

Vasquez High School

Emergency and Crisis Response Procedures 2025-2026

EVACUATION PROCEDURES

Evacuation procedures, all school personnel, students, and visitors will evacuate to the baseball field (**follow the evacuation map and path of travel diagram**), and line up at designated spots (see field map). When evacuating your class bring your RED FOLDER. Please remember to keep updated rosters in your red folder. Updated class rosters will be put in your box monthly, please ensure you put them in your red folder. Students must be lined up quietly in a single file line facing forward.

Teachers will monitor the line, take roll, and complete the **“ALL ACCOUNTED FOR”: INJURED/MISSING STATUS REPORT FORM**. When the form is complete, choose a student to bring the form to the command center (see the VHS School Emergency diagram). *If the drill happens during break, lunch, or passing period, teachers should meet students at their designated line up areas.*

During a disaster evacuation, Make sure your neighboring teacher is evacuating their classroom. Walk your students to your Evacuation Area (see map).

Take a few seconds to check briefly with the teacher in the classroom to the left and your right, to see if they are in need. In the event a teacher or colleague is injured, be prepared to take their class. If a colleague is assisting with injuries be prepared to take their class. Escort your class(es) to their designated evacuation area. Use the suggested routes on your evacuation map or alternate route if yours is blocked or unsafe. Everyone is to stay together and to quickly and quietly evacuate.

Note: SPED students may meet at the Mustang Statue on the quad as an alternative to the baseball field evacuation location.

Search & Rescue team members - report to the Command Center after you take attendance and release your students to the designated buddy teacher.

ALL INSTRUCTIONAL ASSISTANTS NOT ASSIGNED TO A ONE-ON-ONE STUDENT, REPORT TO THE CONTROL CENTER TO BE ASSIGNED

ALL CAFETERIA STAFF REPORT TO THE COMMAND CENTER FOR WATER & FOOD DISTRIBUTION

All personnel without a specific duty or class are to immediately report to the Command Center for instructions.

Teachers are to remain with their class AT ALL TIMES. Students must remain together as a class throughout the duration of the drill. Periodically call roll as needed. Students are to be left only in the company of Reunion gate messengers. The Command Center will provide updates and relieve staff of their assignments.

If an off-campus evacuation is necessary, all classrooms will evacuate to an area designated by administration. Classes will walk quietly in a straight, single file line with the teacher in front monitoring the line.

The all-clear signal will be given by the command center. After the all-clear signal is given, students are to be walked back to class in an orderly manner.

EARTHQUAKE PROCEDURES

In the event of a real earthquake, your signal will be the beginning of shaking itself. (In the case of a drill, the signal will be given by the admin on the intercom.)

Teacher or staff member communicates to your class “Earthquake! Drop, Cover, and Hold On!” Students should follow instructions as they have practiced during preparation. If an aftershock occurs while you are exiting, drop and cover until the shaking stops.

When the shaking has stopped (or when the all-clear is announced) and before you exit your room take ten seconds to look around, make a mental note of damage and dangers, check to see if any students are injured. If immediate help can be given to open the airway, stop serious bleeding, or put out a small fire do so. Ask responsible students to assist lightly injured. Non-ambulatory injured should be transported with the class if staying would be dangerous, otherwise assure injured that help is on its way.

Select either the green “ALL OUT” or the red “CASUALTIES / DANGER INSIDE” sign on your door. This will expedite search and rescue teams. In the event of a real disaster, leave your doors unlocked. In the case of a drill, lock your doors if the room is empty.

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DANGEROUS, VIOLENT, or UNLAWFUL ACTIVITIES

WEAPON/BOMB THREAT

In the unlikely event that you receive a bomb threat or weapon on campus:

- ☐ Listen carefully and write down as much information as possible, especially information about where the bomb is located and when it is set to go off.
- ☐ Immediately notify the Main Office with the information.

If you discover or suspect a device to be a bomb:

- ☐ **DO NOT TOUCH OR DISTURB IT IN ANY WAY.**
- ☐ Clear yourself and others from the area.
- ☐ Notify the Main Office.

FIRE

At the first sign of a fire in your room or area:

- ☐ Notify the Main Office so that they can call 9-1-1. Tell them the exact location of the fire and what is burning.
- ☐ Extinguish small fires using the nearest fire extinguisher.
- ☐ Close windows and doors. Evacuate the area and warn others.
- ☐ Follow the procedures outlined in the "Fire Drill" area of the drill procedures.

