



# Hare High School Emergency Handbook 2024-2025

Hare High School  
12012 S. Magnolia  
Garden Grove, CA 92841  
GGUSD

# DISASTER PREPAREDNESS ASSIGNMENTS

Garden Grove Unified School District  
**Emergency Preparedness Assignments**  
 Hare High School  
 2024-25

Personnel listed below have been appointed to assume the following duties:

Responsibility Description:	Staff Assigned:***	
<b>Command Center:</b>		
<ul style="list-style-type: none"> <li><b>Incident Commander:</b> Coordinate all activities and Media Contact</li> </ul>	Principal, Lydia Machado; Assistant Principal, Joel Faris; Counselor, Enrique Espinoza; CTE Admin, Myra Clarke	
<ul style="list-style-type: none"> <li><b>Safety Officer:</b> Coordinate and communicate needs of all first responders to the school; document staff/students transported by EMS. Ensure that the safety of students, staff and others on campus is the highest priority.</li> </ul>	Principal, Lydia Machado; Assistant Principal, Joel Faris; Counselor, Enrique Espinoza; CTE Admin, Myra Clarke	
<ul style="list-style-type: none"> <li><b>Public Information Officer:</b> Speak to the media and make public announcements</li> </ul>	Principal, Lydia Machado; Assistant Principal, Joel Faris; Counselor, Enrique Espinoza; CTE Admin, Myra Clark	
<ul style="list-style-type: none"> <li><b>Finance/Administration:</b> Purchase all necessary materials, track financial records, timekeeping of staff hours and recovering records</li> </ul>	Fadia Orlandi	
<ul style="list-style-type: none"> <li><b>Operations Coordinator:</b> Manage teams listed below and assess site for safety/security; re-assign personnel as needed</li> </ul>	Jennifer Jurgemeyer	
<b>Planning/Intelligence:</b>		
<ul style="list-style-type: none"> <li>Gather information, weigh and document the information to prepare for and assess the status of the emergency.</li> </ul>	Planning/Intelligence Coordinator: Kelly Anderson	
<b>Logistics:</b>		
<ul style="list-style-type: none"> <li>Coordinate personnel, assembles and deploys volunteer teams and provides supplies, resources and services. Work closely with the Operations Coordinator</li> </ul>	Logistics Coordinator: Tricia Simpson	
<b>Search and Rescue Teams:</b>		
<ul style="list-style-type: none"> <li>Sweep through buildings quickly and rescue trapped or injured students/staff.</li> </ul>	Team 1: (North Side) Aaron / Solorzano (Buildings F, G, H, I, J)	
<ul style="list-style-type: none"> <li>Assess damage to buildings to determine if it can be reoccupied and inform Headquarters.</li> </ul>	Team 2: (Mid East-West) Ron /Ronne / Espinoza (Buildings: D, E, K, L)	
<ul style="list-style-type: none"> <li>Assist with damage reports and submit to team lead. * Indicates Team Lead</li> </ul>	Team 3: (South Side) *Rivero / Do (Buildings A, B, C, M, N, O)	
<b>First Aid:</b>		
<ul style="list-style-type: none"> <li>Responsible for administration of first aid and supervision of first aid treatment area.</li> <li>* Indicates Team Lead</li> </ul>	*Hartel, Janette, Nurse, School Psychologist, Speech Pathologist, Contract counselors (support staff on campus)	
<b>Security:</b>		
<ul style="list-style-type: none"> <li>Shut off utilities and secure campus to prevent unauthorized entrance or exit. Put up signs to designate a student release area. Complete damage reports. * Indicates Team Lead.</li> </ul>	*Hien Nguyen and Jose Padron (plus security staff on campus at the time of the event once search and rescue is complete)	
<b>Student Supervision:</b>	<b>North Court Supervisors:</b>	<b>South Court Supervisors:</b>
<ul style="list-style-type: none"> <li>Supervise classes at Student Assembly Area</li> <li>* Indicates Team Leads</li> </ul>	Rooms 1-11 : Magee; Collins; *Rodewald, Lewis/Purpura; D. Corral; M. Corral; tutors	Rooms 12-22: Wargo; Woods; *Kleker, CTE staff; Cal-Safe; Bryan
<b>Student Release:</b>		
<ul style="list-style-type: none"> <li>Oversee and operate the student release area.</li> </ul>	Fadia, Jean, Bi-lingual Liaisons, all other Office Staff on campus at the time of the event, and security if available. Teacher Leads for student supervision support via radio communication.	

