

Situational Emergency Response Plan 2018-2019

800 W. ELM STREET BISHOP, CA 93514

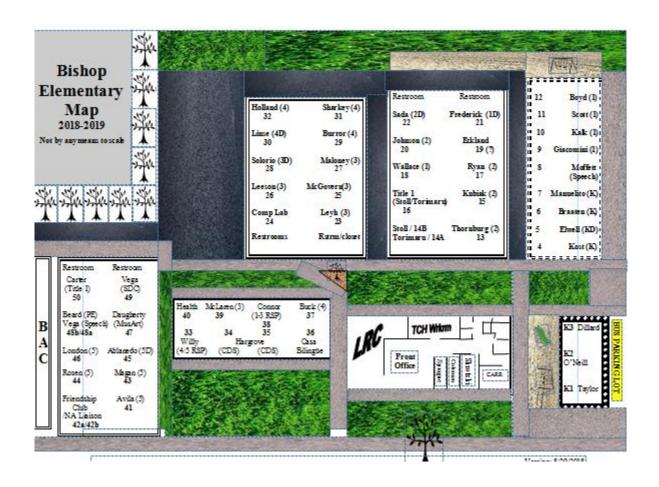
(760) 872-1278 or (760) 872-1658 Fax (760) 872-5113

Table of Contents

STAFF ROSTER, EXTENSIONS, AND ROOM NUMBERS	1
BISHOP ELEMENTARY SCHOOL MAP	3
EVACUATION PROCEDURES	4
CAMPUS EVACUATION DURING CLASS:	4
CAMPUS EVACUATON BEFORE SCHOOL, AT PASSING PERIOD/LUNCH OR AFTER SCHOOL	4
LOCK-DOWN PROCEDURES	6
LOCK-DOWN	7
EARTHQUAKE or EXPLOSION	8
FIRE	9
INTRUDER ON CAMPUS (GUNMAN/TERRORIST)	10
BOMB THREAT (REPORTED)	11
BOMB THREAT (IDENTIFIED DEVICE)	12
HAZARDOUS MATERIALS ACCIDENT	13
ENEMY ALERT	14
STAFF BUDDY ASSIGNMENTS	15
DISASTER TEAM ASSIGNMENTS	16
Emergency Management Team	16
First Aid Team	16
Communication Team	17
Facility Management Team	17
Search and Rescue Team	18
Morgue Team	18
Assembly Area Supervision Team	19
Food and Water Team	20
Dismissal Team	20
CONTENTS OF DISASTER BARREL	21
ABSENT STUDENT AND INJURY REPORT FORM	22
FIRE DRILL LOG.	
EVACUATION ROUTES.	
EMERGENCY PULLS AND FIRE EXTINGUISHERS	

PLEASE NOTE: WE WILL PLAN TO EVACUATE TO THE WEST FIELD ON ALL EMERGENCIES, UNLESS STUDENTS ARE IN THE CAFETERIA. IF THERE IS DANGER ON THE FIELD, PLEASE LISTEN FOR INSTRUCTIONS FROM ADMINISTRATION ON WHERE TO GO.

IN THIS PLAN THE TERMS \mathbf{WEST} FIELD AND $\mathbf{DISASTER}$ $\mathbf{EVACUATION}$ AREA WILL BE USED SYNONYMOUSLY.



EVACUATION PROCEDURES

EVACUATION of campus will occur when (1) there is eminent danger of remaining in classrooms/building, or (2) the administrator in charge determines that a LOCK-DOWN situation is over.

CAMPUS EVACUATION DURING CLASS:

CLASSROOM STAFF:

- Review evacuation routes with students. Take emergency backpack with you.
- Supervise the orderly evacuation of students to the **West Field.**
- Check to see that Staff Buddy (ies) is/are present in Evacuation Area.
- Complete **Absent Student and Injury Report Form** upon arrival at the Disaster Evacuation Area and deliver it to the **Assembly Area Supervision Team** via assigned teacher.
- If assigned, report to **Disaster Team Assignment** location and leave students with nearby staff member.

NON-CLASSROOM ASSIGNED STAFF:

• Assist with the orderly evacuation of students to the **Disaster Evacuation Area** Report to **Disaster Team Assignment** location.

