

BISHOP UNION HIGH SCHOOL



HOME OF THE BRONCOS

Situational Emergency Response Plan 2018 - 2019

**301 N. FOWLER STREET
BISHOP CA 93514**

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Table of Contents

STAFF ROSTER, EXTENSIONS, AND ROOM NUMBERS.....	1
BISHOP UNION HIGH SCHOOL MAP	2
EVACUATION PROCEDURES	3
CAMPUS EVACUATION DURING CLASS:	3
CAMPUS EVACUATION BEFORE SCHOOL, AT PASSING PERIOD/LUNCH OR AFTER SCHOOL	3
LOCK-DOWN PROCEDURES	4
LOCK-DOWN.....	5
EARTHQUAKE or EXPLOSION.....	6
FIRE	7
INTRUDER ON CAMPUS (GUNMAN/TERRORIST).....	8
BOMB THREAT (REPORTED).....	9
BOMB THREAT (IDENTIFIED DEVICE)	10
HAZARDOUS MATERIALS ACCIDENT	11
STAFF BUDDY ASSIGNMENTS	12
DISASTER TEAM ASSIGNMENTS	13
Emergency Management Team	13
First Aid Team.....	13
Communication Team	14
Facility Management Team	14
Search and Rescue Team.....	15
Morgue Team	15
Assembly Area Supervision Team	16
Food and Water Team	17
Dismissal Team	17
DISASTER EVACUATION MAP.....	18
CLASSROOM ASSEMBLY AREA MAP	19
MAIN ELECTRICAL SWITCHES AND GAS & WATER SHUT OFF VALVES	20
UTILITIES SHUTOFF MAP	21
CONTENTS OF DISASTER BARREL.....	22
ABSENT STUDENT AND INJURY REPORT FORM	23
FIRE DRILL LOG.....	24

*****IMPORTANT*****

ALL STAFF

Please refer all inquiries from press or other outside agencies to administration.
Do not comment publicly about any activity or incident that occurred on our
campus. All official statements will be made through the District Office.

STAFF ROSTER AND PHONE NUMBERS

Administration	Ext	Title
Cook, Randy	2722	Principal
Kalk, Dave	2731	Assistant Principal

Administrative Staff	Ext	Title
Summers, Wanda	2721	Principal's Secretary
Terrasas, Lucy	2725	Registrar
Riggs, Joni	2723	Attendance Secretary

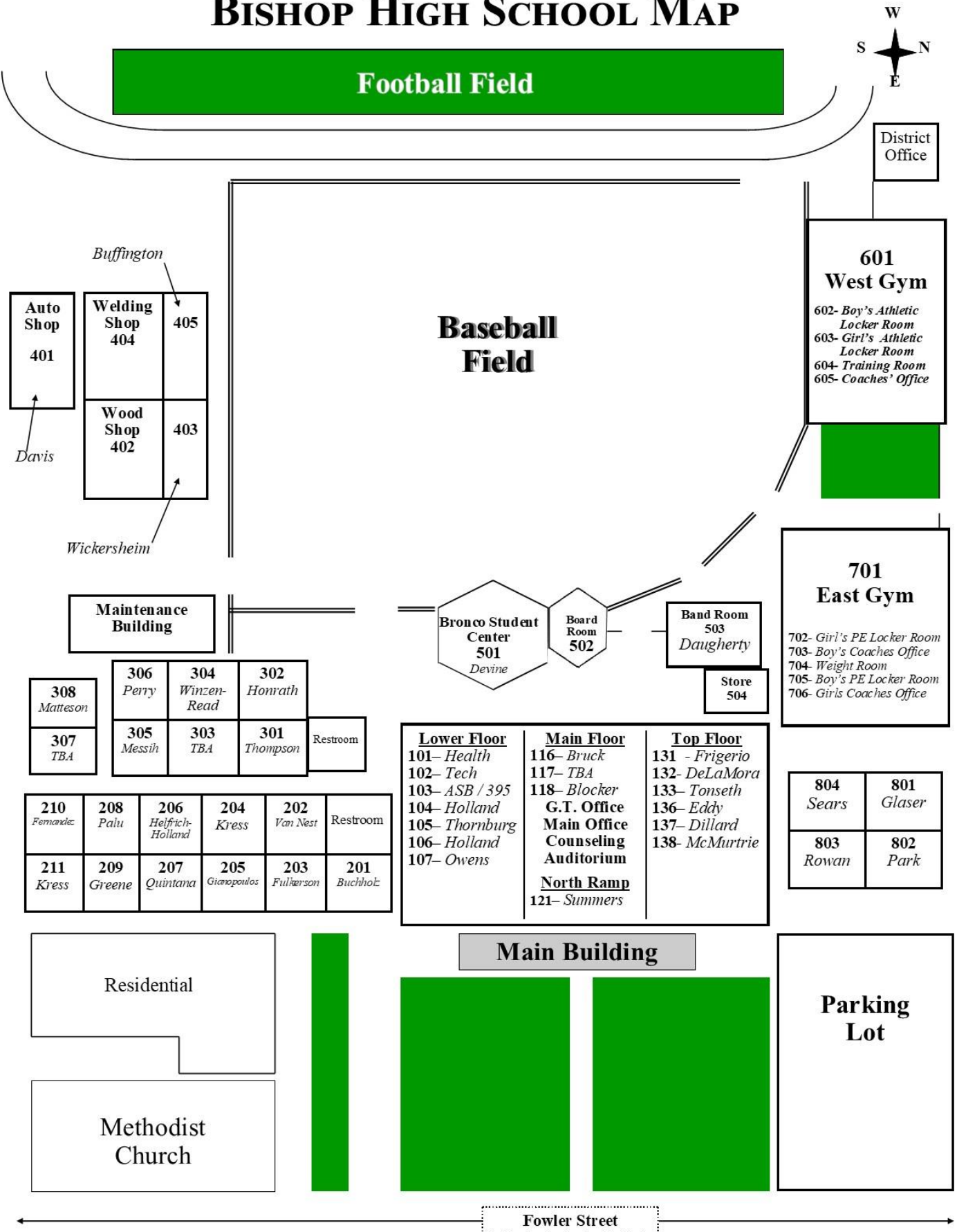
Support Staff	Ext	Title
Borow, Franz	2736	Maintenance
Cox, Lee	2780	Daytime Custodian
TBD	2793	Speech/Language
De La Mora, Sam	920-4021	Director/Info Systems
Daugherty, Ryan	2787	Groundskeeper
Devine, Carissa	2775/2763	BSC / Book Library
Hartshorn, Taylor	2756	Health Technician
IT Office	2772	Hotline 258-9691
Linnastruth, Chantal	2792	Nurse
Lopez, Kellie	2892	Support Service Asst.
Roberts, Jim	920-0659	IT Technician
Student Store	2781	Cafeteria
Summers, Cyndie	2742	Native American Liaison
Van Nest, Stacy	2726	Athletic Director

