

EMERGENCY PREPAREDNESS **GUIDE**

**Robinson Elementary School
80 Morningside Drive
Manhattan Beach, CA 90266
310-318-5120**

2014/2015

2/23/2015

ROBINSON ELEMENTARY SCHOOL
EMERGENCY PROCEDURES TO BE FOLLOWED

Please refer to this K - 5th Grade 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, make sure you have your disaster bag and check on your buddy.
4. If all students and adults leave the room, send green placard to command center. This means everyone has been safely evacuated.
5. If you have a trapped or severely injured child in your classroom, send the red placard from emergency pack to the command post immediately.
6. If there are injured but mobile enough to evacuate – DO NOT send red placard to command center. List the injury on the pink student accounting form.
7. Proceed to the designated area. Be alert and distance your class from the fence, block walls, basketball, handball courts, etc.
8. Take attendance all students and adults – those not printed on your form please add.
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

(Rebecca Carter, Sandra Ottaway, Psychologist, Iris Knell Counselor, Campus (noon) Supervisors)

Duties:

1. Report directly to first aid station.
2. Establish first aide treatment area.
3. Provide emergency first aid.
4. Notify the command center of emergency medical needs and the status of the injured.
5. Help get supplies out from shed and earthquake bin if not already done.

Certificated Staff on Team:

1. Escort any students to classroom teacher at assembly area..
2. Report to first aid station.
3. Prioritize degree of injury for treatment.
4. Care for injured.
5. Remain at station until all injured are evacuated.

CUSTODIANS

(Day Custodian, Night Custodians)

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 the trash can outside the bathroom door if clear. If there is an injured person radio for help.
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

Team : Christina Ibrahim, K Teachers, Cindy Sulc, and Custodians

Messenger: Anne Carlin

Duties:

1. Meet team at Command Post with emergency gear: hard hats, flashlights, first aid kit, radios, stretcher if needed.
2. Conduct safe, orderly search of all rooms for students and personnel beginning with RED card rooms.
3. Radio or assign messenger to inform Command Center for additional support and important updates.

STUDENT RELEASE/RECEPTION AREA: Joni Wianecki, Carol Strickley

Duties:

1. Set up communications with Command Post.
2. Collect student emergency cards; bring to reception area.
3. Conduct safe, orderly release of students and personnel.

LIBRARY STAFF: Kyra Hydock

Duties:

1. Report to command post area and assist with student care.
2. Assist with radio/phone communication.

CAFETERIA PERSONNEL: Reyna Struwve

Duties:

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

STAFF: STUDENT CARE: Safety of all students is paramount.

Classified Staff

1. Report directly to command post for directions and needed support.

Certificated Staff- STUDENT CARE

1. Escort your class to the student assembly area.
2. Take roll and fill out emergency forms if necessary.
3. Turn emergency forms over to teacher covering your class.
4. Report to Emergency Operations Director Incident Commander (IC) at command post.
5. Assist IC in sorting Student Accounting forms.
6. Begin taking "walking wounded" from class groups to first aid.
7. Assist in helping students that Search and Rescue teams radio in for help.
8. When all is completed, return to your class and wait for evacuation of injured.

**Incident Commander "IC" (Principal), Back-up, and Command Post Leaders: Principal, NANCY DOYLE- Back up: Coach Branim,
Command Post Leaders: *Situation Analysis: Kilpatrick, Henry *Communication: Branim, Marshall, Hydock *Operation/Logistics: Dirro**

Certificated:

1. The principal 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 AND DUTIES

Triage/First Aid Team:

- Sandra Ottaway Psychologist
- Rebecca Carter Health Assistant* **LEAD**
- Varner, Jones, Reyes, Shambaugh, Harris, Achhpilia, Jaimes: Campus Supervisors
- Iris Knell Counselor

Set up first aid station on First Grade Playground.

