

Comprehensive School Safety Plan

2014-2015

Revised 10-14-2014



Pennekamp Elementary School
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Pennekamp Elementary School

Incident Command Center (ICC)

The ICC is the general meeting location of the principal and the emergency command team. The responsibilities are to account for the presence of all students and staff, implement and coordinate the emergency plan, control external and internal communication, communicate to the MBUSD Superintendent, and relinquish authority to local emergency personnel, upon their arrival.

School Organizational Chart and Procedures

2013-2014

Assignment	Personnel	Description
Incident Commander (IC)	Toni Brown Mike Warner (alternate) Debra Bogle (alternate)	Decision maker for site Authorizes release of public information Opens emergency bins Declares end of emergency
Safety Officer	Joanne Schepis Ryan Newman	Serves as a liaison officer – point of contact for outside agencies (fire, police...)
Public Information Officer	Toni Brown Donna Barney Jayne Horowitz	Notifies local agencies and representatives of press-public announcements
Liaison Officer	Mike Warner Bill Ahrens	Oversees first aid and sweep teams
Ground Control Security/Morgue	Devin Barry Brayan Ramirez	Radio to report you are safe Check leaks/fires – turn off gas, if necessary Lock all gates Assemble treatment center Assemble student release center
Search & Rescue Teams (Four Teams)	#1-Delgado, Cannon, Ellis & Hunt (Hampton) #2-Margolin/Monroe, Fletcher, Bogle & Price #3-Newman,Hart, Moreno & school psych. #4-Siegemund-Broka, Rumble, Marsella & Holton	Report to ICC, following evacuation and release of students to grade level peer Take rescue bucket/Walkie talkie/sweep assigned rooms Report status to ICC
Medical Triage/Treatment	Gail Davis Dawn Curry	Assemble/organize first aid treatment center near primary playground/structure Triage and treat injured Periodically report status to ICC Document treatment on Injury Report Form
Mental Health	Emily Allen/Linda Saker	Speaks with students/staff

Officer Planning Intelligence	Rosalyn Cusick Debbie Snook Letty Salceda Debra Bogle	Provisions for mental health counseling Collects Student Locator Forms Maintains record of status reports Sign-in volunteers and assign duties
Logistics	Michelle Syverson Barbara Broka	Distributes emergency supplies Maintains list of needs for supplies
Student Release	Debbie Snook Letty Salceda MaryChristine Chaudhari Tami Freeman	Supervises student release Collects parent/adult signatures upon release Organizes movement of students to Release Gates on Rowell (near EDP)
Staffing/Student Care	Juliet Smith Anna Gralnik Gloria Marsella Susan Holton	Assures that students waiting for release are well supervised Assigns staff to support students/areas throughout campus
Administrative/Financial	Debra Bogle Bill Ahrens Kristie Rios	Document supplies used for emergency Document duties of staff Replenish items needed for preparedness, with ICC approval

All certificated staff members not assigned to an additional duty are responsible for general student care during an emergency. However, as warranted, all staff members will be assigned to additional duties.

Emergency Safety Buddy

(Safety buddy checks follow horizontal line)

Staff members are teamed by classrooms/rooms to oversee the safety of students in their charge and their assigned buddy team member (s) in the event of an earthquake or fire.

Office: Snook/ Salceda Brown ➡	Health Office: Davis	Confer. & Work Room /Cafeteria (T=Music)	Staff Lounge and Psychologist Office
Rm 6: Ellis (am) & Cannon (pm) ➡	Rm 7: Schneck/Vanderpool (am) & Vavao (pm)	Rm 8: Schepis (am)	Rm 9: Ellis (pm)
Rm 11: Rios ➡	Rm 12: Freeman	N/A	N/A
Rm 13: Smith ➡	Rm 14: Fletcher	N/A	N/A
Rm 15: Syverson ➡	Rm 16: Price	Rm 17: Moriyama	N/A
Rm 18: Barney ➡	Rm 19: Hooper	N/A	N/A
Rm 20: Hunt ➡	Rm 21: Horowitz	Rm 22: Moreno	N/A
Rm 23: Margolin/Hampton ➡	Rm 24: Bogle (no Friday)	Rm 25: Art & Music (Tuesday = Music)	N/A
Rm 26: Holton (no Tuesday/Wed) ➡	Rm 27: Gralnik	Rm 28: Chaudhari & Marsella	N/A
Rm 29: Rumble ➡	Rm 30: Warner	Rm 31: Hart	N/A
Rm 32: Ahrens ➡	Rm 33: Curry	N/A	N/A
Library: Siegemund-Broka ➡	Technology Lab: various classes M-F	Room 20A: OT/PT	N/A
Rm 40: (EDP) ➡	Rm 41: (EDP)	Rm 42: (EDP)	N/A

In the case of an earthquake, following evacuation of the classroom, please check the status of your safety buddy. Please determine teacher health status, need to assist with injuries, and support walking or non-walking injured.

