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SITE EMERGENCY OPERATIONS PLAN (EOP)

(School)

(Principal)

(Semester/Year)

(Date) (Update annually)

OBJECTIVES

1. To provide for effective action to minimize injuries and the loss of life among students and school personnel in case of disaster during school hours.
2. To provide for the maximum utilization of school personnel and facilities to care for disaster victims.
3. To protect school property.

BOARD OF EDUCATION PUPIL PROTECTION POLICY

1. The safety of the students and school staff is of paramount importance. All actions taken shall bear in mind the safety and well being of both students and district employees.
2. Under no circumstances shall any child be released from the custody of school personnel, unless and until such may be done with complete safety.
3. Any adult calling for a pupil at a school site will be required to identify himself, or herself to an assigned staff member, before being permitted to take a pupil out of school. An accounting record of those pupils so released shall be kept.

SITE EMERGENCY PLAN REQUIREMENTS INTRODUCTION

Each Site Emergency Plan will be designed to be a practical document for use during a Declared Emergency of such magnitude, i.e. earthquake, that the school would be isolated from immediate outside assistance.

The Incident Commander (IC) or designee, with assistance from parents and staff will see to it that the information required by the Plan is supplied and that this information is reviewed and updated annually.

The IC or designee has the ultimate responsibility for all local decisions in a disaster situation. The IC or designee must be available to all emergency teams, the emergency radio equipment, police and fire personnel, parents and the news media.

Through the Site Emergency Teams the IC or designee will assess building damage, casualties and facility status, and report same to the District Emergency Operations Center.

ANNUAL REVIEW

Site emergency plans shall be reviewed annually. Because of the need for clear understanding of policies and procedures to be followed during an emergency, it is recommended that each IC or designee appoint an Emergency Preparedness Committee to review the Site Emergency Plan for the purpose of:

1. Updating staff assignments.
2. Verifying status and location of supplies and equipment
3. Modifying site procedures
4. Planning for staff inservice activities
5. Reviewing emergency signals
6. Identifying students with special needs, and review appropriate preparations and procedures for emergencies.

This annual review will be completed by September 30th and the Principal's Checklist will be submitted to the District Disaster Committee Chair by October 17th of each year. The Committee shall be composed of the IC or designee at least two staff and two parents. Student membership is optional.

STAFF AWARENESS

By September 30th each year, each site shall devote one staff meeting to Emergency Preparedness planning including Staff Team assignments, evacuation procedures and basic site and district policies during emergencies. The Site Plan or appropriate pages of the plan is to be given to each staff member by this date.

COMMUNITY AWARENESS

Each Incident Commander or designee shall include in the first school packet sent home in the fall a letter from the Superintendent on Emergency Preparedness policies with emphasis on the need for student emergency release information as found on the registration card. Early in the fall a parent meeting should be held to discuss the school emergency plan and to solicit materials and parent volunteers.

SCHOOL EMERGENCY RECALL PLAN

This Site Emergency Preparedness Plan deals primarily with emergency situations that occur during the school day. The possibility remains, however, that a severe earthquake could occur at night or on a weekend or holiday. If an earthquake were strong enough to cause structural damage to private homes the Red Cross may use public school buildings for mass care centers. The high schools and middle schools have the highest priority for such use, with elementary schools much lower.

All public employees, however, could be pressed into service by City or County offices of emergency services. In that case, the District Superintendent would be directed to secure district employees to open and work at the designated mass care centers.

It shall be standing district policy that all Incident Commanders and site custodians report in person to their work sites in the event of a Declared Emergency or a major earthquake.

The Superintendent, or designee, would utilize the District Directory to recall site personnel as needed.

SCHOOL ORGANIZATION

I. Incident Commander Responsibilities:

The principal of each school is responsible for all pre-disaster planning and preparedness for the school, subject only to the directions and guidelines issued by the District Superintendent as identified in the District Emergency Plan. In the event of an emergency, the principal or the designated representative will assume overall direction of disaster procedures for the school.

II. Teachers' Responsibilities:

All staff members are required by law to remain on site until released by the Incident Commander or designee. Teachers will be responsible for the supervision of students in their charge. In discharging this responsibility, they will be governed by the specific directions or guidelines issued by the principal of their school.

In discharging their responsibilities, each teacher shall:

Pre-Emergency:

1. Know, understand, and keep current on the hazards of different disasters and the survival techniques for each.
2. Provide instruction and practice for pupils in the techniques of survival and the emergency procedures to be followed.
3. Keep readily accessible at all times the Class Roll/Emergency List in order to take roll in an emergency.
4. Have planned activities (music: for K-5 teacher, games, lessons, etc.) for use during periods of confinement and to lessen possible tension and hysteria of a disaster situation.

Post-Emergency:

1. Direct evacuation to children under their supervision to inside or outside assembly areas, in accordance with signals, warning, written notifications, or intercom orders.
2. Give appropriate directions during an earthquake or other emergency.
3. Take roll call immediately when class is relocated.

4. Teachers who have left children behind in the classroom need to immediately notify the Group Supervisor in charge of the assembly area.
5. Administer any emergency first aid immediately using classroom first aid kits as required.
6. Send students in need of additional first aid with responsible person to the designated triage/first aid area.
7. Restore order and assist other teachers and children as needed.
8. If not on classroom duty with pupils, report at once to preassigned station or to the school command post after turning class over to designated personnel.
9. As designated Disaster Service Workers, all staff members are to remain on site until released.

III. Classified Staff Responsibilities:

All classified staff members will familiarize themselves with the site emergency plan. They will remain on site and perform the duties assigned to them by the Incident Commander or designee.

SITE ORGANIZATION (DURING A DECLARED EMERGENCY)

Each school site is required to incorporate into its site plan the following Site Requirements. All emergency team procedures must be included in the site plan. The format of the individual site plan is at the discretion of the Incident Commander (IC). For example, some team assignments could be combined, if responsibilities do not conflict.

COMMAND POST

The IC or designee is the final authority at each school. He/she must be available for all decisions, information and authority during the time the schools are isolated.

Therefore, the IC and the Command Post should be located in a central area, where the manager is available to radio, telephone, emergency equipment or personnel.

The Command Post will begin to operate immediately after a disaster

This is where the record keeping, communication, and major decision making will take place. The IC or designee will be here. The Command Post should be somewhat isolated from other areas and activities.

While the Command Post is functioning, the Emergency Teams will carry out their functions and provide information to the IC about the:

1. Conditions of students.
2. Condition of staff.
3. Condition of facilities.

This information is to be placed on the Emergency Status Report and Update Forms and transmitted to the District Emergency Operations Center.

SCHOOL SITE EMERGENCY TEAMS

(TRADITIONAL SCHEDULE) SCHOOL: _____

INCIDENT COMMANDER: _____

TEAM	NAME	NAME	NAME	NAME	NAME
COMMAND POST					
TRIAGE/FIRST AID					
MORGUE					
SEARCH & RESCUE					
UTILITIES & HAZARDS					
TRAFFIC CONTROL/ SECURITY TEAM					
STUDENT RELEASE					
SANITATION					
FOOD AND WATER					
SHELTER					
ASSEMBLY AREA					

(Each emergency team should have a plastic sleeve which has this sheet on one side, a site map on the inside, and their teams' checklist on the other side)

SCHOOL SITE EMERGENCY TEAMS
(MULTI-TRACK SCHEDULE) SCHOOL: _____

INCIDENT COMMANDER: _____

	A-OFF	A-OFF	B-OFF	B-OFF	C-OFF	C-OFF	D-OFF	D-OFF
TEAM	Name	Name	Name	Name	Name	Name	Name	Name
COMMAND POST								
TRIAGE/ FIRST AID/ MORGUE								
SEARCH & RESCUE								
UTILITIES & HAZARDS								
TRAFFIC CONTROL								
STUDENT RELEASE								
SANITATION								
	A-OFF	A-OFF	B-OFF	B-OFF	C-OFF	C-OFF	D-OFF	D-OFF

FOOD AND WATER								
SHELTER								
SUPERVISE CLASSES LISTED								
SUPERVISE OWN CLASS								

(Each emergency team should have a plastic sleeve which has this sheet on one side, a site map on the inside, and their teams' checklist on the other side)

SITE: COMMAND POST TEAM

If notified of a Declared Emergency from the Superintendent's Office, or if the site suffers a severe disaster, the Incident Commander or designee shall immediately implement the plans and procedures in the Site Emergency Plan.

