

**LAMMERSVILLE ELEMENTARY SCHOOL DISTRICT
Sebastian Questa Elementary School
685 N. Montebello St.
Mountain House, CA. 95391**

Site Emergency Operation Plan and Incident Command System

**(Aligned with National Incident Management System
(NIMS) and California Standardized Emergency
Management System (SEMS))**

Revised: May 2013

SCHOOL SAFETY PLAN
Sebastian Questa Elementary School
Lammersville Elementary School District
Submitted by
The Questa School Site Council
on
May 28, 2013

School Site Council Members

Name	Title	Name	Title
Lemuel Vergara	Principal	Manisha Dhakal	Parent Member
Venssa Gomez	Staff Member	James Hiramoto	Parent Member
Lise DiMartino	Staff Member	Paula Castronuevo	Parent Member

Chairperson Manisha Dhakal

Law Enforcement Review:

Reviewed by: _____ Date: _____

Law Enforcement Agency: San Joaquin County Sheriff's Department

Date and Location of Public Meeting:

The School Safety Plan was reviewed at a public meeting on May 28, 2013 at Sebastian Questa Elementary School.

Questa Disaster Plan Table of Contents

School Site Council Members	1
Table of Contents	2
School Site Safety Committee	3
Emergency Contact List	4
ICS Organization Chart	5
Command Post Information	6
Staff Phone List	7
Classroom Supervision Assignments	8
Fire Drill Procedures	9
Earthquake Drill Procedures	11
Lockdown Drill Procedures	12
Blackout Procedures	13
Plan A: Loss of Water	14
Plan B. Loss of Electricity	15
Plan C. Loss of Natural Gas	16
Plan D. Loss of Communication	17
General Responsibilities	18
Parent Notification Letter	19
Class Buddy System	20
Incident Command	21
Planning	22
Operations	23
Logistics	24
Finance	25
Emergency Release Logs	Appendix A.
Evacuation Map	Appendix B
Emergency Equipment Map	Appendix C
Utilities Map	Appendix D
Injury Logs	Appendix E
Emergency Reporting Forms	Appendix F

SCHOOL SITE SAFETY COMMITTEE/CRISIS RESPONSE TEAM:

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

MEMBERS:

Lemuel Vergara-Principal	-	_____
Robyn Annicchero-Vice Principal	-	_____
Lupe Navarrete-Secretary	-	_____
Mikki Trevino-Secretary	-	_____
Ken Willis-Custodian	-	_____
Robert Bowers-Certificated	-	_____
Manisha Dhukal-Questa Parent	-	_____
Law Enforcement Representative	-	_____

RESPONSIBILITIES:

1. Hazard assessment on school grounds/facilities.
2. Update any school plans, maps.
3. Update emergency phone lists
4. Annually review training needs of staff and assign disaster functions.
5. Annually staff will review location of gas, water and electrical shut-offs and procedures.
6. Review Plan/Update Site Crisis Response

Emergency Contact List

School Name	Questa Elementary School		
School Address	685 N. Montebello St. Mountain House, CA 95391		
School Phone	(209) 836-7230		
School Fax	(209) 836-7232	District Phone	(209) 836-7400
	Work Phone	Extension	Name
Principal	(209) 836-7230	2290	Lemuel Vergara
Vice Principal	(209) 836-7230	2291	Robyn Annicchero
Local District Superintendent	(209) 836-7400	2311	Dale Hansen
Local District Facilities Manager	(209) 836-7400	2330	Larry Silveira, Jr.
School Secretary	(209) 836-7230	2292	Lupe Navarrete
School Secretary II	(209) 836-7230	2293	Mikki Trevino
School Nurse	(209) 836-7230 (QES)	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) 468-4152		
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		

ICS Structure-Chain of Command

Incident Commander
Lemuel Vergara

Safety Officer
Robyn Annicchero

Operations
Paul Horning

Logistics
Lupe N.

