parent/guardian or physician, and circumstances under which they are to be used must have been prescribed by a physician.
- ☐ If time permits, the Manager on Duty, or responding staff may call the individual's physician for verification and/or instructions. If time does not permit, first aid certified staff proceeds on basis of his/her best judgment, including paramedic services – call 911 – for transfer to hospital emergency room.
- ☐ First aid certified staff may administer medication by injection when indicated in an emergency and covered by standing orders and/or protocol.
- ☐ Note: Staff may not administer *non-emergency* medication by injection.

Accountability

- ☐ Ensure safety of scene and all participants.
- ☐ Assign one staff to care for the individual in need and one to lead the remaining group.

Safety

- ☐ Render first aid as needed and qualified.
- ☐ Have individual sit or lie in a cool, shady area.
- ☐ Provide cool water.
- ☐ Cool individual with ice packs.
- ☐ Return to the Living Lab/Field Station (if in the field), if a non-emergency and safe to do so.
- ☐ Monitor the individual.
- ☐ Take to clinic or arrange transport to emergency room if signs or symptoms worsen or do not improve within 60 minutes.
- ☐ If conditions improve, modify activities for the remainder of the day.
- ☐ Consider if group activities need to be modified as well.

Communication in San Diego

- ☐ Life threatening emergency: Dial 9-1-1
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
- ☐ Non-Emergencies:
 - Notify Manager on Duty.
 - Report to Classroom Teacher (if applicable).
 - Fill out an Incident Response Form.

Communication in BLA

- ☐ Life threatening emergency:
 - Notify the Safety Officer and Manager on Duty. Use Channel 16 to establish communication with the field station, if in the field.
 - Activate EPIRB if water-related.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **BLA Evacuation to the United States**.
 - Establish communication with the San Diego Point of Contact.
 - ☐ Non-Emergencies:
 - Notify the Safety Officer and Manager on Duty.
-
- ☐ Fill out an **Incident Response Form**.

RATTLESNAKES

Accountability

- ☐ Direct others to back away from the snake.
- ☐ Have one person stay ≥ 10 feet away and keep an eye on the location of the snake until all individuals are out of danger.

Safety

- ☐ Assess the scene.
- ☐ If you aren't sure, treat it as a rattle snake.
- ☐ Do not provoke or attempt to capture.
- ☐ Find an alternate route.

Communication

- ☐ Notify other groups in the area.
- ☐ If at the Living Lab/Field Station, notify the Manager on Duty.

If someone is struck by a rattlesnake (or you suspect they are)

Accountability

- ☐ Move all other individuals to a safe location.

Safety

- ☐ Keep the victim calm and still.
- ☐ If possible, safely obtain a description of the snake.
- ☐ Immobilize and support the bite area, keeping the bite lower than the heart.
- ☐ Wash the affected area without flushing with water
- ☐ Remove any jewelry or tight-fitting clothes in case of swelling.
- ☐ Do NOT apply ice, a tourniquet, or cut.
- ☐ In BLA,
 - Return to the station.
 - Activate **ASC Action Plan: Major/Serious Medical Emergency** as needed.
 - With the Safety Officer and a fluent Spanish speaker, take the individual to the local clinic having them be as still as possible.
 - Assess arrangement of transportation to the US.

Communication in San Diego

- ☐ Dial 9-1-1.
- ☐ Notify the Manager on Duty.

Communication in BLA

- ☐ Notify the Safety Officer and Manager on Duty. Use Channel 16 to establish communication with the field station, if in the field.
- ☐ Establish communication with the San Diego Point of Contact.
- ☐ Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **BLA Evacuation to the United States**.
- ☐ Fill out an **Incident Response Form**.

SPIDERS – BLACK WIDOW, BROWN RECLUSE

Accountability

- ☐ Direct others to back away from the spider.
- ☐ Have one person stay ≥ 5 feet away and keep an eye on the location of the spider until all individuals are out of danger.

Safety

- ☐ Assess the scene.
- ☐ If you aren't sure, treat it as a poisonous spider.
- ☐ Do not provoke or attempt to capture.

Communication

- ☐ Notify other groups in the area.
- ☐ If at the Living Lab/Field Station, notify the Manager on Duty.

If someone is struck by a black widow or brown recluse (or you suspect they are)

Accountability

- ☐ Move all other individuals to a safe location.

Safety

- ☐ Keep the victim calm and still.
- ☐ If possible, safely obtain a description of the spider.
 - Black widow: red and swollen bite, severe muscle spasms, abdominal pains
 - Brown recluse: painless at first, bulls-eye patten, becomes large ulcer
- ☐
- ☐ Wash the affected area with soap and water.
- ☐ Apply a cold washcloth or ice-pack wrapped to the area.
- ☐ If the bite is on their arm or leg, elevate to prevent swelling.
- ☐ In BLA,
 - Return to the station.
 - Activate **ASC Action Plan: Major/Serious Medical Emergency** as needed.
 - With the Safety Officer and a fluent Spanish speaker, take the individual to the local clinic.
 - Assess arrangement of transportation to the US.

Communication in San Diego

- ☐ If life-threatening, Call 9-1-1.
- ☐ Notify the Manager on Duty.

Communication in BLA

- ☐ Notify the Safety Officer and Manager on Duty. Use Channel 16 to establish communication with the field station, if in the field.
- ☐ Establish communication with the San Diego Point of Contact.
- ☐ Use the **ASC Action Plan: Major/Serious Medical Emergency BLA** form, **Baja California Emergency Contact List, Resources, & Map**, and **BLA Evacuation to the United States**.

Accountability

- ☐ Move all other individuals to a safe location.

Safety

- ☐ Assess the scene.
- ☐ Flush the wound with fresh water.
- ☐ Use tweezers to remove obvious pieces of spine.
- ☐ Apply pressure to stop bleeding.
- ☐ Wash the wound with soap and fresh water.
- ☐ Apply dressing, do not tape it closed.
- ☐ Use heat pack to apply heat in the field.
- ☐ Return to Living Lab/Station.
- ☐ Soak the wound in water as hot as the person can tolerate (~110F) for pain relief.
- ☐ Wash the wound with soap and fresh water.
- ☐ Apply dressing, do not tape it closed.

Communication

- ☐ If life-threatening, Call 9-1-1.
- ☐ Notify the Manager on Duty.

Communication in San Diego

- ☐ Notify Manager on Duty.
- ☐ Report to Classroom Teacher (if applicable).

