

Wicklund Elementary School

School

Chantell Tarver

Principal

2012/2013

School Year

SITE VISITING
EMERGENCY OPERATIONAL PLAN



Wicklund Elementary School
300 E. Legacy Drive
Mountain House, California 95391
(209) 836-7200 Telephone
(209) 836-7202 Fax

**Site Specific Emergency Operation Plan
Management Information**

Aligned with National Incident Management System (NIMS)
and California Standardized Emergency Management System (SEMS)
Utilizing Incident Command System (ICS)

This document has been prepared for use of
employees at Wicklund Elementary School in the event
of an emergency, disaster, or crisis situation.

The following pages provide SITE SPECIFIC information that follows the response plans and procedures outlined in the Emergency Operations Plan Manual.

The following documents are to be updated ANNUALLY.
Review of the entire plan, scheduling of drills, practice and training are to occur annually.

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SITE SPECIFIC REQUIREMENTS EMERGENCY OPERATIONS PLAN

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School Site: Wicklund Elementary School

Year: 2012-2013

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**SB 187 Comprehensive School Safety Plan
Assurance Page**

School Year: 2012/2013

School Name: Wicklund Elementary School

This certifies that the School Site Council/School Safety Planning Committee has developed/revised and approved the Comprehensive School Site Emergency Operations Plan.

Member	Signature
Principal or Principal's Designee: Chantell Tarver	<i>Chantell Tarver</i>
Certificated Teacher: Kelly Hendrix	<i>Ms. Hendrix</i>
Classified Employee: Ginny Clements	<i>Ginny Clements</i>
Parent of Child Attending the School: Connie Gutierrez	<i>Connie Gutierrez</i>
Law Enforcement Agency Representative: <i>LT. PHILIP GEORGE</i>	<i>P. George #2310</i>
Other: <i>Airika Smith-Payne</i>	<i>A. Smith-Payne</i>
Other:	
Other:	

Date Annual Revisions Completed: August 6, 2012

ANNUAL EMERGENCY PLAN CHECKLIST

School: Wicklund

<u>Activity</u>	<u>Person Responsible</u>	<u>Date Completed</u>
School Facilities/Grounds Hazard Assessment.....	Chantell Tarver	8/6/2012
Evacuation Routes Hazard.....	Chantell Tarver	8/6/2012
Update School Plot Plans.....	Bernie Hill	8/6/2012
Emergency Phone Numbers.....	Bernie Hill	8/6/2012
Survey of Neighborhood Resources.....	Jennifer Tilton	_____
Assign Disaster Functions.....	Chantell Tarver	4/8/2013
Staff Orientation to Plan.....	Chantell Tarver	_____
Review Plan.....	Jennifer Tilton	4/19/2013
Examine/Update Site Crisis Response Box.....	Jennifer Tilton/Bernie Hill	_____

Prepared by: Jennifer Tilton

Date Prepared: _____

School Year: 2012/2013

EMERGENCY TELEPHONE NUMBERS

School Name	Wicklund Elementary School		
School Address	300 E. Legacy Drive Mountain House, CA 95391		
School Phone	(209) 836-7200		
School Fax	(209) 836-7202	District Phone	(209) 836-7400
	Work Phone	Extension	Name
Principal	(209) 836-7200	2190	Chantell Tarver
Vice Principal	(209) 836-7200	2191	Jennifer Tilton
Local District Superintendent	(209) 836-7400	2311	Dale Hansen
Local District Facilities Manager	(209) 836-7400	2330	Larry Silveira, Jr.
School Secretary	(209) 836-7200	2192	Bernie Hill
School Secretary II	(209) 836-7200	2193	Lisa Rio
School Nurse	(209) 836-7200 (WES) (209) 836-7230 (QES)	2157 (Wicklund) 2223 (Questa)	Britney Bielecki
Non-District			
Fire and Medical Emergencies			911 (or local number below).
Poison Control Center			(800) 876-4766
San Joaquin County Public Health and Human Services			(209) 468-3400
San Joaquin County Environmental Health/Hazardous Materials			(209) 468-3969
San Joaquin County Office of Education			(209) 468-4800
San Joaquin County Office of Emergency Services			(209) 468-3962
Pacific Gas and Electric (PG&E)			(800) 743-5000
Red Cross			(209) 466-4971
Location/Name			
Local Fire Station—Tracy Fire Department			(209) 831-6700
Local Police—San Joaquin County Sheriff's			(209) 468-4400
Local Hospital—Sutter Memorial Hospital			(209) 835-1500
Ambulance—VMR			911
Medical Clinic (Nearest)—Tracy Medical Clinic			
Sewer Authority—Community Services District			NA