Counseling/Guidance	Ext	Title
Andersen, Lara	2794	Guidance Counselor
Kane, Shawna	2732	Guidance Tech
Stout, Kathleen	2766	Counselor
Trotter, Delfina	2743	Guidance Tech

Bishop Unified Schools	Ext	
District Office		872-3680
Simpson, Barry	2849	Superintendent
Carr, Kristin	2849	Administrative Assistant
Casteel, Marnie	2851	Bookkeeper
Dowd, Terri	2852	Payroll & Benefits
Milici, Midge	2853	Chief Business Officer
O'Brien, Cheryl	2850	Purchasing & Data
Tiner, Kim	2829	Payroll / Classified New Hires
Home Street Middle	#320	872-1381
Twomey, Pat	2652	Principal
Moisant, Derek	2655	Assistant Principal
Elm/Pine Elementary	#120/220	872-1278
Skrotzki, Gretchen	2592	Principal

Teachers	Ext	Room #
Blocker, Laurence	2764	118
Bruck, Alice	2789	116
Buchholz, Deidre	2769	201
Buffington, Joe	2771	405
Daugherty, Dan	2767	503
Davis, Jerrod	2754	401
De La Mora, Cindy	2760	132
Dillard, Cronus	2746	137
Eddy, Nita	2747	136
Fernandez, Barbara	2788	210
Frigerio, Linda	2752	131
Fulkerson, David	2768	203
Gianopoulos, Demetria	2739	205
Glaser, Jolie	2777	801
Greene, Sasha	2741	209
Helfrich-Holland, Karyn	2791	206
Holland, Annette	2748/2749	104/106
Honrath, Suzanne	2795	302
Kress, Katie	2761/2785	E. Gym / 204
Matteson, Tami	2753	308
McMurtrie, Kelly	2745/2761	138/E. Gym
Messih, Matt	2751	305
Owens, Angela	2778	107
Palu, Arnie	2770/2782	208/E. Gym
Park, Steve	2786	802
Perry, Jeff	2765	306
Quintana, Corrine	2733	207
Rowan, Don	2762	803
Sears, Adrian	2738	804
Thompson, Greta	2790	301
Tonseth, Candace	2759	133
Van Nest, Stacy	2784	202
Wickersheim, Tim	2755/2757	402/404
Winzenread, Shannon	2740	304
Conference Room	2799	
Dugout	2780	
Room 303	2773	303
Staff Lounge	2797	134
West Gym Office	2734	

BISHOP HIGH SCHOOL MAP



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. The primary evacuation site will be used unless district administration determines otherwise (see below for additional evacuation sites).

