Millbrae School District



Lomita Park School

Emergency Drill Procedures

2017/2018



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Coalition for Safe Schools & Communities

San Mateo County

LOMITA PARK ELEMENTARY SCHOOL

In order to align with San Mateo County Office of Education and the emergency plans that have been reviewed and endorsed by all San Mateo County's Police Chiefs and Sheriff Commanders, Lomita Park Elementary School has adopted the Big Five emergency response protocol. The Big Five refers to five immediate action responses that can be taken by the school depending on the emergency scenario. A summary of the Big Five responses can be found below:

Action

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1. **Drop, Cover, and Hold On**
    a. Implement during an earthquake or explosion to protect building occupants from flying and falling debris.
2. **Evacuation**
    a. Implement when conditions outside the building or off-site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a predetermined safe location.
3. **Lockdown/Barricade**
    a. Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implement, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.
4. **Secure Campus**
    a. Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned. No visitors are allowed inside the building.
5. **Shelter In Place**
    a. Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units.

The following pages outline each of the Big Five in more detail. In regards to Lomita Park Elementary School's protocol, the School Principal or alternatively, the Teacher in Charge, will serve as the School Incident Commander.

Disaster Service Worker

California Government Code, Section 3100, Title 1, Division 4, Chapter 4 states that public employees are Disaster Service Workers, subject to such disaster service activities as may be assigned by their superiors or emergency service commanders. The term "public employees" includes all persons employed by the state, city, county, state agency, or public district. The law applies in all the following cases:

- ❑ When a local emergency is proclaimed
- ❑ When a state of emergency is proclaimed
- ❑ When a federal disaster declaration is made

What does a disaster service worker do?

- ❑ Public employees serving in the role of Disaster Service Workers may be asked to do jobs other than their usual duties for periods exceeding normal work hours
- ❑ Employees may be scheduled in shifts and asked to return to the work site at hours outside the normal work day
- ❑ Disaster Service Workers will be deployed within the Incident Command System and may perform a variety of duties including oversight of shelter care, communications, logistics, first aid and comfort, or community support and safety

When pressed into disaster service, employee's Workers' Compensation coverage becomes the responsibility of the state government (OES), but the employer pays the overtime. These circumstances apply only when a local of state emergency is declared.

> To provide effective support as a Disaster Service Worker, employees must have the confidence that they have prepared their own families to deal with emergencies in their absence. The time and energy a staff member commits to being prepared at home will provide the best assurance that they are capable of dealing with the emergency situation at the school site.

Part 1: Terminology

Evacuation Assembly Area A – Field

Evacuation Assembly Area B – Multi-Use Room

Off-Site Evacuation Assembly Area C- Green Hills Elementary School

Off-Site Evacuation Assembly Area D - Caroline Shea Center @ Taylor Middle School

In the event of off-site evacuation, signs will be posted at entrances to the school campus to assist with reunification.

Green Card – Card teachers hold up to indicate all students are present.

Red Card – Card teachers hold up to indicate students are missing.

Student Assembly Area – The locations of where students will sit and wait until a return to classes or a dismissal through reunification.

Emergency Pack – Backpack in classrooms containing current rosters, bandages.

Emergency and Disaster Supplies - Rolling emergency supply cart in the principal's office.

PART 2: Big Five Emergency Guidelines

RESPONSE

Response is the process of implementing appropriate actions while an emergency situation is unfolding. In this phase, schools mobilize the necessary resources to address the emergency at hand.

CALLING 911

When calling 911, be prepared to answer specific questions. In order to complete an accurate assessment of the situation, the 911 Dispatcher must obtain as much information as possible to best inform emergency responders and engage the appropriate level of medical response. The 911 Dispatcher may ask the caller to stay on the line until responders arrive. This will assist the dispatcher in keeping the fire, police, or rescues quad updated as the situation unfolds.

WHEN REPORTING AN EMERGENCY

- ❑ Remain calm and speak slowly and clearly
- ❑ Provide name, location of the incident, and caller's location, if different from the scene of the emergency
- ❑ Although caller ID information may transfer immediately to the 911 Dispatcher, it is not available in all locations. The 911 Operator will confirm and verify the phone number and address for EVERY call received
- ❑ Answer all questions asked by the 911 Dispatcher, even those that seem repetitious
- ❑ Do not hang up until the Dispatcher says to do so

CALLING 911 FROM A CELL PHONE

- ❏ 911 calls from cell phones may need to be transferred to another agency because cell phone calls are sent to a 911 answering point based on cell radio coverage. Cell coverage areas don't always match geographical boundaries.
- ❏ Know your cell phone number, be prepared to give the dispatcher an exact address **(200 Santa Helena Avenue, San Bruno, CA 94066)**, and be prepared to use cardinal directions (north, south, west and east) to describe your location. Emergency services may not know the campus, so saying what room number you are in will not be an adequate description of where you are located.

When calling 911, time is of the essence. Try to be as calm as possible; speak slowly and clearly. The 911 operator aims to gather the correct information the first time he/she asks for it.