The Incident Commander shall:

- A. Activate alarm - notify staff**
- B. Activate Command Post**
- C. Activate Emergency Teams**
- D. Assess total school situation**
- E. Assign messengers to needed areas.**
- F. Request help from 911 or District EOC**
- G. Secure information from Emergency Teams - Update Site Status Reports Report to District EOC**
- H. Reassign team members to other duties as required when they finish initial assignment duties**
- I. Monitor reports from teams to insure that:**
 - 1. The campus is secure**
 - 2. The utilities are off or secure**
 - 3. The radio communications are operating**
 - 4. The First Aid area is functioning**
 - 5. Buildings have been searched for victims**
 - 6. The student release program is set up and operating**

The designated office staff shall:

- A. Report immediately to the pre-assigned area with the following equipment:**
 - 1. Student medications (Health Clerk)**
 - 2. Master keys**
 - 3. Current roster of students and staff**
 - 4. Emergency forms and documents**
 - 5. Two-way radio/communication equipment**
 - 6. Office supplies to assist IC**
 - 7. Calendar/schedule of groups off campus**

These materials should be assembled prior to any emergency so that they are readily available.
- B. Assume responsibility as directed by IC**

EMERGENCY PLAN CHECKLIST: COMMAND POST

INCIDENT COMMANDER

Follow this checklist in the event of an emergency

- Attend to immediate danger situations
- Call 911 in the event of a fire, explosion, downed power lines, life and death medical situations, etc.
- Determine Command Post location.
 - Primary Alternate
- Notify staff of location for evacuation assembly area
- Determine status of every student group
 - Students in bathrooms, halls, office, library, other non-classroom sites
 - Any groups away from campus
- Develop priorities for immediate emergency attention
- Monitor emergency teams
 - Command Post
 - Triage/First Aid Team
 - Search and Rescue
 - Utilities and Hazards
 - Student Release
 - Traffic Control/Security
 - Assembly Area/Care needs (food, water, shelter, and sanitation)
- Check communications for availability
 - Telephones
 - Intercom
 - Telephone four-digit extension (as designated in District Plan)

- District radio system
- AM/FM radio, television (information will be broadcast on our local radio stations - KOLA - 99.9 FM, KFROG - 95.1 FM, KFVB - 98 AM, KNX - 1070 AM, KFI - 640 AM, KDIF - 1440 AM.
- Have 2 meter antenna and drop cord available for a ham radio operator
- Complete site status report (see page 52).
- Report site status to district using 4-digit phone if possible, if not using district radio system.
- Prepare a statement for staff to read to their students regarding the current status of the incident. Reassure them of their safety.
- See that the emergency information is with the student or the teacher.
- Assess care needs:
 - Medical, including any required evacuations
 - Water
 - Food
 - Sanitation
- Keep District Emergency Operations Center informed of your actions and your needs.
- Make provisions to replace or consolidate classes to allow rapid staff release.
- Plan schedules that provide relief for your disaster workers.

DISTRICT OFFICE: EMERGENCY 4-DIGIT SYSTEM CALL ROUTING

Essential Service Lines (ESL) is a communications tool **TO BE USED FOR EMERGENCY PURPOSES ONLY!** The ESL lines are the first to receive dial tone during an emergency. When the phone is picked up, the phone company computer recognizes it as a priority number and when a line is clear the ESL line is given a dial tone. It may take up to two minutes after you pick up the phone before you may receive a dial tone to make your call. **DO NOT HANG UP THE PHONE ONCE PICKED UP. THIS WILL CAUSE THE ESL LINE TO GO BACK TO THE END OF THE WAITING LINE. WAIT FOR THE DIAL TONE.**

The phone system is made to work with only 10-15% of the total numbers being in use, so you can quickly see that an emergency situation will rapidly overburden the phone system. **USE THE ESL LINE FOR EMERGENCY MESSAGES ONLY!**

Those District Office personnel in the Emergency Operations Center will have a list of all ESL lines throughout the District

LOCATION	ESL #	REG. EXT.
EOC (Police Services)	5020,5021, 5022	7020
A. B. Miller High School	5800	5800
Adult Education	5501	5555
Alternative Education	5304	5300
Birch High School	5314	5310
Citrus High School	5304	5300
Fontana High School	5501	5500
Alder Middle School	5333	5330
Almeria Middle School	5353	5350
Fontana Middle School	5375	5370
Jurupa Hills Middle School	5492	5490
Ruble Middle School		
Sequoia Middle School	5405	5400
Southridge Middle School	5424	5420

Truman Middle School		5190
Almond Elementary		5130
Canyon Crest Elementary School	5443	5440
Chaparral Elementary School		5450
Cypress Elementary School	5462	5460
Date Elementary School		5240
Grant Elementary School		
Hemlock Elementary School	5470	5470
Juniper Elementary School	5482	5480
Live Oak Elementary School	5642	5640
Locust Elementary School	5652	5650
Mango Elementary School	5662	5660
Maple Elementary School	5673	5670
North Tamarind Elem. School	5683	5680
Oak Park Elementary School	5692	5690
Occupational Training	-	823-3838
Oleander Elementary School	5703	5700
Palmetto Elementary School	5713	5710
Poplar Elementary School	5722	5720
Porter Elementary School	5320	5320
Primrose Elementary School	5794	5790
Randall-Pepper Elem. School	5733	5730
Redwood Elementary School	5743	5740
Shadow Hills Elem. School	5752	5750
Sierra Lakes Elementary School		5270
South Tamarind Elem. School	5762	5760
Tokay Elementary School	5772	5770
West Randall Elem. School	5782	5780

Emergency Operations Center Phone Numbers:

Fax – 357-9713

Larry Wilkie – 357-0281

Media – 829-7796

Nurse – 357-2015

Operations – 357-0543

Operations – 823-1266

Operations – 823-8306

Transportation – 823-6397

COMMUNICATION LINKS:

**County
EOC**

**Phone
Fax
Ham Radio
800 MHZ Radio**

City EOC

**Phone
Fax
800 MHZ Radio
Ham Radio**

School District EOC

**Phone
Fax
800 MHZ Radio**

SITE: FIRST AID TEAM

The purpose of the First Aid Team is to provide emergency and long-term first aid, to set up the First Aid area away from the Command Post (and from possible hazards) and to manage and utilize first aid supplies. (Note: Education Code Section 32200 states that "No school district employee shall be held personally liable for civil damages on account of personal injury to or death of any person resulting from civil defense and fire drills.") California law provides immunity under the Good Samaritan law (See California Health and Safety Code, Article 4, Chapter 130, Section 1767.)

RECOMMENDED STAFF REQUIREMENTS: (First Aid/Triage/CPR training for as many staff members as possible.)

- **Elementary Schools - Three staff members**

- **Secondary Schools - Five staff members**

PREPARATION:

1. **Annually:**
 - a. **Update first aid supplies to standards both for the first aid station and classroom first aid kits.**
 - b. **Note on site map the location of all first aid kits and supplies.**
 - c. **Develop triage procedures with First Aid Team members.**
 - d. **In consultation with the Incident Commander, decide primary and alternate location for the emergency first aid area and morgue.**
 - e. **Update classroom and school personnel emergency information cards.**

2. **In an Emergency, staff on the First Aid Team shall:**
 - a. **Evacuate classes to the assigned evacuation area.**
 - b. **Transfer students and the enrollment/emergency data to buddy teacher.**
 - c. **Preassigned staff members will set up the first aid area.**

SITE: FIRST AID TEAM (continued)

- d. **Report to First Aid area. Display first aid sign if available. Set up First Aid area to include immediate and delayed areas.**

- e. Set up First Aid area to include immediate and delayed areas**
- f. Administer first aid as necessary.**

- g. Supervise the use and distribution of first aid supplies.**

- h. Notify the Command Post of staff and student injuries.**

- i. Document treatment, time, and release of all injured on student card and school treatment log.**

- j. Determine need for more extensive treatment and notify Command Post.**

- k. Place emergency information on injured persons if not previously done by the classroom teacher.**

EMERGENCY PLAN CHECKLIST: FIRST AID TEAM

- a. **Evacuate classes to the assigned assembly area.**
- b. **Transfer student and enrollment/emergency data to buddy teacher.**
- c. **Staff members will set up the first aid area.**
- d. **Report to First Aid Station. Display first aid sign if available.**
- e. **Prepare first aid supplies for immediate use.**
- f. **Administer first aid as necessary.**
- g. **Supervise the use and distribution of first aid supplies.**
- h. **Notify the Command Post of staff and student injuries.**
- i. **Document treatment, time, and release of all injured on student card and school treatment log.**
- j. **Determine need for more extensive treatment and notify Command Post.**
- k. **Place emergency information on injured persons if not previously done by the classroom teacher.**

SITE: UTILITIES AND HAZARDS TEAM

The purpose of the Utilities and Hazard Team is to check the utilities and identify hazards. The team shall do whatever is necessary to minimize further danger and report findings to the Command Post.

