



Situational Emergency Response Plan

201 N. HOME STREET
BISHOP, CA 93514

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STAFF ROSTER AND PHONE NUMBERS

Administration	Ext	Title
Twomey, Patrick	2652	Principal
Moisant, Derek	2655	Assistant Principal

Administrative Staff	Ext	Title
Kiddoo, Brenda	2650	Secretary
Behrendt, Nicole	2651	Clerk
Linnastruth, Chantal	2654	District Nurse

Support Staff	Ext	Title
Coons, Trisha	2654	Health Clerk
Vargas, TiAna	2661	Native American Liaison
Tomasek, Karen	2677	Library/Business Clerk
Maloney, Tim	2675	Athletic Director
Ballint, Brad		Lead Custodian – night
Nash, Rick		Custodian – day
Greenland, Tammy		Custodian – night
Gelvin, Rick		Custodian – night

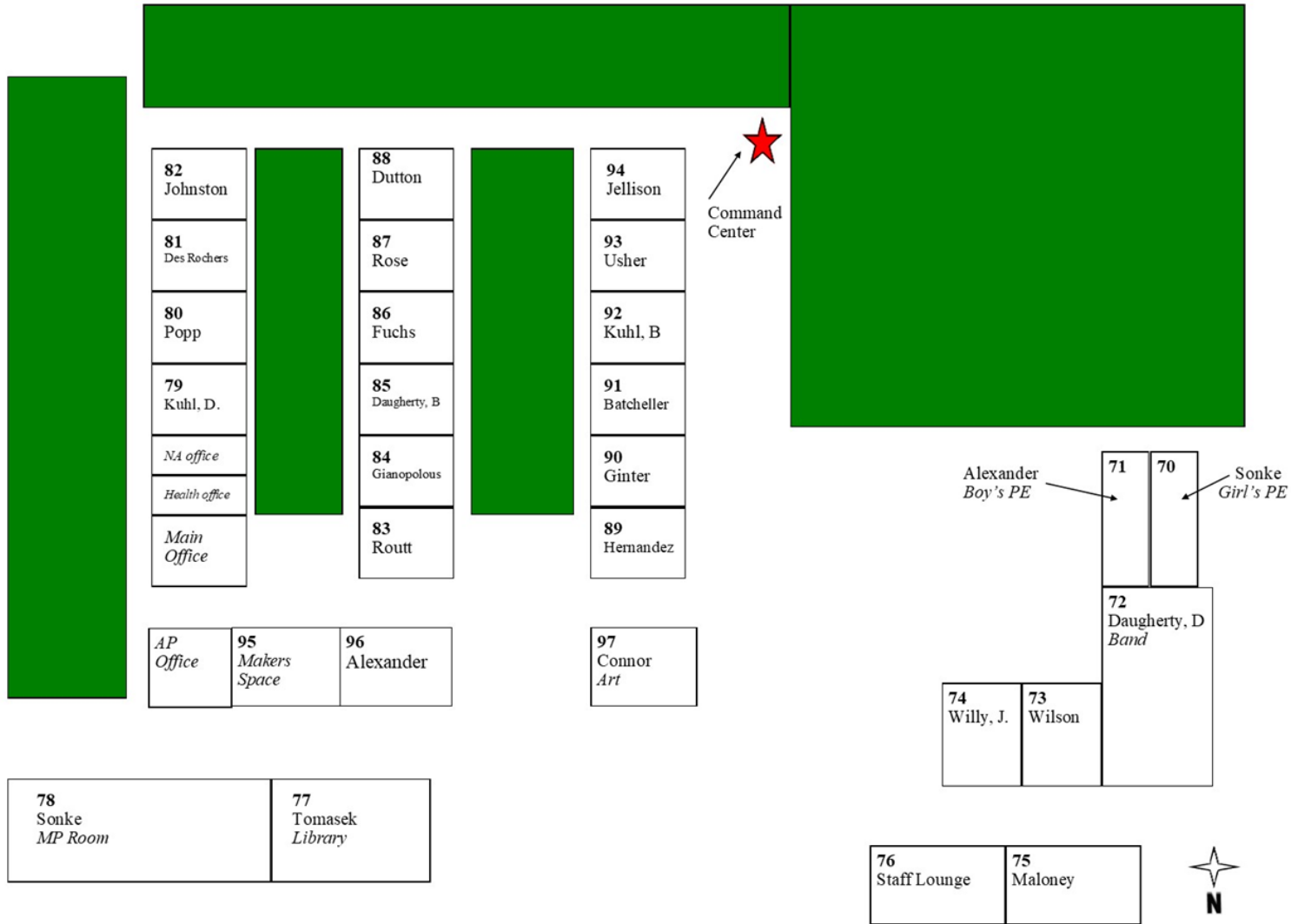
Counseling/Guidance	Ext	Title
Sandoval, Linda	2653	Counselor