Planning Intelligence
Renee Nunn

Finance
Mikki Trevino

1st Aid LEADER
Anthony/Nurse

Communications
Shelly Morris

Reunification
Faith Ofman

1st Aid Team
Nurse-Britney B.
Corey Bishop
Blair Armaz

Communications Team
Randa Willett
Jaime Graham
Cam Nguyen

Reunification Team
Marisela R.G.
Christie Gabriel Alex/Mary
KorriLyn Sievers

Search & Rescue:

Accountability

Student Supervision

Leader: Robert Bowers

Search & Rescue Team

Megan V. Rump
Kristen Brawley
Gilbert Muraguri

Leader: Tawny Zemlock

Accountability Team

Jennifer Duran
Vanessa Gomez
Brenda Perez

Leader: Lise DiMartino

Student Supervision

Noelle Tico
Meghan Bordi
Mia Hicks
Theresa Peare
Ashley Monjure
Amy Swankhuizen

Safety Inspection -Ken Willis

Transportation-Frances C.

AIDES-Erika, Amy, Laurie, Carolyn, Bianca, Arlen
Sheeja,

Safety Inspection Team

Michele Montero
Rebecca Maibes

Transportation Team

Meredith Perkins/Manisha D.

QUESTA 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 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.

Primary Incident Command Post Location:

Questa School Office

Secondary Incident Command Post Location:

SCHOOL CAFETERIA

Alternate: (To be determined when needed).

STAFF PHONE LIST

Classroom Supervision Assignments

Leaders:

K-2: Renee Nunn

3-5: Corey Bishop

6-8 Shelly Morris

Kindergarten: Dimartino, Perez, Willett, Monjure (Nunn's students to be overseen by team)

1st Grade: Tico, Hicks, Perkins, Gomez,

2nd Grade: Montero, Ruiz-Gutierrez, Von Rump (Bishop's students to be overseen by team)

3rd Grade: Armaz, Bordi, Ofman, Zemlock

4th Grade: Brawley, Maibes, Bowers

5th Grade: Duran, Graham,

6th Grade: Swankhuizen, (will also oversee Morris' students as needed)

7th Grade: Chamberlain, Peare

8th Grade: Horning, Gabriel

Accountability Leader: Zemlock

Accountability Team: Duran, Gomez, Perez

The function of the accountability team is to run up to date information between various teams, specifically between the following: Operations, Student Supervision and Reunification Teams.

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

Staff Protocol:

1. Principal:

- a. Sound alarm
- b. Call 911
- c. Contact Superintendent
- d. Contact Medical assistance
- e. Evacuate school
- f. Notify parents

2. Teachers:

- a. Clear room of all persons
- b. Turn off lights
- c. 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.
- d. When 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.
- e. Take emergency kits/backpacks

3. Custodian:

- a. Open emergency access gates
- b. Know locations of fire extinguishers and alarms on campus
- c. Report to principal or leader for further instruction

4. Secretaries:

- a. Communicate as needed to staff, emergency personnel, parents or other involved persons
- b. Monitor radio transmissions
- c. Help organize and allocate volunteers to specific locations

Special Considerations

- a. If a class is out for recess when the fire drill alarm is sounded, students should go immediately to the class number on the edge of the playground. If a class is out at P.E., students should remain with the P.E. teacher until the classroom teacher joins the class.
- b. If the alarm is heard while students are in the multipurpose room, each child is to remain still and quiet until instructed to file out. (All three exits are to be used and one adult should lead each line of children.)

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.

Staff Protocol:

Principal:

1. Notify proper authorities
2. Oversee distribution of water
3. Determine location for first aid center
4. Notify parents/guardians of injuries
5. Post traffic control to keep parking lot free for emergency vehicles

Teacher:

1. Children should be quiet and calm and listening to instructions
2. Children should duck and cover and if on playground should go to an area designated for fire drill if possible.

Custodian:

1. Gas/electricity turned off
2. Assist in any recovery activities

Secretaries:

1. Preserve school records
2. Monitor radio transmissions
3. Assist in communicating with volunteers to help allocate them to appropriate posts.

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:

Robyn Annicchero 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 Lem, Robyn or Lupe and Mikki 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).