Water Authority—Community Services District	NA	

STAFF CELL PHONE LIST

Staff Name:

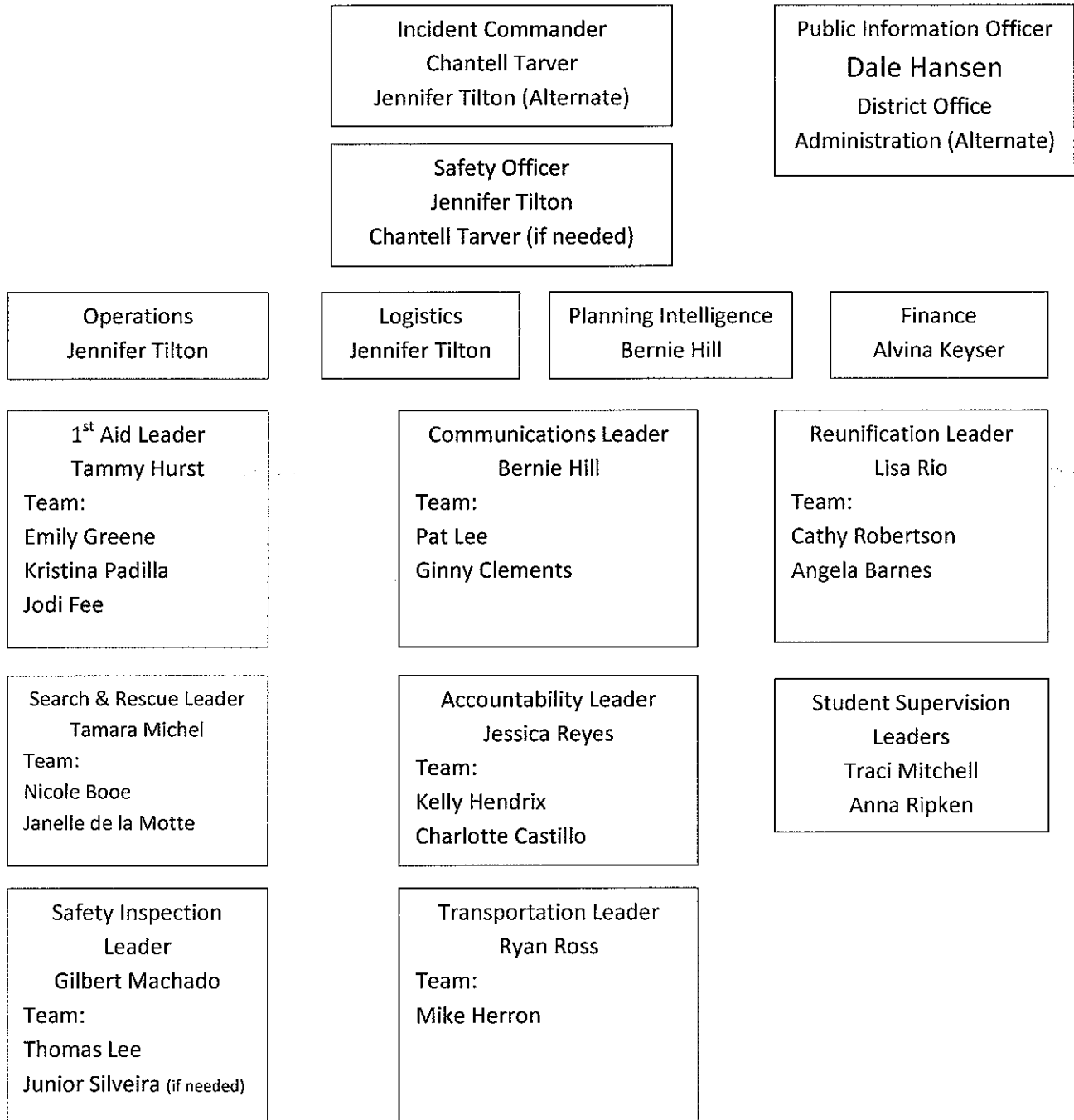
Cell Phone Number:

LIST STORED WITH PRINCIPAL, VICE-PRINCIPAL, AND SCHOOL SECRETARIES

(This information will be used only during a school emergency.)