EMERGENCY CONTACT INFORMATION

Central County Fire
1399 Rollins Road
Burlingame, CA 94010
Phone: (650) 558-7600

San Mateo County Sheriff's Office
581 Magnolia Avenue
Millbrae, CA 94030
Phone: (650) 259-2300

PG & E
1-800-743-5000

Emergency
9-1-1

Lomita Park School

EMERGENCY RESPONSES

EVACUATION

EVACUATION is implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety. EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Fire
- Earthquake

Drill Procedures Include:

The continuous sounding of the horn will signal an evacuation drill. All students and adults will leave the building, in an orderly fashion. **The last person out of the room will close the door in the event of a fire and open in the event of an earthquake.** Each class will line up in the yard at pre-assigned locations (see evacuation map). All students will assemble on the lower playground in quiet class lines. Teachers are to take their emergency backpacks.

At the assembly area:

- ❑ Student at the front of the line will hold up
  - ❑ **Green card** if all students are present; or
  - ❑ **Red card** if any child is missing.
- ❑ Teachers should notify principal/secretary of any missing student, injuries or special problems – including hazardous damage.

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, but lifting them may be dangerous. Some non-ambulatory people also have respiratory complications. Oversee their careful evacuation from smoke or vapors if danger is immediate.

To alert visually-impaired individuals:

- ❑ Announce the type of emergency
- ❑ Offer arm for guidance
- ❑ Tell person where you are going, obstacles you encounter
- ❑ When you reach safety, ask if further help is needed

To alert individuals with hearing limitations:

- ❑ Turn lights on/off to gain person's attention -OR-
- ❑ Indicate directions with gestures –OR-
- ❑ Write a note with evacuation directions

To evacuate individuals using crutches, canes or walkers:

- ❑ Evacuate these individuals as injured persons
- ❑ Assist and accompany to evacuation site, if possible -OR-
- ❑ Use a sturdy chair (or one with wheels) to move person -OR-
- ❑ Help carry individual to safety

To evacuate individuals using wheelchairs:

- ❑ Give priority assistance to wheelchair users with electrical respirators
- ❑ Most wheelchairs are too heavy to take downstairs; consult with the
- ❑ affected individual to determine the best carry options
- ❑ Reunite person with the wheelchair as soon as it is safe to do so

SHELTER IN PLACE

SHELTER IN PLACE is a short-term measure implemented to isolate students and staff from the outdoor environment and prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows, and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights. SHELTER IN PLACE is considered appropriate for, but is not limited to, the following types of emergencies:

- External Chemical Release
- Dirty Bomb
- Hazardous Material Spills

Drill Procedures Include:

There will be an announcement over the public address (P.A.) system: "**Implement Shelter in Place, this is not a drill**." This announcement may come from any adult in the office, not necessarily the principal.

- ❑ Immediately clear students from the halls. Stay away from all doors and windows
- ❑ Keep all students in the classroom until further instructions are received. Support those needing special assistance
- ❑ Secure individual classrooms: a) close doors and windows; b)shut down the classroom HVAC system; c) turn off fans; d) seal gaps under doors and windows with wet towels, duct tape, or other effective materials
- ❑ Take attendance and call or e-mail status to school secretary, according to site protocol
- ❑ Wait for another action or, if *"ALL CLEAR"* announcement is issued, return to normal class

SECURE CAMPUS

SECURE CAMPUS is implemented when the threat of violence or police action in the surrounding community requires precautionary measures to ensure the safety of staff and students.

When a campus is in SECURE CAMPUS status, classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside through the duration of the event. Outer gates and other entrance/exit points can be closed (NOT LOCKED) to deter a potential perpetrator from entering school grounds. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Potential threat of violence in the surrounding community
- Law enforcement activity in the surrounding community

A SECURE CAMPUS response may be elevated to LOCKDOWN/BARRICADE in which case instruction immediately ceases and students and staff follow LOCKDOWN/BARRICADE procedures.

Drill Procedures Include:

There will be an announcement over the public address (P.A.) system: ***"Secure Campus, this is not a drill."*** This announcement may come from any adult in the office, not necessarily the principal.

- ❑ Move to the door and instruct any passing students to return to assigned classroom immediately
- ❑ Close and lock the door
- ❑ Continue the class instruction or activity as normal
- ❑ Enforce the no entrance; no exit protocol. Remain in the classroom or secured area and wait for further instructions

- ❑ Be alert to the possibility that the response may elevate to LOCKDOWN/BARRICADE
- ❑ Do not call the office to ask questions; Incident Command will send out periodic updates
- ❑ Wait for another action or, if ALL CLEAR is issued, return to normal class routine

LOCKDOWN/BARRICADE

LOCKDOWN/BARRICADE is implemented when the threat of violence or gunfire is identified on the campus or the school is directed by law enforcement. During LOCKDOWN/BARRICADE, students are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until the room is cleared by law enforcement or an ALL CLEAR signal is given by site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Imminent danger in the surrounding community

Drill Procedures Include:

There will be an announcement over the public address (P.A.) system:

"Lockdown/Barricade, this is not a drill." This announcement may come from any adult in the office, not necessarily the principal.

"THINK ON YOUR FEET"

In the event of a Violent Intruder on campus, quick thinking is imperative for survival. Especially when an active threat of violence is present, an individual will have to think on his/her feet to quickly determine the best course of action. These choices may include getting off campus, hiding, implementing

Lockdown/Barricade or even, in the most extreme of situations, fighting an assailant. Understanding and practicing these options can help an individual respond decisively and in so doing, best ensure the safety and survival of self, students, and other staff.

