

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

**Pacific Elementary School**  
1200 Pacific Ave.  
Manhattan Beach, CA 90266  
310 - 546 - 8044

**2014 / 2015**

**Pacific Elementary 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 **yellow 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  
2010-2011

Position	Coordinator
<b>Incident Commander</b>	Kim Linz
Alternates or Backups	Mariah Cooley
Safety Officers	Nina Huckabay / Michelle Krzmarzick
Public Information Officers	Linda Okumura / Michelle Lautanen
Liaison Officer	Laurie Stern
Operations Chief	
Site Facility Check/Security	Lawaii King
S & R Team #1	Katie Wallace / Holly Compton / Amy Cook/ Nancy Lim
S & R Team #2	Heather Tuttle / Cailin Witlen / Sondra Abrams/ Paula Goldberg / Morgan Henderson
S&R Team #3	Chau Ly/ Nanci Schnebly / Jackie Murphy/Dawn Fulton / Susan Stelter
Medical Team Leaders	Donna Kim
Triage	Megan O'Brien
Treatment	Susan Stelter
Psychological First Aid	Emily Ganter / Linda Saker
Morgue	Lanissa Patterson / Stephanie Hubbard
Student Care Directors	Rhonda Becker / Kate Brown/Connie Liu
Student Release	Susie Howat / Gelane Cameron
Planning and Intelligence Chief	Emily Sanders
Documentation	Carole Hoesterey
Situation Analysis	Kim Linz
Logistics Chief	Kim Linz
Supplies/Facilities	Lawaii King
Staffing	Nancy Rosenberg / Chau Ly
Communications	Nancy Rosenberg / Chau Ly
Finance/Administration Chief	Shirley Rickard
Timekeeper	Julie Jones

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

## SEARCH AND RESCUE TEAMS 2012-13

### **Search and Rescue:**

Team One: Katie Wallace / Holly Compton / Amy Cook/ Nancy Lim  
Rooms: 19 – 31 (5<sup>th</sup>, SDCs, kinder) restrooms, EDP, Science Lab

Team Two: Heather Tuttle / Cailin Witlen / Paula Goldberg / Sondra Abrams

Rooms: Rooms 1 – 6, 42, 44 - 45(1<sup>st</sup>, 2<sup>nd</sup>), restrooms, Library, Office

Team Three: Chau Ly/ Nanci Schnebly / Jackie Murphy/Dawn Fulton / Susan Stelter

Rooms: 10 – 24 (3<sup>rd</sup> and 4<sup>th</sup>), Reading Club, Nurse, Cafeteria, restrooms

This group will meet at the command center to get keys and radios. They should move out in fours to search their assigned rooms. Teams need to enter each room on their list, look around and shout out to make sure there are no injured students or teachers. If there is someone in the room, they triage the room. Send any walking wounded to the health care area. Immediately treat any life-threatening injuries. The team member not treating the critically wounded should call into the health care area with the location and condition of the injuries and report by radio to the command center. The person treating and a partner should stay with the injured party while the other two continue on their assigned route. Once the medical team relieves the person treating, they should rejoin their team. A search and rescue team should always have at least two people in it. When they are finished with their sweep, they need to radio the command center and then report back to the command center for further instructions. If there are no injuries in the room mark the door with an X in painter's tape on the window. If there are injuries DO NOT MARK the window.

### **First Aid:**

Donna Kim, Susan Stelter, Megan O'Brien

Report to the command center for further instructions. Donna will most likely move to the outside cafeteria area. Michelle and Susan will be on Search and Rescue Teams then report back to treatment area.

### **Morgue:**

Lanissa Martinez and Stephanie Hubbard

Report to the command center for further instructions. Chances are, you will move to the Kindergarten Playground.

**Student Care Directors:**

Brown/Liu and Huckabay

You will move through the field to make sure every class is accounted for and then report that information back to the command center.

**Student Release:**

Susie Howat and Gelane Cameron

Report to the command center for further instructions. Chances are, you will move to the back gate on Pacific Ave. Make sure the big gate is shut and station yourselves by the little gate. Pass out class rosters to teachers. Prepare for the parents. We will send 5<sup>th</sup> grade students to assist with running.

**Documentation and Timekeeping:**

Carole Hoesterey and Julie Jones

Report to the command center.

**Pacific School**  
**Priority Release List**  
**2012 / 2013**

**DEPENDENT Children under 5 (First Group for RELEASE)**

**CHILDREN 5 - 12 (Second Group for RELEASE)**

**CHILDREN 12 – 18 (Third Group for RELEASE)**

**No children (Fourth group for RELEASE)**

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

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

### **Pacific 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.

**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, cell 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. **DO NOT CALL THE OFFICE!**
  - 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: \_\_\_\_\_

**Pacific 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>

**White Copy: Office**

**Yellow: Office**

**Pink: Command Post**

**Gold: Teacher**

## **Emergency Absence Form**

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

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

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

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

## Staff Buddy List 2013 - 2014

[illegible]

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.