

# **EMERGENCY PREPAREDNESS** **GUIDE**

**Grand View Elementary School**  
455 24<sup>th</sup> Street  
Manhattan Beach, CA 90266  
310-546-8022

**2014/2015**

2/23/2015

**GRAND VIEW ELEMENTARY SCHOOL**  
**EMERGENCY PROCEDURE TO BE FOLLOWED**

Please refer to this T/K - 5th Grade Emergency Organizational Plan and be familiar with your responsibilities in case of disaster. In the case of any emergency (flood, fire, earthquake) that **does not** require immediate evacuation, please do the following:

1. Drop and cover for Earthquake Drill. Immediately evacuate for Fire Drill.
2. Prepare to evacuate to designated area.
3. As you exit the building, make sure you have your disaster bag and check on your buddy.
4. If all students and adults leave the room, send green placard to command center. This means everyone has been safely evacuated.
5. If you have a trapped or severely injured child in your classroom, send the red placard from emergency pack to the command post immediately.
6. If there are injured but mobile enough to evacuate – DO NOT send red placard to command center. List the injury on the pink student accounting form.
7. Proceed to the designated area. Be alert and distance your class from the fence, block walls, basketball, handball courts, etc.
8. Take attendance all students and adults – those not printed on your form please add.
9. Fill out the **Student Accounting Form** for injured/missing student and/or staff and send a student runner with the form to the command center.
10. Report to the assigned duty location. Remember to give your emergency cards to the covering teacher.
11. If you are supervising students, keep accurate records of students picked up and/or returned by messengers on **Student Emergency List**, only use student emergency release list for exceptions.

**JOB DESCRIPTION FOR  
EMERGENCY PREPAREDNESS TEAMS**

**NOTE: IF A TEACHER WITH A SPECIFIC DUTY IS ABSENT, THE COVERING TEACHER ASSUMES DUTY AND THE SUBSTITUTE TEACHER COVERS CLASS.**

**MEDICAL/FIRST AIDE TEAM**

**(Paula Sodeika, Kristin Walz, Jen Saliba, Psychologist, Counselor, Science Specialist, Campus Supervisors)**

**Duties:**

1. Establish first aide treatment area.
2. Provide emergency first aid.
3. Notify the command center of emergency medical needs and the status of the injured.

**Classified:**

1. Report directly to first aid station.
2. Help get supplies out if not already done.

**Certificated:**

1. Escort your class to the upper playground.
2. Take roll and fill out *Student Accounting Form*.
3. Turn class list and *Student Accounting Form* over to teacher covering your class.
4. Report to first aid station.
5. Prioritize degree of injury for treatment.
6. Care for injured.
7. Remain at station until all injured are evacuated.

**CUSTODIANS**

**(Day Custodian, Night Custodians)**

**Duties:**

1. Call into command center to announce that you are safe.
2. Report any leak/fires to command center immediately if determined necessary shut off all utilities to prevent fires, explosion, injury or damage.
3. Check bathrooms for missing/injured students, place the trash can outside the bathroom door if clear. If there is an injured person radio for help.
4. Inventory resources that are available for immediate school/site use.
5. Route fire, rescue ambulance and police to area of need.

## **SEARCH AND RESCUE**

**Team 1: Lori Desmond, Nancy Robertson**

**Messenger: Monica Wood, Kathi Wagner**

**Team 2: Marianne Slater, Kiley Duncan**

**Messenger: Katrina O'Connor / Alana Hoffman**

### **Duties:**

1. Go to any classroom on your list, that you receive a red card from.
2. Conduct safe, orderly release of students and personnel.

**FRONT GATE/RECEPTION AREA: Kathy Poje, Caryn Dates**

### **Duties:**

1. Set up communications with Command Post.
2. Collect student emergency books; bring to reception area.
3. Conduct safe, orderly release of students and personnel.