CAMPUS EVACUATION BEFORE SCHOOL, AT PASSING PERIOD/LUNCH OR AFTER SCHOOL

ALL STAFF ON CAMPUS

- Direct and supervise the orderly evacuation of students to the **West Field** if students are on playground, just arriving, in hallways.
- If assigned, report to **Disaster Team Assignment** location and leave students with nearby staff member.

FOR EVACUATION DURING BREAKFAST/LUNCH/ASSEMBLY FROM CAFETERIA:

- All students on playground will gather on field at the usual line up spot for fire drills. Yard aides will disburse themselves to cover a cluster of class lines.
- Students in classrooms will report to their usual places on the field to the west of the school.
- Office staff will get current class lists out to the playground and to the lawn area in front of the BAC so attendance may be taken.
- 1. Students in the BAC will exit by using the 4 doors at the corners.
 - a. Cafeteria aides will open up double doors at all corner exits.
 - b. Students at the west end will exit the west end doors and walk around to the lawn area in front of the BAC. They will line up under their grade numbers. Students who eat at the west end are older students. (SEE EVACUATION ROUTES)
 - c. Students at the east end (K-2) will exit at the corner doors. Yard and/or cafeteria aides will lead them out.

- d. Students in line for food will turn around and exit out the northwest end door. Cafeteria aide will lead.
- e. Any teachers on campus will determine by current time where their class would be and report to that location with emergency packet if possible.
- f. We are not going out the middle-east end door because we want to limit the possibility of students ducking into bathrooms to hide.
- g. 4th graders will go out the front doors, 5th graders out the back doors (stand up, walk out to edges, then out).
- h. Those going out back doors will walk to south and around so as not to jam up students coming out front north end doors. Cafeteria aides will lead.
- i. Dennis will close double doors and check bathrooms. Will then close all doors once students are out.

2. Admin staff will report as follows:

- a. Mr. Carr—Elm
- b. Ms. Skrotzki—Pine (east BAC lawn)
- c. Tracey/Jacquie—east BAC lawn—Tracey will bring attendance to the east lawn.
- d. Elaina/Michele/Julie—field for ALL students on field (K-5)

LOCK-DOWN PROCEDURES

Once it is determined a lockdown is necessary, the office will activate the lockdown announcement:

This is a lockdown! This is NOT a drill. Lock and secure your doors and windows. You have 90 seconds to get into your classroom. Lockdown NOW! (Repeat)

or a LOCK DOWN button will be pressed and repeat this is LOCK DOWN over and over.

LOCK-DOWN RESPOND:

- The Emergency Management Team reports to the office or command center.
- Staff members and students remain in classrooms or offices <u>until released by police and or</u> administration.
- All staff and students in classrooms and other buildings, DUCK AND COVER, then move student to the wall closest the classroom entrance. Stay as close to the wall and out of sight if possible.
- If lock-down happens before school, at break, or at lunch, students should be guided into the nearest classroom. Lock classroom door.
- Take attendance of all students present in your room.

LOCK-DOWN NO RESPONSE:

- **NO ONE MOVES.** The situation is too unstable, and risk for injury is too great to have anyone moving about campus.
- Staff members and students remain in classrooms until released by police and or administration.
- All staff and students in classrooms and other buildings, DUCK AND COVER, then move student to the wall closest the classroom entrance. Stay as close to the wall and out of sight if possible.
- Take attendance of all students present in your room.

	Administrator in Charge Responsibilities	Staff Members Assigned to Students Responsibilities	
1.	Call 911.	1.	Close and LOCK classroom door.
2.	Declare LOCK-DOWN.	2.	Complete Student Attendance and Injury Report
3.	Activate Emergency Management Team.		Form.
4.	Coordinate with police services.	3.	Supervise students.
5.	Coordinate communication with District Office.	4.	Calmly reassure students.
6.	Monitor release of students.	5.	Supervise the orderly evacuation of students
7.	Keep record of events.		when directed by law enforcement,
8.	Maintain responsibility for staff and students.		administration, or designee.
	•	6.	Supervise students at Disaster Evacuation Area
			until released by administrator or Emergency
			Management Team.