In the event of a Violent Intruder on campus, expect to hear noise from alarms, gunfire, explosions and shouting. It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. Quality training can help individuals think clearly in the midst of a chaotic scene. Proper training should include helping staff recognize the sounds of danger and teaching them to forcefully communicate and take necessary action. These actions would likely include:

IF YOU ARE INSIDE DURING A "LOCKDOWN/BARRICADE" ANNOUNCEMENT

IF YOU ARE INSIDE A BUILDING:

- ❑ Apply think on your feet mentality.
- ❑ Instruct students to **"Hide."**
- ❑ Remain calm and quiet. Maintain control of your students.
- ❑ Immediately lock classroom doors. If children are in the hallway, if possible, bring them into your room before securing the door.
- ❑ Lock all windows and close drapes.
- ❑ During a drill, take attendance of you class using the "Emergency Attendance From" from your emergency backpack. Keep it with you and submit as directed.
- ❑ **Please limit the use of Walkie Talkies (site specific, Channel 5) to reduce limit alerting an active treat to locations of persons.**
- ❑ Determine if anyone is injured and render first aid as necessary, but remain low to the ground.

- ❑ Remain in place and do not open the door until "EVACUATION" or "ALL CLEAR" direction is given. In the event no signal is given, wait until the door is opened by law enforcement or administration.
- ❑ If there is a knock at your door, do not answer the door or speak. Police officers, administrators, or staff will open the door with a key. Keep in mind the main goal is to ensure the safety of those in your classroom. Use your best judgment and think on your feet, applying the run, hide, fight mentality as appropriate.
- ❑ If you hear the direction, "*Evacuate the Building*" follow the Evacuation Procedures.

IF YOU ARE OUTSIDE DURING A "LOCKDOWN/BARRICADE" ANNOUNCEMENT

IF YOU ARE OUTSIDE THE BUILDING:

- ❑ Apply think on your feet mentality and evaluate whether to "run, hide, fight."
- ❑ Keep students together.
- ❑ Additional direction is included in the next section.

Whole class (i.e. P.E.):

- ❑ Find the nearest, safest classroom/building or outside area, applying the run, hide, fight mentality as appropriate. Keep the group together.
- ❑ Take attendance and note anyone who is missing.
- ❑ Follow all standard "Lockdown/Barricade" Procedures

Individuals:

- ❑ Go immediately to the nearest classroom and remain with that group; **DO NOT** attempt to return to your normal location unless that is the nearest classroom to you at the time.

IF SOMEONE PRESENTS A DANGEROUS SITUATION IN/NEAR YOUR CLASSROOM:

- ❑ Find any means possible to communicate that you need help and that the campus needs to be secured. (i.e. call the office, have a verbal or visual signal worked out with neighboring classrooms.)

IF CAMPUS NEEDS TO BE SECURED WHEN STUDENTS ARE OUT OF CLASSROOMS:

- ❑ 1. The office will announce to return to classrooms.
- ❑ 2. Teachers and students go immediately to your next regularly scheduled class.
- ❑ 3. Teachers, stand by the doorway and encourage approaching students to hurry inside.
- ❑ 4. Then follow all standard "Lockdown/Barricade" procedures.

STAFF ACTIONS: IF STUDENTS ARE AT LUNCH OR RECESS AT THE TIME OF LOCKDOWN / BARRICADE

- ❑ Move students to nearest available safe building or location, without drawing attention to self or students. If doors are locked, continue to look for a safe area. Consider moving students off-campus if that seems the safest option
- ❑ Do not chase students that run. Let them go
- ❑ Do not go into rooms that cannot be secured and offer no way out

- ❑ If secure inside a room, lock all doors, close blinds/curtains, turn off lights, and direct students to relocate against the wall least visible to the outside and most out of the line of harm
- ❑ Instruct students to stay quiet and out of sight
- ❑ Silence all cell phones
- ❑ Turn off television, LCD projector, document camera, etc.
- ❑ Remain calm. If safe to do so, attempt to maintain separation between students and the perpetrator
- ❑ Only If there is a life-threatening emergency inside the room and there is no other way to request medical assistance, place a red colored item (card, red cross, sweatshirt, etc.) on/in the window or slide under the outside door
- ❑ If an active threat is still present at the time Law Enforcement comes on scene, Law Enforcement will ignore the red signal until the active threat has been neutralized
- ❑ If safe to do so, locate emergency packet and remove staff ID placard and put it on
- ❑ If safe to do so, take attendance and document on appropriate form
- ❑ If safe to do so and according to site communications protocol, contact School Incident Commander or designee to document your whereabouts as well as any students/staff under your supervision
- ❑ In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)
- ❑ Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours

IF AN EARTHQUAKE OCCURS, it is the responsibility of each adult to verbally give the "DROP, COVER & HOLD" command.

