10/19/17 Incident Timeline

12:10 Call received by Linda Galuppo on general incoming line
“There is a bomb at your school.” Male juvenile voice
“Excuse me?” LG
Caller hung up

Linda told Lisa Jones, Lisa got admin

12:19 Rick called DO on their cell phones

12:20 Craig contacted sheriff, stated it might be a hoax but we want you to come down here
Josh, Don, Flo split up to check campus

12:25 Set alarm to evacuate campus, students lined up with 4th period classes
Josh, Craig, Lisa, Don checked rooms for teachers and students
Debbi and Lisa J began to coordinate football field

12:26 Sheriff Deputy Councilman arrives, told principal dogs would be coming with his sergeant

12:47 Students told to leave backpacks and sit across field

1:17 Kitchen staff evacuated

1:20 Missing students cleared, only 1 unaccounted for student

1:30 Student release team begins set-up

1:30 Incident email sent to parents.

1:45ish Sheriff refused to give all clear, told principal to make decision if we were clear or not. Indicated that dogs would not be called in and no further investigation would be conducted.

2:00 Fire arrived, spoke with sheriff

2:13 Release email sent to parents.

2:05 Students released to 4th period

2:15 Bell rang to release students to buses and sports
10/19/17 Incident Debrief

Can we get software to track incoming calls? Can we record incoming calls? Who monitors VoIP?

How do we train staff to get caller to not hang up? Should LG have called 911 immediately? When should we approach situation more slowly to determine credible threat? Should that be done by educators or sheriff?

Inconsistency of sheriff’s opinions on how school should react. Which procedure do we follow?
- We should follow the red binder that groups of sheriffs have agreed upon. Have to make judgement calls during the event, but don’t give too much credence to individual sheriffs who show up to the event.
Why were we told a sergeant was coming with a dog and then none showed up?

We did follow established procedures. Problem came about release – sheriff did not give an all clear and left principal to make decision whether or not we were clear.

We need to reach some agreement about how to come to all clear situation. Who could make that decision – should be law enforcement and not educators.

Why didn’t a top sheriff come? Why didn’t a dog come? Why didn’t sheriff set up an incident command? Why did they seem to wait for fire dept.? Who is liable if release goes sideways? Need to follow up with law enforcement to get some answers and guidance.

Can we get an intergovernmental agreement with Carmel Police/CV sheriff?

Strong possibility that this was not one of our students, use of “your school.” Possible that it was a ploy to see where our students would gather in an event.

Need some way to indicate to teachers when event is happening that this is real. Can this be done with technology? There is an app that can do this to phones. “Activate” is the one-touch emergency activation system used by other schools in MCOE. Need to follow up on this.

Also, bell sounds need to be used appropriately, right now we have 3 sirens. Should we have a unique sound for each type of threat? Should have used a pull station to get fire here; not pushed drill button on panel.

Did all places on campus get alarms? Yes. Room C not hearing all call? Need to get a list of locations in which all-call is not working.

Need to check contents of container, review with staff where contents are.

Revisit with office staff about how to respond to calls coming in. When receiving calls what do you do, how do you respond? Office procedures.

By always evacuating to field, have we given a future bomber/shooter information on where we gather and how to corral students? Should we rally in multiple locations?

If a drill is used to corral for a shooter, what about bottleneck? If on field and there is a shooter, how would kids get out? Today, during lunch kids went straight through campus – how to direct to road when something happens during break or lunch? Add another gate to field from bleachers. Also,
teachers keys should be able to unlock all field gates and all bathrooms. Turn single gates into double

gates leaving field?

Alternate evac location is the far end of the frontage road. What other options are there? When on
field, spread students out close to gates in case they need to evac field quickly. Another alternate is
CMS, kids to load buses at BB field, but to CMS to release.

Need to remember to clear announcer’s box before kids going onto field.

Need to train kitchen staff on appropriate emergency procedures. They need to know when to evacuate
if Denise is not there. Don’t wait to hear from DO, react to events on campus.

Need to educate parents and students as to how to react in various situations.

Get some advice/expertise on how to communicate with student and parents – when to communicate,
what to say.
At approximately 12:20 this afternoon, the Carmel High School office received a bomb threat phone call. We don’t yet know if the threat is credible. The Monterey County Sheriff’s Department and Carmel Police Department are at the school working together with staff to sweep the campus and assess the threat.

As a precaution, students have been safely relocated to the evacuation area. We have decided to shelter the students and not to release them at this point. We ask you to please refrain from coming to the campus, which would create a bottleneck.

We will update you as soon as we receive more information.

