

Palisade Glacier High School

Emergency Plans

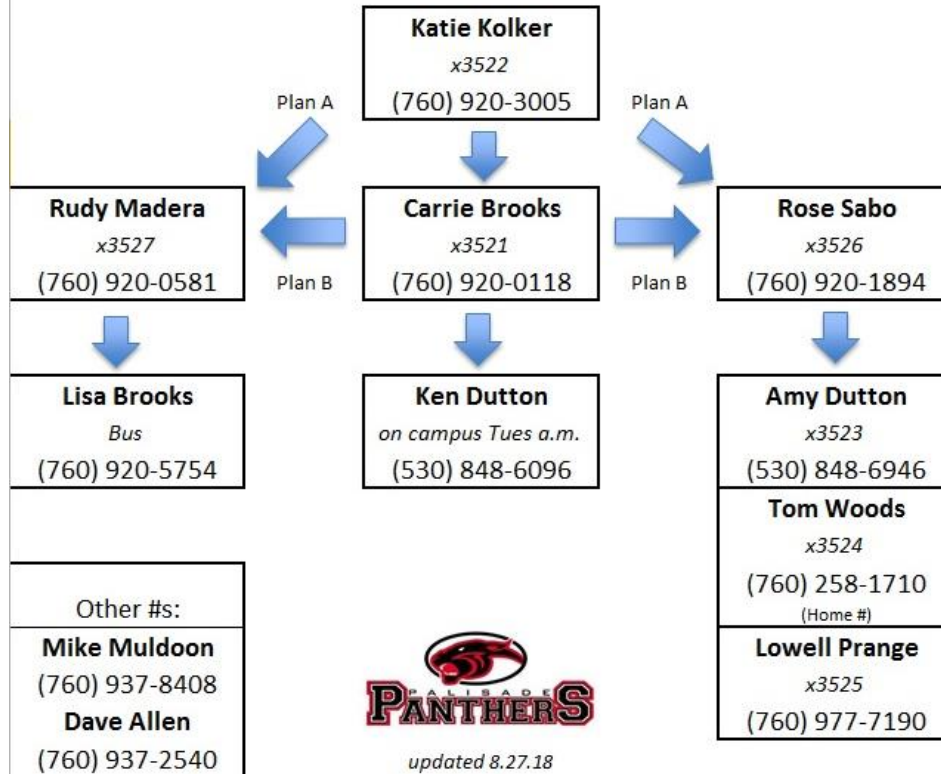


Palisade Glacier High School
2001 Sugar Loaf Rd.
Big Pine, CA 93513

Phone: (760) 938-2001
FAX: (760) 938-4411

PGHS Emergency Phone Tree

School Office: (760) 938 - 2001



Disaster Teams

Search/Rescue/First Aid — *Tom Woods, Rudy Madera,
 Teen CERT students (Matthew Marcinko & Brandon Martinez)*

