

# Emergency Response Procedures

## Staff Expectations:

- ☞ Provide instruction and practice to students.
- ☞ Take appropriate action for student safety.
- ☞ Account for all students in your classroom.
- ☞ Have activities available during confinement.
- ☞ Initiate emergency first aid as needed.
- ☞ Carry out any emergency actions as required.

## Guiding Principles:

1. The 3 C's: Control, Communication, and Coordination
2. Stay calm and alert
3. Intervene immediately
4. Safety for the greatest number
5. Cooperation and intelligence will save the day

## Chain of Command:

In the event of a crisis the principal will act as the ***Crisis Response Team Incident Commander*** at all school emergencies. If the principal is not present, or cannot assume control for any other reason, the ***“Chain of Command”*** is as follows:

***Incident Commander*** - Linda Hutcherson, Principal  
***Public Information Officer*** - Patty Cochran, Office Manager  
***Liaison to Public Agencies*** - Tom Dial, Vice Principal  
***Operations Chief*** - Val Fernandez, Custodial Supervisor  
***Site Coordinator*** - Joan Lundahl, Student Services Administrator  
***Assistant to Site Coordinator*** - Ellen Martin, Secretary  
***Campus Assessment*** - Campus Supervisors  
***Crisis Counseling*** - Kickan Wilson, Psychologist, Lance Friss/Jane Sondel, Counselors  
***Medical Team*** - Kathy Gabe, School Nurse and Mary Shepherd, Secretary

**Command Post:** Place where the Incident Commander (Linda Hutcherson) oversees the overall responsibility for campus, student, staff, and visitor safety in a major emergency.

**Primary Location** – Principal’s Office

**Alternate Location** – D-6

The primary responsibilities and functions of the Command Post are to:

- ☞ Institute the Incident Command System
- ☞ Assess type and scope of emergency
- ☞ Assign people to needed functions
- ☞ Determine threat to human life and structures
- ☞ Determine need for site evacuation and take appropriate action
- ☞ Communicate with district office, support services, and media

## Emergency Response Communications

### With Functioning Power:

**The Intercom System:** Joan Lundahl, Site Coordinator, will manage all intercom calls/reports from the classrooms or other areas.

**Walkie-talkies:** The front office will serve as the base stations during the response operation.

### Without Functioning Power:

**Walkie-talkies:** The front office will serve as the base station during the response operation.

**Messengers:** School staff without designated Response Team roles, teachers on prep period and/or students as appropriate may be used as personal messengers. Staff may be called upon to serve as messengers to drive to other schools, the district office, or other district or community locations.

**Hand-held Loudspeaker:** The site administrator may use a loudspeaker as a back-up for giving directions to groups.

**Telephones:** District telephones will not operate during a power failure. The emergency direct dial telephone is located in Room B-1.

### Morgue

If this is necessary, a morgue will be set up in the Band Room.

### Emergency Information and Medication

In the event of an emergency situation emergency cards and student medication will be evacuated from the office. If a student needs medication during an emergency situation they can be sent to the First Aid Center. During a Lockdown situation, please notify the office if a student needs medication.

**Carry Out Office Emergency Cards:** Mary Shepherd, Secretary

**Carry Out Student Medication:** Ellen Martin, Secretary

### Emergency Supplies:

Take your classroom emergency backpack with you on all drills.

### Emergency Supply Barrels

1. Office Conference Room
2. Multi-Use Staff Lunch Room
3. C-7 and D-9

### Evacuation from School Premises

In the event that we must evacuate from the school, a sign will be posted on the front of the school directing parents to the school evacuation site.

**Plan A: Walnut Acres Elementary School**

**Plan B: Encina Center (Ygnacio Valley Blvd.)**

### School Buddy Program Description

During an evacuation, staff members should be aware of their neighboring classrooms. Please be sure your neighbor is evacuating and help them if they need assistance. We need each other at times of crisis.

# Crisis Response Team

## Command Staff:

Determines the most appropriate response actions for each emergency.

