

Vallecito Emergency Procedures (9/09)

Intruder/LockDown-Level 1

An intercom message or a runner will say, “This is a lockdown” (repeated several times). A five-bell warning will be activated to signal staff/students participating in outside activities (P.E. etc.). Student should be secured in a safe area.

Teachers are to respond by:

- Locking classroom doors
- Having children get under their tables/desks
- Closing blinds/windows
- Waiting for instructions (do not respond to a knock on the door or the PA system)
- P.E. or any “outside” classes should proceed to the nearest classroom or safe area outside.
- Roll call will be taken at some point through the office via landlines or intercom.

Intruder/Lock Down-Level 2

Students/staff stay inside the classroom and can proceed with class work

Teachers are to respond by

- Locking classroom doors
- Waiting for instructions
- P.E. or any other “outside” class should proceed to an inside space such as the gym

Evacuation

Fire Alarm

- Proceed from rooms to designated areas on the blacktop
- Take out emergency backpacks/roll sheet
- Have students line up and take roll
- Wait for bell to signal “all safe”/return to rooms.

Earthquake

- Duck, cover and hold on
- When movement subsides, do a rapid survey of situation. All ambulatory students are to be evacuated as quickly as possible. Unless injured seriously, the teacher will evacuate the students. Evacuate as for a fire drill.
- If a person remains in the room, mark HELP on the wall outside or tie a red cloth (in backpack) on your door handle. Leave a whistle with the student(s) if possible. Mark OK if all students are out.
- Leave the door OPEN.
- Check your partner class to be sure the teacher is all right and able to evacuate.

Taking Roll

- Put on your safety vest. Give extra vest to IA or parent volunteer

- Remove class lists from backpack. Student names will be on sticky labels on the clipboard. Stick a label on each child present. Put extra tags on clipboard form. Have students sit down if possible.
- If you know where a child is, indicate on clipboard form
- DO NOT PUT ABSENT STUDENTS IN THE MISSING CATEGORY
- Put your name and room number on the top of the form.
- Runners will collect the forms and deliver to EOC. We will have a back-up runner if needed.
- Runners will return with EOC code level and walkie talkies to begin Search and Rescue.
- Children who are injured but ambulatory should be taken with you and escorted to First Aid once it is set up.
- Wait for instructions to begin bringing children to the assembly area.

Partner classes:

Purple Quad

Bradley – DeMartini
 Soderborg– Harrison
 Dooher – Zink
 Babicz – Stewart
 Colyer – Jucker (Art Room) - Bathrooms

Orange Quad

Pascoe – Stone – Pierano
 Bonfilio – Elinson
 Steiner - Bruton-
 McKeon – Sanner - Bathrooms

Blue Quad

Cimarelli – Bellows — Bathrooms
 RSP - Nahreini
 Wrangham (checks Child Care – Computer Lab – Music)
 Strasheim: Office –Bathrooms- Side rooms - Staff room – Workroom- conference room
 King: library, gym, and Café Val

EOC Members Report to EOC-First Level Release

Fire/Maintenance/Hazard control

- Go to EOC for walkie talkies and directions
- Leave to check gas, water, electricity
- Turn off utilities if hazard exits

- Assess all areas quickly for major structural damage (Priority areas: Gym, Staff Room, Library, Office and Lisa's Room (for First Aid))
- Notify EOC of utility/damage status
- Join Search and Rescue Team with Walkie Talkies.

After Fire/Maintenance Report Status of Campus the following teams begin set up:

Search and Rescue

- Go to storage container for supply bags. Take out master keys and search and rescue equipment.
- Go to main office and take out big ble bag by innercom
- Break into two teams (Purple-Orange Squad and Blue Squad) and begin S/R procedures
- Report to EOC regularly for updates and to convey injury and damage report
- Mark each area of school as you clear it.
- Send communication to First Aid for assistance with injuries

First Aid

- Go to EOC for directions
- Go to storage container for supply boxes. Carry to First Aid station and proceed to set up
- Appoint person to handle all communications with EOC. etc.
- Appoint person to handle parents, if necessary
- No injuries should be sent to First Aid until operational. First Aid should handle serious injuries only. Student Assembly can do band aids etc.
- Send a list of injured students, extent of injuries, transport needs to EOC by runner.
DO NOT USE RADIO TO TRANSMIT INFORMATION IF POSSIBLE.
- In many injuries, may want to use two rooms and separate serious from not so serious.

SECOND LEVEL RELEASE – Teachers in Charge/Runners

Student Release:

- Runner takes walkie talkie to EOC for directions
- Go to Kitty for supply boxes. Carry to student release station and proceed to set up station. Set up cones for lines
- Set up table at beginning (front) of student release. Emergency cards separated into 3 binders/3lines. Use 3 X 5 cards and pencils.
 - Each parent writes their name, names of student(s) they want to pick up.
 - Parent takes the 3 x 5 card to correct binder line. Parent give 3 x 5 card to person at binder
 - Parent completes form and gets yellow copy
 - Yellow copy is given to runner to collect children
 - Children on yellow copy are delivered to parent.
 - Parent signs yellow copy when children are received and gives copy to runner
 - Yellow copies are put in box to be filed later.

Student Assembly:

- EOC leader releases team when directed by EOC
- Follow Friday Assembly Plan if possible
- Put class name tag on tile if in gym or secure to floor or grass or use something to fit it on
- Use the “eagle” sign to quiet the student
- Children need to check with an adult if they need to leave the area (bathroom). They will need to be accompanied by a buddy.
- Roll check as necessary.
- Check for minor injuries and handle with band aids from backpack
- More major injuries should be moved to First Aid
- Some one should tell a story or get the kids singing to calm them and the adults.

Communications:

- Set up equipment for
- Communicate with EOC
- Help coordinate runners from E OC
- Manage holding are for people arriving on site and willing to assist.

MOVE CHILDREN TO STUDENT RELEASE

THIRD LEVEL RELEASE

Food/Water/Supply Management

- Help other teams first. Assist EOC members in distribution of supply boxes
- Wait for EOC directions for water, food, comfort kits for kindies. Backpack water should be use first.
- Set up latrines if necessary
- Release other supplies as needed

Student Release

- Assist with set up station and begin processing students.
- Appoint a “PR” person to inform parents about what is happening and the procedures to follow.

Crisis Intervention

- Report to Student Assembly and/or First Aid
- Be prepared o deal with students, teachers, and/or parents

Reminders

- Try to label (stickers, tags, etc.) staff, volunteers, etc. and roll (i.e. Staff - First Aid)
- When communicating use room number and teacher’s name to be clear on locations

Possible Stations for Set-up

EOC

1. Blacktop of inside quad (playground area of 1st and 2nd) to begin with
2. Move into teacher work room/conference area if possible
3. Library

First Aid

1. Room 1 (Lisa's Room) and Room 2 if needed (connecting door)
2. Outside on picnic tables in kinder play yard.
3. Library

Communications

1. Flag Pole
2. Front of Office
3. Teachers' Parking lot

Student Assembly/Crisis Intervention

1. Gym
2. Split group: Orange group goes to their own quad except for kindies. #37 and 39 (fourth grades) and #35 go to Orange quad. Purple quad goes to their quad. Cat and Therese's kids go to Purple quad. Fifth graders can help with younger kids. Fourth graders can help with the second and third graders and Katie Bonfilio's class.
3. Grass area

Student Release

1. Front of school by doors into teachers' room
2. May need to set up by side doors.