Instructional Asst.	Ext	Room
Clark, Nancy	2684	84
Kinney , Amber (CDS)	2675	75
Hillemeier, Amber	2684	84
Rico, Rachel	2684	84
Talmage, Doug	2688	88
Talmage, Lauren	2683	83
Winkler, Andrea	2684	84

Teachers	Ext	Room
Alexander, Nick	2667/2696	71/96
Batcheller, Jen	291	91
Connor, Lorrie	2697	97
Daugherty, Billy	2685	85
Daugherty, Dan	2672	72
DesRochers, Mark	2681	81
Dutton, Ken	2688	88
Fuchs, Meghan	2686	86
Gianopoulos, Elisabeth	2684	84
Ginter, Alicia	2690	90
Hernandez, Joslyn	2689	89
Jellison, Robert	2694	94
Johnston, Tracy	2682	82
Kuhl, Brian	2692	92
Kuhl, Danielle	2679	79
Maloney, Timothy (CDS)	2675	75
Popp, Amber	2680	80
Rose, Jordan	2687	87
Routt, Adam	2683	83
Sonke, Sheri	2670/2678	70/78
Usher, Elizabeth	2693	93
Willy, Jonathan	2674	74
Wilson, Matthew	2673	73
Staff Lounge	2676	76

HOME STREET MIDDLE SCHOOL

HOME STREET



EVACUATION PROCEDURES

EVACUATION of buildings 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.

BUILDING EVACUATION DURING CLASS:

CLASSROOM STAFF:

- Review **HSMS Evacuation Routes (page 19)** with students. Take emergency backpack with you.
- Supervise the orderly evacuation of students to the **HSMS Assembly Area (page 20)**.
- Check to see that Staff Buddy is also evacuating to the **HSMS Assembly Area**
- Complete **Absent Student and Injury Report Form (page 24)** upon arrival at the Disaster Evacuation Area and deliver it to the **Assembly Area Supervision Team** via assigned teacher/student.
- If assigned, report to **Disaster Team Assignment (page 14)** location and leave students with nearby staff member.

NON-CLASSROOM ASSIGNED STAFF:

- Assist with the orderly evacuation of students to the **HSMS Assembly AREA (page 20)**
- Report to **Disaster Team Assignment (page 14)** location.

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

ALL STAFF:

- Direct and supervise the orderly evacuation of students to the **HSMS Assembly AREA (page 20)**.
- If assigned, report to **Disaster Team Assignment (page 14)** location and leave students with nearby staff member.
- If during passing period, lunch, or before school – report to next class' location on the field.

If it is too dangerous to evacuate to the HSMS field, we will first attempt to evacuate to an adjacent school field (High School or Elementary School) and then to the Fairgrounds. The grass area on Sierra St. has been identified as our evacuation site at the Fairgrounds.

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. Lockdown NOW! (Repeat)

LOCK-DOWN RESPOND:

- The Emergency Management Team reports to the office or command center.
- Staff members and students remain in classrooms or offices until released by police and or administration.
- All staff and students in classrooms and other buildings, **DUCK AND COVER**, then close all windows, blinds, lock doors, and move student to the wall furthest from any lines of sight when 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: **violent intruder on-campus**

- **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 close all windows, blinds, lock doors, and move student to the wall furthest from any lines of sight when possible.
- Take attendance of all students present in your room.