LOCK-DOWN

Provide a calm environment in which emergency instructions can be given. Students will follow the teacher's lead. Stay calm and controlled as you move students to the lock-down position. Reassure students that the school has a plan that is being carried out and that they are as safe as possible. Let them know that when it is safe, you will be notified. **Do not** watch TV. Inform student of what they might expect in this situation.

Your students will fare better emotionally if they are not surprised by events that may take place. They should understand that if released by law enforcement, the officers may be dressed in SWAT Team garb, will be armed, and may speak succinctly/harshly regarding giving orders. Also, if the school is evacuated class by class, students may have to leave everything in the room, file out with hands on their heads, move quickly, do what they are told, etc. Assure students that these are normal procedures that are in place to keep them safe. Foster a "team," atmosphere – we're in this together, let's help one another through it, that's the best way to be safe.

If you have a student who loses emotional control, keep that student close to you and soothe him/her as best as you can. You may be able to enlist the conversation of other students to help calm the emotional student.

Do not release students to anyone except to school authorities.

EARTHQUAKE or EXPLOSION

IN BUILDINGS:

- 1. DUCK AND COVER.
- 2. Wait for the all clear message.
- 3. Evacuate to the West Field. Take emergency backpack with you.
- 4. When exiting the classroom, hang the green or red door hanger located in your emergency backpack. **Green** signifies all persons were able to evacuate the room. **Red** signifies Search and Rescue is needed to assist remaining person(s).
- 5. Complete **Absent Student and Injury Report Form** (page 24) and deliver it to the **Assembly Area Supervision Team** via assigned teacher.
- 6. Pin Green room number card to outside of emergency backpack for classroom identification at the evacuation site.
- 7. Listen for directives to begin staff **Disaster Team Assignment**

OUTDOORS:

- 1. DUCK AND COVER AWAY FROM BUILDINGS, POWERLINES, AND OVERHEAD OBJECTS.
- 2. Evacuate to the West Field
- 3. Obtain and complete **Absent Student and Injury Report Form (page 24)** and deliver it to the **Assembly Area Supervision Team** via assigned teacher.
- 4. Listen for directives to begin staff **Disaster Team Assignment**

	Post Emergency Plan				
	Administrator Will		Staff Will		
1.	Evacuate to Command Center.	1.	Evacuate to West Field		
2.	Activate Emergency Management Team.	2.	Supervise students		
3.	Activate Disaster Team Assignments for	3.	Calmly reassure students		
1	teachers/staff	4.	Report to Disaster Team Assignments as		
4. (Coordinate communication with District		directed by administrator		
(Office.	5.	Remain on campus until release by		
5. (Coordinate with police/fire services		administrator		
6.	Keep record of events.				
7.	Maintain responsibility for staff and				
5	students.				

FIRE

IN BUILDINGS:

- 1. Evacuate building. Take emergency backpack. If necessary remain close to the ground to avoid smoke inhalation.
- 2. Evacuate to West Field.
- 3. Complete **Absent Student and Injury Report Form (page 24)** and deliver to the Assembly Area Supervision Team via assigned teacher.
- 4. Listen for directive to begin staff **Disaster Team Assignment**

OUTDOORS:

- 1. Evacuate to West Field.
- 2. Obtain and complete **Absent Student and Injury Report Form (page 24)** and deliver to the Assembly Area Supervision Team via assigned teacher.
- 3. Listen for directive to begin staff Disaster Team Assignment

Post Emergency Plan					
Administrators Will	Staff Will				
 Evacuate to Command Center. Activate Emergency Management Team. Activate Disaster Team Assignments for teachers/staff Coordinate communication with District Office. Coordinate with police/fire services Keep record of events. Maintain responsibility for staff and students. 	 Evacuate to the West Field. Supervise students Calmly reassure students Report to Disaster Team Assignments as directed by administrator Remain on campus until released by administrator 				

INTRUDER ON CAMPUS (GUNMAN / TERRORIST)

IN BUILDINGS:

- 1. Initiate Lock-Down Procedures
- 2. Evacuate to **Disaster Evacuation Area** ONLY when directed by law enforcement, administration or designee.
- 3. Complete **Absent Student and Injury Report Form (page 24)** and deliver to the Assembly Area Supervision Team via assigned teacher.
- 4. Listen for directive to begin staff Disaster Team Assignment

OUTDOORS:

- 1. Take cover. Remain low to the ground, and seek shelter.
- 2. Remain under cover until directed to evacuate to **Disaster Evacuation Area (page 19)** by law enforcement, administration, or designee.
- 3. Assist with supervision of students.