DROP, DUCK, COVER AND HOLD ON

DROP, DUCK, COVER AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. It is an appropriate action for, but is not limited to, the following types of emergencies:

- Earthquake
- Explosion

Drill Procedures Include:

Drill will be announced over the public address system with the message *"EARTHQUAKE DRILL – DROP, COVER & HOLD."*

- ❑ All students and all adults present at the school will immediately drop, cover, and hold with backs toward the windows. If students and adults are outside during an earthquake, they are to drop and cover away from the buildings, electrical wires, and other structures.
- ❑ Instruct students to remain in position until all shaking subsides. When shaking subsides, follow evacuation procedures.
- ❑ The last person out of the building should leave the door open to allow for search and rescue following evacuation.
- ❑ Do not wait for a public address message.
- ❑ Remain in emergency position until all shaking has subsided and then follow evacuation procedures.
- ❑ Upon evacuation, leave doors open to facilitate search and rescue efforts

Hazards

CHEMICALS AND GAS

Knowledge of the location of existing pipelines near or on school property is essential for preparedness in the event of a hazardous chemical or gas leak. Pipeline markers are generally yellow, black, and red and can vary in shape and size. Excavation is a leading cause of pipeline damage, so it is important to follow strict on-site protocol prior to digging on school property. The facilities supervisor should call 811 to confirm the planned dig location is safe.

All school personnel, including cafeteria managers and custodians, shall immediately report any hazardous chemical or gas odor or leak to the School Incident Commander.

Design school bus routes and student pick-up/drop off locations to avoid contact with pipelines and pipeline rights-of-way. This helps to ensure evacuation routes are safe in a pipeline emergency.

How to Detect a Gas Leak

Smell, listen, and always be alert to signs of a gas leak. A gas leak can be detected by a sulfur-like odor, a hissing, whistling, or roaring sound coming from underground or a gas appliance, dirt spraying into the air, or the appearance of dead vegetation in an otherwise moist area.

SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS: INSIDE SCHOOL BUILDINGS

- ❑ Assume Incident Command role and call 911 from a safe location. Must be ready to provide location, status of campus, and all available details of the situation.
- ❑ If a gas leak is discovered inside the building, evacuate the affected building immediately to an area that is upwind of the suspected leak. Follow EVACUATION Protocol.
    - ❑ Do not use a telephone of any kind until in a safe area
    - ❑ Do not take any action to cause heat or sparks
- ❑ Consult with emergency personnel and utility company to determine next steps.
- ❑ When able, alert the Superintendent's Office.

SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS: INSIDE SCHOOL BUILDINGS

- ❑ Deploy site administration to isolate and restrict access to potentially contaminated areas
- ❑ The site administration will coordinate further action with representatives from fire and police commanders and utility company. A location will be established at a safe location away from the building to determine any further action. The Fire Department Commander or other emergency personnel will assume responsibility of the scene and determine the appropriate actions to further mitigate the emergency
- ❑ In consultation with the Fire Department Commander and utility company, the superintendent of equivalent will make a determination to implement procedures to cancel school or resume normal building operations
- ❑ In the event of a suspected hazardous chemical or gas odor or leak, immediately notify school site administration

- ❑ At the direction of the school site administration, evacuate students from immediate vicinity of danger. If odor is severe, leave the area immediately; do not wait for Fire Department Commander
- ❑ Follow Evacuation protocol and use designated routes or other alternate safe routes to an assigned Assembly Area located upwind of the affected room or building
- ❑ Leave any equipment or machinery as is
    - ❑ Do not switch lights on or off
- ❑ Leave doors open. Do not operate lights or any electrical equipment, including cell phones
- ❑ At the designated Assembly Area take student attendance and report any missing students to school site administration

SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS: OUTSIDE SCHOOL BUILDINGS

- ❑ Instruct designee to call 911 to provide the exact location and nature of the emergency
- ❑ If it is determined that a hazardous chemical or gas leak has occurred away from the school campus, initiate SHELTER-IN-PLACE with a public address announcement. Clearly instruct teachers and staff to immediately follow SHELTER-IN-PLACE protocol
- ❑ Once SHELTER-IN-PLACE is implemented, direct Fire Department Commander or Security/Utilities Team to turn off fans in the area; close doors and windows; shut down all air handling systems, and turn off sources of ignition
- ❑ When able, alert the Superintendent's Office
- ❑ In accordance with the SHELTER-IN-PLACE protocol, students and staff who are outdoors should proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers who assemble their classes in a location other than their assigned SHELTER-IN-PLACE assembly point should communicate their locations

to the Fire Department Commander via standard communication channels without leaving the building

- ❏ The school site administration will coordinate further action with representatives from fire and police commanders and utility company
- ❏ The SHELTER-IN-PLACE protocol will remain in effect until the appropriate agency or Site Administrator declares the emergency is resolved

STAFF ACTIONS:

OUTSIDE SCHOOL BUILDINGS

- ❏ Initiate SHELTER-IN-PLACE immediately by clearing students from the hallways and grounds. Stay away from all doors and windows
- ❏ Secure individual classrooms: a) close doors and windows; b) shut down the classroom HVAC system; c) turn off fans; d) seal gaps under doors and windows with wet towels, duct tape, or other materials if instructed by Incident Command
- ❏ Keep all students in the classroom until further instructions are received. Support those needing special assistance
- ❏ Take attendance and call or e-mail status to school site administration staff, according to site protocol
- ❏ Wait for another action or, if ALL CLEAR announcement is issued, return to normal class routine

FIRE: OFF-SITE

A fire in the surrounding community can threaten school buildings and endanger students and staff. Response actions are determined by location and size of the fire, whether it is a wind-driven or chemical-driven fire, and how the surrounding terrain might influence the flames. Responding to a fire in the surrounding community requires "think-on-your-feet" alertness.

SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS:

- ❑ Contact local fire department (call 911) to determine location of fire and the correct action for school site
- ❑ Access the School "Emergency Response Box" that includes site maps, keys, rosters, etc.
- ❑ If appropriate, SHELTER-IN-PLACE or begin EVACUATION to off-site evacuation location according to site emergency plan. If needed, contact bus dispatch for transportation by bus to evacuation location
- ❑ In order to ensure that all students and staff have left the building and are free from injury, direct Fire Department Commander to engage the Search and Rescue team
- ❑ Monitor radio stations and other public information sources for current status reports
- ❑ Determine if Student Release should be implemented. If so, notify staff, students and parents

STAFF ACTIONS:

- ❑ If students are to be evacuated and it is safe to do so, take attendance prior to leaving the building site
- ❑ Remove staff ID placard from emergency packet and put it on
- ❑ Evacuate immediately to assembly area. DO NOT STOP to collect belongings, but be sure to bring the classroom Go Pack which should include attendance roster and emergency supplies. Leave windows and doors closed behind you, but unlocked.

- ❑ Stay calm. Maintain control of the students at a safe distance from the fire and firefighting equipment
- ❑ Take attendance at the assembly area. Report any missing students to the school administrator and emergency response personnel
- ❑ Remain with students until Incident Command has determined it is safe to return
- ❑ Follow school emergency protocols for return to school

FIRE: ON-SITE

An on-site fire necessitates quick and decisive action to prevent injuries and further spread of fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and staff should be instructed to crawl along the floor close to walls to enable easier breathing and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires extinguished on-site by school staff, regardless of size, require that the Fire Department be notified.

SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS:

FIRE WITHIN SCHOOL BUILDING

- ❑ First, sound the fire alarm to implement EVACUATION of the building
- ❑ Assume command role until relieved by emergency personnel
- ❑ Next, instruct designee to call 911. Designee must be ready to provide location, status of campus, all available details of situation
- ❑ Access the school "Emergency Response Box" in order to provide emergency responders with maps, keys, rosters, etc.
- ❑ Immediately EVACUATE the building or the school using the primary or alternate fire routes
- ❑ When able, alert Superintendent's Office

- ❑ To ensure that access roads are kept open for emergency vehicles, direct Fire Department Commander to open gates and clear pathways
- ❑ To ensure that all students and staff have left the building and to locate injured students/staff, direct Fire Department Commander to site
- ❑ To ensure injured students and staff members receive medical attention, direct Fire Department Commander/Medical Command to engage injured
- ❑ If needed, notify bus dispatch for off-site evacuation or communicate with Unified Command to engage SAMTRANS
- ❑ Do not allow staff and students to return to the building until the South County Fire Department/Command declares that it is safe to do so

STAFF ACTIONS:

FIRE WITHIN SCHOOL BUILDING

- ❑ Evacuate immediately to assembly area. DO NOT STOP to collect belongings, but be sure to bring attendance roster and emergency supplies. Leave the windows and doors closed, but unlocked
- ❑ Stay calm; maintain control of the students at the designated assembly area
- ❑ Take attendance. Report missing students to the Fire Department Commander/Site Administrator and emergency response personnel
- ❑ Maintain supervision of students until the Fire Department Commander determines it is safe to return to the school building

Lomita Park School

EMERGENCY RESPONSE POLICIES

RETENTION POLICY

All students will be retained at school until dismissed to a parent or designated adult. Parents will indicate designated adults on their child's emergency card, students must be signed out by a parent or designated adult to whom they are being dismissed.

NO CHILD WILL BE ALLOWED TO GO HOME ALONE. STUDENTS WILL ONLY BE DISMISSED TO A DESIGNATED ADULT.

The designated on-site pick-up area will be the Multi-Use Room (MUR), or in the event the (MUR) must remain closed, the alternative pick-up area will be the Field.

- ❏ Adults arriving to pick up children must produce identification and be listed on emergency release. Adults picking up children must sign out with a correct signature.
- ❏ Staff members will serve as runners to bring students to the designated pick-up area when the designated adults have arrived. Students are to remain with their teacher, or adult in charge of the class, until their parent or designated adult arrives.
- ❏ Students who must remain at school because a parent cannot be located or is unable to reach school immediately will be grouped together at the direction of the principal.
- ❏ The custodian and teachers will lock all outside doors.

Lomita Park School <u>SUPERVISION POLICY</u>

Teachers will remain with the students. A 'buddy system' will be used for staff.

Check-in Leader	**Buddy**
Christina Spicker	Jose Avila, "Sui" Wison Yeung, Myra Gamble
Tina Mondani	Rosa Preciado (T,W,Th), Shevaun Taylor (M, W, F) and Leslie Chin (M, Th)
Rich Greeno	Carolina Orlando, Barbara Forner (8:30-12:30)
Alexia Azucena (Thursday)	Susan Black, Kristi Warner (8-1:35), Cindy Reeves, Barbara Wong
Maria Berry (M-pm, W,TH)	Jen Hoskins, Paula Kelly and Sandra Esquivias, MaryAnn Koliopolous
Sandra Adler SAI Aides	Claudia Laderman (pm), Anna Lemus, Elena Vargas, Michelle Walker &
Kelly Ozorio 8-11)	Julie DiMaio, Courtney Medrano, Callie Weigel, Rick Hanson (Wed
Gabby Gonzalez	MPBGC

Adults will check on each other. In case a teacher needs to remain with an injured or frightened student, the other adults will care for the remaining classes of students. As fewer staff are needed, staff will be dismissed by the principal or designee based on personal needs and responsibilities.