Administrator in Charge Responsibilities	Staff Members Assigned to Students Responsibilities
<ol style="list-style-type: none">1. Call 911.2. Declare LOCK-DOWN.3. Activate Emergency Management Team.4. Coordinate with police services.5. Coordinate communication with District Office.6. Monitor release of students.7. Keep record of events.8. Maintain responsibility for staff and students.	<ol style="list-style-type: none">1. Close and LOCK classroom door.2. Complete Student Attendance and Injury Report Form.3. Supervise students.4. Calmly reassure students.5. Supervise the orderly evacuation of students when directed by law enforcement, 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 or access cell phones.** 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, 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 or Law Enforcement Officials.

EARTHQUAKE or EXPLOSION

IN BUILDINGS:

1. DUCK, COVER, & HOLD-ON.
2. Wait for the all clear message.
3. Evacuate to the **HSMS Assembly Area (Pg 20)** using the **HSMS Evacuation Routes (Pg 19)** Take emergency backpack with you.
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 directives to begin staff **Disaster Team Assignment (page 14)**.

OUTDOORS:

1. DUCK AND COVER AWAY FROM BUILDINGS, POWERLINES, AND OVERHEAD OBJECTS.
2. Evacuate to the **HSMS Assembly AREA (page 20)**.
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 (page 14)**.

Post Emergency Plan	
Administrator Will	Staff Will
<ol style="list-style-type: none">1. Evacuate to Command Center.2. Activate Emergency Management Team.3. Activate Disaster Team Assignments for teachers/staff4. Coordinate communication with District Office.5. Coordinate with police/fire services6. Keep record of events.7. Maintain responsibility for staff and students.	<ol style="list-style-type: none">1. Evacuate to Disaster Evacuation Area2. Supervise students3. Calmly reassure students4. Report to Disaster Team Assignments as directed by administrator5. Remain on campus until release by administrator

FIRE

IN BUILDINGS:

1. Ensure that this is not a “Luring-out” ploy. If not go to step 2, below. If so, **initiate violent intruder protocol**.
2. Evacuate building. Take emergency backpack. If necessary, remain close to the ground to avoid smoke inhalation.
3. Evacuate to **HSMS Assembly AREA (page 20)**.
4. Complete **Absent Student and Injury Report Form (page 24)** and deliver to the Assembly Area Supervision Team via assigned teacher.
5. Listen for directive to begin staff **Disaster Team Assignment (page 14)**

OUTDOORS:

1. Evacuate to **HSMS Assembly AREA (page 20)**
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 (page 14)**

Post Emergency Plan	
Administrators Will	Staff Will
<ol style="list-style-type: none">1. Evacuate to Command Center.2. Activate Emergency Management Team.3. Activate Disaster Team Assignments for teachers/staff4. Coordinate communication with District Office.5. Coordinate with police/fire services6. Keep record of events.7. Maintain responsibility for staff and students.	<ol style="list-style-type: none">1. Evacuate to Disaster Evacuation Area2. Supervise students3. Calmly reassure students4. Report to Disaster Team Assignments as directed by administrator5. Remain on campus until released by administrator

INTRUDER ON CAMPUS (GUNMAN / TERRORIST)

IN BUILDINGS:

1. Initiate **Lock-Down Procedures and remain in classroom.**
2. Evacuate to **HSMS Assembly AREA (page 20)** ONLY when directed by law enforcement or administration.
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 (page 14)**

OUTDOORS:

1. Take cover. Remain low to the ground, and seek shelter.
2. Remain under cover until directed to evacuate to **HSMS Assembly AREA (page 20)** by law enforcement, administration, or designee.
3. Assist with supervision of students.