\*\*\*Teachers should fulfill student evacuation and accountability functions prior to assuming additional assigned duties within the disaster plan. Once assigned duty is completed and reported, teachers are to check in with team leaders prior to returning to their classes to assist with supervision.

# EMERGENCY PROCEDURES

## Earthquake Procedures

Earthquakes usually strike without warning, so you may not hear a long continuous bell. Please follow the following procedures:

### When Inside a Building

1. Teacher or other person in authority tells students to drop and cover.
2. Everyone should get under a desk/table, other shelter, or against an inside wall. If the shelter moves, move with it and stay under it. Cover the back of your head with one hand, and hold onto a desk or table with another hand.
3. Move away from windows to avoid glass and stay away from items suspended above.
4. Remain in drop position until the earthquake is over, further instructions are given, or you hear the evacuation bell.
5. After the earthquake is over, staff and students are to evacuate the rooms (you may or may not hear an evacuation bell; please use your best judgment) being alert to the possibility of danger and damage. The teacher is the last one to leave the room and should take the following:
  - a. **Roll Book**
  - b. **Red Backpack**
  - c. **Emergency Handbook**

**Please report to the student assembly area.** Once the teacher and students arrive, the teacher is to take roll and send a runner to an administrator with the Disaster Accountability Report.

### When Outside a Building

1. Assume drop and cover position until the emergency is over. Do not run. If possible, get clear of all buildings, trees, power lines or poles, or other hazards that may fall. It is best to stay out in the open. After the earthquake, **please report to the evacuation assembly area.**
2. If students are between periods, they should immediately proceed to the student assembly area and line up on the room number of the class **they just attended**, as that teacher knows which students are present and absent.

If possible, classroom doors should remain **open**.

## Fire Procedures

The signal for a fire will be repeated short bells. In the case of a fire, students and staff are to exit the classroom in a quick and orderly fashion and report to the student assembly area.

The teacher is the last one to leave the room and should take the following:

- **Roll Book**
- **Red Backpack**
- **Emergency Plan Handbook.**

**Upon exiting, please close the classroom door and report to the student assembly area.** Once the teacher and students arrive, the teacher is to take roll and send a runner to an administrator with the Disaster Accountability Report.

If possible, classroom doors should remain **closed**.

## Explosive Device/Threat of Procedures

- The recipient of the call should try to keep the caller on the line for as long as possible while asking for the location of the device, description, and scheduled detonation. The recipient of the call should remain calm and try to elicit as much information as possible (i.e. accent of caller, background noise, speech patterns, male/female, etc.)
- **Administration should be notified immediately; police will be called and the district office will be notified.** The building or area should be evacuated immediately, upon notice from a fire alarm, or announcement over the intercom. The Police Department will be responsible for search procedures. A search of the school will commence as soon as it is deemed practical by the principal and Police Department. The Police Department will notify the principal as to the status of the school. Upon sounding the ALL CLEAR SIGNAL, students may return to class.

In the event that a suspected explosive device is found:

- **DON'T TOUCH IT - MOVE AND KEEP STUDENTS AWAY**
- **EVACUATE YOUR ROOM AND GO TO EVACUATION AREA IF IT IS SAFE TO DO SO**
- **NOTIFY THE SCHOOL OFFICE IMMEDIATELY**
- **KEEP ALL STUDENTS AND PERSONNEL AWAY FROM THE AREA**

## Chemical Accident Procedures

A chemical accident can cause poisonous or caustic fumes, volatile gas, or other potentially explosive materials. The building should be evacuated and the office notified immediately. Staff and students will **follow the fire drill procedures.**

## Flood Procedures

In the event of flood waters on campus due to rain, students shall be kept in the driest locations possible until such time that other emergency action can be implemented.

## Severe Storm/Weather Procedures

- If outdoors, stop all activities and immediately seek shelter.
- Assemble in windowless rooms or hallways located in the center of the building.
- Close doors, windows and blinds.
- If the weather becomes severe enough, crawl under a sturdy table or desk and close your eyes, clasp your hands behind your neck, and cover your ears and head with forearms.
- Report broken electrical lines and/or gas lines.
- Be aware of hazardous debris and contaminated food and water.
- Watch for or call for assistance.

