

**BOLINAS STINSON UNION
SCHOOL DISTRICT**

EMERGENCY RESPONSE TEAMS

2014-2015

Bolinas Campus:

125 Olema Bolinas Road
Bolinas, CA 94924
415.868.1603

Stinson Beach Campus:

3805 Highway One
Stinson Beach, CA 94970
415.868.0844

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FORMS:	
<ul style="list-style-type: none"> ● Incoming/Outgoing Communications log- Completed by <u>Public Information Personnel</u> ● Injury and Missing Persons Log – Completed by <u>1st Aid Personnel</u> ● Student Release Log – Completed by <u>Student Release Personnel</u> 	

↻ ↻ CRUCIAL INFORMATION RE: ↻ ↻
“CHAIN OF COMMAND” REPORTING

➤ **FIRST EMERGENCY CONTACT:**

Do not forget – if using a CELL PHONE IN AN EMERGENCY, do NOT dial “911” as your call may be routed through the wrong county.

From CELL PHONES in Marin – DIAL 472-0911 – FOR EMERGENCIES

Report ALL **Emergencies** to **Emergency Services** (911 or 472-0911) and to your School Site Incident Commander.

➤ **COMMUNICATION CHAIN:**

- TEACHERS report to Principal/School Site Incident Commander,
- SCHOOL SITE INCIDENT COMMANDER reports to district office
(Please try #s in this order):
 - 1- Superintendent Office
 - 2- Superintendent’s Cell Phone
 - 3- Emergency Phone Tree cell numbers
- SCHOOL SITE INCIDENT COMMANDER reports to the Fire Department using the Disaster Radio system.
- DISTRICT OFFICE reports to County Office of Education,
- COUNTY OFFICE reports to OES (Office of Emergency Services)

➤ SCHOOL SITE INCIDENT COMMANDER should report to the DISTRICT OFFICE

➤

➔ at **BEGINNING** and **END** of event. Also, each time information significantly changes. (e.g. “We are now beginning student release”)

- “This is _____ [name/title] from [Bolinas-Stinson School (Campus name)] reporting on _____ [date] due to _____ [name the type of actual emergency or drill].
 - “Our status is clear” – no damage, no injury, students are in class, or
 - “We are evacuating the student population” and/or
 - “We have student or staff injuries.” [report # injured, extent of injuries, trapped students/staff] “On site Medical team can handle injuries” or “Outside assistance is needed. -we have called 911; -please call for emergency medical aid for us.”
 - “Building site is checked and all clear” or
 - “We have building hazards to report” [report site hazards – i.e. collapsed buildings, electricity out, downed wires, broken glass, erupted pavement]
- SCHOOL SITE INCIDENT COMMANDER should report to FIRE DEPARTMENT ➔ at **BEGINNING** and **END** of **event**, at any point additional resources are needed or at any time a hazardous situation is encountered

➤ DISTRICT OFFICE reports to County Office of Education (Using Emergency Radio or alternate #)

- “This is Unit 105 responding to [emergency or drill type]. Our status is A – all clear, all schools open” or
- “This is Unit 105 responding to _____. Our status is B. . .”

RETURN OF INFO:

OES to MCOE to DISTRICT to SITE COMMAND CENTERS

EMERGENCY RESPONSE “QUICK CHECKLIST”

Our school has a Crisis Management/Emergency Response Plan specific to your school site. You should be thoroughly familiar with that plan. This checklist provides a quick synopsis of actions to take and people to contact in the event of an emergency.

ACTIONS “To Do”:

1. Instruct all students, regardless of their age, that they must remain together and follow directions from teachers and staff.
2. In the event of a disaster that creates a dangerous condition outside the school building, give **“drop, cover and hold on” instructions** to students immediately. Bring students into classroom pending further instructions. Keep students away from windows and other vulnerable locations.
3. In the event of fire or other crisis situation that creates a dangerous condition inside the school building, **evacuate students** to a safe, agreed-on area immediately.
4. Use “Shelter-in-place” in the event of an intruder. Lock Doors, pull blinds, students down.
5. **Take roll** and **contact your school administrator** or other emergency contact for instructions.
6. **Remain with your class** and **report anyone who is missing**.
7. Take appropriate **first-aid action** if required.
8. **Stay calm** and quiet. **Reassure your students** that you will remain with them and that you will do everything possible to ensure their safety.
9. Follow your school **emergency response plan**.
10. Be aware of your assignments; if you are asked to perform another task let your primary team know.

Do Not:

1. Do not leave your students.
2. Do not re-enter buildings or areas that have not been officially designated as “safe.”
3. Do not dismiss any students without complying with your school’s official sign-out procedures.
4. Do not allow use of phones or communications devices that might interfere with emergency communications.

CONTACT:

1. Your school principal or administrator in charge:

John Carroll

Jason Richardson

Office: Bolinas: 868-1603

Office: 868-1603

Lagunitas: 488-4118 x 255

Home: 488-4108

Home: 456-7701

Cell: 720-0051

Cell: 246-7701

2. Your school’s District Office Emergency Contact: Jason Richardson Office: 663-1603
3. The Fire Department : 911 472-0911 Office: 868-1566

EMERGENCY COMMUNITY PHONE NUMBERS

EMERGENCY: Fire, Medical Aid	911
SCHOOL DISTRICT OFFICE	868-1603
STINSON BEACH CAMPUS	868-0844
LOCAL FIRE DEPARTMENT – BOLINAS	868-1566
- STINSON BEACH	868-0622
SHERIFF’S DEPARTMENT-URGENT OR NON-EMERGENCY	479-2311
SHERIFF’S OFFICE – PT REYES	473-5330
MARIN COUNTY OFFICE OF EDUCATION	472-4110
MARIN COUNTY OFFICE OF EMERGENCY SERVICES	499-6584
MARIN COUNTY EMERGENCY OPERATIONS CENTER	499-5617
	FAX 499-7829
KAISER HOSPITAL	444-2000
MARIN GENERAL HOSPITAL	925-7000
NOVATO COMMUNITY HOSPITAL	209-1300
AMERICAN RED CROSS, MARIN CHAPTER	721-2365
P.G.& E. Service Interruption Information	800-743-5000
CALIFORNIA HIGHWAY PATROL	924-1100
RADIO PROTOCOL: WAIT FOR A CLEAR SPOT, PRESS BUTTON, WAIT THEN SPEAK. IDENTIFY WHO YOU ARE CALLING: “SEARCH AND RESCUE, THIS IS IC”	