Post Emergency Plan	
Administrators Will	Staff Will
<ol style="list-style-type: none">1. Call 9112. Activate Emergency Management Team3. Evacuate to Command Center4. Coordinate with fire rescue/police services5. Coordinate communication with District Office6. Monitor release of students if necessary7. Keep record of events8. Maintain responsibility for staff and students	<ol style="list-style-type: none">1. Initiate Lockdown procedure2. Supervise students3. Calm/reassure students4. Supervise the orderly evacuation of students by law enforcement, administration, or designee5. Supervise students at Disaster Evacuation Area until released by administrators or Emergency 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 **HSMS Assembly AREA (page 20)** 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
<ol style="list-style-type: none">1. Call 9112. Activate Emergency Management Team3. Coordinate search of campus with fire rescue police services4. Announce evacuation to Disaster Evacuation Area if necessary.5. Coordinate communication with District Office6. Monitor Release of students if necessary7. Keep record of events9. Maintain responsibility for staff and students	<ol style="list-style-type: none">1. Supervise students2. Calm/reassure students3. Supervise the orderly evacuation of students by law enforcement, administration, or designee4. Supervise students at Disaster Evacuation Area until released by administrators or Emergency Management Team

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 **HSMS Assembly AREA (page 20)** 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

<i>Post Emergency Plan</i>	
Administrators Will	Staff Will
<ol style="list-style-type: none">1. Call 9112. Activate Emergency Management Team3. Coordinate search of campus with fire rescue police services4. Announce evacuation to Disaster Evacuation Area if necessary.5. Coordinate communication with District Office6. Monitor release of students if necessary7. Keep record of events8. Maintain responsibility for staff and students	<ol style="list-style-type: none">1. <i>Initiate lockdown procedures</i>2. <i>Supervise students</i>3. Calm/reassure students4. Supervise the orderly evacuation of students by law enforcement, administration, or designee5. Supervise students at Disaster Evacuation Area until released by administrators or Emergency Management Team

HAZARDOUS MATERIALS ACCIDENT

In Buildings

1. Evacuate Building
2. Evacuate to **HSMS Assembly AREA (page 20)**
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 (pages 14)**

Outdoors

1. Evacuate Area
2. Evacuate to **HSMS Assembly AREA (page 20)**
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 (page 14)**

Post Emergency Plan	
Administrators Will	Staff Will
<ol style="list-style-type: none">1. Call 9112. Activate Emergency Management Team3. Evacuate to Command Center4. Activate Disaster Team Assignments for teachers/staff in necessary5. Coordinate communication with District Office6. Coordinate with fire/rescue/police services7. Keep record of events8. Maintain responsibility for staff and students	<ol style="list-style-type: none">1. <i>Do Not call 911</i>2. Evacuate to Disaster Evacuation Area3. Supervise students4. Calm/reassure students5. Report to Disaster Team Assignments as directed by administrator or Emergency Management Team6. Remain on campus until released by administrator or Emergency Management Team

STAFF BUDDY CHECKS

STAFF MEMBER	ROOM #	STAFF MEMBER	ROOM #
Johnston	82	Des Rochers	81
Popp	80	Kuhl, D.	79
Dutton	88	Rose	87
Fuchs	86	This is a 3-way buddy check	
Daugherty, B.	85	Gianopolous (plus aides)	84
Routt (plus aides)	83	Alexander (if inside)	96
Jellison	94	Usher	93
Kuhl, B.	92	Batcheller	91
Ginter	90	Hernandez	89
Connor	97/96	This is a 3-way buddy check	
Willy, J	74	Wilson	73
Daugherty, D	72	Sonke (if outside)	70 (PE)
Alexander (if outside)	71 (PE)	Maloney	75
		This is a 4 to 6 way buddy check	
Staff Lounge	76		
Sonke (if in MPR)	78 (MP)	Tomasek	77 (Library)
Vargas	NA office	Linnastruth/Coons	Nurse office
Twomey	MO	Behrandt	MO
Kiddoo	MO	Sandoval	MO
Moisant	MO	This is a 5-way buddy check	

*Multiple teacher buddy checks are due to one of the teachers being part time, special education aides, or a teachers working in multiple classrooms. Please have a master schedule available so you will know the location of your buddies.