Transportation to town – *Lisa Brooks or Rudy Madera*

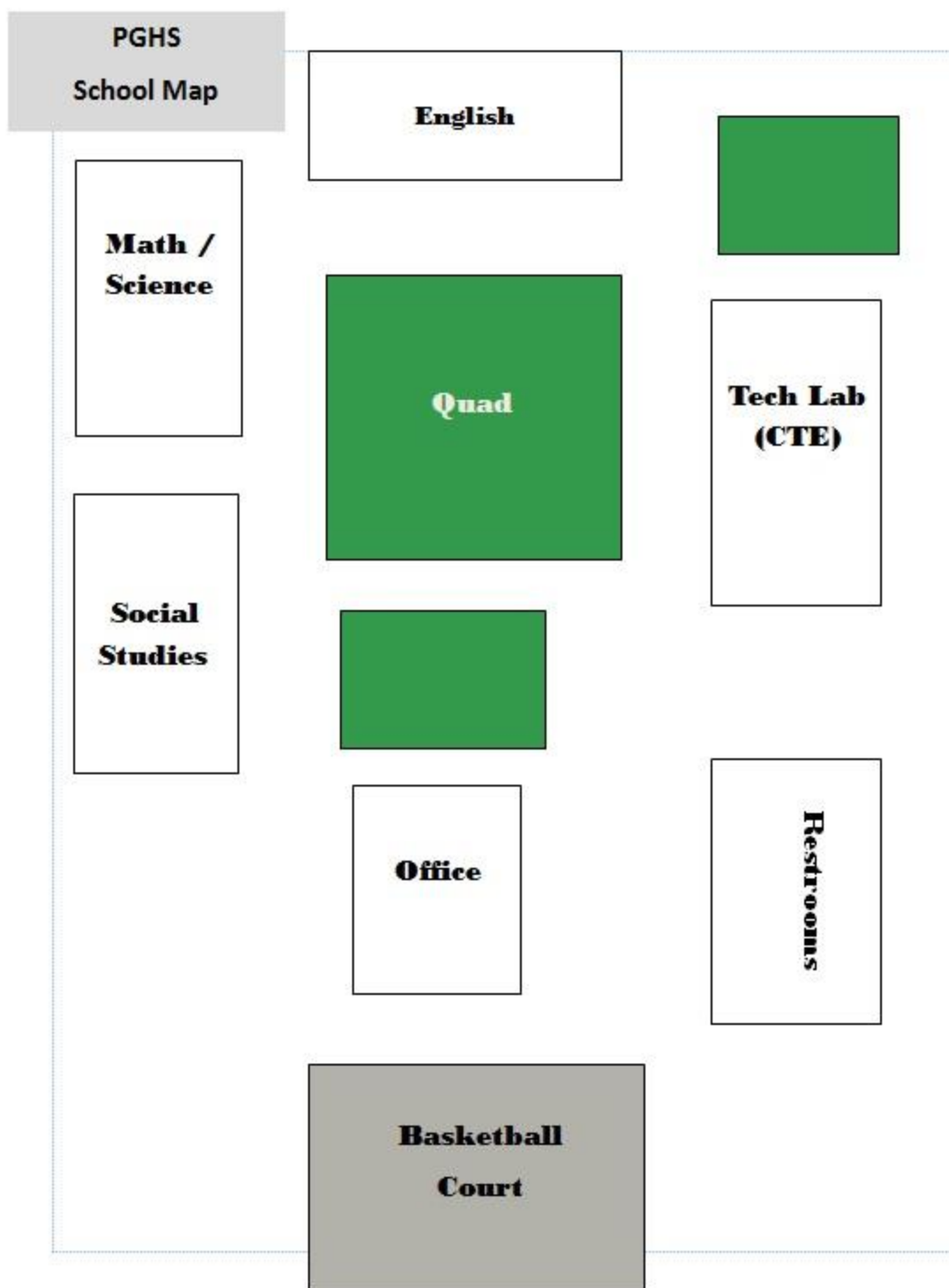
Reunion with Parents/Guardians — *Carrie Brooks, Rose Sabo*

Emergency Management Team — *Katie Kolker, Amy Dutton*

- Call 911
- Do what we need to do to keep kids safe

* * * * *

**General emergency protocol is for students to meet
 with 1st period teacher as soon as it is safe to do so.**



Earthquake



If injuries and phones are out, how do we get word to ambulance/fire?

- Try bus radio
- Send a teacher into town if possible?

If land offsets and roads go out, we may not be able to get out.

- Water—have a working water filter on hand at school
- Food—we normally have food in the snack bar, that could keep us for a few days.

IN BUILDINGS:

1. DUCK AND COVER.
2. Wait for the all clear message.
3. Evacuate to the **basketball court**. Take emergency backpack with you.
4. Report absences and injuries to the principal or secretary.
5. 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 **basketball court**.
3. Report absences and injuries to the principal or secretary.
4. Listen for directives to begin staff **Disaster Team Assignment (page 14)**.

Emergency Plan	
Administrator will:	Staff Members will:
<ol style="list-style-type: none">1. Evacuate to basketball court.2. Activate Search/Rescue/First Aid3. Coordinate communication with District Office—use bus radio if phones are out.4. Coordinate with police/fire services—call 911 if needed.5. Keep record of events.6. Maintain responsibility for staff and students.	<ol style="list-style-type: none">1. Evacuate to Disaster Evacuation Area/basketball court2. Supervise students3. Calmly reassure students4. Report to Disaster Team Assignments as directed by administrator5. Remain on campus until release by administrator

Lock Down/Intruder

(Code Blue)



- Do all doors lock from the inside? *(Make sure all doors are locked and shut.)*
- Do you all have working curtains you can pull? *(Cover all windows.)*
- Do all windows lock? *(Lock all windows.)*