EMERGENCY ORGANIZATION CHART FOR: WICKLUND ELEMENTARY SCHOOL (Flowchart subject to change as

ICS STRUCTURE—CHAIN OF COMMAND



COMMAND POST

The Incident Command Post (ICP) is the school’s incident “headquarters,” a location where the primary coordination and management functions are executed. The most important consideration is that the ICP have enough space for the Incident Command staff and four Section Chiefs to set up and proceed with emergency response coordination. This requires a working communications system (if available), tables and chairs to work from, good lighting, writing supplies, and display areas (for maps, plans, assignments etc.).

Possible locations for the ICP include the school office, gymnasium, cafeteria, or yard area. It may be desirable to locate the ICP such that the full emergency assembly area is in view, while maintaining adequate separation from the students, evacuation assemble areas, medical treatment areas, and student release areas. Wicklund School should have a pre-designated primary and alternate ICP when available.

Primary Incident Command Post Location:
WICKLUND SCHOOL OFFICE

Secondary Incident Command Post Location:
Computer Lab

Alternate: (To be determined when needed).

LOCATION MAP

For
INCIDENT OPERATION PLAN

Identify locations on campus (or off) for each post below:

COMMAND POST:

MEDIA/PUBLIC INFORMATION OFFICER (PIO):

SECURITY TEAM:

BASE SEARCH & RESCUE:

MEDICAL CENTER:

STUDENT CARE:

STUDENT RELEASE AREA:

Primary Sites	Secondary Sites
Main Office	Computer Lab
District Office	NA
Library	TBD
EL Room	Science Lab(317)
Staff Room	Lg Conf. Rm
Multipurpose room	Quad
Back Gate	Baseball Field

CLASSROOM SUPERVISOR ASSIGNMENTS

Student Supervision Leaders:

- K-2: Lowe
- 3-5: Ripken
- 6-8: Mitchell

Kindergarten: Beardsley, Kiliany, Silveira, Stromberg, Tijero, Herrera, Colletta, Pridgeon

1st Grade: Abell, Villalobos, Keeton, McAllister, Bustos, De Leon (Booe’s and Lowe’s students to be overseen by 1st grade team.)

2nd Grade: Corker, Byng, Braga (Hurst and Reyes’ students to be overseen by 2nd grade team)

3rd Grade: Haro, Stevens/Lowther, Townsend (de La Motte’s students to be overseen by 3rd grade team)

4th Grade: Herbert, Edwards (Ripken’s students to be overseen by 4th grade team)

5th Grade: Dillon, Myers (Michel’s students to be overseen by 5th grade team)

6th/7th Grade: Bingham, Saenz, Wingo, Morales,—when present

(Padilla, Hendrix, Ross students to be overseen by 6th & 7th grade team)

8th Grade: Maslyar, Vales, Akamichi, Lichens (Greene, Lee, Mitchell’s students to be overseen by 8th grade team)

Accountability Leader: Reyes

Team: Hendrix, Castillo

--The function of the accountability team is to run up to date information between the various teams; specifically delivering information between the *Operations Section Chief, Student Supervision Leaders*, and the *Reunification Team*.

EMERGENCY DRILL SCHEDULE

<u>Date</u>	<u>Time</u>	<u>Type of Drill</u>
August 30, 2012	10:35 a.m.	Fire
September 19, 2012	1:00 p.m.	Lockdown
October 18, 2012	10:35 a.m.	Earthquake
November 30, 2012	1:00 p.m.	Fire
December 10, 2012	10:15 a.m.	Lockdown
January 25, 2013	9:00 a.m.	Earthquake
February 26, 2013	11:00 am	Fire
April 15, 2013	10:35 a.m.	Earthquake
May 21, 2013	1:00 p.m.	Fire

