

Manhattan Beach Preschool

**EMERGENCY
PREPAREDNESS GUIDE**

2014/2015

Revised 9/2014

Manhattan Beach Preschool
EMERGENCY PROCEDURE TO BE FOLLOWED

Please refer to this Preschool 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. In a fire, doors are to be closed and in an earthquake doors are to be left open.
3. Prepare to evacuate to designated area.
4. As you exit the building, make sure you have your disaster bag and check on your buddy.
5. If all students and adults leave the room, hang the green side of the door hanger on the outside of your classroom door. This means everyone has been safely evacuated.
6. If you have a trapped or severely injured child in your classroom, hang the red side of your door hanger on the outside of the classroom door. This means assistance is needed in your room.
7. Proceed to the designated area. Be alert and distance your class from the fences, and block walls.
8. Take attendance.
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

(Andrea Meek, Brett Gallagher)

Duties:

1. Establish first aid treatment area.
2. Prioritize degree of injury for treatment.
3. Provide emergency first aid.
4. Notify the command center of emergency medical needs and the status of the injured.
5. Remain at station until all injured are evacuated.

CUSTODIANS

(Raul Montoya, Kenneth Mobley)

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 an "X" on door with tape or chalk when clear.
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

(Jane Gervais, Cindy Mularz, Isabel Estevez, Pam Dellinger, Angie Pelligrino, Patti Ackerman)

Duties:

1. Go to each classroom on your list.
2. Chalk an "X" on door of each classroom that is empty (everyone is safely out of the building)
3. Call command center if you find a trapped student or staff member.
4. Conduct safe, orderly release of students and personnel to the first aide station.

FRONT GATE/RECEPTION AREA:

(Nadine Spoerl, Emily Gantner, Anne Tittle, Eileen West)

Duties:

- 1. Before leaving office, get student and staff emergency cards.
- 2. Set up communications with Command Post.
- 3. Collect student emergency books; bring to reception area.
- 4. Conduct safe, orderly release of students and personnel.
- 5. Help field phone calls

CAFETERIA PERSONNEL:

(Robin)

Duties:

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

MESSENGERS:

(Jessie Bertozzi, Sheree Escoto, Sue Klahr)

- 1. Report directly to command post.
- 2. Join search and rescue team.

Emergency Operations Director “EOD” (Director), Back-up, and Command Post Leaders:

(Kim Johnson, Marilyn Smith)

Certificated:

- 1. The director 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

Triage/First Aid Team:

- Andrea Meek
- Brett Gallagher

Radio Communications:

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

- Raul Montoya
- Dante Anton

Search and Rescue/Command Post:

- Isabel Estevez- captain
- Cindy Mularz
- Jane Gervais-captain
- Patti Ackerman
- Angie Pelligrino-captain
- Pam Dellinger

Command Post:

- Director- Kim Johnson
- Site Supervisor- Marilyn Smith

Messengers:

- Sue Khlar
- Jessie Bertozi
- Sheree Escoto

Food Services:

- Robin Rice

Front Gate Reception and Telephones

- Nadine Spoerl
- Emily Gantner, Anne Tittle, Eileen West

Buddy Check:

Room 1 and 2

Room 3 and 4

Room 5 check on 6, 6 check on 7, 7 check on 5

Room 8 and 9

Room 10 and 11

Room 12 and 13

Room 14 and 15

Room 16 and 17

Room 19 and 20

Room 22 and 23

SEARCH AND RESCUE EMERGENCY CHECKLIST

Search and Rescue Captain: Isabel Estevez

Jane Gervais and Patti Ackerman : Search and Rescue Team

Messenger: Jessie Bertozzi

Room 7 _____

Room 6 _____

Room 5 _____

Room 4 _____

Room 3 _____

Room 2 _____

Room 1 _____

Angie Pelligrino and Pam Dellinger: Search & Rescue Team

Messenger: Sue Khlar

Room 17 _____

Room 16 _____

Room 15 _____

Room 14 _____

Room 13 _____

Room 12 _____

Room 11 _____

Room 10 _____

Cindy Mularz and Isabel Estevez: Search & Rescue Team

Messenger: Sheree Escoto

Room 9 _____

Room 8 _____

Room 19 _____

Room 20 _____

Office _____

Cafeteria _____

Room 21 _____

Room 22 _____

Room 23 _____

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Priority Release List
2014/2015

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

Barbie Burkhead
Brett Gallagher
Leanore Heagy
Ruth Martinez
Shannon Pinczuk

CHILDREN 12-17 at home (Second Group for RELEASE)

Nadine Spoerl
Jane Gervais
Cynthia Stimac
Sue Khlar
Anna Lecour
Estella Loza
Alicia Foley
Angie Pelligrino
Maryam Danei
Patti Ackerman

SINGLE or MARRIED BUT no children at home-under 18 (3rd group for RELEASE)

Andrea Meek	Tina Marks
Jan Roy	Marilyn Smith
Evelina Collier	Linda Lee
Amelia Kahler	Pam Dellinger
Stephanie Wright	Karen Mamakos
Lauren Smith	Jessie Bertozzi
Jessica Duenas	Cindy Mularz
Sheree Escoto	Cynthia Balderrama
Pam Dellinger	Carmen Rodriguez
Isabel Estevez	Lavon Green
Yolanda Schroeder	Desiree Abel
Starla Singleton	Stacy Wilder
Angela Bazos	Emily Aguilar
Laurelle Fox	Melisa Loza

Director (4th group for RELEASE)

Kim Johnson

SHELTER IN PLACE/LOCK DOWN PROCEDURES

Manhattan Beach Preschool

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 or police activity in the area. In the event it becomes necessary to secure the campus and keep students in their classrooms, the following procedures will be used:

1. The Director 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 or by phone 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**”.

4. **BEFORE SCHOOL** - If a situation takes place *prior* to school starting, the following steps will be taken to maintain student safety:
 - Usher students directly to **Auditorium** as they arrive on campus. Students and parents will remain in the Auditorium.
 - Lock down procedures will remain in effect for the entire day, or 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.

5. **DURING SCHOOL HOURS** – If a lock down occurs during school hours, the following procedures will be followed:
 - When students are in class, a bell will ring for 2 consecutive minutes. Then a call will be made to each classroom indicating a lock down. The words to indicate this will be “**LOCK DOWN**”
 - This means that all classroom **DOORS SHOULD BE CLOSED AND LOCKED IMMEDIATELY.**
 - ***NO STUDENTS*** are to be released from the room for any reason.
 - If you have any missing students ***NOTIFY THE OFFICE IMMEDIATELY.***

- If students are out on any playground, office or school staff will come around to notify the teacher of the lock down. Students and teachers on the yard are to go to the nearest inside area (classroom, auditorium, or office.)
 - The office will contact each classroom using the phone and be asked if everything is ok.
 - If everything is ok, teacher will say, “**ALL CLEAR**”
 - If there is a problem, teacher will say, “**LOCK DOWN**”
 - Appropriate measures will be taken to check room and provide help as soon as possible.
 - During a lockdown, you are not to open up the classroom door for any reason.
 - Classrooms will receive a phone call when the lockdown is over and next steps to take if needed.
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.

EMERGENCY RELEASE FORM

STUDENT ACCOUNTING FORM

Map 1

Map 2