**LIBRARY STAFF: Heidi Snively**

### **Duties:**

1. Report to office area and assist office staff.
2. Answer phones
3. Remain at post until evacuated; in the event of aftershocks evacuate building.

**CAFETERIA PERSONNEL: Janie Mederos**

### **Duties:**

1. Turn off all appliances and secure kitchen.
2. Report to command post.

**MESSENGERS: Katrina Gillard O'Connor, Kathi Wagner, Monica Wood, Alana Hoffman**

### **Classified**

1. Report directly to command post.

### **Certificated**

1. Escort your class to the upper playground.
2. Take roll and fill out emergency forms if necessary.
3. Turn emergency forms over to teacher covering your class.
4. Report to Emergency Operations Director Incident Commander (IC) at command post.
5. Assist IC in sorting Student Accounting forms.
6. Begin taking "walking wounded" from class groups to first aid.
7. Assist in helping students that Search and Rescue teams radio in for help.
8. When all is completed, return to your class and wait for evacuation of injured.

**Incident Commander “IC” (Principal), Back-up, and Command Post Leaders: Principal, Rhonda Steinberg**

**Certificated:**

1. The principal is solely responsible for emergency/disaster operations and shall remain at the command post to observe and direct all operations.
2. Report to command post.
3. Open disaster bin; take canopies, tarps to First Aid Station.
4. Remain calm. Lead by example. Your behavior sets the tone for staff and students.
5. Obtain your personal safety equipment (i.e., hard hat, vest, clipboard) with job description sheet.
6. Determine the nature and extent of the emergency.
7. Verify that command post is still safe.
8. Using the ***Emergency Organizational Plan***, assign staff and volunteers to functions that are required to respond to the incident. Fill only the positions that are necessary to appropriately respond to the emergency.
9. Collect ***Student Accounting Forms*** from messengers.
10. As the incident evolves, it will be necessary to reassign people to different positions and to activate and deactivate functions.
11. Provide communications to District Office and emergency services personnel as needed.

## **EMERGENCY TEAM MEMBERS AND DUTIES**

### **Triage/First Aid Team:**

- Paula Sodeika            Psychologist
- Jen Saliba
- Kristin Walz            Campus Supervisors
- Science Specialist      Counselor

**Set up first aid station near handball court.**

### **Radio Communications:**

**(Assist in checking out all bathrooms and buildings for injured or safety issues)**

- Night Custodian
- Night Custodian
- Day Custodian

### **Search and Rescue/Command Post:**

- Captain – Deborah Kinzer
- Marianne Slater and Kiley Duncan
- Lori Desmond, Nancy Robertson

### **Command Post:**

- Principal – Rhonda Steinberg
- Backup – Sharon Witzansky

### **Messengers:**

- Monica Wood / Kathi Wagner
- Katrina O'Connor / Alana Hoffman

**Telephones:** Heidi Snively

**Food Services:** Janie Mederos

### **Front Gate Reception**

- Kathy Poje
- Caryn Dates



**SEARCH AND RESCUE EMERGENCY CHECKLIST**

**Search and Rescue Captain: Deborah Kinzer**

**Team 1: Lori Desmond, Nancy Robertson: Search and Rescue Team**

**Messenger: Monica Wood / Kathi Wagner**

Rm 23 - Music	_____	Rm 2 – Brancato / Abt	_____
Rm 24 –Music	_____	Rm 1 – Borah / Camacho / Crum	_____
Rm 25 – Music	_____	Rm 6 – Pliaconis	_____
Rm 26 – Miles	_____	Rm 7 – Glassman	_____
Rm 27 – Dever	_____	Rm 8 – Gladstone	_____
Rm 28 – Goodlad	_____	Rm 9 - Daughdrill	_____
Rm 29 – Farris	_____	Rm 10 - Putich	_____
Rm 30 - Robertson	_____	Rm 11 – Desmond	_____
Café	_____	Rm 12 – Wagner	_____
		Rm 13 – Saliba	_____