**Incident Commander:** Linda Hutcherson, Principal

**Public Information Officer:** Patty Cochran, Office Mgr.

**Operations Chief:** Val Fernandez, Head Custodian

**Liaison Officer:** Tom Dial, Vice Principal

**Site Coordinator:** Joan Lundahl, Student Serv. Admin.

## Evacuation Procedures:

- ☞ Assemble students for evacuation.
- ☞ Take classroom emergency backpack and roll book.
- ☞ Check with buddy teacher and assist if necessary or evacuate both classes together.
- ☞ Evacuate to assigned emergency assembly area.
- ☞ Close door behind you, but leave unlocked for search and rescue. Use the safest route, alert for hazards quickly and quietly.
- ☞ Once at evacuation assembly area, take attendance and hold up GREEN card if all students accounted for but RED card if you are missing students.

## Checkout Procedures: - Assembly Area-Front of School

- ☞ Runners will bring a form requesting student to Assembly Area Coordinator.
- ☞ Assembly Area Coordinator will coordinate releases.
- ☞ If a parent demands a child, breaking release procedures, attempt to get proper ID from the parent, make appropriate notations, and inform Assembly Area Coordinator.

### Operations Chief (Maintenance Team):

Primary: Val Fernandez, Head Custodian

Alternate: Ron Davis, Woodshop Teacher

- ☞ Ensures that the Command Post and other operation areas near the Command Post are secure from unauthorized personnel.
- ☞ Ensures that all response actions are conducted in the safest manner possible under the circumstances of the incident itself.
- ☞ Conducts a damage survey, along with Wing Leaders after they have their children have been taken to their evacuation site. A buddy teacher will oversee Wing Leaders' students as they assist with utilities and damage assessment. This team will decide if damage is minor, major, or destroyed. Minor damage includes: broken glass, loose plaster, or lights. Major or destroyed may include: cracked walls or ceilings, jammed doors or windows, collapse of all or part of the room, overhangs, etc.
- ☞ Checks for gas leaks, turns off gas if necessary. The gas is turned off to the right (opposite to most valves).
- ☞ Turns off electricity/water if necessary. Water shuts off to the left.
- ☞ Hangs up caution tape where needed.
- ☞ Keeps Incident Commander advised of status and activity and of any problem areas that need or will require solutions.

### Public Information Officer:

Primary: Patty Cochran, Office Manager

Alternate: Mary Shepherd, Attendance Secretary

- ☞ Acts as the official spokesperson for the school site in an emergency situation so that we speak with one voice!
- ☞ Staff members are to refer any media questions to the Public Information Officer.

### Liaison Officer:

Primary: Tom Dial, Vice Principal

Alternate: Kirk Wetterholm, Music Teacher

- ☞ Point of contact for agency representatives from assisting organizations and agencies outside the school district.
- ☞ Ensures proper flow of information.
- ☞ Opens and maintains a position log.
- ☞ Maintains all required records and documentations to support the history of the emergency or disaster.
- ☞ Keeps Incident Commander informed of agencies' actions plans.
- ☞ Provides periodic update briefings to agency representatives as necessary.

### Site Coordinator

Primary: Joan Lundahl, Student Services Administrator

Alternate: Ellen Martin

- ☞ Manages the direct response to the disaster, which can include the following: site facility check; search and rescue; student care; student release; evacuation branch; medical branch.
- ☞ Leads and directly coordinates the actions used by responders to carry out the action plan duties for the incident/disaster.
- ☞ Reports to Incident Commander

### Planning/Intelligence Section Chief:

Primary: Linda Hutcherson, Principal

Alternate: Patty Cochran, Office Manager

- ☞ Responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources.
- ☞ Maintains accurate records and site map.
- ☞ Provides ongoing analysis of situation and resource status.

### Medical Team

**Primary Location:** MU Room

Alternate Location:

Primary: Kathy Gabe, School Nurse

Alternate: Mary Shepherd, Attendance Secretary

- ☞ Responsible for the provision of emergency medical response, first aid, and counseling.
- ☞ Informs the Operations Chief or Incident commander when the situation requires health or medical services that staff cannot provide;
- ☞ Ensures that appropriate actions are taken in the event of deaths.

### Access Control Personnel:

Primary: Campus Supervisor

Alternate: Campus Supervisors or Teachers as assigned

- ☞ Prevent unauthorized public vehicles or persons access to the school campus and buildings.