DISASTER TEAM ASSIGNMENTS

<p>Emergency Management Team</p> <p>Principal: Patrick Twomey Assistant Principal: Derek Moisant Guidance: Linda Sandoval</p>	<p>Meeting Location: Situational</p> <ul style="list-style-type: none"> • Administration Office • Command Post (Beach's rock) <p>Responsibilities</p> <ul style="list-style-type: none"> • Determine extent/scope of emergency • Determine appropriate response • Communicate intended response • Evaluate response
<p>First Aid Team</p> <p>Leader: Chantal Linnastruth/Trisha Coons</p> <p>Members</p> <ul style="list-style-type: none"> K. Dutton S Sonke N Alexander 	<p>Meeting Location:</p> <ul style="list-style-type: none"> • South end of 8th grade hall • If situation permits, set up on the blacktop. <p>Responsibilities:</p> <ul style="list-style-type: none"> • Obtain and transport supplies from health office • Administer first aid to injured • Coordinate with Search and Rescue Team to care for injured who remain in buildings • Account for students released to emergency personnel

DISASTER TEAM ASSIGNMENTS

(Continued)

<p>Communication Team</p> <p>Leader Brenda Kiddoo</p> <p>Members Nicole Behrandt</p>	<p>Meeting Location: Situational</p> <ul style="list-style-type: none"> • Administration Office • Command Post <p>Responsibilities:</p> <ul style="list-style-type: none"> • 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
<p>Facility Management Team</p> <p>Leader Brad Ballant</p> <p>Members Tammy Greenland Rick Nash Rick Gelvin</p>	<p>Location: Situational</p> <ul style="list-style-type: none"> • Administration Office • Command Post <p>Responsibilities:</p> <ul style="list-style-type: none"> • 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

DISASTER TEAM ASSIGNMENTS

(Continued)

<p>Search and Rescue Team</p> <p>Leader Jonathan Willy</p> <p>Members</p> <p>8th Grade Hall, MO, CO, AP D Kuhl, M. Des Rochers</p> <p>7th Grade Hall, 2 comp labs, library/MP J. Rose, Daugherty, B.</p> <p>6th Grade Hall, art room, restroom, AD, lounge A Ginter, J Hernandez</p> <p>Band, PE, Science, Rm 75/76 B Kuhl, Wilson</p>	<p>Meeting Location: Situational</p> <ul style="list-style-type: none"> • Administration Office • Command Post <p>Responsibilities:</p> <ul style="list-style-type: none"> • 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
<p>Morgue Team</p> <p>Members include Search/Rescue Team, Facility Management Team, and First Aid Team</p>	<p>Location: Behind Science Building</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • 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