MINIMUM STAFF REQUIREMENTS:

- Elementary Schools - One staff member
- Secondary Schools - Two staff members

PREPARATION:

1. Annually:
 - a. Know location and procedure for turning off water, gas, and electricity, and intake valve on water heaters.
 - b. Know fire fighting procedures.
 - c. Know location of and make sure fire fighting equipment (extinguishers, etc.) is in working order.
 - d. Know locations of stored hazardous materials, including chemicals.
 - e. Know location of shutoff tools, hard hats, dust masks and barrier tape.
2. In an Emergency, the Utilities and Hazards Teams shall:
 - a. Secure necessary tools and hard hats and check the condition of the utilities and connecting pipes and lines and, if necessary, turn them off (each place pipes pass through concrete is a prime breakage point.)
 - b. Check the Site completely for:
 1. Fire and electrical hazards
 2. Chemical hazards (chlorine storage)
 3. Other hazards
 - c. Make a note of structural and non-structural damage when checking utilities or hazards. Report any identified damage to the Command Post.

PREPARATION: (Continued)

- d. Notify IC or designee of hazards and services needed.**
- e. Barricade or tape off hazardous areas.**
- f. When site is secure, report to the Command Post for direction.**

EMERGENCY PLAN CHECKLIST: UTILITIES AND HAZARD TEAM

- a. Secure necessary tools and hard hats and check the condition of the utilities and connecting pipes and lines and, if necessary, turn them off (each place pipes pass through concrete is a prime breakage point.)**
- b. Check the site completely for:**
 - 1. Fire and electrical hazards**
 - 2. Chemical hazards (chlorine storage)**
 - 3. Other hazards**
- c. Make a note of structural and non-structural damage when checking utilities or hazards. Report any identified damage to the Command Post.**
- d. Notify IC or designee of hazards and services needed.**
- e. Barricade or tape off hazardous areas.**
- f. When site is secure, report to the Command Post for direction.**

SITE: TRAFFIC CONTROL/SECURITY TEAM

RECOMMENDED STAFF REQUIREMENTS:

- **Elementary Schools - Two staff members**
- **Secondary Schools - Four staff members**

The district policy in a Declared Emergency is to provide supervision and care for students until it is safe to release them or until picked up by an authorized adult. To accomplish this, site personnel must take steps to patrol the site perimeter to keep students from leaving. If parents have followed the district's directions, students will have been told about this policy and should follow instructions of school personnel.

The Traffic Control/Security Team will require all students to remain on site until released. No physical force shall be used to restrain students intent on leaving. In that case, request student to give his/her name and stated destination. Report this information to the Student Release Team.

Parents or other adults coming on campus should be directed to the Student Release Area to have their student released to them.

The Traffic Control/Security Team shall be responsible for maintaining a clear entrance to the school for emergency vehicles and guiding cars to parking and student release areas.

PREPARATION:

1. **Annually:**
 - a. **Know location and alternative location(s) for entrance(s) for emergency vehicles and parking.**
 - b. **Prepare emergency signs for directing people and vehicles.**
 - c. **Know location of signs, barrier tape, walkie-talkies, and vests.**

SITE: TRAFFIC CONTROL/SECURITY TEAM (continued)

- 2. In an Emergency, the Traffic Control/Security Team shall:**
 - a. Obtain signs, barrier tape, walkie-talkies, and vests.**
 - b. Short of physical restraint, keep all students on campus until legal release.**
 - c. Direct authorized adults to student release area.**
 - d. Maintain a clear entrance to school for emergency vehicles.**
 - e. Direct vehicles to parking and student release areas.**

EMERGENCY PLAN CHECKLIST: TRAFFIC CONTROL/SECURITY TEAM

- a. Obtain signs, barrier tape, walkie-talkies, and vests.**
- b. Short of physical restraint, keep all students on campus until legal release.**
- c. Direct authorized adults to Student Release Area.**
- d. Maintain a clear entrance to the school for emergency vehicles.**
- e. Direct vehicles to parking and student release areas.**

SITE: SEARCH AND RESCUE TEAM

Each team will consist of at least two (2) but no more than seven (7) persons with each team appointing a Team Leader. The Team Leader will turn status reports into the Search and Rescue Group Supervisor(*). The Group Supervisor reports directly to the Command Post.

The Search and Rescue Team, at the direction of the Principal at the Command Post or the Group Supervisor in charge of Search and Rescue, will respond immediately to where children have been reported left behind.

RECOMMENDED STAFF REQUIREMENTS: (Work In Pairs)

- Elementary Schools - Two staff members
- Secondary Schools - Four staff members

PREPARATION:

1. Annually:
 - a. Train the Search and Rescue Team.
 - b. Assign a walkie talkie to the Search and Rescue Team.
 - c. Know locations of search and rescue equipment

***Group Supervisor** is a position created when there are two (2) or more Search and Rescue Teams at an individual site. The Group Supervisor acts as a liaison between the Search and Rescue Team Leader and the Command Post.

SITE: SEARCH AND RESCUE TEAM

- 2. In an Emergency, the Search and Rescue Team shall:**
 - a. Report to storage area to obtain supplies - form team.**
 - b. Await report from Command Post as to where the missing victims are located.**
 - c. Never enter buildings before seeing all four sides.**
 - d. Determine if building is of heavy or light rescue. Never enter into a heavy rescue situation.**
 - e. Make sure all utilities are turned off for your safety.**
 - f. Mark the entry to the building by placing an approximate 12" slash (/).**
 - g. Once inside, move to the right with only one person calling for victims.**

- 3. Caution:**
 - a. Check all victims for airway and bleeding before removing.**
 - b. When the search and rescue is complete and you exit for the first time, mark the door with another slash (X).**
 - c. Remain in voice contact with your partner at all times. If it is dark, use rope or webbing to maintain physical contact along with flashlights and lightsticks.**

EMERGENCY PLAN CHECKLIST: SEARCH AND RESCUE TEAM

- a. Report to storage supply area, obtain dust masks, hard hats, gloves, flashlights, goggles, tape and tools.**

- b. Await location reports of children left in classrooms.**
- c. See all four sides of building before entering.**
- d. Determine if building is heavy or light rescue. Never enter into a heavy rescue situation.**
- e. Make sure all utilities are shut off.**
- f. Upon entry of building, mark door with a slash (/).**
- g. Aid in the rescue of trapped/injured people (enter and search to the right).**
- h. Perform life savers (airway, bleeding & shock) on all victims before removing from building.**
- i. Secure unsafe buildings/classrooms against re-entry. Post warning signs on unsafe buildings.**

Cautions:

- * Proceed carefully - buildings may be unstable.**
- * Proceed quietly so calls for help can be heard (only Team Leader should be calling out).**
- * Remain in voice contact with your partner at all times.**
- * Heavy Search and Rescue is defined as:
 - any buildings that are leaning**
 - any buildings with exterior cracks of 1/2" or wider that run from ground level to roof level as one continuous crack**
 - any building with any collapse of the roof or four walls****

SITE: STUDENT RELEASE TEAM

In order to expedite the release of students to their parents, a Student Release Area should be established and procedures developed to provide for an orderly release process. The Student Release area should be away from the evacuation assembly area and parents should be required to follow release procedures. The most important task is to guarantee that documentation is kept about to whom each student is released.

Release methods will vary depending upon the physical site and numbers of students and staff. One approach is to establish one area for initial contact with adults/parents, and a second "reunion" area. The first area will check authorization for release on the student's emergency card. The parent will initial the card. Using walkie-talkies, or student messengers if walkie-talkies are not available, the student will then be summoned to the reunion area. There, the student's name will be checked off the master roster by the staff.

A second approach is to release students by grade level, using staff members at each level as appropriate. This approach also utilizes the student's emergency card, but offers the advantage of the grade-level teacher's familiarity with the students and parents. Each teacher involved in the release keeps track of the releases on his or her master roster.

RECOMMENDED STAFF REQUIREMENTS:

- Elementary schools - two staff members or individual teachers
- Secondary schools - four staff members or individual teachers

PREPARATION:

1. Annually:
 - a. Maintain a current roster of all students. If using grade-level approach, supply rosters to teachers as necessary.
 - b. Maintain a copy of the Health and Emergency Card for each student which lists persons authorized to pick up student.
 - c. Know where to obtain tables, chairs, writing supplies, and yellow barrier tape for delineating areas for student release and reunion areas, if applicable.