### Wing Leaders: Search and Rescue Team

A Wing: Designee/Mary Spositio, Alternate/Katherine Thomas

B Wing: Designee/Margaret Elliott, Alternate/Ariel Owen

C Wing: Designee/Diane Jennings, Alternate/Marilyn Hoffacker

D Wing: Designee/Charlie Litten, Alternate/Cheryl Brown

T Wing: Designee/Chris Hoshaw, Alternate/Barb Moser

E Wing: Designee/Sue Kunich, Alternate/Elaine Green

M Wing: Designee/Kirk Wetterholm, Alternate/Elaine Spanos

Gym: Designee/Barb Cartwright, Alternate/Gabe Flores

- ☞ Ensures the orderly, coordinated, and efficient evacuation of the building including bathrooms, storage rooms, staff rooms, etc.
- ☞ Searches visually and vocally.
- ☞ Reports to the Command Center that the wing is clear.
- ☞ When injured victim is located, team transmits location, number, and condition of injured to Command Center. Do not use names of students or staff.

### **Classroom Emergency Supervisors (Buddies)**

Each classroom will have a designated person to act as an Emergency Supervisor. Under normal operating circumstances, this is the classroom teacher. If a teacher needs to leave the classroom for any reason, the designated Emergency Supervisor will have direct responsibility for the safety and overall well-being of the students until the teacher returns.

Room/Teacher	Emergency Supervisor	Room/Teacher	Emergency Supervisor
A3/Tocher	Iglesias	C3/Jennings	Victor
A5/Iglesias	Tocher	C4/Smith	Hoffacker
A7/Sposito	Murray	C6/Meck	Brusco
A8/Murray	Sposito	C8/Brusco	Meck
A9/Pappas	Thomas	B1/Elliott	Garner
A10/Thomas	Pappas	B2/Garner	Elliott
E1/Green	Kunich	B3/Corpuz	Lee
E2/Kunich	Green	B4/Lee	Corpuz
D1/Litten, Brown	Brown/Litten	B5/Owen	Monroe
D2/Sikorski	Duggan/Dudley	B6/Shelby	Owen
D3/Duggan/Dudley	D2/Sikorski	B7/Monroe	Shelby
D4/Waters	Etcheveste	T1/Davis	Hoshaw
D5/Etcheveste	Waters	T2/Hoshaw	Davis
D6/Eklund	Wesser-Singh	T5/Moser	Kleine
D7/Wesser-Singh	Eklund	T6/Woo	Moser
D8/Nagore	Litten/Brown	T7/Kleine	Woo
C1/Victor	Jennings	M1/Spanos	Fox
C2/Hoffacker	Smith	M2/Fox	Spanos
		M3/Wetterholm	

### **Emergency First Aid:**

Triage

- ☞ Define need
  - ☞ Categorize and prioritize
  - ☞ Serve the greatest need and greatest number
- Patient Assessment
- ☞ Preliminary survey: check the airway, circulation, mental status
  - ☞ Secondary survey: head to toe check

### **CPR Ready Reference**

Victim	Adult	Child
<b>Victim w/Pulse= 1 Rescue Breath Every</b>	5 seconds	5 seconds
<b>Victim No Pulse= Locate Chest Compression Landmark</b>	Trace ribs into notch, place 2 fingers on Sternum	same as adult
<b>Do Chest Compression</b>	2 hands stacked, Heel of 1 hand on Sternum	Heel of 1 hand on sternum
<b>Rate of Compression</b>	100 per min	100 per min
<b>Compression Depth</b>	1½ – 2 inches	1 – 1½ inches
<b>Ratio of Compressions 1 rescuer</b>	15 Compressions to every 2 Breaths	5 Compressions to every 2 Breaths

## Summary of Emergency Codes

### **EARTHQUAKE**

**Inside**

- ☞ Move away from windows, shelves, and heavy objects.
- ☞ Drop to the floor.
- ☞ Duck, cover, and hold under a table, desk, or doorway.
- ☞ Stay in position until directed to evacuate or take other protective action. To evacuate the building, walk your class to your evacuation site (fire drill location).
- ☞ Shut the door when you exit.

- ☞ Take roll to account for all students.

**Outside**

- ☞ Move away from buildings and trees.
- ☞ Duck to ground and cover head with arms.
- ☞ When shaking stops, proceed to evacuation site (fire drill location).

### **FIRE**

- ☞ Alarm will sound.
- ☞ Evacuate the building immediately.
  - ❖ At Brunch, Lunch or passing students should report to their next assigned class.
- ☞ Shut the door when you exit.
- ☞ Walk class to assigned evacuation site.
- ☞ Take roll to account for all students.