As always, your student’s safety is our top priority.
Bomb Threat message being sent to all CHS families now

From: Paul Behan <pbehan@carmelunified.org>  Thu, Oct 19, 2017 at 1:23 PM PDT (GMT-07:00)
To: CUSD Administrative Council Group <cusdadministrativecouncil@carmelunified.org>
Cc: Karen Sanders <ksanders@carmelunified.org>; Tricia Zarevich <tzarevich@carmelunified.org>

At approximately 12:20 this afternoon, the Carmel High School office received a bomb threat phone call. We don’t yet know if the threat is credible. The Monterey County Sheriff’s Department and Carmel Police Department are at the school working together with staff to sweep the campus and assess the threat.

As a precaution, students have been safely relocated to the evacuation area. We have decided to shelter the students and not to release them at this point. We ask you to please refrain from coming to the campus, which would create a bottleneck. We will update you as soon as we receive more information.

As always, your student’s safety is our top priority.

~ Paul

Paul Behan
Chief Technology Officer
Carmel Unified School District
P.O. Box 222700, Carmel, CA 93922
4380 Carmel Valley Road, Carmel, CA 93923
P 831-624-1546 x 2040  F 831-626-4052
pbehan@carmelunified.org
http://www.carmelunified.org

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You received this message because you are subscribed to the Google Groups "CUSD Secondary Principals Group" group. To post to this group, send email to cusdsecondaryprincipals@carmelunified.org.
Hi Debbi,
I think the drill during break helped us prepare for the afternoon incident because it seemed to go fairly smoothly. My only advice would be to have classes line up differently so that everyone has a bit more room. Being scrunched together like we were made it difficult to count students and take attendance. Maybe we could have odd room numbers on one side of the field and even room numbers on the other side. If we had odd room numbers line up on the corresponding yard lines closest to the mountains and even room numbers line up on the yard lines closest to the road, each class would have more room, and it would be easier and quicker to take attendance. Just an idea. :-)
Carli

On Fri, Oct 20, 2017 at 8:58 AM, Debbi Puente <dpuente@carmelunified.org> wrote:
   Good morning,

   I wanted to follow up Rick’s email by first by extending a wholehearted THANK YOU for your support, expertise, and understanding throughout our events yesterday.

   Before our lunchtime change of plans, I had begun an email to you all to ask for feedback on our evacuation process. Now, with both experiences behind us, I am hoping you will take some time to reflect on what we did and how we can streamline our process as we work to fine-tune our emergency response.

   Please share with me what you think is working well and what could be improved (with suggestions on how to do so). Know that the district is working with us to build in a system that notifies staff of the emergency via text/phone when it happens.

   Thanks so much!
   --Debbi

On Thu, Oct 19, 2017 at 4:55 PM, Rick Lopez <rlopez@carmelunified.org> wrote:

   Dear Teachers,

   Let me begin by saying thank you for all of your help today. Your calm, organized, and level headed responses to both evacuations was inspirational and greatly appreciated.

   As you know, the second evacuation was the result of a bomb threat. We received a call from a male caller, which resulted in the decision to evacuate the campus. Sheriff responded and swept the campus and with MOT staff members, checked classrooms. We have requested that dogs be on campus tomorrow morning and are anticipating their arrival mid-morning.

   Please be diligent in listening to students tomorrow and offering support to any student feeling stress. The entire counseling staff will be available to any student wanting to talk to someone. If you see anything in your classroom or on the campus that appears to be suspicious or out of the ordinary, or if a student comes to you with any information please contact me, Craig or Debbi immediately.

   Again, thank you for your support and the great things you do for our students every day.
Rick

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Carli Barnett
English Department
Carmel High School

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Good morning, all,

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1) When the drill is announced, if you or students are:

   **INSIDE:** Get under a desk or table with back to window. Cover back of head and neck and hold onto furniture

   **OUTSIDE:** Move away from buildings, trees, and wires. Drop to the ground and cover the back of your head and neck with your hands

2) Stay in the crouched position until 3 bells sound indicating evacuation has begun.

3) Students and staff follow the new evacuation route (attached and in your box) down to the field.

   - For an earthquake evacuation, leave the door unlocked and propped open
   - Open to either **red (Need Help)** or **green (All Clear)** tab in your Emergency Flipbook and place it in the door jam as you leave
     - Red - student/staff injured or stuck in room
     - Green - all students/staff evacuated
     - Be sure to take vests and roll sheet out

4) Based on students **2nd period class (class prior to drill)**, students **line up on the football field by corresponding yard-line - classroom number.**

   Classrooms **evacuating via the back road** line up by yard-line starting from end zone closest to hills
   - Rooms
   - Choose a yard-line not in use:

   Classrooms **evacuating via bleachers or ramp near parking lot** line up by yard-line starting from end zone closest to highway
   - Rooms
   - Choose a yard-line not in use:

Be sure to review the EARTHQUAKE tab in your red Emergency Flipbook. If you have any questions, please let me know.

Thanks so much!