CAMPUS EVACUATION DURING CLASS

*****IMPORTANT:** To ensure the safety of all students and staff, only buildings that are effected by fire or are in immediate danger will be evacuated. If the danger is immediate and known within your building, evacuate your class immediately. For all other situations, Admin or office staff will quickly assess cause of the alarm, determine which buildings (if any) are affected, and decide whether evacuation is necessary. In those instances, **do not evacuate your students until admin offices have notified via phone or intercom for you to evacuate.**

CLASSROOM STAFF:

- Review evacuation routes of **Disaster Evacuation Map (page 18)** with students. Take emergency backpack with you. Leave the doors unlocked if possible.
- Supervise the orderly evacuation of students to the **Disaster Assembly Area (page 19)**.
- Check to see that Staff Buddy is present in Evacuation Area.
- Complete **Absent Student and Injury Report Form (page 23)** upon arrival at the Disaster Evacuation Area and deliver it to the **Assembly Area Supervision Team** via assigned teacher (see page 16).
- If assigned, report to **Disaster Team Assignment (pages 13-17)** location and leave students with nearby staff member.

NON-CLASSROOM ASSIGNED STAFF:

- Assist with the orderly evacuation to the **Disaster Assembly Area (page 19)**.
- Report to **Disaster Team Assignment (pages 13-17)** location.

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

ALL STAFF:

- Direct and supervise the orderly evacuation of students to the **Disaster Assembly Area (page 19)**.
- Students are to report to their Homeroom teacher at the Assembly Area.
- If assigned, report to your **Disaster Team Assignment (pages 13-17)** location and leave students with nearby staff member.

EVACUATION SITES

THE FOLLOWING SITES WILL BE USED BASED ON NATURE AND LOCATION OF INCIDENT AS DETERMINED BY DISTRICT / SITE ADMINISTRATION:

- **Primary:** BUHS Baseball Field (see page 19)
- **Secondary:** Home Street Middle School Playing Fields
- **Tertiary (off-site):** Tri-County Fairgrounds (grass parking lot)

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)

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, 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.
- Put the Green card under the door or in a visible window if no one is injured. If you have an injury put the Red card under the door or in a visible window.

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, 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.
- Put the Green card under the door or in a visible window if no one is injured. If you have an injury put the Red card under the door or in a visible window.

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. Cover small window on door and close all blinds.3. Complete Student Attendance and Injury Report Form.4. Supervise students.5. Calmly reassure students.6. Supervise the orderly evacuation of students when directed by law enforcement, administration, or designee.7. 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 students 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 law enforcement or school authorities.

SHELTER IN PLACE

Shelter in place will occur during situations in which it is safer to remain inside than to evacuate to assembly area. These situations can include but are not limited to Africanized Honey Bee attack, intruder on campus, or extended lock down.

- Close all windows and doors.
- Turn off AC/Heater if instructed to do so.
- Seal all cracks with duct tape or other available material if instructed to do so.
- Take attendance and report any missing students to administration.
- Remain calm, continue instruction if possible.
- Wait for "all clear" or further instructions from administration.

EARTHQUAKE or EXPLOSION

IN BUILDINGS:

1. DUCK AND COVER.
2. Wait for the all clear message.
3. Evacuate to the **Disaster Assembly Area (page 19)**. 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 23)** 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 with your **Disaster Team Assignment (pages 13-17)**.

OUTDOORS:

1. DUCK AND COVER AWAY FROM BUILDINGS, POWERLINES, AND OVERHEAD OBJECTS.
2. Evacuate to the **Disaster Assembly Area (page 19)**.
3. Obtain and complete **Absent Student and Injury Report Form (page 23)** and deliver it to the **Assembly Area Supervision Team** via assigned teacher.
4. Listen for directives to begin with your **Disaster Team Assignment (pages 13-17)**.

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. Evacuate building per instructions on page 5. Take emergency backpack. If necessary remain close to the ground to avoid smoke inhalation.
2. Evacuate to **Disaster Assembly Area (page 19)**.
3. Complete **Absent Student and Injury Report Form (page 23)** and deliver to the Assembly Area Supervision Team via assigned teacher.
4. Listen for directive to begin with your staff **Disaster Team Assignment (pages 13-17)**

OUTDOORS:

1. Evacuate to **Disaster Assembly Area (page 19)**.
2. Obtain and complete **Absent Student and Injury Report Form (page 23)** and deliver to the Assembly Area Supervision Team via assigned teacher.
3. Listen for directive to begin with your staff **Disaster Team Assignment (pages 13-17)**.