**Team 2: Kiley Duncan, Marianne Slater**

**Messenger: Katrina O'Connor / Alana Hoffman**

B1 – Kinzer	_____	Rm 14 – Speech	_____
B2 – Shaw	_____	Rm 15 – EDP	_____
B3 – Fairbrother	_____	Rm 16 – Olson	_____
D1 – Duncan	_____	Rm 17 – Computer Lab	_____
D2 – Thompson	_____	Rm 18 – Mangan	_____
D3 – Claytor	_____	Rm 19 – K. Ellis	_____
C3 – Slater	_____	Rm 20 – Mushet	_____
C2 - Witzansky	_____	Rm 21 – Britton	_____
C1 – Ariana Horvath	_____	Rm 22 – Guelff	_____
A1 – Jenn Simon	_____	Performing Arts Center	_____
A2 – EDP	_____	E1 – Counselor	_____
A3 – EDP	_____		

**GRAND VIEW ELEMENTARY SCHOOL**  
**Priority Release List**  
**2014/2015**

**MARRIED/DEPENDENT Children at home (First Group for RELEASE)**

<b>Borah</b>	<b>Desmond</b>	<b>Horvath</b>	<b>Putich</b>
<b>Brancato</b>	<b>Dever</b>	<b>Mangan</b>	<b>Robertson</b>
<b>Britton</b>	<b>Duncan</b>	<b>O'Connor</b>	<b>Saliba</b>
<b>Camacho</b>	<b>Ellis</b>	<b>Olson</b>	<b>Thompson</b>
<b>Daughdrill</b>	<b>Fairbrother</b>	<b>Pliaconis</b>	<b>Witzansky</b>

**CHILDREN OVER 12 (Second Group for RELEASE)**

<b>Dates</b>	<b>Guelff</b>	<b>Miles</b>	<b>Sodeika</b>
<b>Goodlad</b>	<b>Ikemya</b>	<b>Poje</b>	

**SINGLE or MARRIED BUT no children at home (Third group for RELEASE)**

<b>Anton</b>	<b>Gladstone</b>	<b>Shaw-Bueno</b>
<b>Abt</b>	<b>Glassman</b>	<b>Silengo</b>
<b>Acosta</b>	<b>Hoffman</b>	<b>Simon</b>
<b>Beverly</b>	<b>Kinzer</b>	<b>Slater</b>
<b>Cavallero</b>	<b>Mushet</b>	<b>Snively</b>
<b>Claytor</b>	<b>Plotin</b>	<b>Wagner</b>
<b>Crum</b>	<b>Ramirez</b>	<b>Wood</b>
<b>Farris</b>	<b>Renshaw</b>	

**PRINCIPAL (4<sup>th</sup> group for RELEASE)**

**Steinberg**

## **SHELTER IN PLACE/LOCK DOWN PROCEDURES**

### **Grand View Elementary School**

Shelter in Place procedures are to be used if there is an atmospheric issue, such as an explosion at Chevron, or a dirty bomb at LAX. Lockdown procedures are to be used if, for example, there is a stranger on campus. In the event it becomes necessary to secure the campus and keep students in their classrooms, the following procedures will be used:

1. The principal will initiate a Lockdown alert under these circumstances including, but not limited to:
  - Firearms, imitation firearms and knives
  - Campus unrest
  - Armed intruders
  - Explosives and/or other dangerous objectsAny other situation that negatively impacts safety and security.
2. Upon the decision to Lockdown the campus, an announcement on the P.A. system shall be made immediately. Following the announcement, a 911 call shall be placed. All staff and students must be moved into the classrooms or areas designated by site administrators.
3. **IF OUTDOORS** – If outdoors, and gun fire is heard, or someone in the immediate vicinity is seen with a weapon, staff should shout and “**RUN**”.