DISASTER TEAM ASSIGNMENTS

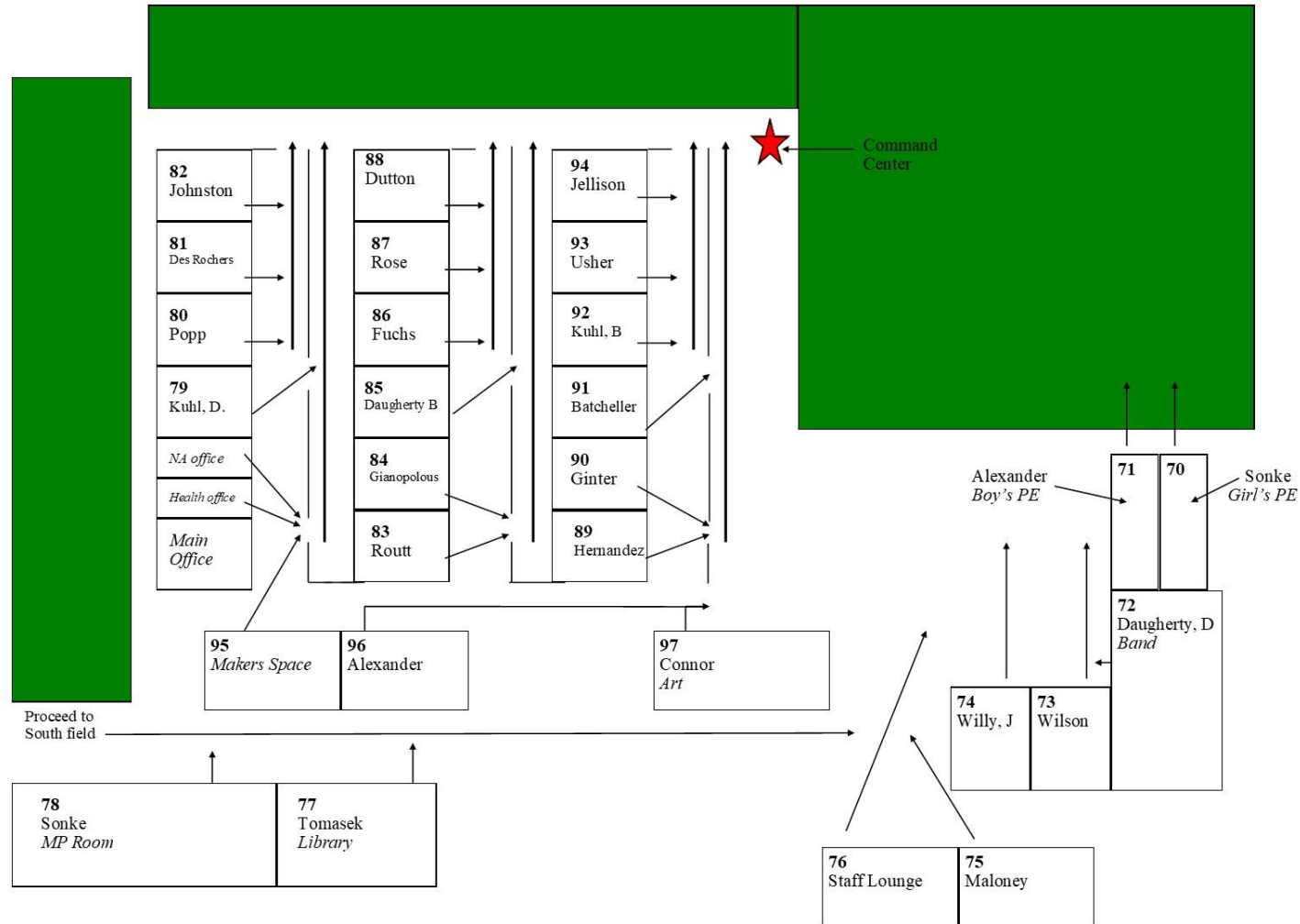
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<p>Assembly Area Supervision Team</p> <p>Leader Meghan Fuchs</p> <p>Members R. Jellison A. Routt L. Gianopolous T. Johnston L. Connor D. Daugherty J. Batcheller K. Tomasek</p> <p>Anyone not assigned to a specific team should report to this team.</p>	<p>Location:</p> <ul style="list-style-type: none"> • Assembly Area <p>Responsibilities:</p> <ul style="list-style-type: none"> • 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
<p>Food and Water Team</p> <p>Members include Search/Rescue Team, Facility Management Team, and First Aid Team</p>	<p>Location:</p> <ul style="list-style-type: none"> • Situational <p>Responsibilities:</p> <ul style="list-style-type: none"> • 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 water • Assists Principal as needed