**Burning clothing**

Stop-drop-roll, smother fire with jackets, etc.

### **CHEMICAL SPILL OR RELEASE**

The office will alert classes to, **“Shelter in Place.”**

- ☞ Do not permit anyone to leave the room.
  - ❖ At Brunch, Lunch or passing students should report to their next assigned class.
- ☞ Close windows, curtains or blinds, and doors.
- ☞ Turn off heating or air conditioning.
- ☞ Office will call for student accounting.
- ☞ Stay inside and keep students calm and working.
- ☞ Do not allow anyone to leave the classroom. Use emergency food and toilet facilities stored in the room, if necessary.
- ☞ Wait for further instructions or an all clear.
- ☞ Electricity will be left on. Intercoms, radios, and TV’s may be used for getting information during the event.

### **BOMB THREAT OR SUSPICIOUS PACKAGE**

Upon notification of a bomb threat, the principal will decide whether to clear the building for the safety of staff and students. If the emergency action to leave the building is ordered, classes will be evacuated according to the fire drill plan.

Anyone discovering a suspicious package, box, or strange devise will do the following:

- ☞ Do not touch or remove strange objects.
- ☞ Notify the principal.
- ☞ Listen for directions from the principal.

### **INTRUDER ALERT**

**Passive Alert**

**“Intruder Drill”** – The office will alert classes, “This is a INTRUDER DRILL emergency alert. Teachers and students take your places.”

- ☞ Remain calm and lock your door immediately.
- ☞ Permit no one to leave the classroom.
- ☞ Shut off all lights in the classroom. Turn off all computers, TV’s, etc.
- ☞ Close windows and curtains or blinds.
- ☞ Move students out of their seats and onto the floor in the darkest, safest part of the room (this may be under desks) away from doors and windows.
- ☞ Take roll.
- ☞ Ignore all bells until further notice.
- ☞ Do not allow anyone to leave the classroom and do not let anyone in.
- ☞ Do not open doors/windows until the all clear.
- ☞ Release from drill will be, “All Clear.”

**Active Alert**

**“Intruder Alert”** – The office will alert classes, “This is a INTRUDER ALERT. INTUDER, INTRUDER, INTRUDER! Teachers and students please take your places.”

- ☞ Remain calm and lock your door immediately!
  - ❖ Do not attempt to contact the office unless you witnessed the incident or the suspects.
- ☞ Pull in as many loose students as you can while locking your door.
  - ❖ If students are not in their classroom (gone to the bathroom, etc.) they should report to the nearest classroom as quickly as possible – if they are not able to get into a classroom they should report to the office.
- ☞ Close windows and curtains or blinds.
- ☞ Shut off all lights in the classroom.
- ☞ Turn off all electrical equipment - TV’s, etc. Leave on only **one** computer so the office can communicate with you and you can communicate with the office via e-mail.
- ☞ Move children to the floor in the darkest, safest part of the room (this may be under desks) away from doors and windows.
- ☞ Take roll.
- ☞ Keep children completely quiet.
- ☞ Ignore all bells until further notice.
- ☞ Do not allow anyone to leave the classroom and do not let anyone in.
- ☞ Do not open doors/windows or leave the classroom until your are told to do so by someone who communicates the “All Clear” sign or a uniformed police officer, *if clearly identifiable*, tells you it is safe to do so.

# Foothill Middle School

## Emergency Preparedness and Crisis Response Plan

### EARTHQUAKE FIRE CHEMICAL SPILL/RELEASE BOMB THREAT INTRUDER ALERT

**Purpose:** To provide a functional, procedural framework for school staff and school emergency responders to follow when responding to emergencies in and around the school campus. It is intended to ensure as much as humanly possible the safety, security, and medical treatment of school students, staff, and visitors in an actual or threatened emergency or full-fledged disaster.

**Goal:** To prevent a potentially chaotic situation from escalating into a catastrophic event. To help those affect to return, as quickly as possible, to a normal level of functioning. To decrease the potential long-term effects of the crisis.

**Public Employee Responsibility in a Disaster:** California Government Code, section §3100, declares that “public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law.” Staff members should be prepared to be at the school site for up to 72 hours or longer. Your credential may be pulled if you leave campus before being released.

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