**BEFORE SCHOOL** - If a situation takes place *prior* to school starting, the following steps will be taken to maintain student safety:

- Clear students from the hallway immediately, and students should report to the nearest available classroom.
- Usher students directly to **Cafeteria** as they arrive on campus. Students will remain in the Cafeteria until told to do otherwise
- Lock down procedures will remain in effect until notified by the District Office or Police Department that all is clear.
- ***NO STUDENTS ARE TO BE OUT ON THE CAMPUS WITHOUT AN ADULT DURING LOCK DOWN.***
- During lock down, all exterior doors are to remain locked. All gates will remain locked.
- Teachers on morning duty and all PM Kindergarten teachers report to cafeteria.

**DURING SCHOOL HOURS** – If a lock down occurs during school hours, the following procedures will be followed:

- When students are in class, an “all call” will be made that says the following:  
**“WE ARE EXPERIENCING A LOCKDOWN”**
- Lock your classroom/facility doors within 20 seconds of the emergency bell and/or P.A. announcement and do not let anyone into or out of your classroom after you lock your doors.
- Shut all windows and push desks/tables against entrances.

- Close any curtains or blinds, so that no one outside can see into your classroom/facility.
  - Move students/staff away from windows and doors.
  - Turn on your classroom phone and your email. Take roll and account for all students. Send an email to administration notifying them of any missing students or extra students you may have in your room.
  - Use your red and green cards to communicate with law enforcement officials and emergency responders. If everything is safe in the classroom, the teacher should display a green card in the window. If emergency assistance is needed as soon as possible in the classroom, the teacher should display the red card in the window. In the event that no cards are displayed, responders will assume that an intruder may be in the classroom and law enforcement officers will enter the classroom.
  - Emphasize to the students not to use their cell phones including sending text messages.
  - Remain quiet during the Lockdown.
6. If possible, the Administration office will become a site command area.
    - Close and secure doors.
    - Only allow law enforcement access.
  7. In the event an intruder enters the classroom and takes hostages, and the office contacts the classroom and there is no response, appropriate measures will be taken to check the room and provide help as soon as possible.
  8. In the event an intruder enters the classroom and begins shooting, the teacher should instruct students to leave the room. They should further be instructed to leave the building or run to another location that can be locked. Appropriate measures will be taken to check the room and provide help as soon as possible.
  9. Only law enforcement may end a Lockdown. A police officer must contact every room and ensure there is no threat inside. After the police officer has deemed the room safe, students and staff must remain in the classroom until the principal or designee announces on the P.A. to resume normal class schedule.



