

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

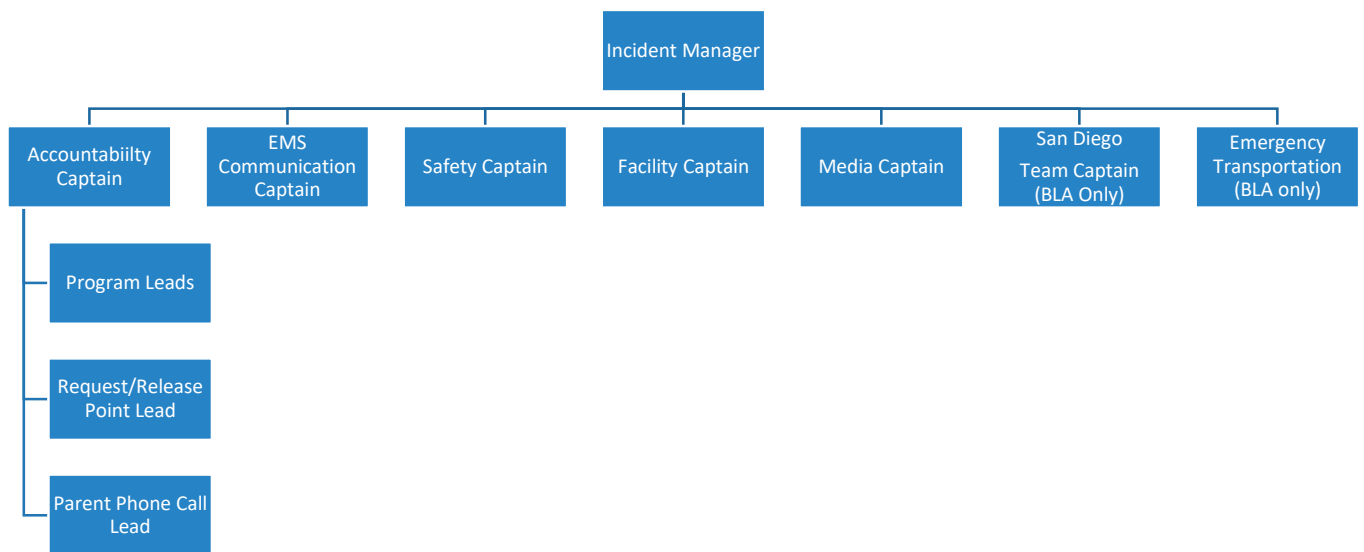
In some settings (e.g., while with students in Bahía de los Angeles, large events), a Safety Officer may be designated. This is typically a volunteer who is a certified medical doctor, paramedic, or EMT. The Safety Officer’s primary role is to prevent and respond to medical incidents. Their name will 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 Lugaballoo, 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

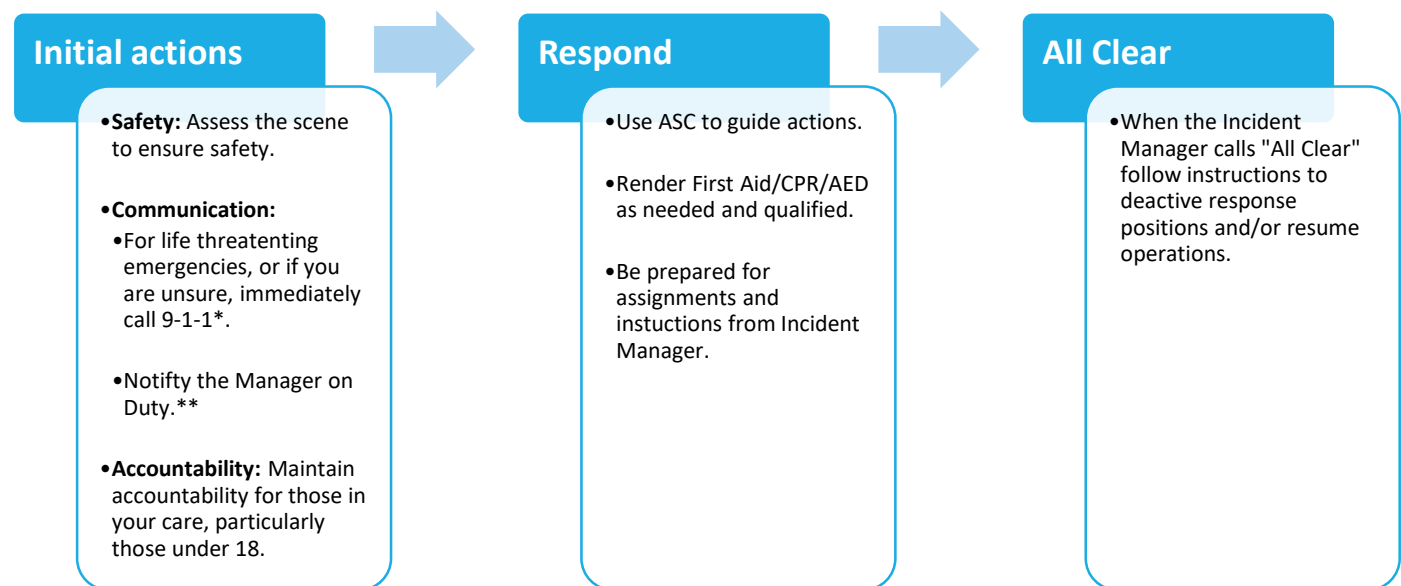
This section addresses response to emergency situations (“incidents”) at the Living Lab facility, Bahía de Los Angeles (BLA) field station, or other areas where Ocean Discovery activities take place.