- 2. IN AN EMERGENCY, the Student Release Team shall:**
- a. Have parent/adult initial emergency card and indicate destination. If name of adult is not on emergency card, student will not be released.**
 - b. If name does appear on card, staff member shall note name and destination of student on master roster.**
 - c. Student will be summoned to release area or reunion area by messenger or walkie-talkie, or student will be released to the parent by the teacher.**

EMERGENCY PLAN CHECKLIST:STUDENT RELEASE TEAM (CENTRALIZED RELEASE)

- ___ Determine availability of supplies and safety of location for student release area and reunion area, if applicable.**
- ___ Set up tables, chairs, emergency cards, and master rosters in student release area. If using an initial contact area and reunion area, set up equipment for these areas.**
- ___ Have parents or adults initial Health and Emergency Card and indicate their destination. If name of adult is not on emergency card, student cannot be released.**
- ___ If adult's name is on Emergency card, use walkie-talkie or messenger to summon student to release or reunion area.**
- ___ Note name and destination of student on master roster before releasing the student.**

EMERGENCY PLAN CHECKLIST: STUDENT RELEASE TEAM (TEACHER RELEASE)

- ___ Have parents or adults initial Health and Emergency Card and indicate their destination. If name of adult is not on emergency card, student cannot be released.**
- ___ If adult's name is on Emergency Card, teacher will release student to listed adult.**
- ___ Note name and destination of student on class roster before releasing the student.**

SITE: SHELTER TEAM

The purpose of the Shelter Team is to provide any needed overhead shelters for the Command Post, First Aid Team, Student Release Team, and Long-term Care. The Shelter Team will communicate with the Utilities and Hazard Team prior to setting up overhead shelters.

RECOMMENDED STAFF REQUIREMENTS:

- Elementary Schools - Two staff members
- Secondary Schools - Two staff members

(May use upper grade student helpers if appropriate.)

PREPARATION:

1. Annually:
 - a. Know location of canopy shelters, stakes and necessary tools.
 - b. Know how to put up the canopies.
 - c. Know locations of all emergency team sites (see site map.)
2. In an Emergency, the Shelter Team shall:
 - a. Check with Command Post to determine what shelters are necessary.
 - b. Retrieve canopies, needed tools, tables, chairs, etc.
 - c. Set up First Aid area first, then continue to other teams as needed.
 - d. Check in with Command Post upon completion of duties.

EMERGENCY PLAN CHECKLIST: SHELTER TEAM

- Check with Command Post to determine what shelters are necessary.**
- Retrieve canopies, needed tools, tables, chairs, etc. and bring to locations designated on site map for shelters.**
- Set up First Aid area.**
- Set up other shelters as needed.**
- Check in with Command Post upon completion of duties.**

SITE: SANITATION TEAM

The purpose of the Sanitation Team is to evaluate the condition of existing sanitary facilities and to provide additional sanitary facilities for students and staff if necessary.

RECOMMENDED STAFF REQUIREMENTS:

- **Elementary Schools - Two Staff Members**
- **Secondary Schools - Two Staff Members**

PREPARATION:

1. **Annually:**
 - a. **Determine type of alternative sanitary facility to be used (lined buckets or wastebaskets, portable folding toilets, or plastic bags in existing toilets.)**
 - b. **Plan for gender separation and use of plastic sheeting for privacy screen.**
 - c. **Know where to obtain prepackaged wipes, toilet paper and other toilet equipment. Plan for every 150 persons; 1 toilet with 21 bags, 10 rolls of toilet paper and 400 wet wipes.**
2. **In an Emergency, the Sanitation Team shall:**
 - a. **Determine with Incident Commander or designee suitability of using indoor bathrooms as latrines. Empty water and line with double trash bags. (Do not flush toilets.)**
 - b. **Have toilet tissue available.**
 - c. **Set up hand washing station using prepackaged wipes.**
 - d. **To dispose of filled waste bags, put in garbage containers for later disposal.**
 - e. **If not using toilets, set up alternative sanitary facilities with privacy screens and gender separation in location specified on site map.**

EMERGENCY PLAN CHECKLIST: SANITATION TEAM

- ___ Check with Command Post before setting up sanitation area to determine availability of indoor bathrooms and sanitation supplies.**
- ___ Obtain supplies needed, including bags, prepackaged hand washing wipes, and toilet paper.**
- ___ If using indoor bathrooms, empty water and line with double trash bags. (Do not flush toilets.)**
- ___ Set up hand washing station using prepackaged wipes.**
- ___ To dispose of filled waste bags, put in garbage containers for later disposal.**
- ___ Set up privacy screens and gender separation screens as necessary.**

SITE: FOOD AND WATER TEAM

The purpose of the Food and Water Team is to maintain a fresh supply of stored water, and to distribute food and water to staff and students during a declared emergency.

Each site shall plan for approximately 1/2 gallon of water per person in the form of 55 gallon barrels and 2 1/2 gallon containers centrally located. When storing barrels, be sure you have a pump available for removing water and enough paper drinking cups (4 oz.) for water distribution. Do not distribute more than 4 oz. of water per 1/2 hour, per child. Use of the water must be tightly controlled in an emergency.

Several options are available for food. Sources include school lunches, snack packs low in salt and sugar stored for students in classrooms and food stored centrally. Also, coming highly recommended by professionals in the disaster field are 3600 calorie food bars. Food bars store well under all weather conditions for a shelf life of five (5) years, they are non-thirst provoking and produce very little waste. If you should choose this option, you should plan for one food bar per every three children.

Recommended Staff Requirements:

- Elementary Schools - Two Staff Members
- Secondary Schools - Two Staff Members

PREPARATION:

1. Water

a. Sealed Containers:

Change water at the beginning of the school year and every 6 months thereafter. Sealed containers vary in size (1 gallon, 2.5 gallons, etc.) and are usually purchased from grocery store, discount stores, etc. The shelf life on this water is 6 months. (Excludes emergency waterpaks, such as aqua blox, etc. These are specifically packaged with sterile water for emergency use and have a five (5) year shelf life. If you have this type of water, monitor expiration dates.)

When it is time to rotate the stock in the classrooms/storage bins, enlist the help of teachers, PTA, students, and volunteer organizations to purchase new water stock. Be sure to mark each container with the date in order to better monitor expiration.

B. Unsealed containers (water barrels; 55 gallon, containers; 2 1/2 gallon):

Once a year, at the beginning of the school year

1. Check expiration date of last treatment of 55 gallon barrels and 2 1/2 gallon containers.
2. If expired, replace water and add *water purification concentrate, according to directions.

SITE: FOOD AND WATER TEAM (cont.)

***Use bleach to purify water only if an emergency arises and no other method of purification or source of water is available. If bleach must be used, use the following recipe:**

Use liquid bleach that contains 5.25 percent sodium hypochlorite and no soap. Add 4 drops of bleach per quart (2 pints) of water ; 2 scant teaspoons per 10 gallons, stir and let stand for 30 minutes. If the water does not taste and smell of chlorine at that point, add another dose and let stand another 15 minutes. If you do not have a dropper, use a spoon and a square-ended strip of paper or thin cloth about 1/4 inch by 2 inches. Put the strip in the spoon with an end hanging down about 1/2 inch below the scoop of the spoon. Place bleach in the spoon and carefully tip it. Drops the size of those from a medicine dropper will drip off the end of the strip.

Please remember, bleach should not be used in planning as it is not intended for human consumption or long term water storage. USE ONLY IN AN EMERGENCY!!

It is the responsibility of the food and water team to know the location of water and siphon pumps, to survey the water supply, including trapped water in hot water tanks and toilet tanks (know locations), and maintain according to schedules listed above.

2. Food

1. The PTA will confer with the principal regarding food collection and storage on site.
2. Know where eating and drinking supplies are kept.
3. Assess food supplies (food bars, snack packs, central food supply and/or cafeteria food supply).

EMERGENCY PLAN CHECKLIST: FOOD AND WATER TEAM

- Monitor use of all water.**
- Provide necessary water to First Aid area.**
- Discuss with Incident Commander or designee and Student Release Team the approximate number of students needing long term care so that appropriate rationing of food and water can begin.**
- Set up handwashing station using prepackaged wipes.**

**FONTANA UNIFIED SCHOOL DISTRICT
Emergency Preparedness Procedure**

**Appendix A
Amendment to the California Administrative Code
Title 5, Section 560**

Title 5, Section 560 of the California Administrative Code is amended to read:

Civil Defense and Disaster Preparedness Plan: The Governing Board shall:

- A. Adopt a written policy guideline for use by schools of the district in formulating individual civil defense and disaster preparedness plans.**

The policy guideline shall meet the criteria established in that part of the Civil Defense and Disaster Planning Guide for School Officials entitled, "Essential Characteristics of the School Planning Guide", published by the State Department of Education, and shall be subject to approval by the County Superintendent of Schools. The policy guideline shall be reviewed at least annually and revised as needed. Plans and revisions may be subject to review and approval by the State Department of Education.