—Debbi

**Attachments**

- CHS Evac. Map.pdf
Good morning, all,

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     ◦ Be sure to take vests and roll sheet out

4) Based on students 2nd period class (class prior to drill), students line up on the football field by corresponding yard-line - classroom number

   Classrooms evacuating via the back road line up by yard-line starting from end zone closes to hills

   • Rooms
   • Choose a yard-line not in use:

   Classrooms evacuating via bleachers or ramp near parking lot line up by yard-line starting from end zone closes to ocean

   • Rooms
   • Choose a yard-line not in use: 

Be sure to review the EARTHQUAKE tab in your red Emergency Flipbook. If you have any questions, please let me know.

Thanks so much!

—Debbi
Dear Marcie,

The 2017 International ShakeOut Day is this week! On Thursday at 10:19 a.m., millions of people around the world will Drop, Cover, and Hold On and practice other aspects of their emergency plans through ShakeOut. What all will you do? What will your friends and family do? Your neighbors and co-workers?

Remember, we’re all in this together. Let’s make sure we do everything we can to improve how we prepare to survive and recover.

More than 9.8 million Californians and counting have already registered for #ShakeOut!
Last Minute #ShakeOut Drill Tips

- Stream or download the drill broadcasts, available in English or Spanish, with or without sound effects.

- Reference ShakeOut drill manuals, available on the Resources page.

- Find ShakeOut messaging materials such as animated GIFs, media release templates, social media content, the Earthquake Safety Video series (preview shown),
and much more at ShakeOut.org/messaging.

- **ShakeOut At Your Workplace** - inspire your co-workers to get more prepared, find ways to improve your drill, and learn about ShakeOut resources!

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**Resources for Schools and Colleges**

An update ShakeOut page for schools is now ready: ShakeOut.org/schools! You can find drill materials, preparedness resources, and science education tutorials too.
You can also download or order FEMA P-1000: "Safer, Stronger, Smarter: A Guide to Improving School Natural Hazard Safety (2017)". The guide contains the most authoritative, updated information for how schools can deal with natural hazards, including preparedness and mitigation tips.

ShakeOut has partnered with The Hero in You Foundation which has developed fun and informative safety videos, booklets, and other materials for K-3 grade students. The newest resource is Rocket's Earthquake Safety Adventure storybook, which can be shipped for free upon request. The R. Hero Rules for Safety coloring book, an emergency contact list, and more fun activities are also available, and be sure to view R. Hero Rules for Safety Videos, including Staying Safe in an Earthquake.

AAA is offering a free lesson plan for disaster preparedness. Guide your students through all of the steps of being prepared with a complete lesson plan, activities, and take-home resources designed for grades 4-6. (Available to residents of Northern CA, NV, UT, AK, AZ, MT, and WY.)

And finally, if you work for a college, we encourage you to visit and use the resources at ShakeOut.org/colleges!
We're All In This Together

Be sure to encourage discussion among your participants about what they learned, what worked well, and what additional safety actions are needed. The Seven Steps to Earthquake Safety is a great conversation starter for how to be prepared for what to do after shaking stops! Stay safe, and be sure to peruse ShakeOut.org for any last-minute information or tools you may need.
Thank you for your continued commitment to disaster preparedness!

Stay connected with us:

Facebook  Twitter  YouTube  Instagram

You received this email because you registered to participate in the Great California ShakeOut at www.ShakeOut.org/california

Unsubscribe mgarvin@carmelunified.org from this list:

Our mailing address is:

Earthquake Country Alliance / SCEC

3651 Trousdale Pkwy #169

Los Angeles, California 90089

Add us to your address book

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Lisa Jones
Administrative Secretary to Assistant Principals
Carmel High School
831-624-1821 ext 2793

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Hello Everyone,

Below is the agenda for the October 19th Great California Shakeout Earthquake Drill so each site can plan ahead.

10:19 am - All sites earthquake drill - Drop, Cover and Hold

Immediately after the earthquake drill is an All staff and student evacuation drill

10:45 am - All site radio drill - I will do the usual “do you copy” drill and then I will confirm with you that your site has successfully completed the ShakeOut earthquake drill and evacuation.

For more information on the Great California ShakeOut go to www.shakeout.org.

Thank you!

Marcie Garvin
Carmel Unified School District
Maintenance-Operations & Transportation
mgarvin@carmelunified.org
831.624.6311
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Hey, Lisa,
What am I missing? I'd like to send this out this morning. Can we review it together this morning first thing to ensure I've included everything needed and that it makes sense? Thanks!
--Debbi

Sent from my iPhone

Begin forwarded message:

From: Debbi Puente <dpuente@carmelunified.org>
Date: October 17, 2017 at 9:28:47 PM PDT
To: Debbi Puente <dpuente@carmelunified.org>
Subject: FW: Get Ready to #ShakeOut on Thursday!

Good morning, all,

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2) Stay in the crouched position until 3 bells sound indicating evacuation has begun.