SEMS/NIMS Staff Training

- SEMS Date: TBD
- NIMS Date: TBD

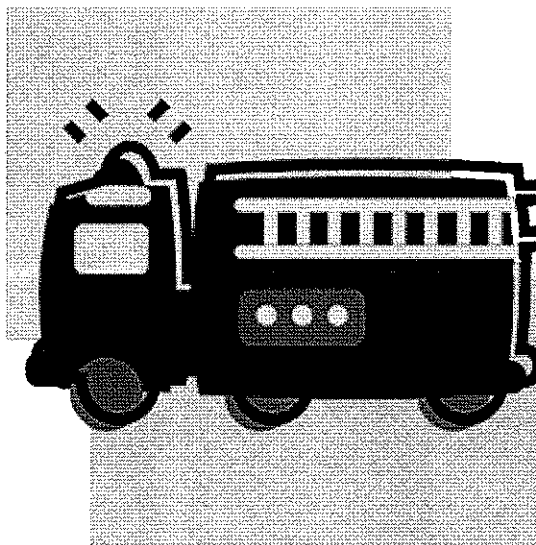
WICKLUND ELEMENTARY SCHOOL
DISASTER PREPAREDNESS
AND
RESPONSE PLAN

2012-2013



FIRE DRILL PROCEDURES

1. In the case of a fire or drill, the overhead alarm will sound.
2. Students should, in a quick orderly fashion, line-up at the outside door. Teacher should check on students to make sure they are following correct procedures.
3. Once everyone has lined-up, the first student should lead the class out to the designated area. Last person out of the door should make sure that it is closed.
4. Once the class has reached its designated area, the teacher is to take roll, and report any missing students to the point person assigned to the area.
5. When drill is complete, another bell will ring excusing classes back to their classrooms.



EMERGENCY FIRE DRILL ASSEMBLY PLAN

In the event of a fire being detected within a school building, the following actions will be taken:

Signal: Fire alarm will begin and will consist of continuous ringing of alarm.

Principal:

1. Sound fire alarm.
2. Notify proper authorities:
 - a. CALL 911
 - b. Superintendent
 - c. Emergency medical assistance (if needed)
3. Proceed to evacuate school.
4. Post traffic control at school parking lot for emergency traffic.
5. Notify parents/guardians in case of serious injuries.

Teacher:

1. Clear room of all persons.
2. Close all window and doors, if possible. Turn off lights.
3. Lead the class to their designated area used for fire drills, if possible.
4. Take emergency kits with you.
5. Take roll; notify school secretary of any missing students.
6. Maintain classroom management.

Custodian:

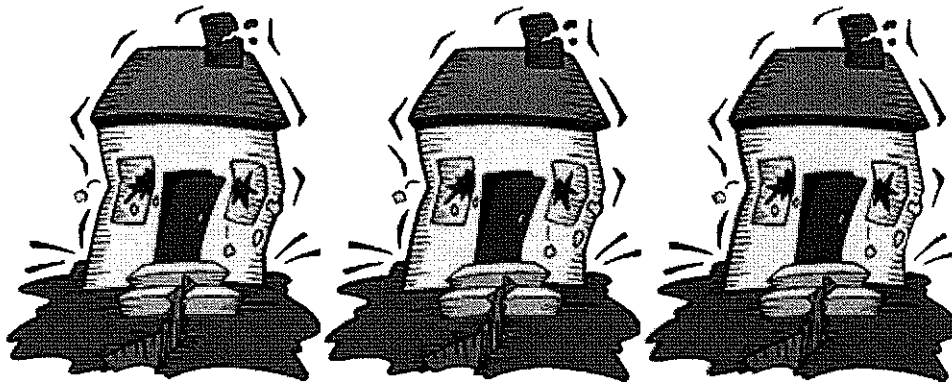
1. Open emergency vehicle access gates.
2. Check to see that all window and doors are closed, and lights turned out in each classroom.
3. Know locations of fire extinguishers and alarm boxes on campus.
4. Report to principal or designee for further instructions.

Secretary:

1. Under direction of principal, provide communication, security, and preservation of essential school records.
2. Monitor radio emergency broadcasts.
3. Funnel emergency responders to locations where needed.

EARTHQUAKE DRILL PROCEDURES

1. "Earthquake, earthquake, duck and cover" will be announced on the intercom.
2. Students should immediately duck and cover. Teacher should check on students to make sure they are following correct procedures.
3. When the earthquake has subsided, a fire drill bell will ring. Follow Fire Drill procedures to evacuate the building.
4. After the teacher has evacuated all transportable students to the fire drill location, take roll to ascertain who is missing, may be injured, or any other miscellaneous information.
5. When drill is complete, another bell will ring excusing classes back to their classrooms.