**Radio Communications: Report to Communication Command Leaders: Branim/Marshall
(Assist in checking out all bathrooms and buildings for injured or safety issues)**

- Night Custodian
- Day Custodian
- Kyra Hydock- equipment (phone/radio/cell phone) check

Search and Rescue/Command Post:

- Captain – *Christina Ibrahim, Custodians (Gaines, Burrell)
- Megi Asano, Patti Ortega, Cindy Sulc

Command Post:

- Principal – Nancy Doyle
- Backup – Doug Branim

Messenger:

- Anne Carlin

Radios/Telephones: Kyra Hydock

Food Services: Reyna Struwye (Report to Logistics)

Front Gate Reception

- Joni Wiancki
- Carol Strickley

ROBINSON ELEMENTARY SCHOOL

2014 – 2015 K-5 EMERGENCY ORGANIZATIONAL PLAN

<u>TEAMS/ASSIGNMENT</u>	<u>PERSONNEL</u>	<u>BUDDY CHECK</u>
EMERGENCY OPERATIONS Incident Command (IC): Situation Analyst: Communication: Logistics:	Principal-Nancy Doyle Backup: Doug Branim Stephanie Kilpatrick/Henry Doug Branim/Jason Marshall Sarah Dirro	Rm 1A check 1B Rm 1B check Rm 1A Rm 2 check Rm 3 Rm 3 check Rm 4 Rm 4 check Rm 3 Rm 7 check Rm 8 Rm 8 check Rm 9 Rm 9 check Rm 10 Rm 11 check Rm12 Rm 12 check Rm 11 Rm 13 check Rm 14 Rm 14 check Rm 13 Rm 15 check Rm 16 Rm 16 check Rm 15 Rm 17 check Rm 16 Rm 16 check Rm 17 Rm 18 check Rm 19 Rm 19 check Rm 18 Rm 21 check Rm 20 Rm 20 check Rm 21 Library check Admin Admin check office & library staff Rm.5 check Café Café check rm. 5
FIRST AID TEAM: Rebecca Carter Sandra Ottaway Iris Knell Campus Supervisors		
GROUND CONTROL SECURITY MEASURE/LOCK OFF CAMPUS	Night Custodian Day Custodian	
RADIO /PHONE COMMUNICATIONS:	Branim/Marshall/Hydock	
FOOD SERVICES:	Reyna Struwve	
FRONT GATE RECEPTION:	Joni Wianecki Carol Strickley	
SEARCH & RESCUE CAPTAIN: Christina Ibrahim • Megi Asano, Patti Ortega, Cindy Sulc, Custodians		
MESSENGERS:	Anne Carlin	

ROBINSON ELEMENTARY SCHOOL

Priority Release List

2014/2015

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

Masciel	Meyer	Hydock
Ibrahim	KilPatrick	Williams
Weiss	Ottaway	
Yerke	Henry	

CHILDREN OVER 12 (Second Group for RELEASE)

Carlin	Brannin	Marshall	Burrell
Hamilton	Tanita	Edwards	

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

Asano	Whalley	Carter	Dirro	Beharrell
Ortega	Wissel	Strickley	Sulc	
Holz	Dreiling	Wianecki	Lautzenhiser	
Walsh	Herbert	Gaines	Spragg	

PRINCIPAL (4th group for RELEASE)

Doyle

SHELTER IN PLACE/LOCK DOWN PROCEDURES

Robinson Elementary 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.
- Any available support staff /teachers report to cafeteria.

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. Take roll and account for all students. Send an email or text to administration notifying them of any missing students or extra students you may have in your room. **Nancy's phone: 310 985-2278**
 - 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.
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 an actual 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: _____

Robinson School
STUDENT EMERGENCY RELEASE LIST

PLEASE PRINT CLEARLY

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

Student Accounting Form

_____ **Room No.** **Date** _____

Enrolled per Register: _____ Reported by: _____

Not in School Today: _____ Received by: _____

1. List any trapped, injured or missing persons left in your class:

Name	Location	Problem

2. Students, aides, or classroom volunteers in other locations:

Name	Location	Problem

3. Students who need additional first aid beyond your skills:

Name	Location	Problem

4. List students who are absent (not in school today):

Name	Location	Problem

- Report to spot on field
- Form line away from walls
- Take roll
- Send in accounting form
- Teacher listen for further instruction

**Robinson Elementary School
Safety Plan
2014-2015**

- Line up students single file
- Lines must be straight allowing room to walk between rows
- Teacher in front of the line
- Lines should be centered on the field away from any structures or poles

EVACUATION ASSIGNMENTS

ALWAYS TAKE SAFETY CLIPBOARD AND EMERGENCY BACKPACK WHEN EXITING CLASSROOMS FOR ALL DRILLS AND EMERGENCIES