If you suspect that the fire is outside of your room or area:

- ☐ Feel the door. If it is hot, **DO NOT OPEN IT**.
- ☐ Notify the Main Office so they can call 9-1-1.
- ☐ If the door is not hot, open it cautiously – stand behind the door and be prepared to close it quickly.

In any event, do not try to put out a fire that appears out of control. Stay calm and exit the building safely.

INJURY AND ILLNESS

- ☐ Do not attempt to move the person.
- ☐ Call the Main Office and request that the Nurse be sent.

OPIOID OVERDOSE PREVENTION AND TREATMENT: Melanie's Law (Effective 1/1/24 EC 32282) Existing law authorizes a public or private elementary or secondary school to determine whether or not to make emergency naloxone hydrochloride or another opioid antagonist and trained personnel available at its school, and to designate one or more volunteers to receive related training to address an opioid overdose, as specified.

- ☐ Call 911
- ☐ If the person has stopped breathing or if breathing is very weak, begin CPR (best performed by someone who has training) If available, treat the person with naloxone to reverse opioid overdose.

LOCKDOWN PROCEDURES

The following announcement will be made to inform classes of the lockdown: **"Students, staff, and visitors lockdown now!"** During a lockdown, teachers must immediately close and lock their doors and windows and remain inside the classroom. If gunshots are heard, then you will say, "Take Cover!" and the students are to lie flat on the floor. No students are to be let out of the classroom. If a student is outside the classroom when the lockdown is initiated, call or email and report it to an administrator immediately. If a class is outside for P.E., they will enter the closest room. Teachers are to check their email for updates on the situation. An "All Clear" announcement will be made when the lockdown has ended.

RESPONSE PROCEDURES	TYPE OF EMERGENCY	SIGNAL
Duck, Cover, and Hold (Remain in the classroom)	Earthquake Explosion	Shaking of floor/ground
Evacuation (Escort students to the field, line up facing forward)	Fire Explosion Hazardous Materials Release Post Earthquake	Emergency alarm and/or Announcement: "Evacuate to your assembly area."
Lockdown (Remain in the classroom; check email)	Intruders Gunfire	Announcement: "Students, staff, and visitors lockdown now!"
Shelter-In-Place (Remain in the classroom; check email)	Hazardous Materials Release Severe Storms	Announcement: "Students, staff, and visitors lockdown now!"
Bomb Threat (Remain in the classroom; check email)	Anonymous phone call Unknown package/box	Announcement: "Students, staff, and visitors lockdown now!"

DISASTER ATTENDANCE PROCEDURES

STUDENTS

Teachers will monitor the line, take roll, and complete the **ALL ACCOUNTED FORM**. When the form is complete, choose a student to bring the form to the command center (see the VHS School Emergency diagram).

AIDES/VOLUNTEERS

Please include the names of any aide(s) or volunteers that were in your room at the time of the disaster.

