






# In Class Incident - Instructor Response

POG-001

CUSD Universal

Reminders	Scenario	Instructions & Explanations	
<p>➔ Read the <b>Purpose</b> section on reverse side</p> <p>⚠ Safety Warning see <b>Hazards</b> table on reverse side</p> <p>✓ <b>Pre-Checks</b> See reverse side</p> <p>✓ <b>Post-Checks</b> See reverse side</p> <p><b>i</b><sub>1-3</sub> See <b>Special Notes</b> table on reverse side</p> <p>☐<sub>1-3</sub> Picture/info on right</p> <p>⊕<sub>1-2</sub> Picture/info on reverse side</p> <p>🧑 Additional <b>Persons</b> required, see reverse side</p> <p>⚡ See <b>Tools &amp; Materials</b> table on reverse side</p>	<p>1 Emergency involved incident</p> <p>➔ 🧑 ✓ ⚡</p> <p>☐<sub>1</sub> ☐<sub>2</sub> ☐<sub>3</sub></p> <p>⊕<sub>1</sub> ✓</p>	<p>1.1 Assess and secure the scene</p> <p>1.2 Call 911 if needed</p> <p>1.3 Evacuate remaining students from classroom if threat or danger is present. Assist any person(s) who may have a disability if needed.</p> <p>1.4 If trained and safe to do so, administer first aid or CPR as needed. <b>i</b><sub>1</sub>, <b>i</b><sub>3</sub></p> <p>1.5 Call or have another student call the main office and nurse's station to give nurse and office staff the injured student(s) name(s) and brief summary of incident. <b>i</b><sub>2</sub></p> <p>1.6 If performing CPR continue until trained personnel arrives to relieve</p> <p>1.7 Once relieved of performing CPR draft a time line summary of the events leading up to the incident, the incident itself, and what happened following the incident. Also note how this incident might have occurred and how or if we could prevent this type of incident in the future.</p>	<p>☐<sub>1</sub> <b>1.4</b> CPR Mask</p> 
	<p>2 Non-emergency, with injury</p> <p>✓ 🧑 ⚡ ☐<sub>2</sub></p> <p>☐<sub>3</sub> ✓</p>	<p>2.1 Assess and secure the scene</p> <p>2.2 Evacuate remaining students from classroom if threat or danger is present. Assist any person(s) who may have a disability if needed.</p> <p>2.3 Care for the injured victim(s) if necessary <b>i</b><sub>1</sub>, <b>i</b><sub>2</sub>, <b>i</b><sub>3</sub></p> <p>2.4 Call the nurse's station and have him/her come to the injured student to give medical evaluation and first aid if needed.</p> <p>2.5 Call or email administration and inform them of the incident.</p> <p>2.6 Draft a time line summary of the events leading up to the incident, the incident itself, and what happened following the incident. Also note how this incident might have occurred and how or if we could prevent this type of incident in the future.</p>	<p>☐<sub>2</sub> First Aid Kit</p> 
	<p>3 Incident only, Non-emergency, no injury</p> <p>✓ 🧑 ✓</p>	<p>3.1 Assess and secure the scene</p> <p>3.2 Evacuate classroom if threat or danger is present. Assist any person(s) who may have a disability if needed.</p> <p>3.3 Interview involved individuals to ensure no injuries have been sustained by anyone.</p> <p>3.4 Call or email administration and inform them of the incident</p> <p>3.5 Draft a time line summary of the events leading up to the incident, the incident itself, and what happened following the incident. Also note how this incident might have occurred and how or if we could prevent this type of incident in the future.</p>	<p>☐<sub>3</sub> Blood Borne Pathogen PPE</p> 



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### → Purpose

To equip our classrooms with a guideline tool to use in the event of an in-class incident ranging from a medical emergency to non-medical, non-injury incident.



### People (required or to be notified)

- ☐ School Site Nurse
- ☐ School Principal
- ☐ School Vice Principal (where applicable)
- ☐ Parent or Guardian (to be contacted by administration)
- ☐ CUSD Superintendent (to be contacted by administration)

### ✓ Pre-Checks (before starting this procedure)

- ☐ Secure the scene. Ensure scene is safe for you to enter

### ✂ Tools & Materials

Quantity & Description	Step(s)
<input type="checkbox"/> First Aid Kit	Scenario 1&2

### i Special Notes

**i<sub>1</sub>** California Health and Safety Code Section 1799.102 says, "No person who in good faith, and not for compensation, renders emergency medical or nonmedical care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission."

**i<sub>2</sub>** Use extreme caution when approaching a downed or non-responsive person. Look over the area to ensure there are no hazards that can cause harm to you, the victim, or others.

**i<sub>3</sub>** Use the "3 C's" method when approaching a possible emergency situation

**C1 – Check:** check the scene before entering; check the victim(s) for responsiveness and injuries.

**C2 – Call:** Call or send someone to call for help.

**C3 – Care:** Care for the victim(s)

### #1 CUSD Contact List

**Bret Harte:**

Office – (559) 992-8881

Principal – Elizabeth Mendoza (ext. – 2222)

**John C. Fremont:**

Office – (559) 992-8883

Principal – Ed Ochoa (ext. – 3223)

**Mark Twain:**

Office – (559) 992-8882

Principal – Mike Anderson (ext. – 4223)

**John Muir:**

Office – (559) 992-8886

Principal – Dave Whitmore (ext. – 5106)

**Corcoran High School**

Office – (559) 992-8884

Principal – Antonia Stone (ext. – 6205)

**Kings Lake**

Office – (559) 992-8885

Principal – Keith Airheart (ext. – 7012)

**District Office:** (559) 992-8888

### #2 School Nurse Contact List

**CUSD Nurses List**

**Annex:** Kerri York (Head Nurse) – (559) 246-7447

**Bret Harte:** Stephanie Grimmus – (559) 801-4151

**John C. Fremont:** Shelby Eidson – (559) 901-3589

**Mark Twain:** Ana Alcantar – (559) 772-2472

**John Muir:** Lorraine Renteria – (559) 836-1248

**Corcoran High School:** Jennifer Garcia (559) 936-9616 & (559) 469-2783

**Counselor/Health Services:** Maria Sanchez – (559) 936-1669

**Adventist Medical Center**

115 Mall Dr. Hanford, CA 93230

(559) 582-9000

### ✓ Post-Checks (after finishing this procedure)

- ☐ If classroom evacuation was necessary ensure you can account for all evacuated students once help arrives for relief.
- ☐ Prepare a report detailing the time line of events leading up to and including the incident. Also document post incident efforts and suggested preventative measures to avoid future incidents.



### Reference Documents/ Sources

California Health & Safety Code; 1799.102 (Good Samaritan Law)  
California Education Code; Section 32280-32289 (Comprehensive Safety Plan)  
American Red Cross ("3-C's" – Check, Call, Care)