BOLINAS CAMPUS

	1 st command	2 nd command
1 ST Aid/CPR/Emergency Medical	Carlos	Ron
Back-up/Fill-in	Tato, Mechelle, Gretel Rob / Martin / Ron	
Search & Rescue:		
Team 1	Rob	Carlos
Team 2	Martin	Don
Team 3	Ron	Grace
Back-up/Fill-in	Ben / Sandy / Jason / Kevin	
Hazardous Materials	Martin	Ron
Building Safety		
Team 1	Rob	Carlos
Team 2	Martin	Ben
Team 3	Ron	Kevin
Fire	Ron	
Media	Jason	Sara
Counseling	Maud	Grace
Incident Control	Jason	John
IC/EOC Runners	Sara	Johanna, Willow, Gretel, Kevin
Community resources	Maud	Mechelle
Radio/Cell Communications		
1. Emergency Operations center/IC	Jason	John
2. 1 st Aid Team		
3. 1 st Aid Team		
4. Search & Rescue Team		
5. Search & Rescue Team 2		
6. Search & Rescue Team 3		
7. Building Safety Team 1		
8. Building Safety Team 2		
9. Building Safety Team 3		
10. Student Release		
11. Student waiting area		
Staff Attendance	Johanna	Kara
Student release	Kara	Johanna
Runners for student release	Sarah M., Kevin, June, Colin, Anny	
Multi-Lingual and Crowd Control	Kathy B/Nuria/Carlos	Mechelle/ Willow/ Rob
Food & Water	Suki	Ben
Student Attendance-Grade 3 & 4	Gretel/Rob	Carlos
Student Attendance-Middle School	Don/Willow	June/Colin
Student Attendance- 5 th Grade	Rachael	Nuria

STINSON CAMPUS

	1 ST COMMAND	2 ND COMMAND
1 ST Aid/CPR/Emergency Medical	Rebecca	Karen
Search & Rescue:	Rebecca	Marty
Back-up/Fill-in	Kathy O / Karen	
Hazardous Materials		
Fire		
Media		
Counseling	Lauren	
Incident Control		
Multi-Lingual		
Community resources	Lauren	
Radio/Cell Communications	Rebecca	Cathy
Staff Attendance	Kathy O	Karen
Student Attendance – K	Cathy N	Karen
- Gr.1	Rebecca	Kathy O
- Gr. 2	Lauren	Kathy O
Student release	Kathy O	Karen
Food & Water	Marty	

EMERGENCY TEAM**EMERGENCY OPERATIONS CENTER (EOC) &
INCIDENT COMMAND**

Team Leader***Bolinas***

Jason Richardson

Stinson

Rebecca Braun

Team Members

John Carroll

EOC Location

- Inside: School Office
- Outside: Green Square outside of office

Functions/Steps to Follow:

- Responsible for development of school's plan and overall management of emergency situation; establishes/manages Command Post; activates ICS; determine strategies to implement protocols and adapt as needed.
- **PLANNING:** Evaluates incident information and maintains ICS status boards; collects and archives all incident documents; tracks equipment and personnel assigned to the incident; checks in all resources (incoming equipment, personnel and volunteers; coordinates safe and orderly release of assigned resources and deactivation of incident response at the school site.
- **FACILITIES:** Coordinates site repairs and use of school facilities; arranges for debris removal; maintains all communication equipment, including radios; provides services to support Information Technology functions.
- **FINANCE/ADMINISTRATION:** Maintains incident time logs for all personnel; tracks and maintains records of site expenditures and purchases for incident; manages vendor contracts. Processes compensation/injury claims related to incident.

- 1. Don Personal Protective Equipment and position yourself in centrally located place**
- 2. Determine appropriate action for students and staff, i.e evacuation of buildings or site**
- 3. Establish communications with fire department and other campus**
- 4. Ensure all teams are formed and on task**
- 5. Assign personnel as needed to teams**
- 6. Collect information regarding students and facilities and report to fire department and District Office, requesting additional resources as needed**
- 7. Direct overall activities of campus during emergency**

EMERGENCY TEAM

PUBLIC INFORMATION-EOC RUNNER

Public information: Spokesperson for the incident; prepares media releases; establishes “media center” near Command Post; coordinates information with Incident Commander for parent community.

Liaison to Outside Agencies: Develops working knowledge of local/regional agencies; serves as the on-scene contact for outside agencies assigned to an incident; assists in accessing services when the need arises.

Team Leader***Bolinas***

Sara

Stinson

Lauren

Team Members

Johanna

Gretel

Willow

Kevin

Location

• Inside: District Office

• Outside: _____

Functions/Steps to Follow:

- 1. Don Personal Protective Equipment**
- 2. Report to the Incident Command to determine needs**
- 3. Establish communications with Incident Command and Student Release Team**
- 4. Release information regarding the status of students, staff and school facilities to the Marin County Office of Emergency Services, Marin County Office of Education, District Trustees, parents, public and the press at the direction of the Incident Command**
- 5. Facilitate communications with district employees**
- 6. Maintain log of all incoming and outgoing communications**
- 7. Facilitate information to/from the public at school site with Crowd Control Team**
- 8. Retrieve and escort students from teacher to authorized adult for release at the direction of the Student Release Team**

Additional Notes: _____

EMERGENCY TEAM

BUILDING SAFETY/MAINTENANCE/FIRE

Team Leader**Bolinas****Stinson**

Martin

Marty

Team Members

Ben

Rob / Carlos

Ron / Kevin

Kathy O

Location

• Inside: _____

• Outside: _____

**SECURE AND CHECK BUILDING SAFETY BEFORE
SEARCH AND RESCUE*****Functions/Steps to Follow:***

Monitors safety conditions of an emergency situation and develops measures for ensuring the safety of building occupants (students, staff, volunteers, responders).