- B. Require the principal of each school in the district to formulate and submit to the district superintendent for approval a civil defense and disaster preparedness plan for that school. Each school plan shall satisfy the governing board's policy guideline, coordinate with the appropriate local government plan, be reviewed at least annually and be kept current.**

- C. Require each school to test its plan (other than fire drills) or each portion thereof on a rotating basis at least two times during the school year and keep a record of such tests. The record shall be maintained in a manner determined by the governing board, and available to the Department of Education upon request.**

SITE: PRINCIPAL'S CHECKLIST
DUE BY: OCTOBER 17 EACH YEAR
SUBMIT TO: DIRECTOR OF RISK MANAGEMENT

This is a checklist to help principals organize and meet the site requirements mandated by the Fontana Unified School District Emergency Preparedness Plan.

It is recommended that each Principal appoint a Site Disaster Committee (comprised of staff, PTA, students optional), to help carry out the tasks of this checklist.

<u>CHECK</u>	<u>REQUIREMENT</u>
___	1. Read the District Emergency Preparedness Plan, and know the responsibilities of the IC.
___	2. Designate a second-in-command and a backup.
___	3. Orient staff to District Emergency Preparedness Plan, review site procedures (staff meeting)
___	4. Update site plan, assign staff responsibilities (complete staff roster sheet)
___	5. Designate one day each month to check emergency/First aid supplies in each classroom and disaster bin (see Exhibits B and C)
___	6. Schedule necessary training (Triage/First Aid, CPR, Search and Rescue)
___	7. Schedule drills: Elementary - one per quarter Secondary - one per semester
___	8. Complete Site Map. (See page 50)
___	9. Complete Site Hazard Survey.
___	10. Collect Classroom Hazard Survey.
___	11. Submit a memo to the Director of Risk Management for any noted hazard.
___	12. Participate in test of District 2-way radio.
___	13. Check battery-operated radios.
___	14. Check location and condition of 2 meter radio antenna and the base for installing antennae.
___	15. Complete supplies and equipment inventory to include classroom emergency kits.
___	16. Order supplies and equipment as necessary
___	17. Assembly areas/alternates identified for all classes.
___	18. Communications to parents and students about disaster procedures. a. District Student Release Policy b. Emergency Card/New Student Enrollment Form/Health History and cover letter (Exhibits E, F and G)
___	19. Completed Emergency Student List and above student information (Exhibits E, F and G) should be collected and put into Classroom Emergency Kits.
___	20. Assess food supplies quarterly. Date new items as received: (Check as applicable)

Food Bars/Snack Packs

Central Food Supply
(meals ready to eat)

Cafeteria Food Supply

21. Assess Water Supply

At the beginning of the school year ensure the duties for the food and water team have been assigned and the team follows the instructions listed on the "site: food and water team checklist" on pages 36 and 37.

School: _____

Signature: _____

Date: _____

SAMPLE

SITE: _____
MONTHLY CHECK LIST OF EMERGENCY/CLASSROOM KIT SUPPLIES
EXHIBIT 'B'

Teacher: _____ Room #: _____ Year: _____																								
Classroom Kit Contents	July		August		September		October		November		December		January		February		March		April		May		June	
	Ye s	No	Ye s	No	Ye s	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Ye s	No	Yes	No	Yes	No
2 TRAUMA DRESSINGS 5"X9"																								
8 GAUZE DRESSINGS 4"X4"																								
4 TRIANGULAR BANDAGES																								
1 ROLL OF GAUZE																								
2 Pr. LATEX GLOVES																								
1 Pr. PARAMEDIC RESCUE SCISSORS																								
1 CLIP BOARD with CURRENT ROLL SHEET ATTACHED																								

SAMPLE

**MONTHLY CHECK LIST OF EMERGENCY/SEARCH & RESCUE SUPPLIES
EXHIBIT 'C'**

Site: _____		Year: _____																								Ap	Ma
SEARCH & RESCUE Supplies per each TEAM	July		August			September			October			November			December		January			February			March		ril	y	
	Ye s	No	Ye s	No	Ye s	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Ye s	No	Yes	No	Yes	No			
1 BAG - OVER THE SHOULDER																											
3 DUST MASKS																											
1 PERMANENT MARKER																											
1 PRY BAR																											
4 DOOR WEDGES																											
1 UTILITY SHUTOFF/PRY BAR																											
1 WINDOW PUNCH																											
1 ROLL DUCT TAPE																											
WEBBING - 50'																											
2 FLASHLIGHTS																											
EXTRA BATTERIES (INDUSTRIAL GRADE)																											
4 LIGHT STICKS - 12 HOUR																											
1 ROLL FLAGGING TAPE - ORANGE																											
CRIBBING - 28 12" long 2x4 Cribbing, 4 12" 4x4 Wedges, 2 4x4 Fulcrums, 1 48" 2x4 Lever																											
4 PACKS OF DRINKING WATER																											

**MONTHLY CHECK LIST OF EMERGENCY/SEARCH & RESCUE SUPPLIES
EXHIBIT 'C'**

Site: _____		Year: _____																							
SEARCH & RESCUE Supplies per each TEAM MEMBER	July		August			September			October			November			December		January		February			March		Ap ril	Ma y
	Ye s	No	Ye s	No	Ye s	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Ye s	No	Yes	No	Yes	No	
1 HARD HAT																									
1 PR. GOGGLES																									
1 VEST – ORANGE																									
1 PR. LEATHER GLOVES																									
1 WAIST PACK																									
4 TRIANGULAR BANDAGES																									
8 4"X4" GAUZE DRESSINGS																									
4 5"X9" TRAUMA DRESSINGS																									
1 ROLL GAUZE																									
4 PR. LATEX GLOVES																									
4 ANTIMICROBIAL WIPES																									
1 PARAMEDIC RESCUE SCISSORS																									

MONTHLY CHECK LIST OF EMERGENCY/FIRST AID SUPPLIES

EXHIBIT 'C'

Site: _____ **Year:** _____

REC. MINIMUM STORAGE BIN CONTENTS	July		August			September			October			November			December		January			February			March		Ap ril	Ma y
	Ye s	No	Ye s	No	Ye s	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Ye s	No	Yes	No	Yes	No		
FIRST AID SUPPLIES (per 250 persons)																										
3 STRETCHERS																										
15 TRAUMA DRESSINGS 5"x9"																										
50 GAUZE DRESSINGS 4"x4"																										
10 TRIANGULAR BANDAGES																										
10 2" GAUZE ROLL BANDAGE																										
4 LEG SPLINTS																										
5 ARM SPLINTS																										
5 ICE PACKS																										
5 ROLLS TAPE																										
1 DUCT TAPE																										
10 THERMAL BLANKETS																										
2 RESCUE SCISSORS																										
2 TWEEZERS																										
50 PR. LATEX GLOVES																										
25 ANTI-MICROBIAL WIPES																										
100 ANTISEPTIC WIPES																										
50 BANDAIDS																										
2 FIRST AID GUIDES																										
BLEACH - FOR DISINFECTING																										

Site: _____

Year: _____

Other Storage Bin Contents	July		August			September			October			November			December		January			February			March		Ap ril	Ma y	
	Ye s	No	Ye s	No	Ye s	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Ye s	No	Yes	No	Yes	No			
1 BULL HORN																											
1 CAN OPENER - MANUAL																											
18" CRESCENT WRENCH																											
1 HAMMER																											
1 HAND SAW																											
1 LANTERN WITH BATTERIES																											
MISCELLANEOUS:																											

SITE AND CLASSROOM HAZARD SURVEY

Non-structural hazards are caused by the furnishings and non-structural elements of a building. Any thing that does not actually hold the building up is non-structural, including floors, ceilings, windows and all furnishings. In California schools, non-structural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly.

SITE: SITE HAZARD SURVEY

Principals are required to conduct an annual Site Hazard Survey. The survey should be completed early each fall, signed, and submitted to the District Disaster Committee Chair by October 17. (Please put N/A by any items that are not applicable.)

The purpose of the Site Hazard Survey is to check for safety hazards outside of the classroom. The survey shall include evaluation of interior and exterior portions of buildings as well as school grounds. (A qualified structural and/or civil engineer could be consulted where appropriate.)