	Post Emergency Plan				
	Administrators Will		Staff Will		
1. 2.	Call 911 Activate Emergency Management Team	2.	Initiate Lockdown procedure Supervise students Calm/reassure students		
3. 4.	Evacuate to Command Center Coordinate with fire rescue/police services		Supervise the orderly evacuation of students by law enforcement, administration, or designee		
5.6.	Coordinate communication with District Office Monitor release of students if necessary	5.	Supervise students at Disaster Evacuation Area until released by administrators or Emergency		
7. 8.	Keep record of events Maintain responsibility for staff and students		Management Team		

BOMB THREAT (REPORTED)

Receiving the Bomb Threat

- 1. Take detailed notes
- 2. Report to administration and school resource officer immediately
- 3. Assist with the supervision of students until released by administration.

Responding

- 1. Evacuate to **Disaster Evacuation Area** when directed by administration, law enforcement, or designee
- 2. Complete **Absent Student and Injury Report Form (page 24)** and deliver it to the **Assembly Area Supervision Team** via assigned teacher.
- 3. Assist with the supervision of students until release by administration.

	Post Emergency Plan				
	Administrators Will		Staff Will		
1.	Call 911	1.	Supervise students		
2.	Activate Emergency Management	2.	Calm/reassure students		
	Team	3.	Supervise the orderly evacuation of		
3.	Coordinate search of campus with fire rescue police services		students by law enforcement, administration, or designee		
4.	Announce evacuation to Disaster	4.	Supervise students at Disaster		
	Evacuation Area if necessary.		Evacuation Area until released by		
5.	Coordinate communication with District		administrators or Emergency		
	Office		Management Team		
6.	Monitor Release of students if necessary				
7.	Keep record of events				
9.	Maintain responsibility for staff and				
	students				

BOMB THREAT (IDENTIFIED DEVICE)

Indoors/Outdoors

- 1. Do Not Touch Identified device
- 2. Keep students away from the device
- 3. Report to administration and school resource officer immediately
- 4. Evacuate to **Disaster Evacuation Area** when directed by administration, law enforcement, or designee.
- 5. Complete **Absent Student and Injury Report Form (page 24)** and deliver it to the Assembly Area Supervision Team via assigned teacher.
- 6. Assist with the supervision of students until release by administration

	Post Emergency Plan				
	Administrators Will		Staff Will		
1.	Call 911	1.	Initiate lockdown procedures		
2.	Activate Emergency Management	2.	Supervise students		
	Team	3.	Calm/reassure students		
3.	Coordinate search of campus with fire rescue police services	4.	Supervise the orderly evacuation of students by law enforcement,		
4.	Announce evacuation to Disaster		administration, or designee		
	Evacuation Area if necessary.	5.	Supervise students at Disaster		
5.	Coordinate communication with District Office		Evacuation Area until released by administrators or Emergency		
6.	Monitor release of students if necessary		Management Team		
7.	Keep record of events				
8.	Maintain responsibility for staff and students				

HAZARDOUS MATERIALS ACCIDENT

In Buildings

- 1. Evacuate Building
- 2. Evacuate to Disaster Evacuation Area
- 3. Notify other staff and students if no alarm has sounded
- 4. Complete **Absent Student and Injury Report Form (page 24)** and deliver it to the Assembly Area Supervision Team via assigned teacher.
- 5. Listen for directive to begin staff Disaster Team Assignment

Outdoors

- 1. Evacuate Area
- 2. Evacuate to Disaster Evacuation Area
- 3. Notify other staff and students if no alarm has sounded
- 4. Complete **Absent Student and Injury Report Form (page 24)** and deliver it to the Assembly Area Supervision Team via assigned teacher.
- 5. Listen for directive to begin staff Disaster Team Assignment

