



MARK WEST SCHOOL
ELEMENTARY AND MIDDLE

**Disaster Preparedness and
Emergency Procedures Plan**

Revised August, 2018



DISASTER Preparedness and Emergency Procedures Plan

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Emergency Contact Directory

General Emergency (Fire, Medical, Police)	911
Office of Emergency Services	800-752-7550
Sonoma County Department of Emergency Services	707-565-1152
Sonoma County Office of Education	707-524-2600
Personnel	
Tracy Lavin-Kendall, Principal: tkendall@mwusd.org	707-524-2990
Michael Smith, Maintenance Director: msmith@mwusd.org	707-524-2993
Michelle Franci, Designee: mfranci@mwusd.org	707-524-2741
Kathy Stryker, Office Manager: kstryker@mwusd.org	707-524-2990
Nicole Dale, Office Manager: ndale@mwusd.org	707-524-2741
Emergency/Fire Stations	
Fire	911
Rincon Valley Fire District - Larkfield	911 / 544-6133
California Department of Forestry	911 / 576-2275
Medical / Hospitals / Doctors	
Emergency Medical Services Authority	525-8501
Ambulance Service	911
Sutter Hospital	576-4000
Kaiser Permanente	393-4000
Memorial Hospital	525-8501
California Poison Control Center	800-222-1222
Sonoma County Public Health Information Line	565-6565
Mental Health 24 hour Suicide Prevention	855-587-6373
24 hour Crisis Services	576-8181
Psychiatric Emergency Services	576-8181 / 800-746-8181

Law Enforcement	
Sonoma County Sheriff's Department	565-2511 - Business
Sonoma Sheriff	565-2121 - Dispatch 565-2650 – Patrol/Info.
Larkfield Sherriff Substation	565-7267
Santa Rosa Police	528-5222
Windsor Police	838-1234
California Highway Patrol	911 / 588-1400
National Guard	526-6098
Coast Guard	875-3596
Utility	
P.G. & E.	800-743-5000
Agencies / Information	
Sonoma County Office of Education	707-524-2600
Department of Public Health	463-4461/ 800-321-8677
CPS – Child Protective Services	565-4304, 800-870-7064
American Red Cross Sonoma County Chapter	463-0112 577-7600
Animal Control	575-7100
Cal Trans Road Conditions	800-427-7623
Cal Trans	916-654-2852
Weatherchannel.com & accuweather.com	
Radio Stations	
Sonoma County Public Information Hotline	707-565-3856
NOAA.gov	
Emergency Alerts – FEMA.gov	
Ready.gov	
KZST 100.1 FM	528-4434
KSRO, 1350 AM, Santa Rosa	545-1000, 545-3313
KGO 810 AM	
CBS 740 AM	
KNBR 680 AM	

SCHEDULE OF EMERGENCY DRILLS FOR 2018-2019

Emergency drills have been planned so that they are practice on a different day of the week and at different times.

Day	Date	Time	Type of Drill
Thursday	August 30	2:00	Fire Drill
Tuesday	September 25	9:45	Fire Drill
Friday	October 18 Great California Shake Out	9:50	Earthquake/Evacuate for Fire Drill
Wednesday	October 24	9:00	Lockdown
Thursday	November 15	1:45	Fire Drill
Monday	December 10	11:00	Fire Drill
Friday	January 18	2:15	Earthquake/Evacuate for Fire Drill
Wednesday	February 6	10:10	Lockdown
Tuesday	February 26	8:45	Fire Drill
Monday	March 11	2:30	Fire Drill
Friday	April 12	11:15	Earthquake/Evacuate for Fire Drill
Wednesday	May 15	11:45	Fire Drill

- Emergency **Drop, Cover and Hold** is initiated by the classroom teacher or other school program personnel self-protective action called for whenever there is immediate danger from flying objects and/or falling debris, several times a year, such as an earthquake. A coordinated school-wide **Drop, Cover and Hold** drill will be conducted two times, once during the 3rd week of September; and again the 3rd week of April.
- Whenever an emergency situation presents itself such that it is safer for staff and visitors to remain inside the building, the Superintendent/Principal or Designee may issue an order to **Shelter-in-Place**. **Lockdown** is the response action initiated when any staff member determines there is an immediate and possibly life-threatening situation.
- Monthly Inspections, by the superintendent and maintenance person, will be conducted throughout the school including the playground, classrooms and fire extinguishers. These will be done on the first Thursday of each month.
- A yearly fire inspection will be completed by the local Fire Protection District Fire Marshall, coordinated by Michael Smith, Director of Maintenance/Operations (707-524-2993).
- Yearly fire extinguisher maintenance will be coordinated by the Michael Smith, Director of Maintenance/Operations (707-524-2993).