The Site Hazard Survey shall include assessment of:

- 1. Proximity of toxic, flammable, corrosive, chemically reactive, or radioactive materials on side/surrounding area.
- 2. Proximity of high voltage power lines.
- 3. Likelihood and possible effects of flooding, soil liquefaction, and landslides. Contact City Emergency Services.
- 4. Stability of water heaters (should be strapped on the top and bottom)
- 5. In offices, multipurpose rooms, lounges, etc., check for tie-down of bookcases and shelving, heavy objects on high shelves, safety of interior hanging fixtures, tie-down and latches on file cabinets.
- 6. Objects that restrict people from moving to a safe place (tables and desks in hallways).
- 7. Janitorial areas: storage of tools and cleaning chemicals.
- 8. Storerooms: heavy items stored on low shelves, shelving secured.

SITE: SITE HAZARD SURVEY (CONT.)

- 9. **Suspended ceiling tiles and runners: check with maintenance (runners should be secured to structural ceiling with heavy gauge wire attached diagonally).**
- 10. **Machine shop and woodshop: equipment should be bolted down.**
- 11. **Cooking and serving area: refrigerators and ranges restrained, flexible gas connections.**
- 12. **Large and heavy office machines: restrained and located where they will not slide, fall off counters or block exits.**
- 13. **Sound system speakers and spotlights: secure.**
- 14. **Furnaces or boilers: should be restrained.**
- 15. **Trees: large trees leaning or in poor health should be supported or removed.**
- 16. **Compressed gas cylinders: secured top and bottom with a safety chain.**
- 17. **Weight room/motor development room equipment: racks anchored and weights properly stored.**
- 18. **Laboratory chemicals on shelves: restrained.**

The Site Hazard Survey has been completed, and measures have been taken to allow for removal or correction of hazards insofar as practicable.

School: _____

Signature: _____

Date: _____

Comments: _____

CLASSROOM HAZARD SURVEY

At the beginning of the school year complete this survey and submit to the principal within thirty days. The Principal shall submit Maintenance requisitions to have the work completed.

SCHOOL: _____

TEACHER: _____

ROOM #: _____

DATE: _____

- | <u>YES</u> | <u>NO</u> | <u>N/A</u> | (Non-applicable) |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are free-standing or wall shelves secured to a structural support? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are file cabinets bolted to a stud and do the drawers have latches? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Or, is the file cabinet in a closet? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are heavy objects removed from high shelves? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are paints and chemicals on shelves restrained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are aquariums located on a low counter or the floor away from seating areas and restrained with heavy-duty angle clips bolted to the counter or floor? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are computers fastened to work station? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are wall-mounted objects secured (maps, bulletin boards, clocks, chalkboards)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are desks and tables located such that they will not slide and block exits? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are sound system speakers in elevated locations anchored to structure? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the TV monitor securely fastened to a securely fastened platform? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the TV monitor securely attached to a portable (rolling) cart with lockable wheels? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the classroom piano secured against rolling during an earthquake? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I have read my school site plan and understand my responsibilities as a teacher. |

SITE MAP

OBTAIN A MAP OF SCHOOL AND SCHOOL GROUNDS

This combination plot map and floor plan will serve many purposes. It will be used to note potential hazards and the location of utilities, emergency equipment, and supplies. Further, it will provide a basis for:

- 1. Establishing an evacuation route.**
- 2. Identifying two safe, open-space assembly areas.**
- 3. Developing procedures for conducting emergency response activities (e.g. search and rescue, damage assessment, etc.)**

Mark clearly by name the location of classrooms, library, and other activity rooms, restrooms, heating plant, hallways, and all doors and closets. In addition, locate:

- 1. Main shut-off valves for water and gas.**
- 2. Electrical power master switch.**
- 3. Stoves, heating/air conditioning equipment.**
- 4. Chemical storage and gas lines in laboratories.**
- 5. Hazardous materials stored by custodians and gardeners.**
- 6. Portable, battery-powered PA Equipment/radios/lighting.**
- 7. Fire extinguishers.**
- 8. First-aid equipment.**
- 9. Outside water faucets/hoses.**
- 10. Overhead power lines.**
- 11. Sewer lines.**
- 12. Underground gas lines.**
- 13. Location of two meter antennae and the base for installing the antennae.**

SCHOOL MAPS ON THIS PAGE

(Include emergency shutoffs, food, water, first aid supplies, fire extinguishers, tool storage areas and determine the location of fire hydrants and where emergency vehicles will be located)

FONTANA UNIFIED SCHOOL DISTRICT

SITE STATUS REPORT

APPENDIX 'D'

Site _____ Date _____ Time _____

Building assessment:

Building	Condition
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Estimated numbers of persons on site who are: Injured _____ Dead _____

Number who have been evacuated _____

Are any site access roads closed? _____

CP Staffed? _____ Location _____

Communications available: Phone _____ 4-digit ext. phone _____
Dist. Radio _____ 2 meter antennae _____

Special problems/needs _____

FONTANA UNIFIED SCHOOL DISTRICT

SCHOOL TREATMENT LOG

SCHOOL

DATE	TIME	TEACHER	PUPIL NAME	HEALTH PROBLEM	TREAT- MENT GIVEN	TIME LEFT	PERSON TO WHOM RELEASED

EMERGENCY SUPPLIES

Red Cross and city disaster preparedness officials candidly predict that in the event of a major earthquake in the Fontana area, damage would be so extensive to roads, over-passes and bridges that parents and students would be physically separated for several hours or possibly days. The school will probably be the primary care giver until the civil defense system becomes operational.

MINIMUM FIRST AID SUPPLIES RECOMMENDED (These items should be available at each site)

- 3 Stretchers per 250 persons
- 15 Trauma dressings 5"x9" per 250 persons
- 50 Gauze dressings 4"x4" per 250 persons
- 10 Triangular bandages per 250 persons
- 10 2" gauze roll bandage for 250 persons
- 4 Leg splints per 250 persons
- 5 Arm splints per 250 persons
- 5 Ice packs per 250 persons
- 5 Rolls tape per 250 persons
- 1 Duct tape per 250 persons
- 10 Thermal blankets per 250 persons
- 2 Rescue scissors per 250 persons
- 2 Tweezers per 250 persons
- 50 Pairs latex gloves per 250 persons
- 25 Anti-microbial wipes per 250 persons
- 100 Antiseptic wipes per 250 persons
- 50 Band-aids per 250 persons
- 2 First Aid Guides per 250 persons
- 1 Bottle Bleach per 250 persons

LIGHT SEARCH AND RESCUE EMERGENCY EQUIPMENT

Each site shall locate and inventory the following items so they will be immediately available to their light Search and Rescue Team in an emergency. This is a minimum list and schools should secure additional materials as needed to implement their school emergency plan. Items should be stored in disaster bin with internal locking device. When purchasing new bin please contact Risk Management for details. If you have more than one Search and Rescue Team at your site, each TEAM should be equipped with the minimal equipment listed below.

- 1 Bag-over the shoulder
- 3 Dust Masks
- 1 Marker
- 1 Pry Bar
- 4 Door Wedges
- 1 Utility Shutoff/Prybar
- 1 Window Punch
- 1 roll Duct Tape
- Webbing-50'
- 2 Flashlights w/Batteries (industrial grade)
- 4 Lightsticks-12 hour
- 1 roll Flagging Tape-orange
- 4 Packs of Drinking Water
- 1 Bx Cribbing * (28 12" long 2x4 Cribbing, 4 12" 4x4 Wedges, 2 4x4 Wedges, 1 48" Fulcrum)

* Cribbing is used when attempting to rescue victims trapped under heavy non-structural items (i.e. filing cabinets, piano, coke machine, etc.). You should always use cribbing for stabilizing the outside corners while lifting the object from the middle using the lever and fulcrum. This mechanical advantage lifting technique keeps everyone safe during victim removal.

Each and every Search and Rescue Team MEMBER should be equipped with the following safety items and medical supplies:

- 1 Hard hat
- 1 Goggles
- 1 Vest (orange)
- 1 Pr. Leather Gloves
- 1 Storage box
- 1 Waist Pack
- 4 Triangular Bandages
- 8 4"x4" Gauze Dressings
- 4 5"x9" Trauma Dressings
- 1 Roll Gauze
- 4 Pr. Latex Gloves
- 4 Antimicrobial Wipes
- 1 Paramedic Rescue Scissors

When an emergency occurs, stay calm. The Incident Commander, or his/her Designee, needs to stop and take time to assess the situation (this can be done in the office or when he/she moves to the problem area). Resist the temptation to react to your anxiety. Instead, prioritize, list potential actions (i.e. what needs to be done immediately, what should be done next, etc.) After establishing the priorities, delegate responsibilities to people who are both available and competent to perform the assigned function. Follow the attached Emergency Checklist.