	Post Emergency Plan				
	Administrators Will	Staff Will			
1.	Call 911	1.	Do not call 911		
2.	Activate Emergency Management Team	2.	Evacuate to Disaster Evacuation Area		
3.	Evacuate to Command Center	3.	Supervise students		
4.	Activate Disaster Team Assignments for	4.	Calm/reassure students		
	teachers/staff in necessary	5.	Report to Disaster Team Assignments as		
5.	Coordinate communication with District		directed by administrator or Emergency		
	Office		Management Team		
6.	Coordinate with fire/rescue/police	6.	Remain on campus until released by		
	services		administrator or Emergency Management		
7.	Keep record of events		Team		
8.	Maintain responsibility for staff and				
	students				

ENEMY ALERT

Yellow Alert

- 1. Upon hearing the warning signal (3-5 minutes of steady blasts on sirens), all students return to their regular classrooms. Radio or television sets should be turned on to receive emergency broadcasts. Radio stations broadcasting emergency information are KIBS 1230.
- 2. Students remain in regular classrooms until directions for other actions are received from appropriate authorities.
- 3. Teachers take attendance and report any absences.
- 4. Quiet activities should be assigned.
- 5. Evacuate Building
- 6. Evacuate to Disaster Evacuation Area
- 7. Notify other staff and students if no alarm has sounded
- 8. Complete Student Attendance and Injury Report Form (Page 24) and deliver it to the Assembly Area Supervision Team via assigned teacher.
- 9. Listen for directive to begin staff Disaster Team Assignment

Red Alert

- 1. Upon hearing the warning signal (3-5 minute wavering sound of sirens or a series of short blasts), teachers are to give the command "DROP."
- 2. Students who are outside should remain in the drop position until it is deemed safe to go inside.
- 3. Students are to remain in classrooms until directions for other actions are received from authorities.

STAFF BUDDY ASSIGNMENTS 2018-2019

STAFF MEMBER	ROOM#	STAFF MEMBER	ROOM#
H. Taylor	K1	K. Kost	K4
K. O'Neill	K2	P. Elwell	K5
S. Dillard	K3	S. Braaten	K6
N. Manuelito	7	J. Kalk	10
J. Moffett and Aides	8	M. Scott	11
J. Giacomini (closer to 1 st grade)	9	D. Boyd	12
N. Thornburg	13	Torimarw/Stoll and Aides	14a/14b/16
M. Kubiak	15	T. Wallace	18
D. Ryan	17	M. Johnson	20
C. Eckland	19	A. Sada	22
D. Frederick	21	A. Suuu	22
D. Leyh	23	Computer Lab	24
M. McGovern	25	B. Leeson	26
K. Maloney	27	E. Solorio	28
J. Burror	29		
J. Sharkey	31		
W. Linse	30		
S. Holland	32		
M. Avila	41	Gabi Honda	42a
T. Magan	43	B. Rosen	44
A. Ablanedo	45	C. London	46
S. Daugherty	47	Speech (in the afternoon) and OT (in	48a
C. Vega & aides	49	<mark>the morning)</mark>	48b
		K. Beard	50
		J. Carter	
K. Willy & aide	33	M. Buck	37
J. Hargrove	34/35	S. Connor	38
		K. McLaren	39
		Linnastruth/Grevenkamp	40
M. Guido		G. Skrotzki	-
A. Garcia		G. Carr	
K. Dishion		T. Poirier & aides	
T.Taylor		J. Sprague	
C. Cox		K. Coleman	
		B. Balint	
A. Whitehouse/ J. Rojas			
A. Greenland/C. Riggins			
O. Santana			
Kitchen/Cafeteria Staff- Susan to			
coordinate (depending on time)			

Emergency Management Team	Meeting Location: Situational
	Administration Office
Gretchen Skrotzki	Command Post
Garrett Carr	Field (Command Post)
Jean Sprague	
	Responsibilities
	Determine extent/scope of emergency
	Determine appropriate response
	Communicate intended response
	Evaluate response
First Aid Team	Meeting Location:
Carla Eckland	Field
Elaina Stoll	If situation permits, set up outside on the
Amy Ablanedo	blacktop.
Becky Rosen	
Chantal Linnastruth	Responsibilities:
Kathy Grevenkamp	Obtain and transport supplies from health
Julie Moffett	office
Dustin Ryan	Administer first aid to injured
Dallas Frederick	Coordinate with Search and Rescue Team to
	care for injured who remain in buildings
	Account for students released to emergency
	personnel