EMERGENCY PROCEDURES

- Call 911
- Get people to safety
- Gather at Evacuation Area,
Blacktop, MPR, Field, or alternate site
(location dependent on emergency)
- Determine if all present, and assess
people problems
- Help wounded
- Maintain a calm & orderly environment
- Assess Facility
 - ✓ Electrical systems
 - ✓ Water supply check
 - ✓ Buildings assessed
 - ✓ Search & Rescue
- Communicate with parents and emergency
services
- Set up student release plan

Mark West Elementary School

Emergency Organizational Chart

Emergency Leader
Tracy Kendall, Michelle Franci

- Determines appropriate actions (Evacuation, Shelter In Place....)
- Provides Direction
- Coordinates and Communicates between Teams
- Collect records and writes final Reports

**Kathy Stryker, *Nicole Dale, Christine Cucina, Stephanie Bisordi*

Maintenance/Fire/Security
**Emilio Rosas, Dave Gaither, John Ryan, Gary Graves, Jared Ives*

- Calls 911 (Reports to EOC)
- Monitors student & adult counts & locations
- Receives / maintains communications & documents

Student *Request & *Release
**Kathy Stryker, *Nicole Dale, Daniel Batt, Stephanie Bisordi, Jennell Pardo, Ashley Chase*

- Set up a secure reunion area
- Check student emergency cards for authorized releases
- Complete **Student Release Tracking Form** for students released to adults.

- Assess Facility (Report to EOC)
- Locate all utilities: turn off if necessary
 - Conduct perimeter control
 - Do fire/Hazardous materials control
 - Assess spill/fire-fighting needs
 - Recommend measures for assuring personnel safety
 - Set up shelter as appropriate

Assemble/ Shelter
**Katie Cervone, Erica Rosas, *Corissa Sunde,*

Assemble/Shelter (classrooms): Kelly (3/4), Tantarelli (5,6), Pulliam (10,11), Hunt (12, 22), Granados (8,9), Arnold (16), Murdock/Burbank (13,15, 17) Leet (14, 23), Rue (18, 19), Cervone (20, 21), Sunde 7th gr., Bell 8th gr. All classified not assigned to other tasks, join student assembly & Shelter

TASKS: Monitor student & adult count and student confinement & morale

Search / Rescue
**Gary, Jared, John, Emilio Rosas, Trish Woods,*

Communication
**Jennell Pardo, Stephanie Bisordi, Gail Bruzzone*

First Aid
Melissa Anderson, Nurse, Lisa Chapman, Brandi Dickey

Supplies
**Brigitta Hunter, Kim Lawton, Lisa deKozan, Connie Reifers,*

Crisis Int.
Lionel Cooper, Angela Claypool, Janis Sowell

- Monitor & Report Safety / Security of all persons, activities & facility

- Coordinate communication between teams, chief, & DO

- Prioritize Needs
- Administer Aid
- Monitor & report

- Procurement & distribution of food/water/supplies

- Assess need for mental health support
- Monitor well-being of staff and students

INCIDENT COMMAND RESPONSIBILITIES

Management:

<p>Incident Commander: <u>Tracy Kendall</u> Alternate: <u>Michelle Franci</u></p>	<p>The EOC Director/Incident Commander is the person responsible for conducting emergency/disaster operations on-site. During the emergency/disaster, the EOC Director/IC oversees and directs response activities until relieved by an alternate or replaced by someone of higher authority (Emergency Response Personnel). While on duty, the EOC Director/IC is charged with ensuring the safety of staff, volunteers and visitors to Mark West School. They are also responsible for developing the Incident Action Plan and the After Action Report in cooperation with the Planning/Intelligence Chief.</p>
<p>Liaison Officer: <u>Kathy Stryker,</u> <u>Nicole Dale</u> Alternate: <u>Christine Cucina,</u> <u>Stephanie Bisordi</u></p>	<p>The Liaison Officer is the point of contact for outside Agency Representatives offering organizational assistance during an emergency response.</p> <ul style="list-style-type: none"> • Stay in communication with Command Center team • Complete Staff Sign In/ Out for All adults
<p>Public Information Officer: <u>Disrict Office</u> <u>Christine Cucina</u> <u>Stephanie Bisordi</u></p>	<p>The Public Information Officer (PIO) is the school official spokesperson during emergency/disaster operations. The PIO's "job" is to release information about the incident and response activities to the media.</p> <ul style="list-style-type: none"> • Collect information (Defer all outside calls to DO) • The DO will disseminate information to appropriate agency or contacts • Maintain direct contact with EOC Commander • Complete an Initial Situational Status Report
<p>Safety Officer: <u>Emilio Rosas</u> Alternate: <u>John Ryan</u> <u>Gary Graves</u></p>	<p>The Safety Officer is responsible for ensuring that all response activities are conducted safely.</p> <ul style="list-style-type: none"> • While conducting duties for Maintenance/ Fire/ Security Team, observe all staff, student, and visitor behaviors and request personnel to stop or modify their activities if posing a safety issue. • For facility/ maintenance needs, complete an Initial Situational Status Report

OPERATIONS

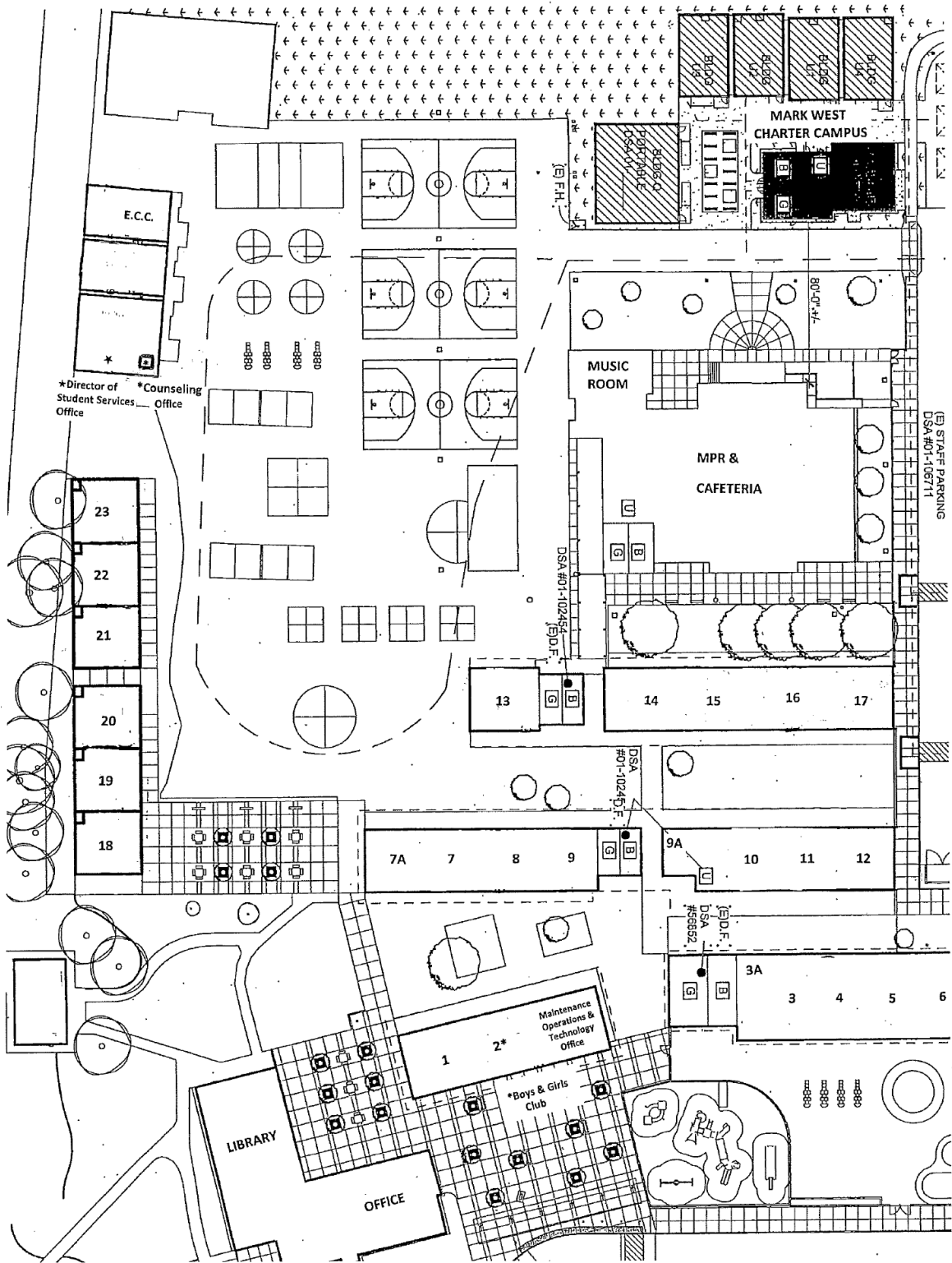
<p><u>*Michelle Franci</u> Alternate: <u>Nicole Dale</u> Team: <u>Kathy Stryker</u> <u>Nicole Dale</u> <u>Stephanie Bisordi</u></p>	<p>COMMUNICATIONS TEAM is responsible for coordinating the flow of all on-site verbal and written communications between teams, sections chiefs, the management staff, off-site programs/departments and schools within the district during response activities.</p> <ul style="list-style-type: none"> • Establish Communication links • Maintain Communication Log of incoming/outgoing messages • Report findings to Operations Chief • Complete the Team Activity Log during "Operations", update as appropriate throughout the emergency
<p><u>*Melissa Anderson</u> Alternate: <u>Nurse</u> Team: <u>Lisa Chapman</u> <u>Brandi Dickey</u></p>	<p>FIRST AID TEAM is tasked with coordinating campus-wide medical response and care during school emergencies. This team is also responsible for establishing an on-campus morgue when needed. (Stage)</p> <ul style="list-style-type: none"> • Team Lead carry a communication radio • Set up first aid area • Bring supplies to designated area • Assess injuries and provide first aid • Prioritize injuries (triage) • Complete Medical Treatment Log for all persons • Report all findings to Operations Commander • Complete the Team Activity Log during "Operations", update as appropriate throughout the emergency
<p><u>Emilio Rosas</u> Alternate: <u>Gary Graves</u> Team:</p>	<p>MAINTENANCE/FIRE/SITE SECURITY TEAM is responsible for identifying and mitigating on-site hazards following a campus emergency. This team is also charged with campus security.</p> <ul style="list-style-type: none"> • Team Lead carry a communication radio