- 1. Don Personal Protective Equipment**
- 2. Report to Incident Command to determine needs**
- 3. Establish communications with Incident Command and Search & Rescue**
- 4. Access all buildings. Turn off and secure all utilities as needed. Mark entrance of building "OK" or "DO NOT ENTER"**
- 5. Extinguish small fires as able/needed**
- 6. Access emergency supplies**
- 7. Insure emergency vehicle access to school grounds**
- 8. Secure school buildings against unauthorized entry**
- 9. Secure and post areas where hazardous conditions exist**
- 10. Set up sanitary facilities as needed**
- 11. Set up morgue as needed**

***Step 3 takes precedence over all other assignments for custodian(s).**

EMERGENCY TEAM

LIGHT SEARCH AND RESCUE

Team Leader**** staff assignments TBD by EOC**

Bolinas Team 1:	Rob	Carlos
Bolinas Team 2:	Martin	Don
Bolinas Team 3:	Ron	Grace
Back-up members:	Ben, Sandy, Kevin, Jason	

Stinson Team 1:	Rebecca	Marty
Back-up members:	Kathy O	Karen

Location

• Inside: _____ • Outside: _____

Functions/Steps to Follow:

Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression.

THESE TASKS ARE ALWAYS DONE IN TEAMS OF 2 OR MORE

- 1. Don Personal Protective Equipment**
- 2. Report to Incident Command to determine needs. Initially perform a quick visual, wait for student attendance then respond to the areas of most need.**
- 3. Establish communications with Incident Command**
- 4. Secure proper equipment for your tasks**
- 5. Enter and inspect exterior of building that has been cleared by Building Safety and turn in status report**
- 6. Develop building search plan, select safe entrance and conduct interior search.**

**DURING INTERIOR SEARCH, ONE TEAM MEMBER STAYS OUTSIDE.
INTERIOR SEARCH MEMBER STAYS ON PERIMETER-KEEPS MOVING**

- a. Mark exterior of entry door with a slash (/)**
- b. Conduct sweep of area in an orderly, pre-determined sweep pattern**
- c. Upon entry, call out and wait for answer**
- d. Remove trapped victims FIRST if possible**
- e. Move any victims to first aid area**
- f. Upon exiting structure, complete original / making an X. Write pertinent information outside entry by X**
- g. Secure the building from re-entry after search. Leave doors open**
- h. Report findings to Team Leader/Incident Command**

NOTES: _____

EMERGENCY TEAM

FIRST AID

Team Leader***Bolinas***Carlos
Ron***Stinson***

Rebecca

Team MembersTato, Mechelle,
Gretel, Rob,
Martin, Ron

Karen

Location

- Inside: _____ • Outside: _____

Functions/Steps to Follow:

Provides triage and medical care with staff trained in first aid and CPR; oversees care given to the injured; distributes medical supplies (latex gloves, bandages, etc.); establishes morgue, if needed.

1. Don Personal Protective Equipment
2. Report to Incident Command to determine needs
3. Identify first aid site, retrieve supplies, set up site and prepare to receive injured students/staff
4. Establish communications with Incident Command and Student Release Team
5. Assess patients and administer first aid as indicated
6. Tag each patient with name, address, injuries and treatment rendered
7. Report injured to Incident Command/Student Release Team.
8. Determine need for additional resources or higher level of care and/or transport for injured and request from Incident Command
9. Complete the Injury and Missing Persons Report

NOTES: _____

EMERGENCY TEAM

FOOD, WATER AND SUPPLY MANAGEMENT

Team Leader**Bolinas**

Suki

Stinson

Kathy O

Team Members

Ben

Karen

Location

• Inside: _____ • Outside: _____

Functions/Steps to Follow:

Provides accounting and long-term care for all students until reunited with parents/caretakers; manages food and sanitation needs of students

Coordinates access to and distribution of food, water and supplies; provides personnel as requested, including volunteers; arranges transportation for staff, students and equipment.

- 1. Don Personal Protective Equipment**
- 2. Report to Incident Command to determine needs**
- 3. Assess food preparation facilities**
- 4. Determine number of persons requiring shelter and for what period of time**
- 5. Assess adequacy of available water, food and other supplies**
- 6. Conserve supplies as needed**
- 7. Establish a list of all persons being sheltered and determine special needs**
- 8. Report situation to Incident Command**
- 9. Request additional needs from Incident Command**

Additional Notes:

EMERGENCY TEAM

CRISIS INTERVENTION

Team Leader***Bolinas***

Maud
Grace

Stinson

Lauren

Team Members***Location***

- Inside: _____ • Outside: _____

Functions

Provides onsite counseling and intervention; determines need for outside mental health support; accesses local/regional providers for ongoing crisis counseling for students, staff, parents, as needed.

In response to notification of an emergency or disaster, sudden death, suicide, etc., the principal or designee should immediately notify the superintendent and assemble the Crisis Intervention Team to help plan the response and prepare for the following day. Plans should include:

1. Preparation of a written statement to staff members as to how to handle phone calls and requests for information about the emergency or disaster.
2. Establish a crisis center on campus where crisis team members will be available to meet with the students.
3. Request assistance, if needed, from Marin County Office of Education Psychological Services, and/or the Marin County Mental Health Services.
4. Promptly share factual information with staff, students, parents and community.
5. Plan staff meetings or other communications as soon as possible to share information.
6. Provide an opportunity for teachers to meet with a designated crisis team member to obtain additional information on how to facilitate classroom discussion and to respond to students' questions and needs.
7. Provide a written statement which teachers may use to announce the event to students.
8. Request teachers to refer students who seem especially upset to the school's crisis center for individual counseling.