Communication in BLA

- ☐ Notify the Safety Officer and Manager on Duty.
- ☐ Fill out an **Incident Response Form**.

TRANSPORTATION ACCIDENT

Accountability

- ☐ Once individuals are safe, account for each individual.

Safety

- ☐ Assess the scene.
- ☐ Evacuate individuals from the vehicle.
- ☐ Move to a safe location away from the vehicle.
- ☐ Render first aid as needed and qualified.
- ☐ Activate **ASC Action Plan: Major/Serious Medical Emergency** as needed.

Communication in San Diego

- ☐ Life threatening emergency:
 - Dial 9-1-1.
 - Notify Manager on Duty.
- ☐ Non-Emergencies:
 - Notify Manager on Duty.

Communication in BLA

- ☐ Life threatening emergency:
 - Dial 9-1-1.
 - Notify the Safety Officer and Manager on Duty. Use Channel 16 to establish communication with the field station, if in the field.
 - Use the **ASC Action Plan: Major/Serious Medical Emergency BLA form, Baja California Emergency Contact List, Resources, & Map**, and **BLA Evacuation to the United States**.
 - Establish communication with the San Diego Point of Contact.
 - ☐ Non-Emergencies:
 - Notify the Safety Officer and Manager on Duty.
-
- ☐ Fill out an **Incident Response Form**, if needed.

MISSING CHILD

Accountability

- ☐ Keep the reporter with you.

Safety

- ☐ Obtain a description on location last seen, description of clothes, and any other details.
- ☐ Activate staff to search for the individual.
- ☐ Initiate a 10-minute countdown.
- ☐ Obtain a detailed description of the child and what they are wearing including,
 - Name (first name only)
 - Age
 - Height & Weight
 - Ethnicity
 - Hair color
 - Clothing (hat, shirt, skirt/dress, pants/shorts, coat, sweater, eye glasses, shoes, etc.) with a detailed description of color and pattern of clothing
 - Any other distinguishing features
- ☐ Assign a staff to stay with parent/teacher at Reception to watch for the child.
- ☐ Assign staff to lock and/or monitor all exterior access to the building.
 - Turn away anyone approaching the doors and observe flow out of the facility.
- ☐ Assign staff to systematically search the site for the child, starting with the restrooms. Communicate the details above.
 - NOTE: If a child has been taken by someone, the perpetrator may change the appearance of the child by bringing clothes or cutting hair, but they do not normally bring a change of shoes.
- ☐ Get details of the separation:
 - Where was the child last seen?
 - How long have they been separated?
 - Are there medical/behavioral conditions that responders should be aware of?
 - Is there a domestic/law enforcement situation that responders should be aware of?
- ☐ If the child is found and appears to have been lost and unharmed, reunite the child with the searching parent/guardian/teacher/instructor.
- ☐ If the child is found accompanied by someone other than a teacher, parent, or guardian, reasonable efforts to delay their departure should be used without putting the child, staff, or visitor at risk. Notify law enforcement and give details about the person accompanying the child.

Communication in San Diego

- ☐ Notify the classroom teacher, if during the school day, and follow their instructions.
- ☐ Dial 9-1-1 if the child is not found in 10 minutes.
- ☐ Notify staff of "All Clear" after the child has been found or once determined with law enforcement.

Communication in BLA

- ☐ Notify the Manager on Duty and Safety Officer.
- ☐ Notify the police if the child is not found in 10 minutes.
- ☐ Notify staff of “All Clear” after the child has been found or once determined with law enforcement.

SUICIDES/SELF-HARM – STUDENT

Accountability

- ☐ Do not leave the student alone. A responsible adult must be present with the student at all times. If during the school day, notify the teacher and support as needed in response.

Safety

- ☐ Keep the student away from sharp or potentially dangerous items.
- ☐ Do not attempt to move or transport the student.
- ☐ Keep the student away from sharp objects or potentially dangerous items.
- ☐ If the student is in immediate danger and can harm him/herself or others, call 911 to request an evaluation for possible committal to a mental health facility.
- ☐ Immediately notify the student's parent/guardian of the circumstances.
- ☐ Ocean Discovery Institute may recommend the parent/guardian seek appropriate professional help. For example, a parent/guardian may choose to discuss the situation with a physician, clergy, mental health practitioner, or psychologist.
- ☐ If the student is a ward of the court, and Ocean Discovery Institute is aware of this status, immediately notify the legally responsible agency.
- ☐ Follow up to determine what help, if any, the parent/guardian has arranged.
- ☐ If the parent/guardian chooses not to avail themselves of help and the school staff believes the child to be in danger of suicide or self-harm, staff **must** make a referral to Child Protective Services. If immediate referral is necessary, call 911 to arrange for emergency psychiatric evaluation.
- ☐ Emergency health care services are available 24 hours a day at San Diego Mental Health Services at 888-724-7240 for children age 17 and under.
- ☐ A parent/guardian meeting with staff is recommended upon a student's return to programming.
- ☐ If a release of information is not obtained, a written statement from the parent/guardian may be made affirming their child's readiness to return to program involvement.
- ☐ Parents/guardians should be notified that Ocean Discovery Institute cannot assume responsibility for this serious situation.
- ☐ Information on suicide/self-harm attempts must not be entered into student records.

Communication in San Diego

- ☐ If the student is in immediate danger and can harm him/herself or others, call 911.
- ☐ If during the school day, notify the classroom teacher.
- ☐ Notify the Manager on Duty.

Communication in BLA

- ☐ If in immediate danger and can harm him/herself or others, radio for police support on Channel 16.
- ☐ Notify the Manager on Duty and Safety Officer.
- ☐ Fill out an **Incident Response Form**.

Accountability

- ☐ Do not leave the individual alone. Designate a staff member(s) to remain with the individual at all times.

Safety

- ☐ Keep the employee away from sharp or potentially dangerous items.
- ☐ Do not attempt to move or transport the employee.
- ☐ Contact the employee's designated emergency contact to come to the workplace.
- ☐ Direct the employee's designated emergency contact to seek appropriate help or call the police if an involuntary committal is indicated (Welfare and Institutions Code 5150).
- ☐ Document the incident on the **Employee Incident Response Form**.
- ☐ If the emergency contact cannot be located or is uncooperative, request the Associate Director or Executive Director assist in making appropriate contacts to respond to the situation.
- ☐ Emergency health care services are available 24 hours a day at San Diego Mental Health Services at 888-724-7240.
- ☐ Employee and designated emergency contact should be notified that Ocean Discovery Institute cannot assume responsibility for this serious situation.
- ☐ Submit all documentation to the Associate Director for review.
- ☐ Ensure that the employee returns to work only after a release is obtained from a doctor, and other after review and approval by the Associate Director.