## Downed Aircraft/Explosion Procedures

At the sound of the emergency bell, announcement, or explosion, all staff and students who are indoors should remain indoors in the “drop” position until the fire bell is rung to clear the building or it is safe to leave the building. If outside, crouch with chin and head tucked under chest and hands over head and neck. All should remain in this position until further notice or the All Clear signal is sounded. If appropriate, the students will exit the area and **follow evacuation procedures**.

## Intruder on Campus Procedures

In the event that an intruder is on campus or in the community during school hours, the following procedures will be followed:

- Staff will be notified as to the nature of the problem by intercom, messenger, text, or email. Administration or designee will announce, “Lockdown.” Teachers should immediately direct students to a safe area in the classroom and have them sit on the floor.
- Students will remain inside the building at all times and away from the windows and doors. Teacher should proceed quickly to the door (if it is safe), check the hallway for students/staff outside. Direct those individuals into your room.
- Lock the doors and windows, turn off lights and close blinds (if safe to do so).
- If there is an injured person or you need help, notify Administration (or call 911 if Administration cannot be reached).
- PE classes must return to a building if it can be done safely.
- Custodians, teachers, or administration will secure all classroom entrances and exits.
- Principal will determine safe routes of travel for staff and students.
- No student, employee, or volunteer will be dismissed until a safe route away from the school has been determined.
- Staff will be notified by intercom when it is safe.

## Armed Student Procedures

If a student is suspected of having a weapon on campus, any staff member must report to the site administrator.

- If a student draws a weapon, the teacher/staff member should treat it like a hostage situation and should follow the Hostage Situation Procedure.
- **Do not** confront the student! Wait for an administrator and/or police.
- **Do not** try to retrieve the weapon! Wait for the administrator and/or police.
- **Do not** restrain or discipline the student! Wait for the administrator and/or police.
- If the student is in class and the weapon is concealed, the staff member should quietly send a note in an envelope to the administrator, using a messenger. Include as much information as possible:
  - The name of the student
  - Exact location of the student in the class
  - Type of weapon suspected
  - Location of weapon
  - Number of students in class
  - Demeanor of the student and any other useful information
- The principal or assistant principal contacts the police.
- Allow the class to remain in the normal routine until the police arrive. Do not alarm other students.
- Allow the administration and police to handle the situation as they see fit. They will generally try to isolate the student from others and apprehend him/her.
- Administration shall immediately contact the Assistant Superintendent of Secondary Education to report the situation.
- If the media becomes involved, all inquiries will be referred to the district Public Information Officer.
- All media must remain off campus.

# Shooting Procedures

At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding, bullets ricocheting:

- Someone must **call 9-1-1** as soon as possible.
- Confirm facts regarding the incident.

## **If outside a building:**

- Instruct students to duck and cover to the ground immediately; face down as flat as possible. (If within 15-20 feet of a safe location, duck and run for safety using a zigzag motion.)
- Move or crawl away from gunfire, trying to create obstruction between you and the gunfire.
- Try to get behind a barrier or inside a building and stay down.
- When you reach a relatively safe area, stay down and don't move. Do not peek or raise your head.
- Call the police and the front office to report the situation, if possible.
- Listen for directions from the administration and/or police.

## **If inside a building (with assailant outside):**

- Follow GGUSD Lockdown Procedures.

# Lockdown Procedures

This action is taken when the threat of violence or gunfire is identified and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lockdown, staff and students are to remain in the classrooms or designated locations unless it is unsafe to do so.

- In the event of a lockdown, notification may come from the school office by the principal or designee announcing "*lockdown*." If a staff member observes an intruder who displays aggressive or threatening behavior or displays a weapon, call the office immediately. You should self-initiate lockdown in this situation or if you hear gunfire.

## **If inside a building:**

- Following the lockdown announcement, direct students to a safe area in your classroom and have them sit on the floor. (This could be an area behind a solid wall, and away from doors and windows.)
- If gunfire is heard, position overturned furniture between the room occupants and the door as protection, and instruct everyone to lie down on the floor.
- Proceed quickly to your door(s) and, if safe, check the hallway for any students/staff outside; escort or direct those individuals quickly into your room.
- Lock the doors (from the inside) and windows, turn off the lights, and close blinds on windows (if safe to do so).
- Exercise wise judgment as to which students you allow into your room; only individuals exhibiting non-threatening behavior should be allowed in. Lock all doors.
- Take roll and account for any missing students. Notify administration or police of any students and/or staff who may be outside the building. Record the names of everyone in the room.
- Have all students and staff out of the line of sight.
- Use wise judgment. Stay calm and reassure your students and co-workers.
- Stay where you are until instructed otherwise by administrative or emergency personnel, even if the school/work day is over. Do not let anyone leave the area unless instructed to do so by administrative or emergency personnel.
- Staff members who flee the campus can serve as a valuable point of contact and information source for arriving police personnel.