In the event that your buddy is incapacitated, you will be responsible for your buddy's students.

SEARCH AND RESCUE TEAMS

2013-2014

S & R Team #1: Leader- Delgado Cannon, Ellis, Hampton, and Hunt	Rooms 6, 7, 8, 9, Restrooms near Room 9/15, and EDP 40, 41, 42
S & R Team #2: Leader – Margolin/Monroe Fletcher, Bogle, and Price	Rooms 15, 16, 17, 18, 19, 20, 21, 22, and Restrooms near 19/20
S & R Team #3: Leader- Newman Hart, Moreno, and school psychologist	Rooms 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33 and Restrooms near 26
S & R Team #4: Leader - Siegemund-Broka Marsella, Rumble, and Holton	Office/Cafeteria/ Restroom near Room 10, Rooms 10, 10A, 11, 12, 13, 14, Library/Tech Lab/20A

Search and Rescue Team Leaders

Delgado, Margolin/Monroe, Newman, Siegemund-Broka

The Search and Rescue Team will meet at the Incident Command Center (ICC) to pick up his/her orange buckets. The Team Leader should pick up the bucket associated with his/her team number AND a Walkie talkie with his/her team number. Teams must stay together.

Teams 1 and 2 should use channel 2 on the Walkie talkie.

Teams 3 and 4 should use channel 4 on the Walkie talkie.

Medical/Triage Teams should use channel 6 on the Walkie talkie.

Protocol for Walkie talkie

Identify Team Number before message; “This is Team 1...”

End message with “Over”

Check-in with ICC after 2 rooms/areas have searched; “This is Team 1 and Rooms 6 and 7 are clear, over”.

Inside the bucket, you will find emergency keys attached to a red plastic ring (on the clipboard), as well as all necessary supplies to complete the emergency sweeps. The teams 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, teachers, or parents. Please cross out the room on your checklist after it has been cleared.

Please sweep all rooms regardless of the red/green cards on the door; we must confirm that the rooms are clear window. **If there are injuries, MARK an "X" on the door with chalk.** If the room is clear, do not leave a mark.

If there is an injured person in the room, please evaluate the injuries. The team member should not treat the critically wounded but should call the ICC with the location and condition of the injuries. Two sweep team members should stay with the injured party while the other two members continue on their assigned route. Once the medical team relieves the team treating, they should rejoin their Search and Rescue team.

After the teams have finished their assigned sweeps, they should radio the ICC with an update, and then report back to the command center for further instructions/assignments.

Basic Emergency Procedures

Please refer to the Organizational Chart and Procedures and be familiar with your responsibilities in case of an emergency or disaster. In the event of an emergency, that does not require immediate evacuation, please do the following:

- 1) "Drop, cover, and hold" on for an earthquake and wait for evacuation instructions. Immediately evacuate for a fire.
- 2) Follow designated evacuation paths, unless path is blocked or deemed unsafe to field.
- 3) Please bring emergency backpack/clipboard and cell phone every time you exit your classroom.
- 4) Check on your safety buddy before you evacuate.
- 5) Be alert of surroundings, damage to buildings, and report on Student Locator Form.
- 6) Take attendance and complete the pink Student Locator Form. Please add any unusual, yet important information to the bottom of the form.
- 7) Student runner and/or staff member will deliver the Student Locator Form to the ICC.
- 8) If you have an additional emergency responsibility, please give your emergency backpack/information to your covering teacher and update your students on your next task.
- 9) Report to ICC.
- 10) If you are a supervising teacher, keep accurate records of students under your care. Record information on emergency release.

Earthquake Procedures

In the event of an earthquake or drill, at first sign of earth movement, immediately instruct students to “Drop, Cover, and Hold On” for at least 2 minutes. Avoid windows and large objects. After rumbling, do not evacuate immediately as aftershocks may be present.

If the P.A. system is operational, further instructions will be provided.

