

### Site Disaster Plan

All district personnel must make arrangements regarding their own families and home. In an emergency, all personnel are to complete their assigned duties and remain until properly relieved by their site administrator.

In the absence of any one of the following employees, the Incident Commander will designate available personnel to assume his/her duties. The duties of the staff are listed below:

<b>Command: Mary Post Nora Antenore</b>	Mary Post ( <i>Radio to: Search &amp; Rescue, Custodian, First Aide</i> ) Nora (or Sub) <i>Roam between stations, take notes, report</i>
<b>Custodial: Facility</b>	Alberto Breton Mike Sanchez ( <i>night custodian: here at 2:00</i> )
<b>Operations</b>	Pak Blodorn ( <i>Radio to Search&amp;Rescue, Assembly,Custodian</i> ) Sheri Scott (records student status)
<b>Open Emergency Shed</b>	Has keys: Alberto / Pak / Mary Post / Juri
<b>Search &amp; Rescue A Team</b>	Teri Briggs ( <i>Radio to Command, First Aide</i> ), Sarah Wade, Sean Montgomery, Cyndi Aghayan, <b>Borrow Master Key to use!</b>
<b>Search &amp; Rescue B Team</b>	<b>Colby Boss</b> ( <i>Radio to command, First Aide</i> ), Chad Smith, Rebecca Faanes Chris Wieland, Natasha Heinrich <b>Borrow Master Key to use if Chad not there!</b>
<b>First Aid Triage</b>	Karen McEachen/Bianca Jamgochian, Pam Orr, Cathy Gamboa
<b>First Aid Radio</b>	Karen Field: <i>Radio to Search &amp; Rescue</i>
<b>First Aid Team</b>	Terry Sturz /Debbie Weideman /Nurse Susan Perkins, Michele Hay, & Kathy Stassforth.
<b>First Aid Log keeper</b>	Karen Pickford or assign someone
<b>Assembly Area Radio: Luis Garcia</b>	Maureen Goldberg, Judy Donner, Leslie Pike. <b>Luis Garcia will collect RED, take to Operations.</b> Sara Wade (before going to Search & Rescue) collects "all here sheets". Parents on campus, one-on-one aides (with their assigned students) go to the Assembly Area and assist teachers.
<b>Parent Check in Station</b>	Susi Stanfield, Trisa Ranson, Becky Gilbertson, Nancy Miller & Juri Holmes check parents in. <b>Check I.D. for each person!</b>
<b>Student Release Station</b>	Tami Bilco, Norma Aldana and Cara Leach: sign-out area by the back gate on Cathedral Oaks Road. <b>Get key from Mary/Alberto/or Pak, and then return it. Radio is in box</b>
<b>*****Campus Security (direct flow of people &amp; vehicles)</b>	Alberto Breton <b>Chad and Sean will join after Search &amp; Rescue.</b> + Parent volunteers on campus

Notes: Each year an inventory is done; Office Manager makes sure two-way radios have batteries that work. **Only Master key opens Gates and Shed.**

**Support Personnel (not previously assigned)**

Individuals at the site who are part-time and not previously assigned should report to the following teams and follow the assignments designated by the team leader.

<b>Emergency Assembly Area</b>	
Volunteers on Campus	
Kerri Gertz (Psychologist)	
Hollie Elmer (LC)	
All Playground Supervisors	
<b>First Aid Team</b>	
Elizabeth Tracy	
Susannah Hoffman (Music Tchr)	
Audrey Wilson (Aide)	
Laura Hubbard (Art Teacher)	
Cassie Silvola (O.T. specialist)	
Michael Galvan (Adaptive P.E. specialist)	
<b>Parent Check in Station</b>	<b>Student Release Station</b>
<b>By side gate on Ribera next to Bikes</b>	<b>By back gate on Cathedral Oaks Road</b>
Mark Alciati (Speech Spec)	Volunteers on Campus
Carmen Rebolledo (Community Liaison)	
Barbara Wolf (kitchen)	
Susan Lydon (lunch clerk)	

### Buddy Teachers

**Take Emergency Clipboard.** Line up classes, children in pairs holding hands. Write down on **Emergency Attendance Sheet** on your clipboard **injured left behind.** Leave injured w/ available adult. Proceed directly to the Emergency Assembly Area by room 20.