EMERGENCY EARTHQUAKE/DISASTER ASSEMBLY PLAN

Signals:

An earthquake is a real emergency (There will not be a Drill announcement).

Earthquake Drill Announcement

Voice of the secretary for drills: *"Earthquake, Earthquake...Duck and cover."*

Evacuation of Buildings (if necessary) – Use fire drill procedures.

Principal

1. Notification of Proper Authorities
 - a. District Superintendent
 - b. Appropriate emergency services as needed
 - c. Insurance carrier – Keenan & Associates
2. Oversee conservation and distribution of water
3. Determine location of First Aid Center
4. Notify parents/guardians of any serious injuries
5. Post-traffic control to keep parking lot free for emergency vehicles.

Teacher

1. Children should be quiet and calm and ready to listen to directions
2. Each person should assume the "Triangle of Life" position (fetal position and cover your face) next to outer wall of the classroom, with backs to the windows. Hold this position until "All Clear" signal is given.
3. If children are on the playground, they should go to the area assigned for fire drill if possible, otherwise lie flat on the ground.
4. If the children are on their way to school when an earthquake occurs, they should move away from all buildings, tall objects, and stop until the quake is over. Students should then proceed to school for further instructions.

Custodian

1. Gas and electricity should be turned off to prevent fires.
2. Assist in any fire-fighting or recovery activities.
3. Help set up emergency sanitation facilities, if needed.

Secretaries

1. Under direction of principal, provide for preservation of essential school records.
2. Monitor radio emergency broadcasts.
3. Funnel emergency responders to locations where needed.

LOCKDOWN DRILL PROCEDURES

In the event we have a suspicious person on our campus, or an emergency that requires our campus to be cleared, the office would call over the PA system:

“May I have your attention, please. This is a Lockdown. I repeat we are in a lockdown”

When you hear the above:

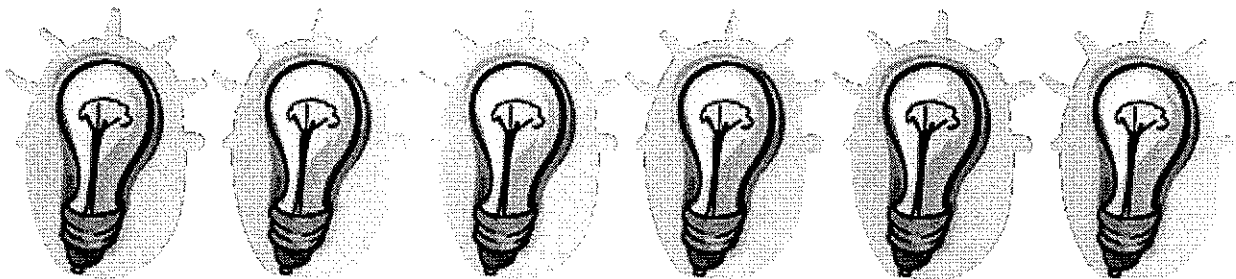
1. Lock the outside door to your class and keep all students in the room. If you see a student outside (any student), please pull them into your classroom, and e-mail his/her teacher. In the subject line, simply type the student’s name and the room you are in. For example:

Chantell Tarver in Room 7

2. Turn off lights and close any blinds in your classroom so that nobody can look in.
3. Go to your e-mail and look for more information and directions.
4. If you are teaching a class outside, please go to the nearest room and join them in the “lockdown.”
5. Most communication will be done through e-mail so please check it often and keep the students on the floor, calm, and away from windows.
6. If you are missing any students, e-mail Chantell, Jen, Bernie and Lisa with the students’ name and possible whereabouts.
7. We will announce an “All Clear” when we feel the campus is safe again.

BLACKOUT PROCEDURES

1. Tell your students about the possibility of blackouts and go over which activities they can do in a darkened room.
2. Have your emergency backpack and flashlight ready. If a student needs to use the restroom during a blackout period, s/he will need to be sent with a flashlight and a buddy.
3. We will not have bells and clocks if we lose power, so please use your watches and maintain normal schedules (including recess, lunch, and prep).
4. You may want to plan some outside activities.
5. Also, some phones may not work. If you have any questions or issues that need to be addressed by the office/administration, send a student runner to the office. (telephones in classrooms may not work).