**If outside a building:**

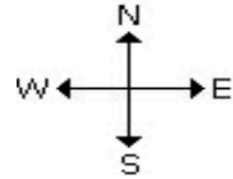
- Proceed immediately to a safe and secure area. If safe to do so, flee off campus or to a designated and secure reunification area.
- Remain there until instructed otherwise by administrative or emergency personnel, even if the school/work day is over.

**Additional Considerations During Lock Down:**

- The use of cell phones can interfere with emergency responders. Instruct students not to use cell phones in an emergency.
- On a voluntary basis, staff may want to exchange cell phone numbers so they can communicate in an emergency if necessary.
- Use email to communicate with the front office if other means of communication are unavailable. The Remind App will also be used to send communication to staff as it is available.
- A Parent Square message will call parents to advise them where they can pick up their children. The media will also be able to communicate vital information.
- Police advise that classroom doors should remain locked (keep open or ajar during the day) so they can be easily closed and secured in the event of emergency.
- The First Aid/Medical Team will work with local authorities to ensure any injured students or staff receive medical attention.
- The school administrator will prepare a verified list of casualties, and the locations to which they were transported. The school administrator will confer with school psychologists to ensure the notification of parents and family members.
- All media inquiries will be referred to the district Public Information Officer.

# SEARCH AND RESCUE MAP

Chapman Avenue



Room 16  
Wargo

Room 17  
Health Office

Room 18  
Anderson

Room 19  
Hartel\*

Room 14  
Simpson

Room 15  
Solorzano

Textbook Room

Teachers' Lounge

MPR

Pump Room

Custodian

Room 9  
Rivero

Room 10  
Lewis / Purpura

Room 11  
D. Corral

Room 12  
Bryan

Kitchen

Room 3  
Project Kinship

Room 4  
Do

Room 5  
Jurgemeyer

Room 6  
Collins

Room 7  
Rodewald

Room 8  
Andrews

Room 1  
Magee

Room 2  
M. Corral

Search and Rescue Accountability			
Person	Last Known Location	Found? Y/N	Current Location