Plan A. Loss of Water Plan

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 water and cups for student use when water is not available.

FOOD: Coordination with the 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. Keep emergency flashlights in backpacks to use as needed.

C. Plan for a Loss of Natural Gas

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

OTHER: Water and cups will be provided for each classroom as needed.

D. Plan for 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 or communication from District Office.

General Responsibilities

The school realizes that the safety and welfare of the employee's family is his/her first concern. Therefore, the school encourages each employee to establish a safety/survival plan and to advise the family they will be obligated to remain at work. In the event that disaster strikes during normal working hours, all employees are to:

1. Carry out designated responsibilities to ensure student safety and welfare.
2. Check the safety of their immediate families, if possible.

NOTE: Any employee unable to establish communication with his/her family should report this to the principal. If release from duty is not possible, the concern will be referred to the District Office, who will attempt to establish contact between the employee and immediate family.

If disaster occurs during off duty hours, employees are to:

1. Check on the safety of their immediate family.
2. Report to the nearest accessible district site in the event that their regularly assigned site is inaccessible.

PARENT NOTIFICATION SAMPLE LETTER

Dear Parents/Guardians,

In order to provide a safe, secure and healthy environment for your child, the Questa 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 staff makes sure that each classroom is equipped with a first aid kit and water for each student.

The evacuation site for Questa Elementary School is the adjacent park. In a situation, where evacuation is necessary—should Questa 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 Questa 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: Questa Elementary School; adjacent Questa Park

Address: Montebello St. Mountain House, CA 95391

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 the evacuation site. 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 the safety plan, please call the office at (209) 836-7230.

Sincerely,
Lemuel Vergara, Principal

CLASSROOM "BUDDY" SYSTEM

Rooms 403, 404
Rooms 405, 406, 407
Rooms 502, 503
Rooms 505, 506
Rooms 507, 508
Rooms 601, 602, 603
Rooms 605, 606, 607
Rooms 701, 702, 703
Rooms 706, 802, 808
Music Room and Office

When exiting the building, please visually check to be sure buddy class is also exiting with you.

The first responsibility is for each teacher to check on the safety of his/her class. Teachers who are assigned to response teams will report to the response team center organize and assume responsibilities as described in this plan. Each teacher in the "Buddy System" should watch out for the other teacher's class.

EMERGENCY INFORMATION CHART:
DESCRIPTION OF DUTIES

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

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

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

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

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 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 authoized adults through Request & Release Gates.

LOGISTICS

The Logistics chief is 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

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.

Appendix A

EMERGENCY RELEASE PROCEDURES

In the event of disaster or local emergency, the District's custodial responsibility of students may be extended beyond the range of normal operating hours. This is due to the probability that many parents may be unable to pick up children due to a variety of reasons, such as transportation system failure, injury, or death. Therefore, it may become necessary for an individual, other than the parent or legal guardian, to pick up children from school.