A. PLAN FOR A LOSS OF WATER

TOILETS: A temporary toilet will be provided in each classroom by using a trash receptacle, plastic bags, and where privacy is afforded **AND/OR** portable emergency kits where available. Please contact San Joaquin County Environmental Health, (209) 468-3420, for specific guidance.

DRINKING WATER: Each classroom will be provided with one 2.5 gallon jug of water and cups for student use when water is not available.

FOOD: Coordination with the Wicklund cafeteria staff to distribute snack foods in emergent situations.

FIRE SUPPRESSION SYSTEM: Each classroom/office is equipped with a fire extinguisher.

B. PLAN FOR A LOSS OF ELECTRICITY

VENTILATION: Open doors and windows as needed.

LIGHT: Open doors and blinds to allow natural light as needed.

C. PLAN FOR A LOSS OF NATURAL GAS

FOOD SERVICE: Coordinate with the Wicklund cafeteria staff to provide non-perishable non-heated snack food and lunches.

OTHER: 2.5 gallons of water and cups will be provided for each classroom as needed.

D. PLAN FOR A LOSS OF COMMUNICATION

TELEPHONE SERVICE: The following alternative communication devices will be used; cellular phones, and staff handheld walkie talkies, marquee, school bulletin board in the front office, and school PA system.

OTHER: Text messaging, phone blast from another school site.

SURVEY OF SPECIAL STAFF SKILLS

NIMS, SEMS, ICS

Chantell Tarver
Jennifer Tilton
Bernie Hill

CPR Certification

Angela Barnes
Emily Greene
Jennifer Villalobos
Cathryn Abell
Crystal Myers
Kristina Padilla
Tamara Michel
Anna Ripken
Stacey Maslyar

First Aid Certification

Emily Greene
Jennifer Villalobos
Cathryn Abell
Kristina Padilla
Tamara Michel
Anna Ripken
Stacey Maslyar

AED Certification

Emily Greene
Cathryn Abell
Kelly Hendrix

MAB Certification

Emily Greene
Jennifer Villalobos
Tammy Townsend
Jodi Fee
Lisa Akamichi
Ellie Tijero
Lisa De Leon
Lorrain Bustos
Patricia Lee

SURVEY OF NEIGHBORHOOD RESOURCES

Tracy Fire Station Number 98: Located approximately 1.5 miles from Wicklund School on Tradition St. (911 Tradition St. Mountain House, CA 95391)

Wicklund Market: Located approximately 1.5 miles from Wicklund School on Wicklund Crossing. (557 Wicklund X-ing Mountain House, CA 95391)

Mountain House Community Services District: Located approximately 1.5 miles from Wicklund School on Sterling Dr. (230 Sterling Dr. Mountain House, CA 95391)

PARENT NOTIFICATION

Dear Parents/Guardians,

In order to provide a safe, secure and healthy environment for your child, the Wicklund School site safety plan is updated every year. In addition to updating our written plan (which includes procedures for fire drills, earthquake drills, and lockdown drills etc.), the Wicklund School staff makes sure that each classroom is equipped with a first aid kit and water for each student.

The evacuation site for Wicklund Elementary School is the playground field area. In a situation, where evacuation is necessary—should Wicklund School be deemed unusable—students would be moved to one of the below evacuation sites in as safe and timely a manner as possible.

The Wicklund School ICS team would execute the evacuation to insure a safe and orderly release of students to parents/guardians. **If picking up a student, parents/guardians must be sure to bring a photo ID (such as a driver’s license, military ID, State issued ID etc.).** Without verification, staff will not release any student.

Primary Evacuation Location: Wicklund Elementary School; Southwest Baseball Field

Address: 300 E. Legacy Dr. Mountain House, CA 95391

Secondary Evacuation Location: Wicklund Park

Address: Legacy Dr. Mountain House, CA 95391 (Adjacent to Wicklund School—between E. Legacy Dr. and Heritage Dr.)

If the school is involved in a lockdown situation, the LUSD district office is the designated area where parent/guardians should wait for public information. The eventual release of students will take place at one of the evacuation sites. Parents/Guardians **MUST NOT** go directly to the school in the event of a lockdown or evacuation. The best sources of information are at the district office or via connect ed., email, and/or phone blast.