Communication

- ☐ Call 911 if the employee is in need of immediate help.
- ☐ Personally notify the Executive Director and/or Associate Director.

- ☐ Fill out an **Employee Incident Response Form**.

DISRUPTIVE BEHAVIOR, WEAPONS, ASSAULT

Accountability

- ☐ **Isolate** – move the person away from students or vice versa.

Safety

- ☐ Assess the scene to determine the level of threat.
- ☐ **Deescalate** – Do not provoke or argue, ask them to leave the area.
- ☐ **Wait** – do not attempt to disarm, **wait for the police**.
- ☐ Implement **Lockdown** or **Active Shooter** Procedure when appropriate.
- ☐ If you witness or experience robbery activity, do not resist or become involved.
- ☐ Render first aid as needed and qualified.

Communication in San Diego

- ☐ Life threatening emergency:
 - Dial 9-1-1.
- ☐ Non-Emergencies:
 - Report to Classroom Teacher (if applicable).
 - Notify Manager on Duty.

Communication in BLA

- ☐ Life threatening emergency:
 - Sound the air horn 3 times to signal an emergency.
 - Radio for help on Channel 16.
 - ☐ Non-Emergencies:
 - Notify the Safety Officer and Manager on Duty.
-
- ☐ Fill out an **Incident Response Form** or **ASC Worksheet**.

VERBAL THREATS

Accountability

- ☐ **Isolate** – move the person away from students or vice versa.

Safety

- ☐ Attempt to assess the validity and severity. Generally, more than one person should attempt to assess a threat.

Low Level Threats	Medium Level Threats	High Level Threats
<ul style="list-style-type: none">• Vague and indirect• Inconsistent, implausible, or lack detail• Lack realism• Contain information that the person is unlikely to carry it out	<ul style="list-style-type: none">• More direct• Contain information suggestion that some thought was given to how the act will occur.• More likely to indicate a possible place and time the threat will be carried out.• Contain some indication of preparatory steps to carry out the threat.• Include statements seeing to convey that the threat is not empty, such as “I’m serious” or “I really mean this”.	<ul style="list-style-type: none">• Direct, specific, and plausible.• Suggestive steps of the plan have been taken and the means have been identified to carry out the threat.

- ☐ Personnel should attempt to deal with low and medium level threats without law enforcement intervention.
 - If a threat has been made by a student under the age of 18, personnel are encouraged to work with the student’s parent/guardian first, prior to law enforcement intervention.
- ☐ Continue to provide supervision of the individual, if a minor. The fact that the officer is there does not relieve the Ocean Discovery of the responsibility to provide supervision, unless the officer takes custody of that individual.
- ☐ If a crime was committed, police officers will investigate, make necessary arrests, and provide documentation for criminal prosecution.

Communication

- ☐ Notify the Manager on Duty.
- ☐ Police and/or Safety Officers can respond to assess the danger of an individual.
- ☐ If a threat level is high, between medium and high, or parent/guardian involvement (in the case of minors) is unavailable, law enforcement services should be called for assistance.

PHYSICAL ASSAULTS AND BATTERIES

Employees

- ☐ If an employee is assaulted or battered, he/she should:
 - Seek medical attention, if necessary.
 - Notify police as needed to assist in determining if a crime was committed.
 - Notify his/her immediate supervisor, who will report the threat or injury to the Associate Director and the Executive Director.
- ☐ If a crime was committed, police officers will investigate, make necessary arrests, and provide documentation for criminal prosecution.
- ☐ If a student committed the act, the Executive Director will approve appropriate disciplinary action.
- ☐ If another employee committed the act, the Associate Director will coordinate response with the Executive Director for appropriate review and follow up.

Students

- ☐ Seek medical attention and follow **Medical Emergency/Injury Procedure** as needed.
- ☐ Notify the Manager on Duty, who should notify the Executive Director.
 - If a threat, attempt to assess the validity and severity as outlined in **Verbal Threats Procedure**.
- ☐ If a crime was committed, police officers will investigate, make necessary arrests, and provide documentation for criminal prosecution.
- ☐ If a student committed the act, the Executive Director will approve appropriate disciplinary action.
- ☐ If an employee committed the act, the Associate Director will coordinate response with the Executive Director for appropriate review and follow up.

HANDLING ARMED OFFENDERS (NON-THREATENING SITUATION) PROCEDURE

Accountability

- ☐ Maintain visual surveillance of the individual.

Safety

- ☐ If safety permits, confiscate the weapon for further investigation and analysis. In circumstances where the weapon is a gun or a weapon that presents a potential for mass destruction, carefully evaluate whether an attempt to confiscate the weapon can be conducted safely and, if in doubt, follow the procedure below.
- ☐ Do not contact the individual. **Wait for the police.**
- ☐ Do not attempt to retrieve the weapon. **Wait for the police.**
- ☐ Do not restrain or discipline the individual. **Wait for the police.**
- ☐ Allow programs and/or transitions to occur normally until police arrive.
- ☐ Pull the suspected student's participation information.
- ☐ Refrain from alarming other students.
- ☐ Assist police in gaining access to the building and/or room. Allow the police to handle the situation according to their procedures.
- ☐ After the situation is resolved, consider the impact on other students.

Communication in San Diego

- ☐ Life threatening emergency:
 - Dial 9-1-1.
- ☐ Non-Emergencies:
 - Report to Classroom Teacher (if applicable).
 - Notify Manager on Duty.
 - Dial 9-1-1.

Communication in BLA

- ☐ Live threatening emergency:
 - Sound the air horn 3 times to signal an emergency.
 - Radio for help on Channel 16.
- ☐ Non-Emergencies:
 - Notify the Safety Officer and Manager on Duty.
 - Notify the police.

HANDLING ARMED OFFENDERS (LIFE-THREATENING) PROCEDURES

Accountability

- ☐ **Isolate** – move the person away from students or vice versa.
- ☐ If the armed person can be contained in one section of the building, students, staff and all other occupants should be evacuated.
- ☐ If safety permits, assign a staff member to be stationed outside to warn approaching visitors of danger.