Students attending special classes (RSP/SDC, Speech, ELD, Reading Intervention) or who are with support personnel (psychologist, counselor) at the time of an emergency will remain where they are at. If the evacuation response is initiated, either by voice announcement or in the event of an earthquake, the shaking subsides, adults will walk students to where their class assembles on the blacktop (see evacuation map). Support personnel will then transfer supervision of the students to the classroom teacher by presenting the student directly to the teacher

EVACUATION OF THE SCHOOL GROUNDS

In case of situation requiring evacuation of the building and grounds, the students and faculty will be taken to the nearest Emergency Shelter that is declared safe: Green Hills Elementary. Information to that effect will be posted at the school entrance.

The following sign will be posted on all outside doors

FOR SAFETY REASONS

Lomita Park STUDENTS HAVE BEEN EVACUATED TO:

PLACE: _____

ADDRESS: _____

PART 3: Responsibilities of Stakeholders

Lomita Park School

RESPONSIBILITIES OF THE ADMINISTRATOR

Before

---

1. Review policies with all staff.
2. Ensure that at least two members of the staff have first aid training and there is a designated first aid administrator in the event of an emergency.
3. Distribute emergency cards to all parents at the beginning of the school year to be filled out and returned.
4. Maintain available first aid supplies readily accessible in the event of an emergency. Supplies will be in a portable case.
5. Maintain emergency supplies in the office and classrooms:
    a. Water
    b. Flashlights and batteries
    c. School first aid kit
    d. Classroom emergency packs
6. Hold emergency drills monthly.
7. Assign specific staff tasks in the event of an emergency

During and After

---

1. Inspect exits and evacuate the building, if necessary.
2. Oversee roll call
3. Assist with injured or distressed individuals
4. Inspect building for re-entry. Turn off water, gas, and/or power, if necessary
5. Supervise retention and dismissal procedure

Lomita Park School

RESPONSIBILITIES OF TEACHERS

Before

---

1. Maintain an accurate, updated class list in classroom emergency manual.
2. Maintain copies of emergency cards in classroom emergency backpacks.
3. Discuss earthquake procedures with your class and hold class drills.
4. Maintain an emergency classroom backpack. Included should be:
    a. Post-it, pencil pen
    b. First aid kits
    c. Working flashlight
    d. Student release information (yellow cards)
    e. Blanket (2)
    f. Emergency manual
    g. Rubber gloves
    h. **RED**/**GREEN** Cards
    i. DUCT tape

Note: Check supplies after each emergency drill. If any items need to be replaced, use the check- off sheet in the backpack to inform the office.

During and After

---

1. Follow the appropriate response protocol.
2. Check with and care for adult "buddies" immediately after tremors have stopped and the "all clear" signal has sounded.
3. Check for injury of students and reassure students
4. Evacuate students at the direction of the principal or designee. Take emergency backpacks
5. Take roll. Report injuries.
6. Carry out assigned tasks.
7. Report any hazardous conditions to Incident Command
8. Remain at school until dismissed by Incident Command

Lomita Park School

RESPONSIBILITY OF INSTRUCTIONAL AIDES

During and After

---

1. Supervise and monitor students
2. Check with and care for adult "buddies" immediately after tremors have stopped and "all clear" signal has sounded.
3. First check for injuries and reassure students in the class in which you are working, then move to other classes in the same pod.
4. At the direction of Incident Command, assist where your help is needed.
5. Report any hazardous conditions to Incident Command.

Lomita Park School

RESPONSIBILITY OF PARENTS

Preparation

---

1. Fill out emergency card and keep it up to date by reporting any changes to the office.
2. Be familiar with school emergency response policies.
3. Be familiar with policies regarding dismissal of students and reuniting students with parents.
4. Have a home plan:
    a. Decide who is responsible for children after school hours, especially if children are home alone.
    b. Decide who will pick up children from school if you cannot pick them up.
    c. Parents and children should be prepared at home in the event of an emergency.

During and After

---

1. **DO NOT PANIC**. Your children will be cared for.
2. ***STUDENTS ARE PICKED UP FROM THE MUR OR LOWER BASEBALL FIELD IN AN ORGANIZED MANNER.***
    a. *For student safety, parents must wait outside of the fenced area and students will be released out of the fenced area once the student is signed out.*
3. ***STUDENTS WILL NOT BE ALLOWED TO LEAVE ALONE***.
4. ***DO NOT TAKE YOUR CHILD FROM SCHOOL WITHOUT SIGNING HIM/HER OUT***.
5. In the event that phones do not work, have another adult designated to pick up your child if you are unable to come yourself. *(This is necessary for parents who work any distance from school.)* Be sure that person's name is on the emergency card and that you have notified that person.

Lomita Park School

RESPONSIBILITIES OF STUDENTS

Before

1. Know the emergency response procedures
2. Know where your class lines up during an evacuation.

During and After

1. Stay Calm, your safety and the safety of others depends on you not playing during the emergency.
2. Follow the direction of adults **without question**, for example: leave the building, sit quietly etc...
3. Always walk and watch where you are going
4. Stay with your class until given another direction.