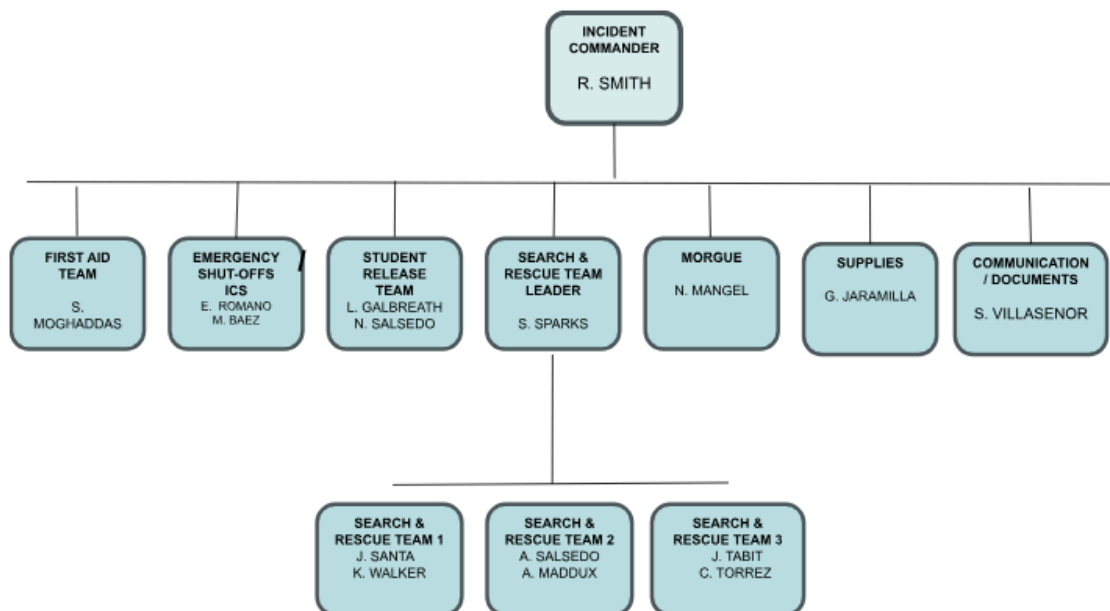
CRISIS INTERVENTION PROCEDURES

If a crisis situation was to occur, the Principal or designee would contact the District Office. The District Office would mobilize the school psychologists to assist staff and students during and after the crisis.

ORGANIZATION CHART	
INCIDENT COMMANDER/OPERATIONS CHIEF	Dr. Reyna Smith
PLANNING/INFORMATION	Shilo Villasenor
LOGISTICS	Sheldon Sparks

2025-2026 VASQUEZ HIGH SCHOOL EMERGENCY RESPONSE ORGANIZATION CHART

NOTE: Search & Rescue Team Assignments:
Team 1- Buildings D (300 – 304) & E (400 – 404 and restrooms).
Team 2- Buildings C (200 -204 and restrooms).
Team 3- Buildings F (rooms 500 – 504) & restrooms) & G (600 -603).
 (*)Asterisk indicates team leaders.



SEARCH AND RESCUE TEAMS	
Team Leader: SHELDON SPARKS	Report to Command Center
TEAM #1 - Buildings 300 & 400 John Santa & Kayla Walker	Report to Command Center Building D: Rooms 300, 301, 302, 303, 304 Building E: 400, 401, 402, 403, 404, boys' RR, girls' RR
TEAM #2 - Buildings 200 & Front Office Anthony Salsedo & Amanda Maddux	Report to Command Center Building C: 200, 201, 202, 203, 204, boys' RR, girls' RR Building A: Library & Administration <ul style="list-style-type: none"> Library: main library, internal offices, computer lab Administration Building: staff room, work room, internal offices (speech/ SPED office, TOSA office, Principal's office, counseling office, security office), closets (Tech closet, storage closet), mailroom, staff bathrooms, conference room, main office lobby, nurse's office & bathroom in nurse's office
TEAM #3 - Buildings 500, 600 & GYM/ MPR Joe Tabit & Corina Torrez	Report to Command Center Building F: 500, 501, 504, boys' restroom, girls' restroom, staff bathroom #1, staff bathroom #2 Building G: 600, 602, 603 Gym/ MPR: stage, kitchen, boys' locker room & girls' locker Room, staff bathrooms, Cantina/ Student Store, storage closets

RESCUE TEAM PARTNER LIST

Rescue Team Member	Partner Teacher
John Santa	Kayla Walker
Anthony Salsedo	Amanda Maddux
Joseph Tabit	Corina Torrez

SEARCH & RESCUE PROCEDURES

1. Get your equipment bag from the Emergency Bin
2. **Make sure your team partner is with you at all times.** If your partner is not available, wait until another is assigned to you before proceeding.
3. Assess the structural integrity of a room prior to entering it.
4. Check all the rooms on your list. As you check each room, complete the chart below indicating the number of injured and deceased.

BUILDINGS D, E (300 & 400)
ASSESSMENT PROCEDURES
Team #1 John Santa & Kayla Walker
Room Count

Rooms to Check	Checked	# Injured	# Deceased
300			
301			
302			
303			
304			
400			
401			
402			
403			
404			
Girls' RR			
Boys' RR			

BUILDING A & C (200, LIBRARY, ADMINISTRATION OFFICE)
ASSESSMENT PROCEDURES
Team #2 Anthony Salsedo & Amanda Maddux
Room Count

Rooms to Check	Checked	# Injured	# Deceased
200			
201			
202			
203			
204			
Girls' RR			
Boys' RR			
Library			
Library Offices			
Computer Lab			
Staff Room			
Work Room			
Maintenance Closet			
Technology Room			
SPED/ Speech Office			
Mail Room			
Men's RR			
Women's RR			
TOSA Office			
Conference Room			
Principal's Office			