HSMS EVACUATION ROUTES

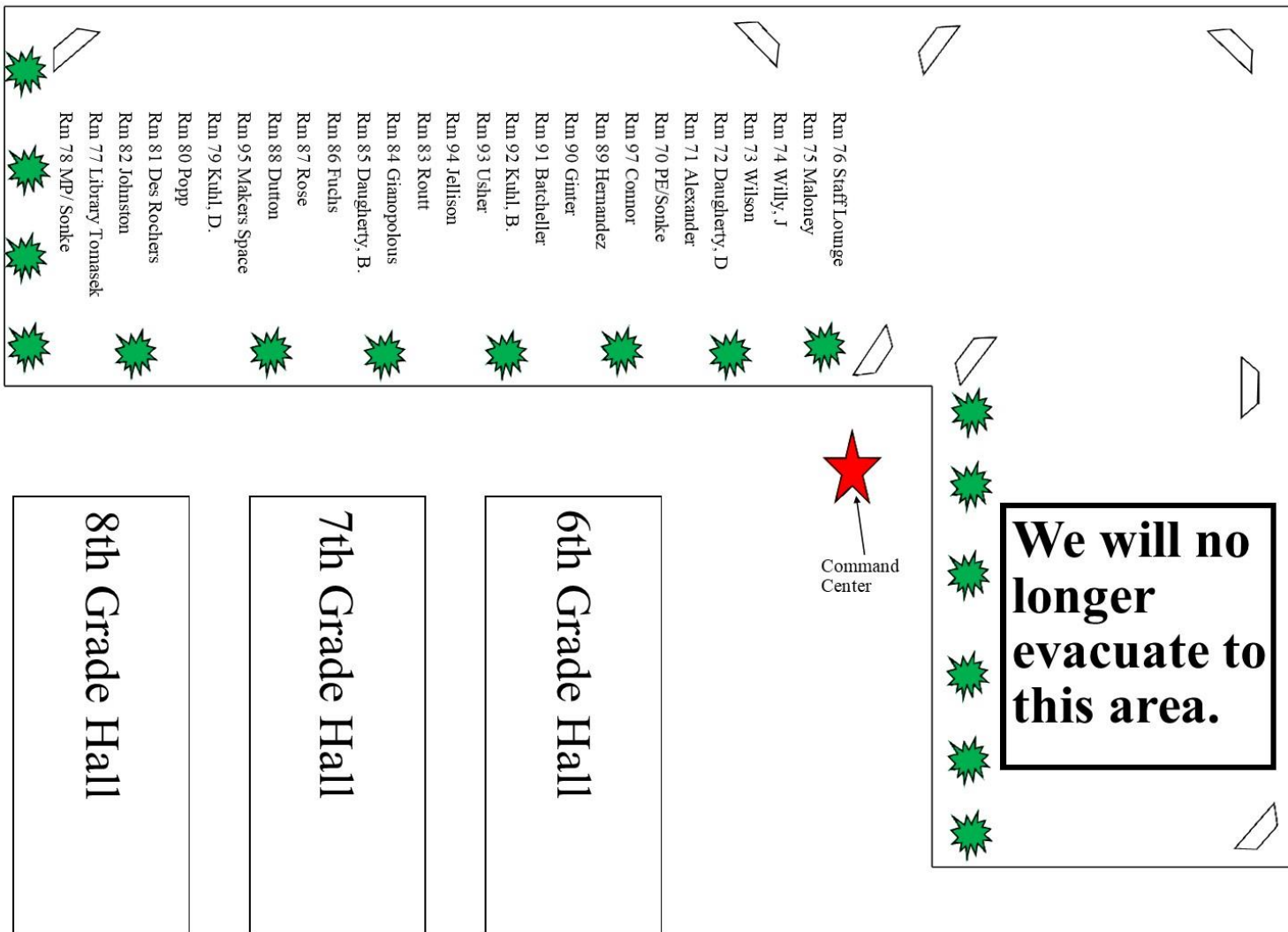
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HSMS ASSEMBLY AREA

Line Street



MAIN ELECTRICAL SWITCHES

ELECTRICAL SHUT OFF SWITCHES

The MAIN ELECTRICAL SHUT OFF SWITCH is inside the BOILER ROOM. (See UTILITIES SHUT OFF MAP)

