

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

**Manhattan Beach Middle School**  
1501 Redondo Ave  
Manhattan Beach, CA 90266  
310-545-4878

**2014/2015**

**MANHATTAN BEACH MIDDLE SCHOOL**  
**EMERGENCY PROCEDURE TO BE FOLLOWED**

Please refer to this 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, check on your buddy.
4. Proceed to the designated area. Be alert and distance your class from the fence, block walls, basketball, handball courts, etc.
5. Take attendance.
6. Fill out the **Emergency Absence Form** for injured/missing student and/or staff and send a student runner with the form to the command center.
7. Report to the assigned duty location. Remember to give your roll sheet to the covering teacher.
8. If you are supervising students, keep accurate records of students picked up and/or returned by messengers on **class roll sheets**.

MBMS Campus Emergency Assignments  
2014-2015

Position	<b>Coordinator</b>
<b>Incident Commander</b>	John Jackson
Alternates or Backups	Karina Gerger
Safety Officers	Campus Security/Franklin White
Public Information Officers	Lindsey Bertran
Liaison Officer	Elizabeth Ross
Operations Chief	Isabel Giovati
Site Facility Check/Security	Ruben Aguilar
S & R Team #1	Jed Rucker/Jeff Lubs/David Carr/Duke Winsor
S & R Team #2	Garrett Romines/Sue Steinmetz/Bart Sokolski/Diane Dixon
Medical Team Leaders	Colette Ferran
Triage	Joanne Arrasmith
Treatment	Hedy Deck
Psychological First Aid	Emily Allen/Marjorie Questin
Morgue	PE Assistants
Student Care Directors	Farah Kamal/Natalie Herringshaw/Trisha Gonzalez
Student Release	Isabel Giovati/Jenny Grant/Lauren Galbraith/Christine Robertson/Jeff Amaral/Ellebe May
Planning and Intelligence Chief	Gayle Steinmeier
Documentation	Isabel Giovati
Situation Analysis	Helen Kawamoto
Logistics Chief	Joni Soto
Supplies/Facilities	Helen Kawamoto
Staffing	Joni Soto
Communications	Karina Gerger
Finance/Administration Chief	Franklin White
Timekeeper	Isabel Giovati
Purchasing	Diane Dixon

Every other staff member will be responsible for general student care during the emergency.

SEARCH AND RESCUE TEAMS  
2014-15

Team One: Dixon and Sokolski

Rooms: 100, 101, 102A, B, C, 7<sup>th</sup> grade workroom, 113, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, boys/girls restroom, 129, 128, 127, 126, 125, 124, 123, 122

Team Two: Steinmetz and Romines

Rooms: Office, 114, 115, 116, 117, Library, 118, 120, 121, Kitchen, MPR, Gym, 119 boys/girls locker room

Team Three: Rucker and Carr

Rooms: 200, 201, 202A, B, C, 203, 8<sup>th</sup> grade workroom, 204, 205, 206, 207, 208, 209, 210, 211, 212, boys/girls restroom

Team Four: Lubs and Winser

Rooms: 213, 214, 215, 216, 217A, 217B, 218, 219, 220, 221, 222 6<sup>th</sup> grade workroom, 223, 224A, B, C, 225, 226, boys/girls restroom

**MANHATTAN BEACH MIDDLE SCHOOL**  
**Priority Release List**  
**2014-15**

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

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

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

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

**Jackson, Gerger**

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

### **Manhattan Beach Middle 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 objects
  - Any 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.

**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. If school administration feels that it is important to turn on your T.V. for more information, they will ask you to do so via an 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.
1. If possible, the Administration office will become a site command area.
    - Close and secure doors.
    - Only allow law enforcement access.
  2. 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.
  3. 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.
  4. 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.

Teacher's Name: \_\_\_\_\_

Room: \_\_\_\_\_

**Manhattan Beach Middle School  
STUDENT EMERGENCY RELEASE LIST**

**PLEASE PRINT CLEARLY**

<b>Student Name Last Name, First</b>	<b>Released To:</b>	<b>Relationship</b>	<b>Time</b>	<b>On Emergency Card Y (Yes) or N (No)</b>	<b>Phone Number of Person Picking Up</b>



## **Emergency Absence Form**

Room Number: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **Students Missing From Drill:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Teacher Signature: \_\_\_\_\_

**Teacher Buddy List**  
**2014-2015**

Thompson	Rice/Blakney	
Grant-Rucker and offices	Reyes	8 <sup>th</sup> grade workroom
Allen	Hewitt	Sanchez
Laureiro	DiBernardo	
Liu	Pestle	
Rucker	Umanoff	
Winser	Herringshaw	Galbraith
Freeman	Ross	Arazi
Notarnicola	Marti	
Daly	Naves	
Atia	Cooke	6 <sup>th</sup> grade workroom
Amaral and offices	Bertran	Karas
Lubs	Karnach	7 <sup>th</sup> grade workroom
Locke	Bakalyar	Mabery
Chao	Brown	
Baker	Vaccaro	
Sokolski	Gonzalez	
Luke	Dean	May and offices
McDermott	Kamal	White
Dixon	Soto	Bainer
Hillkirk	Simon	Levy
Wolberg	Thomas	Laffoon/Babbe
Steinmetz	Arrasmith	Arnold
Navarro	Braunecker	Sybesma/ PE Assistants
Haslop	Gold	Cafeteria
Main Office	Health Office	Robertson/Misher
Carr	Romines	Wallace
Kilpatrick	Diamond	Blakney
Helsing	Thurlow	

In the case of an earthquake and upon evacuation of the classroom, please check that your buddy is all right. In the event that your buddy is in some way incapacitated, you are responsible for your buddy's students. Please be aware of his/ her schedule as s/he may be in a different classroom.