Remain visible and calm. The IC or designee should remain free of specific duties which would encumber his/her ability to monitor the situation (the big picture) and make appropriate decisions. The outside agencies (fire department, police department, paramedics, etc.) will determine what action they will need to take and will expect the IC or designee to do whatever needs to be done in order for the outside agencies to perform their duties quickly and efficiently (i.e. evacuating the students and staff from buildings, activating school emergency teams, etc.

When the determination is made that an emergency does exist, call 911 Emergency Services first, then the district office should be immediately alerted, apprised of the situation and the magnitude of the event. This will enable the district office to make decisions regarding communications, personnel and equipment needs. As the situation develops, keep the district office continually aware of any changes that may occur. If these actions are not taken immediately, you will find that your phone lines will probably be jammed with incoming and outgoing calls. To be certain that you have the most options for communication with the district office, we recommend that you assign someone to set up your emergency radio (silver case).

Dealing with the media adds a distracting dimension for the administrator. Before interacting with the press, contact the district Public Information Specialist. On site he/she will become the conduit for information regarding the emergency. He/she will prepare a statement so that everyone is sharing the same information. Again, stay calm and avoid making any dramatic and/or alarming statements to the press. The media has the right to gather information and to speak to students and staff. They do not, however, have the right to interfere with the resolution of the emergency. Do not allow yourself to be distracted from your prime responsibility of managing the situation. A press area should be established some distance from the emergency area, to localize their movements and minimize their interference. The district's Public Information Officer will handle these arrangements.

All communications with the students and the staff needs to be done in a calm, almost routine manner. In order to help minimize the potential for overreaction and/or panic, making your announcements in as normal a tone and style as possible will promote appropriate responses and actions from both students and staff.

If your situation requires students to be transported to a hospital or to be released from the campus, be sure that a cadre of highly competent staff members, who know the students and the record keeping system, are assigned to work directly with the emergency personnel on the release of the student. At least one of these staff members should partner directly with the emergency services person involved in the student release.

EMERGENCY CHECK LIST

- ___ Assess the situation.
- ___ Take action to localize the problem. (Lock restroom, rope off the affected area, alert staff and students, etc.)
- ___ Call 911 with a description of the situation.
- ___ Take appropriate actions that are needed immediately.
- ___ Call the Superintendent's Office and the District School Police with an assessment and/or description of the situation. Ask that the Public Information Officer be alerted at this point.
- ___ Meet outside emergency personnel. Identify staging areas and needs.
- ___ Designated office personnel should set up the emergency radio so that you have a direct link with the district office.
- ___ Identify and assign a clerical person to work with the outside emergency team in a liaison capacity (he/she knows school routing, records, staff and students). This duty should be assigned prior to any emergency. (This will be critical as this person may need to record the destinations of students and staff who are removed from the campus.)
- ___ If students need to leave the classroom due to their involvement in the emergency, be certain that their names and grade levels are recorded in the office, or, if seriously affected, at the staging area.
- ___ Send emergency card (or a copy) to the staging area for every student who signed on the office list. These cards will be matched with the student in the staging area. (Alphabetize if time permits).
- ___ Designate an office "manager" to carry out the Incident Commander's operations regarding internal and external communications, student releases, etc.
- ___ Implement outside emergency team decisions based on current and changing data on the situation.
- ___ The PIO or his/her designee will work with the media in a place away from the staging area. (The press has a right to speak to students and staff, but not to interfere.)
- ___ The IC or designee determines what steps need to be taken based on the evolving situation. (Parents notified as soon as students are taken to hospital, evacuate the campus, establish control of people coming/going on/from the campus.)
- ___ The IC or designee should position himself/herself in an area where he/she is visible and accessible to the outside emergency personnel and the staff.

EMERGENCY CHECK LIST

- ___ If students are transported to a hospital, try to determine which hospital, prior to their leaving, if possible. (Parents will have to go to the hospital to get their child released.) The original emergency card, with the parent signatures, must accompany students to the hospital. The hospital should return the card to the parent when the student is picked up.

- ___ The PIO will work with you to prepare a written statement regarding the situation, actions taken, etc. to share with parents, the public and the media.

- ___ Secure staff members who will stay on campus to help with the emergency. (Answer phones, pick up staff members and the hospital, etc.)

- ___ Conduct a debriefing meeting with key site and district office staff not later than four days after the event.

Exhibit E

Exhibit F

Exhibit G

THE DAY AFTER THE EMERGENCY

Meet with the staff before school to review the facts and acknowledge those who helped during the emergency. Have the staff discuss the facts with the students during the first part of the day and answer their questions accurately and without judgment. Refer students who appear to need more than the teacher can offer or feel he/she can adequately handle, to a counselor or administrator.

The Incident Commander or designee should also work closely with the Superintendent and the PIO regarding follow-up communications to parents and the community in general.

VIOLENCE OR CRIME IN PROGRESS OR OFF-CAMPUS MAJOR EMERGENCY IN SURROUNDING NEIGHBORHOOD

Off-site problems can affect safety at the school. When alerted of a problem in the neighborhood the Incident Commander or designee can take the following emergency actions as necessary.

- 1. Keep students in classroom.**
- 2. Consider lockdown procedures.**
- 3. Keep posted on conditions - communicate with school police and public officials.**
- 4. When given all-clear from public officials resume normal activities or dismiss classes.**
- 5. Consider psychological debriefings.**

LOCK DOWN PROCEDURE

This procedure will be used when there is a “dangerous condition” on or around the school campus i.e., a campus intruder, gunshots are heard, a gun is seen on campus, police chase in the vicinity.

There will be a 30 second long bell, then a moment of silence, then another 30 second bell and so on for a few minutes as a warning signal if there is danger in the area or on campus.

When the bell sounds, students and all adults are to **drop wherever they are immediately**, and:

Classroom – go under the desk

Playground/Walkways – drop on the ground and cover head

Cafeteria/Library – go under tables

IF GUNSHOTS ARE HEARD BEFORE A WARNING BELL, DROP IMMEDIATELY FOR SAFETY SAKE,

All personnel are to stay put until notified, either by school administration or police **in person** that: (1) everything is all clear and the emergency situation no longer exists or, (2) they give you other instructions.

If a **POLICE CONTROL AREA** is set up in the proximity of your campus, all persons, students and staff, should proceed immediately to their respective rooms and stay indoors, away from the windows until the all clear bell is sounded.

REMEMBER, THERE ARE NO REHEARSALS. YOU MUST GET IT RIGHT THE FIRST TIME, SO PLEASE MAKE SURE THESE RULES ARE UNDERSTOOD BY ALL AND DRILL FREQUENTLY.

ON CAMPUS DISTURBANCE/PERSON ON CAMPUS WITH WEAPONS

School district will develop a bell warning system to alert staff of immediate lockdown procedure.

Upon notification of a major disturbance or person(s) on campus with weapons the Incident Commander or designee can take the necessary emergency actions as appropriate:

- 1. Alert staff by bell warning.**
- 2. Call 911 and school police.**
- 3. Teachers will lock doors. Students and staff away from classroom should report to nearest room.**
- 4. Teachers will have student drop, duck and cover.**
- 5. Teachers will take roll and report missing or extra students and staff to administrative office.**
- 6. Follow instructions from police officials.**
- 7. Render first aid as necessary.**
- 8. Resume normal activities upon clearance from police officials.**
- 9. Consider seriously psychological debriefings.**

UTILITY FAILURE

Utilities failures happen from time to time. Incident Commanders can take the following emergency actions:

- 1. Notify school police of problem.**
- 2. If necessary dismiss classes until the problem is fixed.**
- 3. If a utility line is broken or wires are down post staff to keep people away.**
- 4. Request generators if the outage is long term.**

SMOG

If smog alert occurs and message is passed on to the IC or designee, the following actions can be taken as appropriate:

GOOD	(PSI 0-49)	-	No restrictions
MODERATE	(PSI 50-99)	-	No restrictions
UNHEALTHFUL	(PSI 100-137)	-	<u>Exceeds Federal Clean Air Standard:</u> At this unhealthy level, susceptible individuals, especially those with heart or lung disease, should minimize outdoor activity.
	(PSI 138-199)	-	<u>Unhealthy Advisory Episode:</u> At this level, everyone, including healthy adults and children, should avoid prolonged, vigorous outdoor exercise. Susceptible individuals, especially those with heart or lung disease, should avoid outdoor activity.
VERY UNHEALTHFUL	(PSI 200-299)	-	1st Stage Episode: At this very unhealthy level, everyone, including healthy adults and children, should avoid prolonged, vigorous outdoor exercise. Susceptible persons, especially those with heart or lung disease, should stay indoors.
HAZARDOUS	(PSI 300-399)	-	2nd Stage Episode: At this very unhealthy level, everyone should try to avoid outdoor activity. Susceptible persons, especially those with heart or lung disease, should stay indoors.
HAZARDOUS	(PSI 400-500)	-	3rd stage episode: At this hazardous level, everyone should remain indoors and minimize physical activity.