Safety

- ☐ Assess the scene to determine the level of threat.
- ☐ **Deescalate** – Do not provoke or argue, ask them to leave the area. Remain calm and try to avoid escalation.
- ☐ **Wait** – do not attempt to disarm, wait for the police.
- ☐ Comply with demands if confronted by the offender.
- ☐ Do not make promises you cannot keep.
- ☐ Assess possible escape routes.
- ☐ Follow the directives of law enforcement personnel.
- ☐ Implement **Lockdown** or **Active Shooter Procedure** when appropriate.
- ☐ If safety permits, assign a staff member to take the Emergency Response box and meet law enforcement outside to appraise them of the details of the emergency.

Communication

- ☐ Call 911/*Radio Channel 16 or signal the air horn 3 times.*
- ☐ Notify all staff of an emergency situation using runners, radios, phones, or email.

Communication in San Diego

- ☐ Life threatening emergency:
 - Dial 9-1-1.
 - Report to Classroom Teacher (if applicable).
 - Notify Manager on Duty.
 - Notify all staff of an emergency situation using runners, radios, phones, or email.

Communication in BLA

- ☐ Live threatening emergency:
 - Notify the Safety Officer and Manager on Duty.
 - Notify all staff of an emergency situation using runners, radios, phones, or email.
 - Sound the air horn 3 times to signal an emergency.
 - Radio for help on Channel 16.

GAS LEAK

Accountability

Safety

- ☐ Determine if threat requires evacuation.

If Off-Site Evacuation is required:

- ☐ Activate **Off-site Evacuation** procedures – to a location that is NOT close to or downwind from the gas leak.
- ☐ Activate **Incident Position Assignments** and additional emergency procedures as needed.
- ☐ Coordinate Facility Staff or other Designee to:
 - If possible, turn off the gas main if the leak is on site/grounds. Do not turn lights on or off. Extinguish all flames.
 - Have site “blueprints” available.
 - Turn off heating and ventilation systems, if gas leak is outdoors.
 - Ensure that all gas systems are functioning properly after the situation has been resolved.

Communication in San Diego

- ☐ Contact SDG&E 1-800-411-7343.
 - Coordinate with SDG&E and SDUSD Physical Plan Operations to monitor the situation or make repairs as needed.
- ☐ Dial 9-1-1.

Communication in BLA

- ☐ Notify the Manager on Duty and Safety Officer.
- ☐ Contact the Station Manager to monitor the situation or make repairs as needed.

CHEMICAL SPILLS

Accountability

- ☐ Secure the affected area, closing all doors, and do not allow staff or students to re-enter until the condition has been controlled.
- ☐ Keep all occupants in designated area until the problem is resolved or until further instructions are received from authorities.

Safety

- ☐ Assess the location of the chemical spill and determine appropriate action for safety of all occupants: evacuation of room, building, or site. Ensure all occupants move crosswind or upwind from the problem area.
- ☐ Activate **Incident Position Assignments** and additional emergency procedures as needed.
- ☐ Obtain information about the substance that has been released. If possible, collect product information.
- ☐ If the spill involves a flammable liquid, turn off all ignition sources if you can do so safely.
- ☐ Isolate anyone who has been contaminated.
 - If someone has been splashed with chemicals, flush the affected area with water for at least 15 minutes. Use the eye wash and/or shower as needed. Call Poison Control, (800) 222-1222, for advice and seek medical attention as recommended.
 - Responding emergency personnel will remove contaminated clothing and provide appropriate first aid.
- ☐ If the spill is NOT large or extremely dangerous you are confident staff can safely handle the spill,
 - Wear appropriate personal protective equipment including safety goggles and gloves during cleanup.
 - Confine the spill to a small area.
 - Clean and coordinate disposal according to product procedures.
 - Clean the spill area with water.

Communication in San Diego

- ☐ Notify the Manager on Duty.
- ☐ Call 911 as needed.

Communication in BLA

- ☐ Notify the Manager on Duty and Safety Officer, as needed.
- ☐ Contact the Station Manager to monitor the situation or make repairs as needed.

BOMB THREAT

BOMB THREAT PROCEDURE

All Staff

If a bomb threat is received by **phone**:

- ☐ Remain calm. Keep the caller on the line for as long as possible. Do not hang up, even if the caller does.
- ☐ Listen carefully. Be polite and show interest.
- ☐ Try to keep the caller talking to learn more information. Ask questions like:
 - What is the exact location of the explosive?
 - When is it going to detonate?
 - What type of explosive is it?
 - Why was that explosive place chosen?
 - Utilize the "Bomb Threat Information Form", if available.
- ☐ If possible, write a note to a co-worker to notify 911 or, as soon as the caller hangs up, notify 911 yourself.
- ☐ If possible, signal another co-worker to listen in on the phone line.
- ☐ If your phone has a display, copy the number and/or letters on the display.
- ☐ Immediately upon termination of the call, do not hang up, Notify the Manager on Duty.
- ☐ Complete the Bomb Threat Information Form as soon after the call as possible. Write down as much detail as you remember. Try to get exact words.

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

- ☐ Handle note as minimally as possible.
- ☐ Notify the Manager on Duty (do NOT use two way radios or cell phones as they might detonate a device).

If a bomb threat is received by **email**:

- ☐ Do not delete the message.
- ☐ Notify the Manager on Duty (do NOT use two way radios or cell phones as they might detonate a device).

Incident Manager

- ☐ From a different phone (do NOT use two way radios or cell phones as they might detonate a device), notify 911.
- ☐ Coordinate with emergency personnel to evaluate information received and decide upon course of action, including directing a search or activating an evacuation of the site.
- ☐ Activate Incident Position Assignments and additional emergency procedures as needed
- ☐ Do NOT:
 - Touch or move a suspicious package.
 - Use two-way radios or cell phones (when can be avoided); radio signals have the potential to detonate a bomb.

SUSPICIOUS PACKAGE OR DEVICE FOUND PROCEDURE

- ☐ Handle package as minimally as possible. Do not touch, disturb, or attempt to clean up the suspected device or bomb.
- ☐ Activate the Off-Site Evacuation Procedure to move all staff and students away from the suspected bomb location.
- ☐ Notify 911 and provide the exact location and description.

- ☐ Activate Incident Position Assignments and additional emergency procedures as needed.
- ☐ Gather any possible witnesses for law enforcement to interview.
- ☐ Upon arrival, emergency personnel will assume responsibility. All investigations will be conducted by San Diego Police Department and/or School Police Services.