NOTES: _____

EMERGENCY TEAM

CROWD CONTROL -EOC RUNNER

Team Leader***Bolinas***

Kathy B
Nuria
Carlos

Stinson

Kathy

Team Members

Mechelle
Willow
Rob

Marty

Location

• Inside: District Office

• Outside: _____

Functions/Steps to Follow:

Coordinates security needs; establishes traffic and crowd control; restores utilities; secures perimeter and isolates fire/HazMat.

- 1. Don Personal Protective Equipment**
- 2. Report to Incident Command/Student Release Team to determine needs.**
- 3. Establish communications with Incident Command and Student Release Team**
- 4. Facilitate information to/from public at school site**
- 5. Help public at school site to remain calm and orderly**
- 6. Facilitate authorized adults waiting for student pick up to complete Student Release form**
- 7. Report crowd control issues to Incident Command**
- 8. Retrieve and escort students from teacher to authorized adult for release at the direction of the Student Release Team**

Additional Notes:

EMERGENCY TEAM

STUDENT RELEASE

Team Leader***Bolinas***

Kara

Stinson

Kathy O

Team Members

Johanna

Karen

Crowd control members

Location

• Inside: _____ • Outside: _____

Functions/Steps to Follow:

Provides for systematic and efficient reunification of students with parents/caretakers; maintains records of student release.

- 1. Don Personal Protective Equipment**
- 2. Set up student release area**
- 3. Secure communications with Incident Commander and First Aid Team**
- 4. Receive Injury and Missing Persons Report from each teacher and account for all students and staff. Report findings to Incident Commander**
- 5. Check student emergency card for name of person(s) authorized to pick up student**
- 6. Have runner retrieve student from teacher**
- 7. Only release student to an authorized person. If in doubt, request identification**
- 8. Complete Student Release Log**
 - **If student to be released is reported to be in the first aid area, alert First Aid team of the arrival of the students authorized adult. Have authorized adult escorted to first aid area**
 - **If student to be released is reported missing, alert Incident Command. Place authorized adult with another staff member**

Additional Notes: _____

BUS DRIVER DISASTER PROCEDURES

These procedures are intended as guidelines for bus drivers to follow in the event of a disaster. It is understood that drivers may need to make spontaneous and independent decisions, depending on the emergencies, age of children, location of bus, etc.

A copy of these procedures shall be kept in the emergency packet of the school buses and included as an attachment to each school disaster plan.

Earthquake

1. Issue "**DUCK, COVER AND HOLD ON**" command.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition and wait for shaking to stop.
4. Check for injuries.
5. Contact school to report location and condition.
6. If instructed to continue route:
 - If enroute to school, continue to pick up students.
 - If dropping students off, continue to do so if there is adult supervision.
7. If unable to contact school, complete number 6 above.
8. If it is impossible to return to school, proceed to nearest shelter. Notify school of location. Remain with children until further instructions are received from command center.
9. If the bus is disabled, stay with the bus until help arrives.
10. **DO NOT ATTEMPT TO CROSS BRIDGES OR OVERPASSES THAT HAVE BEEN DAMAGED.**

Flood

1. **DO NOT** drive through flooded streets/roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. Proceed to school, home, or designated shelter, as appropriate.

Ben Lowrance, Marty Brendel and Martin Honzik

NOTES:

DRILL SCHEDULE FOR THE 2014-2015 SCHOOL YEAR

DATE	TIME	EVENT
11/17/2014	11:45	DRILL AT STINSON
11/17/2014	1:05	DRILL AT BOLINAS
12/16/2014	2:20	DRILL AT STINSON
12/16/2014	2:50	DRILL AT BOLINAS
1/28/2015	9:50	DRILL AT STINSON
1/28/2015	10:25	DRILL AT BOLINAS
2/25/2015	2:45	DRILL AT BOLINAS
3/19/2015	9:10	DRILL AT STINSON
3/19/2015	10:00	DRILL AT BOLINAS
4/24/2015	12:15	DRILL AT STINSON
4/24/2015	12:15	DRILL IN BOLINAS
5/27/2015	9:00	LOCK-DOWN DRILL IN BOLINAS
5/27/2015	10:45	LOCK-DOWN DRILL IN STINSON

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. **All doors leading to the fire should be closed.** Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate that the “fire is out”.

Within School Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Sound the fire alarm to implement **EVACUATION** of the building.
- Immediately **EVACUATE** the school using the primary or alternate fire routes.
- Notify the Fire Department (call 911).
- Direct search and rescue team to be sure all students and personnel have left the building.
- Ensure that access roads are kept open for emergency vehicles.
- Notify District Office of situation.
- Notify appropriate utility company of suspected breaks in utility lines or pipes.
- Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

STAFF ACTIONS:

- **EVACUATE** students from the building using primary or alternate fire routes. Take emergency backpack and student kits. Maintain control of the students a safe distance from the fire and fire fighting equipment.
- Take attendance. Report missing students to the Principal/designee and emergency response personnel.
- Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

Near the School

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Notify the Fire Department (call 911). The Fire Marshall will direct operations once on site.
- Determine the need to implement an **EVACUATION**. If the fire threatens the school, execute the actions above. If not, continue with school routine.

Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. Elevators and stairways will need to be inspected for damage before they can be used. The major shock is usually followed by numerous aftershocks, which may last for weeks.

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If persons are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

Inside Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders.
- Send search and rescue team to look for trapped students and staff.
- Post guards a safe distance away from building entrances to assure no one re-enters.
- Notify District Office of school and personnel status. Determine who will inform public information media as appropriate.
- Do NOT re-enter building until it is determined to be safe by appropriate facilities inspector.
- Determine whether to close school. If school must be closed, notify staff members, students and parents.