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)

IN BUILDINGS:

1. Initiate **Lock-Down Procedures**
 - **Close doors, cover windows, turn off lights.**
 - **Reassure students to remain calm and quiet. (Cell phones on vibrate/silent)**
 - **Be near cell phones, landline and email if possible.**
 - **Stay calm and quiet until administration or verified law enforcement unlocks the door.**
 - **DO NOT unlock the door for anyone**
2. Evacuate to **basketball court, designated classroom, or bus ONLY when directed by verified law enforcement or administration.**
3. Report absences and injuries to the principal or secretary.
4. Listen for directive to begin campus evacuation on bus or foot.

OUTDOORS:

1. Take cover. Remain low to the ground, and seek shelter. Try NOT to be visible.
2. Remain under cover until it is safe to evacuate to classrooms. Once all students are in classroom, follow “in buildings” procedures above.
3. Assist with supervision of students.

Emergency Plan	
Administrator will:	Staff Members will:
<ol style="list-style-type: none">1. Declare LOCK-DOWN.2. Call 911.3. 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.

Run - Hide - Fight

(Active Shooter)



- Do all doors work *(Make sure all doors can easily open from the inside.)*
- Do all windows open & can screens be removed? *(Make sure blinds work as to not block windows/potential exits from the room.)*

Once it is determined a danger (i.e. active shooter) is on campus, the office will announce:
Run-Hide-Fight. This is NOT a drill. Begin Run-Hide-Fight procedures NOW. (Repeat)

IN BUILDINGS or OUTDOORS:

- Exit campus the quickest and safest way possible:
 - Calmly exit through doors/windows away from danger
 - Have students run in pairs as far away as needed as to not be seen. Try NOT to be visible.
 - Bring cell phones (Put cell phones on silent.)
 - Stay calm and quiet until administration or verified law enforcement announces there is no longer a threat.
- Re-enter campus or bus ONLY when directed by verified law enforcement or administration.
- Report absences and injuries to the principal or secretary.

Emergency Plan	
Administrator will:	Staff Members will:
<ul style="list-style-type: none"> • Declare RUN – HIDE - FIGHT. • Call 911. • Activate Emergency Management Team. • Coordinate with police services. • Coordinate communication with District Office. • Monitor release of students. • Keep record of events. • Maintain responsibility for staff and students. 	<ul style="list-style-type: none"> • Exit and stay with students • Complete Student Attendance and Injury Report Form. • Supervise students. • Calmly reassure students. • Supervise students at Disaster Evacuation Area until released by administrator or Emergency Management Team.

Fire



Evacuate away from fire, to basketball court if safe to do so. Take attendance; be sure all are accounted for. For Quality Control, have secretary double check attendance and that all are present and accounted for. Have bus pick up and get back to Bishop.

IN BUILDINGS:

1. Evacuate building. Take emergency backpack. If necessary remain close to the ground to avoid smoke inhalation.
2. Evacuate away from fire, to **basketball court** if safe to do so. **Prepare to board bus.**
3. Report absences and injuries to the principal or secretary.
4. Listen for directive to begin staff **Disaster Team Assignment**

OUTDOORS / WILDFIRE:

1. Evacuate away from fire, to **basketball court** if safe to do so. **Prepare to board bus.**
2. Report absences and injuries to the principal or secretary.
3. Listen for directive to begin staff **Disaster Team Assignment**

Emergency Plan	
Administrator will:	Staff Members will:
<ol style="list-style-type: none">1. Call 911.2. Activate Emergency Management Team.3. Coordinate communication with District Office.4. Coordinate with police/fire services5. Keep record of events.6. 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

BOMB THREAT

(REPORTED)



Receiving the Bomb Threat

1. Take detailed notes
2. Report to administration immediately (administration to contact superintendent)
3. Assist with the supervision of students until released by administration

Responding

1. Evacuate to **basketball court** when directed by administration, law enforcement, or designee
2. Report absences and injuries to the principal or secretary
3. Assist with the supervision of students until release by administration

Emergency Plan	
Administrator will:	Staff Members 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. 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



Wind Event

Stay inside, close windows and doors

Volcanic Eruption

Evacuate to bus (and/or cars if needed) to transport students to town ASAP



Flood

Evacuate to bus, then go where it makes sense to go