3) Students and staff follow the evacuation route (attached) down to the field.
   
   • For an earthquake evacuation, leave the door unlocked and propped open
   • Leave either red (Need Help) or green (All Clear) tab open in your Emergency Flipbook on the floor in the door frame as you exit the room
     • Red - student/staff injured or stuck in room
     • Green - all students/staff evacuated
   • Be sure to take vests and roll sheet out

4) Based on students **2nd period class (class prior to drill)**, students **line up on the football field by corresponding yard-line - classroom number**

   Classrooms **evacuating via the back road** line up by yard-line starting from end zone closes to hills

   • Rooms:
   • Choose a yard-line not in use:
Thank you for your continued commitment to disaster preparedness!

Stay connected with us:

Facebook  Twitter  YouTube  Instagram

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Unsubscribe

Our mailing address is:
Earthquake Country Alliance / SCEC
3651 Trousdale Pkwy #169
Los Angeles, California 90089

Add us to your address book

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Hi Debbi,

I will go to CMS right after 2nd period and participate the same drill there with my 4th period (starting at 10:19). Please have a teacher come over to Room A taking my 2nd period Chinese III students to the right place during the drill. Thanks!

Joyce

On Wed, Oct 18, 2017 at 8:27 AM, Debbi Puente <dpuente@carmelunified.org> wrote:

Good morning, all,

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   Classrooms **evacuating via the back road** line up by yard-line starting from end zone closest to hills
   - **Rooms** _____________________________
   - **Choose a yard-line not in use**: _____________________________

   Classrooms **evacuating via bleachers or ramp near parking lot** line up by yard-line starting from end zone closest to highway
   - **Rooms** _____________________________
   - **Choose a yard-line not in use**: _____________________________

Be sure to review the EARTHQUAKE tab in your red Emergency Flipbook. If you have any questions, please let me know.
Thanks so much!
—Debbie

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--
Joyce Liu
Chinese instructor
Carmel High School - Carmel Middle School
jili@carmelunified.org

"The journey of a thousand miles begins with a single step" (Lao-tzu)

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Hi, Joyce,

I spoke with Kay Vetter (who has an open 2nd period) and she agreed to take your class for the drill. To connect with your students ahead of time, she will come to your class (Room A) toward the end of 2nd period. Please have a current 2nd period roster ready for her and note who is absent.

Thanks!
--Debbi

On Wed, Oct 18, 2017 at 11:42 AM, Joyce Liu <jliu@carmelunified.org> wrote:
Hi Debbi,

I will go to CMS right after 2nd period and participate the same drill there with my 4th period (starting at 10:19). Please have a teacher come over to Room A taking my 2nd period Chinese III students to the right place during the drill. Thanks!

Joyce

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- Choose a yard-line not in use

Be sure to review the EARTHQUAKE tab in your red Emergency Flipbook. If you have any questions, please let me know.

Thanks so much!
—Debbi

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Joyce Liu
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“The journey of a thousand miles begins with a single step” (Lao-tzu)

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Good morning, all,

The Great CA Shakedown is **this Thursday** with schools throughout the state participating. The drill will **begin at 10:19**, when we are at break.

Please share the following information with your students during 2nd period on Thursday to ensure they are adequately prepared for the drill. Students may be in the cafeteria, classroom, quad, restroom, etc. when an announcement beginning the drill is broadcast over the loud speaker. Wherever you are, please plan to participate and encourage all students around you to do the same.

1) When the drill is announced, if you or students are:

   **INSIDE**: Get under a desk or table with back to window. Cover back of head and neck and hold onto furniture

   **OUTSIDE**: Move away from buildings, trees, and wires. Drop to the ground and cover the back of your head and neck with your hands

2) Stay in the crouched position until 3 bells sound indicating evacuation has begun.

3) Students and staff follow the new evacuation route (attached and in your box) down to the field.

   - For an earthquake evacuation, leave the door unlocked and propped open
   - Open to either **red (Need Help)** or **green (All Clear)** tab in your Emergency Flipbook and place it in the door jam as you leave
     - Red - student/staff injured or stuck in room
     - Green - all students/staff evacuated
   - Be sure to take vests and roll sheet out

4) Based on students **2nd period class (class prior to drill)**, students line up on the football field by **corresponding yard-line - classroom number**.

   **Classrooms evacuating via the back road** line up by yard-line starting from end zone closest to hills

     - Rooms
     - Choose a yard-line not in use:

   **Classrooms evacuating via bleachers or ramp near parking lot** line up by yard-line starting from end zone closest to highway

     - Rooms
     - Choose a yard-line not in use:

Be sure to review the EARTHQUAKE tab in your red Emergency Flipbook. If you have any questions, please let me know.

Thanks so much!

—Debbi
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**Attachments**

- CHS Evac. Map.pdf