STAFF ACTIONS:

- Give **DROP, COVER and HOLD ON** command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows.
- Check for injuries, and render First Aid.
- After shaking stops, **EVACUATE** building. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring attendance roster and emergency backpack.
- Check attendance at the assembly area. Report any missing students to principal/site administrator.
- Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
- Stay alert for aftershocks
- Do NOT re-enter building until it is determined to be safe.

Outside Building

STAFF ACTIONS:

- Move students away from buildings, trees, overhead wires, and poles. Get under table or other sturdy furniture with back to windows. If not near any furniture, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. If notebooks or jackets are handy, hold over head for added protection. Maintain position until shaking stops.
- After shaking stops, check for injuries, and render first aid.
- Check attendance. Report any missing students to principal/site administrator.
- Stay alert for aftershocks.
- Keep a safe distance from any downed power lines
- Do NOT re-enter building until it is determined to be safe.
- Follow instructions of principal/site administrator.

During non-school hours

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

1. Inspect school buildings with Maintenance/Building and Grounds Manager to assess damage and determine corrective actions.
2. Confer with District Superintendent if damage is apparent to determine the advisability of closing the school.
3. Notify fire department and utility company of suspected breaks in utility lines or pipes.
4. If school must be closed, notify staff members, students and parents. Arrange for alternative learning arrangement such as portable classrooms if damage is significant and school closing will be of some duration.
5. Notify District Office, who will inform public information media as appropriate.

DUCK, COVER AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. It is appropriate action for:

- Earthquake
- Explosion

NOTIFICATION:

The belltower bell will ring

STAFF AND STUDENT ACTIONS:

Inside

- ❑ Arrange desks so that they do not face windows.
- ❑ Instruct students to move away from windows.
- ❑ Immediately drop to the floor under desks, chairs or tables. With back to windows, place head between knees, hold on to a table leg with one hand and cover the back of the neck with the other arm.
- ❑ Remain in place until shaking stops or for at least 20 seconds. When quake is over, leave building. Do not run. Avoid routes with architectural overhangs. Do not re-enter building until declared safe by competent authority.

Outside

- ❑ Instruct students to move away from buildings, trees, overhanging wires and **DUCK, COVER and HOLD ON.**
- ❑ Upon the command **DUCK, COVER AND HOLD ON**, immediately move away from objects which might topple over, drop to the ground or get under a table close by, place head between knees, and cover back of neck with arms and hands.
- ❑ Remain in place until shaking stops or for at least 20 seconds.

EVACUATION is implemented when conditions make it unsafe to remain in the building. This **ACTION** provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety. **EVACUATION** is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Post earthquake

See next page for how to assist those with disabilities during an evacuation.

ANNOUNCEMENT:

1. Fire alarm (bell or horn signal).
3. Implement Special Needs Evacuation Plan (see **Section II – Preparedness**).
4. Use messengers with oral or written word to deliver additional instructions to teachers in hold areas.

PRINCIPAL/SITE ADMINISTRATOR:

- ❑ The Assembly Area should be a safe location on the school campus away from the building and emergency response equipment that may arrive at the school. If unsafe for the current emergency, designate an alternate Assembly Area.
- ❑ When clearance to return to the buildings is determined or received from appropriate agencies, announce **ALL CLEAR** to return to classrooms and resume school activities.
- ❑ Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- ❑ Instruct students to leave the building in an orderly manner using the designated evacuation routes and reassemble in the assigned Assembly Area.
- ❑ Take the emergency backpack and student roster when leaving the building and take attendance when the class is reassembled in a safe location. Report attendance to the Incident Commander/designee.
- ❑ Remain in the Assembly Area until further instructions are given.
- ❑ Wait for another **ACTION** or the **ALL CLEAR** instruction to return to school buildings and normal class routine.

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, and lifting may be dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapors immediately

To alert visually-impaired individuals

- ❑ Announce the type of emergency.
- ❑ Offer your arm for guidance.
- ❑ Tell person where you are going, obstacles you encounter.
- ❑ When you reach safety, ask if further help is needed.

To alert individuals with hearing limitations

- ❑ Turn lights on/off to gain person's attention -OR-
- ❑ Indicate directions with gestures -OR-
- ❑ Write a note with evacuation directions.

To evacuate individuals using crutches, canes or walkers

- ❑ Evacuate these individuals as injured persons.
- ❑ Assist and accompany to evacuation site, if possible -OR-
- ❑ Use a sturdy chair (or one with wheels) to move person -OR-
- ❑ Help carry individual to safety.

To evacuate individuals using wheelchairs

- ❑ Give priority assistance to wheelchair users with electrical respirators
- ❑ Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.
- ❑ Reunite person with the wheelchair as soon as it is safe to do so.

LOCKDOWN is initiated to isolate students and school staff from danger when there is a crisis inside the building and movement within the school might put students and staff in jeopardy.

LOCKDOWN is used to prevent intruders from entering occupied areas of the building. The concept of **LOCKDOWN** is no one in, no one out. All exterior doors are locked, and students and staff must remain in the classrooms or designated locations at all times. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. This **ACTION** is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Rabid animal at large
- Extreme violence outside the classroom

LOCKDOWN differs from **SHELTER-IN-PLACE** because it does not involve shutting down the HVAC systems and does not allow for the free movement within the building.

ANNOUNCEMENT/NOTIFICATION:

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Make the announcement. Instruct teachers and staff to immediately lock doors and remain in the classroom or secured area until further instructions are provided.
- Call 911. Provide location, status of campus, all available details of situation.
- When clearance is received from appropriate agencies, give the **ALL CLEAR** instruction to indicate that it is safe to unlock the doors and return to the normal class routine.
- Send home with students a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- If it is safe to clear the hallways, bathrooms and open areas, direct students to the closest safe classroom.
- Immediately lock doors and instruct students to lie down on the floor.
- Close any shades and/or blinds if it appears safe to do so.
- Remain quiet and calm in the classroom or secured area until further instructions are provided by the principal or law enforcement.