If you have further questions about Wicklund School’s safety plan, please call the office at (209) 836-7200.

Sincerely,
Chantell Tarver, Principal

EMERGENCY ORGANIZATION CHART • DESCRIPTION OF DUTIES

MANAGEMENT/COMMAND

INCIDENT COMMAND

The Incident Commander (IC) is solely responsible for emergency/disaster operations and shall remain at the Command Post (CP) to observe and direct all operations.

Ensure the safety of students, staff, and others on campus. Lead by example; your behavior sets the tone for staff and students

SAFETY OFFICER

The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.

• Refer to the Emergency Operations Plan Manual for detailed duties.

PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) acts as the official spokesperson for the school site in an emergent situation. The PIO is a school district representative and will deliver informational releases from the school district office. Media personnel will be directed to the district office for official releases of information.

• Refer to the Emergency Operations Plan Manual for detailed duties.

LIASON OFFICER

The Liaison Officer serves as the point of contact for outside Agency Representatives offering organizational assistance during school site emergency response. The Liaison Officer coordinates the efforts of these outside agencies while on-site to ensure the proper flow of information.

• Refer to the Emergency Operations Plan Manual for detailed duties.

PLANNING

PLANNING SECTION CHIEF

The Planning Section Chief (PSC) is responsible for collection, evaluation, documentation and use of information about the development of the incident and the status of resources. This person will maintain accurate records and a site map. The PSC will provide an ongoing analysis of the situation and resource status. This person will work with the IC to develop the Incident Action Plan (IAP).

DOCUMENTATION UNIT

Those responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources.

• Refer to the Emergency Operations Plan Manual for detailed duties.

SITUATION ANALYSIS UNIT

Those responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of the situation and resource(s) status.

• Refer to the Emergency Operations Plan Manual for detailed duties.

OPERATIONS

**OPERATIONS SECTION
CHIEF**

Manages the direct response of the disaster which can include the following teams: (as needed)

• Refer to the Emergency Operations Plan Manual for detailed duties.

SITE SECURITY TEAM LEADER

Assess, identify & mitigate campus hazards during & immediately following on-site disaster/emergency. Responsible for campus security.

SEARCH AND RESCUE TEAM LEADER

Manages & Executes search and rescue efforts on campus. Minimum of 2 people per team.

MEDICAL TEAM LEADER

Responsible for provision of emergency medical response, first aid & counseling. Reports need of health or medical services. Ensures appropriate actions in the event of serious injury or death.

STUDENT CARE TEAM LEADER

Responsible for providing for safe sheltering & care of students & staff during emergency. Facilitates campus evacuation if necessary.

STUDENT RELEASE TEAM LEADER

Oversees the reunification of students with parents or authorized adults through Request & Release Gates.

LOGISTICS

LOGISTICS SECTION CHIEF

Responsible for providing facilities, services, personnel, equipment, materials and forms in support of incident. Sets up & maintains check-in roster.

SUPPLIES/FACILITIES UNIT

Provides facilities, equipment, supplies, and materials in support of the incident

STAFFING UNIT

The staffing unit team is responsible for coordinating check-in and assignment of personnel (staff, students, disaster volunteers).

TRANSPORTATION

The transportation team implements the transportation plan during school emergencies. Assesses needs for vehicles; also responsible for coordinating transportation of students, staff, and/or supplies. The transportation team will also direct vehicles.

COMMUNICATIONS

Establishes, coordinates and directs verbal & written communication within the school disaster site & with the school district.

FINANCE/ADMINISTRATION

FINANCE/ADMINISTRATION SECTION CHIEF

Note: These positions are usually only activated in a major incident or following an accident, and are staffed by district office personnel.

FINANCE/ADMINISTRATION CHIEF

The Finance/Administration Chief is responsible for tracking and procurement of costs, and generating cost analyses related to the disaster or emergency. This person will maintain financial records, track and record staff hours.

RECORD KEEPING UNIT

This team is responsible for ensuring that records for personnel costs, volunteers, payroll, purchasing materials and supplies, insurance claims, and cost recovery are maintained during campus emergencies.

• Refer to Emergency Operations Plan Manual for detailed duties.