Room	Teacher		Room	Teacher
KA	Pam Orr	↔	KB	Sheri Scott
24	Leslie Pike	↔	21	Maureen Goldberg
1	Karen/Bianca	↔	4	Susi Stanfield
8	Natasha Heinrich	↔	19	Karen Field
6	Rebecca Faanes	↔	7	Teri Briggs
2	Tami Bilco & Kathy S.	↔	3	Cathy Gamboa
10	Sean Montgomery	↔	9	Michele Hay
11	Colby Boss	↔	12	Cara Leach
13	Nora Antenore	↔	14	Chad Smith
15	Cyndi Aghayan	↔	16	Juri Holmes
5	Trisa Ranson	↔	22	Becky Gilbertson
Library	Karen Pickford	↔	Computer	Judy Donner
18A	Staff in room	↔	18B	Staff in room
18B	Staff in room	↔	18C	Staff in room
MPR	Anyone there	↔	Kitchen	staff / students
Office	Mary Post / Pak	↔	Health / Work room/	Terry or Debbie / Students
		↔	Restrooms	Staff
		↔		

## Responsibilities

### COMMAND CENTER

#### Incident Commander

1. Initiate school site emergency plans. District Radio.
2. Inspect pupils/site to determine immediate needs. Communicate with team leaders and custodian.
3. Report condition of pupils/site(s) to the Assistant Superintendent for Instructional Services.
4. Advise the Superintendent if removal of pupils to an alternate site is necessary.
5. Secure all pupil records.

### CUSTODIAL STAFF

1. Shuts off all utilities as needed.
2. Puts out fires if necessary.
3. Surveys and reports all damage to the Incident Commander .
4. Assists the Incident Commander in performing other duties as assigned. Has walkie talkie - with Office Manager.

### OPERATIONS TEAM

#### Office Manager

1. Mans the phones and/or emergency communications equipment.
2. Receives attendance sheets / Records status of injured & left behind / dispatches Search & Rescue Teams  
Sends Absence Log to Release Station (Parent Communication / Reunification Team) & relays who is at First Aid Station.
3. Initiates emergency calls. (911)
4. Organizes parent volunteers for school assistance.
5. Keeps logs of activities and written reports.
6. Readies pupil records for removal.

#### Team

1. Coordinates communication of all teams.
2. Relays/receives messages. Determines if additional help is needed.
3. Reports back to Incident Commander.
4. Assists in rescue. Helps transport victims.
5. Communicates with outside emergency assistance.
6. Assigns staff to new areas as needed.
7. Keeps a log-times, volunteers, equipment usage

### **First Aid Team**

1. Takes its direction from the school nurse if she is on-site.
2. Sets up first aid station for the care of injured pupils/personnel in the first aid area (Kindergarten playground).
3. Reports physical condition of pupils/personnel to Incident Commander.
4. Determines need for additional medical help, including hospitalization.
5. Keeps a written record of injury treatment, time of treatment and names of those treated.

### **Search and Rescue teams**

1. Report to Emergency Shed. Get hard hats and Search and Rescue bags.
2. Teams A & B are dispatched to rooms where known rescue is needed. Victims are transported to First Aid. Then teams conduct a sweep of their half of the site. Mark areas as safe or unsafe with Chalk or tape. Check for fire, gas and water leaks, electrical hazards and structural damage. Determine safest routes through campus.
3. Mark doors with chalk or tape indicating clear areas. Report back to custodial team and Incident Commander safety hazards and safe areas.
4. Put out small fires with classroom extinguishers.
5. Search for trapped, or injured persons as directed by the team leaders. Report findings to Command Center.

### **Emergency Assembly Area Team**

1. Receives/relays messages.
2. Collect Emergency Attendance Sheets from classes (RED first!). Give to Operations team.
3. Releases students to adults with RELEASE OK slips. **Direct adult and student(s) to back GATE on Cathedral Oaks Road.**
4. Comfort students. Care for small cuts and bruises. Supervise games or activities of students.

### **Parent Communication/Reunification Team**

1. Relays/receives messages. Team leader reports to the Operations Center.
2. Sets up Release Stations (4 lines, using Alpha Signs)
  - a.) Uses Emergency Release Lists to sign out students.
  - b.) Gives RELEASE OK form to adult ok'd to pick up student(s).
  - c.) Directs them to STUDENT ASSEMBLY AREA.
3. If releasing from Classrooms, direct to class & instruct procedure.

