

EMERGENCY PREPAREDNESS GUIDE

Meadows Elementary School

www.meadowsschool.org

1200 North Meadows Avenue

Manhattan Beach, CA 90266

310-546-8033

2014 - 2015

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MEADOWS ELEMENTARY SCHOOL - EMERGENCY PROCEDURES

FIRE or EARTHQUAKE

1. Instruct students beforehand which teacher to contact in case their teacher is injured. Choose several students who can make this contact.
2. Notification of crisis by bell, announcement, or natural occurrence, such as shaking.
3. Prepare to evacuate to the designated area and **check on your buddy**.
4. Teachers place **red** or **green** ribbons on door. **Specialists** place **red** or **green** ribbons on door then return students to their regular classes on the assembly area:
GREEN ribbons = ALL CLEAR **RED ribbons = INJURED**
OPEN DOORS for EARTHQUAKE **CLOSE DOORS for FIRE**
5. As you exit building, bring your **Safety Clipboard** and **Emergency Backpack**.
6. Teachers lead children from building to assembly area. Fill out the **Student Accounting Form** for injured/missing student and/or staff. **Please add students and adults not printed on your form**. Designated students take information to the Incident Command Team. **Dave** organizes the data.
7. Report to the assigned duty location. Give your emergency forms to the covering teacher.
8. **Lynn** and team open earthquake bin and take stretchers, etc., to ICT
9. After all the emergency equipment is relocated to upper campus, **Jack** takes the classroom emergency bins/snacks to each class from container.
10. **Search and Rescue Teams** sweep classrooms and offices, mark the doors with post-its as to injuries status. Team reports back to **Lynn**, who dispatches stretchers to the rooms.
11. **Search and Rescue teams** take injured to **Medical Team**.
12. **Diana** lists names and injuries. **Dave** transmits this info to **Shari**, who lists.
13. The **Student Release Team** releases students to parents, In case of an emergency, teachers may release to parents. Note on the **Students Emergency Release List**.

MEADOWS ELEMENTARY SCHOOL - EMERGENCY PROCEDURES

SHELTER IN PLACE or LOCKDOWN

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 any circumstances that negatively impacts safety and security, including, but not limited to:
 - Firearms, imitation firearms and knives
 - Campus unrest
 - Armed intruders
 - Explosives and/or other dangerous objects

Upon the decision to Lockdown the campus, an announcement on the P.A. system shall be made immediately **“MEADOWS IS IN LOCKDOWN. THIS IS NOT A DRILL.”** Following the announcement, a 911 call shall be placed. All staff and students must be moved into the **NEAREST** classrooms or areas designated by site administrators.

2. If possible, the Administration office will become a site command area.
 - Close and secure doors.
 - Only allow law enforcement access.

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, the principal will give the lockdown alert:
“MEADOWS IS IN LOCKDOWN. THIS IS NOT A DRILL.”
- 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.
- Shut all windows and push desks/tables against entrances.
- Close windows, doors, or blinds, so that no one can see into your classroom/facility.

MEADOWS ELEMENTARY SCHOOL - EMERGENCY PROCEDURES

SHELTER IN PLACE or LOCKDOWN (continued)

- Move students/staff away from windows and doors—under desks or out of view.
- Turn on your cell phone and your email.
- Teachers and Specialists - Take roll and account for all students. Send an email to administration and teachers of students you may have in your room:
 - Katherine – kstopp@mbusd.org
 - Barbara – bpesich@mbusd.org
 - Patty – pnavarro@mbusd.org
 - Diana – dkahl@mbusd.org
 - Teacher of students you may have in your room

In the **Subject Line** write:

- **Room # and CLEAR** (if you have all your students and adults and no additional students or adults)
- **Room # and Missing or Extra Students / Adults** (if you have missing or additional students or adults)

In the Body of e-mail include names and notes.

- DO NOT USE CLASSROOM TELEPHONES. SILENCE YOUR CELL PHONES.
- 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 front and back window(s). If emergency assistance is needed as soon as possible in the classroom, the teacher should display the red card in the window(s). 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.
- Listen for directions on cell phone or email via School Messenger and/or the public address system if appropriate and/or by grade level phone tree.
- The Superintendent will contact parents on School Messenger.
- The Office Manager, Principal, Office Specialist, or Health Assistant (in that order) will contact the following teachers at their grade level to give them the information:

Kindergarten: Danielle Radl

Grade One: Michelle Legaspi

Grade Two: Renee Sokol

Grade Three Jenn Mascari

Grade Four: Tammy Kostan

Grade Five: Debbie Cubillos

Other Staff: Lynn Johnson

- 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.

MEADOWS ELEMENTARY SCHOOL - EMERGENCY PROCEDURES

- 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.
- **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.

MEADOWS ELEMENTARY SCHOOL - EMERGENCY PROCEDURES

ASSIGNMENTS AND DUTIES 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.

INCIDENT COMMAND TEAM:

Katherine Stopp	Command/Management/Decisions
Dave Barakat:	Operations (Receives student info from teachers, manages student release, triage, campus security)
Lynn Johnson	Logistics (Supplies, search & rescue, volunteers & transportation).
Shari Jones:	Intelligence/Information (Post most current student info.)