(Continued)

Communication Team Melissa Guido Keri Dishion Angie Garcia	 Meeting Location: Situational Administration Office Command Post Assembly Area Responsibilities: Report to principal at command post Activates emergency communication systems. Monitors radio contacts and incoming calls if possible. Maintains safety of school records and documents Assists principal as needed
Facility Management Team Alex Greenland Andrew Whitehouse Chris Riggins Jose Rojas Omar Santana Brad Brewer Brad Balint Any additional custodial/maintenance on site	 Location: Situational Administration Office Command Post Responsibilities: Report to Emergency Management Team Shut off utilities as directed Retrieves emergency supplies from bins Directs sanitation activities Sets up temporary shelters and restroom facilities, if necessary Assists search and rescue teams and or principal as needed

(Continued)

Search	and	RACCIIA	Taam
Search	anu	Nescue	ı eam

Kim Kost Wayne Linse Trisha Wallace Melanie Buck Steve Holland Jessica Sharkey Kelly O'Neill Nancy Thornburg

Meeting Location: Situational

- Administration Office
- Command Post
- Assembly Area

Responsibilities:

- Report to Principal at command post after taking students to evacuation field and reporting attendance/injuries
- Obtain search and rescue equipment from disaster barrel
- Go room to room and conduct search of buildings for injured
- Seal off dangerous areas and tag each room after it is searched
- Radio first aid station for medical advice and/or assistance if injured person is found
- Return to command post for further instructions when Search and Rescue is completed

Morgue Team

Members include Search/Rescue Team, Facility Management Team, and First Aid Team

As well as, Jeff Burror Krista Maloney Jacquie Carter

Location:

Library

Responsibilities:

- Reports to Principal at command post
- Coordinates with First Aid Team and Facilities Management Team
- Retrieves stretcher and sheets from health office
- Immediately removes bodies to morgue area
- Identifies bodies, and probable circumstances of death
- Keeps unauthorized persons from area
- Assists principal as needed

(Continued)

Assembly Area Supervision Team	Location:
_	• Assembly Area (West Field)
Anyone not assigned to a specific team should report to this team.	Responsibilities: • Evacuate students to assembly area safely and calmly • Insures that each teacher has accounted for their students by taking attendance and filling in the Student Accountability and Injury Form • Supervises students • Account for released students • Assist dismissal team as needed

(Continued)

Food and Water Team Susan Nelson Dennis Niehans Tammy Law Food prep workers Cafeteria aides	Location: Situational Responsibilities: This team will assemble if an extend evacuation becomes necessary Reports to Principal at command post Sets up food service area Retrieves food and water supplies Purifies water, if necessary
	Distributes food and waterAssists Principal as needed
Dismissal Team Kellie Coleman Latisha Cyrus Tracy Taylor Nancy Hagopian Cindy Cox	 Location: Situational Responsibilities: Reports to Principal at command post Obtains attendance rosters Determines dismissal site Retrieves from First Aid Station emergency cards and master student enrollment list in Dismissal Team supply box Checks parent identification and emergency cards Check name off master roster and writes name of person picking up student next to name

CONTENTS OF DISASTER BARREL

ITEM			
Area Tape			
Safety Glasses (4)			
Tarp 16'x20'			
Hand Tools Small Canvas Bag			
Cyalume Lightstick Safety Light			
Hammer, pliers, screwdrivers, wrenches, hacksaw			
Emergency Blankets (4)			
Yellow Hardhats (4)			
Bolt Cutter (1)			
Workgloves (12)			
All purpose bucket (1)			
Flashlights (4) with batteries (8)			
Duct Tape (2 rolls)			
Candle Lantern (1) and 4 candles			
Portable Toilet Bags (12)			
AM/FM Pocket Radio			
Hydraulic Hand Jack			
Nylon Rope 100 ft. (1/2" dia.)			
Particle Masks (4)			
Whistles (4)			
Safety Matches (2 boxes)			
Vinyl Safety Vests (4)			
Wrecking Bar (2)			
Shovel (1)			
Entrenching Tool (10)			
Pick (1)			
Ax (1)			
Hatchet (1)			
Yellow blanket/tarp plastic 4'x6' (5)			

