

Goleta Union School District

December 2015

Foothill/GFS
Site Disaster Plan
2015/2016

711 Ribera Drive
Santa Barbara, CA 93111
805-681-1268

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: **(GET RADIOS FROM PAK at Operations table. Teachers bring clipboards and pens.)**

Command: Bridget Braney & Juri Holmes	Bridget Braney 2 radios: <i>Channel 14=Search-Rescue, First aide & Pak. Channel 20 = Pak & Custodian & Cara at Exit on Cathedral Oaks Rd.</i> Juri Holmes <i>Roam between stations, take notes, has radio to Assembly Area.</i>
Custodial / Facility	Custodians (<i>night custodian: here at 2:00</i>)
Operations	Pak Blodorn 3 Radios: <i>to Search-Rescue/first aide, Principal; DISTRICT; Custodian</i> Sheri Scott (<i>Sort attendance sheets; records student status</i>)
Open Emergency Shed, gates	Custodian or Pak has keys
Search & Rescue A Team- know injuries first, then sweep including blacktop	Teri Briggs (<i>1 Radio to Principal/Pak/First Aide</i>) Sarah Wade, Sean Montgomery, Cyndi Aghayan (Borrow Master Key to use-Pak)
Search & Rescue B Team- know injuries first^t, then sweep, including field	Nora Antenore (<i>1 Radio to Principal/Pak/First Aide</i>), Chad Smith, Natasha Heinrich, Chris Wieland, Colby Boss (Borrow Master Key to use if Chad not there!)
First Aid Triage- colored markers	Karen McEachen/Bianca Jamgochian, Pam Orr
First Aid Radio	<i>1 Radio to Search & Rescue/Principal:</i> Michele Hay
First Aid Team- color coded stickers, First Aid reference sheet	Debbie Weideman /Nurse Susan Perkins, Cathy Gamboa, Elizabeth Blair, Tara Vowels
First Aid Log keeper	Karen Pickford or assign someone
Assembly Area	<i>1 Radio to Principal/Pak: Melanie Zimmerman.</i> Chalice Harkey, Judy Donner, parents on campus, one-on-one aides, playground sups: go to the Assembly Area and assist teachers if not assigned elsewhere.
Parent Check in Station No radio - Operations table is close	Susi Stanfield, Trisa Ranson, Deirdre Li, Dani Martinazzi, Kathy Stassforth: check parents in. Check I.D. for each person! Check with first aid for injured students.
Student/Parent Exit Station- open small gate on Cathedral Oaks. Sweep field for injured on the way to the gate.	<i>1 Radio to Principal/Pak.</i> Adrienne Adam and Cara Leach: sign-out area by the back gate on Cathedral Oaks Road (sign is in shed with small box). Get key from Bridget/Elvira/or Pak, and then return it. May use student runner.
*****Campus Security Direct flow of people & vehicles	Custodian - turns off gas, etc.; open gates & shed; and then setup barriers at driveway entrance. Only for Emergency vehicles. Chad and Sean will join after Search & Rescue. + Parent volunteers on campus

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.

Emergency Assembly Area	
Volunteers on Campus	
Playground Supervisors not assigned	
One-on-one aides with their students	
First Aid Team	
Elizabeth Tracy	
Laura Hubbard (Art Teacher)	
Michael Galvan (Adaptive P.E. specialist)	
Jillian Wittman (Science Teacher)	
Karen Field	
Parent Check in Station	Student Release Station
By side gate on Ribera next to Bikes	By back gate on Cathedral Oaks Road
Kerri Gertz & Dean' A Curry	
Nicki Purkheiser (Speech Spec)	Volunteers on Campus
Carmen Rebolledo (Community Liaison)	
Barbara Wolf (kitchen)	
Susan Lydon (lunch clerk)	
Student Teachers & Pre-Professionals	
Liz Escoto	

Buddy Teachers

Take Emergency Clipboard with pen and take attendance. Line up classes, children in pairs holding hands. Write down on **Emergency Attendance Sheet** on your clipboard **injured left behind.** Students with minor injuries should stay with the class. Leave more severely injured w/ available adult. Proceed directly to the Emergency Assembly Area by room 20. Hold up red card for missing students, hold up green card for all students present.

Room	Teacher		Room	Teacher
KA	Pam Orr	⇔	KB	Tara Vowels
KC	Dani Adair	⇔	21	Anyone in Lounge
1	Karen/Bianca	⇔	4	Susi Stanfield
5	Trisa Ranson	⇔	6	Adrienne Adam
7	Teri Briggs	⇔	19	Elizabeth Blair
8	Natasha	⇔	21	Anyone in Lounge
2	Cyndi Aghayan	⇔	3	Cathy Gamboa
10		⇔	9	Michele Hay
11	Colby Boss	⇔	12	
13	Nora Antenore	⇔	14	Chad Smith
15	Deirdre Li	⇔	16	Juri Holmes
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
		⇔	Health/Work room	Debbie / Students
Office	Bridget / Pak	⇔	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.