Duties:

Coordinates all personnel and operations from the rise on the primary playground.

Specialists and staff not assigned to children report to this team for assignments.

MEDICAL/FIRST AIDE TEAM

Diana Kahl, Health Assistant (M - F)
Chris Primm, Library Media Specialist (M-Th)
Rachel Lloyd, School Counselor (T, W)
Sandy Ottaway, School Psychologist (M, W, F)
Joanne Michael, Science Specialist (M, Th, F)

Duties:

1. Provide emergency first aid in the “Hospital Area” in front of the EDP rooms
2. **Diana** will notify the Incident Command Team of emergency medical needs and the status of the injured (report in a drill and a real emergency).

STUDENT RELEASE TEAM:

Barbara Pesich Brings emergency cards
Patty Navarro

Duties:

1. Manage student release from the upper playground, off of Rowell Avenue.
2. Release students to parents/guardians or designated adults. In case of an emergency, teachers may release to parents. Note on the **Students Emergency Release List**
3. Give updates to Dave in the ICT area, who will hand off the information to Shari.

MEADOWS ELEMENTARY SCHOOL - EMERGENCY PROCEDURES

UTILITIES MANAGEMENT:

Jack Moore – Day custodian

Adrianne Rubalcaba – Night Custodian

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. Inventory resources that are available for immediate school/site use.
4. Route fire, rescue ambulance and police to area of need.
5. **Shut off all utilities** to prevent fires, explosion, injury or damage:
 - **GAS** – Located in front of school by circle of bushes. Turn 1/4 turn to rt. w/Crescent Wrench
 - **ELECTRICAL** – Located outside 16A. Need 2035 key to open. Stand back and push down lever.
 - **WATER** – Located outside of cafeteria. Need 2035 key to open. In the ground, lower self down and turn the dial/nob all the way off.

SEARCH AND RESCUE TEAMS:

Duties:

1. Bring your students to the assembly area, complete student information sheet, and leave class with grade level teachers
2. WITH PARTNER, search facilities for injured or trapped personnel.
3. Upon leaving, place the appropriate colored note on the door. If pink, also note time.
GREEN POST-IT = CLEAR PINK POST-IT = INJURED
4. After the search, report results of search to **Lynn** at the ICT.

TEAM 3: Tammy Kostan / Danielle Radl

- 3, 3A (always checked),
- 4, 5, 6, 6A (always checked),
- 8, 9, 10, EDP, Science Lab
- Intermediate Girls' and Boys' Restrooms and Primary Boys' Restroom

TEAM 3: Barbara Gregorio / Renee Sokol

- 16, 16A (always checked),
- 16B (always checked)
- 17, 18, 19, 20, 21, 22, 23, 24

TEAM 3: Karla Yates / Jenn Mascari

- 1, 2, 11, 11A, 11B
- 12, 7, 13, 14, 15,
- Cafeteria and kitchen, Primary Girls' Restroom, Teacher's Room
- Office and Workroom

MEADOWS ELEMENTARY SCHOOL - EMERGENCY PROCEDURES

STUDENT SUPERVISION TEAM:

Classroom Teachers and EDP Teachers

Specialists (Science, Music, TOSAs)

Teacher Support Assistants (TSA)

Duties:

1. Instruct students beforehand which teacher to contact in case their teacher is injured. Choose several students who can make this contact.
2. Teachers place **red** or **green** ribbons on door. **Specialists** place **red** or **green** ribbons on door then return students to their regular classes on the assembly area:
GREEN ribbons = ALL CLEAR **RED ribbons = INJURED**
Keep these ribbons on your clipboards so that you'll remember to post them. (No green ribbons in Lockdown Drill.)
3. Take backpacks, clipboards containing rosters and sign-out sheets and first aid kits to assembly area.
4. Lead all children out of the classroom. Walk on the grass as the breezeway roofs could fall.
5. Gather in the assembly area, on the upper playground, taking care not to be near ball walls or under high wires, which might fall. If we need to remain inside during an emergency, the cafeteria is the assembly area.
6. Keep students calm, quiet, and together. Once your class is at the assembly area, please perform assigned responsibility.
7. Be responsible for your classrooms and the class you are covering for the teachers with additional assignments.
8. Remind students that they are not to leave the grounds without permission from you or the office. Have parent sign roster when s/he takes a child or note on roster yourself if parent doesn't sign. Direct all adults to student release team located at back of upper playground, if possible.
9. Port-o-potties from classrooms will be used if bathrooms cannot be accessed due to shaking or damage. In case of lockdown, have a sheet or plastic in your classroom to provide privacy. If we must stay outside, a "restroom" will be set up on the grassy area between Rooms 10 and 15.