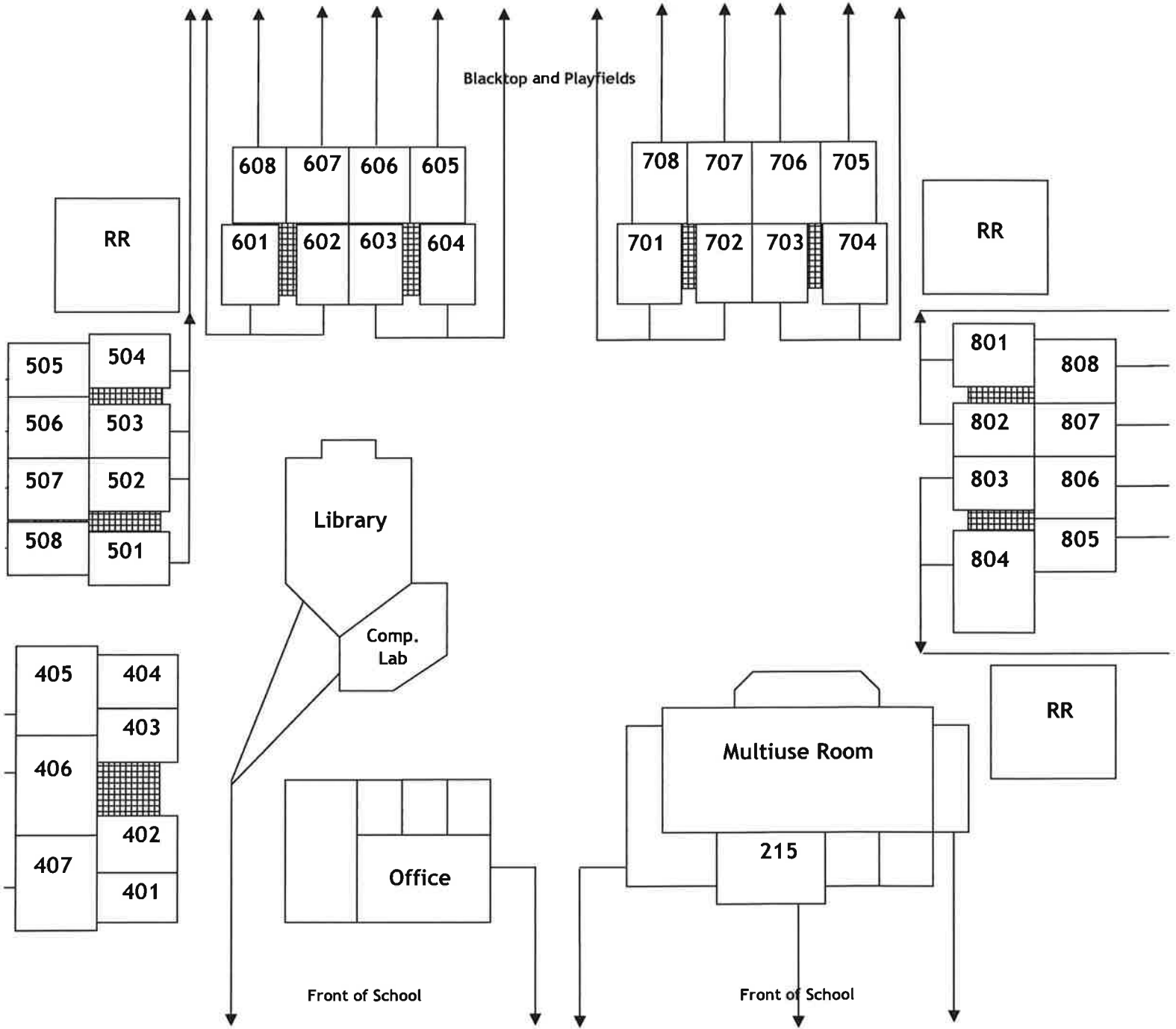
The following procedures should be followed when releasing students during a local or widespread disaster or emergency:

- A. Under no circumstances are minor students to be released without being accompanied by a parent or other authorized adult.

NOTE: During a disaster, it is likely that individual students at high school level may insist on leaving school unaccompanied by an adult guardian. Every effort should be made to persuade these students to remain; however, if this is not possible, the student is to sign him/herself off campus and indicate his/her destination.

- B. Prior to transferring custody of a minor student to a parent or other adult, proper identification will be presented and the appropriate information recorded on the Emergency Release Log.
- C. Prior to releasing students to an adult other than a parent, the Student Information Form will be checked to verify that the individual has been authorized by the parent.
- D. If students are released to a first aid center or a medical care facility, the student's name, address, phone number, and name of school will be marked directly on the student's forehead or other appropriate area of the body using permanent ink. This will assist medical personnel in identifying the student should he/she become unconscious or unable to speak.
- E. Students over the age of 18 may be released to their own custody if they cannot be persuaded to remain on campus.
- F. Teachers will release students to parents/guardians. Parents will sign the Release Log. If the parent/guardian is not known by the teacher, the student will be released by the office.