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**
2. Evacuate to **Disaster Assembly Area (page 19)** **ONLY** when directed by law enforcement, administration, or designee.
3. Complete **Absent Student and Injury Report Form (page 23)** and deliver to the Assembly Area Supervision Team via assigned teacher.
4. Listen for directive to begin with your staff **Disaster Team Assignment (pages 13-17)**.

OUTDOORS:

1. Take cover. Remain low to the ground, and seek shelter.
2. Remain under cover until directed to evacuate to **Disaster Assembly Area (page 19)** 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 (Phone Call or Written Note)

1. ***If phone call, take detailed notes:***
 - What time will bomb go off?
 - Where is it?
 - What does it look like?
 - What kind of bomb is it?
 - Who are you?
2. ***If note, try to handle paper carefully in order to preserve any possible evidence (hold by edge of page to reduce damage to potential suspect fingerprints).***
 - Determine specific information using above questions.
3. Report to administration immediately.
4. Assist with the supervision of students until released by administration.

Responding

1. Evacuate to **Disaster Assembly Area (page 19)** when directed by administration, law enforcement, or designee.
2. Complete **Absent Student and Injury Report Form (page 23)** 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 911 2. Activate Emergency Management Team 3. Coordinate search of campus with fire rescue police services 4. Announce evacuation to Disaster Evacuation Area if necessary. 5. Coordinate communication with District Office 6. Monitor Release of students if necessary 7. Keep record of events 9. Maintain responsibility for staff and students 	<ol style="list-style-type: none"> 1. Supervise students 2. Calm/reassure students 3. Supervise the orderly evacuation of students by law enforcement, administration, or designee 4. Supervise students at Disaster Evacuation Area until released by administrators or Emergency Management Team

BOMB THREAT (IDENTIFIED DEVICE) OR SUSPICIOUS OBJECT

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 Assembly Area (page 19)** unless directed to alternative location by administration, law enforcement, or designee.
5. Complete **Absent Student and Injury Report Form (page 23)** 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
<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. Initiate lockdown procedures2. 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

HAZARDOUS MATERIALS ACCIDENT

In Buildings

1. Evacuate Building per instructions on page 5.
2. Evacuate to **Disaster Assembly Area (page 19)** unless directed to alternative **location** by administration, law enforcement, or designee.
3. Notify other staff and students if no alarm has sounded.
4. Complete **Absent Student and Injury Report Form (page 23)** and deliver it to the Assembly Area Supervision Team via assigned teacher.
5. Listen for directive to begin with your **Disaster Team Assignment (pages 13-17)**.

Outdoors

1. Evacuate Area.
2. Evacuate to **Disaster Assembly Area (page 19)** unless directed to alternative **location** by administration, law enforcement, or designee.
3. Notify other staff and students if no alarm has sounded.
4. Complete **Absent Student and Injury Report Form (page 23)** and deliver it to the Assembly Area Supervision Team via assigned teacher.
5. Listen for directive to begin with your **Disaster Team Assignment (pages 13-17)**.

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. Do Not call 9112. 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 ASSIGNMENTS

2018-2019

STAFF MEMBER	ROOM #	STAFF MEMBER	ROOM #
Linda Frigerio*	131	Cindy DeLaMora*	132
Candice Tonseth*	133	<i>*This is a 3-way buddy check</i>	
Nita Eddy*	136	Kelly McMurtrie*	138
Cronus Dillard*	137	<i>*This is a 3-way buddy check</i>	
Laurence Blocker*	117/118	Alice Bruck	116/117
Tammy Stout (Aide)*		TBA (Aide)	
Amber Sullivan (Aide)*		<i>*This is a 5-way buddy check</i>	
Angela Owens*	106/107	Annette Holland*	104
Taylor Hartshorn and /or	101	<i>*This is a 3-way buddy check</i>	
Chantal Linnastruth			
Deidre Buchholz *	201	David Fulkerson *	203
Stacey VanNest	202	<i>*This is a 3-way buddy check</i>	
Demitria Gianopoulos *	205	Katie Kress*	204
Corrine Quintana*	207	Karyn Helfrich-Holland*	206
		<i>*This is a 4-way buddy check</i>	
Sasha Greene*	209	Barbara Fernandez*	210
Arnie Palu*	208	<i>*This is a 3-way buddy check</i>	
Greta Thompson*	301	Shannon Winzenread*	304
Amy Dutton*	302	<i>*This is a 3-way buddy check</i>	
Matt Messih*	305	Jeff Perry*	306
Tami Matteson / Amber Kinney *	308	<i>*This is a 3-way buddy check</i>	
Jerrold Davis*	401	Tim Wickersheim*	402/403/404
Joe Buffington*	405	<i>*This is a 3-way buddy check</i>	
Carissa Devine*	BSC / 501	Dan Daugherty*	503
		<i>*This is a 2-way buddy check</i>	
Tami Matteson / Arnie Palu	PE / 702 ⇔	Kelly McMurtrie / TBD (Aides)*	PE / 702
Jolie Glaser*	801	Steve Park*	802
Don Rowan*	803	Adrian Sears*	804
	804	<i>*This is a 4-way buddy check</i>	
Sam DeLaMora	IT Director	Jim Roberts	IT Tech
		<i>*This is a 2-way buddy check</i>	
Lara Andersen	Guidance	Delfina Trotter	Guidance
Katie Stout	Guidance	Shawna Kane	Guidance
		<i>*This is a 4-way buddy check</i>	
Franz Borow	Maintenance ⇔	Ryan Daugherty	Grounds
Randy Cook*	Admin	Dave Kalk*	Admin
Wanda Summers*	Secretary	Lucy Terrasas*	Registrar
Joni Riggs*	Attendance	Stacy VanNest*	AD
Cynthia Summers*	NA Liason	<i>*This is a 7-way buddy check</i>	