EXPLOSIONS PROCEDURE

- ☐ Immediately give the command to “DROP, COVER, and HOLD”.
- ☐ Try to remain as calm as possible.
- ☐ Try to establish what exploded, the extent of damage, and any possible life-threatening hazards
- ☐ Take immediate action to ensure your safety and the safety of others. Activate Off-Site Evacuation Procedure.
 - Evacuate to an area upwind from the explosion site to avoid possible toxic fumes.
 - If smoke is present, stay low and exit, crawling to avoid breathing fumes.
- ☐ Notify 911 of exact location and description.
- ☐ Activate Incident Position Assignments and additional emergency procedures as needed.
- ☐ Upon arrival of emergency personnel, they will make the decision if power, gas, or water. Facility staff or other designee may assist if deemed necessary.
- ☐ Ensure no on returns until public safety personnel declare the area safe.

ACCIDENTAL DEATH PROCEDURE

Executive Director (or Associate Director or other senior staff if not available) or Designee

- ☐ Determine the nature and scope of the tragic event.
- ☐ Call 911/Radio Channel 16.
 - Give specific location, name, age, and student identification number, if known.
- ☐ Immediately attempt to contact the parent/guardian or emergency contact.
- ☐ Ensure that students and staff are removed from the area and no one is permitted to enter the scene.
- ☐ Establish a Public Relations role and divert all incoming phone calls to this person.
- ☐ Seek resources in crisis management and counseling services (see Recovery section).
- ☐ Staff, students, and others involved should be informed as soon as possible to dispel rumors. Sending letters home should be considered.

INCIDENT RESPONSE TEAM PROCEDURES

Equipment

Every position on the Incident Response Team will require the following equipment:

- Pens/pencils
- Job description
- Paper

Certain positions will require special equipment or forms. Such specific needs are identified on the individual position checklists.

Position Activation

The following steps are integrated into the procedures for each position.

- Once notified of an emergency, the Manager on Duty assumes the role of Incident Manager until relieved by the Executive Director, Associate Director, or other Designee.
- Check in with the Incident Manager at for a situation briefing.
- Obtain necessary equipment and supplies.
- Maintain all required records and documentation to support the history of the emergency or disaster.

Document:

- Messages received
- Actions taken
- Decision justifications and documentation
- Requests filled
- Missing persons

Position Deactivation

- At the direction of the Incident Manager, deactivate your position and close out all logs. Provide logs relevant documents to the Incident Manager.
- Return equipment and reusable supplies.

INCIDENT MANAGER PROCEDURE

Responsibility: Authority and leadership responsible for overseeing on-site emergency response, setting priorities. Manages direct response to the on-site emergency. Completes an ASC Worksheet documenting information on the event and action taken noting person responsible and time.

Special Equipment:

- ☐ Emergency Response Box(es)

During Event:

- ☐ When transition of responsibility for Incident Manager occurs, announce via phone, radio, and/or runners.
- ☐ Develop and communicate an ASC Action Plan.
 - Assess type and scope of emergency and what emergency procedures should be activated.
- ☐ Activate (assign) positions as needed and provide protocols from the Emergency Response Box. (One person may have multiple roles depending on scope of the emergency and people on-site.) Use the descriptions below to fill out the Response Team Assignments chart.

Role	Description
Incident Manager	Authority and leadership responsible for overseeing on-site emergency response, setting priorities. Manages direct response to the on-site emergency. Completes an ASC Worksheet documenting information on the event and action taken noting person responsible and time.
Accountability Captain	Ensures the proper return, release, and/or reunification of all occupants. Oversees Program Lead(s) and Request/Release Point Leader.
Program Lead(s)	Staff responsible for groups of occupants who will gather and maintain control of their group. If multiple, simultaneous programs were being implements, multiple Program Leads may be needed.
Request/Release Point Lead	Control entry/exit to the Evacuation Assembly Area. Assures proper release and reunification of all occupants.
Family Phone Call Lead	Call parent/guardian to pick up students from the Evacuation Assembly Area.
EMS Communication Captain	Serve as point-of-contact for emergency personnel and assists in coordinating efforts of these outside agencies by ensuring the proper flow of information. This may be by phone or in-person.
Facility Captain	Ensures vacancy of all occupants from the facility and security of facility. Provide site access to emergency personnel.
Safety Captain	The person with the highest medical training available. Ensures that all activities are conducted in as safe a manner as possible, addresses bathroom and first aid needs, and coordinates distribution of safety equipment.
Media Captain	If needed, acts as official spokesperson for the site in an emergency situation.
San Diego Team Captain (BLA only)	Serve as point-of-contact for emergency personnel and staff in BLA during events that occur in Mexico. Assists in coordinating the efforts between San Diego and BLA by ensuring proper flow of information. Activates staff in San Diego as needed.

Emergency Transporter (BLA only)	Drives patient, Safety Officer and Incident Manager or other Designee in the case of an evacuation to the US via vehicle.
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Response Team Assignments



- ☐ Communicate ASC Plan with assigned staff. Brief them on the situation and direct their immediate responsibilities, utilizing the position checklists.
- ☐ Review Staff Contact List and begin communication as needed (call backs for response, cancel shifts, etc).
- ☐ Consider who else may need to be notified to NOT report to the site, including students, volunteers, partners, vendors, visitors and coordinate communication.
- ☐ Receive and analyze Evacuation Report after Roll Call.
- ☐ Direct Facility Captain to conduct a facility sweep. Assign support staff as needed.
- ☐ Report first aid needs to Safety Captain.
- ☐ Check with Captains for regular updates.
- ☐ Authorize release of information.
- ☐ Release staff as appropriate.
- ☐ If an on- or off-site evacuation was implemented, work with emergency personnel to determine the return/release/reunification plan:
 - Return to the Living Lab/Field Station
 - Return to School Site
 - Release immediately (only for students authorized to self-check out)
 - Release at end of program time (only for students authorized to self-check out)
 - Reunification

During Complete Lockdown:

- ☐ Doors may be opened for late arrivals if the exterior environment is safe. Only the door leading to the interior of the building should be used once the room has been secured. Before opening the door, ensure the person desiring entry is supposed to be in the room and opening the door will not jeopardize the safety of those already in the room.
- ☐ In coordination with law enforcement, coordinate communication to parents about the incident and provide guidance as soon as possible, and provide continuous status updates.
 - During a lock-down, students will not be allowed to leave until recommended by the appropriate authorities.
 - If it appears the lockdown will last for an extended period of time, staff will notify parents by phone or email.
 - Parents may be required to pick children up from the Living Lab or another designated safe area, once it is determined that it is safe to do so.