MEADOWS ELEMENTARY SCHOOL - EMERGENCY PROCEDURES

LOGISTICS TEAM – SUPPLIES:

Lynn Johnson

Jack Moore

Gregor Trpin

EXTRA PEOPLE

Joanne Michael (M, Th, F)

TSA and Special Ed Assistants, if not needed with children

Duties:

1. Bring your students to the assembly area, complete student information sheet, and leave class with grade level teachers (if applicable)
2. Report to the earthquake bin
 - KEYS LABELED “E-SHED”:
 - Katherine – Upper Right Left Drawer
 - Gregor Trpin - In desk drawer
 - Joanne Michael (M, Th, F) - In desk drawer
 - Lynn Johnson – In desk drawer
3. Provide stretchers, backboards, tools, medical supplies, and food and sanitation services during the emergency. All these items are located in the earthquake bin on the west end of the lower playground.
4. **Jack** will bring tools, flashlights and fire extinguishers to Incident Command Team.
5. **Gregor, Joanne, and Jack** will bring stretchers immediately to Incident Command Team Area and await instructions there.
6. DO NOT PICK UP ANY INJURED ON THE WAY TO THE ICT. TRIAGED PICK UPS WILL BE ASSIGNED BY LYNN AFTER THE **Search and Rescue Team** REPORT TO HER. TIME IS LOST PICKING UP LESS SEVERE CASES WHEN THERE ARE MORE IMMEDIATE NEEDS.
7. After the Search and Rescue Sweeps are conducted, Jack will take the students' emergency kits and containers to the teachers from the earthquake bin.

MEADOWS ELEMENTARY SCHOOL - EMERGENCY PROCEDURES

MEADOWS DISASTER/CRISIS EMPLOYEE ORDER OF RELEASE 2014 - 2015

Employees with children under the age of 12:

Traci Granberg	Alissa Opfer	Michelle Legaspi
Jenn Mascari	Shari Jones	Joanne Michael
Jack Moore	Rachel Lloyd	Noah Arnold
Sandy Ottaway	Trichelle Nishida	
Gregor Trpin	Rachel Cross	

Employees with children over the age of twelve still living at home

Danielle Radl	Diana Kahl	Jeanne Reed
Cheryl Vanick	Denise Sams	Mary Girgis
Patty Navarro	Dimitri Upshaw	Tammy Kostan
Coquette McShane	Jason Marshall	Terri Allen
Debbie Cubillos		

Employees with elderly parents living alone

Stephanie Oie

Employees with children no longer living at home, or with no children.

Lynn Johnson	Lisa Blumberg	Barbara Gregorio
Diane Mishler	Dave Barakat	Lydia Pahl
Patrice Areola	Katie Cavallaro	Jan Kajiya
Barbara Pesich	Sarah Morales	Chris Primm
Farimah Badamchi	Cheryl Guss	Karla Yates
Renee Sokol		

MEADOWS ELEMENTARY SCHOOL - EMERGENCY PROCEDURES

MEADOWS ELEMENTARY SCHOOL 2014 – 2015 EMERGENCY ORGANIZATIONAL ASSIGNMENTS

<u>TEAMS/ASSIGNMENT</u>	<u>PERSONNEL</u>	<u>COVERING TEACHERS</u>	<u>BUDDY CHECK</u>
EMERGENCY OPERATIONS Director (IC):	Whittaker Stopp - Principal	TBD	Rm. 1 check Rm. 2 Rm. 2 check Rm. 1
INCIDENT COMMAND TEAM (ICT):	Dave Barakat: Operations Shari Jones: Intelligence/Information		Rm. 3 check Rm. 4 Rm. 4 check Rm. 3 Rm. 5 check Rm. 6 Rm. 6 check Rm. 5
FIRST AID TEAM:	Diana Kahl – Health Assistant Chris Primm – Lib./ Med. Spec. Sandra Ottaway Psychologist Rachel Lloyd - Counselor Joanne Michael – Sc. Specialist Campus Supervisors		Rm. 7 check Rm. 8 Rm. 8 check Rm. 7 Rm. 9 check Rm. 10 Rm. 10 check Rm. 9
GROUND CONTROL SECURITY MEASURE/LOCK OFF CAMPUS	Jack Moore – Day Custodian Adrianne Rubalcaba - Night Custodian		Rm. 14 check Rm. 15 Rm. 15 check Rm. 14 Rm. 16 check Rm. 17 Rm. 17 check Rm. 16
FOOD SERVICES:	Bella Leu and Haley Struthers		Rm. 18 check Rm. 19 Rm. 19 check Rm. 18
TELEPHONES (if functioning):	Library Staff: Chris Primm		Rm. 20 check Rm. 21 Rm. 21 check Rm. 20 Rm. 25 check Rm. 26 Rm. 26 check Rm. 25
FRONT GATE RECEPTION:	Barbara Pesich Patty Navarro		Rm. 27 check Rm. 28 Rm. 28 check Rm. 27 Office check Rm. 13 Rm. 13 check Office
SEARCH & RESCUE CAPTAIN AND TEAM:	Lynn Johnson T. Kostan / D. Radl B. Gregorio / R. Sokol K. Yates / J. Mascari		Library, Computer Lab, and PE check on each other
MESSENGERS:	Cheryl Vanick (T,Th) Rachel Cross (M, W) Noah Arnold		

MEADOWS ELEMENTARY SCHOOL - EMERGENCY PROCEDURES

Meadows Elementary School STUDENT EMERGENCY RELEASE LIST

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