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:

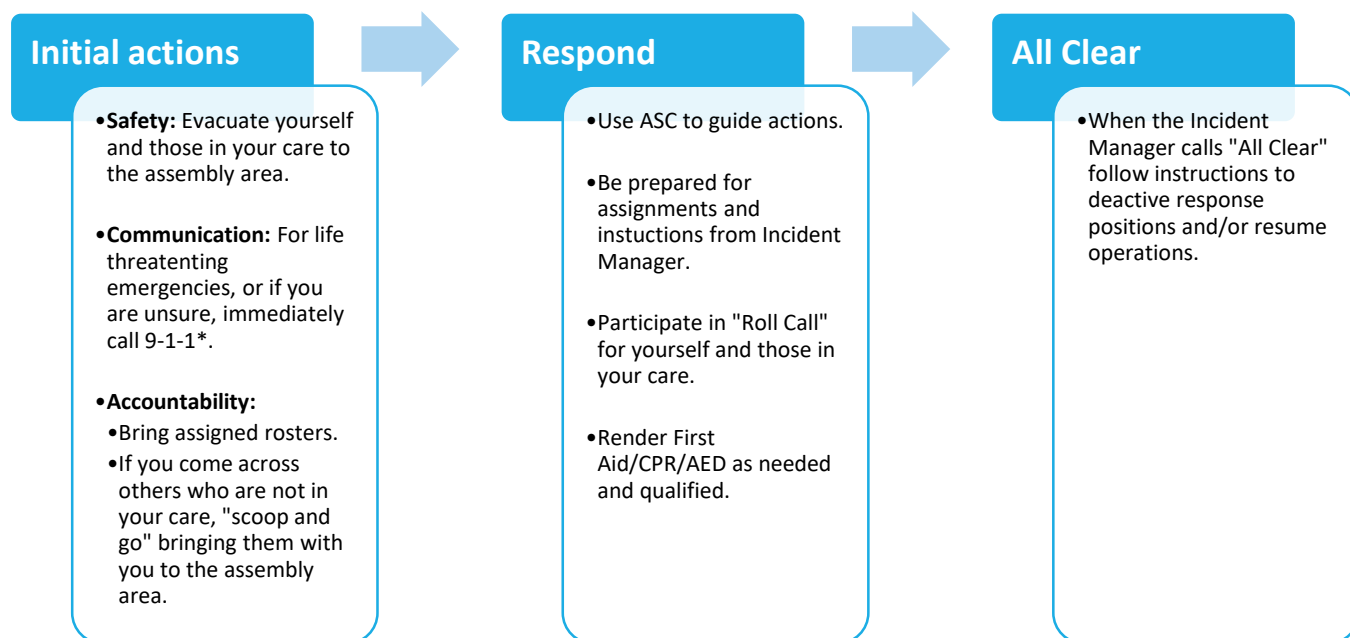
- at the Living Lab, all individuals "Checked-In"
- *at the Field Station, all individuals on-site at the time of evacuation*