**CAMPUS SECURITY TEAM**

1. Routes volunteers.
2. Routes media.
3. Routes Fire and Rescue crews.
4. Reports to Command Center.

**BUDDY TEACHERS**

1. Take roll by completing student status on Emergency Attendance Sheet on Emergency Clipboard.
2. Line up both classes, children in pairs; one buddy teacher stays with students unable to move, if necessary.
3. Take classes to Emergency Assembly Area. Complete attendance for own class and buddy class if necessary.
5. Attendance sheets are collected by the Emergency Assembly Team Leaders.

**ALL STAFF**

1. Direct pupils to carry out emergency actions.
2. Render immediate first aid.
3. Assist buddy teacher/other teachers as needed.
4. Restore order.
5. Report condition of pupils/site to the team leaders/Incident Commander.
6. Take roll; complete necessary forms; keep track of children as they are released by requiring RELEASE OK form.
7. Supervise children at all times until relieved of responsibilities by the Incident Commander.



## General Procedures BP 2500

### Fire

1. At the sound of the alarm, students line up at the door and proceed in an orderly, quiet fashion to a predetermined location, as indicated in the site plans. Students are to remain at this location under the supervision of their teachers until further instructions (911 should be called)
2. Teachers insure that all students evacuate the building safely.

### Earthquakes

#### Students Inside Building:

1. The teacher, or other person of authority, implements the action by saying, "DROP, COVER AND HOLD." Students and others in the room immediately drop to their knees under furniture with backs to the windows, if possible. One or both hands should be placed over the head with arms over ears; lay forehead on knees and keep eyes closed. One or both hands should be used to hold the desk legs in order to keep the furniture from shifting. Students remain in one of these positions until the teacher gives the next instruction.
2. After the tremor stops, and there is no danger from falling objects, the teacher moves children from any room hazards, e.g., windows, heavy, suspended light fixtures, and bookcases. As soon as possible the teacher supervises the orderly removal of students from the building to the designated evacuation area, Student Assembly Area on grass field.
3. Teachers must account for all students under their supervision by taking roll.
4. After roll calls have been taken, all staff reports to assigned areas to carry out their respective tasks.

#### Students Outside Buildings:

1. At the first sign of a tremor, students and personnel must move away from the buildings, trees, and utility wires to the class designated areas.
2. Teachers join their students as soon as possible to take roll and then to report to their designated areas to complete their tasks.

Students on School Buses:

When children are on the school bus and an earthquake occurs, the following actions will be taken:

The bus driver:

1. Pulls to the side of the road away from any buildings, if possible, and issues the command, "DROP, COVER AND ROLL." Students take the protective position described under "Students Inside Buildings."
2. Sets the brakes and turns off the ignition.
3. Waits until the earthquake is over.
4. Contacts the Director of Maintenance, Operations and Transportation.

**Bomb Threats**

1. Evacuates buildings according to fire drill plans
2. The principal contacts the Assistant Superintendent for Instructional Services and the Sheriff's Department.
3. Selected school personnel and law enforcement officers inspect the school site.

**Explosion**

Follow procedures for earthquakes.

**Nuclear Attack**

Follow procedures outlined under "Earthquakes" with the exception of leaving the building. If buildings remain intact, remain inside until further directions are given. It is important to remain in a protective position through both the explosion, heat wave (5-15 seconds after the explosion) and blast wave (15-60 seconds after the explosion).

**Chemical Accidents**

**Warning of a chemical accident is usually received from the fire or police department or from civil defense authorities when such accidents occur sufficiently near a school to be a threat to student and personal safety.**

Faced with a chemical release or spill which may issue from any one of several potential sources,—i.e. a train, a tanker truck, an airplane, a pipeline break, an industrial enterprise, or from any other source not named here,—the principal, principal designee, or disaster team leader, will make the decision for confinement of the students and adults by closing windows and doors and closing off air intake to heater system. All students and staff should stay inside until the situation or conditions warrant other action.