**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

Handheld Radio Channel Assignments:

Channel 1 – District Transportation Channel 2 - Bishop High School
Channel 3 - Pine / Elm Elementary Channel 4 - Home Street Middle School
Channel 5 - Emergency Channel (Superintendent / Administration Only)

Emergency Management Team Principal Randy Cook Assistant Principal Dave Kalk Guidance / Counseling Lara Andersen Kathleen Stout Delfina Trotter Shawna Kane Psychologist Tanya Zaleschuk	Meeting Location: Situational <ul style="list-style-type: none">• Administration Office• Command Post• Baseball Field (Command Post) Responsibilities <ul style="list-style-type: none">• Determine extent/scope of emergency• Determine appropriate response• Communicate intended response• Evaluate response
Recovery / First Aid Team Leader Jeff Perry / Chantal Linnastruth* Members Taylor Hartshorn Linda Frigerio Nita Eddy Katie Kress Tammi Matteson Steve Park <i>*If available</i>	Meeting Location: <ul style="list-style-type: none">• Right Field Grass• If situation permits, set up outside on the blacktop. Responsibilities: <ul style="list-style-type: none">• Obtain and transport supplies from health office• Assist in recovery of victims from buildings• 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)

Communication Team Leader Wanda Summers Members Sam DeLaMora* Cynthia Summers Jim Roberts* Lucy Terrasas Joni Riggs <i>* if available</i>	Meeting Location: Situational <ul style="list-style-type: none">• Administration Office• Command Post• Assembly Area Responsibilities: <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
Facility Management Team Leader Franz Borow Members Ryan Daugherty	Location: Situational <ul style="list-style-type: none">• Administration Office• Command Post Responsibilities: <ul style="list-style-type: none">• Report to Emergency Management Team• Shut off utilities as directed• Assist in set up of Command Post• Retrieves emergency supplies from storage• 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)

Search and Rescue Team Leader Stacy Van Nest Members 100 Building Lee Cox & Cindy DeLaMora Franz Borow & Kelly McMurtrie 200 Building David Fulkerson & Barbara Fernandez 300 Building Matt Messih & Corrine Quintana 400 Building Joe Buffington & Jerrod Davis 500, 600, and 700 Buildings Stacy Van Nest & Arnie Palu 800 Building Adrian Sears & Steve Park	Meeting Location: Situational <ul style="list-style-type: none">• Administration Office• Command Post• Assembly Area Responsibilities: <ul style="list-style-type: none">• Report to Principal at command post after taking students to evacuation field and reporting attendance/injuries• Get radios from command post• Obtain search and rescue backpack 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	Location: Room 403 (Wood Shop classroom) if environment is safe and the situation allows. Responsibilities: <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 ***(Continued)***