During Modified Lockdown:

- ☐ Employees or other visitors *may* be granted access through the main entrance.
- ☐ Communicate the return/release/reunification plan to the Accountability Captain and activate "Request and Release Point Lead Procedure" as needed.
- ☐ Reset alarm panel (see user manual binder in MDF room) and related items once directed by emergency personnel.
- ☐ Limit access and post signage around damaged or hazardous areas.

After Event:

- ☐ At the direction of the emergency personnel, call an "All Clear" and deactivate the entire emergency response. The "All-Clear" notification can be provided via the PA system, phone, email or in person by Incident Manager.
- ☐ Ensure that any open actions on the ASC Action Plan will be taken care of after deactivation.
- ☐ Ensure the return of all equipment and reusable supplies to the facility.
- ☐ Ensure that all relevant documents are collected.
- ☐ Schedule a Post-Incident Debrief to take place no later than the following week with incident personnel.
- ☐ Receive any information that needs to be followed up on from all personnel.
- ☐ Account for all personnel prior to leaving.

ACCOUNTABILITY CAPTAIN PROCEDURE (SAN DIEGO)

Responsibility: Ensures the proper return, release, and/or reunification of all occupants. This may be supported by:

- **Program Lead:** Staff responsible for groups of occupants who will gather and maintain control of their group. If multiple, simultaneous programs were being implements, multiple Program Leads may be needed.
- **Request/Release Point Lead:** Control entry/exit to the Evacuation Assembly Area. Assures proper release and reunification of all occupants.
- **Family Phone Call Lead:** Call parent/guardian to pick up students from the Evacuation Assembly Area.

Special Equipment:

- ☐ Clipboard, writing utensils, paper
- ☐ Evacuation Roster from Member Track
- ☐ Program Rosters
- ☐ Occupant Accountability Form
- ☐ First Aid/Medical Treatment Log (Site Form 07) completed by Safety Officer

Note: Individuals may decide to leave on their own; however, you should attempt to keep the group together to the extent possible.

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.
- ☐ Obtain Rosters (from Evacuation Roster from Member Track and Clipboard with EZ Reports Roster) from Reception staff.
- ☐ Assign "Program Leads" - staff responsible for groups of occupants - to gather and maintain control of their group.
- ☐ Use the MemberTrack Evacuation Roster to conduct a Roll Call of all occupants. How this is facilitated will vary based on the size and types of groups present at the time of evacuation.
 - Check "Present" if confirmed present.
 - Check "Missing" if not present.
 - Add occupant names to the bottom of the list for individuals present, but not on the evacuation roster.
 - **During the school day**, once teachers have been accounted for, Program Leads should coordinate Roll Call with Teachers. Each teacher should use their roster to account for each student in his/her class.
- ☐ If a MemberTrack Evacuation Report was not printed, use the Program Rosters and Occupant Accountability Form to create a roster.
- ☐ For occupants designated as missing, check in with individuals responsible to determine if the individual is missing, neglected to check out, or other. Note on the Evacuation Report.
- ☐ Communicate results of Roll Call to Incident Manager.
- ☐ Provide the Evacuation Report and/or Occupant Accountability Form to the Request/Release Point Lead.
- ☐ Assign a "Runner(s)" as needed to support for the Request/Release Point Lead.

- ☐ Ensure Program Leads are maintaining control of their groups until the Incident Manager and/or emergency personnel give the notification of return, release, or reunification.
- ☐ Ensure entry/exit to the site is being properly controlled by the Request/Release Point Lead.
- ☐ Record pertinent information and maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken
 - Decision justifications and documentation
 - Requests filled
 - Missing persons

Return to the Facility

- ☐ After notification from the Incident Manager, facilitate Program Leads moving their groups to the Living Lab.
- ☐ Assist persons with disabilities.
 - Gather the group in the Watershed Plaza.
 - Facilitate Roll Call using the Evacuation Report.
 - Allow groups to return to activities.
 - Provide results to Incident Manager.
 - Provide results to Request/Release Point Lead to ensure all individuals are properly checked/re-checked into the building.
- ☐ Oversee resuming instruction and/or activities, modifying as needed.

Return of Students to their School Site

- ☐ Once notified by the Incident Manager that individuals should be released call transportation services 858-496-8640 to arrange for transportation of students to originating school (do NOT go to the field trip office as this usually leads to voicemail, reach the first available clerk) or release students to walk back to campus with their teacher, if they arrived by foot.
- ☐ Discuss plan for communication and reunification with teachers before they leave.
- ☐ Call teachers to confirm they arrived safely to their campus.

Release of Adult Occupants (over age 18) and Youth Occupants with an Adult

- ☐ Once notified by the Incident Captain that individuals should be released, walk anyone – over 18, or a youth with an adult over the age of 18 to the Release Point.

Release or Reunification of Youth Occupants Immediately (under age 18)

- ☐ Determine if students should be released or reunified. Consider:
 - If students has guardian permission to leave on their own.
 - If the evacuation occurred near the end or before the program.

- ☐ Assign a Family Phone Call Lead to call each Emergency Contact to coordinate student pickup.
Provide:
 - Emergency Contact Forms from Student Roster

- ☐ Ensure proper set up of Request and Release Point at a secure space that is able to be monitored.
 - Ensure Roster is available at the Request and Release Point.

***** All students *who were attending a program either during the school day or out-of-school* must be accounted for upon leaving the site. We must be able to ensure all students are safely released to persons authorized to care for them and report that information to any other authorized guardians upon request.**

REQUEST/RELEASE POINT LEAD PROCEDURE (SAN DIEGO)

Responsibility: Control entry/exit to the Evacuation Assembly Area. Assure proper release and reunification of all occupants.

Special Equipment:

- ☐ Evacuation Roster (after Roll Call)
- ☐ Clipboard
- ☐ Pen

During Event:

- ☐ Check in with the Incident Manager or designated team leader at the Incident Command Post for a situation briefing.
- ☐ Remain at the Release Point to ensure that no one enters or exits the Evacuation Assembly Area unless approved to do so.
- ☐ You will receive the EZ Reports Student Roster, MemberTrack Evacuation Roster, and/or Occupant Accountability Form from the Accountability Captain following Roll Call for use during release or reunification of individuals.

Release of Adult Occupants (over age 18) and Youth Occupants with an Adult

- ☐ Have adults sign out themselves and anyone in their care using the MemberTrack Evacuation Roster and allow individuals to leave on their own as they normally would (e.g., walking, driving).
- ☐ Receive request for student and designate a "Runner(s)" to find the student.