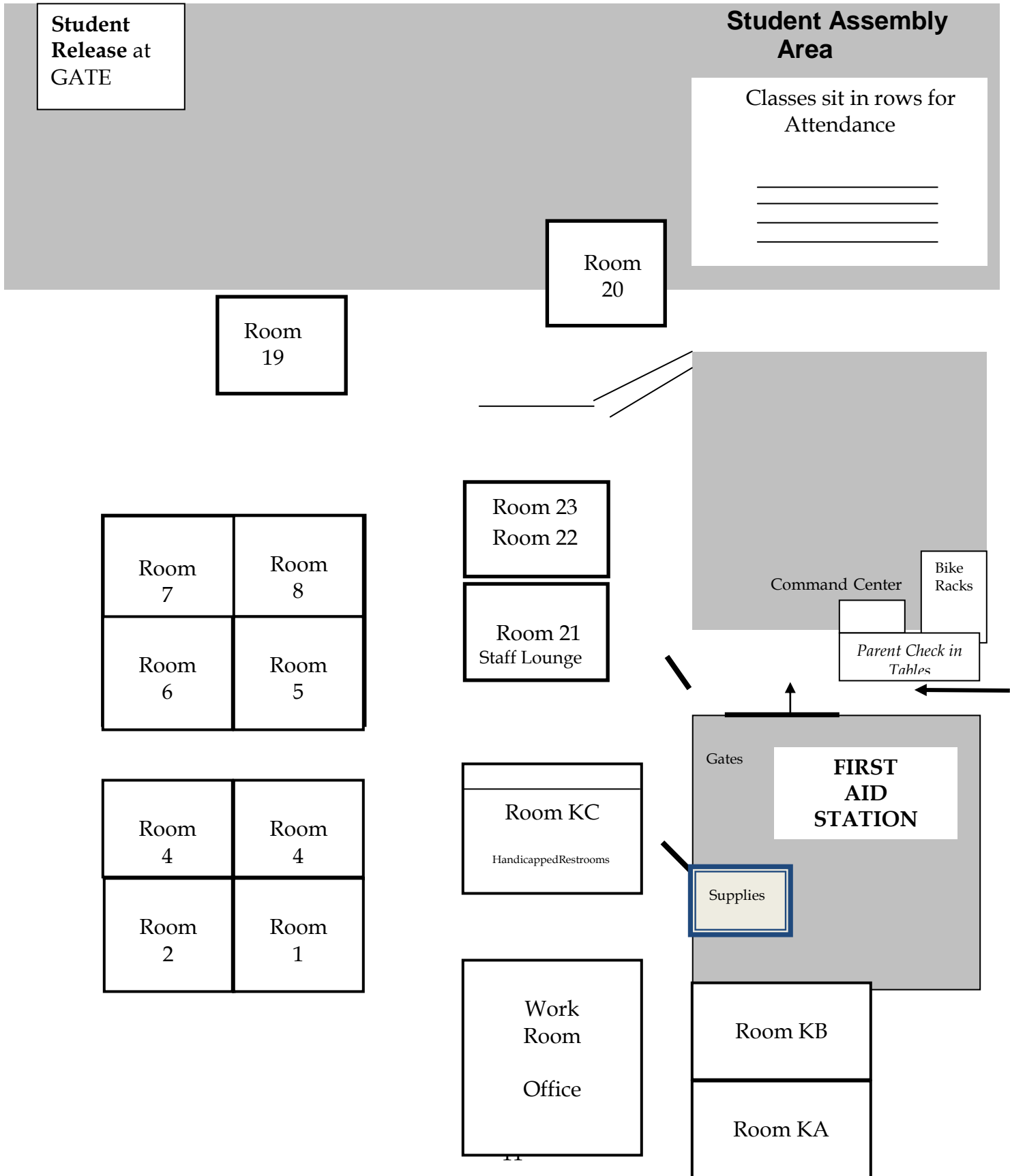
All Emergencies

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



Location of Fire Extinguishers

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

Room 1

Room 3

Room 5

Room 7

Room 9

Room 11

Room 13

Room 15

Room 17 Computer Lab

Room 18A, 18B, 18C

Room 19

Room 20

Room 21 Staff Lounge

Room 22

Rooms KC, KB, KA

Office Building: Work room - by back door on wall

Front Office: on brick wall next to SOM desk

Kitchen

Boiler Room

MPR

Night Custodian Closet

Day Custodian Closet by Kitchen

Location of Rations, Kits, First Aid Kits, First Aid Stations & Alternates and Tools

Emergency Shed

This shed is located along the fence inside the Kindergarten play yard. The Kindergarten 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.

Location: FOOTHILL SCHOOL School Year: 2015-2016

School Site Plan

Location: FOOTHILL SCHOOL School Year: 2015-2016

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. **I.D. must be presented.** 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: 2015-2016

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
*Put labels on students***

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

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**

<p>TASKS - ALL STAFF</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;">TASKS - BUDDY TEACHERS</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.