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

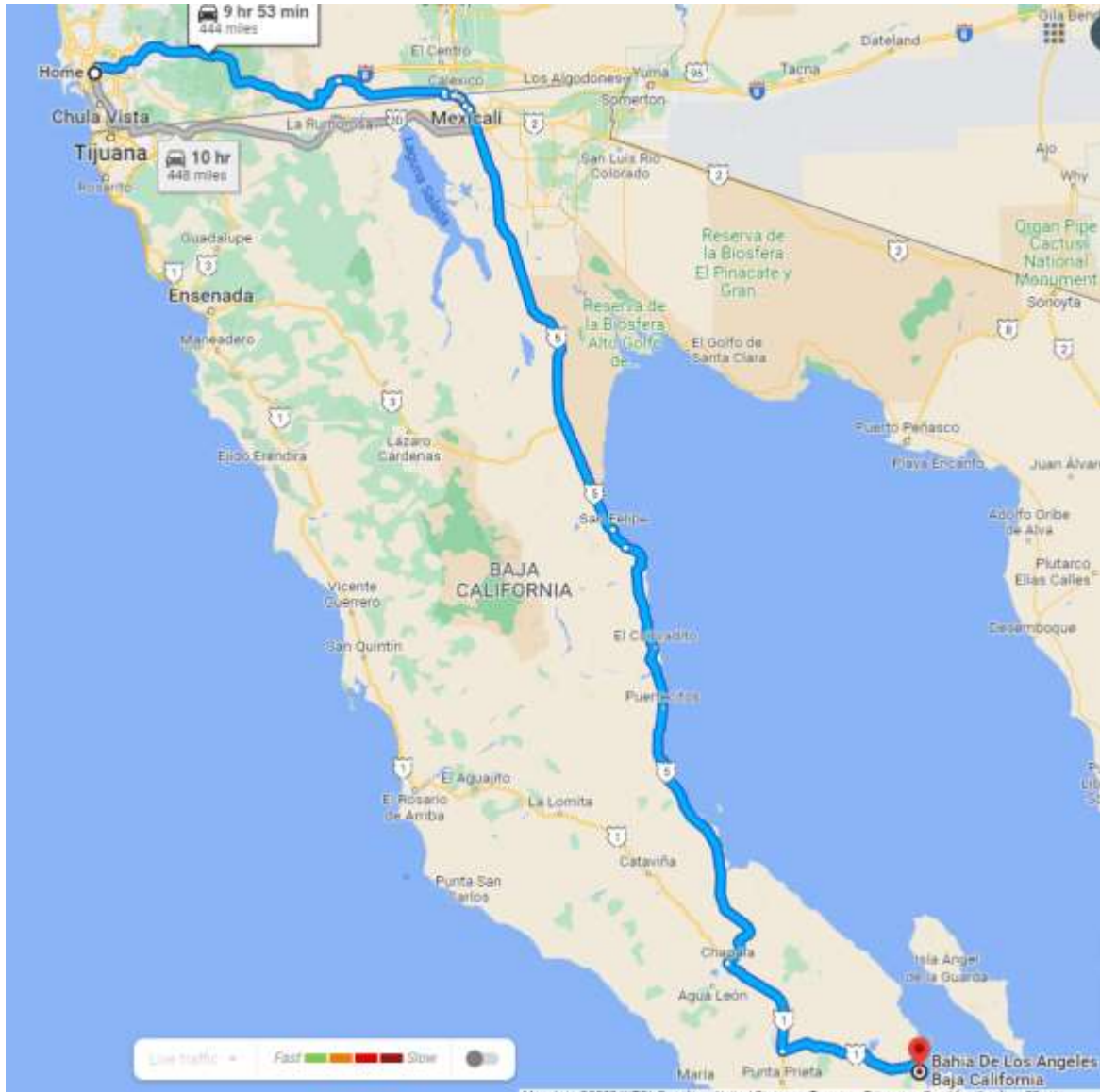
Bahía de los Angeles is a coastal bay on the Gulf of California, located along the eastern shore of the Baja California península in the state of Baja California Mexico.

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.