In order to make the decision for confinement or evacuation, the principal, principal designee or disaster team leader will carefully assess the situation taking into account any available information regarding the nature of the spill or release, the type of chemical involved, its toxicity, volatility, flammability, explosive potential, proximity of the release or spill to the school site, the volume of the chemical release or spill, weather conditions, (particularly wind conditions and direction), temperature, or any other related factor(s) which may affect the level of danger to the school children or personnel.

Information provided by any relevant Federal, State, County or City Office or agency, or District school officials, when available, will be utilized in making the above-mentioned decisions.



### **Severe Windstorm**

Warning of a windstorm is usually received via radio, television or civil defense officials. If time permits, parents may be contacted and children sent home or picked up at school. However, if high winds develop without sufficient warning:

1. Assemble students in buildings, against an inside wall.
2. Close doors and blinds.
3. Teachers must account for all pupils by taking roll.

### **Fallen Aircraft**

The principal determines the emergency action to be taken. Students and staff must keep a safe distance from the aircraft. Teachers must account for all their pupils by taking roll.

### **Flooding**

Warning of flooding is usually received via radio, T.V. or other public agencies. If flash flooding or creek overflow occur, stay indoors until released by an official agency (i.e. fire or police department personnel).

### **Emergencies on the way TO and FROM School**

Instruct students to follow protective procedures outlined under specific emergencies with regard to protective position and safety precautions. If students are on their way to school, they should continue to school; if going home, continue home.