PART 4: School Safety Teams

Lomita Park School

ASSIGNED TASKS IN THE EVENT OF AN EMERGENCY

Incident Command: Christina Spicker, Principal
Alternate Incident Command: Tina Mondani, Secretary

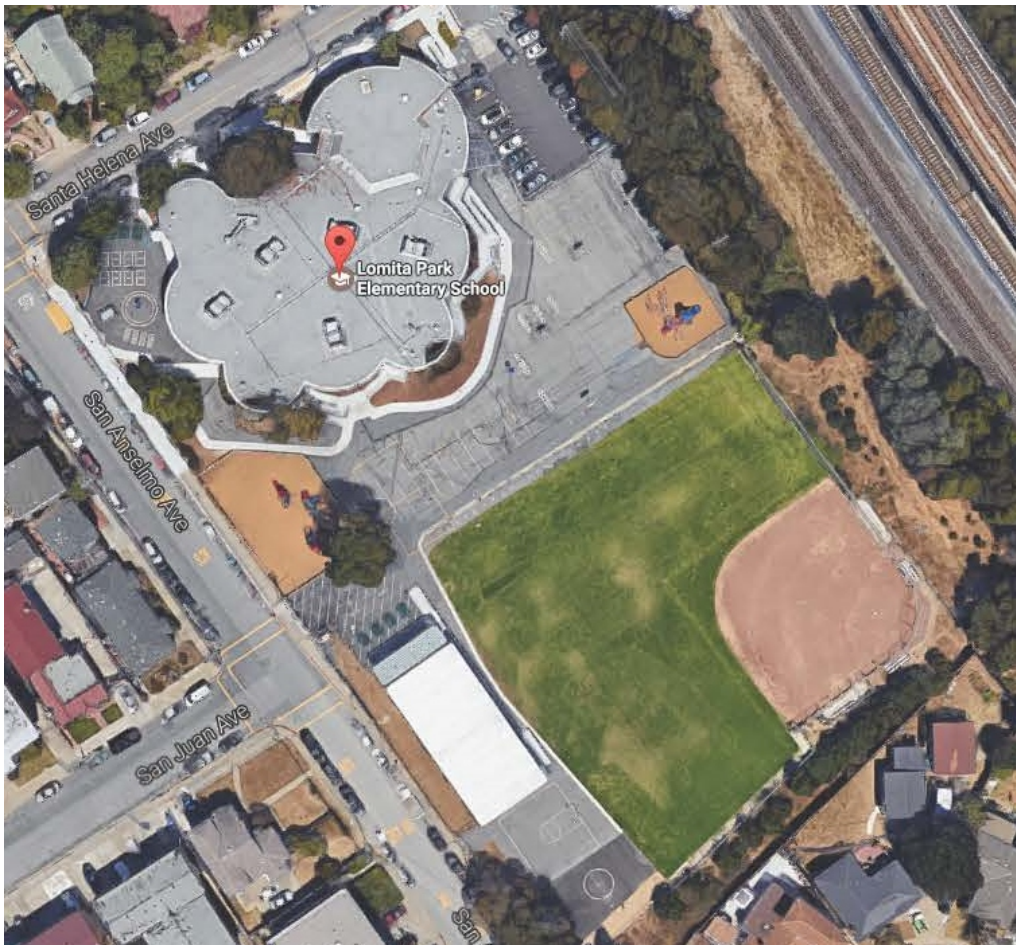
Secure all school doors ~ Last adult to leave through exit will secure the door.

1. **Secure all school doors - In the event of an earthquake, doors are to be left open**
    a. Last adult to leave through exit will secure the door
2. **Supervise dismissal and communication center:**
    a. Myra Gamble
    a. Tina Mondani
3. **First Aid:**
    a. Jennifer Hoskins
    a. Maria Berry
4. **Monitor Emergency Radio**:
    a. District~Channel 1: Site ~Channel 5
    b. Tina Mondani
5. **Hazard Checks/Search (*inspect for any injured and any hazards*):**
    a. Richard Greeno
    b. Jose Avila
    c. Christina Spicker (Principal)
6. **Remain with students:**
    a. All Teachers
7. **Runners:**
    a. Instructional Aides

Lomita Park School

BUILDING UTILIZATION

1. Communication and control center	Office
2. First Aid Area	Staff Lounge/Health Suite
3. Food Distribution	Kitchen
4. Public Care Facility/Dismissal Area	Multi-Use Room
5. Holding Area	Blacktop/Multi-Use Room
6. Morgue	Outside Storage Room
7. Community Shelter Area	Multi-Use Room
8. Parent/Community Liaison	Multi-Use Room



Utility Shut-Off Locations

1. **<u>Water</u>** Located on the sidewalk of San Anselmo outside the fence of the Kindergarten playground. Remove round cover. Turn control counter clockwise.



2. **<u>Natural Gas</u>** Turn off valve located in PG&E chain link cage near bike cage. Key to cage is hanging on the left-hand wall in the office closet. Wrench is wrapped in a plastic bag on the ground in the PG&E cage. Turn valve one-quarter (1/4) turn (in either direction) to close pipeline



3. **<u>Electricity</u>** Main switch (circuit breaker) is located in the outside supply room on the south wall. Push switch down toward the floor.



Lomita Park School

"Adult Buddies" for Emergency Drill or Emergency Situations

All Buddies are to check in with your assigned leader at the outside line up.