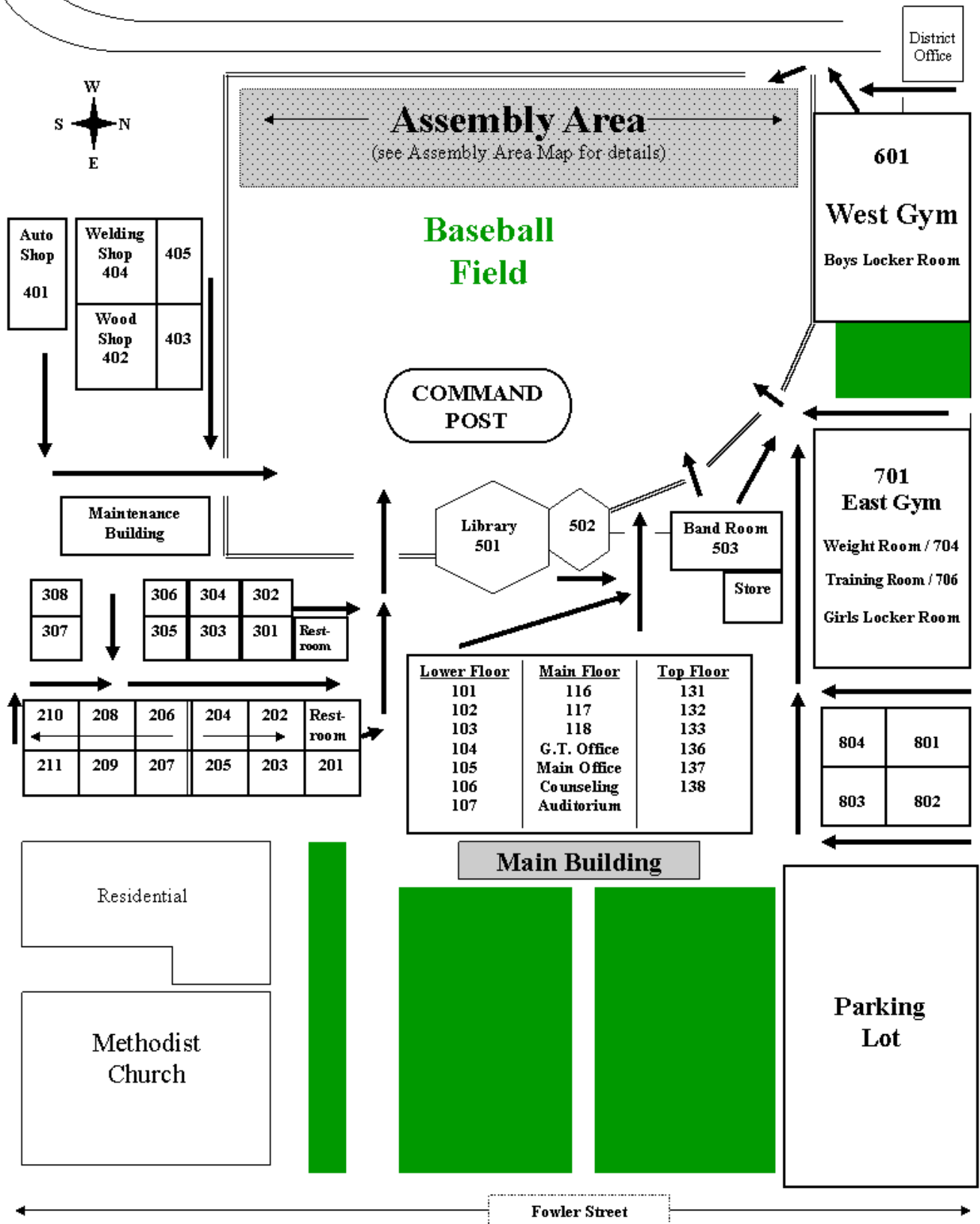
Assembly Area Supervision Team Leaders Deidre Buchholz*** Demetria Gianopoulos Karyn Helfrich-Holland*** Angela Owens Don Rowan Greta Thompson Members Alice Bruck (and aides) Dan Daugherty Jolie Glaser Sasha Greene Suzanne Honrath Shannon Winzenread Tim Wickersheim Cronus Dillard Laurence Blocker (and aides) Candice Tonseth (and aides) *** Pick up radio from Command Post for communication with Admin or other staff. Collect Absence Forms from teachers in assigned group and deliver to Command Post. <i>Anyone not assigned to a specific team should report to this team.</i>	Location: <ul style="list-style-type: none">• Assembly Area (Baseball Field) Responsibilities: <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 and ensures students stay with assigned teacher.• Account for released students• Assist dismissal team as needed
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DISASTER TEAM ASSIGNMENTS