STUDENT ACTIONS:

- Move quickly and quietly to the closest safe classroom.
- If rooms are locked, immediately hide in the closest safe zone: bathroom, janitorial closet, office area, library. Lock the door or move furniture or trash can to bar access to the room. Remain quiet until further instructions are provided by the principal or police.

If a student is missing, a search of the school should be organized immediately. If at any point the child is found, inform everyone who was notified of the incident that the student is no longer missing.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911 and explain the situation.
- Appoint staff to surveillance points; ask staff to note license plate numbers and look for any unusual activity.
- Conduct an immediate search of the school campus/bus, as appropriate.
- Gather information about student to provide to law enforcement authorities:
 - photo
 - home address
 - parent contact numbers
 - class schedule
 - special activities
 - bus route /walking information
- Notify parents/guardians if the student is not found promptly.
- If case involves abduction, begin gathering witness information for the police. Interview friends, last person to see student.
- Double-check circumstances:
 - Did someone pick up the student?
 - Could the student have walked home?
 - Is he or she at a medical appointment or another activity?
- Assist police with investigation. Provide a photo and complete information on the missing child: name. Assure that all parties who know the student or have participated in the search are available to speak with police when they arrive.
- Designate a staff member as a key contact and personally answer the phone line (no voice mail) to receive and provide updated status as it becomes available.
- Advise law enforcement dispatcher of the staff member key contact's name and number.
- If missing during bus transportation, provide law enforcement with child's bus stop location and nearest other bus stops.
- Have driver keep in communication with the transportation dispatcher. Have transportation dispatcher coordinate efforts and information with the law enforcement dispatcher
- Exchange phone numbers (household, cell phone, school key contact) with parents/guardian.
- When the child is found, contact all appropriate parties as soon as possible.
- Arrange for counseling of students, as needed.

STAFF ACTIONS:

- Confirm that student attended school that day. Notify Principal.
- Provide description of the student, including height, weight, clothing worn that day, backpack, where last seen and when.
- Bring all students indoors. Immediately lock exterior access to the school and secure the campus. Do not let any individuals leave. Do not let unauthorized individuals come onsite.
- Take attendance in the classroom and report any other missing students to the office. Keep students in secure areas until notified to resume regular school activities.

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention. This is not a First Aid manual. When in doubt, dial 911. Medical emergencies involving any student or employee must be reported to the Principal/Site Administrator.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ✚ Assess the victim (ABC – Airway, Breathing, Circulation. Call 911, if appropriate.

Provide:

- School name, address including nearest cross street(s) and fastest way for ambulance to reach the building
- Exact location within the building
- Nature of the emergency and how it occurred
- Approximate age of injured person
- Caller's name and phone number

Universal Precautions when Treating a Medical Emergency

- Always use non-latex or nitrile gloves and, if necessary, mask and gown, to reduce the risk of transmission of body fluids.
- Wash hands thoroughly after providing care.

Do not hang up until advised to do so by dispatcher.

- ❑ Assign staff member to meet rescue service and show medical responder where the injured person is.
- ❑ Assemble emergency care and contact information of victim
- ❑ Monitor medical status of victim, even if he or she is transported to the hospital.
- ❑ Assign a staff member to remain with individual, even if he or she is transported to the hospital.
- ❑ Notify parents/guardian if the victim is a student. Describe type of illness or injury, medical care being administered, and location where student has been transported.
- ❑ Advise staff of situation (when appropriate). Follow-up with parents.

STAFF ACTIONS:

- ❑ Assess the scene to determine what assistance is needed. Direct students away from the scene of the emergency.
- ❑ Notify Principal/Site Administrator.
- ❑ Stay calm. Keep individual warm with a coat or blanket.
- ❑ Ask school nurse to begin first aid until paramedics arrive. Do not move the individual unless there is danger of further injury.
- ❑ Do not give the individual anything to eat or drink.

Certain situations may involve releasing students from school or relocating them at a time when parents expect their children to be at the school site. Student release will be implemented by a school administrator in times of extreme emergency that warrant its execution. Whenever possible, it is preferred that students remain at school during the academic day.

FOUR STEPS FOR STAFF

1. At REQUEST TABLE, verify parent ID and authorization.
2. Direct parent to RELEASE TABLE; radio or send runner for student.
3. At RELEASE TABLE, verify Student Request Form is signed
4. Release student to custody of authorized adult.

FOUR STEPS FOR PARENTS

1. Fill out Student Request Form.
2. Show photo ID at REQUEST TABLE.
3. Move to RELEASE TABLE to wait for student.
4. Leave campus immediately after student is released to your custody.

INCIDENT COMMANDER (PRINCIPAL/SITE ADMINISTRATOR) ACTIONS:

- Set up Incident Command Post (ICP).
- Notify staff of school evacuation and communicate that this is not a drill.
- Designate the Student Assembly Area or direct teachers to a pre-designated spot. Analyze situation; re-evaluate evacuation spot to determine if students should be moved.
- Determine medical and assistance needs after population assessment. Determine search and rescue needs.
- Reassess as situation changes. Reassign emergency teams as needed.
- Keep staff informed as to status of missing students.

TEACHER and STAFF ACTIONS:

- Evacuate students to designated area, with students grouped as determined by district or school site.
- Take roll by distributing pre-labeled nametags to each student.
- Report population assessment to Incident Commander by holding up green or red card. Mark undistributed nametags with student status beside name:
 - A = Absent*
 - M = Medical; students taken to the First Aid station*
 - U = Missing/Unaccounted*
- Send undistributed nametags to the Student Request Table.
- Organize students. Monitor students' medical and emotional condition.
- Extra staff should partner for other assigned duties; report to Command Post.

TEAM ASSIGNMENTS

STUDENT RELEASE TEAM

- ❑ Take supplies to designated Request/Release Table locations.
- ❑ Set out tables at least 20 feet apart to reduce crowding. For large student body, establish several lines at the Request Table for speedier processing.
- ❑ Post signs and set out file boxes of Student Emergency Cards for each line. Identify volunteer runners and review where to find students.
- ❑ Wear identifying vests or hats.
- ❑ Distribute clipboards with Student Request Forms to parents in line.
- ❑ Set out white board for special instructions and parent requests.
- ❑ Pull cards of absent, injured and missing students. Note status on those cards and file at back of file box.

TRAFFIC CONTROLLER (Staff members and/or parent volunteers):

- ❑ Set out parking area directional signs and enlarged site map with walking path designated for parents picking up students.
- ❑ Set out traffic cones to cordon off parking for emergency vehicles.
- ❑ Maintain order in parking areas; direct cars away from areas for emergency vehicles.
- ❑ Report to Incident Command Post any crowd control issues in parking lot and on school grounds.
- ❑ For schools with no room for parent parking and turnaround, develop a procedure that enables students to be released directly to the authorized adult's vehicle.

PARENT INFORMATION REPRESENTATIVE (Staff or trained volunteer):

- ❑ Provide information about student release procedures to parents.
- ❑ Maintain white board with special information.
- ❑ Learn which students need medical attention and attempt to locate their parents.

CRISIS INTERVENTION COUNSELOR (Health practitioner)

- ❑ Maintain order at Student Request Table; calm agitated parents and students.
- ❑ Facilitate delivery of information to parents of students with special circumstances (e.g. missing, injured, deceased).
- ❑ Escort parents to First Aid Station to reunite with injured students.

RUNNERS (Staff, students and/or parent volunteers - number depends on size of campus)

- ❑ Take Student Request Form to Student Assembly Area to find requested student. Alternately, a walkie-talkie may be used to request a student from the Assembly Area.
- ❑ Retrieve student and escort him/her to Student Release Table -OR- return to Student Request Table with status information on those who are not in the Student Assembly Area.

PREPAREDNESS

INCIDENT COMMAND SYSTEM EXPLAINED: School Site

The Incident Command System provides a flexible management system that is adaptable to incidents involving multi-jurisdictional response. The ICS is the combination of personnel, facilities, equipment, procedures and communications operating within a common organizational framework to manage the resources required to effectively accomplish objectives related to the emergency or incident.

The main concepts behind the ICS structure are: a) every emergency requires the execution of certain tasks or functions; b) every incident needs a person in charge; c) no one should direct more than seven people; and d) no one should report to more than one person.

Components of the ICS include:

- Common terms established for organizational functions, resources and facilities;
- Unified command structure with a common set of objectives and strategies;
- Modular organization which expands or contracts as the incident progresses;
- Manageable span of control by one person;
- Integrated communications;

The ICS is organized into five functional areas for on-scene management of all major incidents: Management, Operations, Planning, Logistics, Finance/Administration.

Management: Provides overall emergency policy and coordination. This function is directed by the Incident Commander (IC) who is typically the principal. The IC is assisted in carrying out this function by an Incident Command Team which includes a Public Information Officer, Safety Officer, and Agency Liaison.

Operations: Directs all tactical operations of an incident including implementation of response activities according to established emergency procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Planning: Collects, evaluates and disseminates information needed to measure the size, scope and seriousness of an incident and to plan an appropriate response.

Logistics: Supports emergency operations by securing and providing needed personnel, equipment, facilities, resources and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communications among emergency responders. This function may take on a major role in extended emergency situations.

Finance/ Oversees all financial activities including purchasing of necessary

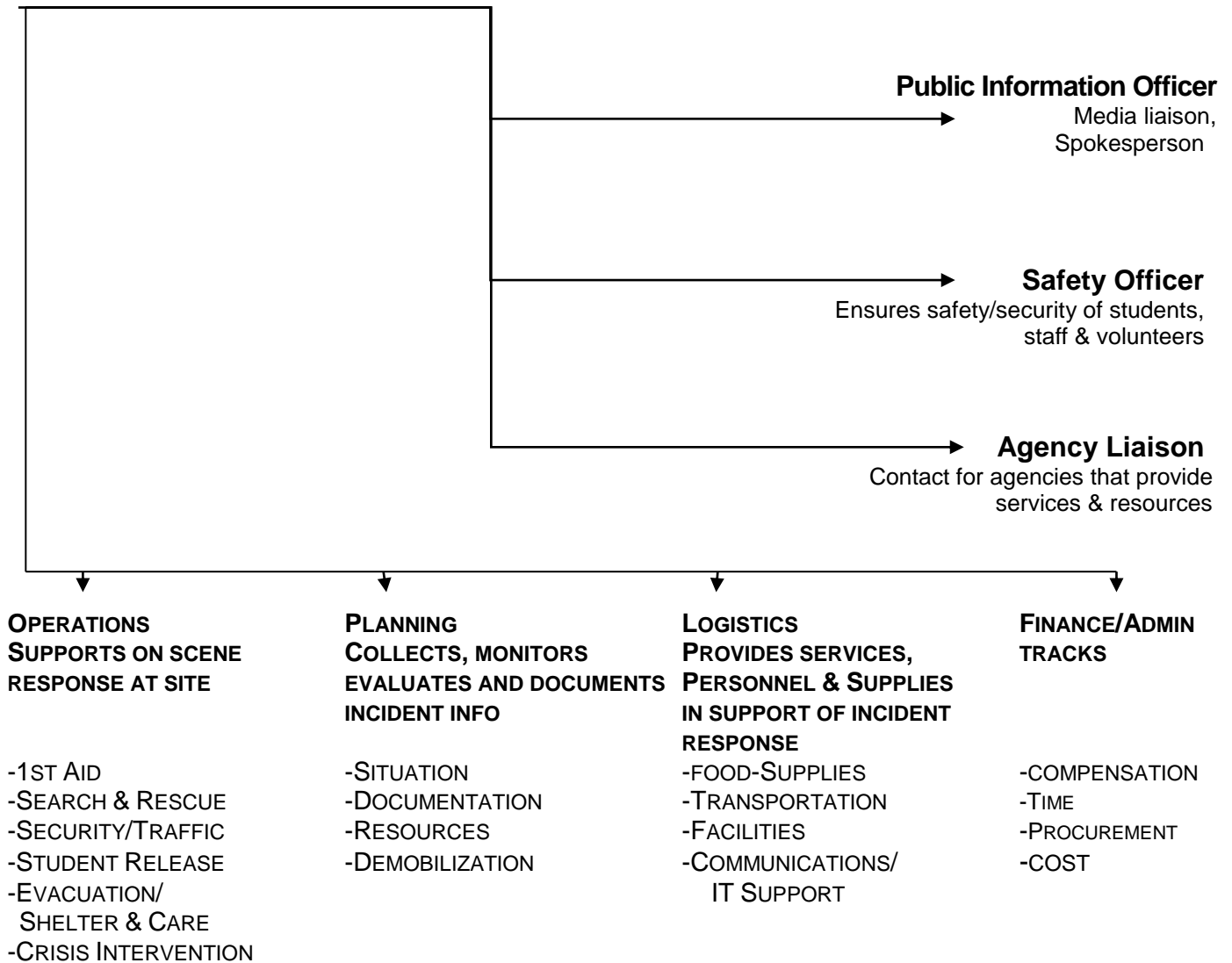
Administration: materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation to FEMA for reimbursement and recovering school records following an emergency.

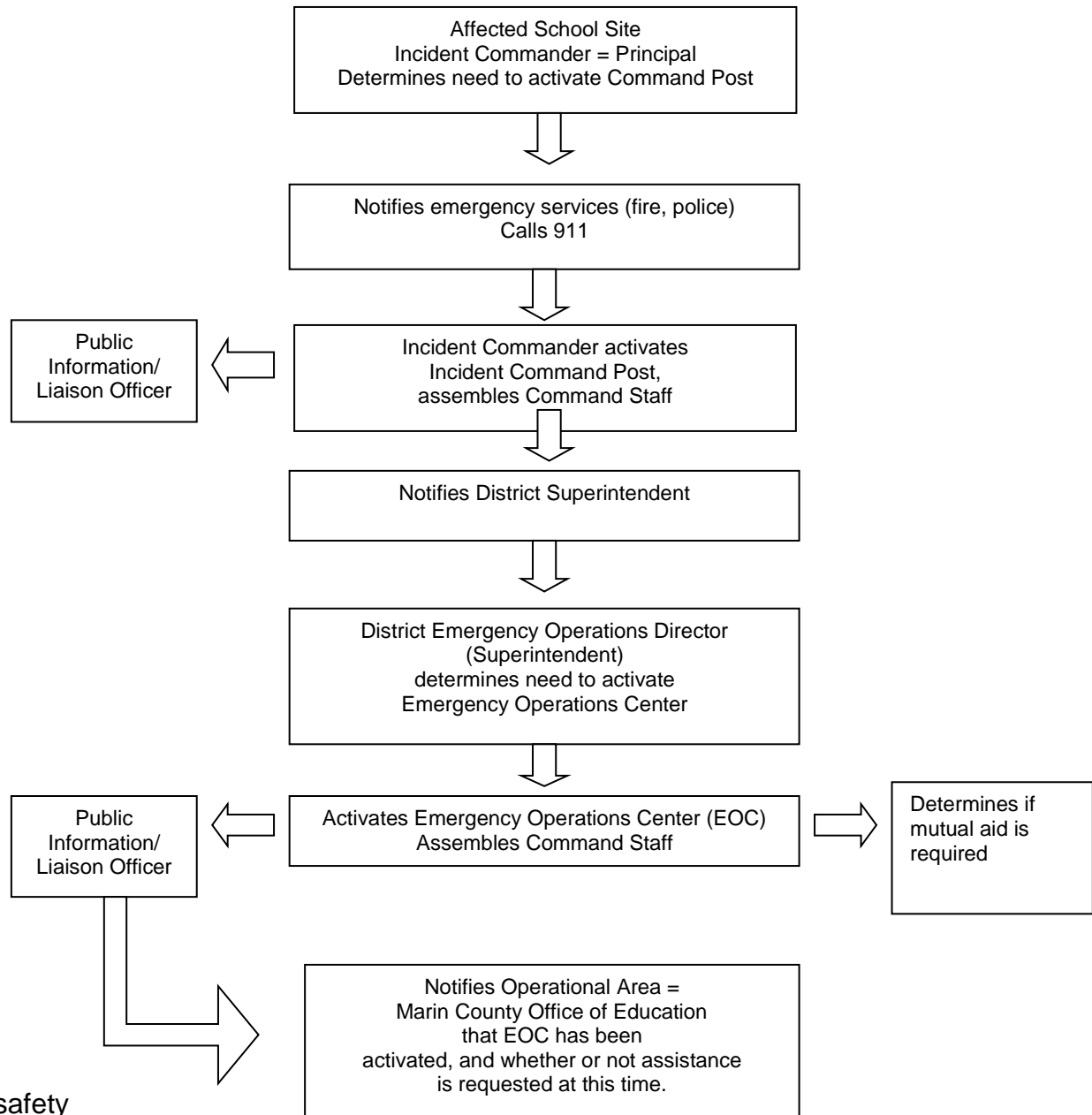
Figure 4 presents a simplified Incident Command Post (ICP) Organizational Chart for Schools, based on NIMS/SEMS and adapted by MCOE. Responsibilities and operational duties are detailed on the following pages.

Incident Commander

Principal or Designee

Provides overall direction of response at school site; determines level of staffing of ICP





- Ensure Student safety
- Account for all students
 - Missing Students – report to IC – Light Search & Rescue
 - Injured Student – Report to IC – First Aid
- Ensure Staff Safety
- Account for all Staff
 - Missing Staff – report to IC – Light Search & Rescue
 - Injured Staff – report to IC – First Aid
- Building Safety
- Mobilize First Aid
- Mobilize Crisis Intervention
- Mobilize Student Release