Check-in Leader	**Buddy**
Christina Spicker	Jose Avila, "Sui" Wison Yeung, Myra Gamble
Tina Mondani	Rosa Preciado (T,W,Th), Shevaun Taylor (M, W, F) and Leslie Chin (M, Th)
Rich Greeno	Carolina Orlando, Barbara Forner (8:30-12:30)
Alexia Azucena	Susan Black, Kristi Warner (8-1:35), Cindy Reeves, Barbara Wong (Thursday)
Maria Berry	Jen Hoskins, Paula Kelly and Sandra Esquivias, MaryAnn Koliopolous (M-pm, W,TH)
Sandra Adler	Claudia Laderman (pm), Anna Lemus, Elena Vargas, Michelle Walker & SAI Aides
Kelly Ozorio	Julie DiMaio, Courtney Medrano, Callie Weigel, Rick Hanson (Wed 8-11)
Gabby Gonzalez	MPBGC

PART 5: Resources

Emergency Attendance Form

Room #_____Grade:_____

Teacher's Name:_____

Date:_____

Directions:

- Line up your class and take roll, this includes students that may not be yours.
- Please mark the appropriate box and clearly write the names of students either missing from or added to your roster. Ie...a student that is not yours or from another class that you took into your lineup.

Office staff will collect form at the front of line.

All students present. List those absent:

_____ _____ _____ _____

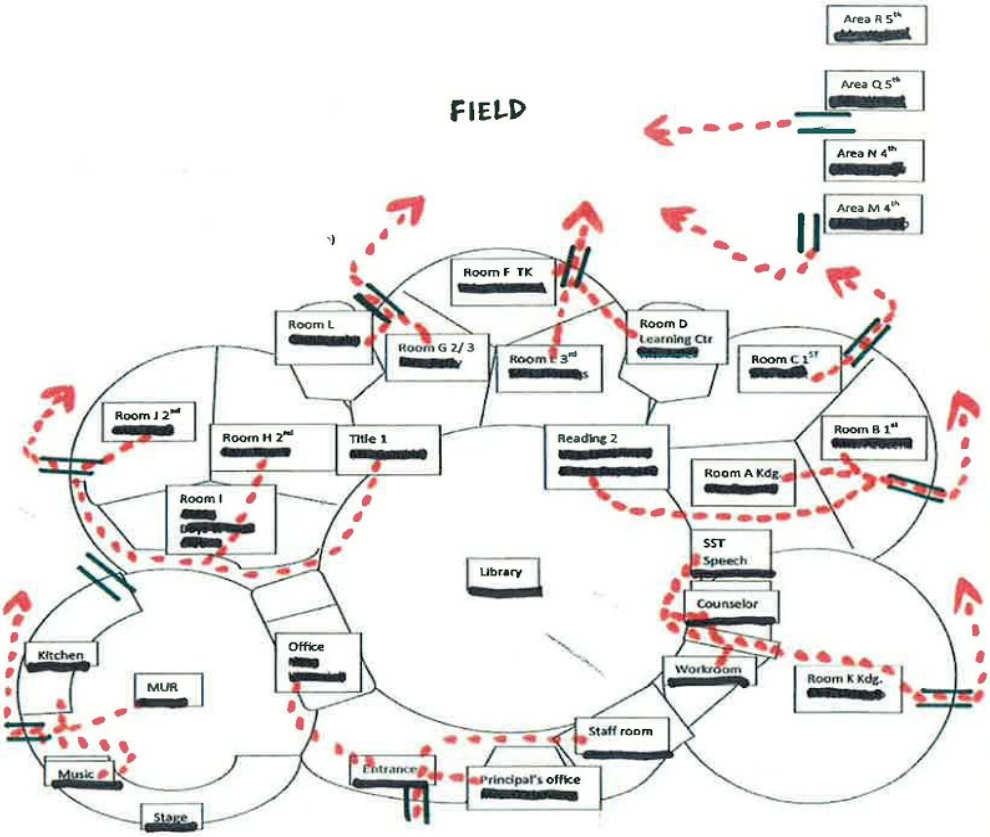
_____ _____ _____ _____

Missing and/or additional students listed.

Last Name	First Name	Grade	Additional Comments

Lomita Park Evacuation and Lower Yard Assembly Map

LOMITA PARK ELEMENTARY SCHOOL MAP



THE BIG FIVE SAFETY PROTOCOL



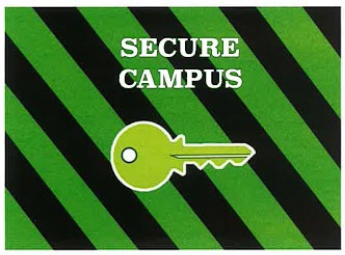
Shelter in Place

For environmental hazards: Go inside immediately. Close doors, windows, and vents.



Drop, Cover, and Hold On

For earthquakes and explosions: Protect from falling debris. Drop to the floor. Take cover and hold on.



Secure Campus

For potential threats of violence nearby: Go inside the nearest building. Close and lock all doors. Remain inside until threat has passed.



Lockdown/Barricade

For immediate threats of violence on premises: Go inside. Lock and barricade all doors. Cover windows and turn off lights. Remain quiet and alert.



Evacuation

When conditions outside are safer than inside: Exit the building, and move to a safe location.

COUNTY OF SAN MATEO FOUNDED 1856

SAN MATEO COUNTY OFFICE OF EDUCATION

Coalition for Safe Schools & Communities

San Mateo County Police Chiefs & Sheriff Association

2016