Release or Reunification of Youth Occupants Immediately (under age 18)

- ☐ Upon direction of Incident Manager, facilitate release and/or reunification of Youth Occupants.
- ☐ For students being released, (students who have permission to leave on their own)
 - Have each student sign the EZ Reports Student Roster prior to leaving the evacuation area.
- ☐ For students being reunified, (students who will be reunified with an authorized adult)
 - Instruct requester to proceed to the Release Point and wait for their student to check out at that point.
 - Determine status and location of student,
 - If the student is deemed to be in the evacuation area, send runner to escort the student to the Request and Release Point.
 - If the student is deemed to be absent, missing, or deceased, take the request to the Incident Manager. A designated person from shall be responsible for notifying the guardian.
 - When a student is brought to the Request and Release Point, ask the child if they received any medical treatment. Notify the requester of any treatment rendered.
 - Have requester sign the EZ Reports Student Roster prior to the student leaving the evacuation area.

- ☐ Update records of the number of individuals in the Evacuation Area (or in the buildings) upon request.

FAMILY PHONE CALL LEAD PROCEDURE (SAN DIEGO)

Responsibility: Call parent/guardian to pick up students from the Evacuation Assembly Area.

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen
- ☐ Emergency Contact Roster

During Event

- ☐ Use the Emergency Contact Forms from Student Roster and communication points below to call each student's parent to facilitate pickup.

Your child is enrolled in a program with Ocean Discovery Institute until ____pm. The Living Lab was evacuated due to _____. Would you like to pick the student up, for us to release the student to return home on their own now, or would you like us to wait until the end of their program time to release them?

- ☐ If they would like to pick up the student, provide instructions for location of the Release Point.
- ☐ Notate which phone calls have been made and contact's response for each student.

EMS COMMUNICATION CAPTAIN

Responsibility: Serve as point-of-contact for emergency personnel and assists in coordinating efforts of these outside agencies by ensuring the proper flow of information. This may be by phone or in-person.

Staff, students, all occupants, parents, and the public have the right and need to know important information related to emergencies/disaster at the site as soon as it is available and authorized for release.

****Do NOT release information unless authorized to do so by the Incident Manager.**

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.
- ☐ Identify yourself as the site “EMS Communication Captain” (i.e., let all emergency personnel and staff know of your assignment).
- ☐ Brief emergency personnel on current situation, priorities, and ASC plan.
- ☐ Be available for EMS communication – whether by phone or in-person.
- ☐ Ensure coordination of efforts by keeping Incident Manager informed of agencies’ action plans.
- ☐ Record pertinent information and maintain all required records and documentation:
 - Messages received
 - Actions taken
 - Decision justifications and documentation
 - Requests filled
 - Missing persons

After Event:

- ☐ Brief Incident Manager on any issues that arose, any information that needs follow-up, or any tasks that require further action (parent notification, etc.).

FACILITY CAPTAIN

Responsibility: Ensures vacancy of all occupants from the facility and security of facility. Provide site access to emergency personnel.

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen

During Event:

- ☐ At the direction of the Incident Manager, pass through all areas of the building, as safe to do so, visually and verbally confirming no occupants are in the building.
- ☐ Secure site by locking and/or closing doors and windows. In Modified and Complete Lockdown close ALL doors, gates, and windows. In other emergencies, you may determine to leave access available to areas of the building, which are affected by the emergency and/or Fire Panel.
- ☐ Provide access to the site for emergency personnel.
- ☐ Do not allow unauthorized persons to return to buildings until the buildings are officially declared structurally safe. Authorized personnel should only return to the building if absolutely necessary.
- ☐ Check condition of all rooms and buildings, as safe to do so.
 - Inspect for gas leaks, electrical hazards, water leaks, cracks in buildings or walks, downed trees or poles, or any other issue that may pose a hazard to evacuees or emergency workers.
 - Check gas meter and, if gas is leaking, shut down gas supply to entire site.
 - In cases of an earthquake, turn off water valves.
- ☐ Report hazards and actions already taken to Incident Manager.
- ☐ Shut down electricity only if building has clear structural damage or advised to do so by emergency personnel.
- ☐ Post a "Closed" sign at the entrance.

Post Event

- ☐ Set up living accommodations for Scientist in Residence.

MEDIA CAPTAIN

Responsibility: If needed, acts as official spokesperson for the site in an emergency situation.

Staff, students, all occupants, parents, and the public have the right and need to know important information related to emergencies/disaster at the site as soon as it is available and authorized for release.

****Do NOT release information unless authorized to do so by the Incident Manager.**

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen

During Event:

- ☐ Remind staff and volunteers to refer ALL questions for information from media or waiting parents to you.

If media communication is needed:

- ☐ ALWAYS brief parents and public present at the Request and Release Point before releasing information to the media.
- ☐ Ensure announcements and other information is translated into other languages as needed.
- ☐ Advise arriving media that the site is preparing a press release and the approximate time of its issue.
- ☐ Consult with SDUSD Communications Office to coordinate information release.
- ☐ Assess situation and obtain statement from the Incident Manager.
- ☐ Record information to maintain accurate information and verify which information is to be released.
- ☐ Open and maintain a position log of your actions and all communications. If possible, record media briefings. Keep all documentation to support the history of the event.
- ☐ Do not remain in the media area. Remain near the Incident Manager and go to the media when you are ready to make statements.
- ☐ Statements must be approved by the Incident Manager and should reflect:
 - Reassurance – “Everything is going to be OK”.
 - Incident or disaster cause and time of origin.
 - Current situation – condition of the physical site, evacuation progress, care being given, injuries, location of Request and Release Point. Do not release any names.
 - Resource agencies present.
 - Best route to Reunification location, if known and appropriate.
 - Other relevant information Ocean Discovery wishes to be released to the public.
 - Prepare ahead of time and read statements, if possible.
- ☐ When answering questions, only answer questions you know the answer to and are authorized to release information about.
 - Do not make up answers or lie.
 - Useful phrases include:

- “I do not have that information at this time.”
 - “I can try to obtain that information for you.”
 - “I am not able to release that information at this time.”
- ☐ Monitor news broadcasts about the incident and correct any misinformation heard.
 - ☐ Notify emergency contact, with available assistance (law enforcement), of any students or other minors who are missing, absent, or deceased. You can find the contact information in the Emergency Response Box.

After Event:

- ☐ Provide all documents, press releases, and notes to Incident Manager.