<u>John Ryan</u> <u>Jared Ives</u>	<ul style="list-style-type: none"> • Locate all utilities: turn off if necessary • Conduct perimeter control • Do fire/Hazardous materials control • Assess spill/fire-fighting needs • Recommend measures for assuring personnel safety • Set up Shelter if needed • Report all findings to Operations Commander (Initial Situation Status Report) • Complete the Team Activity Log during “Operations”, update as appropriate throughout the emergency
<u>Gary Graves</u> Alternate: <u>John Ryan</u> Team: <u>Jared Ives</u> <u>Trish Woods</u> <u>Emilio Rosas</u>	<p>LIGHT SEARCH AND RESCUE TEAM is tasked with over-site of assembly/shelter procedures, and safely conducting on-site search and rescue activities post-disaster. The team will report any damage found during the course of search and rescue activities.</p> <ul style="list-style-type: none"> • Team Lead carry a communication radio • Conduct damage assessments in coordination with Maintenance/Fire/Site Security • Conduct rescues (always in teams of two) • Transport injured to first aid station • Maintain communication w/ student release/staff accounting teams • Report all findings to Operations Commander (Initial Situation Status Report) <p>Complete the Team Activity Log during “Operations”, update as appropriate throughout the emergency</p>
<u>*Kathy Stryker,</u> <u>Nicole Dale</u> Alternate: <u>Christine Cucina,</u> <u>Stephanie Bisordi</u> Team: <u>Daniel Batt</u> <u>Jennell Pardo</u> <u>Ashley Chase</u>	<p>STUDENT REQUEST & RELEASE, & STAFF/ VISITOR ACCOUNTING TEAM is responsible for facilitating parent/student reunion. The team is also charged with keeping track of on-site staff and volunteers.</p> <ul style="list-style-type: none"> • Team Lead carry a communication radio • Collect the Student Emergency Binder and Office First Aid Kit and report to the Command Center • Obtain injury and missing persons reports from each teacher • Set up a secure reunion area • Check student emergency cards for authorized releases • Complete Student Release Tracking Form for students released to adults. Be sure to note the student’s name. • Complete the Team Activity Log during “Operations”, update as appropriate throughout the emergency
<u>*Lionel Cooper</u> Alternate: <u>Angela Claypool</u> Team <u>Janis Sowell</u> <u>Counseling Interns</u>	<p>Crisis Intervention Team monitors and supports the mental health needs of students, staff, parents, and volunteers involved in or affected by an emergency. (<i>Reference SCOE Crisis Guide, SOS 4-2012.</i>)</p> <ul style="list-style-type: none"> • Team Lead carry a communication radio • Assess need for on-site mental health support • Determine need for outside agency assistance • Provided on-site intervention/counseling • Monitor well-being of school emergency team, staff and students • Complete the Team Activity Log during “Operations”, update as appropriate throughout the emergency