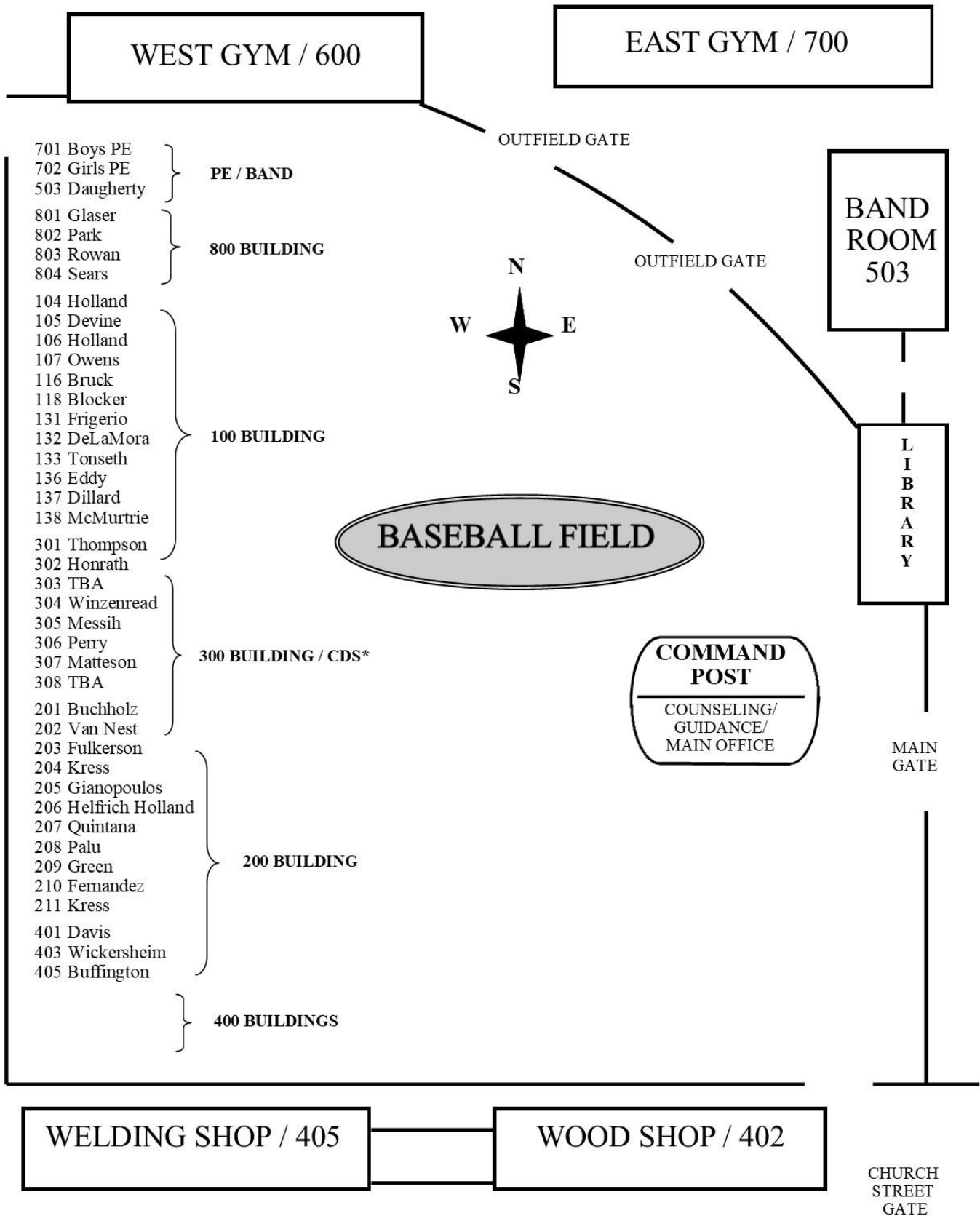
(Continued)

Food and Water Team Leader Katie Stout Members Annette Holland Greta Thompson	Location: <ul style="list-style-type: none">• Situational Responsibilities: <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
Dismissal Team Leader Lara Andersen Members Joni Riggs Delfina Trotter Shawna Kane Lucy Terrasas Wanda Summers	Location: <ul style="list-style-type: none">• Situational Responsibilities: <ul style="list-style-type: none">• Reports to Principal at command post• Obtains attendance rosters and reconciles student absences.• 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

BISHOP HIGH SCHOOL EVACUATION MAP



BISHOP HIGH SCHOOL ASSEMBLY AREA MAP



MAIN ELECTRICAL SWITCHES AND GAS & WATER SHUT OFF VALVES

ELECTRICAL SHUT OFF SWITCHES

1. The MAIN ELECTRICAL SHUT OFF SWITCH is on the south side of the Auto Shop building.
2. There are ELECTRICAL SHUT OFF SWITCHES for the Math and English buildings in electrical rooms that are next to or accessed through the bathrooms and locked utility panels on each floor of the main building (See UTILITIES SHUT OFF MAP)