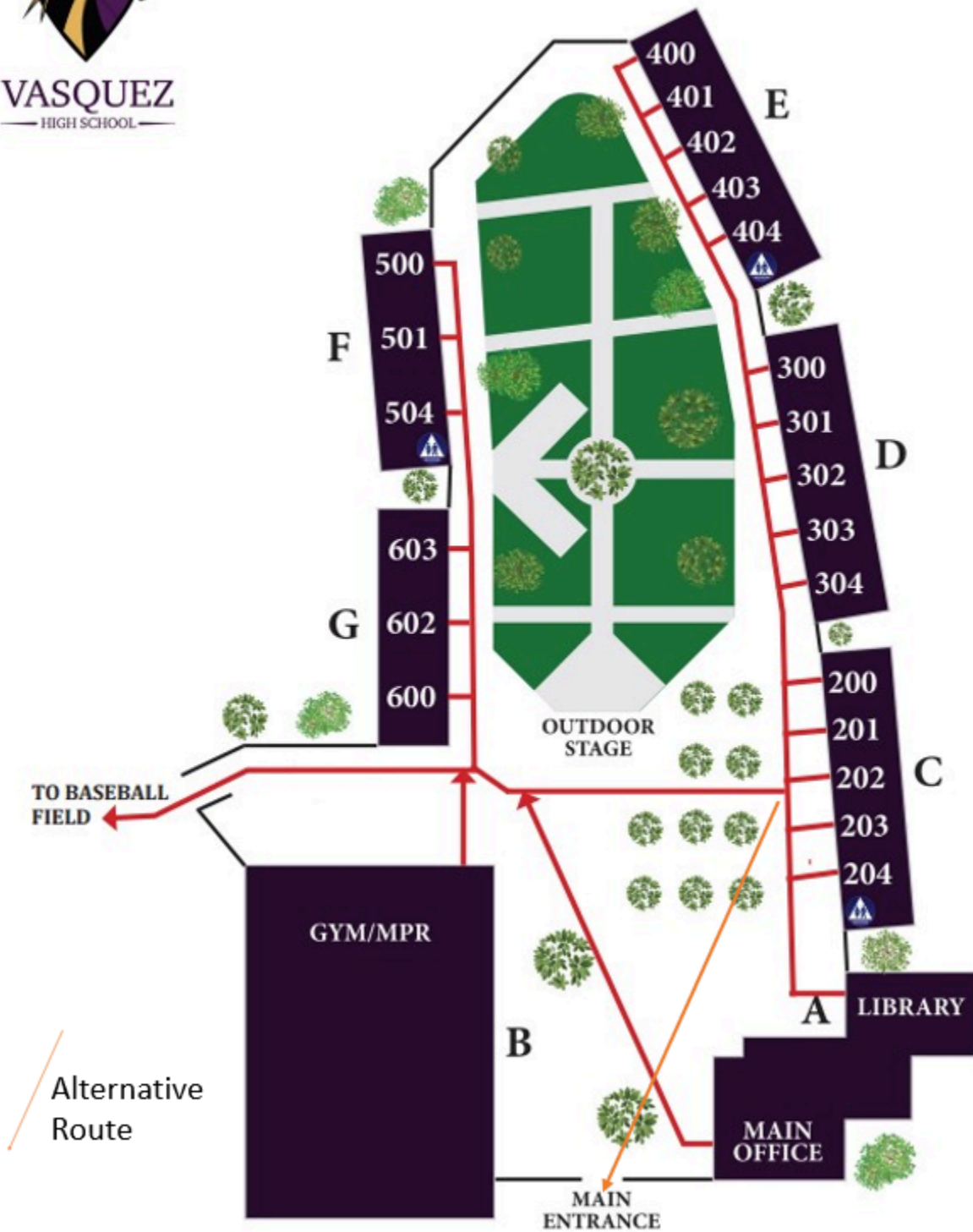
Counselor's Office			
Security Office			
Office Commons			
Nurse's Office			
Nurse's Bathroom			

BUILDINGS F, G, GYM/ MPR (500, 600, GYM & MPR)
ASSESSMENT PROCEDURES
Team #3 Joe Tabit & Corina Torrez
Room Count

Rooms to Check	Checked	# Injured	# Deceased
500			
501			
504			
Girls' RR			
Boys' RR			
Women's RR			
Men's RR			
600			
602			
603			
Stage			
Stage closet			
Ticket booth			
Boys' Locker Room			
Girls' Locker Room			
Adult RR #1			
Adult RR #2			
Cantina/ Student Store			
Athletics Closet			
Kitchen			



EVACUATION MAP AND PATH OF TRAVEL



Aerial Photo of Baseball Field