LOGISTICS:

<u>Brigitta Hunter</u> Alternate: <u>Kim Lawton</u> <u>Connie Reifers</u> <u>Lisa deKozan</u>	<p>FOOD, WATER and SUPPLY TEAM is responsible for providing or acquiring all materials, equipment, and supplies necessary to support response efforts. During an emergency, the team is responsible for filling all requests for facilities, equipment, supplies, and materials necessary to support response efforts.</p> <ul style="list-style-type: none"> • In September, Inventory and replace emergency supplies in office building, Disaster Supply Box & Office Binder. • During an emergency, check with EOC regularly to fulfill needed materials and supplies as appropriate. • Assess food preparation facilities, check monitor conservation of water supplies • Assess first aid supplies, check supplies of blankets, spare clothes, etc. • Complete the Team Activity Log during “Operations”, update as appropriate throughout the emergency
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Mark West Campus Map



ACTION:

CANCELLATION OF SCHOOL During School Hours

School is closed when it is **unsafe** for staff and visitors to be there due to road closures, power outages, severe weather, earthquakes, etc. The school may also be closed if the campus is needed for public sheltering or wide scale public health measures.

WHEN TO CANCEL SCHOOL

- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Hazardous Materials Incident
- Terrorism
- Tsunami
- Fire
- Winter Storm
- Extended Power Outage

OFFICE CLOSURE PROCEDURES

- ✓ There are several people with the authority to order the closure of the office. The Executive Director/Designee, local Public Health Officer and also the Governor may issue the order, depending upon the circumstances involved.
- ✓ Notify Staff and Visitors
 - a. Make an announcement over the PA and call the Preschool:
“Your attention please. Your attention please. We will be initiating school closure and student release procedures. Teachers and students should remain in their classrooms until notified.
- OR**
- b. Send runners to each classroom with above information. Be sure **all** programs that may be in progress.
- ✓ Activate One Call Now
- ✓ Post “**School Closed**” signs at main entry points (*Provide information on how to get additional information such as an emergency phone number, radio station, etc.*)

- ✓ Notify SCOE at (707) 524-2606 that your office is closing along with the circumstances
- ✓ Prepare for student release
- ✓ Apply for “Waiver” for cancelling instructional day, notifying Judy Thomas at SCOE, and Judy Gonzalez at CDE, or work with MARFAC to reschedule the day.

ACTION:

CANCELLATION OF SCHOOL *Before School Hours*

If conditions warrant the closure of school prior to the beginning of the school day, the County Office of Education normally requests the following protocol be utilized, to ensure that all authorized school closure announcements are properly communicated to media representatives. ***Every effort will be made to contact all staff members to notify them of the closure.***

WHEN TO CLOSE YOUR OFFICES

- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Pandemic Influenza
- Hazardous Materials Incident
- Terrorism
- Tsunami
- Fire
- Winter Storm
- Extended Power Outage

PROCEDURES to CLOSE SCHOOL

Staff will be notified at the earliest possible opportunity in the event of an office closure. The Executive Director/Designee will notify staff by home phone, cell phone, text message or email prior to regularly scheduled work hours to the extent possible. The Executive Director/Designee will assign an individual to go to the Office (if it is safe to do so) to post an "OFFICE CLOSED" sign with information to direct anyone coming to the office where to find additional information.