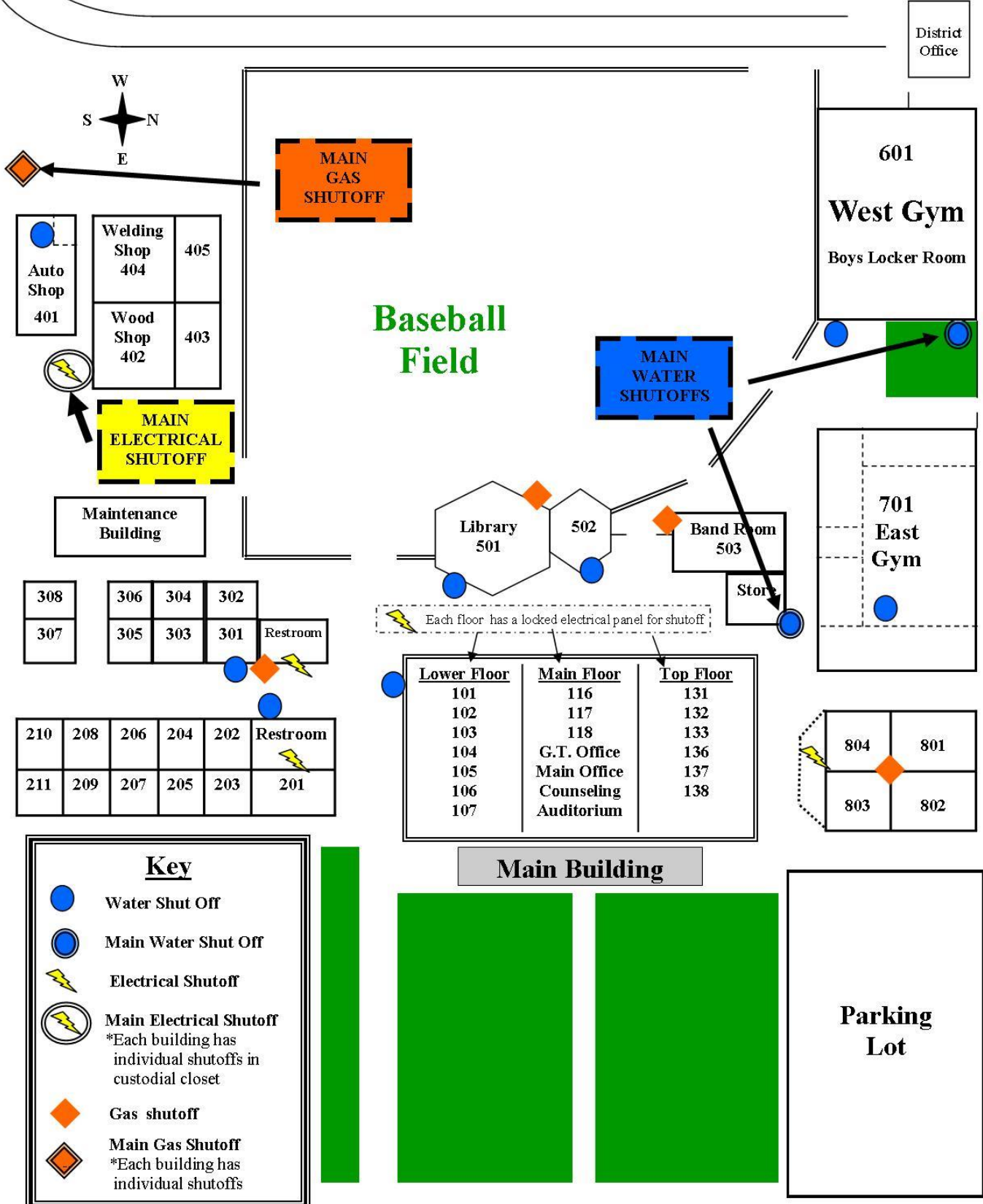
GAS SHUT OFF VALVES

1. The MAIN GAS SHUT OFF VALVE for the High School is located behind (west) the Auto Shop building.
2. There are local shutoff valves on the east side of the English Building which control both the Math and English buildings. There are also local shutoff valves in the storage room in the Science building, behind the Library, and on the south end of the Band Room.

WATER SHUT OFF VALVES

1. The MAIN WATER SHUT OFF VALVES are on the northeast corner of the Student Store and in the wooden hut between the East and West Gyms (See UTILITIES SHUT OFF MAP).
2. There are also shut off valves for each building located at each buildings perimeter. (See UTILITIES SHUT OFF MAP)

BISHOP HIGH SCHOOL 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)
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 _____

TEACHER _____

TIME: _____ *AM* _____ *PM*

ROOM _____

COMPLETED BY _____

<i>STUDENT NAME</i>	<i>ABSENT</i>	<i>MINOR INJURY</i>	<i>MAJOR INJURY</i>	<i>Deceased</i>	<i>COMMENTS</i>

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 **Bishop Union High 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.