AND GAS & WATER SHUT OFF VALVES

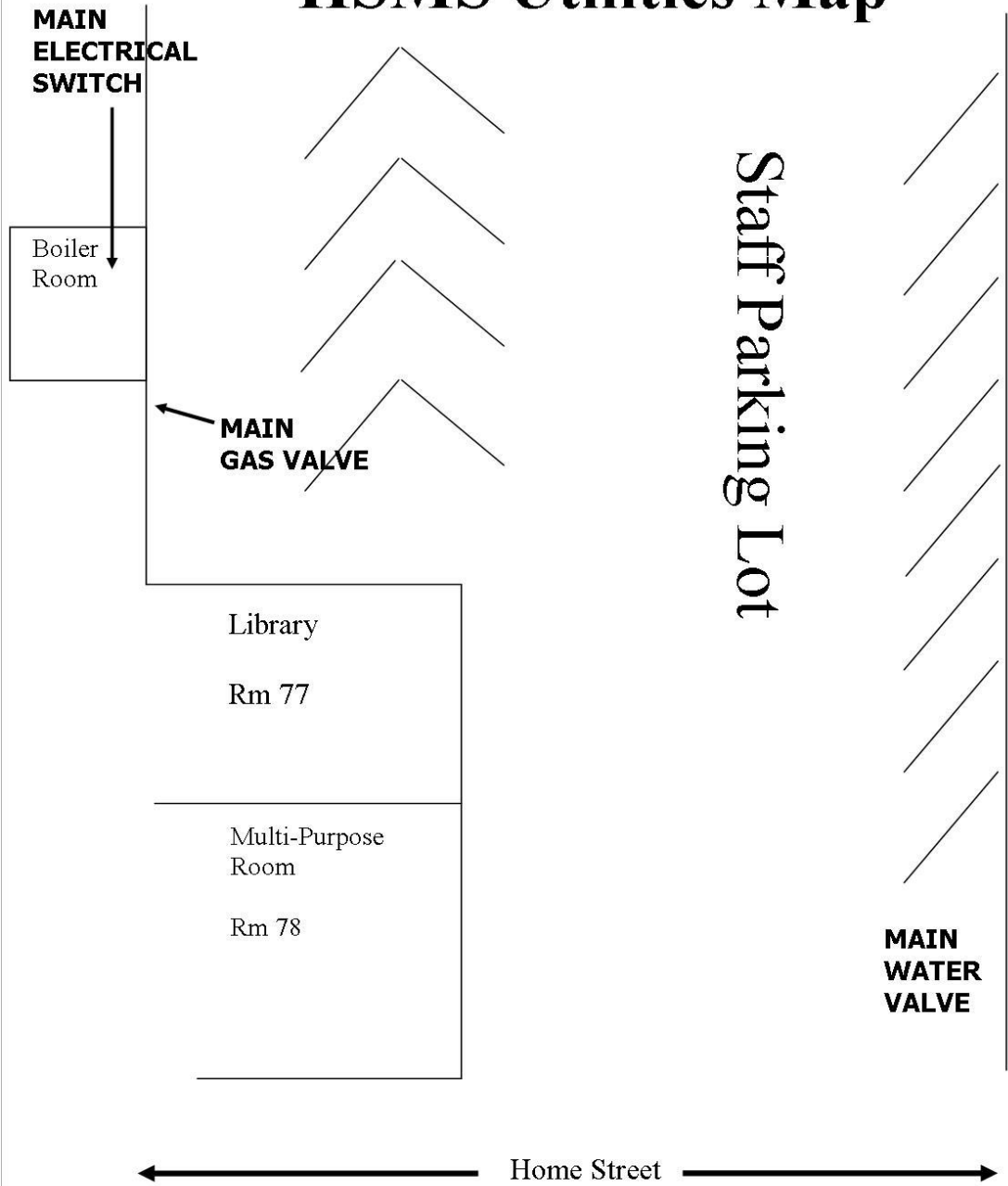
GAS SHUT OFF VALVES

The MAIN GAS SHUT OFF VALVE for HSMS is located directly outside the BOILER ROOM to the east. (See UTILITIES SHUT OFF MAP)

WATER SHUT OFF VALVES

The MAIN WATER SHUT OFF VALVE for HSMS is located in the entrance to the staff parking lot, northeast of the Multi-Purpose Room. It is in a little shed (Dog House).

HSMS Utilities Map



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) w/ toilet seats
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)
HANDHELD RADIOS
Ax (1)
Yellow blanket/tarp plastic 4'x6' (5)

ABSENT STUDENT AND INJURY REPORT FORM

DATE _____

TEACHER _____

TIME: _____ AM _____ PM

ROOM _____

COMPLETED BY _____

<i>STUDENT NAME</i>	<i>ABSENT</i>	<i>Missing</i>	<i>Injured</i>	<i>Deceased</i>	<i>COMMENTS</i>

BISHOP FIRE DEPARTMENT

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

FIRE DRILL LOG

Post in Classroom and

Forward to the Fire Prevention Division after school year.

Name of School **Home Street Middle School** Year **2018-2019**

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

Comments _____

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