- “Evacuate the building at this time” will be announced 3 times over the P.A. system (if available)
- Upon exit from the classroom, teachers place a green card (ALL CLEAR/no injury) or a red card (emergency/need assistance) on the door.
- Exit classroom AND leave door open.
- Students and staff will exit the building together through designated doors and follow the evacuation route. Teachers should bring emergency backpack, keys, and cell phone.
- Teachers check in with your emergency safety buddies and assume responsibility of his/her classroom, if injury is reported. (Review Safety Buddy list*)

- If your class is at PE/recess on the field, please report directly to your assigned area on the field.
- If students are with a credentialed teacher (music/science/speech...) that teacher is responsible for evacuation. The credentialed teacher will escort students to classroom teacher on the field.
- Special Education support assistants should remain with their assigned students and assist with escorting entire class to the field.

- Report to assigned area on the field and maintain quiet control over students during the check-in procedures.
- Take attendance and complete the pink Student Locator Form. Please add any unusual, yet important information to the bottom of the form.
- Student runner and/or staff member will deliver the Student Locator Form to the ICC.
- If you have an additional emergency responsibility, please give your emergency backpack/information to your covering teacher and update your students on your next task.

DO NOT LEAVE THE EVACUTION ASSEMBLY AREA UNTIL YOU ARE RELEASED.

Shelter in Place/Lockdown Procedures

In the event of an atmospheric issue, such as explosion or bomb threat in the area Shelter in Place procedures may be implemented. Lockdown procedures will be used if there is an unauthorized intruder, campus unrest, firearms, dangerous objects, or threat on/near campus. The following procedures will be implemented.

1. The principal/designee/MBPD will initiate a Lockdown procedure under the following circumstances, but not limited to:
 - Firearms, imitation firearms, and knives
 - Campus unrest
 - Armed intruders
 - Explosives or other dangerous objects
2. Upon decision to initiate a Lockdown, an announcement will be made immediately.
 - "Lockdown" will be announced 3 times over the P.A. system.
 - Lock all doors/windows within 20 seconds of announcement and do not let anyone in/out of the classroom after it has been secured.
 - Shut windows, close blinds, and move students/staff away from windows and doors.
 - Take roll and account for all students, keep your cell phone on and near you.
 - Send an email to Toni Brown (tbrown@mbusd.org) indicating safety of your class; missing students or extra students under your care, as well as status of all adults in your room.
 - All staff should have an email in their "draft" box addressed to Toni Brown, edit this email, and send.
 - If your students were escorted to the cafeteria or location without email access, please telephone Toni Brown on her cell phone (714-580-8055) and/or the school office (310-798-6223). Identify your location and provide attendance report.
 - DO NOT CALL the office unless you do not have access to an email or cell phone.
 - Use your red and green cards to communicate with law enforcement officials and emergency responders. If everyone is safe, please display a green card on the door/window and if you need help, please display a red card on the door/window. If cards are not displayed, law enforcement officials will assume that an intruder may be in the classroom and they will enter the room.
 - Please remain quiet during the lockdown.
 - Please do not call or text anyone regarding the lockdown. Grade level chairs and department supervisors will receive a text from Toni Brown/designee with information and/or directions for communication.
3. If possible, the Pennekamp Office will become a site command area for law enforcement.
 - The office will be closed and all doors secured.
 - Only allow law enforcement access.
4. The MBPD/District representative may end the lockdown. The police must contact every room and ensure there is no threat inside. After the police release the school from the lockdown, the principal and/or designee will announce further instructions on the P.A. system.

Teacher's Name: _____

Room: _____

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Student Emergency Release List

Reunion GATE

PLEASE PRINT CLEARLY

Student Name Last Name, First	Released to:	Relationship	Time	Phone Number of Person Picking up Student	On Emergency card /ID check Yes or No

Teacher Name: _____

Grade/Room Number: _____

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Student Locator Form/Emergency Absence Form

Total Student Count: _____

Missing Students:

Additional Students:

Missing Adults

Additional Adults:

Unusual facility items: _____

Teacher Signature: _____

Priority Release Procedures

First Group for Release (Dependent Children under 12/medical needs)

Schneck/Vanderpool	Freeman	Vavao
Syversen	Rios	Gralnik
Hart	Warner	Ahrens
Holton	Moriyama	Chaurdhari

Second Group for Release (Dependent Children over 12)

Cannon	Smith	Rumble
Moreno	Marsella	Barney
Fletcher		

Third Group for Release (No Children at home)

Ellis	Schepis	Bogle
Hunt	Price	Margolin
Horowitz	Hooper	Curry
Hampton	Newman	

Fourth Group for Release

Brown