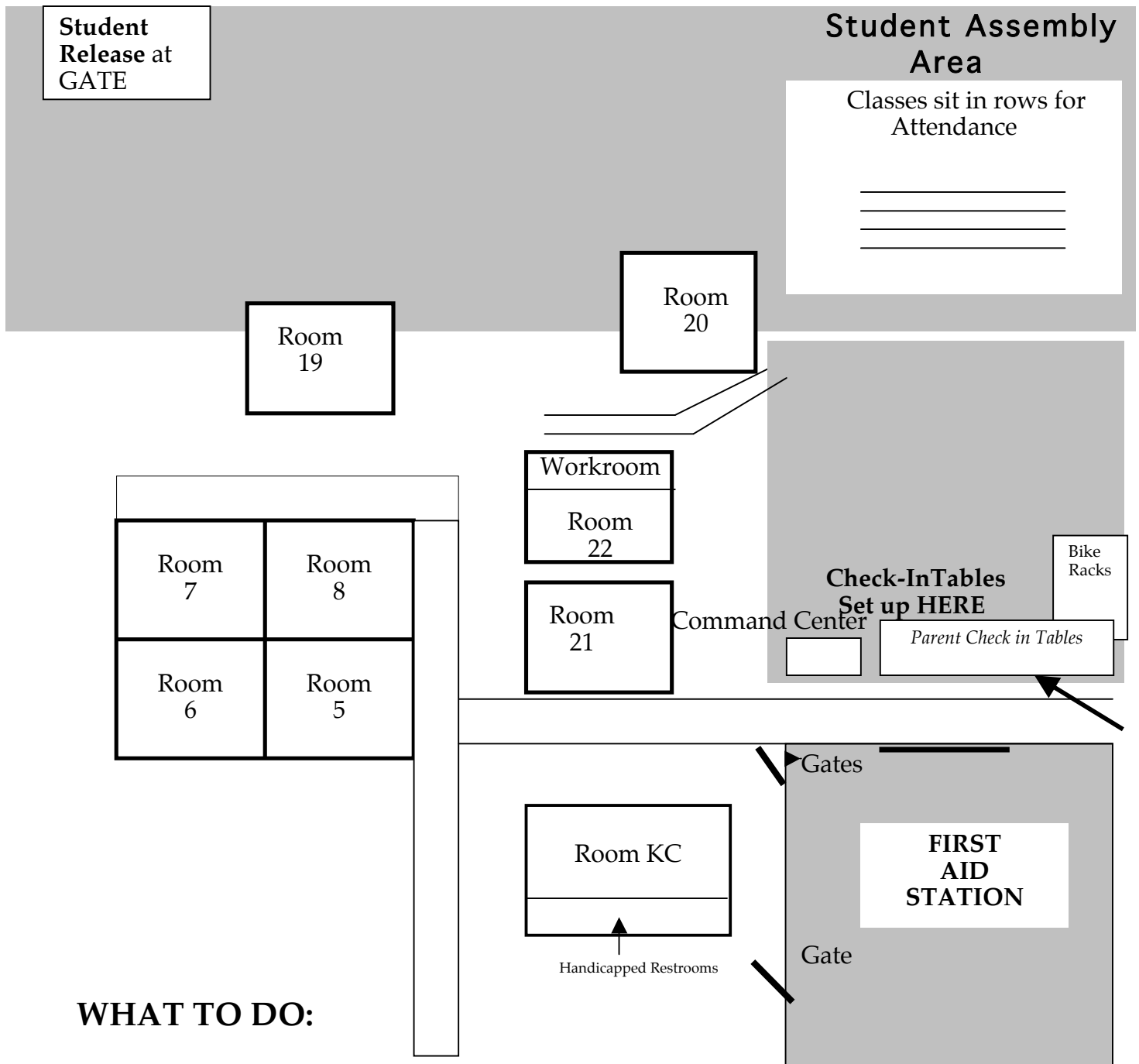
### **All Emergencies**

1. Use common sense. Remain Calm. Remember that the safety and well-being of pupils is the first priority.
2. Use extreme caution when entering or leaving buildings.
3. Do not light candles, matches, cigarettes, etc., since there may be leaking gas lines or flammable material present.
4. If the odor of gas is present, report this immediately to the person of authority.
5. Keep pupils away from fallen or damaged electrical wires.
6. Turn on the radio to get official emergency information.
7. Use the telephone only to report emergencies. Leave lines clear for emergency operations.

### **School Process for Release of Student Custody**

1. Adults collecting students go directly to the Student Release (see map) to sign out students and be directed to the Station at the location of their child(ren). If release is from classrooms, students are signed out by the Teacher.
2. Only adults listed on the Emergency Release Lists will be able to sign out students. OK'd Adult must sign the Emergency Release List.
3. If students are assembled on the field, RELEASE OK slips will be given to these adults who will proceed to the Assembly Area.

# Evacuation Assembly Area



## WHAT TO DO:

- ❑ Classes **sit** in lines (**children in pairs**) – first child holds up RED or GREEN SIGN & Teacher Name sign.
- ❑ **RED = someone is missing or left behind** GREEN = all here
- ❑ **Luis immediately collects RED Attendance Sheets**; Takes them right away to the Command Center. **Sarah will collect Green attendance sheets-have student take to command center. DO NOT MIX UP.**
- ❑ At Command Center table, Operations team compiles attendance/status list; determine injured left behind for Search & Rescue Team. Teachers go to their assigned teams. Operations Leader dispatches Search & Rescue Teams to rooms with injured.

## Location of Fire Extinguishers

One extinguisher located in every other classroom (two per building)

Rooms KA & KB     inside east door

Room KC     inside north door on left wall

Room 5     inside south door under windows

Room 7     inside west door

Room 27     inside door

Room 25     inside door

Room 3     inside north door under windows

Room 1     inside south door under windows

Room 9     inside east door under windows

Room 11     inside west door under windows

Room 13     inside east door under windows

Room 15     inside west door under windows

Room 19     inside front door

Computer Lab   inside door on wall

Office Building: Work room - by door on wall

Office Building: Front office on east wall under window

# Map of Rations, Kits, First Aide Kits, First Aide Stations & Alternates and Tools

## *Emergency Shed*

*This shed is located along the fence inside the Kindergarten play yard. The K playground is our First Aid Station. See site map. First aid supplies are on a cart that can be wheeled out into the First Aid Station.*

**School Site Plan**

Location: FOOTHILL SCHOOL School Year: 2013-2014

## **CLASSROOM STUDENT REPORT FORM**

We are using "EMERGENCY ATTENDANCE SHEET" a layout in our Student Data Base to take assessment of each class.



## RELEASE OK FORM

**These students have been signed out and may be released to the holder of this form:**

Student Name(s)

1.	
2.	
3.	
4.	
5.	