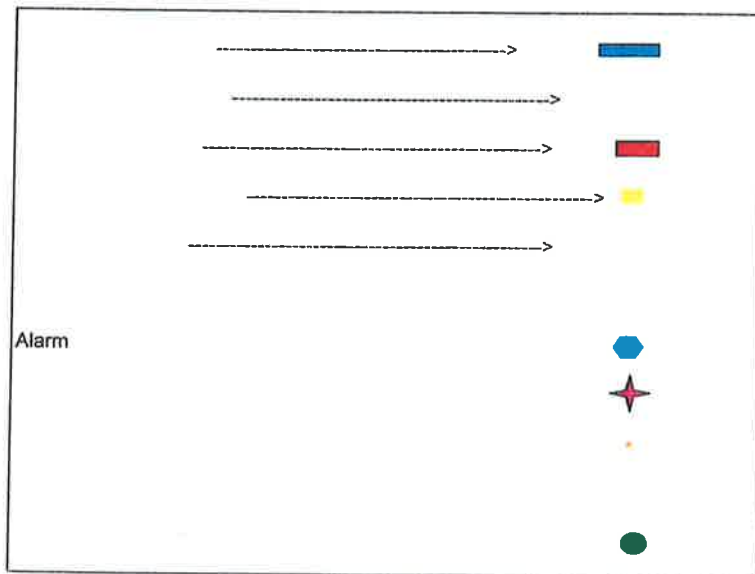
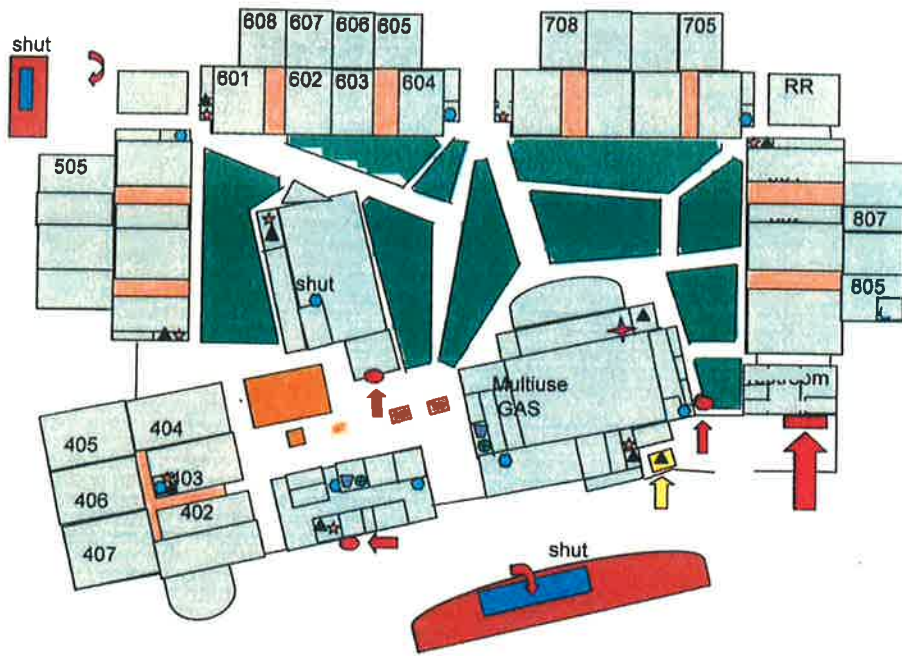
Appendix B EVACUATION MAP



Appendix C

EMERGENCY EQUIPMENT MAP (Admin)

Appendix D-Utilities



Appendix F

EMERGENCY REPORTING FORM

TEACHER NAME:

EVACUATION LOCATION:

Time filed:

Immediate Assistance needed: None Fire Medical Search and Rescue

Status:

All students and staff accounted for and uninjured.

Missing or Injured Students

Missing or Injured Student

Name Problem (Missing, Injured)

Location
(if missing, location last seen)

Missing or Injured Staff

Name Problem (Missing, Injured)

Location
(if missing, location last seen)

Damage Report

Room#

None

Fire

Gas Leak

Minor (Objects fell, windows cracked)

Significant (Walls/ceiling partially damaged)

Major (Walls/ceilings collapsed)

Other information:

