

Sunset Lane School

Emergency Procedures Manual



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Preparedness Practical Tips



Substitutes

Provide substitutes with a copy of this handbook

Teachers

Please review procedures with students so they know drill procedures and expectations (before drills)

Have Incident Commander phone # in your phone

Communicate with Admin/Office first when there is a concern or question

Prepare your emergency backpack with class lists, pens, activities such as word searches, etc.

Classroom

Consider having back up water

Look around your classroom and check for safety issues and report concerns to the office

Put up your Emergency Quick Response Sheet in your classroom

Check your backpack and verify that you have a green and red card, if needed let the office know if you need supplies

Communication

502-#-0 calls out through P.A.

Fire Drill



Steps

Alarm pulled by custodian or office staff
Direct your class to line up quickly and evacuate the building
Close doors & take your emergency backpack
Proceed to field safety area
Students in RSP, Rtl, or ELD should stay with that teacher
Monitor your class in designated area
All volunteers should stay with your class during the drill
Display class identification signs in the front of your line
Take attendance and send runner(s) to the Incident Command post
Communicate where MISSING or additional students/staff may be and the Incident Commander (IC) will give directives to search
Additional students may be from another classroom
Send red or green card (red card signals that there is a student missing from your class and a green card signals that all your students are accounted for).
Goal is for everyone to evacuate within 5 minutes or less.

Earthquake Drill



Incident Command

Announce drill and sound effect
Alarm pulled

Respond

Inside

- Drop, cover and hold
- Get under desk
- Sit against a wall
- Stay away from window, shelves, and heavy objects

Outside

- Stay outside and find an open space on the field (in the event of a real earthquake we will move students by grade level to back of the field with grade level signs)
- Move away from buildings, lights, power lines, and big trees
- If a class is at P.E., students stay with the P.E. teachers
- If outside, ask students to sit on the ground away from any falling debris. Students should remain seated until the earthquake is over.

Evacuate

Know your exit route and follow it (please refer to map)

Open and unlock doors

Take emergency backpacks and yellow buckets

Proceed to field safety area

Lead students out so you can watch for fires, dangers, and debris

If you are with students, never leave a student behind in a classroom. Send your students with buddy teacher to the evacuation site if needed.

Remember to check for three things in order to prevent death: Breathing, Bleeding, and Shock

Organize

Students in RSP, Rtl, or ELD should stay with that teacher

Line up according to Evacuation Maps

Settle your class - sit, kneel, squat - in designated area

All volunteers should stay with your class during the drill

Hold up class signs

Take attendance and send runner(s) to the Incident Command post

Communicate where MISSING students or additional/staff may be

- IC will give directives to search
- Additional students may be from another classroom
- Communication options
 - Red card or green card

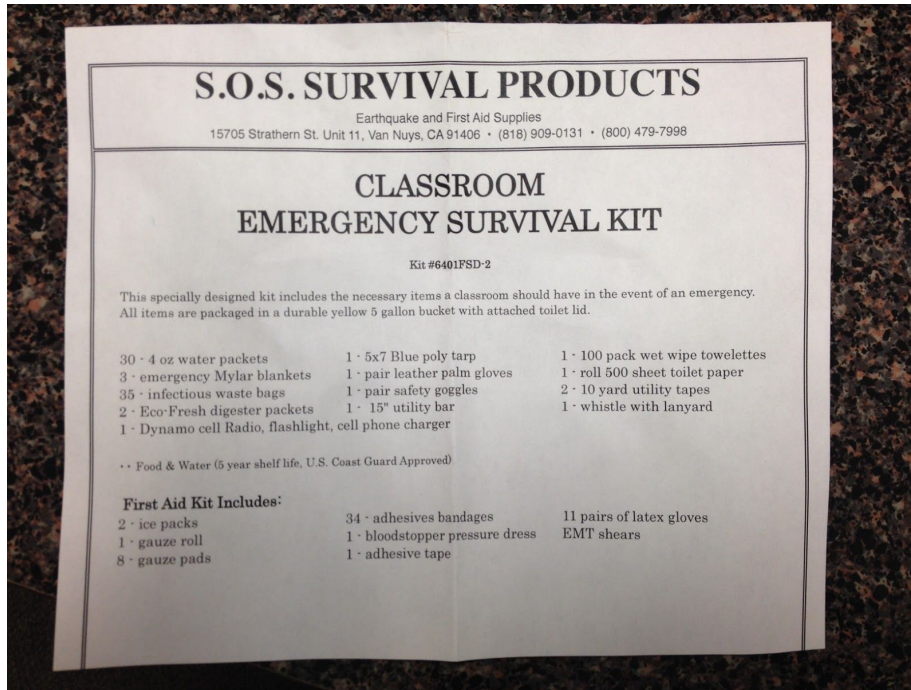
Red = missing

- Written note w/runner

After Earthquake

- Check yourself for injuries
- Check for injuries in classroom
- Report to your designated team

Picture of Items in your yellow bucket:



Lockdown Drill



After hearing “This is a lock-down!” all students and staff proceed to the closest classroom or media center, MPR, or office

Any students in the restrooms should remain in the restroom until the principal or police come to escort them to safety or the “all clear” is announced over the loudspeaker.

Lock all doors, inside and out. Do not open, no matter what.

Teacher Response

Close and lock doors (front and back doors). Do not open, no matter what.

Close blinds and turn off the lights

Direct students to go under desks/safest areas (away from windows)

- Keep students quiet
- Use yellow bucket for bathrooming if needed
 - Set up privacy area for bathrooming
- Email the office that all students are accounted for
 - If all students are present:
In subject line/ “Room 202 - All Here”
 - If a student is missing:
In subject line: “Room 202 - All Here Except Haley West”
 - If you have an “extra” student
In subject line: “Room 202 - Extra Student - Max Kim”
 - Students in RSP, Rtl, or ELD should stay with that teacher
- Substitute teachers please call the office by dialing 300
- Stay in lockdown until cleared by Incident Command and you hear the all clear

Students and staff who are outside

P.E. class go the MPR/Library/Pit or flee

Go to the nearest classroom/building

Close and lock doors

REMAIN CALM THROUGH IT ALL

Active Shooter



Incident Command (Dr. Gyurina or someone from the office)

Communicates 3 times: “Active Shooter on Campus”

- Uses P.A. to alert teachers
 - Identify location of shooter
- Call 911

Teachers

Run-Hide-Fight

Incidents usually last about 3 minutes

- **Run**
 - If there is an opportunity to flee, run into the neighborhood
 - Do not stop until you are far from school
 - Knock on doors of houses
 - Identify yourself, the school, and report the situation to Police
- **Hide**
 - Barricade doors
 - Turn off the lights
 - Close blinds
 - Remain calm and quiet
 - Classroom Call Out: 502 - # - 0
 - Turn cell phones to silent mode (no vibration)
 - Remain hidden in your room, away from windows and doors
- **Fight**
 - Use any means necessary to fight back
 - Use scissors, fire extinguishers, baseball bats, etc. for defense
 - Do not stop until shooter is incapacitated

MPR/Pit/Media Center

If in one of these locations

- Lockbar key is on the wall

Great Shakeout Guide



Pre-Event Communications

School

- Connect Ed message
- Advertise on website
- Advertise on marquee

Teachers

- May share on Haiku and/or provide an email reminder for parents and students

District

- Superintendent provides a Connect Ed message the night before
- District website shares drill information

Day of Shakeout

Drill Level 1: Drop, Cover, and Hold On Drill and Building Evacuation

Perform Drop, Cover, and Hold On – a quake safe action

Designed to protect lives and prevent injuries from falling furniture and flying objects

Teachers and students will then evacuate the building according to the school disaster plan

About 10:12 a.m.

P.A. Announce to drop-cover-hold

Next announcement: “The earthquake has stopped, please exit the classroom”

Evacuate with class sign and emergency backpack

- Leave door **open and unlocked**. In a real event, we would have to search and get in easily.
- Direct class, straight to the field and line up on designated spot
- Have your class line up in 1-2 lines, facing the Incident Command Center
- Have students sit/kneel/squat (easier to control and see students)
- Account for all students and send attendance card to the Command Center

Wait for drill completion signal/announcement

Debrief

Before the end of the day, debrief with staff

Provide a Google Form to receive additional comments and suggestions

Drill Level 2-5

Incident Command to decide the scale of the drill

Assemble in designated teams

- Run through simulation

Emergency Team Roster

Dr. Tracy Gyurina, Incident Commander

Command Center	Safety/Fire Team
*Kathleen Escaleras-Nappi	Lorena Pacheco
Robin McCormick	Marco Madrigal
Operations Team	Student Release
* Pam Ryono- chief	Janet Powell
	Amy Andi-Swaine
Search and Rescue	Alexandra Bishop
Erin Acosta	Karen Cova
Sarah Spero	Shawn Lee Chong
John Konrad	Planning/Intelligence Team
Claudia Johnston	*Linda Kelley- chief
Jenilee Migliorini	Chung/Leibrecht
Lauren Poggio	Kristin Schleicher
	Jessica Humes
Medical Group/Triage	Logistics Team
Sue Botallico	* Peter Jenisch- chief
Lisa Wilhite	Angel Parisi
School Nurse	Katie Frazer
Nicole Tsou	Lourdes Lejano

Supervision	6th: Guttenplan, 1 noon duty aide (Bunts), 1 additional aide if possible
Preschool Team: David and aides	SDC Primary: Jahn and aides
TK: Walker and Chung	SDC Upper Grade: Rivera and aides
K: Chun/Leibrecht, Miller/Morgan, Lim	Lab Team: Lead and aides
1st: Konechy/Schaller, 2 noon duty aides (O'Sullivan, Perez)	
2nd: Alexander, 1 aide Oba, additional aide if possible	
3rd: Kranich, Garibay-Russo, additional two aides if possible	
4th: Song, 1 noon duty aide (Connaughton), 1 additional aide if possible	
5th: Lowry, Marshall, 1 noon duty aide (Kim), 1 additional aide if possible	

* These teachers are team leaders
Please note this roster may be updated

Incident Command System: Is the standardized approach to the command, control and coordination of emergency response providing a common hierarchy. It was developed in the 1970s to address California and Arizona fires.

The incident command sets the objective, strategies, and priorities and has overall responsibility for the incident.

Operations Team: consists of various groups that assist in responding to the emergency. The groups include: search and rescue, triage, and student reunification groups.

Planning/Intelligence Team: Assist in getting the facts straight and planning for the future. They track resources and collect information (inventory emergency supplies).

Logistics Team: Assist with providing needed supplies and equipment

Emergency Organization Assignments

Incident Command Center (ICC)

Tracy Gyurina, Kathleen Escaleras-Nappi, Robin McCormick*

Equipment Needed: District radio, radio, emergency cards, release records, map of school

Duties: Meet at the Reunion Gate and prepare release forms for parental pick-up, collect attendance forms from teachers, communicate with sweep team for clearance of rooms and communicate with D. O.

Student Release Team

Janet Powell, Amy Andi-Swaine, Alexandra Bishop, Karen Cova, Shawn Lee Chong

Equipment Needed: Caution tape, table, procedure Signs (in emergency bins), and emergency cards, radio

Duties: Document release by having parents/guardian sign student release cards or roster list at the release gate. Notify principal or assistant principal at the Command Center if an adult comes to pick up a student on the First Aid/Morgue list

Medical Group/Triage

Sue Botallico, Lisa Wilhite, School Nurse, Psychologist

Equipment Needed: radio, first aid supplies, food, water, stretcher, toilets, emergency cards

Duties: Prepare first aid equipment, administer first aide to injured and set-up and maintain morgue.

Search and Rescue Teams

Erin Acosta, Sarah Spero, John Conrad, Claudia Johnston, and Lauren Poggio

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Equipment Needed: Hard hats, radios, chalk, keys to enter rooms and crowbars

Duties: Check all assigned areas for injured or unaccounted people, close door once room has been inspected and communicate to the Incident Commander/Operations Chief

Safety/Fire Team

Lorena Pacheco, and Marco Madrigal

Equipment Needed: Keys, hoses, ax, wrench for gas shut off, radios

Duties: Check and close gas lines, extinguish small fires, recheck grounds for unaccounted people (close doors to room when rechecked) and communicate findings to the Incident Command.

Planning/Intelligence Team

Linda Kelley, Jenny Chung/Patty Leibracht, Kristin Schleicher, and Jessica Humes

Equipment Needed: Emergency binder

Duties: Plan time to meet before large scale drill to plan and discuss what we need

Logistics Team

Peter Jenisch, Angel Parisi, Katie Frazer, and Lourdes Lejano

Equipment Needed: Folding tables, chairs, emergency bins, cones, and signs

Duties: On the day of our large scale drill, please assist our safety team, and also support IC with setting up Incident Command. Afterwards, support with security.

Supervision Team/Emergency Assembly Area

Equipment Needed: Things for students to do, paper and pencils, crayons, books

Duties: Watch your classroom and the others assigned to you. Have things prepared to entertain the children. Remember: If the earthquake is real, we may be out here for a long time. We cannot leave until all children have been picked up

**H5 bmcH Yf'gW cc`dYfgcbbY`bch`jghYX`Uvcj Yg\ U` \ Yd`ci hHYUM Yfg`k Jh` W`JXfYb`Jb`H Y`
UggYa V`miUFYUgi W`Ug`FGD`UbX`GdYYW`HYUM Yfgz`Gi ddcfhiHYUM Yfgz`DgmW`c`c[Jglz5`
5 JXYgz`UbX`Bccb`8i Im5 JXYg`-Znci`UFY`k cf`Jb[`k Jh` W`JXfYbz` Yyd`H Ya`i bh`hYUM Yf`gYbXg`
Zcf`h Ya`"**

**H6 YWU`gY`Ub`YUfH ei U`YXfJ`WUb`HU`YUk` \ JY`tc`Wta`d`YhZ`ghi XYbtg`UFY`U`ck YX`tc`gJh`UbX`
HU`ei JYhZ`cf`fYUX`k` \ JY`k UJh[`"**

Sunset Lane Classroom Teachers Buddy System



The idea of the “Buddy System” is to team up teachers in adjacent classrooms so that they may assist each other in the event of an emergency situation. After an earthquake take a few seconds to check briefly with your buddy classroom/s to see if they need assistance. If the teacher in one room is incapacitated, then the buddy teacher will take charge of both/all classes. Listed below is the Buddy System classroom assignment. In the event you are not in your classroom during an emergency situation then check briefly with your buddy at the evacuation area.

Buddy Lists
Rooms 112 & 110 (TK)
Rooms K1 & K2
Rooms 201 & 203
Rooms 202 & 204
Rooms 205 & 206 & 207 & 209
Rooms 208 & 210
Rooms 212 & 214
Rooms 213 & 215
Rooms 217 & 219 & 211
Rooms 216 & 218 & 221
Rooms 101 & 102
Rooms 103 & 104
Rooms 105 & 106
Rooms 107 & 108 & 109

The office, the media center and The Lab will not have a buddy system but we will check these areas after an emergency situation.

Radio Use Protocol



Our radio channel is 10. Please verify that your radio is working.

Follow the four golden rules of Radio Communication:

Your voice should be clear. Speak a little lower than normal. Speak in a normal tone; do not shout

Keep your message simple enough for intended listeners to understand

Be precise and to the point

Do not transmit confidential information on the radio unless you know the proper security information is in place. Remember frequencies are shared, we do not have exclusive use of the frequency.