# Student Accounting Form

\_\_\_\_\_ **Room No.** \_\_\_\_\_ **Date** \_\_\_\_\_

Enrolled per Register: \_\_\_\_\_ Reported by: \_\_\_\_\_

Not in School Today: \_\_\_\_\_ Received by: \_\_\_\_\_

1. List any trapped, injured or missing persons left in your class:

Name	Location	Problem

2. Students, aides, or classroom volunteers in other locations:

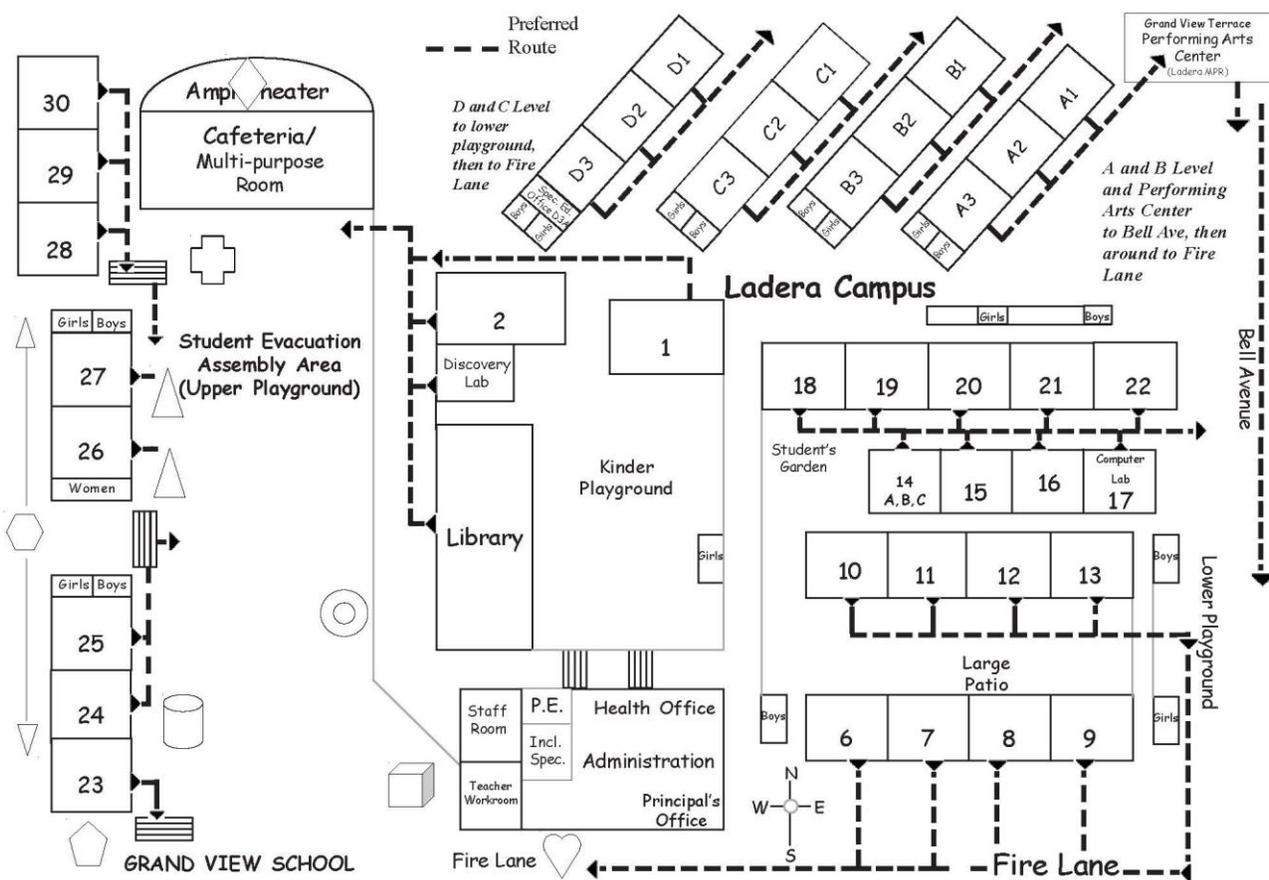
Name	Location	Problem

3. Students who need additional first aid beyond your skills:

Name	Location	Problem

4. List students who are absent (not in school today):

Name	Location	Problem



- Report to spot
- Form line away from wall
- Take roll
- Send in accounting form
- Teacher listen for further instruction

**Grand View Elementary School  
Safety Plan  
2014-2015**

- Line up students single file
- Lines must be straight allowing room to walk between rows
- Teacher in front of the line (east)
- Do not sit on wall or near it. Lines should be centered on the playground

**EVACUATION ASSIGNMENTS**

**ALWAYS TAKE SAFETY CLIPBOARD AND EMERGENCY BACKPACK WHEN EXITING CLASSROOMS FOR ALL DRILLS AND EMERGENCIES**

**Cafeteria**

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11	
12	
13	
1	
2	
18	
19	
20	
21	
22	
16	
15	
14	
17	
Library	
30	
29	
28	
27	
26	
6	
7	
8	
9	
B1	
B2	
B3	
C3	
D1	
D2	
D3	
23	
24	
25	
A Level	

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**24<sup>th</sup> Street**