ABSENT STUDENT AND INJURY REPORT FORM

DATE TEA			ACHER			
TIME:AM	PM			ROOM		
COMPLETED BY						
STUDENT NAME	ABSENT	MINOR INJURY	MAJOR INJURY	Deceased	COMMENTS	
	1		1	1	1	

BISHOP FIRE DEPARTMENT

Fire Prevention Division

207 W Line Street Bishop, CA 93514 (760) 873-5485

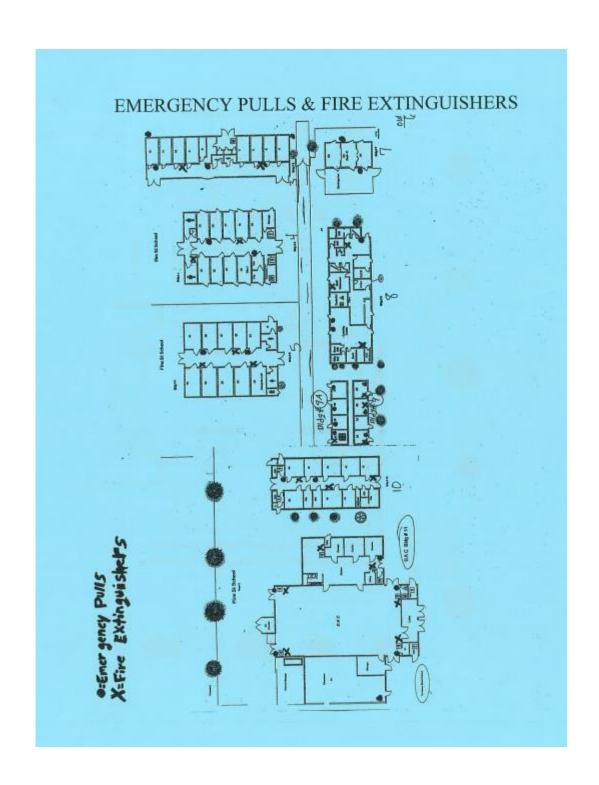
MONTHLY FIRE DRILL LOG

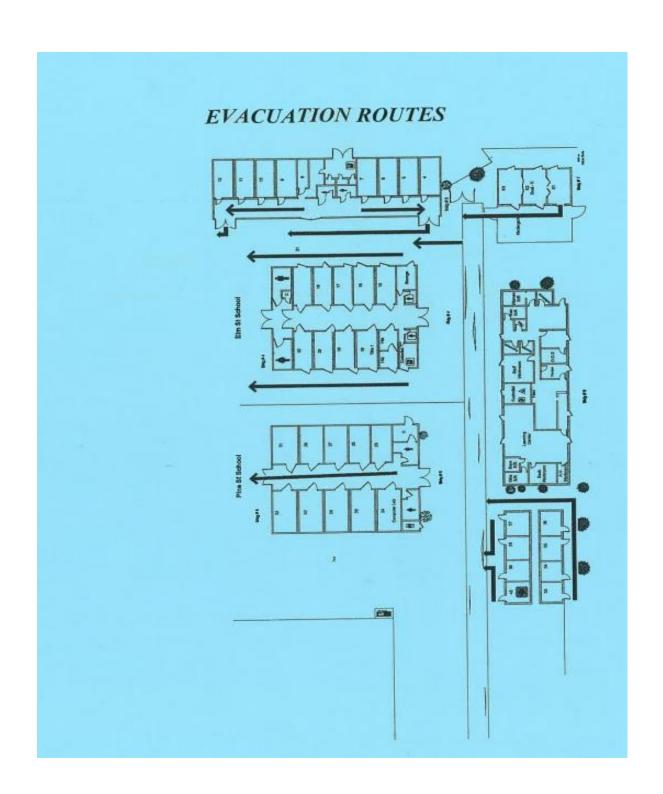
Post in Classroom and Forward to the Fire Prevention Division after school year.

Name of School <u>Bishop Elementary</u> Year <u>2016-2017</u>

Date	Time of Day	Time to Complete Drill	Number of Students Moved	Comments Yes or No	Responsible Party	
Co	Comments					
_						

If you any questions, please call the Fire Prevention Division at (760)873-5485.





EVACUATION ROUTES