- ✓ Executive Director/Designee will notify the County Office of Education in the following manner:

- From 5 a.m.-7 a.m., County Superintendent, **Steve Herrington**,
sherrington@scoe.org
Home: _____ (707) 773-4676 or Cell (707) 217-9209
- If the County Superintendent is unavailable contact:

Alternate Contact: Deputy Superintendent, **Jim Cerreta**, jcerreta@scoe.org
Business: _____ (707) 524-2631 or Cell: _____

After 7 a.m., the Superintendent will call SCOE at (707) 524-2606

- ✓ Notify staff
- ✓ Notify parents through the **School Message** communication system

Apply for “Waiver” for cancelling instructional day, notifying Judy Thomas at SCOE, and Judy Gonzalez at CDE, or work with MARFAC to reschedule the day.

ACTION:

SHELTER-IN-PLACE

Whenever an emergency situation presents itself such that it is safer for staff and visitors to remain inside the building, the Superintendent/Principal or Designee may issue an order to “shelter-in-place.”

WHEN TO SHELTER-IN-PLACE

- Explosion
- Hazardous Materials Incident
- National Security Emergency
- Terrorism

Dangerous animal on campus

SHELTER-IN-PLACE PROCEDURES

- ✓ Notify Staff, Students, and Visitors
 - a. Make an announcement over the PA and contact the RCSS rooms by phone: “Your attention please. **Your attention please! Students, staff, and visitors should immediately prepare to shelter-in-place and stand-by for further instructions.**”
 - OR
 - b. If **it is safe to do so**: send runners to each classroom and program with above information. Be sure **all** programs are notified.
- ✓ Make sure to shut down air circulation system
 - ✓ Turn on radio and monitor updates
 - ✓ Post “**Shelter-in-Place**” signs on exterior windows, if there is time **and it is safe to do so**

IN THE CLASSROOMS & MAIN OFFICE

- ✓ If students are outside move them inside to the classrooms
 - ✓ Post **Red/Green** sign to be seen on exterior door or window if safe, indicating **green** for all safe and accounted for, and **red** for injuries or students not accounted for.
 - ✓ Shut doors and all windows (pull draperies or close blinds)
 - ✓ Turn off lights
 - ✓ Seal doors and vents with duct tape, if available and ordered to do so
 - ✓ Instruct students, staff and visitors to stay away from windows
 - ✓ Wait for an announcement or communication of “all clear”
- *In the event of a dangerous animal:
- ✓ *Mountain Lion: teacher blows “whistle,” staff/students make themselves big and move away slowly, towards closest building for shelter-in-place procedures
 - ✓ *Snakes: When encountered, raise arms above head, step back, shout snake, move away, and tell an adult.

ACTION:

LOCKDOWN

Lockdown is the response action initiated when the superintendent/principal or designee determines there is an immediate and possibly life-threatening situation.

WHEN TO INITIATE LOCKDOWN

- Shooter or Intruder on site
- Dangerous person or hostage situation
- Police activity in vicinity
- Terrorism

LOCKDOWN PROCEDURES

- ✓ Immediately notify Staff and Students
 - a. Make an announcement over the PA and contact the RCSS rooms by phone: Your attention please. **Your attention please! Initiate lockdown procedures immediately and stand-by for further instructions.**
- ✓ Designate an individual to **Call 9-1-1** and **stay on the phone** with the operator
- ✓ Post "**Lockdown**" signs on exterior windows, if there is time and it is safe to do so
- ✓ **Sit tight!** When law enforcement arrives on campus they will give you instructions

IN CLASSROOMS & THE OFFICE

- ✓ If students are outside, move immediately inside to the classrooms
- ✓ Shut and lock doors and all windows (pull draperies or close blinds and blacken any doorway windows). **DO NOT** open the door for anyone or peek out windows until "All Clear" signal is given
- ✓ Move away from windows and stay low (below window line)
- ✓ Turn off lights
- ✓ Keep calm and quiet
- ✓ When and if safe, post "**Lockdown**" and "**Red/Green**" to be seen from exterior doors
 - Post green sign if everyone is OK or red sign on exterior door or window if there are any missing/injured staff or visitors (**IF it is safe to do so**)
- ✓ **REMAIN** in offices until the "All Clear" signal is given or you are escorted out by first responders

ADDITIONAL LOCKDOWN PROCEDURES

Short-term lockdown (less than 8 hours)

Open emergency supply box/kit if needed

Long-term lockdown (more than 8 hours)

Open emergency supply box/kit and set-up latrine system

After “All Clear” Signal is given

- ✓ The Superintendent/Designee will determine if it is necessary to cancel school for the remainder of the day and release students or to continue normal school activities.
 - ❖ If the decision is made to cancel school, refer to the ACTION: CANCELLATION OF SCHOOL
 - ❖ If the decision is made to continue normal school activities, provide students, and staff with an opportunity to share their thoughts on the incident
- ✓ Activate **School Messenger** to inform parents of incident
- ✓ Initiate contact with Crisis Intervention Team for grief support, trauma recovery, etc. if necessary

NOTE

“Lockdown,” like “Drop and Cover,” can be initiated by any staff member in response to violent behavior, shots fired, or any other activity that threatens the safety of staff and visitors. When initiated by a staff member, it is their responsibility to get a message to the main office about the nature of the incident, when it is safe to do so.

ACTION:

EVACUATION

This emergency response activity is initiated when it is determined that it is not safe to remain in the school buildings or to stay on site. In this situation, staff and visitors are moved to a safer location either on or off site.

WHEN TO EVACUATE

- Explosion
- Fire on Campus
- Flood
- Gas Leak
- Hazardous Mater. Incident
- Landslide
- Major Earthquake
- National Security Emer.
- Terrorism
- Bomb Threat

Winter Storm

EVACUATION PROCEDURES

**REMEMBER TO TAKE YOUR PERSONAL BELONGINGS WITH YOU
(SUCH AS PURSES AND CAR KEYS) WHEN YOU EVACUATE!!***

**IMPORTANT NOTE: If the evacuation is initiated by an incident that is determined to be a crime, such as a bomb threat or actual bomb, the building will become a crime scene. Law enforcement officers will not allow individuals to return to their offices to retrieve their belongings until the investigation is completed.*

ON-SITE EVACUATION

- ✓ Notify staff and Students
 - a. Make an announcement over the PA (possibly use the fire alarm to evacuate the entire school)
“Your attention please. Your attention please. Students and staff should proceed immediately to the designated assembly area in field.” (see information on next page)
- ✓ When all students, staff and visitors have arrived at the evacuation site, take roll and determine if anyone is missing. Add names of guests/visitors, if available.
- ✓ Hold up green sign if everyone is accounted for or hold up red sign if any staff or visitors are unaccounted for or injured
- ✓ Mobilize Operation Teams for student release
- ✓ Activate **School Messenger**

OFF-SITE EVACUATION

- ✓ Activate Emergency Transportation Plan
- ✓ Post sign in school office with directions to evacuation site and any emergency numbers for information
- ✓ Notify staff and students
- ✓ Have those who are transporting students take roll as students enter the car/van/bus. Add names of guests/visitors that were in your classroom and determine if anyone is missing.
- ✓ Once assembled in off-site evacuation area, hold up green sign if everyone is accounted for or hold up red sign if students or staff are unaccounted for or injured
- ✓ Mobilize Operations Teams for Student Release
- ✓ Activate **School Messenger**

EVACUATION ROUTES AND ASSEMBLY LOCATIONS:

ALL STUDENT AND STAFF ARE TO EVACUATE AND ASSEMBLE AT THE BLACKTOP

ALTERNATIVE EVACUATION ASSEMBLY AREAS ARE:

- IN THE SOCCER FIELD
- IN THE PARKING LOT IN FRONT OF THE MAIN ENTRANCE
- IN THE MPR

ACTION:

Field Trip Emergencies

Emergency response may be necessary when students are off campus and attending a field trip. Staff needs to respond for any emergency that occurs during a field excursion

WHEN TO Respond

- Explosion
- Fire on Campus
- Flood
- Gas Leak
- Hazardous Materials Incident
- Landslide
- Major Earthquake
- National Security Emergency
- Terrorism

Winter Storm

PROCEDURES When at a remote location

Staff and student will respond in similar procedures as at the school site whenever possible, and will follow the sequence of “General Emergency Procedures” (page 24).

For an Earthquake or Explosion, students will Drop and Cover, lock down, and/or evacuate as evaluated and determined by the lead teacher.

For field trips away from the school site, whether on the bus or in private cars, or in facility other than the school, staff will look after student safety. General procedures include:

- ✓ Notifying 911
- ✓ Getting students and adults to safety
- ✓ Gathering at an assembly area
- ✓ Accounting for all students and adults
- ✓ Assessing People problems
- ✓ Helping wounded
- ✓ Maintaining a calm & orderly environment
- ✓ Assessing facility, electrical water, and buildings
- ✓ Communicate with home school, parents and emergency services
- ✓ Set up student release plan as appropriate

ACTION:

RETURN TO CLASSROOMS / REVERSE EVACUATION

This emergency response action is designed to immediately bring people **indoors** from outside. Reverse evacuation is often called for in circumstances of severe weather and whenever law enforcement or fire-fighting activities near the office could pose a threat to staff or visitors.

WHEN TO INITIATE REVERSE EVACUATION

- Explosion
- Flood
- Hazardous Materials Incident
- Landslide
- National Security Emergency
- Terrorism
- Fire
- Winter Storm
- Intruder/shooter on site

REVERSE EVACUATION PROCEDURES

- Notify Staff and visitors
 - a. Make an announcement over the PA:

“Your attention please! All staff and visitors should return to the building immediately and stand-by for further instructions.”
- OR
- b. If it is safe to do so, send runners to all outdoor areas with above information.

 - Once threat passes, issue **“All clear”** to resume regular activities

ACTION:

DROP, COVER AND HOLD

Drop, cover and hold is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter-on-site.

The action to “drop, cover and hold” is normally initiated by incident itself, such as shaking in an earthquake or the sound of gunfire. Teachers will immediately announce “Drop, Cover, and Hold” when they become aware of the danger and not to wait for someone to tell them!!

WHEN TO DROP, COVER AND HOLD

- Explosion
- Landslide
- Major Earthquake
- Shooter/Intruder on Campus
- Severe weather

DROP, COVER AND HOLD PROCEDURES

- ✓ At the first sign of shaking or imminent threat, all students and staff should immediately **drop to the floor, hold on to the closest piece of furniture** (desk or chair) or other stable object and **cover the back of their necks** with their free hand/forearm.
- ✓ Stay in this position until the threat passes and an “All Clear” announcement has been made – either through the PA system or via runners.
- ✓ The main office should then make the announcement to “Resume Regular Activities” or “**ALL CLEAR**”, or direct another response action (such as Evacuation, or Closure of the Office)

INDOORS

- ✓ Staff and students should drop immediately to the floor and crawl under their desks (or, a table or a work bench). Use one hand to hold onto the furniture/table and the other to cover the back of your neck.
- ✓
- ✓ Stay put until “**All Clear**” announcement is made and then wait for additional instructions for next actions to take.
- ✓ Check for injuries and make sure everyone is accounted for

HALLWAYS AND BATHROOMS

- ✓ Kneel next to a bare, inside wall and place your hands over the back of your neck
- ✓ Stay put until “**All Clear**” announcement is made
- ✓ Wait for instructions for next actions to take
- ✓ Check for injuries and make sure everyone is accounted for

OUTDOORS

- ✓ Move away from trees, billboards, signs, buildings, electrical wiring and power poles
- ✓ Drop to the ground and cover the back of your neck with your hands
- ✓ Stay put until “**All Clear**” announcement is made
- ✓ Wait for instructions for next actions to take
- ✓ Check for injuries and make sure everyone is accounted for

NOTE

After an earthquake, remember to stay alert for aftershocks!

ACTION:

RUN – HIDE - FIGHT

This emergency response action is designed to provide guidance for a possible threat of a dangerous person on campus. Responses will vary depending on each situation.

WHEN TO INITIATE RUN – HIDE - FIGHT

- Shooter on campus

PROCEDURES FOR RUN – HIDE - FIGHT

- Immediately notify staff and students
 - a. Activate the “drill announcement” and make an announcement over the PA.
“Your attention please. Your attention please! Initiate RUN – HIDE – FIGHT procedures immediately and wait for further instructions.”
- Designate an individual to call 9-1-1 and stay on the phone with the operator.

When the students are inside:

RUN...

- Know where the threat is and run away from it
- Know your escape routes
- Leave your belongings behind except for your cell phone and school keys
- Keep hands visible for responding law enforcement

HIDE...

- Call 9-1-1 for assistance if possible
- Lock and barricade doors
- Cover windows, close blinds and curtains
- Tell students to be quiet and silence cell phones
- Stay low to the ground and hide away from windows
- Spread out (if possible)
- Find cover

FIGHT...

- If the intruder comes into the classroom, be prepared to fight
 - Use a weapon (fire extinguisher, chair, etc.)
- Use your surroundings to create distractions: yelling, trip hazards, throwing items, turning off lights, putting furniture in front of the door.