SAMPLE

**Exit through back gate on Cathedral Oaks**

### **Instructions: FOR PARENT CHECK IN STATION**

1. Team uses **Emergency Release Lists** (alphabetical) to determine OK persons to pick up students. Binders are to be set up on tables to go w/ alpha sign taped hanging on front of table. There is an extra set of Emergency Release lists if there are enough people on the team to double man a station.
2. Stations are:   **A - D**        **E - J**        **K - Q**        **R - Z**
3. **Check that student is not in First Aid:** Mark red cross by name if in First Aid!
4. **Check that student is indicated:** "KEEP CHILD" (if so, child is to be kept until parent can arrive).
5. Parent or designated person **signs out** the student on Emergency Release Lists in binders.
6. Release personnel fill in Student Name(s) on **RELEASE OK** yellow slip.
7. Give parent or designated person the **RELEASE OK** slip.
8. Direct parent/ designated person/ to go to staff member at Assembly Area.
9. **Parent EXIT through back GATE on Cathedral Oaks Road.**



Location: FOOTHILL SCHOOL School Year: 2013-2014

School Emergency Information

**USE: EMERGENCY RELEASE LISTS**

BATHROOM  
PASS

BATHROOM  
PASS

**SCHOOL EMERGENCY PREPAREDNESS  
POINTS TO REMEMBER**

- Take the drill seriously
- The way you train is the way you behave
- Do the drop, cover and hold maneuver
- Know your evacuation route
- Evacuate the building as quickly and calmly as possible
- Complete the Attendance sheet on Emergency Clipboard
- Students will look to you for direction
- How the adults behave will determine how the students behave
- Slow down, relax, and move efficiently
- Be flexible
- Use your common sense
- This is a practice for directing people in a crisis
- Expect the unexpected
- The complex does not work in an emergency

## STEP #1

**WHEN YOU HEAR  
"EARTHQUAKE!  
DUCK, COVER, & HOLD"  
over the loudspeaker:**

**WHEREVER YOU ARE  
EVERYONE DOES THE  
"DUCK, COVER & HOLD" MANEUVER**

### REMEMBER:

- Duck, cover, and hold no matter where you are
- Do not stand in doorways
- Get away from glass
- The chance of getting injured increases with every step you take.

Stay put until the shaking stops.

### NOTES:

## **STEP #2**

**AFTER THE SHAKING STOPS**

**GET EMERGENCY CLIPBOARD  
with  
EMERGENCY ATTENDANCE SHEET - ROLL  
(on clipboard)**

**EVACUATE STUDENTS TO THE  
EMERGENCY ASSEMBLY AREA**

**COMPLETE ATTENDANCE SHEET**

**MAKE SURE YOUR STUDENTS ARE CARED FOR**

**PROCEED TO YOUR ASSIGNED TEAM,  
IF DIFFERENT FROM THE ASSEMBLY AREA**

### **REMEMBER TO:**

- Evaluate the situation carefully
- Stay calm; calm your students
- Select alternate evacuation route if you encounter safety hazards; report these hazards to nearest team leader
- Help your students feel comfortable
- Report to your assigned area and begin completion of tasks

### **NOTES:**

## **STEP # 3**

**PROCEED WITH TASK ASSIGNMENTS**

**COMPLETE ASSIGNMENTS/ASSESS PROGRESS**

**REPORT FINDINGS  
TO APPROPRIATE TEAM LEADERS**

**RECORD YOUR FINDINGS**

**STAY CALM, MOVE EFFICIENTLY**

**WHEN RELIEVED OF ASSIGNMENT,  
EVALUATE YOUR ACTIONS**

### **REMEMBER:**

- Stay calm
- Know your assignment tasks
- Calm others
- Complete paperwork
- Work together

### **Notes:**

<p style="text-align: center;"><b>TASKS - ALL STAFF</b></p>
---

1. Direct pupils to carry out emergency actions.
2. Render immediate first aid.
3. Assist buddy teacher / other teachers as needed.
4. Restore order.
5. Report condition of pupils / site to the team leaders / Incident Commander.
6. Take roll; complete necessary forms; keep track of children as they are released by requiring RELEASE OK slips.
7. Supervise children at all times until relieved of responsibilities by the Incident Commander.

<p style="text-align: center;"><b>TASKS - BUDDY TEACHERS</b></p>
--

1. Take roll by completing student status on Emergency Attendance Sheet located on classroom Emergency clipboard.
2. Line up both classes, children in pairs, holding hands; one buddy teacher stays with students unable to move, if necessary.
3. Take classes to the Emergency Assembly Area. Complete Emergency Attendance Sheet for own class, and buddy class if necessary.
4. Turn in Attendance sheet to Emergency Assembly Team Leader.