FIRE

When Incident Commander or designee is made aware of a fire on campus by alarms, sight, or other notification, the IC or designee may initiate emergency actions as appropriate:

- 1. Sound school fire alarm - call 911.**
- 2. Evacuate to outside assembly area.**
- 3. Take roll, notify emergency responders about missing students.**
- 4. Provide first aid as necessary.**
- 5. If fire is very small and building is evacuated, staff can make an attempt to put out the fire with an extinguisher, provided 911 has been called.**
- 6. Keep access clear for emergency vehicles.**
- 7. Notify Risk Management on conditions at school.**
- 8. Dismiss students to go home after students have been accounted for.**
- 9. District Public Information Officer alerts media about early release of students.**
- 10. School closed until officials declare area safe.**

FIRE - OFF CAMPUS - NEAR SCHOOL

When the Incident Commander or designee is notified of a fire close by the school or heading to the school the IC or designee may take the following appropriate actions:

- 1. Alert teachers to keep students inside (smoke carries toxins).**
- 2. Alert the District School Police Office for possible evacuation need.**
- 3. Keep posted on fire's progress.**
- 4. If emergency officials order school evacuated alert school police to mobilize buses.**
- 5. Orderly move students to evacuation vehicles.**
- 6. Move students to reception sites.**
- 7. Take roll again.**
- 8. Have Public Information Officer alert media where parents can pick up students.**

BEE SWARM

Bees sometimes swarm on to school campuses. The Incident Commander or designee can take the following actions as necessary:

- 1. Move students inside away from swarm.**
- 2. Notify 911 and School Police.**
- 3. Keep students inside while swarm is moved.**
- 4. If bees invade classroom, move students to safer inside area.**
- 5. Provide first aid as necessary.**
- 6. When notified by county officials resume normal activities.**

Each year a brief inservice should be held for staff and students to alert about troubles with bees. Students should be instructed to alert staff about hives, swarms, nests in grounds or on school equipment and to keep away.

FLOOD OR SEVERE STORM

Heavy rains and severe storms can cause damage and injuries at schools. Incident Commanders can take the appropriate emergency actions:

- 1. Move students inside away from glass windows and doors.**
- 2. Keep aware of conditions in the surrounding neighborhood - watch for rising water. Keep school police aware of conditions.**
- 3. If flooding looks like it will occur notify school police to mobilize buses.**
- 4. Evacuate school if needed.**
- 5. Other sites might have been severely impacted and your site could become a reception site or Red Cross shelter. Be prepared to help.**

WIND STORMS

Wind storms occur from time to time. If a severe wind storm occurs the Incident Commander or designee can take the following actions as necessary:

Before school starts:

- 1. School police will notify district official about wind hazard.**
- 2. School official will determine if school will remain closed.**
- 3. School police will notify media, IC and key staff.**
- 4. Signs posted at schools that school is closed due to wind.**

During school:

- 1. Move students inside away from glass windows, and doors. Keep away from trees and overhead wires.**
- 2. If damage occurs to facility, move students to a safe facility on campus.**
- 3. If evacuation is necessary alert school police.**
- 4. Move students to a safe assembly area. Take roll and have district Public Information Officer alert the media.**

ACTION CHECK LIST EARTHQUAKE

When a strong earthquake occurs the Incident Commander or designee can take the following actions:

Staff and students will DUCK, COVER AND HOLD.

Inside School Buildings

- 1. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures.**
- 2. When shaking stops move students and staff from inside building to outside assembly area. Special consideration should be given to exit routes. Overhead items can shift and fall.**

DO NOT RUN!

- 3. Don't light any fires.**
- 4. Avoid downed wires - they may still be live.**
- 5. Activate rescue teams. Render first aid.**
- 6. Assess situation. Report to District Emergency Operations Center any needs or problems.**
- 7. Release students to adults on student release card.**
- 8. Coordinate damage assessment with inspectors. If weather is bad site might consider going back inside inspected classrooms deemed safe.**
- 9. Stand by to assist community and Red Cross if facility is picked to be a shelter.**

Outside on School Grounds

- 1. Teachers, staff and students will DUCK, COVER AND HOLD.**
- 2. Move to an open area or assembly area.**
- 3. Stay away from buildings, wires, and trees.**
- 4. DO NOT RUN.**
- 5. Take roll at assembly area.**
- 6. Be prepared to assist others.**

SCHOOL BUS

- 1. If possible and where it is safe, pull bus over and park away from overpasses, trees and hillsides.**
- 2. Set brake, turn off ignition, keep key in ignition.**
- 3. Students stay in their seats.**
- 4. When making stops report in to District dispatcher. Report any problems.**
- 5. If going to school, deliver students there. Report road closures to District dispatcher.**
- 6. If taking students home, complete route. Report heavily damaged areas into dispatcher.**
- 7. Avoid downed wires.**
- 8. Provide first aid as necessary.**

BOMB THREAT

The vast majority of bomb threat telephone calls and notes are hoaxes or pranks. However, all such threats must be handled quickly and efficiently.

Responsibility for determining the exact course of action in each case should remain with the Incident Commander or designee of the school.

IC or designee may initiate emergency actions which will allow for the following as appropriate:

Location of bomb unknown:

- 1. Consider immediate evacuation.**
- 2. Call 911.**
- 3. Immediately notify school police.**
- 4. Faculty members, custodian personnel, and available district personnel not involved in classroom activity should conduct a search for the bomb. Police and Fire Departments will assist.**
- 5. DO NOT USE A RADIO (this could trigger the bomb) - send written note to teachers alerting them of the situation.**
- 6. If anything suspicious is found immediately, evacuate the area.**
- 7. Resume normal activities once cleared by Police and Fire Departments.**
- 8. Complete a written report to school police on content of threat message, date, time, voice characteristics and background sounds.**

Location of bomb known:

- 1. Immediately evacuate the area.**
- 2. Call 911 and school police.**
- 3. When cleared by Police resume normal duties or if late in the day, dismiss classes.**
- 4. Consider psychological debriefings.**

FALLEN AIRCRAFT ON OR NEAR SCHOOL FACILITY

In the event of a downed aircraft the Incident Commander or designee can initiate emergency actions as appropriate.

- 1. Move students away to safe area (over 300 ft.)**
- 2. Call 911.**
- 3. Take roll.**
- 4. Keep access routes clear for emergency vehicles.**
- 5. Watch for fires and/or explosions.**
- 6. Activate first aid teams as necessary.**
- 7. Keep fire, police and district updated on needs, injuries, missing students or staff.**
- 8. When cleared, resume normal activities.**
- 9. Consider psychological debriefings.**

HAZARDOUS MATERIALS INCIDENT

On-site:

When Incident Commander or designee is made aware of a hazardous materials problem the IC can initiate the appropriate emergency actions:

1. Evacuate everyone from the immediate area.
2. Call 911 and school police.
3. Move students and staff cross wind to a safe area - NEVER DOWN WIND - fumes can be toxic.
4. Take roll.
5. Provide first aid as necessary.
6. Report to police and fire any injuries, missing persons, or problems you may have.
7. County Health will clear classrooms for reoccupancy.
8. Consider early dismissal.
9. Work with District's Public Information Officer about press release.

Off-campus:

When IC or designee is made aware of a hazardous material incident off campus the IC can initiate the appropriate actions:

1. Move students inside.
2. Call 911. Ask if school is in evacuation zone.
3. Notify school police - this will alert buses for possible evacuation.
4. When ordered, evacuate school
5. Take roll
6. Move to pre-determined receiving site
7. Take roll again at receiving site
8. When cleared by Fire Department return to school
9. Possible early dismissal upon returning from receiving site

**FONTANA UNIFIED SCHOOL DISTRICT
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EMERGENCY PREPAREDNESS PLAN

4th Draft

(SITE)

Updated:

8/31/95

EMERGENCY PREPAREDNESS PLAN

GLOSSARY OF TERMS

CP	COMMAND POST
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
IC	INCIDENT COMMANDER
PIO	PUBLIC INFORMATION OFFICER
ESL	ESSENTIAL SERVICE LINES