SAFETY CAPTAIN PROCEDURE

Responsibility: Ensures that all activities are conducted in as safe a manner as possible, addresses bathroom and first aid needs, and coordinates distribution of safety equipment.

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.
- ☐ Determine plan for restrooms in the Evacuation Assembly Area. In the case of Complete Lockdown at the Living Lab, a lugabaloo is available for use in the electrical room.
- ☐ Obtain first aid kit.
- ☐ Identify and mitigate safety hazard and situations as quickly and thoroughly as possible. Stop and modify all unsafe operations.
- ☐ Ensure all individuals needing medical attention are receiving care by highest trained staff, until emergency responders arrive.
- ☐ Keep the Incident Manager advised of the status of all safety aspects and activity as well as any problematic areas which require attention.
- ☐ Record pertinent information and maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken
 - Decision justifications and documentation
 - Requests filled
 - Missing persons

ACCOUNTABILITY CAPTAIN PROCEDURE (BLA)

Responsibility: Ensures the proper return, release, and/or reunification of all occupants. This may be supported by:

- **Program Lead:** Staff responsible for groups of occupants who will gather and maintain control of their group. If multiple, simultaneous programs were being implements, multiple Program Leads may be needed.
- **Request/Release Point Lead:** Control entry/exit to the Evacuation Assembly Area. Assures proper release and reunification of all occupants.
- **Family Phone Call Lead:** Call parent/guardian to pick up students from the Evacuation Assembly Area.

Special Equipment:

- ☐ Clipboard, writing utensils, paper
- ☐ Roster from MOD Clipboard
- ☐ Occupant Accountability Form

Note: Individuals may decide to leave on their own; however, you should attempt to keep the group together to the extent possible.

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.
- ☐ Obtain Roster from MOD clipboard.
- ☐ Assign "Program Leads" - staff responsible for groups of occupants - to gather and maintain control of their group.
 - Students
 - Staff
 - Volunteers/Other visitors
- ☐ Use the Roster to conduct a Roll Call of all occupants. How this is facilitated will vary based on the size and types of groups present at the tie of evacuation.
 - Check "Present" if confirmed present.
 - Check "Missing" if not present.
 - Add occupant names to the bottom of the list for individuals present, but not on the evacuation roster.
- ☐ For occupants designated as missing, check in with individuals responsible to determine if the individual is missing, could be offsite, or other. Note on the Evacuation Report.
- ☐ Communicate results of Roll Call to Incident Manager.
- ☐ Ensure Program Leads are maintaining control of their groups until the Incident Manager and/or emergency personnel give the notification of return or release.
- ☐ Ensure entry/exit to the site is being properly controlled.
- ☐ Record pertinent information and maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken

- Decision justifications and documentation
- Requests filled
- Missing persons

Return to the Facility

- ☐ After notification from the Incident Manager, facilitate Program Leads moving their groups to the Field Station.
- ☐ Assist persons with disabilities.
 - Gather the group in the Classroom.
 - Facilitate Roll Call using the Roster.
 - Allow groups to return to activities.
 - Provide results to Incident Manager.
 - Provide the Roster to the MOD for their clipboard.
- ☐ Oversee resuming instruction and/or activities, modifying as needed.

Relocate to the US or other Off-site Location

- ☐ Once notified by the Incident Manager that individuals should be moved to a different location, perform a Roll Call before departure and upon arrival at the new location.
- ☐ Await instruction from the Incident Manager regarding family communication. Activate Family Phone Call Lead Procedure as needed.
- ☐ Discuss plan for communication throughout transit.

Release of Adult Occupants (over age 18) and Youth Occupants with an Adult (non-Ocean Discovery Students)

- ☐ Once notified by the Incident Captain that individuals should be released, walk anyone – over 18, or a youth with an adult over the age of 18 to the Release Point.

SAN DIEGO TEAM CAPTAIN PROCEDURE (BLA)

Responsibility: Serve as point-of-contact for emergency personnel and staff in BLA during events that occur in Mexico. Assists in coordinating the efforts between San Diego and BLA by ensuring proper flow of information. Activates staff in San Diego as needed.

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen
- ☐ San Diego Staff Emergency Response for Emergency in BLA (BLA)
- ☐ Emergency Preparedness Binder - BLA

During Event:

- ☐ Check in with the Incident Manager for a situation briefing. If needed, group text all potential MODs to establish communication with the BLA team.
- ☐ Confirm the presence of an emergency (e.g., ensure the EPIRB didn't get set off accidentally).
- ☐ Engage Dr. Adam Pacal (adampacal@gmail.com), if needed.
- ☐ Assemble San Diego incident response team (if on a weekend, call in 1-2 staff and meet at the Living Lab) and brief them on the situation.
- ☐ Assign positions and tasks and put all on standby.
- ☐ Pull files of all involved in the emergency.
- ☐ Use **Emergency Procedures** and **Position Activation Procedures** as appropriate.
- ☐ Keep the Incident Manager advised of the status of any efforts taking place from the San Diego team or coordinated agencies as well as any problematic areas which require attention.
- ☐ Use **ASC Worksheet** to record pertinent information and maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken
 - Decision justifications and documentation
 - Requests filled
 - Missing persons

EMERGENCY TRANSPORTER (BLA)

Responsibility: Drives patient, Safety Officer, and Incident Manager or other Designee in the case of an evacuation to the US via vehicle

Special Equipment:

- ☐ Clipboard
- ☐ Paper
- ☐ Pen
- ☐ Travel Safety Kit
- ☐ Vehicle
- ☐ Individual's Emergency Contact Information
- ☐ Emergency money
- ☐ Prescription medications, if needed
- ☐ Travel documents (e.g., passport) for all crossing border
- ☐ **Emergency Preparedness Binder – BLA**
 - **ASC Action Plan: Major/Serious Medical Emergency BLA**
 - **Baja California Emergency Contact List, Resources, & Map**
 - **BLA Evacuation to the United States**

During Event:

- ☐ Check in with the Incident Manager for a situation briefing.
- ☐ Gather all “**Special Equipment**” above.
- ☐ Drive to the destination via the route determined by the Incident Manager using the **BLA Evacuation to the US Procedure**.
- ☐ Adjust course as advised by Incident Manager and/or Safety Officer.
- ☐ Use **ASC Action Plan: Major/Serious Medical Emergency BLA** to record pertinent information and maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - Messages received
 - Actions taken
 - Decision justifications and documentation
 - Requests filled
 - Missing persons