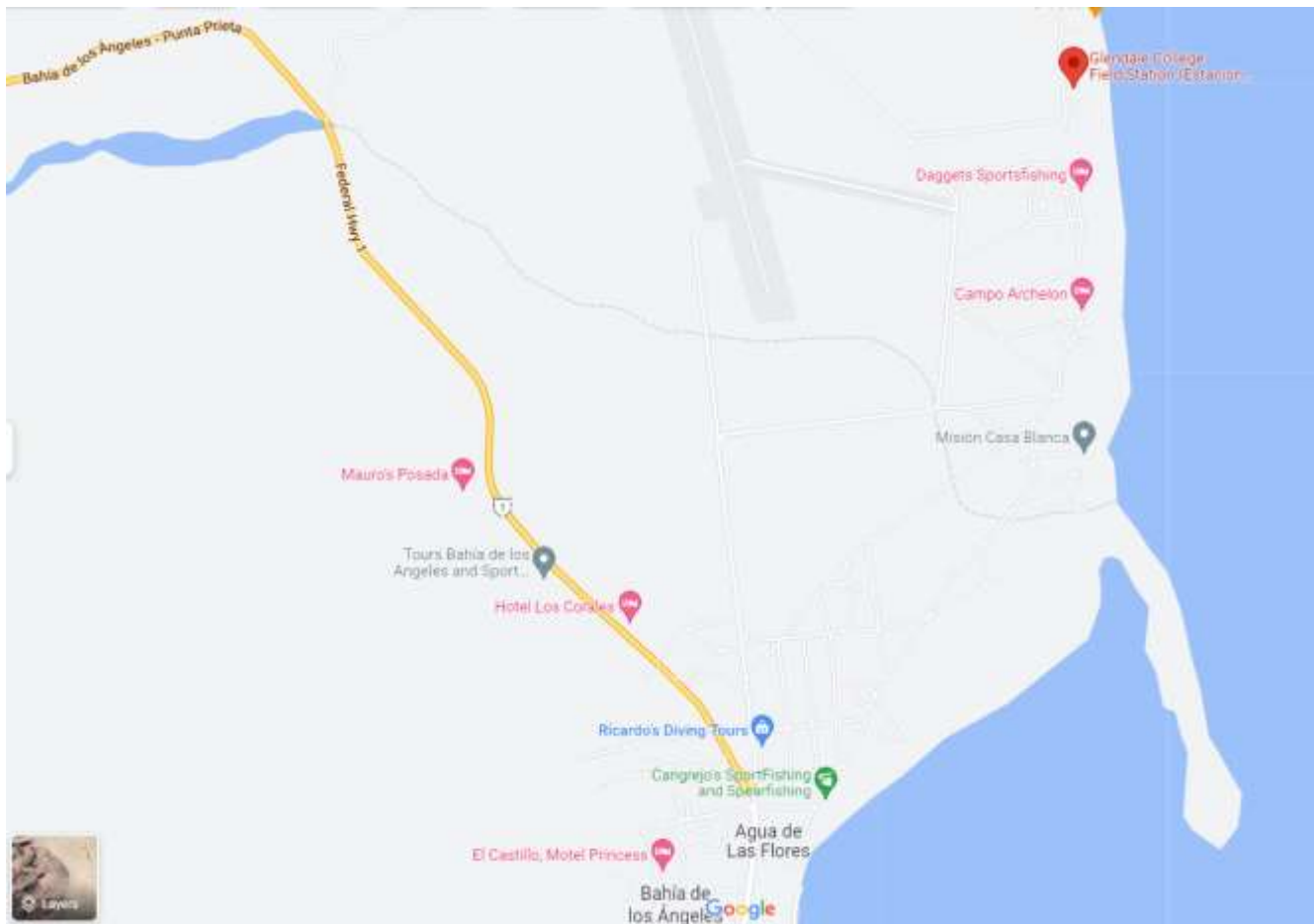
LOCATION

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 “+”, the 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.

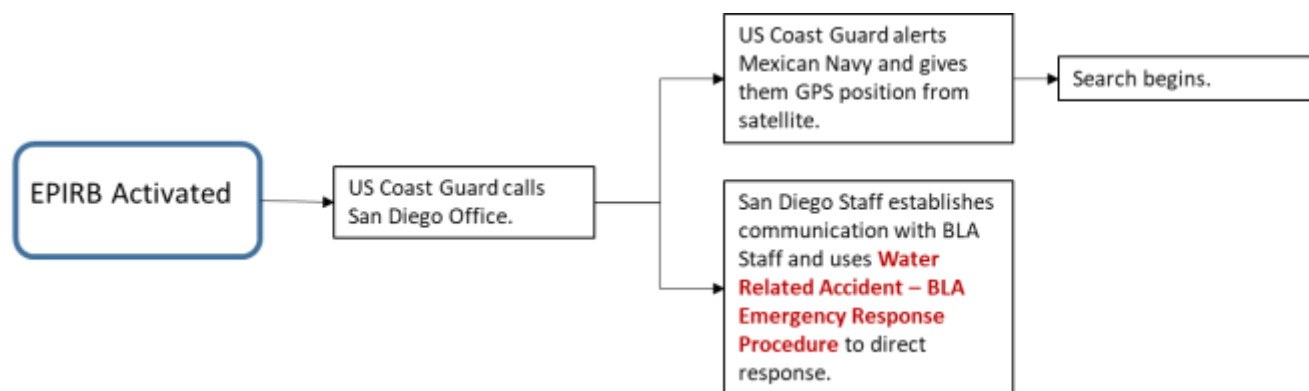


Making calls within Mexico

- ☐ 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 Marinos (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.