Search & Rescue - Team 1  
Mr. G / Solorzano

Search & Rescue - Team 2  
Ron / Ronne / Espinoza

Search & Rescue - Team 3  
Rivero / Do

Magnolia Avenue

Front Parking Lot

Main Office

CTE

Bld. A



Building M

Room 22  
Kleker

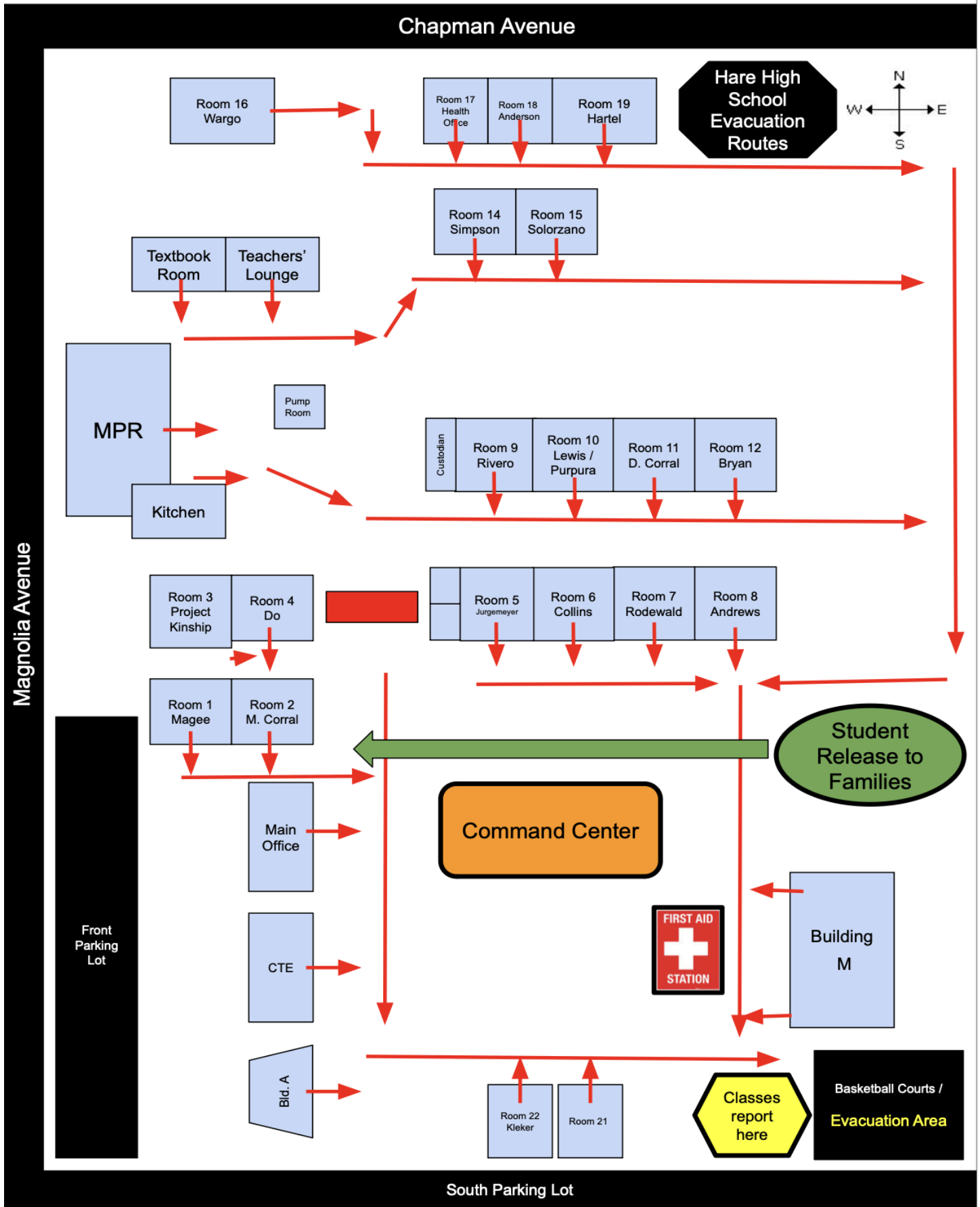
Room 21

Basketball Courts /  
Evacuation Area

South Parking Lot



# Evacuation Routes



# ACCOUNTABILITY REPORT

**CLEAR**

## ACCOUNTABILITY REPORT

This report is to be delivered to the Command Center via the Operations Coordinator (Ms. Jurgemener).

Name of Teacher/Supervisor: \_\_\_\_\_ Room: \_\_\_\_\_

### Student Safety:

- All students in my care during the incident are present and accounted for.
- The follow students are unaccounted for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Campus Safety:

- My classroom did not sustain any visible damage.
- My classroom sustained damage. The specific damage was (e.g., door jammed; electric sparks; falling fixtures; etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I have fulfilled my evacuation responsibility and initialized that completion. I have communicated to my team that I will be moving on to my next assignment and provided them the roll sheets for the students in my care at the time of the event (\*student supervision members will remain at the evacuation area).

Garden Grove Unified School District

Hare High School  
2024-25

Administrative Accountability Report

<b>Drill:</b> (Circle all that apply) Fire - Earthquake - Lockdown - Active Shooter			Date:	Period:
Drill Start Time: Drill Stop Time:		Evacuation Time:		Earthquake Duck and Cover Time:
Room	Teacher	Accountability Report Returned	Comments / Concerns	
1	Magee			
2	M. Corral			
3	Gomez (PK)			
4	Do			
5	Jurgemeyer			
6	Collins			
7	Rodewald			
8	Andrews			
9	Rivero			
10	Lewis/Purpura			
11	D. Corral			
12	Bryan			
13				
14	Simpson			
15	Solorzano			
16	Wargo			
17	Anderson			
18	Anderson			
19	Hartel			
21				
22	Kleker			
Room A				
Custodial	Nguyen/Padron			
Cal-Safe	Miller			
CTE	Clarke			
MPR				
Kitchen				
Student Store				
Teachers' Lounge				
Textbook Room				
Office				